

## Code of Conduct for Council Members

Approved by SMI Council on 11 December 2020.

Version 2, 10 February 2021.

By reading this document and accepting the role of a Council member of the **Society for Musicology in Ireland (SMI)**, all Council members agree to the following responsibilities:

### General Conduct

- Council members are required to act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which Council members do not have relevant expertise.
- Council members are required to act in the best interests of the SMI at all times.

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### Independence

- Council members are required to act independently, particularly in relation to assets, property, legal and regulatory obligations.
- Council members should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the SMI or its volunteers. More specifically Council members:
  - should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties;
  - must avoid actual impropriety and any appearance of improper behaviour.
- Council members must not act in order to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for.
- Council members should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as Council member. Any gifts or hospitality received in any connection to the SMI should not exceed the value of €20 and should be declared to the Council.

### Council Member Roles

Council members should:

- Understand and perform their roles and responsibilities to the best of their abilities at all times.
- Be prepared to provide adequate time and commitment as required to fulfil the role of Council member, adequately preparing for meetings and participating in committees and special events, including SMI conferences, AGM's and prize-giving ceremonies, when required.

## **Council Meetings**

Council members should:

- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Always respect the authority of the President of the SMI and the Chairperson of any meeting.
- Bring a fair and open-minded view to all discussions of the Council, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of the SMI.
- Bring a genuinely independent perspective to enhance decision-making, given that Council members share responsibility for decisions made during Council meetings.
- Ensure their contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other Council members.

## **Volunteers within the SMI**

Council members should:

- Aim to support volunteers in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the SMI should conduct themselves in order to reflect the values of the SMI.
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence.
- Accept and respect the difference in roles between the Council on the one hand and volunteers on the other, ensuring that the Council and volunteers work effectively and cohesively for the benefit of the SMI and develop a mutually supportive and loyal relationship by:
  - respecting management arrangements and avoiding any actions that might undermine such arrangements;
  - not interfering in the performance by volunteers of duties delegated to them within the SMI while ensuring that volunteers working for the SMI are held to account through the President of the SMI, as appropriate.

## **Legal Requirements and Policies**

Council members must:

- Act in accordance with the SMI's governing document and ensure that the SMI complies with all applicable laws including charity law, company law, health and safety law, data protection law and employment law.
- Promote and preserve the obligations of confidentiality about sensitive Council matters. However, the requirement for confidentiality may not apply if it becomes necessary for the Council member to inform the Charities Regulator or any other

statutory body about any matter, which could threaten the future of the SMI or could represent a breach of any law with which the SMI is required to comply.

- Abide by the SMI's conflict of interests policy and ensure the SMI's conflict of interest register is completed and updated as required.
- Abide by any equality, diversity, safeguarding, health and safety, bullying and harassment policies and any other policies agreed by the Council.
- Ensure that claims for out of pocket expenses are made in accordance with agreed procedures.

Where a Council member is found to be in breach of the standards outlined by the Council in its Code of Conduct he or she will be asked to meet with the President of the SMI to assess his or her suitability for the role. Consistent breach of the Code of Conduct by a Council member may result in the member's tenure being terminated.

The SMI Council should review this Code of Conduct for Council members every three years.

Signed .....

Name .....

Date .....