

British Academy of Film and Television Arts

Membership Codes

As adopted by the Board of Trustees, [4 June 2018]

INTRODUCTION

1. The constitution of the Academy (its memorandum and articles of association) contains provisions:
 - 1.1 empowering the Board of Trustees to introduce membership rules and/or codes of conduct if:
 - (a) it believes them to be in the best interests of the Academy; and
 - (b) members are notified prior to their introduction (Article 9);
 - 1.2 allowing the investigation of complaints against a member of the Academy and empowering the Board of Trustees to make regulations relating to such investigation and, if considered appropriate, to suspend the membership of a member under investigation (Article 10);
 - 1.3 allowing the termination of a member's membership of the Academy in circumstances set out in the constitution (Article 11).
2. Copies of the clauses in the memorandum and articles of association referred to above are set out in the Appendix to these Codes.
3. This document contains the following Codes:
 - the General Code of Conduct;
 - Academy Screenings And Events Code;
 - Academy Campaigns And Screeners Code;
 - 195 Piccadilly Code;
 - Data Code; and
 - Disciplinary Code.

GENERAL CODE OF CONDUCT

4. By accepting membership of the Academy, I agree to:
 - 4.1 support the Academy's published charitable aims and objectives including by sharing my expertise with other members and the public through attending

- events and contributing to learning activities and initiatives (where appropriate) as part of the Academy's charitable remit;
- 4.2 allow BAFTA staff to contact me to keep me informed about BAFTA activities and initiatives;
 - 4.3 abide by the Academy's Membership Codes;
 - 4.4 behave in an appropriate manner and treat with courtesy all Academy staff and employees (whether in person, in writing or on the telephone), fellow members and their guests, and anyone else that I encounter when attending an event as a member of the Academy (whether at the Academy's premises or elsewhere) or when on Academy business;
 - 4.5 not to bring the Academy into disrepute;
 - 4.6 refrain from soliciting guest lecturers, participants in Q&A sessions, fellow members or other Academy guests to accept scripts, or any other business materials, and from requesting autographs or photographs either on Academy premises or at any Academy event held elsewhere (including private events organised as part of an Awards campaign);
 - 4.7 respect the rules of film companies and broadcasters who put on screenings, Q&A sessions and other events, on the understanding that these are private events to which Academy members and Academy guests are invited for voting or educational purposes, and not a right of membership;
 - 4.8 note that Academy membership cards are for the use of the member only, and may not be altered or duplicated in any way nor loaned to other parties, including family members or friends. Membership cards remain the property of the Academy and must be presented or surrendered upon request. Membership cards must be swiped or shown when using 195 Piccadilly or attending screenings and events;
 - 4.9 pay membership dues within the specified time frame or risk cancellation of membership;
 - 4.10 not to speak for the Academy, or make commitments on its behalf without the authority of the Board;
 - 4.11 have my name kept on a register of members' names which will be printed in a membership directory and on the Academy website; and
 - 4.12 be responsible for the behaviour of my guest(s) at 195 Piccadilly and at any screening or event held elsewhere on the Academy's behalf.
5. Any member judged to have broken this Code of Conduct in any way will be subject to review by the Board and may face disciplinary action, including suspension or termination of membership, in accordance with the rules and constitution of the Academy. Please refer to the Academy's Disciplinary Code. Any additions or adjustments to the Membership Codes must be adhered to. In addition, any member of a BAFTA branch must adhere to all rules and bylaws of the relevant branch.

ACADEMY SCREENINGS AND EVENTS CODE

6. This Code applies to all Academy screenings and events.
7. The Academy's screenings and events programme is designed to provide members with the best possible viewing experience for voting and educational purposes.
8. I agree to abide by the following rules (and I accept that these rules will also apply to my guests):
 - 8.1 Late-comers will not be admitted.
 - 8.2 The use of cameras or recording equipment of any kind is strictly prohibited at screenings and events without the prior authorisation of the Academy. Any notes or authorised photographs or recordings taken during an event cannot be published in any form without the authorisation of the Academy.
 - 8.3 Attendees should not disrupt or disturb the viewing experience of others. Therefore:
 - (a) mobile phones and electronic devices must be switched off completely throughout the screening (and for screenings followed by a Q&A, the duration of the interview) or event,
 - (b) there should be no talking during screenings, and
 - (c) for screenings, attendees should remain in their seats until the end of the closing credits. For screenings followed by a Q&A, members should remain for the duration of the interview.
 - 8.4 For screenings and events in the Princess Anne Theatre at 195 Piccadilly, attendees who need to leave in an emergency – which is not a general evacuation – are asked to leave by the door at the back of the auditorium and not the door by the stage. For screenings and events elsewhere, please observe the rules of the venue, as indicated through signage or verbal request.
 - 8.5 No food or drink is allowed in the Princess Anne Theatre at 195 Piccadilly, except for water in plastic bottles. For screenings and events elsewhere, please observe the rules of the venue, as indicated through signage or verbal request.
 - 8.6 Feet should be kept off seats.
 - 8.7 If you are unable to attend the screening or event, please cancel your booking with appropriate notice so that other members have the opportunity to take your place. Members who fail to attend screenings or events without cancelling their booking with appropriate notice may be prevented from booking in future.
 - (a) (for screenings and events in England) Members must cancel their booking (including guest tickets) by 6pm on the day before the screening or event. Members who miss two screenings within a 30 day period without cancelling will be suspended from online booking for 60 days.

