

ST. JOHN'S COLLEGE

IN ANNAPOLIS

POLITY OF THE COLLEGE



ANNAPOLIS, MARYLAND

1955

Founded as King William's School, 1696. Chartered as St. John's College, 1785

POLITY OF ST. JOHN'S COLLEGE

PREAMBLE

Education is the leading out of men from their natural state into the world of inherited customs, intellectual traditions, and spiritual ties. Institutions of learning are set up for this purpose. Beyond this they should also seek to develop the moral and intellectual powers of men to enable them to fulfill best their freely chosen tasks and thus to take their own responsible part in shaping the future. St. John's College is a community of learning committed to hold constantly in sight this universal end and the means conducive to it.

St. John's College strives to illuminate the common heritage of mankind in a persisting study of the great documents in which that heritage can be found. It seeks the unity of knowledge, an understanding of the great issues faced by men, and the moral foundations on which the conduct of men's lives can be based. To provide proper conditions for the pursuit of these ends, we, the Board of Visitors and Governors, after consultation with the Faculty, do ordain and establish this polity for St. John's College.

ARTICLE I

THE COLLEGE

(1) The College shall be understood to consist of the following: (a) the Board of Visitors and Governors; (b) the Faculty; (c) the Students; and (d) the Staff.

(2) Under the charter of the College, all power, authority, and responsibility pertaining to the College are vested in the Visitors and Governors.

(3) Under the charter, "the said visitors and governors, and their successors, from time to time, and at all times hereafter forever, shall have full power and authority to constitute and appoint, in such manner as they shall think best and most convenient, a principal and vice-principal of the said college, and professors, with proper tutors and assistants, for instructing the students and scholars of the said seminary in all the liberal arts and sciences; and the said principal, vice-principal and professors, so constituted and appointed, from time to time, shall be known and distinguished forever as one learned body or faculty, by the name of 'The principal, vice-principal, and professors of Saint John's College, in the State of Maryland'; and by that name shall be capable of exercising such powers and authorities as the visitors and governors of the said college, and their successors, shall, by their ordinances, think necessary to delegate to them, for the instruction, discipline, and government of the said seminary."

(a) The "principal" shall bear the title President and shall be appointed by the Visitors and Governors at a salary determined by them. The President shall concurrently be a teaching member of the Faculty with the title of Tutor.

(b) The "vice-principal" shall bear the title Dean and shall be appointed by the Visitors and Governors upon recommendation by the President as hereinafter provided, at a salary determined by the Visitors and Governors upon recommendation of the President.

(c) The "professors, tutors, and assistants" shall all bear the title Tutor or Lecturer and shall be appointed by the Visitors and Governors upon recommendation of the President, after consultation with the Dean and the Instruction Committee, and in accordance

with such provisions of tenure as hereinafter provided. The Tutors and Lecturers shall constitute the Faculty of St. John's College.

(d) The Registrar, the Librarian, the Director of Adult Education and the Director of Admissions shall by virtue of their offices have Faculty status; that is, participate in academic ceremonies and Faculty meetings, but without vote on instructional matters.

(4) All who have formally matriculated, are duly enrolled, and are in good standing shall be called students of St. John's College.

(5) The staff shall consist of all those persons without faculty or student status who shall be appointed by the President or through his delegated authority to the performance of duties necessary to the proper functioning of the College.

ARTICLE II

VISITORS AND GOVERNORS

(1) *Qualifications for Membership.* Persons shall be eligible for membership on the Board of Visitors and Governors who are concerned for the progress and vitality of the educational program at St. John's College and who are willing and able to discharge the responsibilities of trusteeship with devotion and energy.

(2) *Members.* The Board of Visitors and Governors (hereinafter called the Board) shall consist of not more than twenty-nine members, comprising the President and Dean of the College, the Governor of Maryland, the President of the Senate and the Speaker of the House, *ex officio*, and twenty-four members of whom eighteen shall be elected by the entire Board, and six shall be elected by individual ballot of the Alumni of the College, in the manner and for the terms hereinafter provided. In recognition of meritorious service to the College honorary members may be elected at the discretion of the Board.

(3) *Elections by the Board.* At each annual meeting, the Board shall elect a class of six members (in place of the class whose term expires at the conclusion of said meeting) for a term of three years. The procedure for nomination and election shall be as follows:

There shall be a standing Nominating Committee of five members of the Board, consisting of the Chairman, the Vice-Chairman, and the Secretary of the Board, and two additional members selected by the other three. The Nominating Committee shall recommend to each member of the Board in writing, not later than thirty days prior to the annual meeting at which the election is to be held, at least one candidate for each of the places to be filled by such election. Additional nominations may be made in writing, addressed to the Chairman, signed by at least five members of the Board, prior to the date above provided for the report of the Nominating Committee, and any such additional nominations shall be reported to the Board by the Committee at the time of its report.

