

# Code of conduct

## Yarra Foundation

for Disadvantaged Children's Education

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## **Executive Summary:**

The Code of Conduct draws Yarra Foundation internal rules that underpin the organisation's work. The rules have been put together to make the decision making easier and more effective. The Management Committee can change the rules when required as per explained method in this document (section 7).

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# 1. Projects

Projects are the jobs that we do in Iran which should comply with the Association's Rules.

Committee members propose and manage the projects as per below process:

1. Each project has a project manager.
2. Project manager is one of the committee members.
3. Project manager prepares the proposal (Appendix A) and shares it with the management committee.
4. Project proposal is in English.
5. Each project proposal, irrespective of the fund required, should be shared with the management committee. The management committee has two days to send their comments. This enables the committee to have their feedback on all of the projects to help the approving process be more transparent.
6. Approval process is in according to the following table:

Cost (\$)	Approval	Voting	Minimum Number of positive votes for approval
$X \leq 750$	President, Treasurer and Secretary	Can be online or in person	Two
$750 < X \leq 1,500$	Management Committee	Online	Half of the number of management committee members + 1
		In a management committee meeting	Half of the number of attendees + 1
$X > 1,500$	Management Committee	Voting should happen in a meeting with designated time to "for" and "against" speakers	Half of the number of attendees + 1 (If the voting is sent to people online, it should be only sent to people attending the meeting)

7. Approval process for project amendments are according to these conditions:

- Up to 15 per cent of the project's approved budget should be approved by the president
- If the amendment is more than 15 per cent of the project's approved budget, the approval process for the amendment should be according to the total project cost and the approval process described in point 6 above.

Example 1:

Project initial budget: \$400

Amendment: \$200

Total project cost: \$400+\$200=\$600

Therefore, the approval process would be aligned with projects under \$750.

Example 2:

Project initial budget: \$700

Amendment: \$100

Total project cost:  $\$700 + \$100 = \$800$

Therefore, the approval process would be aligned with projects between \$750 and \$1,500.

8. Management committee voting on project proposals is secret ballot.
9. Receipts for the payments are provided within maximum two months of the completion of the project.
10. The receipts for ongoing or multiple-phased projects must be provided within three months of completion of each phase or each payment.
11. Photos and other types of multimedia must be provided within maximum two months of the project completion. The multimedia content should demonstrate the items below where applicable:
  - Project's subject
  - Project's deliverable
  - The geographical location
  - Historical background
  - Children, teachers and volunteers while respecting personal, ethical and religious privacy

## 2. Membership

People can become members or associate members of Yarra Foundation as per Yarra's constitution. (Yarra's Constitution, 9- 17)

At the time of the Annual General Meeting (AGM), it is important to know the legitimate members of the foundation.

Six weeks before the AGM, membership manager sends a request to the members that have not paid their membership fees to date for paying their delayed membership fees.

If the membership fee is not paid within two weeks or less (if membership manager decides) of the AGM, the member cannot nominate for management committee positions.

### 2.1. Membership process

- Membership manager receives membership form and payment.
- Membership manager sends the welcome email or letter.
- Membership manager adds the member to the members and newsletter list.

### 3. Operational expenditure

In the last management committee meeting of each financial year, the expenditure budget for the upcoming financial year are proposed and approved.

The listed managers below share the proposal with the management committee two weeks before the meeting:

- Treasurer
- Public Affairs manager

### 4. Allowance

Yarra's volunteers in Iran can be given an allowance to spend. All the fund provided should be spent in alignment with Yarra's constitution.

For a volunteer to be approved for receiving allowance:

- 1- The volunteer should have worked with Yarra on at least five different Yarra's projects.
- 2- Two committee members should send a proposal in writing to the management team.
- 3- The proposal should have the
  - Amount
  - Maximum total for the financial year
  - Purpose
  - Maximum per item
  - Duration of the allowance. (Maximum 1 year).
- 4- At the end of the duration all the remainder of the money should be returned back to Yarra
- 5- The allowance needs to be approved by Management Committee in a meeting.
- 6- The receipts for the expenditure have to be provided.
- 7- The volunteer with the allocated allowance should never hold money more than the allowance approved.

### 5. Donors, Sponsors, Major Sponsors and Friends

Businesses can be titled as "Business Donor", "Sponsor", "Major Sponsor" or "Friend". The conditions for receiving the title from Yarra and the promises that Yarra holds for the businesses are listed below.

A business **donor** for the amount minimum of \$500 will have the name published on social media.

