

## Proposed PHS Bylaws Changes for approval at the May 2024 General Meeting

The proposed changes are in red.

1. Change the name of the current Article VII to **Article VIII** to make room for the Code of Conduct statement; leave wording the same.

2. **NEW ARTICLE VII:**

All Palatine Historical Society board members, volunteers, Palatine Park District employees and guests are expected to abide by this Code of Conduct and always treat each other with respect. All board members and volunteers will be provided with two copies of the Code of Conduct and asked to sign one that will be kept on file in the Clayson House office and to keep a copy. A copy of the Code of Conduct will also be posted on the Clayson House office wall.

The President shall appoint three members of the board to serve as the Ethics Committee to ensure the Code of Conduct is followed by all and address any written complaints or concerns in regard to the Code of Conduct statement below. The Ethics Committee members shall be appointed every three years at the board meeting following PHS elections. The appointments shall be approved by the board.

The Ethics Committee will meet and report to the board within two months regarding any infractions of the Code of Conduct presented to them in writing.

(The Code of Conduct has already been approved by the board at the October 2023 meeting and will be voted on by the general membership on May 15, 2024. The Code of Conduct will be inserted into the bylaws following the statements above as Article VII.)

### **Code of Conduct for the Palatine Historical Society**

This Code of Conduct outlines the behavior expectations for all volunteers of the Palatine Historical Society. In parallel to our bylaws, our Code of Conduct displays our standards of integrity and accountability for a supportive and inclusive culture for all volunteers representing our Society. This Code of Conduct will be evaluated every three (3) years by the Ethics Committee and/or Board of Directors.

As a volunteer for the Palatine Historical Society, we expect the following behaviors:

- **Be Kind** - We welcome everyone. We expect everyone to use polite language and courteous behavior with all modes of conversation (email, phone, in person, etc.). Verbal threats, acts of violence, or abusive behavior will not be tolerated.
- **Be Respectful** - We expect our volunteers to act with integrity and treat others with respect and consideration, regardless of race, religion, gender, abilities, age, or national origin in carrying out the Society's mission. We expect our volunteers to respect the collection and Clayson House buildings at all times.

- **Be Professional** - We expect our volunteers to uphold the reputation of the Palatine Historical Society in a professional manner on the merit of services within and into the Community. We expect our volunteers to demonstrate the highest standards of personal integrity, truthfulness, and fortitude in all our activities in order to inspire confidence and trust in our activities.
- **Be Responsible** - We expect our volunteers to demonstrate responsible action on behalf of the Society and to protect privileged information and items in the collection. We expect actions to demonstrate care for others and the Community as a whole while being fair and equitable in our decisions and their impact to others and the Community.

Should a volunteer violate any of these expectations, a written notice must be sent to the Palatine Historical Society Ethics Committee. From there, the Committee will evaluate the incident with both parties and document the appropriate consequence and/or resolution in a closed and confidential meeting. Decision of consequence to violations will be presented as a recommendation by the Ethics Committee sent to the Palatine Historical Society Board for a two-thirds acceptance vote.

Upon evaluation, the sequence of consequences for violating the Code of Conduct is as follows:

1. **First Offense:** Documented warning signed by both parties
2. **Second Offense:** Suspension from the Palatine Historical Society (terms dependent on incident)
3. **Third Offense:** Removal from the Palatine Historical Society

By signing this document, you agree to and understand the above mentioned volunteer expectations, process and consequences of the Code of Conduct of the Palatine Historical Society.

Signed \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Approved 10-2023 by the PHS board

To be voted on by the general membership on 5-15-2024