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THE UNIVERSITY OF NANKING

Dec. 11, 1913.

To The Members of the Board of Managers,

Dear Friend:

With the taking on of new Departments by the University, the question of terminology or names for the different Departments in relation to the University arises in a more urgent way.

The Medical school has asked the Board to consider the matter and determine the names in English and Chinese for the University as a whole and each one of its Departments.

I submit the following to you as a basis of consideration, seeking your suggestions before the Annual meeting of the Board of Managers, which will be fixed for 10:00 A.M. January 31st.

An early reply, however and your suggestions would be of great advantage in preparing a full report to the Board meeting.

Very sincerely yours,

w/c

JAN 13 1914

for files

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The following are suggested as the names of the University and its different departments in Chinese and in English. Please send suggestions to President's office.

The University of Nanking

College or school of arts and sciences

High School

Middle, intermediate or grammar school

Normal school or school of Normal training

Primary or practice school

Medical School or school of medicine

Language school or school of missionary training

Please note in connection with the Chinese terms that the generic name is given without the "hsiao". Then each department is given with its place as well. These were the terms suggested by Mr. Wang Tung Pei and the Chinese teachers.

CHINA UNION UNIVERSITIES
1918 CENTRAL OFFICE
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**Suggestions and Regulations for the Guidance of
Students in the University of Nanking.**

Suggestions.

1. Remember that the buildings and grounds of the University are a *gift* to China. They are given in the faith that they will make China a better and a stronger nation. You can express your gratitude in no better way than in caring for and preserving this gift, and by so doing you will be preparing yourself for the service of the nation.
2. Remember that the school exists for you *and* your fellow-students. It is a *public* institution. Therefore do not do for yourself or seek to have anyone do for you anything you would not be glad to have done for every student. An ungentlemanly or careless or selfish act on the part of one may injure the reputation of all.
3. Remember that the greatest need of a democracy is self-government, and the greatest service any educational institution can render is to teach its students to govern themselves in the interests of the common good. It is therefore the hope of the faculty that the students may be willing increasingly to adopt the "honor system," which is but another name for self-government.
4. The rules are for the good of all, therefore suggestions for improvement by members of the student body will be gladly and carefully considered. Make your suggestions in writing and give them to the President, or the Dean of the Department you are in.

Regulations.

I. Buildings and Grounds.

1. The University will not be responsible for cash or other valuables kept in the students' rooms. Individual keys are provided for each room. No locks other than those provided by the University are permitted.
2. The school supplies electric lights. Worn-out bulbs will be replaced upon presentation of the same to the Superintendent of Buildings and Grounds, Mr. Small, but students occupying a room where a bulb is broken will be obliged to pay for a new one. All lights must be out by eleven p.m.
3. The institution provides for the cleaning of the woodwork, windows, walls, and ceilings of the students' rooms, but the students are responsible for the orderly arrangement and neatness of the rooms, which are subject to inspection at any time after eight a.m.
4. Students will not need to employ private servants and will not be allowed to do so.
5. Throwing water or other material out of the windows, or spitting out of the windows or on the floor, or wilfully or carelessly befouling

the urinals or commodes, or committing any other unsanitary or ungentlemanly act is forbidden. Any careless or wilful damage to school property must be paid for by the student committing it before he vacates his room. All the students occupying the room will be held responsible for the damage until it is paid for.

6. Boxes and trunks are to be kept in the closets in the students' rooms, under the beds, or in the space provided in the attics of the dormitories.

7. Students are not permitted to wash nor to keep wash-basins or wet towels in their rooms. Lockers are provided in the wash-rooms for these things. Rules with reference to the use of the bath-room are posted in that room.

8. No meals will be served in the dormitories, and students are not permitted to cook in their rooms nor to carry food to the dormitories from the dining-room. A special room, where food and service will be provided, is set apart for students who are too ill to attend classes and take their meals in the dining-room. *Notice of such illness must be sent to the dean's office before eight a.m., or, if the illness occurs during the day, notice must be sent at once, otherwise absence from classes will not be excused.*

9. Permission to use any room or building of the University for any special meeting must be obtained through the President or other person appointed by him.

10. Bulletin boards are provided for the use of students and faculty. Notices for posting should be handed in at the office of one of the deans or the President. Under no circumstances may notices be posted on the outside of the bulletin boards, on the glass, or on any part of the building. Notices should be as small as possible and when posted on the board should not cover up any portion of any notice already there. Students and members of the faculty are responsible for removing the notice when it is no longer needed.

II. Absences and Hours of Study.

11. *a.* One excused absence will be allowed each student for each hour of credit, i.e., twenty hours of work a week entitle a student to twenty excused absences during the term.

b. Absences incurred on account of representing the University either as a member of an athletic team or in any other way, shall be excused. (See rule 18 below.)

c. Excuses for sickness will only be accepted upon presentation of a written statement by a foreign doctor, or when the Dean has personally seen the student while sick.

d. Absences due to death in the immediate family will be excused only upon receipt of a letter written by a responsible member of the family directly to the University and sent by mail.

e. Absences on account of marriage, birthdays, family affairs, and all other absences will not be excused.

f. Absences of former students will be marked from the first day of classes in each term.

g. Unused excused absences will be credited to the term's grade at the rate of one per cent for each unused excused absence in a given class.

h. Two per cent will be deducted from the final term grades for each unexcused absence over the number of excused absences allowed for each class.

i. Students who come late to class must see the teacher afterward or be counted as absent from the class.

j. Students are responsible for knowing how many excused absences have been used by them.

12. Attendance upon Chapel, College Church service, Literary Societies, and Saturday morning lectures is compulsory. The rules for the treatment of absences are those named under Rule 11 above, except that reduction for unexcused absences will be made from the highest term grade. The penalty for failing to appear on the program of Literary Society when one is scheduled to take part is a deduction of five points from the highest term grade.

13. *a.* Every student is required to have a summer and a winter uniform of the pattern and color approved by the University.

b. Students are required to wear their uniforms on Saturday and Sunday. Failure to appear in full uniform will be counted as absence from that exercise. Students are encouraged to wear their uniforms at other times also.

c. Wearing part of the uniform with other clothes is very bad taste, and is discouraged. Students should wear only the entire uniform when appearing in public.

14. Students are expected to remain on the grounds except on Saturday afternoons and on other days between four and six p.m., unless special or regular permission to the contrary is given by one of the deans. Absence overnight without securing previous permission is a serious offence and will be treated accordingly. Students should sign their names in the book kept in the gatehouse, when they go out and when they return, indicating the time in each case.

15. During the evening and during regular recitation hours students are expected to be reciting or preparing their lessons except when they are performing other regular or special duties. At such time prolonged or noisy visiting in other students' rooms or in any way disturbing others is forbidden. This includes the use of musical instruments.

III. Scholarship.

16. Examinations may be held in each course at the discretion of the teacher in charge. Teachers are expected to make monthly reports of the grades of all students. At the close of each semester, final written examinations are given in all courses.

17. Seventy is the passing grade; between sixty and seventy is a condition; below sixty is a failure. Students who fail in any course must repeat the course in class. *Conditions must be removed before the course is offered again or they become failures.* Conditional examinations must be taken on the dates set at the beginning of each semester. A second condition on any course is regarded as a failure.

18. Any student who desires to represent the University in any contest with any other school or to compete with other students in the University in any contest for which prizes are offered, must fulfill the following requirements:

a. He must have maintained an average grade in all his class work during the two preceding semesters of 75% and may not have had more than two conditions or one failure in each semester. If his average is lower than 75% he shall not be allowed any failures or conditions.

b. He shall be registered for at least 15 hours of class work during the current semester.

c. His monthly grades during the current semester previous to the date on which he wishes to represent the University must average 75% and he shall not be allowed to have more than one condition or failure. If his average is lower than 75% he shall not be allowed any condition or failure.

This rule also applies to any student who is a candidate for an important office in any student organization.

It shall be the duty of the manager of the team or other person making arrangements to determine by application to the dean at least one week before the event is scheduled whether the students who are to participate in any event or election are eligible.

19. Any student who takes more than the regular amount of class work shall be required to maintain a monthly grade of eighty in every class; or if his grade shall drop to seventy-five in any class, he must maintain an average in all classes of eighty-three; or if his grade in one subject shall fall below seventy-five, his average must be eighty-five. Failing once to fulfil the above requirements, he shall be given notice that he must either drop a class immediately, or, if he does not do so, he will receive credit only on the regular amount of work unless his term average fulfils the above conditions. Failing twice, his work shall immediately be reduced to the regular amount. The above regulations shall also apply to students who have regular work in addition to their assigned classes if such work, together with their class work, shall amount to the equivalent of five hours in excess of the regular amount. Such outside work must not be undertaken except with the consent of the dean. The above rule shall not apply to cases where five hours or less of extra work are required for graduation.

20. All special students will have Junior College standing only, and if they become regular, will have to complete ten hours extra work if they have been a special for one year or less, and they must complete

twenty hours of extra work if they have been special for more than one year.

21. Students will not be given full standing in any class or department until they have completed all pre-requisite work. Students are required to take the lower grade courses first. Required courses will be assigned in so far as practicable in the order of their numerical designation in the catalog.

IV. Conduct.

22. Smoking, wine-drinking, and gambling on the school premises are strictly forbidden. Violation of this rule, or conduct outside the premises which in any way compromises the good name of the school will be severely punished. In all respects students are expected to conduct themselves as gentlemen. They are specially cautioned against singing, playing, or loud talking under any circumstances when such conduct will interfere with the work of others.

V. Meetings and Organizations.

23. There are definite rules for the conduct of the various student organizations. The activities of these organizations are under the general supervision of the Faculty Committee on Extra-Curriculum Activities.

24. No general meetings of the student body nor any meetings to which outsiders are invited shall be arranged by the students without permission from the President; nor may any student societies be organized without such permission. *No individual or organization shall raise funds or solicit subscriptions on the school premises without the written approval of the President.*

In view of the fact that sectionalism is one of China's greatest national weaknesses, we would strongly discourage the formation of organizations on provincial lines.

CHINA UNION UNIVERSITIES
CENTRAL OFFICE

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THE UNIVERSITY OF NANKING.

Regulations adopted by the Faculty during the Fall
Semester 1918.

These rules shall be in effect beginning February 1919.

A student whose work in a lower school or class is incomplete may have standing in the next advanced school or class in case the incomplete work does not exceed ten hours, or if he has advanced credit to the amount of ten hours or more, he may be allowed the advanced standing if his incomplete work does not exceed twenty hours.

Students will not be allowed standing in the second year class of any school until all their work in the next lower school is complete.

All REGULAR students shall be classified upon entrance on the basis of the above mentioned "ten-hour" rule.

The term "SPECIAL Student" shall be applied only to those students who are taking only a few classes and are not meeting the regular requirements of the University for graduation.

The term "UNCLASSIFIED" student shall be applied only to those students who are taking irregular work in order to secure full standing in some other school or class in the University.

SPECIAL students (as defined above) will be charged tuition at the rate of \$15 for each course for which they register.

Former students who return to school late at the beginning of the term will be charged a late fee of \$2 for each day they are late. No student will be charged more than \$10 late fee.

A REGULAR student may not take less than 15 hours of work a semester providing he has no outside work.

A REGULAR student who has outside work may not take less than 12 hours of work a semester and remain a regular student.

No SPECIAL student shall be allowed to live in the University dormitories except by special permission from the President.

New students will not be admitted later than one week after the day upon which classes are scheduled to begin.

Any student found cheating in an examination will be considered as automatically dropped from that class.

No student who is so dropped shall be allowed to register for another class in place of the one dropped.

For graduation from Junior College each student will be required to secure one Literary Society credit for each term he is registered in Junior College. A credit will be given for each term's work in which the student secures a passing grade.

Every student who is absent from one-fifth of the meetings of a course during the semester shall lose one credit in that course.

Students who are absent more than one-fifth of the meetings but less than two-fifths shall, at the discretion of the Student Work Committee, lose two credits in that course, or, if the Committee so decides, they shall forfeit all credit in the course. A student who is absent more than two-fifths of the meetings shall receive no credit for that course.

A student who drops a laboratory course during the first month of the term may secure a return of two-thirds of the fee, but only if it is claimed within six weeks of the beginning of the term.

All students are required to take four hours of physical exercise a week each semester they are registered in school, for which they shall receive two physical exercise credits. A student who has not secured his credits will not be granted his certificate of graduation until they are completed.

UNIVERSITY OF NANKING

GENERAL REGULATIONS

I. DUTIES OF OFFICERS

THE PRESIDENT

The PRESIDENT of the University shall be elected by the Board of Trustees on the nomination of the Board of Managers and he shall hold office during the pleasure of the Board of Trustees. He shall be the chief executive officer of the University, shall represent it in all official transactions, shall exercise due oversight of the property and business of the University, and shall be responsible to the Board of Trustees for the proper conduct of the work of the University. He shall nominate for appointment by the Board of Managers the members of all faculties and all officers of instruction or administration within the various Schools or Colleges of the University, and shall require that such officers perform their duties satisfactorily. He shall be a member of all the faculties of the University and when present shall preside at faculty meetings. For sufficient cause and after consultation with the Advisory Council he may suspend any officer or servant of the University for whom he is responsible and shall report such action at the next meeting of the Board of Managers. In consultation with the Vice-President, the Treasurer and the Deans of the several Schools or Colleges, he shall prepare an annual budget of receipts and expenditures for the approval of the Board of Trustees and shall submit the same to the Board of Managers for recommendation. He shall prepare an annual report on the condition and work of the University.

THE VICE-PRESIDENT

The VICE-PRESIDENT of the University shall perform the duties of the President in his absence or disability and shall discharge such other duties in the University administration as may be agreed upon with the President.

THE DEANS

The Dean of a School or College shall be elected by the Board of Managers on the nomination of the President. He shall, under the President, be the chief executive officer of the School or College, and in the absence of the President and Vice-President shall preside at meetings of the faculty. He shall have charge of the progress and conduct of students in the School or College, shall be responsible for the proper enforcement of faculty regulations, shall prepare business for the consideration of the faculty and may make recommendations thereto. He shall supervise the teaching within his School or College, shall prepare the schedule of studies and classes in accordance with faculty regulations and shall give to the President at all times such information on the condition and work of the School or College as may be desired.

In the University Hospital, the administrative officer - whose duties are herein above defined - shall be known as the Superintendent, and in the Middle School and the Model School, he shall be known as the Principal.

THE TREASURER

The TREASURER of the Board of Managers shall act as the local Treasurer of the University in Nanking and shall receive and disburse funds under the direction of the Board of Trustees. He shall receive all local funds belonging to the University, including tuition and other fees from students, the income from sales from the University gardens and laboratories, and all similar funds. He shall keep accurate account of all moneys received and shall pay out funds only on properly vouchered bills in accordance with the budget approved for the current year. He shall endorse requisitions for the purchase of supplies in accordance with the budget, and supplies or labor purchased without such previous endorsement shall involve no obligation on the part of the University.

He shall keep in separate accounts all funds contributed to the University for special purposes, holding them solely for the causes for which they were contributed.

The Treasurer shall give to the President of the University, the Board of Managers, and the Board of Trustees such information as may be requested regarding the finances of the University and shall make an annual report of all moneys passing through his hands and of the purposes for which they were received or disbursed. The Treasurer shall give such bond for the proper discharge of his duties as the Board of Trustees may determine.

THE EXECUTIVE SECRETARY

The EXECUTIVE SECRETARY of the Board of Managers, in consultation with the President, and when directed by him, shall represent the University in its relations with the Chinese government and Chinese officials, shall conduct correspondence with the Board of Trustees, Board of Managers, and the several supporting missions on questions of outside relationships, shall represent the University in the solicitation of funds and in the purchase or sale of property and shall cooperate with the President in the preparation of the annual budget.

As Executive Secretary of the Board of Trustees, if so elected, he shall conduct correspondence with the President and the Board of Managers when in the United States and shall, when authorized, represent the Board of Trustees and the University in its relations with the mission boards, the China Medical Board, churches and donors.

SECRETARY TO THE PRESIDENT

A SECRETARY TO THE PRESIDENT may be appointed by the Board of Managers on the recommendation of the President, whose duty it shall be to assist the President in the general correspondence of the University, to prepare statements and records, to give publicity through proper channels to such items of University interest as the President may direct, to assist in the preparation and distribution of reports, catalogues, and bulletins, and to give to the President such other assistance in the clerical duties of his office as he may desire.

SUPERINTENDENT OF BUILDINGS AND GROUNDS

The SUPERINTENDENT OF BUILDINGS AND GROUNDS shall be charged with the responsibility for the proper construction, care and upkeep of all buildings belonging to the University. He shall supervise new buildings in process of construction, not otherwise provided for, and shall give attention to necessary repairs and decoration. He shall superintend the heating of buildings, shall make necessary purchases of fuel, and shall employ such servants as may be needed for the proper conduct of the work of his office. The University campus and other grounds belonging to the University, not specifically assigned to laboratory or experimental uses and not attached as gardens to private residences, shall be under his care. For the proper discharge of his duties he shall be accountable to the President.

THE PROCTORS

The UNIVERSITY PROCTORS shall be appointed by the President. It shall be their duty to preserve proper discipline and good order in the dormitories, to assign students to their rooms, and to see that the dormitories are kept in a clean and sanitary condition. The Proctors shall have charge of the student dining rooms, shall be responsible for the quantity and quality of food, shall have oversight of the servants, and shall keep an account of the cost of operation.

II. ORGANIZATION

SCHOOLS AND DEPARTMENTS

For purposes of administration, the University is organized into Colleges, Schools, and Departments, each with its separate Dean or corresponding officer, and each College or School with its separate faculty. These administrative units are shown in the following table and they take rank and precedence in the order named:

- I. College of Arts and Sciences - Senior College
- II. College of Agriculture and Forestry - Senior College
- I Including the Department of Sericulture
- III. Junior College
- Including (a) The School of Education
- (b) The School of Business Administration
- IV. The University Library
- V. The University Hospital
- Including the School of Nursing
- VI. The School of Missionary Training - Language School
- VII. The Summer School
- VIII. The Middle School
- IX. The Model School

The Middle School and Model School constitute the secondary school group and may be organized as a single unit under a Superintendent at the discretion of the President and Advisory Council.

The School of Education and the School of Business Administration shall include all courses offered in their several fields, whether offered in the Junior College, in the Middle school, or elsewhere. Whenever by action of the Board of Managers either of these two schools is raised to the rank of a Senior College, it shall become a separate administrative unit and shall take rank immediately above the Junior College.

THE UNIVERSITY LIBRARY

The University Library shall include all books, pamphlets, maps, charts, etc., belonging to the University and not primarily a part of laboratory equipment. It shall be under the direction of the University Librarian, who shall so conduct the Library as to make it of greatest service to the members of the University. The University Librarian shall have charge of all reading rooms, branch libraries, and special collections, wherever placed, and shall be responsible for the care and safe keeping of all books, etc., belonging to the Library. Orders for the purchase of books and other articles for the University shall be placed only by the Librarian. In the distribution of funds for the purchase of books, and in the establishment of general policies and regulations governing the use of the Library, the Librarian shall act in cooperation with the Library Committee, of which he is ex-officio the Secretary.

