

Agnes Scott College

BY-LAWS



**BOARD OF TRUSTEES
AGNES SCOTT COLLEGE
DECATUR, GEORGIA**



May 30, 1952

By-Laws

I

OFFICERS

The Officers of the Board shall be a Chairman, a Vice-Chairman, and a Secretary. These shall be elected by the Board to serve according to its will.

THE CHAIRMAN

Shall preside at Board meetings and shall sign all deeds, conveyances, mortgages.

THE VICE-CHAIRMAN

Shall discharge the duties of the Chairman whenever the latter is absent or disqualified.

THE SECRETARY

Shall keep accurate minutes of the proceedings of the Board and shall counter-sign all deeds authorized by the Board and to which the Chairman's signature is required.

He shall also be authorized to call special meetings of the Board when in his judgment desirable, or when requested to do so either by the Chairman or by any three (3) members of the Board.

II

ORGANIZATION OF THE COLLEGE

Officers

The officers of the College shall be President, Dean of the Faculty, Dean of Students, Business Manager, Treasurer, Registrar, and such other administrative assistants as may be needed.

The officers shall hold their positions at the pleasure of the Board of Trustees. Retirement may take place by request of the Board or by resignation. In either case, written notice shall be given at least six months before the date of the proposed retirement unless waived by both parties. All major officers, except himself, shall be appointed by the President, subject to confirmation by the Board.

The President

The President shall be elected by the Board of Trustees and his salary fixed by it. Before taking office, he shall sign the covenant prescribed by the Board. His tenure of service shall be the same as for other major officers. He shall be the Executive Officer of the Board. He shall, under the Board of Trustees, have charge and control of the College, its policy, its officers,

teachers and students, and management and direction of the business of the corporation. He shall make full reports to the Board annually. He shall also give any information concerning the College requested by the Chairman or heads of committees.

Dean of the Faculty

Under the President, this officer shall have general charge of the academic work of the College, advising with members of the Faculty in regard to instructional methods and results, making studies of testing procedures and grades, assisting students in getting adjusted to their work, and striving to maintain sound standards in the making and administering of the curriculum.

Dean of Students

Under the President, this officer shall keep in close touch with the students and endeavor to assist them with personal, social, and other problems. She shall advise with the various organizations as to policies affecting students. She shall have general charge of the social calendar of the year and shall make out the examination schedules.

Business Manager

The Business Manager shall be appointed or replaced by the President with the approval of the Board. Under the President, he shall do the buying for the College, preparing suitable vouchers for purchases at least by the 10th of each month. He shall supervise repairs and the general up-keep of the plant, employ such labor as may be needed, and perform such other duties as the President may request. He shall give bond acceptable to the Finance Committee, the premium to be paid by the College.

Treasurer

The Treasurer shall be appointed or replaced by the President, with the approval of the Board. He shall keep the books and accounts of the College and shall receive and pay out on proper vouchers all monies for the current expenses of the College. He shall perform any other duties requested by the President of the College or the Finance Committee. He shall make annual reports to the President and shall, at all times, give such information to the President, Chairman or Finance Committee as may be requested. He shall be required to give bond in a Security Company acceptable to the Finance Committee, for not less than \$25,000, the premium to be paid by the College.

The Registrar

The Registrar shall be appointed by the President and shall work under his general supervision and direction. He shall look after the securing of students, keeping of academic records, the sending of needed reports to parents, furnishing general information re-

quested personally or through correspondence and the rendering of such other services as may be requested by the President.

FACULTY

(1) **Constitution.** The Faculty shall consist of the President, the Deans, and all officers of instruction holding rank above that of Instructor in the regular academic departments of the College. Heads of the Special departments are also members of the Faculty. Instructors, Assistants, and all teachers of Specials besides the heads, have the privilege of sitting with the Faculty and of discussion, but do not have the power to vote.

(2) **Appointment.** Appointments of all officers of instruction shall be made on the nomination of the President, and contracts shall be signed in duplicate.

(3) **Function.** Except as limited above, the Faculty shall have general charge of instruction, attendance of students, examinations, the administration of the curriculum as prescribed by the Academic Council, the discipline of the College, and matters involving the social and religious welfare of the institution.

THE ACADEMIC COUNCIL

(1) **Constitution.** The Academic Council shall consist of the President, the Deans, and the heads of the various College departments.

(2) **Functions.** Subject to the approval of the Board of Trustees, the Council shall have the power to determine the academic policy of the College, to fix requirements for admission and for the degree, and to approve the courses of instruction offered by the various departments.

III

COMMITTEES OF THE BOARD

The following Committees shall be appointed by the Chairman to serve until new appointments are made:

(1) **Executive.** This Committee shall have authority to consider and to decide all questions affecting the interests of the College which may be brought before it, whenever it is impracticable to secure a quorum of the Board, or between stated meetings of the Board. It shall also transact such business as may be committed to it by the Board. It shall be an advisory council for the President for such matters as he may submit to it. The Committee shall meet on the call of the Chairman or on that of the President of the College.

(2) **Finance.** It shall be the duty of this Committee to examine carefully the condition of the College from a financial standpoint at least annually. It is to be the Advisory Committee for the President on all matters of finance or business.

It shall make investments of money that may be available from time to time and make such changes in securities as may seem to it wise. It shall make annually a full report to the Board of Trustees of the securities held by the College and of their value.

The Finance Committee shall have the power to authorize the execution, in the name of and for and in behalf of the College, of all necessary legal papers, powers of attorney, assignments, transfers and the like, which may be necessary or desirable to transfer the title to any shares of stocks, bonds, debentures, notes, mortgages, or other choses in action, which the College may own, or in which it may have an interest. The President of the College or the Chairman of the Board of Directors and any other member of the Finance Committee, when so empowered by the Finance Committee are authorized to sign any such papers and to affix the College seal to any that may be so executed. The Secretary of the Board of Trustees is authorized to certify at any time the names of those who may thus act for the College.

(3) **The Buildings and Grounds Committee** shall have general supervision of the grounds and buildings owned by the College, and of all important repairs, changes, and improvements in the same. It shall also have supervision of the insurance carried.

(4) **The Health Committee** shall confer from time to time with the officers of the College as to the best means for securing students who are physically well fitted for the College and as to the wisest measures for conserving the health of those who are accepted.

(5) **Personnel Committee.** This Committee will advise with the President about all important problems concerning the faculty and officers and their general welfare.

(6) **Scholarships.** This Committee shall assist the President in securing scholarship aid for worthy young women who are not otherwise able to come to Agnes Scott.

(7) **Nominations.** All nominations to fill vacancies on the Board of Trustees shall be made by this Committee. It shall carefully investigate all names proposed. No name shall be recommended to the Board without a formal vote of the Committee.

The President of the College and the Chairman of the Board are *ex officio* members of all standing committees.

Three members shall constitute a quorum for committees.

Each standing committee shall submit to the Board an annual written report of its work.

IV

GENERAL REGULATIONS

There shall be one Annual Meeting of the Board of Trustees, on Friday before the Commencement Day. Other meetings may be held at the call of the Secretary at times and places designated in the call.

The By-Laws may be amended by a majority vote. Unless there is a unanimous vote for amendment, any proposal for change must lie over for at least one meeting.