

Lower Macungie Township Historical Society Operating Procedure #1 Code of Ethics

The objectives of this document are to provide a clear and concise set of statements on ethical policy and to set the standards of conduct that the Society expects from the Board, members, and volunteers working for the Society. This policy should be reviewed by the board periodically.

As a board member:

- I recognize that I am obligated to act in a manner that will bear public scrutiny.
- I will not abuse my position as a board member by suggesting to any organization or person that I am entitled to or expect any special treatment, nor use my position for personal gain.
- I will declare any conflict of interest, be it real, potential, or apparent, that is not immediately obvious with regard to any matter being discussed in my presence during a meeting. If the board decides at any time during a meeting that I have a conflict, I will accept their request that I refrain from participating in the discussion and I will leave the meeting if the board so requests. I understand that the board's decision will be recorded in the minutes, either with or without the reasons for the decision being also recorded.
- I understand that the following activities are considered by LMTHS to be conflicts of interest, and that conflicts of interest are not limited to the following situations:
 - Where a board member personally contracts with the organization, or where he/she is a director of another organization that is contracting with LMTHS. If a board member is involved in a business interaction with LMTHS, he/she will recuse him/herself from voting on any issues pertaining to that matter.
 - Where a board member learns of an opportunity for profit that may be valuable to him/her personally or to another organization of which he/she is a member, or to other persons known to the board member;
 - Where a board member, in any circumstance as related to LMTHS, puts his/her personal interests ahead of the best interests of LMTHS.
- I will maintain confidentiality of all information that the Board of Directors deems ought to be kept confidential.
- Should business associates or others offer me gifts, favors, or benefits on a personal basis because of the business LMTHS does with them, I will reject such offers.

As a member or volunteer:

- I will act in the best interests of LMTHS.
- I will be aware that at times I represent LMTHS by my presence.
- I will not take advantage of my membership or volunteer status for personal gain beyond stating my membership or volunteer status, such as presenting myself in any manner that would suggest or infer that a commercial venture or activity is endorsed by Lower Macungie Township Historical Society, without prior board approval.

Approved by LMTHS Board of Directors and adopted September 23, 2015