

# MEMBERS' CODE OF CONDUCT

*Standards of Membership, Conduct, Digital Engagement and Accountability*

**APPROVED AND ADOPTED — 5 OCTOBER 2026**

## APPROVED AND ADOPTED

Original Code ratified in July 2023 | Revised and restated edition approved and adopted 5 October 2026

Subordinate to the FGSCAA Constitution and Bylaws and any duly adopted resolutions or policies

## Purpose

To preserve respectful fellowship, responsible participation, institutional integrity, member rights, due process and appropriate conduct across FGSCAA meetings, events, programmes and digital platforms.

## 1. Status, Purpose and Authority

This Code sets the minimum standards of conduct expected of every FGSCAA member. It applies alongside the Constitution and Bylaws, the Governance Principles & Member Orientation Charter, duly adopted resolutions and policies, and applicable law.

Where this Code conflicts with the Constitution or a superior governing instrument, the superior instrument prevails. Nothing in this Code should be interpreted as creating powers, penalties or procedures that the Association has not otherwise lawfully authorised.

## 2. Institutional Principles

FGSCAA expects members to conduct themselves in a manner consistent with the following principles:

- Respect and dignity - every member should be treated fairly and with courtesy, regardless of office, seniority, location, gender, social standing or personal viewpoint.
- Integrity - members should act honestly, avoid misrepresentation and protect the reputation and assets of the Association.
- Fellowship without intimidation - disagreement is permitted; harassment, threats, humiliation and abusive conduct are not.
- Institution before personality - no member or officeholder is above the Constitution, adopted rules or due process.

- Responsible participation - membership carries obligations as well as privileges, including dues, meetings, approved commitments and respect for institutional processes.
- Confidentiality and privacy - member information and restricted Association records must be handled responsibly.
- Accountability and due process - concerns should be reported through recognised channels, investigated fairly and determined under the Constitution.

### 3. Scope of Application

This Code applies to member conduct connected with FGSCAA, including:

- General Meetings, Annual General Meetings and committee meetings;
- Homecoming, reunions, social events, school projects, outreach programmes and other Association activities;
- Groups A-F and approved group activities;
- FGSCAA digital platforms, including the Member Portal, website, WhatsApp, email, Facebook, Instagram, X and other official communication channels;
- conduct by a member representing, speaking for, organising for or otherwise reasonably identified with FGSCAA.

### 4. Rights of Members

Every member is entitled, subject to the Constitution and good-standing requirements, to:

- be treated fairly, respectfully and without harassment, discrimination or arbitrary humiliation;
- participate in meetings, activities and governance processes for which the member is eligible;
- express opinions, propose ideas and respectfully disagree with officers, Trustees, committees or other members;
- receive appropriate information about Association decisions, programmes and approved member-facing financial reports;
- privacy and responsible handling of personal information, subject to legitimate Association administration and applicable requirements;
- raise concerns or complaints through recognised channels without retaliation for good-faith reporting;
- receive notice of formal allegations and a fair opportunity to respond before serious disciplinary sanctions are imposed, in accordance with the Constitution.

### 5. Responsibilities of Members

Members are expected to:

- uphold the Constitution, Bylaws, this Code and duly adopted decisions of the Association;
- treat members, guests, school officials, venue staff, service providers, sponsors and the public with respect;

- meet approved financial obligations, including dues, authorised levies or commitments voluntarily undertaken, subject to the applicable terms and procedures;
- maintain accurate contact and membership information and promptly update material changes through the approved channel;
- protect Association property, records, credentials and digital access from misuse;
- respect the lawful authority of elected and appointed officeholders while retaining the right to question decisions through proper institutional processes;
- avoid conduct that materially damages FGSCAA, its events, projects, beneficiaries, partners or reputation;
- cooperate with fair investigations and preserve relevant evidence where a formal complaint is under review.

## 6. Conduct at Meetings, Events and Programmes

Members must behave lawfully and responsibly at FGSCAA activities. Prohibited conduct includes, without limitation:

- violence, fighting, threats, intimidation or deliberate disruption;
- theft, fraud, deliberate damage to property or other dishonest conduct;
- dangerous or illegal behaviour, including driving under the influence where connected with an Association activity;
- sexual harassment, bullying, discriminatory abuse or targeted humiliation;
- conduct that materially interferes with the safety, dignity or orderly conduct of an event or meeting.

Where immediate safety or order requires it, an event chair, authorised officer, venue management or security personnel may direct a person to leave the event. Any further disciplinary action must follow the Constitution and applicable disciplinary procedure. Event payments and refunds remain subject to the specific event terms and approved refund policy.

## 7. Privacy, Confidentiality and Member Information

Members must not misuse, sell, publish or disclose another member's personal information or restricted Association information without authority or a legitimate institutional purpose.

Login credentials, Member Portal access, administrative credentials, private documents and restricted records must not be shared with unauthorised persons.

This confidentiality obligation does not prevent good-faith reporting of misconduct, compliance with law, authorised Association administration, or disclosure expressly permitted by the affected person or the competent FGSCAA authority.

