

CHARTER
THE TOM & ETHEL BRADLEY CENTER
OF THE
OVIATT LIBRARY
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

In keeping with the guidelines and procedures outlined in Organization and Administration of Centers (AA 150-60 of February 11, 2013) and the directives of the Oviatt Library, the Tom & Ethel Bradley Center shall be named, organized, and administered as follows:

I. Name

The name of this organization shall be The Tom & Ethel Bradley Center.

II. Purpose and Functions

The purpose of the Tom & Ethel Bradley Center, hereafter referred to as the Center, is to support the legacy of Tom and Ethel Bradley and their commitment to community collaborations, cultural diversification, and service. To this end, the Center will document the visual, social, and cultural history of the region through the preservation, access, and promotion of archives and personal histories that capture and disseminate the stories of ordinary people in their efforts toward positive social transformation. The Center will provide a nexus for the exchange of ideas regarding civility research and development, arts and music education, and community history, by directly contributing to the region's educational efforts through exhibitions, publications, programs, and digital heritage resources. In addition to engaging scholars and students within the community, the Center will encourage departments and colleges to use these resources when developing curriculum.

The following objectives directly support the purpose and functions of the Center:

- Collect, preserve, and disseminate the visual history of Los Angeles with an emphasis on ethnic minority communities, photographers, and artists. Currently, there are one million photographic images in the collection, of which 850,000 are by African American photographers.

- Collect, preserve, and disseminate the visual and oral history of the U.S./Mexico Border area through the “border studies” project that uses Juarez, Chihuahua as a case study and exemplar of the contemporary social/political upheaval in Mexico.
- Document the region’s ethnic and alternative press and serve as a facilitator for discussions about, and awareness of the ethnic and alternative press through working with the Journalism Department’s Spanish Language Journalism Program.
- Provide online access to the visual, documentary, and oral histories of the communities of Los Angeles and surrounding regions during the time of the most profound social movements of the 20th Century. A website and searchable database provide essential information and free access to these cultural materials online.

III. Membership (if applicable)

N/A

IV. Organization of the Center

A. Supervising University Unit

The Tom & Ethel Bradley Center shall operate under the Oviatt Library

B. Organizational Structure

The Tom & Ethel Bradley Center shall be managed by a Director.

1. Director

The Director shall be appointed by the Dean of the Oviatt Library for a term of 3 years. The Director shall be directly responsible to the Dean. Additional administrative and management positions may be established as needed by the Director in consultation with the Advisory Board and with the approval of the Dean. If deemed appropriate, the Dean may function as Director.

2. Advisory Board

The Tom & Ethel Bradley Center shall have a seven-member advisory board. Three members will be appointed by the Tom and Ethel Bradley Foundation, three members will be appointed by Dean of the

Oviatt Library in consultation with the Center's director, and one member shall be appointed by mutual agreement between the Tom & Ethel Bradley Foundation and the Dean of the Oviatt Library.

C. Administration

1. Administration: Director

Under the oversight of the Dean of the Library, the Director shall be responsible for the general operation and administration of the Center. Responsibility for the direct operation of a specific program may be delegated, as may other responsibilities of the Director as necessary. The Director shall be responsible for allocating funds, staffing programs, administrative operations, and for arranging for space, equipment, and other resources and facilities required to support and promote the work of the Center. All decisions concerning staffing and expenditures made by the Director must have approval of the Dean of the Library. The Director is also responsible for the preparation of the Center's annual report, as required by University policy.

2. Administration: Advisory Board

The Advisory Board shall serve as a scholarly and administrative resource and as a conduit to the community and cooperative and/or complementary institutions in the region. Board members will also identify potential donors for the Bradley Center.

3. Administration: Dean

The Dean of the Library will be responsible for reviewing and approving all Center activities and published material. This review and approval process shall ensure that activities and published material of the Center contributes to the fulfillment of the CSU and CSUN missions, are consistent with acceptable standards of scholarship, the charter of the Center and goals of the Library, and otherwise conform to applicable laws, regulations, and policies of the University.

V. Finances

A. Source of Funds

The Center shall operate with funds secured primarily from grants, licensing, sales of images and exhibition catalogs where applicable, and donations.

B. Operations

In consultation with the Library Dean, the Director will be responsible for all financial operations of the Center and for maintaining its financial soundness.

C. Management of Resources

The management of resources will be carried out by the Director. The use of resources shall be subject to review and must be approved by the Dean.

VI. Annual Report

A. Proposed Activities

Each year the Director shall submit to the Dean of the Library an annual report of the year's activities that includes a business plan for the coming academic year. The Director will meet with the Dean to review all proposed activities, publicity, plans, advisory board changes, and budget projections for proposed Center projects. The Dean will review additional activities proposed during the academic year, as necessary. The Director will submit the report to the Advisory Board for review prior to its submission to the Provost, as appropriate.

B. Submission of Annual Report

By September 15 of each year, the Director shall forward to the Provost or her/his designee a copy of the completed annual report.

C. Contents of Annual Report


The annual report shall include a financial statement, an activities statement for the previous year and a summary business plan for the upcoming academic year.

VII. Period of Operation

The Center will be dissolved not to exceed five years from approval date, unless this Charter is renewed prior to that date upon application to the Provost. Similarly, all projects and component organizations of the Center shall operate for fixed periods and shall be automatically dissolved at the end of the period unless renewed by the Director, in consultation with the Advisory Board and the Dean.

Submitted By:  Date: 8/8/17

Director

Approved:  Date: 8/8/17

Dean

Presented to Provost's Council on _____

Approved: _____

Provost

Date: _____

Approved: _____

President

Date: _____