THE FACULTY

The Faculty of any School or College shall consist of the President and Vice-President of the University and all officers of instruction in the School or College regularly appointed by the Board of Managers above the rank of assistant. The faculty shall have responsibility for educational standards and policy within its school and shall prescribe the requirements for admission, for promotion, and for graduation. It shall enact regulations governing the conduct of students and may for sufficient cause exclude or remove a student. Regulations adopted by any faculty shall not become effective unless approved by the President of the University, and regulations affecting two or more schools or colleges shall be subject to the approval of all faculties concerned.

The University Librarian shall be a member of the faculty of the College of Arts and Sciences and of the Junior College. Assistants in any School or College who are University graduates may attend faculty meetings and participate in the business but without the right to vote.

THE UNIVERSITY ADVISORY COUNCIL

An Advisory Council shall be appointed to confer with the President and other Executive Officers on general matters of policy, organization, finance, and management. This Council shall consist of the President, the Vice-President, the Deans of the several Schools or Colleges, the University Librarian, the Superintendent of the Hospital, the Principal of the Middle School and of the Model School, and seven other persons appointed by the President.

The Advisory Council shall give attention to matters affecting the whole University, such as commencement, the fixing of terms and vacations, holidays, the establishment of new schools or colleges, and questions of legislation relating to more than one school. For the consideration of special questions the Council may be subdivided at the instance of the President. In matters of emergency the Council may exercise the functions of a faculty, in which case its acts shall be reported to the appropriate faculty.

THE BUDGET

A Budget of Receipts and Expenditures shall be prepared annually by the President in consultation with the Vice-President, the Treasurer, and the Deans of the several Schools or Colleges. This budget shall show in detail the anticipated receipts from various sources during the period covered by it and the necessary expenditures for the operation of the University and the maintenance of its property.

When the budget has been approved by the Board of Managers and the Board of Trustees, heads of departments and others duly authorized may issue requisitions against it for necessary purchases or payments up to the limit of the appropriations for such purposes. Requisitions when prepared shall be presented to the Treasurer for his approval before an order is placed and no order for the purchase of goods or for labor or other service shall be valid or shall involve the University in obligation until approved by the Treasurer. In no case shall a requisition in excess of the appropriation be issued or approved except by special action of the President secured in advance.

III. DUTIES OF STANDING COMMITTEES

University Committees

COMMITTEE ON FRIENDLY RELATIONS

This Committee shall consist of such Chinese members of the faculties as the President may appoint. Its duty shall be to make known the work of the University among the Chinese people, to cultivate friendly relations with influential Chinese, and to promote social intercourse within the faculties and between the faculties and Chinese friends.

COMMITTEE ON GENERAL MEETINGS

The Committee on General Meetings shall consist of five members appointed by the President and shall have responsibility for arranging chapel leaders, speakers for Sunday services and for general lectures. It shall have charge of the details of the commencement programmes, including the baccalaureate service, and shall consider plans for the organization of a University Church.

COMMITTEE ON THE LIBRARY

The Committee on the University Library shall consist of the President, the Librarian, and seven other members of the faculties appointed by the President. It shall act as a committee of management determining questions of general policy, such as the distribution of funds, the extension of the library activities, the plan of construction of a library building and the nature of its equipment. In questions of detail, such as the purchase of books, it shall act in an advisory capacity.

COMMITTEE ON THE MUSEUM

The Committee on the Museum shall consist of seven persons appointed annually by the President. It shall have general oversight of the museum; shall receive specimens and arrange displays; shall solicit articles of educational value which may be of use to any department of the University or to the community.

COMMITTEE ON PUBLICATIONS

The Committee on Publications shall consist of the Librarian and seven other persons appointed by the President. It shall secure copies of all publications issued by the University for deposit in the University Library. If necessary, it shall assume editorial oversight of University publications and shall oversee the processes ^{of} printing, including proof-reading. In cooperation with the Student Government, it shall supervise the publication of University magazines. No publication bearing the name of the University or purporting to represent it shall be issued without the approval of this Committee or of the President in case the Committee is not accessible.

COMMITTEE ON ATHLETICS AND PHYSICAL TRAINING

There shall be a University Committee on Athletics and Physical Training consisting of seven members appointed annually by the President to represent the various departments ^{Schools and} of the University, and in addition, the Athletic Director and the University Physician in charge of student health shall be ex-officio members. This Committee shall have supervision of athletics and physical training for students and of their medical care. It shall approve the schedule of intercollegiate games and shall be responsible for all expenditures for athletic and physical training purposes. Requisitions for such expenditures shall be approved by some member of the Committee, duly appointed for the purpose, before they are presented to the treasurer. No intercollegiate game shall be played by teams representing the University, or any department of it, without the approval of this Committee. ^{Colleges}

COMMITTEE ON ADMISSIONS

There shall be a University Committee on Admissions appointed by the President whose duty it shall be to supervise the admission of students to the several schools of the University. This Committee shall be divided into three sub-committees, one for the Colleges, one for the Middle School, and one for the Model School, each with its own Chairman.

The sub-committee for the Colleges shall determine, subject to faculty legislation, (1) the date, place, and manner of conducting entrance examinations; (2) the dates within which new students may be admitted to the Colleges; (3) the time of

payment of matriculation fees; (4) the fitness of all persons applying for admission to the Colleges; (5) the amount of advanced credit, if any, to be granted to students for work done in other institutions; (6) the rating of middle schools and colleges as a basis for subsequent accrediting.

The Sub-committees for the Middle School and Model School shall similarly determine by examination or otherwise the fitness of applicants for admission to those schools and shall perform such other functions in connection with new students as the faculties of those schools may determine.

The full Committee shall meet at least once a year at the call of the President to consider questions of common interest and to determine common policies relating to incoming students.

College Committees

COMMITTEE ON DISCIPLINE

This Committee shall consist of the President, the Deans, and the Proctors. It shall deal with cases of delinquency or failure on the part of students, in connection either with their studies or with their moral or social life, and shall act upon any matter involving discipline which is referred to it by the Deans or by other administrative officers. This committee shall have the full power of the faculty to suspend, to dismiss, or to apply other disciplinary measures, but in all cases it shall report its actions to the appropriate faculty.

COMMITTEE ON EXTRA-CURRICULUM ACTIVITIES

This Committee shall consist of a chairman to be appointed annually by the President, and such other persons the President may from time to time appoint. Its duty shall be to exercise general supervision over those activities of the students which lie outside the curriculum and are not delegated to some other committee or individual. Supervision shall be interpreted to mean encouragement, guidance, and stimulation of the students to carry out the essential purposes of their organizations.

COMMITTEE ON STUDENT WORK

This Committee shall consist of three persons appointed by the President to cooperate with the Deans and Registrar in carrying out the regulations of the faculties affecting the amount and quality of work of students within the Colleges; it shall recommend to the faculty suitable action in cases not covered by the regulations.

Committees of the Primary and Secondary Group

COMMITTEE ON DISCIPLINE

This Committee shall consist of the Principals of the Middle School and the Model School, the Proctor and four members of the faculties, two from each school, to be appointed by the respective Principals. It shall consider delinquencies of students, either in studies or in conduct, and shall have full power to determine questions involving discipline.

COMMITTEE ON EXTRA-CURRICULUM ACTIVITIES

This Committee shall consist of a chairman appointed by the Principal of the Middle School and such other persons as the Principal of the Middle School and of the Model School may from time to time appoint. Its duties are to supervise the work of the Literary and Debating Societies, to present special literary and musical programmes before student gatherings, and to have oversight of the social activities of students.

NOMINATING COMMITTEE

This Committee is made up of four faculty members appointed by the Principal of the Middle School and seven students elected by the seven classes of the Middle and Higher Primary Schools, one by each class. It is the duty of this committee to nominate ~~three students as athletic managers in the~~ Middle School.

COMMITTEE ON PROPRIETIES

The Committee on Proprieties prepares lectures on etiquette and good form for the information of students.

COMMITTEE ON RELIGIOUS WORK

This Committee cooperates with the Young Men's Christian Association in arranging for special evangelistic meetings, Sunday school work, and Sunday services, and seeks to promote personal evangelism.

COMMITTEE ON STUDENT WORK

The Committee on Student Work gives attention to the special needs of students in the arrangement of their work and assists the Registrar in the adjustment of complicated programmes. Delinquent students receive the special attention of this Committee.

REPORT OF THE COMMITTEE ON REORGANIZATION

Attached to Managers Minutes, July 12, 1927

The Committee has met twice, and presents the following documents:

- A. Proposed Constitution for Board of Directors (Managers)
- B. Proposed Agreement between Board of Directors (Managers) and Board of Founders (Trustees)
- C. Charter Constitution and By-Laws of Trustees
- D. Proposed Amendments to Constitution of Trustees
- E. Proposed By-Laws of Board of Directors

The Committee suggests the following procedure:

- 1. The adoption of the above documents, excluding C.
- 2. A cable to the Trustees asking whether they are prepared to
 - 1. Turn over the conduct of the University to the Board of Directors
 - 2. Lease the property.
- 3. Petition the educational authorities to extend the time for registration.
- 4. To prepare the documents for registering:
 - 1. The Board of Directors
 - 2. The University

The Committee also suggests the following qualifications for the President of the University:

- 1. He shall be a Christian
- 2. He shall have the confidence of the founders
- 3. He shall have scholastic standing such as will command **the respect of faculty and students**
- 4. **He shall have the social standing necessary to handle the University in the present changing situation.**

Revisions in pencil = as presented to Board of Trustees

Revisions in ink = changes as suggested by Committee of Three appointed by Trustees September 15, 1927.

Document A

UNIVERSITY OF NANKING

PROPOSED CONSTITUTION OF THE BOARD OF DIRECTORS

Article I

Name

This Board shall be known as the Board of Directors of the University of Nanking -- Ssu Lih Ginling Ta Hsieh.

Article II

Office

The office of the Board is located at Nanking in the province of Kiangsu.

Article III

The Declaration of Purpose

The purpose of the Board of Directors of the University of Nanking is to maintain in Nanking a private institution of learning under Christian auspices, ^{with full religious liberty,} which shall conform to the highest standards of educational efficiency, promote social welfare and high ideals of citizenship, ^{and high} and develop ~~Christian~~ ^{Christian} character in accordance with the ~~original purpose~~ ^{Christian ideals} of the ~~founders~~ ^{institution.}

Article IV

Composition of the Board of Directors

The Board of Directors shall consist of members elected as follows:

Chinese members

- 2 Members elected by the Chckiang-Shanghai Baptist Convention
 - 3 Members elected by the Central China Conference of the Methodist Episcopal Church
 - 3 Members elected by the China Christian Mission
 - 2 Members elected by the ^{Chinese} Cooperative Executive Committee of the Kiangnan Presbyterian Mission
 - 1 Member elected by the Central China Presbytery of the Presbyterian Church in the U. S. A.
 - 4 Members elected by the alumni of the University
 - 5 Members elected by the Board of Directors
- The President of the University, ex officio, without vote.

American members:

- 2 Members elected by the Central China Conference of the Methodist Episcopal Church
- 2 Members elected by the Kiangnan Mission of the Presbyterian Church in the U.S.A.
- 2 Members elected by the China Christian Mission
- 2 Members elected by the East China Mission of the American Baptist Foreign Mission Society.

No member of the faculty or other person in the employ of the University or student shall be a member of the Board of Directors. ~~All members shall be Christians.~~ *All members shall be in cordial sympathy with the above stated purpose of the University.*

All the members of the initial board shall be arranged in three groups, approximately equal in number, the first group to serve for one year, the second group to serve for two years, the third group to serve for three years. If a vacancy occurs in any group prior to the expiration of the stated term, the same may be filled by electing a substitute, approximately elected in accordance with the foregoing provisions, to serve for the balance of said term

After the first election, all subsequent terms of service shall be for three years, and on the expiration of his term of service any member shall be eligible for re-election.

Article V

Duties of Board of Directors

The Board of Directors shall direct the policies and have control of the conduct of the said University of Nanking in accordance with its declared purpose, to maintain in Nanking a private institution of learning under Christian auspices, which shall conform to the highest standards of educational efficiency, promote social welfare and high ideals of citizenship, and develop Christian character in accordance with the ~~original purpose~~ *Christian ideals of* of the ~~founders~~ *institution*.

The Board of Directors shall authorize the establishing of departments; shall ratify courses of study; shall elect the President and the Treasurer; shall appoint officers and instructors; and shall determine salaries except in the case of those who are supported by the Board of Founders; shall provide suitable buildings and appliances; shall, through the administrative offices of the University, fix, collect, and disburse, under the budget, all student fees; and shall perform all other duties necessary to the efficient ~~administration of the University.~~ *shall have full responsibility for the adequate staffing and financing of the institution;*

It shall have power to enter into an agreement with the Board of Founders as may be mutually satisfactory, including the lease of the property. Upon recommendation by the President and faculty, it may confer degrees in accordance with the regulations of the Chinese educational authorities, and recommend to the Board of Founders candidates for American degrees. It shall have power to acquire and hold property, including endowment funds raised in China.

*Referred to President of
Synod Univ. & Center
Educ. Com. in Nanking*

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Article VI

Meetings of the Board of Directors

The Board shall hold two stated meetings each year, one of which shall be the Annual Meeting of the Board, notice of which shall be sent one month in advance and at which the election of officers, action on budget and staff appointments shall take place, and the annual report of the President, and the reports of committees shall be considered.

Special meetings of the Board of Directors may be called by the chairman or by the President of the University, or at the request of five (5) members. Notice of any special meeting shall be in writing, mailed or telegraphed to each member not less than ten (10) days in advance of the proposed meeting, and stating the business to be presented.

A majority of the members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board.

Article VII

Officers of the Board of Directors

The officers of the Board of Directors shall consist of a Chairman, Vice-Chairman, and Secretary, who shall exercise the duties usually attached to their respective offices. ~~The President of the University shall be ex officio chairman of the board, and the other officers shall be elected by ballot at the annual meeting of the Board.~~
The

Article VIII

Executive Committee

The Board of Directors shall elect annually ^{from their own members} an Executive Committee of ~~five~~ ^{three}, which shall deal with all ^{at intervals} matters ordinarily handled by the Board of Directors, with the exception of changes of policy and matters of unusual importance. The Executive Committee shall not, however, reverse the action of the Board of Directors upon any matter which has been presented to and acted upon by the Board of Directors. The actions of the Executive Committee shall be reported to the next meeting of the Board of Directors, and shall be subject to review by the Board of Directors.

Article IX

By-Laws

The Board of Directors shall have power to make or amend By-Laws by a vote of two-thirds of the Board of Directors at an annual meeting or a meeting regularly called for this purpose, full notice of the proposed amendments having been given ~~three months~~ ^{three months} in advance of the meeting. *the different actions becoming effective only on approval of four members.*

Article X
Amendments

This constitution may be amended at a regular meeting of the Board of Directors or at a special meeting called for this purpose, provided that full notice of the exact wording of the proposed amendments shall have been given three months in advance of the meeting.

Document BProposed Agreement with Board of Founders (Trustees)

Section 1

Historical Statement

Historical Statement to be worked out and included later.

Section 2

Constitution of the Board of Directors (Managers)

The Constitution of the Board of Directors constitutes a part of the legal agreement between the Board of Directors and the Board of Founders (see Document A). *It is agreed that any amendments to the constitution of the Board of Directors should be approved by the Board of Founders before they become operative.*

Section 3

Property Lease

That the grounds, buildings and equipment be leased to the Board of Directors by the Board of Founders for a period of five years beginning July 1, 1928, at an annual rental of one hundred and twenty thousand dollars Chinese currency. This lease may be renewed by mutual consent as from July 1, 1933, for a period and on terms which shall be determined on or before that date by mutual agreement between the Board of Directors and the Board of Founders, said lease to be subject always to the following conditions:

1. *in the opinion of the Founders* If for any reason the ~~present~~ ^{during this period} Board of Directors should ~~cease~~ ^{in the opinion of the Founders} function as the responsible administrators of the University of Nanking in accordance with the foregoing constitution of the Board of Directors which is made a part of this agreement, the Board of Founders shall have the right of immediate entry to repossess the property.
2. *in the opinion of the Founders* Should the property so leased or any substantial part of it ~~cease~~ ^{in the opinion of the Founders} to be used for the proper purpose of the University of Nanking to maintain in Nanking a private institution of learning under christian auspices, which shall conform to the highest standards of educational efficiency, promote social welfare and high ideals of citizenship, and, develop christian character in accordance with the original purpose of the founders, the lease shall be subject to cancellation at the end of any scholastic year by either the Board of Directors or the Board of Founders but only on one year's notice.

3. The Board of Founders may increase its investment at the University of Nanking in land, buildings or equipment on the written request or with the written consent of the Board of Directors.

4. The Board of Directors shall maintain the property so leased in as good condition for operation and use as the seat of the University of Nanking as at the date of the lease. For this purpose they shall set aside out of the general income of the institution each year not less than 2% of the cost of buildings and 5% of the cost of equipment, amounting to about \$12,000 Chinese

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currency, to be used for repairs, replacements and insurance.
(Note: The exact percentages and amount of money will be worked out later on the basis of present conditions and included in the final lease.)

5. The Board of Directors may improve the property by the erection of additional buildings or other physical facilities or planting, with the written consent of the Board of Founders, subject to the conditions that the same shall be in conformity with general plan and type of architecture already adopted, and that the cost of such improvements shall be defrayed by the Board of Directors except as provided for in advance by special appropriation from the Board of Founders on the request of the Board of Directors. It is mutually agreed that the final judgment as to the location and external form and appearance of proposed additions to the physical plant of the university shall rest with the Board of Founders.

6. All residences ^{owned by the University} shall be rented by the Board of Directors to the members of the staff according to ~~the attached~~ rent schedule ^{to be mutually approved} and on the understanding that previous occupants shall have first claim and ~~that~~ ^{that} rank and length of service shall be the basis of determining priority of choice ~~should a conflict of choices arise between members of the staff.~~

In the event of a cancellation of the lease or of other disposition of the property, a settlement of conflicting interests shall be secured through conference between the Board of Directors and the Board of Founders, ~~and~~ ^{or} if need be by arbitration.

Section 4

Staff

The Board of Founders shall continue to support missionaries as members of the staff of the University of Nanking subject to request of the Board of Directors.

^{or approval} Six months before the furlough of missionary members of the staff, the Board of Directors shall make written communication to the Board of Founders and to the mission with which the staff member is connected concerning his reappointment, and in case his reappointment is desired, or in case of a new appointee, shall specify position to be filled, with courses and hours of teaching required, name of officer of administration under whom the appointee is to work, and residence quarters to be offered the appointee.

It is understood that when a teacher has been appointed by the Board of Founders to fill a designated position, he shall not be required by the Board of Directors or any officer of administration to undertake work of instruction outside of his designated field except upon his own consent so to do freely given in advance.

~~When necessary, the Board of Founders shall have the right to rent residence accommodation off the campus for members of the staff contributed by them.~~

The President of the University shall be the official representative of the Board of Founders, but he may, if he so desire, appoint an American on the faculty or the Board of Directors as his assistant representative.

Section 5

Instead of 1st A

Representative of the Board of Founders

The Board of Directors shall elect one of the missionary members of the staff as the Representative of the Board of Founders subject to approval by the Board of Founders.)

^{of the President's assistant representative of the Bd. of Founders} His duties shall be to assist the President in ^{such} matters concerning the staff maintained by the Board of Founders, and in ~~all other matters where interests of the Board of Founders are concerned.~~ ^{as the President may desire or the Board of Directors may direct.}

Section 6

Finance

The Board of Founders shall be responsible for the support of the missionary staff contributed by them.

