

POLICY AND PROCEDURE MANUAL

Revision January, 2013

Best of Missouri Hands POLICY AND PROCEDURE MANUAL

Table of Contents

Vision and Mission Statement

Statement of Organization

Management Policies

Executive Director Responsibilities

Summary

Description of Duties

Executive Director Employment Agreement

Personnel Policies

General Personnel Policies

Equal Employment Opportunity

Sexual Harassment

Personnel Recruitment

Employee Selection

Employee Expectations and Responsibilities

Resolution of Personnel Problems

Disciplinary Actions

Resignation or Termination

Personnel Evaluations

Promotions

Staff Positions

Compensation Schedule

Time Records

Overtime Work and Compensation

Travel and Reimbursement Expenses

Employment Benefits

Vacation

Holidays

Time Allowance - - Illness and Personal

Maternity Leave

Leaves of Absence

Military Leave

Voting

Jury Duty

Personnel Records

Personnel Records

Employee Access to Personnel Records

Other Policies

Exclusions

Revision of Policies

Conditions of Employment

Personnel Evaluation Form

Program Policies

ArtSmart Financial Assistance Award

Professional Development Scholarship

Educational Programs

Membership Structure

Juried Membership Application

Professional Policies

Non-Discrimination

Conflict of Interest

Sexual Harassment

Whistleblower

Documentation Retention and Destruction

VISION

The Best of Missouri Hands is known as the premier organization for artists and artisans and as a leader in advocacy for the arts. We are widely acclaimed for setting the standard in assisting artists and in encouraging appreciation of fine craft.

Mission Statement

The Best of Missouri Hands is dedicated to the development and recognition of Missouri’s artists and artisans through education, interaction and encouragement.

Primary goals of the Best of Missouri Hands are to advance the arts in Missouri by:

* Educating the public about Missouri arts and crafts
* Educating its members and the community at large through an annual conference, newsletters, an active website and other interactive communications
* Providing technical assistance and mentoring for artistic development
* Offering networking opportunities regionally and nationally
* Rewarding excellence through its jury process
* Preserving cultural heritage through public education, exhibition and other projects

### The Best of Missouri Hands STATEMENT OF ORGANIZATION

Short version:

 Missouri Artisans Association d/b/a The Best of Missouri Hands is a 501-C-3 nonprofit organization dedicated to the development of Missouri artists and artisans through education, interaction, and encouragement. Members strive to educate on all levels and to raise public awareness of and interest in handmade visual arts.

The growing organization represents nearly 500 members from across the state, and beyond. With a 25-year history, MAA/BOMH provides a wide range of services to the artistic community.  General membership is open to anyone (even non-Missouri residents).

More info at: [www.bestofmissourihands.org](http://www.bestofmissourihands.org/)

Longer version:

Missouri Artisans Association / The Best of Missouri Hands is a 501c3 nonprofit organization dedicated to the development of Missouri artists and artisans through education, interaction, and encouragement.

Members strive to educate on all levels and to raise public awareness of and interest in handmade visual arts.

Founded in 1985 by the University of Missouri, University Extension and Lincoln University, the organization published a directory of artists entitled The Best of Missouri Hands, a name which remains linked to the organization.  In 1989, the organization incorporated as the group it remains today, governed by a volunteer board of directors and operated by a small staff with an executive director.

Nearly 500 artists, of all levels and mediums, comprise the organization today.  Although Juried Members must be Missouri residents, General Membership extends beyond the state’s borders.  The 25-year old organization is gaining national recognition and provides vital services to the artistic community, some of which include:

For details please visit: [www.bestofmissourihands.org](http://www.bestofmissourihands.org/)

POLICIES

Policies are broadly written statements that are used to guide individual and group action toward organizational goals and objectives. They serve as guidelines for action not as a means to micromanage the everyday activity of the organization. Policies should be broadly-stated, almost all-encompassing and long-term in duration. Policy development should be done carefully with thorough analysis of options and impacts.

Policies promote continuity in management despite staff turnover, facilitate planning and provide guidelines for controls. Good policies provide assistance in coordination and integration of activities and help achieve predictability, consistency, validity and equity. They allow staff to make good consistent decisions and promote employee security by protecting employees from personal and political pressure.

1. Management Policies are guidelines concerned with the planning and controlling overall operation of the organization, and aid in establishing responsibility and authority, budgets and fiscal procedures.
2. Personnel Policies relate to recruitment, selection, placement, training, development, discipline, compensation, grievances, termination, fringe benefits, etc.
3. Program Policies deal with specific programs and projects, ticket sales, eligibility, selection, application and evaluation.
4. Professional Policies are guidelines for professional activity of staff in relation to performance of their organizational duties, confidentiality, ethical standards, etc.

MANAGEMENT POLICIES

EXECUTIVE DIRECTOR RESPONSIBILITIES:

Summary:

The Executive Director of the Missouri Artisans Association d/b/a the Best of Missouri Hands will provide full-time management to assist this nonprofit 501-C-3 organization in reaching its mission directives and carrying out specific duties as related to organization, programs and services. The Executive Director will provide support in establishing 501-C-6 designation as a compliment to this organization.

The Executive Director will work directly with the President of the Board of Directors, Executive Board, Board of Directors, Board Committees and program-specific leaders. The Executive Director reports directly to the Board of Directors. The President of the Board of Directors consults with the Executive Director on a regular basis and serves as a primary communications contact and advisor.

The Best of Missouri Hands organization does not have an organizational office. The Executive Director may work from his/her home or existing office. The Executive Director will need to supply or use existing office equipment including computers and telephones. The Executive Director may propose the purchase of standard and non-standard office equipment as needed for Board consideration.

The Executive Director works with the President and Treasurer of the Board of Directors to prepare a proposed budget in time for the Board of Directors to approve it at least 1 (one) month prior to the beginning of the next fiscal year and shall not intentionally exceed said budget without prior approval from the Executive Board. Should the approved budget be exceeded without prior approval the Board of Directors may reimburse the expenses to the Executive Director at their discretion.

In recognition that the Executive Director is expected to attend and work at the Annual ArtSmart Conference the conference registration fee will be waived for the Executive Director and a hotel room will be provided free of charge.

DESCRIPTION OF DUTIES:

Priority Areas of Concentration will be determined by the Board of Directors and currently are as follows:

Financial Development:

1. Work with the Board of Directors and appropriate committees to identify and implement fundraising plans and activities.
2. Conduct research on potential funding sources in conjunction with the Board of Directors and appropriate committees.
3. Research and submit fund development grants independently.
4. Conduct appropriate grant management and reporting.
5. Develop organizational, individual and corporate fundraising opportunities in conjunction with the Board of Directors and appropriate committees.
6. Work with President and Treasurer of the Board of Directors to develop and present to the Board of Directors for approval a proposed fiscal year budget at least 1 (one) month prior to the beginning of the subject fiscal year.

