

POLICIES of the
Historical Society of Clarendon Vermont, Inc.
279 Middle Road, PO Box 30
Clarendon, VT, 05759
Incorporated November 23, 2016

Non-Discrimination

The Historical Society of Clarendon Vermont prohibits discrimination against any person because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual orientation, gender identity, political affiliation, marital status, veteran status, or any other characteristic protected by law.

Ethics

Conflict of Interest – Officers and Directors should avoid conflict of interest and the appearance of such. The Society’s activities may not be in furtherance of any political activities or platforms.

Confidentiality – Officers and Directors shall maintain in confidence information learned during the course of their term, except that which should be released in fulfilling the Society’s accountability to its members and the public.

Self-Interest - Officers, Directors, and Members shall not have an advantage over the public in obtaining deaccessioned items, either by purchase or gift. An exception to this is non-historical items of nominal use.

Stewardship of Historical and Other Assets – Officers and Directors have an obligation to provide the proper environment for the physical security and preservation of its historical assets, and to monitor and protect its financial assets to ensure that the Society continues to exist as an organization of vitality and quality.

Sensitive Artifacts and Information - Religious artifacts and those connected with any specific ethnic group should be treated with sensitivity and dignity. Any exhibits or programs of these items should be done with tact and respect.

Ownership

All donated material becomes the property of the Historical Society of Clarendon Vermont with no restriction on its use and/or disposition.

Photographs or documents loaned to the Society for purposes of scanning or copying will be returned to the owners within the agreed upon timeframe.

Monetary Gifts

Unless specifically restricted in writing at the time of receipt, all monetary gifts, including non-cash equities or other financial instruments, will become part of the general operating fund of the Society. Restricted monetary gifts will be segregated from operating funds and used only for the purposes for which they are given.

Copyright

The Society will abide by current copyright laws in all its operations and activities.

Intellectual material created by the Society, such as publications, programs and exhibits, and historical materials and photos owned by the Society may be used for non-commercial purposes. Use for commercial purposes requires explicit written permission of the Society.

Privacy

The Historical Society of Clarendon Vermont protects the privacy of visitors to their website. Visitors do not need to register to view or use materials, search the site or print files.

Personal information (such as name or email address), either on our website or on our membership form, will be used only for the following purposes:

- To respond to questions or requests for information.
- To contact regarding future programs or volunteer opportunities.
- To communicate with members about Society meetings or other activities.
- To contact members concerning membership renewals.

A person can be removed from our contact list by emailing the request to _____

Name, address, phone, email address, or other information will never be shared with third parties.

Any historical materials containing information that would violate state or federal privacy laws will not be made available to the public.

Compensation

Board members will not be compensated for their roles as Board members. Approved expenses incurred on behalf of the Society can be reimbursed.

These policies were adopted by the Board of Directors at their meeting of February _____, 2017.

Heather Kent, Secretary