Voting on such nominations at such annual meetings shall be by ballot, each member present to vote for six of the said nominees. In case there are more than six nominees, and the balloting results in a tie for one or more places, the Board shall determine the procedure to resolve the tie. No nominee shall be deemed elected who has not received the affirmative votes of at least a majority of the members present at the meeting.

In the event that for any reason there should be less than six members in any class prior to the end of the term of such class, the vacancy may be filled pursuant to the procedure provided above for regular elections, except that the election may take place at any regular meeting. A member elected to fill any such vacancy shall hold office for the balance of the term of the class in which such vacancy occurred.

(4) *Elections by the Alumni.* Each year during the month of October two Alumni shall be elected to membership for the usual three-year term, in such manner that there shall be six members of the Board subject to election by the Alumni, consisting of three classes of two members each. Outgoing Alumni members shall continue to serve until their successors are elected.

Nominations shall be made by the Alumni Association and by petition of any fifteen Alumni. Balloting will be conducted by mail by the Alumni Secretary of the College. All Alumni (which shall include all former students of the College and honorary members of the Alumni Association) shall be eligible to vote for the alumni members of the Board.

(5) *Reelection.* A member of the Board, whether elected by the Board or by the Alumni, may be elected for not more than two consecutive terms, but may, after a second consecutive term, be re-elected to membership beginning with the annual meeting in the year following the expiration of his second term.

(6) *Meetings of the Board.*

(a) Regular meetings of the Board shall be held in the months of September, December, February and May of each year; the meeting in May shall be the annual meeting. The time and place of regular meetings shall be determined by the President, the Chairman, and the Secretary, and notice of regular meetings shall be given not less than fifteen (15) days prior to such meetings. At each annual meeting, tentative dates for the succeeding three regular meetings shall be fixed and announced.

(b) Special meetings of the Board may be called by the President, the Chairman, the Executive Committee, or by any five (5) members of the Board, not less than seven (7) days after the dispatch of written or telegraphic notice of the time, place and purposes of the meeting. Such notice may be dispensed with if waived in writing by all members of the Board, either before or after the meeting.

(c) Any business may be conducted at any regular meeting without specific notice of such business (except that which is required by law or as provided herein as to elections and amendments), but no business shall be conducted at any special meeting unless notice of such business has been given, or has been waived as above provided.

(d) Eleven (11) members of the Board present at a meeting shall constitute a quorum for the transaction of business.

(7) *Officers of the Board.* At each annual meeting the Board shall elect a Chairman, a Vice-Chairman, and a Secretary, to hold office until the next annual meeting or until their successors are elected. Vacancies in any of such offices may be filled at any regular meeting, or any special meeting called for that purpose. Such officers shall perform the duties customary to such offices, and such other duties as the Board may from time to time direct.

(8) *Committees of the Board.*

(a) *Executive Committee.* The Chairman, the Vice-Chairman, the Secretary, the President, the Dean, and two other members chosen annually by the Board at the annual meeting shall comprise the Executive Committee of the Board. In intervals between meetings of the Board, the Executive Committee may exercise all of the powers of the Board, except those powers expressly delegated to some other committee, person or persons.

(b) *Finance Committee.* There shall be a Finance Committee consisting of the President, the Chairman, and the Treasurer of the College *ex officio*, and the three members appointed by the Chairman to serve at the pleasure of the Board or until their successors have been duly appointed. The members of the Committee shall select one of their members to be the Chairman of the Committee. The Finance Committee shall have the following powers and duties:

(1) The Finance Committee shall have full power to direct the investment and reinvestment of all funds of the College, including endowment and restricted funds, and the proper officers of the Board and the College are authorized to carry out all written directions, signed by a majority of the Committee, with respect to such investments and reinvestments. The Committee shall report at each regular meeting any action taken hereunder since the previous meeting.

(2) The Finance Committee shall review the proposed annual budget of the College prior to its presentation for approval by the Board and shall make recommendations to the Board with respect to the budget at the meeting at which it is presented.

(3) The Finance Committee shall study, and periodically advise the Board with respect to, the financial and business policies and practices of the College, and shall make such special studies and reports as the Board may from time to time request.

(c) *Other Committees.* The Chairman may appoint such other standing or special committees of the Board as he may deem desirable, or which the Board may request.

(d) Former members of the Board may be appointed by the Chairman to serve on Committees at his discretion.

