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UBCHEA ARCHIVES  
COLLEGE FILES  
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Shantung / Cheeloo  
Administrative  
North American Section, Board  
of Governors 1919  
Executive Committee 1928  
Woman's Committee 1933

CONSTITUTION OF THE NORTH AMERICAN JOINT BOARD OF

THE SHANTUNG CHRISTIAN UNIVERSITY

Adopted April 11, 1919.

- Art. I.  
Object
- The Board is organized by various cooperating Mission Boards in North America to administer, jointly with the corresponding Board in Great Britain, the affairs of The Shantung Christian University, thereby to provide and to promote higher education in China under evangelical Christian influences for the advancement of the Kingdom of God.
- Art. II.  
Name
- The Board shall be known as The North American Joint Board of The Shantung Christian University.
- Art. III.  
Membership
1. The Board shall be composed of Members chosen by Election and by Cooptation as follows:
- A. A Mission Board cooperating (1) in all departments of the University shall elect four representatives, (2) in more than one department though not in all shall elect three representatives, (3) in only one department shall elect two representatives.
- B. The Board may coopt members to a number not exceeding one-half the number of elected members.
2. The full Term of Membership shall be four years. The members shall be divided into two classes, the term of one class to expire biennially in the odd numbered years. Members are eligible for reelection. To prevent vacancies, members shall continue in office until their successors are elected, such extension of term not to exceed one year.
- Art. IV.  
Basis of Cooperation
1. A Mission Board may secure representation on this Joint Board by an affirmative vote of this Board and by fulfilling the conditions of cooperation.
2. Minimum Cooperation in each department of the University shall be, (A) The entire support, including residence or rent, of a missionary teacher approved by the University, together with \$500. gold annually towards other current expenses; or, (B) In lieu of a missionary teacher, the financial equivalent of an annual grant of \$2500. gold, plus rent of residence.
3. Each cooperating Board upon entering the Joint Board should indicate the Additional Sum it can guarantee to provide annually on the current budget.
4. Any cooperating Board is Free to Withdraw from this Board upon notice of at least one year and such financial adjustment as may be mutually agreed upon by the Joint Board and the withdrawing Board.
- Art. V.  
Meetings & Quorum
- The Annual Meeting of the Board shall be held in the month of April, the exact date being fixed by the Executive Committee. Other meetings may be called by the Executive Committee as occasion may arise. Members of the Board should send to the Secretary, at least two weeks before a meeting, notice of matters that they wish to have considered at that meeting.

*Amended  
April, 1923*

*Amended  
9/12/22*

One-third of the members of the Board shall constitute a Quorum provided at least one-half of the cooperating Boards are represented.

Art. VI.  
Functions.

The Board shall have, concurrently with the British Joint Board, full responsibility for the administration of the University with such limitations as may be involved in the ownership of University property as hereinafter noted. The Board shall perform all duties, which are usually performed by similar bodies and which it does not delegate to the official body on the field.

(Here shall be noted the Field Board Functions (when finally revised) now stated in Section 6, page 2 of University Council Minutes No. 5 of May 1918.)

Art. VII.  
Officers &  
Their Duties

1. The Officers of this Board shall be Chairman, two Vice-chairmen, a Secretary, and a Treasurer. One person may hold two offices.

2. These officers shall be elected at the annual meeting to serve for one year.

3. The Chairman and Vice-chairmen shall perform all the customary duties of their respective offices.

4. The Secretary shall make and keep a file of the Minutes of the Board Meetings and shall supply each member of the Board with a copy. He shall conduct the correspondence with the official field body and with the British Joint Board, and unless there is action to the contrary, shall be the sole official medium of communication between this Board and the field body. He shall conduct all other official correspondence of this Board. He shall keep a file of all correspondence for the information and other uses of this Board or any of its members. He shall send to each member of the Board before each stated meeting the agenda for that meeting.

5. The Treasurer shall receive and, as directed by this Board, disburse or otherwise handle funds contributed to it for promoting the work of the Shantung Christian University and shall perform such other functions as are customary for this officer or shall be requested by the Board.

Art. VIII.  
Committees

This Board shall appoint such Committees as it may determine, including the following Standing Committees:

1. Executive Committee of at least four members which shall carry out the decisions of this Board, and perform the functions of the Board ad interim in all matters consistent with the Board's known policy. In the taking of its actions at least two of the cooperating Boards shall concur, by correspondence if necessary. All its actions are subject to review and control of the Board at a subsequent meeting.

