

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

**Title:** Board of Overseers Bylaws of Temple University, Japan Campus  
**Policy Number:** 07.60.18  
**Issuing Authority:** Board of Trustees  
**Responsible Officer:** Secretary

**Date Created:** December 21, 2010  
**Date Last Amended/Reviewed:** December 21, 2010  
**Date Scheduled for Review:** December 21, 2015  
**Reviewing Office:** Office of the Secretary

### Scope

These Bylaws apply to the formation, purpose, membership and responsibilities of the Board of Overseers of Temple University, Japan Campus (herein after “TUJ”).

### Policy

#### ARTICLE 1. Introduction

SECTION 1. Pursuant to the May 10, 1983, policy of the Temple University Board of Trustees (Policy Number 07.60.01), the Board of Overseers of TUJ (herein after “Board of Overseers”) is hereby organized and created. Upon recommendation of the president, the Committee on Trustee Affairs authorized the establishment of the Board of Overseers on December 21, 2010. The Board of Overseers is advisory to the president, the provost, the dean of TUJ, and the Board of Trustees.

SECTION 2. Neither these Bylaws, nor any actions or work of the Board of Overseers shall be in derogation of the rights, powers, duties and responsibilities of the Board of Trustees, the president, the provost, or the faculty.

#### ARTICLE 2. Purpose

SECTION 1. The Board of Overseers is advisory to the president, the provost, the dean of TUJ, and the Board of Trustees. The Board of Overseers will provide TUJ with informed, interested and distinguished advice and appraisal from outside the university, thereby connecting TUJ and the university with the world beyond the campus and providing TUJ and university with knowledge and expertise.

SECTION 2. The Board of Overseers will provide the president, the provost, the dean and the Board of Trustees, with an objective, informed perspective – in the form of written and oral reports.

The reports shall cover, but are not limited to:

- the long and short range objectives of TUJ;
- the strengths and weakness of TUJ in relation to its objectives;
- the current status of TUJ in comparison with similar colleges of comparable institutions;
- the needs of, and other observations relating to TUJ; and,
- recommendations for improvement of TUJ

SECTION 3. The Board of Overseers will serve as a bridge to those organizations and individuals affiliated with or who have an interest in TUJ. Through the board the university further expects to increase external support for TUJ and the university through development efforts, and will invite distinguished persons throughout the region, nation, and world to serve TUJ and university in their official roles as overseers.

### ARTICLE 3. Membership and the Chair

SECTION 1. The Board of Overseers shall consist of between 12 and 24 distinguished persons, informed about and interested in the various fields relevant to TUJ. The interest may be theoretical or practical, academic or professional, vocational or avocational. The board's membership will represent a diverse blend of the pluralism that characterizes the Board of Trustees and the university – men and women from all walks of life pertinent to the disciplines within TUJ, with a range of ethnic, racial and religious backgrounds, non-alumni and alumni, scholars and practitioners.

No more than three trustees will serve on the Board of Overseers. No trustee may serve on more than one Board of Overseers of Temple University's schools and colleges at any time.

SECTION 2. The members of the Board of Overseers will be appointed by the Committee on Trustee Affairs of the Board of Trustees acting upon the recommendation of the president. The president, in making his/her recommendations, should consult the provost, the dean of TUJ, and the chair of the Board of Overseers.

SECTION 3. Nominations for membership on the Board of Overseers may come from any source including the dean, faculty members, students and alumni, but a nomination must receive the recommendation of the president to be considered by the Committee on Trustee Affairs for appointment. Biographical data on prospective appointees will be forwarded by the dean of TUJ to the secretary of the Board of

Overseers (c/o secretary of the Board of Trustees) who will review all nominations with the president.

SECTION 4. Members of the Board of Overseers shall be appointed for three-year terms and shall serve no more than eight consecutive years or two full terms, whichever is longer. Initial appointments of the members of the board shall be divided to insure that the terms of not more than one-third of the members expire in any one year.

SECTION 5. The chair of the Board of Overseers shall be appointed by the Committee on Trustee Affairs acting on the advice of the president. The term of the chair shall be one year subject to renewal annually for a combined period not to exceed three consecutive years.

The vice chair shall be appointed in a similar manner with the same term limitations.

SECTION 7. During the first year after the Board of Overseers is constituted, the board shall visit and meet twice, and shall issue a written report to the president no later than thirty days following the second visit/meeting. Thereafter, there shall be at least one visit annually, and the board shall issue a written report to the president every second year, within thirty days of the pertinent annual visit.

SECTION 8. The role of the Board of Overseers is to develop a constructive working relationship with the administration and faculty of TUJ, while at the same time, retaining an objective view of the place of TUJ within the overall structure of the university. The reports of the board should address the matters outlined in Article 2, Section 2.

SECTION 9. The chair of each Board of Overseers shall report orally on the status of TUJ at a regularly scheduled meeting of the Academic Affairs Committee of the Board of Trustees, at the invitation of the committee, after the issuance of the annual written report. The chair may also present an oral report on the status of TUJ, at the invitation of the committee, in years in which the board does not issue a written report.

SECTION 10. It is the responsibility of the chair to call all meetings and to prepare the reports with the concurrence of the Board of Overseers.

#### ARTICLE 4. Reimbursement of Expenses

SECTION 1. The members of the Board of Overseers ordinarily will cover their own expenses. However, upon written request of a visitor, the president may authorize that expenses incurred will be reimbursed.

SECTION 2. Overseers may declare non-reimbursed expenses as a gift to the university. In this case they should file a brief statement with the secretary of the Board of Overseers who will issue appropriate documentation.

## ARTICLE 5. Staff Responsibilities

SECTION 1. The secretary of all university Boards of Visitors shall be designated by the president. The secretary shall be the principal staff officer of all of Temple University's Boards of Visitors and shall ordinarily be responsible for sending notification to the Overseers concerning their appointments and end of appointments to the Board of Overseers. The secretary also will provide each new visitor with background documents and appropriate orientation to the university.

The secretary shall also maintain current membership lists and shall annually publish a directory of names, addresses and affiliations of all overseers.

The secretary shall also develop a master schedule of meetings of the Board of Overseers. In addition, the secretary shall be responsible for other matters in connection with the board, as requested from time to time by the president.

The dean of TUJ shall ensure that adequate staff support and assistance is provided to the chair and the Board of Overseers by TUJ.

SECTION 2. A staff member in TUJ, designated by the dean, shall serve as liaison for the overseers, shall handle arrangements for the meetings, and shall be available to assist the overseers when they are actually on campus.

### Notes

#### **1. Dates of official enactment and amendments:**

Approved by the Committee on Trustee Affairs of the Board of Trustees on September 8, 2010.

On September 8, 2010 the Committee on Trustee Affairs approved the nominations for appointments to the Temple University Japan Board of Overseers, which shall have a culturally-appropriate name specified in its Bylaws. The board selected Board of Overseers as a culturally-appropriate name.

#### **2. History:**

##### **Initial Policy Effective Date:**

December 21, 2010

#### **3. Cross References/Appendix:**

Board of Overseers By-Laws, Policy #07.60.01