- (b) (for screenings and events in Scotland, Wales and the USA) please check with your local membership department for details of current cancellation rules and penalties.
- 8.8 Members may book for themselves and one guest unless otherwise stated. Bookings are non-transferable, and unaccompanied guests are not permitted.
- 8.9 Screening and event bookings are allocated as fairly as possible and members should not request preferential treatment.
- 9. Please contact the Membership Department if you witness inappropriate behaviour or any conduct in contravention of these rules. Any members who break these rules will be contacted by the Academy and disciplinary action may be taken.

ACADEMY CAMPAIGNS AND SCREENERS CODE

- 10. If you have opted to receive additional information relating to the British Academy Awards from outside parties, you have agreed to be bound by the provisions set out below.
- 11. Please note, "Screener" refers to any content entered into the British Academy Awards which is provided to voting members on any format, including content distributed electronically.
 - 11.1 Screeners are provided solely to help inform members as they vote. If you do not exercise your vote, you may not be eligible to receive them in future.
 - 11.2 If you RSVP to attend a screening organised outside 195 Piccadilly and fail to attend, the organiser may permanently remove your name from their mailing list.
 - 11.3 Members may be given access to content pre-release either through screenings or screeners. This content is for voting or educational purposes only. Members should assume, unless told otherwise, that a reporting embargo is in place and refrain from publishing or posting full reviews of the film, programme or game.
 - 11.4 Screening invitations are non-transferable, and must not be forwarded or shared.
 - 11.5 Screeners should be treated as a supplement to the other opportunities to see the entered content. As screeners and screenings represent only a portion of the entries, registered voting members must undertake to view eligible material throughout the year, by attending the cinema, watching television or playing games (as appropriate).
 - 11.6 The delivery of screeners, screening invitations or other relevant voting materials from outside parties is provided at the discretion of the entrants and are not guaranteed to every voting member; they should therefore not be considered to be a right or benefit of membership. Budget constraints may mean that on occasion they are only sent to a random selection of members.
 - 11.7 Members must respect that entrants are bound by campaigning rules, and not request preferential access to entries which would contravene these rules. In particular, members of specialist occupation chapters for the Film Awards are reminded that Film Awards entrants are not permitted to know who is in these chapters or target them in their campaigns; members should therefore not

disclose that they are in a chapter, and not request any preferential access to entries on this basis.

- 11.8 Neither the Academy nor outside parties may enter into correspondence regarding the distribution of specific screeners or screening invites.
- 11.9 Any reports of members behaving abusively towards Academy staff or staff of outside parties will result in such members losing their voting rights and may lead to further disciplinary action.
12. Any screener provided to a BAFTA member is subject to the following terms:
 - 12.1 Screeners are provided for promotional commercial purposes only; specifically for personal viewing for consideration for the BAFTA Awards.
 - 12.2 Any screener sent remains the property of the distributor which has provided it who may request its return (at their cost) after the relevant BAFTA Award ceremony;
 - 12.3 If distributors have not requested their return, unwanted screeners must be destroyed (or safely disposed of).
 - 12.4 Screeners must not be distributed, loaned, sold or given to anyone and not reproduced by any means.
 - 12.5 Any theft or loss of screeners must be reported to the Academy immediately.
13. Any breach of this agreement may result in loss of membership of the British Academy of Film and Television Arts, and if appropriate, legal action.

