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## Policy No. 23

# Member Code of Conduct

### DOCUMENT CONTROL

<b>Version:</b>	8 <sup>th</sup> February 2016 Jack Wegman CEO
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<b>On behalf of Board:</b>	Denis Moroney President
<b>Next review date:</b>	January 2019

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## **TITLE**

Member Code of Conduct

## **PURPOSE**

It is SSAA Vic policy to provide a generalised code of conduct for members to make explicit the expected standards of behaviour within the Association. The focus of the code is on setting out members' rights and obligations, including expectations of member conduct. The aim of the code is to promote the highest standard of conduct by members in relation to the organization, its constituent parts and the community.

## **SCOPE**

This policy is global inasmuch as it applies to all members on an on-going basis.

## **OBJECTIVE**

Provide direction on standards of behaviour expected from members.

## **POLICY DETAILS**

The Sporting Shooters Association Australia (Victoria) is a member-based organisation which values shooting as an enjoyable, safe and inclusive sport. Members need to aim to contribute to the Association's mission *"to promote, facilitate and protect responsible firearm ownership in all the shooting sports"*.

Members are considered fit and proper people who contribute to the Association's mission in a responsible manner. This code sets out members' rights and obligations, including expectations of member conduct. The code seeks to promote the highest standard of behaviour by members in relation to the organization and its constituent parts.

### **Rights**

#### **Members have the right to:**

1. be treated fairly, equally and with respect by the Association, its office bearers, staff, range officers, volunteers and other members;
2. engage in an environment free of harassment or discrimination;
3. privacy and confidentiality concerning records, documentation and any other communication containing a member's personal information, unless consent is otherwise provided;
4. be informed by the Association of matters affecting them; and
5. express their opinions, requirements and suggestions to the Association.

## **Obligations**

### **Members must:**

1. treat other members, guests, staff, range officers, Board members and volunteers fairly and with respect and courtesy;
2. behave responsibly in their role as a member and ensure they conduct themselves in a manner which does not damage the reputation of, or reflect poorly on the Association, sponsors, partners or the wider recreational shooting community;
3. not physically or verbally harass other members, office bearers, office staff, range officers, volunteers, Board members or range staff, or make them feel that way;
4. not present SSAA (Vic) poorly or bring the Association's name into disrepute on websites, social media platforms or online forums (any post that puts the reputation of SSAA (Vic) at risk will be deleted, and the user banned and/or reported to the social media authority);
5. not send offensive emails (i.e. emails that are offensive or may reasonably be perceived as offensive) or post on social media comments which are or could reasonably be seen as being offensive, derogatory or inflammatory. Hasty messages/comments sent without proper consideration can cause upset, concern or misunderstanding;
6. abide by and uphold the Association's constitution, Association rules, the SSAA code of ethics and this code of conduct;
7. pay any fees committed to;
8. notify the Association of any changes of address or personal details;
9. comply with adopted Association policies in respect of principle, processes and procedures;
10. comply with risk management procedures at all times when participating in Association activities and comply with range rules at all times when on Association ranges;
11. not make public statements on behalf of the Association unless specifically authorised .

### **Breaches**

Any person not complying with the terms of this code of conduct may be required to leave the Association's premises or Association-sponsored event.

Non-compliant behavior of any member will be reviewed and an appropriate course of action determined by the Association. The review may result in reprimand, suspension or revocation of membership, in accordance with the SSAA (Vic) constitution.

The Association reserves the right to pursue legal action in the event that a breach of the code of conduct is deemed sufficiently serious.

## **Observation of the code of conduct**

A signed declaration on the SSAA Vic membership application form requires you to comply with the code of conduct. Even if not signed, every member is deemed to be bound by the code once they are accepted as members.

## **ASSOCIATED DOCUMENTS / REFERENCES**

None