



Mosaic Templars Cultural Center Code of Ethics

The Mosaic Templars Cultural Center Code of Ethics is intended to provide general guiding principles for staff (regular and part-time/extra help), the Department of Arkansas Heritage (DAH) Director, the Mosaic Templars Cultural Center Advisory Board, and volunteers of the Mosaic Templars Cultural Center (MTCC). Additionally, these parties shall adhere to the American Association of Museums Code of Ethics except where superseded by the MTCC Code of Ethics and by the laws of the State of Arkansas. This document was reviewed and approved by the Department of Arkansas Heritage Director March 2017.

Governance:

- Actions and responsibilities of MTCC and DAH are guided by the principles and requirements of Act 1176 of 2001 of the Arkansas General Assembly establishing the Mosaic Templars of America Center for African American Culture and Business Enterprise, by an Act to Establish a Code of Ethics for Public Officials and Employees, and by any subsequent acts passed by the Arkansas General Assembly which supersede these laws.
- The Mosaic Templars Cultural Center is an agency within the Department of Arkansas Heritage. The mission of DAH is:
 - To identify Arkansas's heritage and enhance the quality of life by the discovery, preservation, and presentation of the state's cultural, historic and natural resources.
- The Director of the Department of Arkansas Heritage (hereafter 'governing authority') leads DAH and is appointed by, and reports to, the Governor of Arkansas. The Department is governed by the laws and regulations of the State of Arkansas and the federal government.
- The Mosaic Templars Cultural Center is managed on a daily basis by the Agency Director, a position appointed by the governing authority with the advice and consent of the Governor of Arkansas. All other employees of MTCC shall be employed by and serve at the pleasure of the Agency Director in compliance with Arkansas state law.
- The Mosaic Templars Cultural Center Advisory Board serves as an advisory body to the MTCC Agency Director in accordance with Act 1176 of 2001 of the Arkansas General Assembly. The board shall consist of nine members, with three members appointed by

the Speaker of the House of Representatives, three members appointed by the President Pro Tempore of the Senate and three members appointed by the Governor. The chairman of the MTCC Advisory Board will be elected by the members of the Advisory Board annually.

- The staff of MTCC shall maintain relationships with the governing authority and the MTCC Advisory Board to ensure that all those who for or on behalf of MTCC understand and support its mission and public trust responsibilities. MTCC staff will endeavor to maintain working relationships among Advisory Board members, DAH and volunteers are based on equity and mutual respect, and that shared roles and separate responsibilities are recognized and respected.
- The staff of MTCC, the governing authority, the members of the Advisory Board and volunteers shall ensure that current professional museum practices and standards guide the museum's operations to protect and maintain resources in support of the museum mission.
- MTCC follows all appropriate personnel policies of the State of Arkansas and of the Department of Arkansas Heritage, insuring a fair and impartial treatment of all employees, and endeavors to provide each employee with the respect, pay and benefits commensurate with his or her dedication, training and contribution to the Museum. Volunteers receive due consideration as full partners in the museum's mission.

Collections:

- The staff of MTCC shall ensure that artifacts collected by MTCC are relevant to and consistent with the mission of the museum.
- The staff of MTCC shall not knowingly and willfully accept or acquire any object that is illegally imported to the United States or that was collected or recovered under circumstances that would support or encourage irresponsible damage to or destruction of collecting sites, cultural monuments or human burial places.
- The staff of MTCC shall ensure that disposal of collection items is conducted in a manner that reflects the best interests of MTCC, the public it serves, the public trust it represents in owning collections and the scholarly and historic communities it represents. The disposal shall follow MTCC and State of Arkansas policies and procedures regarding disposal of state property. The proceeds realized from sales will be allocated to the purchase of objects for the collection or to otherwise support acquisition, management and preservation of the collection. Objects will not be given or sold privately to employees, the governing authority, Advisory Board members or to their representatives. Catalogues of MTCC collections and other records shall document the removal of objects from the collection and the conditions of their disposal.
- The staff of MTCC, the governing authority, MTCC Advisory Board members and volunteers shall ensure that the museum staff, the governing authority, MTCC Advisory Board members and volunteers may not use their professional positions to promote personal collecting activities. No employee may participate in dealing, ie. buying and selling for profit, in objects similar to those collected by the museum.
- The staff of MTCC, the governing authority, and MTCC Advisory Board members shall work to ensure that valid and legal title to collection objects is obtained. In considering gifts or purchases, the circumstances of the transaction, the reputation of the seller donor

and available knowledge of the object's provenance should leave no doubt that legal and valid title can be transferred to and obtained by MTCC.

