

**Campus Centers and Institutes
Self-Study Cover Sheet**

- Lawrence de Graaf Center for Oral and Public History
- Director and Professor of History, Natalie M. Fousekis
- College of Humanities and Social Sciences; Department of History
- Phone: 657-278-3560; coph@fullerton.edu; PLS-600
- Established as the Oral History Program, 1968 and Campus Center, 2003
- Year of Last Review: 2018
- December 2024

2. Mission and Goals:

Originally established in 1968 by the Department of History, the Lawrence de Graaf Center for Oral and Public History (COPH) is the outgrowth of the department's oral and public history programs. With more than 6,500 audio and video recorded interviews, related transcripts, photographs and other materials, COPH maintains the largest regionally focused oral history archive in the state of California. COPH's holdings encompass material relating to virtually every civic and ethnic community in Orange County and beyond, as well as interviews related to science and technology, private industry, the environment, education, and war. This diverse collection is available for student or community use through the center's office in Pollak Library South 600, Monday through Friday.

COPH embraces a three-fold mission. First, COPH collects and preserves the stories of distinctive individuals and diverse communities whose historical experiences have shaped the collective memory of Southern California, defined national and transnational identities, and reflected life in an era of globalization. Second, COPH undertakes and provides support services for public history projects, particularly those designed to share oral histories with public audiences in Southern California and beyond. Third, COPH trains CSUF students in the research methods of collecting oral histories, interpreting these histories and presenting important regional, national and global stories to the public. Ultimately, COPH seeks to combine the strengths of oral history and public history in order to build better connections between Cal State Fullerton and the communities - local, national and global - to which it is tied.

In addition, COPH provides oral history workshops for the campus and the community and offers a number of oral and public history courses taught by history faculty. The center also provides transcribing and binding services.

The Center is closely aligned with CSUF Strategic Plan 2018-2023 Goal 1 ("Provide a transformative educational experience and environment for all students") by emphasizing student participation in community-oriented high impact practices, including oral history projects and museum exhibitions. The Center also fulfills Goal 4 of the 2018-2023 plan ("Expand and strengthen our financial and physical capacity") with an ambitious program of grant-funded oral and public history projects and campaign fundraising that is a leader in Humanities & Social Sciences centers and departments in total amount raised over the three-year review period (some of which was part of the It Takes a Titan campaign. Much of this effort concentrated on moving the Center to Pollak library's sixth floor to provide state-of-the art archival storage and an exceptional student learning environment, which happened in May 2021.

3. Activities

The Center is involved in a wide range of activities involving scholarship, education, and community outreach, all of which are measured against the mission and goals of the Center. Activities over the past several years have included:

- Oral History Projects: Collecting the stories of distinctive individuals and diverse communities is a key element of the mission. Oral history projects are usually multi-year, grant-funded projects that create new knowledge through oral history interviews and original research.
- Public History Projects: In its ongoing effort to present oral history research to the public and provide hands-on learning for students, the Center has undertaken a series of museum exhibitions that present history outside of the classroom context.
- Archival Projects: Preserving the Center's 6,500-plus oral history archive is a central part of the mission and a continual challenge as it grows, demanding organizational acumen and, over time, greater access in a range of historical fields and a larger climate-controlled physical space.
- Public Events/Community Engagement: Public lectures, annual fundraising events, exhibition openings, and oral history workshops are among the ways CPH provides original history-based public programming for students, the wider campus, and the community.

Most of these activities involve CSUF students as they not only learn, but also practice research methods of collecting oral histories and interpreting them in a variety of contexts, from public exhibitions and presentations to master's capstone projects. History majors, student interns, volunteers, and graduate assistants gain an even deeper knowledge of the field and of archival practices by working at the Center or on one of our projects.

For an annotated list of CPH oral, public, and archival projects see Appendix 1.

4. Organizational Structure and Governance

Since 2012, the Center has a director and two associate directors (we had three from 2008-12) comprised of full-time faculty members from the Department of History. The Center has an Advisory Board comprised of representatives from across the university. This Advisory Board is in the process of being reconstituted since it disbanded during COVID due to members leaving the university and retiring. We plan to add new members and re-start the Advisory Board in the 2024-25 academic year.

For full details on Center governance, see the Center's Constitution and Bylaws, Appendix 2.

