

Brazosport Museum of Natural Science
POLICIES AND PROCEDURES
(Adopted by the Board of Trustees, October 14, 1980)

Updated/Amended: March 1, 2020 (Need corrections)

Updated to include amendments:

October 17, 1985	November 19, 1986	October 13, 1987	March 15, 1988
July 24, 1989	January 9, 1990	January 14, 1992	January 12, 1993
April 20, 1993	July 20, 1999	October 19, 1999	January 8, 2006
January 11, 2015	January 10, 2016	January 8, 2017	January 7, 2018

I. IT IS THE POLICY AND PRACTICE OF THE MUSEUM:

- To acquire, retain, and manage collections for the uses they serve in scientific research, education, and exhibition, and to preserve the collections for such uses for future generations;
- To require its staff to act responsibly, ethically, and legally in acquiring, accepting, labeling, and disposing of any specimen;
- To discourage by all practical means unethical, illegal, and destructive practices with respect to collecting, transporting, and trafficking in natural science specimens;
- To rely upon the competence and the judgment of its curators, or other experts acceptable to them, regarding matters concerning the relevance and scientific usefulness of objects in the collections, and of specimens proposed for acquisition or disposition;
- To observe strictly the mandatory provisions that may be attached to gifts and bequests it accepts and to make reasonable efforts to follow the conditions to the extent required by prevailing law and advised by competent legal counsel.

Therefore, the following procedures shall be observed by and shall guide Museum staff, paid or volunteer, in acting in the official capacities, unless and until modified or rescinded by the Board of Trustees;

A. Conditions for accepting objects for the collections

- Objects should not be accepted or otherwise acquired for the Museums' collections unless the following conditions are met: The objects are relevant to and consistent with the purposes and activities of the Museum subject to approval of the Executive Board upon recommendation of its Curators. The Museum can provide for the storage, protection, and preservation of the objects under conditions that insure their availability for Museum purposes and in keeping with professionally accepted standards.

- It is intended that the objects shall remain in the collections as long as they retain their physical integrity, their authenticity, and their relevance for the purposes of the Museum.
- The Museum's permanent collections shall be kept in the Museum. Objects loaned shall be done so with permission from the Executive Board and be properly documented, both when loaned and returned.

B. Ethics of accepting objects

- The Museum shall not knowingly and willfully accept or acquire any object that was illegally imported into the United States or that was collected or recovered under circumstances that would support or encourage irresponsible damage to or destruction of biota collecting sites, cultural monuments, human burial places or endangered species. However, the Museum may accept objects that have been confiscated and offered to the Museum by government authorities.
- Curators in a position to accept or acquire specimens for the collections shall be reasonably assured that the Museum can acquire valid and legal title to them. When considering gifts or purchases, the circumstances of the transaction, the reputation of the seller or donor, and the available knowledge of the object's provenance should leave no doubts that valid and legal title can be transferred to or obtained by the Museum.
- Curators may consult as necessary with their colleagues. In doubtful cases, Curators should request the counsel of the Executive Board who may then request legal counsel.
- Museum workers shall not, in their official capacity, give appraisals for the purpose of establishing the tax-deductible value of gifts offered to the Museum. Identification and authentication may be given for professional or educational purposes and complying with the legitimate requests of professional or governmental bodies or agents and estimates of value may be provided for information purposes only.

C. Acquisition of objects

- Title to all objects acquired for the collections should be obtained free and clear, without restrictions as to use or future disposition. Where restrictions are attached to an acquisition, every effort should be made to place a five-year limit on the time for which they shall apply and to define the conditions under which their force may terminate. Such restrictions as may apply to an acquisition must be adequately documented and should be retained as part of the records pertaining to the object.
- A legal instrument of conveyance, setting forth an adequate description of the objects involved and the precise conditions of transfer should accompany all gifts and purchases and should be kept on file at the Museum. In the case of sales and conditional gifts, this document should be signed by the seller or donor, and by an authorized Museum officer or curator.
- In no event, shall a Curator accept for the Museum any gift or bequest involving the acquisition of an object or an aggregation of objects whose monetary value might reasonably be expected to exceed \$1,000 without receiving the express approval of the Executive Board.
- Should evidence be presented to the Museum that any object in its possession was acquired, in violation of the principles of the Museum, the Museum will conduct an investigation into the circumstances. If justified by the results of the investigation, the

Museum will return the object to its rightful or legal owner, to the extent that it is legally possible and practical to do so.

- Disposition of material owned by the Museum of a non-curatorial nature will be determined by the Executive Board.