Administration:

1. Propose policies and procedures to the Board of Directors to promote the efficient, effective and professional operation of the organization.
2. Oversee day-to-day operations of the organization.
3. Prepare an annual strategic plan in conjunction with the Board of Directors for the organization to include goals and objectives and monitor their implementation throughout the year.
4. Maintain thorough knowledge of current issues as they relate to the organization in order to develop new and expanded programs and services.
5. Develop and recommend programs in conjunction with the Board of Directors, committees and program-specific volunteers.
6. Maintain Board and organizational records including but not limited to documents regarding legal compliance and financial responsibility.
7. Assist as needed in planning and implementation of MAA/BOMH events, exhibitions and the annual ArtSmart Conference.
8. Maintain committee rosters and meeting/event calendars and distribute to the Board of Directors as revised.
9. Prepare and submit a written report to the Board of Directors regarding activities at each Board of Directors meeting.

Governance:

1. Present timely reports to the Board of Directors and committees on his/her activities including the status and projected needs of the organization.
2. Provide active staff support to the Board of Directors and committees.
3. Hire and manage subordinate staff positions as needed.

Public Relations:

1. Serve alongside the Board of Directors and Members as a representative and spokesperson for the organization.
2. Generate written materials as needed to communicate with the Executive Board, Board of Directors, organizational members, volunteers, committees, press, audiences and the general public.
3. Develop and maintain relationships with peer organizations, statewide partners and the media.
4. Represent the organization at arts activities as recommended and/or required.
5. Provide support for the newsletter including regular written submissions.
6. Provide support for and update the website.

Advocacy:

1. Keep informed of local, state and national issues that impact public policy and funding for the arts and communicate these to the Board of Directors.
2. Work with local, state and national organizations to complement and support advocacy efforts on behalf of the arts and of this organization.

# Necessary Skills:

The Executive Director is the only paid full-time staff. Part time staff includes a bookkeeper and membership database manager. The Executive Director must be well rounded in all aspects of a director’s activities and general office management including but not limited to:

1. Business management knowledge and experience.
2. Development, fundraising and grant writing experience.
3. Organizational business, membership, Board of Directors and 501-C-3 not-for-profit management experience.
4. Knowledge of the arts community and a willingness to develop a deeper understanding of the needs of the arts community at large and of MAA/BOMH membership specifically.
5. Willingness and ability to establish and develop arts community contacts both state-wide and nationally.
6. Independent motivation to generate excitement about the organization and its membership.
7. Availability for state-wide travel.
8. Fluency in Microsoft Office products, especially MS Word and Excel.

\* The Executive Director will determine how many hours are needed and will track time spent on specific duties and report this information to the Board. Goal execution is more important than time spent and the efficiency of the Executive Director, among other factors, will help determine how this position will evolve.

EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

This Employment Agreement is entered into on this first day of June, 2012 by and between Martha Greer (hereinafter referred to as the “Employee”) and the Missouri Artisans Association, d/b/a the Best of Missouri Hands (hereinafter referred to as “Employer” or “Company”).

WHERAS, Employee desires to be employed by Employer and

WHERAS, the parties have entered into certain other agreements concerning the employment relationship,

NOW THEREFORE, the parties hereto do hereby agree as follows:

1. Employer hires Employee to serve in the capacity as Executive Director.
2. The term of this Contract shall begin on the 1st day of July, 2012.
3. Employee shall receive a salary of $40,000 per year payable in semi-monthly installments on the fifteenth and last day of each month. After the first full year thereafter there shall be an annual review by the Executive Board of Directors of the Employer and the Employee to determine compensation and changes in duties subject to board approval.
4. Employee shall be reimbursed for business-related use of her personal telephone.
5. Upon termination Employee shall return all equipment, materials, documents or other property belonging to the Employer. Employee shall not retain copies thereof except as allowed by Employer.
6. This contract may be terminated with thirty days written notice by either party or for cause.

“EMPLOYER”

BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“EMPLOYEE”

BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best of Missouri Hands, 2101 West Broadway, #302, Columbia, Mo 65203 866.699.2664

PERSONNEL POLICIES

GENERAL PERSONNEL POLICIES:

Equal Employment Opportunity

The Missouri Artisans Association/Best of Missouri Hands provides equal employment opportunities to all employees and applicants for employment, without regard to race, color, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities, or any other basis protected by state of federal law. This policy of equal opportunities applies to all terms and conditions of employment. The Missouri Artisans Association has a Non-Discrimination Policy in place.

Sexual Harassment

Sexual harassment is a form of misconduct which can undermine the integrity of the employment relationship. No employee - male or female - shall be subjected to unsolicited and unwelcome verbal or physical sexual overtures or conduct. The Missouri Artisans Association Board of Directors is responsible for taking action to effectively deal with any acts of sexual harassment occurring in the workplace or as part of the employment relationship, regardless of the manner in which it becomes aware of the conduct. This includes the acts of supervisory or management personnel, non-management employees and third parties. The Missouri Artisans Association has a Non-Harassment policy in place.

Personnel Recruitment

When vacancies occur opportunities shall be advertised in state newspapers for at least three days utilizing the Equal Opportunity Employment statement. Three additional days beyond the deadline will be allowed to receive inquiries and applications. Additional methods may be used as deemed necessary.

Full-time employees are those working thirty (30) or more hours per week. Part-time employees are those working less than thirty (30) hours per week but employed for more than forty (40) weeks per year.

All persons seeking employment will submit a letter of interest and resume with references.

Employee Selection

Employees of the Missouri Artisans Association will meet minimum employment requirements which are described in the job description for the position. Employees will only be hired following the checking of references and an interview. The Missouri Artisans Association Board of Directors hires the Executive Director. The Executive Director hires any other personnel. The Executive Board has oversight of personnel.

Employee Expectations and Responsibilities

Standards of conduct for Missouri Artisans Association employees include:

Employees are expected to abide by the provisions of these Personnel Policies.

