

Member Code of Conduct

Prepared by Nominations Committee, Royal Photographic Society

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Member Code of Conduct

1. Definition

'Society' means the Royal Photographic Society.

A 'Member' is anyone who has paid the fees required to join the RPS and/or is carrying out a volunteer role within the organisation.

'Trustee' refers to a person who is a full voting member of the Board of Trustees (also known as a Member of Council), under the provision of By Laws 10.1 and 10.2.

"Council" means the collective Board of Trustees.

2. Applicability

The Member Code of Conduct shall apply to any fully paid-up member, volunteering member or trustee of the RPS.

3. Scope

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

Membership of the RPS assumes a range of behaviours commensurate with membership of all societies, professional bodies and associations, namely; mutual respect and support, inclusivity, fraternity, a positive contribution, an open mind, and an opportunity to contribute. This code of conduct seeks to espouse this approach.

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

4. General

4.1 Whilst taking part in RPS activities, or whilst representing the RPS externally, 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. Such activities may include, but are not limited to:

- Using racist language.
- Prejudice against the defined protected characteristics (These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation).
- Bringing the organisation's name in to disrepute or affecting its integrity by your words or actions, either within the organisation or outside. This includes the use of, or entries on, social media sites such as Facebook, Twitter, YouTube and others.
- This includes:
 - making derogatory comments, directly or inferred, about the organisation, its members, its staff and any other stakeholders.
 - Unjustifiably favouring or discriminating against particular individuals, groups or interests.
 - abusing use of on-line meeting platforms (e.g. Zoom, Teams, etc.) to make derogatory or sarcastic comments about other members or RPS staff.

4.2 A Member performing voluntary tasks for The RPS must familiarise themselves with the contents of the Code of Conduct and act in accordance with its principles and provisions at all times, complying 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, together with any relevant Terms of Reference.

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

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

4.5 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.

5. Committee Meetings

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

5.2 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.

5.3 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.

- 5.4 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.
- 5.5 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 an 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.

6. Staff

- 6.1 Members are expected to be courteous to the staff at all times.
- 6.2 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 Executive Officer.

7. Delegated Responsibilities

When responsibilities are delegated by Council/Trustees the following guidelines shall be observed. The member with delegated responsibility shall:

- 7.1 Be familiar with the RPS's procedures, staff and the voluntary structures for the delegated area.
- 7.2 Prepare reports, proposals etc. for discussions/decision as requested by the Chief Operating or Council/Trustees.
- 7.3 Report back to Trustees/Council or the Chief Executive Officer.
- 7.4 Not enter into, or sign, financial agreements or contracts with third parties without the express permission of the Treasurer or Chief Executive Officer and then only within provision or scope of any Regulations.

8. Breach of the Code

- 8.1 Breaches of the code will be dealt with by Trustees/Council, in liaison with the Nominations Committee, in accordance with By Law 8.4, in a proportionate manner and any actions recorded.
- 8.2 Where deemed appropriate, Trustees/Council will liaise with the Nominations Committee as per By Law 8.4 and may rescind an individual's Membership of the RPS in accordance with the By-Laws and Regulations of the RPS.