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1913, 1925

**Canton
Christian College**

BULLETIN

No. 7

CHARTER, STATUTES

AND

AGREEMENTS

1913

TRUSTEES OF CANTON CHRISTIAN COLLEGE

156 Fifth Avenue, New York

Samuel Macauley Jackson, President (Deceased)
Charles A. Stoddard, Vice-President
W. Henry Grant, Secretary and Treasurer
Samuel Train Dutton
Charles H. Parkhurst
Warren Powers Laird
Francis S. Phaner
Lebbeus B. Miller
David Eugene Smith
The President of the College (*ex officio*)

ADVISORS

John W. Foster, Washington
Edwin J. Gillies, New York
W. A. P. Martin, Peking
Harlan P. Beach, New Haven
Seth Low, New York
Thomas W. Pearce, Hongkong
Charles R. Erdman, Princeton
Amos P. Wilder, Shanghai
Frank Morton McMurray, New York

The Executive Secretaries of Mission Boards having work in China are *ex officio* Advisors to the College.

STANDING COMMITTEES

EXECUTIVE—C. A. Stoddard, L. B. Miller, S. T. Dutton,
W. H. Grant.

FINANCE—F. S. Phaner, W. H. Grant, S. T. Dutton.

EDUCATION—D. E. Smith, C. H. Parkhurst, W. H. Grant.

BUILDINGS AND GROUNDS—W. P. Laird, D. E. Smith.

When either the President or Vice-President of the College is in the United States he is *ex officio* a member of each of the standing committees of the Trustees.

OFFICERS OF ADMINISTRATION ON THE FIELD

President, C. K. Edmunds
Vice-President, A. H. Woods
Dean, W. K. Chung
Principal, H. B. Graybill
Bursar, C. N. Laird
Secretary, Miss A. S. Kelly
Architect, C. S. Paget
Physician, A. H. Woods

CANTON
CHRISTIAN COLLEGE
BULLETIN

CHARTER, STATUTES
AND
AGREEMENTS
1913

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Canton Christian College

Charter

The College was incorporated under the University of the State of New York, in the United States of America, December 13th, 1893. Its charter is given below. The corporate name was changed in 1903 to "The Canton Christian College."*

University of the State of New York.

CHARTER OF CHRISTIAN COLLEGE IN CHINA.

WHEREAS, a petition for incorporation as an institution of the University has been duly received, and

WHEREAS, official inspection shows that suitable provision has been made for buildings, furniture, equipment, and for proper maintenance, and that all other prescribed requirements have been fully met,

THEREFORE, being satisfied that public interests will be promoted by such incorporation, the Regents by virtue of the authority conferred on them by law hereby incorporate Robert R. Booth, F. F. Ellinwood, William A. Wheelock, Darwin R. James, E. M. Kingsley, A. P. Happer, William M. Paxton, Peter Carter, David Torrens, and their successors in office, under the corporate name of the Trustees of the Christian College in China, with all her powers, privileges and duties, and subject to all limitations and restrictions prescribed for such corporations by law or by the ordinances of the University of the State of New York. The first Trustees of said corporation shall be the nine above-named incorporators.

IT IS ALSO PROVIDED that no degree shall be conferred by this College except on such conditions as are from time to time certified under seal of the University as being duly approved by the Regents.

This corporation shall be located at Canton, China.

IN WITNESS THEREOF the Regents grant this Charter, No. 766 under the seal of the University, at the Capitol in Albany, Dec. 13, 1893.

(Signed) ANSON JUDD UPSON,
Chancellor.

MELVIL DEWEY,

(SEAL)

Secretary.

*Bequests should be made out in the name of "The Trustees of the Canton Christian College."

Statutes of the Canton Christian College.

ARTICLE I

Declaration of Purpose

The purpose of the Trustees of the Canton Christian College is to establish in Canton and adjacent territory in China, an institution of learning of the highest standards of educational efficiency, under Christian influences.

The College though undenominational seeks to serve and co-operate with other institutions of like aim and with all evangelical denominations in building up a strong self-developing Chinese Church. To this end appointees to the American staff must be persons of well-attested Christian character, who are qualified and willing actively to promote both the religious and educational aims of the institution.

ARTICLE II

The Board of Trustees

1. **Membership.** The Board of Trustees shall consist of not less than seven nor more than fifteen members. All vacancies in the Board shall be filled by the Trustees at the annual meeting, or at a special meeting called for the purpose, the election being by ballot. The President of the College shall, when in America, be *ex officio* a member of the Board. No person shall be ineligible as a Trustee by reason of sex.

2. **Absences.** If any Trustee shall fail to attend three consecutive meetings without a written excuse, accepted as satisfactory to the Board not later than at the third consecutive meeting from which he has been absent, he shall be deemed to have resigned, and the vacancy shall be filled.

3. **Vacancies.** Any vacancy in the office of Trustee continuing for more than a year, or any vacancy reducing the number of Trustees to less than five may be filled by the Regents of the University of the State of New York.

4. **Quorum.** A majority of the members shall constitute a quorum for the transaction of routine business at any meeting of the Board; but for the changing of general policies for the appropriating of sums in excess of \$6,000, and for the election of officers, two-thirds of the members shall be required to constitute a quorum.

5. **Officers.** The officers of the Board of Trustees shall consist of a President, one or more Vice-Presidents, a Secretary, and a Treasurer. These officers shall perform the duties commonly attached to their respective positions. They shall be elected from among the Trustees by ballot at each annual meeting. The offices of Secretary and Treasurer may be held by one and the same Trustee.

6. **Standing Committees.** The following standing committees shall be elected at the annual meeting of the Board except as otherwise provided: An Executive Committee, a Finance Committee, a Committee on Buildings and Grounds, and a Committee on Education. In case the Board does not elect such committees at any annual meeting, the existing committees shall continue until their successors are elected.

a. **Executive Committee.** The President or one of the Vice-presidents, the Secretary, the Treasurer, and two or more other Trustees to be elected by the Board shall constitute an Executive Committee to dispose of all routine business not assigned to the other standing committees, except changes of policy, removals from office, or granting of degrees.

The Executive Committee of the Trustees may employ an Assistant Secretary, who shall be subject to the direction of the said committee.

The duties of the Assistant Secretary shall be to furnish the Secretary with the suggested (or tentative) dockets for Board meetings and meetings of the Executive Committee; to record the minutes of meetings of the Board and the Executive Committee; to notify committees and officers of work assigned, and of work arising with which they are to deal, keeping a check upon all such work until a full report is returned; to attend to the official correspondence, acting as a central bureau between the officers and committees of the Board of Trustees, the President of the College, and the Council; to maintain files and indices of correspondence, minutes, records, photographs, printed matter, and similar material; and, in general, to perform such duties as the Executive Committee or the Secretary may assign.

b. **Finance Committee.** The Treasurer and two or more other Trustees to be elected by the Board shall constitute a Finance Committee to make all investments, to prepare the annual budget, to pass upon special budgets, and to solicit funds and direct the work of the Board or its employed officers in such solicitation. The two members of the Committee, excluding the Treasurer, shall audit the Treasurer's accounts and shall report thereon at the annual meeting of each year.

In case the Trustees employ a Financial Agent or Financial Secretary he shall, under the direction of the Finance Committee, solicit funds and perform such other related duties as the Committee shall designate.

c. **Committee on Buildings and Grounds.** Two or more Trustees, elected by the Board, shall constitute a Committee on Buildings and Grounds and shall be charged with all routine administration connected with the design, location, construction, and alteration of buildings and works, and the improvement of grounds, including the direct supervision of the work of the Home Architect.

d. **Committee on Education.** The President or one of the Vice-Presidents, the Secretary, and one or more other Trustees to be elected by the Board, shall constitute a Committee on Education. It shall be their duty to seek new teachers and other officers to fill positions designated by the Council or created by special action of the Board, to keep in touch with prospective candidates, to recommend suitable candidates for appointment, to make recommendations to the Board concerning staff agreements and all matters of relationship between staff and Trustees, and to have general oversight of the educational work of the College.

e. When either the President or Vice-President of the College is in the United States he shall be *ex officio* a member of each of the standing committees of the Trustees.

f. Each committee shall act subject to any directions or restrictions that the Board may from time to time set forth. It shall make a report at the annual meeting of the Board, which report shall be entered in the minutes of the meeting.

7. **Meetings.** Four regular meetings shall be held annually, one each in February, May, October, and December. The annual meeting shall be held on the second Tuesday of May. It may be adjourned for a period not to exceed one month, either by a quorum of the members then present, or by the written consent of two-thirds of the members, such consent having been placed in the hands of the Secretary. Special meetings may be called by the President, or, in his absence, by a Vice-President, or by the senior Trustee in point of service on the written request of three Trustees. Notice of the time and place of every meeting shall be mailed to each Trustee not less than five nor more than ten days before the meeting.

8. **Duties.** The duties of the Board of Trustees shall be those commonly belonging to such bodies. In particular, acting under their Charter from the University of the State of New York, they shall have control of all funds and properties belonging to the Canton Christian College, or held by them in trust for the purpose of

Christian education in China; they shall appoint the officers and the faculty of the College, and the Council of such faculty; and they shall make or approve the rules governing the administration and policy of the institution.

9. **Execution of Documents.** The signatures of the President and the Treasurer, or of a Vice-President and the Treasurer, shall be requisite for the execution of any legal document relating to the College.

10. **Office.** The office of the Board of Trustees shall be in the City of New York.

ARTICLE III

Property of the College

1. **Title.** The title of all property belonging to the College, including monies, securities, real estate, and equipment, shall vest in the Trustees of the Canton Christian College, being held in trust by or for them for the purposes herein set forth.

2. **Disposition of Funds.** Unless otherwise limited by a donor at the time of the gift, all donations received by the Trustees for the use of the College, as well as all receipts from rent, tuition, and other fees, shall be invested by or used at the discretion of the Board in connection with the work of the College.

Money earned by a member of the staff in outside professional work or by writing shall be turned over to the Bursar or to the Treasurer of the Trustees and may be expended for any object connected with the work of the College suggested by the earner and approved by the Council, unless otherwise provided by previous special agreement with the Trustees.

ARTICLE IV

The President of the College

1. **Powers.** The President of the College shall have charge of the educational administration of the same. His concurrence shall be necessary to every act of the Council or of a Faculty, unless, after his non-concurrence, the act or resolution shall be again passed by a vote of two-thirds of the entire body at the same or at the next succeeding meeting thereof.

2. **Duties.** It shall be the duty of the President to take charge and have care of the College generally, of its buildings, of its grounds adjacent thereto, and of its movable property upon the same; and to supervise the work of other officers of administration;

To call meetings of the Council and of the several College Faculties, to preside at the same, and to give such directions and to perform such acts as shall, in his judgment, promote the interests of the College, so that they do not contravene the Charter, the Statutes, or the resolutions of the Trustees or of the Council;

To report to the Trustees annually, and as occasion shall require, the condition and needs of the College;

To administer discipline in such cases as he deems proper, and to empower other officers of the College to administer discipline in such manner and under such regulations as he shall prescribe.

3. **Vice-President.** In the absence or disability of the President, the Vice-President shall assume the functions and perform the duties of the President.

4. **Acting President.** In the absence or disability of both the President and the Vice-President, pending action by the Trustees, the President or Vice-President may appoint an Acting President. Upon the failure of either so to do, a meeting of the Council shall be called by the senior Dean in order of appointment, and the Council shall elect an Acting President. The Acting President shall perform the duties and exercise the authority of the President, but shall cease to act in this capacity upon the return of the President or Vice-President to office, or upon the election, by the Trustees, of a new President.

5. **Leave of Absence.** The President shall have power to grant temporary leaves of absence to members of the staff for reasonable cause, and for such lengths of time as he shall judge the occasion may require. Such leaves of absence shall be entered upon the minutes of the Council, and whenever any absence exceeds one month it shall be reported at once to the Trustees.

When members of the staff are absent on leave, the President shall have power to make such temporary arrangements for the work of the College as he may deem proper, provided that no increase in the budget be made and that no additional pay shall be given to anyone already in the service of the College, except with the consent of the Trustees.

6. **Certificates, Diplomas, and Degrees.** The President shall have power, when the requirements of the Statutes have been satisfactorily fulfilled, to grant certificates or diplomas setting forth the completion of specified subjects or courses. When the work of any Faculty of the College has reached the state when degrees may be granted that shall meet the proper demands of the University of the State of New York, he shall have the power to confer the bachelor's degree. All certificates, diplomas, and bachelors' degrees shall, how-

ever, be conferred only upon the recommendation of the appropriate Faculty.

ARTICLE V

Other Officers of Administration

1. **Other Officers.** The officers of administration, in addition to the President and Vice-President, shall be the Deans of the several Faculties, the Principal of the Middle School, the Bursar, the Secretary, the Resident Architect and Engineer, and the College Physician.

2. **Appointment of Deans.** The Deans of the several Faculties and the Principal of the Middle School shall be appointed by the Trustees on the nomination of the Council, or of the President acting for the Council when he is in America.

Powers. The Deans shall, subject to the direction of the President, have immediate charge of the educational administration of the work of the Faculty or Faculties to which they may be appointed, and they shall be the executive officers of their respective Faculties, and, in the absence of the President, shall preside at the meetings thereof, and when so presiding the concurrence of the Dean or Principal shall be necessary to every act of his Faculty, unless after his non-concurrence the act or resolution shall be again passed by a two-thirds vote of the entire body at the same or at the next succeeding meeting thereof.

Acting Dean or Principal. In the absence or disability of the Dean of a Faculty or of the Principal of the Middle School, the President may appoint an Acting Dean or Principal, who shall exercise the powers and perform the duties of the Dean or Principal. Every such appointment shall be reported to the Council at its next meeting, and then immediately to the Trustees.

Duties. It shall be the duty of the Dean of each Faculty and of the Principal of the Middle School, subject to the reserved powers of the President, to enforce the rules and regulations of such Faculty or Faculties and the rulings of the President and of the Council so far as they relate thereto; to administer discipline as prescribed by the Statutes, subject to the President's direction, and to report in writing to the President the condition and needs of the Faculty or Faculties for which he may have been appointed, as occasion may require and at the conclusion of each semester.

3. **Bursar.** The Bursar shall be appointed by the Trustees with the approval of the President. It shall be his duty, on the order of the Council, to pay charges against such of the appropriations as have been designated by the Treasurer; to collect the fees of the students; to receive all money paid in at the College on account of

the Treasurer; to keep proper vouchers for all payments and proper accounts of his transactions in conformity with the instructions of the Treasurer; and, generally, to be the representative of the Treasurer at the College.

The Bursar shall also act as a business manager and as Superintendent of Buildings and Grounds, and have charge of such related matters as the Council may direct.

4. **Secretary.** The Secretary shall be appointed by the Trustees on the recommendation of the President, and shall perform such duties as may be designated by the President.

5. **Resident Architect and Engineer.** The Resident Architect and Engineer shall be appointed by the Trustees on the recommendation of the Committee on Buildings and Grounds, and it shall be his duty, subject to the direction of the President, to perform such acts as may be designated by the Committee on Buildings and Grounds, or by the Council or President in conformity with the rules established by said Committee.

6. **Physician.** The College Physician shall be appointed by the Council and it shall be his duty to care for the health of the staff, students, and servants of the College, under such regulations as the Council shall adopt; and to recommend to the Council such measures and rules as shall in his judgment best protect and promote the health of the College community.

Whenever the Council on the recommendation of the College Physician shall declare a state of quarantine, the College Physician shall have supreme authority in enforcing such quarantine measures as he may deem necessary.

ARTICLE VI

The Faculties

1. **How Grouped.** The Faculties shall be constituted and organized in three groups, namely—The Faculties of the Colleges, The Faculty of the Middle School, and The Faculties of the Lower Schools.

Such matters as concern the Faculty of the institution as a whole shall be dealt with by the Council as provided for in Article VII.

2. **The Faculties of the Colleges.** The Faculty of each College shall consist of a Dean, the professors, the associate professors, and the instructors designated by the Trustees for that particular College or assigned thereto by the Council.

All members of the College Faculties shall have the privilege of discussion at the meetings, subject to the usual rules of parliamentary

procedure, but only professors and associate professors shall be entitled to vote, and these only after six months of residence at the College.

3. **Duties and Powers.** The several College Faculties shall have power and it shall be their duty in their respective Colleges:

To fix the requirements of admission, the program of studies, the conditions upon which certificates or diplomas shall be granted, and the conditions of graduation;

To establish rules for ascertaining the proficiency of students, for the assignment of honors, and for the awarding of prizes and scholarships designated for their College;

To fix the daily schedule of classes and the times of examinations other than the entrance and final examinations;

To prepare and publish from time to time a statement of the program of studies, specifying the studies to be pursued in each year;

Subject to the authority of the President, to look after the discipline and care of their students, including their recreation, either directly or through powers conferred by them upon the Dean, subject to such regulations concerning dormitories, and dining rooms, and grounds as the Council shall make;

To make all such regulations for their own proceedings, and for the better government of their Colleges, as shall not contravene the Charter, the Statutes, or any regulations of the Trustees or Council.

4. **The Faculty of the Middle School.** The Faculty of the Middle School shall be divided into two sections to be known respectively as the English Faculty and the Chinese Faculty of the Middle School.

The English Faculty. The Principal shall preside at meetings of the English Faculty which shall be composed of all regular English-speaking teachers designated by the Trustees or assigned to that Faculty by the Council on the recommendation of the Principal. All members shall have the privilege of discussion, but only those who have served one semester on the staff of the Middle School shall have the right to vote.

The Principal. The duties of the Principal shall be those designated in Article V together with those usually pertaining to his office and such other duties as may be prescribed in the By-Laws enacted by the Council.

The English Faculty of the Middle School shall have the same duties and powers as are given to the Faculty of a College except as regards the curricula in Chinese studies, the daily schedule of Chinese classes, and the right to vote.

The Dean. The Dean of the Middle School shall be a Chinese professor, appointed by the Trustees on the recommendation of the Council. He shall preside at meetings of the Chinese Faculty, which shall be composed of all regular Chinese-speaking teachers assigned to that Faculty by the Council on the recommendation of the Dean. He shall have the usual duties of a Dean as prescribed in Article V, and such other duties and powers as may be designated in the By-Laws enacted by the Council.

In all public meetings he shall take precedence over all members of the staff, except the President.

The Chinese Faculty. It shall be the duty of the Chinese Faculty to fix the requirements in Chinese studies for admission to the Middle and Lower Schools, and to determine the curricula of Chinese studies in these schools; to arrange the daily schedule of Chinese classes in the Middle School within the limits of time assigned by the Council on the joint recommendation of the Dean and the Principal; to award prizes designated for excellence in Chinese studies in the Middle School; to take such actions not otherwise provided for in these Statutes or the By-Laws, as will promote friendly relations between the school and the public, subject always to the control of the Council.

5. **Secretary.** Each Faculty shall elect annually a Secretary, who shall perform the usual duties of a recording officer, and such other duties as may be assigned to him by the President, by the Dean of the Faculty, or by the Faculty.

6. **Meetings.** Each Faculty shall meet once a month during the academic year, unless otherwise directed by the President, and special meetings shall be held on the call of the President, or, in his absence, of the Dean of the Faculty.

7. **Minutes.** Each Faculty shall keep a book of minutes of its proceedings, and a summary of the minutes setting forth any acts of importance to the Trustees shall be submitted to the Board at its annual meeting.

8. **Faculty Appointments.** The American members of the Faculties of the Colleges and the Middle School shall be appointed and their titles and salaries determined by the Trustees on the recommendation of the Committee on Education.

The Chinese members of the Faculties of the Colleges and of the English Faculty of the Middle School shall be appointed and their titles and salaries determined by the Trustees on the recommendation of the Council.

