

CHARTER
MUSEUM OF CULTURE AND ENVIRONMENT
(Formerly the DEPARTMENT OF ANTHROPOLOGY MUSEUM)
Central Washington University

This charter shall be considered current and may only be modified or amended by the Museum Advisory Council in accordance with the procedures for Charter Amendment described in the Museum's Bylaws.

Drafted by the Department of Anthropology and Museum Studies "Museum Development Committee" (Lynn Bethke and Drs. Tracy Andrews, Kathleen Barlow, Loran Cutsinger, John Alsoszatai-Petheo, and W. Warner Wood) and approved by Department of Anthropology and Museum Studies Faculty "Committee of the Whole" on: 19 September 2008

I. Description: This Museum was founded as the Museum of Man in 1970. At its inception, the museum was created as a unit within the Anthropology Department directed by the Department Chair. At the request of the department, the CWU President's Advisory Council officially changed its name to the Anthropology Department and Museum of Man (now the Department of Anthropology and Museum Studies). The department's faculty "Committee of the Whole" has served as the museum's governing body. The content of the current Charter was developed by department faculty beginning in November 2006 at the request of Chair Dr. Kathleen Barlow. The intent of the Charter (and Bylaws) is to update the museum's name, mission, governance, staffing, and operations to create a collaborative working environment that is in keeping with professional museum practices and standards and in response to an assessment of the museum conducted through the American Association of Museums (AAM) "Museum Assessment Program" which advised such changes. The current mission, vision, and values statements are in keeping with AAM emphases framing museums as programmatically driven institutions that foster community dialog and interactive learning while also supporting the core mission and initiatives of CWU. This charter marks a new phase in the museum's history and establishes the Museum Advisory Council (MAC, described below) as the governing authority for the museum. It is designed to serve the future of the museum as it sets the stage for establishing a new identity for the museum outside the Department of Anthropology and Museum Studies. The museum's new provisional name, The Museum of Culture and Environment, grows directly from its new mission, vision, and values statements (see below), and serves only as a "placeholder" name while the MAC, museum staff, and the community further develop the museum's identity and create a new permanent name. The museum's provisional name, charter, and bylaws were envisioned by its authors as creating a foundation from which the museum may develop a new more vibrant role on the Central Washington University campus and in the wider regional community.

I.A. Mission, Vision, and Values

I.A.1. Mission: The CWU Museum of Culture and Environment works with diverse communities to create opportunities for lifelong learning that foster self-discovery, global citizenship, and environmental stewardship.

I.A.2. Vision: We (the museum) recognize that diversity, among people and our natural environment, is an essential resource. As people increasingly impact the natural world, both locally and worldwide, communities need to value and explore a diversity of voices and experiences to effectively address the critical issues that we face. The Museum of Culture and Environment strives through its partnerships with students, colleagues, and the wider community to create a space where this diversity of voices can be heard. The museum's goal is to create a dynamic and inclusive place where ideas, perspectives, and the newest research are shared. By upholding the highest ethical and professional standards in the care of collections, and in all operations and programs, the museum provokes public interest in contemporary issues and encourages a deeper, richer level of engagement with the changing world. The Museum of Culture and Environment is a forum where mutual understanding, respect, and support for one another will be the outcomes of exploring our shared diversity.

I.A.3. Values:

1. Inspiring a sense of curiosity, appreciation, and inquiry through dynamic, experiential programming emphasizing the deep history of changing interrelationships among environments and cultures.
2. Fostering connections and dialogs focused on understanding and respect among local and global communities by creating opportunities to explore and celebrate rich, diverse, and changing heritages as a venue for self-representation.
3. Emphasizing multiple voices and enabling learning opportunities for self-discovery and critical thinking about complex cultural and environmental issues by promoting faculty-student-community collaboration and cooperative partnerships.
4. Practicing ethical accountability in the management, acquisition, research, and interpretation of collections by upholding a commitment to professional museum standards and legal responsibilities.
5. Creating a venue that is accessible and responsive to surrounding community and community-university partnerships as we advance Central Washington University's core mission and relevant initiatives.

II. Museum Facilities and Collections: As a fully functioning museum, spaces for collections storage and work, public programming (e.g. "galleries"), exhibition preparation/development, and offices are occupied and managed by the museum staff (see Museum Staff below). The Current facilities of the Museum of Culture and Environment's (simply the Museum hereafter) are in Farrell Hall on the Ellensburg CWU campus and the Museum's future Facilities are located in Dean Hall on the same campus. Planning is currently underway to move to the Museum's Dean Hall facilities in early 2009. As a vital component supporting its institutional mission, the Museum holds and acquires collections cared for separately from those of the University in accordance with the guidelines laid out in the Museum Collections Policy and Bylaws.

