

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

**Title:** Board of Visitors By-Laws of the University Libraries

**Policy Number:** 07.60.16

**Issuing Authority:** Board of Trustees

**Responsible Officer:** Secretary

**Date Created:** September 6, 2006

**Date Last Amended/Reviewed:** September 6, 2006

**Date Scheduled for Review:**

**Reviewing Office:** Office of the Secretary

### Scope

These Bylaws apply to the formation, purpose, membership and responsibilities of the Board of Visitors of the Libraries of Temple University (herein after “Libraries”)

### Policy

#### ARTICLE 1. Introduction

SECTION 1. The Board of Trustees of Temple University hereby authorizes the establishment of the Board of Visitors of the Libraries (herein after “Board of Visitors”) on September 6, 2006. The Board of Visitors is advisory to the president, the provost, the vice provost for Libraries, and the Board of Trustees.

SECTION 2. The Board of Visitors of the Libraries is established by the Committee on Trustee Affairs acting on the recommendation of the president.

SECTION 3: Nothing contained in the organizational principles or in the establishment of work of the Board of Visitors is in derogation of the rights, powers, duties and responsibilities of the Board of Trustees, the president, and the faculty.

#### ARTICLE 2. Purpose

SECTION 1. The Board of Visitors is advisory to the president, the provost, the vice provost for Libraries, and the Board of Trustees. The Board of Visitors should provide the Libraries with informed, interested and distinguished advice and appraisal from outside the university, thereby connecting the university with the world beyond the campuses and providing the university with knowledge and expertise.

SECTION 2. The Board of Visitors should provide the president, the provost, the vice provost for Libraries, and the Board of Trustees, with an objective, informed perspective – in the form of written and a oral reports - on the long and short range objectives of the Libraries; the strengths and weakness of the Libraries in relation to its objectives; an assessment of the current status of the Libraries in comparison with similar Libraries of comparable institutions; the needs of, and other observations relating to the Libraries; and, recommendations for improvement of the Libraries.

SECTION 3. Through the Board of Visitors, the university further expects to increase external support for the university through development efforts, and by inviting distinguished persons throughout the nation, and world to serve the university in the official roles as visitors.

### ARTICLE 3. Membership and the Chair

SECTION 1. The Board of Visitors shall consist of between 12 and 24 distinguished persons, informed about and interested in the various fields relevant to the Libraries. The interest may be theoretical or practical, academic or professional, vocational or avocational. The Board's membership will 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 trustees will serve on the board of the Libraries, and no trustee may serve on more than one Board of Visitors at any time.

SECTION 2. Power of appointment to the Board of Visitors rests with the Committee on Trustee Affairs of the Board of Trustees acting upon the recommendation of the president. The president, in making recommendations, should consult the provost, the vice provost for Libraries, and the chair of the Board of Visitors.

SECTION 3. Nominations may come from any source including the vice provost for Libraries, faculty members, librarians, 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 should be directed to the secretary of the Board of Visitors (c/o secretary of the Board of Trustees) who will review all nominations with the president.

SECTION 4. Visitors are 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 of Visitors shall be divided to insure that the terms of not more than one-third of the members expire in one year.

SECTION 5. The chair of a Board of Visitors 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. A vice chair shall be appointed in a similar manner with the same term limitations.

SECTION 6. During the first year after the Board of Visitors 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 7. The role of the Board of Visitors is to develop a constructive working relationship with the administration and librarians which the visitors oversee, while at the same time, retaining an objective view of Libraries within the overall structure of the university. The report of the board should address the matters outlined in Article 2, Section 2. It is likely that a recurring problem will be the lack of funds for the Libraries. That problem will ordinarily be well known to the university administration. While there may be cases where the lack of funds is so significant that it ought to be specifically addressed, the reiteration by the board that more money is needed is not productive.

SECTION 8. The chair of each Board of Visitors shall report orally on the status of the unit 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.

SECTION 9. It is the responsibility of the chair to call all meetings and to prepare the reports with the concurrence of the Board of Visitors.

#### ARTICLE 4. Reimbursement of Expenses

SECTION 1. It is assumed that the members of the Board of Visitors will usually be in a position to cover his/her own expenses. However, expenses incurred can be reimbursed upon written request as determined by the president.

SECTION 2. A visitor 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 Visitors 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 the Boards of Visitors and shall ordinarily be the assistant secretary of the Board of Trustees. The secretary is responsible for sending notification to the visitors concerning their

appointments and end of appointments to particular boards. The secretary also provides 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 visitors.

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

SECTION 2. A staff member in the Libraries, designated by the vice provost for Libraries, shall serve as liaison for the visitors, shall handle arrangements for the meetings, and shall be available to assist the visitors 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 6, 2006.

### **2. History:**

None

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

September 6, 2006.

### **Last Amended:**

September 6, 2006.

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

Board of Visitors By-Laws, Policy #07-60.01