5. Resources and Sustainability

COPH does not have a dedicated budget line funded by the University, College, or History Department. It relies on in-kind and volunteer support, student internships, director FTE contributions, fourth course assignments, an active development and grant writing program, and an in-house binding and transcription service for revenue. The following lists revenue for COPH projects for the previous six fiscal years (2018-2023):

- | | |
|--|-----------|
| • Royce Archive and Oral History fund: | \$110,688 |
| • Hansen Lectureship and Fellowship Endowment: | \$49,400 |
| • El Toro Oral History Project: | \$5,350 |

• CSU Women Presidents:	\$23,000
• Santa Barbara Women Politics and Activism:	\$34,000
• OC Politics:	\$173,749.98
• Copenh Build Out:	\$385,945*
• Center for Oral and Public History:	\$108, 296.33

*Includes the Mackenzie-Scott match of \$250,000 to the \$500,000 pledge made by Bette and Wylie Aitken, but only the payments made on the pledge by the Aitkens.

Faculty and Staff Student Time and Funding:

Director:	.25 FTE per semester-College/History (Fundraising) .25 FTE per semester-College/History (Director) 4 th course assignment-History Department
Associate Director:	4 th course assignment-History Department
Associate Director:	4 th course assignment-History Department
Staff:	
Archivist:	Full-time (College)
Administrative Analyst I:	Full-time (College)
Project Manager/Interviewer:	.75 time; funded by grants and privately raised funds
Graduate Assistant:	1 per semester @ 5-10 hours/week History Dept/grant funds
Student Interns:	approximately 3 per semester @ 120 hours each=2,160 hours.*
Community Volunteers:	This figure varies widely, but generally, the Center receives at least 5-10 volunteer hours per semester.

*In the summer of 2019 and the summer of 2022 Copenh worked with the Mellon Mays program to host a couple of their interns who performed archival work at the Center.

The Center has been able to sustain the current level of activity thanks to an active and successful development program that underwrites major projects alongside the support of the College and Department. The model for College/Department support for the directorship has changed over the years. With the History Department/College of Humanities and Social Sciences undertaking the 3-3 teaching load with the fourth unit to substitute for project- and service-based assigned time, this fourth course covers some of the Director's time and provides the Center with two Associate Directors on fourth course time. The Center will always depend on student interns and volunteers; students especially receive an enriched academic experience as Copenh interns, and several have gone on to work as Graduate Assistants or even Copenh staff members. Other student interns have used their archival training at Copenh to inspire them to pursue a

master's in library science. College support for the Archivist and Administrative Analyst I positions is crucial for the success of the Center and its mission.

6. Highlights and Accomplishments

Looking back from 2018, the Center's greatest accomplishments include:

- The opening of the Lawrence de Graaf Center for Oral and Public History (COPH) on the sixth floor of Pollak Library South in May 2021 as a result of a successful fundraising campaign as well as a loan take out by the College of Humanities and Social Sciences. We held a ribbon cutting ceremony in December 2021 attended by CSUF President Fram Virjee, Lawrence de Graaf, representatives from local elected officials, as well as alumni, faculty, and donors.
- The new COPH space houses a state-of-the-art, climate-controlled archive, reading room for researchers, collaborative work room for students, and the Bette and Wylie Aitken Community room (named because of a \$500,000 pledge by the Aitkens), which serves as a high-tech meeting space and classroom.
- Worked with History Department faculty to further integrate oral and public history courses in to the undergraduate curriculum during the revision of the major in 2023 and the establishment of the History in Action category.
- Continued oral history projects that have established new knowledge in a wide realm of history fields pertinent to California and beyond.
- Expansion of the Center's community-oriented activities, including oral history workshops, exhibitions, event programing, and social media/podcasts.
- Education and training of students in the field, many of whom have gone on to work in oral and public history positions, archives, doctoral education, and independent scholarship (for example, oral historian at the Regional Oral History Center at UC Berkeley, an archivist at Chapman University, Senior Development Consultant, and Assistant Division Chief – Historic Resources at the Maryland-National Capital Park and Planning Commission).
- Collaboration with faculty across the college and university including partnerships with Chicana/o Studies faculty, supporting the Digital Humanities Initiative, and partnering with the Center for Healthy Neighborhoods on our NEH supported project, *Pandemic Voices of the Richman Neighborhood Oral History Project*.

The pandemic impacted the work we do at COPH. With remote and online learning from spring 2020-spring 2021 it forced us to move to online projects, record some oral histories via Zoom, and pause some projects all together.