The Board of Founders shall continue to make ~~an~~ ^{such} annual cash appropriation ~~on approximately the same scale as at present so far~~ as they may find ~~it~~ possible, ~~to do so~~, which shall be applied by ^{such} the Board of Directors as follows: first, to provide for upkeep, ^{unless otherwise specifically decided by the Founders} repairs and insurance as provided in the section concerning property as above; second, to cover rent of such residences as shall be required to house the staff contributed by the Board of Founders, as provided in the section concerning staff as above, and third, the remainder to be used for the general expenses of the college, ^{as provided by the Founders} as the Board of Directors may decide. In addition to the foregoing, the Board of Founders shall contribute annually an amount equal to the rental charged on the property as provided in the section on Property as above.

Provision for rental and maintenance of property by Com. & Founders

The Board of Founders shall be responsible only for the support of the missionary staff contributed by them, and for the payment in any year of the appropriation which they shall have made for that year, including an amount equal to the rental charged on the property, and shall not be in any wise responsible for any deficit or indebtedness which may arise in connection with the current operation of the university.

Rent Schedule

The residences on the college campus shall be rented to teachers and staff members at the following annual rates:

(To be worked out later.)

Document 10

UNIVERSITY OF NANKING

CHARTER

CONSTITUTION

BY-LAWS OF THE BOARD OF TRUSTEES

*(See Trustees minutes June 11, 1924;
February 25, 1925)*

*This book is in accordance with the plan to be approved
(See Document 10)*

UNIVERSITY OF THE STATE OF NEW YORK
CHARTER OF
THE UNIVERSITY OF NANKING

THIS INSTRUMENT WITNESSETH: That the Regents of the University of the State of New York have granted this charter incorporating Ralph E. Diffendorfer, Eben B. Cobb, Stephen J. Corey, F. Watson Hannan, Louis H. Severance, Archibald McLean, Frank A. Horne, Robert E. Speer, Joab H. Banton and their associates and successors, under the corporate name of The University of Nanking, to be located in the city of Nanking, in the Province of Kiangsu, in the Empire of China, with nine trustees to be at first the persons named as incorporators to hold in the order of their naming, the first three for the year 1911, the second three for the year 1912, and the last three for the year 1913, and their successors to hold for terms of three years, to be chosen three each year - one by the Board of Foreign Missions of the Methodist Episcopal Church, one by the Foreign Christian Missionary Society, and one by the Board of Foreign Missions of the Presbyterian Church in the United States of America.

Other incorporated missionary organizations may, at any time, be affiliated with and made constituent, trustee-electing members of the corporation of the university, by the favoring vote of the managing boards of all of its then existing such constituent bodies; and each such so added constituent body shall be entitled to choose, as its representative, or representatives, to hold for a term of three years, an additional associate member, or members, not exceeding three, as the vote of affiliation shall provide, on the board of trustees of the university, and to choose, each three years, a successor, or successors, to such representative trustee, or trustees, to hold for a like term.

The trustees elected in accordance with the provisions of the charter granted April 19, 1911, and under the amendment to said charter granted December 12, 1912, may elect additional trustees to such a number that the total membership of the board shall not exceed twenty-four. The terms of office of one-third of the number of trustees thus elected shall expire each year and their successors shall be elected for terms of three years each. After the first election of said additional trustees, their successors shall be elected by the entire Board of Trustees.

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University of Nanking

The University shall have power to acquire by grant, gift, purchase, devise or bequest, and hold and dispose of such real and personal property as the purposes of the corporation shall require. It may have departments of elementary, secondary and higher education, and may affiliate with its work other schools giving instructions in either of the said departments; but it shall not have power to confer degrees, except as shall be hereafter authorized or approved by the Regents of the University of the State of New York.

- | | | |
|---------|---|--|
| S E A L | St Clair McKelway
Vice Chancellor
A.S. Draper
Commissioner of
Education. | Granted April 19, 1911, by the Regents of the University of the State of New York, executed under their seal and recorded in their office. Number 2132. |
| S E A L | St Clair McKelway
Vice Chancellor | Amended May 2, 1912, by the Regents of the University of the State of New York, executed under their seal and recorded in their office. Number 2257. |
| S E A L | St. Clair McKelway
Vice Chancellor
A.S. Draper
Commissioner of
Education. | Amended December 12, 1912, by the Regents of the University of the State of New York, executed under their seal and recorded in their office. Number 2309. |
| S E A L | Chester D. Lord
Chancellor
Frank P. Graves
President of the
University | Amended October 18, 1923, by the Regents of the University of the State of New York, executed under their seal and recorded in their office. Number 3301. |

CONSTITUTION OF THE UNIVERSITY OF NANKING

(Adopted June 11, 1924, except Article V,
adopted February 25, 1925)

Article I. Name.

The name of this institution shall be the
University of Nanking - Ginling Ta Hsioh Hsiao.

Article II. Object.

The object of the University is to prepare
Christian leaders, to provide educational ad-
vantages for the children of our Christian con-
stituencies, and to promote higher education in
China under Christian influences and in harmony
with the Word of God.

Article III. Board of Trustees.

1. Membership

The institution shall be governed by a Board
of Trustees chosen as specified in the charter
and its amendments as follows:-

A. Nine trustees to be at first the persons
named as incorporators, to hold in the order of
their naming, the first three for the year 1911,
the second three for the year 1912, and the last
three for the year 1913, and their successors
to hold for terms of three years, to be chosen
three each year - one by the Board of Foreign
Missions of the Methodist Episcopal Church, one
by the Foreign Christian Missionary Society, and
one by the Board of Foreign Missions of the
Presbyterian Church in the United States of
America. (Charter Amendment, May 2, 1912)

B. Other incorporated missionary organizations
may, at any time be affiliated with and made con-

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University of Nanking

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stituent trustee-electing members of the corporation of the University, by the favoring vote of the managing boards of all of its then existing such constituent bodies; and each such so added constituent body shall be entitled to choose, as its representative, or representatives, to hold for a term of three years, an additional associate member, or members, not exceeding three, as the vote of affiliation shall provide, of the Board of Trustees of the University, and to choose, each three years, a successor, or successors, to such representative trustee, or trustees, to hold for a like term. (Charter Amendment, Dec. 12, 1912)

C. The above trustees may elect additional trustees to such a number that the total membership of the board shall not exceed twenty-four. The terms of office of one-third of the number of trustees thus elected shall expire each year and their successors shall be elected for terms of three years each. After the first election of said trustees, their successors shall be elected by the entire Board of Trustees. (Charter Amendment, Oct. 18, 1923)

NOTE:-

The American Baptist Foreign Mission Society having undertaken cooperation on a partial basis, became a participating organization on January 1, 1914, entitled to elect two representative trustees. (Minutes p.119)

D. The President of the University shall be ex-officio a member of the Board of Trustees.

2. Basis of Co-operation or Affiliation.

A. Full Co-operation.

Each mission entering into full co-operation in the University shall provide:

- (1) property or funds to a minimum value of \$45,000 gold,
- (2) five missionary teachers, who may become members of the faculty upon appointment by the Board of Managers,
- (3) an annual appropriation toward current expenses of not less than \$3,300 gold.

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(These conditions for full co-operation shall be regarded as the present minimum, but in case of an increase of departments the trustees shall have power to determine what additional requirements shall be made as a new basis for full co-operation.)

B. Partial Co-operation.

Any mission which cannot meet all of the conditions for full co-operation may enter into partial co-operation in the University on either of the following bases:

- (1) one representative on the Board of Managers, one representative on the Board of Trustees, the provision of \$10,000 gold in money or accepted property, two missionary teachers, and \$1,000 gold annual appropriation;
- (2) two representatives on the Board of Managers, two representatives on the Board of Trustees, the provision of \$20,000 gold in money or accepted property, three missionary teachers, and \$2,000 gold annual appropriation.

In the case of Missions which are prepared to co-operate in one or more Graduate or Professional Schools or Departments of the University, the Trustees shall determine what the conditions of entrance, representation, and responsibility shall be.

C. Affiliated Schools.

Middle Schools, Colleges, or Professional Schools of any Mission Board may become affiliated with the University at the discretion of the Board of Managers on approval of the Board of Trustees, provided that the plant and equipment of such schools together with all current expenses shall be furnished by the Board or organization responsible for the affiliated institution, and further provided that their administration be in the hands of their own local Board of Management, and provided its standards

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University of Nanking

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of work shall conform to those of the University.
The Trustees shall not have power to alienate the funds or property of such an affiliated school to any other uses.

3. Basis of Organization.

The University shall be composed of such preparatory schools as may be necessary; college of liberal arts, with affiliated colleges at such places as may be approved by the Board of Trustees and the Board of Managers; such professional schools of medicine, normal training, agriculture, and other professional schools as may be later established; and such graduate schools as may be required. (5)

4. Powers of Trustees.

A. Holding of Property.

1. The University shall have power to acquire by grant, gift, purchase, devise, or bequest, and hold and dispose of such real and personal property as the purposes of the corporation require.

2. The property of the University shall consist of such land, buildings, and equipment as shall be loaned or deeded to the institution by the co-operating Mission Boards; together with all lands, buildings, endowments or other funds acquired by the University.

3. All property, whether loaned to the University or owned by the institution, shall be administered by the Board of Trustees or their successors. The titles of all owned property shall be vested in the University. (6)

B. Administration.

1. The Board of Trustees have under the charter full responsibility for the administration of the University. They shall, upon nomination of the Board of Managers, elect the President of the University, shall ratify elections to membership on the Board of Managers, and shall appoint in the first instance all foreign permanent teachers going (7)

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out from the homeland, and at their discretion may appoint or remove any member of the staff, and shall perform all other duties, not assigned to the Board of Managers, which are usually performed by trustees of such institutions.

2. If the President of the University, for any reason whatsoever, shall be requested by the Board of Managers to resign, it shall be the duty of the Board of Trustees to receive the action of the Board of Managers and if it is sustained by the Trustees to declare the office of the President vacant and to proceed in the ordinary manner to fill the vacancy. (8)

3. Any field matters lying within the jurisdiction of the Board of Managers, when referred to the Board of Trustees, must be sent by the Board of Managers, accompanied by an expression of their judgment upon the question involved. (9)

4. It shall be the duty of the Trustees to transmit to the Board of Managers at such times, in such manner and in such amounts as may be mutually agreed upon, or may be deemed expedient by the Trustees, the interest on any permanent endowments and the whole or part of other funds in their hands.

The Trustees shall have power to withhold the payment of the above funds (a) when, in their judgment, there shall be a departure on the part of the Board of Managers, in the control or instruction of the University from strictly Christian and evangelical principles, (b) in case of political or local changes rendering it desirable or necessary to reduce the number of instructors or students, to alter the location of the University, or to suspend operation for a period or permanently, (c) in case the University shall become self-supporting, or (d) whenever from any cause the Trustees shall come to the conclusion that the University is not answering its original design.

5. The Trustees shall have authority to employ such agents and to adopt such other means as may be necessary for the execution of their trust.

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6. The Trustees shall be trustees of Ginling College but the Ginling College Committee shall be their agency in caring for the interests of the College in such manner as may be directed in this constitution.

Article IV. Board of Managers.

1. Composition.

(1) Each fully co-operating Mission shall appoint four representatives, either Chinese or foreign, on the Board of Managers. Missions with partial co-operation shall be entitled to appoint representatives as stated in Article III, Section 2. These persons, duly appointed by the Missions, shall upon ratification by the Board of Trustees, form the Board of Managers of the University of Nanking, and shall serve a term of three years, one third to be elected each year.

*(2) The Board of Managers shall co-opt five prominent Chinese as full members of the Board of Managers. Two of these five shall be elected by the Alumni Association of the University of Nanking.

*The preceding paragraph 1 (2) is in process of amendment (June, 1925) to read substantially as follows:-

(2) Four members of the Board of Managers may be elected by the Alumni of the University; their terms shall be for four years.

(3) The Board of Managers may elect five additional members each to serve a term of four years.

2. Elections.

All elections to the Board of Managers shall be subject to approval by the Board of Trustees. All members of the said Board of Managers shall be Christians of evangelical faith.

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3. Chairman.

(12)

The President of the University shall be ex-officio Chairman of the Board of Managers, without vote except in case of a tie vote.

4. Accountability and Duties.

(13)

The Board of Managers shall be accountable to the Board of Trustees for the legitimate expenditure of all funds committed to them for expenditure; shall represent the Trustees in the acquisition, control, and administration of all funds or property in China; and shall submit an annual budget to the Trustees for approval. Their By-laws shall be subject to approval by the Trustees.

The Board of Managers shall recommend to the Trustees the establishing of departments; shall ratify courses of study; except in the case of the President, shall appoint officers and instructors; and shall determine the salaries of those who are regularly appointed missionaries; shall nominate to the Trustees a President; shall provide suitable buildings and appliances; shall through the administration offices of the University, fix, collect, and disburse, under the budget, all student fees; shall recommend to the Trustees candidates for degrees; and shall perform all other duties necessary to the efficient administration of the University.

5. Professional Schools.

Each professional school or department of the University may, at the discretion of the Board of Managers, have a special committee to take more immediate control over the administration and work of that school or department, and in such matters as may be delegated to it. This special committee, of which the Dean of the school shall be chairman, shall have the authority to make representations concerning the school to the Board of Managers through the Council, but shall not be authorized to make expenditures other than those provided for in the budget or otherwise authorized by the Board of Managers.

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6. Affiliated Schools.

The President or any other duly appointed representative of any affiliated school shall have the right to sit in the regular Board of Managers' meeting, and to make such representations and recommendations to the Board of Managers as he may see fit. He shall be given all the privileges and the courtesies of regular members except that of voting. Schools entering into terms of affiliation shall do so on such terms as are approved by the Board of Managers and Board of Trustees of the University.

Article V. Ginling College Committee

1. Membership.

1. The women trustees representing the incorporated missionary organizations cooperating in the Ginling College, not to exceed seven members, shall with two other members of the Board of Trustees constitute a committee to be known as the Ginling College Committee of the Trustees of the University of Nanking. This committee shall care for the interests of the College in behalf of the Board of Trustees.

2. Additional members of the Ginling College Committee may be provided for as follows:-
 - (a) three members may be co-opted;
 - (b) one advisory member representing each institution undertaking cooperation with Ginling on the minimum basis.

Members added to the Committee under these provisions shall not be members of the Board of Trustees.

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2. Powers.

- 1. The committee shall appoint its own officers and sub-committees and determine the method of correspondence between itself and the College, and shall recommend the method of transmission of College funds.
- 2. Whatever responsibility pertains to the Board of Trustees for the appointment or the approval and the removal of members of the staff of the College shall be delegated to the Ginling College Committee.
- 3. It shall be the duty of the Committee to counsel and advise with the President and the Board of Control and to promote interest in the College both among possible financial supporters, and among persons who may be eligible for service on its staff.
- 4. Appropriations of funds, the authorization of the budget and other expenditures, and the major problems of property, policy, and relationship shall be first considered and passed upon by the Committee before action by the Board.
- 5. The Minutes of the Committee meetings shall be referred to, and the actions shall be subject to ratification by the Board of Trustees.
- 6. The Ginling College Committee shall not incur financial responsibilities for the Board of Trustees beyond funds in the treasury without the consent of the Board of Trustees.

3. Board of Control of Ginling College.

- 1. The Board of Control of Ginling College shall consist of the duly elected or appointed representatives of the local missions of the

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Mission Boards cooperating in Ginling College and of the alumnae, and the President of Ginling College, together with such co-opted members as may be approved by the Ginling College Committee.

2. The Board of Control shall be responsible for the local administration of the College in Nanking and shall be accountable to the Ginling College Committee for the condition, custody, and use of all funds received by them from whatever source.

3. The By-Laws shall be subject to the approval of the Ginling College Committee.

Article VI. Loyalty to Evangelical Faith.

1. All the members of the faculty of every rank, shall be Christians of evangelical faith.
2. The Trustees, in exceptional cases involving particular qualifications for a specialized position, when no qualified evangelical Christian is available, upon nomination by the Board of Managers, may waive this requirement.

Article VII. Amendments.

This constitution may be amended by a vote of two-thirds of the Trustees present and voting at semi-annual meeting, or it may be amended at a meeting regularly called for this purpose, full notice of the proposed amendment having been given at a previous meeting, or the substance or the exact wording of the proposed changes having been furnished each member of the Board one month in advance of the meeting at which action thereon is contemplated, provided (1) that amendments to Article II, Article III Section 1, Article IV Sections 1 and 2, Article VI, and Article VII, shall be effective only on concurrence of a majority of the fully co-operating Mission Boards; and provided (2) that no amendment to paragraph 6 of Article III, Section 4 B or Article V shall be made without concurrence of the Ginling College Committee.

Document D

Proposed Amendments to Constitution
of Board of Trustees

Change "Board of Trustees" to "Board of Founders".

Charter. No amendment necessary except to change "Empire" to "Republic".

1. Ginling Ta Hsioh Hsiao to Ssu Lih Ginling Ta Hsioh.
2. Object: Change to conform with the constitution of the Board of Directors, Article 3
3. Change "the institution shall be governed &c." to read "the Board of Trustees shall be chosen, &c."
4. Delete "on approval of the Board of Trustees."
5. Delete "by the Board of Trustees and".
6. Add "except that nothing in the foregoing shall be interpreted as preventing the Board of Directors from holding and administering endowment funds raised in China."
7. Change paragraph 1 to read as follows, "The Board of Trustees shall, upon the request of the Board of Directors, appoint and maintain the necessary staff of the University."
8. Delete paragraph 2.
9. Delete paragraph 3.
10. Composition: Change to conform with the constitution of the Board of Directors, Article IV.
11. Elections: Change to conform with the constitution of the Board of Directors as follows: "No member of the faculty or other person in the employ of the University or student shall be a member of the Board of Directors. All members shall be Christians."
12. Delete "except in case of a tie vote."
13. Accountability and Duties: Delete and substitute section in constitution of Board of Directors.
14. Add "other portions of constitution of Board of Directors not included in the above."

DOCUMENT EPROPOSED BY-LAWS OF THE BOARD OF DIRECTORS.

(Based on the standard by-laws in Arnett, College and University Finance, published by the General Education Board.)

Article I. Meetings.

1. Call for Meetings. Notice of all meetings shall be mailed to each member of the Board at least five days prior to the date of such meeting.
2. Rules of Order. General parliamentary rules, as modified by the rules and regulations of the Board, shall be observed in conducting the business of the Board.
3. Fiscal Year. The fiscal year of the University shall be July 1st to June 30th.

Article II. Officers.

1. Special Elections. In the event of a failure for any reason so to elect any or all of said officers, or in case any vacancy occurs in said offices from any cause, then an election may be held at any regular or special meeting, a majority of all the trustees being present and notice of such election having been given in the notice of the call for the meeting.
2. Duties of President. The President of the Board shall preside at the meetings of the Board and shall discharge the duties which ordinarily pertain to that office. He shall sign, and shall execute, with the Secretary attesting, contracts and instruments authorized or issued by authority of the Board requiring his signature.
3. Duties of Vice-Presidents. The Vice-presidents of the Board in the absence or disability of the President shall perform all the duties of the President of the Board. In the absence or disability of the President and the Vice-presidents of the Board, the Chairman, or the Acting-Chairman, of the Committee on Finance Property and Investment shall act as President of the Board.
4. Duties of Treasurer. The Treasurer shall be the custodian of the funds and securities for which the Board of Directors is responsible and shall keep the securities in a safety deposit vault to be designated by the Board.