No member of any College Faculty or of the English Faculty of the Middle School shall be eligible to re-appointment except on the recommendation of the Council, or of the President acting for the Council when he is in America.

The Chinese Faculty of the Middle School shall be appointed and their titles and salaries (other than for those assigned also to the English Faculty) shall be determined, within the limits of the budget, by the Council on the recommendation of the Dean of the Middle School.

The duties of each member of the several Faculties, except those of the Lower Schools, shall be determined by the Council on the recommendation of the appropriate Dean or Principal.

9. **The Faculties of the Lower Schools.** The Lower Schools shall be of two grades, to be known separately as Grammar and Primary Schools. The Faculty of each Grammar or Primary School shall consist of the Principal and the teachers assigned to that school by the Council.

Supervisor. The Council may assign a member of the English Faculty of the Middle School to be the Supervisor of the Lower Schools who shall, in accordance with the By-Laws enacted by the Council, co-operate with the Dean of the Middle School in the general oversight of the Lower Schools, and represent the College in all its relationships with similar schools established under other auspices, and with societies for the promotion of elementary education.

The Dean of the Middle School may at the same time be Supervisor of the Lower Schools.

Principals. The Principals of the several Grammar and Primary Schools shall be appointed by the Council on the joint recommendation of the Supervisor of the Lower Schools and the Dean of the Middle School. Their duties shall be to have general oversight of their respective schools, subject to the direction of the Dean of the Middle School, in whose absence they shall preside over the meetings of their respective faculties.

The concurrence of the Supervisor or of the Dean of the Middle School shall be necessary to every act of the Faculty of any Primary or Grammar School, and in the absence of both the Supervisor and the Dean, the Principal of each school shall exercise the powers and perform the duties of the Dean.

Instructors. The Instructors in the Grammar and Primary Schools shall be appointed by the Council on the joint recommendation of the Dean and the Supervisor, who shall also determine the duties of the said Instructors.

ARTICLE VII

The Council

1. **How Constituted.** The Council shall consist of the President, the Vice-President, the Bursar, the Deans of the several constituent Faculties, and the Principal and the Dean of the Middle School, together with one other professor appointed by the Trustees on the nomination of the President for each constituent Faculty in which the number of professors and associate professors shall exceed eight.

2. **Meetings.** The Council shall meet at least quarterly during the academic year, and special meetings shall be held on the call of the President. The President shall call a meeting on the written request of any three members of the Council or on that of any Faculty.

3. **Secretary.** The Council shall elect a Secretary who shall perform the usual duties of a recording officer, and such other duties as shall be assigned by the President or Council.

4. **Duties.** It shall be the duty of the Council to prepare and recommend to the Trustees the annual budget; to supervise the expenditure of all funds as directed or authorized by the Trustees; to recommend to the Trustees the purchase, alteration, or sale of property, except as elsewhere provided for in these Statutes; to care for and supervise the development of the College buildings, equipment, and grounds; and to have direction (subject to the budget approved and to any rules enacted by the Trustees) of the purchase and sale of furniture and supplies used by the College;

To recommend to the Trustees the formation and discontinuance of schools or colleges or of departments in any school or college;

On the recommendation of the Deans of the several Faculties and of the Principal of the Middle School, to assign to the various members of the Faculties their respective duties in connection with the work of the College, except as otherwise provided for in these Statutes;

To secure and appoint teachers for temporary service when required to maintain courses already under way or pledged to students already enrolled, provided that no such appointment shall be made for more than one year and that no increase in the budget for any year shall be made in excess of \$1,000 gold on this account, except with the consent of the Trustees;

To secure the correlation of courses offered by the several Faculties; to adjust all questions involving more than one Faculty;

To fix and determine, on the recommendation of the Dean of the Faculty of any College, the extent to which courses offered by

other Faculties shall be included in the programs of studies of said College, and the conditions upon which such courses may be elected by candidates for a degree in that College;

To adopt regulations, subject to approval by the Trustees, providing for the proper execution of agreements that are now in existence or that may hereafter be made between the College and such other educational or missionary institutions as are now or may hereafter become affiliated with the College;

To be responsible, under instructions from the Trustees, for the official relations of the College to other religious or educational organizations in China; to foster friendly relations between the College and the public; and to determine general policies of local concern;

To supervise all publications issued by the College or bearing its name, except such as the Trustees may issue or sanction;

To fix all fees to be paid by the students in each school or college, and to award scholarships and prizes not already assigned to any school or college;

To determine the academic calendar, the dates for entrance and final examinations, the date of Commencement, the order of Commencement exercises, the date and order of exercise of any other meeting of the institution as a whole, and the holidays to be allowed in any school or college.

5. **Powers.** The Council shall draw up and from time to time revise such By-Laws as shall not contravene the Charter, the Statutes, or any resolution of the Trustees, regulating all operations of the Council, of the Officers of Administration (subject to the reserved powers of the President), of the Faculties, and of the various officers and committees of the Faculties. These By-Laws shall be in force as soon as enacted by the Council, but shall be subject to revision by the Trustees.

The Council shall be free to recommend to the Trustees the removal of any officer or teacher, stating the reasons therefor.

6. **Relations With the Faculties.** The Faculty of any College may, through its Dean, and either Faculty of the Middle School, through its Principal or Dean, introduce a resolution in the Council; and the Faculty of any Grammar or Primary School may introduce a resolution in the Council through the Dean of the Middle School. Similarly the Council may introduce a resolution in the meeting of any Faculty.

The Council, the Faculty of any College or of the Middle School, or the President, may refer any matter requiring settlement to the Trustees. But for all matters relating to the Grammar and Primary Schools the Council shall be the final authority.

ARTICLE VIII

Advisors

The Trustees shall from time to time as they deem expedient associate with themselves as Advisors such persons as they may elect to assist them and the Council in determining matters of general policy. These Advisors shall not be required to attend meetings or be burdened with work which they may not voluntarily assume.

ARTICLE IX

The General Association

The General Association is constituted in order that the friends and supporters of the College may consolidate their interest, have a recognized relationship to the College, and be in position to enlist others in its behalf. It consists of members who contribute to the support or endowment of the College and of life members elected by the Trustees. It will be governed by a Directing Committee appointed by the Trustees. Other committees will be appointed as required.

The General Association shall convene annually for the election of officers and other business, and shall hold such other meetings as may be determined by the Directing Committee. Local chapters of the Association for the purpose of holding parlor meetings and bringing the friends of the College together, may be formed as found expedient.

The General Association represents an effort to found in China a system of Christian schools from the kindergarten to the university with a sufficient number of trained Christian teachers to insure individual attention in and out of the class-room. It stands for the highest standards of educational efficiency and the development of Christian manhood. It seeks to provide such academic and technical courses as will best serve the interests of the people of China, and to co-operate with the government where practicable to this end. It aims to fit the higher training to the individual aptitudes and capacities of the students in order that their education may be directed to skilled service in the department of work which they may be called upon to enter. In the attainment of these aims, the policy of the College to use qualified teachers, preachers, lecturers, and to conduct such conferences and summer schools as make it an intellectual and spiritual center, has been fully approved, and has made its work one of world-wide interest.

Those who become members of the General Association can render a real service to the work of the College, quite apart from what they may feel free to contribute directly towards its financial support. Their interest and faith in the College will be of the highest value. Their thought for its welfare cannot but express itself in some form, and must have the dynamic of the sunbeam when it warms up the earth. Life will beget life; interest, interest; each after its own kind. It is impossible that many or few or even one person should long bear the burden of a work like this daily on their hearts and nothing come of it. They can arouse interest which will sustain the courage of those who have put their lives into the work as well as enlist those who furnish the means. In entering themselves as members they show their approval of the aim and policy of the Trustees and Faculty as above stated and put themselves in a position to be kept informed of the progress of the College.

ARTICLE X

Procedure in Regard to Building and Landscape Work

When the Council has decided that a new permanent building or any alteration of grounds or buildings such as will affect the general architectural plan is needed, the procedure shall be as follows:

1. The Council shall send the request to the Trustees for action. When it involves a new type of building or improvement, the request shall be accompanied by as full statement as possible as to the purpose. In the case of a building this shall include a recommendation as to site, and an estimate of the cost, together with preliminary drawings showing the size, form, and internal arrangement, and the essential topographical data.

2. On receipt of such communication the Secretary of the Board of Trustees shall as soon as possible present the data to the Executive Committee of the Board, who may proceed with it, or if necessary hold it for a meeting of the Trustees. Action by the Trustees or their Executive Committee shall cover appropriation and general conditions, and if the Board or the Committee approve the request the Secretary shall refer the proposal to the Committee on Buildings and Grounds with request to prepare drawings and specifications as defined in paragraph 6, and to authorize the Council to proceed with the work; or they may instruct the Committee on Buildings and Grounds to prepare such sketches as will give the Trustees a general idea of the design and draw forth criticisms and sug-

gestions, and then report to the Executive Committee or the Trustees for final action.

3. The Committee on Buildings and Grounds shall specify to the Council the latitude within which departure from an approved plan may be made, particularly as to such matters as location, dimensions, materials, and details of external design. The architect employed by the Committee on Buildings and Grounds shall, with respect to the interior arrangement of buildings, follow as closely as possible the plan proposed by the Council, and in constructing the building the Council shall have freedom to alter interior arrangements (where this does not materially increase the cost of the construction) in order to assure adaptation to needs.

4. Payment of architects and other expert assistants employed in the United States by the Committee on Buildings and Grounds, within the limits of the appropriation granted by the Trustees or the Executive Committee, shall be made by the Treasurer of the Board of Trustees upon orders signed by the Chairman of the Committee on Buildings and Grounds.

The Committee on Buildings and Grounds shall have power to order the making of such drawings as may be needed for its use, not covered by appropriations already made, provided that when disbursements for such work shall amount to one hundred dollars they shall forthwith be reported by the Treasurer to the Executive Committee, and be ratified before the Building Committee shall be free to order further expenditures under this statute.

5. If a previously approved design is to be used, either in repetition or for the first time, it shall be necessary for the Council only to secure from the Trustees authorization to proceed.

6. The drawings prepared by the architect in the United States for transmission to the field shall fully embody all elements of design and shall be of such scale that the field architect can develop final working drawings from them.

The architect in the United States shall prepare such outline specifications and instructions as shall insure that the essential elements of the design and the details of each item of particular importance are conserved by the Resident Architect in the preparation of the final and full specifications.

7. The Trustees, Committee on Buildings and Grounds, and the Council on the field, shall furnish copies of all their correspondence and minutes to each other and to the Secretary of the Board of Trustees, and the latter shall maintain a complete and orderly file of the same in the New York office. To this end every letter or

minute, from either end, should before despatch, be checked by some member of the Committee other than the writer of it. As far as possible the use of cablegrams should be avoided and in no case shall a notice of proposed action by a certain date unless countermanded constitute a proper procedure.

In the absence of definite instructions, or in case the instructions are not clearly understood and action is so imperative that further correspondence is impracticable, the Council shall allow nothing to be done contrary to the general scheme and policy of the Committee on Buildings and Grounds.

8. The Council shall be responsible to the Trustees for all building and landscape operations carried on by the College at Canton. They shall carry forward all work according to the provisions of these Statutes subject to the direction of the Committee on Buildings and Grounds. Power to make and sign contracts of this nature shall rest with Council alone. All members of the staff, employees, architects, and contractors in China who are concerned in building and landscape work pertaining to the College shall be subject to the direction of the Council.

9. The Resident Architect shall at the request of the Council prepare designs for any work designated by it, using his professional skill and artistic sense to carry out the purpose of the Trustees as set forth by the Council, and shall make drawings, either tentative or final, subject to the approval of the Council. He shall prepare the final specifications which are to become part of the agreement with the contractor. During the whole process of construction the Resident Architect shall supervise the work so as to insure its execution according to the plans and specifications approved by the Council. He shall sign bills for material and labor when they have fully met the terms of the contract as to quality and time.

10. The Council may when necessary employ a Superintendent of Construction, a Clerk of Works or accountant, and one or more assistant draftsmen, to be subject to the direction of the Resident Architect in connection with work undertaken for the College.

11. The Bursar shall be responsible to the Council for all payments upon the account of each building or other operation. He shall see to it that the appropriation for the particular work be not exceeded. He shall make payments upon orders approved and signed by the Resident Architect, countersigned by the President or some other officer duly delegated to do so by the President or the Council.

ARTICLE XI

Procedure for the Committee on Education

As far as possible new appointments to the field staff shall be made only after conference or correspondence with the President of the College and in every case the final and formal notice of appointment shall be given as from him.

Reappointment of members of the field staff shall be made only on recommendation of the Council or in conference with the President or Vice-President of the College when either of these officers is in the United States, and as far as possible alterations of contract shall be made only with the consent of the Council.

Whenever an appointment is made the Committee on Education shall furnish to the Secretary complete data as to contract and facts concerning the appointee, a copy of which shall be sent by the Secretary to the Council in advance of the appointee's arrival on the field.

Except by special action of the Trustees, the terms of staff-agreements shall be as stated in Article XII.

ARTICLE XII

Regulations Concerning Staff Agreements

Section 1: Length of Term

1. The first term of service as a rule shall be three years, i. e., six semesters at the College; or five years, i. e., ten semesters at the College, subject to the decision of the Trustees.

2. Subsequent service shall be in five-year terms.

3. If the President, after consultation with the Council, desires to give a re-appointment, he shall signify this to the member of the staff in question during the last year of the first term of service.

4. Unless the first term of service is extended or an agreement for a second term is made prior to the expiration of the first term, there shall be no obligation on either the College or the man beyond one month after the expiration of his specified term of service.

5. If appointed to a second term, the man shall be regarded as a permanent member of the staff in the general way that ordinary missionary appointments are made—that is, it shall be the expectation on both sides to continue the relationship until death or other disability prevents.

6. The termination of relationship prior to the completion of a term shall be only after six months' notice. If a man withdraws

on less notice than this, he shall be liable to forfeit any monies which may be due him, except those which should have been paid prior to his withdrawal.

7. If a three-year man withdraws before the three years are completed, for any reason not approved by the Trustees, he shall pay his own traveling expenses.

8. If a five-year man withdraws before the end of his term for any reason not approved by the Trustees, settlement shall be made on the pro rata basis for traveling expenses and salary during travel, as given in paragraph 3 of Section 2.

Section 2: Travel to and From Field

1. The necessary traveling expenses of a man (or of the man and his family) shall be paid by the College in full unless the man on his own motion serves less than half of the term about to be entered on, in which case he shall refund to the College on the pro rata basis given below.

2. The necessary traveling expenses of a man (or of the man and his family) shall be paid by the College in full on completion of his term of service, whether there be an agreement for subsequent service or not.

3. If a five-year man withdraws on his own motion before the completion of the agreed length of term, he shall have no claim for more than that portion of the total round trip travel expenses and salary during travel, which is the ratio of the time he has actually spent in service on the field (expressed in weeks) to the full length of his term. According to this if he withdraws before completing half of his term he shall reimburse the College on this same basis.

For the rule as to the withdrawal of a three-year man see paragraph 7 of Section 1 on "Length of Term."

4. If the College retires a man, excepting for cause, the College shall pay all necessary traveling expenses of the man or of the man and his family to his home. If the man is retired for cause, the unearned passage money shall be deducted from any monies due him.

5. Any allowance due on account of homeward travel shall be paid whether the man returns to his home or not—provided that the amount necessary for travel to some other destination than his own home is not less than the allowance due. If it is, then only the amount necessary for such travel shall be paid. This shall apply also to the family of a married man if any traveling allowances are due as indicated.

6. If a man is ordered home on account of ill health by the College Physician, the College shall pay all necessary traveling expenses. If a married man or his wife or child is ordered home by the College Physician, the College shall pay all necessary traveling expenses of the person or persons whom it is mutually agreed should go home.

7. The traveling expenses of a man, or of his wife or child, in excess of the regular number of outward and homeward trips at beginning and end of terms, except for health reasons as already stated, shall not be paid by the College except under special agreement to cover the particular case.

8. In all cases the date for leaving the field shall be a subject for conference between the man and the President, who may, if it seem advisable to him, refer the matter to the Council.

Section 3: Freight

1. On the first outward passage and on the final return home at the close of service, the College shall pay charges on as much as may be necessary up to one ton for a single man and three tons for a married man.

2. For a single man going home on furlough, there shall be no freight allowance; for a married man, charges on as much as one ton shall be paid.

3. For a single man on his second or subsequent outward passage charges on as much as one ton shall be paid, and for a married man up to two tons.

4. In all cases, these homeward freight allowances shall apply only to bona fide household goods and personal effects—not to goods purchased in China to take home.

5. The freight allowance includes all necessary charges involved in getting household and personal effects from starting point to destination.

Section 4: Medical Attention

1. Each candidate shall be required to pass a satisfactory medical examination by an approved physician, and if appointed, shall be required to have teeth put in good condition and eyes examined at his own expense prior to departure for the field.

2. The College shall furnish free medical attention, and shall pay such necessary dentist's and oculist's bills as are recommended by the College Physician and approved by the Council, during the man's residence on the field, or by the Treasurer in New York during

the man's furlough at home; provided that not more than \$50 gold per year be paid for one man, and that he has his teeth inspected annually. The College shall pay for glasses on the initial prescription or on represcription of lenses, but not for repairs or replacing broken glasses.

3. Health trips advised by the College Physician shall be paid for by the Bursar on the order of the Council.

4. Each man shall satisfy the minimum requirement as to taking an annual vacation. (See "Vacation.")

5. The foregoing provisions shall apply to a married man's wife and children as well as to himself.

Section 5: Marriage

1. As a rule a man shall not marry during his first term except entirely at his own expense. On entering his second term the matter of marriage may be dealt with so that at any time after one year's notice the man may marry and receive the allowances usually accorded a married man as given elsewhere in this Article. (See in this connection the appropriate paragraphs under the heads: Salary, Reserve, Insurance, Furniture, Living Quarters, Vacation, Travel, but first apply the Medical Requirement to the intended wife.)

2. For the children of a man married with the consent of the Trustees there shall be such appropriate additions made to his salary and allowances as may be authorized by the Trustees on the recommendation of the Council.

Section 6: Furniture

1. The College provides all necessary furniture, except washstand set, lamp, rugs or bedding, etc., which are not considered furniture.

2. On marriage a man is allowed \$680 Hk., or as much as may be used, for furniture and fixings, which remain the property of the College, though under his control during his connection with the institution.

An unmarried man on entering his second term is similarly allowed \$184 Hk., but such allowance is to be deducted from the ordinary allowance to a married man if he marries within this same term. Furniture for bachelor messes is provided as needed.

In expending this furniture allowance, the man is expected to consult with the Bursar to see what furniture already on hand is suitable, so as not to cause needless outlay. All expenditures must be according to the regulations of the Council and with the approval of the President.

3. The upkeep of furniture is at the expense of the College, and is in charge of the Bursar—that is, the user is expected to report needed

repairs to the Bursar who will send to the user the material and artisans required.

Section 7: Living Quarters

1. The College provides each unmarried man with a room sufficient for use as a study and bedroom combined.
2. The bachelor teachers combine in a mess for which dining, kitchen, and servants' quarters are provided by the College.
3. The College furnishes a married man with separate house, kitchen and servants' quarters.

Section 8: Vacation

1. Every man is required to take a minimum of complete change during the summer recess and to confer with the President and College Physician as to his plans for vacation.
2. A vacation allowance of \$15 gold is paid to a three-year man for each summer of his residence on the field, provided that he satisfies the Physician's requirements of a complete change.
3. A five-year man is allowed \$25 if unmarried, \$50 if married, on the above conditions.
4. If the College Physician advises a vacation, or a procedure for which the expenses exceed the annual allowance, the College pays, when approved by the Council, the total necessary expenses in excess of the man's average living expenses while in residence.