7. Planning and Strategic Outlook

In 2018 COPH drafted a strategic plan that looked at the Center's goals for the next five years. While some of those goals took a pause because of the pandemic we did accomplish some key initiatives that we were working toward. In the 2024-25 academic year COPH plans to

reconstitute its advisory board and in spring 2025 begin drafting a strategic plan that will take us from 2025-2030. Here are some of the informal goals that we have (that we will formalize with a strategic plan):

- **Fundraising:** Complete the funding needed to pay off the loan to build the brand-new 6th floor space (approximately \$500,000). Work with the College of Humanities and Social Sciences Senior Director of Development to raise funds to endow the Directorship of Copenh to convert it from a 10-month faculty position to a 12-month faculty position, formalizing and compensating the Director for the time spent at Copenh during the summer months. In addition, Copenh leadership wants to explore funding to support oral and public history work carried out by untenured faculty.
- **Leadership:** Currently (as outlined earlier) the Center has a Director and two Associate Directors, all faculty in the History Department. Despite our long roots in the History Department, the Center hopes to spend the next three to six years expanding its reach and partnerships with faculty in other Departments in HSS. One way we have started to do this is with the launching of an Oral History Working Group in 2024.
- **Staffing:** Copenh's two full-time staff members play a critical role in the Center's operations. When our Administrative Support Coordinator left at the end of 2023, we reclassified that position to an Administrative Analyst I position, which better reflects the qualifications for the position in terms of education and skill. Should the Center become a hub for public facing work in the College of Humanities and Social Sciences, we hope to work with the Dean of HSS to fund a Project Manager to aid faculty engaging in oral and public history projects.
- **Support for Untenured Faculty:** In addition, we would like to explore grant support to provide funding and support for untenured faculty in HSS, who would like to launch oral or public history projects that would be supported by faculty and staff at Copenh.
- **Partnerships:** The Center is always on the lookout for possible partnerships in the community, especially those that potentially build on our strengths in diverse social histories and politics. We would like to continue and expand partnerships with faculty in Chicana/o Studies and Modern Languages. In addition, we would like to build additional community partners like our current partnership with the Center for Healthy Neighborhoods.

With the drafting of a new Strategic Plan, we will refine these goals and lay out a clear path to pursue them.

APPENDIX 1: Annotated CPH Project List

Oral History Projects

- *Santa Barbara Women, Politics, and Activism Project* (2020-present): Funded by McCune Foundation and other private donors from Santa Barbara. We have completed close to 30 oral histories with women activists and women in politics from Santa Barbara County (Natalie Fousekis)
- *Orange County Politics* (2018-2024): This bipartisan project records oral histories with elected officials and civic leaders in Orange County. The project honors three interviewees each spring at a gala fundraising event, which yields between \$15,000-\$40,000 to support additional interviews for the project as well as the general operations of the Center. (Natalie Fousekis)
- *CSU Women Presidents Oral History Project* (2019-2024): Launched in 2019, when the number of CSU women presidents outnumbered men for the first time in the university system history, this project has recorded interviews with 12 current and former CSU Women Presidents. This project was supported by the Visionary Women foundation as well as private donations.
- *Documenting the Experiences of Mexican, Filipina, and Chicana Women in California Agriculture* (2020-2023): We recorded 10 oral history interview with women in the farmworkers movement, which will be used at the Cesar Chavez National Monument. Funded by a \$25,000 grant from the National Park Service.
- *California State Archives State Government Oral History Program* (2020-present: This project records oral histories with significant figures in Los Angeles and Orange County have influenced regional and state politics and policy. Funded by \$150,000 cooperative agreement with the California State Archives and renewed July 1, 2024.
- *California State Student Association Oral History Project* (2022-2023): An oral history project to document the student leaders in the statewide California State Student Association (CSSA) and their advocacy for the almost half-million Cal State students across the state.
- *COVID-19/Black Lives Matter Oral History Project*: Launched with students in History 401A during Fall 2020, this project has involved over 70 History majors and resulted in over 150 oral histories about the pandemic and protests since March 2020.
- *Indian Wells Oral History Project* (2023-2025): This project records the history of Indian Wells. The project has been funded by donations from the Indian Wells Preservation Foundation.
- *Pandemic Voces from the Richman Neighborhood Oral and Public History Project*: Funded by a \$132,000 National Endowment for the Humanities Cultural and Community Resilience Grant, this project will record 30 oral history interviews with Latina/o members of the Richman neighborhood about their experience living through the COVID-19 pandemic as well as sponsor two oral history performances at the Center for Healthy Neighborhoods and the Lawrence de Graaf Center for Oral and Public History.

