

Des Moines Historical Society

Membership Policy and Code of Conduct

Approved and Adopted: December 8, 2015

1.0 PURPOSE:

The purpose of this code of conduct is to ensure that the Des Moines Historical Society (DMHS), and its subsidiaries if ever acquired, carries out its missions both safely and productively in an atmosphere of consensus and cooperation, and that the experiences of members, volunteers, employees, and guests of DMHS are safe and enjoyable. This Code is intended to define generally-accepted behavior for both members and employees.

2.0 DEFINITIONS:

For the purposes of definition, the term "Des Moines Historical Society", "DMHS," "Society," and "Museum" shall be construed as one and without distinction as one to another.

For the purposes of definition, the term "member" refers to any person or individual to whom a membership card has been issued, without distinction or regard to the annual amount of dues paid or whether or not said individual is qualified to vote in the affairs of the society.

For the purposes of definition, the term "employee" refers to any person or individual that is employed by the Society in any capacity, without distinction or regard to level of compensation or to position held, including volunteers. Employees may or may not be Society members.

For the purposes of definition the terms, "Board Member", "Board", "Officers", "Official", "President", "Vice-President", "Treasurer", and "Secretary" refers to the Members of the Board of Directors of the Des Moines Historic Society, or his/her designee for member relations, personnel issues and disciplinary actions. Such designee may be a person(s) or a duly established committee.

For the purposes of definition, the term "Board" refers to the Board of Directors of the Des Moines Historical Society.

For the purposes of definition, the term "By-Laws" refers to the most-recent and currently-prevailing version of the By-Laws of the Des Moines Historical Society.

For the purposes of definition, the term "Policy" refers to the most-recent and currently-prevailing version of the specific policy that has been adopted by the DMHS Board.

For the purposes of definition, the term "Property", "Museum" (or Facility(ies) occupied for the purpose of DMHS programs, activities and functions whether or not it is public or private) will be regarded as real property owned or operated by the DMHS for the purpose of this policy.

3.0 POLICY:

Members, volunteers and employees shall treat other members, employees, volunteers, Museum visitors, vendors and contractors, public officials, and neighbors to the Museum with courtesy and good will at all times. At all times, members, volunteers and employees shall put group harmony and productivity ahead of their personal ambitions and interests. The level of contributions, amount of work performed, and/or technical or other skills do not give any member or employee a license to mistreat, slander, or be disrespectful of others.

To promote safety and comfort for all, we ask members, volunteers, and employees to act appropriately at all times when they are on our property or participating in our programs/meetings/events. They are expected to behave in a mature and responsible manner and respect the rights and dignity of others.

The Board conducts Board Meetings to manage the business affairs of the Des Moines Historical Society. As prescribed by the organization's By-Laws, these meetings may be attended by the Membership of the DMHS to observe the process in which the Board administers the management of the organization. The President (or officiating Officer) may request input from the attending Members, however discussion during these meetings is primarily by the Board Members themselves to accomplish the business of the organization.

All members and employees are welcome to participate in DMHS activities. Any member wishing to contribute his/her time and talent shall be encouraged. Members and employees shall not denigrate the contributions of any other member or employee, no matter how small. Physical abuse, violence, intimidation, threats (written or uttered) or harassment against visitors, other members, officers, employees or vendors shall be grounds for revocation of membership. Harassment or discrimination on the basis of race, sex, national origin, disability, religion, or sexual orientation by any member or employee will not be tolerated.

Specifically members, volunteers and employees are not to engage in the following activities;

1. Intentional physical contact with another person in an angry, threatening or sexual manner.
2. Harassment or intimidation by gestures, body language or any other menacing behavior, including threats to others, either written or uttered.
3. Theft or behavior that results in the destruction or loss of property.
4. Chronic disregard for Des Moines Historical Society policies or rules.
5. Any other conduct that is inappropriate, threatening or offensive in nature as determined by the Board.
6. Any illegal activities on DMHS property or at DMHS events. (Includes any Federal, State, County and City Laws, Statutes, Ordinances, and Rules by the appropriate body) This rule applies whether or not the member, volunteer or employee has been legally charged or convicted of a crime(s).

Personal disputes between members and/or employees shall have no place on Society property or at DMHS functions. Disputes between members and/or employees with respect to DMHS policies, DMHS operations, and DMHS activities shall be referred first to a responsible DMHS official. Issues pertaining to Membership will be directed to the Chair of the Membership Committee. Failing a satisfactory resolution, a complaint can be duly filed with a person(s) or body appointed by the President, or by the Board if special circumstances dictate, for mediation, resolution, or sanction[s]. Within the Society itself, the Board shall be the ultimate arbiter of all disputes.