1. All employees will abide by Title VI of the Civil Rights Act which forbids discrimination against an individual for reason of race, religion, color or national origin in full and equal enjoyment of the facilities, services, and employment opportunities of the Missouri Artisans Association. The Missouri Artisans Association has an adopted Non-Discrimination Policy and Non-Harassment Policy.
2. Employees will treat all persons with equal dignity and courtesy.
3. Each employee shall perform duties in a courteous manner which will bring honor and credit to the Missouri Artisans Association.
4. No employee shall engage in an activity outside Missouri Artisans Association employment which will conflict with regular hours of work, impair efficiency, bring the Missouri Artisans Association into disrepute or create a conflict of interest with assigned duties, nor accept any payment or benefit other than established salary and approved expense reimbursement for services rendered in the performance of duties. All outside employment must be approved by the Executive Board.

No employee is required as a condition of employment to work for or make contributions to any political candidate or party, nor may any employee ask or require any other employee to make political contributions on agency time. Agency resources may not be utilized to facilitate an election.

Resolution of Personnel Problems

Employees are encouraged to raise and resolve problems they may be experiencing. The process should begin with a discussion with the Executive Director. This is where most issues should be resolved. If still unresolved, the employee may state the problem in writing and present it to the President of the Board of Directors or in the case the President is involved any member of the Board of Directors. It is the intent that all problems should be resolved in this manner. In addition, the Missouri Artisans Association has an adopted Whistleblower Policy in place.

Disciplinary Action

Any full-time or part-time employee of the Missouri Artisans Association can be suspended or terminated with or without cause according to contract limitations. Such action will take a majority vote of the Board of Directors.

Contracted employees can be suspended or terminated by the recommendation of the Executive Director with or without cause.

Resignation or Termination

Resignation: Employees other than the Executive Director who resign are asked to give advance written notice to the Executive Director to enable a replacement to be found at the earliest opportunity. Failure to give notice may result in forfeiture of pay. The Executive Director is asked to provide advance written notice to the Board of Directors to enable a job search at the earliest opportunity.

Termination: When termination of employment by the Board of Directors is for cause (including such reasons as excessive absence without justification, dishonesty, or failure to adhere to established office procedures), the staff member will be required to leave immediately. The Missouri Artisans Association only obligation is for payment for services already performed.

Personnel Evaluations

Every employee is responsible for high performance. The Missouri Artisans Association’s performance evaluation system is a working agreement between the Missouri Artisans Association and the employee. The purpose of the performance evaluation is to measure employee performance of day-to-day job responsibilities, personal conduct, and completion of specific assignments or goals. The performance evaluation system is also a mechanism by which the Missouri Artisans Association may reward, discipline, and/or communicate tasks to employees, and is the overall method of measuring employee performance.

An employee’s goals for a performance evaluation period are to be based upon the employee’s job responsibilities, work assignments, personal conduct, and whether the employee is performing duties relating to the Missouri Artisans Association’s mission, goals, and objectives. Employees should always be fully aware of their duties and responsibilities, and what the Executive Director expects of them in terms of their performance. The Executive Director should always make sure that the employees are cognizant of those performance goals.

Each employee’s performance is reviewed in person at least annually by the Executive Director. The Executive Director’s performance is reviewed in person at least annually by the Executive Board. Any increased in financial compensation will be determined after a performance review.

Executive Director Evaluation

The Executive Director shall be evaluated annually by the Executive Board 60 days prior to the end of the fiscal year. Such evaluation shall be reviewed by the Board of Directors.

Staff Evaluation

Each employee shall be evaluated annually by the Executive Director 60 days prior to the end of the fiscal year. Such evaluation shall be reviewed by the Executive Board.

An employee promoted to a more advanced position may receive a salary increase at the time of promotion within budget allowances.

During the review, consideration will be given to the general levels of compensation for comparable positions in this area, as well as to any change in the cost of living since the previous review.

Evaluations will become a part of the employee’s confidential personnel file. Each employee shall be asked to sign the evaluation report of personnel action after being given the opportunity to view and answer comments about the report as deemed necessary and justifiable. The employee’s answer shall be in the form of written comments correcting shortcomings and weaknesses as a part of the evaluation.

Promotions

Promotions are based on merit, determined by performance on past and present assignments. Staff members considered for promotions are evaluated on the following professional factors: technical experience and ability, effectiveness of performance, ability to work effectively with other staff members and dedication.

Compensation Schedule

The pay period for all employees is semi-monthly. Paychecks distributed on the 15th and the last day of the month. The employee will be paid by check with payroll deductions in compliance with federal and state regulations and any other authorized deductions.

Time Records

Time records are to be kept by all employees in order to determine appropriate compensation for the duties of the position. Time records are to be reported to the Executive Director.

Overtime Work and Compensation

The Missouri Artisans Association Executive Director and paid employee positions are results-oriented positions. There are no set hours of operation and it is generally understood that some tasks will require more time than others. Should any paid employee position require more than forty (40) hours-per-week on a regular basis the need for additional staff support will be evaluated.

Travel and Reimbursement Expenses

Employees may be reimbursed for expenses incurred while traveling or otherwise performing services for the Missouri Artisans Association. Prior authorization by the Executive Board is required for reimbursement to the Executive Director and subject to budget limitations. Prior authorization by the Executive Director is required for reimbursement to additional staff. Expenses include travel, meals and tips, lodging, automobile rental or personal auto mileage at the IRS reimbursement rate, and other similarly direct expenses. These must be reported on an Expense Form.

Staff members are expected to observe traffic laws while operating an automobile on behalf of the Missouri Artisans Association. The Missouri Artisans Association will not reimburse any expenses incurred as a result of a traffic violation.

EMPLOYEE BENEFITS:

Vacation

The Executive Director is eligible for vacation time comparable to two weeks per year to be used at his/her discretion. Vacation time may not interfere with the ongoing business of the Missouri Artisans Association. The Missouri Artisans Association will not compensate for unused vacation time if employment is terminated.

Employees are encouraged to take their vacation time each year for rest and relaxation from the demands of their position. Due to work load constraints, NO vacation is allowed during the week of the ArtSmart Conference.

Vacation time is to be taken in the year in which it is earned. The Executive Director will inform the Executive Board in advance of vacation.

Special consideration for paid vacation for hourly employees will be at the discretion of the Executive Director.

Holidays

It shall be the responsibility of the Executive Board to determine the paid vacation days for each calendar year. While paid holidays may vary from year to year, such holidays will always include:

New Year’s Day Labor Day

Memorial Day Thanksgiving & the following day

Independence Day Christmas Day

Holidays falling on Saturday are observed on the preceding Friday; those falling on Sunday are observed on the following Monday. Employees may request additional time off to observe religious holidays.

Special consideration for paid holidays for hourly employees will be at the discretion of the Executive Director.