2. Finance Committee of at least three members. It shall have supervision of the Treasurer and the Treasury Department, including oversight of the receipts and disbursements, and of matters relating to estates, property, and legal questions; its actions and recommendations shall be presented to the Board in writing.

3

In the intervals between Board meetings it shall report its findings and decisions to the Executive Committee; such ad interim actions as these two Committees shall take jointly or in agreement shall have the force of final and official actions of the Board; otherwise the findings of the Finance Committee, upon matters not committed to it with full power, must be acted upon by the Board itself.

Art. IX.  
Finances &  
Property

1. The Fiscal Year of the Board shall be from April 1st to March 31st.

2. The Board may receive funds for the purposes of the University for direct transmission, investment, or other use. Remittances may come from individuals, from bodies other than the cooperating Boards or from any cooperating Board that desires to transmit its funds in this way.

3. Funds sent directly to the field shall, unless otherwise stipulated by the sender, be credited to the financial share of the Mission Board concerned.

4. Any cooperating Mission Board may receive and administer funds or property in trust on behalf of the University.

5. There may be secured on the field and used by the proper field representatives, subject to concurrence of the Joint Board, funds which have not been remitted by either a Mission Board or this Board. Such funds are not considered part of the financial cooperation of any Mission Board or Mission unless the donor so requests.

6. The Titles to the land of the University shall for the present be held by the Boards providing it. Buildings erected by one Board on land belonging to another Board may be held in trust by the latter for the former Board.

Art. X.  
Amendments

This Constitution may be amended by a three-fourths vote of the members present at any stated or called meeting of the Board, if full notice of the proposed amendment was sent to the members thirty days in advance of the date of meeting.

Revised

MINUTES PASSED BY CIRCULATION VOTE

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EXECUTIVE COMMITTEE OF THE NORTH AMERICAN SECTION

BOARD OF GOVERNORS, SHANTUNG CHRISTIAN UNIVERSITY

Submitted on December 17th, 1928

Members of Committee

Henry J. Cochran  
B. A. Garside

Miss M. E. Hodge  
Mrs. Lucy L. Shaw

Alfred Gandier  
Mrs. William I. Haven  
George T. Scott

The following minutes were approved in writing by all members of the Committee.

ACCEPTANCE OF SECURITIES FROM HALL ESTATE

IN LIEU OF CASH

NASEC-110 VOTED to authorize the Chairman of the North American Section to sign, and the Secretary to attest, the documents submitted by the Trustees of the Hall Estate whereby Shantung Christian University consents to accept the following securities in lieu of cash in the amount of the money value of said property in connection with the distribution of the assets of the Estate of Charles M. Hall:-

<u>Amount</u>	<u>Security</u>	<u>Agreed Value for Distribution</u>
1,250 shares	Aluminum Co. of America Preferred Stock, with all dividends declared and accrued but unpaid thereon	\$125,000.00
\$20,000	County of Allegheny Road Bonds, Series 28-A, due September 1, 1943	20,350.00
		<u>\$145,350.00</u>

AUTHORITY TO SIGN RECEIPT FOR SECURITIES AND CASH

TO BE RECEIVED FROM HALL ESTATE

NASEC-111 VOTED to authorize any two of the following officers to receive such securities as may be turned over to the University by the Trustees of the Charles M. Hall Estate, and to sign the official receipt of the University therefor:-

Chairman of the North American Section				
Treasurer	"	"	"	"
Secretary	"	"	"	"

DESIGNATION OF DEPOSITARY

NASEC-112 VOTED that the Bankers Trust Company be and it hereby is designated a depositary of this corporation for the deposit of stocks, bonds and other securities held by this corporation and Bankers Trust Company as such depositary be and it hereby is authorized and directed to receive for deposit, hold and deliver any such stocks,

bonds and other securities held by this corporation pursuant to the written order of either the Chairman or the Treasurer of the North American Section of the Board of Governors, who are hereby authorized and empowered accordingly; and that the Secretary of the North American Section is hereby directed to certify to said depository the respective names of said officers of this corporation, with specimens of their respective signatures for use by said depository for purposes of comparison.



B. A. GARSIDE

April 20, 1933

MINUTES OF THE  
WOMAN'S COMMITTEE OF NORTH AMERICAN SECTION  
BOARD OF GOVERNORS, CHEELOO UNIVERSITY

The meeting was held on Thursday, April 20, 1933, in the Prince George Hotel, New York City, at 7:00 P.M.

