



Code of Conduct Members of the BCOAA Inc

The Brock Commodore Owners Association of Australia Inc ('BCOAA Inc') endeavours to foster a responsible, community minded standard of behaviour and conduct that applies to all Members including Committee Members.

Failure to comply with the following Code of Conduct may result in sanctions being imposed against individuals where deemed appropriate.

1. A Full Member should undertake to be a financial Member at all times.
2. Existing Full Members accept that membership is conditional upon having their vehicle's authenticity verified by HDT Special Vehicles Pty Ltd ('HDT').
3. Whilst participating in endorsed Club events or whilst displaying or wearing official Club merchandise the Member must act in a manner representative of the BCOAA Inc and abide by all relevant Australian Law, in particular road rules, regulations and vehicle registration requirements.
4. A Member must not acquire a private advantage at the expense of the BCOAA Inc or its Members.
5. A Member by virtue of his or her membership acceptance agrees to act in the best interests of the Club at all times.
6. Members shall not discriminate against or treat some Members more favourably than others irrespective of their position within the BCOAA Inc.



Code of Conduct Members of the BCOAA Inc continued

7. Members shall not engage in behaviour considered to be injurious or prejudicial to the BCOAA Inc, its Members, its interests.
8. Members are to behave in a way that upholds the reputation of the BCOAA Inc and its values, showing a commitment to respect the dignity and rights of others.
9. Members must respect and not denigrate the opinions of other Members, whether expressed verbally, in writing or communicated in any form of electronic media.
10. Members must not denigrate or discriminate against another Member on the basis of race, cultural background, gender, sexual orientation or disability. Members must not engage in any form of bullying, mistreatment, coercion, harassment (including sexual, racial or any form of cyber harassment) or any other unethical or unlawful behaviour.
11. Where a guest of the BCOAA Inc is found to behave in a manner that is unacceptable, the introducing Member shall upon request from a Committee Member and without question immediately remove the guest from the event or function. All invited guests must abide by and comply with the rules of the BCOAA Inc at all times.
12. Membership of the BCOAA Inc is conditional upon agreement to and acceptance of the terms in the Code of Conduct. Each Member agrees to be held accountable for his or her actions, where such actions are found to be in contravention of any and/or all of the above stated requirements.



Code of Conduct for Committee Members of the BCOAA Inc

1. "Committee" means those Members voted into Committee positions at the Annual General Meeting ('AGM') and any State and Regional representatives appointed to the Committee. State and Regional representatives are responsible for the coordination of BCOAA Inc activities in that State or Region.
2. Members of the Committee shall not profit financially or reap any other material gain from their membership of the Committee.
3. Members of the Committee shall not commit the Club to any expenditure and/or financial liability without first obtaining authorisation to do so from the President and/or Treasurer.
4. Members of the Committee shall not enter into any arrangement wherein a creditor of the Club shall be discharged from their financial obligation without first obtaining authorisation to do so.
5. Members of the Committee shall not speak on behalf of the whole Committee as a body without first obtaining authorisation to do so.
6. Members of the Committee's first obligation are to all the Members of the Club. Where a Member has an issue that needs to be addressed such issue shall be referred to the President in the first instance.
7. Members of the Committee may be issued with documents or emails originating from within the Committee. Unless agreed otherwise such documents are "confidential" and shall remain in the care of and treated as confidential by the Committee recipient. Unless agreed otherwise such documents shall not be photocopied, duplicated, transmitted electronically or otherwise disseminated in any format to any other Member or third party without the expressed permission of the Committee.

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Code of Conduct for Committee Members of the BCOAA Inc continued

8. Members of the Committee shall be privy to matters and issues that are otherwise not available in the public domain or to other Members. Unless otherwise agreed such information shall remain confidential and shall not be published, disseminated or discussed with any party outside of the Committee structure.
9. Members of the Committee shall take care when entering into debate, fostering debate or, soliciting opinions from the membership not to express opinions that the Committee Member knows to be in conflict with the Committee's position.
10. Members of the Committee are expected to represent the Club and to be the ambassadors of the Club.
11. Members of the Committee shall foster a safe, family friendly and happy environment for the benefit of all the members of the Club.
12. Members of the Committee shall not be part of /or act in a manner that could discredit the Club, any other Committee Member and/or the Committee as a management body.
13. The President, Vice President, Secretary and Treasurer shall have limited authority to act for and on behalf of the Club as and when necessary. The limits to this authority to act shall be determined by the majority vote of the Committee.



What happens if it is alleged that a breach of the Code of Conduct has occurred?

Should the Committee be made aware of any alleged breach or failure to comply with the Code of Conduct it will result in the Member or Committee Member being requested in writing by the Secretary to supply a written explanation of the incident.

Step One: The Committee will establish if there are reasonable grounds to believe that a breach of the Code of Conduct may have occurred and that an investigation is appropriate.

Step Two: Should an investigation be appropriate the Committee will conduct an examination of the issues involved gathering all available evidence and then reach a preliminary finding.

Step Three: Should the Committee find that an alleged breach has taken place, it may at its discretion give the Member or Committee Member the opportunity to present his/her case, request the Member or Committee Member undertake a suitable course of action, impose a sanction or require an explanation as to why their membership should not be terminated. No pro-rata refund of membership fees will be given for a breach of the Code of Conduct.

Step Four: Should the Committee resolve to terminate his or her membership, its decision will be final with no rights of review and it shall instruct the secretary to advise the Member or Committee Member in writing accordingly. No pro-rata refund of membership fees will be given for a breach of the Code of Conduct.

Step Five: Determinations of any investigation into a breach of the Code of Conduct may be published in the BCOAA Inc magazine.



What happens if it is alleged that a breach of the Code of Conduct has occurred? Continued

Sanctions: Sanctions may include any or all of the following:

- If a Member or Committee Member is not financial and a breach occurs, their Membership becomes suspended pending an investigation.
- Require the Member or Committee Member to provide a written apology to the BCOAA Inc and to the person harmed (if any).
- Require the Member or Committee Member to give an undertaking not to engage in the particular conduct again.
- Give a warning to a Member or Committee Member that if the particular conduct is repeated their membership will be terminated.
- Banning the Member or Committee Member from a particular/or type of event (as the Committee sees fit).
- Suspension of membership for any period the Committee sees fit.
- Termination of membership for any period the Committee sees fit.

Footnote:

If any Member feels so aggrieved by another Member's conduct the BCOAA Committee suggest that the Member pursue their complaint through "Civil Legal" channels.

The BCOAA Inc, Committee and Members will in no way be responsible for reimbursement of costs incurred by a Member pursuing these actions.