**Proposed Language for Updates to Standing Rules or Creation of a New Policies & Procedures Manual**

*(Drafted for your consideration by Mera Babineaux, ICG – Vice President)*

**Privacy Policy:**

This privacy policy sets out how International Costumers’ Guild (“ICG”) uses and protects any personal information that is provided to the ICG.  The ICG is devoted to ensuring that members’ privacy is protected. The ICG requires certain information to be provided during the course of establishing memberships with the international organization, though more or less information may be required by the chapter that each member chooses to join. Such information will only be used in accordance with this privacy statement. The ICG has a firm policy of protecting the confidentiality and security of information that is collected from its members. The ICG will not share your non-public personal information with unaffiliated third parties. Information is only shared with expressed consent of the member, except for specific purposes detailed below, in accordance with all applicable laws.

Information that the ICG collects:

1. First and last name
2. Primary and Secondary Chapter memberships
3. Contact information including, but not limited to, addresses, phone numbers, email addresses, and social media profiles
4. Family associations within the same household

The ICG uses this information for:

1. Connecting members to online communications tools including Slack, Yahoo! Groups, Facebook, and other online apps and services that the ICG uses to promote membership, board, educational, and artistic endeavors in accordance with the official mission statements.
2. Contacting members to notify them of membership benefits, changes, and other pertinent information relevant to participating in ICG activities.
3. Determining membership benefits including discounts for family members who join and at online retailers who have offered benefits to our members.
4. Where required by law to comply with federal and state laws regulations associated with being a 501(c)3 and corporation of the State of Maryland.

The ICG is committed to the security of members’ personal information. Members’ personal information transmitted online or maintained on the website, costume.org is secured through SSL encryption. All private information of members is safeguarded through passwords and standard encryption technology and is only available to those elected officers and chapter officers who require such access to conduct the functions of their positions.

If any members has a concern with regard to this policy or their personal information, please contact the ICG President or Corresponding Secretary.

**Non-Discrimination Policy:**

The International Costumers’ Guild is governed by the laws of the United States of America and the State of Maryland. In compliance with these laws, the International Costumers’ Guild does not permit discrimination regarding race, color, creed, nationality, immigration status, religion, disability, gender, gender identity, sexuality, body size, or appearance. As this organization is also a costuming and visual art based group, discrimination is also prohibited in the use of any guidance documents or their application by third party entities. This ICG also discourages the use of culturally or racially inappropriate costuming aspects including, but not limited to, black face, skin darkening, or natural re-pigmenting of skin tones for any costume. The ICG seeks to be an inclusive organization promoting costuming and cosplay for everyone. If you or feel that you have been discriminated against, please see the Policy for Handling Allegations of Harassment or Discrimination by ICG Members, Board of Directors, or Officers of the Corporation to file a complaint. If you have any questions or concerns, please contact the ICG President or Corresponding Secretary.

**Harassment Policy:**

The International Costumers’ Guild does not tolerate harassment of any type at its events, in its online forums, or by its members, board of directors representatives, or elected officers. Harassment can take many forms including, but not limited to, costume pieces, words, signs, offensive jokes, cartoons, pictures, posters, posts, email jokes or statements, pranks, shaming, doxing, intimidation, bullying, gas lighting, verbal/physical/sexual assaults or unwanted contact, or violence. Members are expected to conduct themselves appropriately in all interactions and forums. All electronic posts and submissions are expected to be appropriate and professional in tone. If a member of the ICG has engaged in any behavior that you believe constitutes harassment, please see the Policy for Handling Allegations of Harassment or Discrimination by ICG Members, Board of Directors, or Officers of the Corporation to file a complaint. If you have any questions or concerns, please contact the ICG President or Corresponding Secretary.

**Code of Conduct:**

We, as elected officers and representatives of the International Costumers’ Guild and its chapters, dedicate ourselves to carrying out the mission of this organization. We will do the following:

1. Recognize that the chief function of the ICG at all times is to serve the best interests of our members.

 2. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness. We will respect that the officers and elected representatives of the International Costumers’ Guild are, in fact, volunteers with duties outside of the guild, additionally, and will give appropriate amounts of time for responses from other members, board of directors representatives, and elected officers.

3. Respect the structure and responsibilities of the board, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board.

4. Keep the membership informed about issues affecting it.

5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.

6. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization: to promote and preserve costuming as a visual art form and provide educational resources for the costuming community.

7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization’s mission.

8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.

9. Avoid any interest or activity that is in conflict with the conduct of our official duties. This shall not, however, limit any board member or elected officer from involvement in other organizations of a similar nature or prevent them from volunteering or serving as a board member or elected officer of other organizations with a similar nature.

10. Respect and protect privileged information to which we have access in the course of our official duties.

11. Strive for personal and professional excellence and encourage the professional developments of others.

12. Conduct our conversations in person, online forums, and all correspondence in a professional tone using good judgment. We will promote an inclusive environment free of bullying, intimidation, discrimination, harassment, gas lighting, and misinformation to ensure International Costumers’ Guild and its chapters foster a positive community for our members.

**Policy for Handling Allegations of Harassment or Discrimination by ICG Members, Board of Directors, or Officers of the Corporation:**

If you feel that you have been discriminated against or harassed by an ICG Member, Board of Directors Representative, or Officer of the Corporation, you (whether you are member or not) are entitled to a full investigation by an impartial officer not implicated in the allegation to be chosen by the Board of Directors.

