

1.0 Organizational Policies

1.1 Donor Recognition and Management

The board decides on naming honors which lasts for five years. The board may reject donations. Donor information shall not be sold or disclosed unless legally required.

1.2 Non-Discrimination

Our organization does not discriminate based on race, religion, national origin, age, gender, or sexual orientation.

1.3 Accounting Practices and Fiscal Year

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

1.4 Legacy Gifts

Our organization *may* accept unrestricted legacy gifts, including cash; publicly traded securities; life insurance policies; real property; or certificates of deposit.

1.5 Donation Value

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

2.0 Board Policies

2.1 Board Legal Duties

The board has three legal duties:

A) Duty of Care

Act in good faith to care for the organization and its future.

B) Duty of Loyalty

Act in loyalty to the best interests of the organization, rather than themselves.

C) Duty of Obedience

Act within the organization's purposes and mission.

2.2 Board Responsibilities

The board is responsible for:

- A) Determining the mission and purpose.
- B) Selecting the Executive Director.
- C) Supporting the Executive Director and Reviewing Their Performance.
- D) Setting policies and procedures.
- E) Providing adequate resources.
- F) Ensuring compliance with state and Federal regulations and laws.
- G) Enhancing the organization's public image.
- H) Providing continuity for the organization.
- I) Assessing its own performance.

2.3 Role of Individual Board Members

Board members play a vital role in supporting the organization **individually**, but it is the responsibility of the board **collectively** to fulfill its responsibilities (2.2). Members must comply with legal duties (2.1), however *individual members have no authority to act on their own*.

2.4 Chief Leadership Officer

The board's presiding officer is designated Chief Leadership Officer, provides oversight, supervises the executive director, and is the board's ambassador to the community.

2.5 Board Committees

The Chair appoints three standing committees annually: **Personnel, Collections, and Governance** (bylaws and policies, facilities, nominations...).

2.6 Executive Sessions

- (A) The board may only enter executive session to discuss personnel. Board actions must be taken in open sessions.
- (B) Executive sessions must remain confidential, disclosure is subject to legal action.
- (C) The board may not receive legal advice in executive session. The presiding officer or executive director may share obtained legal advice with board members individually.
- (D) Grievance hearings are held in executive sessions. A team member may request a personal representative to attend. **Deliberations are for board members only.**

3.0 Museum Collection Policies

3.1 Standards of Ethics

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

3.2 Collections Guidelines

The Museum **cannot and should not** collect *everything*. The collection will consist of historical, cultural, scientific, and artistic items of relevance. Items in collection are kept until they no longer retain their physical integrity, authenticity, relevance, or usefulness.

3.3 Accession Guidelines

- a) The museum will not accept objects with conditions, nor guarantee exhibition.
- b) All gifts become the **unconditional, permanent** property of the museum.
- c) Collection complies with Federal and state law and is available to the public.
- d) The museum may reject any object, especially duplicates, those in poor physical condition, or if proper storage is not available.

3.4 Interpretation and Display

The museum uses the most accurate information available. The Collections committee resolves disputes in collection, research, or interpretation.

3.5 Deaccession

When an item in collection is no longer in reasonable physical condition, useful, relevant, or easily stored, deaccession is recommended to the Collections Committee. If approved:

- a) Deaccessioned items *may* be offered to the original owner or heirs, transferred to other public or private institutions, sold, or appropriately destroyed. Notice to the original owners or heirs is not required and may not be practical.
- b) The deaccessioned item is removed from the permanent collection records.

4.0 Whistleblower Policy

Our organization requires board members, officers, team members and volunteers to observe professional standards, ethics and legal compliance. Everyone bears an obligation to report questionable compliance or suspected dishonesty. Reports must be investigated and reported to the board within 30 days. Retribution, retaliation, and false reporting shall not be tolerated.

5.0 Conflict of Interest Policy

A conflict of interest occurs when a decision-maker may potentially benefit from an official decision they make. When products and services are sold at or below fair market value, no conflict exists. A decision-maker must disclose a *potential* conflict and recuse themselves from the decision.

6.0 Document Retention and Destruction Policy

Organizing documents, bylaws, minutes, 501 (c) (3) designation letter, official papers, and deeds must be permanently retained. Tax returns, team member records, lease agreements, paid invoices, and bank statements are retained for three years. The willful destruction of records to subvert compliance or review is subject to disciplinary action.

7.0 Team Member & Contractor Policies

7.1 Employment and Supervision

- (A) Arkansas is an “at-will” employment state which means employees and contractors may be terminated at any time with or without cause.
- (B) Team members and contractors must be U.S. citizens capable of performing their assigned duties and shall provide proof of citizenship.
- (C) The board hires the Executive Director.
- (D) The Executive Director hires team members. New team members are “probationary” for the first (60) sixty days. The executive director consults the personnel committee in extending an offer of full employment.
- (E) The Executive Director supervises and trains employees and may suspend a team

- member if necessary. The board must approve reductions in force or terminations.
- (F) Full-time employees work a minimum of 30 hours per week.
 - (G) The board must annually review team compensation per IRS regulations.

