

(C O P Y)

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TEXAS CHRISTIAN UNIVERSITY
FORT WORTH, TEXAS

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Board of Trustees

BY-LAWS OF THE BOARD OF TRUSTEES

TEXAS CHRISTIAN UNIVERSITY

Fort Worth, Texas

September 14th, 1910.

ARTICLE I.

Sec. 1. The Board of Trustees of Texas Christian University shall consist of twenty-one members. Each of whom shall be a member, in good standing in some local congregation of Disciples known as the Christian Church, who shall hold their office for four years as follows: Four shall be elected in February, 1911, four in February, 1912, four in February, 1913, and four in February, 1914, except when five shall be elected, then it shall be determined by the expiration of those now in office as the Board is now constituted. These shall be known and designated as Executive Members.

Sec. 2. In case of the death, removal, or resignation of any member, the Board may proceed to fill such vacancy thus occurring by electing some one to fill out the unexpired term of such member as resigned or otherwise caused the vacancy.

Sec. 3. The regular meeting of this Board shall be held on the second Tuesday in February in each year, and on Tuesday of Commencement Week, and on Tuesday of the first week of the fall session of each year, at the University building at Fort Worth, or such other place as the Board may elect, notice of same having been given to the members, stating time and place; and the Board shall continue in session until the business before it shall have been disposed of.

ARTICLE II.

Sec. 1. The Board shall, from among the Executive members thereof, at its regular February meeting, elect a President, who shall hold his office for one year, or until his successor is duly elected and qualified.

Sec. 2. It shall be the duty of the president to preside over the meetings and deliberations of the Board; to call special meetings thereof when in his judgment the occasion demands, by causing written notification of the time, place and purpose thereof, to be mailed to each member of the Board at least five days before the time of the meeting. No business other than embraced in the call for such special meeting shall be transacted thereat, except by a consent of a majority of the whole Board.

Sec. 3. Beside presiding over the deliberations of the Board, the president shall perform such other special duties as from time to time shall devolve upon him by the action of the Board. He shall be ex-officio chairman of the Executive Committees provided for in Art. V. Sec. 4 of these by-laws.

Sec. 4. The president may participate in the discussions and the deliberation of the Board by vacating his chair and calling

the vice president, if present, if the vice president be absent or any way disqualified, some other member of the Board to preside until the matter under discussion is disposed of.

ARTICLE III.

Sec. 1. The Board shall, from the Executive members thereof, at its regular February meeting, also elect a vice president, who shall upon the death, absence, resignation, disability or disqualification of the president, exercise the duties and function of the office of president until the president shall resume his duties, or his successor shall have been duly elected and qualified as herein provided.

Sec. 2. In case of the death, resignation, or disqualification of the president before the expiration of his term of office, the Board, shall as soon as practical thereafter, elect another president, who shall fill the unexpired term of said president, and, until each election is had, the vice president shall hold and exercise the duties and functions of the president.

ARTICLE IV.

Sec. 1. The Board of Trustees may, at any regular meeting, elect, by a majority vote, a quorum being present, a reasonable number of persons known to be friends of the University, to meet with them for counsel, advice and instruction. These shall be known as Advisory Members, and may meet with the Board at any of its meetings except when an executive session is ordered as provided for in Sec. 4, Art. XIV. of the By-Laws.

Sec. 2. Any member of the Advisory Board may offer suggestions, enter into consultations and the discussions of the Board concerning any matter pertaining to the interest of the University and if they have anything to offer it shall be considered the same as if originating with an executive member, provided always that none but executive members of the Board shall vote upon any measure or proposition or resolution which is considered.

Sec. 3. Advisory members of the Board may be placed upon special committees, but only executive members shall act on standing committees.

ARTICLE V.

Sec. 1. The president of the Board shall, upon his election or as soon thereafter as consistent, appoint the following committees, the Board consenting:

Executive Committee, consisting of seven members, six to be appointed; Faculty Committee, consisting of five members; Committee on Finance, consisting of five members; Auditing Committee, consisting of three members; Committee on buildings and grounds, consisting of five members.

