

## Victoria Flying Club

### Code of Conduct for Members

1. The following Code of Conduct (Code) applies to members of the Victoria Flying Club (VFC) in respect of their conduct:
  - a. while on VFC premises,
  - b. while using VFC assets, such as aircraft or premises, or
  - c. while representing VFC at any event or function.
2. All VFC members shall:
  - a. comply with all legislation and regulation relating to civil aviation,
  - b. practice the generally accepted principles of good airmanship,
  - c. use VFC assets in a manner that prevents unnecessary wear, tear or wastage,
  - d. treat VFC members, staff and service providers (e.g. air traffic control) in a manner that does not demean, belittle or humiliate,
  - e. comply with all VFC rules, policy and direction published for the good management and welfare of VFC and its members.
3. Members in breach of the Code may be expelled or have their membership temporarily suspended by the VFC Board of Directors action in the manner set out below, in conjunction with section 14 of the Victoria Flying Club Incorporated Bylaws.
4. Any VFC member learning of a potential breach of the Code shall report the matter to the President of VFC, who will select a group of three Board directors (Panel) to deal with the conduct of the Impugned Member.
5. The Panel shall:
  - a. investigate the facts surrounding the alleged breach,
  - b. advise the Impugned Member in writing of the alleged breach,
  - c. provide the Impugned Member with copies of all material relevant to the alleged

breach in its possession or control,

d. invite the Impugned Member to provide information or submissions in writing in respect of the alleged breach within 7 days of receiving the material described at s.5.b. and s.5.c., and

e. refer all investigative material, including that from the Impugned Member, to a Special or Monthly Meeting of the Board of Directors for a Decision under s. 3.

6. In the event that the Board of Directors decides that the Impugned Member has breached the Code in a manner that may merit expulsion or membership suspension, the Board of Directors shall deliver to the Impugned Member a Notice in writing of this Proposed Suspension and the reasons, and invite him or her to provide written material or submissions on the issues of breach of Code and the appropriate sanction under s. 3 to the President of VFC within 20 days of Notice of Proposed Suspension delivery to the Impugned Member.

7. Within 20 days of receiving the Impugned Member's response under s. 6, or within 27 days of their delivery of Notice of Proposed Suspension, whichever is later, the Board of Directors will decide the issues and provide the Impugned Member with a written notice of the Board's Decision and the reasons therefor.

8. The Board's Decision under s. 7 shall take effect on delivery to the Impugned Member.

\_\_\_\_\_, 2021 - approved by VFC Board of Directors.