Access to the securities of the University shall be had by not fewer than two persons jointly in the following manner, and never otherwise.

- (a) By the Treasurer (or his representative) jointly with the Assistant Treasurer.
- (b) By the Treasurer (or his representative) jointly with the chairman or acting chairman of the Committee on Finance and Investment.

(c) By the Treasurer (or his representative) jointly with the President or Acting President of the Board.

This provision, however, shall not be held to exclude the presence of other persons at the same time, provided access has been obtained as aforesaid, nor shall the provisions of this article be held to prevent the Board of Directors from contracting with a responsible trust company to act as custodian in holding and keeping safely said securities, and to make deliveries on the order of any two persons entitled to access to said securities under this section.

The Treasurer shall file with the Secretary a bond for the faithful performance of his duties in such sum as may be fixed by the Board, with some responsible surety company approved by the Board; the premium on said bond to be paid by the Board of Directors. He shall be ex-officio a member of the Committee on Finance, Property and Investment. In case of the absence of the Treasurer, or of his inability to act, or in case the office becomes vacant, his duties shall be performed by the chairman or acting chairman of the Committee on Finance, Property and Investment.

5. Duties of Secretary. The Secretary shall perform the usual duties pertaining to this office. He shall keep full and true minutes of all meetings of the Board and the meetings of all standing committees of the Board, and of such special meetings as shall be requested of him. He shall be the custodian of all documents committed to his care.

He shall transmit promptly to each director copy of the minutes of the meetings of the Board and of its committees, and he shall notify the President of the University, the Board of Founders, and all other persons concerned of the actions taken by the Board with respect to appointments, promotions, terms of service, and appropriations for their work and departments, and of any other matter.

He shall see that all bonds required by officers and employees of the University for the faithful performance of their duties are filed in his office. He shall have the custody of the corporate seal and shall with it attest all documents requiring a seal.

6. Duties of Assistant Treasurer. The Assistant Treasurer shall be the chief business officer of the Board of Directors. He shall see that the rules and regulations prescribed by the Board of Directors for the government of the business affairs of the University are faithfully observed. He shall take the initiative in seeking investments for the funds of the University raised in China and shall report promptly thereon to the Treasurer and the Committee on Finance and Investment. He shall be responsible for the economical purchase of all supplies and materials bought by the University and shall see that all contracts made by the Board are faithfully executed.

The Assistant Treasurer shall collect and receive all moneys arising from gifts, bequests, or otherwise in China, for the benefit of the University, and all fees and money from any source due to the Board

1. The budget shall be adopted by the Board of Directors.
2. The budget shall be subject to revision by the Board of Directors through its Executive Committee at least twice a year, with the proviso that any revision which calls for extra funds from the Board of Founders shall be subject to their approval.
3. The treasurer shall be held responsible for not exceeding the budget or any item thereof.
4. The treasurer shall decide questions as to classification of accounts. In case of dispute the matter shall be referred to the Board of Directors or the Executive Committee for definition.

II. Control of Expenditure.

1. Upon adoption of the budget by the Board of Directors a statement of the amount of its appropriation shall be made by the Treasurer to each department and every month thereafter a statement of the balance of appropriation.
2. Each department shall be required to keep its expenditures within the limit of its appropriations.
3. Each department shall make requisition for proposed expenditures giving details and estimates of cost based on catalogue prices or certified to by the purchasing agent, which requisitions shall be approved by the Treasurer before the expense is incurred.
4. Requisitions shall not be approved if the appropriations for them are insufficient.
5. Expenditures for salaries for the entire year may be covered by one requisition.
6. A blanket requisition may be made by each department covering its sundry small expenses for an entire month.

III. The adoption of Arnett's "College and University Finance" as a basis for the conduct of the financial operations of the University.

(It is understood that this action is not to be so interpreted as to hinder the University from making such changes and additions as may be desirable, or as may be suggested by the Advisory Council of Christian Colleges and Universities in East China.)

Article III. Committees of the Board.

1. Standing Committees. There shall be six standing committees of the Board of Directors, namely:
 - (a) Executive Committee with seven members;
 - (b) Committee on Finance, Property and Investment with five members;
 - (c) Committee on Instruction with five members;
 - (d) Committee on Audit with three members;
 - (e) Committee on Budget composed of the chairmen of the other committees.
2. Appointment of Committees. The standing committees, other than the Committee on Budget, shall be appointed by the President of the

Board with the concurrence of the Board, at the meeting in April or May or as soon thereafter as possible, to serve until their successors are appointed. In making the appointments the President shall designate the chairman and vice-chairman of each committee, except for the Executive Committee and the Committee on Budget.

3. Personnel of Committees. Each committee, appointed as aforesaid, in addition to the members indicated above, shall include the President of the Board and the President of the University as members ex-officio.

4. Minutes of Committees. Records of the actions of each committee shall be kept by the Secretary of the Board, and shall be reported in writing to the Board at its next meeting for approval. A copy of the minutes of each committee meeting shall be sent promptly to every member of the Board.

5. Quorum of Committees. A majority of the members of any of the foregoing committees shall constitute a quorum. Meetings of any committee shall be called by the Secretary whenever requested to do so by the chairman of the committee, by the President of the Board, or by the President of the University. The place of meeting shall be indicated in the notice.

6. Duties of Executive Committee. The Executive Committee shall, when the Board is not in session, arrange for the execution of orders and resolutions not otherwise specifically committed or provided for. It may fill vacancies in the faculty occurring during the recess of the Board, and, in accordance with the general policy of the Board, shall have the care and direction of matters pertaining to the welfare of the University, and especially shall discharge such duties as the Board may assign to it from time to time. It shall make formal report of its actions to the Board at its next regular meeting. The President of the Board shall be chairman of the Executive Committee unless he finds it inconvenient or inexpedient for him to act. In that case the committee shall elect its own chairman. In cases of necessity the committee shall act on matters which are ordinarily handled by one of the other committees.

7. Duties of Committee on Finance, Property and Investment. The Committee on Finance and Investment, acting in accordance with the general policy and under the instructions of the Board, shall make or cause to be made investments of all University funds raised in China available for investment. This committee, during the intervals between the meetings of the Board of Directors and of the Executive Committee, shall have authority to change the form of investments in amounts aggregating, but not exceeding One Hundred Thousand Dollars (\$100,000) without the previous approval of the Board and the committee shall make formal report of all such transactions to the Board at its meeting next following. No investment purchase, or sale for the account of endowment funds of the University, not any contract concerning the same, shall be made by the Treasurer or the Assistant Treasurer without the formal approval of this committee, which shall have supervision of the funds of the University raised in China.

of Directors. He shall deposit promptly all such moneys received to the credit of the University in the appropriate bank accounts in such state or national banks as may be determined by the Board of Directors.

He shall keep proper books of accounts, fully setting forth the financial conditions and transactions of the University, and shall exercise a general supervision over all accounts of officers and employees of the University which have to do with the receipt or disbursement of funds and securities, and he shall obtain true and full reports of all such receipts and disbursements from the officers and employees aforesaid, who shall keep their accounts in such manner and render to him such statements as may be from time to time required by him, or as may be needed to show correctly the financial condition of the University or of any of its departments. He shall supply the Board, the Treasurer, and the Committees and the President of the University with such statements as may be required of him, or as may be needed to show correctly the financial condition of the University or any of its departments.

He shall examine all accounts, claims, and demands presented against the University, and no money shall be drawn from the treasury of the Board of Directors unless the amount thereof be adjusted and settled by him or by the Treasurer and found to be within the budget appropriation, or provision, therefor. If he shall, upon the examination of any account, doubt its correctness or find the appropriation or provision insufficient he shall submit the account to the Committee on Finance, Property and Investment for its decision.

No money shall be drawn from the treasury except by voucher checks, indicating the particular account to which the payments are chargeable and the person to whom payable, and signed by two persons: the Assistant Treasurer, and a member of the Board of Directors to be named by the Board, except in the case of items within the budget for the current year, the President of the University may sign with the Assistant Treasurer.

The Assistant Treasurer shall give a bond to favor of the University for the faithful performance of his duties in such sum as may be fixed by the Board, and if not so fixed, then in the sum of Twenty-five Thousand Dollars (\$25,000), with some responsible surety company approved by the Board, the compensation of such surety company to be paid by the University.

The Assistant Treasurer shall also perform such other duties as the President of the University or the Board of Directors may from time to time designate.

In the case of vacancy in the office of Assistant Treasurer or of his absence or inability to act, his duties shall be performed by the chairman or vice-chairman of the Executive Committee..

SUMMARY AS TO CONTROL OF FINANCE.

I. Control of the Budget.

The Committee on Finance, Property and Investment shall exercise supervision over the property of the University and shall make an annual report on the condition of grounds, building, and equipment and the measures necessary to keep them in good condition. It shall also carry out such provisions for the insurance of the building and property of the University as the Board may direct.

The Committee shall investigate and determine the need for new buildings and shall report to the Board with full recommendations. It shall be responsible for the preparation of plans and specifications of such new buildings as the Board may determine upon, shall recommend to the Board the agencies to be employed for the erection of the buildings, and shall in behalf of the Board supervise the design and erection of the buildings.

The title to all lands and buildings added by the Board of Directors shall, until further arrangement, be vested in the Board of Founders.

The funds of the University shall be grouped as follows:

- (a) Endowment funds;
- (b) Funds for special purposes;
- (c) Building funds;
- (d) Current funds.

The endowment funds shall neither be expended nor hypothecated for current expenses, but shall be retained and preserved inviolate. Investments of endowment funds shall be made as heretofore provided by the Committee on Finance, Property and Investment. In no case shall the amount be loaned on mortgages exceed 50 per cent. of a fair valuation.

No loan shall be made to any trustee, officer, or employee of the University nor to any religious, fraternal, or charitable organization,

Funds for special purposes shall consist of all gifts, grants, donations, and bequests for special purposes, whose principal and income may be used, and shall be expended or invested in accordance with the terms of the gift.

Building funds shall consist of all gifts, grants, donations, and bequests for the erection and equipment of buildings, and of other moneys and properties appropriated or assigned by the Board for that purpose.

The current funds shall consist of income on endowments, tuition receipts and other fees, gifts, grants or bequests for current purposes, receipts from business and commercial operations of the University and all other receipts for current use, and receipts from the Board of Founders.

8. Duties of Committee on Budget. The Committee on Budget shall consist of the chairmen of the four committees first above mentioned, together with the President of the University, the President ~~of~~ and the Treasurer of the Board, and the Secretary and Assistant Treasurer, and the Representative of the Board of Founders, and shall have supervision over the bookkeeping and the financial records of the University, and shall submit to the Board at the meeting in

the fall for its consideration and approval a budget for the year commencing on the first day of the following July. The budget submitted shall include an itemized statement of the probable income of the University available for its expenses, and shall indicate the sources from which the income is to be derived. It shall also give an itemized list of the estimated expenses for the year, showing in detail the salaries to be paid and the persons to whom payable, and separating other current expenses and expenses for books and equipment by departments and separating home base from field expenses. The President of the Board shall be chairman of this committee.

The budget when approved by the Board, shall be the authority for incurring expenditures for the departments included therein. The Treasurer shall be authorized to draw, for the items included in the approved budget.

No requisition shall be approved which exceeds the amount of the appropriation available without ~~the~~ reference to the Committee on Finance, Property, and Investment.

9. Duties of the Committee on Instruction. The Committee on Instruction shall consider all changes in the instructional staff proposed by the President of the University and all missionary candidates for appointment to the University, and shall make recommendations to the Board regarding such members of the instructional staff specifying the terms of their employment in accordance with the approved budget. In cases requiring action between meetings of the Board, the committee shall have power to act, but shall not take action increasing expenditures without approval of the Committee on Finance.

It shall also be the duty of the committee to examine the system of instruction, educational management, rules, discipline, and all other matters pertaining to the educational problems of the University, and to report and make recommendations thereon to the Board.

10. Duties of the Committee on Audit. The Committee on Audit shall consist of three members of the Board, not including the Treasurer and members of the Committee on Finance and Investments, and shall arrange for an supervise the annual audit of the books and securities of the University by a firm of public accountants. A written report by said committee of its examination shall be made at the regular meeting of the Board in December.

Article IV. Administration of the University.

1. Duties of the President of the University. The President of the University shall be a member of the Board of Founders, ex-officio, and ex-officio President of the Board of Directors, and shall be the head of all educational departments of the University, exercising such supervision and direction as will promote their efficiency. He shall preside at the meetings of the faculty and shall be the official medium of communication between the faculty, the Board of Directors and the Board of Founders, and between the students and the Board of Directors.

and shall be their official representative in China,

He shall recommend to the Board of Directors and the Board of Founders through their Committees on Instruction all promotions and appointments for the faculty.

He shall be responsible for the discipline of the University and for carrying out all measures officially agreed upon by the faculty, concerning matters committed to them by the Board, and for executing such measures concerning the internal administration of the University as the Board of Directors may enact.

2. Annual Report of President. He shall make an annual report to the Board of Directors and the Board of Founders of the work and condition of the University, and from time to time shall give to the Board reports upon the condition of the University and shall present for their consideration such measures as he shall deem necessary ~~for~~ or expedient for its welfare.

3. Representative of the Founders. The Board of Directors shall elect one of the missionary members of the staff as the Representative of the Board of Founders subject to approval by the Board of Founders.

His duties shall be to assist the President in matters concerning the staff maintained by the Board of Founders, and in all other matters where interests of the Board of Founders are concerned.

He shall be ex-officio a member of the Board of Directors and of the Executive Committee without vote.

4. Acting President. In case of vacancy in the office of President of the University, or of the absence of the President, or of his inability to serve, the Board may appoint an Acting President of the University.

5. Duties of Dean. The Dean of any Department in the University shall preside at meetings of the faculty of his department; shall superintend the teaching and administration of his department; shall maintain discipline and order; shall receive, and upon consultation with the faculty, dismiss, students of his department; and shall keep the President informed upon all important matters relating to his department.

6. The Faculty. The faculty shall consist of the President of the University, the Deans of all departments, and all teachers of all departments regularly appointed by the Board of Directors.

The faculty of all departments shall be under the direction of the Board of Directors and shall be responsible to that body for the faithful performance of its duties.

The faculty of a department shall suggest the course of study for its department and submit the same to the Executive Committee of the Board of Directors for recommendation to the Board of Directors.

All those who are appointed on the faculty of any department are responsible only to the administration for the use of their time.

Any one who shall be called upon to do any outside work shall do so only by permission of the administration, and only upon conditions determined by it.

Any member of the faculty may for sufficient cause and after due notice, be dismissed by the Board of Directors.

Article V. Amendments.

These By-Laws may be amended by a three-fourths ($3/4$) vote of the Directors present and voting at any regular meeting of the Board, provided a majority of the Directors shall be present. A written notice of the nature of the proposed amendments shall be sent to each member of the Board at least thirty days in advance.

CHANGES MADE IN DOCUMENTS A, B, and E OF THE REPORT OF THE COMMITTEE
ON REORGANIZATION AND REGISTRATION SINCE THESE WERE PRESENTED
TO THE BOARD OF TRUSTEES

31 October 1927

Document A

Article 3 - Declaration of Purpose

(As presented by Board of Managers to Trustees):

The purpose of the Board of Directors of the University of Nanking is to maintain in Nanking a private institution of learning under Christian auspices with full religious liberty, which shall conform to the highest standards of educational efficiency, promote social welfare and high ideals of citizenship and service, and develop character in accordance with the ideals of the founders.

At suggestion of committee appointed by Trustees the last clause of this article has been revised as follows:

and develop character in accordance with the Christian ideals of the institution.

Article 4 - Composition of the Board of Directors

(Second paragraph as presented to the Trustees):

No member of the faculty or other person in the employ of the University or student shall be a member of the Board of Directors.

At suggestion of committee appointed by Trustees the following sentence has been added:

All members shall be in cordial sympathy with the above stated purpose of the University.

Article 5 - Duties of the Board of Directors.

(Second paragraph as presented by Trustees):

The Board of Directors shall authorize the establishing of departments; shall ratify courses of study; shall elect the President and the Treasurer; shall appoint officers and instructors; and shall determine salaries except in the case of those who are supported by the Board of Founders; shall provide suitable buildings and appliances; shall, through the administration offices of the University, fix, collect, and disburse, under the budget, all student fees; shall have full responsibility for the adequate staffing and financing of the institution; and shall perform all other duties necessary to the efficient administration of the University.

NOTE:- Clause underscored has been inserted at suggestion of committee appointed by Trustees.

Article 5 - Third paragraph as presented to Trustees:

It shall have power to enter into an agreement with the Board of Founders as may be mutually satisfactory, including the lease of the property. Upon recommendation by the President and faculty, it may confer degrees in accordance with the regulations of the Chinese educational authorities, and recommend to the Board of Founders candidates for American degrees. It shall have power to acquire and hold property, including endowment funds raised in China.

Comment by committee appointed by Trustees:

"It is the opinion of the Board of Trustees that this provision conflicts with the last clause of the charter of the University of Nanking that the University 'shall not have power to confer degrees except as shall be hereafter authorized or approved by the Regents of the University of the State of New York.' This provision in Article 5 must be held in abeyance until the opinion of the New York board of Regents can be secured."

Action taken by Committee on Reorganization and Registration:

"Voted that further information be secured from Mr. Chung Yung-kwan, President of Lingnam University, and from the Central Educational Committee in Nanking and that recommendations be brought before the Board of Managers at their next meeting. Lingnam University was faced with the same problem so it was thought advisable to secure the above information before taking action."

Article 8 - Executive Committee.

(As presented by Managers to Trustees, with additions suggested by Trustees underscored):

The Board of Directors shall elect annually from their own members an Executive Committee of five (changed to seven at suggestion of Trustees), which shall deal with all ad interim matters ordinarily handled by the Board of Directors, with the exception of changes of policy and matters of unusual importance, the different actions becoming effective only on approval by four members. The Executive Committee shall not, however, reverse the action of the Board of Directors upon any matter which has been presented to and acted upon by the Board of Directors. The actions of the Executive Committee shall be reported to the next meeting of the Board of Directors, and shall be subject to review by the Board of Directors.

Document B

Section 2 - Constitution of the Board of Directors.

The Constitution of the Board of Directors constitutes a part of the legal agreement between the Board of Directors and the Board of Founders (see Document A).

At suggestion of Trustees the following sentence has been added:

"It is agreed that any amendments to the constitution of the Board of Directors should be approved by the Board of Founders before they become operative."

General Comment - It is the feeling of the Board of Trustees that the whole of this proposed agreement (Document B) should be entered into on a five year trial basis. As at present stated it seems that this five year period applies only to Section 5 (Property Lease).

Committee on Reorganization and Registration voted: "Voted that it is the feeling of the Committee on Reorganization and Registration that Document B limits the lease only to a five-year period, but that if the Board of Trustees feel strongly on the matter the understanding should apply to Section 5 (Staff) and Section 6 (Finance) also.

Section 5 - Representative of the Board of Founders.

(As presented to Trustees):

The Board of Directors shall elect one of the missionary members of the staff as the Representative of the Board of Founders subject to approval by the Board of Founders.

His duties shall be to assist the President in matters concerning the staff maintained by the Board of Founders, and in all other matters where interests of the Board of Founders are concerned.

