

British Academy of Film and Television Arts

Membership Codes

As adopted by the Board of Trustees, 15 March 2022

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 Screeners Code;
 - Awards Voting Code;
 - 195 Piccadilly Code;
 - Data Code; and
 - Disciplinary Code.

GENERAL CODE OF CONDUCT

4. By accepting membership of the Academy, or by representing the Academy in any way, I agree:
 - 4.1 to 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 to uphold the Academy and the BFI's Set of Principles (to tackle and prevent bullying, harassment and racism in the screen industries);
 - 4.3 to allow BAFTA staff to contact me to keep me informed about BAFTA activities and initiatives;
 - 4.4 to abide by the Academy's Membership Codes;
 - 4.5 to 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;
 - 4.6 not to take any action or conduct myself in a manner which could bring the Academy into disrepute;
 - 4.7 to honestly and transparently notify BAFTA if I am aware of any action or conduct referred to at 4.6;
 - 4.8 to 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);
 - 4.9 to 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;
 - 4.10 to note that Academy membership cards, 195 access keys and membership account login details 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. 195 access keys must be scanned or shown when using 195 Piccadilly or attending screenings and events;
 - 4.11 to pay membership dues within the specified time frame or risk cancellation of membership;
 - 4.12 to not to speak for the Academy, or make commitments on its behalf without the authority of the Board;
 - 4.13 to have my name maintained on a membership register; and
 - 4.14 to 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.

The terms and conditions of membership of the Academy provide that membership of the Academy is for one year and that membership renewals are at the absolute discretion of the Board of Trustees of the Academy. If the Board declines to renew the membership of a member, the member concerned may request that the matter be referred to a Renewals Committee in accordance with Section E of the Disciplinary Code.

ACADEMY SCREENINGS AND EVENTS CODE

6. This Code applies to all Academy screenings and events (and where specified, including its award ceremonies).
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 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.
 - 8.2 Attendees should not disrupt or disturb the viewing experience of others. Therefore:
 - (a) mobile phones and electronic devices must be on silent and out of sight 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 arrive on time and 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.
 - 8.3 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.
 - 8.4 No food or drink is allowed in the Princess Anne Theatre or the Run Run Shaw Theatre at 195 Piccadilly, except for bottled water. For screenings and events elsewhere, please observe the rules of the venue, as indicated through signage or verbal request.
 - 8.5 Members must adhere to the cancellation policy where listed on the individual event booking page.
 - 8.6 Members may book for themselves and one guest unless otherwise stated.
 - 8.7 Bookings are non-transferable, and unaccompanied guests are not permitted.

- 8.8 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. A member of staff is present at all screenings and events. Please notify the present member of staff if you witness inappropriate behaviour or any conduct in contravention of these rules (it is preferable for this to be communicated after a screening or event where appropriate and unless immediate intervention is required). Any members who break these rules may be contacted by the Academy and disciplinary action may be taken
10. When attending Academy award ceremonies, members and all other guests must adhere to the relevant Guest Guidelines of that award ceremony.

ACADEMY SCREENERS CODE

11. 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.
12. Please note, "**Screeener**" refers to any content made available to members in any format, including content distributed electronically, as part of the Academy's events and screenings programme or content that has been entered for an award.
- 12.1 If you RSVP to attend a screening organised at or outside 195 Piccadilly and fail to attend, the organiser may permanently remove your name from their mailing list.
- 12.2 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.
- 12.3 Screening invitations are non-transferable and must not be forwarded or shared.
- 12.4 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).
- 12.5 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.
- 12.6 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.

- 12.7 Neither the Academy nor outside parties may enter into correspondence regarding the distribution of specific screeners or screening invites.
 - 12.8 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.
13. Any screener provided to a BAFTA member is subject to the following terms:
- 13.1 Screeners are provided for promotional commercial purposes only; specifically for personal viewing for consideration for the BAFTA Awards.
 - 13.2 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;
 - 13.3 Screeners must not be distributed, loaned, sold or given to anyone and not reproduced by any means.
 - 13.4 Any theft or loss of screeners must be reported to the Academy immediately.
14. 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.

AWARDS VOTING CODE

15. Members are expected to engage seriously and in an informed manner in all awards for which they are registered.
- 15.1 Members are expected to provide information about voting eligibility as required by the Voting Eligibility Criteria.
 - 15.2 Selling votes or influencing other members' voting is not permitted.
 - 15.3 Publishing votes prior to voting closing is not permitted.