A business donor with a regular donation (at least \$100 per month) will be called Yarra's **sponsor**, will have their name on the website as Yarra's sponsor and will have a post on the social media.

A business donor with a regular donation (at least \$300 per month) will be called Yarra's **major sponsor**, will have their name as a major sponsor on Yarra's website and will be thanked in all of the events. They are allowed to have their advertising material presented in Yarra's events. The advertising materials need to be approved by fundraising manager.

A person or an organisation can be a Yarra's **friend**. The relation with Yarra friends cannot be measured by dollar amount but the relation is beneficial for Yarra in some way. The title will be decided by the Public Affair manager.

Event sponsors and Yarra's promises to them are managed by Fundraising Manager.

The donation can be in form of resources, e.g. space, services and etc. The financial value of the resource donated will be decided by the treasurer.

Minimum amount	Title	Yarra's promise
One off \$500	Business Donor	Publish on social media
\$100 per month	Sponsor	Publish on social media Logo on websites
\$300 per month	Major sponsor	Publish on social media Logo on websites Advertise in events Be mentioned in events
No dollar amount	Friend	Publish on social media Logo on websites Advertise in events
N/A	Event Sponsor	Yarra's promises will be decided by the fundraising manager

## 6. Yarra Organisational chart

There are four positions listed in the constitution that need to be elected by the foundation's members. New positions are introduced in the code of conduct which are elected by the management committee.

These positions need to be elected in the first meeting of the new committee every year.

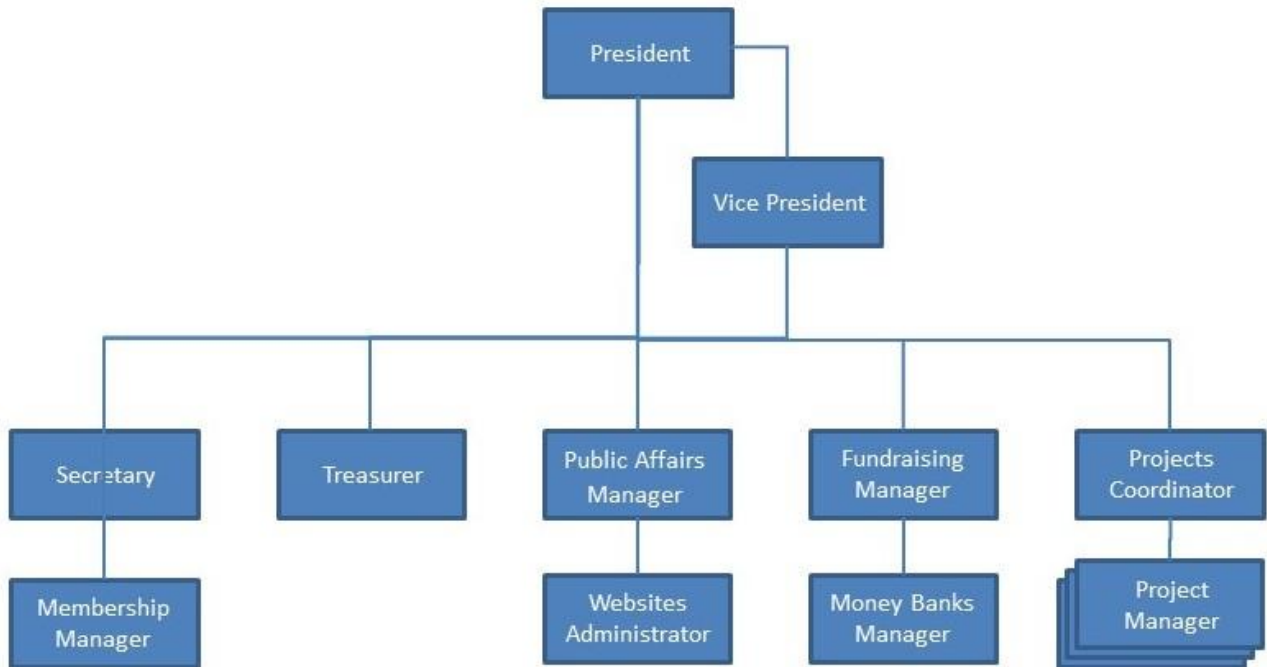
New positions can be introduced or existing positions can be removed following the process of changing the code of conduct.