Members (\*Present)

- |  |                                |
|--|--------------------------------|
| *Mrs. J. M. Avann, Chairman W.F.M.S.   | *Miss M. E. Hodge, Presby. No. |
| *Mrs. W. I. Haven, "                   | Mrs. C. K. Roys, " "           |
| *Mrs. Ellis Phillips, "                | Mrs. A. K. Shaw, " "           |
| Mrs. J. K. Cecil, "                    |                                |
| *Mrs. H. R. Inksater, W.M.S. of U.C.C. |                                |

Also part of time, Mr. B. A. Garside, secretary, North American Section, Board of Governors.

Excuses were presented from Mrs. Roys and Mrs. Shaw.

The meeting was opened by prayer by Mrs. Haven.

The minutes of the last meeting, April 13, 1931, were read and approved as circulated.

Dr. Annie V. Scott of the faculty and Dr. Lois Witham under appointment were introduced.

A letter was read from the treasurer, Mrs. A. K. Shaw, stating that she must resign from the Committee because of having removed from New York, and expressing her special interest in Cheeloo and regret at being compelled to sever her connection with it.

The secretary was instructed to write and express to her the appreciation of the committee for what she has done in the care of the funds and their regret at losing her from the committee.

VOTED to express the hope that the Presbyterian Board of Foreign Missions will appoint Miss Helen Kittredge to the Board of Governors in Mrs. Shaw's place.

Treasurer's Report

A summary of the receipts and expenses from March 1, 1922 to April 18, 1933, as compiled in Mrs. Shaw's office, was presented.

VOTED to accept, subject to further details from Mrs. Shaw (See Exhibit A)

Dr. Scott gave interesting details about Mrs. Yui, the Chinese Dean of Women, whose work is of great value. She also said that the Women's Unit of the University had been reorganized in 1932 along the lines suggested by this committee in 1931 and that it is recognized as having a real place in the life of the University.

The plans for the new hospital were discussed but as nothing definite has been received, no action was taken.

April 20, 1933  
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Request from the Board of Governors, February 17, 1933, that in view of the probable deficit at the end of the fiscal year, July 1, 1933, the Woman's Committee be requested to allocate towards this deficit the \$750. now carried in their Reserve Fund from the Hall Estate.

VOTED to grant this request.

The committee proceeded to the election of officers by ballot, and the following were elected:

- |           |  |
|-----------|--|
| Chairman  | Mrs. J. M. Avann   |
| Secretary | Miss M. E. Hodge   |
| Treasurer | Miss H. Kittredg (subject to appointment on the Board of Governors by the Presbyterian Board). |

The meeting adjourned.

M. E. HODGE

Secretary

5/2/33

The Presbyterian Bd. of Foreign Missions at a recent meeting voted to appoint Miss H. Kittredg to the Cheeloo Board of Governors in place of Mrs. Shaw, resigned. Miss Kittredg will not take over the work of the Treasurer of the Woman's Committee of Cheeloo until July 1st (beginning of Cheeloo's <sup>new</sup> fiscal year) in order that Mrs. Shaw may have time for a proper audit in finishing up her term of service as Treasurer.



REPORT

WOMAN'S COMMITTEE OF THE SCHOOL OF MEDICINE OF SHANTUNG CHRISTIAN UNIVERSITY.

April 18, 1933

RECEIPTS	PRINCIPAL	DISBURSEMENTS	Gold
China Medical Board	\$100,000.00	Equipment & Supplies for North China	\$5,115.88
Sage Legacy, Presbyterian Bd.	35,000.00	Mex.	
Letter of Credit	22,500.00	Land and Deed	\$17,630.90
Reserved for Exchange	68.00	Wall	2,603.32
Methodist Board	25,000.00	Dorms. Cost to date	70,916.30
Banister Estate	300.00	Residence	11,349.57
In Memory of Mary E. Wagner	1,000.00	Grading and Roads-	824.07
Gifts from		Water Mains	680.00
Societies and Individuals	41,727.71	Moving from Peking	1,524.00
Amounts transferred from Income	34,185.44	Room in Med.School	296.33
Letter of Credit from Miss Olson-54,400.00			54,489.09
		Booklet	306.50
		Tablet	129.00
		Dr. S.Cochran (sub. for letter of Cr.)	22,456.28
		Sight draft (Land)	7,500.00
		Sight draft (Land)	1,250.00
			\$91,246.75
		Balance on Field	10,000.00
		Cabled to Field	75,000.00
		Disbursement Fund	\$176,246.75
		Dr. S.Cochran (sub. for letter of Cr.)	7,543.72
		Repairs - R.T.Shields	3,000.00
		Hospital Building Fund	3,000.00
		Spencer Lens	2,000.00
			10.94
			.21
			553.00
			95.07
			22.62
			2,000.00
			\$194,472.31
			126,246.25
			16,516.66
			\$337,235.22
			\$337,235.22
<p>INCOME \$57,239.51</p> <p>Less trans.</p> <p>to Prince. 34,185.44</p> <p>TOTAL AMOUNT IN ACCOUNT</p>			
	23,054.07		
	\$337,235.22		

