

- (k) The Staff shall consist of all persons appointed by the President who are not members of the Faculty of St. John's College.
- (l) There shall be no discrimination at St. John's College in appointments, conditions of employment, admissions, educational policy, financial aid programs, athletics, or other activities, on the basis of race, religion, age, sex, national origin, color, disability and/or handicap, sexual orientation, or other characteristic protected by any applicable federal, state or local law.

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 maintenance, progress, and vitality of St. John's College's educational program and who are willing and able to discharge the responsibilities of trusteeship with devotion and energy.
- (2) **Members.** The Board of Visitors and Governors shall consist of not more than thirty four members, comprising the Presidents, the Deans, the Governors of Maryland and New Mexico, and the President of the St. John's College Alumni Association, ex officio, twenty-seven members, of whom not more than twenty-four shall be elected by the entire Board, and of whom not more than three shall be elected by the Alumni of the College, all in the manner and for the terms hereinafter provided. In recognition of meritorious service to the College, Visitors Emeriti may be elected to the Board who may attend all meetings of the Board, with voice in deliberation, but without vote. Retired members of the Board who have served six (6) terms on the Board as members in good standing may be designated as Honorary Board Members upon election by the Board. Honorary Board Members will receive minutes of the Plenary Sessions of the Board, may, as a guest, attend the Plenary Sessions of all regular meetings of the Board, and may be asked to assist on Board Committees.
- (3) **Elections by the Board.** At each annual meeting, the Board shall elect a class of members for a term of three years, to succeed those members whose term expires at the conclusion of said meeting. Those members elected shall begin their term upon the conclusion of the meeting of their election. The procedure for nomination and election shall be as follows:

There shall be a Trustee and Governance Committee of the Board appointed by the Chair. The Chair and the Presidents shall sit with the committee, ex officio, when nominations to Board membership are being considered. The Trustee and Governance 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, including each position as an officer of the Board. Additional nominations may be made in writing, addressed to the Chair, signed by at least five members of the Board, prior to the date above provided for the report of the Trustee and Governance Committee, and any such additional nominations shall be reported to the Board by the Committee at the time of its report.

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

If there should be fewer than eight members in any class prior to the end of the term for such class, any 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 remainder of the term of the class in which such vacancy occurred.

- (4) Elections by the Alumni. The voice of alumni being of particular value to the Board, each year one of the college's alumni shall be elected to membership for a term of three years, in such manner that there shall be three members of the Board elected by the alumni, consisting of three classes of one member each. Outgoing members so elected shall continue to serve until their successors' term of office begins.

Such elections shall be conducted in accordance with the By-laws of the Alumni Association of St. John's College. A representative of the Alumni Association Board shall consult with the Chair of the Trustee and Governance Committee of the Board of Visitors and Governors concerning the Association's nominees and shall advise the Trustee and Governance Committee of its nominees in advance of the Board of Visitors and Governors' mid-year meeting so that the organizations' respective nominations can reasonably be coordinated. In the event that for any reason there should be fewer than one member so elected in any class prior to the end of the term of that class, the vacancy may be filled by the Alumni Association of St. John's College. Newly elected alumni shall begin their terms immediately following the annual meeting of the Board.

- (5) Faculty Representation at Board Meetings. Three members of the Faculty shall be elected by the Faculty on each campus to attend all regular sessions of the Board on the campus to which they belong, with voice in deliberation, but without vote.
- (6) Student Representation at Board Meetings. Two students shall be elected by the Students on each campus to attend all regular sessions of the Board on the campus to which they belong, with voice in deliberation, but without vote.
- (7) Associate Dean for Graduate Programs Representation at Board Meetings. Each Associate Dean for Graduate Programs may attend all regular sessions of the Board on such Associate Dean's campus, with voice in deliberation, but without vote.
- (8) Graduate Institute Student Representation at Board Meetings. A student of the Graduate Institute shall be elected by the Students of the Graduate Institute on each campus to attend all regular sessions of the Board on such student's campus, with voice in deliberation, but without vote.

(9) Staff Representation at Board Meetings. The Staff on each campus shall be invited to send two representatives to all regular sessions of the Board at that campus, with voice in deliberation, but without vote.

(10) Reelection: A member of the Board elected by the Board or the Alumni may be elected for not more than two consecutive terms, but may, after a second consecutive term, be reelected by the Board or the Alumni to membership at their respective annual meetings in the year following the expiration of the member's second term. Notwithstanding the foregoing, in extraordinary circumstances, the Trustee and Governance Committee may recommend the reelection of Board members for an additional term of up to three years.

(11) Meetings of the Board.

(a) The Board shall hold at least three regular meetings annually, at least one of which shall be held on each campus. The last meeting of the academic year shall be called the annual meeting. The time and place of regular meetings shall be determined by the Chair, in consultation with the President, and notice of regular meetings shall be given not less than fifteen days prior to such meetings.

(b) Special meetings of the Board may be called by the President, the Chair, the Executive Committee, or any nine members of the Board, not less than seven days after the dispatch of written, faxed, or e-mail 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 a 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) One third of the members of the Board shall constitute a quorum for the transaction of business.

(e) The Board in regular session is open to elected and ex officio members, to Visitors Emeriti, to Honorary Board Members as guests, to Associates and others invited by the President, and to official representatives of the Faculty, Students, Graduate Institute, and Staff. Attendance at Executive sessions shall be limited to voting members and Visitors Emeriti. Public sessions shall be open without restriction. The Chair of the Board, in consultation with the Presidents, shall determine whether any meeting or portion of a meeting shall be in regular, executive, or public session.

(12) Officers of the Board. At each annual meeting the Board shall elect a Chair, Vice-Chair, and Secretary, to hold office until the next annual meeting or until their successors are elected. Vacancies in any such offices may be filled at any regular meeting, or any special meeting

called for that purpose. Such officers shall perform the customary duties of such offices, and such other duties as the Board may from time to time direct.

