

1. General responsibilities

1. 1 Upholding our values

All members of TCA - including directors, staff, volunteers and other members - are responsible for guiding the projects and activities within the Trinity Centre, in line with our Memorandum & Articles of Association. As such, we promise to abide by the fundamental values and policies that underpin all the activity of this organisation.

1.2 Within the Trinity Centre

The Trinity Centre is a public space and community building. As such, all activities carried out within the space will be supported by an appointed duty manager. The duty manager is responsible for maintaining the health and safety of all users of the building and as such all members agree to act in accordance with their instruction.

1.3 Acting accountably

When acting, within, for or on behalf of TCA, all members agree to act accountably, transparently and with integrity and honesty. Members agree to put this shared responsibility before any personal interests, and before the interests of other group(s) they may represent.

1.4 Positive representation

When dealing with the wider community, all members will promote good relations, and present a positive image of TCA, encouraging others to become involved, including the voluntary sector and other agencies, the business community, and the general public.

1.5 Standard of behaviour

TCA strives to provide a positive community and educational environment. As such, we insist on a certain standard of behaviour in and around the building. The following behaviours are in direct conflict of our Code of Conduct:

- Bullying
- Disrespect towards staff, volunteers or other visitors
- Homophobia
- Intimidation
- Obscene language
- Racism
- Rudeness
- Sexism
- Sexual harassment
- Theft
- Violence and abuse – physical and mental

Any member or visitor who displays any of the above behaviour may face disciplinary action, be ejected or banned from the building on a either a temporary or permanent basis, and will face prosecution for any criminal offence.

2. Publicity

2.1 Marketing

All Members should take opportunities to help with marketing Trinity, for example by handing out business cards, sharing media contacts and encouraging network opportunities.

2.2 Media contact

The Trinity Office and relevant committee group should be be informed before engaging in any press releases or media activity concerning Trinity Community Arts Ltd and the Trinity Centre.

3. Conduct of Meetings

3.1 Structure

Any committee or working group of TCA members will elect a Chair and Vice Chair from its membership.

3.2 Notification

- Each member will be given at least 10 working days notice of meetings of committee except in circumstances where it is agreed by the Chair that an urgent meeting should be called with a period of less than 10 working days notice.
- Papers for meetings shall be sent to members at least 5 working days prior to the meeting. Members must agree that any paper received less than 5 working days before the meeting is of sufficient urgency as to require consideration.
- Members agree to attend all relevant meetings and give notification if they are unable to attend.
- Members understand that if they do not attend 3 consecutive meetings and do not send apologies they may have their voting powers suspended, pending a review by their committee or working group.

3.3 Conduct

Each member of a committee shall be accorded the same degree of respect and consideration by all other members. Business and discussions at committee meetings will be conducted through the Chair.

3.4 Upholding decisions

Members will abide by majority decisions at meetings. When a course of action has been approved, all members of a committee should strive to achieve the declared outcomes.

3.5 Powers of the Chair

The Chair shall only have a second casting vote in the event of a tie.

3.6 Confidentiality

All Members will comply with any declaration of confidentiality of information disclosed at the committee meetings or in the course of their involvement with TCA.

4. Declarations of interest

4.1 Notification

Members are responsible for declaring in advance any direct or indirect interest in respect of a contract or other matter which forms part of the business of a committee.

4.2 Abstaining

Where a conflict of interest is declared, the member should not influence any decision on the matter. They should abstain on any vote and should withdraw from the meeting whilst the matter is discussed, unless agreed otherwise through the Chair. An appropriate record should be kept.

4.3 Register of interests

The Chair of the committee will maintain a register of any declared interests, detailing the nature and extent of such an interest. When any committee member is unsure whether a conflict of interest exists then they should consult the Chair of the group.

5. Exclusion, removal or resignation

5.1 Adhering to the Code

Members understand that a breach of any part of this code of conduct may result in their temporary exclusion from any committee, sub-group or activity at the Trinity Centre by the relevant chair of their committee or designated duty manager of the facility.

5.2 Breaching the Code

Any serious or repeated breach of the above code may result in permanent removal. Any decision to remove a member must then be taken to a meeting of the relevant working group or committee which is quorate, and be agreed by a majority of at least five people.

5.3 Appealing decisions

All such decisions are open to appeal through the **TCA Grievance Procedure**.

5.3. Leaving

All members will notify the Trinity Office in writing that they wish to terminate their membership. Additionally, any staff, volunteer or board member will state their reason/s for resigning and will participate in an exit interview if requested.