

# Bethany



OGLEBAY GATES  
Bethany, West Virginia

Barbara Fiers Joycen

## **Policy Manual Volume I Governance & Administration**



# Bethany

*A Small College of National Distinction*

POLICY MANUAL

VOLUME I

## **Governance and Administration**

*Approved by the Bethany College Board of Trustees  
May 16, 2018*

**Policy dictates that the Officers of Bethany College are:**

**President of the College  
Chief Academic Officer  
Chief Financial Officer  
Chief Advancement Officer**

**Specific titles for the latter three may vary according to organizational structure. For the purpose of Bethany College policy documents for the 2018-19 academic year, the Chief Academic Officer is the Vice President for Academic Affairs and Dean of the Faculty; the Chief Financial Officer is the Vice President for Finance; and, the Chief Advancement Officer is the Senior Vice President. Titles for these three positions may change at the discretion of the President of the College.**

---

*Between 2005 and 2007, Bethany College worked closely with Dr. Thomas Emmet of Higher Education Executive Associates, now Stevens Strategies, to develop a comprehensive set of institutional policies for Bethany College which were designed to reflect and adopt the best practices of leading colleges and universities. The policies set forth herein are the result of the joint efforts of personnel of the College and Dr. Emmet and have been approved by the College's Board of Trustees to provide appropriate guidelines for the governance and operation of Bethany College.*

**TABLE OF CONTENTS**  
**Volume I**  
**Governance and Administration**

---

<b>1.0</b>	<b>INTRODUCTION.....</b>	<b>1</b>
<b>1.1</b>	<b>History and Profile of Bethany College .....</b>	<b>1</b>
1.1.1	Presidents of Bethany College .....	1
1.1.2	School Colors.....	2
1.1.3	Name of Athletic Teams .....	2
1.1.3.1	Athletics and Recreation .....	2
1.1.4	Accreditation and Memberships .....	3
1.1.5	Alma Mater .....	4
1.1.6	College Seal and Description.....	7
1.1.7	College Facilities .....	7
1.1.7.1	Facilities.....	7
1.1.7.1.1	Robert C. Byrd Health and Wellness Center .....	7
1.1.7.1.2	Campbell Mansion .....	7
1.1.7.1.3	Campbell Village .....	7
1.1.7.1.4	Centenostone.....	7
1.1.7.1.5	Cochran Hall .....	8
1.1.7.1.6	Commencement Hall .....	8
1.1.7.1.7	Cramblet Hall.....	8
1.1.7.1.8	Erickson Alumni Center .....	8
1.1.7.1.9	Hibernia – Renner Visiting Scholar Residence .....	8
1.1.7.1.10	Hummel Field House .....	8
1.1.7.1.11	Thomas P. Johnson Jr. College Center .....	9
1.1.7.1.11.1	Benedum Commons .....	9
1.1.7.1.11.2	Bethany House .....	9
1.1.7.1.12	Judith R. Hurl Education Center.....	9
1.1.7.1.13	Grace Phillips Johnson Visual Arts Center.....	9
1.1.7.1.14	Thomas Phillips Johnson Recreation Center .....	9
1.1.7.1.15	Kirkpatrick Hall of Life Sciences .....	9
1.1.7.1.16	Old Main .....	10
1.1.7.1.17	Christman Manor at Pendleton Heights .....	10
1.1.7.1.18	T. W. Phillips Memorial Library .....	10
1.1.7.1.19	Renner Visitors’ Center .....	10
1.1.7.1.20	Richardson Hall of Science.....	10
1.1.7.1.21	David and Irene Steinman Fine Arts Center.....	10
1.1.7.1.22	Dr. Fred Tilock Amphitheatre/Pennington Quadrangle.....	11
1.1.7.1.23	Mountainside Conference Center at Bethany College.....	11
1.1.7.1.23.1	Millsop Leadership Center .....	11
1.1.7.1.23.2	Gresham Inn at Mountainside .....	11
1.1.7.1.23.3	Harder Hall Dining Room.....	11
1.1.8	Diplomas.....	11
1.1.8.1	Translation .....	11

1.1.8.2	Signing of Diplomas .....	12
<b>1.2</b>	<b>Mission, Values, Goals, and Objectives of Bethany College .....</b>	<b>12</b>
1.2.1	Mission.....	12
1.2.2	Values .....	12
1.2.3	Goals .....	12
1.2.4	Objectives .....	13
<b>1.3</b>	<b>Charter and By-Laws of Bethany College .....</b>	<b>13</b>
1.3.1	Background and Charter History .....	13
1.3.2	Charter of Bethany College .....	14
1.3.3	By-Laws of the Trustees of Bethany College .....	16
1.3.4	Bethany College Chart of Governance Roles .....	27
<b>1.4</b>	<b>Administrative Organization of Bethany College .....</b>	<b>29</b>
1.4.1	President of the College .....	29
1.4.2	Vice President for Academic Affairs and Dean of Faculty .....	29
1.4.3	Vice President for Finance.....	29
1.4.4	Senior Vice President.....	29
1.4.5	Vice President for Enrollment Management.....	30
1.4.6	Dean of Students .....	30
<b>1.5</b>	<b>Organization Charts .....</b>	<b>30</b>
1.5.1	General Organization .....	31
1.5.2	Vice President for Academic Affairs and Dean of Faculty .....	32
1.5.3	Vice President for Finance.....	33
1.5.4	Senior Vice President.....	34
1.5.5	Vice President for Enrollment Management.....	35
1.5.6	Dean of Students .....	36
1.5.7	Athletics .....	37
<b>1.6</b>	<b>Governance of Bethany College.....</b>	<b>38</b>
1.6.1	Board of Trustees .....	38
1.6.2	Officers of the College.....	38
1.6.2.1	Board of Trustees Statement on Emeriti Status for President.....	38
1.6.2.2	Board of Trustee Statement on Emeriti Status for Vice Presidents and Deans .....	39
1.6.2.3	President’s Cabinet .....	40
1.6.3	Faculty Governance .....	40
1.6.3.1	Faculty Rights and Responsibilities.....	40
1.6.3.1.1	Board of Trustee Statement on Emeritus Status for Faculty.....	40
1.6.3.2	Faculty Departments .....	42
1.6.3.3	Faculty Meetings.....	42
1.6.3.4	Officers of the Faculty Meeting .....	43
1.6.3.4.1	President.....	43
1.6.3.4.2	Secretary .....	43
1.6.3.4.2.1	Parliamentarian.....	43
1.6.3.5	Faculty Meeting for the Purpose of Elections.....	43
1.6.3.5.1	Abnormal Vacancy in an Elective Office .....	43

1.6.3.5.2	Workshops and Seminars.....	43
1.6.3.5.3	Colloquia.....	44
1.6.3.5.4	Convocations.....	44
1.6.3.5.5	Elections.....	44
1.6.3.6	Committees of the Faculty .....	44
1.6.3.6.1	Academic Standards Committee.....	45
1.6.3.6.2	Assessment Committee.....	45
1.6.3.6.3	Budget Committee .....	46
1.6.3.6.4	Curriculum Committee .....	46
1.6.3.6.5	Faculty Development Committee .....	47
1.6.3.6.6	Institutional Review Board/Gans Fund Committee.....	48
1.6.3.6.7	Health Professions Advisory Committee.....	49
1.6.3.6.8	Honors Committee .....	49
1.6.3.6.9	Interdisciplinary Studies Committee.....	49
1.6.3.6.10	International Education Committee .....	50
1.6.3.6.11	Multicultural Awareness Committee .....	50
1.6.3.6.12	Student Life Committee.....	50
1.6.3.6.13	Social Work Advisory Committee.....	50
1.6.3.6.14	Education Advisory Committee.....	50
1.6.3.6.15	The Digital Advisory Committee.....	51
1.6.4	Constitution and By-Laws of the Bethany College Student Government .....	51
1.6.5	Enabling Documents of the Bethany College Alumni Association, Inc.....	51
<b>1.7</b>	<b>Bethany College Committees .....</b>	<b>51</b>
1.7.1	Board of Trustees Committees.....	51
1.7.2	Faculty Committees (Elected).....	52
1.7.3	Academic Policy Advisory Committees .....	52
<b>1.8</b>	<b>Revision of Bethany College Policy Manual .....</b>	<b>52</b>
1.8.1	Board of Trustees Approval.....	52
1.8.2	Emergency Procedure .....	53
	<b>Appendix A .....</b>	<b>53</b>
	<b>Appendix B .....</b>	<b>83</b>

## Volume I

### Governance and Administration

---

## 1.0 Introduction

### 1.1 History and Profile of Bethany College

Bethany, a small college of national distinction, was founded March 2, 1840, by Alexander Campbell, who provided the land and funds for the first building and served as the first President. Bethany College is a highly contemporary institution based in the tradition of the liberal arts.

As a national liberal arts college, Bethany offers a wide array of studies, awarding Bachelor of Science and Bachelor of Arts degrees in more than 30 fields of study, many with options for emphasis. The College also offers a Master of Arts in Teaching degree. Students also may include as part of their programs one or more minors.

The College's program of liberal arts education prepares students for a lifetime of work and a life of significance. Bethany places a particular emphasis on leadership and incorporates pre-professional education in dentistry, engineering, law, medicine, physical therapy, public administration, theology, and veterinary medicine.

Bethany's 1,300-acre campus is located in the northern panhandle of West Virginia in the foothills of the Allegheny Mountains. Pittsburgh is 39 miles to the northeast. Within a half-hour drive from the College are Wheeling, West Virginia; Washington, Pennsylvania; and Steubenville, Ohio.

Since its inception Bethany has been a four-year private liberal arts college affiliated with the Christian Church (Disciples of Christ). This religious body, of which Campbell was one of the principal founders, continues to support and encourage the College, although it exercises no sectarian control. Students from virtually every religious community attend Bethany.

#### 1.1.1 Presidents of Bethany College

1840-1866	Alexander Campbell
1866-1887	William K. Pendleton
1891-1896	Hugh McDiarmid
1897-1898	Barton Campbell Hagerman
1899-1901	James McKersey
1902-1919	Thomas Ellsworth Cramblet
1919-1932	Cloyd Goodnight
1933-1934	Joseph Archibald Serena
1934-1952	Wilbur Haverfield Cramblet

1953-1972	Perry Epler Gresham
1972-1975	Cecil Harland Underwood
1976-1979	William Edward Tucker
1980-1988	Todd Hupp Bullard
1988-2002	D. Duane Cummins
2002-2004	Patricia Poteat
2004-2007	G.T. Smith
2007-2015	Scott D. Miller

### **1.1.2 School Colors**

The official colors of Bethany College are green and white.

### **1.1.3 Name of Athletic Teams**

The official name of the men's and women's teams is the Bison.

#### **1.1.3.1 Athletics and Recreation**

Bethany College is a member of Division III of the National Collegiate Athletic Association and the Eastern College Athletic Conference. Varsity women's and men's teams participate in the Presidents' Athletic Conference. Members of the Conference, in addition to Bethany, are Geneva, Grove City, St. Vincent, Thiel, Thomas More, Washington & Jefferson, Waynesburg, Chatham, and Westminster. Carnegie Mellon University and Case Western University are associate members of the conference. Men's teams compete in baseball, basketball, cross country, football, soccer, swimming, golf, tennis, lacrosse and indoor and outdoor track. Women's teams compete in basketball, soccer, softball, golf, tennis, volleyball, cross country, swimming, field hockey and indoor and outdoor track.

Club sports teams provide competition in men's baseball, soccer, and volleyball. Women's teams on the club level participate in soccer, volleyball, and softball. The college sponsors a co-ed equestrian club team. A popular Outdoor Club provides a variety of activities including hiking, skiing, camping, and whitewater rafting.

The Thomas Phillips Johnson Recreation Center provides facilities for excellent recreational activities, including a large gymnasium, indoor track, fitness arena, a swimming pool, courts for racquet sports, a weight room, and an exercise area. Outdoor facilities include a multi-purpose, artificial turf, lighted facility with an all-weather track adjacent to the Thomas Phillips Johnson Recreation Center and intercollegiate fields for baseball, softball and intramurals. The Cunningham Soccer Complex serves the intercollegiate athletics program, the community soccer program and as an intramural facility. Hoag Field is the main field for the Bethany College soccer teams. A student fitness center is located at the Cummins Community Center.



#### **1.1.4 Accreditation and Memberships**

Bethany College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Chicago, Illinois 60602. Telephone 800-621-7440.

Bethany College holds memberships in:

- American Association of Colleges for Teacher Education
- American Council on Education
- Appalachian College Association
- Association of American Colleges and Universities
- Association of Governing Boards of Universities and Colleges
- College Entrance Examination Board
- Council for the Accreditation of Educator Preparation
- Council for the Advancement and Support of Education
- Council of Independent Colleges
- Council on Social Work Education
- The Colleges and Universities of the Christian Church (Disciples of Christ)
- Eastern College Athletic Conference
- The Higher Learning Commission, North Central Association of Colleges and Schools
- The Common Application
- Independent College Enterprise
- International Association of University Presidents
- National Association of College and University Business Officers
- National Association of Independent Colleges and Universities
- National Collegiate Athletic Association, Division III
- Online Consortium of Independent Colleges and Universities
- Presidents' Athletic Conference
- West Virginia Independent Colleges and Universities

## 1.1.5 Alma Mater

# Bethany College Alma Mater

SATBChoir, Accompanied

Transcription: D. Rudari

1  
S/A All hail to Thee! Hail to Thee, bright Al - ma Ma - ter! Our heart's true af -

7  
S/A fec - tion twines close - ly to Thee. How dear to our hearts are the scenes of old

13  
S/A Beth - any. God - speed Al - ma Ma - ter and dear old Beth - a -

17  
S/A ny. God - speed Al - ma Ma - ter, and old Beth - a - ny. We'll

T/B

Fall, 2000

22

S/A

hon - or and crown thee, O bright Al - ma Ma - ter for Thou art the re - gent of

T/B

28

S/A

our des - ti - ny. We bring Thee the gems and the trea - sures of mem - ry. God -

T/B

34

S/A

speed Al - ma Ma - ter and dear old Beth - a - ny. God -

T/B

38

S/A

speed Al - ma Ma - ter and old Beth - a - ny. High

T/B

42

S/A

T/B

up on the scroll of hon - or and fame. Thy sons and Thy daugh - ters have

48

S/A

T/B

writ - ten Thy name: But now we must leave Thee with hearts o - ver - flow - ing: Fare -

54

S/A

T/B

well, Al - ma Ma - ter and dear old Beth - a -

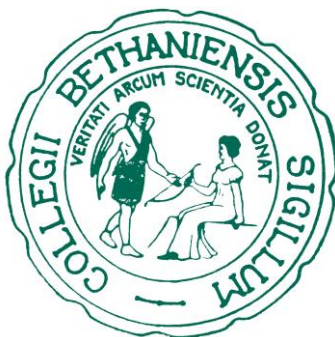
57

S/A

T/B

ny; Fare - well Al - ma Ma - ter and old Beth - a ny.

### **1.1.6 College Seal and Description**



The seal was designed in 1843 by Robert Richardson, one of the first members of the Bethany College faculty. The seal depicts two figures who represent Science and Truth. One is holding a quiver of arrows and is receiving a bow from the other. The motto surrounding it says “Science furnishes the bow by which the arrows of Truth are directed.”

### **1.1.7 College Facilities**

#### **1.1.7.1 Facilities**

Over 40 administrative and residential buildings are located on the 1,300 acre campus. The principal structures are listed below.

##### **1.1.7.1.1 Robert C. Byrd Health and Wellness Center**

Robert C. Byrd Health and Wellness Center (2001) is a collaborative partnership of Bethany College and the Brooke County Health Department. It offers medical services, public health information and services, and wellness activities for the College and the community.

##### **1.1.7.1.2 Campbell Mansion**

Campbell Mansion (1793-1818-1840) is the restored home of Bethany’s founder and first President, Alexander Campbell. Located ½ mile east of the campus, the mansion was designated a National Historic Landmark by the Department of the Interior in 1994. It is open Monday thru Friday and at other times by appointment through the Office of Historic Bethany.

##### **1.1.7.1.3 Campbell Village**

Campbell Village (2000) is a four-building complex, housing 380 students in suite style living.

##### **1.1.7.1.4 Centenostone**

Centenostone (1941, 2002), often identified as one of the most interesting and overlooked historic places on campus, is located in front of Old Main. It was erected in 1941 to mark the one hundredth anniversary of Bethany’s first college classes under the direction of Alexander Campbell, the College’s founder and first President. In 2002, a brick walkway and decorative chain barrier were constructed around the area and plaques were installed identifying and

explaining it and the smaller stones near it, which have been gathered from places of significance in the history of the College and the Christian Church (Disciples of Christ).

#### **1.1.7.1.5 Cochran Hall**

Percy B. Cochran Hall (1910, 2010) was named in memory of the son of M.M. Cochran, a longtime benefactor and trustee of the college. From its opening until 1971, it served as a residence hall for male students. Converted to faculty offices in 1974-75, it was again closed in 2001. Completely remodeled in 2009-10, it again serves as a residence hall with suite-style living for 72 students.

#### **1.1.7.1.6 Commencement Hall**

Commencement Hall (1872) provides the setting for convocations, concerts, lectures, dramatic presentations, and numerous summer weddings.

#### **1.1.7.1.7 Cramblet Hall**

Cramblet Hall (1909) was constructed through a gift from Andrew Carnegie. Originally the library, it was remodeled in 1961 to house administrative offices. It is named in honor of two Presidents of the College, Thomas E. Cramblet and his son, Wilbur Haverfield Cramblet.

#### **1.1.7.1.8 Erickson Alumni Center**

Erickson Alumni Center (1992) houses Bethany's Center for Institutional Advancement including the Alumni and Parent Relations Office, Development Office, Church Relations Office, and Communications and Publications Office, as well as an Alumni Council Room, the Wilkin Parlor, and the Martin Guest Rooms. Originally part of the McLean-McEachern residence complex, it was completely reconstructed as the result of the gift of Charles O. Erickson, a West Virginia philanthropist whose generosity made possible the creation of alumni centers at colleges and universities throughout West Virginia.

#### **1.1.7.1.9 Hibernia – Renner Visiting Scholar Residence**

The Hibernia (1836), located on Main Street across from the Old Meeting House, was built by Alexander Campbell. *Hibernia*, Latin for Ireland, is the name of the ship on which Campbell and other members of his family sailed for America from Ireland in 1808. Campbell used the basement of this house as a printing shop. Later, the house served as an inn for the growing town. For many years, students lived in Hibernia. Prior to the restoration of the on campus president's home in 2007, several college presidents and vice presidents lived in the house.

#### **1.1.7.1.10 Hummel Field House**

Hummel Field House (1990) provides physical education facilities for men and women and is home to the men's and women's basketball teams and the volleyball team. It is also used for concerts. Adjacent to the field house are football, soccer, and softball fields, and a quarter-mile track.

#### **1.1.7.1.11 Thomas P. Johnson Jr. College Center**

The Thomas P. Johnson Jr. College Center (2011) encompasses the Benedum Commons and Bethany House.

##### **1.1.7.1.11.1 Benedum Commons**

Benedum Commons (1969) is the dining facility for all Bethany students. In addition to the main dining room, the Ogden Room, the building houses Boomer's, lounge facilities, the book store, and several small dining rooms, including The Berkman Room (The Bethany Club), and the Agostino Room for special student and faculty events.

##### **1.1.7.1.11.2 Bethany House**

Bethany House (1948) houses the Office of Student Life, Center for Enrollment, Department of Communications and Media Arts, and the Renner Art Gallery.

#### **1.1.7.1.12 Judith R. Hurl Education Center**

Judith R. Hurl Education Center (2007), formerly Bethany Primary School, accommodates laboratories, offices, and classrooms for the Education and Physical Education Department. The building, a gift of Dr. Rodney Hurl, a 1952 graduate of Bethany College, was named in honor of his late wife, Judith R. Hurl.

#### **1.1.7.1.13 Grace Phillips Johnson Visual Arts Center**

Grace Phillips Johnson Visual Arts Center (1984) offers facilities for television, painting, sculpture, and design. The Sandra Weiss Berkman Studio for Ceramic Arts is attached to the Center. The building was formerly Irvin Gymnasium (1919).

#### **1.1.7.1.14 Thomas Phillips Johnson Recreation Center**

Thomas Phillips Johnson Recreation Center (1994) is located adjacent to the Hummel Field House. The Center includes the Knight Natatorium, racquetball courts, fitness and weight training facilities, locker rooms, the Sandwen Arena which includes an indoor track, and a general purpose floor that accommodates a number of sports, including basketball, volleyball, and tennis. This building was designed to support general recreation and intramural athletics.

#### **1.1.7.1.15 Kirkpatrick Hall of Life Sciences**

Kirkpatrick Hall of Life Sciences (1999), formerly Oglebay Hall (1912), accommodates laboratories and classrooms for the Biology and Psychology departments. The building, a gift of Earl W. Oglebay of the class of 1869, was renovated and restored in 1998-1999 and renamed the Kirkpatrick Hall of Life Sciences, honoring Forrest H. Kirkpatrick of the class of 1927, long-time professor and dean of the College.

#### **1.1.7.1.16 Old Main**

Old Main (1858) is the centerpiece of Bethany's academic buildings. Its tower dominates the campus and is the chief architectural feature noted as one approaches the College. Old Main is listed in the National Register of Historic Places. The building is one of the earliest examples of collegiate Gothic architecture in the United States. Old Main was designated a National Historic Landmark in 1990. The Aleece Gresham Gardens were placed in front of Old Main in the summer of 1998.