(13) Committees of the Board.

(a) Executive Committee.

The Chair, Vice-Chair, Secretary, Presidents, Deans, Chairs of the Finance, Advancement, Visiting, and Trustee and Governance Committees, the immediate past Chair of the Board (for the remainder of the past Chair's current Board term), 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 act for the Board, except in those matters expressly delegated to some other committee, person, or persons. Eight members of the Executive Committee present at a meeting shall constitute a quorum for the transaction of business. The Executive Committee shall determine the compensation of the Vice Presidents, Treasurers, and all College-wide Officers. The Executive Committee shall recommend to the Board the compensation of the Presidents and shall also recommend to the Board the identity and tenure of the College-wide President.

(b) Presidential Search Committee. There shall be a Presidential Search Committee to recommend the appointment of a President as provided in Article IV(2).

(c) Trustee and Governance Committee. There shall be a Trustee and Governance Committee which shall be responsible for the nomination, orientation, and assessment of members of the Board as provided in Article II(3), and shall have such other responsibilities as the Chair of the Board shall charge.

(d) Visiting Committee. There shall be a Visiting Committee, which shall meet at least once annually with the Instruction Committee on one of the campuses. The Visiting Committee shall discuss the Statement of Educational Policy and Program of the Chair of the Instruction Committee and become acquainted with the aims of the College and how they are being realized, and shall have such other responsibilities as the Chair of the Board shall charge. The Deans shall be members of the Committee, ex officio.

(e) Finance Committee. There shall be a Finance Committee which shall be responsible for recommending to the Board the annual budgets, policies for the expenditures from endowments, major capital expenditures, and policies for the investment of College assets.

It shall be responsible for the oversight of the College's financial matters, physical plant and compensation policies for faculty and staff, and shall have such other responsibilities as the Chair of the Board shall charge. The Presidents, Treasurers, and Chair of the Board shall sit on the Committee, ex officio.

- (f) Audit and Compliance Committee. There shall be an Audit and Compliance Committee, including a Chair, appointed by the Chair of the Board. The Committee shall be responsible for the review in detail of the annual report of the independent auditors and the discussion of audit findings with the auditors, unattended by employees of the College. The Committee shall recommend to the Board the appointment or reappointment of independent auditors to conduct the audit for the next fiscal year. The Committee shall further be responsible for the regular review of compliance by the College with all applicable local, state and federal laws, rules and regulations. The Committee shall report to the Board annually on its review of the audit and of compliance matters, shall bring to the attention of the Board any matters related thereto requiring Board action, and shall have such other responsibilities as the Chair of the Board shall determine. The Treasurers shall serve as non-voting Staff to the committee.
- (g) Polity Review Committee. There shall be a Polity Review Committee appointed by the Chair every fifth year. The Chair of the Board shall appoint one of the members to be Chair of the Committee. The Committee shall receive from the Faculty Committee an account of the Faculty's vote on proposed amendments.

The respective Chairs of the Board and Faculty Review Committees shall make such arrangements as they deem appropriate for joint consultation prior to and after the adoption of the report by the Faculty.

- (h) Advancement Committee. There shall be an Advancement Committee which shall be responsible for the oversight of the College's fundraising, communications, and alumni relations functions, and shall have such other responsibilities as the Chair of the Board shall determine. The Vice Presidents for Development and Alumni Relations shall be members of the Committee, ex officio.
- (i) Other Committees. The Chair may appoint such other standing or special committees of the Board as the Chair deems desirable or which the Board may request.
- (j) Former members of the Board and Visitors Emeriti may be appointed by and at the discretion of the Chair to serve on committees.
- (k) Except for the Presidential Search Committee and the Polity Review Committee, committee appointments shall be made annually. Members of the Committees serve until their successors have been appointed.
- (l) Any member of the Board may, without invitation, attend any Board committee meeting, except those of the Presidential Search, Trustee and Governance, and Executive Committees, but without vote.

(m) Whenever a Capital Campaign is in progress, its Chair shall be an ex-officio voting member of the Finance and Executive Committees.

- (14) Execution of Contracts, Transfer of Securities, Etc. All contracts of \$50,000 or more, 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 Funds shall be executed by two persons, of whom one shall be the President, the Chair, or a Vice-Chair, and of whom the other shall be the Secretary of the Board or the Treasurer of the campus concerned.
- (15) 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 (14) 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.
- (16) The College shall indemnify, to the full extent permitted by law, any current or former member of the Board or officer of the College or any person who, while a member of the Board or an officer of the College, may have served at the College's request as a director, officer, partner or trustee of another entity, against any judgments, penalties, fines, settlements and reasonable expenses actually and necessarily incurred by him or her in connection with the defense of any action, suit or proceeding to which he or she is made a party by reason of being or having been such member of the Board or officer of the College.

Article III

THE FACULTY

The Visitors and Governors by these ordinances hereby delegate to the Faculty of St. John's College, the Presidents, the Deans, the other Tutors, the Tutors Emeriti, the Vice-Presidents for Development and Alumni Relations, the Treasurers, College-wide Officials and the Associates "powers and authorities" for the "instruction, discipline, and government" of the College.

Article IV

THE FACULTY: THE PRESIDENT

- (1) There shall be a President for the Annapolis campus and a President for the Santa Fe campus, each appointed as provided in Article IV (2). There is delegated to each President by the Visitors and Governors executive responsibility and authority for the instruction, discipline, and government of the President's campus, and the President, in turn, may delegate such authority. In the interest of the orderly conduct of business and of maintaining and promoting the unity of the College, the Presidents shall regularly consult and communicate with each other and, as appropriate, with other College officials, on matters of common concern. The

delegation of campus executive responsibility and authority made by the Visitors and Governors in this paragraph is not intended to be in derogation of Article XVIII of this Polity.