The consumption of alcoholic beverages anywhere on Society property is prohibited, except as follows:

- Individuals may possess and consume alcoholic beverages at specific events or functions approved by the Board of Directors in accordance with the policies of the Society, but only to the extent such beverages are provided lawfully by the entity sponsoring the event or function.

- If and when the Society obtains an Alcohol Beverage License and dispense liquor under the direction of the Board.

Operation on Society property of any vehicle or machinery, regardless of ownership, while under the influence of alcohol or a controlled substance is strictly prohibited. For the purposes of DMHS policies, with respect to vehicles or machinery owned by or in the possession of the Society, an individual shall be deemed "under the influence" if that individual has consumed any alcohol or controlled substance within the Eight (8) hour period prior to first operating that vehicle or machinery and the prohibition shall apply whether on Society property or elsewhere. With respect to any other vehicle or machinery, an individual shall be deemed "under the influence" if that individual has consumed any alcohol or controlled substance within the 8 hour period prior to first operating that vehicle or machinery, and that individual is behaving abnormally, erratically, or in a manner tending to endanger individuals or property in the vicinity of the vehicle or machinery.

An individual's use or consumption of alcoholic beverages on Society property shall be absolutely prohibited if that individual's behavior is unruly, disruptive, annoying, harassing to others, dangerous to individuals or property, or otherwise in violation of this policy.

The possession or use of firearms on Society property or at Society functions is prohibited.

The possession or firing off of fireworks at any location or event that is controlled or hosted by the Des Moines Historical Society.

4.0 AUTHORITY:

Any and all work at the Des Moines Historical Society is under the supervision of the President and appointed officials.

Members are encouraged to suggest work activities, but their volunteer efforts should be confined to approved projects. Consensus on projects and the sustained coordination of work activities is essential to the Society's success.

Members, volunteers and employees who hold supervisory or officer status have a special responsibility to avoid words, deeds, and actions that are arrogant, insensitive or capricious.

They should set an example of good conduct for others to follow.

Only persons designated by the Board may represent the Society. Financial commitments are to be made only by duly-authorized DMHS Officers. Any member, volunteer or employee who attempts or makes an unauthorized expenditure shall be personally and fully responsible for said expense.

5.0 BOARD, COMMITTEES, TEAMS, and PROJECTS:

5.1 Board. The Executive Board (Board) is defined by provisions outlined in the current By-Laws. Its membership and method to become a Board Member is also covered by the current By-Laws. The Officers are those individuals who hold the office of President, Vice-President, Treasurer, and Secretary.

5.2 Committees. Committees other than those designated by the current By-Laws are formed by the President or the Majority of the Board by vote to form the Committee, as well as its purpose. When a Committee is formed, the Committee will have a Board Member Sponsor. Unless governed by a Section in the current By-Laws, Board Members may serve on existing Committees or newly formed Committees as the need arises.

Committees will be headed by a Committee Chair. Generally, this person will be the Board Member Sponsor. Although other Board Members may be on the Committee, the Board Member Sponsor shall be the responsible party for that Committee. At the Board Member Sponsor's discretion, he or she may appoint a Vice-Chair. Either the Committee Chair or the Vice-Chair for that Committee are the responsible parties that will help organize the Committees work and reporting to the Board status reports of the Committees work.

Committees are formed by Members, Volunteers, and Employees of the Des Moines Historical Society.

5.3 Teams. A Team may be formed to address and resolve specific organizational problems and administrative issues,

Teams are formed by Committees, Members, Volunteers, and Employees of the Des Moines Historical Society, but may include individuals from other organizations and members of the general public who are contributing to the Team or its goal(s).

5.4 Projects. A Project can be initiated by the President or by the Majority of the Board by vote to approve or form the Project. To facilitate the goal of the Project, a Project Group will be established.

Project Group are formed up by Committees, Members, Volunteers, and Employees of the Des Moines Historical Society, but may include individuals from other organizations and members of the general public who are contributing to the Project or its goal(s).

5.5 Scope. Any assemblage formed under the BOARD, COMMITTEES, TEAMS, and PROJECTS provision of the Membership Policy and Code of Conduct is under the authority and is responsible to the President and/or the Board. Individuals working in or for any assemblage are under the authority and are responsible to the leadership of that assemblage.

Provisions found elsewhere in the Membership Policy and Code of Conduct and By-Laws of the Des Moines Historical Society applies to any and all real property(ies) or facilities used for any of the activities by the Board, Committees, Teams and Projects. As well, any physical items including that which is obtained, barrowed, owned or produced by the aforementioned designated assemblage, falls under the provisions which govern society property.