#### **1.1.7.1.17 Christman Manor at Pendleton Heights**

Pendleton Heights (1841) was built during the College's first year by W. K. Pendleton, a member of the first faculty and second President of the College. Pendleton Heights is listed in the National Register of Historic Places. The facility was extensively renovated in 2007 through a gift given by Neil Christman and is now named "Christman Manor at Pendleton Heights" and serves as the home of the College President.

#### **1.1.7.1.18 T. W. Phillips Memorial Library**

T. W. Phillips Memorial Library (1959) serves as the hub of an academic information network that provides the campus with over 250,000 items locally (books, periodicals, newspapers, audiovisuals, archival materials) and access to information through online subscriptions to ProQuest Direct, Lexis-Nexis Universe, JSTOR, Britannica Online, and many other sources. The Library is home to the Mary Cutlip Center for Library and Information Technology Services, which provides technical and information services in both traditional library and digital forms. The Center for Campbell Studies, housed in the Library, contains books, periodicals, letters, paintings, photographs, and museum pieces related to Bethany's founder and first President Alexander Campbell. The Upper Ohio Valley Collection, which includes books, magazines, maps, pictures, and ephemera focusing on the nine counties in West Virginia, Pennsylvania, and Ohio surrounding Bethany, is also located in the Library.

#### **1.1.7.1.19 Renner Visitors' Center**

Renner Visitors' Center (2002), located adjacent to the Campbell Mansion, is an information and hospitality center which houses offices of Historic Bethany.

#### **1.1.7.1.20 Richardson Hall of Science**

Richardson Hall of Science (1964) provides facilities for the Chemistry, Physics, and Mathematics departments and houses the Math Learning Center and Academic Computing Center. It is named for Robert Richardson, Bethany's first science professor.

#### **1.1.7.1.21 David and Irene Steinman Fine Arts Center**

David and Irene Steinman Fine Arts Center (1969) provides excellent facilities for music and theatre. A fully equipped theatre occupies the central portion of the building. Teaching studios, studio-classrooms, a general rehearsal room for the larger vocal and instrumental groups, and individual practice rooms support instruction in music.



#### **1.1.7.1.22 Dr. Fred Tilock Amphitheatre/Pennington Quadrangle**

Dr. Fred Tilock Amphitheatre (2010) is located on the Pennington Quadrangle (2012) adjacent to Old Main. The facility is used for a variety of events, including Commencement, and was made possible through a gift from the Psi Chapter of Beta Theta Pi fraternity. The Pennington Quadrangle was made possible through a gift from the Pennington family.

#### **1.1.7.1.23 Mountainside Conference Center at Bethany College**

##### **1.1.7.1.23.1 Millsop Leadership Center**

The Millsop Leadership Center (1972) is a meeting facility with offices, seminar rooms, exhibition areas, and a one hundred seat tiered circular conference room. All rooms are equipped with Internet connections. Each year the Center hosts conferences, seminars, and workshops.

##### **1.1.7.1.23.2 Gresham Inn at Mountainside**

Gresham Inn at Mountainside (1972) is a full-service hotel with forty guest rooms. Each room has Ethernet and phone line data ports. The Inn is named for Dr. Perry Gresham, Bethany's twelfth President and his wife, Aleece.

##### **1.1.7.1.23.3 Harder Hall Dining Room**

Harder Hall Dining Room (1981) is the conference dining facility. It adjoins Gresham Inn, the guest facility. Besides serving meals to conference attendees, it is the site of wedding receptions, and anniversary, graduation, and birthday parties. It honors Delmar C. Harder, a pioneer in automation in the American auto industry.

#### **1.1.8 Diplomas**

The Bethany College diploma signifies the completion of degree from this venerable institution.

##### **1.1.8.1 Translation**

The English translation of the Latin diploma states:

*To all persons who may read this document, greetings.*  
*By virtue of the authority vested in us by the state to designate*  
*those students who have excelled in their conduct, ability and knowledge of the*  
*liberal arts, we, the president and faculty of Bethany College, Bethany, West Virginia,*  
*hereby testify*  
*that \_\_\_\_\_ is of moral and*  
*intellectual integrity and we confer the degree*  
*of \_\_\_\_\_ with all the rights, honors,*  
*and privileges pertaining to that degree. In witness thereof*

*we affix the seal and signature on this \_\_\_\_\_ day  
of May in the \_\_\_\_\_ year of our Lord.*

### **1.1.8.2 Signing of Diplomas**

All diplomas require the signature of the President of the College, Chair of the Board of Trustees, and officers of the College..

Furthermore, the signatures of at least seven additional Trustees are required to appear below that of the Chair of the Board of Trustees on the lower left-hand side of the diploma. A minimum of five additional signatures of faculty, professional staff, or anyone designated as Bethany College Emeriti, are required to appear below the signature of the President of the College officers of the College, on the lower right-hand corner of the diploma.

Students are afforded the opportunity to select which members of the faculty, professional staff, or Bethany College emeriti group sign their diploma.

## **1.2 Mission, Values, Goals, and Objectives of Bethany College**

### **1.2.1 Mission**

Teaching and learning form the mission of Bethany College. Central to this broad purpose is providing a liberal arts education for students, including the preparation of professionals, in an atmosphere of study, work, and service.

### **1.2.2 Values**

Bethany College is an academic community founded on the close interaction between students and faculty in the educational process. Bethany College values intellectual rigor and freedom, diversity of thought and lifestyle, personal growth within a community context, and responsible engagement with public issues. Its programs are designed to:

- engage the mind through emphasis on discipline in thinking, motivation in the search for knowledge, and acquisition of the intellectual resources for a lifetime of learning
- embolden the spirit through the opportunity for intellectual challenge, collaborative enterprise, athletic competition, artistic expression, personal growth, and meaningful work
- enlarge the world through exposure to the abundant diversity of thought and lifestyle of the human community, support for personal engagement with societies and cultures different from one's own, and commitment to service.

### **1.2.3 Goals**

In its charter, granted in 1840 by the Commonwealth of Virginia and recognized in 1863 by the newly organized state of West Virginia, the mission of Bethany College is defined as

*the instruction of youth in the various branches of science and literature, the  
useful arts and the learned and foreign languages.*

Alexander Campbell set the purpose of the College in the context of western religious tradition and the thinking of the American Enlightenment, interpreting it to imply that the goal of education is to prepare students to become useful and responsible members of society by liberating them from superstition and ignorance, the tyranny of others, and "vulgar prejudices." Campbell envisioned that upon graduation, students would become their own teacher(s) and pupil(s) and continue their education throughout life.

Bethany College continues to accept the implications of its mission as understood by its founder. It continues to accept the responsibility for educating effective, honorable, humane, and intelligent citizens who believe in and will promote the creation of a world of worth and value, integrating critical reason with the convictions of faith, personal accomplishment with ethical responsibility, and individual development with service to others.

#### **1.2.4 Objectives**

The Bethany experience encourages students to realize their intellectual capabilities, moral capacities, and leadership potential by assisting them in their quest to achieve the following objectives:

1. the ability to write well and to read with discrimination
2. the ability to speak with facility and to listen effectively
3. the ability to use the liberal arts and sciences in the application of critical thinking
4. the ability to recognize and to appreciate the ethical, moral, and spiritual dimensions of the human experience
5. the ability to recognize and to appreciate the experiences of diverse populations
6. the ability to recognize and to appreciate the importance of lifelong learning and the responsibilities of world citizenship
7. the preparation for post-baccalaureate education and career opportunities

### **1.3 Charter and By-Laws of Bethany College**

#### **1.3.1 Background and Charter History**

The charter to the Trustees of Bethany College was granted as a special act of the Virginia Assembly on March 2, 1840. After West Virginia became a separate state in 1863 the general corporation laws of the state specifically recognized the supremacy of charters previously granted by special acts of the Legislature of Virginia, before the formation of the State of West Virginia. No amendments to the charter have been made.

### 1.3.2 Charter of Bethany College

#### **CHARTER COMMONWEALTH OF VIRGINIA AN ACT**

Chap. 116. Incorporating the trustees of Bethany College.  
Passed March 2, 1840

(1) Be it enacted by the general Assembly, That there be and is hereby created and established at or near Bethany, in the county of Brooke, in this Commonwealth, a seminary of learning for the instruction of youth in the various branches of science and literature, the useful arts, agriculture, and the learned and foreign languages.

(2) And be it further enacted, That the said seminary shall be called and known by the name of “BETHANY COLLEGE.”

(3) And be it further enacted, That Alexander Campbell, Albert G. Ewing, Samuel Church, Henry Langley, James T. McVay, Robert Y. Henley, Samuel Grafton, William Stewart, Josiah Crumbacker, Adamson Bentley, Robert Nichols, Campbell Tarr, Matthew McKever, John Andrews, Robert H. Forrester, Thomas Campbell, Robert Richardson and John C. Campbell, be and are hereby constituted and appointed trustees of said college, who, and their successors shall be a body politic and corporate by the name of “THE TRUSTEES OF BETHANY COLLEGE,” and shall have perpetual, succession and a common seal, which seal they may alter at pleasure; and by the name aforesaid they and their successors shall be capable in law and shall have full power and authority to acquire, hold, possess, purchase, receive and retain, to them and their successors forever, any lands, tenements, rents, goods, chattels, or interest of any kind whatsoever, which may be given to them, or be by them purchased, for the use of said college; to transfer, convey and dispose of the same in any manner whatsoever they shall adjudge most useful to the interests and legal purposes of the institution; and by the same name to sue and implead, and be sued and impleaded, answer and be answered in all courts of law and equity; to select and employ a treasurer, and such other officers, agents and servants as they may see proper; to elect and employ such president, professors, instructors, and tutors for the benefit of said college, as they may deem necessary; to make, ordain, establish and execute, or cause to be executed, all such by-laws, rules and ordinances, not inconsistent with the constitution and laws of the United States, or of this commonwealth, as they may think necessary for the welfare of said college, the good government of the professors, instructors, tutors, agents and students of the same; and generally to do all acts necessary and proper to promote the welfare and prosperity of said institution.

(4) And be it further enacted, That the president of the college, by and with the advice and consent of the trustees, shall have power from time to time to ordain, regulate and establish the mode and course of instruction and education to be pursued in said college; and together with such professors, instructors and tutors as the corporation may designate, shall be styled “The Faculty of the College,” and shall have power to adopt and enforce such rules as may be deemed expedient for the good government of the institution; which rules and regulations shall not be inconsistent with the constitution of laws of the United States, or of this commonwealth, nor with the by-laws and ordinances of the corporation, and shall remain in force until disapproved of by the trustees present at any meeting, or a majority of them, and no longer.

(5) And be it further enacted, That the first meeting of the trustees designated in the third section of this act, shall be held at Bethany aforesaid, on the second Monday in May next, or at any time afterwards, on a day agreed on by any three or more of said trustees, and by them duly announced by publication in some newspaper published in the aforesaid county of Brooke; at which meeting the said trustees assembled, if there shall be a quorum present, may proceed to appoint such officers and transact such business as they shall judge necessary; but if a quorum shall not be present, those assembled shall have the power of adjourning from day to day, or to any future day, until a quorum shall be had. After a president shall have been elected, he shall preside in all meetings of the board of trustees unless unavoidably absent; in such case a president pro tempore shall be elected from their own body; but in no case shall be the president entitled to a vote unless he shall also be a member of the board of trustees. All questions shall be decided by a concurring vote of a majority of the trustees present, except in the cases hereinafter provided.

(6) And be it further enacted, That the said president and trustees or any seven of them, shall have full power and authority to meet at such times as they shall think necessary for the examination of any candidates for literary degrees; and they are hereby authorized and empowered to confer such degrees on such persons as in their opinion shall merit the same, in as ample a manner as any other college of this commonwealth can do, and under their common seal to grant testimonials thereof signed by the president and seven of the trustees at least. The president and seven trustees shall at any time form a quorum for business, or in the absence of the president, eight trustees, of whom one shall be elected pro tempore. And should there be at any meeting less than a quorum, they shall have the power of adjourning from day to day, or to any future day, until a quorum shall be had.

(7) And be it further enacted, That the said trustees or a quorum of them, shall annually elect a treasurer for said college, who shall give bond with approved security, payable to the trustees by their name aforesaid and their successors, conditioned faithfully to discharge the duties of his said office, and shall render an account of all moneys, goods and chattels received and expended by him, on account of, and for the use of the said college, and on failure or refusal to do so, shall be subject to the like proceedings as are prescribed by law, in the case of sheriffs failing to account for any pay into the treasury of this commonwealth, the public taxes collected by them; such proceedings to be conducted in the name of the trustees in their politic and corporate character aforesaid; Provided That no appropriation, payment or disbursement shall at any time be made by the treasurer but such as shall be in pursuance of the directions or orders of the trustees.

(8) And be it further enacted, That the said trustees, or a quorum of them, shall have power to remove or suspend the president or any of the professors, instructors or tutors, at any time, two-thirds of such quorum concurring and also, two thirds concurring, to remove any of the trustees for good cause. And when there shall be a vacancy in said board of trustees, occasioned by death, removals, resignation or refusal to act, the remaining trustees or a quorum of them, shall supply the vacancy. It shall also be lawful for any three of the trustees, or the president, or the professors for the time being, or a majority of them, to call a meeting of the trustees whenever, they or he, as the case may be, shall deem it expedient, by giving at least ten days' notice of such meeting, in the mode prescribed in the fifth section of this act.

(9) And be it further enacted, That whenever any trustee shall absent himself from three successive annual meetings of the board of trustees, without assigning a sufficient reason at the fourth, the trustees of said college or a quorum of them, shall have power by entry on their

minutes, to declare his seat vacant, and proceed to the election of a new trustee to supply such vacancy.

(10) And be it further enacted, That the said trustees and their successors are hereby authorized, so far as their funds may warrant, to admit gratuitously, in whole or in part, as their respective cases may require, such person or persons as they may think proper.

(11) And be it further enacted, That the trustees of said college shall have power to establish a department of agriculture in said college; provided nevertheless, that no pupil or student in the college aforesaid shall be required to study or labor in said department, in any manner contrary to the wishes of the person or persons at whose charge, and by whom such pupil or student has been placed in the institution aforesaid.

(12) And be it further enacted, That there shall be annual stated meetings of the said board of trustees, to be held at such time as the said trustees shall at their first meeting under the authority of this act appoint; but they shall have power at any subsequent meeting to alter such day as to them shall seem expedient, and so on from time to time. It shall be the duty of the said board of trustees, when thereto required, to make a report of the general condition of the college to the president and directors of the literary fund, to be by them communicated to the general assembly.

(13) And be it further enacted, That the said board of trustees shall never be less than twelve nor more than thirty-six in number. And the said board from time to time, at any regular meeting, may by appointment create additional trustees not exceeding in all the greater number specified in this section.

(14) And be it further enacted, That nothing herein contained shall be construed as at any time to authorize the establishment of a theological professorship in the said college.

(15) This act shall be in force from the passing thereof.

### **1.3.3 By-Laws of the Trustees of Bethany College**

By-Laws of the Trustees of Bethany College

#### **BY-LAWS**

**of the**

#### **BOARD OF TRUSTEES OF BETHANY COLLEGE Bethany, West Virginia**

#### **ARTICLE I.**

#### **Trustees**

Sec. 1. *Number.* The Board of Trustees shall consist of not less than twelve (12) nor more than thirty-six (36) members, the exact number of members to be determined by the Board at any regular meeting. No reduction in the size of the Board shall be made which would require the

resignation of any member contrary to The Trustee's wishes. The President of the College shall serve as an ex-officio member of the Board.

Sec. 2. *Term.* Trustees shall be elected for a term not exceeding three (3) years. The Board shall be divided into three (3) substantially equal classes so that approximately one-third of the terms will expire each year. Trustees shall be eligible for reelection for additional terms.

Sec. 3. *Qualifications.* Trustees shall have such qualifications as the Board may determine.

Sec. 4. *Election.* Trustees shall be elected by the majority vote of the Trustees present at any meeting of the Board.

Sec. 5. *Removal.* Trustees may be removed for good cause by the affirmative vote of two-thirds of those Trustees present at any meeting.

## **ARTICLE II.**

### **Meetings**

Sec. 1. *Annual.* The annual meeting of the Board of Trustees shall be held at Bethany, West Virginia, on the Friday immediately preceding the annual Commencement.

Sec. 2. *Fall Meeting.* A regular meeting of the Board of Trustees shall be held at such a place either within or without the State of West Virginia and at such time during the months of October – November as the President of the College shall designate.

Sec. 3. *Special Meetings.* Special meetings of the Board may be called by the President or by any three trustees or by the Chair of the Board of Trustees, and shall be held at such time and place as the notice of said meeting specify.

Sec. 4. *Notices of Meetings.* Notice of all meetings shall be given by the Secretary to each Trustee not less than ten (10) days before said meeting and, in addition, a notice of special meetings shall be published one time in a newspaper published in Brooke County, West Virginia, at least ten (10) days prior to said special meeting.

Sec. 5. *Quorum.* The President and seven (7) Trustees, or in the absence of the President, eight (8) Trustees shall form a quorum. Less than a quorum shall have the power to adjourn from day to day or to a day certain, and announcement at said meeting shall constitute sufficient notice of said time and place of the adjourned meeting.

Sec. 6. *Voting.* Voting shall be by voice unless the Board by majority vote of those present shall require a written ballot on any particular question. All matters shall be decided by the concurring vote of a majority of the Trustees present except that the affirmative vote of not less than seven (7) Trustees shall be necessary for the conferring of degrees, and the concurring vote of two-thirds of the Trustees present shall be necessary to remove a Trustee for good cause or to remove or suspend any member of the faculty.

### **ARTICLE III.**

#### **Committees**

Sec. 1. *Standing Committees.* Standing Committees shall be as follows: Executive; Academic Affairs; Student Affairs; Administration and Finance; and Advancement. The Chair of all committees and all members shall be elected at the annual meeting of the Trustees upon the recommendation of the Nominating Committee. All other Committee members are appointed by the Chair of the Trustees following the annual meeting. All standing committees shall consist of at least five (5) members. The Board, at any meeting, may designate additional committees. The President of the College shall be an ex-officio non-voting member of all committees, except when audits and presidential reviews are under consideration.

Sec. 2. *Executive Committee.* Board officers (Chair, Vice Chair, Treasurer and Secretary) and the chairs of the four standing committees (the chair of the Administration and Finance Committee serves as Treasurer) will serve as the Executive Committee. Two additional members of the Executive Committee shall be at-large, recommended by the Nominating Committee and elected by the full Board. There shall be no fewer than seven members of the Executive Committee. Each member will serve from election or appointment until a successor is chosen. A majority shall constitute a quorum. The Officers of the Board will serve as the Officers of the Executive Committee. The Committee shall meet between regular meetings of the Board on the call of either the President of the College or the Chair of the Executive Committee. Committee meetings shall be held at such hour and place as the person making the call shall designate. The authority of the Board of Trustees is hereby delegated to said Executive Committee except as otherwise provided in the charter or in these By-Laws, to transact all business relating to the College at all times when the Board is not in session. The Committee shall keep accurate minutes of its meetings and report to the full Board at its next meeting. The Secretary of the Executive Committee shall send each member of the Committee and the Board of Trustees a copy of the minutes of each meeting of the Committee promptly after said meeting except for the minutes of meetings held immediately preceding a meeting of the full Board; and when so ordered by the Committee shall advise the members of the full Board of the actions taken.

The Executive Committee may elect other ad hoc or sub- committees as it shall deem necessary from time to time.



Sec. 3. *Academic Affairs.* The Academic Affairs Committee shall consist of a minimum of five (5) Trustees appointed by the Chair. The Committee shall ensure: (1) the educational program is consistent with institutional mission and strategy; (2) the academic budget reflects academic priorities; (3) faculty personnel policies and procedures are equitable and supportive of academic priorities; (4) academic programs are appropriate to the institution's students; and (5) the quality of academic activities is evaluated.

Sec. 4. *Student Affairs.* The Student Affairs Committee shall consist of a minimum of five (5) Trustees appointed by the Chair. This Committee shall address matters relating to all aspects of non-academic student life including: (1) intercollegiate athletics and recreation, (2) residence life, (3) fraternities and sororities, (4) activities, (5) health services, and (6) safety and security.

Sec. 5. *Advancement.* The Advancement Committee shall consist of a minimum of five (5) Trustees appointed by the Chair. The Committee shall address matters relating to: (1) Fund Raising, (2) Public Relations, (3) Alumni Affairs, (4) Church Relations, and (5) Admissions.

Sec. 6. *Administration and Finance.* The Administration and Finance Committee shall consist of a minimum of five (5) Trustees appointed by the Chair. The Committee shall address matters relating to: (1) financial affairs (including oversight of the operating budget and debt), (2) properties, (3) investments (responsibility to keep the endowment and permanent funds of the College productive; to manage, control, sell, purchase, exercise rights and warrants, exchange, invest, and reinvest all funds, securities and related properties of the College), (4) contract services, and (5) auxiliary enterprises. The Chair of the Committee is Treasurer of the Corporation and is an Officer of the Board.