Time Allowance—Illness and Personal

The Executive Director shall take personal time for illness or any other necessary personal matter he/she determines is necessary. Any time allotted for illness or personal matters will be considered as a part of an annual employment review.

No cash payment will be made for leave time at termination, nor will cash be issued in lieu of the time off.

Maternity Leave

Maternity leave will be treated the same as illness and personal leave time. Employees are expected to provide adequate prior notice of such absence as well as a doctor’s statement indicating the anticipated date of delivery, and the date on which the employee may return to work. Employees may use vacation time and/or their illness/personal leave time to remain in full-pay status during the entire absence or part of it. Vacation will not continue to accrue.

After all leave is exhausted, employees may be granted a leave of absence for the balance of the absence, provided the employee is still unable to return to work by order of a doctor. This must be with approval of the Executive Board. If the employee decides not to return to work, notice should be given as soon as possible and at least 2 weeks prior to the end of the anticipated leave period.

Leaves of Absence

A leave of absence is a temporary suspension of employment initiated at the request of an employee. All records relating to the staff member’s position at the Missouri Artisans Association are maintained for the duration of the leave of absence to enable employment to resume when the leave terminates.

Each request for a leave of absence will be considered individually. Reasons for a leave may involve a family emergency, educational opportunities or extenuating personal circumstances. With the exception of a leave of absence granted for military service in the United States Armed Forces, approval normally will not be given for leaves of absence exceeding one year.

Requests for leave without pay by the Executive Director must be directed to the Executive Board with as much advance notice as possible. Leave, except for illness or pregnancy, will be granted by the Executive Board only at the convenience of the Missouri Artisans Association. All other requests for leave without pay must be directed to the Executive Director.

If the employee does not return to work at the end of the approved leave of absence, employment with the Missouri Artisans Association will be terminated.

Military Leave

Employees who have been employed by the Missouri Artisans Association for six (6) months or more, who are members of the Armed Forces Reserves or National Guard, will be granted military leave with conditional pay. This will not exceed fifteen (15) calendar days annually, except in cases of civil emergency when they are ordered to active duty.

The amount, paid as conditional pay to an employee on military leave with pay status, will be the difference between the employee’s military base pay, excluding travel and allowances, and the regular Missouri Artisans Association pay. The difference will be determined by deducting the military base pay received for the period for absence (but not in excess of fifteen (15) days annually, except in cases of civil emergency) as indicated on the military pay voucher, from the gross pay provided by the Missouri Artisans Association had the employee been available to perform regularly scheduled work. Except for civil emergency, leave in excess of fifteen (15) days will be charged first to vacation leave, then to leave without pay.

Application for military leave must be furnished to the Executive Director thirty (30) days prior to leave date and must be supported by a copy of the military order requiring such duty. Upon completion of active duty the employee will furnish a copy of his/her military pay to the Executive Committee.

Voting

On Election Day, all employees who are eligible to vote are encouraged to do so. All employees who wish to vote will be granted the time necessary to do so.

Jury Duty

Any employee who is selected for service as a juror will be paid the difference between the jury duty compensation, and regular earnings for each day of jury service.

Personnel Records

The personnel records of all employees shall be kept in a confidential file and treated in a confidential manner at all times.

An individual’s personnel file will include:

1. Current job descriptions.
2. Record of all personnel evaluations.
3. Letters/certificates of appreciation.
4. Other employee-related data.

Each member of the staff must complete a form indicating whom to contact in case of an emergency. As with all personnel records, this information will be kept confidential and is requested only for the benefit of the person providing it.

Employee Access to Personnel Records

1. The following procedure is applicable should an employee ask to see personnel records:
2. The Employee must sign a form requesting permission to review personnel records.
3. The Missouri Artisans Association will provide an area in which the employee may review their personnel records.
4. Personnel records must be reviewed at a time and place determined by the Executive Director.
5. If it is impossible for the employee to review them in this manner, legal counsel should be consulted regarding mailing the documents.
6. The Executive Director or appointed staff member must be present with the employee when personnel records are reviewed to see that nothing is removed or altered.
7. An employee may request one (1) set of copies of personnel records, but must pay for that set of copies. The employee will be charged the same rate per copy charged to member organizations of the Missouri Artisans Association.
8. An employee may request permission to review personnel records no more than two times per calendar year.
9. Disciplinary reports, letters of reprimand or other records of disciplinary action which are more than two (2) years old must be deleted from the personnel file prior to release of information in the personnel file to a third party, unless ordered in a legal action or arbitration.

The Missouri Artisans Association shall not disclose such records to a third party without written notice to the employee on or before the day the information is given. This restriction does not apply if:

1. The employee has specifically waived written notice as part of a written, signed employment application with another employer.
2. The disclosure is ordered as part of a legal procedure of arbitration.
3. Information is requested by a governmental agency pursuant to the employee’s cooperation with or as part of a criminal investigation.

OTHER POLICIES:

Exclusions

These policies and procedures may be superseded by the terms and conditions of any contract that is executed by the Board of Directors for services.

Revision of Policies

This Personnel Policies and Procedures Handbook may be revised at any time. Changes in the Handbook may be proposed by the Executive Director as well as by members of the Board of Directors. Any proposed changes or additions should be submitted to the Executive Board of the Missouri Artisans Association for review and recommendation and then to the Board of Directors for approval or disapproval. Changes required by the rules promulgated by a grantor government agency, state or federal, may be made directly by official notice or memorandum for such grantor agency. Such changes must be incorporated as part of the Board Handbook. All affected employees shall be notified thereof.

Conditions of Employment

The Personnel Policies of the Missouri Artisans Association contained herein are not binding, and do not create an employment contract. Employees are employed by the Missouri Artisans Association at will.

These Personnel Policies were provided by Board Advisor Michael Gaines and are recommendations by the Secretary, Jeanne Scott. They have not yet been approved by the full board.

January 5, 2013, Jeanne Scott, Secretary, BOMH

Best of Missouri Hands Personnel Evaluation Form

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time in Present Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of last review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Review: 6 month Annual Other ( )

Present Rate of Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of this form is to provide an outline for both the supervisor and employee toward

* Assessing the acknowledging job performance and
* Discovering/Developing areas for performance improvement.

Part 1

Based on the actual duties performed and responsibilities developed from the job description indicate on the scale below the evaluation according to the rating descriptions. Review should be based on what is considered standard performance for the position rather than in comparison with other employees*.*

PEFORMANCE SCALE

1 Unsatisfactory

* Position requirements are not being met. Make notable improvement immediately.