6.0 TREATMENT OF SOCIETY PROPERTY:

The members of the Society are trustees of Society property. Such property must be treated with care. Unless authorized by a duly-authorized Society official, no member, volunteer, Museum visitor, vendor, contractor, or employee shall damage, remove, or dispose of any Society property.

All Society property is under the sole jurisdiction of the Board. No member, employee, or any other person may unilaterally dictate how it is to be used. This includes members, employees, or other persons who may have invested or contributed time, money, services, or materials toward the procurement, conservation, restoration, or operation of a piece of equipment or property. The contribution of time, money, services, or materials to the Society conveys ownership of that property to the Society, and not to the contributor.

Society property shall not be appropriated for personal use or exclusive custody. Any Society property in the hands and care of members or employees must be authorized by a duly-authorized officer and shall be documented in writing.

Members, employees, or any other persons shall not use Society property for any personal or private use or purpose, including, but not limited to, storage of privately-owned equipment such as motor vehicles, trailers, or campers, and personal possessions such as household goods, parts, supplies, junk, and scrap.

This section is subject to and superseded by the current Collections Policy, any conflicting between the two documents will be deferred to the Collections Policy.

Theft, intentional damage, or threats [written or uttered] to damage Society property, violence against visitors, other members, officers, employees, and/or vendors shall be grounds for revocation of membership in the case of a member, or for termination in the case of an employee, or both if applicable.

7.0 DISCIPLINARY ACTION PROCEDURE:

Denial, Termination, Expulsion or Suspension of Membership.

The Officers and Directors of the Des Moines Historical Society has the authority to deny, terminate, expulse or suspend membership to any individual if it has been determined that the individual's behavior may jeopardize the comfort and safety of others.

Corrective action is progressive and the following is the order in which steps of disciplinary action for members will normally occur. It should be recognized that one or more of these steps may be omitted, according to the circumstances of each individual case. Disciplinary actions for employees shall be as stated in the then-current and approved version of the Employee Handbook or Organization Manual if they exist, or through the avenues provided by this policy.

1. Informal Discussion: Every attempt will be made to resolve problems through informal discussion before proceeding to stronger disciplinary action. A written record of this informal discussion shall be made and maintained.

2. Written Warning: This action involves a discussion between the President or Membership Committee Chair and the member regarding an infraction of a rule or policy, or this

code of conduct, with an emphasis on correcting the behavior. During this discussion, the length of time allowed for the member to improve shall be specified. The member should be certain that he/she understands the reason(s) for the warning, the expectations for improvement, and the terms for avoidance of further actions. This warning shall be presented in writing and the member will be asked to sign and date the document indicating that he/she has seen and understands the document. This signature does not indicate agreement with the statements in the document. The document shall also be signed and dated by the President. If the member refuses to sign the document, the President or Membership Chair shall enter the words "Member Refused to Sign" to the document with his/her own signature and date.

3. Disciplinary Probation: If both informal discussion and formal warning fail to correct the problem(s) or resolve the dispute, the member or employee then may be placed on probation. The onset and duration of the probation shall be determined by the President based on the particular circumstances. It may occur after one or more formal written warnings, or simultaneous with a warning.

4. Discretionary Suspension: For the welfare and good of the Des Moines Historical Society, and of the member, suspension may sometimes be required. Suspension includes the suspension of membership privileges, except for the normal receipt of membership materials and publications due all members, and exclusion from Society property, facilities, and activities. A suspension may be revoked at any time by the President for good cause. A suspension allows the opportunity to review the circumstances of the case and to hold discussions with all parties involved before further action is taken. Depending upon the outcome of the review process, all or part of the suspension may be revoked.

5. Membership Termination, Revocation or Denial of Membership Renewal: Provided that such action is taken under this section of the Membership Policy, The Board's decision is final.

For the purposes of this policy, any written notice given by mail must be given by certified mail sent to the last address of the member shown on the Des Moines Historical Society's records.

A member who's Membership has been Terminated, Revoked or Denied may appeal the decision as prescribed in this section of the Membership Policy.

Any proceeding challenging an expulsion, suspension, or termination, including a proceeding in which defective notice is alleged, must be commenced within one year after the effective date of the expulsion, suspension, or termination, and must be made directly to the Board by Certified Mail.

A member who has been expelled or suspended may be liable to the Des Moines Historical Society for dues, assessments, or fees as a result of obligations incurred or commitments made prior to expulsion or suspension. This provision also covers any and all financial obligations suffered by the Des Moines Historical Society with regard to legal actions and otherwise.

This policy will be reviewed every other year, in the first or second quarter by the sitting Board for its appropriateness.

Administrative Review Scheduled: 2017