*Sec. 7 Required Non-Standing Committees.*

1. *Audit Committee.* The Audit Committee shall consist of a minimum of three (3) Trustees appointed by the Chair. Members of the Audit Committee shall not serve on the Administration and Finance Committee. The Committee shall recommend to the Board a Certified Public Accountant for employment and it shall fulfill all responsibilities as dictated by the Financial Accounting Standards Board for private, non-profit colleges.
2. *Nominating Committee.* The Chair of the Board, Vice Chair and Immediate Past Chair shall constitute the Nominating Committee. Should the Immediate Past Chair no longer sit on the Board, the Board Chair shall appoint a replacement. The term of the Committee will commence immediately after the Annual Meeting upon appointment and shall continue until successors are appointed. The Committee shall receive suggestions of nominees for Trusteeship, shall conduct biographical research as it deems necessary and annually present nominees to fill existing vacancies. The Committee shall also nominate the Board officers and the Chairs of all standing committees. Membership on the Nominating Committee shall not bar the nomination of any member thereof for any office or Committee assignment. The

Committee shall furnish to the Board of Trustees information relating to the background and qualifications of all nominees for Board appointment at least ten (10) days prior to the meeting where the election should take place. The Committee shall maintain a current profile of the Board's membership composition to guide the selection process. It shall annually review the performance of incumbent Trustees and Board officers who are eligible for reelection; and, in consultation with the President, it shall develop and help administer a program of orientation for newly elected Trustees. The Committee shall also recommend Emeritus trustees. It shall encourage periodic programs of in-service education for Trustees. The Committee meets upon the call of the Chair or the President and reports to the Trustees annually or upon the call of the Chair of the Trustees.

*Sec. 9. Vacancies and Committees* In the event of vacancies occurring in elective committee positions, the Chair of the Board may make interim appointments to fill said vacancies until the next meeting of the Board, at which time the Board shall have authority to fill the vacancies.

Other parts of the By-Laws affected by the changes incorporated in Article III will automatically be amended.

Each Committee should be staffed by an Officer of the College, designated by the President of the College. Written reports on the activities and agenda of each committee should be included in a President's Report to the Board. Except in emergency, no committee should meet except in the context of a regular meeting of the Board. All Board committees should report to the Board at each Board meeting.

## **Article IV.**

### **Officers**

*Sec. 1. Officers of the Board of Trustees.* Officers of the Board shall be: Chair, President of the College, Vice Chair, Treasurer, and Secretary. Officers shall be elected by the Board at its annual meeting, except that vacancies may be filled at any time.

*Sec. 2. Chair.* The Chair the Board shall appoint all committees of the Board except the Executive and Investment Committees, and the Chair may make interim appointments to fill vacancies on elective committees. The Chair shall serve as a member of the Executive Committee and shall perform such other duties as the Board may assign. The Chair shall have authority to sign deeds, leases, and other instruments of conveyance. The Chair shall serve without compensation. The Chair shall preside at all meeting of the Board of Trustees at which the Chair is present. The Chair will be an *ex officio* member of all committees.

Sec. 3. *President of the College.* The President shall be the administrative head of the College and all departments, both educational and administrative, shall be responsible to the President. The President shall hold office at the pleasure of the Board.

The President shall have the following duties and responsibilities:

- (a) Be a member of the faculty with the appropriate academic rank and with the endowment designation M.M. Cochran (assistant/associate/professor of \_\_\_\_\_) connected to his/her rank.
- (b) With the advice and consent of the Trustees and with recommendation of the faculty, have the power to ordain, regulate, and establish the mode and course of instruction and education to be pursued in the College.
- (c) With the Board, meet and examine candidates for literary degrees, confer such degrees and grant testimonials thereof signed by the President and by seven (7) or more Trustees. The President and the Trustees may call on the faculty for such reports, recommendations, and advice concerning candidates for degrees as they shall deem necessary.
- (d) Make detailed reports at each meeting of the Board, and with the cooperation of the Committee on Finance and the Treasurer, shall present a financial budget for the consideration and approval of the Board at its Annual Meeting. Copies of this financial budget, which shall be prepared in advance of the meeting and shall be sent to all members of the Board not less than 10 days prior to the annual meeting.
- (e) Execute in the name of the college such orders, proxies, and documents as may be necessary or proper in the administration of the affairs of the college and in the absence of the Chair of the Board all instruments of conveyance and mortgage.
- (f) With authority by and the approval of the Board of Trustees or the Executive Committee, employ and discharge all educational and administrative agents, except that no approval need be obtained in respect to minor employees.
- (g) Develop and promote plans and programs for the securing of gifts and bequests for the support of the college.
- (h) Perform such other duties as the Board or the Executive Committee may assign.
- (i) At least quarterly, submit reports on the State of the College to each Board Member.

- (j) The President will be an *ex officio* non-voting member of all Board committees excepting when audit and presidential performance are being considered.

In the absence of the President, he/she shall designate an acting president unless the Board or the Executive Committee designates another person.

#### Presidential Evaluation and Compensation

- (a) The President shall be evaluated, in executive session, at the annual meeting of the Board, according to written objectives, specific and general, developed by the President, discussed with the Board Chair and presented to the Board before the outset of each academic year. The President shall report on these goals at each Board meeting.
- (b) The President shall be formally evaluated by the Board at least every four years or at any other time deemed desirable by the Board. The evaluation shall be conducted by an outside evaluator who will be appointed by the Board with the approval of the President.
- (c) The Executive Committee shall serve as the President's Compensation Committee and based on the annual evaluation, meet in executive session to review the President's compensation package.

Sec. 4. *Treasurer*. The Treasurer shall be a member of the Board and elected annually.

The Treasurer shall have the following duties and responsibilities:

- (a) Custody of the funds of the College.
- (b) Cause the funds to be deposited in such banks as may be selected from time to time by the Board of Trustees or any member of thereof and the President.
- (c) Provide oversight of the debt of the institution.
- (d) Provide oversight of the investments of the institution.
- (e) See to the implementation of the financial policies established by the Board of Trustees.

A Chief Financial Officer shall be assigned by the President of the College to service the Treasurer and the Administration and Finance Committee.

Sec. 5. *Secretary.* The Secretary, who shall be a member of the Board, shall keep the minutes of the meetings of the Board of Trustees.

The Secretary shall have the following duties and responsibilities:

- (a) Send notices of meeting.
- (b) Have custody of the College seal and attest the signature of the Chair of the Board, the President or the Treasurer where such attestation is needed on documents signed by them on behalf of the College.
- (c) Perform such other duties as the Board or the Executive Committee may assign.

The President may appoint an associate or assistant secretary to facilitate Board communications for and in conjunction with the Secretary.

Sec. 6. *Faculty.* The faculty of the College shall consist of the President of the College, the professors, including the associate and assistant professors, instructors and tutors. The faculty shall have power to adopt and enforce such rules and may be deemed expedient for the good government of the College not inconsistent with these By-Laws and not disapproved by the President and the Board of Trustees.

Within the limits imposed by the Board of Trustees and the mode and course of instruction and education established by the President, the faculty shall have the power to direct and supervise the academic and educational activities of the College.

The faculty shall have the sole power and authority to nominate students of the college for such awards, diplomas, and degrees as it deems that they merit. The faculty shall have the power and it shall be its duty, subject, to the right of disapproval by the President or by the Board of Trustees, to establish principles and methods for ascertaining the proficiency of students and for the assignments of honors.

The precise terms and conditions of every appointment to the faculty shall be stated in writing and copies shall be in the possession of both the College and the faculty member. Salaries of the members of the faculty other than the President shall be fixed by the President within the Board approved budget.

## **Article V.**

### **Order of Business**

1. Chair's Report
2. President's Report
3. Minutes of last meeting approved
4. Committee reports
5. Old Business
6. New Business
7. Executive Session
8. Adjournment

## **Article VI.**

### **Miscellaneous**

Sec. 1. *Independent Audit.* The Board of Trustees annually shall select a recognized firm of certified public accountants to audit the books and affairs of the College and to prepare an annual report concerning the same and to submit to the Administration and Finance Committee such suggestions for improvements in the accounting procedures of the College as from time to time shall appear advisable.

Sec. 2. *Fiscal Year.* The fiscal year shall be July 1 through June 30.

## **Article VII.**

### **Amendments**

Sec. 1. These By-Laws may be amended at any regular meeting of the Board by affirmative vote of two-thirds of the members present, provided that notice of said proposed amendment has been mailed to each member of the Board at least ten (10) days previous to the meeting of the Board at which it is to be voted upon.

Sec. 2. These By-Laws shall supersede all other By-Laws heretofore adopted by this College, the same being hereby repealed.

## **Article VIII**

### **Affirmative Action**

Sec. 1. *Membership and Employment.* When properly qualified, no person shall be denied membership on the Board of Trustees or denied employment by the College.

Sec. 2. *Students*. No student shall be denied admission to the College, if the student shall have met the requirements for admission and properly executed applications and other forms.

## **Article IX**

### **Parliamentary Authority**

The rules contained in the most recently published edition of *Robert's Rules of Order Revised* shall govern the Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with the By-laws of the Board of Trustees.

### **Bethany College Board of Trustees Code of Conduct**

1. To become familiar with, committed to, and abide by the major responsibilities and duties of the Board as set out in the Bylaws of Bethany College.
2. To devote time to learn how the College functions—its uniqueness, strengths, and needs.
3. To accept the spirit of academic freedom and shared governance as fundamental characteristics of College governance.
4. To prepare carefully for, regularly attend, and actively participate in Board meetings and committee assignments.
5. To vote and speak according to one's individual conviction, to challenge the judgment of others when necessary; yet to be willing to support the majority decision of the Board and work with fellow Board members in a spirit of cooperation.
6. To maintain confidentiality when called for, and to avoid acting as spokesperson for the entire Board unless specifically authorized to do so.
7. To support College fund raising efforts through personal giving in accordance with one's means (both annual and capital drives), and to be willing to share in the solicitation of others.
8. To understand the role of the Board as a policy-making body and to avoid participation in the administration of policy.

9. To understand that the President is the exclusive agent of the Board in the conduct of all College affairs.
10. To ensure that the conduct of the College by the President be systematically evaluated annually.
11. To learn and consistently use designated institutional channels when conducting Board business.
12. To insure that any relationships that could be perceived as conflicts of interest are to the distinct and obvious advantage of the College.
13. To refrain from actions and involvements that might prove embarrassing to the College and to resign if such actions or involvements develop.
14. To make adjustments always on the basis of what is best for the College as a whole and for the advancement of higher education rather than to serve special interests.

***10-17-08***



### 1.3.4 Bethany College Chart of Governance Roles

As a collegial community, there is an implied interdependence of all segments of the College that rests on mutual trust and respect, requiring an open spirit of communication and providing opportunities for joint efforts in its effective governance

<u>GOVERNANCE AREA</u>	<u>BOARD</u>	<u>PRESIDENT</u>	<u>FACULTY</u>	<u>STUDENTS</u>
<b>GENERAL</b>	<ul style="list-style-type: none"> <li>• Final institutional authority.</li> <li>• Assure institutional integrity.</li> <li>• Entrust management to the President of the College.</li> <li>• Effectively communicate policies.</li> <li>• Assure appropriate long-range planning.</li> <li>• Approve granting of degrees.</li> <li>• Legal voice of institution.</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Executive Officer.</li> <li>• Operate within Board Policies and academic standards.</li> <li>• Develop and execute long-range plan.</li> <li>• Recommend to the Board candidates for degrees</li> <li>• Final review and decision making on all program and personnel issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Primary responsibility for curriculum, course subject matter, methods of instruction, research and student academic life.</li> <li>• Participate in long-range planning.</li> <li>• Cooperate with the President of the College in effective governance of the institution.</li> <li>• Set requirements for degrees, determine when met, and recommend those to be granted.</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to participate responsibly in communicating fresh ideas.</li> <li>• Free to discuss institutional policies and operations.</li> <li>• Opportunity to be listened to in the classroom.</li> <li>• Right to hear speakers of their choice provided consistent with institutional guidelines and values.</li> </ul>
<b>PERSONNEL</b>	<ul style="list-style-type: none"> <li>• Determine qualifications and elect Board members (self-perpetuating).</li> <li>• Elect the President.</li> <li>• Assure appropriate personnel policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Approve or reject faculty recommendations regarding faculty appointments, promotions, tenure, and dismissal.</li> <li>• Appoint all academic officers and administrative personnel.</li> <li>• Determine individual salaries.</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend regarding faculty appointments, re-appointments, promotions, tenure, and dismissal.</li> </ul>	
<b>FINANCIAL</b>	<ul style="list-style-type: none"> <li>• Relate needs to resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine long and short</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in academic</li> </ul>	

	<ul style="list-style-type: none"> <li>• Husband the endowment.</li> <li>• Assure adequate capital and operating funds.</li> <li>• Approve operating and capital budgets.</li> </ul>	<ul style="list-style-type: none"> <li>range budgetary priorities.</li> <li>• Recommend annual operating and capital budgets to the Board.</li> <li>• Maintain existing and secure necessary new resources.</li> </ul>	<ul style="list-style-type: none"> <li>budgetary process.</li> <li>• Participate in developing faculty salary policies and procedures.</li> </ul>	
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Assure development and maintenance of physical facilities.</li> <li>• Participate actively in securing public understanding of the institution.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for all non-academic activities.</li> <li>• Represent institution to its many publics.</li> <li>• Chief spokesperson.</li> </ul>	<ul style="list-style-type: none"> <li>• When speaking publicly, make clear speaking as an individual and not for the institution.</li> </ul>	

Adapted from 1966 “Statement on Government of Colleges and Universities” jointly formulated by AAUP, ACE, and AGB.

## **1.4 Administrative Organization of Bethany College**

### **1.4.1 President of the College**

Executive Assistant to the President

Assistant to the President

Director Athletics & Recreation

### **1.4.2 Vice President for Academic Affairs and Dean of Faculty**

Academic Department Chairs

Assistant Vice President for Academic Affairs

Director of Career Counseling & Placement

Director of Institutional Research

Director of International Studies

Director of Libraries

Director of the McCann Learning Center

Director of Network Operations

Director of Media Services and Classroom Technology

Director of Institutional Research and Retention

Registrar

### **1.4.3 Vice President for Finance**

Assistant Vice President for Finance

Director of Business Affairs

Director of Human Resources

Director of the Physical Plant

### **1.4.4 Senior Vice President**

Senior Major Gifts Officers

Director of Alumni Relations

Director of Communications

Director of Advancement Services

Dean of Buffalo Seminary and Director of Church Relations  
Curator of Historic Bethany

#### **1.4.5 Vice President for Enrollment Management**

Director of Enrollment  
Director of Financial Aid

#### **1.4.6 Dean of Students**

Director of Residence Life  
Director of Student Activities  
Director of Engagement and Responsibility / Title IX Coordinator  
Director of Security  
Director of Health Services  
Counselor  
Chaplain

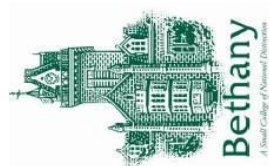
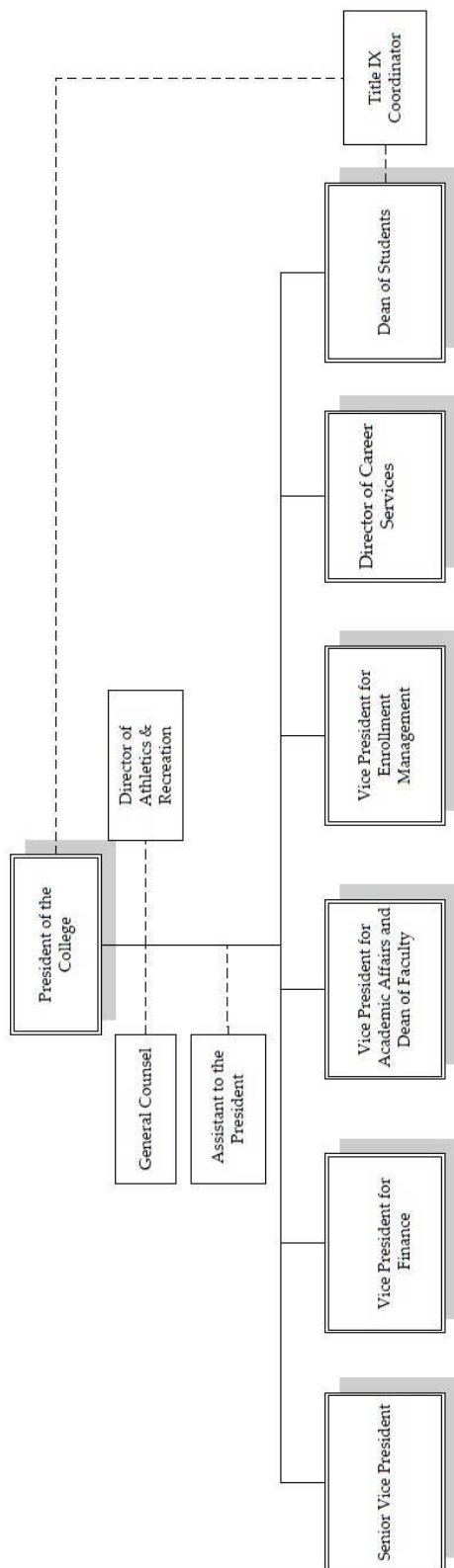
### **1.5 Organization Charts**

The following pages show these charts:

Chart 1.5.1	General Organization
Chart 1.5.2	Vice President for Academic Affairs and Dean of the Faculty
Chart 1.5.3	Vice President for Finance
Chart 1.5.4	Senior Vice President
Chart 1.5.5	Vice President for Enrollment Management
Chart 1.5.6	Dean of Students
Chart 1.5.7	Athletics & Recreation

## 1.5.1 General Organization

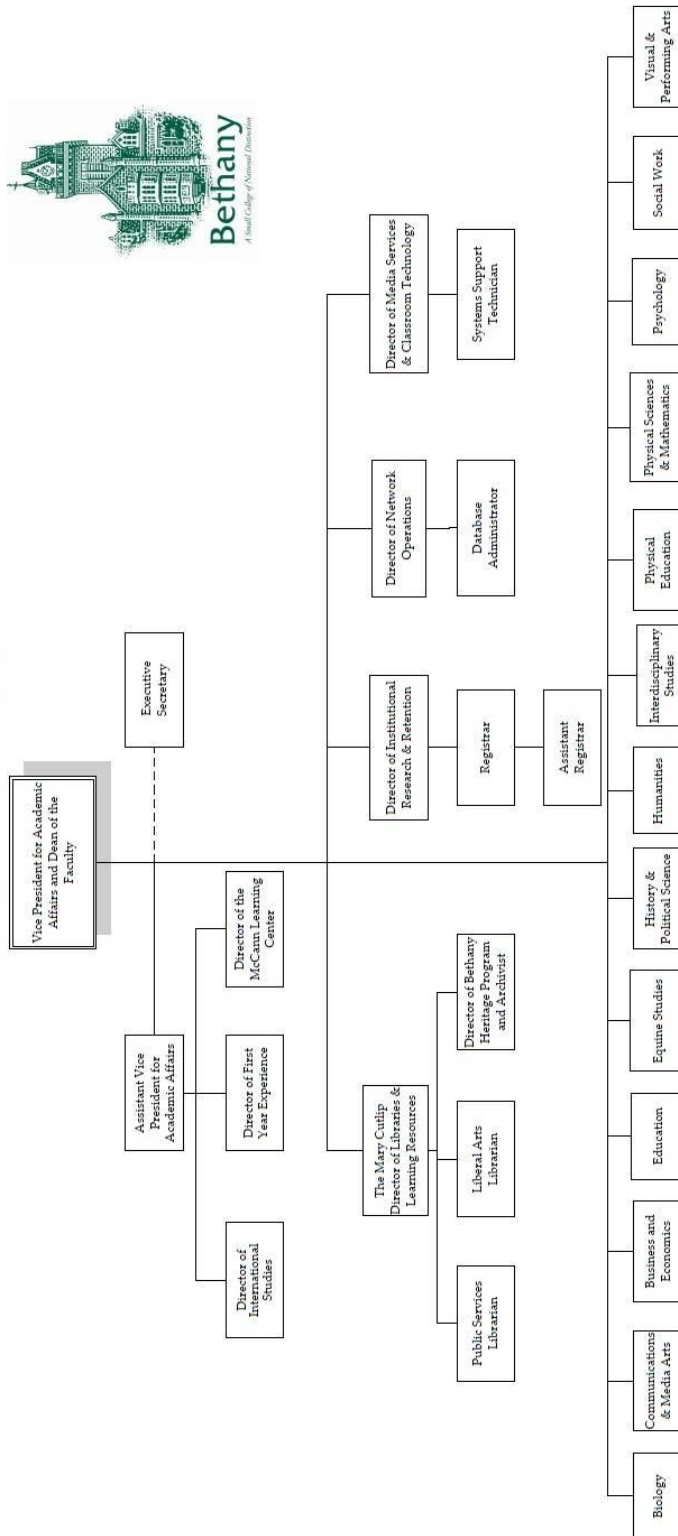
### Bethany College 2016-17 Organizational Chart