2 Marginal

* Position requirements are barely acceptable. Significant improvement is required.

3 Satisfactory

* Position requirements are being met. There is room for improvement.

4 Good

* Position requirements are fulfilled. Job performance is clearly above average.

5 Excellent

Position requirements are fulfilled. Performance is superior. Competence is outstanding.

A. Dependability

* Required job is performed with minimum supervision. Responsibilities are accepted, followed through, and accomplished by required deadline.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

B. Job Knowledge

* Employee maintains knowledge of job duties and responsibilities.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

C. Professional/Technical Performance

* Job is performed with skill, accuracy, efficiency, and completeness. Files and records are maintained in good order.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

D. Decision Making

* Able to make sound decisions.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

E. Analytic Ability

* Able to assess a problem, collect and evaluate information, reach sound conclusions and present problems effectively.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

F. Adaptability

* Quickness to grasp, interpret, and adjust to instructions, new situations, methods and procedures.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

G. Job Attitude

* Interest in work is evident. Maintains a cooperative and responsive disposition and is receptive to change.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

H. Planning/Organizing

* Demonstrates ability to anticipate, schedule, and prepare future work. Effective use of materials, equipment, resources, and volunteers.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

I. Time Management

* Required work is done on time. Employee is punctual for work and meetings. Time is used wisely and efficiently.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

J. Initiative

* Demonstrates the ability to solve problems independently and seeks ways to improve.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

K. Human Relations

* Establishes and maintains positive relationships with fellow employees, volunteers, members and public. Is cooperative, respectful, courteous, and leaves a favorable impression.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

L. Communication

* Demonstrates the ability to express thoughts clearly in spoken and written form.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

M. Appearance

* Employee projects a positive image of MAA/BOMH.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

N. Prioritization

* Organizes tasks and completes jobs in order of their importance to MAA/BOMH needs.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

O. Community Awareness

* Demonstrates knowledge of current events in the state and with other like organizations in order to coordinate MAA/BOMH events without conflicts of schedule or interest.
* Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

PART II: Supervisor Only

What are the particular strengths of this employee?

Identify any areas of needed improvement.

Specify recommendations for continued professional development.

Other comments:

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### PROGRAM POLICIES:

ARTSMART FINANCIAL ASSISTANCE AWARD

General Statement

While the Best of Missouri Hands ArtSmart Conference is always reasonably priced, some members may experience a need for financial help in order to attend. The Best of Missouri Hands offers financial assistance for ArtSmart Conference attendance through various fundraising means.

General Guidelines

* Application for award funding is open to all BOMH Members seeking assistance to attend the ArtSmart Conference.
* Award monies assist with the Conference registration fee only and do not assist with lodging or travel expenses.
* $500 will be budgeted each year to the Annual Conference for ArtSmart Financial Assistance Awards.
* The ArtSmart Conference Committee determines award number and amounts within the stated budget.
* Award Recipients must complete one educational or community outreach activity which is coordinated with the BOMH Executive Director.

Application Review and Award Process

* Award requests must be received by the Best of Missouri Hands no later than January 15th.
* The Conference Committee Chairperson appoints the members of the Review Committee.
* The Conference Committee Chair will forward all requests to each Review Committee member.
* Review procedures are determined at the discretion of the Scholarship Committee.
* Reviews are based on criteria as set forth by the Scholarship Committee.
* All Applications will be ranked according to Committee review procedures.
* Scholarship funds will be distributed according to availability and ranking up to the budgeted allowance.
* Applicants will receive written confirmation of awarded funding.
* Notification will also be sent to those who do not receive funding.
* If a winning applicant withdraws funds may be awarded to the next highest-ranking applicant.

THE BEST OF MISSOURI HANDS

ARTSMART FINANCIAL ASSISTANCE AWARD APPLICATION

Complete and return this form postmarked by **January 15th** to:

The Best of Missouri Hands

ArtSmart Financial Assistance Award Application

2101 W. Broadway, #322

Columbia, MO 65203

or email the completed form to [director@bestofmissourihands.org](mailto:director@bestofmissourihands.org)

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:

(Day)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Evening)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Fax)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will attending the ArtSmart Conference help you?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you need financial assistance?  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will you fulfill the educational or community outreach component of your award? (i.e. visiting a school or civic organization)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Development Scholarship Policy

Purpose:

To promote the continuing education of all members of the Missouri Artisans Association, d/b/a The Best of Missouri Hands, by providing additional resources to advance the study of their chosen artistic mediums through grant funding.

Grant Awards:

$500.00 will be included in the budget of the ArtSmart Conference annually for Professional Development Scholarship funding to be awarded at the ArtSmart Conference.

Eligibility Requirements:

1. Applicants must be a member of The Best of Missouri Hands for a minimum of six (6) months prior to application for the scholarship; all dues and other monies owed to The Best of Missouri Hands must be paid in full prior to application.
2. Applicants must complete this application form including a brief statement regarding how this scholarship would help to advance his/her art.
3. Applicants must submit how and what they plan to return to the organization for receiving a scholarship (examples; demonstration, slide show, workshop, etc.).
4. The recipient of the Professional Development Scholarship will be required to write a short article for the MAA/BOMH newsletter detailing how the funds were used.
5. Previous recipients of the Professional Development Scholarship are welcome to apply but preference will be given to new applicants.

Application Deadline and Submission:

This application form must be completed in full and postmarked by February 15.

The Best of Missouri Hands

2101 W. Broadway, #322

Columbia, MO 65203

The application form can also be returned via email to director@bestofmissourihands.org.

Electronic submissions must be sent by February 15.

Application Process:

1. Applications will be reviewed by an impartial committee selected by the Executive Director and the President.
2. Applicants will be ranked based only upon their written application. The top ranking applicant will be awarded the Professional Development Scholarship.
3. The recipient’s name will be announced at the annual ArtSmart Conference. A certificate will be awarded at the Conference and the recipient will give a brief presentation describing their experience.
4. To be eligible for Award funds, the recipient must use the Professional Scholarship funds for the purpose requested on the Application Form.
5. After the recipient completes their Professional Development Award funded activities and reports to the Membership in the MAA/BOMH Newsletter, an invoice must be submitted to MAA/BOMH for payment of the scholarship funds.
6. A check will be mailed within 30 days after the recipient completes and returns the invoice form.