- (2) The President shall be appointed by the Board of Visitors and Governors on the recommendation of a Committee composed of five members of the Board of Visitors and Governors appointed by the Chair of the Board, at least one of whom is an alumnus, the Deans, and one Tutor having tenure from each campus elected by the Faculty on that campus. This Committee shall be known as the Presidential Search Committee. It shall consult with the continuing President in a regular and timely fashion. Prior to making its final recommendation, it shall, on both campuses, consult with all other appropriate persons and shall arrange for the final candidates to meet with the Faculty and the Instruction Committee.
- (3) The President shall concurrently be a Tutor, but the provisions of Article VI need not apply.
- (4) The President and persons to whom the President delegates authority shall consult with the Deans, other appropriate persons, and appropriate Faculty committees in matters of policy, initiation of programs, and setting of priorities affecting the general welfare of the College.
- (5) There shall be a Financial Committee on each campus consisting of the President as Chair, the Dean and Treasurer of the campus, and other members the President may appoint. It will review proposed budgets prior to their being presented to the Finance Committee of the Board. It will also meet prior to Board meetings to review performance in the fiscal year to date and emerging budgetary strengths and weaknesses.
- (6) The President shall appoint, or delegate the power to appoint, other committees as may be necessary for the carrying out of the President's duties for which no provision is made under Article IX.
- (7) If in the judgment of the Board of Visitors and Governors, the College is facing a financial exigency at either or both of its campuses which could call for a reduction in the number of Faculty positions, both Presidents shall immediately advise the Faculty of the nature and extent of the financial difficulty and consult with them concerning the best way to address the situation. The Faculty may then make a formal recommendation to the Presidents on ways to meet the problem, or, if the Faculty fails so to act, the Deans and the Instruction Committee shall propose a plan to the Presidents. The Presidents shall jointly then determine a plan which specifies a preferred course of action to be taken. All necessary steps must be taken in timely fashion as prescribed by the Board. Nothing herein provided shall limit the power of the Board to act otherwise in the event of need to reduce or eliminate Faculty positions.

Article V

THE FACULTY: THE CHAIR OF THE INSTRUCTION COMMITTEE AND THE DEANS

- (1) The Chair of the Instruction Committee.

- (a) There is delegated to the Chair of the Instruction Committee responsibility and authority for the organization of the program of instruction in the liberal arts that is followed by the Tutors and the Students.
- (b) The Deans shall serve alternately, for a term of one year, as Chair of the Instruction Committee.
- (c) Each year the Chair of the Instruction Committee shall, after consultation with the Instruction Committee on the Chair's campus, and after discussion with the Instruction Committee of the College, submit a Statement of Educational Policy and Program to the Faculty as a whole for discussion. The Presidents shall present the Statement, together with an account of the Faculty discussion of it, and their responses to it, as a report to the Board of Visitors and Governors for its consideration.
- (d) Should the Chair of the Instruction Committee or the Chair of the Board of Visitors and Governors deem it appropriate, the Chair of the Instruction Committee shall report to the Board on instructional matters, and shall respond to such questions as the Board, through its Chair, may ask.

(2) The Deans.

- (a) There is delegated to the Deans on their respective campuses responsibility and authority for the supervision of the program of instruction and for the general welfare of the students and for whatever government of the students be necessary for the greatest possible attainment of aims of the program. Each Dean shall be the Chair of the Instruction Committee on such Dean's campus. In carrying out the Dean's duties, each Dean shall consult regularly with the President and with the Instruction Committee and the other appropriate Faculty committees on that campus.
- (b) The Deans shall be appointed for terms of five years from among the Tutors by the Visitors and Governors on the recommendation of the President after consultation with a special committee of seven, four from the campus for which the Dean is being chosen and three from the other campus, selected from among themselves by the Tutors having tenure.
- (c) A Dean shall be appointed from among the tutors who have themselves been appointed in accord with Article VI(3). If non-tenured, the appointee shall acquire tenure upon becoming Dean, in which case the provisions of Article VI(3)(a) regarding reappointment schedules shall not apply.
- (d) To assist them in carrying out their duties, the Deans shall recommend one or more Tutors to be appointed by the President with the title of Assistant Dean.
- (e) During the absence of the President from either campus, the Dean on that campus shall if necessary exercise the President's prerogative of final decision.

- (f) During the absence of the Dean from either campus a Tutor with tenure named by the Dean shall act for the Dean.
- (g) The Dean on each campus shall appoint such committees as may be necessary for the carrying out of the Dean's duties for which no other provision is made.

Article VI

THE FACULTY: THE TUTORS

- (1) The primary responsibilities of the Tutors are to teach and to make themselves as competent as possible in all parts of the St. John's Program.
- (2) The Tutors shall have authority to recommend to the Visitors and Governors candidates for degrees of their respective campuses.
- (3) Appointment and Reappointment of Tutors. Tutors shall be appointed by the Visitors and Governors upon recommendation of the President in accordance with the recommendation of the Dean and the Instruction Committee on that campus where the Tutors so appointed shall teach.
 - (a) The schedule of regular appointment of Tutors on each campus shall be either (i)(A) or (i)(B) below, to be decided by the President in accordance with the recommendation of the Dean and the Instruction Committee on that campus where the Tutors so appointed shall teach:
 - (i)(A) New Tutors shall be appointed for one year unless they are appointed at mid-year, in which case the initial appointment shall be for a year and a half. First reappointments shall be for one year. Second and third reappointments shall be for two and three years respectively.
 - (i)(B) New Tutors shall be appointed for two years unless they are appointed at mid-year, in which case the initial appointment shall be for a year and a half. First and second reappointments shall be for two and three years respectively.
 - (ii) A Tutor who has completed a three-year appointment must either be given a tenure appointment or not be reappointed as Tutor. A Tutor may, however, be given a tenure appointment as early as the conclusion of the first year of a three-year appointment. Procedures leading to a recommendation for an early tenure appointment shall be initiated by the Dean and Instruction Committee, but not without the consent of the appointee, and shall not prejudice subsequent consideration for a tenure appointment. Tenure appointments shall not continue beyond retirement. Tutors Emeriti shall retain their privileges and responsibilities in voting at Faculty meetings.