(9) *Execution of Contracts, Transfer of Securities, etc.* All contracts, notes, deeds, leases, mortgages, releases, bonds for security or indemnity, negotiable instruments, stock certificates, transfers and powers, and like papers and documents on behalf of the College or the Endowment Fund shall be executed by two persons, of whom one shall be the President, the Chairman, or the Vice-Chairman, and of whom the other shall be the Secretary or the Treasurer.

(10) *Signing of Checks, Drafts, etc.* All checks, drafts, acceptances, and similar orders for the payment of money on behalf of the College may be signed by the same persons authorized to execute contracts, etc., pursuant to Section 9 hereof, but may also be signed by such persons, and in such manner, as the Board may from time to time direct by appropriate resolution.

ARTICLE III

THE PRESIDENT

(1) There is vested in the President by the Visitors and Governors responsibility for the "instruction, discipline, and government" of the College, and the President in turn may delegate any of his authority.

(2) The President, after consultation with a special Committee composed of and selected by members of the Faculty having tenure, shall recommend to the Visitors and Governors for appointment from among the members of the Faculty one Tutor to serve as Dean with powers and duties as hereinafter provided.

(3) The President shall recommend to the Visitors and Governors for appointment a Treasurer of the College who by virtue of such appointment shall also be a Tutor.

(4) The President shall recommend to the Visitors and Governors for appointment a Registrar, a Librarian, a Director of Adult Education and a Director of Admissions.

(5) The President may appoint members of the Faculty to serve as administrative assistants and he shall have power to relieve them of their administrative duties at any time.

(6) The President shall appoint, or delegate the power to appoint, such committees as may be necessary for the administration of the College and for which no provision is made under Article VII.

ARTICLE IV

THE DEAN

(1) The Dean shall have as his primary responsibility the organization and supervision of the program of instruction in the liberal arts that is to be followed by Faculty and students; he shall also be responsible for the general welfare of the students and for whatever government of the students may be necessary for the greatest possible attainment of the aims of the program.

(2) The Dean shall serve as chairman of the Instruction Committee and shall with the Instruction Committee be subject to the procedure of confidence outlined in Article VIII.

(3) The Dean shall annually, with the advice and concurrence of the Instruction Committee, present to the Faculty at one of its fall meetings a statement of educational policy and program and shall invite the Faculty to a full discussion thereof. On the basis of this deliberation the Dean and Instruction Committee shall have opportunity to reconsider and, if necessary, to revise the original statement or to prepare a new statement of educational policy and program. Whatever statement is finally agreed upon by them shall then be submitted to the Faculty for approval or rejection; and the confidence procedure outlined in Article VIII shall apply. If adopted the statement of policy shall be presented by the President as a report to the Visitors and Governors.

(4) To assist in carrying out his responsibilities for the general welfare of the students, the Dean shall recommend one or more members of the Faculty to be appointed by the President with the title of Assistant Dean.

(5) The Dean, with approval of the Instruction Committee, may recommend to the President that in the interest of instruction a tutor be relieved of his teaching duties at any time.

ARTICLE V

THE TREASURER

(1) The Treasurer shall be appointed by the Visitors and Governors, upon the recommendation of the President, for such term and with such compensation as they shall determine.

(2) The Treasurer shall have general charge, under supervision of the President, of maintaining the physical plant and equipment of the College, of maintaining full records of all funds and property, and of fiscal and property transactions of the College, and of receiving and disbursing funds of the College, subject to the provisions of this Policy and other directions or arrangements made pursuant thereto.

(3) The President may delegate to the Treasurer the power to make appointments to the office staff of the College and to supervise their work.

ARTICLE VI

THE FACULTY

(1) Teaching members of the Faculty shall bear the title Tutor or Lecturer, or in the case of any apprentice teaching program, Teaching Internes, who shall be non-voting members.

(2) The primary responsibilities of the teaching members of the Faculty are (a) to teach, and (b) to make themselves as competent as possible in the St. John's program.

(3) The Faculty shall have authority to recommend to the Visitors and Governors candidates for degrees which the College is empowered to grant.

(4) Appointments of members of the Faculty, except lecturers and teaching internes, shall be upon the following terms:

(a) New members of the Faculty under the age of 35 shall be appointed for one year. A first reappointment shall also be for one year, and subsequent reappointments for three years. A Faculty member who has completed two three-year appointments may be granted tenure on his reappointment. Provided the Faculty member has

completed one three-year appointment and has attained his 35th birthday, any subsequent appointment shall carry tenure. No Faculty member shall be granted tenure during the course of an appointment unless he attains his 35th birthday during the course of a second or subsequent three-year appointment, in which case he may be granted tenure to take effect at the beginning of the next following academic year.

