

Approved by the Gadsden Arts Center Board of Directors 2006. Update approved by the Gadsden Arts Center Board of Directors 9/16/2014.



GADSDEN ARTS CENTER CODE OF ETHICS

The Board of Directors of Gadsden Arts Center recognizes the importance of developing a Code of Ethics to embody the values to which it is committed and to serve as a framework guiding the performance of all individuals in governance, administrative, staff and volunteer roles.

The Board also recognizes the importance of making this code known to the community and to other museums and organizations with which the Gadsden Arts Center shares art objects and programs, as well as to government, business, foundation and individual supporters.

The Code is based on the following shared principles:

- All those who work for or on behalf of the Gadsden Arts Center understand and support its mission of fostering understanding and appreciation of the visual arts and improving the quality of life in Gadsden County and the region by enhancing arts education, providing quality cultural opportunities, and stimulating economic growth;
- Working relationships among trustees, employees, and volunteers are based on equity and mutual respect;
- American Alliance of Museums' professional standards and practices inform and guide all Gadsden Arts Center operations.

In Governance

The Gadsden Arts Center is a public trust responsible for serving the populace of Gadsden County and the region. The Board of Directors' role in support of the Gadsden Arts Center is to establish policy and generate support of the Center's collections, exhibitions, and educational programs as well as its physical, human, and financial resources. The Board ensures these resources support the Gadsden Arts Center's mission, respond to the diverse nature of our community, and respectfully address its needs through the arts.

- Members of the Gadsden Arts Center Board of Directors understand and fulfill their trusteeship by acting corporately, not as individuals;
- The Board of Directors insures that the Center's collections, exhibitions and educational programs, as well as its physical, human, and financial resources are protected, maintained, and developed in support of its mission;
- The Board of Directors is responsive to and represents the diverse constituency of Gadsden County and the region;
- The Board of Directors maintains a relationship with staff in which shared roles are recognized and separate responsibilities respected;
- The Board of Directors articulates policies and practices prudent oversight;
- The Board of Directors promotes the public good, rather than individual financial gain.

For Administration and Staff

The Executive Director holds a position of trust and obligation in implementing the policy, managing the resources, and furthering the mission of the Gadsden Arts Center. The Executive Director acts with integrity in accordance with the highest ethical principles, avoiding all activities that could compromise his or her position or the integrity of the Gadsden Arts Center and setting a standard for the staff. Thus, the Executive Director:

- Provides conditions of employment that safeguard the rights and welfare of all employees;
- Strives for excellence by maintaining and enhancing professional knowledge and skills, and by encouraging the professional development of co-workers;
- Provides leadership in keeping salaries and compensation within the norm of comparable institutions in the region.
- Ensures transparency in all aspects of company operations, including providing accurate and timely reports regarding the Gadsden Arts Center's financial condition, programs, and facilities;
- Ensures that the Board of Directors is well informed to facilitate its ability to effectively set policy, fundraise, and network on behalf of the Gadsden Arts Center;
- Ensures transparency and thorough documentation in regard to any adverse incidents or issues that arise;
- Ensures through an objective hiring process that Gadsden Arts is an equal opportunity employer.

In addition, the Executive Director and all staff members:

- Advance the mission of the Gadsden Arts Center through the application of professional abilities and work expertise;
- Treat co-workers and other colleagues with respect, fairness and good faith;
- Do not deal in works of art or recommend for purchase any works of art in which they have an undisclosed financial interest, nor do they accept any

- commission or compromising gift from any seller or buyer of works of art;
- Exercise discretion in personal collecting and prevent conflict of interest with the concerns of the Gadsden Arts Center by fully disclosing any gifts or offers to purchase from dealers, collectors or artists. In such instances, the Collections Committee shall be granted first option of acquiring such items for the Collection.

In Collection Development and Stewardship

The stewardship of the Collection entails public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and responsible disposal. Thus, the Gadsden Arts Center ensures that:

- Collections in its custody support its mission and public trust responsibilities to Gadsden County and the region;
- Acquisition of objects for the Collection are executed only through the recommendation of the Collections Committee and approval of the Board of Directors;
- Acquisition, disposal, and loan activities conform to the Gadsden Arts Center's stated mission of service to the Gadsden County region and its public trust responsibilities;
- Collections in the Gadsden Arts Center's custody are lawfully held, protected, secure, unencumbered, cared for, and preserved, and proper accounting and documentation for them is maintained;
- Reasonable access to the collections and related information is permitted and regulated;
- Acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of cultural resources and discourages illicit trade in such materials;
- Disposal of collections through sale or trade shall be solely for the advancement of the mission of the Gadsden Arts Center, and proceeds from the sale of collections are to be used only for acquisitions;
- Disposal of collection items shall not benefit any Board member, staff member or Gadsden Arts Center member at large, and whenever possible shall be conducted outside the region;
- Any case of competing claims of ownership in connection with objects in the custody of the Gadsden Arts Center shall be handled openly, seriously, responsively and with respect for the dignity of all parties involved;
- Collections-related activities promote the public good rather than individual financial gain.

In Programming

Exhibitions, publications, and educational activities advance the mission of the Gadsden Arts Center by promoting understanding and appreciation of the arts and strengthening the community's involvement in the arts. These programs further the Gadsden Arts Center's mission and are responsive to the concerns, interests, and needs of the region's populace. Thus, the Gadsden Arts Center ensures that:

- Programs support the Gadsden Arts Center's mission and public trust responsibilities;
- Programs are marked by intellectual and factual integrity as well as quality presentation;
- Programs are accessible, and participation by the widest possible audience is encouraged, consistent with The Gadsden Arts Center's mission and resources;
- Programs respect the pluralistic values, traditions, and concerns of the diverse population of the region;
- Revenue-producing activities and activities that involve relationships with external entities are compatible with the Gadsden Arts Center's mission and support its public trust responsibilities;
- Staff and volunteers receive no commission on arts sales, nor do they receive any personal discounts or privileges of a preferred purchaser in connection with exhibition sales;
- Programs promote the public welfare, rather than individual financial gain.

Approval and Review of Code of Ethics

The Code of Ethics was approved by the Gadsden Arts Center Board of Directors, September 16, 2014. The Code is scheduled for review biannually, but may be revised or amended at any time upon the recommendation of the Board of Directors.