- (iii) Before making recommendations to the President on tenure appointments the Dean on each campus shall consult with the Instruction Committee on that campus, after seeking the advice of the Tutors on that campus.
 - (iv) A Tutor, to be recommended for a tenure appointment, must have served full-time at the campus where the recommendation is to be made for the two years immediately preceding the year in which that recommendation is made, the provisions of (ii) above notwithstanding. In ordinary cases, these two years of service will be the second year of a two-year appointment and the first year of a three-year appointment. These requirements may be waived by the President on the recommendation of the Dean and Instruction Committee on that campus.
- (b) A non-tenure appointment as Tutor establishes the possibility, but not the presumption, of its renewal and the granting of a tenure appointment. Procedures for considering non-tenure appointments differ from those for considering tenure appointments. Satisfaction of appointment criteria admits of degree. With each successive reappointment, the criteria are applied more rigorously. For a tenure appointment the application is especially strict.
- (c) For the purpose of temporary transfer between campuses, special appointments of one or two years may be granted to a Tutor in addition to his or her regular appointments. The Tutor may ask that such an appointment be counted as a regular appointment for the purpose of (a) above. In the case of a permanent transfer a Tutor may ask that years of service at the other campus be counted toward tenure according to the provisions of (a) above. Nevertheless, the provisions of (3)(a)(iv) prevail.
- (d) Special one-year appointments and reappointments may be given to Tutors who intend to teach on a part-time basis only. Such a Tutor may subsequently apply for and receive a regular appointment. Special part-time appointments may then be counted on a fractional basis toward eligibility for tenure, subject to the provisions of (3)(a)(iv). In establishing eligibility for sabbatical leave, special part-time appointments shall be computed proportionately.
- (e) Visiting Tutors may be appointed for a term or a year.
- (4) Notification.
- (a) A Tutor under consideration for a non-tenure appointment to begin in a certain calendar year shall be notified by the President no later than December 15th of the preceding calendar year whether reappointment will be recommended to the Board of Visitors and Governors. A Tutor who is reappointed shall be notified by the President by March 1st of the calendar year in which the new appointment is to begin.
 - (b) A Tutor under consideration for a tenure appointment to begin in a certain calendar year shall be notified by the President no later than May 31st of the preceding calendar year whether the appointment will be recommended to the Board of Visitors and Governors. A

Tutor who is appointed shall be notified by the President by July 31st of that same preceding year.

(5) A Tutor may apply to the Instruction Committee of the College not later than January 15th for a transfer of campus for the next academic year. Transfers shall require approval of both Deans after consultation with their Instruction Committees.

(6) (a) A Tutor's appointment may be terminated by the Board of Visitors and Governors for one of the following reasons only:

(i) failure or inability to perform teaching duties in a satisfactory manner, or

(ii) moral turpitude.

The President shall make such a recommendation to the Board of Visitors and Governors only with the concurrence of the Dean and the Instruction Committee of the campus concerned. Before making such a recommendation, the President shall advise the Tutor affected, and the Tutor shall have the right to be heard by the Instruction Committee or, at the Tutor's option, by another committee to be designated by the President for this purpose.

(b) Either Dean, with the approval of the Instruction Committee on the campus concerned, may recommend to the President that in the interest of instruction a Tutor be temporarily relieved of duties in whole or in part at any time. When such action is taken, the Tutor's salary shall be continued for the remainder of the current academic year.

(7) The sabbatical leave program is designed to provide Tutors with an opportunity for study, rest, and renewal of spirit, in anticipation of future teaching. It is the objective of the program to grant all applications for sabbatical leave meeting the conditions for eligibility set out in (a) of this section. It is understood that Tutors on such leave will not undertake full-time remunerative employment elsewhere and will return to the College.

(a) Eligibility for sabbatical leave shall be upon the following conditions:

(i) A Tutor who has received a tenure appointment may apply for a full year of sabbatical leave at full salary, to be taken upon completion of the equivalent of seven full years of service to the College since the original appointment, or the equivalent of six full years of service since any previous sabbatical leave.

(ii) Such a Tutor may apply for an earlier sabbatical leave of a full year at partial salary, or a partial year at full salary. The fractional salary or fractional year shall be determined by the number of years of teaching completed in relation to the prescribed total for either an initial or a subsequent sabbatical leave, as the case may be. In no case shall a Tutor be paid more than the Tutor's regular salary.

(iii) Upon completion of sabbatical leave, a Tutor is expected to return to the College for at least two more years.

- (b) If, in the judgment of the President, financial or academic needs at a campus should require that fewer sabbatical leaves be granted there in a given year than there are qualified applicants, and if the number that can be granted there should be smaller than one-sixth of the number of Tutors at that campus having tenure and not on full-time leave under the provisions of section (8) below, the President shall so notify the Board of Visitors and Governors and seek its approval for delaying a sabbatical leave for one or more of the applicants.
- (c) If in a year there are more qualified applicants for sabbatical leave at any one campus than there are leaves to be granted at that campus, then those members shall have precedence who meet the following conditions in the order set forth:
 - (i) Those who have served for the greater number of years since their first appointment as Tutor or since their last sabbatical leave, whichever is more recent;
 - (ii) Those whose service has been continuous throughout those years;
 - (iii) Those whose last sabbatical leave was postponed because of the financial or academic needs of the College;
 - (iv) Those who have seniority of appointment.

When there is a conflict of precedence, the Dean and the Instruction Committee on the campus concerned shall be consulted.

