

CABOOLTURE AERO CLUB Inc.

CODE OF CONDUCT FOR COMMITTEE MEMBERS

The Caboolture Aero Club (CAC) has adopted a Code of Conduct for committee members based on a code prepared by the Australian Institute of Company Directors. This code, whilst not exhaustive sets out a series of clear and concise rules concerning the conduct of committee members of CAC (hereafter referred to as the Organisation). The Code of Conduct principles to be observed by all persons holding a position on the CAC committee are:

1. To act in the best interests of the Organisation regardless of any other interest each may have. The best interests of the Organisation shall be that the Organisation's interests and position shall be paramount.
2. That a committee person shall be compromised by a personal gain or issue, which might arise to them if it arises without the knowledge and consent of the Committee.
3. That committee persons may contract with the Organisation to provide services or material and gain a profit or advantage provided that it is done openly, honestly and clearly and in a manner which enables other committee persons to know and understand its nature clearly.
4. That an assumed or implied disclosure is inadequate. Open and clear disclosure is appropriate and expected.
5. That a personal gain in addition to any agreed fees for services must be disclosed in a manner that permits the remainder of the Committee to consider the matter without undue, unreasonable or unfair pressure being brought to bear upon them in reaching agreement with the payment and or advantage.
6. That the possibility of personal gain is not of itself a conflict of interest. Personal gain may arise. Conflict arises where the advantage arises or is highly likely to arise to a committee person and the remainder of the Committee is unaware.
7. That continuing relations with a committee person who discloses a conflict of interest is acceptable provided each relevant extra contract, advantage or event is disclosed prior to it being entered into and the nature of the advantage is fairly disclosed.
8. That a committee person does not act against the CAC's interest if the committee person participates in a discussion where they have disclosed a conflicting interest, but ought not vote on the relevant issue in respect of the CAC's actions and shall be absent from Committee considerations for sufficient time to permit remaining committee persons, in all the circumstances of the case, to discuss fairly and openly the relevant proposal, the conflict and the outcome which will affect both the CAC and the disclosing committee person.
9. That a committee person shall also have a conflict if the relationship between the disclosing committee person and any other committee member is one where unusual or non-financial influence may reasonably be brought to bear on the non-disclosing committee member or members.

10. That a committee person shall have breached the confidentiality and code of conduct of the CAC and have a conflict if the committee person releases or discusses CAC material (of any nature) outside of the CAC Committee meeting without the approval of the Executive of the CAC. All material, in whatever form it may be, remains under privilege of the CAC until it is approved for release by authority of the CAC Committee.
11. This code of conduct for CAC Committee Members is binding on all members of the CAC Management Committee from the date adopted until modified, varied or revoked by a vote of the CAC management committee and passed by a $\frac{2}{3}$ **majority** of the committee in attendance.

Adopted by the Caboolture Aero Club Committee at its February meeting on 4th February, 2020.

**Karen Strike
Secretary
Caboolture Aero Club Inc.**