



Champaign County Historical Society CODE OF ETHICS

This code of ethics guides the Champaign County Historical Society (CCHS) and its staff, officers, board members, volunteers, and members to act with honesty and integrity, to earn and maintain public trust as the preserver and caretaker of Champaign County's history.

The CCHS's mission is to collect, preserve, and interpret relevant artifacts, documents, and other resources from Champaign County to educate current and future generations about our history.

The governing authority of the CCHS, our Board of Trustees, has adopted this code of ethics to enable the CCHS, and all associated with it, to live up to the responsibility of providing the public an accurate understanding of our community's unique history.

In all activities associated with carrying out the CCHS mission, all who are a part of the organization are ethically bound to act in the interest of the CCHS and the public good – not in a conflicting way that advances their own personal interests. **Personal conflicts of interest** may include, but are not limited to, personal financial gain, career advancement, preferential treatment, access to insider information, business opportunities, personal favors, or heightened social standing or reputation. (See the CCHS Conflict of Interest Policy for more detail on this.)

GOVERNING AUTHORITY

The governing authority, the Board of Trustees of the CCHS, protects, enhances, and ensures that all of the organization's collections and programs, and physical, human, and financial resources, support the CCHS's mission, and respect and represent the cultural, historic, and natural diversity of the community we serve.

The governing authority ensures that:

- All those who work for or on behalf of the CCHS understand and support its mission and public trust responsibilities
- Its members understand and fulfill their trusteeship and act corporately, not as individuals
- The CCHS's collections and programs and its physical, human, and financial resources are protected, maintained, and developed to support the CCHS 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 operations
- Policies are articulated and prudent oversight is practiced
- Governance promotes the public good rather than personal interests.



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COLLECTIONS

Stewardship of CCHS collections entails the highest public trust, carrying with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and responsible disposal.

Thus, the organization 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 organization's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the organization'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 personal interests
- 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

Exhibitions, research, scholarship, publications, and educational activities further CCHS's mission and are responsive to the concerns, interests, and needs of society.

The organization 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 organization's mission and support its public trust responsibilities
- Programs promote the public good rather than personal interests



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Approved: _____
(date)

Signed by: _____
Board of Trustees President