7.2 Employment Records

Employee records are available for inspection during normal business hours.

7.3 Equal Opportunity Employer

Our organization is an Equal Opportunity Employer and recruits, employs, retains, and promotes without regard to gender, sexual orientation, race, religion, color, national or ethnic origin, age, marital status, veteran status, or disability. Reasonable accommodation for qualified individuals with known disabilities may be made.

7.4 Worker's Compensation

Our organization will provide worker's compensation insurance in accordance with applicable law(s). All on- the-job accidents must be reported immediately.

7.5 Unemployment Insurance

Our organization will provide unemployment insurance in accordance with Arkansas law.

7.6 Overtime Pay

Overtime work will be lawfully compensated. (A.C.A. 11-4-211, 11-4-203, FLSA)

7.7 Pay Period

Payroll is every other Wednesday subject to bank holidays.

7.8 Withholding

Our organization withholds all federal and state income taxes, FICA/FUTA withholding for employees. We do not withhold for contractors who are responsible themselves.

7.9 Tardiness, Absenteeism, and Paid Leave

- (A) Excessive tardiness and absenteeism are intolerable and subject to disciplinary action, including termination. Documentation from a doctor may be required.
- (B) Full-time team members are eligible for the equivalent of one (1) week paid leave after one year, and the equivalent of two (2) weeks paid leave after two years of service.
- (C) Paid leave may be taken in one (1) hour increments and may not be carried over to the next calendar year.
- (D) The Personnel committee may authorize compensation for unused leave or approve extended unpaid leave.

7.10 Team Member Benefits

The board may authorize or terminate benefits, such as retirement or insurance plans, at any time with or without notice due to budgetary restrictions, changes in benefit plans, lack of participation, or inability to comply with the benefit requirements.

7.11 Family and Medical Leave Act

Our organization is exempt from the Family and Medical Leave Act.

7.12 Jury Duty

Unpaid leave for jury duty is allowable by law. (ACA 16-31-106)

7.13 Professionalism

Team members are ambassadors for our community and must conduct themselves professionally. Dress code shall be business casual. Pets are prohibited from the workplace.

7.14 Personal Time at Work

Personal use of computers, technology, internet searches, social media, or cell phones at work should be minimal so it does not distract from work duties.

7.15 Military Leave

Our organization complies with active-duty military leave law. (ACA 12-62-413)

7.16 No Smoking Facility

Smoking and vaping is not permitted except for designated smoking areas.

7.17 Performance Evaluations

Performance evaluations of every team member will be conducted at least annually.

7.18 Team Member Grievances

Team members may request a hearing before the board which satisfies Due Process rights.

7.19 Prohibited Impairment

Team members shall not be under the influence of drugs or alcohol at work or on work-related travel which may impair their judgment. Upon reasonable suspicion, a team member may be required to submit to a drug or alcohol test. Positive results or refusal to submit to a test would be grounds for immediate suspension and termination proceedings.

7.20 Harassment

- A) No one should endure harassment. No one has the right to harass another person.
- B) Harassment is any behavior that degrades, demeans, humiliates, threatens, or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions (e.g. touching, pushing), comments (e.g. jokes, name-calling), threats, or displays (e.g. posters, cartoons).
- C) Sexual harassment includes offensive or humiliating behavior related to a person's sex, as well as behavior of a sexual nature that creates an intimidating, hostile, or "poisoned" work environment, or that could be thought to put sexual conditions on a person's employment, involvement, or opportunities.
- D) Harassment by board members, team members, volunteers, donors, or guests is prohibited and may result in disciplinary action.

E) False reports may be harassment or retaliation and may result in disciplinary action.

7.21 Travel Reimbursement

Actual gasoline costs, up to \$300 per day for lodging, up to \$100 per day for meals, and parking fees are authorized expenses for travel authorized by the board chair or executive director. Expenses may be charged directly to Foundation-issued credit cards or submitted for reimbursement along with receipts.

7.22 OSHA Right to Know Training Program

Our organization is not required to comply with the Right to Know training program.

7.23 Team member Safety

Team members are trained in emergency evacuation plans, basic fire and safety training, and the use of safety gear. Team members must use safety gear when appropriate.

7.24 Security Monitoring

Our organization operates a 24/7 video surveillance system and security alarm system.

7.25 Transaction Limits

The Executive Director may approve bids and complete transactions of up to \$5,000. The Board Chair may approve bids and complete transactions for up to \$10,000 without approval. The Executive Director and Board Chair are limited to no more than three limit transactions in a thirty-day (30) period of time. Any transaction of more than \$2,500 will be disclosed to the board.

7.26 Credit Cards

Organization credit cards may be issued to appropriate team members, trustees, or volunteers for official business. Receipts shall be retained and submitted to the executive director. Intentional misuse of credit cards is grounds for disciplinary action.

8.0 Compliance and Continuity

Policies must comply with applicable laws, rules or regulations. If a policy is invalidated, the remaining policies remain in effect. Amendments become effective immediately upon passage by the board. Current policies will be published on the organization's website.