

CALICO ROCK MUSEUM FOUNDATION, INC

POLICIES & PROCEDURES

EFFECTIVE JULY 1, 2017

1.0 Museum Policies

1.1 Mission of the Calico Rock Museum & Visitor Center

The Calico Rock Museum & Visitor Center *builds a bridge* of culture and understanding by igniting a passion for history, art and science.

1.2 Standards of Excellence & Code of Ethics

The museum has a public trust to operate by high standards of excellence and follows the American Museum Association *Standard of Ethics*.

1.3 Admission and Hours

Admission to the museums are free. Children under the age of 12 must be accompanied by an adult. The heritage & visitor center is open Tuesday-Saturday from 9:00 a.m. to 5:00 p.m. The art & science center is open Wednesday-Saturday from 10:00 a.m. to 4:00 p.m.

1.4 Financial Donors

The board of trustees retains sole discretion in accepting donations or recognizing donors. Donor information is considered proprietary and is not subject to release, sale or transfer.

1.5 Non-Discrimination

The museum shall not discriminate on the basis of race, religion, national origin, sexual orientation or any other legally protected status.

1.6 Joint Ventures

The board may enter into joint ventures with government entities, museums, foundations or civic organizations without jeopardizing the tax exemption status of the foundation.

1.7 Museum Gift Shops

The museum may own and operate gift shop(s) with proceeds fulfilling the foundation's non-profit mission and purposes.

1.8 Accounting Practices

The foundation uses cash basis accounting. The fiscal year is January 1-December 31.

1.9 Dissolution

Any and all property of the Foundation, which has not been disposed of by the board of trustees, shall become the property of the city of Calico Rock upon dissolution of the Foundation.

2.0 Collections Management Policy

2.1 General Collections Guidelines

The Museum cannot and should not collect everything. The collection will be limited to items of historical, cultural, scientific or artistic significance to the Calico Rock community. Items will be kept as long as they retain their physical integrity, authenticity and usefulness.

2.2 Accession Guidelines

The guidelines for accession shall be:

- a) The museum will not accept objects with conditions, nor guarantee exhibition.
- b) All donations will become the unconditional permanent property of the museum.
- c) The museum will not accept objects as permanent loans.
- d) The museum may reject any object for any reason, especially objects that are duplicates, irrelevant, or if proper storage is not available.
- e) Objects shall be accessioned only when they have been collected or obtained in full compliance with the laws and regulations of the country of origin, the United States and the State of Arkansas.
- f) The Museum will comply with the Museum Property Act (A.C.A. 13-5-1001.)
- g) The museum determines how, or if, an object is exhibited.
- h) The collection will be properly cataloged.

2.3 Interpretation and Display

The museum will use the most accurate scholarship available in interpreting and presenting items in the collection. The trustees will resolve any disputes in interpretation. The greatest respect for the collection shall be the highest priority for the museum.

2.4 Public Accessibility

The collection will be accessible to the public. Articles in storage may be inspected, upon request, within a reasonable period of time, during normal operating hours.

2.5 Valuation of Donations

The donor is responsible for valuation of real property for tax purposes.

2.6 Guidelines for Accepting Loans

The museum may accept loaned artifacts and art using the following guidelines:

- a) It is the intention of the lender to retain ownership of artifact(s) or art
- b) Loans shall not be accepted for longer than eight (8) years. At the end of the eight (8) year period, the loan may be renewed for an additional eight (8) years. If the Museum is not in regular contact with the lender, the Museum will contact the owner using the address provided on the loan documents. If the owner cannot be reached, the Museum will publish a notice in the local newspaper on two consecutive occasions. In the event of the Lender's death during the loan period, the Museum will make a good faith effort to

return the item to rightful heirs of the Lender. In the event no heirs may be identified or if the owner or heirs fail to retrieve the item within six months after being notified, the item shall become the property of the Museum.