195 PICCADILLY CODE

16. This Code applies to the facilities at 195 Piccadilly, which are available to Full members of the Academy, and to Associate (England) members. Members, their guests and any other visitors to 195 Piccadilly must respect the space and the venue staff, and uphold the Academy and the BFI's Set of Principles at all times when using the space.
- 16.1 Members must scan their 195 access key either at the front door, in the lift or at reception when entering the building.
 - 16.2 All guests must be signed into reception by the member. Unaccompanied guests are strictly not permitted in the members' bar and restaurant.

- 16.3 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 Front of House Manager.
- 16.4 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.
- 16.5 When placing their initial food and/or drinks order, Members must present their membership card for verification upon request.
- 17. The member booking the event must be the contracting party with 195 Piccadilly Limited and be the person paying the invoice.
- 18. 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

- 19. By accepting membership of the Academy, I agree to have my data used and shared according to the Academy's Membership Privacy Policy. In the case of the administration of a complaint, I understand that if a complaint is made against me BAFTA may retain any personal data relating to that complaint for as long as I remain a member of BAFTA.

DISCIPLINARY CODE

- 20. This Code is divided into the following sections:
 - A. Complaints about the conduct of members of the Academy.
 - B. Minor complaint procedure
 - C. Serious complaint procedure including suspension of membership during investigation.
 - D. Determination of serious complaints.
 - E. The Renewals Committee procedure.

Definitions

- 21. Unless as otherwise stated, the following terms will be given the following definitions for the purposes of this part of the code of conduct:

Disciplinary Officer – one or more senior members of the Academy's staff who categorises complaints (minor or serious) and determines whether minor complaints are upheld as set out in Regulations 23 to 25.

Examiner – a senior member of the Academy's staff or an independent person with appropriate experience and expertise who investigates serious complaints as set out in Regulation 32.

The Panel – a panel comprised of three persons; the Chief Executive, the Chair and another nominated Trustee of the Academy which determines suspension of membership and whether serious complaints are upheld as set out in Regulations 28 to 31 and 33.

Renewals Committee – A committee comprised of one member of the Board and two members of the Academy which determines resolutions on non-renewal or expulsion of membership as set out in Regulations 38 to 43.

Section A – Complaints about the conduct of members of the Academy

22. The Academy's Disciplinary Code shall apply to any complaints about the conduct of a member of the Academy (whether or not relating to a breach of the Membership Codes).

22.1 All complaints should, in the first instance be sent to executiveoffice@bafta.org which shall be monitored by the Disciplinary Officer.

22.2 Where a complaint about the conduct of a member of the Academy otherwise comes to the attention of the Board of Trustees, or the Board of Trustees is made aware of any conduct by a member which is or may be a serious breach of the Membership Codes, the Disciplinary Officer shall be informed directly of it.

23. The Disciplinary Officer will determine whether the minor or serious complaint procedure will apply.

Section B – Minor complaint procedure

24. If in the opinion of the Disciplinary Officer, a complaint is of a minor nature then the Disciplinary Officer shall:

24.1 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);

24.2 consider the response received from the member (if any) and such other evidence as seems to them to be appropriate, and

24.3 decide what, if any, further action is appropriate.

25. In the event that the Disciplinary Officer considers a minor complaint to be upheld, the Disciplinary Officer shall advise the member of that fact and of any further action which is proposed, from the following:

25.1 no further action;

25.2 the issue of a warning to the member that if the conduct is repeated, the matter will be referred to the Chief Executive; or

- 25.3 the referral of the matter to the Chief Executive on the basis that the conduct complained of was more serious than first appeared such that the serious complaint procedure should apply.

