



Association and Subcommittee Meetings Code of Conduct

HILLS FOOTBALL INCORPORATED

Scope

This Code of Conduct applies to all Members and their Member Representatives of any Association or Subcommittee Meeting constituted by Hills Football from time to time.

Purpose

At Hills Football, Association Meetings and Subcommittee meetings play an integral role in bringing a closer alignment and connection between the Hills Football Board and the football community.

The proper functioning of Meetings requires that discussions are open, ethical, constructive and transparent.

This Code of Conduct sets the ethical and behavioural standards required and expected of all participants attending Meetings.

Conduct of Meetings

- (a) The HFI Chairperson will have charge over the conduct of Association meetings and the procedures to be adopted and may require the adoption of any procedure which in his or her opinion is necessary or desirable for proper and orderly debate or discussion of the proper and orderly casting or recording of votes.
- (b) The chairperson may, having regard where necessary to the Act and Constitution, terminate discussion or debate on any matter whenever he or she, acting reasonably considers it necessary for the proper conduct of the Meeting.
- (c) A decision by the chairperson to bring proper conduct to a meeting is final.
- (d) Items (a) to (c) will apply to Subcommittee Meetings however the person with charge over the subcommittee meeting will be a HFI Director, HFI General Manager or such person as appointed by HFI.

Notices of Motion for General Meetings

- (a) Members entitled to vote may submit notices of motion for inclusion as special business at a General Meeting. All notices of motion must be submitted in writing to the General Manager not less than fourteen (14) days (excluding receiving date and meeting date) prior to the General Meeting.

General Business Discussion for Association Meetings

- (a) Hills Football acknowledges the member clubs request that Association Meetings including General Meetings have a general business agenda item incorporated into the meeting agenda.

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ASMCOC	01	HFI and All Members	Mick Pawelko	HFI Board	



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- (b) Where general business is listed as an agenda item, Member/s may submit a description of general business they wish to discuss at the relevant meeting. All general business must be submitted in writing to the General Manager not less than seven (7) days (excluding receiving date and meeting date) prior to the meeting.
- (c) In the interest of holding a productive meeting valuing all attendees time, when general business has been submitted by a member/s to the General Manager in a shorter time frame than noted in item (b), that general business shall be held over until the following meeting.
- (d) Items (a) through (c) shall not apply to Annual General Meetings.

Conditions

- (a) A member representative must act honestly, in good faith and in the best interests of Hills Football as a whole;
- (b) A member representative acknowledges that they have been appointed from time to time to act on behalf of the club and may only speak on behalf of the club and must not debate matters on their own personal views or opinions;
- (c) A member representative has a duty to use care and diligence in fulfilling their functions and exercising the powers attached to their role at the meeting;
- (d) A member representative must use the role at a meeting, in the best interests of Hills Football and the club as a whole and not for personal gain;
- (e) A member representative must recognise that the primary responsibility is to Hills Football as a whole, but should, where appropriate, have regard for the interests of the club, all stakeholders of Hills Football, Football NSW and Football Australia;
- (f) A member representative must not make improper use of information acquired as a member representative at a meeting;
- (g) A member representative must not take improper advantage of the position of member representative at a meeting;
- (h) Confidential information provided by Hills Football and received by a member representative in the course of the exercise of his or her duties as a member representative remains the property of Hills Football and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the Hills Football Board, or is required by law;
- (i) A member representative should not engage in conduct likely to discredit Hills Football or the club or be detrimental to the interests of Hills Football or the game of football generally:
and
- (j) A member representative has an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of this Code of Conduct.

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