II.A. Museum Facilities: The following spaces in Farrell Hall and Dean Hall are reserved for use by the Museum for purposes including, but not limited to: exhibition, collections care and storage, research, and office space.

II.A.1 Farrell Hall

1. Room 122: Laboratory
2. Room 123: Office

3. Rooms 124 and 132: Collections Storage

II.A.2 Dean Hall

1. Room 101: Gallery

3. Room 122: Office

4. Room 120: Work Area/Exhibition Preparation

4. Rooms 120a-120c: a- Collections Storage, b- Artifact Isolation, c- Archive

II.B. Museum Collections: The following primary tenets characterize the Museum's relation to its collections:

II.B.1 Housing and Administration: The Museum stores its collection in the collection storage facilities described above and evaluates, accessions, and deaccessions material in its collection in accordance with the guidelines laid out in the Museum Collections Policy.

II.B.2 Donations: Only the Museum has the right to accept and reject offers from the public and other organizations of material for its collection in accordance with the guidelines laid out in the Museum Collections Policy.

II.B.3 Proper Care: Professional museum standards for collections care are adhered to, including proper storage and staffing levels and training in accordance with the guidelines laid out in the Museum Collections Policy.

II.B.4 The Collections in the Event of the Dissolution of the Museum: The Museum's collections are held in trust for the public of Washington State as culturally, historically and aesthetically significant objects that are held in perpetuity rather than as fixed assets to which accurate monetary values can be assigned. In the event of dissolution of the Museum, the Museum's collections shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a State or local government for a public purpose.

III. Staff Structure and Faculty, Student, and Community Affiliation: The structure and nature of staffing and faculty, student, and community affiliation fosters a collaborative working environment and "team" approach to program development. The staff of the Museum is composed of two full-time museum professional positions (a Collection Manger and a Programming & Exhibits Manager), and a Faculty Museum Director who reports directly to the Dean of the College of the Sciences. There are 3 forms of faculty affiliation with the museum: Affiliates, Associates, and Curators. The policies and procedures for the appointment/affiliation, review, and reappointment of all museum staff and faculty affiliations are described in the Museum Bylaws. Students are affiliated with the museum through MAC membership, affiliate faculty led classes and independent study projects and classes, for-credit paid and unpaid internships, graduate student research assistantships, and through the CWU work-study financial aid program. Community members may be affiliated with the museum in a variety of ways, including as: MAC members, docents, volunteers, community curators, programming advisors, and so on and through organized museum support groups (such as "alliance boards" and "friends" groups). The museum values and encourages community stakeholders and CWU students and faculty to actively participate in all aspects of the museum. This variety of collaborative and flexible forms of engaging with the community, the CWU student body, and faculty are intended to encourage innovative forms of participation.

III.A. Museum Staff

III.A.1. Museum Director: The Museum Director position is filled by a tenured or tenure-track faculty member with museum administration interests and/or experience at the recommendation of the MAC following the procedures described in the Museum Bylaws (the Museum Bylaws include a full position description and policies for appointment, review, and reappointment for all museum staff).

III.A.2. Museum Collections Manager: The Collections Manager position is filled by a museum professional with knowledge of current best practices in collections management and with advanced training (master's degree in museology or museum studies) or an undergraduate degree in a related field and masters level coursework in museology/museum studies.

III.A.3. Museum Programming and Exhibits Manager: The Museum Programming and Exhibits Manager position is filled by a museum professional with knowledge of current best practices in public programming and exhibit development with advanced training (master's degree in museology or museum studies) or an undergraduate degree in a related field and masters level coursework in museology/museum studies.

III.B. Museum Faculty Affiliations

III.B.1. Museum Faculty Affiliates: All tenured/tenure track, non-tenure track, and honorary faculty who request affiliation on the basis of scholarship, teaching, or service activities and/or interests relevant to the Museum. The MAC considers requests for affiliation in accordance with the procedures for faculty affiliation described in the Museum Bylaws (the Bylaws contain a full description of the nature and duration of affiliation, responsibilities, and preferred experience/background for all three forms of faculty affiliation). Affiliate status is a non-workload bearing status.

III.B.2. Museum Faculty Associates: Any Faculty Affiliates who request associate status on the basis of active scholarship, teaching, or service projects and/or activities with direct relevance to Museum collections or programming. The MAC considers and renews requests for associate status. Associate status may carry a workload allocation assigned by the faculty member's home department at the discretion of the faculty member's supervisor and in consultation with the Museum Director.

III.B.3. Museum Faculty Curators: Any Faculty Affiliates who are appointed by the MAC. Curators are professional resource individuals appointed on the basis of their ability to contribute their expertise in carrying out programmatic activities as defined by the MAC as directed by the Museum Director. The MAC both considers and solicits requests for curator status. Curator status carries a workload allocation of from 1 to 4 units assigned by the Museum at the discretion of the MAC and in consultation with the MAC and Museum director.