Section 9: Furlough

1. There shall be no furlough on salary after the first term of three years unless there is an agreement for a second term.
2. If there is an agreement for a second term following the first term of three years, there shall be a furlough on continued salary covering an absence from the field of one semester, the exact time of leaving and returning to the field being determined in consultation with the President. The salary for the second term shall begin on the man's departure from America.
3. At the end of a five-year term, there shall be a furlough on continued salary covering an absence from the field of two semesters if no termination of service has been arranged.

Section 10: Salary

1. The salary for an unmarried man during the first term of three years shall be at the rate of \$500 gold per year, together with allowances for vacation, language study, dentist's and oculist's bills, reserve (see next section), and insurance as elsewhere dealt with.

2. The salary shall begin one month before arrival at the College and end one month after departure from the College, unless there is to be a subsequent term.

3. The salary for an unmarried man on a five-year term shall be \$540 per year with the usual allowances.

4. The salary for a married man on a five-year term shall be \$1,080 per year with the usual allowances, plus \$100 a year for each child.

5. The College shall guarantee an exchange of 50 (that is one dollar Honkong Currency for fifty cents U. S. Currency) on \$350 out of every \$500. If the exchange is higher than 50 when the salary checks are delivered, a staff member may present the Bursar with a memorandum showing the loss he has suffered on this account and all such items accumulated during the fiscal year shall be included on the next year's budget under the head of salary for the man in question.

6. On a man's first arrival on the field the Bursar may, if the President approves, advance him \$50 gold on his salary account.

Section 11: Reserve

1. To an unmarried man, whether on a three-year or a five-year term, an amount accumulated at the rate of \$100 a year during his service shall be paid without interest when he leaves the employ of the College at the close of a regular term. This shall be known as the "Reserve." If a man resigns before the end of his term, he shall forfeit the reserve accumulated in that term to the time of his departure. The same regulation shall apply when a man is removed for cause.

2. The annual reserve for a married man shall be \$200 gold on the foregoing conditions.

3. In the event of a man's death, his reserve shall be paid to his widow or children.

Section 12: Insurance

The matter of life insurance may be the subject of special arrangement with any appointee who has real need of insurance. As a rule insurance shall not exceed \$2,500 gold for an unmarried man, or \$5,000 gold for a married man, and at least a part if not all of this may be carried by the College at its own risk, or a part or all of the premium to an insurance company may be paid out of the annual reserve of the man in question.

Section 13: Funeral Expenses

The necessary funeral expenses of a man (or of his wife or child) in the service of the College at the time of death shall be paid by the College.

Section 14: Assignment of Work

1. As a rule three-year men shall serve as general teachers subject to the direction of the appropriate Dean or Principal, assignments being made by the Council, after consultation with the man.
2. As a rule no man shall be sent out for any special assignment except as requested by the Council.
3. The whole matter of the assignment of class room work and of work outside the class room shall be in the hands of the Council.
4. As a rule no more than twenty hours of class room work per week shall be expected of any man, nor more than fifteen hours for men having assignments outside of the class room; but it is understood that assignments shall be made and accepted in view of the whole work that needs to be done and the staff available.

Section 15: Language Study

1. All members of the staff shall acquire enough Cantonese colloquial to converse with servants and in going about.
2. Three-year men shall not be required to undertake more than this, but five-year men shall devote as much time as circumstances will allow to the study of the language, including the written character. The acquisition of Mandarin is also recommended.
3. In every case the amount of time given to language study shall be a matter of conference between the man and the President subject to the ratification of the Council whose authorization shall be necessary for the payment of expenses incurred in language study. Yearly examinations shall be held.

Section 16: Outside Professional Work

1. No man shall undertake any work outside that assigned to him by the Council which would consume more than the ordinary leisure time or encroach on any assigned duty, except with the consent of the President, who may if necessary refer the matter to the Council.
2. The income from any outside or professional work which consumes more than what may be properly considered a man's free or leisure time, shall be regarded as a part of the funds of the College, unless otherwise arranged for by special action of the Trustees on the recommendation of the Council. As a rule the income from such professional work shall be available for any object in connec-

tion with the work of the College suggested by the earner and approved by the Council.

3. Staff members shall be encouraged to write for the press and the income from such work shall not be subject to the above so long as there is not encroachment on the time needed for assigned duties. If a man is at work on a book involving research, as a text book for use in the institution, the Council may if it deem wise give him additional time for such work, in which case the income shall be subject to the above ruling.

Section 17: Termination of Service

1. The termination of service of a man on either a three or five-year term, prior to the end of the term, shall be only after six months' notice by the party desiring such termination. All obligations shall be binding on each party until six months after notice. If the man withdraws on less notice than this, he shall be liable to forfeit all monies due him, except those which should have been paid prior to his withdrawal.
2. For cause any member of the staff may be peremptorily dismissed.
3. The first term of three years shall end without further obligation of any sort on either party, unless other arrangements shall have been made during the last year of this first term.
4. If at the end of a five-year term there is to be a termination of service on the motion of either party, the College shall be liable for salary after the man's departure from the school for any period not exceeding six months from the date of his leaving during which the man may be without salary under other auspices.

ARTICLE XIII

Amendments

These Statutes may be amended by a vote of two-thirds of all the members of the Board of Trustees, at any annual meeting, or at any meeting called for the consideration of any proposed amendment; provided, however, that Articles IX, X, XI and XII, may be amended either by alteration or by the addition of new sections without previous notice, by the vote of a majority of the members of the Board, and provided also that Sections 4 and 9 of Article VI may be amended by alteration or addition by a two-thirds vote of the Council, at any meeting called for the consideration of any proposed amendment, and that such amendments shall be in force as soon as enacted by the Council, but shall be subject to revision by the Trustees.

**Resolutions on Cooperation adopted by
the Trustees of the
Canton Christian College**

The Trustees of the College will welcome co-operation on the part of any denominational Board in accordance with the following policies: First, as to the character of the affiliation, and second, as to the leasing of residence sites.

Policy as to Affiliation

December 10, 1909

That in view of the possibility of larger co-operation with the denominational missions located in Kwongtung, it is deemed advisable that the President of the College and the Executive Officers of the Trustees should be authorized to approach the boards of missions whose work is located there, with a view to securing their active co-operation in enlarging and extending the work of the College.

That the Trustees will welcome nominations to their Board to join with them in their trust, one Trustee representing any Board which has a Mission in Canton which desires to co-operate to the extent of furnishing or supporting at least one teacher in the College.

That the Trustees would view with satisfaction the development of a comprehensive plan for South China which would include the establishment of primary, elementary and secondary schools, denominational or interdenominational, which were correlated and co-ordinated in such a way as to become feeders to the College, and forming a united Christian educational work.

That if a denominational board sends a man to represent it on the Faculty of the Canton Christian College, we believe that it should be done in conformity with the general policy and arrangements of that portion of the staff supported by the Trustees, and that correspondence should be

had at any time to fit the appointment to the actual need and conditions at the College.

That to become fully a co-operative member of the Canton Christian College, a contributing Board should either provide a residence for the teachers it supports or pay a proportionate rent for the residence or rooms occupied; it also should provide a definite amount annually for the general expenses and student aid, any of the students it introduced being admitted on the same general basis as to qualifications and fees as other students, save that special aid might be given by any mission or denomination to students of that denomination if they so desired, who otherwise met the conditions in the College, it being advisable that such students render such services as other aided students.

The Policy of the Canton Christian College in the Matter of Leasing Building Sites for Residences

May 25, 1912

It shall be the policy of the Canton Christian College to encourage the residence in its community of members of other organizations engaged in Christian, educational, or philanthropic work in and about Canton. In pursuance of this policy the Canton Christian College (hereinafter referred to as the College) may make agreements with accepted organization (hereinafter referred to as A) on the following basis:

1. The College may lease to A building sites for residences for a term of ninety-nine (99) years subject to the restrictions herein set forth.

2. The rental shall be either (1) five per cent. (5%) per annum of the valuation agreed upon at the time of the original lease; or (2) the total valuation so placed upon it, to be paid upon the making of the lease. Which of these options shall be taken shall be determined at the time of making the lease, and shall be set forth therein.

3. Upon the property so leased A may erect a residence, subject to the condition that its location shall be determined in conformity with the general plan, its plans and specifications shall be prepared by the College architect, and said plans and specifications and the finished work shall be made acceptable to the Trustees of the College to the end that

such work may be in harmony with the general architecture and layout.

4. It is made a further condition to the lease that the College may cancel the same and take over the property at any time upon five (5) years' notice to A in writing, paying to A the original cost of the house, less the amount of depreciation in value of the residence, which amount shall be determined by a committee of three persons, one appointed by the College, one by A, and one by the two members thus selected; and also repaying to A the pro rata share of the valuation of the land if A took the second option in paragraph No. 2 based on the ratio of the unexpired term to the whole term.

5. It is made a further condition to the lease that A and its tenants shall abide by all the community rules to which other residents thereof are subject, and shall pay its pro rata share of the community expenses (including those for watchman, light, water and care of streets and walks). A shall also pay all taxation upon the property during the life of the lease. In case of any question as to the share of expenses thus to be paid, the question shall be settled by a committee chosen as set forth in paragraph No. 4.

6. In case of dispute as to A having fulfilled the conditions of the lease, such dispute shall be settled by a committee chosen as set forth in paragraph No. 4, or by arbitrators selected by such a committee. And if such committee or such arbitrators shall decide that A has so violated the conditions, the lease shall thereupon lapse unless some compromise is agreed to by the parties thereto.

7. A may transfer or assign its lease or sell its building only with the consent of the College Trustees.

**Basis of Co-operation between the Pennsylvania State
College Mission to China (hereinafter called the
Mission) and the Trustees of the Canton
Christian College (hereinafter
called the Trustees)**

January 10, 1913

1. The Mission hereby declares its intention to co-operate with the Trustees in establishing and maintaining the Horticultural Department of the Agricultural School of the Canton Christian College.

2. Every facility shall be given the Mission for inspection of the work, and the administrative organization of the College shall be used to carry out their plans. Account of funds received and disbursed and report of the work done shall be rendered by the Trustees annually.

3. The Trustees shall appoint suitable men selected and supported by the Mission to regular membership upon the Agricultural Staff of the Canton Christian College, and they shall be subject to the same conditions and enjoy the same privileges as all other members of the affiliated Faculties are subject to and enjoy.

4. The Dean of the Agricultural School shall be appointed by the Trustees and he shall, in accordance with the Statutes of the College, be a member of the Council.

5. Publications of the College shall give proportionate prominence to the Horticultural Department, and the Trustees and Faculty shall help the Mission whenever possible in securing funds and men for their department.

6. The land and equipment of the Canton Christian College shall be placed at the disposal of the Horticultural Department as may be from time to time agreed upon.

7. Title to all property of the Horticultural Department shall be vested in the Trustees, and all such property shall be held in trust for the use of the Horticultural Department of the Agricultural School so long as that Department shall be maintained.

8. The Mission is entitled to nominate new members to the Board of Trustees. The Trustees hereby declare their willingness to confer with the Mission to that end at any time.

Compact

**Between the Trustees of the Canton Christian College
and the Christian Association of the University of Penn-
sylvania, with respect to the University Medical School in
Canton, China, March 20th, 1913**

PREAMBLE

The Trustees of the Canton Christian College on the one hand, and the Directors of the Christian Association of the University of Pennsylvania on the other, have entered into the following compact with the desire so to define the relations between the Canton Christian College and the University Medical School as to insure between their respective representatives that perfect understanding and sympathetic co-operation which should weld together all servants of the one Master.

ARTICLE I

The agreement of 1905 defining the relations between the two missions is hereby abrogated. This present compact takes its place.

ARTICLE II

Though the adoption at the present time of the name, "Canton Christian University" would be premature, the Christian Association recognizes that this, or some equivalent title, will be adopted by the Canton Christian College when the facts warrant it. When this step is taken, the University Medical School shall be regarded as one of the institutions within the scope of the University federation, and the medical instruction given by the University Medical School shall be the only medical instruction given in the name of the Canton Christian University, and the medical degrees shall be conferred by this institution. From this time forward, both before and after the consummation of the scheme of University federation, the Canton Christian College shall be at liberty to advertise and otherwise refer to the University Medical School as an affiliated institution, forming an integral part of the College or University enterprise; but every such advertisement and reference shall contain a clear statement that the Medical School is the foreign work of the Christian Association of the University of Pennsylvania.

ARTICLE III

The University Medical School accepts representation on the Council of the Canton Christian College according to the Statutes, Article VII.

Actions of the Council affecting the University Medical School shall not be operative without the approval of the Medical Faculty and shall be subject to review by the Directors of the Christian Association.

ARTICLE IV

All professional services and public facilities furnished by either institution to the other shall, as far as possible, be so furnished in accordance with a scale of charges to be agreed upon by the Trustees of the Canton Christian College and by the Directors of the Christian Association, before the services are rendered or the facilities furnished.

ARTICLE V

Applicants for appointment to the Faculty of the University Medical School shall assent to the Statement of Religious Purpose and Aim of the Canton Christian College as follows:

"The Canton Christian College, as its name implies, is pronouncedly a Christian and Missionary institution with avowed religious aims. Its endowment and support in America have come from men and women who believe in giving the Chinese youth the advantages of a thorough, modern education, and desire above all things that the pupils who attend its schools shall be instructed in the Holy Scriptures and come to know Christ as both Saviour and Lord. Its founders gave frequent expression to the thought that it was by the 'blessing of God' that they looked for any practical outcome from their efforts and gifts. While the College, owing to its relations to the mission work in general, is essentially undenominational, it seeks to unite and co-operate with the missionaries of all evangelical denominations at work in China in their evangelical and educational work, and in strengthening the Christian Church in that country. It is taken for granted that in accepting an appointment to the staff of the Canton Christian College, the applicant will endeavor to actively promote the religious aims as well as the educational aims of the institution."

And to the statement of the purpose of the World's Student Christian Federation, as follows:—

"(a) To lead students to acknowledge Jesus Christ as their only Saviour and as God, according to the Scriptures, and to become his disciples in faith and life.

"(b) To deepen the spiritual life of students.

"(c) To influence students to devote themselves to the work of extending the Kingdom of God in their own nation and throughout the world."

The religious teachings of the College (or future University) and Medical School shall be in harmony with these statements.

ARTICLE VI

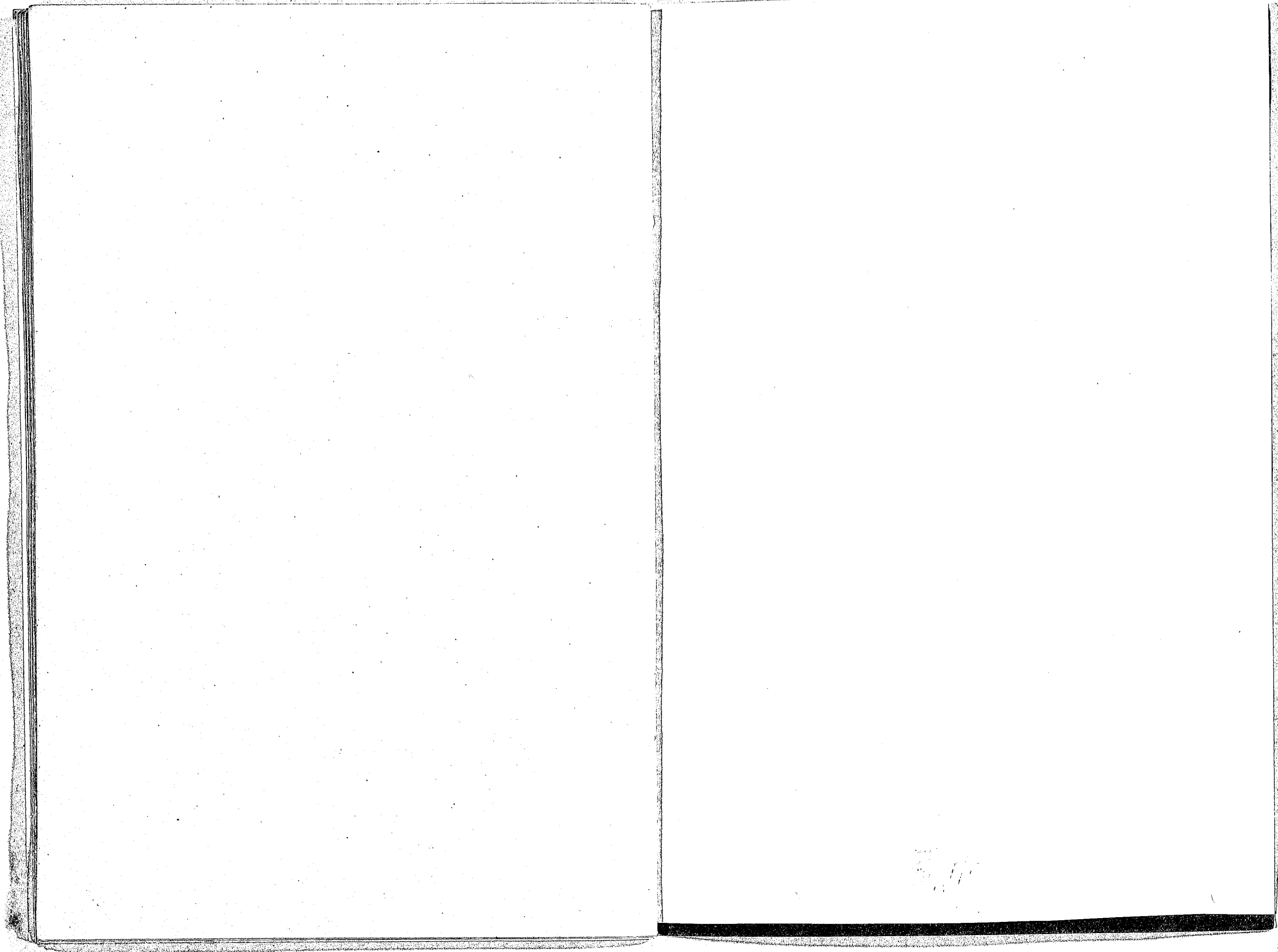
The Christian Association will make no purchases of land within the limits of the ground plan of the Canton Christian College as defined by the plot or map to be hereto annexed, and will hereafter purchase unacquired land through a common agent appointed by the Council.

ARTICLE VII

If at any time, differences arise between the parties to this compact which cannot be reconciled by conferences on the field and at home, the Trustees of the Canton Christian College and the Directors of the Christian Association of the University of Pennsylvania shall be equally free to terminate all existing agreements by giving one year's notice. In the event of such a termination, any disputed question respecting property or funds shall be determined by the arbitration of three persons, one of whom shall be named by the Trustees of the Canton Christian College, one by the Directors of the Christian Association and the third by the two thus appointed.

ARTICLE VIII

Wherever in this compact rights are conferred or duties imposed upon the Canton Christian College, it is understood that the Canton Christian University will, upon its organization, succeed to such rights and become subject to such duties.



