

International Guild of Knot Tyers

Code of Conduct for trustees, volunteers and members

General Conduct

- IGKT trustees, volunteers and members are required to act with honesty and integrity.
- IGKT trustees and volunteers are required to act in the best interests of the charity at all times.

Independence

- IGKT trustees are required to act independently, particularly in relation to assets, property, legal and regulatory obligations.
- IGKT trustees, volunteers and members should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the IGKT or its trustees, volunteers or members. More specifically trustees and volunteers:
 - 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.
- IGKT trustees, volunteers and members must not act inappropriately 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.

IGKT Trustee Roles

IGKT trustees should:

- Always understand and perform their roles and responsibilities to the best of their abilities.
- Be prepared to provide adequate time and commitment as required to fulfil the role of IGKT trustee, adequately preparing for meetings and participating in committees and special events when required.

Meetings

IGKT trustees and volunteers should:

- Aim to attend all appropriate meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Always respect the authority of the Chairperson, and the Chairperson of any meeting.
- Bring a fair and open-minded view to meeting discussions, 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 IGKT.
- 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 IGKT trustees and volunteers.

Constitution

IGKT trustees, volunteers and members should:

- Read the constitution and abide by it.

IGKT Volunteers

IGKT trustees, volunteers and 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 IGKT should conduct themselves in order to reflect the IGKT values.
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries.
- Accept and respect the difference in roles between the IGKT trustees on the one hand and volunteers on the other, ensuring that the trustees and volunteers work effectively and cohesively for the benefit of the IGKT and develop a mutually supportive and loyal relationship by:
 - respecting management arrangements and avoiding any actions that might undermine such arrangements.
 - respecting the performance by volunteers of duties delegated to them within the IGKT while ensuring that volunteers working for the IGKT are held to account through the chairperson, as appropriate.

Legal Requirements

IGKT trustees must:

- Act in accordance with the IGKTs constitution and ensure that the IGKT complies with all applicable laws including charity law, health and safety law and data protection law.
- Promote and preserve the obligations of confidentiality about sensitive IGKT matters. However, the requirement for confidentiality may not apply if it becomes necessary for the IGKT trustees to inform the Charities Regulator or any other statutory body about any matter, which could threaten the future of the IGKT or could represent a breach of any law with which the IGKT is required to comply.
- Ensure that claims for out-of-pocket expenses are made in accordance with agreed procedures.

Where an IGKT trustee, volunteer or member is found to be in breach of the standards outlined by the Code of Conduct he or she will be subject to disciplinary action as detailed below.

Disciplinary Procedures for Members

1 Investigation

Any allegation of misconduct against a member shall be reported to the IGKT's Trustees who will establish a Disciplinary Committee. The Committee will conduct a thorough investigation, during which the member will have the opportunity to present their case.

2 Hearing

Following the investigation, a disciplinary hearing will be convened. The member will be given at least 14 days' notice of the hearing date and will have the right to be accompanied by a representative. The Disciplinary Committee will consider the evidence and make a decision based on the findings.

3 Sanctions

If the member is found to have breached the Guild's rules, the Disciplinary Committee may impose one or more of the following sanctions:

- A formal warning
- Suspension of membership for a specified period
- Permanent expulsion from the Guild
- Other actions deemed appropriate by the Committee

Disciplinary Procedures for Trustees

1 Investigation

Any allegation of misconduct against a Trustee shall be reported to the Board of Trustees. The Board will appoint an independent investigator to conduct a thorough investigation. The Trustee in question will have the opportunity to present their case during the investigation.

2 Hearing

Following the investigation, a disciplinary hearing will be convened by the Board of Trustees. The Trustee will be given at least 14 days' notice of the hearing date and will have the right to be accompanied by a representative. The Board of Trustees will consider the evidence and make a decision based on the findings.

3 Sanctions

If the Trustee is found to have breached the Guild's rules, the Board of Trustees may impose one or more of the following sanctions:

- A formal warning
- Suspension from the Board for a specified period
- Removal from the position of Trustee
- Other actions deemed appropriate by the Board

Appeals

Both members and Trustees have the right to appeal any disciplinary decision. Appeals must be submitted in writing to the IGKT's Appeals Committee within 14 days of the decision being communicated. The Appeals Committee will review the case and make a final decision, which will be binding.

Committee Composition

The members of both the Disciplinary Committee and the Appeals Committee must not have any close connection to the person charged. This ensures impartiality and fairness in the proceedings. Any committee member who has a conflict of interest or close personal relationship with the individual involved must recuse themselves from the process.

Confidentiality

All disciplinary proceedings and related communications shall be treated with the utmost confidentiality. Only those directly involved in the disciplinary process shall have access to the information.

The IGKT trustees should review this Code of Conduct for trustees and members at 3-year intervals or as appropriate.