



Friends of T.C. Steele State Historic Site, Inc. Code of Conduct - Board of Directors

This Code of Conduct was adopted on the 19th of January 2019 by the Executive Committee of the Board of Directors of the *Friends of T.C. Steele State Historic Site, Inc.* a nonprofit 501c3 corporation established under the laws of the State of Indiana, on the 16th day of August 1991. This Code of Conduct hereinafter also uses the term “*Friends*” when referring to the *Friends of T.C. Steele State Historic Site, Inc.* The Code of Conduct is reviewed annually by the Governance Committee of the “*Friends*”.

Purpose

This code of conduct sets its standard by stating what the board and key staff will not do. It also includes a signature line and reporting procedures. It is the intent of “*Friends*” to strive for the highest ethical conduct from all board and staff. The governance committee is particularly sensitive to individuals who hold leadership and governance positions of trust and confidence in fulfilling the mission and goals of the organization. These sensitive positions include officers, contractor support, and members of the board.

In an effort to achieve the highest standards of conduct, each officer, contractor support, and board members are requested to acknowledge (by signing) the following adopted Code of Ethics by January 1 of each calendar year. This acknowledgement will be retained in the SharePoint site.

All officers, contractor support, and members of the board of “*Friends*” are required and expected to exercise the highest ethical standards of conduct and practice fundamental elements of honesty at all times.

If a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of the President and Board Chairman, or Chair of the Governance Committee.

We Will

1. Dedicate ourselves to carrying out the Mission, Vision and Values of the “*Friends*” organization.
2. Recognize that the chief function of “*Friends*” at all times is to serve the best interests of our members and stakeholders.
3. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
4. Respect the structure and responsibilities of the board and historic site management; provide them with facts and advice as a basis for their decision making and uphold and implement policies adopted by the board.
5. Keep the community informed about issues that may affect them.



Friends of T.C. Steele State Historic Site, Inc.
Code of Conduct - Board of Directors

6. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and empathy.
 7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
 8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
 9. Avoid and report any potential interest or activity that is in conflict with the conduct of our official duties or role as board member.
 10. Respect and protect privileged information to which we have access in the course of our official duties.
 11. Strive for personal and professional excellence and encourage the professional developments of others.
 12. Act as stewards of the State Historic Site and its artifacts.
-

We Will Not

1. Deceive, defraud, or mislead "Friends" board members, officers, contractor staff, site managers, stakeholders or those with whom "Friends" has business or other relationships.
2. Misrepresent "Friends" in any negotiations, dealings, contracts, or agreements.
3. Divulge or release any information of a proprietary nature relating to "Friends" plans, mission, or operational databases without appropriate approval.
4. Obtain a personal advantage or benefit due to relationships established by any officer, site manager, or board member by use of the organization's name.
5. Accept outside individual gifts of any kind in excess of \$100, which is given in connection with officer, contractor support, or board member's relationship with "Friends". All such gifts are to be reported to the Treasure and Governance Chair who shall divulge gifts received during the calendar year to the audit committee.
6. Withhold their best efforts to perform their duties to acceptable standards.
7. Engage in unethical business practices of any type.
8. Use "Friends" property, financial resources, or services of "Friends" for personnel benefit.
9. Engage donors or members outside of "Friends" role (e.g. business mailings etc.)
10. Violate any applicable Federal, State or local laws or ordinances, (reviewed by Governance Chairman).
11. Disregard for any part(s) of the Bylaws of "Friends".
12. Be negligent on business reports, e.g. tax filings, budget submissions, or other key reporting requirements.



Friends of T.C. Steele State Historic Site, Inc.
Code of Conduct - Board of Directors

Infractions of this Statement of Personal and Professional Standards of Conduct are to be reported directly to any member of the governance or audit committee who shall, in his or her determination, bring the infraction to the full executive committee.

Signature _____ Date _____

Name (print) _____