The Pennsylvania State College Mission to China

BEING THE FOREIGN WORK OF THE
CHRISTIAN ASSOCIATION OF PENNSYLVANIA STATE COLLEGE

DIRECTING COMMITTEE

A. HOWRY ESPENSHADE, Chairman
L. H. DENNIS, Vice-Chairman
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The University Medical School

BEING THE FOREIGN WORK OF THE
CHRISTIAN ASSOCIATION OF THE UNIVERSITY OF PENNSYLVANIA

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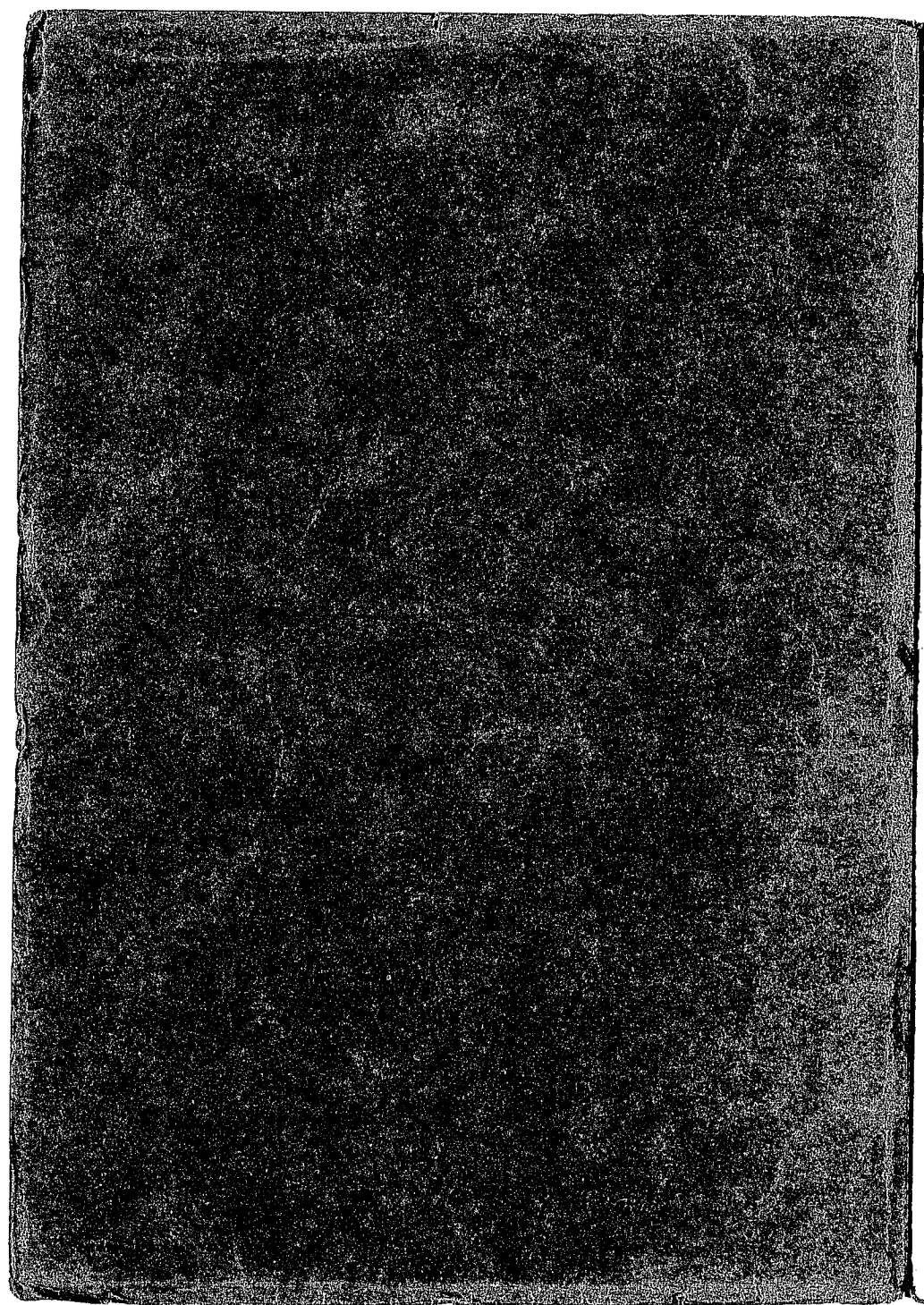
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CAMPBELL COLLEGE

MINUTES

OF THE BOARD OF TRUSTEES



CANTON CHRISTIAN COLLEGE
STATUTES

REVISION UNDER CONSIDERATION

1925

CANTON, CHINA

This printing is made in order that the Trustees, Executive Officers, members of the Staff Council and others whose advice may be sought upon specific points or who are particularly concerned in the method and procedure in the administration of the College may each have a copy in their hands for study and suggestions.

With the exception of the fuller development of the functions of the Trustees, Committees and a few additions the Statutes as thus revised are virtually those recommended by the Council to the Trustees in 1922.

JANUARY 1, 1925

TRUSTEES OF THE CANTON CHRISTIAN COLLEGE
18 EAST 41ST STREET
NEW YORK

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TRUSTEES OF THE CANTON CHRISTIAN COLLEGE

CHARTER

The College was incorporated under the University of the State of New York, in the United States of America, December 13, 1893. Its charter is given below. The corporate name was amended in 1903 to "*Trustees of the Canton Christian College*."*

University of the State of New York

CHARTER OF CHRISTIAN COLLEGE IN CHINA

WHEREAS, a petition for incorporation as an institution of the University has been duly received, and

WHEREAS, official inspection shows that suitable provision has been made for buildings, furniture, equipment, and for proper maintenance, and that all other prescribed requirements have been fully met,

THEREFORE, being satisfied that public interests will be promoted by such incorporation, the Regents by virtue of the authority conferred on them by law hereby incorporate Robert R. Booth, F. F. Ellinwood, William A. Wheelock, Darwin R. James, E. M. Kingsley, A. P. Happer, William M. Paxton, Peter Carter, David Torrens, and their successors in office, under the corporate name of The trustees of the Christian College in China, with all powers, privileges and duties, and subject to all limitations and restrictions prescribed for such corporations by law or by the ordinances of the University of the State of New York. The first trustees of said corporation shall be the nine above-named incorporators.

IT IS ALSO PROVIDED that no degree shall be conferred by this college except on such conditions as are from time to time certified under seal of the University as being duly approved by the Regents.

This corporation shall be located at Canton, China.
IN WITNESS WHEREOF the Regents grant this charter, No. 766 under the seal of the University, at the capitol in Albany, Dec. 13, 1893.

(Signed) ANSON JUDD UPSON, *Chancellor*
(SEAL) MELVIL DEWEY, *Secretary*

AMENDMENT TO CHARTER—CHANGING NAME

University of the State of New York

Amendment to charter of

The Trustees of the Christian College in China

Having received a petition made in conformity to law and being satisfied that public interests will be promoted by such action the Regents by virtue of the authority conferred on them hereby amend the charter of The Trustees of the Christian College in China by changing the name to

Trustees of the Canton Christian College

IN WITNESS WHEREOF the Regents grant this amendment to charter no. 1570 under seal of the University at the capitol in Albany, May 21, 1903.

(Signed) WM. CROSWELL DOANE, *Chancellor*
(SEAL) JAMES RUSSELL PARSONS, JR., *Secretary*

*Requests should be made out in the name of "*Trustees of the Canton Christian College*."

UNIVERSITY OF THE STATE OF NEW YORK

[Board of Regents]

EDUCATION LAW, ARTICLE 3

Amended to July 1, 1923

§ 40 CORPORATE NAME AND OBJECTS. The corporation created in the year seventeen hundred and eighty-four under the name of the "Regents of the University of the State of New York," is hereby continued under the name of the "University of the State of New York." Its objects shall be to encourage and promote education, to visit and inspect its several institutions and departments, to distribute to or expend or administer for them such property and funds as the state may appropriate therefor or as the university may own or hold in trust or otherwise, and to perform such other duties as may be intrusted to it. The said corporation shall have power to take, hold and administer real and personal property and the income thereof in trust for any educational, scientific, historical or other purpose within the jurisdiction of the regents of the university of the state of New York.

§ 41 REGENTS. The University shall be governed and all its corporate powers exercised by a Board of Regents whose members shall at all times be three more than the then existing judicial districts of the State. * * * *There shall be no "ex officio" members of the Board of Regents.* No person shall be at the same time a Regent of the University and a trustee, president, principal or any other officer of an institution belonging to the University.

§ 42 OFFICERS. The elective officers of the University shall be a *Chancellor* and a *Vice-Chancellor* who shall serve without salary, and such other officers as are deemed necessary by the Regents, all of whom shall be chosen by ballot by the Regents and shall hold office during their pleasure; but no election, removal or change of salary of an elective officer shall be made by less

than six votes in favor thereof. Each Regent and each elective officer shall, before entering on his duties, take and file with the Secretary of State the oath of office required of state officers.

The Chancellor shall preside at all convocations and at all meetings of the Regents, and confer all degrees which they shall authorize. In his absence or inability to act, the Vice-Chancellor, or if he be also absent, the senior Regent present shall perform all the duties and have all the powers of the Chancellor.

§ 43 MEETINGS AND ABSENCES. The Regents may provide for regular meetings, and the Chancellor, or the Commissioner of Education, or any five Regents, may at any time call a special meeting of the Board of Regents and fix the time and place therefor; and at least ten days' notice of every meeting shall be mailed to the usual address of each Regent. *If any Regent shall fail to attend three consecutive meetings*, without excuse accepted as satisfactory by the Regents, he may be deemed to have resigned and the Regents shall then report the vacancy to the Legislature, which shall fill it.

§ 44 QUORUM. Seven Regents attending shall be a quorum for the transaction of business.

§ 46 LEGISLATIVE POWER. Subject and in conformity to the constitution and laws of the State, the Regents shall exercise legislative functions concerning the educational system of the State, determine its educational policies, and except as to the judicial functions of the Commissioner of Education establish rules for carrying into effect the laws and policies of the State, relating to education, and the powers, duties and trusts conferred or charged upon the University. But no enactment of the Regents shall modify in any degree the freedom of the governing body of any seminary for the training of priests or clergymen to determine and regulate the entire course of religious, doctrinal or theological instruction to be given in such institution. No rule by which more than a majority vote shall be required for any specified action by the Regents shall be amended, suspended or repealed by a smaller vote than that required for action thereunder.

§ 47 GENERAL EXAMINATIONS, CREDENTIALS AND DEGREES. The Regents may confer by diploma under their seal such honorary degrees as they may deem proper, and may establish examinations as to attainments in learning, and may award and confer suitable

certificates, diplomas and degrees on persons who satisfactorily meet the requirements prescribed.

§ 48 ACADEMIC EXAMINATIONS. The Regents shall establish in the secondary institutions of the University, examinations in studies furnishing a suitable standard of graduation therefrom and of admission to colleges, and certificates or diplomas shall be conferred by the Regents on students who satisfactorily pass such examinations.

§ 49 ADMISSION AND FEES. Any person shall be admitted to these examinations who shall conform to the rules and pay the fees prescribed by the Regents.

§ 50 REGISTRATIONS. The Regents may register domestic and foreign institutions in terms of New York standards, and fix the value of degrees, diplomas and certificates issued by institutions of other states or countries and presented for entrance to schools, colleges and the professions in this State.

§ 51 SUPERVISION OF PROFESSIONS. *Conformably to law the Regents may supervise the entrance regulations to and the licensing under and the practicing of the professions of medicine, dentistry, veterinary medicine, pharmacy, optometry and chiropody, and also supervise the certification of nurses, public accountants, certified shorthand reporters, architects, and members of any other profession which may hereafter come under the supervision of the Board of Regents.*

And the Regents shall have further power to indorse a license issued by a legally constituted board of examiners in any other state upon satisfactory evidence that the requirements for the issuance of such license were substantially the equivalent of the requirements in force in this State when such license was issued, and that the applicant has been in the lawful and reputable practice of his profession for a period of not less than five years prior to his making application for such indorsement. When the evidence presented is not satisfyingly sufficient to warrant the indorsement of such license, the Board of Regents may require that the candidate for indorsement shall pass such subjects of the licensing examination specified by statute or Regents' rule as should be required of the candidate to establish his worthiness to receive such indorsement. [Amended by L. 1917, ch. 357, in effect May 4, 1917.]

§ 57 INSTITUTIONS IN THE UNIVERSITY. The institutions of the University shall include all secondary and higher educational institutions which are now or may hereafter be incorporated in this State, and such other libraries, museums, institutions, schools, organizations and agencies for education as may be admitted to or incorporated by the University. The Regents may exclude from such membership any institution failing to comply with law or with any rule of the University.

§ 58 VISITATION AND REPORTS. The Regents, or the Commissioner of Education, or their representatives, may visit, examine into and inspect, any institution in the University and any school or institution under the educational supervision of the State, and may require, as often as desired, duly verified reports therefrom giving such information and in such form as the Regents or the Commissioner of Education shall prescribe. For refusal or continued neglect on the part of any institution in the University to make any report required, or for violation of any law or any rule of the University, the Regents may suspend the charter or any of the rights and privileges of such institution.

§ 59 CHARTERS. Under such name, with such number of trustees or other managers, and with such powers, privileges and duties, and subject to such limitations and restrictions in all respects as the Regents may prescribe in conformity to law, they may, by an instrument under their seal and recorded in their office, incorporate any university, college, academy, library, museum, or other institution or association for the promotion of science, literature, art, history or other department of knowledge, or of education in any way, associations of teachers, students, graduates of educational institutions, and other associations whose approved purposes are, in whole or in part, of educational or cultural value deemed worthy of recognition and encouragement by the University. *No institution or association which might be incorporated by the Regents under this chapter shall, without their consent, be incorporated under any other general law.*

§ 61 CONDITIONS OF INCORPORATION. No institution shall be given power to confer degrees in this State unless it shall have resources of at least five hundred thousand dollars; and no institution for higher education shall be incorporated without suitable provision, approved by the Regents, for educational equipment and

proper maintenance. No institution shall institute or have any faculty or department of education in any place or be given power to confer any degree not specifically authorized by its charter; and no corporation shall, under authority of any general act, extend its business to include establishing or carrying on any educational institution or work, without the consent of the Board of Regents.

§ 62 CHANGE OF NAME OR CHARTER. 1. The Regents may, at any time, for sufficient cause by an instrument under their seal and recorded in their office, change the name, or alter, suspend or revoke the charter or incorporation of any institution which they might incorporate under section 59, if subject to their visitation or chartered or incorporated by the Regents or under a general law; provided that, unless on unanimous request of the trustees of the institution, no name shall be changed and no charter shall be altered, nor shall any rights or privileges thereunder be suspended or repealed by the Regents, till they have mailed to the usual address of every trustee of the institution concerned at least thirty days' notice of a hearing when any objections to the proposed change will be considered, and till ordered by a vote at a meeting of the Regents for which the notices have specified that action is to be taken on the proposed change.

2. Any notice to a trustee whose address is not readily ascertainable, may be mailed to him in care of the institution.

§ 66 PROHIBITIONS. 1. *No individual, association or corporation not holding university or college degree-conferring powers by special charter from the Legislature of this State, or from the Regents, shall confer any degrees, or transact business under or in any way assume the name university or college, till written permission to use such name shall have been granted by the Regents under their seal.*

2. No person shall buy, sell or fraudulently or illegally make or alter, give, issue or obtain any diploma, certificate or other instrument purporting to confer any literary, scientific, professional or other degree, or to constitute any license, or to certify to the completion in whole or in part of any course of study in any university, college, academy or other educational institution.

3. *No diploma or degree shall be conferred in this State except*

by a regularly organized institution of learning meeting all requirements of law and of the University, nor shall any person with intent to deceive, falsely represent himself to have received any such degree or credential, nor shall any person append to his name any letters in the same form registered by the Regents as entitled to the protection accorded to university degrees, unless he shall have received from a duly authorized institution the degree or certificate for which the letters are registered. Counterfeiting or falsely or without authority making or altering in a material respect any such credential issued under seal shall be a felony; any other violation of this section shall be a misdemeanor; and any person who aids or abets another, or advertises or offers himself to violate the provisions of this section, shall be liable to the same penalties.

§ 68 POWERS OF TRUSTEES OF INSTITUTIONS. The trustees of every corporation created by the Regents, unless otherwise provided by law or by its charter, may:

1 *Number and quorum.* Fix the term of office and number of trustees, which shall not exceed twenty-five, nor be less than five. If any institution has more than five trustees, the body that elects, by a two-thirds vote after notice of the proposed action in the call for a meeting, may reduce the number to not less than five by abolishing the office of any trustee which is vacant and filing in the Regents office a certified copy of the action. A majority of the whole number shall be a quorum.

2 *Executive Committee.* Elect an executive committee of not less than five, who, in intervals between meetings of the trustees, may transact such business of the corporation as the trustees may authorize, except to grant degrees or to make removals from office.

3 *Meetings and Seniority.* Meet on their own adjournment or when required by their by-laws, and as often as they shall be summoned by their chairman, or in his absence by the senior trustee, on written request of three trustees. Seniority shall be according to the order in which the trustees are named in the charter or subsequently elected. Notice of the time and place of every meeting shall be mailed not less than five nor more than ten days before the meeting to the usual address of every trustee.

4 *Vacancies and Elections; removals by Board of Regents.* Fill any vacancy occurring in the office of any trustee by electing

another for the unexpired term. The office of any trustee shall become vacant on his death, resignation, refusal to act, removal from office, expiration of his term, or any other cause specified in the charter. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned, and the vacancy shall be filled. Any vacancy in the office of trustee continuing for more than one year, or any vacancy reducing the number of trustees to less than two-thirds of the full number may be filled by the Regents. The Regents may remove any trustee of a corporation created by them for misconduct, incapacity, neglect of duty, or where it appears to the satisfaction of the regents that the corporation has failed or refuses to carry into effect its educational purposes. A hearing in the proceeding for the removal of such trustees shall be had before the Board of Regents or a committee thereof and the trustees shall be given at least ten days' notice of the time and place of such hearing. In case of removal the Regents may appoint successors to the Trustees so removed. The provisions of this section as to removal and filling of vacancies in Trustees shall not apply to corporations now or hereafter established and maintained by a religious denomination, order or sect. No person shall be ineligible as a Trustee by reason of sex. [Subdivision 4 amended by L. 1920, ch. 745, in effect May 12, 1920.]

5. *Property holding.* Take and hold by gift, grant, devise or bequest in their own right or in trust for any purpose comprised in the objects of the corporation, such additional real and personal property, beyond such as shall be authorized by their charter or by special or general statute, as the Regents shall authorize within one year after the delivery of the instrument or probate of the will, giving, granting, devising or bequeathing such property, and such authority given by the Regents shall make any such gift, grant, devise or bequest operative and valid in law. Any grant, devise or bequest shall be equally valid whether made in the corporate name or to the trustees of a corporation, and powers given to the trustees shall be powers of the corporation.

6 *Control of Property.* Buy, sell, mortgage, let and otherwise use and dispose of its property as they shall deem for the best interests of the institution; and also to lend or deposit, or to

receive as a gift, or on loan or deposit, literary, scientific or other articles, collections, or property pertaining to their work; and such gifts, loans or deposits may be made to or with the University or any of its institutions by any person, or by legal vote of any board of trustees, corporation, association, or school district, and any such transfer of property, if approved by the Regents, shall during its continuance, transfer responsibility therefor to the institution receiving it, which shall also be entitled to receive any money, books or other property from the State or other sources to which said corporation, association or district would have been entitled but for such transfer.

7 *Officers and Employees.* Appoint and fix the salaries of such officers and employees as they shall deem necessary who, unless employed under special contract, shall hold their offices during the pleasure of the trustees; but *no trustee shall receive compensation as such. The president or chief executive officer of an association library corporation shall be elected by the trustees from their own number and shall be the chairman of the board.*

8 *Removals and Suspensions.* Remove or suspend from office by vote of a majority of the entire board any trustee, officer or employee engaged under special contract, on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided, that at least one week's previous notice of the proposed action shall have been given to the accused and to each trustee.

9 *Degrees and Credentials.* Grant such degrees and honors as are specially authorized by their charter, and in testimony thereof give suitable certificates and diplomas under their seal; and every certificate and diploma so granted shall entitle the conferee to all privileges and immunities which by usage or statute are allowed for similar diplomas of corresponding grade granted by any institution of learning.

10 *Rules.* Make all by-laws and rules necessary and proper for the purposes of the institution and not inconsistent with law or any rule of the University; but no rule by which more than a majority vote shall be required for any specified action by the trustees shall be amended, suspended or repealed by a smaller vote than that required for action thereunder.