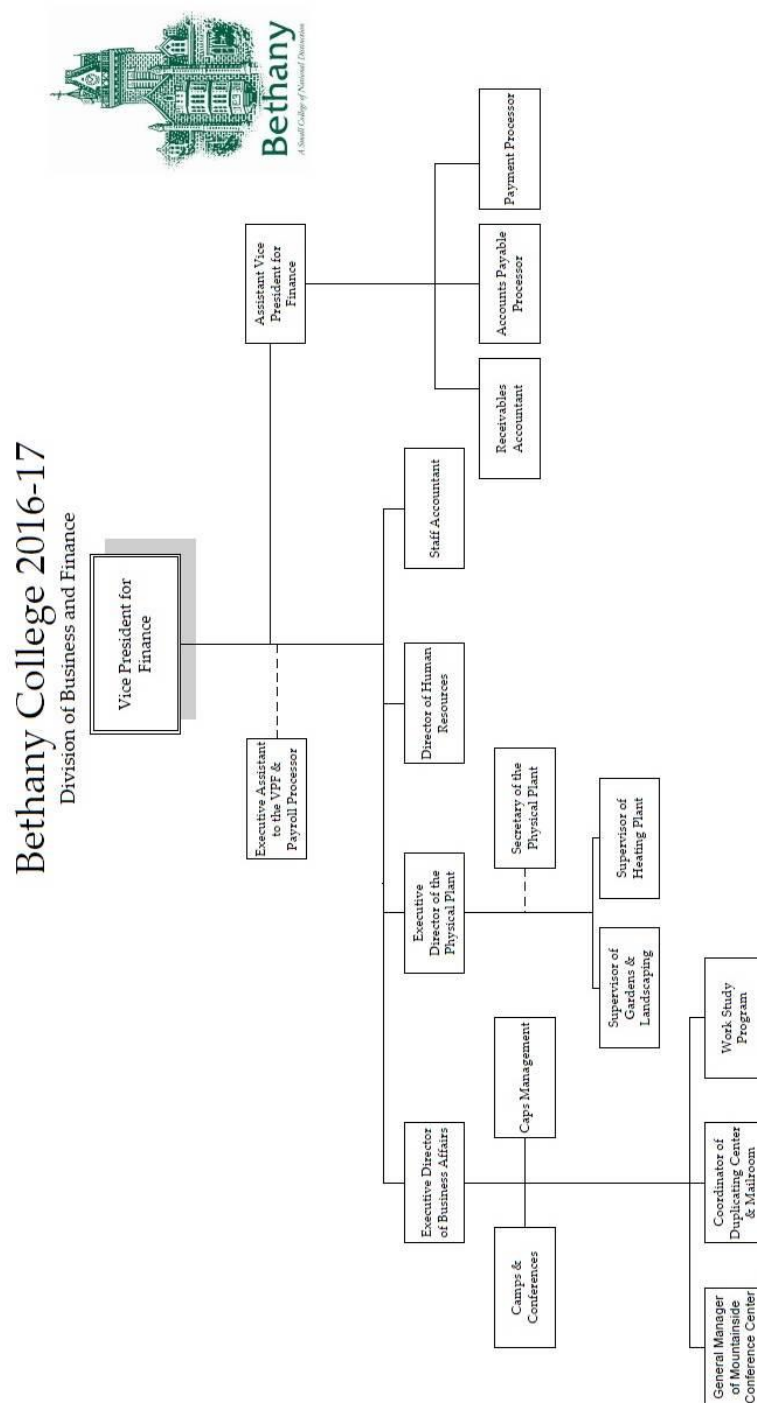
## 1.5.2 Vice President for Academic Affairs and Dean of Faculty

### Bethany College 2016-17

#### Division of Academic & Student Affairs



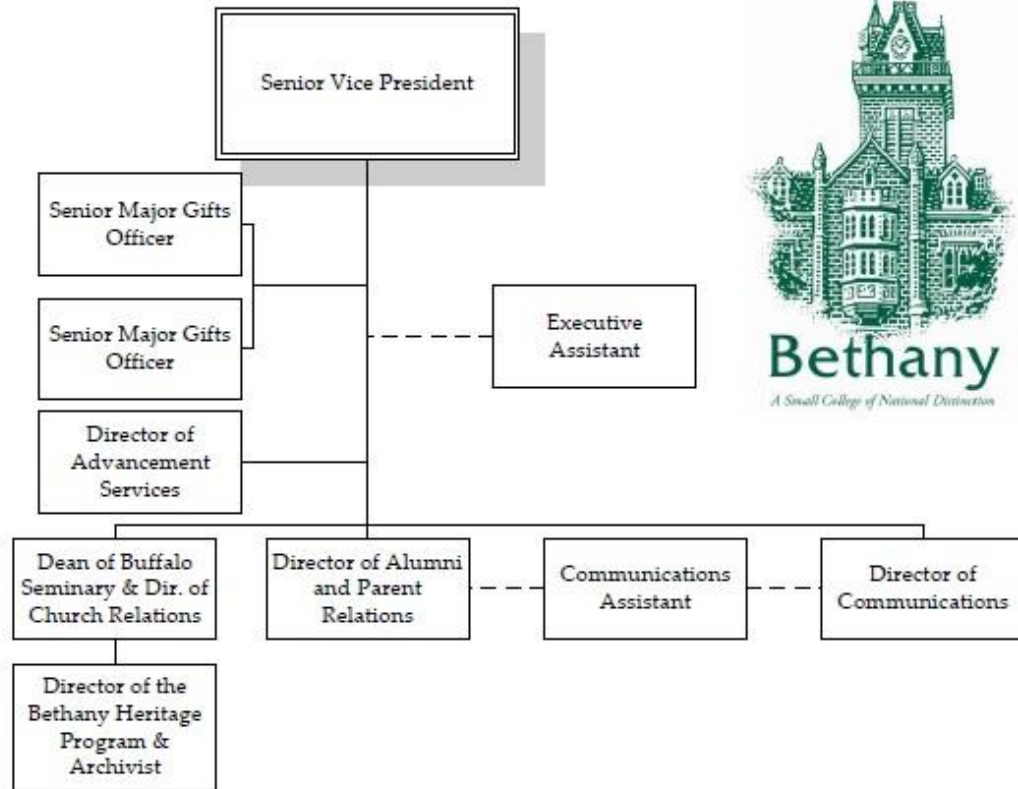
### 1.5.3 Vice President for Finance



#### 1.5.4 Senior Vice President

## Bethany College 2016-17

### Division of Institutional Advancement

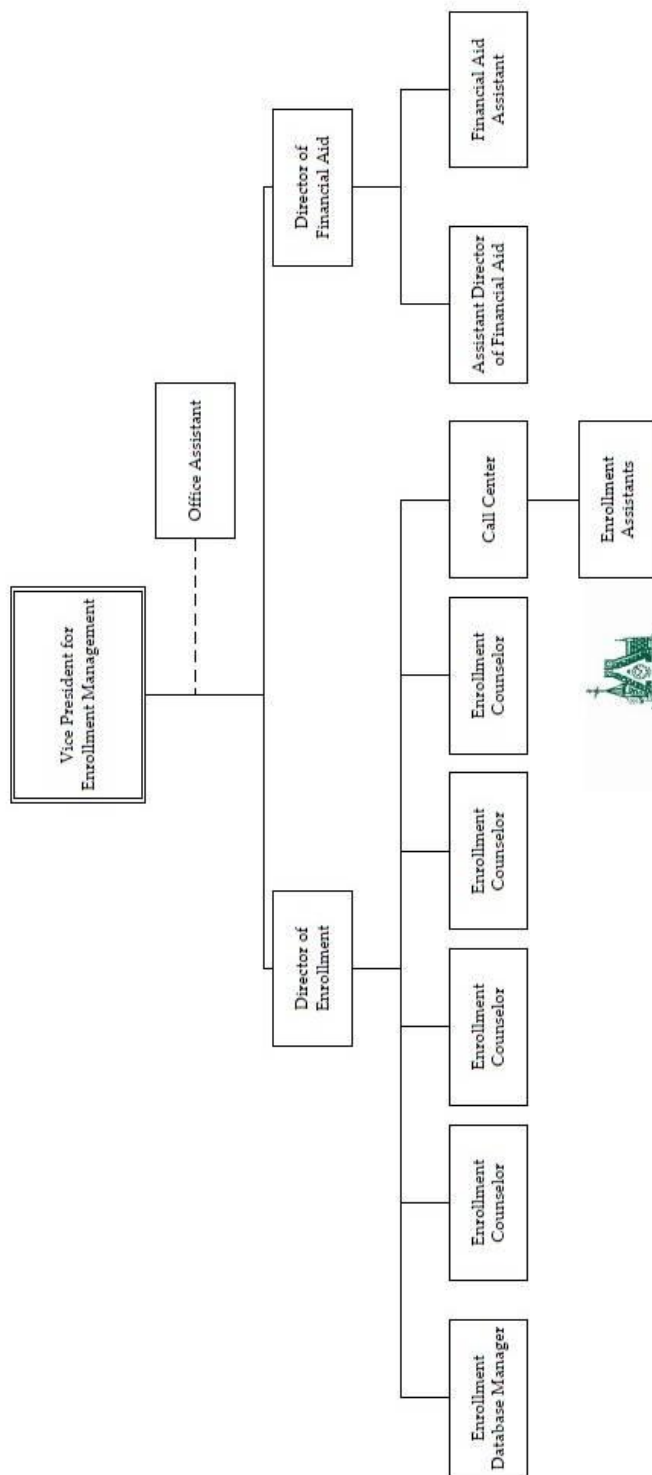




## 1.5.5 Vice President for Enrollment Management

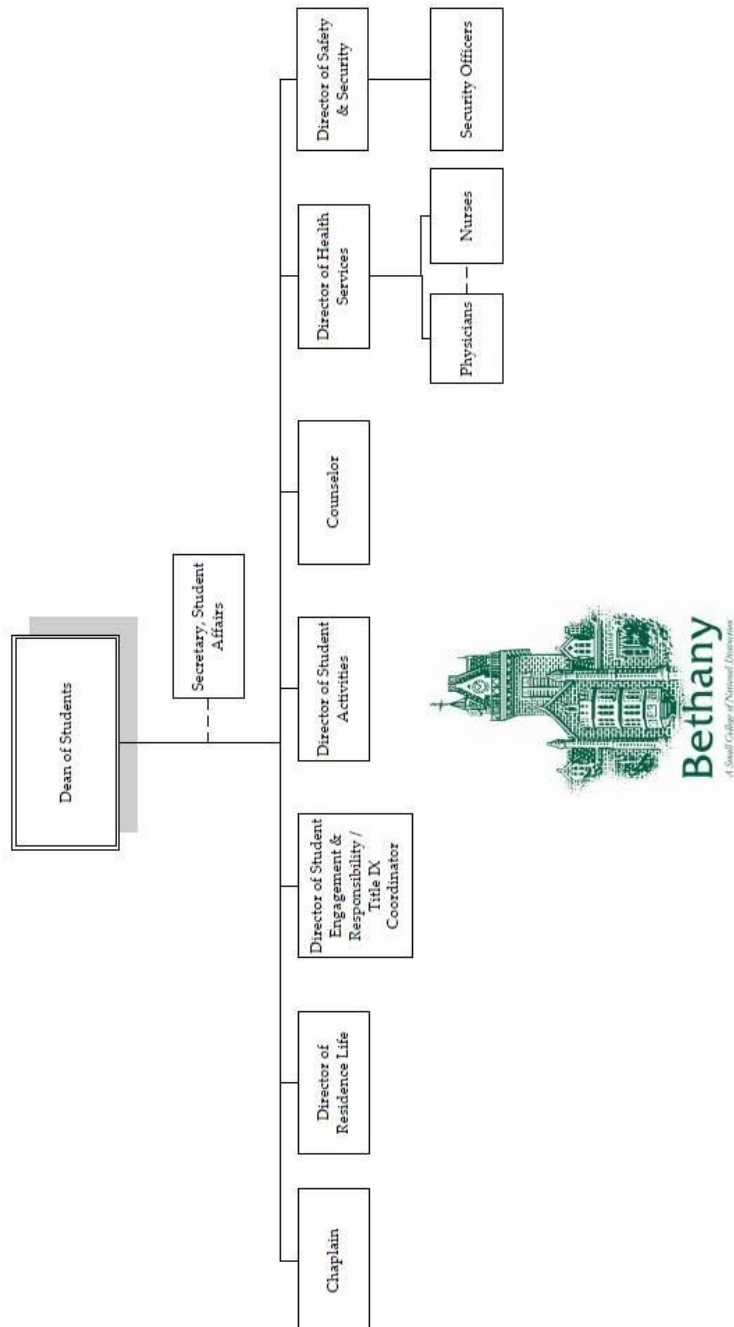
### Bethany College 2016-17

#### Center for Enrollment



## 1.5.6 Dean of Students

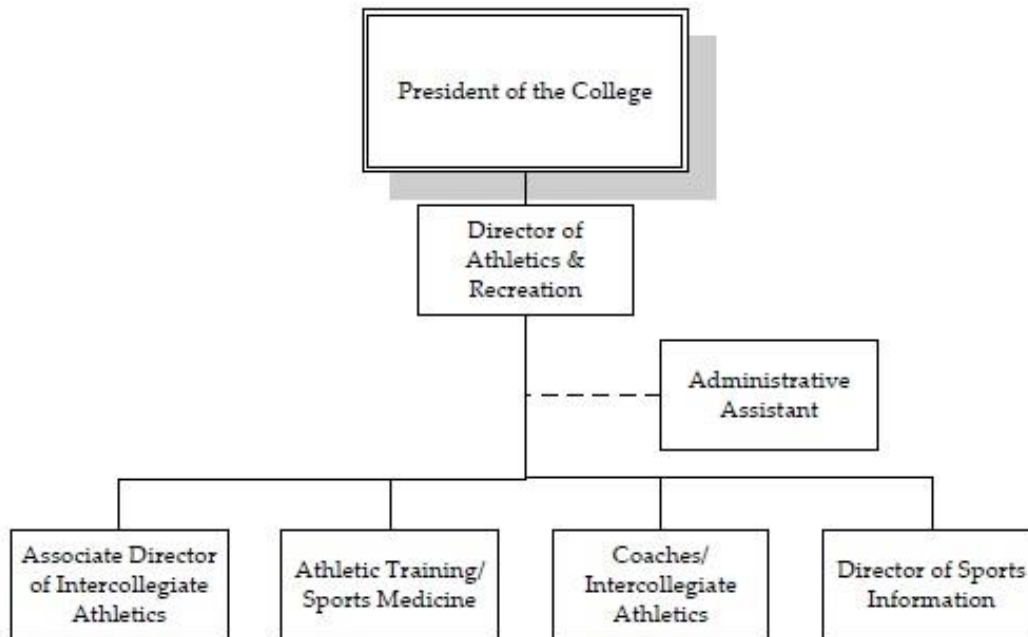
### Bethany College 2016-17 Department of Student Life



## 1.5.7 Athletics

# Bethany College 2016-17

## Department of Athletics



## **1.6 Governance of Bethany College**

### **1.6.1 Board of Trustees**

Ultimate responsibility for the College is vested in its Board of Trustees. The Board is a self-perpetuating body of at least twelve but not more than thirty-six members. Members are elected to serve three-year terms and are eligible for reelection. There are no religious qualifications or other restrictions for membership on the Board. A list of members of the Board of Trustees is printed in *The Bethany College Catalogue*.

The Board of Trustees regularly meets twice each year, generally in October/November and in May.

### **1.6.2 Officers of the College**

The President of the College is elected by the Board of Trustees. Other officers (chief academic officer, chief financial officer, and chief advancement officer) of the College are appointed by the President subject to the approval of the Board of Trustees. As the Organizational Chart in Section 1.5 shows, each aspect of the life of the College is under the supervision of one or another of these officers. This does not imply, however, a tight compartmentalizing of either function or personnel. On the contrary, the character of the College as an organic whole of common goals and interests is shown in various ways. Under the charter of the College, the President of the College, acting with the authority of the Board of Trustees, is ultimately responsible for all elements of the College. A list of officers of the College is printed in *The Bethany College Catalogue*.

#### **1.6.2.1 Board of Trustees Statement on Emeriti Status for President**

##### **Instruction and Purpose**

The purpose of this policy is to recognize presidents who have who have provided distinguished service to Bethany College. Bethany College recognizes departing presidents in two ways:

1. President Emeritus
2. Honorary Degree

The “President Emeritus” designation is usually awarded at the time of retirement; however, it can be awarded to others at the time of resignation subject to the criteria listed below. The title of President Emeritus is an honorific title and confers no rights of employment, remuneration or tangible benefits to the conferee. The President Emeritus is free to continue to serve the College community but in no way is required to do so.

The College may also award an honorary degree in an appropriate field.

## ***President Emeritus***

### **Criteria for Candidacy**

1. At least ten years of full-time employment at Bethany College prior to resignation or retirement. At least five of the 10 years, should be as President of the College, or
2. Ten years as President of the College.

### **Procedure**

Recognition as “President Emeritus” is at the pure discretion of the Board of Trustees.

### **Honorary Degree**

Presidents not meeting the length of service requirement above, may be recognized with an honorary degree. Five years of contractual service is required. This is typically awarded to a departing president who through this award shall continue to bring recognition to the College. Persons to be considered as recipients should show significant contributions to the College, a pattern of distinguished service rather than a single accomplishment. Significant contributions are defined as service which goes beyond the normal duties and responsibilities of the appointment, and which have had extraordinary impact on the College.

### **Procedure**

Recognition of the resigning/retiring President with an honorary degree is at the pure discretion of the Board of Trustees.

Nothing shall prevent the Board of Trustees from recognizing a departing president with President Emeritus and honorary degree, subject to the suggested criteria.

### **Amendments**

This Policy may be amended and the privileges changed from time to time at the discretion of the College. Such amendments shall be promptly communicated to all Emeritus faculty. No provision of this policy may be waived or modified by any officer, faculty member, employee or agent of the College without the prior written approval of the President.

### **1.6.2.2 Board of Trustee Statement on Emeriti Status for Vice Presidents and Deans**

Vice presidents and deans may retain at the time of retirement their last administrative title, followed by “Emeritus”. They must have served 10 years of full-time employment at the time of retirement. Recommendations for this designation must be made by the President of the College and affirmed by the Board of Trustees.

### **Amendments**

This Policy may be amended and the privileges changed from time to time at the discretion of the College. Such amendments shall be promptly communicated to all Emeritus faculty. No provision of this policy may be waived or modified by any officer, faculty member, employee or agent of the College without the prior written approval of the President.

### **1.6.2.3 President's Cabinet**

The President's Cabinet consists of the Vice President for Academic Affairs and Dean of the Faculty, Vice President for Finance, the Vice President for Enrollment Management, the Senior Vice President and the Dean of Students. The Assistant to the President facilitates the activities of the President's Cabinet. Others may be invited at the sole discretion of the President of the College. Issues of importance concerning all aspects of the College are considered by the Cabinet, which is advisory to the President.

## **1.6.3 Faculty Governance**

### **1.6.3.1 Faculty Rights and Responsibilities**

The Board of Trustees has delegated to the Faculty the following rights and responsibilities:

1. The Faculty of the College shall consist of the President of the College, the professors, including the associate and assistant professors, instructors and tutors.
2. The Faculty shall have power to adopt and to enforce such rules as may be deemed expedient for the good government of the College not inconsistent with the By-Laws and not disapproved by the Board of Trustees.
3. Within the limits imposed by the Board of Trustees and the mode and course of instruction and education established by the President of the College, the Faculty shall have the power to recommend, advise, and to supervise the academic and educational activities of the College.
4. The Faculty shall have the sole power and authority to nominate students of the College for such awards, diplomas and degrees as it deems that they merit. The Faculty shall have the power and it shall be its duty, subject to the right of disapproval by the President or by the Board of Trustees, to establish principles and methods for ascertaining the proficiency of students and for the assignments of honors.

#### **1.6.3.1.1 Board of Trustee Statement on Emeritus Status for Faculty**

##### **Introduction**

The rank of Professor Emeritus is an honor, designating a retired faculty member as having demonstrated a distinguished professional career and as having made significant contributions to Bethany College. Since 1984, Bethany College does not recognize any other faculty rank for emeritus status.

##### **Criteria for Candidacy**

Successful candidates for consideration to the rank of Professor Emeritus, determined by the faculty

rank at retirement, will have:

1. At least ten years of full-time employment at Bethany College prior to retirement and be a tenured Professor at retirement.
2. A consistent record of quality performance as demonstrated by one or more of the following:
  - i. A substantive record of scholarly achievement commensurate with national and standards within the specific discipline.
  - ii. A recognized record of outstanding teaching and educational contributions.
  - iii. Clear evidence of service to the College beyond normal expectations.

### **Emeritus Privileges**

The privileges associated with having been granted the rank of Professor Emeritus are as follows:

1. Lifetime listing indicating the rank of Professor Emeritus in College catalogues, web listings, and directories.
2. Regular and on-line library privileges.
3. Lifetime e-mail address and support including listing in Bethany College directories.
4. One year continuation of phone number and voicemail.
5. If available, a campus office (upon request).
6. Lifetime eligibility for access benefits to campus facilities (same as full-time faculty).
7. Participation with full-time faculty in College public ceremonies.
8. Based on availability and the recommendations of the Department Head and the Dean of the Faculty, use of office and/or lab space, equipment, and other campus facilities to support scholarly work and/or educational activities.
9. With permission of the Department Head and Dean of the Faculty, authorization to serve on senior project committees or senior comprehensive examination committees or engage in other research or educational activities within the College.
10. Faculty rights in signing diplomas.

### **Procedure**

Determination of Emeritus status is to be made within six months of the final day of contractual employment at the College. Application for Emeritus status is initiated in two ways: (1) by nomination of faculty member in the College, (2) self-nomination. The Department Head then notifies the Dean of the Faculty that the process has been initiated and indicating her/his recommendation. After review by and recommendation by the Faculty Retention, Tenure and Promotion Committee, the Dean of the Faculty forwards his/her recommendation to the President. Upon approval of the President, the Dean of the Faculty will present the candidate to the Academic Affairs Committee of the Board and, upon favorable review, to the Board of Trustees for consideration at their May meeting.

Candidates whose rank of Professor Emeritus has been approved by the Board of Trustees at their May meeting are notified promptly and the rank is conferred by the President for listing in all July 1 listings.

The Dean of the Faculty may, at his/her sole discretion, approve the submission of a candidate's application for Emeritus status in accordance with the above procedures on a modified or accelerated schedule due to unusual circumstances (illness, unusual retirement date circumstances, etc.). However, any application must be activated within six months of the final day of contractual employment at the College.

### **Amendments**

This Policy may be amended and the privileges changed from time to time at the discretion of the College. Such amendments shall be promptly communicated to all Emeritus faculty. No provision of this policy may be waived or modified by any officer, faculty member, employee or agent of the College without the prior written approval of the President.

