



HILLANDALE BOWLING CLUB

CODE OF CONDUCT FOR EXECUTIVE BOARD MEMBERS

(Appendix B to the constitution)

All members are in a relationship of trust with their club as well as with the people they have elected, and therefore have a duty of trust towards the bowling club. This requires members to act as follows at all times:

GENERAL BEHAVIOR OF MEMBERS OF THE EXECUTIVE BOARD (EB)

1. Board members must at all times:

1.1 acts with fidelity, honesty, integrity, in good faith, and in the interest of the club, and does not engage in any act that dishonors the club's good name;

1.2 be responsible for the management of the club.

1.3 governs the club ethically and in accordance with the applicable legislation below:

1.3.1 the Constitution of the Republic of South Africa, Act 108 of 1996;

1.3.2 the National Bowls Association's code of conduct; and

1.3.3 the provisions of the constitution of this club;

in a manner that provides effective, transparent and accountable management, ensures justifiable and well-founded decisions, as well as encourages effective participation in the game;

1.4 avoids involvement in any act that may harm the club and dishonor the club's good name, or damage the trust between the members of the board or any member of the club;

1.5 acts in a way that enhances the credibility of the EB and the club;

1.6 ensures that their boards decisions are procedurally fair and substantiated by sound reasons;

1.7 act honestly and rationally, and not arbitrarily and irresponsibly;

1.8 avoids actions that create a well-founded presumption of prejudice;

1.9 remains unaffected by coincidences or hidden motives;

- 1.10 combats all forms of unfair discrimination and intolerance by ensuring that all members, regardless of race, color, ethnicity, gender, language or religion, receive full benefit from membership within the framework of the club's policy;
- 1.11 act in a manner conducive to the smooth running of the club and meetings of the EB; and
- 1.12 not only maintain the club during the term of office, but also contribute positively to the development of the club and the management structures.

FINANCIAL AFFAIRS

2. Executive Board must:

- 2.1 annually draw up a budget for acceptance by the members;
- 2.2 approves the annual financial statements on the recommendation of the Finance Committee;
- 2.3 maintains an accounting system and establishes and manages the membership fee fund;
- 2.4 acts in accordance with clause 1 in the administration, management of the club's finances;
- 2.5 ensures that documents and records relating to club finances are dealt with in all honesty;
- 2.6 do everything in their power to ensure that the financial and other resources of the club are used responsibly and in an accountable manner;
- 2.7 make efforts to obtain sponsorships, donations or voluntary contributions for the benefit of the club from individuals and community businesses in order to improve the quality of the club and play;
- 2.8 ensure that all financial matters are conducted honestly and in accordance with applicable policies, rules, prescripts and regulations;
- 2.9 ensure that all business with commercial banks is conducted properly and in accordance with applicable policies and practices;
- 2.10 timely ensure that no member of the board, or close relatives of members of the board, has interests in financial matters relating to the management, without such interests being fully disclosed; and
- 2.11 take effective and appropriate steps to irregular, fruitless and wasteful expenditure; to prevent or recover losses due to criminal or irregular conduct, and any expense in violation of the club's policy.

DISCLOSURE OF INFORMATION RELATING TO THE CLUB, MEMBERS, OR AN EMPLOYEE OF THE CLUB

3. Board members:

3.1 may not make statements to the media or any person, or the media or any person with information relating to the EB, any member of the board, the club, a member or any employee of the club, unless provided in accordance with the approved policies or rules of the club;

3.2 may not disseminate false information or make any false allegations regarding the EB or any member of the club, the club, a member or any employee of the club;

3.3 must treat all information obtained as executive members as confidential, unless the rules of the club dictate otherwise;

3.4 may not disseminate any information that the board deems confidential;

3.5 must, in the performance of their duties, have access to private and confidential information of board members, members and employees of the club, which information must at all times be considered confidential;

3.6 during and after their term of office:

3.6.1 use confidential information only for the purpose for which it was disclosed;

3.6.2 respect the privacy of any such information and maintain its confidentiality; and

3.6.3 not disclose any such information, except to the extent that it appears necessary to perform their duties under the club's constitution.