- c) The museum determines how, or if, it is displayed.
- d) There are risks beyond the control of the museum. Lenders waive all liability and shall have no expectation of compensation for loss.
- e) Every effort will be made to catalog items and have signed loan agreements.
- f) Objects or traveling exhibits will be accepted as incoming loans for the purposes of exhibition, identification or research when the museum determines that the loan will further its mission.
- g) The Lender may inspect the item, with reasonable notice, during normal business hours.

2.7 Deaccession

The board has the authority to deaccession, for any reason, by an appropriate means, any item(s) from the collection using the following guidelines:

- a) Items may be deaccessioned if they are no longer relevant to the museum's mission, can no longer be preserved, are deteriorated beyond usefulness, storage is no longer available, the item is broken, or a duplicate in better condition is available.
- b) Deaccessioned items may be returned to the original owner or heirs, transferred to public or private institutions, sold at a public auction, or appropriately destroyed at the discretion of the board of trustees.
- c) The deaccessioned item is removed from the permanent collections records.

3.0 Planned Giving Policy

3.1 Legacy Giving

Legacy gifts provide for the long-term financial security, maintenance and development of the Calico Rock Museum. These gifts honor the legacy of the donor beyond their natural lifetime and assure the museum's mission is achieved for generations to come.

3.2 Legacy Gifts

The Foundation may accept any gift, including, but not limited to: cash; publicly traded securities; life insurance policies designating the Foundation as the beneficiary; real property; and certificates of deposit. The board of trustees may reject any gift. Gifts shall be received without encumbrance, attachment or liability.

3.3 Professional Financial Management

Thrivent Financial and the **InFaith Community Foundation**, and their agent(s), have been contracted to divest and invest assets, manage brokerage account(s), and for other services.

3.4 Foundation Endowment

The *Calico Rock Museum Foundation Endowment Fund* (Endowment Fund), invested with the InFaith Community Foundation, is established for future capital or emergency needs; maintenance, operation, improvement and expansion projects; and development.

3.5 Authority, Management and Fund Advisor

The board of trustees shall exercise all authority and maintain fiduciary responsibility for asset management and accountability. The **Chairman of the board of trustees** and the **Foundation Executive Director** shall be authorized agents/Fund Advisor for the Endowment Fund.

3.6 Distributions

The Foundation may receive a distribution from the Endowment Fund, including principal and/or earnings, at any time by majority vote of the board of trustees. Donors shall be advised of our distribution options in accordance with the Uniform Prudent Management of Institutional Funds Act (UPMIFA).

4.0 Whistleblower Policy

The foundation encourages complaints, reports or inquiries about illegal practices or serious violations of the policies, including illegal or improper conduct. Retaliation, in any form, is strictly forbidden. Individuals who make knowingly false or bad faith reports may be disciplined by the board. All reports should be made to the board of trustees who will conduct a prompt, discreet, and objective review.

5.0 Conflict of Interest Policy

5.1 Conflict of Interest

A conflict of interest arises when a person in a position of authority may benefit financially from a decision they make acting in their official capacity. When products, goods or services are sold to the foundation or museum at or below fair market value, there is no conflict.

5.2 Disclosure

When a *potential* conflict exists, a trustee or staff member will complete a Conflict of Interest Disclosure Form and submit it to the board for review.

5.3 Finding by the Board

The board shall be the finder of fact and will:

- (a) find no conflict exists; OR
- (b) exclude the person from the decision; OR
- (c) in extremely rare cases, remove the individual from office

5.4 Employment

In hiring employees, the foundation will actively seek diverse, well-qualified applicants. The foundation will hire the most qualified individual for the position. Trustees shall declare a conflict of interest if an applicant or employee related to them comes before the board. At such time, the trustee shall recuse themselves.

5.5 Recusal

When a trustee recuses themselves due to a potential conflict of interest, the trustee shall be completely removed from the meeting until consideration of the matter is completed. Any trustee may request another trustee recuse themselves for a potential conflict of interest.

6.0 Document Retention and Destruction Policy

The organizing documents, bylaws, board minutes, 501 (c) (3) designation letter, intellectual property rights records, copyright and trademark registrations, deeds, and certain other documents shall be **permanently retained**. Documents in pending investigation(s) or litigation must be retained for **three years** after the matter is closed. Tax returns, employee records, lease agreements, paid invoices, and bank statements will be retained for **five years**.

