

# The Herbarium Code of Conduct

## [Date Last Updated]

### Forum Name:

[NAME]

### Forum Purpose:

The purpose of our Forum is to collectively examine the deepest 5% of our businesses, families, and personal lives to learn and grow from each other and reach new levels of success.

### Forum Values:

- Vulnerability
- Confidentiality
- Personal Responsibility
- Speaking From The "I"

### Forum Year:

Jan 1st - Dec 31th

### Meetings:

- We will hold 12 meetings per year (including 1 full retreat and one mini-retreat)
- Meetings typically run from [3:00 to 7:00 PM].
- Dinners afterwards and mandatory and typically run [6:30-8:30 pm].
- Our meetings will be held on the [2nd Wednesday] of every month.
- Any member who wants to change a meeting date that was previously confirmed, it is that member's responsible to coordinate with everyone, if the member can't get agreement to change the date, that member will have to take a miss.
- No use of mind altering substances consumed before or during a meeting unless part of a special event.
- [Members are expected to attend in person, if a member chooses to participate in a meeting virtually they have to let the group know ahead of time and that member will still get a miss for the meeting as a way to discourage virtual engagement in the future].

### Full Retreats:

- The shortest full retreat is [48 hours] and includes [2] overnights..
- The budget for the retreat will be determined by one of two options:
  - 1) The average amount of all members submitted in an anonymous poll.
  - 2) The lowest amount submitted in an anonymous poll.
- Retreat fees must be paid [30 days] prior to the retreat and are non-refundable.
- The Retreat Planner is in charge of coordinating the retreat planning.

### Fines/Penalties:

- The penalty for showing up late, or leaving a meeting early, is [ $\frac{1}{2}$ ] a miss. This includes dinner.
- Showing up late for a meeting also includes a [\$50] fine to the treasury.
- Late for a meeting is defined as anything over 1 minute from the start time as defined by the

MODs clock or MOD Elect if MOD is absent or late.

- Missing a meeting is counted as [1] miss. Missing a dinner is counted as [ $\frac{1}{2}$ ] a miss. Max misses per meeting is [1].
  - Showing up later than [30 mins] to the start of a meeting is treated as a full miss instead of a  $\frac{1}{2}$  miss and is treated as such with no fine.
  - Cell phone / Computer / Digital Devices interruptions (ring/buzz/beep) during the meeting is a [\$20] fine to the treasury unless there is unanimous agreement to have their device on for an emergency.
  - Each member is allowed to miss [2.5] meetings per year. On the [3rd] miss the member is automatically removed from the group and isn't allowed to re-submit for membership for a minimum of [60 days or 2 meetings], whichever is longer.
  - No member is allowed to miss a full retreat or mini-retreat (in extreme cases force majeure can be invoked with a 2/3rd vote from the members not in question). If a member misses a retreat, that member will be removed from the group as outlined above.
  - If a member shows up late (or leaves early) for a mini-retreat or full retreat it is counted as a [ $\frac{1}{2}$ ] miss and is fined \$50].
- All late fines must be paid prior to the following Forum meeting.
- All fines are to be paid to the Treasurer.

#### **Forum Financials:**

- The Treasurer will report financial info to the Forum every quarter.
- Paying for dinners will be handled by the Treasurer.
- The Forum agrees to pay [\$250 per person per quarter], or sooner if needed, into the group pool that is managed by the Treasurer.
- Dinners will typically cost around [\$100 per person].

#### **Member Evaluation:**

- Once a year the Moderator will distribute a member-to-member evaluation to be completed by all members. This is typically done prior to the full retreat. Results should then be discussed at the retreat.
- Any member who scores a group average (excluding their own score) of below [3.5] on any category for [2] consecutive evaluations will be subject to group removal by a 2/3rds vote excluding the member in question.
- Any member who scores a group average (excluding their own score) of below [3.5] on any category for [3] consecutive evaluations is automatically removed from the group.
- The vote for a member to be removed from the group over any topic is 2/3rds vote excluding the member in question.

#### **Code of Conduct:**

- The group must review this Code of Conduct annually at the full retreat.
- New members will review this Code of Conduct at or before their first meeting to learn and accept its content.

- A 2/3rds vote is required to modify the Code of Conduct at a full-retreat.
- This Code of Conduct can be changed at any time throughout the year with unanimous group consent.

### **FMLA Leave Policy:**

- Any member is granted [6 months] (on top of the normal 2.5 miss allowance) for topics related to the following:
  - for the birth and care of the newborn child for themselves or a spouse;
  - for placement of a child for adoption or foster care;
  - to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
  - to take medical leave when the member is unable to attend meetings because of a serious health condition.
- A member on FMLA leave has a guaranteed seat reserved for them upon return within the timeframe listed above.
- A member on FMLA leave is not required to attend any meeting, however the group will coordinate with them to participate at the capacity they are able to if they are interested.

