

## **The Royal Society of Tasmania Policies and Procedures**

As at 1 August 2020

### **Definitions:**

<b>Society</b> means	- The Royal Society of Tasmania
<b>Council</b> means	- The Council of the Royal Society of Tasmania
<b>Council Member</b> means	- An elected member of the Council of the Royal Society of Tasmania, an appointed ex officio member of the Council or a co-opted member

### **Code of Conduct**

**Members** in carrying out Society business must:

1. Comply with the rules and policies of the Society.
2. Behave in a manner that reflects the integrity and good reputation of the Society, including but not limited to: act honestly and with due care and diligence, treat everyone with respect and without harassment, victimisation or discrimination, and comply with all applicable Australian law.
3. Maintain appropriate confidentiality about dealings of, and information acquired by, the Society.
4. Disclose, and take reasonable steps to avoid, any conflict of interest in connection with the business of the Society.
5. In all business conducted under the aegis of the Society, place the interests of the Society over their own interests or those of any other person or persons.

In addition to #1 – 5 above, all **Council Members** and **Office Bearers** must:

1. Attend all meetings of the Council unless they have a reasonable excuse. If unable to attend, Council Members and Office Bearers must advise the Secretary in advance.
2. Use their best endeavours to carry out their duties.

### **Communications**

#### **1. Correspondence**

- The Society has a letterhead template available from the office or from the Secretary for those who need to write letters for the Society, such as Office Bearers and Chairs of committees.

- Lists of correspondence sent or received should be sent to the Secretary for noting in meeting agendas.
- 'With Compliments' slips are also available from the office.

## **2. Documents**

- The Society's logo, ABN and 'acnc Registered Charity' badge must appear on all public documents including newsletters and reports.
- Calibri is the font to be used for RST documents including letters and reports.

## **3. Media releases**

- Media releases are sent out by the Publicity Officer after approval for the text is given by the President or Vice President.
- The Publicity Officer then sends a copy to the Secretary for filing.

## **4. Promotion and Advertising Policy**

- The main purpose of the Society's website, newsletter and social media accounts is to publicise Society events, programs and news of members.
- On request, items from organisations with which the Society has a close association (e.g. TMAG, QVMAG and UTAS) may be advertised from time to time.
- Other relevant items, such as awards (e.g. science, history and art prizes) may also be advertised.
- Re the newsletter: Society business and events will appear first, followed by other notices (if any).
- Re Twitter and Facebook: the account managers have the discretion to re-tweet/share limited numbers of other posts they feel will be of interest to followers, provided the content relates to the Society's aim of the advancement of knowledge, and aligns with the spirit of this policy.
- Requests from businesses and other organisations to advertise their events and products cost-free will generally not be accepted. These requests will be referred to Council for decision if needed, as will any requests for paid advertising. If necessary, joint decisions will be made by the Office Bearers out-of-session.

## **5. Public statements**

- The making of public statements can be a valuable means of promoting the interests of the Society and its members. Making public statements, however, also carries risks, including risks to the reputation and standing of the Society, and to the cohesion of its members.
- The President may make public statements on behalf of the Society.
- Unless authorised to do so by the President or the Society, no Council Member or Member shall make any public statement which purports to be, or might reasonably be understood to be, a statement made on behalf of the Society, the President or the Council, or as having been made with the concurrence of the President or the Council.

## Confidentiality

1. Members of the Royal Society of Tasmania Council shall keep confidential all information pertaining to matters dealt with during Council meetings unless such information has been agreed by Council as not confidential. Confidentiality applies to but is not limited to, Council meeting minutes, agendas, reports to the Council and associated documents, and information contained in those documents.
2. The obligation to maintain confidentiality shall apply even after a person ceases to be a Council Member.
3. Maintaining confidentiality as a general rule will also help ensure observance by Council Members of the following legal duty:  
*A person who obtains information because they are, or have been, a member of the Board must not improperly use the information to:*
  - a. *gain an advantage for themselves or someone else; or*
  - b. *cause detriment to the organisation.*
4. Any person [such as a guest or employee] who is not a member of the Council but is present at a Council meeting (or part of a meeting) must maintain in confidence all information obtained as a result of their participation in the meeting.

More information: <https://www.communitydirectors.com.au/icda/policybank/?articleId=5466>

## Contracts and agreements

1. Office Bearers of the Society may sign documents and execute business as described in their Position Descriptions.
2. Any other contract, agreement or memorandum of understanding on behalf of the Society must be signed by the President or his/her delegate, or such other Council Member as may be approved by Council from time to time.

## Decision making

### Committees

- Recommendations from committees come to Council for decision.
- Decisions are then communicated to committee members by committee Chairs, and are binding for committee members.
- Note that committees may contain members who are not on Council and therefore do not see Council minutes.

## Reimbursement of expenses

- Council Members who have incurred legitimate approved expenses during the execution of their duties for the Society may receive reimbursement of such expenses by completing the appropriate form and submitting this form to the Treasurer together with appropriate receipts.

## Respect and Acknowledgement of Tasmanian Aboriginal People

1. The opening of each Society meeting or event will include an Acknowledgement of Country or Welcome to Country, as appropriate. A Welcome to Country may be offered, for example:
  - at a large-scale event
  - when there is an Aboriginal speaker
  - when an Aboriginal Elder is present and would like to offer a Welcome to Country.
2. A statement of Acknowledgement of Tasmanian Aboriginal people will be included:
  - in the Society's *Papers and Proceedings*
  - in other publications as appropriate
  - on the Society's website.
3. The wording of the Acknowledgement will be informed by advice from the Society's Aboriginal Engagement Committee.