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# Burlesque Hall of Fame

## Statement of Values and Code of Ethics

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*APPROVED BY THE BOARD AND ADOPTED OCT 9, 2016*

The Burlesque Hall of Fame is a nonprofit museum committed to preserving, sharing, celebrating, and inspiring the art of burlesque.

We act as a hub for the growing community of burlesque enthusiasts and provide a dynamic connection between the unique history of burlesque and the art form's future. We seek out, collect, protect and exhibit artifacts and ephemera of burlesque's past and we showcase performances of its practice. We reach out within and beyond our community to broaden understanding and proactively position burlesque's social context and help shape its ongoing cultural relevance.

The Burlesque Hall of Fame and its trustees, director, and staff and volunteers, set forth and adhere to the following Code of Ethics by which the museum will pursue its mission and conduct itself in the best interest of its constituencies, its collection, and the public trust which we serve.

In subscribing to this Code of Ethics, the museum assumes responsibility for the behavior of its trustees, director, and staff and volunteers in the performance of their museum-related duties. All individuals acting on the museum's behalf are committed to acting in a professional manner in accordance with the museum's goals in order to serve the public trust and protect the heritage with which we have been entrusted by our constituents.



## VALUES

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The Burlesque Hall of Fame is committed to operating with integrity, openness, compassion, and respect. As such:

- We provide all visitors with a warm and welcoming environment in which to learn, experience, and create.
- We view our collection as a legacy for the future and strive to maintain its integrity through appropriate conservation and thoughtful acquisition.
  - We will operate and be governed to the highest attainable standards of transparency, accountability, and professionalism.
  - We respect the topics we cover and the people whose lives we represent, and encourage our audiences, visitors, staff, volunteers, and communities to do the same.
  - We are committed to fair and just treatment of all people, regardless of their race, creed, nationality, degree of bodily ability, age, appearance, sex, gender, orientation, or socioeconomic status.
  - We serve our community and welcome the active participation of its members.

## GOVERNANCE

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The Burlesque Hall of Fame is governed by its Board of Directors, who are ultimately responsible for setting the long-term direction of the institution as well as ensuring the effective implementation of those plans. The Executive Director is appointed by the Board of Directors to provide leadership and management of the day-to-day operations of the institution.

The governance of the museum is both a privilege and a responsibility. All persons charged with responsibility in setting policy, managing the organization's financial activities, creating and executing programming, and any other aspect of the operation and long-term administration of the Burlesque Hall of Fame shall be committed to discharging their duties with professionalism, efficiency, and in a timely manner.

The Board of Directors and the Executive Director will act in accordance with all Federal, state, and local laws. They will also strive to remain current with contemporary operating standards and act to maintain the highest standard of care for the institution, its collections, its finances, its personnel, and its reputation.

The Burlesque Hall of Fame serves the public trust and will do all in its power to operate in a transparent fashion. Core documents and policies regarding the operation and financial condition of



the organization will be made available to the public. The participation of the public in leadership, programming, and fundraising will be encouraged and opportunities will be made available for such participation.

We will consult with and involve members of the communities we serve and strive to promote a sense of shared ownership in the work we perform. The Burlesque Hall of Fame acts as a “good neighbor” to the people, institutions, and communities with whom we interact, even where benefit to the organization is not a factor.

We value and encourage inclusivity and diversity in all our operations and will assure no barrier to participation as staff, volunteer, performer, donor, program participant, or attendee exists on the basis of race, creed, nationality, degree of bodily ability, age, appearance, sex, gender, orientation, or socioeconomic status.

## CONFLICT OF INTEREST

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The Burlesque Hall of Fame exists for the furtherance of the social good and not for the benefit of any specific individual. No individual will abuse their association with the museum, nor their access to the museum’s resources, for the benefit of themselves, their family or other personal associates. Directors, personnel, and volunteers will not compete with the museum in any way and will avoid conflicts of interest through transparency and disclosure as required by our Conflict of Interest Policy. All individuals acting on behalf of the museum shall act in such a way that no conflict of interest, not the appearance of a conflict, will arise with the mission, operation, or reputation of the museum.

## COLLECTIONS

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The Burlesque Hall of Fame develops, maintains, preserves, studies, exhibits, and interprets a collection of stage costumes and props, artifacts, personal belongings, photographic images, archival and library materials, and audiovisual and digital media. Our stewardship of this collection entails the highest public trust and carries with it the responsibility to provide prudent and responsible management, documentation, preservation, and use of the collections for the benefit of the public. We conduct these activities in accordance with professional standards and practices.

Our collection shall not be treated as a financial asset. Neither the collection nor any individual part of it shall be mortgaged or offered as security for any loan.



Objects shall be removed from the collection only in accordance with the museum's collection policy and any proceeds from such disposal will be used only for the direct care of the collection or its expansion.