Sec. 2. These committees shall remain as so constituted, -- unless a vacancy shall occur by the death or refusal to act on the part of the appointee of said committee, until upon a new election of officers their successor shall be constituted by the president, by and with the consent of the Board as aforesaid.

Sec. 3. In case a vacancy occurs on any of the standing committees, the same shall be immediately filled by the president, appointing another member or members of the Board to serve thereon until the next regular meeting of the Board, at which time the sense of the Board shall be taken on said appointment, and if same shall be confirmed such appointment shall stand until the re-constituting of the standing committees as herein provided.

Sec. 4. The Executive Committee shall consist of seven members, four of whom shall constitute a working quorum, of which the president of the Board shall be one, and ex-officio chairman thereof.

Sec. 5. It shall be the duty of the Executive Committee to execute and carry out such orders, resolutions and behests of the Board as shall be assigned to it at any meeting of the Board; it shall perform all such duties of an executive character as have not been assigned to other committees, and it shall, when the Board is not in session, and when emergency arises requiring immediate action, take such temporary and immediate action, on behalf of the Board, as such emergency shall in their judgment require.

Sec. 6. The Executive Committee shall be clothed with full visitoral power for the purpose of inspecting and inquiring into the conduct of the University, and to it shall be referred all matters pertaining to complaints or charges concerning the conduct of any member of the faculty or other officer or employee of the University, with power to examine inton the same and make report thereof. It shall have power to hear and examine into such charges and grievances during such time as the Board is not in session, and in the event of emergency requiring prompt and immediate action, they shall have power to take such provisional action as the committee shall deem necessary until either a regular or special session of the Board.

Sec. 7. The Executive Committee shall report in writing to the Board all its acts and measures, both in regard to those matters which have been specially referred to it by the Board, as well as their acts concerning matters not so referred, at each meeting for approval.

ARTICLE VI.

Sec. 1. The Faculty Committee shall consist of five members, three of whom shall constitute a working quorum. They shall, with the advice and in connection with the president of the University, and such members of the faculty, as they may invite, arrange the course of study in the various schools of the University, and the hours of work of the members of the faculty, and with the president of the University shall pass upon the fitness and qualifications of persons who may be available for recommendation to the Board for place on the faculty, or as matrons or other functionaries in University work. They shall submit to the Board such testimonials and credentials as will give reasons for their recommendations.

Sec. 2. This committee shall arrange for meetings in Fort Worth, for the purpose of hearing applicants, examining testimonials, and inquiring into the fitness and qualifications of applicants, and these meetings shall be of sufficient length to give

full time for wise and careful consideration to all applications. These meetings shall be held in sufficient time to have the report ready for presentation at the regular February meeting.

Sec. 3. In the event it is found to be impractical to complete the faculty at the February meeting, the Faculty Committee shall continue its work until all places are filled.

Sec. 4. It shall report in writing all its acts and measures, both in regard to those matters which have been specially referred to it by the Board, as well as those acts not so referred, at each meeting of the Board.

ARTICLE VII.

Sec. 1. The Finance Committee shall consist of five members, three of whom shall constitute a working quorum. To this committee shall be referred all questions involving the finances of the University, and matters cognate thereto. They shall carefully scrutinize and examine into all expenditures of money by the president, bursar or other officer or agent of the University, and report in writing their recommendations concerning the same.

Sec. 2. They shall prepare and have ready for the information of the Board, at each regular meeting in June, a report in writing, setting forth in detail the state of the finances of the University, the receipts and expenditures of the preceding year, and their recommendations concerning same, together with such other information as shall be necessary and proper for the information of the Board in relation thereto.

ARTICLE VIII.

Sec. 1. The Auditing Committee shall consist of three members, to this committee shall be referred the auditing of all accounts of receipts and expenditures on behalf of the University, and such other matters as the Board may desire. It shall carefully scrutinize, examine and verify all the accounts of the bursar of the University, and of other persons charged with the receipts and disbursements of moneys of the University, and make report in writing of the same to the Board.