STATUTES OF THE CANTON CHRISTIAN COLLEGE

ARTICLE I

THE PURPOSE

The purpose of the Trustees is to establish at Canton, China, under Christian auspices, an educational institution of the highest standards.

ARTICLE II

THE CORPORATION—DECLARATION OF TRUST

"The Trustees of the Canton Christian College" were incorporated December 13, 1893, by the Regents of the "University of the State of New York" as the "Trustees of the Christian College in China," "an institution of the University": thus the Constitution of the corporation is the "Education Law" of the State of New York. A supplementary charter changing the name was granted in 1903.

Acting under their Charter from the University of the State of New York, the Trustees of the Canton Christian College control the funds and properties of the College, including monies, bank accounts, accounts receivable, securities, land, buildings and equipment, all of which are held by them in trust for the general purposes of the College or for the education of the Chinese.

Gifts received by the Trustees for the use of the College, unless otherwise designated by the giver, and receipts from rents, tuitions, and other fees, are invested or otherwise used by the Trustees at their discretion in connection with the work of the College.

The signatures of two officers of the corporation are requisite for the execution of any legal document relating to the College.

The Trustees appoint the officers and the faculty of the College, and the faculty Council of the College; and make or approve the rules governing the administration and policy of the institution.

The office of the Board of Trustees is located in the City of New York.

ARTICLE III

THE TRUSTEES

The board of the Trustees of the Canton Christian College shall consist of not less than seven nor more than fifteen members. The President of the College when in America, shall be ex-officio a member of the board. All vacancies in the board may be filled by the Trustees either at the annual meeting or at a special meeting called for the purpose, the election being by ballot. [No person shall be ineligible as a Trustee by reason of sex. If any Trustee shall fail to attend three regular consecutive meetings without a written excuse, accepted as satisfactory by the Trustees, he shall be deemed to have resigned, and the vacancy shall be filled. Any vacancy in the office of Trustee continuing for more than a year, or any vacancy reducing the number of Trustees to less than two-thirds of the full number may be filled by the Regents of the University of the State of New York. (Education Law.)]

TRUSTEES' MEETINGS

The Trustees shall hold two stated meetings each year; one in the Spring and the other in the Autumn; the annual meeting for the election of officers shall be held

in April or May as arranged by the secretary in correspondence with the members in order to assure the largest possible attendance. The annual meeting may be adjourned to a future date if there are five members present; otherwise, lacking a quorum, the secretary shall proceed as before to arrange for another date by correspondence. The autumn stated meeting, unless otherwise agreed to by a majority of the Trustees, shall be held on the first Friday after the first Monday in November. Special meetings may be called by the President, by a Vice-President or by the senior Trustee, on the written request of three Trustees. Notice of the time and place of every meeting shall be mailed to each Trustee not less than five nor more than ten days before the meeting.

A majority of the members shall constitute a quorum for the transaction of business at any stated or regularly called meeting of the Trustees.

OFFICERS OF THE TRUSTEES

The officers of the Trustees shall consist of a President, one or more Vice-Presidents, a Secretary, and a Treasurer. These officers shall perform the duties commonly attached to their respective positions. They shall be elected from among the Trustees by ballot at each annual meeting. The offices of Secretary and Treasurer may be held by one and the same Trustee. In the case of death, resignation, absence or disability of the Treasurer, the College seal may be affixed to such instruments as required its use by the Secretary, or such other person as may be designated for that purpose by the Board of Trustees or the Finance Committee.

TRUSTEES COMMITTEES

The following standing committees shall be elected at the annual meeting of the Trustees except as otherwise provided: An Executive Committee, a Committee on Education, a Finance Committee and a Committee on Buildings and Grounds. In case the Trustees do not elect such committees at any annual meeting, the existing committee shall continue until their successors are elected.

The Secretary of the Trustees and the President or a Vice-President of the College, when available, shall be *ex officio* members of each of the standing committees of the Trustees.

Each standing committee shall make a report at the annual meeting of the Trustees.

TRUSTEES EXECUTIVE COMMITTEE

The President or one of the Vice Presidents, the Secretary, the Treasurer, and two or more other Trustees designated by the board shall constitute an Executive Committee to dispose of all business not assigned to the other standing committees, except changes of policy, removals from office, or granting degrees.

The Executive Committee of the Trustees may employ an Assistant Secretary, who shall be subject to the direction of the said committee. The Assistant Secretary shall furnish the Secretary with the suggested or tentative dockets for board meetings and meetings of the Executive Committee; notify committees and officers of work assigned, and of work arising with which they are to deal, keeping a check upon all such work until a full report is returned; attend to the official correspondence, acting as a central bureau between the officers and committees of

the Trustees, the President of the College, and the Council; maintain files and indices of correspondence, minutes, records, photographs, printed matter, and similar material; and, in general, perform such duties as the Executive Committee or the Secretary may assign.

TRUSTEES FINANCE COMMITTEE

The Finance Committee shall be composed of at least five Trustees including the Treasurer and Secretary if those offices are filled, three of whom shall constitute a quorum.

The Finance Committee shall have charge of the funds and securities of the Corporation. It shall examine the securities of the Corporation at least once a year and report thereon to the Trustees.

The Finance Committee shall have power to authorize the execution, by the proper officers, of conveyances, releases and contracts, including acceptances of bequests and devices, which in its opinion require action before the next regular meeting of the Trustees.

The Finance Committee shall have full power to proceed by legal action in the collection of any principal or interest upon any debt to the corporation which may be overdue and unpaid.

The Finance Committee shall designate in what banks or trust companies the cash of the corporation shall be deposited and shall designate the person or persons to sign the cheques with or in the absence of the Treasurer.

The Finance Committee shall designate the safe deposit where the securities of the corporation are to be kept. Any two members of the Finance Committee certified to the Depository shall have admission to the deposit

vaults in the name of the Trustees, or a Trust Company may be designated as Custodian and the securities delivered upon the order of any two members of the Finance Committee.

Expenditures authorized by any other standing Committee shall not be made until the Finance Committee certify that there is money available for that purpose.

The Finance Committee shall within the limits of its authority pass upon all extra-budget items coming up for action between stated meetings of the Trustees.

It shall appoint and issue the regulations and instructions for the guidance of the Assistant Treasurer, Bursar and Business Manager or Controller regarding matters of a fiduciary and business order.

The Finance Committee shall appoint an auditor to audit the accounts once each year and report thereon to the Trustees.

In case the Trustees employ a Financial Agent or Financial Secretary he shall, under the direction of the Finance Committee, solicit funds and perform such other related duties as the Committee shall designate.

TRUSTEES BUILDINGS AND GROUNDS COMMITTEE

Two or more Trustees, elected by the Board, shall constitute a Committee on Buildings and Grounds and shall be charged with all routine administration connected with the design, location, construction and alteration of buildings and works, and the improvement of grounds, including the direct supervision of the work of the Architect in America.

TRUSTEES EDUCATION COMMITTEE

This Committee shall be charged with the general oversight of the educational work of the College and shall recommend suitable candidates for appointment to the faculties, the educational staff agreements, titles, and all matters of relationship between college staff members and the Trustees, excepting such as are otherwise appointed or employed by the Trustees through other standing or special committees.

ARTICLE IV

OFFICERS OF ADMINISTRATION

THE PRESIDENT OF THE COLLEGE

The President of the College shall have charge of the educational administration of the College and shall have general supervision of the work of the other officers of administration.

He shall report the condition and needs of the college to the Trustees annually or as occasion may require.

He shall give such directions and perform such acts as, in his judgment, shall promote the interests of the College, in accordance with the Charter, the Statutes and By-Laws, and the resolutions of the Trustees or the Council.

Excepting as otherwise provided, the officers of administration shall be appointed by the Trustees upon the recommendation of the President through their appropriate Committees, and, in case of the absence or disability of any officer of administration, the President, or in case of his absence the Executive Committee of the Council, shall appoint an acting officer.

The President shall upon his own initiative issue calls for meetings of the Council and its committees and shall preside at the same. His concurrence shall be necessary to the acts of the Council and of each faculty, unless, after his non-concurrence, the act or resolution shall be again passed by a vote of two-thirds of the acting body, either at the same or at its next succeeding meeting.

The President shall have power, on recommendation of the appropriate faculty, when the requirements have been satisfactorily fulfilled in accordance with the regulations of the Regents of the University of the State of New York and the acts or regulations of the Council, to grant certificates or diplomas setting forth the completion of specified subjects or courses.

ACTING PRESIDENT OF THE COLLEGE

In the absence or disability of the President, pending action by the Trustees, the President may appoint an Acting President. Upon his failure to appoint an Acting President a meeting of the Council shall be called by the Dean of the College of Arts and Sciences or by the Executive Committee at the College, and the Council shall elect an Acting President. The Acting President shall perform the duties and exercise the authority of the President, but shall cease to act in this capacity upon the return of the President to office.

VICE PRESIDENTS OF THE COLLEGE

One or more Vice Presidents may be appointed by the Trustees on the nomination of the President. They shall perform such acts as shall promote the interests of the institution in China, in America and elsewhere. They shall report to the President on matters of importance

relating to the College and may be assigned other duties by the President or Trustees.

EXECUTIVE SECRETARY

An Executive Secretary may be appointed by the President with the approval of the Trustees. He shall be *ex officio* the secretary of the Executive Committee and of the Council and of all the Council committees and shall keep in touch with the activities at the College and inform the President and Vice Presidents concerning all matters of importance. He shall prepare the dockets for their meetings and shall notify the persons concerned in the execution of the decisions and actions taken in said meetings. He shall assist the President and Vice Presidents in communicating with the officers and committees of administration to the end that the several departments of the institution may be coordinated. He shall under the general direction of the President have immediate charge of the President's office and of such related matters as the President may assign.

DEANS OF FACULTIES

The Dean of each faculty, subject to the direction of the President, shall have immediate charge of the educational administration of the work of the faculty to which he may be appointed, and he shall be the executive officer of that faculty and shall preside at its meetings. The concurrence of the Dean of any faculty shall be necessary to every act of that faculty, unless after his non-concurrence the act or resolution shall be again passed by a two-thirds vote of the entire faculty at the same or at the next succeeding meeting thereof.

The Dean of each faculty with the approval of the

Council shall assign their respective duties to the members of his staff. He shall see that the regulations and orders of the President and all legislative enactments pertaining to the faculty of which he is dean are properly observed and carried out. He shall report in writing to the President the conditions and needs of his faculty at the conclusion of each year and as occasion may require. He shall decide when any matter brought up in his faculty meeting should first be referred to the Executive Committee or Council of the faculties.

DEAN OF MEN AND DEAN OF WOMEN

a. The Dean of Men, under the direction of the President, shall act as registrar and director of admissions and maintain or supervise the maintenance of all scholastic and other records of all students of collegiate grade. He shall have general oversight of the men students and the housing and discipline of the same, and of all student organizations and activities not otherwise specifically assigned.

b. The Dean of Women, under the direction of the President, shall have general oversight of all women students, of their housing and discipline and shall act as general adviser to all women students, and have oversight of all student organizations and activities which are limited to women students.

The concurrence of both the Dean of Men and of the Dean of Women shall be necessary to every regulation or action relating to general discipline, unless after their nonconcurrence, the action or regulation shall be again passed by a vote of two-thirds of the entire faculty at the same or at the next succeeding meeting thereof.

SUPERVISOR OF SCHOOLS

Subject to the direction of the President and in accordance with the By-Laws of the Council and the entrance requirements of the Colleges, the Supervisor shall be responsible for the coordinating and standardizing of the work of the sub-collegiate schools. To this end he shall keep in close and direct touch with the classroom work, approve the textbooks, courses, hours of study, and general methods, and fix the graduation standards for each school. He shall also be responsible for the holding of meetings of the principals for the coordinating of the adjustable matters that concern more than one sub-collegiate school and require agreement among them. The Supervisor shall in general operate through or in consultation with the Principal of the school concerned. The Supervisor shall report to the Scholastic Committee of the Council concerning the standards of all branch schools and recognized or affiliated schools, and, in so far as in each case the Council has the power, supervise the scholastic work of the same.

PRINCIPAL OF SUB-COLLEGIATE SCHOOLS

The Principal of each school below College grade shall be appointed, on the nomination of the Supervisor of Schools, by a committee composed of the President, Vice Presidents, Executive Secretary and Supervisor of Schools. In the absence or disability of the Principal of any sub-collegiate school under the Supervisor he shall appoint an Acting Principal and report the same forthwith to the Executive Committee and to the Council.

The Principal of each sub-collegiate school shall have immediate charge of his school, subject to the direction

of the Supervisor of Schools. His concurrence shall be necessary to every action of his faculty unless after his non-concurrence, the resolution shall be again passed by a two-thirds vote of the entire faculty at the same or at the next meeting thereof. The Principal of each school shall assign to the members of his staff their respective duties subject to the approval of the Council.

It shall be the duty of the Principal of each school to enforce the rules and regulations respecting the school and to report in writing to the Supervisor, or, in case of his absence, to the President the condition and needs of the school as occasion may require and at the conclusion of each year.

THE CONTROLLER

The Controller, or Business Manager, shall be appointed by the Trustees upon the recommendation of the Finance Committee.

The Controller shall coöperate with the President of the College in the oversight and coördination of the business departments with the departments of instruction in order to provide economically the best facilities for the objects to be served.

He shall be *ex-officio* a member of the Council and of the following standing committees of the Council: Executive, Budget, Buildings and Grounds, College Businesses, and Medical Work and Health.

He shall have charge of all real estate and personal property belonging to or under the control of the corporation located in China, excepting the apparatus, specimens and collections belonging to the several departments of instruction.

He shall see that the financial statements of the College

are made clear and concise so money may not be borrowed from one account to pay another account, without definite authority, and that those concerned may be duly advised as to the present and near future financial requirements of the College, and that temporary investments of funds in Certificates of Deposit, etc., may be made with full information.

He shall be the Chairman and general director of the Committee on College Businesses.

THE BURSAR

a. The Bursar shall be appointed by the Finance Committee of the Trustees. In case of sudden disability or withdrawal a substitute may be appointed by the Executive Committee of the Council until the Finance Committee takes further action.

b. The Bursar shall receive and hold, or deposit in approved banks, all college moneys received in China or remitted by the Trustees. He shall issue the orders for all purchases made for the College for which he is responsible for the payments and on proper executive authorization pay all bills, salaries and other charges originating at the College in accordance with the regulations of the Trustees or Treasurer. The Bursar shall have charge of shipments, accounts, vouchers, etc., of all his transactions and furnish a monthly statement of his receipts and disbursements and state of the funds to the Executive Secretary at the College, to the President and to the Treasurer or Finance Committee of the Trustees. His signature shall be necessary on all contracts and documents of a financial nature in China made in the name of the College, and shall be attached when all requirements of the Statutes

and By-Laws and instructions of the Treasurer of the Finance Committee have been duly complied with.

c. The Bursar is responsible directly to the Trustees for the funds in his hands and it is his duty to see that all contracts, orders for goods, and orders to pay out money on College accounts are properly authorized by the Trustees, by the Council, or by the Executive officers, acting in accordance with the statutes, by-laws or resolutions of the Trustees. He must therefore make sure that no unauthorized payments are made and must hold up any contract, order or payment until he assures himself that it is properly authorized. In case the other members of the Budget Committee or Executive Committee questions the decision of the Bursar as to the authorization of any item, the other members by a unanimous recorded vote may decide the question as to the authorization, but may not force the immediate issuance of an order or the signing of contract or payment of money held by the Bursar for other purposes without first consulting the Trustees.

SUPERINTENDENT OF BUILDINGS AND GROUNDS

Subject to the direction of the Controller or in case of his absence, of the President, the Superintendent of Buildings and Grounds shall have charge of the buildings of the College, of its grounds, and of its movable property, of its general services and utilities, of all general and special labor not otherwise specifically assigned, and of such related matters as the President or the Executive Committee may direct.

RESIDENT ARCHITECT

Subject to the direction of the President or the Council's Committees it shall be the duty of the Resident Archi-

tect to perform such acts as may be designated by the Trustees' "Committee on Buildings and Grounds" in conformity with the regulations or instructions of said committee.

COLLEGE PHYSICIANS

It shall be the duty of the College Physician to care for the health of the staff, students and servants of the College, and conduct such other work as the Executive Committee or the Council may approve, under such regulations as may be adopted by the Trustees upon the recommendation of the Council.

He shall recommend to the Committee on Medical Work and Health such measures and rules as shall in his judgment best protect and promote the health of the College community. Whenever the Executive Committee on the recommendation of the Committee on Medical Work and Health shall declare a state of quarantine, the College Physician shall be authorized to enforce such quarantine measures as may be deemed necessary.

ARTICLE VI

THE COUNCIL

The Council shall consist of the President, the Vice Presidents, the Executive Secretary, the Controller or the Bursar, the Superintendent of Buildings and Grounds, the Deans of the several constituent faculties, the Supervisor of Schools, and the Dean of Men and Dean of Women, and additional members to be appointed by the Trustees as follows: One member from each constituent faculty of which the Professors and Associate Professors shall exceed eight in number and not more than five members at large.

The Council shall meet at least three times during the academic year. Special meetings may be held on the call of the President or upon the written request of any five members of the Council or of the faculty.

The Council shall:

1. Recommend to the Trustees the formation and discontinuance of schools or colleges or of departments in any school or college;

2. Determine, on the recommendation of the Dean of the Faculty of any College, the extent to which courses offered by other faculties shall be included in the program of studies of said College, and the conditions upon which such courses may be elected by candidates for a degree in that College;

3. Secure the correlation of courses offered by the several faculties and adjust all questions involving more than one faculty;

4. Assign to the members of the Faculties their respective duties;

5. Adopt regulations, subject to approval by the Trustees, providing for the proper execution of agreements that are now in existence or that may hereafter be made between the College and such other educational and missionary institutions as are now or may hereafter become affiliated with the College;

6. Be responsible, under instructions from the Trustees, for the official relations of the College to other religious or educational organizations in China and to foster friendly relations between the College and the public;

7. Supervise all publications issued by the College or bearing its name, except such as the Trustees may issue or sanction;

8. Fix all fees to be paid by the students in each school or college, and to award scholarships and prizes not already assigned to any school or college;

9. Determine the Academic calendar and special holidays and to have charge of the Closing Exercises and any other meetings of the institution as a whole;

10. Recommend to the Trustees the annual budget as a whole or in its major parts as presented by the Executive Committee with specific comments and recommendations as to order of preference;

11. Recommend to the Trustees, except as elsewhere provided for in these statutes, the purchase, alteration, or sale of property, and the development of the College buildings, equipment and grounds.

STANDING COMMITTEES OF THE COUNCIL

The Council shall in general act through the following standing committees: Executive, Budget, Scholastic, Buildings and Grounds, Business, Medical Work and Health.

THE EXECUTIVE COMMITTEE

a. The Executive Committee shall be composed of the President, Vice Presidents, Bursar, Executive Secretary and three additional members appointed by the Trustees.

b. The Executive Committee shall take up all matters requiring special action not otherwise assigned to officers or Committees. All officers and Chairmen of Committees may report *ad interim* to the Executive Committee through the Executive Secretary. It shall, within the limits of the budget or special instructions from the Trustees, fix all salaries not already fixed by the Trustees or defined in the Statutes. It shall have the direction

of the purchase of furniture and supplies and act upon all extra budget items which require appropriations by the Trustees. The Committee shall have charge of the College buildings and equipment and shall make all assignments of space direct through an individual or sub-committee.

THE BUDGET COMMITTEE

The Budget Committee shall consist of three members, including the Bursar or member nominated by the Bursar. It shall act as auditor or nominate or employ an auditor, follow up expenditures under the budget and see that the Executive Committee is duly informed as to over-expenditures and savings. It shall, with the aid of the Bursar, Dean or Department heads, collate the requisitions and formulate the annual budget and report thereon to the Executive Committee which shall report to the Council and Trustees.