- The staff of MTCC, the governing authority, and volunteers shall ensure the appropriate storage, protection and preservation of objects under conditions that guarantee their availability for its purpose and in keeping with professionally accepted standards.
- The staff of MTCC, the governing authority, MTCC Advisory Board members and volunteers shall ensure that all objects acquired for the permanent museum collection are catalogued and documented according to standards of the museum, library, and archival professions. Records may include, but not be limited to the following: signed donation form, receipt of purchase, and/or Arkansas state inventory record.
- The staff of MTCC, the governing authority, MTCC Advisory Board members and volunteers shall ensure that access to collections and related information is permitted and regulated. The Director and/or Collections Staff for purposes of audit procedures, research or security inspections may grant supervised access to the collection on an individual basis.
- The staff of MTCC, the governing authority, MTCC Advisory Board members and volunteers shall ensure that competing claims for ownership of collection items are handled openly, honestly, and in accordance with Federal and Arkansas State laws.
- The staff of MTCC, the governing authority, MTCC Advisory Board members and volunteers shall ensure that exhibits and programs are developed to acknowledge and respect diverse values, traditions and concerns, and are consistent with the museum's mission.

Conflict of Interest and Outside Employment

State law and DAH policy limits the nature of outside employment opportunities available to state employees. No state employee is allowed to accept gifts or compensation for the performance of his duties, other than the compensation from the governmental body to which he or she is entitled. See Arkansas Code Ann. §21-8-801(a)(1). Therefore, no employee may be compensated by anyone other than DAH for performing their MTCC and/or DAH duties. No state employee involved in procurement may accept employment with an entity that contracts with the governmental body by which the employee is employed. See Arkansas Code Ann. §19-11-709(a). Further restrictions may apply to state employees who handle contracts; similarly, some restrictions may continue to apply for one (1) year after employment. See generally Arkansas Code Ann. §19-11-709(b) and (d).¹

¹ Note: Arkansas Statute §21-8-203 requires that a state employee...employed on a regular salary basis shall be required to disclose each source of income in excess of five hundred dollars (\$500) earned during any calendar year from sources other than their regular salary from employment or from professional or consultant services rendered for any public agency. Public agency shall include: (A) The agency with which a state employee is employed, a state board, commission, institution, office, or agency; (B) Any city, county, or school district, or any agency, divisions, or instrumentalities which are funded in part with funds provided by state appropriations; or (C) Any area or regional program in this state which derives financial support in whole or in part from state funds or from any nonprofit corporation, foundation, or organization. (Any clarification of this notation may be obtained from the Arkansas Ethics Commission or the Secretary of State's office.)

Due to the potential for conflict of interest or its appearance, any MTCC employee seeking outside employment or contract for pay, must disclose same to the MTCC Director and the DAH Director.

All MTCC employees who perform outside labor must adhere to the following:

- All outside employment activities including related scheduling, publicity, etc. shall be carried out on the employee's personal, non-duty time.
- The employee shall not make use of any of the facilities, equipment, or services of MTCC and/or DAH for non-DAH related work.
- Such outside employment must not impair the ability of the employee to execute their duties at MTCC during regularly scheduled hours in an appropriate and timely manner.
- Leave must be taken to perform outside work if such work occurs during regularly scheduled work hours. The employee must gain prior approval for leave in accordance with DAH policies and procedures.
- When performing services for pay outside of MTCC and/or DAH employment, the employee shall make clear on informational materials, invoices, etc., distributed to those contracting with the employee that the employee is not representing DAH.

Part-time/extra help workers hired by MTCC for specific purposes/programs may use MTCC and/or DAH facilities, equipment, or services only when performing their contractual functions for MTCC as authorized in the contract agreement.

MTCC employees and/or part-time/extra help workers performing outreach activities may accept donations for DAH or MTCC. These monies will be deposited into the agency's cash fund. While representing MTCC, all mileage payments and other related travel costs will be reimbursed to the employee or part-time/extra help worker by the agency in accordance with state policies and procedures.