AMIA Code of Conduct

The Association of Moving Image Archivists, through its core principles stated in its Mission and Code of Ethics, and Diversity, Inclusion and Equity statements, is an organization devoted to fostering cooperation and professional development among its members. AMIA is committed to providing its members and guests who participate in its activities with a welcoming, diverse and professional community, as well as helping facilitate a harassment-free and discrimination-free environment.

Objective
The AMIA Code of Conduct is meant to ensure that within the Association, be it through conferences, events, meetings, committee or other volunteer work, mentoring relationships, and all online spaces including AMIA administered social media and listservs, no person will harass another for any reason. We know that the best problem-solving and critical thinking happens when people with a wide variety of experiences and perspectives come together to work in comfort and safety as peers. We therefore expect participants in the AMIA community to approach participation in our events in helping to create thoughtful and respectful environments where that interaction can take place.

About the Code of Conduct
Because of the variety of experiences and perspectives in our community, we have outlined below a potential, but by no means exhaustive, list of factors for which harassment can commonly occur; this list is provided in hopes of facilitating greater awareness and in pursuit of facilitating a more productive and comfortable environment.

- Age
- Disability
- Family relationships, parental, or marital status
- Gender identity/expression
• Individual lifestyle
• Level of experience in the field
• Military or veteran status
• Physical appearance
• Race, ethnicity, or national origin
• Religious and spiritual beliefs
• Sex
• Sexual orientation
• Political beliefs
• National origin
• Cultural identity

Harassment is any verbal, nonverbal, or physical contact designed to threaten, intimidate, silence, or coerce. The following types of harassment are prohibited and may include, but are not limited to:

• Abusive verbal comments and/or discriminatory images in public spaces, such as AMIA listserv e-mail, voice mail, chat rooms, social media, project management platforms or text messages.
• Harassing photography or recording.
• Purposeful and repeated acts of misgendering (to include direct refusal to respect a person’s pronouns).
• Inappropriate or unwanted physical contact, invasion of personal physical space and blocking behaviors, deliberate physical intimidation or gestures, stalking and unwelcome sexual attention.
• Slurs, epithets, derogatory comments or threats.
• Sustained verbal or physical disruption of talks at conferences, events, and meetings
- Unwelcome jokes, visual depictions, stereotyping, teasing and/or whistling.
- Sharing confidential or privately shared information, including publication of private communication without consent.
- Intimidation, retaliation or retribution towards someone who files or responds to a Code of Conduct report.

**Consequences for Violations of the Code of Conduct**

Those who violate the Code of Conduct may be expelled from the conference, event, or meeting at the discretion of the AMIA Board of Directors. Online participants who are asked to stop any harassing behavior are expected to comply immediately or may be denied access to the online space at the discretion of the list administrator or the AMIA Managing Director, or member of the Board of Directors. Persons who have been expelled or denied access may appeal to the AMIA Board of Directors. Board of Director contact information may be found on the AMIA website.

From the AMIA bylaws[1]:

“...if the member has failed in a material and serious degree to observe the rules of conduct of AMIA, their membership in the association may be terminated or suspended through a good faith determination of the Board.” More information may be found at Article III, Section 4(a)(iv) and 4(c). The AMIA Bylaws may be found online at the following address: [https://amianet.org/wp-content/uploads/AMIA-Bylaws-Amended-and-Restated-2010.pdf](https://amianet.org/wp-content/uploads/AMIA-Bylaws-Amended-and-Restated-2010.pdf)
About Content Presented at AMIA Conferences and Events

It is understood that content presented at AMIA conferences or meetings or in online forums may at times deal with sensitive subject matter, ranging from visually sensitive historical material (such as images related to acts of genocide) to sexually explicit language or images (such as in archival letters, nude photographs, or film or audio recordings). This policy is not intended to constrain responsible scholarly or professional discourse and debate. We welcome engagement with difficult topics, done with respect and care.

How to Report

At an AMIA event: If you are in immediate danger, contact the emergency number specific to the geographic location (911 in the U.S.), or the facility front desk in order to obtain the emergency number without delay.

If you believe a crime has been or is being committed, contact law enforcement.

If you believe a Code of Conduct violation has occurred, you may report it to any AMIA staff or AMIA Board Member.

A minimum of three AMIA Board member point persons and staff contact information will be listed on the AMIA event website starting the day of the event. If neither staff nor Board members attend event, reports should be directed to the online form. Online reporting and in-person information relayed to your first point of contact may be shared with careful respect to confidentially with other AMIA Board of Directors and AMIA staff members. This sharing is for the sole purpose of facilitating next steps for follow-up.
AMIA has adopted clear procedures to deal with discipline based upon CoC violations. Specific follow-up and next steps regarding each report will occur in a timely manner based on the urgency of the situation, which is determined at the discretion of the AMIA representative.

Talking about an incident that you experience or witness can be upsetting. Every effort will be made to respond with sensitivity and respect. The Board encourages that information be shared in a manner that is comfortable and that includes, but is not limited to, bringing another person along for support when a concern is raised. When reporting a violation of the Code of Conduct, every effort will be made to proceed with a process that maintains integrity. You will not be asked to confront others or engage in the response process for a violation of the Code of Conduct.