THE SCHOLASTIC COMMITTEE

The Scholastic Committee shall be composed of the acting President, Deans of the faculties, Supervisor of Schools and the Executive Secretary. It shall arrange the assignment of staff members to their several faculties; shall secure the correlation of courses, make regulations for students who take courses in more than one school, recommend to the Council articles of affiliations with other institutions, provide for the execution of these agreements, when made by the Council and approved by the Trustees, fix the academic calendar, arrange the order of exercises at all meetings of the institution as a whole, and act upon all scholastic matters not otherwise arranged for.

THE COMMITTEE ON BUILDINGS AND GROUNDS

1. The Committee on Buildings and Grounds shall consist of the President, Vice Presidents, Superintendent of Buildings and Grounds, Resident Architect, and Executive Secretary. This Committee shall act in accordance with the instructions of the Trustees' Committee on Buildings and Grounds. This Committee shall approve all plans for general utilities such as road, telephone, water supply and drainage and sewerage systems, light and power distribution. It shall, in association with the General Director of Agricultural Work or his representative, approve all plans for grading and planting and shall through the Superintendent of Buildings and Grounds, make necessary arrangements for the execution of the same whenever the necessary funds are in hand.

2. The Committee on Buildings and Grounds shall, through the Resident Architect, prepare for presentation to the Council the preliminary sketches for proposed buildings or improvements in consultation with the heads of the departments who will use the same; and they shall, after receiving authorization from the Trustees' Committee on Buildings and Grounds, prepare through the Resident Architect the final working drawings, from which, after formal approval by the Council, no deviation shall be allowed without the consent of this committee.

3. The Superintendent of Buildings and Grounds shall prepare annually and from time to time a schedule of the major necessary repairs and shall submit the same to the Committee on Buildings and Grounds for their approval, both in connection with the formation of the annual budget and also when the work on any major item is about to be begun.

THE COMMITTEE ON MEDICAL WORK AND HEALTH

The Committee on Medical Work and Health shall be composed of the College Physician, the President, the Executive Secretary and the Controller or Bursar and may coöpt two other members of the Council for emergencies or the consideration of larger questions of policy.

COMMITTEE ON COLLEGE BUSINESSES

The Committee on College Businesses shall be composed of two appointed members with the Controller or the Bursar, and shall have the oversight of the College Bookstore, College Press and other business problems carried on by the College assigned to them by the Council.

Special Committees may be appointed by the Council and the Council may from time to time adopt such by-laws and orders of procedure as it desires, subject to revision by the Trustees.

ARTICLE VI

THE FACULTIES OF THE COLLEGE

1. The members of the faculties of the Colleges shall be appointed in accordance with lists of needs presented by the Council and their titles and salaries shall be determined by the Trustees on the recommendation of the President, after the approval of the Committee on Education. Members of the faculties engaged locally shall be appointed and their titles fixed on the recommendation of the appropriate Dean, and their salaries shall be determined, within the limits of the Budget, by an Appointment Committee, consisting of the President, Vice Presidents, Executive Secretary and the Dean concerned. The Dean concerned shall convene the Committee. All changes in

titles shall be dealt with by the same Committee. No member of any faculty shall be eligible for reappointment to a particular faculty without the approval of the Dean of that faculty.

2. The faculty of each College shall consist of the Dean, the professors, associate professors, assistant professors and instructors designated by the Trustees for the particular College or assigned thereto by the Appointment Committee. (Instructors shall not have a vote until after six months residence at the College.)

3. Each College Faculty shall for its respective College: (a) determine the requirements of admission, the program of studies, the conditions upon which certificates or diplomas shall be granted, and the conditions of graduation; (b) establish regulations for ascertaining the proficiency of students, for the assignment of honors, and for the awarding of prizes and scholarships designated for their College; (c) prepare and publish from time to time a statement of the program of studies, specifying the studies to be pursued in each year; (d) make regulations concerning the discipline and care of their students, subject to such regulations concerning dormitories, dining rooms, and grounds as may be otherwise enacted; (e) adopt such regulations for their own proceedings, and for the better government of their Colleges, in accordance with the Statutes and regulations of the Trustees and Council.

4. Each faculty shall elect annually a faculty secretary who shall keep minutes of its proceedings. Copies of the minutes shall be furnished the Dean, the President, and the Secretary of the Education Committee of the Trustees.

ARTICLE VII

SUB-COLLEGIATE SCHOOLS

1. The members of the faculties of the sub-collegiate schools engaged by the Trustees shall be appointed and their salaries fixed in the same manner as members of College faculties. Staff members engaged locally shall be appointed on the recommendation of the Principal of the school concerned with the approval of the Supervisor of Schools, and their salaries shall be fixed within the limits of the budget by an Appointment Committee consisting of the President, Vice Presidents, Executive Secretary, Supervisor of Schools, and the Principal concerned.

2. The faculties of the sub-collegiate schools shall consist of the Principal who shall preside, the Supervisor of Schools, and the faculty members assigned to that particular school.

3. Each faculty shall meet at the call of its Principal for the consideration with the Principal or the Supervisor of such matters as either of them may present concerning the conduct of the school. Each faculty may make recommendations on any subject it wishes to the Principal, the Supervisor or the Executive Committee or Council. Each faculty may reward with honors and prizes the students who in its judgment make the best progress and give proper rank to students who may be eligible for Scholarship Aid. Each faculty, with the concurrence of its Principal or the Supervisor of Schools or President, shall have power to suspend or expel a student and to recommend to the Principal any other type of discipline, promotion or demotion.

ARTICLE VIII

AMENDMENTS

These Statutes may be amended by a vote of a majority of the whole number of Trustees at any annual meeting or at any called meeting of the Trustees, due notice having been given and the proposed changes recited.

ARTICLE IX

ADVISERS

The Trustees shall from time to time as they deem expedient associate with themselves as Advisers such persons as they may elect to assist them and the Council in determining matters of general policy. These Advisers shall not be required to attend meetings or be burdened with work which they may not voluntarily assume.

ARTICLE X

THE GENERAL ASSOCIATION

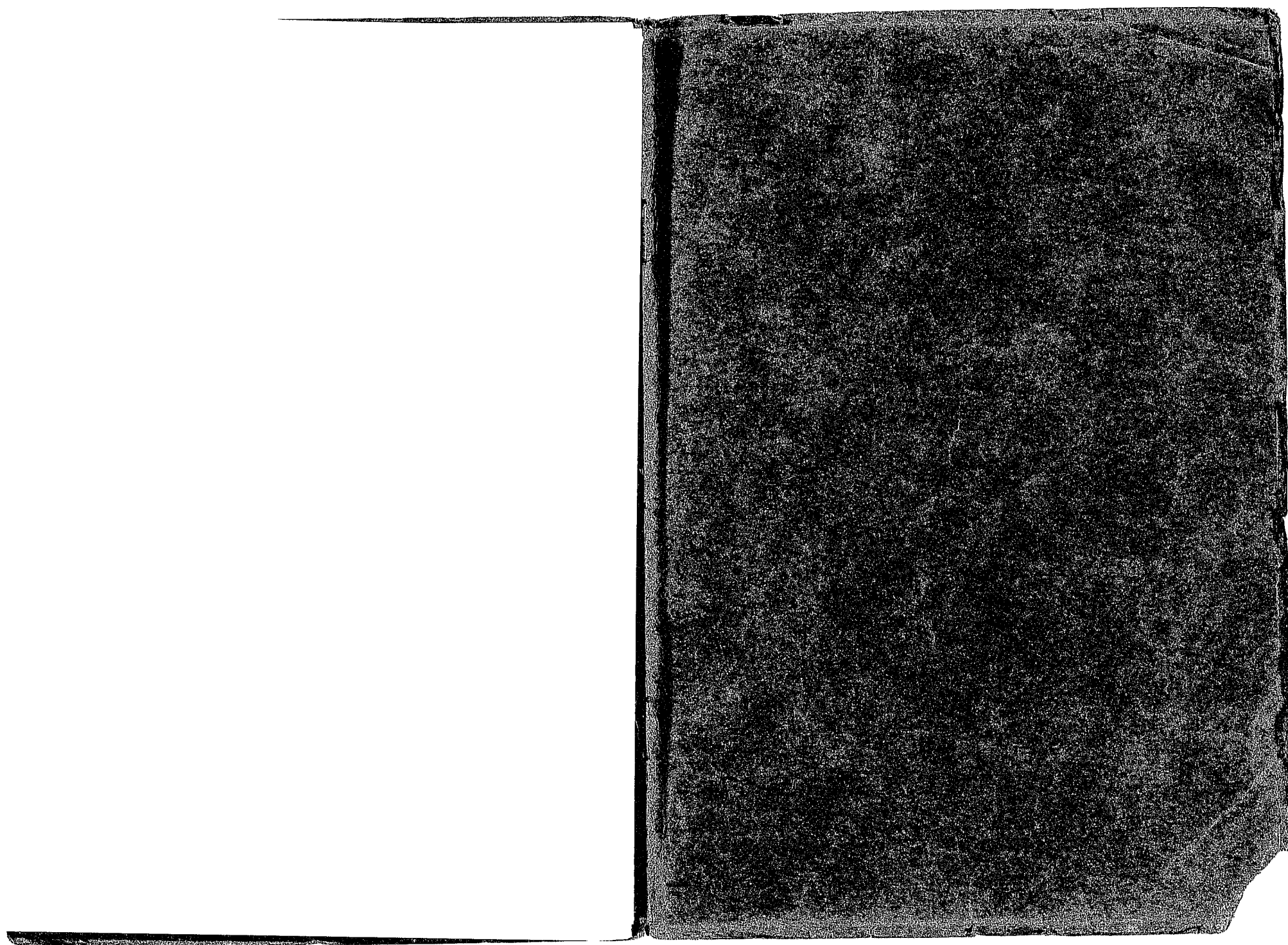
The General Association of the Canton Christian College is constituted in order that the friends and supporters of the College may consolidate their interest, have a recognized relationship to the College, and be in position to enlist others in its behalf. It consists of members who contribute to the support or endowment of the College and of life members elected by the Trustees. Its Committees of general cultivation will be appointed by the Trustees.

Local chapters of the Association for the purpose of holding parlor meetings and bringing the friends of the College together, may be formed as found expedient.

The General Association represents an effort to found in China a system of Christian schools from the kindergarten to the university with a sufficient number of trained Christian teachers to insure individual attention in and out of the class-room. It stands for the highest standards of educational efficiency and the development of Christian manhood. It seeks to provide such

academic and technical courses as will best serve the interests of the people of China, and to co-operate with the government where practicable to this end. It aims to fit the higher training to the individual aptitudes and capacities of the students in order that their education may be directed to skilled service in the department of work which they may be called upon to enter. In the attainment of these aims, the policy of the College to use qualified teachers, preachers, lecturers, and to conduct such conferences and summer schools as make it an intellectual and spiritual center, has been fully approved, and has made its work one of world-wide interest.

Those who become members of the General Association can render a real service to the work of the College, quite apart from what they may feel free to contribute directly towards its financial support. Their interest and faith in the College will be of the highest value. Their thought for its welfare cannot but express itself in some form, and must have the dynamic of the sunbeam when it warms up the earth. Life will beget life; interest, interest; each after its own kind. It is impossible that many or few or even one person should long bear the burden of a work like this daily on their hearts and nothing come of it. They can arouse interest which will sustain the courage of those who have put their lives into the work as well as enlist those who furnish the means. In entering themselves as members they show their approval of the aim and policy of the Trustees and Faculty as above stated and put themselves in a position to be kept informed of the progress of the College.

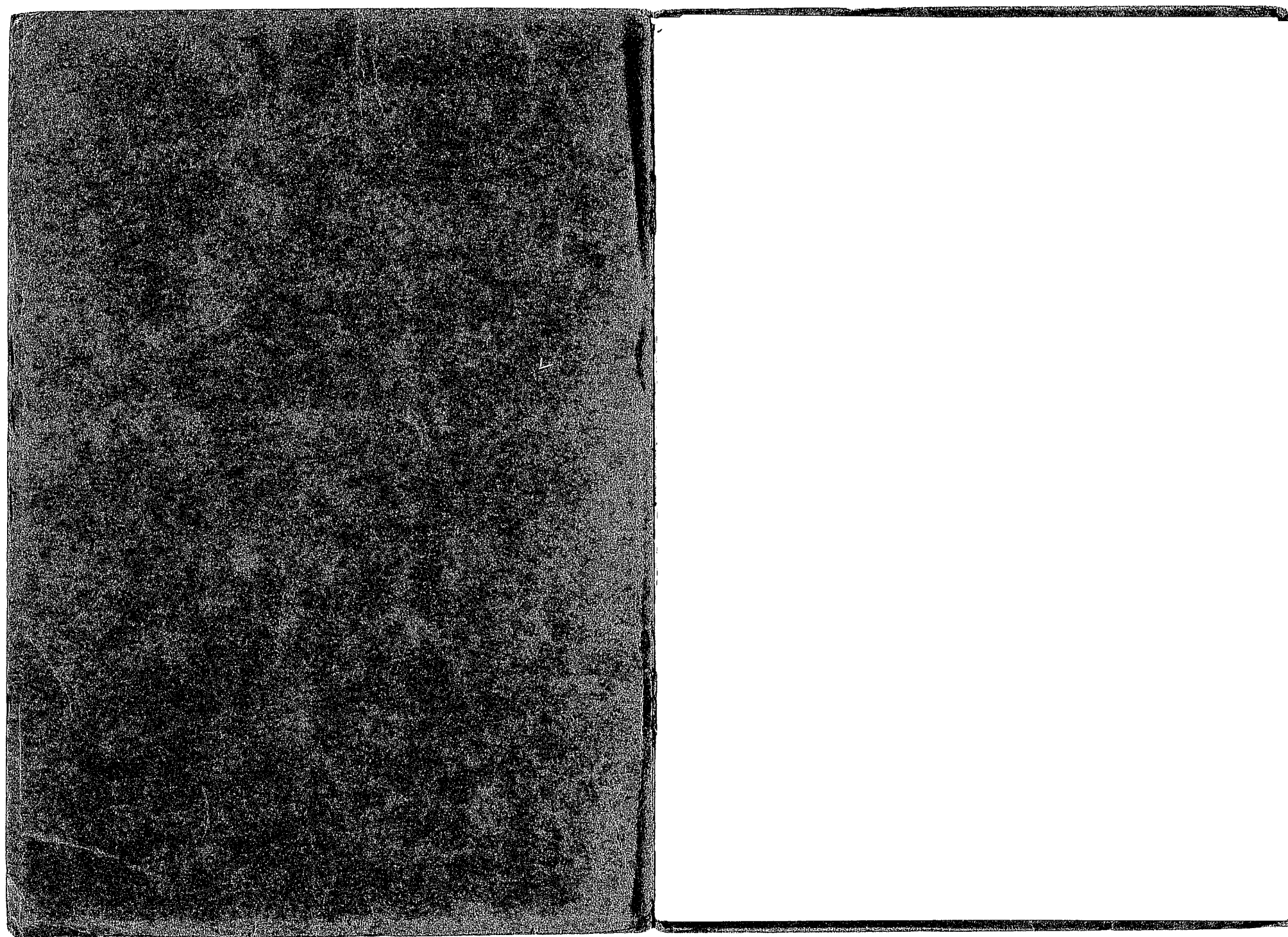


CANTON CHRISTIAN COLLEGE

STATUTES

REVISION UNDER CONSIDERATION

1925



CANTON CHRISTIAN COLLEGE
STATUTES

REVISION UNDER CONSIDERATION

1925

CANTON, CHINA

This printing is made in order that the Trustees, Executive Officers, members of the Staff Council and others whose advice may be sought upon specific points or who are particularly concerned in the method and procedure in the administration of the College may each have a copy in their hands for study and suggestions.

With the exception of the fuller development of the functions of the Trustees, Committees and a few additions the Statutes as thus revised are virtually those recommended by the Council to the Trustees in 1922.

JANUARY 1, 1925

TRUSTEES OF THE CANTON CHRISTIAN COLLEGE
18 EAST 41st STREET
NEW YORK

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TRUSTEES OF THE CANTON CHRISTIAN COLLEGE

CHARTER

The College was incorporated under the University of the State of New York, in the United States of America, December 13, 1893. Its charter is given below. The corporate name was amended in 1903 to "*Trustees of the Canton Christian College*."*

University of the State of New York

CHARTER OF CHRISTIAN COLLEGE IN CHINA

WHEREAS, a petition for incorporation as an institution of the University has been duly received, and

WHEREAS, official inspection shows that suitable provision has been made for buildings, furniture, equipment, and for proper maintenance, and that all other prescribed requirements have been fully met,

THEREFORE, being satisfied that public interests will be promoted by such incorporation, the Regents by virtue of the authority conferred on them by law hereby incorporate Robert R. Booth, F. F. Ellinwood, William A. Wheelock, Darwin R. James, E. M. Kingsley, A. P. Happer, William M. Paxton, Peter Carter, David Torrens, and their successors in office, under the corporate name of The trustees of the Christian College in China, with all powers, privileges and duties, and subject to all limitations and restrictions prescribed for such corporations by law or by the ordinances of the University of the State of New York. The first trustees of said corporation shall be the nine above-named incorporators.

IT IS ALSO PROVIDED that no degree shall be conferred by this college except on such conditions as are from time to time certified under seal of the University as being duly approved by the Regents.

This corporation shall be located at Canton, China.

IN WITNESS WHEREOF the Regents grant this charter, No. 766 under the seal of the University, at the capitol in Albany, Dec. 13, 1893.

(Signed) ANSON JUDD UPSON, *Chancellor*
MELVIL DEWEY, *Secretary*

(SEAL)

AMENDMENT TO CHARTER—CHANGING NAME

University of the State of New York

Amendment to charter of

The Trustees of the Christian College in China

Having received a petition made in conformity to law and being satisfied that public interests will be promoted by such action the Regents by virtue of the authority conferred on them hereby amend the charter of The Trustees of the Christian College in China by changing the name to

Trustees of the Canton Christian College

IN WITNESS WHEREOF the Regents grant this amendment to charter no. 1570 under seal of the University at the capitol in Albany, May 21, 1903.

(Signed) WM. CROSWELL DOANE, *Chancellor*
JAMES RUSSELL PARSONS, JR., *Secretary*

(SEAL)

*Requests should be made out in the name of "*Trustees of the Canton Christian College*."

UNIVERSITY OF THE STATE OF
NEW YORK

[Board of Regents]

EDUCATION LAW, ARTICLE 3

Amended to July 1, 1923

§ 40 CORPORATE NAME AND OBJECTS. The corporation created in the year seventeen hundred and eighty-four under the name of the "Regents of the University of the State of New York," is hereby continued under the name of the "University of the State of New York." Its objects shall be to encourage and promote education, to visit and inspect its several institutions and departments, to distribute to or expend or administer for them such property and funds as the state may appropriate therefor or as the university may own or hold in trust or otherwise, and to perform such other duties as may be intrusted to it. The said corporation shall have power to take, hold and administer real and personal property and the income thereof in trust for any educational, scientific, historical or other purpose within the jurisdiction of the regents of the university of the state of New York.

§ 41 REGENTS. The University shall be governed and all its corporate powers exercised by a Board of Regents whose members shall at all times be three more than the then existing judicial districts of the State. * * * *There shall be no "ex officio" members of the Board of Regents.* No person shall be at the same time a Regent of the University and a trustee, president, principal or any other officer of an institution belonging to the University.

§ 42 OFFICERS. The elective officers of the University shall be a *Chancellor and a Vice-Chancellor* who shall serve without salary, and such other officers as are deemed necessary by the Regents, all of whom shall be chosen by ballot by the Regents and shall hold office during their pleasure; but no election, removal or change of salary of an elective officer shall be made by less

than six votes in favor thereof. Each Regent and each elective officer shall, before entering on his duties, take and file with the Secretary of State the oath of office required of state officers.