(b) New members of the Faculty over the age of 35 shall be appointed for one year. After two reappointments of one year each, any subsequent reappointment shall carry tenure.

(5) When members of the Faculty are reappointed, the President shall notify them of their reappointment not later than March 1st of each year. In the event that a Faculty member is not recommended for reappointment, he shall be so notified not later than February 15.

(6) A member of the Faculty may have his appointment terminated at any time by the Visitors and Governors upon recommendation of the President only for one of the following reasons: (a) insanity, (b) moral turpitude, or (c) failure to perform his teaching duties in a satisfactory manner. The President shall make such recommendation only with the concurrence of the Dean and the Instruction Committee. Prior to the termination of such appointment, the Faculty member involved shall have the right to be heard by the Instruction Committee and by the Visitors and Governors.

(7) If any member of the Faculty be relieved of his duties during the term of his appointment for any reason other than moral turpitude, his salary shall be continued for the remainder of the current academic year.

(8) (a) The College makes provision for members of the Faculty on their retirement through prior participation in the program of the Teachers Insurance and Annuity Association of America and the Federal Old Age Benefits program.

(b) The retirement age for all Tutors shall be 65 years, each appointment terminating as of the end of the academic year in which the Tutor attains his 65th birthday. In exceptional cases tutors who have attained their 65th birthday may be recommended by the Dean and the Instruction Committee to the President for one-year appointments as lecturers.

(9) Only Tutors who have been granted tenure shall be eligible for sabbatical leave:

(a) A Tutor shall be eligible for his first sabbatical leave upon the completion of ten years of teaching at St. John's; thereafter upon completing six further years of teaching.

(b) In determining priority for sabbatical leave, preference shall be given to the Tutor who has taught for ten years, moreover the unbroken succession of teaching shall have preference, provided, however, a Tutor whose sabbatical leave has been postponed three years shall take precedence over any others. Where there is a conflict of precedence the Instruction Committee shall be consulted.

(c) A Tutor eligible for sabbatical leave shall make application to the President before October 1st for leave to begin the following July 1st.

(10) Leave without pay may be granted at the discretion of the President. Such leave shall not be considered service to apply toward a tenure appointment.

(11) Any six or more members of the Faculty may by petition secure a hearing on any matter concerning the College at a meeting of the Visitors and Governors to propose a lack of confidence in the President, providing that the matter had previously been presented first to the President, and then to the Faculty in regular or special meeting.

ARTICLE VII

FACULTY COMMITTEES

(1) *The Instruction Committee.*

The Instruction Committee shares with the Dean responsibility for the curriculum and instruction of the College.

The Instruction Committee shall consist of six tutors, in addition to the President and the Dean. Each of the members of the Instruction Committee shall serve for a term of three years, and the terms shall be arranged in such a way that each year the terms of two members expire. Each year, therefore, the President, in consultation with the Dean and the Instruction Committee, shall at the last regular Faculty meeting of the academic session nominate three tutors of whom the Faculty shall elect two to membership in

the Instruction Committee. No member of the Instruction Committee shall serve for more than two terms in succession. Vacancies arising from unexpired terms shall be filled in the same manner for the remainder of the unexpired term. If a member is absent on sabbatical leave during the second year of his term the Faculty shall elect in the same manner a member to serve that year of his term.

If the Instruction Committee should resign with the Dean on a matter of confidence, the President after consultation with the new Dean shall nominate nine tutors for the six vacancies on the Instruction Committee in such manner that two out of each three nominees shall be elected by the Faculty for each of the three classes to fill the unexpired terms.

(2) *The Salary Committee.*

Every third year, at the December meeting of the Faculty, the Faculty shall elect a committee of five of its members to advise with the President concerning recommendations to be made to the Visitors and Governors regarding Faculty salaries. The duties of this committee shall include:

(a) Advice to the President with respect to the salaries of those who are about to be appointed to the Faculty;

(b) An annual review of all present and proposed Faculty salaries, in advance of the date established for annual reappointments;

(c) A report to the Faculty of the results of the annual or any other general review of Faculty salaries;

(d) A consideration at any time of any petition that a Faculty member may make to the President concerning his salary;

(e) Recommendation to the Faculty and President of a Faculty salary scale and subsequent periodical review thereof.

(3) *Library Committee.*

The President, in consultation with the Librarian and the Dean, shall appoint three members of the Faculty to serve as a Library Committee. The President, the Dean, and the Librarian shall themselves be members of this committee *ex officio*, and the Librarian shall serve as chairman. It shall be the duty of the Library Committee to assist the Librarian in making the Library serve the

ends of the College and its program; it shall be their duty to advise the Librarian in regard to what kinds of books should be purchased, specific purchases, etc. The Manager of the Bookstore may be invited to sit with the Committee.