Current positions in Yarra are as below:

- 1- President
- 2- Vice President
- 3- Secretary
- 4- Treasurer
- 5- Public Affairs Manager
- 6- Membership manager
- 7- Website Administrator
- 8- Projects coordinator
- 9- Fundraising manager
- 10- Money Banks Manager



## 11- Project manager



Organisational Chart

### 6.1. President

- 1- Overseeing all the activities in the organisation
- 2- Making day to day decisions for the organisation
- 3- Coordinating and chairing the Management Committee
- 4- Coordinating and chairing the Annual General Meetings
- 5- Relationship with other organisations
  - a. Maintaining government reporting
  - b. Maintaining Yarra registrations
  - c. Seeking, Negotiating and forming partnerships
- 6- Being in continuous contact, supervising all managers, and giving guidance to managers
- 7- Coordination of all managers

### 6.2. Vice President

In the absence of the president, vice president will have the same responsibilities and authorities of the president.

## **6.3. Treasurer**

The main responsibility of treasurer is to manage the finances of the Foundation. The activities managed and supervised by the treasurer include, but are not limited to:

- 1- Accounting
- 2- Regular reports on finances
- 3- Providing short term and long term forecasts
- 4- Making the payments
- 5- Money transfers
- 6- Maintaining the relationship with finance departments of other organisations

The Treasurer reports to the President and provides regular reports to the Management Committee.

## **6.4. Public Affairs Manager**

The main responsibility of Public Affairs manager is to increase Yarra's publicity.

The Public Affairs manager is elected by the Management Committee in the Committee's first meeting.

The Public Affairs manager reports to the President and provides regular reports to the Management Committee.

The Public Affairs Manager has the authority to call a person or organisation Yarra's Friend.

The activities managed and supervised by Public Affairs Manager include, but are not limited to:

1. Planning, developing and implementing publicity strategies
2. Dealing with enquiries from the public, media, and related organisations often via telephone and email;
3. Public speaking at interviews, presentations, and relevant events
4. Designing, writing and / or producing presentations, press releases, leaflets, newsletters, info-graphs, reports, publicity brochures, information for websites and promotional videos.
5. Planning and coordinating photo opportunities, films and multimedia programmes;
6. Researching, writing and distributing press releases to targeted media
7. Collating and analysing media coverage
8. Commissioning or undertaking relevant market research

9. Managing and updating information, providing public with information about current campaigns progress and engaging with users on social media sites such as Website, Twitter, Facebook, LinkedIn, email, etc.
10. Developing community relations through events and involvement in community initiatives.
11. Organising promotional events to improve Yarra's publicity

## **6.5. Membership Manager**

Membership manager is responsible for managing memberships affairs which include, but are not limited to:

1. Receiving the membership forms and fees
2. Archiving the membership forms
3. Archiving the email communications with members
4. Reporting to the President and providing regular reports to the Management committee. (every three months). The report can include:
  - Number of members per date
  - Income made by membership fees
5. Managing and initiating new ways to attract more members and retaining the existing members.
6. Sending maximum two membership reminders per year for the members owing the membership fee
7. Confirming the list of the legitimate members one month before the AGM each year

The Membership manager is elected by the Management Committee in the Committee's first meeting.

## **6.6. Websites Administrator**

1. Website administrator reports directly to the public affairs manager.
2. Website administrator is responsible for managing the websites content (English and Farsi).
3. The content needs to be up-to-date with the projects, news and activities of the foundation.
4. Website administrator can initiate new sections or tools as required to best introduce the foundation to the community.
5. Website administrator prepares website traffic reports as per public relationship manager request.

The Website Administrative is appointed by Public Affairs Manager.

## **6.7. Projects Coordinator**

1. Projects coordinator is the "go to person" for finding out about the status of the projects in Iran.
2. Project coordinator's responsibilities include reporting on the status of the projects in Iran. The different statuses are:

- Funded
  - Campaigned
  - Published on social media
  - Project multimedia received (Photo, video and etc.)
  - Status of the project, i.e. started, in progress, finished, unsuccessful.
3. Projects coordinator can initiate new methods, tools and masseurs to evaluate projects progress.
  4. The project coordinator prepares quarterly report for Management Committee.

The Projects Coordinator is elected by the Management Committee in the Committee's first meeting.