Exhibit A -  
 April 1933

SHANTUNG

(List of Mrs. Kittredge  
Att: 11/19/33)

MINUTES  
of the

WOMAN'S COMMITTEE OF NORTH AMERICAN SECTION  
BOARD OF GOVERNORS, CHEELOG UNIVERSITY

INDEXED

A Called Meeting of the Women's Committee of the School of Medicine Shantung Christian University was held at the Hotel Commodore, New York City, Friday November 3rd, 1933 at 1:30 P.M.

PRESENT: Mrs. Avann, Mrs. Haven, Mrs. Roys, Miss Kittredge, Miss Hodge

The auditors report, prepared by Patterson, Teele and Dennis upon the audit of the accounts of the Women's Committee from March 22, 1922 to September 30, 1933 was presented and accepted.

The resolutions, authorizing Helen Kittredge, Treasurer to sign in behalf of the Committee were presented and duly signed by Mrs. Avann, Chairman and Miss Hodge, Secretary. Miss Kittredge was authorized to forward these resolutions to the Bankers Trust Company together with a letter revoking the authority of Lucy Lepper Shaw, former Treasurer.

Other business before the Committee was a request from the American Section of the Board of Governors of Shantung Christian University in regard to aid in financing the proposed promotional campaign as follows: "Recommendations for Promotional Plans # 6. That a promotional budget be adopted by the North American Section for the remainder of the fiscal year as follows:

Services of Pierce & Hedrick	\$ 450.00
General Expenses	450.00
	<u>\$ 900.00</u>

and that all members of the Section be asked to assist in securing the funds required to provide this budget".

The Treasurer reported a bank balance November 1st of \$ 45,384.59 resulting from sales and maturing of securities plus income held for hospital building, and reported a request from the North American Section that the Committee loan to it such an amount as shall be needed for the above budget, this amount to be repaid from the proceeds of the campaign by June 30, 1934.

VOTED: that the Treasurer be authorized to advance up to \$ 900.00 for this purpose.

Margaret E. Hodge

Secretary.

SECRET

MINUTES  
of the

WOMAN'S COMMITTEE OF NORTH AMERICAN SECTION  
BOARD OF GOVERNORS, CHRISTIAN UNIVERSITY

A called meeting of the Woman's Committee of the School of Medicine Shanghai  
Christian University was held at the Hotel Commodore, New York City, Friday  
November 2nd, 1933 at 1:30 P.M.

PRESENT: Mrs. Evans, Mrs. Haven, Mrs. Hoy, Miss Kittredge, Miss Lodge

The auditors report, prepared by Patterson, Telle and Dennis upon the audit  
of the accounts of the Woman's Committee from March 22, 1932 to September 30, 1932  
was presented and accepted.

The resolutions, authorizing Helen Kittredge, Treasurer to sign in behalf of  
the Committee were presented and duly signed by Mrs. Evans, Chairman and Miss Lodge,  
Secretary. Miss Kittredge was authorized to forward these resolutions to the Board  
of Governors with a letter regarding the authority of such resolutions.  
Treasurer

Other business before the Committee was a request from the American Section of  
the Board of Governors of Shanghai Christian University in regard to aid in financing  
the proposed promotional campaign as follows: "Recommendations for Promotional  
Plans No. 4. That a promotional budget be adopted by the North American Section for  
the remainder of the fiscal year as follows

General expenses	Carroll & Hedrick
400.00	\$ 400.00
200.00	
<u>600.00</u>	

and that all members of the Section be asked to assist in securing the funds required  
to provide this budget."

The Treasurer reported a bank balance November 1st of \$ 1,384.52 resulting  
from sales and returning of securities plus income held for hospital building, and  
reported a request from the North American Section that the amount to be reported  
such an amount as shall be needed for the above budget, this amount to be reported  
from the proceeds of the campaign by June 30, 1934.

NOTED: that the Treasurer be authorized to advance up to \$ 800.00 for this purpose.

Margaret E. Lodge

Secretary

RECEIVED UNIVERSITY NOV 16 1933 JOINT OFFICE
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