### **1.6.3.2 Faculty Departments**

Under the Vice President for Academic Affairs and Dean of Faculty, the Faculty is organized in departments according to academic disciplines. The Chairs of departments are appointed by the President of the College on recommendation of the Vice President for Academic Affairs and Dean of Faculty. Although a Department Chair may hold tenure as a member of the faculty, this status does not apply to the position of Department Chair.

The duties of the Department Chair are to develop, submit, and manage departmental budgets, to plan course offerings and class schedules, to make teaching and counseling assignments, to make recommendations concerning the employment and retention of instructors, to supervise senior comprehensive examinations, and generally to supervise the work of the department. The Department Chair reports to the Vice President for Academic Affairs and Dean of Faculty on all matters relating to the department.

Members of a department operate through their Department Chair in such matters as ordering instructional equipment, requesting leave, conducting field trips, proposing curricular changes, requesting assistance for attendance at professional meetings, and payment for outside speakers.

### **1.6.3.3 Faculty Meetings**

Normally the Faculty meets once each month during the Fall and Spring semesters, at the call of the President of the College or of the Vice President for Academic Affairs and Dean of Faculty.

Full-time members of the faculty are expected to attend all Faculty meetings. Part-time members of the faculty are encouraged to attend Faculty meetings. Administrative officers and members of the College's professional staff are invited to attend faculty meetings.

All in attendance at Faculty meetings may present information and participate in deliberations. Only full-time members of the faculty are entitled to vote on issues brought before the meeting for decision. Major items presented for action are to be distributed to the faculty at least three days in advance of meetings.

Votes may be taken only when a quorum is present. For this purpose, a quorum is defined as more than half of those eligible to vote.

Procedures during meetings are determined by Robert's Rules of Order newly revised.



#### **1.6.3.4 Officers of the Faculty Meeting**

##### **1.6.3.4.1 President**

The President of the College presides at faculty meetings. In the absence of the President (or at his/her discretion), the Vice President for Academic Affairs and Dean of Faculty presides.

##### **1.6.3.4.2 Secretary**

A Secretary of the Faculty is elected at the first meeting of each academic year in accordance with procedures described in the section on elections in this Policy Manual. The function of the Secretary is to take minutes of Faculty meetings, preserve them as a permanent record of action taken, and make them available for the inspection of members of the faculty and appropriate senior administrators. Any member of the faculty is eligible for election to this office.

##### **1.6.3.4.2.1 Parliamentarian**

The President of the College may appoint a Parliamentarian at the first meeting of each academic year.

#### **1.6.3.5 Faculty Meeting for the Purpose of Elections**

A special Faculty meeting is to be called by the Faculty Welfare Committee during the first two weeks in April of each year for the purpose of conducting elections.

The Faculty Welfare Committee is responsible for distributing to the Faculty on or before March 15<sup>th</sup> of each year lists of those members of the Faculty eligible for election to each of the following:

1. Faculty Welfare Committee
2. Faculty Retention, Tenure and Promotion Committee

##### **1.6.3.5.1 Abnormal Vacancy in an Elective Office**

If a vacancy occurs in any of the several positions that are filled through election of members of the Faculty by the Faculty, it is to be filled by election at the next Faculty meeting following the time the vacancy occurred. The Chair of the Faculty Welfare Committee must distribute a list of those members of the Faculty eligible to fill the vacancy before the Faculty meeting at which the elections are to take place.

##### **1.6.3.5.2 Workshops and Seminars**

A faculty workshop or seminar is usually held each year prior to the beginning of the fall semester. Workshops and seminars are normally devoted to the examination of significant educational issues, the discussion of matters of immediate concern to the College, or activities for faculty development. All faculty members are expected to attend.

#### **1.6.3.5.3 Colloquia**

The Faculty occasionally meets informally for a colloquium. At the colloquia, a topic is presented, sometimes by a visiting speaker, for general discussion. Faculty spouses, as well as faculty members, are invited to attend. Other interested persons are also welcome.

#### **1.6.3.5.4 Convocations**

Formal convocations are usually held four times a year, the first of them shortly after the fall session begins. Faculty members are expected to attend in full academic regalia.

#### **1.6.3.5.5 Elections**

No elections may be held unless there are two-thirds of the faculty eligible to vote present (less those members who are on leave). It is the responsibility of the Secretary of the Faculty to inform the presiding officer whether there are adequate numbers present.

The Faculty Welfare Committee conducts elections and reports the election results to the Vice President for Academic Affairs and Dean of Faculty who makes them known to the Faculty. This report must include the following information:

1. The number of votes cast;
2. The number of blank or invalid votes; and
3. The winner of the election or the persons to participate in a run-off election.

Those members of the Faculty to stand for election may be nominated only from those faculty members eligible to fill the post in question. Each position to be filled must be filled by separate elections and run-offs (if necessary). To be elected, a nominee must receive more than fifty percent of the votes cast. If no nominee receives the required number of votes on the first ballot, a run-off election is to be conducted in the following manner:

1. If there are N nominees standing for election, those nominees receiving a percentage of the votes cast less than one hundred divided by N are eliminated and the remaining nominees become candidates in a run-off election. In the case in which this procedure would not leave at least two nominees as candidates in the run-off election, the two nominees with the most votes become the run-off candidates.
2. If no candidate in a run-off election receives enough votes to be elected, N is redefined to the number of candidates in that run-off election and the procedure is repeated until a nominee is elected.
3. In the case of a tie when there are only two candidates in an election run-off, the winner is to be selected by the toss of a coin.

#### **1.6.3.6 Committees of the Faculty**

All Faculty committees, with the exception of the elected Faculty Welfare Committee and the Faculty Retention, Tenure and Promotion Committee are appointed annually by the President of the College. Each spring members of the Faculty are requested to indicate their committee preferences to the Vice President for Academic Affairs and Dean of Faculty who, in turn, makes recommendations to the President of the College. Normally members of the Faculty in their first

year are not appointed to committees. The Vice President for Academic Affairs and Dean of Faculty will recommend any exceptions to the President of the College.

Some committees traditionally include student members. The students are appointed by the President of the College. There are never student members on the Welfare and Faculty Retention, Tenure and Promotion Committee.

#### **1.6.3.6.1 Academic Standards Committee**

The Academic Standards Committee is composed of members of the Bethany faculty charged with the responsibility of developing policies and procedures for equitable and efficient administration in such areas as attendance, the grading system, and academic standards. The committee reviews students' academic records to apply College policies on such matters as academic standing, probation, eligibility, and dismissal. It evaluates and acts on student appeals for exemptions from established policies.

##### **Committee Membership:**

The committee membership shall be composed of five voting members, one of which must be the Director of the McCann Learning Center, and two ex-officio members, (the Dean of Students and the Registrar).

Committee members will be appointed by the Dean of Faculty in consultation with the President; however, no more than two of the five voting members can be removed from the committee from one year to the next to ensure continuity of decision making regarding academic dismissals and appeals.

##### **Chair:**

The committee members will elect a Chair at the first official meeting of the academic year. Chairs are limited to three consecutive years of service, but can be re-elected after an absence of one year from the position.

#### **1.6.3.6.2 Assessment Committee**

*Charge:* The Assessment Committee supports, guides, and reviews college-wide assessment of student learning, which includes courses, programs, liberal arts core, student activities, and other aspects of the student learning environment. The Committee has the following responsibilities:

- Facilitate Faculty in the development of strategies that support the assessment of student learning;
- Provide opportunities to keep Faculty aware of best practices in assessment;
- Review program assessment reports, provide feedback, and share assessment activities and outcomes with the College;
- Keep Faculty apprised of expectations for assessment, including requirements related to institutional accreditation;

- Report outcomes and other information requested to the Faculty, the Director of Institutional Research, and the Vice President for Academic Affairs and Dean of Faculty for strategic planning, with a minimum of an annual report;
- Disseminate information in fulfillment of this charge through various formats including workshops, presentation at Faculty meetings, and electronic formats;

*Committee Membership:* Committee membership includes four faculty members, including one from Education. The Vice President for Academic Affairs and Dean of Faculty and Director of Institutional Research serve as ex officio members.

#### **1.6.3.6.3 Budget Committee**

The purpose of this committee is to provide a means for faculty and administration to share, to study, and to communicate fiscal data on the on-going financial condition of Bethany College.

The committee shall have two regularly scheduled meetings with the President each academic year, (a) the first within one month of the issue of the audit to review the impact of fall enrollment, and to review the HLC Ratios, and (b) in late January to review the impact of second semester enrollment and to review the financial forecasts.

Other meetings of the committee may be called by the chair. The body of comparative fiscal data to be studied by members of the committee includes the annual audit, the annual HLC Ratio and trend lines, and the budget to actual statement distributed to the Board of Trustees.

*Committee Membership:*

Membership of the committee includes four elected faculty, one from each of the academic areas (humanities, social sciences, and physical-life sciences) and one at-large, serving three-year, staggered terms. Additionally, the Faculty Representative to the Board of Trustees, the Vice President for Finance and the Assistant Vice President for Finance also serve as ex officio members.

All full-time members of the faculty whose primary responsibilities are teaching are eligible for membership. A committee member who must be absent from the campus for a semester or more must resign to be replaced by another member elected to serve for the balance of the unexpired term. Any member serving such an unexpired term of one year or less is eligible to stand for reelection immediately after that term has expired.

#### **1.6.3.6.4 Curriculum Committee**

*Charge:* The Curriculum Committee considers and makes recommendations to the Faculty on all matters affecting the addition and deletion of courses, modification of requirements for a Bethany degree, and establishment and dissolution of department and interdisciplinary majors and minors. No curriculum changes may be made, however, except by vote of the Faculty. The

Curriculum Committee also approves experimental courses and acts upon requests for deviations from graduation requirements.

*Committee Membership:* Membership shall include: two Arts/Humanities representatives; one Social Sciences representative; one Natural Sciences representative; one Professional Students representative; one at-large representative; and the chair of the Education Department or an Education Department representative selected by the department's chair. The Vice President for Academic Affairs and Dean of Faculty, Registrar, and Director of Libraries and Learning Resources serve as *ex officio* members.

The following are the representative departments:

- Social Science—History and Political Science; Business, Communications and Media Arts
- Natural Science—Physical and Computational Science; Biology; Psychology
- Arts/Humanities—Visual and Performing Arts; Humanities (including English, Religion and Philosophy, and World Languages and Cultures)
- Professional Studies—Social Work; Physical Education

During the first meeting of the fall semester Committee members elect a chair and secretary. The Curriculum Committee chair can serve up to three consecutive years.

*Committee Meetings and Records:* The Curriculum Committee meets as needed to review curriculum proposals. The secretary records minutes at each meeting. A copy of the minutes, once approved by the Committee, is submitted at the end of each academic year to the office of the Vice President for Academic Affairs and Dean of Faculty. The chair places a copy of each proposal and any attachments on Moodle for review by the Committee members. The Committee meets and considers each proposal. When questions or concerns are noted, those submitting the proposals are invited to Committee meetings to address or resolve them. Proposals are accepted, denied, or tabled. Those that are accepted are presented to the Faculty during monthly meetings. After the Faculty votes on a proposal, the chair emails a second copy to the office of the Vice President for Academic Affairs and Dean of Faculty to be placed in the archive.

#### **1.6.3.6.5 Faculty Development Committee**

*Charge:* The Faculty Development Committee assists the Vice President for Academic Affairs and Dean of Faculty in maintaining a climate of continued advancement in pedagogy and scholarly work at Bethany College. The Committee is responsible for reviewing grant requests for Faculty Development funds and requests for sabbatical leave. The Committee, by example, leadership, and direction, encourages colleagues in their continued development. The Committee reviews requests for Faculty Development funds twice per academic year and makes recommendations to the Dean of Faculty before November 15th and April 1st, respectively. The Committee also reviews requests for sabbatical leave once per year. The Committee makes recommendations regarding sabbatical leave requests, by rank ordering their priority, to the Vice President for Academic Affairs and Dean of Faculty by November 1st.

*Committee Membership:* Membership on the Committee spans the curriculum. Faculty members should not be assigned to this Committee during the years in which they are eligible for sabbatical leave. Faculty seeking Faculty Development funds should recuse themselves from deciding upon their own proposals due to the potential conflict of interest. The Committee is chaired by a tenured Faculty member and includes five additional Faculty members, as well as an invited alumnus/alumna. All members have equal voting power within the Committee. A financial administrator of the college serves as an ex officio member.

#### **1.6.3.6.6 Institutional Review Board/Gans Fund Committee**

*Charge:* The Institutional Review Board reviews the ethical integrity of all research projects using human participants and vertebrate animal subjects. Ethical integrity insures that participants and subjects will not be placed at undue risk and that human participants are given the opportunity to provide informed, voluntary consent. The board conforms to the standards of the American Medical Association and the American Psychological Association as to the definition of undue risk. Human participants receive the guarantee that they will not experience embarrassment, anxiety, threats to physical or mental health, and breaches of confidentiality. Researchers must also provide to human participants a debriefing to educate each participant as to the full nature of the study upon completion. The Institutional Review Board also guarantees that animal subjects will not experience excessive pain or discomfort and that euthanization of animals occurs immediately and is justified according to the project's hypotheses.

The Institutional Review Board also reviews research proposals submitted by students seeking Gans funds. Gans funds are awarded competitively, based upon originality of research, thoroughness of design, and contribution of knowledge to society. After completion of the project, the recipient's department may keep equipment and supplies purchased by Gans funds.

*Committee Membership:* Committee membership includes at least four members of the science Faculty, with each of the four disciplines (biology, computational sciences, physical sciences, and psychology) represented by one member. The remaining Committee member is from an academic discipline that regularly makes use of surveys, questionnaires, and other observational human testing (including, but not limited to, communication, social work, education, physical education). Moreover, an external member of the animal care community (e.g., local veterinarian, equine facility manager, etc.) may be appointed for projects involving non-human subjects on an as-needed basis.

It should be noted that, for the smooth execution of all facets of the Institutional Review Board's charge, one of the members of the science Faculty should be assigned the duties of chairing the Committee.

*Committee Meeting Schedule:* The Committee meets each academic year as needed, and carries out the due processes of its charges via electronic mail and a Moodle site. Deadlines for Gans funding, to ensure competitiveness and proper stewardship of allotted monies, fall on the first of October, February, and April of each academic year. Ethics proposals (whether they be animal or human testing) may be submitted on a rolling basis.

*Committee Reporting Schedule:* In the interest of transparency, the Committee is willing to report to the Faculty as often as is requested.

#### **1.6.3.6.7 Health Professions Advisory Committee**

*Charge:* The Health Professions Advisory Committee advises the pre-professional advisors on matters concerning pre-professional students including: assisting students interested in careers in the health professions; identifying of such students; assisting them in constructing programs appropriate to the fulfillment of their individual goals; advising them on application procedures and deadlines; maintaining files of information on the health professions and on professional schools; and maintaining working relationships with a variety of professional schools.

The Committee prepares a letter of recommendation for pre-professional students if requested to do so. The Committee makes recommendations on curricular changes to the Curriculum Committee to accommodate current trends in the health profession. The Committee selects the winner of the Leonard Emory Yurko Award for the outstanding senior pre-medical student each year according to the Yurko Award standards.

*Committee Membership:* Committee membership should include a majority of professors most likely to be involved in the instruction of pre-professional students. These professors should have some understanding of the health professions. The pre-professional advisor should be a member of the Committee.

*Committee Meeting Schedule:* The Committee should meet as frequently as needed to interview pre-professional students for the preparation of recommendations, to advise the pre-professional advisor, and to make recommendations for curricular change.

*Committee Reporting Schedule:* The Committee should report to the College Faculty as a whole at least once per academic year on its activities.

#### **1.6.3.6.8 Honors Committee**

*Charge:* The Honors Committee consults with and advises the President on the selection of proposed recipients of honorary degrees and presents to the Faculty the names of those proposed for the Faculty's endorsement. The Committee selects recipients of College-wide honors and, in cooperation with the Vice President for Academic Affairs and the Dean of Students, coordinates honors, awards, and presentations made on Honors Day. The Committee serves as the clearing house for new and developing honors, special awards, and honor societies. The Committee approves or recommends eligible students for membership in certain campus honor societies and special recognition societies.

*Committee Membership:* Committee membership is open to all Faculty.

#### **1.6.3.6.9 Interdisciplinary Studies Committee**

*Charge:* The Interdisciplinary Studies Committee reviews and approves or disapproves Faculty-initiated and student-initiated proposals for interdisciplinary majors. It advises the Director of the Interdisciplinary Studies Program on coordinating and administering the Interdisciplinary Program.

*Committee Membership:* Committee membership is open to all Faculty. The Director of Interdisciplinary Studies serves as an ex officio member.

#### **1.6.3.6.10 International Education Committee**

*Charge:* The International Education Committee coordinates the international education programs of the College, proposes policies and procedures concerning study abroad, international students at Bethany, and faculty development in international education, and advises the Vice President for Academic Affairs and Dean of Faculty regarding curriculum efforts in international studies.

*Committee Membership:* Committee membership will include a member from the World Languages and Cultures program, the Director of International Studies, a student representative and at least four other members.

#### **1.6.3.6.11 Multicultural Awareness Committee**

*Charge:* The Multicultural Awareness Committee strives to foster an atmosphere of inclusiveness regardless of ability, age, class, gender identity and expression, immigration status, nationality, race, religion, or sexual orientation. This Committee recognizes that diversity enriches the academic community and supports the efforts of any individual or group working in that direction.

*Committee Membership:* Committee membership is open to all Faculty members.

#### **1.6.3.6.12 Student Life Committee**

*Charge:* The Student Life Committee collaborates with the Student Life staff on matters ranging from student activities to campus cultural events, from Greek Life to residence life policies and student conduct, and from wellness services to other student services issues that may be of concern.

*Committee Membership:* This Committee is composed of three full time Faculty members, Student Life staff members, the President and Vice President of Student Government and the student Chair of Student Activities Council. The Committee is chaired by a Faculty member.

#### **1.6.3.6.13 Social Work Advisory Committee**

*Charge:* The Social Work Advisory Committee advises the Social Work program in matters pertaining to accreditation standards. The Committee may also address appeals or grievances from students regarding admission to the program, senior field placement, or other matters relating to grades, harassment, etc.

*Committee Membership:* Committee membership is comprised of both Faculty members from the Social Work program, with the Program Director serving as the chair of the Committee, plus one Faculty member from each of the following disciplines: Psychology, Equine Studies, World Languages, and one at-large. The department fellow for Social Work also serves on the Committee as a student representative.

#### **1.6.3.6.14 Education Advisory Committee**

*Charge:* The Teacher Education Advisory Committee (TEAC) initiates, monitors, and reviews college teacher preparation programs and policies in accordance with institutional aims, state certification requirements and national accreditation standards, consortia arrangements with



other institutions and school systems, and trends in teacher education. The Committee recommends program and policy revision to other concerned Committees and/or the Faculty for appropriate action. The Committee also advises the Director of Teacher Preparation Programs regarding the criteria for admission to Teacher Education, for admission to the Professional Year, and for recommendation for certification at completion of the program. It reviews the application of those criteria and recommends changes. The Committee serves as the second level of appeal for students who wish to have a decision reviewed. The order of student appeals involves the Education Department chair, the Teacher Education Advisory (TEA), the Vice President for Academic Affairs and Dean of Faculty, and the President. The members also serve as Bethany's representative to the Educational Personnel Preparation Advisory Committee (EPPAC) which also includes regional and state school personnel, functioning as is consistent with the standards of the West Virginia Department of Education.

*Committee Membership:* Membership on the Committee is comprised of Faculty members from content areas that represent secondary certification areas (physical education, English, etc.).

*Committee Reporting:* The Committee meets formally at least twice a semester and on an as-needed basis regarding student appeals. One of the formal semester meetings is the EPPAC Committee meeting with state department representatives.

#### **1.6.3.6.15 The Digital Advisory Committee**

*Charge:* The Digital Advisory Committee serves as an advisory group for all campus technology issues used in and out of the academic classroom. It may recommend library resources, on an as needed basis, and under advisement by the library staff and Faculty. It serves as a channel for testing or experimenting with new services and makes recommendations, when necessary, on major acquisitions or transfers of technology. Specifically, it proposes policies and procedures pertaining to the online and distance learning infrastructure. The Committee also accepts other technology and information related concerns from campus, makes suggestions regarding training and support resources, and educates the Faculty about the Information Technology Usage Policy annually.

*Committee Membership:* Membership includes three members of the Faculty, one staff member from Information Technology and one librarian.

### **1.6.4 Constitution and By-Laws of the Bethany College Student Government**

See Appendix A.

### **1.6.5 Enabling Documents of the Bethany College Alumni Association, Inc.**

See Appendix B.

## **1.7 Bethany College Committees**

### **1.7.1 Board of Trustees Committees**

- Academic Affairs

- Advancement
- Audit
- Executive
  - Nominating
- Enrollment Committee
- Facilities Committee
- Finance & Administration
  - Investment
- Legal Services
- Student Life

### **1.7.2 Faculty Committees (Elected)**

- Faculty Welfare Committee
- Faculty Retention, Tenure and Promotion Committee

### **1.7.3 Academic Policy Advisory Committees**

Faculty are asked to select a committee on which they wish to serve and are then appointed to the committee for one year at the selection of the President of the College, as advised by the Vice President for Academic Affairs and Dean of Faculty to achieve balance from the various academic units.

## **1.8 Revision of Bethany College Policy Manual**

Volumes II, III, V and VII are revised as appropriate by the administration of the College through the approval of the President of the College and where appropriate or legally required by the Board of Trustees on the recommendation of the President of the College.