---

## 8. Photography, Media and Public Representation

Members may share appropriate photographs, videos and commentary from Association activities provided that the material does not violate privacy, safeguarding, confidentiality, intellectual-property or event restrictions, and does not falsely imply official endorsement.

Official statements on behalf of FGSCAA may only be made by authorised officeholders or persons formally designated to do so. Members expressing personal views should avoid presenting those views as official Association positions.

Images of minors should only be published where appropriate consent and safeguarding requirements have been satisfied.

## 9. Digital Engagement and Online Conduct

FGSCAA encourages robust discussion and diverse viewpoints on its digital platforms. Members must maintain the same standard of dignity online that is expected at physical meetings and events.

### Prohibited digital conduct

- defamatory, abusive, threatening, harassing or discriminatory content;
- pornographic, sexually explicit or otherwise grossly inappropriate material;
- content advocating unlawful activity or credible threats of harm;
- knowingly false or materially misleading information presented as fact;
- spam, scams, impersonation, malicious links or unauthorised harvesting of member information;
- publication of confidential Association records or personal member information without authority;
- unauthorised political campaigning using official FGSCAA channels or presenting partisan advocacy as an Association position;
- unauthorised commercial solicitation, fundraising or promotion that misuses the Association's name, member list or official platform.
- repeated disruption of official communication channels after reasonable moderation instructions.

This section does not prohibit legitimate member networking, approved business-development activities, authorised fundraising, sponsorship, charitable campaigns or other activities permitted under FGSCAA programmes and policies. The controlling issue is authorisation, transparency and appropriate use of the Association's platforms.

### Moderation

Platform administrators may remove content, limit posting privileges or take other proportionate moderation steps where necessary to protect safety, privacy, order or platform integrity.

Administrative moderation is distinct from formal disciplinary suspension or expulsion, which must follow the Constitution and due process.

---

## 10. Commercial Activity, Fundraising and Conflicts of Interest

FGSCAA recognises legitimate networking, career development, fundraising, sponsorship, institutional partnerships and other lawful income-generating activities when properly authorised.

Members must not use FGSCAA platforms, data, events or authority for undisclosed personal gain, deceptive solicitation or unauthorised fundraising. Where a member's personal, family or business interest may conflict with an Association decision, the interest should be disclosed and the member should recuse where appropriate.

## 11. Reporting Concerns and Complaints

Concerns about member conduct may be reported in writing through the General Secretary, the Executive Committee, the Board or a designated disciplinary/complaints channel, depending on the nature of the matter and the Constitution.

Reports should, where possible, identify the conduct complained of, relevant dates, persons involved and available supporting material. Anonymous reports may be received, but the ability to investigate or impose serious sanctions may be limited where the facts cannot be fairly tested.

FGSCAA should protect good-faith complainants, witnesses and respondents from retaliation, intimidation or prejudgment during an investigation.

## 12. Disciplinary Procedure and Sanctions

A breach of this Code may result in appropriate action, but discipline must be consistent with the Constitution and the principles of notice, fair hearing, proportionality and documented decision-making.

### Possible outcomes

- informal guidance or corrective direction;
- content removal or temporary platform moderation;
- written warning;
- requirement to apologise, correct misinformation or cease specified conduct where appropriate;
- temporary suspension of specified privileges where authorised;
- formal suspension or expulsion where authorised by the Constitution and approved through the required procedure;
- referral to law enforcement, venue authorities or other competent bodies where conduct may constitute a legal or safety matter.

No monetary fine should arise solely because this Code mentions a prohibited act. Any fine, levy or financial penalty must have a clear constitutional, policy or General Meeting/Board authority applicable to that conduct and must be administered consistently with due process.

A member should be informed of any appeal or review mechanism available under the Constitution or the decision imposing the sanction.

## 13. Interpretation and Relationship to Other Instruments

This Code should be read together with the FGSCAA Constitution and Bylaws, Governance Principles & Member Orientation Charter, approved policies, resolutions and applicable event or platform rules.

The Code regulates conduct; it does not replace the Constitution, create a parallel governance hierarchy, or transfer operational authority from the elected Executive Committee to the Board of Trustees.

## 14. Review, Amendment and Adoption History

The Members' Code of Conduct was originally ratified and adopted in July 2023. This revised and restated edition was approved and adopted on 5 October 2026 to modernise terminology, align the Code with FGSCAA's evolved governance structure and digital systems, strengthen member rights and due process, and remove provisions that were overly broad, outdated or inconsistent with current institutional practice.

This 2026 edition supersedes the July 2023 Members' Code of Conduct and is the current controlling Code, subject always to the FGSCAA Constitution and Bylaws and any superior governing instrument.

|                              |                                                   |
|------------------------------|---------------------------------------------------|
| Status                       | Approved and Adopted                              |
| Original adoption            | July 2023                                         |
| Revised and restated edition | 5 October 2026                                    |
| Superseding effect           | Supersedes the July 2023 Members' Code of Conduct |