As revised by Committee on Reorganization and Registration at suggestion of Trustees:

The President of the University shall be the official representative of the Board of Founders, but he may, if he so desire, appoint an American on the faculty or on the Board of Directors as his assistant representative.

The duties of the President's Assistant Representative of the Board of Founders shall be to assist the President in such matters concerning the staff maintained by the Board of Founders as the President may desire or the Board of Directors may direct.

Section 6 - Finance

(As presented to Trustees - second paragraph):

The Board of Founders shall continue to make an annual cash appropriation on approximately the same scale as at present so far as they may find it possible to do so, which shall be applied by the Board of Directors as follows: first, to provide for upkeep, repairs and insurance as provided in the section concerning property as above; second, to cover rent of such residences as shall be required to house the staff contributed by the Board of Founders, as provided in the section

concerning staff as above, and third, the remainder to be used for the general expenses of the University as the Board of Directors may decide. In addition to the foregoing, the Board of Founders shall contribute annually an amount equal to the rental charged on the property as provided in the section on Property as above.

At the suggestion of the committee appointed by the Trustees, the first part of this paragraph was changed as follows:

The Board of Founders shall continue to make such annual cash appropriation as they may find possible, which, unless otherwise specifically designated by the Founders, shall be applied by the Board of Directors as follows:

The question of procedure in handling the annual rental of the property leased to the Board of Directors by the Board of Founders was to be referred to the Managers, by the committee on Reorganization and Registration.

Document E

Article 4 - In view of the change made at suggestion of Trustees in Document B, Section 5 (Representative of the Board of Founders- see page 3) the third section of Article 4 of Document B was voted deleted, and the clause underscored added to Section 1:

Duties of the President of the University: The President of the University shall be a member of the Board of Founders, ex-officio, and shall be their official representative in China, and ex-officio President of the Board of Directors, and shall be the head of all educational departments of the University, exercising such supervision and direction as will promote their efficiency. He shall preside at the meetings of the faculty and shall be the official medium of communication between the faculty, the Board of Directors and the Board of Founders, and between the students and the Board of Directors.

June 14, 1928
March 1928

OUTLINE OF ORGANIZATION OF THE UNIVERSITY OF NANKING
(PRIVATELY ESTABLISHED)

I.

The University, in respectful accordance with the instructions promulgated by the Ta Hsioh Tso Tsi Fa () for the registration of private schools and also the regulations for the registration of universities and technical schools, presents herewith the by-laws governing its three colleges (the College of Arts, the College of Science, and the College of Agriculture and Forestry), the University Library, the Middle School with its preparatory course, the University Hospital, and the Institute of Chinese Cultural Studies, Articles regarding the graduate departments and special schools or units are drawn up separately.

II.

The University, in compliance with the regulations of the Government for private schools, has organized a Board of Directors, which takes full responsibility for the management of the institution. This Board of Directors has a constitution of its own.

III.

The Board of Directors, in accordance with the duties placed on them by their constitution, shall elect the President of the University.

IV.

The appointment of the administrative head of each unit shall be made by the President and confirmed by the Board of Directors.

V.

The appointment of heads of academic departments, or professors, assistant professors, instructors, assistants, and clerks, shall be recommended by the Dean or corresponding administrative officer and approved by the President.

VI.

The general administration of the University is organized into the following departments:

- The President's Office
- The Registrar's Office
- The Treasurer's Office
- The Business Office
- The Superintendent of Buildings
- The Construction Department.

Outline of Organization of University - page 2

These administrative departments may be subdivided according to the complexity of their work. Detailed regulations of the several administrative departments are outlined separately.

VII.

Each administrative department shall have a head, associates, and assistants, whose appointment shall be made by the President.

VIII.

A University Council shall be formed with the following membership: (1) the President, who shall be chairman, (2) the Deans, (3) The heads of academic departments, (4) the heads of administrative departments, (5) three members elected by each College from among its professors and assistant professors, to serve for one year, who shall be eligible for re-election, (6) the heads of affiliated institutions under direct control of the University.

IX.

The University Council may appoint an Executive Committee consisting of (1) the President, (2) the Deans, (3) the Librarian, (4) the heads of administrative departments, (5) the Principal of the Middle School, and (6) the Superintendent of the Hospital, and (7) three members elected by the Advisory Council.

X.

The duties and powers of the University Council shall be as follows:

1. To consider proposals for the establishment, discontinuance, or reorganization of any department.
2. To make suggestions regarding buildings and equipment.
3. To decide upon all matters of discipline referred to it.
4. To decide upon the making or canceling of rules and regulations for the internal working of the University.
5. To decide upon matters brought before it by the President as well as upon requests brought before it by the Colleges, the Middle School, or other Councils.
6. To deal with other important internal matters.

Matters upon which it is difficult for the Council to come to a decision may be held in abeyance by the President or brought up by him for reconsideration.

Outline of Organization of the University - page 3

XI

Detailed regulations of the University Council are outlined separately.

XII

Each College or other administrative unit of the University shall have meetings of all the members of its faculty and staff to hear reports and discuss matters relating to the progress of the College or administrative unit. The meetings shall be called by the Dean or corresponding head of the administrative unit.

XIII

Each academic department may have a meeting of its professors, assistant professors and instructors, to discuss matters relating to the courses of study and equipment of the department. The head of the department shall be chairman.

XIV

Twice each term, near the beginning and near the end of the term, there shall be a meeting of the faculties of the Colleges, the Library, and the administrative departments of the University, to hear reports and to discuss and bring in resolutions regarding the progress made by the University, and to elect representatives on the University Council. The meetings shall be called by the President.

XV

For convenience in carrying on the work of the administration as many committees as may be required shall be appointed by the President each year in October. The general policy of each committee is outlined separately.

XVI

Each committee shall have a chairman and such other members as the President may appoint.

XVII

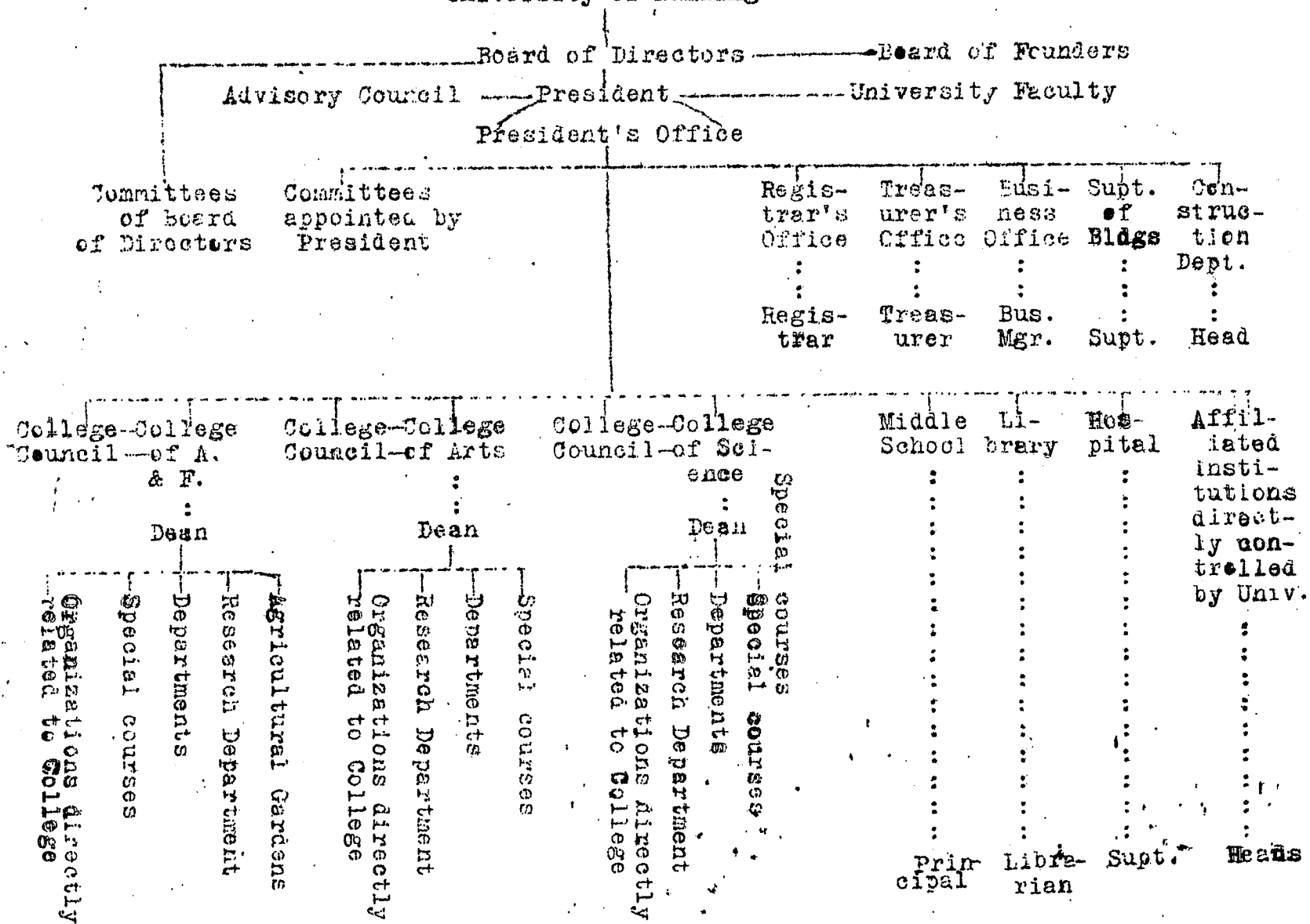
Detailed regulations of special schools or units shall be drawn up separately.

XVIII

These regulations and by-laws may be amended on recommendation of the University Council and approval of the Board of Directors.

ORGANIZATION OF THE UNIVERSITY OF NANKING

Privately established
University of Nanking



Copy of original of this case. Containing
minutes of the Board of Trustees
Jan. 14, 19, 1928

(1) 關於預算及決算之編製及經濟之建議事項

(2) 關於各科系之設立廢止及變更之建議事項

(3) 關於建築及設備之建議事項

(4) 議決大學內部規則之制定廢止及變更

(5) 議決關於學校之紀律事項

(6) 議決校長交議事項及各科教職員會提議或請求審議事項

(7) 關於校內其他各重要事項

校務會議：決各事項校長認為執行有困難時得提交覆
議或暫緩執行之

十、本大學各科設科教職員會議以各該科之全体教職員組織
之報告及商權各該科之進行事項由科主任召集之

十一、本大學各部設部務會議以各該部之職員組織之報告及商
權各該部之進行事項由部主任召集之

十二、本大學各科部每學期舉行聯席會議四次於開學及散學時
由校長召集之報告及商權並得向校長建議關於校務進行事宜

十三、本大學設全体教職員會議報告關於校務事項及選舉校務
會議代表每學期舉行一次由校長召集之

十四、本大學為進行校務起見便利酌設各項委員會其常設者為

(1) 風紀委員會

(2) 衛生委員會

(3) 群育委員會

(4) 娛樂委員會

(5) 宗教事業委員會

(6) 體育委員會

(7) 圖書委員會

私立金陵大學組織大綱草案 十七年一月一日

一、本大學遵照國民政府大學院頒布之私立學校立案條例私立大學及專門學校立案規程辦理分文理農林兩科並暫設預科更得設各研究科及專修科各科之規程另訂之

二、本大學依據政府私立學校條例組織校董會負責經營學校之全責其章程另訂之

三、本大學設校長一人由校董會依法選舉之

四、本大學各科設主任一人由校長延聘之並報告校董會

五、本大學各系設主任一人教授副教授講師助教助理各若干人由校長延聘之

六、本大學行政設下列各部其辦事細則另訂之

- (1) 教務部
- (2) 事務部
- (3) 會計部
- (4) 圖書部
- (5) 工程部

以上各部得以事務之繁簡分設各股

七、各部設主任一人股員助理各若干人由校長延聘之

八、本大學設校務會議由左列人員組織之

- (1) 校長
- (2) 各科主任
- (3) 各部主任
- (4) 直轄之各附屬機關主任

(5) 全体教職員公推代表四人任期半年連舉得連任

九、校務會議之職權如左

(8) 出版委員會

(9) 朝會演講委員會

(10) 教務委員會

遇臨時事務發生時得設臨時委員會各委員會通則另訂之

十五、各委員會設主任一人委員若干人由校長指定之

十六、本大學於國內新制高中未達到相當額數及程度時暫設

預科由教務部管轄之

十七、本大學視經濟能力教員數目次第設立各研究科其細則另訂之

十八、本大學社會^視上之需要得設各專修科其細則另訂之

十九、本大綱由本校董事會議決施行

二十、本大綱如需修改時由校務會議建議由校董會議決修改之

私立金陵大學

校董會

協進會 Board of Trustees

Advisory Council
(Part of Trustees)

校務會議

校長

全體教職員會議

- 校產委員會
- 執行財政委員會
- 各項臨時委員會
- 教務委員會
- 朝會演講委員會
- 出版委員會
- 圖書委員會
- 體育委員會
- 宗教事業委員會
- 娛樂委員會
- 群育委員會
- 衛生委員會
- 風紀委員會

教務部

圖書部

會計部

事務部

工務部

預科

科教職員會議

農林科

主任

- 其他附屬機關
- 各農場
- 各專修科
- 各研究科
- 各學系

文理科

科教職員會議

主任

- 其他附屬機關
- 各研究科
- 各學系
- 各專修科

附屬中學

附屬醫院

其他直接附屬機關

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REVISED REGULATIONS FOR PRIVATE SCHOOLS

Promulgated by the Ministry of Education, October 21, 1933
Translated by Chester S. Miao

CHAPTER II.- THE BOARD OF DIRECTORS

Art. 11. The founders of a private school are represented by their board of directors. The founders shall invite proper persons for organization of the first board. The founders become ex-officio members of the board. When the founders are too many, they shall elect two or three to serve as ex-officio members on the board.

Art. 12. The number of directors shall not exceed fifteen. The directors shall elect one of their own members as chairman.

Art. 13. The organization, power and duties of the directors, the term of service and election of new members shall be stated in the regulations of the board of directors.

Art. 14. Of the directors there shall be at least one-fourth who have either studied education or managed educational work. Members of the responsible educational authority or of the higher educational authority are not permitted to serve as directors. Under special circumstances foreigners may be members of the board of directors, but they shall not be more than one-third of the total number. The chairman of the board of directors shall be Chinese.

Art. 15. After a board of directors is organized it shall apply for registration through the responsible educational authority. The following items shall be included in the application:

1. Name.
2. Aim.
3. Location of the office of the board.
4. Regulations of the board.
5. Definite evidences regarding school property, capital, and other income.
6. The name, native place, occupation and address of the directors.

After registration any change to be made regarding the above items 3, 5 and 6 shall be reported, within one month to the educational authority concerned.

Art. 16. The petition for registration of the board of directors of a private school above the professional grade shall be presented to the municipal or provincial ministry of education. In the case of the boards of directors private secondary schools the petition shall be presented to the bureau of education of the special municipality, or hsien through which it will be submitted to the provincial department of education. In the case of the boards of directors of private primary schools and schools of similar grade the petition shall be presented to the municipal or hsien educational authority. In submitting to the higher educational authority, the local authority is required to make a careful investigation of the items included in the preceding article, and to give its opinion, as a basis for further examination by the higher authority.

Art. 17. The registration of the board of directors of a private secondary school once granted shall be filed in the Ministry of Education by the provincial department of education or the bureau of education of the special municipality. The registration of the board of directors of a private primary school or a school of similar grade shall be filed in the provincial department of education by the hsien or municipal educational authority.

Art. 18. The middle school attached to private schools above the professional grade and the primary schools attached to schools above the secondary grade shall have separate boards of directors. The procedure for their petition for registration and for filing shall be the same as that for ordinary private secondary and primary schools.

Art. 19. The powers and duties of the boards of directors are confined to the following. In special cases, exception may be made through special permission of the responsible educational authority:

I. Functions regarding school finance.

1. Planning for school finance.
2. Examination of the budget and of accounts.
3. Maintenance of school property.
4. Supervision of financial matters.
5. Other financial matters.

II. Function regarding school administration.

The board shall elect a president, principal or dean to take full responsibility, free from any direct interference from the board. His recognition by the responsible educational authority shall be secured. In case of his failure in his duties, the board may, at any time, elect another person to take his place, and in case he is considered by the responsible educational authority as not qualified for his position, the latter may also order the board to elect another person. If the other person elected is also not qualified the responsible educational authority may, for the time being, appoint a person to be the president, principal or dean. When the board of directors ceases to function on account of troubles, the responsible educational authority may order a reorganization within a limited time. If necessary, it may be directly reorganized by the responsible educational authority.

The principal of the middle school attached to a private school above the professional school or the primary school attached to the private school above the secondary grade shall be elected by its separate board of directors.

Art. 20. The board of directors shall report within thirty days after the end of each academic year to the responsible educational authority regarding the following matters, submitting also a list of school property.

1. The general condition of the school.
2. Outstanding activities of the past year.
3. Itemized account of receipts and expenditures of the past year.
4. A list including the president or principal, faculty and student body.

Art. 21. The responsible educational authority shall make an annual investigation of the financial condition and business activities of the board of directors. In case of necessity, it may investigate at any time.

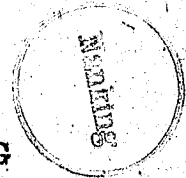
Art. 22. In case of the dissolution of a private school, the board of directors shall, within ten days, request the responsible educational authority to appoint representatives to act with the school authority in settling the school's assets and liabilities. When this has been done, they shall present a report to the educational authority.

Art. 23. It is not permitted to turn private schools and their property into public ownership. However, if the school property is without an owner, after the dissolution of the school, through the non-existence of its board of directors, it may be disposed of by the responsible educational authority.

Art. 24. In case of dispute regarding the assets and liabilities of the board of directors, it shall be referred to the legal court for settlement.

Art. 25. The dissolution of the board itself requires the permission of the responsible educational authority.

UNIVERSITY OF NANKING



GENERAL REGULATIONS.

I. DUTIES OF OFFICERS

THE PRESIDENT

The PRESIDENT of the University shall be elected by the Board of Trustees on the nomination of the Board of Managers and he shall hold office during the pleasure of the Board of Trustees. He shall be the chief executive officer of the University, shall represent it in all official transactions, shall exercise due oversight of the property and business of the University, and shall be responsible to the Board of Trustees for the proper conduct of the work of the University. He shall nominate for appointment by the Board of Managers the members of all faculties and all officers of instruction or administration within the various Schools or Colleges of the University, and shall require that such officers perform their duties satisfactorily. He shall be a member of all the faculties of the University and when present shall preside at faculty meetings. For sufficient cause and after consultation with the Advisory Council he may suspend any officer or servant of the University for whom he is responsible and shall report such action at the next meeting of the Board of Managers. In consultation with the Vice-President, the Treasurer and the Deans of the several Schools or Colleges, he shall prepare an annual budget of receipts and expenditures for the approval of the Board of Trustees and shall submit the same to the Board of Managers for recommendation. He shall prepare an annual report on the condition and work of the University.

THE VICE-PRESIDENT

The VICE-PRESIDENT of the University shall perform the duties of the President in his absence or disability and shall discharge such other duties in the University administration as may be agreed upon with the President.

