

# **I** IVORS **ACADEMY**

## **Members Code of Conduct**

### **The Member-the Academy Compact**

Commitments and Values the Academy's relationship with its members is based on the following understandings, set out in the Members' Charter:

#### **For the organisation:**

- We will be open in our dealings with members, partners and one another.
- Within their respective membership categories, we will treat all members equally.
- We will consult members as widely as possible, when appropriate.
- We will listen to members and welcome their feedback, ideas, and suggestions.
- We will provide services to the highest possible standard within the resources available, endeavouring to be consistent, flexible, authoritative, efficient and up to date.
- When contacted, we will try to respond clearly and consistently, within a reasonable time scale.
- We will respect our members' views and endeavour to resolve any dissatisfaction. In the event that this is not possible, we will refer the issue to the Board of Directors

#### **For the individual:**

- When you join the Academy, you become a member of a community of music writers. The Academy asks you to act in the best interests of the Academy and uphold the integrity of our profession
- Respect our staff and be considerate in the demands you make on our services and staff time
- We also hope that you will
  - Help to recruit new members
  - Contribute to and take part in the Academy seminars and other events
  - Share your experience and expertise with other members
  - If eligible, participate in the effective governance of the Academy by seeking election to one of its committees, councils or to the Board

The full report recommends supporting this compact by asking members to sign up to a Code of Conduct, as is the practice of a number of other membership organisations. This might be based on a model such as the following:

### **Accepting Membership**

By accepting membership of the Academy, I agree to:

- Support the Academy's Mission Statement and Aims and Objectives:

**Mission:** the Academy exists to support, protect and celebrate the professional interests of music writers in all genres of music.

## Aims & Objectives

- campaigning to protect copyright in Great Britain, Europe and the rest of the world;
  - fostering a sense of community amongst British music writers;
  - celebrating excellence through world-class awards ceremonies;
  - providing services, training and information to Members;
  - encouraging new professional music writers
- Abide by the Academy's Code of Conduct, as follows:

The conduct of any member may have consequences for the reputation of the Academy. Therefore, this Code of Conduct sets out the standards that we expect all of our Members to maintain.

1. Members should not, at any time, behave in a manner likely to damage the Academy either substantively or reputationally, whether through action or public utterance
2. Members should acknowledge and abide by the decisions of the the Academy board
3. Members should treat all fellow members of the Academy and its staff with professional respect.; they must not engage in dishonest, misleading, abusive or bullying behaviour
4. Members may only present themselves as representing the Academy - whether by speaking, writing, on social media or through using the organisation's logo or trademarks - with the express authority of the Board or the CEO. In other circumstances they should make it clear that opinions expressed are personal and not necessarily representative of the Academy's membership.

Any Member judged to have breached this Code of Conduct may be subject to review by the Board and / or face disciplinary action, including suspension or termination of Membership, in accordance with the rules and Articles of the Academy (*see below*)

## **The Governance Context**

The Academy Articles currently state:

The Board of The Company may remove a Member in the following circumstances by notice in writing or by electronic means of communication. And if termination is no less than 1 month before that Members' subscription renewal date the Board will reimburse the Member for the remaining amount.

- (i) The Company has received valid and upheld complaints that he has demonstrated inappropriate and unacceptable behaviour towards Directors, Executives, other the Academy Members and or employees. There will be a right of appeal as outlined in the Members Charter.
- (ii) If he is convicted of any criminal offence excluding minor motoring or similar offences that cannot reasonably damage the reputation of The Company.

## **Disciplinary Procedure for Members** (unchanged from current practice)

Notice of consideration - the Board may at any time serve a notice in writing (electronic or otherwise) to the Member in question to indicate that the Board is considering suspending the Membership of or removing from the Register of Members that Member whom in the opinion of the Board they may have reason to do so. The notice shall set out the Board's reasons for being minded to suspend or remove that Member.

Board hearing - within 28 days of the receipt of such notice the hearing to discuss the suspension or removal of the Member will be held. The Member in question may request to attend the hearing. The Board must be quorate when the vote for the suspension or removal of any Member is taken. That vote shall be binding, subject to the appeals process (*see below*). The result of the hearing including the reasons for any decision to suspend or remove a Member shall be clearly set out and given to the Member concerned in writing (electronic or otherwise) within 3 days of the hearing.

### **Appeal Process**

A member is entitled to appeal against a decision of suspension or removal in an instance where new evidence can be brought forward that was not available at the original hearing. In that case, the member shall write to the Board giving grounds for the appeal within 14 days of the decision of suspension or removal being taken. Upon receipt of the grounds of appeal the CEO will convene a quorate Board to meet within 28 days. This will be chaired by an 'independent' member of the Board, normally the Chair of the Finance and HR Committee, who will not have been involved in the earlier stages of the process.

The Board will make its determination on the day of being convened and shall apply the principles of natural justice in reaching its determination. The decision will be sent in writing (electronic or otherwise) to the Member concerned within 3 days and that decision will be final.