D. Documentation of acquisitions

- All objects acquired for the collections should be cataloged and documented in the Museum's records to standards that are normal to the pertinent scientific discipline. These records shall include, where appropriate, the evidence that has been gathered to establish the appropriateness of the acquisition.
- Catalogs and other records of the museum shall document the removal of objects from the collections and the conditions of their disposal. This shall be the responsibility of the departmental curators. On the Curator's recommendation to the Executive Board, major disposition of material owned by the Museum requires no further authorization by the Board of Trustees. If the Executive Board cannot reach a decision, the matter may be brought to the Board of Trustees.
- Objects which are being identified or evaluated must also be documented when acquired, removed and returned.

II. CURATORS

The president with approval of the Board of Trustees shall appoint Curators. Curators are 1) Malacology, 2) Mineralogy, 3) Paleontology, 4) Wildlife, and 5) Archeology. Other curator positions may be added with the approval of the Executive Board. Appointment of Curators shall be for an indefinite period of time until the Curator resigns or is removed. The Board of Trustees shall have the authority to remove a curator.

Curators shall be responsible, within their area of expertise for

- A. correctly identifying Museum specimens
- B. numbering and describing specimens for cataloging the assets of the Museum in the curators' particular field in a scientific manner
- C. acquiring specimens to upgrade the Museum collection
- D. preparing specimens
- E. labeling and maintaining labeling of specimens on display
- F. overseeing the disposition of specimens (as to display, study, trade, etc.)
- G. approving of any audio or visual information in the curator's area
- H. directing assistant curators or staff members in the curator's area
- I. planning for improvement of displays
- J. preparing study kits for use by school and civic organizations
- K. reviewing periodically the material in the study kits
- L. developing displays
- M. submitting a list of needs and projected cost for the coming year to the Treasurer to facilitate budget preparation
- N. making an emergency preparedness plan outlining a hierarchy of needs for protection - protection of exhibits, collections/items in storage, materials/equipment in preparation rooms. This plan includes method of preparing collections in their area in case of any emergency or disaster and method of implementing the emergency preparedness plan. A

timetable for revision and updating of the plan is to be included. The plan is to be submitted in writing to the Board and filed with emergency preparation documents.

- O. No case or display is to be opened without approval from the curator or a member of the Executive Board. Board members should try to contact curator before giving this permission.

III. OFFICIALS OF THE MUSEUM

- A. **Officers** will be elected annually from nominations from the floor at the first trustee meeting of the year. The officers of the Museum shall be President, First Vice-President, Second Vice-President, Secretary, Treasurer, and such Assistant Treasurers, Assistant Secretaries or other officers as needed, may be elected by the Board of Trustees. The Executive Board shall be the officers of the Museum. Any two (2) or more offices may be held by the same person, except the President and Secretary shall not be the same person. All officers are responsible for attending Executive Board meetings and Trustee meetings. Officers should man the reception desk 9 hours per year. Contact Volunteer Chairperson to schedule times or training.
 1. **President** is the spokesperson for the Museum and is also responsible for presiding at trustee and executive board meetings and appointing chairpersons of Museum committees. Represent the museum on BFAC Executive Board committee.
 2. **Vice-president** is responsible for presiding at Museum meetings and Museum functions in the absence of the president, attending executive board meetings and performing other duties as assigned by president.
 3. **Secretary** is responsible for attending and keeping accurate minutes of all Museum meetings, maintaining and storing the official records of museum activities, and keep membership using an archival method; notifying trustees and members of upcoming meetings as proscribed in the by-laws; annually file the *Nonprofit Periodic Report* with the Texas Secretary of State; sorting mail; represent the museum on BFAC Records committee and performing other duties as assigned by president.
 4. **Assistant Secretary** is responsible performing duties as assigned by president or secretary.
 5. **Treasurer** is responsible for documenting the financial records of the Museum, making all payments on behalf of the museum as authorized by the executive board; submitting tax reports to the appropriate reporting agencies; attending and presenting current financial reports at all Museum meetings, represent the museum on BFAC Finance committee and performing other duties as assigned by president.
 6. **Assistant Treasurer** is responsible performing duties as assigned by president or treasurer.
- B. **Trustees** are responsible for attending the membership meetings, trustee meetings, performing all duties specified in the constitution and by-laws, electing executive board, and serving on committees. Trustees should man the reception desk 9 hours per year.

IV. MUSEUM COMMITTEE JOB DESCRIPTIONS

The Standing Committees of the museum shall be formed by the Executive Board as needed. Each committee will consist of a chairperson appointed by the president at the beginning of each year. The chairperson will be responsible for staffing the committee unless otherwise specified in this document. Committees will serve for one year. Other

committees may be appointed by the president. Committee chair will be provided a copy of the Policy and Procedures document. All committees will submit a written report every January to the Executive Board, report to membership at the Annual Membership meeting and give any additional reports as requested by the Executive Board.