195 PICCADILLY CODE

14. This Code applies to the facilities at 195 Piccadilly, which are available to Full members of the Academy, and to Associate (England) members.
 - 14.1 Members must swipe their membership card either at the front door, in the lift or at reception when entering the building.
 - 14.2 All guests must be signed into reception by the member. Unaccompanied guests are strictly not permitted in the members' bar and restaurant.
 - 14.3 Members may sign in up to four guests at a time to the members' bar and restaurant. Members wishing to bring more than four guests may do so by prior agreement of the General Manager.
 - 14.4 Members are eligible for a range of discounts on room hire for personal bookings, and corporate bookings if their company satisfies the published industry rate criteria.
15. The member booking the event must be the contracting party with BAFTA Management Limited and be the person paying the invoice.

16. The benefit of discounted rates cannot be passed onto third parties by the member, unless acting on behalf of a client who also fulfils the industry rate criteria: in this case, members may not use the benefit of the discounted rate for commercial gain (ie the full benefit of the discounted rate must be passed on to the client).

DATA CODE

17. By accepting membership of the Academy, I acknowledge that BAFTA will collect and process personal data (including sensitive personal data) for the following purposes:

17.1 administration of the BAFTA membership (including communication about my membership and the handling of complaints made to BAFTA);

17.2 fulfilment of orders for goods and services requested;

17.3 administration of donations and legacies; and

17.4 fundraising and other activities that BAFTA thinks may be of interest to me.

18. I understand that personal data collected and processed by BAFTA may be shared with the following groups where necessary:

18.1 BAFTA employees and volunteers;

18.2 any relevant regulatory authorities;

18.3 Also under strictly controlled conditions:

(a) contractors;

(b) advisors; and

(c) agents.

19. I also acknowledge that:

19.1 when BAFTA allows access to my information, it will always have complete control of what the users sees, what they are allowed to do with it and how long they can see it for; and

19.2 BAFTA will hold information about me only for as long as necessary for each purpose for which it is used. In the case of the administration of the complaints scheme, I understand that if a complaint is made against me BAFTA may retain any personal data involved for as long as I remain a member of BAFTA.”

DISCIPLINARY CODE

20. This Code is divided into the following sections:

A. Making a complaint against a member of the Academy;

B. The investigation of complaints (with or without the suspension of membership pending and during an investigation); and

- C. The procedures for the termination of membership (either by expulsion, non-renewal or non-reinstatement).

Section A - Making a complaint against a member of the academy

21. Complaints about a member of the Academy (whether or not relating to a breach of the Membership Codes) should, in the first instance be sent to the Chief Executive at ceo@bafta.org (or in their absence the Chief Operating Officer at coo@bafta.org).

Section B – The investigation of complaints and suspension of membership pending and during an investigation

Minor complaints

22. If in the opinion of the Chief Executive a complaint is of a minor nature then the Chief Executive shall:
- 22.1 inform the member who is the subject of the complaint, of the nature of the complaint and request their response within a reasonable period (not less than 14 days);
 - 22.2 consider the response received from the member (if any) and such other evidence as seems to them to be appropriate, and
 - 22.3 decide what, if any, further action is appropriate.
23. In the event that the Chief Executive of the Academy considers a complaint under Regulation 22 above to be upheld, the Chief Executive shall advise the member of that fact and of any further action which is proposed, from the following:
- 23.1 no further action;
 - 23.2 the issue of a warning to the member that if the conduct is repeated, the matter will be referred to the Board; or
 - 23.3 the referral of the matter to the Board on the basis that the conduct complained of was more serious than first appeared.
24. In addition, when informing the member who is the subject of a complaint under Regulation 22 of their decision the Chief Executive shall also advise the member that if he/she is unhappy with the manner in which the complaint has been handled and/or the decision of the Chief Executive, they should inform the Chief Executive in writing and request that the matter be referred to the next meeting of the Board.
25. All cases in which a complaint under Regulation 22 is upheld should be reported to the next meeting of the Board.

Serious complaints

26. Allegations or complaints involving the commission of a criminal offence will be referred to the police or other appropriate regulatory authority.
27. Serious complaints include allegations of:

- 27.1 a breach of the Membership Codes considered by any two of the Chief Executive, the Chair and another Trustee of the Academy (the **Nominated Trustee**) to be a serious breach;
- 27.2 an inappropriate exercise of powers granted by the Academy;
- 27.3 conduct leading to an inappropriate drain on the resources of the Academy;
- 27.4 being the subject of multiple allegations of serious (but non-criminal) abuse of power in a professional context;
- 27.5 conduct which if established could bring the Academy into disrepute; and
- 27.6 the commission of a criminal offence if the police or appropriate regulatory body has confirmed either (a) that it does not intend to investigate the allegations or (b) that it has investigated the allegations but a prosecution will not be brought.

