

**Columbia Historical Society Code of Ethics Policy
Version 1.0**

1.0 Purpose

1.1 *The purpose of this document is to define the code of ethics policy for the Columbia Historical Society. The proper and ethical handling of all organization matters is in the best interest of the Columbia Historical Society and an important duty that protects the integrity of the organization and its officers and members of the board of directors.*

2.0 Definition of Ethical Behavior

2.1 *All Columbia Historical Society officers and members of the board of directors shall:*

- 2.1.1 Adhere to the highest standards of ethical behavior in all philanthropic activities.
- 2.1.2 Operate as an active governing board that sets and regularly reviews all organizational policies, including those related to governance, conflict of interest, awarding grants, and finance.
- 2.1.3 Be expected to bring objective thinking and critical analysis to the organization's deliberations.
- 2.1.4 Be tolerant of the ideas and positions of others, and all matters will be approached with an open mind.
- 2.1.5 Base all decisions on the most complete and accurate information that is available, including being expected to familiarize themselves as thoroughly as possible with any information that is disseminated for a meeting.
- 2.1.6 Procure appropriate legal and financial management advice when necessary.
- 2.1.7 Ensure that all organization programs support the organization's published mission and continue to support the public good.
- 2.1.8 Have information readily available regarding grant programs, funding priorities and guidelines, and application requirements.
- 2.1.9 Maintain honest and constructive relationships with grant applicants, grantees, donors, colleagues, peers, and the public based on mutual respect, candor, transparency, and confidentiality.
- 2.1.10 Strive to include the perspectives, opinions, and experiences of the broadest possible cross-section of people to inform the organization's grantmaking/contributions, governance/staff structure, and business practices.

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- 2.1.11 Honor donor intent through thoughtful deliberation.
- 2.1.12 Be aware of the responsibility to fulfill all fiduciary and legal responsibilities in managing the organization's assets prudently and responsibly.
- 2.1.13 Ensure that all financial reports are factually accurate and complete in all material respects and any forms required by the government are completed accurately by the Treasurer or a certified public accountant and filed in a timely manner.
- 2.1.14 Utilize an adequate amount of administrative expenses to ensure effective accounting systems, internal controls, and other expenditures critical to professional management.
- 2.1.15 Encourage continuous learning by officers, directors, staff, and grantees.
- 2.1.16 Avoid the appearance or potential of any conflict of interest by disclosing in writing, at the earliest possible opportunity, any relationship that they may have with a current or prospective grantee or vendor in accordance with the organization's published Conflict of Interest Policy and Conflict of Interest Form.

3.0 Policy Activation

3.1 *This policy becomes active and binding immediately.*

Mary Melnyk
Columbia Historical Society President

James Hitchcock
Columbia Historical Society Recording Secretary

07/14/14
Date:

07/14/14
Date: