

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

**Title:** Board of Visitors Bylaws of Temple University Rome Campus

**Policy Number:** 07.60.21

**Issuing Authority:** Board of Trustees

**Responsible Officer:** Secretary

**Date Created:** February 19, 2018

**Date Last Amended/Reviewed:** N/A

**Date Scheduled for Review:** February 19, 2021

**Reviewing Office:** Office of the Secretary

### Scope

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

### Policy Statement

#### 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 Visitors of Temple Rome (herein after “BV-Rome” or “Board of Visitors”) is hereby organized and created. Upon recommendation of the president, the Committee on Trustee Affairs authorized the establishment of the BV-Rome on February 19, 2018. The Board of Visitors, in consultation with the dean, will help advance Temple Rome’s mission and increase external support for the program.

SECTION 2. The organizational principles of the Boards of Visitors – purpose, nominations and appointments, membership, visits, meetings, 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 the Board of Visitors is, in consultation with the dean, to advance the mission of Temple Rome and the university. The Board of Visitors serve in an

advisory role to the dean, providing advice and support to ensure Temple Rome has the capacity and resources to achieve its mission and goals and leveraging external relationships on behalf of the Rome Campus.

### ARTICLE 3. Nominations and Appointments

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 Temple Rome. The interest may be theoretical or practical, academic or professional, vocational or avocational.

SECTION 2. Potential nominations for appointment to the Board of Visitors may come from any source including the dean, faculty members, students, alumni, or others. Nominees should be persons informed about and interested in the various fields relevant to Temple Rome.

Criteria for nomination may include – but shall not be limited to:

- A history of engagement and volunteer leadership;
- A proven track record of personal giving or leading volunteer fundraising efforts, including helping to solicit gifts from other alumni and friends;
- A distinguished career and/or civic accomplishments;
- Prior board experience; and
- The ability to add professional, geographic, gender, age or ethnic diversity to the Board of Visitors.

The Board of Visitors' 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, pertinent to the Temple Rome program, with a range of ethnic, racial and religious backgrounds, non-alumni and alumni, scholars and practitioners.

No more than three members of the Board of Trustees will serve on the BV-Rome.

SECTION 3. Nominations for appointment to the Board of Visitors shall be reviewed on an annual basis as follows:

- The dean, in consultation with the Board of Visitors' chair, and with the support of Board of Visitors' staff member, shall direct nominations and supporting materials to the vice president for institutional advancement with copies to the secretary to the Board of Trustees;
- Upon review and approval by the vice president, nominations will be reviewed by the provost and recommendations shared with the president;
- The president will decide on all nominations for submission to the Board of Trustees' Committee on Trustee Affairs; after consultation with the provost, dean, vice president of institutional advancement and

- chair of Temple Rome;
- Upon approval of the nomination by the Committee on Trustee Affairs, the president advises the dean to approach individual candidates regarding services on the Board of Visitors and advises the president of the candidate(s) willingness to serve.

The Committee on Trustee Affairs shall make all appointments to the Board of Visitors, and all members of the Board of Visitors will serve at the pleasure and discretion of the committee.

SECTION 4. Members of the Board of Visitors shall be appointed for three-year terms and shall serve no more than three consecutive terms. When the new Board of Visitors is formed, the length of initial terms shall be staggered so that the terms of approximately one-third of the members will expire in any year.

SECTION 5. The chair of the Board of Visitors shall be appointed by the president, upon the recommendation of the dean and in consultation with the vice president for institutional advancement. The chair shall serve for a single term of three years and be eligible for reappointment as chair for an additional three-year term with a demonstrated track record of board leadership. Upon completion of two terms of service, the Board of Visitors' chair may serve in the role of past chair for one additional year. A vice chair may be appointed with the same limitations on service, if a vice chair may be appointed chair immediately following a term as vice chair.

#### ARTICLE 4. Membership Expectations

SECTION 1. Members of the BOV-Rome are expected to:

- Make Temple Rome and the university a top philanthropic priority;
- Be an active participant in the advancement of the mission of Temple Rome and the university through the identification of potential funding sources, such as individuals, foundations and corporations, and support of fundraising efforts;
- Support student and faculty development, as appropriate, through mentoring, internships, and program support;
- Participate in and/or attend Board of Visitors meetings; and
- Attend university events.

SECTION 2. Members of the BOV-Rome can expect the university to:

- Acknowledge new appointments and term requirements with a formal letter from the president;
- Provide a Board of Visitors orientation in the first year of service;
- Invite the members to special university-sponsored events;
- Recognize and acknowledge the members' service to the university.

SECTION 3. Term renewals (up to the three-term limit) are at the discretion of the

dean in consultation with the vice president for institutional advancement and the Board of Visitor's chair. When evaluating whether a board member's term should be renewed, consideration is given to the member's effectiveness in meeting the expectations of membership identified in Article 4, Section 1.

SECTION 4. A member of the 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 otherwise for conduct tending to negatively affect the reputation of Temple Rome or the university.

SECTION 5. Following the conclusion of service on the Board of Visitors, a member may be appointed as an emeritus member of the Board of Visitors upon the recommendation of the vice president of institutional advancement, dean of Temple Rome, provost and president and in concurrence with the Committee on Trustee Affairs. Emeritus members of the Board of Visitors may attend meetings of the Board of Visitors at the discretion of the applicable dean and Board of Visitor's chair.

SECTION 6. During the first year after the Board of Visitors is constituted, the BV-Rome shall meet twice, and shall issue a written report to the president no later than thirty days following the second meeting. Thereafter, there shall be at least one Rome Campus visit/meeting and one main campus meeting, annually. The Board of Visitors shall issue a written report to the president every second year, within thirty days of the final annual visit.

#### ARTICLE 5. Reimbursement of Expenses

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

SECTION 2. Members of the 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 the Board of Visitors, in consultation with the dean. The staff contact shall maintain current membership list and shall annually publish a directory of names, addresses, and affiliations of all members of the Board of Visitors. In addition, the staff contact, in consultation with institutional advancement, shall provide each new member with background documents, appropriate orientation to the university and Temple Rome, and notices regarding meetings and other events. The staff contact shall be responsible for other matters in connection with the Board of Visitors, as requested from time to time by the vice president for institutional advancement, dean of Temple Rome, or the president.

## ARTICLE 7. Exceptions

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

## ARTICLE 7. Subcommittees

SECTION 1. The Board of Visitors may, from time to time, at the discretion of the dean, create Board of Visitors subcommittees dedicated to a specific purpose.

## ARTICLE 8. Confidentiality

SECTION 1: The work of the Board of Visitors may include access to materials of a highly confidential nature. It is essential that Board of Visitor members and administrators respect this confidentiality by refraining from sharing this information with any unauthorized person or group.

### Notes

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

Approved by the Committee on Trustee Affairs of the Board of Trustees on February 19, 2018.

#### **2. History**

None

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

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