

# Down GAA

## CUMANN LÚTHCHLEAS GAEL



### Down GAA County Executive Code of Conduct

The GAA code of Conduct forms part of the Official Guide ("OG"). Rule 1.14 of the OG provides:

*"The Central Council shall adopt a Code of Conduct for Officers, Members, Players, Parent/Guardians, Mentors, Supporters, Match Officials, Teams and Units, defining appropriate behaviour and practices. The Code shall specify the disciplinary procedures to be applied for breaches of the Code. This Rule shall give and constitute authority for the carrying out of all functions and actions in accordance with the Code"*

The County Executive Code of Conduct is in addition to GAA Code of Conduct, but specific for Committee members.

The GAA places utmost importance on its reputation for behaving ethically and fairly. The County Executive Code of Conduct provides a practical guide to Committee Members to assist them in their activities and decision-making duties on behalf of the organisation. This Code of Conduct applies to all Committee Members.

#### Member Duties

All members of Down County Executive are expected to:

- a) Act in good faith in what the member considers to be the interests of the organisation.
- b) Act honestly and responsibly in relation to the conduct of the affairs of the organisation.
- c) Act in accordance with the GAA Official Guide and exercise his or her powers only for the purposes allowed under the Terms of Reference of the County Executive.
- d) Not use the organisation's property, information or opportunities for his or her own or anyone else's benefit unless this is permitted by Official Guide or the use has been approved by the County Executive.
- e) Not agree to restrict the member's power to exercise an independent judgement.
- f) Avoid any conflict between the member's duties to the organisation and the member's other (including personal) interests unless the member is released from his or her duty to the organisation in relation to the matter concerned.
- g) Exercise care, skill and diligence using his or her knowledge and experience in making decisions.
- h) Have regard to the interests of the organisation's members.

#### Behaving with Integrity

All members of the County Executive are expected to exercise the highest standards of honesty in their business dealings. Members must adhere to and respect organisation policies and claim expenses only as appropriate to board business needs. Members may not use organisation property or assets for personal gain or engage in business practices that may be generally considered improper in nature.

Members may not accept gifts, hospitality, benefits or offers of preferential treatment that may affect (or be perceived to affect) the ability of Members to make objective decisions with respect to the organisation.

# Down GAA

## CUMANN LÚTHCHLEAS GAEL



Members must undertake not to behave in a manner that could damage the reputation of the organisation.

### **Respecting Confidentiality**

Members of the County Executive are required to respect the confidentiality of all information, discussions and decisions at meetings including all draft documents and disseminated to members unless otherwise agreed by the County Executive.

This applies not only during the term of appointment but subsequently as well. It is a matter for the County Executive to decide what may be reported and by whom and, in this respect, it is essential that personnel, financial and personal matters are dealt with in line with relevant confidentiality and legal requirements.

The County Executive seeks to reach decisions through discussion, debate and consensus. When required, decisions are arrived at by vote. As mentioned above individual members are obliged to keep confidential the matters discussed at meetings, the different views expressed unless otherwise agreed by the County Executive.

Members of the County Executive must not publicly criticise or make any negative public comment about decisions of the County Executive, irrespective of their own personal views on matters.

### **Complying with Legislation**

The County Executive Members are required to fulfil all regulatory, reporting and oversight obligations, imposed on the organisation; in as far as it is within their power to do so. Executive Members are also required to adhere to the organisation's procedures for handling conflicts of interest and to ensure that the organisation's Financial Statements are not misleading or inaccurate.

### **Disclosure of Interests**

Where any member of the County Executive is related to any person or is connected to any company, business or person that may be the subject of or have a direct involvement in a matter which is before the County Executive for consideration (including matters relating to procurement of goods or services), that member shall disclose to the County Executive the fact of that relationship and the nature thereof.

In the event that Cathaoirleach is of the view that the interest may be such as to prejudice or appear to prejudice the deliberations and decision of the County Executive, the member involved will be asked to leave the meeting for the duration of the matter. The decision of the Cathaoirleach shall be final. The absence of the member from the deliberation and decision-making process shall be recorded in the minutes.

The meeting agenda will include a 'Declaration of Interest on agenda' standing order at each meeting. Executive members will also be required to complete a Declaration of Interest form. Interests will be held on a register managed by COUNTY SECRETARY until the end of the members term on the Executive.

Please note Conflict of Interest / Conflict of Loyalty Policy and Declaration of Interest and Conflict of Interest Declaration)

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## CUMANN LÚTHCHLEAS GAEL



### Behaving Ethically and Fairly

All Executive Members are:

- Expected to conform to the highest standards of business ethics
- Commit to fairness in all business dealings
- Ensure that concerns of the company members and the wider community are fully considered

### Gifts and Hospitality Guidelines

It is not appropriate for Executive Members to accept gifts from suppliers or contractors who have worked for or plan to the organisation. Such offers of gifts should be declined. Gifts should be returned to the sender, advising that acceptance would contravene organisation policy.

Modest hospitality may be accepted by Executive Members subject to:

- Prior approval having been received from the Chairperson
- The frequency and scale of the hospitality is reasonable and not excessive
- No travel or overnight accommodation is provided

(Appendix 5: Gifts & Hospitality Policy)

### Professional Advice

Executive Members may access independent professional advice should they deem it necessary in furtherance of their board duties. Executive Members should follow board procedures and consult with the COUNTY SECRETARY and CHAIRPERSON should the need to consult independent advice arise.

### Review

The County Executive of Down Code of Conduct will be reviewed every two years.

### Compliance

Executive Members are required to read and acknowledge receipt of the Code of Conduct and to confirm in writing their intention to comply with the Code.

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### Declaration of Undertaking to Comply with the GAA An Coiste Bainistíochta Code of Conduct

"I have read and understand the County Executive Code of Conduct for Executive Members and confirm that I will undertake to comply with the Code."

Name (print): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*This Declaration of Undertaking to comply with the County Executive Code of Conduct should be signed, dated and returned to the Secretary*