Confidentiality: All reports of CoC violations received by AMIA staff and Board will be treated confidentially. It is the policy of AMIA to protect those who communicate bona fide concerns from any retaliation for such reporting. Any person who violates this prohibition against retaliation will be subject to appropriate disciplinary action, which may include suspension or revocation of membership pursuant to Article III, Section 4(a)(iv) and/or 4(b) of the AMIA Amended and Restated Bylaws. When reporting online, if you decide to provide your contact information, your report will not be anonymous to the AMIA Board and Staff, but your report will remain confidential to these parties.

Locating AMIA staff & Board: AMIA staff and Board members can be identified by name badges. They will assist participants by contacting hotel/venue security or local law enforcement, providing escorts, or otherwise helping those experiencing
harassment to feel safe for the duration of the event. You can make a report either personally or anonymously through the online form found here: http://bit.do/AMIACOC. The online form will not track or store identifiable respondent information, such as location or IP address.

Once a report has been received, the person who reported will receive an email acknowledging receipt, or a verbal confirmation that the report has been noted. If not anonymous, interviews with parties involved will be completed and follow-up, including a method for resolution or Board action will occur in a timely manner. Whenever possible, we inform the reporting individual/survivor and the object of the report of the decision made and reasons for it. We will not provide information that violates the consent of the reporting individual. All reports will be kept as a part of institutional and process history, for subsequent improvements and further review, however will remain confidential to AMIA Board members and staff.

**Online Spaces**

If you encounter violations of the Code of Conduct in AMIA online spaces, please use the link above to submit a report. The AMIA office staff will check the link above once a week. More frequent checking, once per day, will occur by AMIA Staff or Board members during any conference or event.

The AMIA Code of Conduct is subject to review based on need and continued implementation, as assessed by the AMIA Board of Directors. Any such changes will be subject to an AMIA Board of Directors’ vote and approval.
Making An Honest Report
Honest reporting means you must believe that the information you are providing is accurate. All Code of Conduct violation reports will be considered as truthful, with every effort made to maintain integrity and confidentiality, but it is a violation of the Code to knowingly make a false accusation or interfere with a Code investigation.

Acknowledgements
The AMIA Board of Directors wishes to thank Digital Library Federation (DLF), International Image Interoperability Framework (IIIF), Public Knowledge Project, Code4Lib, New England Archivists for discussion and CoC models drawn from for incorporation into our own Code.

We also wish to thank AMIA members Caroline Yeager, Travis Wagner and Kathryn Gronsbell for volunteer hours which contributed significantly to the project’s progression, as well as all AMIA members who contributed comments.
## Change Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>11.3.21</td>
<td>Language added to specify harassment to include beliefs, national origins, cultural identity, stereotyping, and family relationships.</td>
</tr>
<tr>
<td>01.10.20</td>
<td>Language added to note that if a crime has been committed it should be reported to police.</td>
</tr>
<tr>
<td>04.06.19</td>
<td>Changed language to remove the need for person reporting the incident to identify the section of the COC that was violated.</td>
</tr>
<tr>
<td>11.14.18</td>
<td>Updated to include two more points of contact on the Board.</td>
</tr>
<tr>
<td>01.10.20</td>
<td>Language added to include events where no AMIA staff or board members are present.</td>
</tr>
<tr>
<td></td>
<td>Language removed regarding differing opinions about the Code of Conduct.</td>
</tr>
<tr>
<td></td>
<td>Grammar and spelling corrected and language changed to consistently reflect the filing of a report.</td>
</tr>
<tr>
<td></td>
<td>Reversal of the Change Log dates to reflect the most recent change first.</td>
</tr>
<tr>
<td>11.14.18</td>
<td>Updated to include two more points of contact on the Board.</td>
</tr>
</tbody>
</table>
| v1.2 | Included text around making an honest report.  
Language about 1) sensitivity to the person reporting and their perspective was added.  
2) Language about respecting the consent of those reporting was added. 3) Defining what harassment as a term and additional examples of actions that would be considered harassment was added. |
| 10.3.17 | Updates include: clearer procedures for follow-up and accountability, including information on how to contact staff and Board members, online reporting (with anonymous option), and follow-up.  
Two rounds of edits were made, first round plus research was completed by membership & Board collaboration including Travis Wagner, Kathryn Gronsbell and Lauren Sorensen; then subsequent edits to put changes in line with AMIA Bylaws and Board member input.  
Two main documents used for research and editing for first round of edits:  
- https://docs.google.com/spreadsheets/d/1681nlrou6gR8WCysc8u1H_-mnaI5-Lkecs5McA7k_8/edit#gid=0  
- https://docs.google.com/document/d/1LpQq4YPBRww0qIIHDlb5NnX0cnue9ZlucQ3MNFCtHg8/edit.  
Second round of edits by the Board:  
- https://docs.google.com/document/d/1Ss95axzeyOeCTpJr__d7QYNuEor3uUuv2dj_HQQPQag/edit# |
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>8.12.15</td>
<td>First release of Code of Conduct</td>
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https://docs.google.com/document/d/16mtaWN9ZNczE2nppkVpmk-5tXuWWp_tE3O1b55aHmgo/edit#