7.0 Continuity of Policies

If any policy is in conflict with state or Federal law or regulation, the policy will be superseded by law or regulation. If any policy is invalidated, the remaining policies shall remain in force.

8.0 Food & Beverage Policy

8.1 Printing Press Café & Ice Cream Parlor

The museum may own and operate the Printing Press Café & Ice Cream Parlor with proceeds used to fulfill the foundation's non-profit mission and purposes and serve museum visitors.

8.2 Management

The Executive Director shall oversee operations, contract for catering and special events, set operating hours, select vendors, develop menus and pricing, and manage the café.

8.3 Employee Health Practices

All employees are required to wash their hands after using the restroom and shall frequently wash their hands throughout the day as they go about their duties. Employees shall wear gloves during the preparation of food. Employees will comply with all health codes and regulations.

Employees shall not work when they are running a fever, coughing, have a runny nose, or otherwise symptomatic of illness. Employees must be free of fever for a minimum of 48 hours before returning to work. Employee's open wounds must be covered.

8.4 Employee Food Benefit

Café employees, authorized by the executive director, may have up to \$9.00 per day in food/beverage when they are on duty. All food/beverage consumed must be rung into the register by a separate employee as PROMO.

8.5 Waste or Excess Food

No food waste or excess food may leave the building or be taken home without permission from the executive director. All excess or waste must be properly logged by the employee. Failure to comply with this policy will be regarded as theft of property.

9.0 Employee Policies

9.1 Employment and Supervision

Employees must be U.S. citizens or permanent resident and shall provide proof of citizenship under the law. The board of trustees shall employ an executive director who shall be supervised by the board chairman. The Executive Director shall have the authority to employ, set compensation, assign and schedule, supervise, discipline, suspend, and terminate employees.

9.2 "At Will" Employment

Under Arkansas law, employees are "at will" and may be terminated at any time without cause.

9.3 Compensation

Compensation for all employees shall be reviewed annually by the board of trustees.

9.4 Records

Employee records will be kept in the foundation office. Employees may examine and request a copy of their records during normal business hours.

9.5 Equal Opportunity Employer

The foundation is an equal opportunity employer and will not discriminate on the basis of race or color, national origin, sex, orientation, affiliation, or religion.

9.6 Worker's Compensation

The foundation will provide workers compensation in accordance with applicable law(s). All on the job accidents must be reported to an employee's supervisor immediately.

9.7 Unemployment Insurance

The foundation will provide unemployment insurance in accordance with Arkansas law.

9.8 Overtime Pay

Employees will be adequately and appropriately compensated for overtime work in accordance with applicable law and regulation. (A.C.A. 11-4-211, 11-4-203, FLSA)

9.9 Pay Period

The pay period shall be every two weeks.

9.10 Withholding

The foundation will withhold all federal and state income taxes, FICA/FUTA withholding, and returns will be timely filed and paid.

9.11 Employee Leave, Tardiness, and Absenteeism

- A. Non-contract employees, who have been employed for at least six months, shall have 16 hours paid time off per year. Leave may be taken in 1 hour increments.

- B. Employee time off must be approved by the executive director at least two weeks in advance. If an employee is sick, they will make every effort to notify the executive director as early as possible, but no later than 9:00 a.m. Time off will not be granted during holidays or when special events have been scheduled.
- C. Employees will be compensated, at the end of the year, for any unused leave time at their regular hourly rate of pay.
- D. Tardiness and absenteeism causes a strain on fellow team members and prevents normal operation of the business. Tardiness and absenteeism will not be tolerated and is subject to disciplinary action, including termination.

9.12 Family and Medical Leave Act

The foundation is exempt from the Family and Medical Leave Act.

9.13 Jury Duty

An employee will be allowed unpaid leave for service on a state or Federal jury by law without impact on their employment. (ACA 16-31-106)

9.14 Professionalism

Employees are expected to conduct themselves in a professional manner including their dress, workspace neatness, and content of conversations.