- A. SCHOLARSHIP COMMITTEE: The Raymond Walley Memorial Scholarship Fund, administered by Brazosport College, was established in honor of Raymond Walley, a respected amateur archaeologist and a founder of the museum. The duties of the scholarship committee are:
1. Contact Brazosport College to get information and guidelines
 2. Annually select a student from a Brazoria County high school to receive a scholarship in the amount recommended by the college
 3. Collect completed scholarship forms from the high school counselors
 4. Select an alternate winner in the event that the winner is unable to use the scholarship.

B. EDUCATION COMMITTEE

The duties of the education committee are:

1. Plan educational programs, activities and services
2. Present programs to the Executive Board for approval
3. Schedule events and set-up with the museum Event Coordinator
4. Arrange for audio-visual equipment
5. Coordinate with the publicity committee chairperson to publicize events
6. Provide information to persons and/or groups requesting educational programming from the museum and provide programming or arrange to have programming provided
7. Arrange, schedule and staff tours as needed
8. Maintain the Children's Area of the museum.
9. Represent the museum on BFAC Activities committee.

C. HOSPITALITY COMMITTEE

Duties of the hospitality committee are:

1. Maintain a warm and inviting environment
2. Plan social events for the museum
3. Schedule events and set-up with museum Event Coordinator
4. Provide refreshments, decorations and manpower for social events at the museum and other events as requested
5. Issue invitations for social events
6. Coordinate with the publicity committee chairperson if publicity is needed
7. Clean up after the event
8. Maintain an inventory of supplies in hostess closet and replace items as needed
9. Send flowers for long term hospitalization or funeral of volunteers
10. Send get well and sympathy cards to volunteers.

D. AWARDS COMMITTEE

Duties of the awards committee are:

1. Provide annual awards for volunteer service
2. Keep records of volunteer hours and years of service in coordination with Volunteer chairperson
3. To consult with Secretary and Treasurer for donor, service and memorial plaques

4. Update plaques yearly
5. Given nominations for plaques to Executive Board for approval.

E. FINANCE COMMITTEE

Members will be appointed by the president.

Duties of the finance committee are:

1. Obtain funding for the museum in accordance with Museum and Center requirements
2. Work with the Treasurer to prepare funding requests and reports.

F. PUBLICITY COMMITTEE

Duties of the publicity committee are:

1. Submit upcoming Museum events to local media calendars
2. Provide media coverage for Museum sponsored events
3. Submit information to BFAC Marketing team
4. Represent the museum on BFAC Marketing committee

G. HISTORIAN

Duties of the historian are:

1. Photograph events of the Museum
2. Maintain a permanent archival record of Museum activities in the Museum scrapbook

H. BUILDING MAINTENANCE COMMITTEE

Duties of the building maintenance committee are:

1. Responsible for museum maintenance by maintaining a list of necessary repairs to the museum facility
2. Implement repairs or contract the repairs with the Center staff
3. Inventory Museum equipment and furnishings
4. Coordinate new construction and renovation
5. Represent the museum on BFAC Facilities committee

A. MEMBERSHIP COMMITTEE

The Museum secretary is the Membership Chair (see Section VI).

Duties of the membership committee are:

1. Keep records of all memberships
2. Retrieve memberships from Center office
3. Send membership cards and thank you letters to members
4. Keep membership files updated
5. Provide information and mailing labels when requested

J. VOLUNTEER COMMITTEE

Duties of the volunteer committee are:

1. Recruit volunteers to staff front desk
2. Schedule volunteers to keep museum doors open
3. Provide a scheduling calendar to be kept at the reception desk
4. Contact The Center staff for background check of new volunteers
5. Keep a current list of docents
6. Provide volunteers a name tag
7. Maintain the volunteer handbook
8. Give volunteer hours to Awards Chairperson as requested
9. Give volunteer hours to BFAC Volunteer Chairperson monthly
10. Train volunteers in:

- a) Routine assignments such as welcoming visitors, selling and stocking merchandise for the Museum store, answering the telephone, taking messages, recording in the daily record book and ledger and keeping watch of the Museum
- b) Use of the volunteer handbook for explanation of procedures and routine assignments of the Museum
- c) Completion of their volunteer time cards.

K. STORE COMMITTEE

Duties of the store committee are:

1. Maintain store stock and order items as needed
2. Stock merchandise in store front
3. Package items for sale
4. Price items for sale
5. Maintain packing materials such as bags and tissue paper
6. Maintain records of purchases made for store.

L. ACQUISITIONS COMMITTEE

Duties of the acquisition committee are:

1. Maintain index of items acquired and de-acquisitioned by the museum
2. Maintain inventory of items loaned by museum and check in items upon return to museum
3. Maintain inventory of items loaned to museum and returned to owner
4. Ensure that donation forms are correctly filled out, signed and filed
5. Report acquisitions and de-acquisitions to treasurer.