Sec. 2. It shall meet in Fort Worth at least two days previous to the annual June meeting of the Board, to be able to audit, and have prepared its reports in writing, upon all accounts, when the Board shall meet.

Sec. 3. It shall employ the services of a recognized accountant or expert bookkeeper to aid it in the clerical or other work, and the expense thereof shall be allowed out of the general fund. It shall report all irregularities found in the accounts and vouchers and shall advise the Board in reference thereto, and make such recommendations concerning the matters referred to it, as it may deem proper.

ARTICLE IX.

Sec. 1. The Committee on buildings and grounds shall consist of five members, three of whom shall constitute a working quorum. To this committee shall be referred all matters and questions relating to the buildings and grounds of the University. They shall, when the Board is not in session, have control of the matter of temporary repairs of the buildings and the matter of keeping and maintaining the grounds and improvements around the same, in proper condition, and the expenditures thereof, and letting contracts for same.

Sec. 2. They shall at least twice during the year, inspect the building and grounds of the University. And if they deem it necessary shall cause such temporary repairs and work to be done as may be needed to keep the buildings and grounds in proper order.

Sec. 3. They shall make a report in writing to the Board at its regular June meeting of each year, setting forth in detail, the character and nature of all improvements and additions to the buildings and grounds of the University which have been made during the last year, the cost thereof, and such other matters relating thereto for the information of the Board, and shall make recommendations as to future improvements and repairs as they shall deem proper.

ARTICLE X.

Sec. 1. The Board shall, at its February meeting, elect a Bursar or Business Manager who shall hold office for one year or until his successor shall have been duly elected and qualified. He shall give bond in such sums as the Board may require from time to time for the faithful performance of his duties, which are in part as follows:

He shall make settlement with all patrons of the University for board, tuition, and other expenses of said patrons according to the terms of the Catalogue, and shall exercise due diligence in the collection of debts due the University, receiving all moneys, keeping same safely and accounting for same to the proper committee.

He shall pay all bills, accounts, notes and claims against the University, including the salaries of the faculty and wages of employees, keeping vouchers for same.

He shall purchase all furniture, supplies and equipment for the boarding department and see to the proper conduct of the same, employing all necessary help to properly serve the patrons of the dining hall, using the strictest economy consistent with good service.

He shall have charge of the Business Office, and under his direction all books and accounts shall be kept, and he shall prepare his annual report of all transactions involving the receipt and expenditure of money, and deliver the same to the Auditing Committee in sufficient time for the committee to have it for auditing before the June meeting of each year.

When the Auditing Committee shall require it, he shall deliver to it all books, accounts, vouchers and other papers which give evidence and information concerning the business of the University.

ARTICLE XI.

Sec. 1. The Board shall, at the February meeting elect a secretary who shall hold his office for one year or until his successor is elected. It shall be his duty to make and keep a correct record and minutes of the proceedings of the Board, recording them in a good and substantially bound minute book, and he shall carefully file and preserve all papers and documents pertaining to the business and proceedings of the Board, and shall perform such other and further cognate duties as shall be prescribed by the Board of Trustees.

ARTICLE XII.

Sec. 1. The regular meeting in February is hereby designated as the time for the election of a president of the University and members of the faculty, as so far as practical this shall be done. In the event that the faculty cannot be completed at this meeting, the Board may delegate the completion of the faculty to the Faculty Committee, making such recommendations as they may see fit.

Sec. 2. The president of the University, in connection with the Faculty Committee, and such members of the faculty as they may desire to act with them, shall in the absence of specific arrangements with reference thereto by the Board of Trustees, arrange all courses of study, literary and otherwise, as provided in Sec. Art. of these By-Laws, provided no course of study shall at any time be introduced demanding the employment of additional teachers, without the approval of the Board of Trustees.