9.15 Computer and Cell Phone Usage

Employees may not use the computer(s), iPads, internet for personal use or play games or post/view social media during work time. Personal cell phone use must be kept to a bare minimum.

9.16 Military Leave

The foundation complies with active duty military leave law. (ACA 12-62-413)

9.17 No Smoking Facility

Smoking is not permitted in any of the foundation's grounds as governed under the Arkansas Indoor Clean Air Act of 2006. A designated smoking area will be available for employees.

9.20 Work Product

Work product developed by the employee in the course of their employment is the exclusive property of the foundation.

9.21 Performance Evaluations

Performance evaluations of every employee will be conducted at least annually.

9.22 Employee Complaints, Grievance or Appeal

Employee complaints or grievances may be made to the board of trustees at any time. In instances involving a grievance arising from employee disciplinary action, suspension, reassignment or termination, the following process shall be followed:

- A) The employee shall submit their grievance in writing in person or postmarked within seven (7) business days from the incident, disciplinary action, reassignment, suspension or termination;
- B) Grievances may be delivered in person to the board chairman, delivered in person to the Foundation office, or mailed to the Foundation office at:
Calico Rock Museum Foundation
104 Main Street
Calico Rock, Arkansas 72519
- C) Upon receipt of the grievance, the chairman shall set a date for a special board meeting at a time agreeable to the employee and to the board no later than thirty (30) days from the date the grievance was personally delivered or postmarked;
- D) The grievance will be heard in executive session;
- E) The employee may have a representative or witness attend the executive session;
- F) The board shall be an impartial finder of fact. Trustees with prior involvement or knowledge in the matter shall recuse themselves from deliberations but may offer evidence during the executive session;
- G) Trustees who have not recused themselves shall conduct their deliberations in executive session, with their finding announced in open session. A written finding of fact shall be provided to the employee postmarked within seven (7) business days of the meeting;
- H) An employee who fails to file a grievance within the deadline appealing a change in employment, suspension or termination shall waive any and all rights to any further appeal or action.

9.23 Drugs and Alcohol Prohibited

Employees may not be under the influence of drugs or alcohol at work which would impair their judgment. Employees may be required to take a drug or alcohol test upon reasonable suspicion of impairment. Employees who test positive or refuse to be tested are subject to disciplinary action, including, but not limited to, termination.

9.24 Employee Friendly Workplace

Employees will be free from sexual or other harassment and work in a safe environment. Any employee that creates an unsafe working environment due to their actions, negligence or malice shall be subject to disciplinary action including, but not limited to, termination.

9.25 Proper Handling of Funds

All monies shall be deposited into and paid from foundation account(s) and be properly accounted. All returns shall be filed, bills paid, and funds deposited in a timely fashion.

9.26 Authorized Signers

One signature is required for transactions. Authorized signers shall be the Executive Director, board chair and board vice chair.

9.27 Travel Reimbursement

Gasoline or mileage, up to \$100 per day for lodging, up to \$75 per day for meals, and parking are authorized expenses for pre-approved travel. Expenses may be charged directly to Foundation-issued credit cards. Other employees, trustees or agents may submit receipts for reimbursement.

9.28 OSHA Right to Know Training Program

As the Foundation does not employ 10 or more employees, it is not required to comply with the Right to Know training program.

9.29 Employee Safety

Employees will be trained in emergency evacuation plans, basic fire and safety training, and the use of safety gear. Appropriate safety gear and first aid kits will be readily available. Employees should use safety gear when cleaning, cutting, lifting, and conducting other similar tasks.

9.30 Security Monitoring

In an effort to maintain the highest level of security and protect employees and customers, the Foundation operates a 24/7 video surveillance system and may employ audio surveillance systems. All premises shall be subject to electronic surveillance and may be monitored from remote locations. Recordings will be maintained for a reasonable period of time based upon digital storage space of the system. Surveillance records may be provided to law enforcement or used for civil or criminal matters at the discretion of the Foundation or upon subpoena.