

## Northside Adventure Gamers Association Code of Conduct

The purpose of this document is to outline conduct expectations for members of Northside Adventure Gamers Association (NAGA).

All members of the Association shall be bound by this Code of Conduct. This code will apply to members, while attending organised events, representing NAGA at public events, as well as generally on a day to day basis.

This document is subordinate at all times to the NAGA Charter & Rules, as well as any applicable state or federal legislation that applies to a specific matter. Applications of common sense should be the first intent of dealing with any matter relative to this code.

Northside Adventure Gamers Association (NAGA) is an incorporated charitable organisation, steered by the following governing principles:

- An inclusive and accepting environment
- A safe, friendly, and nurturing environment
- A reliable, regular, and secure location to meet
- An accessible and clean location to meet
- A social network that promotes fun, enjoyment, and good experiences
- A social network that connects people with similar interests

Members have a right to:

- Be treated fairly, equally and with respect by the Association, its Committee and fellow members.
- Socialise in an environment free from all forms of harassment and discrimination.
- Participate in events without the risk of physical harm from the deliberate or negligent actions of other individuals, or physical hazards posed by poor maintenance or management of a venue.
- Privacy and confidentiality concerning records, documentation and any other communication containing a member's personal information, unless consent is otherwise provided. Members have a right to withdraw any consent at any time.
- Be informed of, and involved in any & all club events and offerings.
- Voice their opinions, requirements and suggestions to the Committee and receipt of response where appropriate and sought.
- Fairness and transparency in their dealings with NAGA, the Committee and fellow members.

Members must:

- Treat other members, guests, staff of venues, and other patrons (where a social club function is being held) fairly, equally and with respect and courtesy.
- Behave responsibly and ensure they conduct themselves in a manner which will not compromise the reputation of the NAGA, its events, organisers, participants or sponsors, or fellow members.
- Not engage in physical or verbal harassment of others while engaged in any kind of association business or event.
- Participate in creating and maintaining a safe environment for all members and event attendees and report any hazards to physical safety to event organisers, Committee members, or venue staff as soon as practically possible.
- Report any inappropriate behaviour of a member or event attendee to the Committee for action and follow up.
- Abide by this Code of Conduct and uphold the NAGA Charter & Rules..
- Pay any fees in relation to an event, or offering (e.g. tickets or memberships) which that member has committed to, regardless of whether the member attends the event or not, in a timely manner, so as not to financially disadvantage the NAGA.
- In the case a member finds themselves inadvertently in financial arrears due to acute circumstances, make restitution within thirty (30) calendar days, after which time, their membership may be reviewed by the Committee.
- Notify the Association's Membership Officer of any changes to relevant personal information
- Not use their membership or official privileges for personal or financial gain.

Breaches of this Code of Conduct:

- Any member not behaving in accordance with the terms of the Code of Conduct at an event of the Association may be asked to leave the function and will not be entitled to a refund of any monies paid.
- The inappropriate behaviour of any members will be investigated and an appropriate course of action will be taken by the Committee subject to discussion and consensus at a Committee meeting.
- The Committee may subject members found to be in breach of the Code, to a reprimand, suspension or revocation of membership as deemed appropriate. Members subject to suspension or revocation of membership are considered to forfeit any current or previous fees relating to membership.
- Where applicable, NAGA must and will report any relevant information, regarding incidents and individual actions occurring at NAGA events, to appropriate law enforcement or regulatory agencies.
- Decisions made by the Committee are considered final and binding as far as the limit of the powers of this Code extends.

## Disciplinary Process

1. A matter for disciplinary consideration is formally reported to the Committee in writing.
2. The Secretary schedules the matter as business for the next Committee meeting.
  - a. The Secretary seeks an available and willing Committee member to volunteer to investigate the matter while necessary
3. Members who are directly involved in, or affected by, the matter, are invited to provide submissions in writing to the Committee, where deemed necessary, within three (3) working days of the pending Committee meeting.
  - a. Committee members are provided with all appropriate information relating to matters for review 24 hours prior to the scheduled meeting time.
4. The Committee considers the matter at the time of the next scheduled meeting and reaches a decision on the appropriate disciplinary action. Committee members have an obligation to participate in the consideration of matters to ensure the fairness of decisions.
5. The Secretary will inform any interested parties of the decision of the Committee within seven (7) days and any required actions will be taken at this time.

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