Complete and return this form postmarked by February 15 to:

The Best of Missouri Hands

2101 W. Broadway, #322

Columbia, MO 65203

or email the information by February 15 to director@bestofmissourihands.org.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:

(Day)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Evening)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Fax)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide a detailed description of how you intend to use the Professional Scholarship funds. Please include any printed materials that will help explain your intentions.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

EDUCATIONAL PROGRAM POLICY:

The Missouri Artisans Association/Best of Missouri Hands encourages its artist members to visit schools and participate in educational programming. In order to recognize this valuable contribution to our organization, students and communities we ask that all educational programs be documented. All documented educational programs will be featured in our periodic newsletter and local newspapers when possible.

EDUCATIONAL PROGRAM REPORT

Please complete this form and deliver to MAA/BOMH via mail or email. Thank you.

Artist Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Artist email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Artist phone numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ home

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_cell

Date of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Audience size/Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Children/Adults: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments:

### Membership Structure

## I. Student Membership - $25

1. Full-time students under 21-years-of-age may become members of the Best of Missouri Hands for an annual fee of $25.
2. Student members in good standing have one vote.

## II. General Membership - $40

1. Any person may become a member of the Best of Missouri Hands for an annual fee of $40.
2. General members in good standing have one vote.
3. Non-Missouri residents may not vote, hold office, apply for juried status or use the Best of Missouri Hands logo in promotion or advertising.

## III. Juried Artist Membership - $60

1. Any Missouri resident who has been a Best of Missouri Hands member in good standing for at least 90 (ninety) days may apply for Juried Artist Membership.
2. Jury applications are available on a semi-annual basis.
3. Viewing and completion of the jury process tutorial featured on the Best of Missouri Hands website is a pre-requisite for jury application.
4. All applications are subject to the same jury process and all decisions of the jury are final.
5. Juried Artist Membership fees are $60 annually. The up-charge from the general membership fee must be paid at the time of application for the jury process. If juried status is not granted the up-charge will be returned.
6. Juried Artist Members in good standing have one vote.
7. Juried Artist Members in good standing are entitled to use the Best of Missouri Hands logo and banners for display and advertising juried work.
8. Juried Artist Members in good standing will be featured on a single page per artist on the Best of Missouri Hands website.

## IV. Juried Studio Membership - $85

1. Any two or more Juried Artists who produce the same body of work may become Juried Studio Members of the Best of Missouri Hands for an annual fee of $85.
2. Juried Studios in good standing have one vote.
3. Juried Studios in good standing are entitled to use the Best of Missouri Hands logo and banners for display and advertising.
4. Juried Studios in good standing will be featured on a single page per studio on the Best of Missouri Hands website.
5. If a Juried Studio changes ownership or medium the Studio will be required to re-jury for Juried Studio status.

## V. Corporate Membership—THESE CLASSIFICATIONS ARE CURRENTLY UNDER REVIEW

All members of corporations who are also members in good standing of Best of Missouri Hands may enjoy membership at the corporate level. All corporate members receive a business name listing in the Membership Directory, member rates to attend the ArtSmart Conference, a copy of the Membership Directory, link on the Best of Missouri Hands and advertising representation in the Best of Missouri Hands newsletters. Corporate members do not vote. Specific levels of corporate memberships offered are:

##### Corporate Membership for $100

* BOMH Member registration rate to ArtSmart Conference for one person
* One Membership Directory with a listing for the corporation
* Corporate link on the Best of Missouri Hands website
* Business card-sized ads in three on-line newsletter issues annually
* $50 rate for Education Exhibit Booth at ArtSmart

##### Bronze Corporate Membership for $250

* BOMH Member registration rate to ArtSmart Conference for one person
* One Membership Directory with a listing for the corporation
* Corporate link on the Best of Missouri Hands website
* Quarter page ads in each of six on-line newsletter issues annually
* $50 rate for Education Exhibit Booth at ArtSmart

**Silver Corporate Membership for $500**

* Complimentary ArtSmart Conference attendance for one person
* One Membership Directory with a listing for the corporation
* Quarter-page ad featuring the corporation in the Membership Directory
* Corporate link including corporate logo on the Best of Missouri Hands web site home page
* Half-page ads in each of six on-line newsletter issues annually
* $50 rate for Education Exhibit Booth at ArtSmart

**Gold Corporate Membership for $1000**

* Complimentary ArtSmart Conference attendance for two people
* Membership Directories with corporate listing
* Half-page ad featuring the corporation in the Membership Directory
* Corporate a link including corporate logo on the Best of Missouri Hands website home page
* Six full page ads in each of six on-line newsletter issues annually
* $50 rate for Education Exhibit Booth at ArtSmart

\*This information is subject to change at the discretion of the Membership Committee and the ArtSmart Conference Committee as new policies are written and approved by the Board of Directors.

Juried Membership

Acceptance as a Juried Member indicates that an artist has developed his or her craft beyond mere competence of technique to a high standard of quality. The member also verifies that the work juried is her/his own and is originated and made by the artist.

Benefits & Responsibilities of Juried Membership:

1. Eligible to participate in a number of events planned specifically for juried members
2. Free page with images and contact links on the Best of Missouri Hands website. Only one web page per member. If a member juries into a second category, that member will have only one web page with each of their juried categories shown from that page.
3. Display The Best of Missouri Hands logo on the product line in which the artist is juried
4. Wear The Best of Missouri Hands Juried Member badge
5. Display The Best of Missouri Hands Juried Member banner
6. Part of MAA/BOMH’s mission is education. It is the responsibility of juried members to participate in educational endeavors, both for the general public and for other members.
7. Juried status is medium-specific. Members may apply for juried membership in more than one medium by jurying separately in each category. Acceptance in one category does not guarantee acceptance in another medium. Likewise, rejection in one category does not affect juried membership in another category.
8. Membership must remain current to retain Juried Member status. If membership is not maintained in good standing, juried status is terminated and use of the MAA/BOMH logo must cease. Juried status of a renewing lapsed juried member can only be regained by completing the jury process again.

About the Jury Process:

1. Applicants to the Juried Membership category must be General Members in good standing.
2. Applicants must be a General Member for ninety (90) days before applying for Juried Membership.
3. All work is judged on craftsmanship, design, originality, and overall presentation.
4. Applicants to the Juried Membership category must be at least 18 years of age and residents of the state of Missouri.
5. Jury applications are reviewed twice a year via an online application process available through the BOMH website.
6. A fee for the $20 up-charge from general membership fee to juried member fee must be paid at the time of application for the jury process. If juried status is not granted, the up-charge will be returned. The Paypal option on the online entry form is encouraged, but fees may be paid by check as well.
7. Applications for each event must be received by January 15 or June 15.
8. Members may apply for either an individual juried membership or as a juried studio membership. A studio membership is defined as two or more artists collaborating and working on the same body of work. Studio memberships share one vote as MAA/BOMH  
   members.