The Chancellor shall preside at all convocations and at all meetings of the Regents, and confer all degrees which they shall authorize. In his absence or inability to act, the Vice-Chancellor, or if he be also absent, the senior Regent present shall perform all the duties and have all the powers of the Chancellor.

§ 43 MEETINGS AND ABSENCES. The Regents may provide for regular meetings, and the Chancellor, or the Commissioner of Education, or any five Regents, may at any time call a special meeting of the Board of Regents and fix the time and place therefor; and at least ten days' notice of every meeting shall be mailed to the usual address of each Regent. *If any Regent shall fail to attend three consecutive meetings*, without excuse accepted as satisfactory by the Regents, he may be deemed to have resigned and the Regents shall then report the vacancy to the Legislature, which shall fill it.

§ 44 QUORUM. Seven Regents attending shall be a quorum for the transaction of business.

§ 46 LEGISLATIVE POWER. Subject and in conformity to the constitution and laws of the State, the Regents shall exercise legislative functions concerning the educational system of the State, determine its educational policies, and except as to the judicial functions of the Commissioner of Education establish rules for carrying into effect the laws and policies of the State, relating to education, and the powers, duties and trusts conferred or charged upon the University. But no enactment of the Regents shall modify in any degree the freedom of the governing body of any seminary for the training of priests or clergymen to determine and regulate the entire course of religious, doctrinal or theological instruction to be given in such institution. No rule by which more than a majority vote shall be required for any specified action by the Regents shall be amended, suspended or repealed by a smaller vote than that required for action thereunder.

§ 47 GENERAL EXAMINATIONS, CREDENTIALS AND DEGREES. The Regents may confer by diploma under their seal such honorary degrees as they may deem proper, and may establish examinations as to attainments in learning, and may award and confer suitable

certificates, diplomas and degrees on persons who satisfactorily meet the requirements prescribed.

§ 48 ACADEMIC EXAMINATIONS. The Regents shall establish in the secondary institutions of the University, examinations in studies furnishing a suitable standard of graduation therefrom and of admission to colleges, and certificates or diplomas shall be conferred by the Regents on students who satisfactorily pass such examinations.

§ 49 ADMISSION AND FEES. Any person shall be admitted to these examinations who shall conform to the rules and pay the fees prescribed by the Regents.

§ 50 REGISTRATIONS. The Regents may register domestic and foreign institutions in terms of New York standards, and fix the value of degrees, diplomas and certificates issued by institutions of other states or countries and presented for entrance to schools, colleges and the professions in this State.

§ 51 SUPERVISION OF PROFESSIONS. *Conformably to law the Regents may supervise the entrance regulations to and the licensing under and the practicing of the professions of medicine, dentistry, veterinary medicine, pharmacy, optometry and chiropody, and also supervise the certification of nurses, public accountants, certified shorthand reporters, architects, and members of any other profession which may hereafter come under the supervision of the Board of Regents.*

And the Regents shall have further power to indorse a license issued by a legally constituted board of examiners in any other state upon satisfactory evidence that the requirements for the issuance of such license were substantially the equivalent of the requirements in force in this State when such license was issued, and that the applicant has been in the lawful and reputable practice of his profession for a period of not less than five years prior to his making application for such indorsement. When the evidence presented is not satisfyingly sufficient to warrant the indorsement of such license, the Board of Regents may require that the candidate for indorsement shall pass such subjects of the licensing examination specified by statute or Regents' rule as should be required of the candidate to establish his worthiness to receive such indorsement. [Amended by L. 1917, ch. 357, in effect May 4, 1917.]

§ 57 INSTITUTIONS IN THE UNIVERSITY. The institutions of the University shall include all secondary and higher educational institutions which are now or may hereafter be incorporated in this State, and such other libraries, museums, institutions, schools, organizations and agencies for education as may be admitted to or incorporated by the University. The Regents may exclude from such membership any institution failing to comply with law or with any rule of the University.

§ 58 VISITATION AND REPORTS. The Regents, or the Commissioner of Education, or their representatives, may visit, examine into and inspect, any institution in the University and any school or institution under the educational supervision of the State, and may require, as often as desired, duly verified reports therefrom giving such information and in such form as the Regents or the Commissioner of Education shall prescribe. For refusal or continued neglect on the part of any institution in the University to make any report required, or for violation of any law or any rule of the University, the Regents may suspend the charter or any of the rights and privileges of such institution.

§ 59 CHARTERS. Under such name, with such number of trustees or other managers, and with such powers, privileges and duties, and subject to such limitations and restrictions in all respects as the Regents may prescribe in conformity to law, they may, by an instrument under their seal and recorded in their office, incorporate any university, college, academy, library, museum, or other institution or association for the promotion of science, literature, art, history or other department of knowledge, or of education in any way, associations of teachers, students, graduates of educational institutions, and other associations whose approved purposes are, in whole or in part, of educational or cultural value deemed worthy of recognition and encouragement by the University. *No institution or association which might be incorporated by the Regents under this chapter shall, without their consent, be incorporated under any other general law.*

§ 61 CONDITIONS OF INCORPORATION. No institution shall be given power to confer degrees in this State unless it shall have resources of at least five hundred thousand dollars; and no institution for higher education shall be incorporated without suitable provision, approved by the Regents, for educational equipment and

proper maintenance. No institution shall institute or have any faculty or department of education in any place or be given power to confer any degree not specifically authorized by its charter; and no corporation shall, under authority of any general act, extend its business to include establishing or carrying on any educational institution or work, without the consent of the Board of Regents.

§ 62 CHANGE OF NAME OR CHARTER. 1. The Regents may, at any time, for sufficient cause by an instrument under their seal and recorded in their office, change the name, or alter, suspend or revoke the charter or incorporation of any institution which they might incorporate under section 59, if subject to their visitation or chartered or incorporated by the Regents or under a general law; provided that, unless on unanimous request of the trustees of the institution, no name shall be changed and no charter shall be altered, nor shall any rights or privileges thereunder be suspended or repealed by the Regents, till they have mailed to the usual address of every trustee of the institution concerned at least thirty days' notice of a hearing when any objections to the proposed change will be considered, and till ordered by a vote at a meeting of the Regents for which the notices have specified that action is to be taken on the proposed change.

2. Any notice to a trustee whose address is not readily ascertainable, may be mailed to him in care of the institution.

§ 66 PROHIBITIONS. 1. *No individual, association or corporation not holding university or college degree-conferring powers by special charter from the Legislature of this State, or from the Regents, shall confer any degrees, or transact business under or in any way assume the name university or college, till written permission to use such name shall have been granted by the Regents under their seal.*

2. No person shall buy, sell or fraudulently or illegally make or alter, give, issue or obtain any diploma, certificate or other instrument purporting to confer any literary, scientific, professional or other degree, or to constitute any license, or to certify to the completion in whole or in part of any course of study in any university, college, academy or other educational institution.

3. *No diploma or degree shall be conferred in this State except*

by a regularly organized institution of learning meeting all requirements of law and of the University, nor shall any person with intent to deceive, falsely represent himself to have received any such degree or credential, nor shall any person append to his name any letters in the same form registered by the Regents as entitled to the protection accorded to university degrees, unless he shall have received from a duly authorized institution the degree or certificate for which the letters are registered. Counterfeiting or falsely or without authority making or altering in a material respect any such credential issued under seal shall be a felony; any other violation of this section shall be a misdemeanor; and any person who aids or abets another, or advertises or offers himself to violate the provisions of this section, shall be liable to the same penalties.

§ 68 POWERS OF TRUSTEES OF INSTITUTIONS. The trustees of every corporation created by the Regents, unless otherwise provided by law or by its charter, may:

1 *Number and quorum.* Fix the term of office and number of trustees, which shall not exceed twenty-five, nor be less than five. If any institution has more than five trustees, the body that elects, by a two-thirds vote after notice of the proposed action in the call for a meeting, may reduce the number to not less than five by abolishing the office of any trustee which is vacant and filing in the Regents office a certified copy of the action. A majority of the whole number shall be a quorum.

2 *Executive Committee.* Elect an executive committee of not less than five, who, in intervals between meetings of the trustees, may transact such business of the corporation as the trustees may authorize, except to grant degrees or to make removals from office.

3 *Meetings and Seniority.* Meet on their own adjournment or when required by their by-laws, and as often as they shall be summoned by their chairman, or in his absence by the senior trustee, on written request of three trustees. Seniority shall be according to the order in which the trustees are named in the charter or subsequently elected. Notice of the time and place of every meeting shall be mailed not less than five nor more than ten days before the meeting to the usual address of every trustee.

4 *Vacancies and Elections; removals by Board of Regents.* Fill any vacancy occurring in the office of any trustee by electing

another for the unexpired term. The office of any trustee shall become vacant on his death, resignation, refusal to act, removal from office, expiration of his term, or any other cause specified in the charter. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned, and the vacancy shall be filled. Any vacancy in the office of trustee continuing for more than one year, or any vacancy reducing the number of trustees to less than two-thirds of the full number may be filled by the Regents. The Regents may remove any trustee of a corporation created by them for misconduct, incapacity, neglect of duty, or where it appears to the satisfaction of the regents that the corporation has failed or refuses to carry into effect its educational purposes. A hearing in the proceeding for the removal of such trustees shall be had before the Board of Regents or a committee thereof and the trustees shall be given at least ten days' notice of the time and place of such hearing. In case of removal the Regents may appoint successors to the Trustees so removed. The provisions of this section as to removal and filling of vacancies in Trustees shall not apply to corporations now or hereafter established and maintained by a religious denomination, order or sect. No person shall be ineligible as a Trustee by reason of sex. [Subdivision 4 amended by L. 1920, ch. 745, in effect May 12, 1920.]

5. *Property holding.* Take and hold by gift, grant, devise or bequest in their own right or in trust for any purpose comprised in the objects of the corporation, such additional real and personal property, beyond such as shall be authorized by their charter or by special or general statute, as the Regents shall authorize within one year after the delivery of the instrument or probate of the will, giving, granting, devising or bequeathing such property, and such authority given by the Regents shall make any such gift, grant, devise or bequest operative and valid in law. Any grant, devise or bequest shall be equally valid whether made in the corporate name or to the trustees of a corporation, and powers given to the trustees shall be powers of the corporation.

6 *Control of Property.* Buy, sell, mortgage, let and otherwise use and dispose of its property as they shall deem for the best interests of the institution; and also to lend or deposit, or to

receive as a gift, or on loan or deposit, literary, scientific or other articles, collections, or property pertaining to their work; and such gifts, loans or deposits may be made to or with the University or any of its institutions by any person, or by legal vote of any board of trustees, corporation, association, or school district, and any such transfer of property, if approved by the Regents, shall during its continuance, transfer responsibility therefor to the institution receiving it, which shall also be entitled to receive any money, books or other property from the State or other sources to which said corporation, association or district would have been entitled but for such transfer.

7 *Officers and Employees.* Appoint and fix the salaries of such officers and employees as they shall deem necessary who, unless employed under special contract, shall hold their offices during the pleasure of the trustees; but *no trustee shall receive compensation as such. The president or chief executive officer of an association library corporation shall be elected by the trustees from their own number and shall be the chairman of the board.*

8 *Removals and Suspensions.* Remove or suspend from office by vote of a majority of the entire board any trustee, officer or employee engaged under special contract, on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided, that at least one week's previous notice of the proposed action shall have been given to the accused and to each trustee.

9 *Degrees and Credentials.* Grant such degrees and honors as are specially authorized by their charter, and in testimony thereof give suitable certificates and diplomas under their seal; and every certificate and diploma so granted shall entitle the conferee to all privileges and immunities which by usage or statute are allowed for similar diplomas of corresponding grade granted by any institution of learning.

10 *Rules.* Make all by-laws and rules necessary and proper for the purposes of the institution and not inconsistent with law or any rule of the University; but no rule by which more than a majority vote shall be required for any specified action by the trustees shall be amended, suspended or repealed by a smaller vote than that required for action thereunder.

STATUTES OF THE CANTON CHRISTIAN COLLEGE

ARTICLE I

THE PURPOSE

The purpose of the Trustees is to establish at Canton, China, under Christian auspices, an educational institution of the highest standards.

ARTICLE II

THE CORPORATION—DECLARATION OF TRUST

"The Trustees of the Canton Christian College" were incorporated December 13, 1893, by the Regents of the "University of the State of New York" as the "Trustees of the Christian College in China," "an institution of the University": thus the Constitution of the corporation is the "Education Law" of the State of New York. A supplementary charter changing the name was granted in 1903.

Acting under their Charter from the University of the State of New York, the Trustees of the Canton Christian College control the funds and properties of the College, including monies, bank accounts, accounts receivable, securities, land, buildings and equipment, all of which are held by them in trust for the general purposes of the College or for the education of the Chinese.

Gifts received by the Trustees for the use of the College, unless otherwise designated by the giver, and receipts from rents, tuitions, and other fees, are invested or otherwise used by the Trustees at their discretion in connection with the work of the College.

The signatures of two officers of the corporation are requisite for the execution of any legal document relating to the College.

The Trustees appoint the officers and the faculty of the College, and the faculty Council of the College; and make or approve the rules governing the administration and policy of the institution.

The office of the Board of Trustees is located in the City of New York.

ARTICLE III

THE TRUSTEES

The board of the Trustees of the Canton Christian College shall consist of not less than seven nor more than fifteen members. The President of the College when in America, shall be ex-officio a member of the board. All vacancies in the board may be filled by the Trustees either at the annual meeting or at a special meeting called for the purpose, the election being by ballot. [No person shall be ineligible as a Trustee by reason of sex. If any Trustee shall fail to attend three regular consecutive meetings without a written excuse, accepted as satisfactory by the Trustees, he shall be deemed to have resigned, and the vacancy shall be filled. Any vacancy in the office of Trustee continuing for more than a year, or any vacancy reducing the number of Trustees to less than two-thirds of the full number may be filled by the Regents of the University of the State of New York. (Education Law.)]

TRUSTEES' MEETINGS

The Trustees shall hold two stated meetings each year; one in the Spring and the other in the Autumn; the annual meeting for the election of officers shall be held

in April or May as arranged by the secretary in correspondence with the members in order to assure the largest possible attendance. The annual meeting may be adjourned to a future date if there are five members present; otherwise, lacking a quorum, the secretary shall proceed as before to arrange for another date by correspondence. The autumn stated meeting, unless otherwise agreed to by a majority of the Trustees, shall be held on the first Friday after the first Monday in November. Special meetings may be called by the President, by a Vice-President or by the senior Trustee, on the written request of three Trustees. Notice of the time and place of every meeting shall be mailed to each Trustee not less than five nor more than ten days before the meeting.

A majority of the members shall constitute a quorum for the transaction of business at any stated or regularly called meeting of the Trustees.

OFFICERS OF THE TRUSTEES

The officers of the Trustees shall consist of a President, one or more Vice-Presidents, a Secretary, and a Treasurer. These officers shall perform the duties commonly attached to their respective positions. They shall be elected from among the Trustees by ballot at each annual meeting. The offices of Secretary and Treasurer may be held by one and the same Trustee. In the case of death, resignation, absence or disability of the Treasurer, the College seal may be affixed to such instruments as required its use by the Secretary, or such other person as may be designated for that purpose by the Board of Trustees or the Finance Committee.

TRUSTEES COMMITTEES

The following standing committees shall be elected at the annual meeting of the Trustees except as otherwise provided: An Executive Committee, a Committee on Education, a Finance Committee and a Committee on Buildings and Grounds. In case the Trustees do not elect such committees at any annual meeting, the existing committee shall continue until their successors are elected.

The Secretary of the Trustees and the President or a Vice-President of the College, when available, shall be *ex officio* members of each of the standing committees of the Trustees.

Each standing committee shall make a report at the annual meeting of the Trustees.

TRUSTEES EXECUTIVE COMMITTEE

The President or one of the Vice Presidents, the Secretary, the Treasurer, and two or more other Trustees designated by the board shall constitute an Executive Committee to dispose of all business not assigned to the other standing committees, except changes of policy, removals from office, or granting degrees.

The Executive Committee of the Trustees may employ an Assistant Secretary, who shall be subject to the direction of the said committee. The Assistant Secretary shall furnish the Secretary with the suggested or tentative dockets for board meetings and meetings of the Executive Committee; notify committees and officers of work assigned, and of work arising with which they are to deal, keeping a check upon all such work until a full report is returned; attend to the official correspondence, acting as a central bureau between the officers and committees of

the Trustees, the President of the College, and the Council; maintain files and indices of correspondence, minutes, records, photographs, printed matter, and similar material; and, in general, perform such duties as the Executive Committee or the Secretary may assign.

TRUSTEES FINANCE COMMITTEE

The Finance Committee shall be composed of at least five Trustees including the Treasurer and Secretary if those offices are filled, three of whom shall constitute a quorum.

The Finance Committee shall have charge of the funds and securities of the Corporation. It shall examine the securities of the Corporation at least once a year and report thereon to the Trustees.

The Finance Committee shall have power to authorize the execution, by the proper officers, of conveyances, releases and contracts, including acceptances of bequests and devices, which in its opinion require action before the next regular meeting of the Trustees.

The Finance Committee shall have full power to proceed by legal action in the collection of any principal or interest upon any debt to the corporation which may be overdue and unpaid.

The Finance Committee shall designate in what banks or trust companies the cash of the corporation shall be deposited and shall designate the person or persons to sign the cheques with or in the absence of the Treasurer.

The Finance Committee shall designate the safe deposit where the securities of the corporation are to be kept. Any two members of the Finance Committee certified to the Depository shall have admission to the deposit

vaults in the name of the Trustees, or a Trust Company may be designated as Custodian and the securities delivered upon the order of any two members of the Finance Committee.

Expenditures authorized by any other standing Committee shall not be made until the Finance Committee certify that there is money available for that purpose.

The Finance Committee shall within the limits of its authority pass upon all extra-budget items coming up for action between stated meetings of the Trustees.

It shall appoint and issue the regulations and instructions for the guidance of the Assistant Treasurer, Bursar and Business Manager or Controller regarding matters of a fiduciary and business order.

The Finance Committee shall appoint an auditor to audit the accounts once each year and report thereon to the Trustees.

In case the Trustees employ a Financial Agent or Financial Secretary he shall, under the direction of the Finance Committee, solicit funds and perform such other related duties as the Committee shall designate.

TRUSTEES BUILDINGS AND GROUNDS COMMITTEE

Two or more Trustees, elected by the Board, shall constitute a Committee on Buildings and Grounds and shall be charged with all routine administration connected with the design, location, construction and alteration of buildings and works, and the improvement of grounds, including the direct supervision of the work of the Architect in America.

TRUSTEES EDUCATION COMMITTEE

This Committee shall be charged with the general oversight of the educational work of the College and shall recommend suitable candidates for appointment to the faculties, the educational staff agreements, titles, and all matters of relationship between college staff members and the Trustees, excepting such as are otherwise appointed or employed by the Trustees through other standing or special committees.

ARTICLE IV

OFFICERS OF ADMINISTRATION

THE PRESIDENT OF THE COLLEGE

The President of the College shall have charge of the educational administration of the College and shall have general supervision of the work of the other officers of administration.

He shall report the condition and needs of the college to the Trustees annually or as occasion may require.

He shall give such directions and perform such acts as, in his judgment, shall promote the interests of the College, in accordance with the Charter, the Statutes and By-Laws, and the resolutions of the Trustees or the Council.

Excepting as otherwise provided, the officers of administration shall be appointed by the Trustees upon the recommendation of the President through their appropriate Committees, and, in case of the absence or disability of any officer of administration, the President, or in case of his absence the Executive Committee of the Council, shall appoint an acting officer.