- (d) A Tutor eligible for sabbatical leave shall make application to the President before November 1st for leave to begin the following July 1st, and shall be informed of the action upon the application not later than January 1st.
- (8) The President, with the concurrence of the Dean after consultation with the Instruction Committee on the campus concerned, may grant leaves of absence to Tutors for a period of one year or less. At that time it shall be determined whether the leave shall be counted as service to the College with respect to eligibility for sabbatical leave and, if so, how. The decision with respect to a request for leave of absence shall be made in the light of the requirements both of the applicant Tutor and of the whole College.
- (a) Leave of absence may be renewed upon request but not more than twice in succession except in extraordinary circumstances.
 - (b) A request for a leave of absence shall be submitted to the President as early as possible in the academic year before the year in which the leave is to be taken, but not later than January 15th of that year. Requests for leaves of absence may be withdrawn at any time prior to April 1st of the year in which the request is submitted. Requests for leaves of absence for the second semester must be submitted no later than October 15th.

- (c) Tutors on sabbatical leave or leave of absence remain members of the Faculty with the right of full participation in Faculty meetings and all other College exercises.

Article VII

THE FACULTY: THE VICE-PRESIDENTS FOR DEVELOPMENT AND ALUMNI RELATIONS, THE TREASURERS, AND COLLEGE-WIDE OFFICIALS

- (1) The Vice-President for Development and Alumni Relations on each campus shall be responsible to the President for the supervision and development of all programs in fund-raising, and alumni relations on their respective campuses.
- (2) The Vice-President for Development and Alumni Relations on each campus shall be appointed by the Board of Visitors and Governors on the recommendation of the President made after consultation with the Dean on that campus. Upon the recommendation of the College-wide President, and approval of the Board of Visitors and Governors there may be a Senior Vice President for Development and Alumni Relations.
- (3) The Treasurers shall have charge, on their respective campuses, under the supervision of the President, of all funds and property, and shall have authority to carry out fiscal and property transactions, and to receive and disburse funds, subject to the provisions of this Polity and other directions and arrangements pursuant thereto.
- (4) The Treasurer on each campus shall be appointed by the Board of Visitors and Governors on the recommendation of the President made after consultation with the Dean on that campus.
- (5) There shall be a College-wide Chief Financial Officer, appointed by the Board of Visitors and Governors upon the recommendation of the College-wide President, in consultation with the two Deans.
- (6) The Executive Director of Enrollment Management shall be appointed by the Board of Visitors and Governors on the recommendation of the College-wide President, in consultation with the two Deans, and shall be responsible for the supervision of the Admissions and Financial Aid Directors
- (7) There shall be a Chief Communications Officer, appointed by the Board of Visitors and Governors upon the recommendation of the College-wide President, in consultation with the two Deans.
- (8) The Vice-Presidents for Development and Alumni Relations, the Treasurers and other College-wide Officials may be appointed Tutors under the provisions of Article VI(3)(d).

Article VIII

THE FACULTY: THE ASSOCIATES

- (1) Associate members of the Faculty on each campus shall be appointed by the Board of Visitors and Governors on the recommendation of the President in consultation with the Dean of that campus. On each campus, the President shall have ultimate executive authority over the Associates.
- (2) Associates may be appointed Tutors under the provisions of Article VI(3)(d).

- (3) The Associates on either campus may establish for themselves an Associates' Council for the purpose of considering College matters of concern to them and communicating with other members of the College.
- (4) The Associates' Councils may establish such committees as they deem appropriate.
- (5) There shall be the following Associates, as deemed necessary by the President on each campus, with the powers and responsibilities provided.
 - (a) The Registrars. The Registrars shall be responsible to the Deans on their respective campuses. They shall prepare and supervise the registration of students and shall be responsible for the academic records and schedules of students.
 - (b) The Librarians. The Librarians shall be responsible to the Deans on their respective campuses for the operation of the library. Appointments of professional members of the Library Staff shall be made upon the recommendation of the Librarian to the Dean on each campus.
 - (c) The Director of Student Activities and the Director of Athletics. The Director of Student Activities and the Director of Athletics, as the case may be, shall be responsible to the Deans on their respective campuses for devising and directing programs of recreational activities.
 - (d) The Directors of Admissions. The Directors of Admissions shall be responsible to the Executive Director of Enrollment Management for the administrative functions on their respective campuses . Since it belongs to the Deans to supervise the composition of the student body with a view to the conduct of the Program of Instruction, admissions policies will be decided in concert with the Deans, and the Deans shall have final authority over who is admitted.
 - (e) The Directors of Alumni Relations. The Directors of Alumni Relations shall be responsible to the Vice-Presidents for Development and Alumni Relations. Their primary duty is to enable the College and the Alumni Association to be of service to alumni.
 - (f) The Directors of Financial Aid. The Directors of Financial Aid shall be responsible to the Executive Director of Enrollment Management for the administration of financial aid programs. Since it belongs to the Deans to supervise the composition of the student body with a view to the conduct of the Program of Instruction, financial aid policies will be decided in concert with the Deans.
 - (g) The Directors of Career Services. The Directors of Career Services shall be responsible to the Deans on their respective campuses for helping and counseling students with respect to graduate and professional schools and careers.
 - (h) The Director of College Information Technology Services. The Director of College Information Technology Services shall be responsible to the College-wide Chief Financial Officer for the development and management of information services college-wide.

- (i) The Directors of Laboratories. The Directors of Laboratories shall be responsible to the Dean, in consultation with the Laboratory archons, for training and directing the student laboratory assistants, designing experiments for the laboratory program, and purchasing and maintaining laboratory equipment.

