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Shirley Oaks Village Residents' Association (SOVRA)

CODE OF CONDUCT – APPENDIX I

1. MEMBERS CONDUCT

- a) This Code of Conduct has been drawn up and agreed by the Committee. Any amendments, which may from time to time be required, must be agreed in committee. This Committee must be made up of at least two-thirds of its members and must be agreed by two-thirds of those present.
- b) All members of SOVRA must comply with the Constitution and this Code of Conduct. Any serious breach of the Constitution or Code of Conduct may result in the termination of membership.
- c) Any complaints received about the conduct of Shirley Oaks Village residents or individual members will be put before the committee who will respond within 28 calendar days.
- d) Members cannot receive any payment from SOVRA other than bona fide expenses agreed by the Committee. Expense claims must be submitted to the committee at least Seven (7) days before the next committee meeting.
- e) Statements to media or other organisations on behalf of SOVRA should ONLY be made by the Chairperson or committee members with prior approval of the committee.
- f) Any member who feels they have not been treated fairly or equally by SOVRA can raise this with the Committee who will respond within 28 calendar days.
- g) Members should respect all individual residents' confidentiality.

2. CONDUCT OF MEETINGS

- a) Members must remember that the purpose of the meeting is to benefit residents. Members shall conduct themselves in a reasonable manner at SOVRA meetings.
- b) Members must never personalise issues and should be willing to recognise that everybody is entitled to express their point of view without unduly preventing progress of discussion.
- c) Voters should always be prepared to accept the majority decision and not take such a decision as any form of personal slight or criticism.



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3. CONDUCT OF THE COMMITTEE

- a) Committee Members must never use their position for financial or personal gain, nor seek preferential treatment for themselves. If this is evident the member will be dismissed from the committee.
- b) Committee members must not divulge any SOVRA business which is treated as confidential to other persons or organisations.
- c) Members should observe collective responsibility for Committee decisions.
- d) All correspondence, with the Council or any external body, must be agreed by at least 50% of committee members. Same applies to circulation of emails to residents. Records of all correspondence should be kept by the Secretary.
- e) Emails to residents should only be circulated where deemed necessary. If in doubt, 50% agreement by the committee applies.
- f) A member who telephones, emails or otherwise contacts the Croydon Council or any other body as a *private individual* should make no reference in such correspondence to his or her being a committee member of SOVRA.
- g) The committee will only deal with complaints that relate to the activities of SOVRA and its members in relation to the Constitution and Code of Conduct. Committee members will not deal with neighbourly or interpersonal disputes.