



Sunray & Egmont Community Residents Association

web: <https://www.secra.org.uk> | email: hello@secra.org.uk | twitter: @communitysunray
facebook: <https://www.facebook.com/sunraycommunity>

SECra Code of Conduct

This code of conduct applies to all SECra Committee members during their term of office.

Procedures for dealing with conduct breaches

- 1.1. Where a serious breach of the Code occurs at a meeting, such as behaving in an abusive, threatening or aggressive manner, the person can be asked to leave the meeting immediately.
- 1.2. Any member of SECra who has reason to believe that a committee member has acted against the constitution or this code of conduct, may make a complaint to any committee member of SECra in writing. It is the responsibility of that committee member to ensure that the complaint is brought before a meeting as soon as possible, and ideally within 28 days of the complaint being made. The meeting will comprise three, unrelated, SECra Committee members who will investigate the complaint and decide whether or not it is upheld.
- 1.3. Within 14 days of receiving a complaint, the 3 nominated Committee members should inform, in writing, the member about whom a complaint has been made, about the nature of the complaint and the date of the meeting at which it will be considered.
- 1.4. In considering a complaint, the committee may ask the member who has complained, the member about whom a complaint has been made, any other SECra member, or any other person who has relevant knowledge of the complaint, to attend the committee meeting to put forward their case and answer questions. The committee may consider correspondence and any other relevant material pertaining to the complaint.
- 1.5. Any member making a complaint, and any member about whom a complaint has been made, shall have the right to attend the meeting and present their case.
- 1.6. Parties to a complaint hearing may decide to attend hearings with a friend or family member for support. Any person who has been asked to attend the meeting to give information and who is not a committee member shall leave the meeting after putting forward information and answering any questions.
- 1.7. The member being complained about shall leave the meeting after putting forward his or her case and answering questions and shall not take part in making the decision about whether or

The Sunray and Egmont Community Residents Association (SECra) was officially formed on 3rd July 2019.
SECra is a voluntary, non-profit organisation run by and for the whole community that lives, works and plays on the Sunray and Egmont estate, Tolworth, Surrey.

If you would like to make a donation, please visit our online store: <https://shop.secra.org.uk/> or you can make a direct payment to our account: Bank: Metro, Account Name: Sunray Community, Sort code: 23 05 80, Account Number: 31012066



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not the complaint is upheld.

- 1.8. Where the original complaint was made by a member of the committee, that person shall leave the committee meeting after putting his or her case and answering questions, and shall not take part in making the decision about whether or not the complaint is upheld.
- 1.9. The 3 nominated committee members shall take a vote to decide whether the complaint is upheld and will then consider whether further action is required. #
- 1.10. If the complaint is upheld, the nominated committee members shall decide on further action from the following options:
 - 1.10.1. Written reprimand to the member concerned.
 - 1.10.2. Member concerned to be suspended from the committee for a period of time to be specified by the committee; the suspension to take effect as soon as possible once the member has been informed in writing. The member must not carry out committee duties, as decided by the full committee, whilst suspended, but retains ordinary membership of SECra.
 - 1.10.3. The member concerned to be suspended from holding a committee position until the AGM; at which time he or she will be entitled to stand for re-election provided that he or she is nominated, and seconded. The member must not carry out committee duties whilst suspended, but retains ordinary membership of SECra.
 - 1.10.4. Membership of the SECra committee permanently ended. This decision would require ratification by a majority vote at a general meeting.
- 1.11. A member about whom a complaint has been made shall be informed in writing of the decision of the committee, and the reasons for that decision, within 7 days of the decision being made.
- 1.12. A member who has been suspended under the above procedure has 14 days from the date that he or she received notification of the disciplinary decision in which to state, in writing to the committee, that he or she wishes to appeal.
- 1.13. If a committee member who has been disciplined requests an appeal, the committee shall arrange, within 21 days, an Appeal Meeting.
- 1.14. The whole SECra committee are to attend the Appeal Meeting and hear the case. The vote shall be confidential
- 1.15. At the Appeal Meeting, a representative of the original panel shall explain the disciplinary action taken and the reasons for it. The member who has been disciplined shall explain his or



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her case. A vote shall be taken to decide, by a simple majority of the Appeal Committee, whether or not disciplinary decision should be upheld.

1.16. If a committee member is suspended through such disciplinary procedures, the committee may co-opt another committee member to hold the position until next AGM.

2. Amendments

2.1. Proposed amendments to this code of conduct should be circulated to SECra Committee members with at least 7 days' notice prior to their review.

2.2. This code of conduct may be amended by resolution carried by a majority of those present and voting.