

Documented Policies (As stated in By-laws)
Approved by Board of Directors December 13, 2011

Non-discrimination

The Rutland Historical Society 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

The Board should avoid conflict of interest and the appearance of such.

The Society's programs and facilities may not be used to further any political activities or platforms.

Confidentiality

Directors and Officers 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

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

Stewardship of Historical and Other Assets

Directors and Officers 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.

Disposal methods

Disposal of any material shall follow current environmental friendly laws and guidelines.

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 Rutland Historical Society with no restriction on its use and/or disposition.

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.

Privacy

The Rutland Historical Society 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. Registration is required to use the Message Board.

Personal information (such as name or email address), either on our website, in our guestbook 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 mail our Quarterly Magazine and Newsletter.

A person can be removed from our contact list, by emailing the request to president @ rutlandhistory.com.

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

Historical Materials Privacy

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