

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Boards of Visitors Bylaws

Policy Number: 07.60.01

Issuing Authority: Board of Trustees

Responsible Officer: Senior Vice President for Institutional Advancement

Date Created: May 10, 1983

Date Last Amended/Reviewed: June 21, 2012

Date Scheduled for Review: June 2017

Reviewing Office: Office of Institutional Advancement

Scope

These Bylaws apply to the formation, purpose, membership and responsibilities of any Board of Visitors established for a university school or college, or the University Libraries.

Policy Statement

ARTICLE 1. Introduction

SECTION 1. The Board of Trustees of Temple University authorizes the establishment of Boards of Visitors for each school or college and the University Libraries. The Board of Visitors for a particular unit may be established only by the Committee on Trustee Affairs acting on the recommendation of the president. Through these Boards of Visitors, the university desires to invite distinguished persons throughout the nation and world to help advance its mission, and to increase external support for the university.

SECTION 2. The organizational principles common to all Boards of Visitors – purpose, membership, visits, meetings, reports, reimbursement of expenses, and staff responsibilities – are set forth below.

SECTION 3. Nothing contained in the organizational principles or in the activities of any Board of Visitors constitutes a delegation of the rights, powers, duties, and responsibilities of the Board of Trustees.

ARTICLE 2. Purpose

SECTION 1. The role of each Board of Visitors is, in consultation with the applicable dean, to advance the mission of the particular unit it serves and the university.

ARTICLE 3. Nomination and Appointment

SECTION 1. Nominations for appointment to a Board of Visitors may come from any source including the dean, faculty members, students, alumni and others. Nominees should be persons informed about and interested in the various fields relevant to the particular unit. Information regarding prospective appointees should be directed to the senior vice president for institutional advancement.

A Board of Visitors' membership should represent a healthy blend of the pluralism that characterizes the Board of Trustees and the university – men and women from all walks of life, with a range of ethnic, racial and religious backgrounds, non-alumni and alumni, scholars and practitioners.

No more than three members of the university's Board of Trustees may serve on any single Board of Visitors, and no trustee may serve on more than one Board of Visitors at any time.

SECTION 2. Nominations for appointment to a Board of Visitors shall be reviewed by the president, who shall make a recommendation to the Committee on Trustee Affairs after consultation with the provost, dean, and chair of the applicable board. The committee shall make all appointments to Boards of Visitors, and all members of each board will serve at the pleasure and discretion of the committee.

SECTION 3. Members of Boards of Visitors shall be appointed for three-year terms and shall serve no more than two consecutive terms. When new boards are formed, the length of initial terms shall be staggered so that the terms of approximately one-third of the members expire in any year.

SECTION 4. The chair of a Board of Visitors shall be appointed by the president, upon the recommendation of the dean in consultation with the senior vice president for institutional advancement. The chair shall serve for a single term of two years, and be eligible for reappointment as chair one year following the conclusion of his or her term as chair. A vice chair may be appointed with the same limitations on service, provided that a vice chair may be appointed chair immediately following a term as vice chair.

ARTICLE 4. Expectations of Membership

SECTION 1. Members of each Board of Visitors are expected to:

- a) Make the unit and the university a top philanthropic priority;
- b) Be an active participant in the advancement of the mission of the unit and the university through the identification of potential funding sources, such as individuals, foundations and corporations;
- c) Support student and faculty development, as appropriate, through mentoring, internships, and program support;
- d) Attend Board of Visitor meetings; and
- e) Attend university events.

SECTION 2. Members of each Board of Visitors can expect the university to:

- a) Provide a Board of Visitors orientation in the first year of service;
- b) Invite the members to special university-sponsored events;
- c) Recognize and acknowledge the members' service to the university.

SECTION 3. A member of a Board of Visitors may be removed by the Committee on Trustee Affairs at any time for any reason, including but not limited to failure to meet the expectations established by these bylaws or the applicable unit, or otherwise for conduct tending to negatively affect the reputation of the unit or the university.

SECTION 4. Following the conclusion of service on a Board of Visitors, a member may be appointed as an emeritus member of the board upon the recommendation of the president and concurrence of the Committee on Trustee Affairs. Emeritus members of a Board of Visitors may attend meetings of the board at the discretion of the applicable dean and board chair.

ARTICLE 5. Reimbursement of Expenses

SECTION 1. Members of each Board of Visitors will be responsible for their own expenses.

SECTION 2. Members of each Board of Visitors may declare non-reimbursed expenses as a gift to the university. In this case the member should file a brief statement with the staff contact assigned to the Board of Visitors who will arrange for the issuance of appropriate documentation.

ARTICLE 6. Staff Responsibilities

SECTION 1. The president shall designate a primary staff contact for each Board of Visitors, in consultation with the dean, normally the director of development of the applicable unit. The staff contact shall maintain current membership lists and shall annually publish a directory of names, addresses, and affiliations of all members of the board. In addition, the staff contact, in consultation with the Office of Institutional Advancement, shall provide each new member with background documents and appropriate orientation to the university and the applicable unit, and notices regarding meetings and other events. The staff contact shall be responsible for other matters in connection with the board, as requested from time to time by the senior vice president for institutional advancement or the president.

ARTICLE 7. Exceptions

SECTION 1. Following consultation with the senior vice president for institutional advancement, a dean may propose exceptional provisions for the applicable Board of Visitors, but only where such exceptions are demonstrably necessary to the effective operation of the board. Any such exceptions shall be subject to the approval of the president.

Notes

1. Dates of official enactment and amendments:

Enacted by the Board of Trustees on May 10, 1983. Amended by the Board of Trustees on July 7, 1992.

Revised by the Board of Trustees on May 14, 2002.

Revised by the Board of Trustees on June 21, 2012, 2012.

2. History:

The 1992 amendment revised Article 2, Section 3, with the addition of the phrase “through development efforts”; revised Article 3, Section 1 with the addition of the term “ordinarily”; deleted the requirement in Article 3, Section 5 that the chair of a Board of Visitors be a trustee; and revised Article 5, Section 1 to provide that expenses causing a financial hardship for a visitor will no longer be reimbursed upon request, but rather upon request as determined by the president.

On May 14, 2002, the Board of Trustees amended the university’s Bylaws, changing the names of various board committees.

On April 9, 2003 two typographical errors were corrected. Article 3, Section 3, line 4 was corrected to read “Biographical data on prospective appointees...” replacing “appointments.” In addition, Article 5 was renumbered as Article 4, and Article 6 was renumbered as Article 5.

The 2012 amendment revised the policy to emphasize the development responsibilities of members of Boards of Visitors.

Initial Policy Effective Date:

May 10, 1983

Last Amended:

June 21, 2012.

3. Cross References/Appendix:

Policy No. 07.60.20, Procedures for Establishing Boards of Visitors