



The Greater Cape May Historical Society
653 ½ Washington Street, PO Box 495, Cape May, NJ 08204

www.capemayhistory.org

Code of Ethics Policy

Background

The Greater Cape May Historical Society (Society) is the steward of the Memucan Hughes Colonial House. The Colonial House was originally a tavern (circa 1730) and the family home of Revolutionary War patriot Memucan Hughes. The house is an unsung survivor from Cape Island's very beginning and thought to be one of the oldest surviving houses on Cape Island.

The Colonial House is also the headquarters of the Greater Cape May Historical Society. The Colonial House is open to the public at no charge from June 15th to September 15, Wednesdays through Saturdays from 1pm–4pm. The house is open during Victorian Weekend in October, and for the December Candlelight House tours in the National Historic Landmark city of Cape May, New Jersey. The house is free to all visitors.

The Society is a 501c3 non-profit organization—a volunteer only organization since 1974. Therefore, the Board of Directors respectfully request each volunteer member of the organization read, review, and sign the following code of ethics.

Code of Ethics for Museums

Museums make their unique contribution to the public by collecting, preserving and interpreting the things of this world. Historically, they have owned and used natural objects, living and nonliving, and all manner of human artifacts to advance knowledge and nourish the human spirit. Today, the range of their special interests reflects the scope of human vision. Their missions include collecting and preserving, as well as exhibiting and educating with materials not only owned but also borrowed and fabricated for these ends. Their numbers include both governmental and private museums, historic sites, planetariums, science and technology centers, and zoos.

- The museum universe in the United States includes both collecting and non-collecting institutions. Although diverse in their missions, they have in common their nonprofit form of organization and a commitment of service to the public.
- Their collections and/or the objects they borrow or fabricate are the basis for research, exhibits, and programs that invite public participation.

Taken as a whole, museum collections and exhibition materials represent the world's natural and cultural commonwealth. As stewards of that wealth, museums are compelled to advance an

understanding of all natural forms and of the human experience. It is incumbent on museums to be resources for humankind and in all their activities to foster an informed appreciation of the rich and diverse world we have inherited. It is also incumbent upon them to preserve that inheritance for posterity.

Museums in the United States are grounded in the tradition of public service. ***They are organized as public trusts, holding their collections and information as a benefit for those they were established to serve.*** Members of their governing authority, employees and volunteers are committed to the interests of these beneficiaries. The law provides the basic framework for museum operations. As nonprofit institutions, museums comply with applicable local, state, and federal laws and international conventions, as well as with the specific legal standards governing trust responsibilities.

This Code of Ethics for Museums takes that compliance as given. But legal standards are a minimum. Museums and those responsible for them must do more than avoid legal liability, they must take affirmative steps to maintain their integrity to warrant public confidence. They must act not only legally ***but also ethically.*** This Code of Ethics for Museums, therefore, outlines ethical standards that frequently exceed legal minimums.

Loyalty to the mission of the museum and to the public it serves is the essence of museum work, whether volunteer or paid. Where conflicts of interest arise—actual, potential, or perceived—the duty of loyalty must never be compromised. ***No individual may use his or her position in a museum for personal gain or to benefit another at the expense of the museum, its mission, its reputation, and the society it serves.***

For museums, public service is paramount. To affirm that ethic and to elaborate its application to their governance, collections and programs, the American Association of Museums promulgates this Code of Ethics for Museums. In subscribing to this code, museums assume responsibility for the actions of members of their governing authority, employees, and volunteers in the performance of museum-related duties. ***Museums, thereby, affirm their chartered purpose, ensure the prudent application of their resources, enhance their effectiveness, and maintain public confidence. This collective endeavor strengthens museum work and the contributions of museums to society—present and future.***

Governance

Museum governance in its various forms is ***a public trust*** responsible for the institution's service to society. The governing authority protects and enhances the museum's collections and programs and its physical, human and financial resources. It ensures that all these resources support the museum's mission, respond to the pluralism of society, and respect the diversity of the natural and cultural commonwealth.

Thus, the Society's governing authority ensures that:

- all those who work for or on behalf of a museum understand and support its mission and ***public trust*** responsibilities.
- its members understand and fulfill their trusteeship and act corporately, not as individuals.

- the museum’s collections and programs and its physical, human and financial resources are protected, maintained and developed in support of the museum’s mission.
- it is responsive to and represents the interests of society.
- it maintains the relationship with staff in which shared roles are recognized and separate responsibilities respected.
- working relationships among trustees, employees and volunteers are based on equity and mutual respect.
- professional standards and practices inform and guide museum operations.
- policies are articulated and prudent oversight is practiced.
- governance promotes the public good rather than individual financial gain.

Collections

The distinctive character of museum ethics derives from the ownership, care and use of objects, specimens, and living collections representing the world’s natural and cultural common wealth. This stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility and responsible disposal.

Thus, the Society’s Museum ensures that:

- collections in its custody support its mission and public trust responsibilities.
- collections in its custody are lawfully held, protected, secure, unencumbered, cared for and preserved.
- collections in its custody are accounted for and documented.
- 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 natural and cultural resources and discourages illicit trade in such materials.
- acquisition, disposal, and loan activities conform to its mission and **public trust** responsibilities.
- disposal of collections through sale, trade or research activities is solely for the advancement of the museum’s mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum’s discipline, but in no event shall they be used for anything other than acquisition or direct care of collections.
- the unique and special nature of human remains, and funerary and sacred objects is recognized as the basis of all decisions concerning such collections.
- collections-related activities promote the public good rather than individual financial gain.
- competing claims of ownership that may be asserted in connection with objects in its custody should be handled openly, seriously, responsively and with respect for the dignity of all parties involved.

Programs

Museums serve society by advancing an understanding and appreciation of the natural and cultural commonwealth through exhibitions, research, scholarship, publications, and educational

activities. These programs further the museum's mission and are responsive to the concerns, interests and needs of society.

Thus, the Society ensures that:

- programs support its mission and **public trust** responsibilities.
- programs are founded on scholarship and marked by intellectual integrity.
- programs are accessible and encourage participation of the widest possible audience consistent with its mission and resources.
- programs respect pluralistic values, traditions, and concerns.
- revenue-producing activities and activities that involve relationships with external entities are compatible with the museum's mission and support its public trust responsibilities.
- programs promote the public good rather than individual financial gain.

Promulgation

This Code of Ethics was adopted by the Board of Directors of the Greater Cape May Historical Society on JULY, 11 2024.

Accepted by 

Date 7-11-2024