DUTIES OF EXECUTIVE BOARD RELATING TO BOARD MEETINGS

5. The members of the EB must:

5.1 meet at least once per quarter;

5.2 hold a meeting with the members at least once a year during which reports on the year's activities are reported.

5.3 keep minutes of all meetings;

5.4 attend all management meetings, subcommittees in which they serve; and

5.5 pay careful attention and consider the issues that will be discussed at board meetings.

MISCONDUCT

6. Board members are guilty of misconduct if they:

6.1 violates any provision or obligation of the Code of Conduct; and

6.2 contravenes any common law or national law directly related to their membership of the club, or in any way prejudices the club or board, or dishonors the club or boards good name.

PROCEDURE IN CASE OF ALLEGED BEHAVIOR

7. The following procedure should be followed in case of alleged misconduct:

7.1 All complaints about the behavior of a member of the executive must be addressed to the chairperson of the EB.

7.2 Complaints about the behavior of the chairman of the EB must be addressed to the vice-chairman.

7.3 The chairperson or vice-chairperson, depending on the circumstances, will, upon receipt of written allegations of misconduct, examine the information presented to him /her and determine whether the allegations are of a serious nature or not.

7.4 The chairperson may choose to merely reprimand the member if the complaint against him/her is of a less serious nature.

7.5 If the allegations are of a serious nature and reference to full EB seems to be warranted, the chairperson will convene an extraordinary meeting of the EB to discuss the matter.

7.6 If the chairperson/vice-chairperson determines that there is a *prima facie* case, he /she must request EB to convene an extraordinary meeting of the EB to discuss the matter.

APPOINTMENT OF INVESTIGATION COMMITTEE

8. The following procedure must be followed when appointing an investigative committee:

8.1 At the meeting contemplated in clauses 7.5 and 7.6, the EB must appoint a committee of at least three persons to investigate the allegations against the member.

8.2 The EB may also appoint non-executive members as members of the committee as contemplated in clause 8.1.

8.3 The committee must:

8.3.1 within a reasonable time (7 days) after its appointment, provide the accused member with a written description of the allegations of misconduct against him/her;

8.3.2 provide the member with the opportunity to make written representations within 7 days of the date on which the written description of the allegations of misconduct has been provided to him/her;

8.3.3 consider such representations; and

8.3.4 make a recommendation to the EB.

RECOMMENDATION BY THE INVESTIGATION COMMITTEE

9.1 The Committee may recommend that:

- 9.1.1 the member is acquitted in the absence of any evidence that the allegations of misconduct are true;
- 9.1.2 the member is reprimanded; or
- 9.1.3 make a recommendation to suspend the member from the EB, or to terminate his /her membership of the EB.

DECISION BY THE EXECUTIVE COMMITTEE

- 10.1 The EB will consider all documents referred to board;
- 10.2 The EB will make sure that the procedure as stipulated in clause 8, are followed;
 - 10.1.1 by considering the matter on merit;
 - 10.1.2 and make a decision to ratify the recommendation of the investigation committee or to reject it.
- 10.3 If the EB confirms the recommendation of the investigation, the board must:
 - 10.3.1 notify the member in writing as soon as possible;
 - 10.3.2 provide written reasons for the board's decision; and
- 10.2.3 inform the member of his / her right of appeal against the decision at the EB.
- 10.4 Pending the decision of the appeal, the member may not participate in EB operations.
- 10.5 All documentation regarding the matter for a final decision must be preserved.

APPEAL BY A MEMBER OF THE EXECUTIVE BOARD

- 11.1 The appeal must:
 - 11.1.1 be submitted to the EB in writing within 7 days of the date of receipt.
 - 11.1.2 have clear reasons for the appeal.
- 11.2 The EB must:
 - 11.2.1 consider the appeal; and
 - 11.2.2 confirm or set aside the appeal.
- 11.3 Pending the decision of the appeal, the member may not participate in any operations of the board.

ACCEPTED AND SIGNED BY ALL MEMBERS OF THE EXECUTIVE BOARD ON

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Chairman: _____

Vice-Chairman: _____

Treasurer: _____

Secretary: _____

Competition sec: _____

Competition sec: _____

Additional member: _____

Additional member: _____

Additional member: _____