Volume I, Section 1.3 and Subsections 1.6.3 and 1.6.4 follow the amendment process of the respective Constitutions and By-Laws with oversight by the President and Board of Trustees. Subsection 1.6.2 refers to Volume IV. The rest of Volume I follows the procedures in paragraph one, above, of this Section 1.8.

Volume IV, the Faculty Policies, follow the amendment provisions found in Volume IV, Section 4.14. Volume VI, Academic Policies Section 6.1 et seq. and 6.2 et seq.

### **1.8.1 Board of Trustees Approval**

The Board of Trustees with respect to Volumes I, II, III, V, VI, and VII reserve the following rights:

1. The Board of Trustees of Bethany College holds ultimate authority for setting policy. In the spirit of shared governance, previously outlined, the Board (or the President of the College as its agent) shall see to it that appropriate input will be sought from those impacted by the action;
2. The Board of Trustees or the President of the College as its agent shall either approve or reject the proposed revision; and
3. The Board of Trustees or the President of the College as its agent retains the right, in

the best interest of the College and in the fiduciary capacity, to alter the provisions of this Policy Manual after following the procedures above.

### **1.8.2 Emergency Procedure**

When the President of the College, after consultation with the Vice President for Academic Affairs and Dean of Faculty determines that, in the best interests of the College a modification of any part of the faculty governance section of the Policy Manual is necessary, the provisions of Volume IV, Section 4.14 will be followed.

If any provision of the Policy Manual is in conflict with federal or local law or ordinance or is otherwise illegal, invalid or unenforceable to any extent, the remainder of this Policy Manual and the application of the provision in question to persons or circumstances other than those to which the provision is improper, shall not be affected. In addition, the Board of Trustees as its agent shall act to bring the College into compliance with such law, ordinance or invalidity, and the Policy Manual will be amended as soon as possible.

## **Appendix A**

# **CONSTITUTION AND BY-LAWS OF THE BETHANY COLLEGE STUDENT GOVERNMENT ASSOCIATION**

This Constitution supersedes all previous constitutions of the Student Government Association of Bethany College.

## **PREAMBLE**

We, the students of Bethany College, Bethany, West Virginia, hereby establish this constitution and its by-laws for the purpose of creating and maintaining an organization of central student government which will provide for the fullest practical measure of popular representation of, and participation by, the student body in the administration of those activities which may reasonably be considered to be their rights and responsibilities as a group.

## **ARTICLE I: Name**

The name of this organization shall be the Student Government Association of Bethany College.

## **ARTICLE II: Executive Branch**

### **Section 1. Executive Powers**

- A. All legislative powers herein granted shall be vested in the Executive Branch of the Student Government Association of Bethany College.
- B. The Executive Branch shall have the authority to:
  - 1. Call meetings of the student body.
  - 2. Hold meetings in order to conduct all business, which under this Constitution may be reasonably considered to come under the jurisdiction of the Student Government Association.
  - 4. Administer the election of officers of the Student Government Association.

5. Provide for student self-government in matters of student conduct.
  6. Levy a student tax for the activities of SGA and its related organizations.
  7. Recognize social organizations for representation within the Student Government Association and to withdraw recognition.
  8. Recognize clubs that are requesting funds from SGA and to punish and/or withdraw funds from said clubs.
- C. Every bill and resolution passed by the Student Legislature shall be promptly forwarded to the President of SGA. If the President approves it, he or she shall sign it, and it shall become law. If the President does not approve it, he or she shall veto it and it shall be returned to the Legislature. If the President takes no action within six (6) days, it shall become law. If, upon return of a vetoed bill and after reconsideration, two-thirds of the Student Legislature shall agree to pass the bill or resolution, it shall become law.

## **Section 2. The Inauguration**

- A. The inauguration of the President and Vice-President shall take place during Founder's Day Convocation.
- B. The retiring President shall recognize the Chief Justice of the Student Court for the purpose of administering the oath of office. The Chief Justice shall ask the new President to repeat after him/her the following affirmation: "I do hereby solemnly promise that I will faithfully discharge the duties of my office to the best of my knowledge and ability." The gavel shall then be handed to the new President.

## **Section 3. The President**

- A. The executive power shall be vested in the President of the Student Government Association.
- B. The President of SGA shall take care that the enactment's of the Student Legislature be executed and obeyed; he/she shall recommend to the consideration of the Student Legislature such actions as he/she feel necessary, and he/she may convene special meetings of the Student Legislature when he/she deems it necessary.
- C. The President shall serve as the official representative of the Student Body at public and ceremonial occasions.
- D. The President, in agreement with the Chief Justice, shall appoint the Justices of the Student Court with the approval of the majority vote of the Student Legislature.
- E. The President shall:
  1. Act as chairperson of the Executive Cabinet of the Student Government Association.

2. Act as chairperson of all meetings of the Student Legislature.
3. Have the power to approve or veto motions passed by the Student Legislature.
4. Deliver, or see that the Director of Publicity delivers, all notices of the Student Government Association.
5. Confer with members of the Executive Cabinet on matters pertaining to the welfare of the student body, which are not provided for in this constitution.
6. Make the following appointments:
  - a. A Recall Committee if necessary.
  - b. Members of the Student Court as specified in this Constitution.
  - c. The Executive Cabinet.

F. Restrictions of the President

1. The President shall not move or second.
2. The President shall not cast his/her vote at a Student Legislative meeting except in the case of a tie.

## **Section 4. Vice President**

A. The Vice-President shall:

1. Perform the duties of the President if the President is unable.
2. Assist the President in any necessary way.
3. Act in the following faculties:
  - a. A member of the Financial Committee.
  - b. A member of the Executive Cabinet.

B. Restrictions of the Vice-President:

1. The Vice-President shall not vote, move or second.

## **Section 5. President Pro Tem**

A. At the beginning of a new administration, the Executive Cabinet shall elect a President Pro Tem from the representatives who will assume the responsibilities in the absence or incapacitation of the Vice President or President.

B. Duties and Powers of the President Pro Tem

1. The President Pro Tem shall act as the replacement of the Vice-President in the event that the President or Vice-President is removed from their office.

2. The President Pro Tem shall have the same duties, responsibilities and power as the Vice- President if and when presiding in that office.

## **Section 6. Officers**

- A. The President and Vice-President of the Student Government Association having campaigned as a party ticket shall be elected by a majority of the full-time students voting. They will serve a term of two (2) semesters, beginning in the spring semester.
- B. No person shall be eligible for the office of President or Vice President who does not have an cumulative quality point average of at least 2.00 during their enrollment at Bethany College. If elected, he or she must maintain a quality point average of 2.00 or higher based on a scale with a maximum of 4.0 quality points.
- C. Freshmen will not be permitted to run for SGA President/Vice President.
- D. The members of the Executive Cabinet shall be the elected President and Vice President and the following Presidential appointments: Secretary, Treasurer, Assistant Treasurer, Clubs and Committees Chairperson, Clubs and Committees Secretary, Parliamentarian, Director of Publicity, and the Student Activity Council's President.
- E. New positions may be created and filled by presidential decision.

## **Section 7. Attendance of officers**

- A. Any officer shall be permitted to miss no more than two meetings in one semester. After the third absence, it is the responsibility of the President to choose a student to replace that officer. Should the President miss more than two meetings, the Vice President will replace him/her and the office of Vice President will be filled by the President Pro Tem.
- B. Absence is determined ten minutes after the beginning of the meeting and the member must remain until ten minutes before the end of the meeting. Should the officer question the action of dismissal from their office, they may contest the case in Student Court.

## **Section 8. Duties and Powers of the SGA Secretary**

- A. The Secretary Shall:
  1. Call the roll and be certain that there is quorum present to conduct the meeting. A quorum shall be present when two-thirds of the total eligible voting representation is present.

3. Keep the minutes of all meetings.
4. Keep a record of all the official documents of the Executive Cabinet, including the Constitution and the by-laws.
5. Bring to each meeting of the Legislature a copy of the Constitution, by-laws, and the adopted parliamentary authority.
6. Keep a permanent record of the recall question, its outcome, and against whom or what that it was carried out.
7. Inform the voting member involved if its representative has been disqualified due to excessive absence.
  - a) At three (3) absences there will be a warning letter issued.
  - b) At four (4) absences there will be a notice of disqualification of their vote in the quorum issued.
8. Assist the President in any necessary way.

## **Section 9. Duties and Powers of the SGA Treasurer**

### **A. The Treasurer shall:**

1. Serve as the disbursing agent for the budget of the SGA.
2. Approve all club withdrawals of money.
3. Keep the accounts and records.
4. Be chairperson of the Finance Committee.
5. Be present at all meetings to act as financial advisor.
6. Have at least three hours of accounting with a 3.0 grade point average in those courses.
7. See that all clubs adhere to the guidelines and rules established in the parts of this Constitution concerning their budgets.
9. Chair an Investigation Committee composed of: The Finance Committee and the SGA Secretary.
10. Assist the President in any necessary way.

## **Section 10. Duties and Powers of the SGA Assistant Treasurer**

### **A. The Assistant Treasurer(s) shall:**

1. Assist the Treasurer with the disbursement of SGA funds.



2. Approve all club withdraws of money.
3. Keep the accounts and records.
4. Be a member of the Finance Committee.
5. Be present at all meetings to act as assistant to the Treasurer.
6. Have at least three hours of accounting with a 3.0 grade point average in those courses.
7. See that all clubs adhere to the guidelines and rules established in the parts of this Constitution concerning their budgets.
8. Assist the President in any necessary way.

### **Section 11. Duties and Powers of the SGA Parliamentarian**

- A. The Parliamentarian shall:
  1. Maintain the proper parliamentary procedure of all SGA meetings.
  2. Keep order at all times during the meetings.
  4. Conduct all motions in old and new business.
  5. Assist the President in any necessary way.
- B. In all matters not covered in this Constitution, this organization shall be governed by Robert's Rules of Order Revised and enforced by the parliamentarian.

### **Section 12. Duties and Powers of the Director of Publicity**

- A. The Director of Publicity shall:
  1. Thoroughly publicize all SGA events and related activities.
  2. Serve on the Election Committee.
  3. Assist the President in any necessary way.

### **Section 13. Duties and Powers of the Student Activity Council's President**

- A. The Student Activity Council's President shall:
  1. Be responsible for organizing any events sponsored by SGA.
  3. Represent SGA on the Student Activity Council.
  4. Assist the President in any necessary way.

## **Section 14. Duties and Powers of the Clubs and Committees Chairperson**

- A. The Clubs & Organizations Chairperson Shall:
  - 1. Oversee all clubs and their related activities.
  - 2. Keep records of the attendance of club representatives at meetings.
  - 3. Notify the club's President if the club's representative has failed to attend SGA meetings.
  - 5. See to it that all clubs follow and maintain the rules outlined in this Constitution.
  - 6. Assist the President in any necessary way.

## **Section 15. Duties and Powers of the Clubs and Committees Secretary**

- A. The Clubs and Committees Secretary shall:
  - 1. Call the roll.
  - 2. Keep the minutes of all meetings.
  - 3. Keep a record of all the official documents of the Clubs and Committees and the SGA Constitution.
  - 4. Bring to each meeting a copy of the Constitution and the adopted parliamentary authority.
  - 5. Prepare the minutes after the meeting, in order that they may be disbursed appropriately to the student body.
  - 7. Inform the club's president if its representative has been disqualified due to excessive absence.
    - a) At three (3) absences, the SGA Treasurer will freeze the club's budget.
    - b) At four (4) absences, the SGA Treasurer will return the club's budget to SGA Contingency.
    - c)

# **ARTICLE III: Student Legislature**

## **Section 1. Legislative Powers**

- A. The Student Legislature shall be the Legislative Branch of the Student Government Association of Bethany College.

- B. The Legislative Branch shall have the authority to impeach officers of the Student Government Association. All impeachments shall be tried as set forth in this Constitution.

## **Section 2. Membership**

- A. The House of Representative shall be composed of an equal number of Greek and Independent representatives and one (1) freshmen representative;
  - 1. One (1) representative appointed by each Greek House.
  - 2. One (1) representative per Greek House appointed by the Independent Student Council.
    - a. Total Independent Student Council representatives should be an equal number to the total Greek House representatives
  - 3. One (1) representative appointed by the Freshmen Class Council

## **Section 4. Alternates**

- A. Each Greek house shall designate an alternate to attend any SGA meeting the normal representative is unable to attend.
- B. The Independent Student Council shall designate an alternate for each representative for the Student Government Association.
- C. If the alternate appointed does not attend the meeting, the absence will count against the representative.

# **ARTICLE IV: Student Court**

## **Section 1. Judicial Powers**

- A. The Student Court shall be the Judicial Branch of the Student Government Association of Bethany College.
- B. The Student Court shall have the authority to impose sanctions, excluding removal from office, upon Executive Cabinet Officers and Student Legislature Members of the Student Government Association for any violation of the Constitution or its By-Laws, other than passing unconstitutional legislation, as determined by a Court Hearing.
- C. The Student Court shall have the authority to declare actions by the Executive Cabinet or Student Legislature, excluding amendments to the Constitution, to be unconstitutional and thus invalid, as determined by a Court Hearing.
- D. The Student Court shall have the authority to impose sanctions, including removal of recognition, upon Student Government-funded clubs and organizations for violations of the Constitution or its By-Laws, as determined by a Court Hearing.

## **Section 2. Court Membership and Qualifications**

- A. The Student Court shall be composed of no less than five (5) and no more than twelve (12) Court Justices in all, including one (1) Chief Justice. All Justices must be full-time students with a cumulative quality point average of at least 2.75 based on a scale with a maximum of 4.0 quality points, and must have completed at least 16 graded credits at Bethany College.
- B. All new Justices are appointed by the President, with the recommendation of the current Student Court Justices. Appointments are approved by the majority vote of the Student Legislature.
- C. Before the last general meeting of the Student Government before the end of the academic year, all Justices—incoming, outgoing and returning—elect from among the returning and incoming Justices a new Chief Justice. This new Chief Justice as well as all new incoming Justices shall be sworn in by the outgoing Chief Justice.
- D. Court Justices retain their position until resignation, graduation, or removal from office. As requested by the Chief Justice, a sufficient number of approved appointments are made by the President before the end of an academic semester to replace Justices anticipating resignation or graduation at the end of the semester.
- E. The Chief Justice will retain his or her position for an entire academic year, or until resignation or removal from office. At the end of his or her term, if not re-elected as Chief Justice, the outgoing Chief Justice may choose to continue serving in his or her position as Court Justice.
- F. For the purpose of ensuring a Student Court that is representative of the student population as well as ensuring that a conflict of interest would not result in the loss of all Justices for a hearing, the following guidelines on active Court membership must be followed for a full complement of twelve (12) Court Justices. Note that incoming Court Justices do not count as active Court membership until the semester that they take over office:
  - 1. No more than eight (8) Justices may be in a social fraternity or sorority.
  - 2. No more than eight (8) Justices may be an independent.
  - 3. No more than two (2) Justices may be in the same social fraternity or sorority.
  - 4. No more than four (4) Justices may be in the same club.
  - 5. No more than seven (7) Justices may be classified in the same graduating class.
  - 6. No more than seven (7) Justices may be in the same major.
  - 7. No more than five (5) Justices may be Resident Advisors.
  - 8. No more than four (4) Justices may be Student Legislators.
  - 9. No more than three (3) Justices may be Legislative representatives of Independent Student Council.
  - 10. No Justice shall be a member of the Executive Cabinet.

- G. For Student Court composed of less than twelve (12) Court Justices, the composition of the court in regards to organization and scholastic affiliation is at the discretion of the Chief Justice and President.

### **Section 3. Student Court as College Disciplinary Hearing Board**

- A. The Student Court and its members may be called to serve in a student-represented Disciplinary Board for student disciplinary purposes by the college administration if the administration so chooses. Note that this is not a Student Government Association-sponsored activity. Student Court, however, is a Student Government Association-sponsored group. Thus, in the event that the relationship between the college administration and the Student Court as Disciplinary Hearing Board ceases to exist, the Student Court shall remain in existence to serve its Student Government purpose.
- B. The College officer designated to supervise student disciplinary affairs retains the right to declare any individual of the Court unfit for service to the Disciplinary Board. This individual remains in service as a Court Justice, however, the college disciplinary officer has the right to call for an impeachment hearing of the Justice in question as outlined in this Constitution.

### **Section 4. Duties and Powers of the Chief Justice**

- A. The Chief Justice of the Student Court shall:
  - 1. Act as chairperson of the Student Court
  - 2. Supervise the Elections Committee for all elections
  - 3. Swear in all new Executive Cabinet and Student Court members
  - 4. Arrange all Court Hearings
  - 5. Report the verdict and sanctions of Court Hearings at the subsequent meeting of the Student Legislature
- B. The Chief Justice shall not be a member of the Executive Cabinet or Student Legislature.

### **Section 5. Court Hearings**

- A. All requests for Court Hearings must be made to the Chief Justice. The Chief Justice will contact all involved parties and set out a hearing time within 10 school days of the receipt of the request.
- B. Court Justices, including the Chief Justice, that are personally involved with either party will be asked to step down from the Hearing. With a quota of at least three (3) Justices, a hearing can take place.
- C. If the Chief Justice has stepped down, a Hearing Chairperson will be elected by the remaining Justices, otherwise, the Hearing Chairperson is the Chief Justice. The Hearing Chairperson shall act as a chairperson to the hearing, voting only in the instance of a tie vote.

- D. The procedure for Court Hearings is outlined in the Student Court Handbook, and will be made available to those parties involved in a hearing. In all hearings, however, there should be equal opportunities for both the complainant and defendant to present evidence and testimony to promote their argument.
- E. Court Hearings are put into place to weigh the presence of and seriousness of violations of the constitution. A constitutional violation does not render an automatic removal from office, and there are a number of sanctions that can be imposed by the Student Court at its discretion.
- F. Hearings for a particular alleged violation or a particular piece of legislature may only be initiated once and the findings of the Court are final.

## **Section 6. Hearing for a Violation by an Executive Officer or Legislative Member**

- A. Initiated by any one of the following:
  - 1. A petition signed by one hundred (100) students for an Executive Officer or fifteen (15) of a Legislative Member's own constituents.
  - 2. A request signed by any two (2) members of the Executive Cabinet or any three (3) members of the Student Legislature.
  - 3. A request signed by any College administrator.
  - 4. A request signed by the Student Government Association's advisor.
- B. Proceedings:
  - 1. The defendant(s) shall be the individual(s) who allegedly committed the violation.
  - 2. The complainant(s) shall be the officers or legislators, College administrator, or SGA advisor who made the request, or a limited number of the students who initiated the petition.
- C. Sanctions include any one or more of the following:
  - 1. Written warning.
  - 2. Probationary status.
  - 3. Written or oral apology to the Student Legislature, Executive Cabinet, and Student Body.
  - 4. Disqualification from further Student Government involvement after the end of the member's term.
  - 5. Recommendation to the college administration for further disciplinary action.
  - 6. Recommendation to the Student Legislature for an Impeachment Hearing.

## **Section 7. Hearing for a Violation by Legislation**

- A. Initiated by any one of the following within five (5) school days of passing the legislation:
  - 1. A petition signed by one hundred (100) students.
  - 2. A request signed by any three (3) members of the Student Legislature.

- B. Proceedings:
  - 1. The defendants shall be the President and the Legislative member who proposed the legislation.
  - 2. The complainants shall be the legislators who made the request, or a limited number of the students who initiated the petition.
- C. Sanction:
  - 1. Disqualification of the Legislation.

## **Section 8. Hearing for a Violation by a Club**

- A. Initiated by any one of the following including a list of those club members suspected of the violation(s):
  - 1. A petition signed by one hundred (100) students.
  - 2. A petition signed by 25% of the club's members.
  - 3. A request signed by the Investigation Committee.
  - 4. A request signed by any College administrator.
  - 5. A request signed by the club's faculty advisor.
- B. Proceedings:
  - 1. The defendant(s) shall be the club members suspected of the violation as well as any club officers who did not sign the petition, if a petition initiated the hearing.
  - 2. The complainant(s) shall be the faculty advisor, administrator or the chairperson of the Investigation Committee who made the request, or a limited number of students who initiated the petition.
- C. Sanctions include but are not limited to:
  - 1. Written warning.
  - 2. Probation.
  - 3. Written or oral apology to the members of the club or to the Student Government Association.
  - 4. Removal of individuals from the club.
  - 5. Removal of club officers from office.
  - 6. Budget removal for any specified period of time.
  - 7. Budget reduction for any specified period of time.
  - 8. Return of all club property purchased with SGA funds.
  - 9. Loss of SGA recognition.
  - 10. Recommendation of individuals to the college administration for further disciplinary action.

# **ARTICLE V: Independent Student Council**

## **Section 1. Name**

The name of this organization shall be the Independent Student Council of Bethany College.

## **Section 2. Purpose**

- A. To provide a voice to the Student Government Association for all non- Greek students of Bethany College.
- B. To be the representatives of the non-Greek students' ideas and opinions at SGA meetings.
- C. To vote on all orders of business at SGA meetings on behalf of the non-Greek students.
  - 1. The Independent Student Council shall have a total of eleven (11) votes at all SGA meetings.
  - 2. The Freshmen Class Council shall have one (1) of those eleven (11) votes, with the privilege held by the appointed member of FCC (FCC Representative.)
- D. To facilitate social interaction, in collaboration with other clubs and organizations at times, within the whole student body.

## **Section 3. Membership**

Membership within the Independent Student Council is open to non-Greek students of Bethany College. First semester freshmen cannot be members of the Independent Student Council. Weekly meetings will be open to all eligible students.