Public History Projects

- *Lange Tafel/Long Table Los Angeles and CSUF* (2016-19): An ongoing cultural exchange public history project involving CSUF students exploring immigration issues. In spring 2019, the Long Table Project took place on the CSUF campus. (Cora Granata)
- *Orange County Great Park Interpretive Plan* (2018-2019): CSUF students in Introduction to Public History created an Interpretive Plan for the Orange County Great Park that outlined potential exhibitions to be displayed about the El Toro Marine Corps Air Station Oral History Project. (Ben Cawthra)
- *Mapping Confederate Monuments Project* (2020-2021) CSUF students in public history courses in Fall 2020 and Spring 2021 documented the history of confederate monuments and created a digital archive that tells the history of these monuments (Ben Cawthra) <https://demo4hist402a2020fall.omeka.net/>
- *The Iharas: A Typical (Japanese) American Family* (2021-2023): The first exhibition in the Ihara Family Asian American showcase exhibit case in the new Lawrence de Graaf Center for Oral and Public History. Curated by CSUF alum, Helen Yoshida, this exhibit tells the story of the Ihara Family from incarceration during World War II to today.
- *Overlooked Injustice: The Children's Village at Manzanar* (February 2024) : The second exhibition to be curated in our Asian American showcase examines the orphanage at the Manzanar Camp in the Owens Valley and the unique experience of children incarcerated during World War II. Curated by CSUF MA student Kiana Nokumura.

Public Events/Workshops

The Center sponsored an ongoing speaker series, the Hansen Lecture in Oral and Public History. These lectures, open to the public, featured the following speakers:

- *COPH 50th Anniversary Panels*: COPH hosted two panels as part of the annual Hansen Lecture in Oral and Public History, “Talking Back: 50 Years of Oral History” and “Open History: Public Projects Past and Future.” This was followed by a reception celebrating COPH’s 50th Anniversary attended by the CSUF President as well as Assemblywoman Sharon Quirk-Silva and Congressman Gil Cisneros.
- 2020 No Lecture Due to COVID-19
- 2021 No Lecture Due to COVID-19
- 2022 No Lecture Due to COVID-19
- *Vicki Ruiz*, Distinguished Professor Emerita of History and Chicano/Latino Studies at University of California Irvine, “An Elegant Radical: Luisa Moreno and Her Quest for Social Justice,” April 17, 2023.
- *Kelly Elaine Navies*, Coordinator of the Oral History Initiative at the Smithsonian National Museum of African American History and Culture, “Oral History is the Poetry of Memory: An Oral History Memoir,” April 17, 2024.

Other community outreach events included:

- *Oral History Workshops*: The Center hosted free workshops (began charging a nominal fee in 2022) open to the campus community and the public each semester to teach oral history methods (Natalie Fousekis, Cora Granata).

- *Outspoken: A Copenh Podcat*: Inaugurated in 2017, the podcat examines intersections among the oral/public history field, the Center's activities, and current issues and events. Twenty-three episodes have been completed as of spring 2024. (Benjamin Cawthra)
- *Copenh Host Southwest Oral History Association Conference* (April 2018) Copenh and CSUF hosted the 200 conference attendees for panels, receptions, and plenaries. The Copenh was organized by CSUF History alum, Jennifer Kiel. Many CSUF students presented at the conference.

Archival Projects:

The Center continues its efforts to make available in digital form its significant collections. The largest of these projects include:

- *Japanese American* (2015-19): A National Endowment for the Humanities-funded project to digitize the Center's large holdings of Japanese American oral histories and put them on a central website with other CSU Japanese American collections.
<https://csujad.com/>
- *Congressman Ed Royce Papers* (2020-2022): Copenh staff processed the Royce papers from his twenty years in Congress. We organized, identified, and produced a finding aid for his papers. The papers will be used by a Poli Sci class in Fall 2025.
- Accessioned New Collections from faculty, individuals, and community groups.
 - Los Angeles African American Trailblazers Oral History Project
 - Geftakys Assembly Oral History Project
 - California Puerto Rican Oral History Project
 - Peace Corp Iran Oral History Project
 - La Chicana Oral History Project

APPENDIX 2: CPH Constitution and By-Laws

CONSTITUTION
LAWRENCE DE GRAAF CENTER FOR ORAL AND PUBLIC HISTORY
Adopted 4 October 2006
Revised with new Mission Statement, May 2011
Revised with friendly amendments from Advisory Board, February 2018

ARTICLE I

Name

The name of this institution shall be the **Lawrence de Graaf Center for Oral and Public History**, hereafter known as “CPH”.