Section C – Serious complaint procedure

26. Serious complaints include, but are not limited to, allegations of:
- 26.1 a breach of the Membership Codes considered by the Panel to be a serious breach;
 - 26.2 an inappropriate exercise of powers granted by the Academy;
 - 26.3 conduct leading to an inappropriate drain on the resources of the Academy;
 - 26.4 being the subject of multiple allegations of serious (but non-criminal) abuse of power in a professional context;
 - 26.5 bullying and / or harassment;
 - 26.6 conduct which could bring the Academy into disrepute; and
 - 26.7 misconduct in respect of which the police or an appropriate regulatory body has confirmed either that it:
 - (a) does not intend to investigate the allegations; or
 - (b) has investigated the allegations but has decided not to prosecute.
27. Allegations or complaints involving the potential commission of a criminal offence will be referred to the police or other appropriate regulatory authority.
- Suspension of membership*
28. Where a serious complaint is made against a member of the Academy then any two members of the Panel shall decide whether it is necessary or desirable to suspend the membership of the member concerned, pending investigation of the serious complaint.
29. There shall be two kinds of suspension:
- 29.1 the suspension of a member's membership (such that the member could not participated in any BAFTA activities including voting in the Awards) ("**Full Suspension**");
 - 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 ("**Partial Suspension**").
30. 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 at least until the member is acquitted or convicted.
31. 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, to include where the Academy considers it is in its best interests and / or those of the wider membership.

Investigation of serious complaints

32. Following the decision of the Panel regarding suspension, the panel will appoint an Examiner to investigate the serious complaint. The Examiner shall:
- 32.1 inform all members of the Board within 7 days if the decision has been made under Regulation 28 to suspend the membership of the individual concerned;
 - 32.2 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); and
 - (b) whether their membership has been suspended and the terms of any suspension.
 - 32.3 consider the response received from the member (if any) and any other relevant evidence as seems to them to be appropriate and present a summary of their findings to the Panel.

Section D – Determination of serious complaints

33. The Panel will consider the Examiner's findings and determine, on the balance of probabilities, if the serious complaint is upheld. If the complaint is upheld, the Chief Executive shall advise the member of that fact and of any further action which is proposed, from the following:
- 33.1 the issue of a warning to the member that if the conduct is repeated, the matter will be referred to the Board of Trustees;
 - 33.2 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;
 - 33.3 the referral of the matter to the Board for its view on any appropriate sanction;
 - 33.4 suspension or termination of specified rights of the member such as the right to serve on committees or boards of the Academy;
 - 33.5 removal of awards in the gift of the Academy; and
 - 33.6 the referral of the matter to the Board with a recommendation that the matter is of sufficient gravity to warrant the convening of a Renewals Committee.
34. 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 the Panel, they should inform the Chief Executive in writing and request that the matter be referred to the next meeting of the Board.
35. All cases in which a serious complaint is upheld by the Panel, the complaint should be reported by the Chief Executive at the next meeting of the Board.

Section E – The Renewals Committee procedure

36. If the Board accept a recommendation under Regulation 33.6 above or a member appeals against a decision of the Board not to renew their membership, the Board shall convene a Renewals Committee to consider the matter in accordance with Regulation 38 below.
37. In convening the Renewals Committee, the Board of Trustees shall (unless there is good reason otherwise) generally make appointments from the industry sector in which the member complained of works.
38. The resolution to be considered by a Renewals Committee shall be either:
 - 38.1 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 ("**non-renewal**"); or
 - 38.2 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 ("**expulsion**").
39. Notice of the intention to propose a resolution in accordance with Regulation 38 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:
 - 39.1 the member against whom the complaint has been made;
 - 39.2 all the members of the Renewals Committee convened by the Board to consider the resolution; and
 - 39.3 all members of the Board.
40. The notice of the meeting of the Renewals Committee at which the matter is to be considered shall:
 - 40.1 state the general nature of the grounds on which the resolution is to be proposed;
 - 40.2 state the names of the members of the Renewals Committee; and
 - 40.3 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.
41. Proceedings of the Renewals Committee shall be held in private and shall be confidential, although the Academy reserves the right to publish the outcome of the Renewal Committee's decision.
42. The Renewals Committee shall have the autonomy to conduct the proceedings and hearing as they see fit, subject to the above rules and requirement to conduct a fair process and consideration of the matters before them.

43. In coming to a decision, the Renewals Committee shall:
- 43.1 consider its decision based on the balance of probabilities;
 - 43.2 come to a decision either by;
 - (a) a unanimous verdict; or
 - (b) a majority verdict.
 - 43.3 produce a written reasoned decision; and
 - 43.4 provide a copy of its decision to the member under investigation and the Board ordinarily within 14 days of the hearing, but if a longer period is required it shall notify the member and the Board of the need for further time.
44. There shall be no appeal of the Renewal Committee's decision.

Other Provisions

45. 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.
46. 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 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 made in accordance with the provisions set out in the Membership Codes.