

SHASTA HISTORICAL SOCIETY
Institutional Code of Ethics

POLICY NUMBER: B.02

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CERTIFICATION

We hereby certify that we are the duly elected and acting President and Secretary of the Shasta Historical Society, a 501(c)3 Corporation, and that the proceeding Institutional Code of Ethics apply to the Shasta Historical Society and to the members of the governing authority and are duly adopted by the Board of Directors by a two-thirds majority as of July 7, 2015.

IN WITNESS WHEREOF, we have signed our name and affixed the seal of the Shasta Historical Society on July 7, 2015.

Gary A. Lewis
President of the Board

R. Russ Peterson
Secretary of the Board

RETENTION

This policy will be in effect indefinitely, unless changed by a two-thirds majority vote of the Board of Directors. In accordance with AASLH STePs Standards and good practices, all policies will be reviewed by the responsible Committee yearly and by the Board of Directors at least once every three years.

Approved July 7, 2015

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The Shasta Historical Society is a good steward of its resources held in public trust.

The Society is committed to public accountability and is transparent in its mission and its operations.

The Society strives to be inclusive and offers opportunities for diverse participation.

The composition, qualifications, and diversity of the institution's leadership, staff, and volunteers enable it to carry out its mission and goals.

The governing authority, staff, and volunteers legally, ethically, and effectively carry out their responsibilities.

It knows that innovative technologies further the Society's mission, and it employs technology at the level appropriate for its needs and responsibilities.

GOVERNANCE

The Shasta Historical Society Board of Directors is the governing authority of the Society. It protects and enhances the Society's collections and programs and its physical, human and financial resources. It ensures that all these resources support the Society's mission.

Thus, the governing authority ensures that:

- all those who work for or on behalf of a Society understand and support its mission and public trust responsibilities
- its members understand and fulfill their directorship and act corporately, not as individuals
- the Society's collections and programs and its physical, human and financial resources are protected, maintained and developed in support of the Society's mission
- it is responsive to and represents the interests of society
- it maintains the relationship with staff in which shared roles are recognized and separate responsibilities respected

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- working relationships among directors, employees and volunteers are based on equity and mutual respect
- professional standards and practices inform and guide Society operations
- policies are articulated and prudent oversight is practiced
- governance promotes the public good rather than individual financial gain.

COLLECTIONS

The distinctive character of Society ethics derives from the ownership, care and use of objects representing local history. This stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility and responsible disposal.

Thus, the Society ensures that:

- collections in its custody support its mission and public trust responsibilities
- collections in its custody are lawfully held, protected, secure, unencumbered, cared for and preserved
- collections in its custody are accounted for and documented
- access to the collections and related information is permitted and regulated
- acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials
- acquisition, disposal, and loan activities conform to its mission and public trust responsibilities
- disposal of collections through sale, trade or research activities is solely for the advancement of the Society's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the Society's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections.
- the unique and special nature of human remains and funerary and sacred objects is recognized as the basis of all decisions concerning such collections
- collections-related activities promote the public good rather than individual financial gain
- competing claims of ownership that may be asserted in connection with objects in its custody should be handled openly, seriously, responsively and with respect for the dignity of all parties involved.

PROGRAMS

The Society serves our community by advancing an understanding and appreciation of the local history through exhibitions, research, scholarship, publications and

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educational activities. These programs further the Society's mission and are responsive to the concerns, interests and needs of society.

Thus, the Society ensures that:

- programs support its mission and public trust responsibilities
- programs are founded on scholarship and marked by intellectual integrity
- programs are accessible and encourage participation of the widest possible audience consistent with its mission and resources
- programs respect pluralistic values, traditions and concerns
- revenue-producing activities and activities that involve relationships with external entities are compatible with the Society's mission and support its public trust responsibilities
- programs promote the public good rather than individual financial gain.

SHASTA HISTORICAL SOCIETY CONFLICT OF INTEREST POLICY

Shasta Historical Society By-Laws

Amendment 1. Conflict of Interest.

Effective Date: October 21, 2015

- The Shasta Historical Society shall not enter into an employment relationship with a member of the Board of Directors or any person who is a family relative of a Board Member. A family relative is defined as a spouse, a registered domestic partner, a lineal descendent, a lineal ascendant, a brother, a sister, an aunt, an uncle, a nephew, a niece, of a Board Member, or Board Member's spouse or a Board Member's registered domestic partner.
- A Shasta Historical Society Board Member shall not enter into a contractual or business relationship with the Society. This prohibition includes any proprietorship, partnership, corporation, venture, or entity in which a Board Member has an ownership or proprietary interest. Board Members are encouraged to serve as volunteers for the Society.
- The Shasta Historical Society shall not enter into any financial or business relationship with a family relative, as defined above in 1), of a Board Member unless both: 1) The Board member discloses such family relationship, does not, in any way participate in any discussion or voting concerning any such transaction and absents himself or herself from the room as soon as making the required disclosure; and 2). The Shasta Historical Society obtains at least two other bids for the services to be provided, or property to be purchased, and family relatives price is less than both of the other two bidders.