ARTICLE II

CPH is an auxiliary of the Department of History, responsible directly to the Dean of the College of Humanities and Social Sciences (HSS) at California State University, Fullerton.

ARTICLE III

Mission

The Center for Oral and Public History (CPH)—a component of the Department of History and the College of Humanities and Social Sciences at California State University, Fullerton—embraces a mission that integrates preservation and exhibition with teaching and learning. CPH collects and preserves the stories of distinctive individuals and diverse communities whose historical experiences have shaped the collective memory of Southern California, defined national and transnational identities, and reflected life in an era of globalization. CPH undertakes and provides support services for public history projects, particularly those designed to share oral histories with public audiences in Southern California and beyond. CPH trains CSUF students in the research methods of collecting oral histories, interpreting these histories, and presenting important regional, national, and global stories to the public. Ultimately, CPH seeks to combine the strengths of oral history and public history in order to build better connections between Cal State Fullerton and the communities—local, national, and global—to which it is tied.

ARTICLE IV

Advisory Board

The number of members of the Advisory Board is to be not less than five (5) of whom three (3) are from the History Department. Members of the Board must be full-time CSUF faculty,

administrators, or full-time staff from departments, programs, or other university units whose missions relate to the mission of CPH. Membership must consist of representatives from at least two distinct CSUF departments, programs, or other university units.

ARTICLE V

Election To and Membership On the Advisory Board

The manner in which the Advisory Board members are elected is as follows:

The Advisory Board shall consist of the Chair of the Department of History who will serve as Chair of the Board and such other members as may be elected by a majority vote of the Advisory Board.

If Board Members shall fail consistently to attend meetings, the Chair of the Board shall enquire about their status and then make a recommendation to the Board about the member's continued status. Vacancies shall be filled for the unexpired term by a majority vote of the Advisory Board.

The Dean of the College of Humanities and Social Sciences (or designee) and the Director of the CPH (or designee) are *ex officio* members of the Advisory Board.

ARTICLE VI

Appointment and Function of CPH Director

The chief officer of CPH, recommended by the Advisory Board and confirmed by the Dean of the College of Humanities and Social Sciences and serving at their pleasure, shall be the CPH Director, whose duties shall be those as defined by the bylaws of the institution. The length of appointment of the Director is three years. There is no limit to the number of appointments a Director may serve.

ARTICLE VII

Membership

In addition to the voting members of the Advisory Board, other classes of members, who shall be non-voting, may be established by the Advisory Board.

ARTICLE VIII

Amendments

These articles may be amended at any time by a three-fifths (3/5) vote of the Advisory Board then in office.

CENTER BYLAWS

ARTICLE I

Name and Nonprofit Policy

Section 1. Name. This institution shall be known as the Lawrence de Graaf Center for Oral and Public History, hereinafter referred to as "COPH."

Section 2. Nonprofit Policy. COPH shall not be operated for profit, and its entire properties, assets, and facilities shall be devoted to the purposes for which it is organized as set forth in its constitution, and which may from time to time be amended.

ARTICLE II

Purposes

The purposes of COPH are exclusively educational in nature. To further this mission, COPH engages in teaching, training, research, publication, and community service. COPH, through the History Department, offers undergraduate and graduate coursework in oral and public history.

COPH connects the University with broader audiences and enriches historical understanding in public memory by promoting historical skills and services.

ARTICLE III

Advisory Board

Section 1. Election and Powers. The Advisory Board shall oversee COPH, its collections, property and other assets. The Advisory Board shall be elected annually, and each Board Member shall serve until his or her successor is elected and qualified, unless his or her Advisory Board membership be theretofore vacated by resignation, death, removal, or otherwise.

Section 2. Number. The number of the Advisory Board shall be not less than five (5) nor more than fifteen (15), and shall be fixed by resolution of the Advisory Board. The Advisory Board, by a three-fifths ($3/5$) vote of all members of the Board, may resolve to increase or decrease the number of Advisory Board members to the extent permitted in the Constitution of COPH, provided that no decrease shall shorten the term of any incumbent Board member.

Section 3. Terms. Each Board Member, except the Chair, shall serve a term of two (2) years, except as provided hereafter in this Article. For the purpose of staggering their terms of office,

the Advisory Board shall be divided into two (2) classes, as nearly equal in numbers as may be, and the term of office of one class shall expire each year in regular rotation. There is no limit to the number of terms a Board member may serve.