THE DEANS

The Dean of a School or College shall be elected by the Board of Managers on the nomination of the President. He shall, under the President, be the chief executive officer of the School or College, and in the absence of the President and Vice-President shall preside at meetings of the faculty. He shall have charge of the progress and conduct of students in the School or College, shall be responsible for the proper enforcement of faculty regulations, shall prepare business for the consideration of the faculty and may make recommendations thereto. He shall supervise the teaching within his School or College, shall prepare the schedule of studies and classes in accordance with faculty regulations and shall give to the President at all times such information on the condition and work of the School or College as may be desired.

In the University Hospital, the administrative officer - whose duties are herein above defined - shall be known as the Superintendent, and in the Middle School and the Model School, he shall be known as the Principal.

THE TREASURER

The TREASURER of the Board of Managers shall act as the local Treasurer of the University in Nanking and shall receive and disburse funds under the direction of the Board of Trustees. He shall receive all local funds belonging to the University, including tuition and other fees from students, the income from sales from the University gardens and laboratories, and all similar funds. He shall keep accurate account of all moneys received and shall pay out funds only on properly vouchered bills in accordance with the budget approved for the current year. He shall endorse requisitions for the purchase of supplies in accordance with the budget, and supplies or labor purchased without such previous endorsement shall involve no obligation on the part of the University.

He shall keep in separate accounts all funds contributed to the University for special purposes, holding them solely for the causes for which they were contributed.

The Treasurer shall give to the President of the University, the Board of Managers, and the Board of Trustees such information as may be requested regarding the finances of the University and shall make an annual report of all moneys passing through his hands and of the purposes for which they were received or disbursed. The Treasurer shall give such bond for the proper discharge of his duties as the Board of Trustees may determine.

THE EXECUTIVE SECRETARY

The EXECUTIVE SECRETARY of the Board of Managers, in consultation with the President, and when directed by him, shall represent the University in its relations with the Chinese government and Chinese officials, shall conduct correspondence with the Board of Trustees, Board of Managers, and the several supporting missions on questions of outside relationships, shall represent the University in the solicitation of funds and in the purchase or sale of property and shall cooperate with the President in the preparation of the annual budget.

As Executive Secretary of the Board of Trustees, if so elected, he shall conduct correspondence with the President and the Board of Managers when in the United States and shall, when authorized, represent the Board of Trustees and the University in its relations with the mission boards, the China Medical Board, churches and donors.

SECRETARY TO THE PRESIDENT

A SECRETARY TO THE PRESIDENT may be appointed by the Board of Managers on the recommendation of the President, whose duty it shall be to assist the President in the general correspondence of the University, to prepare statements and records, to give publicity through proper channels to such items of University interest as the President may direct, to assist in the preparation and distribution of reports, catalogues, and bulletins, and to give to the President such other assistance in the clerical duties of his office as he may desire.

SUPERINTENDENT OF BUILDINGS AND GROUNDS

The SUPERINTENDENT OF BUILDINGS AND GROUNDS shall be charged with the responsibility for the proper construction, care, and upkeep of all buildings belonging to the University. He shall supervise new buildings in process of construction, not otherwise provided for, and shall give attention to necessary repairs and decoration. He shall superintend the heating of buildings, shall make necessary purchases of fuel, and shall employ such servants as may be needed for the proper conduct of the work of his office. The University campus and other grounds belonging to the University, not specifically assigned to laboratory or experimental uses and not attached as gardens to private residences, shall be under his care. For the proper discharge of his duties he shall be accountable to the President.

THE PROCTORS

The UNIVERSITY PROCTORS shall be appointed by the President. It shall be their duty to preserve proper discipline and good order in the dormitories, to assign students to their rooms, and to see that the dormitories are kept in a clean and sanitary condition. The Proctors shall have charge of the student dining rooms, shall be responsible for the quantity and quality of food, shall have oversight of the servants, and shall keep an account of the cost of operation.

II. ORGANIZATION

SCHOOLS AND DEPARTMENTS

For purposes of administration, the University is organized into Colleges, Schools, and Departments, each with its separate Dean or corresponding officer, and each College or School with its separate faculty. These administrative units are shown in the following table and they take rank and precedence in the order named:

- I. College of Arts and Sciences - Senior College
- II. College of Agriculture and Forestry - Senior College
I Including the Department of Sericulture
- III. Junior College
Including (a) The School of Education
(b) The School of Business Administration
- IV. The University Library
- V. The University Hospital
Including the School of Nursing
- VI. The School of Missionary Training - Language School
- VII. The Summer School
- VIII. The Middle School
- I. The Model School

The Middle School and Model School constitute the secondary school group and may be organized as a single unit under a Superintendent at the discretion of the President and Advisory Council.

The School of Education and the School of Business Administration shall include all courses offered in their several fields, whether offered in the Junior College, in the Middle school, or elsewhere. Whenever by action of the Board of Managers either of these two schools is raised to the rank of a Senior College, it shall become a separate administrative unit and shall take rank immediately above the Junior College.

THE UNIVERSITY LIBRARY

The University Library shall include all books, pamphlets, maps, charts, etc., belonging to the University and not primarily a part of laboratory equipment. It shall be under the direction of the University Librarian, who shall so conduct the Library as to make it of greatest service to the members of the University. The University Librarian shall have charge of all reading rooms, branch libraries, and special collections, wherever placed, and shall be responsible for the care and safe keeping of all books, etc., belonging to the Library. Orders for the purchase of books and other articles for the University shall be placed only by the Librarian. In the distribution of funds for the purchase of books, and in the establishment of general policies and regulations governing the use of the Library, the Librarian shall act in cooperation with the Library Committee, of which he is ex-officio the Secretary.

THE FACULTY

The Faculty of any School or College shall consist of the President and Vice-President of the University and all officers of instruction in the School or College regularly appointed by the Board of Managers above the rank of assistant. The faculty shall have responsibility for educational standards and policy within its school and shall prescribe the requirements for admission, for promotion, and for graduation. It shall enact regulations governing the conduct of students and may for sufficient cause exclude or remove a student. Regulations adopted by any faculty shall not become effective unless approved by the President of the University, and regulations affecting two or more schools or colleges shall be subject to the approval of all faculties concerned.

The University Librarian shall be a member of the faculty of the College of Arts and Sciences and of the Junior College. Assistants in any School or College who are University graduates may attend faculty meetings and participate in the business but without the right to vote.

THE UNIVERSITY ADVISORY COUNCIL

An Advisory Council shall be appointed to confer with the President and other Executive Officers on general matters of policy, organization, finance, and management. This Council shall consist of the President, the Vice-President, the Deans of the several Schools or Colleges, the University Librarian, the Superintendent of the Hospital, the Principal of the Middle School and of the Model School, and seven other persons appointed by the President.

The Advisory Council shall give attention to matters affecting the whole University, such as commencement, the fixing of terms and vacations, holidays, the establishment of new schools or colleges, and questions of legislation relating to more than one school. For the consideration of special questions the Council may be subdivided at the instance of the President. In matters of emergency the Council may exercise the functions of a faculty, in which case its acts shall be reported to the appropriate faculty.

THE BUDGET

A Budget of Receipts and Expenditures shall be prepared annually by the President in consultation with the Vice-President, the Treasurer, and the Deans of the several Schools or Colleges. This budget shall show in detail the anticipated receipts from various sources during the period covered by it and the necessary expenditures for the operation of the University and the maintenance of its property.

When the budget has been approved by the Board of Managers and the Board of Trustees, heads of departments and others duly authorized may issue requisitions against it for necessary purchases or payments up to the limit of the appropriations for such purposes. Requisitions when prepared shall be presented to the Treasurer for his approval before an order is placed and no order for the purchase of goods or for labor or other service shall be valid or shall involve the University in obligation until approved by the Treasurer. In no case shall a requisition in excess of the appropriation be issued or approved except by special action of the President secured in advance.

III. DUTIES OF STANDING COMMITTEES

University Committees

COMMITTEE ON FRIENDLY RELATIONS

This Committee shall consist of such Chinese members of the faculties as the President may appoint. Its duty shall be to make known the work of the University among the Chinese people, to cultivate friendly relations with influential Chinese, and to promote social intercourse within the faculties and between the faculties and Chinese friends.

COMMITTEE ON GENERAL MEETINGS

The Committee on General Meetings shall consist of five members appointed by the President and shall have responsibility for arranging chapel leaders, speakers for Sunday services and for general lectures. It shall have charge of the details of the commencement programmes, including the baccalaureate service, and shall consider plans for the organization of a University Church.

COMMITTEE ON THE LIBRARY

The Committee on the University Library shall consist of the President, the Librarian, and seven other members of the faculties appointed by the President. It shall act as a committee of management determining questions of general policy, such as the distribution of funds, the extension of the library activities, the plan of construction of a library building and the nature of its equipment. In questions of detail, such as the purchase of books, it shall act in an advisory capacity.

COMMITTEE ON THE MUSEUM

The Committee on the Museum shall consist of seven persons appointed annually by the President. It shall have general oversight of the museum; shall receive specimens and arrange displays; shall solicit articles of educational value which may be of use to any department of the University or to the community.

COMMITTEE ON PUBLICATIONS

The Committee on Publications shall consist of the Librarian and seven other persons appointed by the President. It shall secure copies of all publications issued by the University for deposit in the University Library. If necessary, it shall assume editorial oversight of University publications and shall oversee the processes of printing, including proof-reading. In cooperation with the Student Government, it shall supervise the publication of University magazines. No publication bearing the name of the University or purporting to represent it shall be issued without the approval of this Committee or of the President in case the Committee is not accessible.

COMMITTEE ON ATHLETICS AND PHYSICAL TRAINING

There shall be a University Committee on Athletics and Physical Training consisting of seven members appointed annually by the President to represent the various departments of the University, and in addition, the Athletic Director and the University Physician in charge of student health shall be ex-officio members. This Committee shall have supervision of athletics and physical training for students and of their medical care. It shall approve the schedule of intercollegiate games and shall be responsible for all expenditures for athletic and physical training purposes. Requisitions for such expenditures shall be approved by some member of the Committee, duly appointed for the purpose, before they are presented to the treasurer. No intercollegiate game shall be played by teams representing the University, or any department of it, without the approval of this Committee. *Schools and Colleges*

COMMITTEE ON ADMISSIONS

There shall be a University Committee on Admissions appointed by the President whose duty it shall be to supervise the admission of students to the several schools of the University. This Committee shall be divided into three sub-committees, one for the Colleges, one for the Middle School, and one for the Model School, each with its own Chairman.

The sub-committee for the Colleges shall determine, subject to faculty legislation, (1) the date, place, and manner of conducting entrance examinations; (2) the dates within which new students may be admitted to the Colleges; (3) the time of

payment of matriculation fees; (4) the fitness of all persons applying for admission to the Colleges; (5) the amount of advanced credit, if any, to be granted to students for work done in other institutions; (6) the rating of middle schools and colleges as a basis for subsequent accrediting.

The Sub-committees for the Middle School and Model School shall similarly determine by examination or otherwise the fitness of applicants for admission to those schools and shall perform such other functions in connection with new students as the faculties of those schools may determine.

The full Committee shall meet at least once a year at the call of the President to consider questions of common interest and to determine common policies relating to incoming students.

College Committees

COMMITTEE ON DISCIPLINE

This Committee shall consist of the President, the Deans, and the Proctors. It shall deal with cases of delinquency or failure on the part of students, in connection either with their studies or with their moral or social life, and shall act upon any matter involving discipline which is referred to it by the Deans or by other administrative officers. This committee shall have the full power of the faculty to suspend, to dismiss, or to apply other disciplinary measures, but in all cases it shall report its actions to the appropriate faculty.

COMMITTEE ON EXTRA-CURRICULUM ACTIVITIES

This Committee shall consist of a chairman to be appointed annually by the President, and such other persons the President may from time to time appoint. Its duty shall be to exercise general supervision over those activities of the students which lie outside the curriculum and are not delegated to some other committee or individual. Supervision shall be interpreted to mean encouragement, guidance, and stimulation of the students to carry out the essential purposes of their organizations.

COMMITTEE ON STUDENT WORK

This Committee shall consist of three persons appointed by the President to cooperate with the Deans and Registrar in carrying out the regulations of the faculties affecting the amount and quality of work of students within the Colleges; it shall recommend to the faculty suitable action in cases not covered by the regulations.

Committees of the Primary and Secondary Group

COMMITTEE ON DISCIPLINE

This Committee shall consist of the Principals of the Middle School and the Model School, the Proctor and four members of the faculties, two from each school, to be appointed by the respective Principals. It shall consider delinquencies of students, either in studies or in conduct, and shall have full power to determine questions involving discipline.

COMMITTEE ON EXTRA-CURRICULUM ACTIVITIES

This Committee shall consist of a chairman appointed by the Principal of the Middle School and such other persons as the Principal of the Middle School and of the Model School may from time to time appoint. Its duties are to supervise the work of the Literary and Debating Societies, to present special literary and musical programmes before student gatherings, and to have oversight of the social activities of students.

NOMINATING COMMITTEE

This Committee is made up of four faculty members appointed by the Principal of the Middle School and seven students elected by the seven classes of the Middle and Higher Primary Schools, one by each class. It is the duty of this committee to nominate ~~three students as athletic managers in the~~ Middle School.

COMMITTEE ON PROPRIETIES

The Committee on Proprieties prepares lectures on etiquette and good form for the information of students.

COMMITTEE ON RELIGIOUS WORK

This Committee cooperates with the Young Men's Christian Association in arranging for special evangelistic meetings, Sunday school work, and Sunday services, and seeks to promote personal evangelism.

COMMITTEE ON STUDENT WORK

The Committee on Student Work gives attention to the special needs of students in the arrangement of their work and assists the Registrar in the adjustment of complicated programmes. Delinquent students receive the special attention of this Committee.

UNIVERSITY OF NANKING

AGREEMENT BETWEEN THE BOARD OF DIRECTORS AND
THE BOARD OF FOUNDERSSection I - HISTORICAL STATEMENT
(Tentative Draft)

The University of Nanking began with the union effected in February 1910 of the higher educational work in Nanking of the Board of Foreign Missions of the Methodist Episcopal Church, of the United Christian Missionary Society, and of the Board of Foreign Missions of the Presbyterian Church in the United States of America. Previous to the union these three Missions had been independently developing schools for twenty-two years. The Central China Mission of the Methodist Episcopal Church, under the leadership of Bishop Charles H. Fowler, founded Nanking University in 1888 and John C. Ferguson, who was appointed the first President, served until 1897. He was succeeded by George A. Stuart, who served until 1908, when A. J. Bowen was elected President. Nanking University was incorporated in 1893 by charter of the State of Massachusetts. In 1891, the Foreign Christian Mission established a college and preparatory school near the Drum Tower and F. E. Meigs became President. In 1894, the Northern Presbyterian Mission developed into a high school a day school which had been in operation for more than ten years, T. W. Houston becoming the Principal and being succeeded by J. E. Williams. The first step toward a union of these schools was taken by a plan of cooperation between the Foreign Christian and the Northern Presbyterian Missions, under which the Ru Ts'ai College was established. The union of this college with Nanking University brought the three missions together and resulted in the organization in 1910 of the University of Nanking, of which A. J. Bowen was elected President and J. E. Williams, Vice-President. In 1911, the University of Nanking was granted a charter by the Regents of the University of the State of New York.

The American Baptist Foreign Mission Society entered the union in 1911 as a partially cooperating Board, cooperating in the School of Normal Training, the University Medical School, and the Language School. In 1920, they began cooperation in the work of the College of Agriculture and Forestry, and at the present time their cooperation is limited to this administrative unit of the University and the Language School. The Executive Committee of Foreign Missions of the Presbyterian Church in the United States has been cooperating in the University Hospital since 1917.

The basis of union was, originally, that each of the three fully cooperating Societies should contribute Gold \$40,000.00 in property or in money, the salaries of three teachers, and an annual grant of Gold \$2,400.00. Later, the number of teachers was increased to four each and the annual grant to Gold \$3,000.00. In 1920, the number of teachers was increased to five each, the fifth teacher being definitely designated for the College of Agriculture and Forestry; and in 1922, the annual grant was increased to \$4,000.00 Gold. These grants do not include the contribution in personnel and funds to the University Hospital, which at the present time amounts to one doctor and Gold \$750.00

Agreement Between Directors and Founders - page 2

annual cash appropriation. The Executive Committee of Foreign Missions of the Presbyterian Church in the United States has provided one doctor but no cash appropriation; and the American Baptist Foreign Mission Society provided only a cash appropriation, amounting to Gold \$500, till the end of 1926.

The East China Union Medical College was organized in 1910 and in 1912 became affiliated with the University. In 1914, it formally became the Medical School of the University. The following seven missionary societies organized and supported it: the Board of Foreign Missions of the Methodist Episcopal Church, the Board of Foreign Missions of the Presbyterian Church in the United States of America, the Foreign Christian Missionary Society, the Board of Missions of the Methodist Episcopal Church South, the American Baptist Foreign Mission Society, the Executive Committee of Foreign Missions of the Presbyterian Church in the United States, and the Foreign Mission Board of the Southern Baptist Convention. Dr. R. T. Shields was its first and only Dean. On January 8, 1917, upon graduation of the advanced class and in order to cooperate in the larger plans for medical education being projected by the China Medical Board for China, this administrative unit of the University ceased operations, with the exception of Hospital which continued to function as one of the university administrative units, with the support from the Board of Foreign Missions of the Methodist Episcopal Church, the Board of Foreign Missions of the Presbyterian Church in the United States of America, and the Foreign Christian Missionary Society, the Executive Committee of Foreign Missions of the Presbyterian Church in the United States, and the American Baptist Foreign Mission Society, who withdrew in 1926.

In 1917, the main divisions of the University were organized to correspond to the divisions prescribed by the Chinese National Board of Education. The chief changes resulted in a three-year Senior College of Arts and Science and a three-year Senior College of Agriculture and Forestry, and a Junior College of two years. During the period that the University was so organized, the School of Business Administration was opened in 1921, through the cooperation and help of the Boston University Nanking Association, as a department of the Junior College and covering also two years of Middle School. Because of insufficient funds and the increasing demands for more established parts of our work, this school was closed in June 1923.

The School of Education, originally called the School of Normal Training, which was opened in September 1912, was during this same period renamed the School of Education and comprised the Teacher's Higher Course, under the administration of the Junior College, and the Teacher's Secondary Course, under the administration of the Middle School, with practice work provided in the Model School. This school became in the autumn of 1923 a department of the College of Arts and Science, with courses in education given with the regular courses in the Colleges and the Middle School.

By 1925, due to changed conditions, the second year of Junior College was restored to the original Senior Colleges, and the first year was continued as the Subfreshman Department, under the administration of the College of Arts and Science, so that, just prior to the time of the present reorganization, the University was, as it continues to be (except for the change noted at the end of this statement) divided into administrative units, each with its separate Dean

Agreement Between Directors and Founders - page 3

or corresponding officer and with its separate faculty or staff. There are eight such administrative units, which take rank and precedence in the order indicated below.

I. The present College of Arts and Science, which continues the original College of Liberal Arts. It is located, as is all the college and subfreshman work, in the group of buildings west of the Drum Tower. The industrial chemistry course, the premedical course, and the subfreshman courses are all under the administration of the College of Arts and Science.

II. The College of Agriculture and Forestry is a combination of the Agricultural Department which was opened in the autumn of 1914 and of the Forestry School which was opened in the spring of 1915. This combined college is a development from famine relief work undertaken in 1911 by Prof. Joseph Bailie. In 1921, the agricultural work of the University was registered by the Government through the Ministry of Education in Peking. It has received further official sanction both from the Department of Agriculture and Commerce in Peking and from various provincial governments. An experiment station was organized in 1918. In addition to the regular college course in agriculture and forestry, a special course in agriculture, courses in the Summer School, a Rural Normal School in the farming section about half a mile northwest of the Drum Tower, and correspondence courses in forestry are regularly conducted. A large number of important research and investigation projects are being carried out. A programme of extension and famine prevention projects is being carried out through the aid of special funds provided for this purpose.

III. The University Library, which had been started when the University was organized, was in 1922 designated as a separate administrative unit. The main library is in Severance Hall at the Drum Tower, and there are branches in Cooper Hall at Kan Ho Yen and in Keen Hall at the Language School.

IV. The University Hospital and the School of Nursing are located south of the Drum Tower and east of the college buildings. The Hospital was founded by Dr. W. E. Macklin of the United Christian Missionary Society, who carried on a large work for twenty years to 1914, when that work became a part of the University Medical School. In 1917, at the time missionary medical education in East and North China was reorganized, the Hospital was taken over from the University Medical School. (See paragraph on East China Union Medical College.) It has, therefore, been in continuous operation for over thirty years. In September 1918, a School of Nursing was opened in connection with the University Hospital.

V. The Department of Missionary Training or Language School has been a part of the University since October 1912. It developed out of a temporary language school which was conducted in Shanghai by twenty-seven different missionary societies represented in that city during the revolution of 1911. The Language School compound is midway between Kan Ho Yen and the Drum Tower.

VI. A Summer School, devoted primarily to courses for pastors, teachers, and rural workers, has been held annually at the University since 1921. This is located in either the college buildings or in the

Agreement Between Directors and Founders - page 4

buildings at Kan Ho Yen, according to the convenience of the School.

VII. The Middle School is located at Kan Ho Yen. In Harmony with changes in the national system of education, the Junior College, as such, was given up beginning with the autumn of 1924, and the Middle School was organized into a six-year middle school. For the time being however, the last year of the senior middle school is being given with the college group as a subfreshman year.

VIII. The Model School, including the primary schools, covering six years of study, and the Kindergarten.

(NOTE: Beginning September 1927, the Kindergarten and lower primary classes were discontinued and the higher primary classes became the Preparatory Department of the Middle School.)

Section II - CONSTITUTION OF THE BOARD OF DIRECTORS

The Constitution of the Board of Directors constitutes a part of the agreement between the Board of Directors and the Board of Founders. It is agreed that any amendments to the constitution of the Board of Directors shall be approved by the Board of Founders before they become operative.

Section III - PROPERTY LEASE

The grounds, buildings, and equipment of the University shall be leased to the Board of Directors by the Board of Founders for a period of five years beginning July 1, 1928, at a nominal rental of one dollar Chinese currency. This lease may be renewed by mutual consent for a period and on terms which shall be determined on or before July 1, 1933, and not later than July 1, 1932, by mutual agreement between the Board of Directors and the Board of Founders, said lease to be subject always during this period to the following conditions:

1. If for any reason the Board of Directors should cease in the opinion of the Founders to function as the responsible administrators of the University of Nanking in accordance with the foregoing constitution of the Board of Directors which is made a part of this agreement, the Board of Founders shall have the right of immediate entry to repossess the property.

2. Should the property so leased or any substantial part of it cease, in the opinion of the Founders, to be used for the designated purpose of the University of Nanking to maintain in Nanking a private institution of learning under Christian auspices with full religious liberty, which shall conform to the highest standards of educational efficiency, promote social welfare and high ideals of citizenship and service, and develop character in accordance with the Christian ideals of the institution, the lease shall be subject to cancellation at the end of any scholastic year by either the Board of Directors or the Board of Founders, but only on one year's notice.

3. The Board of Founders may increase its investment at the University of Nanking in land, buildings, or equipment, on the written request or with the written consent of the Board of Directors.

Agreement Between Directors and Founders - page 5

4. The Board of Directors shall maintain the property in the same good condition as at the date of the lease, for operation and use of the University of Nanking; to wit, the following grounds, buildings, and equipment. (NOTE: these details have not yet been fully worked out.) For this purpose they shall set aside out of the general income of the institution each year not less than --% of the cost of buildings and --% of the cost of equipment, amounting to about \$ ----- Chinese currency, to be used for repairs, replacements, and insurance. (NOTE: These details have also not yet been worked out.)

5. The Board of Directors may improve the property by the erection of additional buildings or the supply of additional facilities or improvement of grounds, with the written consent of the Board of Founders, subject to the condition that the same shall be in conformity with general plan and type of architecture already adopted, and that the cost of such improvements shall be defrayed by the Board of Directors, except as provided for in advance by special appropriation from the Board of Founders on the request of the Board of Directors. It is mutually agreed that the final judgment as to the location and external form and appearance of proposed additions to the physical plant of the University shall rest with the Board of Founders.

6. All residences owned by the University shall be rented by the Board of Directors to the members of the staff according to a schedule to be mutually approved, on the understanding that previous occupants shall have first claim and then that rank and length of service shall be the basis of determining priority of choice. (NOTE: This schedule has not yet been worked out.)

In the event of a cancellation of the lease or of other disposition of the property, a settlement of conflicting interests shall be secured through conference between the Board of Directors and the Board of Founders, or, if necessary, by arbitration.

Section IV - STAFF

The Board of Founders shall continue to support missionaries as members of the staff of the University, subject to the request or approval of the Board of Directors.

Six months before the furlough of missionary members of the staff, the Board of Directors shall make written communication to the Board of Founders and to the Mission with which the staff member is connected concerning his reappointment, and in case his reappointment is desired, or in case of a new appointee, shall specify position to be filled, with courses and hours of teaching required, name of officer of administration under whom the appointee is to work, and residence quarters to be offered the appointee.

It is understood that when a teacher has been appointed by the Board of Founders to fill a designated position, he shall not be required by the Board of Directors or any officer of administration to undertake work of instruction outside of his designated field, except upon his written consent.

... the following...

Section V - REPRESENTATIVE OF THE BOARD OF FOUNDERS

The President of the University shall be the official representative of the Board of Founders.

Foreign Assistant to the President

The Board of Directors shall appoint, subject to the approval of the President, a foreign member of the staff or of the Board of Directors to assist the President in such matters connected with the foreign staff or other dealings with the Board of Founders as the President may desire.

Section VI - FINANCE

The Board of Founders shall be responsible for the support of the missionary staff contributed by them.

The Board of Founders shall continue to make such annual cash appropriation as they may find possible, which, unless otherwise specially designated by the Founders, shall be applied by the Board of Directors as follows: (1) to provide for upkeep, repairs, and insurance as provided in the section concerning property as above; (2) to cover rent of such residences as shall be required to house the staff contributed by the Board of Founders, as provided in the section concerning staff as above; and (3) the remainder to be used for the general expenses of the University as the Board of Directors may decide. In addition to the foregoing, the Board of Founders shall contribute annually an amount equal to the rental charged on the property as provided in the section on property as above.

The Board of Founders shall be responsible only for the support of the missionary staff contributed by them, and for the payment in any year of the appropriation which they shall have made for that year, including an amount equal to the rental charged on the property, and shall not be in any wise responsible for any deficit or indebtedness which may arise in connection with the current operation of the University.

Rent Schedule

The residences on the college campus shall be rented to teachers and staff members at the following annual rates:

(NOTE: This rent schedule has not yet been worked out.)

UNIVERSITY OF NANKING

Nanking

AGREEMENT BETWEEN THE BOARD OF DIRECTORS AND
THE BOARD OF FOUNDERS

April 1929

TRANSFER

Section I - HISTORICAL STATEMENT

The University of Nanking began with the union effected in February 1910 of the higher educational work in Nanking of the Board of Foreign Missions of the Methodist Episcopal Church, of the United Christian Missionary Society (then the Foreign Christian Missionary Society), and of the Board of Foreign Missions of the Presbyterian Church in the United States of America. Previous to the union these three Missions had been independently developing schools for twenty-two years. The Central China Mission of the Methodist Episcopal Church, under the leadership of Bishop Charles H. Fowler, founded Nanking University in 1888 and John C. Ferguson, who was appointed the first President, served until 1897. He was succeeded by George A. Stuart, who served until 1908, when A. J. Bowen was elected President. Nanking University was incorporated in 1893 by Charter of the State of Massachusetts. In 1891, the Foreign Christian Mission established a college and preparatory school near the Drum Tower and F. E. Meigs became President. In 1894, the Northern Presbyterian Mission developed into a high school a day school which had been in operation for more than ten years, T. W. Houston becoming the Principal and being succeeded by J. E. Williams. The first step toward a union of these schools was taken by a plan of cooperation between the Foreign Christian and the Northern Presbyterian Missions, under which the Ru Ts'ai College was established. The union of this college with Nanking University brought the three missions together and resulted in the organization in 1910 of the University of Nanking, of which A. J. Bowen was elected President and J. E. Williams, Vice-President. In 1911, the University of Nanking was granted a charter by the Regents of the University of the State of New York.

The American Baptist Foreign Mission Society entered the union in 1911 as a partially cooperating Board, cooperating in the School of Normal Training, the University Medical School, and the Language School. In 1920, they began cooperation in the work of the College of Agriculture and Forestry, and at the present time their cooperation is limited to this administrative unit of the University and the Language School. The Executive Committee of Foreign Missions of the Presbyterian Church in the United States has been cooperating in the University Hospital since 1917.

The basis of union was, originally, that each of the three fully cooperating Societies should contribute Gold \$40,000.00 in property or in money, the salaries of three teachers, and an annual grant of Gold \$2,400.00. Later, the number of teachers was increased to four each and the annual grant to Gold \$3,000.00. In 1920, the number of teachers was increased to five each, the fifth teacher being definitely designated for the College of Agriculture and Forestry; and in 1922, the annual grant was increased to \$4,000.00 Gold. These grants do not include the contribution in personnel and funds to the University Hospital, which at the present time amounts to one doctor and Gold \$750.00 annual cash appropriation. The Executive Committee of Foreign Missions of the Presbyterian Church in the United States has provided one doctor but no cash appropriation; and the American Baptist Foreign Mission Society provided only a cash appropriation, amounting to Gold \$500,000.00 till the end of 1926.

The East China Union Medical College was organized in 1910 and in 1912 became affiliated with the University. In 1914, it formally became the Medical School of the University. The following seven missionary societies organized and supported it: the Board of Foreign Missions of the Methodist Episcopal Church, the Board of Foreign Missions of the Presbyterian Church in the United States of America, the Foreign Christian Missionary Society, the Board of Missions of the Methodist Episcopal Church South, the American Baptist Foreign Mission Society, the Executive Committee of Foreign Missions of the Presbyterian Church in the United States, and the Foreign Mission Board of the Southern Baptist Convention. Dr. R. T. Shields was its first and only Dean. On January 8, 1917, upon graduation of the advanced class and in order to cooperate in the larger plans for medical education being projected by the China Medical Board for China, this administrative unit of the University ceased operations with the exception of the University Hospital which continued to function as one of the University administrative units, with the support from the Board of Foreign Missions of the Methodist Episcopal Church, the Board of Foreign Missions of the Presbyterian Church in the United States of America, and the Foreign Christian Missionary Society, the Executive Committee of Foreign Missions of the Presbyterian Church in the United States, and the American Baptist Foreign Mission Society.

In 1917, the main divisions of the University were organized to correspond to the divisions prescribed by the Chinese National Board of Education. The chief changes resulted in a three-year Senior College of Arts and Science and a three-year Senior College of Agriculture and Forestry, and a Junior College of two years. During the period that the University was so organized, the School of Business Administration was opened in 1921, through the cooperation and help of the Boston University Nanking Association, as a department of the Junior College and covering also two years of Middle School. Because of insufficient funds and the increasing demands for more established parts of our work, this school was closed in June 1923.

The School of Education, originally called the School of Normal Training, which was opened in September 1912, was during this same period renamed the School of Education and comprised the Teacher's Higher Course, under the administration of the Junior College, and the Teacher's Secondary Course, under the administration of the Middle School, with practice work provided in the Model School. This school became in the autumn of 1923 a department of the College of Arts and Science, with courses in education given with the regular courses in the Colleges and the Middle School.

By 1925, due to changed conditions, the second year of Junior College was restored to the original Senior Colleges, and the first year was continued as the Subfreshman Department, under the administration of the College of Arts and Science, so that, just prior to the time of the present reorganization, the University was, as it continues to be (except for the change noted at the end of this statement) divided into administrative units, each with its separate Dean or corresponding officer and with its separate faculty or staff. There are eight such administrative units, which take rank and precedence in the order indicated below.

I. The present College of Arts and Science, continues the original College of Liberal Arts. It is located, as is all the college and sub-freshman work, in the group of buildings west of the Drum Tower. The industrial chemistry course, the premedical course, and the subfreshman courses are all under the administration of the College of Arts and Science.

II. The College of Agriculture and Forestry is a combination of the Agricultural Department which was opened in the autumn of 1914 and of the Forestry School which was opened in the spring of 1915. This combined college is a development from famine relief work undertaken in 1911 by Prof. Joseph Bailie. In 1921, the agricultural work of the University was registered by the Government through the Ministry of Education in Peking. It has received further official sanction both from the Department of Agriculture and Commerce in Peking and from various provincial governments. An experiment station was organized in 1918. In addition to the regular college course in agriculture and forestry, a special course in agriculture courses in the Summer School, a Rural Normal School in the farming section about half a mile northwest of the Drum Tower, and correspondence courses in forestry are regularly conducted. A large number of important research and investigation projects are being carried out. A programme of extension and famine prevention projects is being carried out through the aid of special funds provided for this purpose.

III. The University Library, which had been started when the University was organized, was in 1922 designated as a separate administrative unit. The main library is in Severance Hall at the Drum Tower, and there are branches in Cooper Hall at Kan Ho Yen and in Keen Hall at the Language School.

IV. The University Hospital and the School of Nursing are located south of the Drum Tower and east of the college buildings. The Hospital was founded by Dr. W. E. Macklin of the United Christian Missionary Society, who carried on a large work for twenty years to 1914, when that work became a part of the University Medical School. In 1917, at the time missionary medical education in East and North China was reorganized, the Hospital was taken over from the University Medical School. (See paragraph on East China Union Medical College.) It has, therefore, been in continuous operation for over thirty years. In September 1918, a School of Nursing was opened in connection with the University Hospital.

V. The Department of Missionary Training or Language School has been a part of the University since October 1912. It developed out of a temporary language school which was conducted in Shanghai by twenty-seven different missionary societies represented in that city during the revolution of 1911. The Language School compound is midway between Kan Ho Yen and the Drum Tower.

VI. A Summer School, devoted primarily to courses for pastors, teachers, and rural workers, has been held annually at the University since 1921. This is located in either the college buildings or in the buildings at Kan Ho Yen, according to the convenience of the School.

VII. The Middle School is located at Kan Ho Yen. In Harmony with changes in the national system of education, the Junior College, as such, was given up beginning with the autumn of 1924, and the Middle School was organized into a six-year middle school. For the time being however, the last year of the senior middle school is being given with the college group as a subfreshman year.

VIII. The Model School, including the primary schools, covering six years of study, and the Kindergarten.

(NOTE: Beginning September 1927, the Kindergarten and lower primary classes were discontinued and the higher primary classes became the Preparatory Department of the Middle School.)

Section II - CONSTITUTION OF THE BOARD OF DIRECTORS

The Constitution of the Board of Directors constitutes a part of the agreement between the Board of Directors and the Board of Founders. It is agreed that any amendments to the constitution of the Board of Directors shall be approved by the Board of Founders before they become operative.

Section III - PROPERTY LEASE

The grounds, buildings, and equipment of the University shall be leased to the Board of Directors by the Board of Founders for a period of five years beginning July 1, 1927, at a nominal rental of one dollar Chinese currency. On or before July 1, 1932 this lease may be renewed by mutual consent for a period and on terms which shall be determined on not later than July 1, 1931, by mutual agreement between the Board of Directors and the Board of Founders. This lease shall be subject always during this period to the following conditions.

1. If for any reason the Board of Directors should cease in the opinion of the Founders to function as the responsible administrators of the University of Nanking in accordance with the foregoing constitution of the Board of Directors which is made a part of this agreement the Board of Founders shall have the right of immediate entry to repossess the property.
2. Should the property so leased or any substantial part of it cease, in the opinion of the Founders, to be used for the designated purpose of the University of Nanking to maintain in Nanking a private institution of learning under Christian auspices with full religious liberty, which shall conform to the highest standards of educational efficiency, promote social welfare and high ideals of citizenship and service, and develop character in accordance with the Christian ideals of the institution, the lease shall be subject to cancellation at the end of any scholastic year by either the Board of Directors or the Board of Founders, but only on one year's notice.
3. The Board of Founders may increase its investment at the University of Nanking in land, buildings, or equipment, on the written request or with the written consent of the Board of Directors.
4. The Board of Directors shall maintain the property in the same good condition as at the date of the lease, for operation and use of the University of Nanking; to wit, the following grounds, buildings, and equipment. (NOTE: these details have not yet been fully worked out.) For this purpose they shall set aside out of the general income of the institution each year not less than ...% of the cost of buildings and ...% of the cost of equipment, amounting to about \$Chinese currency, to be used for repairs, replacements, and insurance. (NOTE: These details have also not yet been worked out.)

5. The Board of Directors may improve the property by the erection of additional buildings or the supply or additional facilities or improvement of grounds, with the written consent of the Board of Founders, subject to the condition that the same shall be in conformity with general plan and type of architecture already adopted, and that the cost of such improvements shall be defrayed by the Board of Directors, except as provided for in advance by special appropriation from the Board of Founders on the request of the Board of Directors. It is mutually agreed that the final judgment as to the location and external form and appearance of proposed additions to the physical plant of the University shall rest with the Board of Founders.

6. All residences owned by the University shall be rented by the Board of Directors to the members of the staff according to a schedule to be mutually approved, on the understanding that previous occupants shall have first claim and then that rank and length of service shall be the basis of determining priority of choice. (NOTE: This schedule has not yet been worked out.)

In the event of a cancellation of the lease or of other disposition of the property, a settlement of conflicting interests shall be secured through conference between the Board of Directors and the Board of Founders, or, if necessary, by arbitration.

Section IV - STAFF

The Board of Founders shall continue to support missionaries as members of the staff of the University, subject to the request or approval of the Board of Directors.

Six months before the furlough of missionary members of the staff, the Board of Directors shall make written communication to the Board of Founders and to the Mission with which the staff member is connected concerning his reappointment, and in case his reappointment is desired, or in case of a new appointee, shall specify position to be filled, with courses and hours of teaching required, name of officer of administration under whom the appointee is to work, and residence quarters to be offered the appointee.

Section V - REPRESENTATIVE OF THE BOARD OF FOUNDERS

The President of the University shall be the official field representative of the Board of Founders.

Adviser to the President

The Board of Directors shall appoint, subject to the approval of the President, a foreign member of the staff or of the Board of Directors to assist the President in such matters connected with the foreign staff or other dealings with the Board of Founders as the President may desire.

Section VI - FINANCE

The Board of Founders shall be responsible either directly or through the cooperating mission boards for the support of the missionary

staff contributed by them.

