



MOUNT CRAWFORD DRESSAGE CLUB **MCDC COMMITTEE CODE OF CONDUCT**

The MCDC Committee consists of between 8 and 12 members, elected at the Annual General Meetings held in October or November every year. The MCDC Committee comprises of an Executive Committee (referred to as Office Bearers in the Constitution), those being the President, Vice President, Secretary and Treasurer and between four and eight other members. As per the MCDC Constitution, each term of membership is for a 12 month period, and committee members are eligible for re-election at the end of this term.

The committee may request other people attend committee meetings 'by invitation'. Invited guests may or may not be a current MCDC member but have a contribution to make to a meeting such as a presentation or a report (ie a sub-committee report). The person may be a regular (or 'standing' invitee) or an invitee for one particular meeting. They may attend part or all of the meeting/s, at the discretion of the committee. Invited guests have no voting rights, unless nominated as a proxy by a committee member not present at a meeting.

The committee may also appoint a person to fill a casual vacancy, who shall hold office until the next AGM.

Committee members of the MCDC are expected to abide by the EA General Code of Conduct, which is available on the EA Website:

http://www.equestrian.org.au/sites/default/files/Equestrian_Australia_Code_of_Conduct.pdf

MCDC Committee Members are also expected to:

- Attend committee meetings held on a monthly basis. As per the constitution, any committee member who is absent for three consecutive meetings without an apology shall cease to be a member of the committee.
- Support all decisions and directives endorsed by the MCDC Committee, including the MCDC Policies.
- Refrain from any behaviour which may bring the MCDC into disrepute.
- Actively participate in club events and activities, and at committee meetings.
- Have a valid working with children check from DHS/DCSI.
- Be aware of and abide by all Equestrian Australia policies and bylaws, including the EA General Code of Conduct, EA Anti-Doping Policy, EA Member Protection Policy, EA Anti-Discrimination and Harassment Policy and EA Child Protection Policy.

If a committee member has a disagreement with another committee member or the committee in general, the MCDC Dispute or Grievance policy must be adhered to.

If the executive committee feels that a committee member has breached any of the above expectations, a representative of the executive may contact the member and arrange for a meeting to address their concerns. The meeting will be attended to by at least one member of the executive, a witness or mediator (which may also be a member of the executive committee), the committee member in question and (if required) any other persons involved in the matter.

If the matter is not resolved or a meeting does not take place, then it shall be taken to a committee meeting for resolution. The resolution may involve a committee vote to terminate the person's membership of the committee if deemed appropriate. Cessation of committee membership may be done via a majority vote (either a show of hands or a secret ballot) taken at a committee meeting. In the case of expulsion of a member from MCDC, the constitution must be followed.

In appreciation of this commitment, MCDC Committee members (and standing invited guests) may receive some benefits, to be decided on by the committee at the first committee meeting after the AGM.

Reviewed September 2021