### **New Members:**

- All prospective new members, or re-applying members, must be voted in with 100% approval of all members
- New or reapplying members, whether they are invited to join the forum or not, must be treated with the EO values of trust and respect, and will experience a transparent interview process, including timing, that will be shared with them at their first meeting.
- New members must have no business, or personal, conflict with an existing member.
- The moderator will inform the prospect within 48 hours of the group's decision.
- [New members must show verification of revenue or raised funds to join the group].

### **Departing:**

- Members resigning are expected to provide 1 month notification.
- Members resigning are expected to provide an exit conversation.
- Departing members forfeit any fees/fines/retreat expenses pre-paid to the group.

### **EO Global Rules:**

- You must be a member of EO in good standing to participate in the Forum.
- Every year, we'll get 100% participation in the Forum Health Survey.

### **Additional Notes:**

- Any business dealings above [\$500] between members should be made known to the group for discussion if needed.
- If a conflict arises between two members the process of conflict resolution will be first handled offline between the members with the support of the Moderator. If the issue persists, it is brought

to a meeting for conversation. If a vote is needed for action, the group will follow the process outlined in the Constitution section.

- No romantic relationships are permitted among members.
- Anything not explicitly addressed in this constitution will be resolved by 2/3rds vote.
- In the case of a tie in any vote, the moderator will break the deadlock.
- Our ideal size is 8 members with no less than 6 and no more than 10.

### **Speaking From The "I" (Gestalt Language Protocol):**

- Speaking from the "I" is a discipline utilized to create a comfortable and safe environment, and is in effect/practiced at all times during meetings. Speak from your own experience rather than giving advice and use "I" not "you" statements. Attacking questions should not be asked. Rather, clarifying and thought-provoking questions should be asked, keeping the questions true to the subject. Don't "hide" advice as part of a question.

### **Member Experience & Expectations**

- Each member is responsible for his/her own experience: be the first to share; be proactive when you have a problem.
- All members must provide means by which they can be reliably reached. Email is preferred, but telephone, and other means are acceptable.
- Timely responses to important group communications are expected.
- The group will use [Whatsapp] to keep conversations going between meetings and is expected to be used by all members.

### **Confidentiality:**

- "Confidential Information" includes any matter discussed in any meeting, or information about what specifically took place in that meeting, or between members at any time. Confidential Information does not include publicly known information, or the names and occupation of members, or the location of a retreat.

- Confidential Information will not be shared outside of a meeting with anyone at any time including spouses and significant others.

[- The group agrees that Personal Assistants can have access to email inboxes and thus members should be aware that information shared via email might not be 100% private within the group.]

- Confidential Information will only be shared through a unanimously agreed upon system of communication (e.g. Email, Dropbox, Google Docs, etc)

- Members who leave the group are still bound by the confidentiality agreement and vice versa.

- Confidentiality violators will be brought up at the next meeting for a possible vote of removal.

- A Confidentiality violator gets to plead their case to the group (1 hour maximum presentation).

- Members, excluding the member(s) in question, must unanimously vote to keep them in the group.

- Three Confidential Levels can be invoked by any member:

- **Level 1 - Default Confidentiality** - Level 1 confidentiality is the default level expected within a Forum. This level of confidentiality implies that whatever is said in the group, between members, stays in the group between members.
- **Level 2 - Only With Me Around** - Level 2 confidentiality allows someone to share something with the group, and the rest of the group agrees to only talk about that topic if the person is around. The group agrees to not have side conversations with each other without the person.
- **Level 3 - Never Again Unless...** - Level 3 confidentiality allows someone to share something with the group and the rest of the group agrees to never talk about the topic ever again, unless the person brings it up. Topics at this level are often very personal and private things. These are topics that the person needs to say to get them out, but doesn't want to, or isn't ready to, talk about yet. When the time is right, if ever, they will choose to bring it up again to the group.

#### **Roles:**

- Moderator = [NAME]
- \*Moderator Elect = [NAME]
- \*Treasurer = [NAME]
- \*Time-Keeper / Code of Conduct Enforcer = [NAME]
- Full Retreat Coordinator = [NAME]
- 1-Day Retreat Coordinator = [NAME]
- Parking Lot Keeper = [NAME]
- Goals Keeper = [NAME]
- Calendar Keeper = [NAME]
- Dinners / Meeting Location / Special Events = [NAME]
- Power Hour Dive Deep = [NAME]
- \*Member-to-Member Assessment = [NAME]
- \*New Member On-Boarding = [NAME]

**The roles with an \*asterisk\* usually take on a second role.**

**We agree to uphold the forum Code of Conduct at all times. (Sign Below)**