

Artisan's Asylum Board of Directors

Code of Conduct

Purpose:

This Code of Conduct establishes the ethical standards and professional behavior expected of the Artisan's Asylum Board of Directors to foster a collaborative, transparent, and effective governance structure. Each Director is accountable for upholding these values in the service of Artisan's Asylum's mission to support creativity, learning, and innovation within a diverse makerspace community. This policy applies to all members of the Board of Directors (both Board-elected and member-elected), the Board Liaison (member-elected) and all elected officers of Artisans Asylum.

1. Mission Commitment

- Support the Mission: Board members will actively support and advance the mission of Artisan's Asylum, prioritizing the organization's vision to create an inclusive, creative space where individuals can engage in making, learning, and innovating.
- Community Focus: All actions and decisions must reflect the best interests of the makerspace community, fostering an environment of respect, learning, and growth for all members.

2. Ethical Responsibility

- Honesty & Integrity: Board members are expected to act with honesty, transparency, and integrity in all dealings related to the organization.
- Accountability: Board members will be accountable for their actions, making decisions that are in the best interest of Artisan's Asylum, its members, and the community.
- Stewardship of Resources: Board members must ensure the responsible use of Artisan's Asylum's financial and material resources, avoiding waste or misuse of funds.

3. Professional Conduct

- Respect for All: Board members will treat all members, staff, volunteers, and fellow board members with respect, kindness, and professionalism, fostering an environment free from harassment, discrimination, and bias.
- Collaboration & Communication: Open and constructive communication is expected in all board discussions. Board members will engage in collaborative decision-making, respecting diverse perspectives.
- Support of Staff: Board members must acknowledge that the executive director is responsible for the operational activities of Artisans and must respect their authority,

ensuring a clear distinction between governance and management. This includes avoiding directing or influencing the staff.

- Non discrimination and diversity: Board members commit to fostering a diverse and inclusive space where all individuals are treated with respect and dignity. Discrimination based on race, color, ethnicity, national origin, gender, age, sexual orientation, disability, religion, or any other characteristic is strictly prohibited. This extends to all aspects of employment and membership, including recruitment, hiring, training, promotion, and termination. We value diverse perspectives and strive to create a culture of inclusion and equality for all.

4. Conflicts of Interest

- Disclosure: Any actual, potential, or perceived conflicts of interest, including financial, familial, or romantic relationships with individuals or entities associated with Artisan's Asylum, must be disclosed immediately.
- Board members will not give preferential treatment to family members, romantic partners, or friends in hiring, contracting, or other organizational decisions.
- Recusal: Board members will recuse themselves from discussions or votes where conflicts of interest may affect their impartiality, ensuring that personal relationships or external interests do not compromise the integrity of the board's decisions.
- Board members who are also members and/or interact directly with other members and/or staff must conduct themselves according to their role at the time of the interaction.

5. Confidentiality

- **Confidential Information:** Board members are expected to maintain confidentiality concerning Artisan's Asylum's business, financials, and any sensitive information discussed in board meetings.
- **Transparency in Communication:** While maintaining confidentiality on sensitive matters, board members should ensure that the community is well-informed about significant decisions and initiatives through transparent communication.

6. Attendance & Participation

- Active Engagement: Board members are expected to attend all scheduled board meetings (preferably in-person), participate actively in discussions, and contribute to the decision-making process. Members unable to attend must notify the board chair in advance.
- As detailed in the bylaws, a board member who misses three consecutive board meetings without a reasonable explanation provided to the Chair in advance shall be considered to have resigned from the Board.
- Preparation: Board members are expected to be prepared for meetings, having reviewed all relevant materials and providing thoughtful contributions to discussions.

- Board members will join a committee(s) and actively participate in the committee activities.

7. Representation of the Organization

- Public Representation: When representing Artisan's Asylum in public forums, board members must reflect the values, mission, and vision of the organization. Personal views should be clearly distinguished from organizational views when necessary.
- No Personal Gain: Board members must not use their position for personal gain or advantage. Any benefits arising from board membership must directly support Artisan's Asylum's mission.

8. Continuous Learning & Improvement

- Education: Board members are encouraged to seek opportunities for education and development related to nonprofit governance, the maker movement, and the community's needs.
- Self-Assessment: The board will periodically assess its own performance, looking for ways to improve governance practices, teamwork, and overall effectiveness.

9. Compliance with Laws and Policies

- Legal & Regulatory Compliance: Board members must comply with all applicable federal, state, and local laws, as well as the organization's bylaws, policies, and procedures.
- Adherence to Nonprofit Standards: Board members are expected to uphold the highest standards of nonprofit governance, ensuring that Artisan's Asylum remains in good standing as a 501(c)(3) organization.

10. Restrictions and exclusions

- No individual member shall be elected to the board if they are related to (family), in a personal relationship with, in a romantic relationship with, or in a financial relationship with
 - 1) a staff member or
 - 2) another board member (either board elected or member elected.)
- Board members are prohibited from having a direct financial interest in community partners and vendors of Artisans Asylum.
- Board members shall not receive any form of compensation for their service on the board.
 - Board members may receive compensation for other services they provide to Artisans. For example, a board member may receive compensation for teaching classes at Artisans. In any case, the board member will disclose this compensation to the Governance Committee in advance of the activity for which

the director is receiving compensation. The Governance Committee will have the responsibility to review this transaction for conflicts of interest and has the right to prohibit this transaction from occurring. Board members will not receive preferential treatment if conflicts arise.

- Board members shall have 24/7 access to the Artisans space and all of its online communities to encourage directors to engage directly with the organization. Board members shall not receive credits to be used to reduce the cost of an Artisans service such as a class, studio rental, etc. Directors must use their own resources to access these services.

11. Acknowledgment and Enforcement

By serving on the board, each member agrees to uphold this Code of Conduct. Violations of this code may result in appropriate actions, including censure, removal from the board, or other sanctions as deemed necessary by the board.

This Code of Conduct promotes transparency, collaboration, and ethical decision-making within Artisan's Asylum, ensuring that the organization can continue to serve its mission while maintaining trust within the community.

Method of enforcement:

- 1) Report alleged violations or concerns to a member of the Governance Committee.
- 2) The Governance Committee will conduct an investigation.
- 3) The Committee will present its findings to the A2 Board of Directors along with a recommendation on resolution.
- 4) The Board will vote on the resolution.
- 5) The Chair/Co-chairs of the Board and the Chair of the Governance Committee will communicate the resolution to the subject of the investigation.

I understand and agree to follow this Code of Conduct:

Board Member Signature

Board Member Name

Date Signed