Suspension of membership

- 28. If in the opinion of the Chief Executive of the Academy a serious complaint is made against a member then any two of the Chief Executive, the Chair and the Nominated Trustee) shall decide whether, in their opinion, it is necessary or desirable to suspend the membership of the member concerned, pending investigation of the complaint.
- 29. There should be two kinds of suspension:
 - 29.1 the suspension of a member's membership (such that s/he could not participate in any BAFTA activities including voting in the Awards);
 - 29.2 the suspension of only some of a member's rights in cases where it is reasonably considered to be in the best interests of the Academy.
- 30. The following rules relating to the use of the power of suspension shall apply:
 - 30.1 full or partial suspension shall be available in the case of serious complaints and in the situation where a member has been charged with a criminal offence;
 - 30.2 partial suspension shall be available in cases where police or other regulatory authorities have confirmed that a member is under investigation for a serious criminal offence;
 - 30.3 full suspension shall be automatic in the event of a member being charged with a serious criminal offence.
- 31. In the case of a suspension arising as a result of a member being charged with a criminal offence, the suspension shall remain in place until the member is acquitted or convicted. There is a rebuttable presumption that the suspension will end on acquittal.
- 32. In other cases, suspension shall be for such period as those making the decision consider appropriate, not usually exceeding six months except in the case of police investigations or other exceptional circumstances.

Investigation of the complaint

33. Following the decision of any two of the Chief Executive, the Chair and the Nominated Trustee under Regulation 28, the Chief Executive, the Chair and the Nominated Trustee shall:
- 33.1 inform all members of the Board within 7 days if the decision has been made to suspend the membership of the individual concerned;
- 33.2 inform the member who is the subject of the complaint:
- (a) of the nature of the complaint and request their response within a reasonable period (not less than 14 days);
 - (b) whether their membership has been suspended;
 - (c) consider the response received from the member (if any) and such other evidence as seems to them to be appropriate; and
 - (d) decide what, if any, further action is appropriate.
34. In the event that any two of the Chief Executive, the Chair and the Nominated Trustee consider a serious complaint to be upheld the Chief Executive shall advise the member of that fact and of any further action which is proposed, from the following:
- 34.1 the issue of a warning to the member that if the conduct is repeated, the matter will be referred to the Board of Trustees;
- 34.2 if the matter relates to the member's conduct in connection with the voting in any of the Academy's Awards, the withdrawal of the member's right to participate in future votes;
- 34.3 the referral of the matter to the Board for its view on any appropriate sanction; and
- 34.4 the referral of the matter to the Board with a recommendation that the matter is serious enough to warrant the convening of a Renewals Committee.
35. In addition, when informing the member who is the subject of a serious complaint of their decision, the Chief Executive shall also advise the member that if they are unhappy with the manner in which the complaint has been handled and/or the decision of any two of the Chief Executive, the Chair and the Nominated Trustee, they should inform the Chief Executive in writing and request that the matter be referred to the next meeting of the Board.
36. All cases in which a serious complaint is upheld should be reported to the next meeting of the Board.

Section C – Termination of membership (either by expulsion, non-renewal or non-reinstatement)

37. In the event that the Board is of the view that a complaint against a member is of sufficient gravity to bring into question the issue of whether their continued membership is in the best interests of the Academy, the Board shall convene a Renewals Committee (in accordance with Regulation 38 below) to consider the

behaviour of the member and, if thought fit, to pass a resolution in accordance with either Regulation 39.1 or 39.2 below.

38. A Renewals Committee shall comprise at least five members which shall include at least one person from each of the following:

38.1 the members of the Board;

38.2 the members of the Academy; and

38.3 the elected members of the Council,

and, in making appointments to the Renewals Committee, the Board of Trustees shall (unless there is good reason to suggest otherwise) generally make appointments under 38.1 and 38.2 from the industry sector in which the member complained of works.

39. The resolution to be considered by a Renewals Committee shall be either:

39.1 not to renew the member's membership at the end of the subscription year on the grounds that, in the reasonable opinion of the Renewals Committee, the member's continued membership is not in the best interests of the Academy; or

39.2 to terminate the member's membership with immediate effect on the grounds that, in the reasonable opinion of the Renewals Committee, the member's continued membership is not in the best interests of the Academy.

40. Notice of the intention to propose a resolution in accordance with Regulation 39 shall be sent not less than 21 days before the date of the meeting of the Renewals Committee at which the matter is to be considered to each of the following:

40.1 the member against whom the complaint has been made;

40.2 all the members of the Renewals Committee convened by the Board to consider the resolution; and

40.3 all members of the Board.

