



A Statement of Practice for Members of Ipswich Little Theatre Society Inc.

(ILT's Behaviour and Safety Policies No 1)

Updated January 2025.

Ipswich Little Theatre Society Inc. has a constitution and a set of bylaws and guidelines which are the result of much deliberation with the paramount objective of ensuring the smooth running of the organisation.

The Administrative (or Management) Committee is responsible for the governance of all aspects of the Society and all members, and in some cases, volunteers are required to accept the Bylaws and Guidelines and, importantly know that there is an expectation that they will be treated with respect.

Bylaws

Members must adhere to the following requirements to fulfil ILT, Lease, Licensing and Safety Requirements as relevant:

- Membership Payment (Currently \$35 for twelve months).
- Code of Conduct.
- Bar Times & Curfew
- Fire Regulations and Evacuation and Safety Procedures
- Use of ILT Keys
- Use of Social Media

Code of Conduct

Members are required to:

- accept and adhere to the decisions made by the Administration Committee;
- observe the confidentiality requirements relating to committee decision-making;
- demonstrate loyalty to the Society by offering support wherever possible to other members in all their theatre endeavours;
- respect the rights of others to honest and transparent dealings and behave in a manner which reflects this;
- avoid posting any confidential, critical, or personal comments on social media;
- refrain from making unfounded remarks about the actions of other members;
- communicate with others, including outside contractors, in a courteous and civil manner.

All members have the right to expect that:

- they will be given the necessary guidelines and directions;
- should they be perceived to have failed to conform to regulations, the matter is dealt with sympathetically, maturely and non-aggressively;
- they can express valid concerns;
- they can communicate without fear of unpleasantness, retribution or insipient bullying;
- they will be supported, both physically and mentally, by other members;
- they can enjoy their involvement in a voluntary organisation.

ILT has a statutory Grievance Policy now required by law.

Should any issues arise, please deal with them through the correct channels – for example, by reporting to the Administrative Committee or through consultation with the President or another Executive member. Do NOT confront other members.

Any member who fails to conform to the expected code of behaviour can be sanctioned, removed from office, denied involvement or asked to show cause why his/her membership should not be terminated under Clause 8. b. (iv) of the Constitution.