Section 4. Vacancies. In case of any vacancy in the Advisory Board, the remaining members of Advisory Board shall elect a successor to fill the unexpired term.

Section 5. Absences. If any Board Member shall fail to attend two (2) consecutive meetings of the Board of Advisory Board without excuse accepted as satisfactory by the Board, such Board Member shall be deemed to have resigned and the vacancy shall be filled.

Section 6. Removal. At any meeting of the Board of Advisory Board duly called, any Board Member may, by vote of three-fifths (3/5) of the entire Board, be removed from office and another may be elected according to Section 4.

Section 7. Meetings. The Advisory Board shall meet twice each semester, and if possible once in the summer. Regular meetings of the Advisory Board shall be held at such times as the Chair may determine. Special meetings of the Advisory Board shall be held at any time, on call by the Chair of the Board.

Section 8. Notice of Meetings. Notice of the time and place of every meeting of the Board shall be electronically mailed to each Board Member's e-mail address.

Section 9. Quorum. A majority of the entire Board shall constitute a quorum at any meeting of the Board, a majority in number of such quorum shall decide any question that may come before the meeting.

Section 10. Committees. The Chair, with the approval of the Advisory Board, may establish committees, each of which shall consist of at least two (2) Advisory Board members and may designate other persons to committees.

ARTICLE IV

Officers

Section 1. Officers. The Advisory Board shall have as officers a Chair and a Secretary. The Chair of the Advisory Board shall be the Chair of the Department of History. The Secretary shall be elected from among the Advisory Board members at the first meeting each Fall of the Board. The Secretary's term is one year.

Section 2. Chair.

The Chair shall:

- a. Serve as principal liaison between the Advisory Board and the Director and provide the Director with guidance and interpretation of Board actions and policies.

- b. Preside at all meetings of the Board.
- c. With the Secretary, prepare the agenda for Board meetings.

Section 3. Secretary.

The Secretary shall:

- a. Be responsible for the keeping of Minutes of all meetings of the Advisory Board.
- b. Be responsible for the custody of the records of Copenhague Oral and Public History.
- c. Keep the original copy of these bylaws as amended or otherwise altered.
- d. With the Chair, prepare the agenda of Board meetings.

ARTICLE V

Membership

In order to provide a means of attracting interest in and support for the activities of Copenhague Oral and Public History, the Advisory Board may establish from time to time one or more classes of membership as it deems fit, on such terms and conditions as the Board by resolution shall determine.

ARTICLE VI

Copenhague Oral and Public History Staff

Section 1. Director. The chief officer of Copenhague Oral and Public History, recommended by the Advisory Board and confirmed by the Dean of the College of Humanities and Social Sciences and serving at their pleasure, shall be the Copenhague Oral and Public History Director, whose duties shall be those as defined by the bylaws of the institution. The length of appointment of the Director is three years. There is no limit to the number of appointments a Director may serve.

Section 2. Duties of Director. The Advisory Board shall ordinarily delegate to the Director the responsibility and authority for carrying out the policies and purposes that have been adopted and approved by the Board. The Director shall

- a. Be the chief officer of the staff of the Copenhague Oral and Public History.
- b. Shall appoint, supervise and, when necessary, discharge individuals who occupy staff positions authorized by the Board.
- c. Shall have such powers and duties as may be designated by the Board.

Section 3. Associate Directors. CPH may have one or more associate directors, recommended by the Board and appointed by the Dean of HSS. The Board may occasionally recommend to the Director some duties for the Associate Directors, for example serving in lieu of the Director when circumstances warrant. Ordinarily, however, the Director shall be responsible for assignments.

ARTICLE VII

Amendments and Other Provisions

Section 1. Amendments. These Bylaws may be adopted, amended or repealed in whole or in part by the affirmative vote of three-fifths (3/5) vote of the Advisory Board, provided that written notice of the proposed amendment shall be e-mailed to each member of the Board, together with a concise statement of the changes proposed to be made.

Section 2. Conduct of Meetings. Except as otherwise provided in these bylaws, by applicable law or by resolution of the Board of Advisory Board, all meetings of the Board or of any committee designated by the Board shall be conducted in conformity with Robert's Rules of Order, Revised, as amended from time to time.

Section 3. Financial Reporting. For financial reporting purposes the CPH shall report from 1 July to 30 June, and shall be included in the Annual Report required by the College of Humanities and Social Sciences.