Sec. 3. The president of the University, together with the Faculty Committee, as provided in Sec. Art. of these By-Laws, shall recommend to the Board of Trustees, such persons as in their judgment are fitted and qualified for employment as teachers, matrons, etc., submitting testimonials and giving reasons for such recommendations, and in no case shall any one be chosen in opposition to the wishes of the president of the University, after he shall have given a full statement of the grounds of his objections, except by a three-fourths majority vote of the Board of Trustees present, there being present a legal quorum.

Sec. 4. It shall be the duty of the president of the University and other members of the faculty, when so requested by the Board, to attend the meeting thereof, for the purpose of furnishing it such information as it may require of them.

Sec. 5. The Board of Trustees shall have supreme jurisdiction in the matter of discipline in the University. They may at their discretion, and as they may think wise or expedient, leave the discipline in the hands of the president of the University, or they may direct that it be placed in the hands of a discipline committee chosen from the faculty, or they may create the office of proctor or dean to whom the matter of discipline here includes all matters of moral conduct on the part of the students; their obedience to the laws, rules and requirements of the University, together with the privileges granted students in athletic sports, and such other privileges as may be requested from time to time by the students.

ARTICLE XIII.

Sec. 1. The Board of Trustees shall have the power to remove any professor, tutor, or other officer or employee connected with the University, when in their judgment their services are lacking in faithfulness or efficiency so as to render them unremunerative, and the interest of the University shall require it. All contracts now existing between the University and the professors, tutors, and other officers or employees thereof, and those which may hereafter be made, are, and shall be subject to the foregoing provisions.

ARTICLE XIV.

Sec. 1. The rules laid down in Cushing's Manuel of Parliamentary Law, when the same are not in conflict with any of the provisions hereof, are hereby adopted by the law for the government of this Board when in session.

Sec. 2. The order of business when the Board shall meet in regular session shall be as follows:

1. Readings of minutes of preceding meetings.
2. Report of president of University.
3. Report of standing committees.
4. Report of special committees.
5. Unfinished business.
6. New business.
7. Report of Business Manager on finances.

Sec. 3. The Board shall in all cases when practicable, before taking any action on any subject or measure, refer the same to the appropriate standing committee, who shall report, in writing, their recommendations concerning same.

Sec. 4. All communications to the Board, from persons not members thereof, shall be in writing, nor shall any such persons, except those chosen by Advisory members, be allowed to address the Board, while in session, unless by unanimous consent of all the members present.

Sec. 5. At the request of any two members of the Board, the presiding officer shall declare the same in executive session; whereupon every person not a member of the executive board shall be excluded from the place where the meeting is held, and from thence forward until open session is renewed; the session shall be secret, and no member shall directly or indirectly, reveal to any one but a member, any part of said proceedings, or any vote, or anything concerning any debate had in such executive session, but the whole proceedings shall be held to be of a secret and confidential nature.

Sec. 6. If the services of a secretary shall be needed during the executive session, the president shall appoint one of the members of the Board to act as secretary of said executive session, whose duty it shall be to act as such and keep the minutes of the proceedings of such session which he shall thereafter preserve unless ordered by the Board to destroy the same, but no minutes shall be kept of the proceedings of an executive session except by unanimous consent.

ARTICLE XV.

Sec. 1. These By-Laws shall not be altered, added to or amended except by a two-thirds vote of the members of the Board at a regular meeting, and such alteration, addition or amendment shall have been proposed in writing and filed with the secretary thirty days before such meeting, and it shall be the duty of the secretary to forthwith mail a copy thereof to each member of the Board. But any one of these By-Laws may be temporarily suspended by a vote of a two-thirds majority of the Board present.

THE STATE OF TEXAS |
 |
COUNTY OF TARRANT |

I, Butler S. Smiser, secretary of the Board of Trustees, Texas Christian University, do hereby certify that I as secretary am custodian of the by-laws of said Texas Christian University, and that the above and foregoing is a true and correct copy of all the by-laws of said Texas Christian University now in force.

Witness my signature and the seal of said corporation this 17th day of October, 1924.

Secretary, Board of Trustees,
Texas Christian University.