We will strive to make our collection available as widely as possible given the constraints of preservation, finances, and practicality, for the purposes of education, entertainment, and research. Our non-public collection shall be made available to accredited researchers in accordance with our research policy. Work done substantially under the auspices of the Burlesque Hall of Fame shall belong to the museum; all other work shall be the intellectual property of its creators.

Neither the museum nor its staff will offer appraisals on any item. When needed for objects in the collection, the museum will use the services of a third-party independent appraiser. Donors and visitors wishing appraisals will be similarly directed to find a third-party appraiser with no ongoing association with the museum.

## PROGRAMS

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To carry out its mission to preserve, share, celebrate, and inspire the art of burlesque, the Burlesque Hall of Fame develops and supports a wide variety of public programming. The museum conducts these activities in accordance with the highest professional standards of presentation and ensures that accuracy and intellectual integrity are the foundation for all public programs produced in our name or under our auspices. We acknowledge and address diverse values, opinions, traditions, and concerns and ensure that our activities are open and widely accessible.

Special events held under the museum's auspices will always promote the museum's mission, vision, and interest. In the interest of being a good neighbor to our community and benefit to the museum, we may make our property and resources available to certain third-parties; such events will carry no endorsement or Burlesque Hall of Fame label. No third party may use the Burlesque Hall of Fame name or logo for any event, product, or other usage that is not directly beneficial to the museum's mission, vision, or interest, and only with permission of the museum.

## FINANCE AND DEVELOPMENT

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The Burlesque Hall of Fame relies on funds raised through special events, membership, sponsorship, earned income, and individual donation in order to pursue our mission. We respect the interests and privacy of donors and sponsors, and maintain confidentiality as appropriate and legally permissible. We provide responsible stewardship and recognition of contributions and ensure that they are used in accordance with the agreed terms and conditions. We do not engage in preferential treatment of donors or sponsors; opportunities or advantages offered to a donor or sponsor at a specific level will be made available to any and all donors or sponsors at the same level. Contact information for our supporters will not be sold, rented, or otherwise publicly released.

Financial support will not be sought or accepted where such support would compromise the integrity or public image of the museum or where it would constrain the ability of the museum to pursue its mission

Revenue-generating activities including special events and retail sales will be in accordance with the mission, values, and culture of the institution. Our first consideration in all revenue-generating activities will be the furtherance of our educational mission and the public trust.

The Burlesque Hall of Fame ensures that all its resources, including financial assets, collections, facilities and other physical property, intellectual property, and human resources, are protected, maintained, developed, and managed prudently and responsibly in support of our mission and the public trust. We may find that our long-term plans occasionally compete with immediate needs, yet we must manage the institution in a sustainable manner, to build and preserve the collection and enhance how we engage and serve our audience.

## PERSONAL INTEGRITY AND CONDUCT

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All board members, staff, and volunteers will be expected to act at all times with the highest level of professional and personal integrity. All staff members are responsible for understanding the duties of their positions and executing those duties to the best of their abilities. Our behavior in all instances will be directed towards creating an environment based on respect, fairness, compassion, accountability, honesty, and integrity.

We are strongly committed to the ongoing professional development of our staff and volunteers and will work with them to ensure access to training, educational opportunities, and other means of enhancing the skills, talents, and abilities needed to perform their duties and pursue the museum's mission.



Museum personnel will act to protect and preserve the privacy of our donors, sponsors, members, and other supporters, and will behave respectfully towards those living and dead whose stories make up the subject of museum exhibitions, public events, and publications of the museum.

Museum personnel will not compete with the museum in any personal collecting or dealing activity or use their museum affiliation to promote their personal collecting or dealing activities. When pursuing opportunities to expand their own collections, they will offer the museum the opportunity to refuse the opportunity before pursuing it for their own benefit. No board member, staff member, or volunteer will be permitted to acquire items deaccessioned from the museum's collection.

No individual shall accept personal gifts, favors, loans, or other dispensations of substantial value as a result of their association with the museum. Gifts of substantial value shall be redirected to the benefit of the museum.

Only the Board Chair, Executive Director, or individual appointed by either shall speak publicly on behalf of the museum. Any member of the board, staff, or volunteer corps who speaks on a public matter shall make sure it is clear that they speak as an individual, not as a representative of the museum. Museum personnel shall not make public statements directly opposing the interests of the museum or its mission.

## IMPLEMENTATION AND RECOURSE

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All board members, staff, and volunteers are responsible for the ethical behavior of themselves and the activities of the organization within their purview. Any issue that raises ethical questions should be brought to the attention of the appropriate supervisor, and then to the Executive Director and/or the Board Chair as appropriate.

Violation of this code of ethics will result in action up to and including termination of association with the organization. Staff and volunteers who feel that action has been taken against them in error or that the action is too extreme may appeal the decision for consideration by the board. Action taken against any board member shall be treated in accordance with the organization's bylaws and board policy manual.

We recognize that ethics are situational and always evolving and reserve the right to revisit, edit, and amend this code of ethics as necessary. We also welcome wider discussion of the ethics of the organization as a whole or of individual actions by the organization.

