

Prepared by the Committee, Greek and Gay Support Network (GGSN) - updated 28/12/2011

Who is the Committee?

The members of the GGSN decided to establish a Committee in order to remove the administrative functions from the support meetings.

The Committee manages finance, correspondence, events, meeting structures, liaison with other groups, future direction and community involvement.

If you wish to contact the Committee please contact us or speak with the Committee Member facilitating the support meeting.

Code of Conduct for the Committee, Greek and Gay Support Network (GGSN)

A. The Network

The GGSN consists of the groups known as Greek and Gay Group (GGG) and Greek Australian Lesbians (GALS).

B. Membership to Committee

1. Committee membership is open to any eligible member of the GGSN.
2. The committee shall:
 - a. consist of no more than 8 individuals
 - b. where ever possible, be equally represented by individuals from each of the two groups that are represented in the network (ie equality in gender)
 - c. elect two co-chairpersons (one from each group in the network) at the commencement of the calendar year
3. All members of the Committee acknowledge and agree that any services they provide are free of charge and once delivered, become property of the GGSN. Any direct out of pocket expenses will be reimbursed by the GGSN.
4. Every member of the committee has an equal vote, equal rights and equal responsibilities and obligations. It is also noted that the following apply:
 - a. The representatives of each group can make decisions in relation to their group's support meetings without the majority approval of the whole GGSN Committee.
 - b. Critical decisions that affect the management of the groups will be deferred to the Co-chairpersons when an impasse is reached at the GGSN Committee meeting.
5. Meetings must be conducted in Melbourne (unless otherwise agreed by majority). Meetings may be conducted by telephone or other electronic means.
6. Committee Members agree to attend at least 75% (9 months) of meetings every year. This requirement may be waived for special circumstances and by majority agreement.
7. Decisions of the Committee will only be valid at a meeting at which more than half of the current active Committee members are present (quorum). These decisions cannot include matters of core importance as detailed in the list below:
 - a. Purpose and existence of the Groups
 - b. Permanent cancellation of support meetings
 - c. Major financial expenditure and income distribution on windup

The above major decisions can only be made by the entire membership (both groups of the Network) and by a majority of at least 60% of eligible voters.

8. Committee voting is used to reach an agreement for decision and action. 51% of the members present at an in quorum committee meeting will constitute a majority in order to pass a successful motion. If less than majority, the motion is defeated.
9. Voting privileges are for full committee members. Under special circumstances, the members who attend the Melbourne Support Meetings may be invited to cast their votes.
10. The Committee reserves the right to decline a request to join the Committee where the member is not deemed fit to join the committee or if the addition of the member would contravene clause 2 above.

C. Representation of the GGSN

1. All committee members will behave in a professional and ethical manner at all times.
2. The co-chairpersons will be responsible for the following:
 - a. Chair committee meetings (alternating at each meeting)
 - b. Attending to representing the GGSN outside the committee (eg. Press releases, external enquiries)
3. The Committee agrees that their personal and professional interests (including their employment outside the group) will not conflict or compromise the GGSN. Membership by Committee members of any other organisation or group must be disclosed so that the Committee can determine if a conflict or compromise may arise.
4. The Committee shall endeavour to attend and represent the GGSN at community events, seminars and organisations.
5. When possible, Committee members agree to promote and represent the GGSN at events for the GLBTIQ community and other organisations.

D. Cancellation of Committee Membership

1. The Committee reserves the right to remove members from the Committee if it believes they have compromised the interests, standards and confidentiality of the GGSN or breached this Code of Conduct.
2. A Committee Member may cancel their membership to the Committee at any time, as membership to the Committee is voluntary.
3. A member who cancels their membership to the Committee will automatically lose all voting privileges, invitations to the Committee Meetings (unless by special invitation) and must return all property owned by the GGSN that includes electronic, paper, equipment, licences, software and subscriptions.
4. Where there is a breach of Clause B6, it will be assumed that the Committee Member has cancelled their membership to the Committee. The Committee must notify the Committee Member in writing.
5. The Committee reserves the right to decline a request to rejoin the Committee.

E. Standards of behaviour

The same rules that apply to the Code of Conduct for members also apply to the Committee.

The following are in addition:

1. What is discussed at a Committee meeting must not be shared with other groups or individuals, unless agreed by majority agreement.
2. Full names and contact details of committee members must not be disclosed outside of the Committee unless explicit consent from the individual has been obtained.
3. Meetings that are held at a member's home must be treated with respect and strictest confidentiality.

The GGSN will not be liable for any damage incurred to a Committee Member as a result of attending meetings or community events.

F. Proprietary information, competitive & external intelligence

Definitions:

Proprietary Information describes the level of confidentiality given to a document or information by the committee. Generally, a document classified as "proprietary" limits who can view it or know about its contents. The term proprietary information is often used interchangeably with the term trade secret.

Some examples of proprietary information include: Financial information, Procurement information and Marketing or membership information

Competitive Intelligence, or CI, refers to the legal and ethical collection, analysis, and dissemination of information about the group or specific organisations.

Competitive information includes anything related to sponsorships, donations etc.

External Intelligence is information gathered by the group which is used to enhance, protect or defend its position within the community.

Practice:

All members of the committee are to at all times ensure that they do not divulge or use in any way information or goods obtained or secured for the use of the group for any other outside or personal interest unless agreed to by a committee majority vote.

Information or goods or chattels obtained by any committee member for the group that is used contrary to the above or for personal gain will be deemed as a misuse of authority and the member shall be considered to be acting against the interests of the group. Such activity may be grounds for immediate expulsion of that member from the committee.

External intelligence obtained by any committee member that may or will affect the group's or any of its members, position within the group's scope, must be divulged at a committee meeting or earlier if necessary. Withholding of any such information will also be deemed as a breach of conduct and may be grounds for immediate expulsion from the committee.

Expelled members from the committee will revert to a member's position.

This Code of Conduct will be reviewed annually by the Committee.

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