## 6.8. Fundraising Manager

The main responsibility of Fundraising Manager is to raise fund for the foundation. The Fundraising Department activities include, but are not limited to:

- 1- Holding fundraising events
- 2- Running fundraising campaigns
- 3- Finding sponsors including event sponsors
- 4- Collaboration with community event holders for fundraising at public/private events in coordination with Public Affairs manager
- 5- Finding government funding sources
- 6- Overseeing/supervising the activities of money bank manager
- 7- The Fundraising manager is the single point of reference for finding out about the past, ongoing or organised fund-raising projects for the foundation
- 8- The Fundraising manager can initiate new ways of fundraising or improve the existing models.
- 9- The Fundraising manager reports to the President and provide regular reports to the Management Committee. The report can include the status of the fundraising projects:
  - Number of projects organised
  - Overhead cost of the projects
  - Total money raised
  - Number of person-hour spent
- 10- All of the fund raising events need to have the approval of the fundraising manager before going ahead.
- 11- Fundraising manager approves the advertising materials from Major Sponsors and Friends in Yarra.
- 12- Fundraising Manager is liable to define a fundraising target.
- 13- Fundraising Manager has the right to spend up to 10% of fund raising target for advertising purposes. This expenditure is limited to the annual Operation Expenditure (section 3) for fundraising.

The Fundraising manager is elected by the Management Committee in the Committee's first meeting.

## 6.9. Money Banks Manager

1. Money banks manager reports to the fundraising manager.
2. There are two types of money banks that will need to be organised and reported on by the manger:

The money banks in the possession of the businesses

- The money banks given away to the community
3. The manager needs to report on the money raised by each type of the money banks.
  4. The manager will be the organiser of the events for gathering people to give the money banks back to Yarra Foundation.

The Money banks manager is appointed by the Fundraising Manager.

## **6.10. Project Managers**

1. Each project in Iran is managed by a project manager.
2. Project manager is one of the management committee members.
3. A project manager can be the manager of multiple projects at the same time.
4. The project manager is responsible for:
  - a) Facilitating of money transfer to Iran for the project
  - b) Communicating to the people, volunteers or paid staff, organisations or schools for the project that has been defined to be executed.
  - c) Reassuring the effectiveness of the project and its execution
  - d) Reassuring that of the adequacy of the evidence provided by the project executors. The evidence includes
    - Quotation
    - Reports provided by the executors
    - Invoice
    - Photos
    - Any other type of media that may apply
5. Project managers need to work closely with project coordinator to capture projects' documentation.

## **7. Management Committee**

### **7.1. Leave of absence**

- Members of the Management Committee can take leave of absence from the Committee under these conditions:
  - Maximum length of the total leave in one office term should not be longer than three months.
  - At any point of time, there can be maximum one fifth of Management Committee on leave.
  - Leave of absence should be approved by the president.
  - The committee member needs to send the request one month in advance.
- The Committee members on leave would not be counted in the calculation of quorum in rule 58 of Yarra Rules.
  - For example, if the Management Committee consisted of fourteen members and two members were on leave, the quorum would be two third of twelve members which is 8

members.



## **8. Handover**

- On the day of the Annual General Meeting, the new management committee is elected by the members.
- The term of office for the newly elected members starts after one month from the AGM.
- The current President will be the responsible person to organise the hand over to the new committee. The President has one month to organise the handover of the main four positions elected at the AGM.
- The new President organises the first committee meeting after one month from AGM.
- This meeting is the first meeting for the new Committee. The positions depicted in this Code of Conduct are elected at this meeting.
- The new positions elected in this meeting have one month to hand over with the previous officers or managers.

## **9. Changing the Code of Conduct**

1. For introducing a change to this document, at least three committee members need to write to the president and ask for the change. The requested change needs to be included in the correspondence.
2. The President holds a Management Committee meeting for the change within two months of the request.
3. The requested change needs to be approved by Management Committee.
4. The President reviews the Code of Conduct annually to make sure the rules still apply and are followed.

**APPENDIX A**

Official use only  
 Project Number:  
 Date:

Project Title*	e.g. Stationary_village_province_Proposers name		
Proposer's Name *		Due Date*	
Ambassador Name*		Ambassador phone/ email*	
Fund Required (Toman)*		Fund Required Approx. AUD*	
Number of students*		Age group*	7-11 12-14 15-18
School name /Institute name / Charity name*		Province*	
		Closest city*	
		Village	
No. Female/s*		Disadvantaged Type*	
No. Male/s*		Ongoing project or one off*	
Scope of work*			
Description*			
Conditions			

Approval (official use only)			
Status	Approved /		By
Transferred amount to Iran	Dollar		Committee
	Toman		
Project Manager		Date	
Amendments			

\*Labor, Refugee, Orphan, Living in remote area, Disabled, needy.