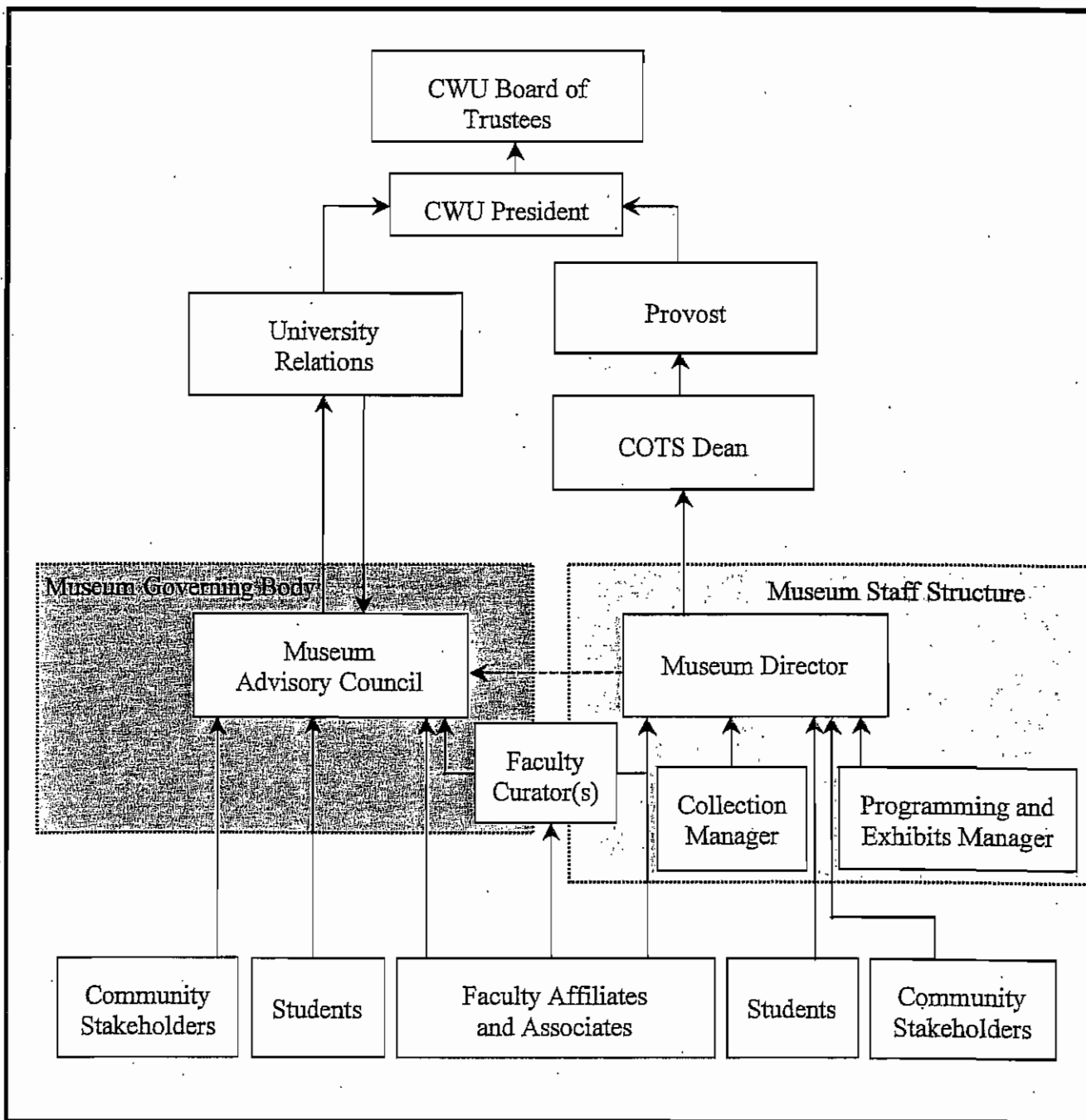
III.C. Student Affiliations: All current CWU graduate and undergraduate students enrolled in museum studies or independent study CWU classes or who are engaged in activities and/or with interests relevant to the Museum. Forms for affiliation include but may not be limited to: MAC member, Intern, Volunteer, and Work-study Appointment. Students who are MAC members do not simultaneously serve the museum in another capacity.

III.D. Community Affiliations: Any person (stakeholder) or group of people (stakeholder group) engaged in activities and/or with interests relevant to the Museum. Forms of affiliation include

but may not be limited to: MAC member, Curator, Consultant, Docent, and Volunteer. Stakeholders who are MAC members do not simultaneously serve the museum in another capacity.

III.E. Museum Organizational Chart and Staff Reporting Lines

III.E.1. Organizational Chart



III.E.2. Reporting Lines

Museum Collection Manager: Reports directly to the Museum Director. The Collection Manager may have activity/project/initiative involvement and/or student and community supervisory responsibilities only at the direction of the Museum Director. The Museum Director evaluates the performance of the Collection Manager in accordance with the policies and procedures described in the Bylaws.

Museum Programming and Exhibits Manager: Reports directly to the Museum Director. The Programming and Exhibits Manager may have activity/project/initiative involvement and/or student and community supervisory responsibilities only at the direction of the Museum Director. The Museum Director evaluates the performance of the Programming and Exhibits Manager in accordance with the policies and procedures described in the Bylaws

Museum Director: Reports directly to the Dean of the College of the Sciences (and through the Dean to the Provost and President). The Museum Director determines their activity/project/initiative involvement and/or student and community supervisory responsibilities in consultation with the MAC. The Dean of the College of the Sciences evaluates the performance of the Museum Director in accordance with the policies and procedures described in the Bylaws.

IV. Governance and Delegation of Responsibilities: The Museum Advisory Council is the immediate governing authority for the Museum within Central Washington University. As the governing authority for CWU, the University Board of Trustees is the ultimate governing authority for the Museum. The MAC (as a body, not through its individuals members) serves in an advisory capacity and is bound by the Museum Charter and Bylaws and well as the policies and procedures for collection management described in the Museum Collection Policy Manual. The same holds true for the University Board of Trustees. The museum staff is charged with carrying out the programmatic directives of the MAC. The MAC is composed of 9 voting members and the Museum Director who serves in an ex-officio, non-voting capacity. The MAC has a diverse composition of CWU faculty and students as well as community and regional stakeholders. As the only voting members of the MAC that also serve the Museum in a "staff-like" capacity, potential conflicts of interest may arise for Museum Faculty Curators. It is the responsibility of the Curator who is also a member of the MAC to keep separate their advisory responsibilities as a MAC member and their programmatic responsibilities as a Faculty Curator.

IV.A. Museum Advisory Council (MAC)

IV.A.1. MAC Composition: Is the following:

- CWU Anthropology and Museum Studies Department Chair
- 2 CWU Faculty Members (1 of whom will be a Faculty Curator)
- 1 University Relations Representative
- 3 Community Members (1 of whom may represent a museum support group)
- 2 CWU students (1 of whom may represent a student museum organization)
- The Museum Director (ex-officio, non-voting member)

IV.A.2. The Faculty Curator Serving on the MAC: Is responsible for keeping separate their respective advisory and programmatic responsibilities as conflicts of interest may arise. Should the MAC and/or Museum Director determine that such a conflict of interest poses an obstacle to the timely and orderly functioning of the Museum or MAC, the MAC.

- member/faculty curator may be removed from one or both of these roles in accordance with the policies and procedures for removal described in the Museum Bylaws.

IV.B. Delegation of Responsibilities

- IV.B.1. Museum Staff:* Are responsible for the daily operations of the Museum and for carrying out the programmatic directives of the MAC. The individual responsibilities of the each staff position are described in the Museum Bylaws.
- IV.B.2. Museum Advisory Council:* Serves the Museum in an advisory capacity and is responsible for institutional and programmatic planning as described in the Museum Bylaws. The MAC delegates responsibility for the daily operation of the museum and the development of public programming to Museum staff and student, faculty, and community curators, affiliates, docents, volunteers, and other participating parties and individuals. The MAC is bound by the Museum Charter and Bylaws and well as the policies and procedures for collection management described in the Museum Collection Policy Manual.
- IV.B.3. University Board of Trustees:* Serves the MAC (and Museum) in an advisory capacity through the University Foundation and is bound by the Museum Charter and Bylaws and well as the policies and procedures for collection management described in the Museum Collection Policy Manual.

V. Budget: The Department of Anthropology Museum controlled two budget lines: A CWU account through the Department of Anthropology and Museum Studies and a Foundation account. The signing authority was the Department of Anthropology and Museum Studies Chair. The Museum of Environment and Culture will retain the Department of Anthropology Museum Foundation account and a College of the Sciences CWU account will be established in the 2008-09 academic year and the Charter amended to reflect these changes. The signing authority for the Museum of Environment and Culture's CWU and Foundation accounts will be the Museum Director.

VI. Amending the Museum Charter: Amendments to this Charter may be initiated by members of the MAC (including the Museum Director). Policies and procedures for amending it are described in the Museum Bylaws.

Kathleen Barlow

Kathleen Barlow, Chair, Anthropology
Member, Interim Advisory Council

11-17-08

Date

W. Warner Wood

W. Warner Wood, Interim Director

11-17-08

Date

Kirk A. Johnson

Kirk A. Johnson, Dean, College of the Sciences

11-19-08

Date

Wayne S. Quirk

Wayne S. Quirk, Provost

12/5/08

Date