



Custer Institute, Inc.      [www.CusterObservatory.org](http://www.CusterObservatory.org)  
1115 Main Bayview Road, P.O. Box 1204, Southold, New York 11971; 631-765-2626

## POLICIES AND PROCEDURES

Article VI, Section A of the Constitution of Custer Institute Inc. ("The management of the Institute, as to its physical plants, cultural-educational endeavors and financial assets, is the duty and responsibility of the Board of Directors in which it is vested.") and Section III, Clause A of the Bylaws of Custer Institute Inc. ("The Board of Directors of the Institute shall have the power to regulate and restrict the use of Institute property.") gives the Board of Directors the authority to implement these policies and procedures.

### GENERAL CODE OF CONDUCT

We, as Custer Institute Inc. volunteers, dedicate ourselves to carrying out the mission of this organization as stated in Article II, Section A in the Constitution of Custer Institute Inc.: "Provoke intellectual curiosity, explore the arts, sciences and humanities and stimulate fellowship amongst its members and to provide educational and cultural opportunities to the community." To this end:

#### Ethics Policy

- 1) We will engage all members, volunteers, officers and visitors with respect, concern, courtesy, honesty and responsiveness in carrying out the organization's mission.
- 2) All members who are volunteers, including committee chairpersons, agree to work together in an atmosphere of cooperation and to promote fellowship.
- 3) Committee chairpersons will provide direction and oversight for all projects.
- 4) We are committed to equal opportunity for all persons without regard to age, sex, gender, sexual orientation, race, ethnicity, religion, creed, national origin, marital status, or disability.

#### Safety and Security Policies

- 1) All privileged information (i.e., phone numbers, home addresses, and e-mail addresses of our members; financial account information, access codes, etc.) to which we have access in the course of our official duties will be respected and rigorously protected. Unauthorized use will result in discharge by the President as authorized in Section IV, Clause A of the Bylaws of Custer Institute Inc.
  - a) Unauthorized uses of members' contact information by staff consist of anything outside of sanctioned *official* uses constitutes a violation of the confidentiality policy.
- 2) It is of utmost importance to safeguard "minors" (i.e. persons under 18 years of age) who visit the Institute, who are interns, or who are Custer's Junior Members. In addition to obtaining written consent from a parent or guardian prior to involving the minor in the Institute's programs as a volunteer or intern, we agree to behave appropriately and to follow these guidelines in the presence of all minors:
  - a) Never photograph or otherwise record the minor without first obtaining consent from a parent or guardian.
  - b) Never to spend time or go anywhere alone with a minor unless at least one other adult is present.
  - c) Never to use or allow offensive or sexually suggestive language or gestures.
  - d) Never to expose the minor to offensive, sexual or other inappropriate content in written or pictorial form.
  - e) To avoid physical contact unless necessary to prevent or aid in an emergency or dangerous situation.
  - f) When working with young interns or volunteers, to keep a written record of interaction: date, time, location, persons present, activity.
- 3) No reproduction of building access keys or codes by "key holders" will be allowed.

4) Zero-tolerance policy toward illegal activity such as but not limited to falsifying forms; taking equipment without authorization/theft; abuse of equipment; and vandalism of facilities.

5) To aid in the safety of our members and visitors all staff will be familiar with the location of fire exits; first aid supplies.

### **Accountability**

Every member who is a volunteer is deemed to have notice of, and implicitly undertakes to comply with, the Constitution, By-Laws and Policies and Procedures. Any refusal or neglect to do so, or any conduct that is a nuisance, interfering with the rights of other members or visitors or in a manner detrimental to the interests of Custer Institute, shall render a volunteer liable to action pursuant to Article VI, Section A and Article XI, Section A of Custer's Constitution, and Section IV, Clause A of the Bylaws to restrict privileges such as removal from listservs and Custer's public forums, the loss of building access and/or discharge from volunteer and committee positions.

These Policies and Procedures may be modified by the Board without prior notification. After modification has been discussed and voted on by the Board, it will be the Secretary's responsibility to ensure that each member is notified of the change.

Adopted by the Board of Directors, April 28, 2012.