M. POLICY COMMITTEE

Members appointed yearly by the president at the January Trustee Meeting

Duties of the policy committee are:

1. Annually review museum By-laws and Policy and Procedures, and report at the April Executive Board Meeting
2. Represent the Museum on the BFAC Policy committee.

N. THEATER COMMITTEE

Duties of the theater committee are:

1. Provide volunteer to be in the museum before and during intermission of theatrical events, volunteer receives two tickets from The Center to most performances.

O. EVENT COMMITTEE

This is a committee of one, referred to as the Event Coordinator.

Duties of the Event Coordinator are:

1. Receive set-up information from affiliate groups, committee chairpersons or the Executive Board and communicate set-up to The Center Facilities Team.
2. Maintain Museum Event Calendar.

V. AFFILIATE GROUPS

The affiliate groups of the museum are the Sea Shell Searchers of Brazoria County, and the Brazosport Archaeological Society.

1. The museum will provide a meeting place for the organization.
2. If member groups use hospitality or office supplies, the member group will reimburse the museum \$50 a year, to be paid annually in January.
3. All activities of the organization should be consistent with the goals of the museum.

4. A list of officers (with addresses and telephone numbers) is to be given to the museum secretary immediately following the first club meeting of the new year.
5. A written schedule of monthly meetings and all other activities is to be given to the Museum Event Coordinator.
6. Set-up for the meetings is to be coordinated with the Museum Event Coordinator.
7. Report group's activities when requested.
8. No live specimens are allowed
9. The affiliate group may not use the museum's resources to further its own purposes.

VI. MEMBERSHIP

1. The types of membership for the museum are: Individual, Family, Patron, Benefactor, Sustaining, Life, and Honorary Life
2. The membership dues will be set by the Executive Board.
3. The number of voting members per membership, except for individual, is the number of immediate family members, qualifying as voting members according to the by-laws, who live at the address.
4. Members receive a 10% discount on items over \$5 purchased from museum store.
5. The Museum secretary will be the Membership committee chair.

VII. AWARDS

1. A certificate with hours of service is to be given annually to every volunteer.
2. A volunteer's name will be added to the Service Plaque for 500 hours of service
3. Names of Major Donors (persons who have donated money or items valued \$500 or more) will be placed on the Donor Plaque
4. The name of each person for whom a memorial gift is made will be placed on the Memorial Plaque
5. Nominations for names to be added to the plaques should be given to the Awards Committee for approval by the Executive Board.

VIII. SALES, GIFTS AND DONATIONS

1. Sea Shell Searchers of Brazoria County, Brazosport Archaeological Society, and the Center business office, may purchase from the regular store supplies at a 10% discount.
2. Special requests for contributions are to be approved by the Executive Board.

IX. FISCAL POLICY

1. Any unbudgeted expense is to be approved by the Executive Board before payment can be made by the Treasurer or other authorized officers.
2. All checks are to be signed by one of the following officers: President, First Vice President, Secretary, Treasurer or Assistant Treasurer.
3. Requests for reimbursements must be submitted to the Treasurer within one month from the date of purchase. All reimbursement requests should be submitted by December 15.
4. The Treasurer shall maintain all checking and savings accounts and any other financial accounts as are necessary for the orderly transaction of Museum business.
5. Procedure for payment of expenses incurred in the operation of the Museum:
 - a) All purchases must be authorized by a Museum officer, curator, or committee chairperson.

- b) Proof of Purchase, original invoice, sales slip or cash register slip must accompany request for payment or reimbursement.
- c) Proof of purchase from (b) above must accompany the treasurer's Request for Reimbursement form with the following information:
 - 1) Date: of reimbursement request,
 - 2) Pay to: name of person receiving payment,
 - 3) Budget Category: specific budget category,
 - 4) Item purchased: list of item(s),
 - 5) Purpose: purpose of purchase,
 - 6) Budget Owner Approval: Signature of budget owner.
- d) Only authorized persons may charge purchases to the Museum accounts
- e) The Museum is tax-exempt and does not pay sales tax on purchases.

X. GENERAL

1. Housekeeping: it is the responsibility of all workers to clean up after completion of the job or the end of the work session. Areas under construction should be left presentable until work is completed.
2. Telephones: personal calls should be kept brief.
3. Mail: the museum address is not for personal correspondence. Mail addressed to a specific officer or individual is placed in that person's box. If a letter appears important, the individual is to be called and informed about the letter.
4. Use of museum equipment is limited to museum members only.
5. Liability insurance: The Brazosport Fine Arts Council liability coverage is the liability insurance for the museum.
6. An emergency preparedness plan is available in the museum.
7. No person other than museum staff shall open the museum to the public for any purpose without an authorized museum staff representative present.
8. No live animal (except service animal) or any live specimens (including plants) are allowed in the Museum.