**Camp Committee**

**Code of Conduct**

**What is a Code of Conduct for a Camp Committee?**

It is a set of rules that guides committee members’ behaviour and applies to all people in positions of decision-making and power. The rules outlined in a Code of Conduct should develop and communicate a sense of responsibility and should stimulate a spirit of cooperation among camp committee members.

**What needs to be considered before drafting a Camp Committee Code of Conduct?**

When drafting the rules of a camp committee the following points should be considered:

* The overall size of the camp committee? (e.g. how many members)
* How and when to rotate co-chairs (committee leadership) and general members?
* How will the camp committee remove unwanted members and/or a co-chair?
* What will define equal involvement to ensure the diversity of members from different groups of people? (E.g. women, youth, children, elderly, disabled persons, ethnic and religious groups)
* How to promote the equal participation of women in leadership and membership?
* How to avoid favouritism and nepotism (the favouring of relatives/family members) within the camp committee and while conducting committee activities out in the camp?
* How will the camp committee share (disseminate) information with members, camp residents, host communities, and other stakeholders/actors in the camp?
* How will the camp committee sensitize the camp residents and host communities to the purpose of the committee?
* How will the camp committee involve stakeholders/actors and host communities in their activities?

**Handout Three: Module Three**

**An Example of a Camp Committee Code of Conduct**

The following is an example of a Camp Committee Code of Conduct. It is recommended that all new and forming Camp Committees draft their own Codes of Conduct based on the considerations listed above. All Codes of Conduct need to represent the realities of a given camp setting and the purpose of the forming Camp Committee and involve key stakeholders in the process.

**Example: Camp Committee Code of Conduct**

**Youth and Recreation Committee: GUSCO Centre, Gulu, Uganda**

**Principles Guiding this Code of Conduct:** to involve a diversity of IDP youth in the planning and implementation of sports and recreation activities in their camps as an important phase of rehabilitation and reconciliation.

**Members of this camp committee will commit to the following:**

1. To represent the youth community of their camps at general coordination meetings with the Camp Management Agency and partners.
2. To identify and support local youth leaders within the camps who will assist with recreation activities.
3. To hold camp recreation meetings for youth in order to give out information about sports activities.
4. To report to the Camp Management Agency any subversive activities planned by youth to disrupt the smooth running of recreation and sports programmes for all cultural/tribal communities in the camp.
5. To promote female youth in leadership and recreation positions.
6. To inform the Camp Management Agency about any new youth arriving in the camps.
7. To hold recreation meetings in host communities to give out information and invitations for sport to youth who live outside the camps.
8. To support the organization of a “Sports for Peace Day” in celebration of local youth, cultural diversity, and Independence Day.

**As a Youth and Recreation Committee member, the following rules will be observed:**

1. The committee will have two co-chairs of different gender, elected by ballot. Co-chairs will hold their elected position for six months.
2. The committee will have a total membership of 12 members, with a minimum of eight youth representing as many tribal communities in the camps as possible. Members will be nominated by camp residents.
3. The committee will meet on a bi-weekly basis.
4. Meeting notes will be taken by the appointed Secretary. Notes from the previous meeting will be reviewed at the start of meetings. All new business is tabled before the next meeting and placed on the meeting agenda by the Secretary.
5. In any cases of committee member misconduct, Co-chairs will initiate disciplinary action after consulting with the committee members.
6. The committee will conduct their meeting once every three months in an “off-camp location” in a host community.
7. Committee members will listen when one person is speaking. The meetings will be managed by the Co-chairs.
8. If any committee member has a grievance, s/he will go to the Secretary to note the complaint. Co-chairs will address grievances as a team.
9. All funds available the committee will be managed by the Treasurer. The Treasurer is elected by ballot and must have previous experience with these duties. The Treasurer may not be a relative of the Co-chairs or the Secretary.
10. Committee members will be between the ages of 15 and 25 years old only.
11. The committee will register with the Camp Management Office and all members are eligible for capacity-building training offered by camp agencies.
12. In the general membership, there will be a minimum of four female youth and a minimum of two youth from surrounding host communities.
13. Adult camp members are welcome to attend any meetings and committee members will demonstrate the utmost respect towards visitors (camp residents, host community members) as well as each other at all times.
14. The committee will update all activities on the Camp Activity Board at the Camp Management Office on a weekly basis. This duty will be carried out by the Information Officer, who will be elected by ballot.
15. The committee will promote healthy lifestyles, peace, and freedom of speech/ideas for youth at all times.
16. All members on the committee will have a demonstrated commitment to sports, recreation, and youth for peace in the camps/host communities.
17. The committee membership will promote healthy lifestyles, peace and freedom of speech/ideas for youth at all times.
18. If a committee member misses three meetings in a row, their position on the committee will be up for review.
19. The committee will produce a newsletter every six months. Newsletters will be made available to youth [at no charge] in the camps and host communities. Contributions to the newsletter may be made by any youth in the camp/region. Final selection of newsletter contributions will be decided by the Information Officer.