



# **CODE OF CONDUCT**

GOLDEN CITY COLLECTORS ASSOCIATION INC. A0015548H

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This code of Conduct, hereafter referred as **CoC**, is applicable to all members of **GOLDEN CITY COLLECTORS ASSOCIATION INC.**, hereafter referred to as **GCCA**.

The document outlines the way we require all members of GCCA to interact with another member, members or any persons visiting our club, facility or events.

Whether they are members from another club, invited guests or groups or public.

This includes and extends to when GCCA members are attending an event representing **GCCA** or could reasonably be perceived to be a representative of **GCCA** at any event outside of our own club facility.

This requires both a shared dedication to protecting the rights and interests of **Golden City Collectors Association Inc.** and a shared understanding about, and commitment to an inclusive culture.

In addition, this document recognises that a well-functioning Committee of Management is vital to the effective governance and operations of **GCCA** and as such, this document is also applicable to the Committee and any subcommittee and/or delegates.

While we all strive to uphold and support the best interests of **GCCA** and its objectives equally, we as members must recognise that there will be differences of opinion about where the interests and objects of **GCCA** may lay and a vigorous and a respectful debate about this in relation to matters for decisions at meetings is encouraged.

This document sets out a **CoC** that clarifies how a **GCCA** member(s) are required and expected to conduct themselves:

- In their interactions with each other; both in meetings and in communications between meetings;  
*and*
- In the public sphere;  
*and*
- In written communication (email, online, Facebook and any online platform);  
*and*
- In their interactions with the general public



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## **General Principles: *Members are expected to conduct themselves with:***

**RESPECT:** Act with respect for each other and for volunteers and for each person's contribution and points of view.

**COURTESY:** Ensure that they give no other member reason to feel disrespected, belittled, intimidated, or coerced.

**FAIRNESS:** Help to ensure that each member has a proper opportunity to voice their opinion and contribute, and that no member is unfairly subjected to criticism.

**HONESTY and INTEGRITY:** Be trustworthy and honest in all dealings and communications, protect GCCA's confidential information, and ensure that they disclose all relevant personal interests that could be reasonably perceived as a conflict of interest.

**RECOGNITION of Equality & Diversity:** Recognition of equality and diversity creates a safe, inclusive space free from discrimination, bullying, harassment nor undermines any member(s).

## **Conduct at Meetings**

***Members should conduct themselves consistent with the general principals of this CoC and also include the following principals during GCCA meetings by:***

- a. Disclosing all personal interests, they may have in matters the subject of discussion or decision-making.
- b. Respecting and following the directions of the person chairing the meeting.
- c. Speaking in turn and not over the top of other people.
- d. Listening to what other people are saying and being prepared to learn from and be persuaded by them;  
***and***
- e. Addressing other people and their points of view politely and respectfully.



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## Communications Between Meetings

**ALL** communications between meetings, written or verbal, including email communications should conform to the above principles. This means that at the very least, all communications must be respectful, honest, and responsible.

## In the Public Sphere

**GCCA's** public image and standing is a vitally important asset. Members may **NOT** make any public statement in any media (including social media) that may be interpreted as an official view of **GCCA** unless specifically authorised to do so, in writing by the executive committee of management of **GCCA**.

If any member has cause to speak to the media or make statements in the media in some other capacity, he or she must not claim these statements are made on behalf of **GCCA** or convey that impression in any manner.

## Review

The code of conduct shall be included in the Executive Committee report to the members at the Annual General Meeting for their consideration. This code of conduct will be reviewed by the Committee no later than the second Committee meeting following the Annual General Meeting of the Association for its approval

Approval Date	24 JUNE 2024
Version	2.0
Review Date	24/6/24 8:36:00 am
Authorised	G Penna - President