Article IX

THE FACULTY: FACULTY COMMITTEES

(1) College-wide Committees

(a) The Instruction Committee

(i) The Instruction Committee shares with its Chairs responsibility for the program of instruction of the College. It shall consist of twelve Tutors in addition to the Deans. The Presidents shall sit with the Committee ex officio. Six of the Tutors shall be elected from each campus of the College. The Instruction Committee shall meet annually. On each campus the members of the Instruction Committee and the Dean as Chair constitute the Instruction Committee of the College on that campus. The President sits ex officio with the Instruction Committee on each campus.

(ii) 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 at each campus shall expire. Terms begin and end the day following commencement exercises. Annually, and separately at each campus, the President with the Dean on his campus, after consulting with the Instruction Committee and seeking the advice of the other Tutors on that campus, shall at the last regular Faculty meeting on that campus nominate four Tutors of whom two shall be elected by the Tutors to membership on the Instruction Committee. The Faculty shall be informed of the names of the nominees prior to the meeting at which the election occurs. At the expiration of the three-year term a member of the Instruction Committee shall for one year be ineligible for reelection.

(iii) If for any reason a member of the Instruction Committee is unable to serve for a part of his or her term, another Tutor shall be chosen to serve for that part of the term. For this purpose the President and the Dean, in consultation with the Instruction Committee on the campus where the vacancy occurs, shall nominate two Tutors of whom the Tutors shall elect one in a regular Faculty meeting.

(iv) If the Instruction Committee resigns with the Deans on a matter of confidence and the resignations are accepted, the President, in consultation with the new Deans and after seeking the advice of the other Tutors, shall nominate nine Tutors for the six vacancies on each campus in such a manner that two out of each three nominees shall be elected by the Tutors for each of the three classes to fill the unexpired terms.

(b) The Tutors' Compensation Committee

(i) There shall be a Tutors' Compensation Committee of six Tutors, three to be elected by the Tutors on each campus, and the chair shall annually alternate between campuses. The Committee shall advise the Presidents concerning Tutors' compensation and related matters; it shall make annual reviews of the College's statement of Tutors' salaries and other compensation of Tutors and report to the Tutors and the Presidents recommendations consequent upon the review.

(ii) Members of the Committee shall be elected annually on each campus for terms of three years in such a manner that the term of one member on each campus terminates each year. The Tutors' Compensation Committee on each campus shall provide the Tutors on that campus with two nominations for each vacancy on the Committee on that campus. Additional nominations may be made at the Faculty meeting when election shall be made.

(2) Campus-specific Committees

(a) The Campus Planning Committees. The Faculty on each campus shall elect five of its members as a Campus Planning Committee. Two members shall be elected to the Committee annually except in every third year, when one member shall be chosen. The President, the Dean, one of the Assistant Deans, and the Treasurer on each campus shall sit ex officio with the Committee on that campus. It shall be the duty of the respective committees to advise the President on the construction of new buildings, the renovation of old buildings, landscaping of grounds, and all matters relating to the maintenance and development of the campus.

(b) The Library Committees. The President on each campus, in consultation with the Librarian and the Dean, shall appoint three Tutors on each campus to serve as a Library Committee. The President, the Dean, and the Librarian shall themselves be ex officio members of the Committee, and the Librarian shall serve as Chair. It shall be the duty of the Library Committees to assist the Librarians in making the Libraries serve the ends of the College and its program; it shall be their duty to advise the Librarians in regard to Library policy and acquisitions.

(c) The Information Technology Committees. The Dean on each campus shall appoint three Tutors to serve as an Information Technology Committee, one of whom shall serve as Chair. Each Tutor shall serve a three-year term. The Dean, the Director of College Information Technology Services, and the Librarian shall be ex officio members. It shall be the duty of the Information Technology Committees to advise the Director of College Information Technology Services in regard to the needs of the College and its Program.

(d) The Prize Committees. The President on each campus shall appoint Tutors on each campus to supervise the awarding of prizes on the respective campuses. The

Committees shall have full authority to decide what prizes shall be awarded and to name the recipients of the prizes.

- (e) The Fellowship Committees. On each campus there shall be a Fellowship Committee appointed by the President. It shall be the duty of this Committee to inform students of fellowships for which they may be eligible, to assist them in applying for fellowships, and to act on behalf of the College in any matter relating to application for fellowships.
- (f) Other Committees. The Faculty on each campus shall have authority to elect, or to request the President to appoint, additional committees that may from time to time become necessary.

Article X

THE FACULTY: FACULTY PROCEDURE

(1) Procedure for Instructional Proposals.

- (a) (i) Any proposal concerning matters of instruction that may affect the College as a whole shall originate with the Dean and the Instruction Committee on either campus. A decision as to whether a proposal is college-wide or campus-specific shall be made by the Deans and Instruction Committee of the College. They shall make this decision after notifying the Faculty on both campuses and inviting their comment.

Written statements of college-wide instructional proposals shall be distributed to the Faculty at least two weeks before the Faculty meeting at which they are to be presented; the proposal shall be presented to the whole Faculty by the Chair of the Instruction Committee, either in person or through the other Dean. If, after full discussion of any proposal so presented, there be no objection on the part of any Tutor, the measure stands approved and becomes effective as of the date specified. If, after full discussion, a Tutor objects to the proposal and holds to the objection, the proposal shall be submitted to vote of the Tutors at special Faculty meetings called by the Presidents within a month. Any objections that have been made and held to and submitted in writing shall be transmitted immediately in writing to the whole faculty. Any objections that have been made and held to but not submitted in writing shall be reported immediately in writing to the whole Faculty. If, after discussion, any objection has been made and held to, the Presidents, in calling special Faculty meetings, shall report the statement of the Chair of the Instruction and the Dean on the other campus as to whether it be a matter of confidence; and in submitting the proposal to vote, the Chair of the Instruction Committee and the Dean on the other campus shall, at the special Faculty meetings, repeat their statement as to whether it be a matter of confidence. The vote may then be taken and tallied by the Presidents in such a fashion that the Tutors shall have recorded their decision acting as a whole. If the proposal be one that the Chair of the

Instruction Committee and the other Dean have declared a matter of confidence and if it be defeated by majority vote, the Deans and the Instruction Committee shall immediately resign. If it be passed by majority vote, it shall become effective as of the date specified therefore. For the confidence procedure a quorum shall consist of three-fourths of all resident Tutors on each campus.