To file an allegation, please contact the ICG President or Corresponding Secretary. If those members are involved in the allegation, you may make the allegation to a representative of the Board of Directors, or any elected Officer of the Corporation or Chapter Officer. Allegations must be made in writing and should include as much information as possible so the Board of Directors can make an informed decision when assigning a Board of Directors Representative or Officer of the Corporation to investigate the allegation. The Board of Directors Representative or Officer of the Corporation who receives the allegation should take all measures to obtain evidence quickly and impartially to present the Board of Directors’ investigator once assigned. This information does not need to be collected prior to presenting the allegation to the board, and the allegation should be forwarded to the board immediately upon receipt. The reporter of the allegation need only provide a written statement that an allegation has been made stating the nature of the allegation and the accused party/parties to initiate this process. The identity of the accuser may remain anonymous in the initial reporting until an investigator is assigned. At that time, the identity must be provided to the investigator.

Once an allegation is filed, it will be presented to the Board of Directors so that an investigator may be chosen. The investigator shall be motioned and seconded, and subject to an accelerated vote where the vote to appoint the investigator will occur no more than five (5) days after an allegation is received. Once an investigator is appointed, the identity of the accuser will be provided to the Board of Directors so that the Board of Directors can appoint an Adjudication Panel that is appropriate to handle the allegation comprised of members who are able to be impartial with regards to all parties involved with the allegation. The Board of Directors will appoint at least three (3) members, and no more than five (5) members, who will be the Adjudication Panel. These members can be any ICG member who is not involved in the complaint and is a member in good standing. The Adjudication Panel will review the complaint and all evidence compiled by the investigator.

The investigator’s job is to gather and preserve all evidence related to the allegation on behalf of both parties, the accuser and the accused. This investigation will gather all facts including, but not limited to, a statement from the person making the allegation, available electronic records, witness statements, video and audio recordings, and any other information the person making the allegation can provide. The identity of the person making the allegation will be kept confidential and only those assigned to conduct the investigation will have access to those records. The accused member, Board of Directors representative, or Officer of the Corporation will be informed of the allegation and given the opportunity to provide a statement and any materials that they may have available including, but not limited to, available electronic records, witness statements, video and audio records, and any other information the person accused can provide. At all times, the identities of the accuser and accused will be protected and held confidential and only those who have a need to know their identities to conduct the investigation and adjudication will have access to that information. Once both parties have provided all evidence that they feel relevant, the investigator will have five (5) days to provide this information to the Adjudication panel.

Once the information is received by the Adjudication Panel, it shall be reviewed by each member and the panel will make recommendations to the Board of Directors on remedies they see as appropriate or on additional steps that they feel will be required. Once the Adjudication Panel has submitted their recommendations to the Board of Directors, no more than five (5) days after receipt of the evidence from the investigation, the Board of Directors will have up to 15 days to review those recommendations and the evidence from the investigation. In the interest of handling investigations in a timely manner, it is recommended that the Board of Directors utilize an accelerated motion to handle any remedies requiring a vote of the Board. Additional remedies and recommendations may be made by the Board during this period, however, all motions and seconds to the board on appropriate remedies or next steps will be governed by the existing standing rules and bylaws of the corporation.

Remedies and recommendations by the board may include any internal corrective actions, referrals to outside agencies, entities, or law enforcement, removal or lifetime bans on membership, or other actions that the Board may deem necessary to effectively remedy the complaint. If a complaint is deemed as not requiring a response, or found by the board to be invalid, then a statement of such should be recorded in the meeting minutes. Any dismissal, remedies, or recommendations taken by the board should be detailed in a letter to the complainant and sent by the Corresponding Secretary no more than five (5) days after the letter is finalized by the board.

The President, unless they are a named party in the complaint, will preside over these motions and seconds, and any subsequent votes. If the President is a named party in the complaint, then the Vice President would preside over the adjudication process, or the process would default to the Corresponding Secretary, then Treasurer, the Recording Secretary. In the event that all elected officers would be named in a complaint, the Board of Directors would be required to appoint a Presiding Officer for the Adjudication proceeding.

**Policy for Handling Breeches of the Code of Conduct**

Whenever possible, the Board of Directors should be utilized in handling matters regarding breeches of the Code of Conduct alleged to have occurred, however, if such a breech is egregious and requires emergency action, an elected officer may step in to handle the issue in accordance with the Code of Conduct. If an elected officer must step in to handle such an issue of an emergency nature, it shall immediately trigger the assignment of an investigator and Adjudication Panel as described in the Policy for Handling Allegations of Harassment or Discrimination by ICG Members, Board of Directors, or Officers of the Corporation.

**Suggested Standing Rules addition: Accelerated and Emergency Motions**

Accelerated motions may be necessary to handle business of an urgent nature by any member of the Board of Directors or Elected Officer. The motion need only be designated as an accelerated motion, and seconded appropriately. The President will then assign the motion a number, and the time period for discussion will be accelerated to five (5) days, with a voting period of no more than (5) days. In the event that action is needed in a more timely manner than ten (10) total days, then an emergency motion may be made, upon appropriate second, and be given a number by the President, provided that a quorum of no less than 60% of the Board of Directors votes within three (3) days or seventy-two (72) hours of the motion. Emergency motions should only be utilized in times of extreme crisis requiring immediate response by the Board of Directors.