The following categories are NOT eligible for Juried Membership:

1. Works executed from commercial patterns, molds, stencils or kits (i.e. purchased or printed in publication).
2. Items constructed solely by assembling purchased commercial items, and/or mere decoration of commercially produced objects.
3. Items made with illegal substances or endangered species.
4. Crafts identified as Native American Crafts not in accordance with the Indian Arts and Crafts Act of 1990.

THE BEST OF MISSOURI HANDS

Jury Application Form

Jury Application Deadlines: January 15 or June 15

Web site: www.bestofmissourihands.org

Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Web site\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Individual Membership [ ] Juried Studio Membership

Have you been a member of the Best of Missouri Hands for at least ninety (90) days?

Yes\_\_\_\_ No\_\_\_\_

If not please see our website for a membership application.

If accepted your work will appear on our website. Please select the medium under which you want your work to be listed on the website. Should you change mediums or add another medium you are required to jury separately in each category.

MEDIUM/CATEGORY(SELECT ONLY ONE)

o Clay o Computer-Generated

o Drawing o Fiber

o Glass o Jewelry

o Metal o Mixed Media – 2D

o Mixed Media – 3D o Painting

o Photography o Printmaking

o Sculpture o Wood

o Other (describe)\_\_\_\_\_\_\_\_\_\_\_\_

Artisan Contract:*I, the undersigned Member of Missouri Artisans Association d/b/a the Best of Missouri Hands, do confirm and agree that all the art or craft I offer is created by me, is original only to me and that I do not use commercial molds or kits, incorporate the work of other artists or use copyrighted material except with express permission. I understand and agree to the rules and bylaws regarding use of the trademark and logo “The Best of Missouri Hands.”*

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_** Initial here after viewing the Power Point Tutorial on the Jury Process Information page in the Membership area of the MAA/BOMH website.

**Artist Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IMAGE 1:**

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMAGE 2:**

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMAGE 3:**

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMAGE 4:**

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For staff use only: Are all the required checks & documents provided? \_\_\_ Yes \_\_\_ No

o Completed application o Bio and photo

o Self-addressed/stamped envelope o Postmarked by the deadline

o $25 Jury application fee Check #\_\_\_\_\_\_\_\_  
o Separate $20 Check for Up-charge to Jury Membership Check # ***\_\_\_\_\_\_\_***

o Accepted o Declined

### PROFESSIONAL POLICIES:

### Non-Discrimination Policy

It is the policy of Missouri Artisans Association (MAA) to maintain a working environment free of all forms of unlawful discrimination. In recognition of the importance of good employee relations, all applicants are extended an equal opportunity to gain employment and all employees are extended an equal opportunity to progress in their field of endeavor.

Missouri Artisans Association affords equal opportunity to all employees, prospective employees, members and board members without regard to sex, race, color, age, religion, creed, national origin, veteran, disability status or sexual orientation.

Conflict of Interest Policy

## I. Statement of Policy

A possible conflict of interest exists when a director has a material personal interest, either direct or indirect, in a proposed transaction involving this organization. When a director has an interest in a transaction being considered by the organization, the director should disclose that conflict before the board of directors or staff member takes action on the matter. Any board member having a conflict of interest will not vote or use his or her personal influence on the matter and will not be present when the matter is discussed by the board. The minutes of the meeting will reflect that a disclosure was made and the abstention from voting.

This policy also will apply to immediate family members, the organization’s committees and its volunteer association. Directors, committee members, staff members and officers of the volunteer association will be required to attest annually to their familiarity with this policy and to provide information concerning any possible conflict of interest so that disclosure, if necessary, is made.

Staff members and their immediate families will not benefit materially from the organization beyond receipt of salaries, fringe benefits and reimbursement for authorized expenses.

## II. Definition of Material Personal Interest

1. Ownership or investment interest in any entity with which this organization has a transaction or arrangement;
2. Compensation arrangements with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
3. Potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts, favors and non-financial benefits that are not insubstantial.

## III. Procedures

1. The interested director(s) will disclose to the board, preferably in writing, the material facts as to his or her material personal interest in the transaction and in any corporation, partnership, association or other organization involved in the transaction prior to the meeting at which the board acts upon the transaction.
2. The interested director(s) will absent him/herself from the meeting while the transaction is discussed and acted upon.
3. A disinterested director, or other disinterested party familiar with the transaction will present evidence of the fairness of the proposed transaction, such as competitive bids or comparable price quotations.
4. The vote of a majority of the disinterested directors participating in the meeting and constituting a quorum, after reaching a decision regarding whether the proposed transaction is fair to the organization, will be required for approval of the transaction. The minutes for the meeting will reflect that a disclosure of interest was made and that the interested director(s) abstained from voting and was not present during the board’s consideration of the transaction.
5. The procedures

* Will apply to transactions approved after the date of adoption of this Policy
* Will not apply to reimbursement of expenses actually incurred by any director in the Course of performing his or her duties as such
* May be waived or altered in any particular case by vote of a majority of the full Board of Directors for good cause shown.

## IV. Potential Conflict Report

To assist in the implementing this Policy, each proposed new Board member will file a Potential Conflict Report in the form of Exhibit A hereto in connection with the selection process. Existing Board members will file a Potential Conflict Report annually, in June, with the Executive Director, whose responsibility it will be to oversee the annual distribution of such forms to existing Board members.

CONFLICT OF INTEREST POLICY EXHIBIT “A”

## Potential Conflict of Interest Report

Please answer all questions. If the answer is “yes,” please explain. An affirmative response does not imply that the relationship is improper or that it should be terminated.

1. During the past twelve months, have you or any related party [1] had any interest, direct or indirect, in any contract or transaction with the Missouri Artisans Association?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Do you or any related party have any interest, direct or indirect, in any pending or proposed contract or transaction with Missouri Artisans Association?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Do you or any related party have any other interest, which might conflict, or might be perceived to conflict, with your duty of loyalty to the interests of Missouri Artisans Association?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The answers to the foregoing are accurate to the best of my knowledge and belief and I will promptly notify the Executive Director or the Board President or MAA or any change which would make any of the answers no longer accurate.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[1] For this purpose, a “related party” is defined as members of your immediate family. This includes your spouse, children, siblings and parents; estates, trusts, partnerships, limited liability companies, corporations and other entities in which you or any member of your immediate family has a present or vested future beneficial interest or serves as an officer, director or trustee other than entities in which you and your immediate family members in the aggregate own less than five percent in value of all traded securities.