- (ii) Any instructional proposal that has been deemed campus-specific shall be subject to the procedure set forth above, except that, if an objection is made and held to on either campus, voting shall proceed only on the campus where the proposal is intended to be put into effect. Any objections that have been made and held to and submitted in writing on the other campus shall be transmitted immediately to the voting Faculty. Any objections that have been made and held to but not submitted in writing shall be reported immediately in writing to the voting Faculty. If the confidence procedure is invoked, it shall be only by the Dean on the voting campus, and it shall affect the Dean and the Instruction Committee only on that campus.
 - (iii) The President may refuse to accept the resignation of the Deans or the Instruction Committee, any or all of them, whenever in the judgment of the President such resignation would be detrimental to the proper functioning of the College; provided, however, that if any six or more Tutors shall petition the Visitors and Governors, the latter shall review the President's decision within four weeks, during which time the Deans and the Instruction Committee shall continue in office.
 - (iv) In the event that the proposal be defeated and the resignations be accepted, the President shall proceed to the choice of new Deans in accordance with the provisions of Article V (2)(b).
- (b) Upon either a petition of not less than one-tenth of the Tutors on either campus or a request from the President, the Dean and Instruction Committee on that campus shall consider any recommendation concerning instruction and shall report to the Faculty within one year concerning it. If the Dean and Instruction Committee make a proposal, the procedure of Article X(1) shall apply.

(2) Faculty Meetings.

- (a) Regular monthly meetings of the Faculty shall be called upon due notice by the President; except that in the period comprising the months of December and January only one regular meeting need be called. The President or, in his absence, the Dean, shall preside. In the absence of the President and the Dean, the Faculty shall elect one of its members to preside.
- (b) Special meetings of the Faculty may be called upon due notice by the President alone or at the request of five Faculty members.
- (c) Due notice shall be construed to mean no less than three days notice, except in cases of emergency.

- (d) A quorum shall consist of a majority of the Faculty in residence except as otherwise provided.
 - (e) Only Tutors may vote on instructional matters. All Faculty members may vote on all other matters not specifically restricted in the Polity.
- (3) The Secretary of the Faculty. At the last regular meeting of an academic year, the Faculty on each campus shall elect one of its members, then in at least his or her third year at the College, as Secretary. The Secretary shall assist in the preparation and circulation of the agenda for Faculty meetings, shall keep the minutes of such meetings, and shall collect and circulate reports of Faculty committees.

Article XI

THE SCHOLARS-IN-RESIDENCE AND THE ARTISTS-IN-RESIDENCE

The Scholars-in-Residence and the Artists-in-Residence shall be appointed from time to time by the Board of Visitors and Governors on the recommendation of the President after consultation with the Dean and the Instruction Committee on the campus where the Scholars and Artists shall reside.

Article XII

THE STUDENTS

- (1) The primary responsibilities of the Students are to study and to make themselves as competent as possible in all parts of the St. John's Program. Their advice and service shall be sought by the Faculty in such matters and in such ways as may best serve the general welfare of the College.
- (2) The Students of St. John's College shall constitute the Student Polity of St. John's College in Annapolis and in Santa Fe.
- (3) The Student Polity in Annapolis or Santa Fe may establish for itself a government which is representative of all polity members. The Dean on each campus may delegate to the Student government a share of the responsibility for the general welfare of the Students and whatever government of the Students may be necessary for the greatest possible attainment of the aims of the program. The duties of the Student Government may include:
 - (a) the management of funds available to the Student Polity;
 - (b) the sanctioning of all student clubs, organizations, and activities, and their regulation, if necessary;

- (c) the representation of the Students of St. John's College to the community outside the College;
- (d) the establishment and maintenance of formal channels of communication between the Students and the Faculty; and
- (e) any other duties agreed upon by the Students and the Dean.

Article XIII

THE GRADUATE INSTITUTE

(1) The Associate Deans for Graduate Programs.

- (a) There shall be an Associate Dean for Graduate Programs on each campus to whom shall be delegated responsibility and authority, under the Chair of the Instruction Committee, for the organization and supervision on the Associate Dean's campus of the graduate program of instruction in the liberal arts and for matters concerning the general welfare of the students. Concerning matters that affect the Graduate Institute as a whole the Associate Dean shall, in consultation with the other Associate Dean, be responsible to the Chair of the Instruction Committee. Concerning matters limited to one campus, the Associate Dean on that campus shall be responsible to the Dean on that campus.
- (b) The Associate Deans shall be appointed for terms of four years from among the Tutors by the Board of Visitors and Governors on the recommendation of the President, after consultation with the Deans and a special committee consisting of five members, three from the campus on which the new Associate Dean will serve, and two from the other campus, selected from among themselves by the Tutors having tenure.
- (c) Every three years, in alternation, one of the Associate Deans shall write a Statement of Educational Policy and Program for the Graduate Institute. The Associate Dean who writes the Statement, after consulting with the Committee for the Graduate Institute on his or her campus, and with the other Associate Dean, shall submit the Statement to the Instruction Committee for discussion at its joint meeting. Should an Associate Dean be asked to write a statement in the first year of his or her term, the Associate Dean may delay this statement for a year. In such a case, the other Associate Dean shall write his or her statement in the following year.

(2) The Faculty Teaching in the Graduate Institute.

- (a) Each Associate Dean, after consultation with the Committee for the Graduate Institute on that campus, and in accordance with the recommendation of the Instruction Committee on the same campus, shall recommend to the President Tutors for appointment in the summer session of the Graduate Institute.