## **Section 4. Officers**

- A. The Chairperson shall:
  - 1. Run all meetings in the fashion of Robert's Rules of Order.
  - 2. Work with all organizations that the Independent Student Council represents.
  - 3. Have the authority to call any and all committees together that may be deemed necessary in order to properly
- B. The Director of Public Relations shall:
  - 1. Assume responsibilities of the Independent Student Council in the absence of the chairperson.
  - 2. Provide proper records of all meetings and have them available upon request.
  - 3. Publicize any and all gatherings, events or functions that the Independent Student Council



C. The Treasurer shall:

1. Assume responsibility for any and all gatherings, events or functions in the absence of the other two officers.
2. Have all responsibilities to oversee all financial matters of the Independent Student Council.

## **ARTICLE VI: Student Activity Council (SAC)**

### **Section 1. Name**

The name of the organization shall be Student Activity Council (SAC).

### **Section 2. Purpose**

The Student Activity Council (SAC) is a student run organization whose goals are to educate and entertain the Bethany College student population through a variety of events and programs.

### **Section 3. Membership**

Membership in Student Activity Council is open to any student of Bethany College. Attendance at meetings is not required for participation in events, discussion or review of potential entertainment.

### **Section 4. Meetings**

Regular meetings are open to all students who are enrolled at Bethany College. Meetings are scheduled to occur on a weekly basis unless otherwise determined by a majority of the officers to be unnecessary or in conflict with the college calendar.

### **Section 5. Constitution**

The Student Activity Council shall maintain its Constitution in accordance with all rules and regulations set forth by the Student Government Association.

## **ARTICLE VII: Class Officers**

### **Section 1. Purpose**

The purpose of the class officers shall be to promote unity within their respective classes. They shall encourage class participation through social events, special activities and other projects. They shall act as representatives for their respective classes to the Student Government Association.

### **Section 2. Nominations & Procedure**

- A. Nominations shall be made according to the procedures outlined in Article X, Section 3 except that only forty (40) signatures of class members are required on the petition.

- B. The Student Government Association will provide each ticket with \$10.00 to be spent on campaign materials upon request. The members of the ticket must incur any additional costs. Campaigning may begin once the signature sheet and list of goals are turned in. All campaigning must end at midnight the evening before voting begins.
  - 1. All signs, posters, etc. must be removed from the cafeteria or polling area.
  - 2. No verbal campaigning will be allowed by those persons running for any office in the cafeteria or polling area.

### **Section 3. Senior Class**

- A. The election of Senior Class Officers shall take place in the spring prior to the senior year of the voting class. The offices are President, Vice President, Secretary and Treasurer.
  - 1. Candidates for Senior Class Offices shall meet the following qualifications: 2.00 cumulative quality point average and at least ninety (90) hours credit by the forthcoming academic year. Candidates may not be on academic probation.
  - 2. The candidates must run on a four (4) party ticket.

### **Section 4. Junior Class**

- A. The election of Junior Class Officers shall take place in the spring prior to the junior year of the voting class. The offices are President, Vice President, Secretary and Treasurer.
  - 1. Candidates for Junior Class Offices shall meet the following qualifications: 2.00 cumulative quality point average and must be a Junior by beginning of the first semester of the forthcoming academic year. Candidates may not be on academic probation.
  - 2. The candidates must run on a four (4) party ticket.

### **Section 5. Sophomore Class**

- A. The election of Sophomore Class Officers shall take place in the spring prior to the sophomore year of the voting class. The offices are President, Vice- President, Secretary and Treasurer.
  - 1. Candidates for Sophomore Class Offices shall meet the following qualifications: 2.00 cumulative quality point average and must be a Sophomore by the start of the first semester of the forthcoming academic year. Candidates may not be on academic probation.
  - 2. The candidates must run on a four (4) party ticket.

### **Section 6. Freshman Class**

- A. The election of Freshman Class Officers shall take place one month after the beginning of the fall semester. The offices are President, Vice President, Secretary and Treasurer.
  - 1. Candidates for Freshman Class Offices must be registered for sixteen (16) credit hours,
  - 2. Candidates for Freshmen Class Offices must meet the specifications set forth in the Freshman Class Council Constitution.

## **ARTICLE VIII: Student Government Association Budget**

### **Section 1. The Finance Committee**

- A. The Finance Committee shall consist of the President, Vice President, Treasurer, Clubs and Committees Chair, and any other member of the Executive Cabinet at the discretion of the President.
- B. The Finance Committee shall review all budget requests of the student organizations.
- C. The Finance Committee should recommend to the Student Legislature any alterations they deem necessary prior to distributing budget forms for the upcoming semester.
- D. The Finance Committee can recommend that an organization's funds be frozen and investigated by the Treasurer of SGA.

### **Section 2. Taxation**

- A. Moneys for said budget will be provided by a student tax fee included in each student's college bill. The total budget is determined by taking the eligible student enrollment and multiplying by the said student tax fee.

### **Section 3. Club Budget Requests**

- A. The Executive Cabinet of SGA shall notify all groups when budget requests are due.
  - 1. This request will be in the form of planned expenditures for the coming semester.
  - 2. Submitting budget requests after the stated due date will result in budgetary cuts, up to and including receiving a zero budget for the following semester.
  - 3. All clubs are required to attend their allotted time for budget hearings. If a club is unable to attend their scheduled hearing time, the Finance Committee must be notified beforehand in order to make appropriate arrangements. Failure to attend a budget hearing may result in the club's budget being cut or lost completely.

4. Each club must have two (2) representatives at their budget hearing, one being an elected officer of the club.

#### **Section 4. Appropriation of the Student Government Budget**

- A. The Finance Committee shall prepare the budget by reviewing, recommending, and totaling the request. This will be based on past active membership, past cooperation with SGA rules and regulations, past records or submitting reports, budgets, receipts, etc. by their appropriate deadlines.
- B. The budget shall then be distributed in the following order:
  1. SAC and budget-receiving clubs
  2. Class Officers
  3. Judicial Branch
  4. Contingency
  5. SGA Executive
  6. Bethany Improvement Fund
- C. Procedure for Ratifying the SGA Budget
  1. The budget shall be presented to the Student Legislature at an official SGA meeting.
  2. The budget shall be discussed by the Legislature at the same meeting, but not voted upon.
  3. The representatives shall take the proposed budget back to their constituents for discussion.
  4. At the next regular SGA meeting or specially called meeting, the budget will be voted upon.
  5. At the meeting, any group who wishes to appeal for change in the proposed budget may do so by verbal argument before the Legislature, prior to a motion to vote on the said budget being called.
  6. The budget can be passed by a simple majority vote of the quorum present at the meeting.

#### **Section 5. Laws Governing Appropriated Monies**

- A. The following requirements must be met by any club petitioning for money:
  1. All clubs are to be run by students. It is the students' rights and responsibilities to maintain a student-run organization. In the event this does not occur, the club may take action. If the club cannot reach a consensus, their case may be referred to Student Court.
  2. All clubs are required to attend all SGA-sanctioned events, such as Preview Day. Failure to comply may result in budget cuts. It is the responsibility of the organization's President to notify a member of the finance committee when circumstances permit them from participation.

3. Any club that over-draws on their account will receive a penalty enforced on its next semester's budget, plus be required to pay the over-drawn amount.
  4. It is up to the discretion of the Finance Committee as to the payment of certain travel expenses and purchasing of equipment, certain food items, uniforms, etc.
    - a) Any equipment and uniforms that are bought with SGA funds must stay within the club. If a club fails to uphold this rule, future purchases will no longer be funded.
    - b) After a group loses SGA recognition as a club, all items purchased with SGA funds must be turned over to the Finance Committee.
  5. The Treasurer should have access to the books of the organizations at all times.
  6. The Treasurer of the SGA must have approved the club's bookkeeping system.
  7. Petitioning clubs may charge a membership fee, but said fee may not exceed \$15.00 per year. If a membership fee is charged, the club may permit only paid members to vote in club elections. If no membership fee is charged, voting in club elections must be open to all students in the club. However, a club charging a membership fee may not deny any student from participating in other club functions.
  8. Any club requesting a budget must raise at least 10% of their proposed budget on their own, up to \$500.
    - a) This requirement may be completely fulfilled by various fundraising activities done by the club.
    - b) This requirement may also be partially fulfilled, up to 50%, by participating in SGA-approved community service activities. Each club shall receive as credit to their fundraising requirement \$10 for every hour of community service they perform.
      1. At the request of any organization, SGA may provide community service opportunities. SGA reserves the right to audit and investigate community service and fundraising efforts.
    - c) This requirement may also be fulfilled by student deposits for travel expenses or other group activities.
  9. Any club which does not comply with these fundraising requirements may face budget cuts for the following semester.
- B. Books shall be open at all times for investigation and/or audit by the Finance Committee and the SGA Treasurer.
1. The Treasurer or Assistant Treasurer may randomly audit any and all clubs at any point.
- C. Only two students from each club shall be allowed to draw funds from their club account: the President and the Treasurer. All Vouchers must have three (3) signatures: the organization's Treasurer or President and the organization's advisor(s) and also must be countersigned by the SGA Treasurer or the SGA Assistant Treasurer. In the event these individuals are not available, the SGA President and/or SGA Vice President may countersign.

- D. The College will perform internal and external audits in accordance with normal College policy.
- E. Any motion for the appropriation of funds presented to SGA shall automatically be tabled for one week, unless that request is for a contingency amount under \$500. A two-thirds vote by the legislature is required to wave automatic tabling of money matters.
- F. All clubs using their money to purchase equipment, etc. are required to fill out a purchase order.
- G. Any money being paid to another account on campus will simply be transferred and no money will be withdrawn by students. In order to transfer from one account to the next, the transferring party must fill out a blue slip and have it signed by the organization's treasurer or president, the organization's advisor, and the SGA treasurer or assistant treasurer.
- H. Any food for a picnic, banquet, dinner, etc. where students outside of the club are invited may be purchased with SGA funds. Furthermore, any of the above mentioned events in which only club members attend, the food must be purchased from Chartwells Food Services.
- I. Alcohol may not be purchased with SGA funds.

## **Section 6. Misuse of Funds**

- A. Procedure for Investigation of the Misuse of SGA Funds
  - 1. If, for any reason, the Treasurer of the SGA believes that an organization has in any way misused the funds appropriated to it, he/she may freeze the funds of the organization until such time that a proper audit or investigation has been made.
  - 2. The SGA Treasurer or President shall convene an Investigation Committee, which shall be composed of the SGA Finance Committee, SGA Secretary, and any other appointments by the SGA President.
  - 3. The Investigation Committee shall:
    - a. Interview all parties involved.
    - b. Request all records which are determined by the committee to be financially relevant to the investigation.
    - c. If a club refuses to fully comply with the Investigation Committee's audit and requests: the club's budget may be placed into the SGA contingency account; the club may have all those assets, which were purchased either fully or partially with SGA funds, confiscated (regardless of their whereabouts); the club's SGA recognition may be forfeited.

5. If, after further inquiry, the Investigation Committee believes that a misuse of funds has occurred, the Committee may present their evidence to the Student Court during a Court Hearing.
  6. Furthermore, if the Court finds that a violation did occur, the club officers or members in question of the violation may be referred to the college administration for disciplinary action.
- B. Unauthorized Expenditures
1. Any club planning an expenditure not provided for in the club's budget proposal must have said expenditure approved by the SGA Treasurer.
  2. Failure to consult the SGA Treasurer will result in a punishment at the discretion of the SGA Treasurer. Said punishment may include, but are not limited to: the club's budget being frozen; the club's budget being placed in the SGA Contingency account; forfeiture of club recognition; confiscation of all assets purchased, either fully or partially with SGA funds regardless of where the assets are kept.
- C. Any purchases of alcoholic beverages with SGA funds may result in a budget cut for the following semester, the forfeiture of the club, the forfeiture of the club's budget, and/or the forfeiture of all the club's assets. This is to be determined by the finance committee.
- D. Organizations, members or officers acting contrary to any of the regulations found in the SGA constitution, will be investigated by the SGA Treasurer and the members of the Investigation Committee. If the SGA Treasurer sees fit he/she may punish the club. This punishment may include, but is not limited to: the club's budget being frozen, the club's budget being placed in the SGA Contingency account, forfeiture of the club, and confiscation of all assets whether purchased fully or partially with SGA funds, regardless of where the assets are kept.

## **Section 7. Contingency Fund**

- A. Contingency amount will be set by Financial Committee each semester. It is available to both budgeted clubs and committees to assist in additional activities, projects, and/or increased expenditures.
- B. To receive funds from Contingency, a club or committee must make a public request in front of the SGA Executive and Legislature at a regular meeting. The request is tabled until the following scheduled meeting. It is then voted upon, where it must pass by a simple majority for the group to receive requested money. Absences and abstentions count as votes against the request.
- C. The treasurer of this fund shall be the treasurer of SGA.
- D. When requesting money out of contingency, an organization must state a specified amount not more than the remaining funds.

## **Section 8. Executive Fund**

- A. Withdrawing any funds from the SGA Executive account must contain the signatures of either the President or Vice President and the Treasurer or Assistant Treasurer.

## **ARTICLE IX: Clubs and Committees**

### **Section 1. Creating a club**

- A. To create a new organization or club to be recognized by SGA, one must complete all of the following:
  - 1. Draft a mission statement and club constitution.
  - 2. Gather a minimum of 100 signatures of full-time Bethany students.
  - 3. Present mission statement, constitution, and petition with signatures to SGA President before regular meeting.
  - 4. Request recognition from SGA Legislature. This motion will be tabled for one week.
  - 5. To gain recognition, the organization must receive a majority vote of quorum.
  - 6. Upon receiving recognition, the organization shall hold a meeting to determine club officers and active roster. These must be submitted to the clubs and committees chair before the organization receives any SGA funding.
  - 7. Upon receiving recognition, the organization may ask for up to \$500 total from contingency in its first semester.

### **Section 2. General Membership**

- A. An active member for SGA purposes is defined as an individual who attends more than 50% of that organization's meetings, events, or activities. This may be overridden by the said organization's internal constitution.

### **Section 3. Campus Activity Organizations**

- A. Any campus organization can be recognized through application by authorized representative of said organization making a petition at any regular SGA meeting. The petition must then pass by a majority vote of quorum present.
- B. The Clubs and Committees Chairperson shall keep a record of all recognized clubs.
- C. A recognized organization may change its SGA-recognized name upon submitting a request to the SGA legislature. This request will be tabled for one week. Upon receiving a majority vote in the legislature, the name change will become effective immediately.
- D. Organizations should strive to be in good standing. This is based upon past SGA attendance records, past cooperation with SGA rules and regulations, past records, submitting monthly reports, budgets, receipts, etc. by their appropriate deadlines.



## **Section 4. Club Presidents**

- A. It shall be the duty of the club President to:
  - 1. Appoint an active member to represent the organization at SGA meetings and inform the student body of the state of the organization, including past and any future activities.
  - 2. Meet at a time and place to be determined by said officers during the semester to draw up the proposed budget requests for the following semester. It is the President's responsibility to turn budget requests in to the finance committee prior to set deadline. It is also the President's responsibility to make sure the club is represented by two (2) members at budget hearings, including one (1) officer.
  - 3. Keep the Clubs and Committees Chairperson informed as to all actions taken by their club, such as the holding and results of elections, and activities.
  - 4. To take any action necessary for the successful operation of the programs and activities of the club.
  - 5. Assist the SGA Executive Cabinet in anything deemed necessary for the betterment of the student body.

## **Section 5. Club Funds**

- A. Every campus club shall have the right to petition the SGA for funds at the next SGA meeting following its recognition, or any meeting thereafter.
- B. A maximum of thirty-five (35) SGA recognized clubs in good standing will receive a budget each semester. It is at the discretion of the financial committee to budget more than thirty-five (35) clubs. The financial committee shall refer to Article IX, Section 3, Part D of the SGA Constitution to determine 'good standing' status.
- C. All budgeted and non-budgeted clubs recognized by SGA for more than one semester shall be permitted to request any amount out of contingency.
- D. All regular clubs that are already recognized for more than one semester by SGA will not have a ceiling placed upon the amount they request from the SGA contingency fund.
- E. At the end of each fall semester, each budget-receiving club shall carry over any money left in its account to the spring semester, without this action affecting the decision-making process of SGA in acknowledging spring semester budget proposals and in distributing club funds. At the end of each spring semester, all left over money shall be returned to the Contingency Fund.

## **Section 6. Rules and Regulations**

- A. The club must be open to all students for membership.
- B. All clubs must maintain a membership of ten (10) full-time students.
- C. All clubs must have an advisor from the Bethany College faculty or staff.
- D. SGA must have in its possession a copy of an up-to-date list of officers and advisor(s).
- E. SGA must be notified as to any change(s) of club officers and/or advisors within fourteen (14) days or funds will be frozen.

- F. If a club's President, Vice-President, or SGA representative has three (3) total absences at SGA meetings, from the beginning of the semester, that club's budget is automatically frozen. A fourth (4) absence will result in that club's budget being returned to the SGA Contingency account.
- G. All clubs receiving funds from SGA shall be required to submit monthly club reports to be announced at the SGA meeting.
- H. All clubs are expected to provide receipts for all goods and services purchased with appropriated monies.

## **Section 7. Dissolution of a Club**

- A. A club or organization who remains inactive for one academic semester shall lose their SGA recognition status by determination of the Investigation Committee.
- B. The Investigation Committee shall base their determination on the following criteria:
  - 1. SGA attendance
  - 2. Membership
  - 3. Frequency of meetings
  - 4. Budget hearing attendance
  - 5. Lack of advisor
  - 6. Lack of campus events

## **Section 8. Committees**

- A. Committees will consist of SGA club representatives and any full-time student who expresses an interest in the committee's purpose. The types and number of committees is at the discretion of the SGA President/Vice President. It is also at the discretion of the Committee Chair as to how many members the committee will accept.
- B. Appointed club SGA representatives must be willing to serve on at least one (1) committee if called by the Executive Branch.
- C. Attendance of club SGA representatives to their appointed committees will follow the same outline in Article IX, Section 6.; however, two (2) committee absences are equal to one (1) SGA absence.
- D. A committee will consist of a Committee Chair and its members.
- E. Committees may receive a budget if deemed necessary by the SGA Executive Branch. Committees will be permitted to make contingency requests when necessary to fund campus projects and events.
- F. Committees must turn in monthly reports each month.
- G. The Clubs and Committees Chairperson will monitor the activities and projects of the Committee.

- H. A Committee Chair may be removed by the SGA Clubs and Committees Chairperson if he/she deems it necessary. This could occur for many reasons, including lack of involvement in the committee, lack of committee activity, misuse of funds, etc. A Committee Chairperson can also be removed by motion and two-thirds vote of the student legislature.

## **ARTICLE X: Elections**

### **Section 1. The Election Committee**

- A. Membership of the Election Committee shall be limited to the following:
1. The Chief Justice of the Student Court.
  2. The Associate Justices of the Student Court.
  3. The SGA Director of Publicity.
- B. Delegation of Power and Responsibilities
1. The SGA President shall instruct the Chief Justice of the Student Court as to when an election will be held by the Election Committee. The Chief Justice of the Student Court shall be the chairperson of the Election Committee, and shall coordinate the function of its members, and be responsible for their actions. If a member of the committee is not fulfilling his or her duties, the Chief Justice will decide when to retain or replace the individual member.
  2. The Student Court will set up the polling places and run the elections.
  3. The Director of Publicity's main purpose shall be giving the student body ample coverage of the time, place, purpose, voting procedure, and candidates for the elections. The three main methods of publicity used will be:
    - a. Posters and fliers
    - b. Announcements in the Special Calendar
    - c. Advertisements in the Tower.
  4. The Chief Justice and one other Justice of the Chief Justice's choice will be responsible for verifying the signatures and qualifications of the candidates on the petitions.
- C. The Election Committee is responsible for running the election of the President and the Vice President, all Class officers, the Outstanding Professor, and other student body votes as mandated by this Constitution.

### **Section 2. The Polling Place**

- A. The polling place and specific hours of the election shall be determined by the Election Committee.

- B. The following information shall serve as guidelines for the operation of said booth:
1. At each booth the ballot boxes shall be locked and an accurate list of qualified voters, ample number of ballots, and adequate voting directions shall be available.
  2. These supplies should be put in the Student Government Association Office before the opening of the polling place and in between polling hours. The Chief Justice of the Student Court shall be in charge of assigning persons to operate the booths during the time of voting. The Chief Justice and the members of the election committee are responsible for counting the ballots.
- D. The Chief Justice will notify the SGA President as to the election's outcome, and the SGA President will then notify the candidate(s) as to the election's outcome. Only the SGA President can release the results of any election; any members of the Election Committee who disclose any results of an election will be subject to recall.

### **Section 3. Election of the SGA President and Vice President**

A. Nomination

1. All prospective candidates shall register their names with and pick up their petitions from the designated area on or before the date set by said committee. The signed petitions must be returned to the slate committee for validation before a date set by the President of the SGA. However, a one-week period must elapse between the date petitions are available and the date they are to be turned in.
2. Nominations must be made by a special written petition of not less than one hundred students or more than one hundred and twenty-five students.
3. No person may sign more than two petitions for the same office.
4. The names of the qualified candidates will be announced by the President of SGA.

B. Election

1. Voting will be on an official written ballot.
2. Write-in candidates will not be permitted.
3. Only elected offices shall be included on the ballot.
4. The first Question and Answer session shall be AT LEAST three (3) weeks before the General Election.
5. The Primary Election will take place within a three (3) day period following the Question and Answer session.
6. The two tickets receiving the highest votes in the Primary Election will participate in a debate, which should be sometime during the week of the General Election.