SEXUAL HARASSMEMT POLICY

It is the policy of the Missouri Artisans Association that all employees are responsible for

ensuring that the workplace is free from sexual harassment. Because of the Missouri Artisans Association’s strong disapproval of offensive or inappropriate sexual

behavior at work, all employees and volunteers must avoid any action or conduct which could be viewed as sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors,

and other verbal or physical conduct of a sexually harassing nature, when:

1. Submission to the harassment is made either explicitly or implicitly a term or condition of

employment;

1. Submission to or rejection of the harassment is used as the basis for employment decisions affecting the individual; or
2. Harassment has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Any employee or volunteer who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers or visitors, should first clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop. If the behavior continues, the employee must immediately bring the matter to the attention of the Executive Director and/or President of the Board of Directors. If the Executive Director or President is involved in the harassing activity, the violation should be reported to any active Director.

If any Director or employee knows of an incident of sexual harassment, they

shall take appropriate remedial action immediately. If the alleged harassment involves

any types of threats of physical harm to the victim, the alleged harasser may be

suspended while an investigation is conducted by the Missouri Artisans Association.

If the investigation supports charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include termination. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action including termination.

If either party is dissatisfied with the organization’s response to his/her complaint, he/she may contact the Missouri State Board of Mediation, 3315 West Truman Blvd., Suite 211, P O Box 2071, Jefferson City, MO 65102-2071, (573) 751-3614

WHISTLEBLOWER POLICY

I. General

The Missouri Artisans Association d/b/a The Best of Missouri Hands expects its directors, officers, employees and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of MAA/BOMH we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. Reporting Responsibility

It is the responsibility of all directors, officers, and employees to report Wrongful Conduct in accordance with this Whistleblower Policy.

III. Wrongful Conduct

“Wrongful Conduct” is defined in this Whistleblower Policy to include a serious violation of MAA/BOMH policy, a violation of applicable state and federal law or the use of MAA/BOMH property, resources or authority for personal gain or other non organization-related purpose except as provided under MAA/BOMH policy. This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of MAA/BOMH.

III. No Retaliation

No director, officer, or employee who in good faith reports Wrongful Conduct will suffer harassment, retaliation or adverse employment consequence. Any director, officer or employee who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline up to and including termination of employment or removal from the board of directors as applicable. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within MAA/BOMH prior to seeking resolution outside MAA/BOMH.

IV. Reporting Wrongful Conduct

MAA /BOMH encourages its directors, officers, and employees to share their questions, concerns, suggestions or complaints with someone who can address them properly. Any director, officer or employee may report Wrongful Conduct to the Executive Director or the president of the board of directors. If the Wrongful Conduct implicates either the Executive Director or the president of the board of directors, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to any member of the board of directors.

The Executive Director, president of the board of directors, and all members of the board of directors to whom a report of Wrongful Conduct is made are required to immediately advise the full board of directors of such report of Wrongful Conduct.

V. Acting in Good Faith

Anyone filing a complaint of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct. Any allegations that prove unsubstantiated or which prove to have been made maliciously or are false will incur disciplinary action.

VI. Confidentiality

Reports of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Wrongful Conduct or suspected Wrongful Conduct will be kept confidential to the extent possible consistent within the bounds of an adequate investigation.

VII. Handling of Reported Wrongful Conduct

A representative of the board of directors will notify the sender and acknowledge receipt of the reported Wrongful Conduct or suspected Wrongful Conduct within five business days unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken.

### Document Retention and Destruction Policy

## I. Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by MAA in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations to eliminate accidental or innocent destruction of records and to facilitate MAA’s operations by promoting efficiency and freeing up valuable storage space.

## II. Document Retention

MAA follows the document retention procedures outlined below. Documents which are not listed but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

## III. Corporate Records

Annual Reports to Secretary of State/Attorney General Permanent

Articles of Incorporation Permanent

Board Meeting and Board Committee Meetings Permanent

Board Policies/Resolutions Permanent

Bylaws Permanent

Construction Documents Permanent

Fixed Asset Records Permanent

IRS Application for Tax-Exempt Status (Form 1023) Permanent

IRS Determination Letter Permanent

Contracts (after expiration) 7 years

Correspondence (general) 3 years

## IV. Accounting and Corporate Tax Records

Annual Audits and Financial Statements Permanent

Depreciation Schedules Permanent

General Ledgers Permanent

IRS 990 Tax Returns Permanent

Business Expense Records 7 years

IRS 1099s 7 years

Journal Entries 7 years

Invoices 7 years

Sales Records (box office, concessions, gift shop) 5 years

Petty Cash Vouchers 3 years

Cash Receipts 3 years

Credit Card Receipts 3 years

## V. Bank Records

Check Registers Permanent

Bank Deposit Slips 7 years

Bank Statements and Reconciliation 7 years

Electronic Fund Transfer Documents 7 years

## VI. Payroll and Employment Tax Records

Payroll Registers Permanent

State Unemployment Tax Records Permanent

Earnings Records 7 years

Garnishment Records 7 years

Payroll Tax Returns 7 years

W-2 Statements 7 years

VII. Employee Records

Employment and Termination Agreements Permanent

Retirement and Pension Plan Documents Permanent

Records Relating to Promotion, Demotion or Discharge 7 years post-termination

Accident Reports and Workers’ Compensation Records 5 years

Salary Schedules 5 years

Employment Applications 3 years

I-9 Forms 3 years post-termination

Time Cards 2 years

## VIII. Fundraising Records

Donor Records and Acknowledgement Letters 7 years

Grant Applications and Contracts 5 years post-completion

## IX. Legal, Insurance and Safety Records

Appraisals Permanent

Copyright Registrations Permanent

Environmental Studies Permanent

Insurance Policies Permanent

Real Estate Documents Permanent

Stock and Bond Records Permanent

Trademark Registrations Permanent

Leases 6 years post-expiration

OSHA Documents 5 years

General Contracts 3 years post-termination

## X. Electronic Documents and Records

All electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, that message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

## XI. Emergency Planning

Missouri Artisans Association records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping MAA operating in an emergency will be duplicated or backed up regularly.

## XII. Document Destruction

Missouri Artisans Association Executive Director will be responsible for the ongoing process of identifying records that meet the required retention period and will oversee their destruction. Financial and personnel-related documents that need to be destroyed will be shredded. Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

## XIII. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against responsible individuals. The President, Treasurer and Executive Director will review these procedures periodically with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.