The President shall upon his own initiative issue calls for meetings of the Council and its committees and shall preside at the same. His concurrence shall be necessary to the acts of the Council and of each faculty, unless, after his non-concurrence, the act or resolution shall be again passed by a vote of two-thirds of the acting body, either at the same or at its next succeeding meeting.

The President shall have power, on recommendation of the appropriate faculty, when the requirements have been satisfactorily fulfilled in accordance with the regulations of the Regents of the University of the State of New York and the acts or regulations of the Council, to grant certificates or diplomas setting forth the completion of specified subjects or courses.

ACTING PRESIDENT OF THE COLLEGE

In the absence or disability of the President, pending action by the Trustees, the President may appoint an Acting President. Upon his failure to appoint an Acting President a meeting of the Council shall be called by the Dean of the College of Arts and Sciences or by the Executive Committee at the College, and the Council shall elect an Acting President. The Acting President shall perform the duties and exercise the authority of the President, but shall cease to act in this capacity upon the return of the President to office.

VICE PRESIDENTS OF THE COLLEGE

One or more Vice Presidents may be appointed by the Trustees on the nomination of the President. They shall perform such acts as shall promote the interests of the institution in China, in America and elsewhere. They shall report to the President on matters of importance

relating to the College and may be assigned other duties by the President or Trustees.

EXECUTIVE SECRETARY

An Executive Secretary may be appointed by the President with the approval of the Trustees. He shall be *ex officio* the secretary of the Executive Committee and of the Council and of all the Council committees and shall keep in touch with the activities at the College and inform the President and Vice Presidents concerning all matters of importance. He shall prepare the dockets for their meetings and shall notify the persons concerned in the execution of the decisions and actions taken in said meetings. He shall assist the President and Vice Presidents in communicating with the officers and committees of administration to the end that the several departments of the institution may be coordinated. He shall under the general direction of the President have immediate charge of the President's office and of such related matters as the President may assign.

DEANS OF FACULTIES

The Dean of each faculty, subject to the direction of the President, shall have immediate charge of the educational administration of the work of the faculty to which he may be appointed, and he shall be the executive officer of that faculty and shall preside at its meetings. The concurrence of the Dean of any faculty shall be necessary to every act of that faculty, unless after his non-concurrence the act or resolution shall be again passed by a two-thirds vote of the entire faculty at the same or at the next succeeding meeting thereof.

The Dean of each faculty with the approval of the

Council shall assign their respective duties to the members of his staff. He shall see that the regulations and orders of the President and all legislative enactments pertaining to the faculty of which he is dean are properly observed and carried out. He shall report in writing to the President the conditions and needs of his faculty at the conclusion of each year and as occasion may require. He shall decide when any matter brought up in his faculty meeting should first be referred to the Executive Committee or Council of the faculties.

DEAN OF MEN AND DEAN OF WOMEN

a. The Dean of Men, under the direction of the President, shall act as registrar and director of admissions and maintain or supervise the maintenance of all scholastic and other records of all students of collegiate grade. He shall have general oversight of the men students and the housing and discipline of the same, and of all student organizations and activities not otherwise specifically assigned.

b. The Dean of Women, under the direction of the President, shall have general oversight of all women students, of their housing and discipline and shall act as general adviser to all women students, and have oversight of all student organizations and activities which are limited to women students.

The concurrence of both the Dean of Men and of the Dean of Women shall be necessary to every regulation or action relating to general discipline, unless after their nonconcurrence, the action or regulation shall be again passed by a vote of two-thirds of the entire faculty at the same or at the next succeeding meeting thereof.

SUPERVISOR OF SCHOOLS

Subject to the direction of the President and in accordance with the By-Laws of the Council and the entrance requirements of the Colleges, the Supervisor shall be responsible for the coordinating and standardizing of the work of the sub-collegiate schools. To this end he shall keep in close and direct touch with the classroom work, approve the textbooks, courses, hours of study, and general methods, and fix the graduation standards for each school. He shall also be responsible for the holding of meetings of the principals for the coordinating of the adjustable matters that concern more than one sub-collegiate school and require agreement among them. The Supervisor shall in general operate through or in consultation with the Principal of the school concerned. The Supervisor shall report to the Scholastic Committee of the Council concerning the standards of all branch schools and recognized or affiliated schools, and, in so far as in each case the Council has the power, supervise the scholastic work of the same.

PRINCIPAL OF SUB-COLLEGIATE SCHOOLS

The Principal of each school below College grade shall be appointed, on the nomination of the Supervisor of Schools, by a committee composed of the President, Vice Presidents, Executive Secretary and Supervisor of Schools. In the absence or disability of the Principal of any sub-collegiate school under the Supervisor he shall appoint an Acting Principal and report the same forthwith to the Executive Committee and to the Council.

The Principal of each sub-collegiate school shall have immediate charge of his school, subject to the direction

of the Supervisor of Schools. His concurrence shall be necessary to every action of his faculty unless after his non-concurrence, the resolution shall be again passed by a two-thirds vote of the entire faculty at the same or at the next meeting thereof. The Principal of each school shall assign to the members of his staff their respective duties subject to the approval of the Council.

It shall be the duty of the Principal of each school to enforce the rules and regulations respecting the school and to report in writing to the Supervisor, or, in case of his absence, to the President the condition and needs of the school as occasion may require and at the conclusion of each year.

THE CONTROLLER

The Controller, or Business Manager, shall be appointed by the Trustees upon the recommendation of the Finance Committee.

The Controller shall coöperate with the President of the College in the oversight and coördination of the business departments with the departments of instruction in order to provide economically the best facilities for the objects to be served.

He shall be *ex-officio* a member of the Council and of the following standing committees of the Council: Executive, Budget, Buildings and Grounds, College Businesses, and Medical Work and Health.

He shall have charge of all real estate and personal property belonging to or under the control of the corporation located in China, excepting the apparatus, specimens and collections belonging to the several departments of instruction.

He shall see that the financial statements of the College

are made clear and concise so money may not be borrowed from one account to pay another account, without definite authority, and that those concerned may be duly advised as to the present and near future financial requirements of the College, and that temporary investments of funds in Certificates of Deposit, etc., may be made with full information.

He shall be the Chairman and general director of the Committee on College Businesses.

THE BURSAR

a. The Bursar shall be appointed by the Finance Committee of the Trustees. In case of sudden disability or withdrawal a substitute may be appointed by the Executive Committee of the Council until the Finance Committee takes further action.

b. The Bursar shall receive and hold, or deposit in approved banks, all college moneys received in China or remitted by the Trustees. He shall issue the orders for all purchases made for the College for which he is responsible for the payments and on proper executive authorization pay all bills, salaries and other charges originating at the College in accordance with the regulations of the Trustees or Treasurer. The Bursar shall have charge of shipments, accounts, vouchers, etc., of all his transactions and furnish a monthly statement of his receipts and disbursements and state of the funds to the Executive Secretary at the College, to the President and to the Treasurer or Finance Committee of the Trustees. His signature shall be necessary on all contracts and documents of a financial nature in China made in the name of the College, and shall be attached when all requirements of the Statutes

and By-Laws and instructions of the Treasurer of the Finance Committee have been duly complied with.

c. The Bursar is responsible directly to the Trustees for the funds in his hands and it is his duty to see that all contracts, orders for goods, and orders to pay out money on College accounts are properly authorized by the Trustees, by the Council, or by the Executive officers, acting in accordance with the statutes, by-laws or resolutions of the Trustees. He must therefore make sure that no unauthorized payments are made and must hold up any contract, order or payment until he assures himself that it is properly authorized. In case the other members of the Budget Committee or Executive Committee question the decision of the Bursar as to the authorization of any item, the other members by a unanimous recorded vote may decide the question as to the authorization, but may not force the immediate issuance of an order or the signing of contract or payment of money held by the Bursar for other purposes without first consulting the Trustees.

SUPERINTENDENT OF BUILDINGS AND GROUNDS

Subject to the direction of the Controller or in case of his absence, of the President, the Superintendent of Buildings and Grounds shall have charge of the buildings of the College, of its grounds, and of its movable property, of its general services and utilities, of all general and special labor not otherwise specifically assigned, and of such related matters as the President or the Executive Committee may direct.

RESIDENT ARCHITECT

Subject to the direction of the President or the Council's Committees it shall be the duty of the Resident Archi-

tect to perform such acts as may be designated by the Trustees' "Committee on Buildings and Grounds" in conformity with the regulations or instructions of said committee.

COLLEGE PHYSICIANS

It shall be the duty of the College Physician to care for the health of the staff, students and servants of the College, and conduct such other work as the Executive Committee or the Council may approve, under such regulations as may be adopted by the Trustees upon the recommendation of the Council.

He shall recommend to the Committee on Medical Work and Health such measures and rules as shall in his judgment best protect and promote the health of the College community. Whenever the Executive Committee on the recommendation of the Committee on Medical Work and Health shall declare a state of quarantine, the College Physician shall be authorized to enforce such quarantine measures as may be deemed necessary.

ARTICLE VI

THE COUNCIL

The Council shall consist of the President, the Vice Presidents, the Executive Secretary, the Controller or the Bursar, the Superintendent of Buildings and Grounds, the Deans of the several constituent faculties, the Supervisor of Schools, and the Dean of Men and Dean of Women, and additional members to be appointed by the Trustees as follows: One member from each constituent faculty of which the Professors and Associate Professors shall exceed eight in number and not more than five members at large.

The Council shall meet at least three times during the academic year. Special meetings may be held on the call of the President or upon the written request of any five members of the Council or of the faculty.

The Council shall:

1. Recommend to the Trustees the formation and discontinuance of schools or colleges or of departments in any school or college;
2. Determine, on the recommendation of the Dean of the Faculty of any College, the extent to which courses offered by other faculties shall be included in the program of studies of said College, and the conditions upon which such courses may be elected by candidates for a degree in that College;
3. Secure the correlation of courses offered by the several faculties and adjust all questions involving more than one faculty;
4. Assign to the members of the Faculties their respective duties;
5. Adopt regulations, subject to approval by the Trustees, providing for the proper execution of agreements that are now in existence or that may hereafter be made between the College and such other educational and missionary institutions as are now or may hereafter become affiliated with the College;
6. Be responsible, under instructions from the Trustees, for the official relations of the College to other religious or educational organizations in China and to foster friendly relations between the College and the public;
7. Supervise all publications issued by the College or bearing its name, except such as the Trustees may issue or sanction;

8. Fix all fees to be paid by the students in each school or college, and to award scholarships and prizes not already assigned to any school or college;

9. Determine the Academic calendar and special holidays and to have charge of the Closing Exercises and any other meetings of the institution as a whole;

10. Recommend to the Trustees the annual budget as a whole or in its major parts as presented by the Executive Committee with specific comments and recommendations as to order of preference;

11. Recommend to the Trustees, except as elsewhere provided for in these statutes, the purchase, alteration, or sale of property, and the development of the College buildings, equipment and grounds.

STANDING COMMITTEES OF THE COUNCIL

The Council shall in general act through the following standing committees: Executive, Budget, Scholastic, Buildings and Grounds, Business, Medical Work and Health.

THE EXECUTIVE COMMITTEE

a. The Executive Committee shall be composed of the President, Vice Presidents, Bursar, Executive Secretary and three additional members appointed by the Trustees.

b. The Executive Committee shall take up all matters requiring special action not otherwise assigned to officers or Committees. All officers and Chairmen of Committees may report *ad interim* to the Executive Committee through the Executive Secretary. It shall, within the limits of the budget or special instructions from the Trustees, fix all salaries not already fixed by the Trustees or defined in the Statutes. It shall have the direction

of the purchase of furniture and supplies and act upon all extra budget items which require appropriations by the Trustees. The Committee shall have charge of the College buildings and equipment and shall make all assignments of space direct through an individual or sub-committee.

THE BUDGET COMMITTEE

The Budget Committee shall consist of three members, including the Bursar or member nominated by the Bursar. It shall act as auditor or nominate or employ an auditor, follow up expenditures under the budget and see that the Executive Committee is duly informed as to over-expenditures and savings. It shall, with the aid of the Bursar, Dean or Department heads, collate the requisitions and formulate the annual budget and report thereon to the Executive Committee which shall report to the Council and Trustees.

THE SCHOLASTIC COMMITTEE

The Scholastic Committee shall be composed of the acting President, Deans of the faculties, Supervisor of Schools and the Executive Secretary. It shall arrange the assignment of staff members to their several faculties; shall secure the correlation of courses, make regulations for students who take courses in more than one school, recommend to the Council articles of affiliations with other institutions, provide for the execution of these agreements, when made by the Council and approved by the Trustees, fix the academic calendar, arrange the order of exercises at all meetings of the institution as a whole, and act upon all scholastic matters not otherwise arranged for.

THE COMMITTEE ON BUILDINGS AND GROUNDS

1. The Committee on Buildings and Grounds shall consist of the President, Vice Presidents, Superintendent of Buildings and Grounds, Resident Architect, and Executive Secretary. This Committee shall act in accordance with the instructions of the Trustees' Committee on Buildings and Grounds. This Committee shall approve all plans for general utilities such as road, telephone, water supply and drainage and sewerage systems, light and power distribution. It shall, in association with the General Director of Agricultural Work or his representative, approve all plans for grading and planting and shall through the Superintendent of Buildings and Grounds, make necessary arrangements for the execution of the same whenever the necessary funds are in hand.

2. The Committee on Buildings and Grounds shall, through the Resident Architect, prepare for presentation to the Council the preliminary sketches for proposed buildings or improvements in consultation with the heads of the departments who will use the same; and they shall, after receiving authorization from the Trustees' Committee on Buildings and Grounds, prepare through the Resident Architect the final working drawings, from which, after formal approval by the Council, no deviation shall be allowed without the consent of this committee.

3. The Superintendent of Buildings and Grounds shall prepare annually and from time to time a schedule of the major necessary repairs and shall submit the same to the Committee on Buildings and Grounds for their approval, both in connection with the formation of the annual budget and also when the work on any major item is about to be begun.

THE COMMITTEE ON MEDICAL WORK AND HEALTH

The Committee on Medical Work and Health shall be composed of the College Physician, the President, the Executive Secretary and the Controller or Bursar and may coöpt two other members of the Council for emergencies or the consideration of larger questions of policy.

COMMITTEE ON COLLEGE BUSINESSES

The Committee on College Businesses shall be composed of two appointed members with the Controller or the Bursar, and shall have the oversight of the College Bookstore, College Press and other business problems carried on by the College assigned to them by the Council.

Special Committees may be appointed by the Council and the Council may from time to time adopt such by-laws and orders of procedure as it desires, subject to revision by the Trustees.

ARTICLE VI

THE FACULTIES OF THE COLLEGE

1. The members of the faculties of the Colleges shall be appointed in accordance with lists of needs presented by the Council and their titles and salaries shall be determined by the Trustees on the recommendation of the President, after the approval of the Committee on Education. Members of the faculties engaged locally shall be appointed and their titles fixed on the recommendation of the appropriate Dean, and their salaries shall be determined, within the limits of the Budget, by an Appointment Committee, consisting of the President, Vice Presidents, Executive Secretary and the Dean concerned. The Dean concerned shall convene the Committee. All changes in

titles shall be dealt with by the same Committee. No member of any faculty shall be eligible for reappointment to a particular faculty without the approval of the Dean of that faculty.

2. The faculty of each College shall consist of the Dean, the professors, associate professors, assistant professors and instructors designated by the Trustees for the particular College or assigned thereto by the Appointment Committee. (Instructors shall not have a vote until after six months residence at the College.)

3. Each College Faculty shall for its respective College: (a) determine the requirements of admission, the program of studies, the conditions upon which certificates or diplomas shall be granted, and the conditions of graduation; (b) establish regulations for ascertaining the proficiency of students, for the assignment of honors, and for the awarding of prizes and scholarships designated for their College; (c) prepare and publish from time to time a statement of the program of studies, specifying the studies to be pursued in each year; (d) make regulations concerning the discipline and care of their students, subject to such regulations concerning dormitories, dining rooms, and grounds as may be otherwise enacted; (e) adopt such regulations for their own proceedings, and for the better government of their Colleges, in accordance with the Statutes and regulations of the Trustees and Council.

4. Each faculty shall elect annually a faculty secretary who shall keep minutes of its proceedings. Copies of the minutes shall be furnished the Dean, the President, and the Secretary of the Education Committee of the Trustees.

ARTICLE VII

SUB-COLLEGIATE SCHOOLS

1. The members of the faculties of the sub-collegiate schools engaged by the Trustees shall be appointed and their salaries fixed in the same manner as members of College faculties. Staff members engaged locally shall be appointed on the recommendation of the Principal of the school concerned with the approval of the Supervisor of Schools, and their salaries shall be fixed within the limits of the budget by an Appointment Committee consisting of the President, Vice Presidents, Executive Secretary, Supervisor of Schools, and the Principal concerned.

2. The faculties of the sub-collegiate schools shall consist of the Principal who shall preside, the Supervisor of Schools, and the faculty members assigned to that particular school.

3. Each faculty shall meet at the call of its Principal for the consideration with the Principal or the Supervisor of such matters as either of them may present concerning the conduct of the school. Each faculty may make recommendations on any subject it wishes to the Principal, the Supervisor or the Executive Committee or Council. Each faculty may reward with honors and prizes the students who in its judgment make the best progress and give proper rank to students who may be eligible for Scholarship Aid. Each faculty, with the concurrence of its Principal or the Supervisor of Schools or President, shall have power to suspend or expel a student and to recommend to the Principal any other type of discipline, promotion or demotion.

ARTICLE VIII

AMENDMENTS

These Statutes may be amended by a vote of a majority of the whole number of Trustees at any annual meeting or at any called meeting of the Trustees, due notice having been given and the proposed changes recited.

ARTICLE IX

ADVISERS

The Trustees shall from time to time as they deem expedient associate with themselves as Advisers such persons as they may elect to assist them and the Council in determining matters of general policy. These Advisers shall not be required to attend meetings or be burdened with work which they may not voluntarily assume.

ARTICLE X

THE GENERAL ASSOCIATION

The General Association of the Canton Christian College is constituted in order that the friends and supporters of the College may consolidate their interest, have a recognized relationship to the College, and be in position to enlist others in its behalf. It consists of members who contribute to the support or endowment of the College and of life members elected by the Trustees. Its Committees of general cultivation will be appointed by the Trustees.

Local chapters of the Association for the purpose of holding parlor meetings and bringing the friends of the College together, may be formed as found expedient.

The General Association represents an effort to found in China a system of Christian schools from the kindergarten to the university with a sufficient number of trained Christian teachers to insure individual attention in and out of the class-room. It stands for the highest standards of educational efficiency and the development of Christian manhood. It seeks to provide such

academic and technical courses as will best serve the interests of the people of China, and to co-operate with the government where practicable to this end. It aims to fit the higher training to the individual aptitudes and capacities of the students in order that their education may be directed to skilled service in the department of work which they may be called upon to enter. In the attainment of these aims, the policy of the College to use qualified teachers, preachers, lecturers, and to conduct such conferences and summer schools as make it an intellectual and spiritual center, has been fully approved, and has made its work one of world-wide interest.

Those who become members of the General Association can render a real service to the work of the College, quite apart from what they may feel free to contribute directly towards its financial support. Their interest and faith in the College will be of the highest value. Their thought for its welfare cannot but express itself in some form, and must have the dynamic of the sunbeam when it warms up the earth. Life will beget life; interest, interest; each after its own kind. It is impossible that many or few or even one person should long bear the burden of a work like this daily on their hearts and nothing come of it. They can arouse interest which will sustain the courage of those who have put their lives into the work as well as enlist those who furnish the means. In entering themselves as members they show their approval of the aim and policy of the Trustees and Faculty as above stated and put themselves in a position to be kept informed of the progress of the College.

