



By-Law Number 3: Order and Conduct of Club Meetings

By-law number	BL3	Version	01
Drafted by	Russell Rees	Approved by Committee on	22 July 2019
Responsible person	Shaun Mooney	Scheduled review date	July 2020
in accordance with Rule 28 of the Mentone LSC Constitution			

Title Order and Conduct of Meetings of the Executive Committee, General Committee, approved sub committees and any appointed Standing Committees

Purpose Provide further guidance and direction to enable the effective functioning of governance arrangements of the Association

Details

a. Guidance for Executive Committee and General Committee to apply to sub committees and any Standing Committees

In addition to the guidance provided in the Association's Constitution the following guidance will be read as to apply to all subcommittees and Standing Committees

1. Rule 17 - Voting
2. Rule 8 – Requirement to keep Minutes
3. Rule 23 – Quorum
4. Rule 23 – Notice of Meeting and Urgent meetings
5. Rule 23.4 (d)– No Proxy Voting
6. Rule 23.4 (f) – Attendance when not physically present
7. Rule 23.5 - Leave of Absence
8. Rule 23.6 – Material Personal Interest
9. Rule 23.7 – Financial Interest
10. Rule 23.8 – Conflicts

Where there is any doubt as to application Rule 24.3 will apply

b. Order of Meetings

The general order of meetings shall be consistent across all committees and be as follows:

1. Opening and Welcome
2. Apologies
3. Minutes of Previous Meetings
4. Correspondence
5. Tabling of Items for General Business (item 9)



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6. Tabling of any Conflicts of Interest
7. Review of Actions
8. Reports
9. General Business
10. Next Meeting

c. **Standing Committee and Sub committee Member Attendance**

The expectation is that committee members demonstrate their commitment to the Association by unbroken attendance at committee meetings on which they sit.

In recognition that there are occasions where members cannot attend, they should notify the Chair (or Secretary) of their intended absence.

Unplanned absences without notification for more than two consecutive meetings are a breach of this commitment.

The Chair shall consult with the member to determine the situation and will seek to resolve the members non attendance.

Where the member's non-attendance cannot be resolved the Chair will put to the Committee the issues and a proposed solution. The Committee members will decide what actions are to be taken and make a recommendation to the Executive Committee for approval. The member is entitled to make representations on their behalf throughout this process.

Note: Member attendance matters for the Executive Committee and the General Committee are detailed in Rule 22

d. **Committee Members Code of Conduct**

Members of the Executive Committee, General Committee and all other committees are required to commit to the following Code of Conduct, (in addition to any general Code of Conduct for members)

Committee Members will:

1. Be diligent in their role and responsibilities in full knowledge of any role statement relative to their position
2. Attend Committee meetings or forward their apology prior to the meeting as required
3. Prepare for meetings by submitting reports in the required timeframe and format, and by reading reports and other papers circulated prior to the meeting
4. In meetings act in accordance with meeting procedure, recognise and treat the Chair with respect and respect the right of members to speak and be heard
5. Treat all people associated with the Club, including members, volunteers, partners, external stakeholders, and other Committee Members with respect
6. Always consider the welfare of the Club's members above success in sporting events or other club activities
7. Attend to their fiduciary responsibility and make decisions based on what is best for the Club, not for individual interest or gain
8. Not take advantage of their position on the Committee in any way



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9. Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organisation
10. Be open to feedback from members and respond appropriately
11. Be honest at all times
12. Act as a positive role model with respect to good behaviour
13. Adhere to the policies and procedures established by the Club
14. Adhere to the legislative requirements of the Club
15. Respect the equipment and resources of the Club and only use these in Club related business
16. Not receive gifts that result in personal financial benefit
17. Always look for opportunities for improved performance of the Club operations and Committee functions
18. Always represent the Club in a professional manner
19. Not speak to the media about any aspect of the Club that could damage the Club or its reputation
20. Have fun

e. Meetings of the General Committee

The Executive Committee will determine the frequency of meetings of the General Committee in order to achieve the functions detailed in Rule 20.2. In the absence of any direct guidance the General Committee should meet at least 3 times in any one calendar year