

Code of Conduct for Members

Approved by Council: October 2018

Purpose of the Code

The standing and respect in which third parties hold The Royal Photographic RPS (RPS) can be affected significantly by the conduct of its Members.

This document sets out the relevant standards of behaviour expected by the RPS in order to maintain a high reputation and respected profile, and to ensure Members enjoy mutual support and respect at all times.

The Code

1. General

1.1 A Member must not act at any time in a manner which may bring The RPS into disrepute. Members are required to conduct themselves in a manner which does not damage or undermine the reputation of RPS, its Members or its staff individually or collectively and should not take part in any activity which is in conflict with the objectives or which might damage the reputation of the RPS.

1.2 A Member performing voluntary tasks for The RPS must comply with the law and RPS procedures. Members acting for The RPS must be familiar with and keep under regular review the constitution, By-Laws and Rules of the RPS.

1.3 A Member wishing to raise governance and other issues with The RPS must use the prescribed procedures.

1.4 Members must not use mailing lists or data on other members for other than the purpose for which the list or data was compiled.

1.5 Members may not use RPS corporate logos, crest or arms on personal notepaper or business cards for personal promotional or business purposes except where specific approved logos are made available.

2. Committee meetings

2.1 Members of committees must strive to attend all meetings regularly, ensuring they prepare for and contribute appropriately and effectively.

2.2 Members of committees should bring a fair and open-minded view to their discussions, respect other persons' points of view and should ensure that all decisions are made in the RPS's best interests.



2.3 Every effort must be made to foresee and avoid any conflict of interest. Where one arises, it must be declared and the member must absent him/herself from any discussion or vote taken on the matter.

2.4 Confidential information or material (relating to users, beneficiaries, Members, staff, commercial business, etc.) provided to, or discussed at a Committee meeting, must remain confidential and within the confines of the Committee and must not be discussed outside with third parties.

2.5 It is important that RPS representatives speak with one voice to administer the affairs of The RPS effectively. Meetings provide the forum for issues to be debated, views expressed and argued. Decisions will be made in a democratic manner and where there is not a unanimous consensus of opinion the majority view will prevail. Once this majority view has been decided committee members are required to endorse and support it irrespective of their original personal position on the issue.

3. Staff

3.1 Members are expected to be courteous to the staff at all times.

3.2 Members must not directly criticise members of staff nor give them orders. They may ask staff to provide information that is relevant to their work. All other instructions must come through the Chief Operating Officer.

4. Delegated responsibilities

When responsibilities are delegated by Council/Trustees then the following guidelines shall be observed.

The member with delegated responsibility shall:

4.1 Be familiar with the RPS's procedures, staff and the voluntary structures for the delegated area.

4.2 Prepare reports, proposals etc for discussions decision as requested by the Chief Operating or Council/Trustees.

4.3 Report back to Trustees/Council or the Chief Operating Officer.

4.4 Not enter into or sign financial agreements or contracts with third parties without the express permission of the Treasurer or Chief Operating Officer and then only within the agreed regulations - Finance: Delegation & Control - General.

5. Breach of the code

5.1 Breaches of the code will be dealt with by Trustees/Council in a proportionate manner and any actions recorded.

5.2 Where deemed appropriate, Trustees/Council may rescind an individual's Membership of the RPS in accordance with the By-Laws and Rules of the RPS.

