

CALICO ROCK MUSEUM FOUNDATION, INC

# POLICIES & PROCEDURES

EFFECTIVE OCTOBER 1, 2016

## 1.0 Museum Policies

### 1.1 Mission of the Calico Rock Museum & Visitor Center

The Calico Rock Museum & Visitor Center preserves, displays and interprets historical objects and works of art that **build a bridge** of culture and understanding.

### 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 museum is free. Children under the age of 12 must be accompanied by an adult. The museum is open Tuesday-Saturday from 9:00 a.m. to 5:00 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 Shop

The museum shall own and operate a Gift Shop 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 or artistic significance to the Calico Rock community. In general, collection materials 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) All items will be properly cataloged.

### 2.3 Interpretation and Display

The museum shall use the most accurate scholarship available in interpreting and presenting artifacts and works of art. The trustees will resolve any disputes in interpretation. The greatest respect for the artifact or work of art shall be the highest priority for the museum.

### 2.4 Art Shows and Collections

The museum will give preference to local and regional artists. The art collections may include artistic works of various media including pottery, carvings, sculpture, paintings, drawings, collages, or other media approved by the board of trustees.

### 2.5 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.

### 2.6 Valuation of Donated Artifacts and Art

The donor is responsible for valuation on gift receipts for tax purposes.

### 2.7 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 artifacts or art
- b) Loans shall not be accepted for longer than eight (8) years. At the end of the eight (8) year period, 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. The loan may be renewed for an additional eight (8) years. 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 not be compensated for loss.
- e) Items will be cataloged and loan agreements properly signed.
- 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.

## **2.8 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 or are deteriorated beyond usefulness, storage is no longer available, or the item is broken.
- b) Deaccessioned items may be returned to the original owner or heirs, transferred to public or private institutions, sold or destroyed at the discretion of the board of trustees.
- c) The deaccessioned item is removed from the permanent file.

## 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 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;
- (b) OR
- (c) 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 shall own and operate the Printing Press Café & Ice Cream Parlor with proceeds used to fulfill the foundation's non-profit mission and purposes.

### 8.2 Supervision and Management

The Executive Director shall hire and supervise employees, set compensation, oversee operations, contract for catering and special events, set operating hours, select vendors, develop menus and pricing, and manage the food & beverage division.

### 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

Employees may have up to \$9.00 per day in food/beverage when they are working at least 4 hours at the café. 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

Employees must be U.S. citizens and shall provide proof of citizenship under the law. The board of trustees shall employ an executive director. The executive director may employ, suspend, terminate, assign and schedule all other employees.

### 9.2 "At Will" Employment

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

### **9.3 Compensation**

Non-contract employee compensation is determined by the executive director and 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 and Unpaid Time Off**

Non-contract employees, who have been employed for at least six months and who work a minimum of 30 hours per week, shall have 15 hours paid time off per year. Leave may be taken in 1 hour increments. Any 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 8:00 a.m. Time off will not be granted during holidays or when special events have been scheduled. Excessive absenteeism or tardiness shall not be acceptable.

### **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 property of the foundation.

### **9.21 Performance Evaluations**

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

### **9.22 Employee Complaints or Grievance**

Employee complaints or grievances may be made to the board of trustees within seven (7) calendar days from any incident, suspension or termination. Grievances must be submitted in writing to the board chairman or vice chairman. The chairman shall convene a special board meeting within a reasonable period of time convenient to the employee and the board, but no later than fourteen (14) days of receipt of the grievance.

The meeting may, in accordance with applicable law, be conducted in closed session at the request of the employee. The employee may invite a representative to attend the meeting. The board shall be an impartial and ultimate finder of fact with regard to the grievance. Certain trustees may be required to recuse themselves from deliberations, which may be conducted in executive session. The board shall issue their finding in writing to the employee within seven (7) days of the meeting.

An employee who fails to file a grievance appealing a change in employment, suspension or termination shall waive any right to 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.