(4) *Prize Committee.*

Every three years the President shall appoint for a term of three years three members of the Faculty to supervise the awarding of prizes. This committee shall have full authority to decide what prizes shall be awarded and to name the recipients of the prizes.

(5) *Other Committees.*

The Faculty shall have authority to elect, or request the President to appoint, additional committees that may from time to time become necessary.

ARTICLE VIII

FACULTY PROCEDURE

(1) (a) All proposals concerning matters of instruction shall originate with the Dean and the Instruction Committee and shall be presented to the Faculty by the Dean. At any meeting of the Faculty, if, after full discussion of any proposal presented by the Dean, there be no objection on the part of any member of the Faculty, the measure shall become effective, as of the date specified therefor. If, after full discussion, a member of the Faculty object to the proposal and hold to his objection, the proposal shall be submitted to vote. In submitting the proposal to vote the Dean shall state whether it be a matter of confidence. The vote may then be taken, or, if the Dean or any member of the Faculty ask that the proposal be held over for further discussion and for decision at a later meeting of the Faculty, the proposal shall be held over, provided that the decision may not be postponed beyond the next regular meeting of the Faculty. If the proposal be one that the Dean has declared a matter of confidence and if it be defeated by majority vote, the Dean and the Instruction Committee shall immediately resign. If it be passed by a majority vote, it shall become effective as of the date specified therefor. For the confidence procedure a quorum shall consist of three-fourths of the resident members of the Faculty.

(b) The President may refuse to accept the resignation of the Dean and/or the Instruction Committee whenever in his judgment such resignation would be detrimental to the proper functioning of the College; provided, however, that if any six or more members of the Faculty shall so petition the Visitors and Governors, the latter shall review the President's decision within four weeks during which time the Dean and the Instruction Committee shall continue in office.

(c) In the event that the proposal be defeated and the resignation of the Dean be accepted, the President shall proceed to the choice of a new dean in accordance with the provisions of Article I, Section 3 (b).

(2) Upon petition of ten per cent or three members of the Faculty, whichever number is greater, the Dean and the Instruction Committee shall present to the Faculty any proposal concerning instruction that may be made by the petitioning members.

(3) (a) Regular monthly meetings of the Faculty shall be called upon due notice by the President who shall preside. In the absence of the President, the Dean shall preside. In the absence of both the President and the Dean, the Faculty shall elect one of their members to preside.

(b) Special meetings of the Faculty may be called upon due notice by the President either in his discretion or at the request of five Faculty members.

(c) Due notice shall be construed to mean not less than three days' notice, except in cases of emergency.

(d) A quorum shall consist of a majority of all resident members of the Faculty, except as otherwise provided.

(e) The Faculty shall elect one of its members as Secretary at the first meeting of the academic year.

(4) The Faculty shall elect a committee of three to represent them vis a vis the administration during the summer recess of the College.

ARTICLE IX

THE STAFF

Other persons appointed to discharge duties, as the President may determine, are subject to the Staff Employment Regulations, adopted or to be adopted by the President after consultation with the staff members affected.

ARTICLE X

AMENDMENT AND REVIEW

(1) This Polity may be amended by the Board at any regular meeting or special meeting, provided written notice of the proposed amendment shall have been given to members of the Board and to the Faculty not less than 15 days prior to such meeting. The Faculty shall have the right to inform the Board in writing of its recommendation with respect to the proposed amendment by the date of the Board meeting at which the amendment is to be considered.

(2) Amendments may be proposed at any regular meeting of the Faculty, upon petition of ten per cent of the members of the Faculty, provided that this be not less than three. No such proposal shall be acted upon earlier than the next regular meeting of the Faculty. Two-thirds vote shall be required for approval by the Faculty, and the amendment shall not become effective unless approved by the Visitors and Governors in the manner set forth in Section 1 above.

(3) Every five years this Polity shall be reviewed by a committee of the Faculty elected by a majority vote of the Faculty. The report of the Committee shall be submitted to one regular Faculty meeting and voted upon at the next regular Faculty meeting. A two-thirds vote shall be required for approval by the Faculty. Whatever action is thus recommended by the Faculty shall be submitted to the Visitors and Governors for final decision.

*Adopted by the Board of Visitors and Governors at its regular meeting July 8, 1950 in Annapolis, Maryland.
Reviewed and amended by the Board of Visitors and Governors at its regular meeting May 14, 1955 in Annapolis, Maryland.*