(b) During the summer term the Tutors teaching in the Graduate Institute on each campus shall have the authority to recommend to the Board of Visitors and Governors candidates for degrees.

(3) Committees for the Graduate Institute.

(a) On each campus the Committee for the Graduate Institute shares with the Associate Dean on the same campus responsibility for carrying out the Graduate programs of instruction and for the general welfare of the students.

(b) Each Committee shall consist of three Tutors who have experience in the Institute, in addition to the Associate Dean, who shall serve as Chair.

(c) Members of each Committee shall be appointed by the Associate Dean with the concurrence of the Dean on the same campus after consultation with the Committee for the Graduate Institute on that campus.

(4) Proposals concerning matters of instruction or policy shall originate with one of the Associate Deans, after consultation with the other Associate Dean and with the Committee for the Graduate Institute, and shall be submitted to the Dean on the originating campus for handling in accordance with Article X(1)(a)(i).

Article XIV

THE ALUMNI

(1) Alumni shall be life-long members of the College, since St. John's College is a community not limited by geographical location or fixed periods of time.

(2) The Alumni Association is the formal means by which Alumni participate in the life of the College. Through the election of alumni members of the Board of Visitors and Governors, Alumni share in the direction of that life. In these and other ways, Alumni shall be given the opportunity to serve the College.

(3) The College shall cooperate with the Alumni Association to enable Alumni to assist in providing services such as recruiting and interviewing prospective students, placing graduates in appropriate employment, and advising students concerning careers and admission to graduate and professional schools.

(4) The College, in cooperation with the Alumni Association, shall provide seminars and other appropriate educational activities in Annapolis, in Santa Fe, and in other places.

Article XV

THE STAFF

- (1) Members of the Staff assist with the administration and maintenance of the College, performing duties necessary to its well-being. They are subject to appropriate Staff rules and regulations.
- (2) Members of the Staff on either campus may establish for themselves a Staff Council for the purpose of better communication and understanding of College policies as a benefit to the College as a whole. The Staff Council shall seek to establish and maintain formal channels of communication among the whole Staff and between the Staff and the appropriate College Officers. The Treasurer on each campus shall review Staff employment regulations with the Staff Council and discuss with them any changes proposed.
- (3) The Staff Council may establish such committees as it deems appropriate.

Article XVI

AMENDMENTS AND REVIEW

- (1) Amendments to this Polity may be proposed by a majority of the Board Polity Review Committee, or by a petition submitted by not fewer than ten percent of the members of the Board, or by the Faculty as provided for in section (2) and (3) below. Written notice of a proposed amendment must be provided to the Board and to the Faculty not less than 30 days prior to the date of the Board meeting at which the amendment is to be considered. The Faculty shall have the right to inform the Board in writing of its recommendation with respect to the proposed amendment by the time of that meeting. This Polity may be amended by a two-thirds vote of those members voting at any regular or special meeting of the Board, provided that the votes of no fewer than one-third of the members of the entire Board eligible to vote are in favor of such amendment.
- (2) Amendments may be proposed at any regular meeting of either the Faculty in Annapolis or the Faculty in Santa Fe upon petition of not less than ten percent of the members on either campus. No such proposal shall be acted upon earlier than the next regular meeting of the Faculty, whether in Annapolis or in Santa Fe. A two-thirds vote of the entire Faculty in residence, including at least a simple majority vote of the Faculty in residence on each of the campuses, shall be required for approval and the amendment shall not become effective unless approved by the Board in the manner set forth in Section (1) above.
- (3) Every five years this Polity shall be reviewed by a committee of six, three to be elected by the Faculty on each campus. 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 of the entire Faculty in residence, including at least a simple majority vote of the Faculty in residence on each of the campuses, shall be required for approval of any proposed amendments.

Whatever action is thus recommended by the Faculty shall be submitted to the Board for final decision in the manner set forth in Section (1) above.

Article XVII

COMPLIANCE WITH LAW

No provision of this Polity shall be construed to contravene any applicable federal or state law. If any provision is determined to contravene any such law, that provision shall be deemed not a part of this Polity, and this Polity's remaining provisions shall remain in full force and effect.

Article XVIII

COLLEGE-WIDE MANAGEMENT

St. John's College is one college, with two campuses. The officers of the College shall manage its resources in such a way as to strengthen the College, and thereby improve each campus, in a collegial manner and making due allowance for campus flexibility.

- (1) The Board of Visitors and Governors shall appoint one of the Presidents as a College-wide President, with the title "President, St. John's College."
 - a. The term of the College-wide President shall be up to four years.
 - b. All College-wide associates and College-wide officers shall report to the College-wide President, and the College-wide President shall have the authority to determine policies and supervise the execution of policies in those College-wide matters supervised by the College-wide associates and officers.
 - c. The College-wide President shall have a cabinet consisting of the College-wide President as chair, the other President, the two Deans, the College-wide Financial Officer, and other members whom the College-wide President may appoint. It will review proposed budgets prior to their being presented to the Finance Committee of the Board. It will also meet prior to Board meetings to review performance in the fiscal year to date and emerging budgetary strengths and weaknesses.
 - d. The College-wide President shall not have executive authority over instructional matters assigned to the Instruction Committee and its Chair under Articles V and IX(1) of the Polity.
- (2) The President of the other campus shall have the title "President, St. John's College, Santa Fe" or "President, St. John's College, Annapolis" as appropriate. The President shall assist the College-wide President in his or her formulation and execution of College-wide policies, and report to the Board concerning matters specific to his or her campus.
- (3) The following persons are Officers of the College:
 - a. The Presidents
 - b. The Deans
 - c. The College-wide Chief Financial Officer, and the Treasurers
 - d. Any other individual with the title of "Vice President."