7. The ticket receiving the most votes will be declared the next Student Government Association President and Vice-President.
8. The Primary Election should take place at least one (1) week prior to the final examination period of the Spring Semester.
9. Only full-time students are entitled to vote in the presidential elections.

## **ARTICLE XI: Removal from Office, Filling Vacancies, & Recall**

### **Section 1. Disqualification of Officers and Members**

- A. The President, Vice President, and all other officers of the Executive Cabinet shall be removed from office on impeachment and conviction of misfeasance, malfeasance, or nonfeasance in office.
- B. Causes for officers:
  1. Violation of the Constitution.
  2. Dismissal from college due to academic status.
  3. Non-fulfillment of the duties of office.
  4. Any officer shall be permitted to miss no more than two meetings in one semester. As of the third absence, it is the responsibility of the President to choose a student to replace that officer with the consent of two-thirds of the representatives. Should the President miss more than two meetings, the Vice President will replace them and the office of Vice President will be filled by the President Pro Tem.
- C. Causes for members:
  1. A member, without an alternate being present, is automatically dismissed after three (3) absences.
  2. Absence is determined ten minutes after the beginning of the meeting and the member must remain until ten minutes of the end of the meeting.

### **Section 2. Notification of disqualification of a member**

The Secretary shall notify a housing unit or freshman hall that its representative has missed three (3) SGA meetings and will automatically lose their voting privileges on the fourth (4) absence.

### **Section 3. Disqualified Members**

Any member or officer who is disqualified shall not be eligible for election to the Executive Cabinet as a member, or an officer, nor may they seek election to the Presidency or Vice President, nor may he/she serve on any committee under control of the Executive Cabinet.

#### **Section 4. Replacement of a dismissed representative**

- A. A Greek house or the Independent Student Council has one week to replace a dismissed member.
- B. Once a Greek house or the Independent Student Council replaces a dismissed member, the new member cannot miss any meetings for the rest of the semester without voting privileges being revoked.

#### **Section 5. Procedure for Impeachment**

- A. The right of impeachment belongs to the Student Legislature.
- B. Members of the Student Legislature, elected officers of the Student Government Association, Justices of Student Court, Class Officers, and committee members are subject to impeachment.
- C. Procedure for impeachment:
  - 1. A petition bearing the names of at least one hundred full-time students or a request signed by the College-designated disciplinary officer and the President of the College shall be sufficient to initiate impeachment hearings.
    - a. The petition shall bear a statement that will include the reason for demanding impeachment.
    - b. The petition shall be presented to the Secretary of SGA at a regular meeting. The motion must be brought forth by a member of the Student Legislature.
    - d. The Secretary shall, within 24 hours, validate or void the legality of the petition. Legality constitutes proper spelling of the name of the party to be impeached, and the assurance that all one hundred signatures are that of currently enrolled full-time students of Bethany College.
    - e. The President shall, at the meeting in which the petition is presented, call a special meeting of the Student Legislature that shall take place no more than seventy-two (72) hours after the presentation of the petition.
    - f. At the above mentioned special meeting, the business of the meeting shall be given solely to the consideration of the petition and whatever action is needed to disqualify the petition or carry out recall procedures.

2. The full reason for impeachment must be placed before the Student Legislature.
  3. No less than one week or more than two weeks after the aforementioned special meeting a two-thirds majority of the cast votes shall determine whether the member or officer shall be impeached.
- D. If the petition is disqualified, no further action shall be taken by the Student Legislature in regard to it.
  - E. If the legality of the petition is upheld, recall procedures must be carried out, and the President shall immediately appoint a committee to carry out the recall procedures.
  - F. Any officer or member pending recall procedure shall be suspended from duties and authority on the Student Government Association until the verdict has been decided.

## **Section 6. Result of Impeachment**

- A. No officer or member unsuccessfully subjected to impeachment may have impeachment proceedings carried out against him/her for the defeated cause.
- B. Members or officers successfully impeached must immediately give up their seats and duties of the Student Government Association and be considered disqualified without the right of appeal.

## **Section 7. Recall**

- A. The right of recall belongs to the student body.
- B. Legislation of the Student Legislature, members and officers of the Executive Cabinet, and committee members are subject to recall.
- C. Procedure of recall:
  1. A petition bearing the names of at least one hundred full-time students shall be sufficient to initiate recall proceedings.
    - a. The petition shall bear a statement that will include the reason for demanding recall.
    - b. The petition shall be presented to the Secretary of the SGA at a regular meeting.
    - c. The Secretary shall, within 24 hours, validate or void the legality of the petition.
    - d. The President shall, at the meeting in which the petition is presented, call a special meeting of the Student Legislature that shall take place no more than seventy-two (72) hours after the presentation of the petition.
    - e. At the above mentioned special meeting, the business of the meeting shall be given solely to the consideration of the petition

and whatever action is needed to disqualify the petition or carry out recall procedures.

- D. If the petition is disqualified, no further action shall be taken by the Student Legislature in regard to it.
- E. If the legality of the petition is upheld, recall procedures must be carried out, and the President shall immediately appoint a committee to carry out the recall procedures. Any officer or member pending recall procedure shall be suspended from duties and authority on the Executive Cabinet until the verdict has been decided.
- F. No legislation, issue, officer, or member unsuccessfully subjected to recall may have recall proceedings carried out against them for the defeated cause.

### **Section 8. Duties of the Recall Committee**

- A. To place the full reason for recall before the student body as a whole.
- B. To conduct, no less than one week or more than two weeks after the aforementioned special meeting an all-college referendum which by a majority of the cast votes shall determine whether the legislation, member, officer, or issue shall be recalled.

### **Section 9. Result of successful move of Recall**

- A. Legislation or issues recalled shall immediately be considered unlawful according to the Constitution, and shall be retroactive at the time of the recall.
- B. Members or officers recalled must immediately give up their seats and duties on the Executive Cabinet and be considered disqualified without the right of appeal.

### **Section 10. Record of Recall**

The record of the recall question, its outcome, and who or what it will be carried out against must be kept as a permanent record by the Secretary.

## **ARTICLE XII: Referendum**

Matters covered by the Constitution or those matters deemed of sufficient importance by the members of the SGA, may be submitted to the student body for a vote of approval. Decision is obtained by a majority of the votes cast.

## **ARTICLE XIII: Amendment Procedure**



The Student Legislature shall propose amendments to this constitution whenever two-thirds of the representatives deem it necessary. Amendments so proposed shall become valid parts of this constitution if the majority of the students voting in a referendum shall approve them.

All officials of the Student Government Association, both elected and appointed, shall be bound to support this constitution, and shall accept a primary responsibility to the entire Student Body through the Student Board of Governors.

## **Appendix B**

# **ENABLING DOCUMENTS**

## **OF THE**

# **BETHANY COLLEGE ALUMNI ASSOCIATION, INC.**

## **MISSION STATEMENT**

## **ARTICLES OF INCORPORATION**

## **BY-LAWS**

## **MISSION STATEMENT**

The two major aims of the Bethany College Alumni Association, Inc., are to advance the interests and to promote the welfare of Bethany College and its alumni. Therefore, the program objectives of the Alumni Association are to achieve annual goals in financial support, in recruitment of students, in career assistance and job placement, and in alumni and student activities and services.

## ARTICLES OF INCORPORATION

### I.

The undersigned agree to become a corporation by the name of:  
BETHANY COLLEGE ALUMNI ASSOCIATION, INC.

### II.

This corporation shall have perpetual existence.

### III.

The purposes for which the corporation is to be formed are for scientific, educational, and charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954. And in this connection, to aid, encourage, advise, and correlate all activities which may foster a spirit of loyalty and interest among alumni and friends of Bethany College, Bethany, West Virginia [hereinafter referred to as Bethany College] ; to encourage financial support to Bethany College; to promote the best interests of the college through unity of purpose and action; to foster continuing association, education and fellowship among this corporation and the students of Bethany College and to these ends to take and hold bequest, devise, gift, grant, purchase, lease, or otherwise any property, real, personal, tangible or intangible, or any undivided interest therein, without limitation as to amount or value; to sell, convey, or otherwise dispose of any such property and to invest, reinvest, or deal with the principal or the income thereof in such manner as, in the judgment of the directors, will best promote the purposes of the corporation without limitation, except such limitations, if any, as may be contained in the instrument under which such property is received, this certificate of incorporation, the By-Laws of the corporation, or any laws applicable thereto. To hire such individual or individuals as may be necessary to promote the purposes of this corporation and to perform whatever other functions

may, from time to time, become necessary in order to maintain the purposes and principals of this corporation.

To acquire by purchase, exchange, lease, hire or otherwise hold, own, improve, manage, operate, let as lessor, sell, convey or mortgage, either along or in conjunction with others, real estate or personal property of every kind, character, and description whatsoever and wherever situated and any interest therein.

To purchase, take, receive, subscribe for, or otherwise acquire, own, hold, vote, use, employ, sell, mortgage, lend, pledge, or otherwise dispose of, and otherwise use and deal in and with, shares or other interest in, or obligations of, other domestic or foreign corporations, associations, partnerships, or individuals or direct or indirect obligations of the United States or any government, state, territory, governmental district or municipality or any instrumentality thereof.

To borrow or raise money for any of the purposes of a corporation, and from time to time, without limit as to amounts, to execute, accept, endorse and deliver, as evidence of such borrowing, all kinds of securities, including, but without limiting the generality thereof, promissory notes, drafts, bills of exchange, warrants, bonds, stock in this or other corporations, debentures and other negotiable or non-negotiable instruments and evidences of indebtedness; and to secure the payment and full performance of such securities by mortgage on, or pledge, conveyance, or assignment in trust of the whole or any part of the assets of the corporation, real, personal or mixed, including the assets of the corporation, real, personal, or mixed, including contract rights, whether at the time owned or thereafter acquired.

To do all and everything necessary, suitable and proper for the accomplishment of any of the purposes or the attainment of and of the objects or the furtherance of any of the powers hereinbefore mentioned, and to do every other act or acts, thing or things, incidental or appurtenant to or growing out of or connected with the aforesaid business or powers or any part or parts thereof, provided the same be not inconsistent with the laws under which this corporation is organized.

#### IV.

The address of the principal office of this corporation shall be:

Office of Alumni and Parent Relations  
Erickson Alumni Center  
P.O. Box 417  
Bethany College  
Bethany, West Virginia 26032

V.

The name and address of the person to whom shall be sent notice or process upon said corporation is:

Office of Alumni and Parent Relations  
Erickson Alumni Center  
P.O. Box 417  
Bethany College  
Bethany, West Virginia 26032

VI.

The names and addresses of the incorporators are as follows:

Penny S. Poirier  
P.O. Box 224  
119 Logan Court  
Bethany, West Virginia 26032

Stephen K. Chernicky  
336 Sunset Drive  
Bethel Park, Pennsylvania 15102

Joseph W. Mayernick  
3900 Claremont Place  
Weirton, West Virginia 26062

VII.

This shall be a non-profit corporation and no capital stock shall be issued.

## VIII.

Membership in this organization shall be as follows:

Any and all persons having graduated from or having attended Bethany College, and having left said institution in good standing. These members shall be designated as Active Members and shall be permitted to each cast one vote on each matter submitted for a vote of the membership of this corporation.

The membership in this organization shall be further subject to any and all additional membership requirement which may be set forth in the By-Laws of this corporation.

## IX.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions to organizations that qualify as except organizations under §501 (c) (3) of the Internal Revenue Code of 1954. No substantial part of the activities of the corporation shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing of or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under §501 (c) (3) or the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under §170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## X.

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under §501 (c) (3) or the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Directors shall determine.

## XI.

These Articles of Incorporation have been prepared by Marc B. Chernenko, of William E. Watson & Associates, 800 Main Street, Wellsburg, Brooke County, West Virginia.

The undersigned, for the purposes of forming a corporation under the laws of the State of West Virginia, do make and file this agreement; and we have accordingly hereunto set our respective hands this \_\_\_\_ day of \_\_\_\_\_, 1984.

\_\_\_\_\_(signed)\_\_\_\_\_(SEAL)  
PENNY S. POIRIER

\_\_\_\_\_(signed)\_\_\_\_\_(SEAL)  
STEPHER K. CHERNICKY

\_\_\_\_\_(signed)\_\_\_\_\_(SEAL)  
JOSEPH W. MAYERNICK

NOTE: The original document was signed by the above and notarized on November 17, 1984 in West Virginia before Joyce D. Chernenko and April J. Sterns, notary publics. The notarized original was filed in the Office of the Secretary of State of West Virginia on January 8, 1985.

## BY-LAWS OF BETHANY COLLEGE ALUMNI ASSOCIATION, INC.

### **Article I Name**

The name of the corporation shall be the Bethany College Alumni Association, Inc. (hereinafter referred to as "Association"), as evidenced by the Articles of Incorporation, enacted June 23, 1846 (hereinafter referred to as "Articles"), which have heretofore been filed with the Secretary of State of West Virginia.

### **Article II Purposes**

The purposes for which Association is to be formed are for scientific, educational and charitable purposes which are consistent with original Article II of the Articles as restated below.

Association is organized for the advancement of learning and knowledge, for increasing the mutual cultivation of the minds of its members, for furthering the usefulness of Bethany College, and for creating among the members a bond of unity to produce and perpetuate throughout their lives those feelings of esteem, friendship and love which arise from their relationship with Alma Mater.

### **Article III Government**

Association shall be governed by a Board of Directors, also commonly known as the Alumni Council, with the assistance of various standing and ad hoc committees.

## Article IV Association Membership and Dues

The membership shall be comprised of the following groups:

- A. **Alumni Members** – Any and all persons having graduated from or having attended Bethany College, and having left the institution in good standing shall be designated as voting members and shall be permitted to cast one vote each on each matter submitted for a vote at the Annual Meeting of the membership of the Association.
- B. **Student Members** – The student body of Bethany College, as future members of this Association, shall have duly selected class representatives with voice participation on the Board of Directors.
- C. **Non-Voting Members** - The Board of Directors may by a majority vote elect individuals or classes of individuals as non-voting members.
- D. **Dues** – The Board of Directors is hereby authorized and empowered to propose a dues structure for the membership. Said dues structure shall be submitted to the Board of Directors for approval by a majority vote of the Quorum (as defined in Article X, section C) present.

## Article V Administration

- A. **Officers** – The officers of the Board of Directors of Association shall be the President, Immediate Past President, Vice President and Secretary-Treasurer.
- B. **Terms** – The President and Vice President shall be elected to a term of two (2) years by a majority of the voting members present and voting at the Annual Meeting. Eligibility for election to these offices is limited to members of the Board of Directors.
- C. **President** – The President shall preside at all meetings of Association and at all meetings of the Board of Directors, appoint all committee chairpersons and committee members, and enforce all By-Laws and regulations of the Corporation. The President shall perform such other duties as shall be approved by resolution of the Board of Directors. The President shall have no vote during meetings of the Board of Directors or meetings of Association except in case of a tie.
- D. **Immediate Past President** – The Immediate Past President shall serve a two- year period as an advisor to the President, and shall assist the President and the Board of Directors in such manner as the President may request, but shall not have a vote in the actions of the Board of Directors unless also serving as a duly elected Director.
- E. **Vice President** – The Vice President shall perform the duties of the President in the President's absence, and other duties as may be assigned by the Board of Directors or by the President of Association. In the event of death or disability of the President, the Vice President shall perform the duties of the President until the Board of Directors shall by a



majority vote of the Quorum present elect a successor to fill the office of the President for the remainder of the unexpired term.

- F. **Director of Alumni & Parent Relations** – The Alumni Relations Director of Bethany College shall serve as the Secretary-Treasurer of the Corporation and shall serve as a non-voting officer.
- G. **Secretary-Treasurer** – The Secretary-Treasurer shall be responsible for the books and records of the Corporation. Further it shall be the duty of the Secretary-Treasurer to provide all notices required by these By-Laws or Articles of Incorporation, to prepare and maintain minutes of all meetings and to perform such acts as are inherent authority of the office of Secretary-Treasurer.

## Article VI Board of Directors

- A. **Election and Role** – The Board of Directors shall be governed by voting alumni Directors duly elected by a majority vote of the voting members present at a regularly scheduled meeting. Nominations for Board of Directors members shall be closed one month prior to a regularly scheduled meeting. This action will provide adequate time for thoughtful consideration and discussion of nominees by the Board of Directors.

Therefore, the Board of Directors shall be receptive to all suggestions for future Alumni Council candidates and will refer all suggestions to the Internal Affairs Committee for future consideration.

- B. **Number** – The Board of Directors shall consist of no less than twenty-one (21) nor more than thirty-one (31) members who are elected for a three (3) year term.
- C. **Limitations** – The number of consecutive full terms of all members of the Board of Directors shall be limited to three (3) full and complete terms. All members upon completion of their third consecutive full term shall not be eligible for re-election to the Board of Directors for a period of one (1) year. However, an individual elected President or Vice President of the Board of Directors may complete his or her elected term in that office, even if such would extend beyond three (3) consecutive terms on the Board of Directors immediately following the expiration of his or her term as Immediate Past President for one (1) year.
- D. **Absences** – Any Director who shall miss two (2) consecutive Meetings will be considered to have vacated his or her position. This provision may be waived by the unanimous vote of the Executive Committee for good cause shown.
- E. **Vacancies** – Vacancies shall be filled by a majority vote of the Quorum present of the Board of Directors upon nomination of the Internal Affairs Committee. Alumni elected to fill vacancies shall serve for the remainder of the unexpired term and shall be eligible to serve three (3) full three (3) terms.

- F. **Code of Conduct** - Every Director is expected to sign the Alumni Association Board of Directors Expectations and Code of Conduct.

## **Article VII Alumni Trustees**

As least two (2) currently serving Alumni Trustees of the Board of Trustees shall be voting members of the Board of Directors.

## **Article VII Ex Officio**

The following Ex Officio members shall be non-voting members of the Board of Directors:

- A. **Directors Emeriti** – All former Board of Directors who have completed three (3) full terms shall be honorary members.
- B. **Student Representatives** – A minimum of four (4) Student Representatives, each representing a different class level, may be selected by the appropriate class constituencies to serve a one-year term.
- C. **Staff Representatives** – The Board of Directors may appoint staff representatives as deemed appropriate.
- D. **Alumni Trustees** – All currently serving Alumni Trustees (defined as a Bethany College trustee who also is an Alumni Member as defined herein).

## **Article VIII Committees**

### **Standing Committees**

- A. **Executive** – This committee shall consist of the officers and chairs of the standing and ad hoc committees who shall be responsible for setting the agenda for Board of Directors meetings, and determining what special matters of business shall come before meetings of the Board of Directors and its committees.<sup>1</sup>
- B. **Engagement** – This committee in coordination with staff representatives shall be responsible for supporting and growing the interaction between the College and its alumni, including but not limited to increased participation surrounding Alumni Weekend, Homecoming, student services, and admissions support and all stakeholders of the College. Programming developed by the Engagement Committee will serve the

---

<sup>1</sup> The text of Article VIII, section A.1 was revised from the original and approved by Association on September 13, 2008.

purposes of involvement, development, revenue generation, and continuing education opportunities.<sup>2</sup>

- C. **Advancement** – This committee in coordination with the president and staff representatives shall be responsible for planning and implementation of the annual Bethany Fund, and for maximizing giving among Alumni Council members and the general alumni population.<sup>3</sup>
- D. **Internal Affairs** – This committee shall be responsible for the enabling documents; the nominations of officers, directors, and recipients of Association awards, and for performing other functions pertaining to the operation and perpetuation of the Association.

## Article IX Meetings

- A. **Regular Meetings** – There shall be at least two (2) regularly scheduled meetings of the Board of Directors annually, as set by the Board of Directors. Meetings shall be scheduled during the meeting preceding it and approved by majority vote of the Board of Directors present. A meeting will be scheduled and take place during both the Fall and Spring semesters of Bethany College. Confirming notification of the scheduled meeting shall be given to each member of the Board of Directors in writing by the Secretary-Treasurer at least fourteen (14) days prior to the date of the meeting. Any rescheduled meeting will occur at the discretion of the Executive Committee, but at least fourteen (14) days prior to the scheduled meeting. There will also be one (1) meeting, held annually on the Bethany College campus during Alumni Weekend, as scheduled by Bethany College, to report on the state of the Association.
- B. **Special Meetings** – The Board of Directors shall meet at the call of the President or upon written request of at least one-third of the members of the Board of Directors, notice of which shall be given in accordance with the provision for announcing Regular Meetings.
- C. **Quorum** – For the purpose of transacting business, a Quorum is defined as attendance in person or by teleconference at the meeting of sixty (60%) percent of the Board of Directors membership. Those members attending by teleconference may vote on all matters with the exception of the election of Officers of the Association. Only members physically present may vote for the election of Officers of the Association.
- D. **Rules of Order** – All meetings shall be conducted pursuant to Robert's Rules of Order.

---

<sup>2</sup> The text of Article VIII, section A.2 was revised from the original and approved by Association on September 13, 2008.

<sup>3</sup> The text of Article VIII, section A.3 was revised from the original and amended original and approved by Association on September 13, 2008.

## **Article X Amendment of the By-Laws**

### **A. Board of Directors**

These By-Laws may be amended by a majority vote of the Quorum present, as defined in Article IX, section C, at a Regular Meeting of the Board of Directors or at a Special Meeting called for that purpose.

### **B. Corporate Membership**

The voting membership of Association may propose By-Law amendments by presentation of same to the Secretary-Treasurer of the Corporation at least thirty (30) days prior to a Regular Meeting.

### **C. Prior Enactments**

All former Constitutions, By-Laws, and rules and regulations in conflict herewith are hereby repealed.

EFFECTIVE DATE:

REVISIONS:

CURRENT FORMAT ISSUED: