



## **CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

# **ROBERT V. FULLERTON ART MUSEUM GOVERNANCE POLICY**

**RECOMMENDED BY ADMINISTRATIVE COUNCIL:    January 28, 2002**

**APPROVED BY PRESIDENT KARNIG:    February 1, 2002**

**FOR INTERPRETATION OF THIS POLICY, PLEASE CONTACT:  
Director of Robert V. Fullerton Art Museum, 909/880-5493**

The following are the guidelines defining the structure, the mode of governance, and the procedures related to contracts and loan agreements of the Robert V. Fullerton Art Museum.

### **I. Robert V. Fullerton Art Museum as a State Institution**

#### **1. Organization**

The Robert V. Fullerton Art Museum belongs to California State University, San Bernardino, and therefore its governance is integrated with that of the University. The employees of the Museum are employees of the University, and the museum director is selected and appointed in accordance with University procedures, in the same way as other University directors.

In the organizational structure of the University, the Museum is a separate unit within the Academic Affairs Division, as shown on the division's organizational chart, attached.

The Structure of the Museum:

- Director
- Assistant to the Director (ASA)
- Museum Technician/Exhibition Preparator
- Museum Guard (CSS)
- Registrar (temporary)
- Assistant Curator of Education (temporary)
- Other possible permanent or temporary staff
- Student assistants
- Intern

## 2. Evaluation

The Museum Director reports to the Provost of the University. The Dean of the College of Arts and Letters, as the administrator of the closest instructionally related college, shall be the Provost's designee in dealing with all the matters related to the Museum. The Art Department Chair, as the representative of the closest instructionally related department within the College of Arts and Letters, shall be consulted in all aspects of the museum operations related to exhibitions, collections and programs, as defined in the Museum's collection and exhibition policies.

All Museum employees are reviewed and evaluated by the Museum Director.

## 3. Funding

The Museum's daily operations and the salaries of the Museum's staff shall be funded primarily through allocations from the budget of the University. The museum, with the assistance of the development staff, shall raise funds to continuously enhance the quality of exhibitions and programs.

## 4. Document signature authority

All contracts and standard Museum loan agreements pertaining to visiting exhibitions shall be signed by the Museum Director, the Executive Director of the Foundation for CSUSB, and an authorized signatory of the University, such as the Director of Support Services.

# II. The Museum's relationship with the Foundation for CSUSB

## 1. Ownership of the Museum's collection

The Foundation for CSUSB, in accordance with its charter as an auxiliary organization of the University, is the owner and insurer of the permanent art collection held at the Robert V. Fullerton Art Museum. The Foundation insures all the objects borrowed for the Museum's visiting exhibitions. The Museum shall also maintain a separate, specialized art insurance through the American Federation for the Arts or other professional organization.

## 2. Management of the Museum collection

The Museum, in consultation with the Foundation, shall be responsible for executing all documents necessary to lend objects to other museums, galleries, and academic institutions and to borrow objects from other institutions. Furthermore, Museum staff shall have full authority to take care of all the organizational aspects related to ongoing exhibits and acquisitions to the collection.

## 3. Document signature authority

In consideration of the fiduciary responsibilities the Foundation's Board of Trustees has in relation to the Museum collection, all contracts, loan agreements, and other legal documents that pertain to the Museum's collection shall be signed by the Museum Director, the Executive Director of the Foundation's designee, and an authorized signatory of the University, such as the Director of Support Services.

# III. Robert V. Fullerton Art Museum Advisory Board

## 1. The role of the Advisory Board

The members of the Board provide assistance to the Museum Director and staff, mostly in the areas of public relations, marketing, and fundraising.

## 2. The structure of the Advisory Board

The Board consists of up to 20 members. The Executive Committee of the Board consists of 5 regular members and 4 ex-officio members.

For more information about the Advisory Board, see, the Board's [bylaws](#), attached.

#### IV. Friends of the RVF Art Museum

##### 1. The role of *Friends of the RVF Art Museum*

The *Friends of the Robert V. Fullerton Art Museum* is an auxiliary membership organization, which provides a wide range of support for the Museum. The *Friends* help to organize opening receptions and special events, and they also provide some revenue for the Museum in the form of modest membership dues, used mainly to sponsor such events. The selected members serve on the Museum Docent Council -- a group of trained docents to give museum tours.

##### 2. The structure of *Friends of the RVF Art Museum*

As the membership group, the *Friends* has an unlimited number of members. It is governed by a Board, which consists of up to 20 members. The President of the Board, Vice President for Membership, Vice President for Special Events, and Secretary constitute the Officers of the *Friends of the Robert V. Fullerton Art Museum* Board.

For more information about *Friends of the Robert V. Fullerton Art Museum*, see the [Friends' bylaws](#), attached.

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