41. The notice of the meeting of the Renewals Committee at which the matter is to be considered shall:

41.1 state the general nature of the grounds on which the resolution is to be proposed;

41.2 state the names of the members of the Renewals Committee; and

41.3 inform the member in question that they may either:

(a) be heard in person (with or without a representative present) by the Renewals Committee at the meeting; or

(b) submit written representations to the Renewals Committee not less than seven days prior to the date of the meeting of the Renewals Committee.

42. The quorum for a meeting of the Renewals Committee shall be one-half of the total members of the Renewals Committee (rounded up in the case of the Committee with an odd number of members).
43. If the Renewals Committee at a quorate meeting, and after having heard the member whose non-renewal or removal is in question (if they appear in person) or considered their written representations (if any), passes the resolution under Regulation 39 by a majority of at least three-quarters of the members of the Renewals Committee present and voting then that resolution shall take effect and the member concerned and each of the members of the Board shall be advised in writing accordingly at the earliest opportunity.

Other Provisions

44. In the event of the Chief Executive or the Chair being absent or otherwise unable to deal with matters under this Code, their deputies shall be empowered to act in their place. In the case of the Chief Executive this shall be the Chief Operating Officer and in the case of the Chair this shall be the Deputy Chair.
45. The provisions of this Code supersede any previous versions of this Code (which accordingly are repealed).

[To be reviewed when revisions to the memorandum and articles of association are settled]

Extracts from the memorandum and articles of association of the Academy

Article 1

Membership Codes	the code or codes made by the Board of Trustees under Article 9 (which may be varied from time to time) setting out the conduct expected of members of the Academy and the manner in which complaints against members will be handled;
Renewals Committee	a committee established by the Board of Trustees to consider the non-renewal, non-reinstatement or termination of a member's membership of the Academy pursuant to paragraphs (5) or (6) of Article 11 .

Article 9

The Board shall have discretion to introduce such membership rules and/or codes of conduct for members of the Academy as it shall from time to time determine to be in the best interests of the Academy provided that members shall be notified of the introduction of any such rules or codes not less than one calendar month prior to their introduction.

Article 10

Where an allegation or complaint of a serious nature (defined as a serious complaint in the Membership Codes) has been made against a member of the Academy then the rights and privileges of membership of the Academy may be suspended by at least two of the Chief Executive, the Chair and another Trustee for such period as they consider appropriate in accordance with the provisions of the Membership Codes. All of the members of the Board of Trustees shall be notified within seven days of any such suspension. The Board of Trustees shall put in place such regulations for the investigation of allegations and complaints as it considers fit provided that such regulations shall comply with the rules of natural justice.

Article 11

Membership shall not be transferable and a member shall cease to be a member (and thus shall cease to be entitled to the rights and privileges of membership):

[sub-paragraphs (1) – (4) not included here]

- (5) in the case of members, other than honorary and life members, if the Renewals Committee resolves not to renew the member's membership at the end of a subscription year on the ground that, in its reasonable opinion, the member's continued membership is not in the best interests of the Academy;
- (6) by a resolution of the Renewals Committee passed on the ground that, in its reasonable opinion, the member's continued membership is not in the best interests of the Academy

PROVIDED that a resolution under paragraphs (5) and (6) of this Article shall be valid only if:

- (i) the intention to propose the resolution was approved by the Board of Trustees and the Board of Trustees constituted a Renewals Committee to consider and, if thought fit, to make such a resolution;
- (ii) notice of the intention to propose such resolution shall have been sent to (a) the member whose non-renewal, removal or reinstatement as a member is in question, (b) to all the members of the Renewals Committee convened by the Board of Trustees to consider the issue and (c) to all members of the Board of Trustees not less than 21 days before the date of the meeting of the Renewals Committee at which the matter is to be considered;
- (iii) the notice of the meeting of the Renewals Committee at which the matter is to be considered shall (a) state the general nature of the grounds on which the resolution is to be proposed, (b) state the names of the members of the Renewals Committee and (c) shall inform the member in question that they may either (a) be heard in person (with or without a representative present) by the Renewals Committee at the meeting or (b) submit written representations to Renewals Committee not less than seven days prior to the date of the meeting of the Renewals Committee; and
- (iv) after having heard the member whose non-renewal, removal or reinstatement as a member is in question or considered his written representations, the resolution is passed by a majority of at least three-quarters of the members present and voting at the meeting of the Renewals Committee at which not less than one-half of the total members of the Renewals Committee are present.