The Board of Founders shall continue to make such annual cash appropriation as they may find possible, which, unless otherwise specially designated by the Founders, shall be applied by the Board of Directors as follows: (1) to provide for upkeep, repairs, and insurance as provided in the section concerning property as above; (2) to cover rent of such residences as shall be required to house the staff contributed by the Board of Founders, as provided in the section concerning staff as above; and (3) the remainder to be used for the general expenses of the University as the Board of Directors may decide. In addition to the foregoing, the Board of Founders shall contribute annually an amount equal to the rental charged on the property as provided in the section on property as above.

The Board of Founders shall be responsible only for the support of the missionary staff contributed by them, and for the payment in any year of the appropriation which they shall have made for that year, including an amount equal to the rental charged on the property, and shall not be in any wise responsible for any deficit or indebtedness which may arise in connection with the field operations of the University.

Rent Schedule

The residence on the college campus shall be rented to teachers and staff members at the following annual rates:

(NOTE: This rent schedule has not yet been worked out.)

Reorganization



TRANSFER

Not attached to minutes.
For your information.

Considered at Directors' Meeting of

March 13, 1931

INDEXED

OUTLINE OF ORGANIZATION OF THE UNIVERSITY OF NANKING
(PRIVATELY ESTABLISHED)

(Not finally adopted by Directors)

I.

The University, in respectful accordance with the instructions promulgated by the Ta Hsich Tso Tsi Fa () for the registration of private schools and also the regulations for the registration of universities and technical schools, presents herewith the by-laws governing its three colleges (the College of Arts, the College of Science, and the College of Agriculture and Forestry), the University Library, the Middle School with its preparatory course, the University Hospital, and the Institute of Chinese Cultural Studies. Articles regarding the graduate departments and special schools or units are drawn up separately.

II

The University, in compliance with the regulations of the Government for private schools, has organized a Board of Directors, which takes full responsibility for the management of the institution. This Board of Directors has a constitution of its own.

III

The Board of Directors, in accordance with the duties placed on them by their constitution, shall elect the President of the University.

IV

The appointment of the administrative head of each unit shall be recommended by the President and confirmed by the Board of Directors.

V

The appointment of heads of academic departments, or professors, assistant professors, instructors, assistants, and clerks, shall be recommended by the Dean or corresponding administrative officer and approved by the President.

VI

The general administration of the University is organized into the following departments:

- The President's Office
- The Registrar's Office
- The Treasurer's Office
- The Business Office
- The Superintendent of Buildings
- The Construction Department

*In process of revision
3/13/31*

TRANSFER

in process of
revisions 3/12/31

These administrative departments may be subdivided according to the complexity of their work. Detailed regulations of the several administrative departments are outlined separately.

VII

Each administrative department shall have a head, associates, and assistants, whose appointment shall be made by the President.

VIII

A University Council shall be formed with the following membership: (1) the President, who shall be chairman, (2) the Deans, (3) the heads of academic departments, (4) the heads of administrative departments, (5) three members elected by each college from among its professors and assistant professors, to serve for one year, who shall be eligible for re-election, (6) the heads of affiliated institutions under direct control of the University.

IX

The University Council may appoint an Executive Committee consisting of (1) the President, (2) the Deans, (3) the Librarian, (4) the heads of administrative departments, (5) the Principal of the Middle School, and (6) the Superintendent of the Hospital, and (7) three members elected by the Advisory Council.

X

The duties and powers of the University Council shall be as follows:

1. To consider proposals for the establishment, discontinuance, or reorganization of any department.
2. To make suggestions regarding buildings and equipment.
3. To decide upon all matters of discipline referred to it.
4. To decide upon the making or canceling of rules and regulations for the internal working of the University.
5. To decide upon matters brought before it by the President as well as upon requests brought before it by the Colleges, the Middle School, or other Councils.
6. To deal with other important internal matters.

Matters upon which it is difficult for the Council to come to a decision may be held in abeyance by the President or brought up by him for reconsideration.

XI

TRANSFER

Outline of Organization of the University - page 3

XI

Detailed regulations of the University Council are outlined separately.

XII

Each College or other administrative unit of the University shall have meetings of all the members of its faculty and staff to hear reports and discuss matters relating to the progress of the College or administrative unit. The meetings shall be called by the Dean or corresponding head of the administrative unit.

XIII

Each academic department may have a meeting of its professors, assistant professors and instructors, to discuss matters relating to the courses of study and equipment of the department. The head of the department shall be chairman.

XIV

Twice each term, near the beginning and near the end of the term, there shall be a meeting of the faculties of the Colleges, the Library, and the administrative departments of the University, to hear reports and to discuss and bring in resolutions regarding the progress made by the University, and to elect representatives on the University Council. The meetings shall be called by the President.

XV

For convenience in carrying on the work of the administration as many committees as may be required shall be appointed by the President each year in October. The general policy of each committee is outlined separately.

XVI

Each committee shall have a chairman and such other members as the President may appoint.

XVII

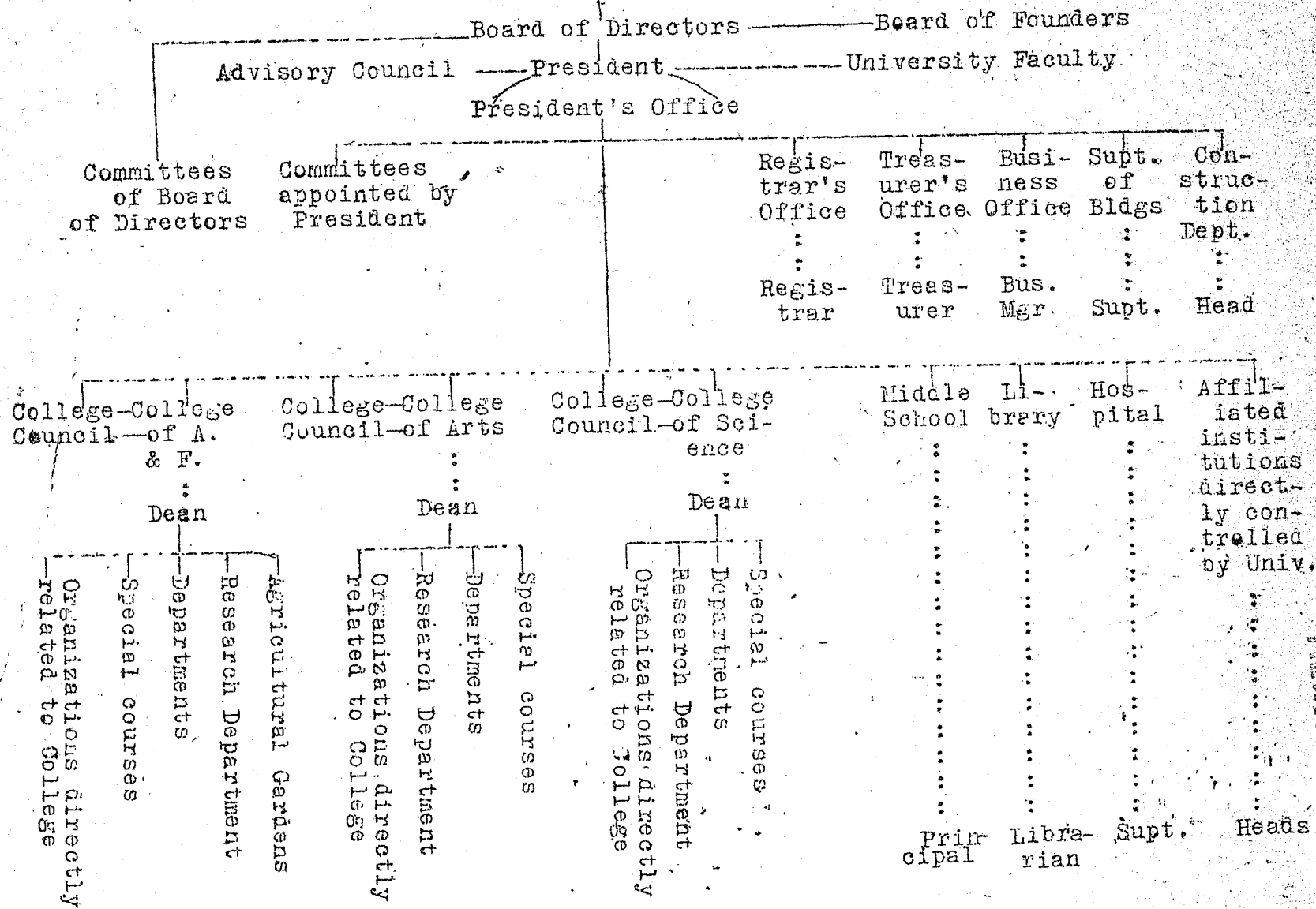
Detailed regulations of special schools or units shall be drawn up separately.

XVIII

These regulations and by-laws may be amended on recommendation of the University Council and approval of the Board of Directors.

ORGANIZATION OF THE UNIVERSITY OF NANKING

Privately established
University of Nanking



UNIVERSITY OF NANKING

10/1/40

SUGGESTED CHANGES IN DOCUMENTS A, B & E
~~of the~~
NANKING BOARD OF MANAGERS' PROPOSED PLAN OF REORGANIZATION
Prepared by
A SUB-COMMITTEE OF THE BOARD OF TRUSTEES

TRANSFER

Document A

- Article 3 - Is there any objection to restoring the word "Christian" in the last clause of the declaration of purpose so that it will read "a development of Christian character in accordance with the ideals of the founders"? We would not press this point if it seems to those on the field that this restoration is undesirable.
- Article 4 - Composition of the Board of Directors. - Would it not be desirable to make the distinction between Chinese members and American members a little less sharp? While recognizing the necessity of providing that the Board of Directors shall have a majority of Chinese members, it seems to us that racial lines are a little too sharply drawn. If it is desired to retain the present arrangement regarding eleven Chinese members elected by the church, four Chinese members elected by the alumni, and eight American members elected by missionary bodies, would it not be preferable that the five co-opted members elected directly by the Board of Directors be not limited to any nationality? As the arrangement now stands, all five co-opted members must be Chinese and there is no possibility for co-opting any foreign members. The Board of Directors will still have a clear Chinese majority even though some or all of these co-opted members are of other nationalities.
- Article 5 - Duties of the Board of Directors. - Should there not be some indication either in this article or elsewhere of the duty of the Board of Directors to provide adequately for the finances of the institution? It is, of course, understood that the Board of Founders will still continue to provide grants as specified in the agreement between the Directors and the Founders, and yet, even so, it must be recognized that this proposed reorganization transfers a large share of the financial responsibility for the institution from the Founders to the Directors.
- Article 6 - Meetings of the Board of Directors. - Is it necessary to require that two stated meetings be held annually? Is this not certain to produce a heavy financial burden? Would it not be better to say in substance that "the Board may hold" etc., rather than to say "the board shall hold" etc.?
- Is not the provision that a majority of the members of the Board are necessary to constitute a quorum likely to be difficult to meet? With such a large body, probably widely scattered and subject to many transportation delays, it may often be found impossible to secure the attendance of as many as fifteen members.
- Article 8 - Should not the words "ad interim" be added so as to make the second line read "shall deal with all ad interim matters ordinarily handled by the Board of Directors", etc.?

Document B

General comment - It was the feeling of the Board of Trustees that the whole of this proposed agreement should be entered into on a five year trial basis rather than Section 3 alone.

Section 5 - Should not the President of the University be recognized as the official representative of the Board of Founders? We suggest the sense of this section should be substantially as follows: "The President of the University shall be the official representative of the Board of Founders, but he may, if he so desires, appoint an American ~~representative~~ on the faculty or the Board of Directors as his assistant representative". This would seem to be more in line with the duties of the President as set forth in the by-laws of the Board of Directors.

Section 6 - From a study of Documents A and B it does not seem to be clearly indicated whether the first move in the payment of the annual rental is to be made by the Directors or the Founders. I presume it is intended that in theory the Directors pay to the Founders Mex.\$120,000. annual rental and that the Founders thereupon return it to the Directors in full. This is a much more ~~possible~~ ^{reasonable} assumption than that the Founders send to the field Mex.\$120,000. each year in order that the field may at once return it in payment of the annual rental. Is there to be a difference in the method of procedure between handling the rental of the general University campus and adjusting the rental of the residences occupied by the members of the staff appointed by the mission boards? We understand that all these rental adjustments are merely book transactions, yet we feel that the modus operandi should be somewhat more clearly defined.

Document E

Article 4, Sec.3 - Representative of the Founders. - This section should, we feel, be deleted. It has already been specified in Article 4, section 1 that the President shall be the official medium of communication between the faculty, the Board of Directors and the Board of Founders; between the students and the Board of Directors. It seems that Article 1 should indicate somewhat more clearly that the President has Head of the Institution is its representative alike before the Board of Directors and the Board of Founders. We have already suggested that in Document B, Section 5, provision be made that, if a President so desires, he may appoint an American as his assistant representative ~~in dealing with the Board of Founders~~ in matters involving the Board of Founders. Possibly some provision to this effect might be included in the by-laws.

1931-1932



則規通普

年一十二至年十二國民

學大陵金立私

of Nanking

The General Rules and Regulations of the University

CHINA UNION UNIVERSITIES
CENTRAL OFFICE

1931-1932



則、規、通、普

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Library

CHINA UNION UNIVERSITIES
CENTRAL OFFICE

第十七章	圖書規則	第二頁
第十八章	加入團體之資格	第二頁
第十九章	缺額補選	第三頁
第二十章	考試及退費	第三頁
第二十一章	納費及課費	第四頁
第二十二章	註冊及領取證書	第五頁
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第三十章	學生及領取證書	第十頁

總目

金陵大學普通規則

(九) 凡曾受警告處分之學生，不得充任學生團體中職員，或代表等職。

得加以懲罰，或由本校主任執行。

(八) 學生在寢室，教室，或實驗室內，有違犯規則者，其負責教職員，

分。

(七) 學生違犯校章，其情節重大者，得由風紀委員會議決，立即予以開除學籍之處。

(六) 凡以訓誡不誠之學生，由本校主任，或風紀委員會通告，無效，致生開除學籍。

(五) 總生分訓誡不誠，警告，開除學籍三種，並由本校通告，通知該生家長，或保薦人。

(四) 學生不得自設教壇，修品，舉行，或無聊，或無稽，或定規，須分別為。

(三) 學生不得在破內，校內，校內，或酒，賭博，及不道德行為。

(二) 學生不得在破內，校內，校內，或酒，賭博，及不道德行為。

風。

(一) 本校學生應本親愛精神，自治能力，恪守校規，以期養成健全人格及優良學

第一章 操行

第三十章 養量假位辦法	第一三頁
第二十章 養量假位辦法	第一九頁
第二十章 宿舍規則	第二四頁

十四 學生在團體內如有出版刊物，或文字宣傳品等，應先將內容送交秘書處，轉請出版委員會
得在團體內集會，如有校外人參加者，須先呈請校長或校長委託之人員，許可，否則概不
得在團體內集會。

十五 凡呈報或未經核准之學生團體，不得在校內外任意張貼通告，或集會
掛號等各種活動。

十六 凡處查，嗣後如有團體，應於每星期開會時，將負責職員及簡章，開列送交秘
書處存核，惟學生團體，應於每星期開會時，將負責職員及簡章，開列送交秘
書處存核，開列送交秘書處。

十七 凡業經核准之學生團體，惟校外人員，不得過半加入者，須先呈請校長或校長委託之人員，
明原委，得本校許可，以本校學生為限，如有特殊原因須有校外人員加入者，須先陳
明理由，並繳納會費。

十八 學生團體，如假借本校大禮堂或體育室開會時，須於事前商得事務處之同意。並
字證明，方可進行。以會員担負責任，如須向校外借場時，須經校長許可，簽
字證明，方可進行。

十九 學生團體，不得侵犯本校行政，或妨害學校之公共利益。
為各種非法之活動。

二十 學生團體，不得於國紀中，見其通規之理(即本校規章之範圍以外)
，學生團體，不得聘請本校教職員為顧問，或名譽會員。

二十一 學生團體，須與其組織之宗旨相符合。
學生團體之發展。

二十二 學生團體之目的，在求紀律生活之訓練，以養成自治能力，而謀體育精神之發
展。

二十三 學生團體組織，須呈報本校核准，始得成立。
學生團體組織，須呈報本校核准，始得成立。

二十四 學生團體職員，規定於學生團體章程。
學生團體職員，規定於學生團體章程。

二十五 學生團體，須根據本校公佈之學生團體通則。
學生團體，須根據本校公佈之學生團體通則。

二十六 風紀委員會備查。
風紀委員會備查。

二十七 學生在學期內所受之懲罰情形，除於成績登記簿內載明外，並將事實實存由
風紀委員會備查。

二十八 學生在學期內所受之懲罰情形，除於成績登記簿內載明外，並將事實實存由
風紀委員會備查。

分軍事訓練八學分其他必修課程共一百一十二學分(內包修國文軍事修科及體育二學分)軍事分數目依學生每星期三小時(自修課五小時)而作在高一學期內
 二 期小約時通學生每星期三小時(自修課五小時)而作在高一學期內
 三 期小約時通學生每星期三小時(自修課五小時)而作在高一學期內

第四章 畢業及學分之分配

一 畢業生由軍事委員會核准
 二 凡學生在學期間，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書
 三 凡本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書
 四 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書
 五 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書
 六 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書

務處領取，惟不得私自仿製。
 二 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書
 三 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書

第三章 學生領取證書條例

一 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書
 二 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書
 三 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書
 四 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書
 五 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書
 六 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書
 七 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書
 八 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書
 九 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書
 十 本校學生，如有退學或轉學等情，應將原領之證書交還事務處，得領回所繳之證書

- 要時得令其放棄一學期
- 九 月份成績與課程之關係 學生在各學期之月份成績不佳經選擇指導員認為必
- 八 月份成績報告 各應於每學期之第五第九第十三星期內將其所授各學程之
- 七 補繳後得算 學生於平時考試或學期考試時凡不如期應試者無論理由若何
- 六 辦法者除將上法所得 B, C, D, 一律改為 E 給學或不在第六星期以前接洽
- 五 或補足在得 B, C, D, 內應應明給學分 因事不能到校所有補繳損失費或補
- 四 學生在該學程列等 B, C, D, 內應應明給學分 因事不能到校所有補繳損失費或補
- 三 學生在該學程列等 B, C, D, 內應應明給學分 因事不能到校所有補繳損失費或補
- 二 學生在該學程列等 B, C, D, 內應應明給學分 因事不能到校所有補繳損失費或補
- 一 學生在該學程列等 B, C, D, 內應應明給學分 因事不能到校所有補繳損失費或補

- 將 (3) 補繳後得算 學生於平時考試或學期考試時凡不如期應試者無論理由若何
- 六 辦法者除將上法所得 B, C, D, 一律改為 E 給學或不在第六星期以前接洽
- 五 或補足在得 B, C, D, 內應應明給學分 因事不能到校所有補繳損失費或補
- 四 學生在該學程列等 B, C, D, 內應應明給學分 因事不能到校所有補繳損失費或補
- 三 學生在該學程列等 B, C, D, 內應應明給學分 因事不能到校所有補繳損失費或補
- 二 學生在該學程列等 B, C, D, 內應應明給學分 因事不能到校所有補繳損失費或補
- 一 學生在該學程列等 B, C, D, 內應應明給學分 因事不能到校所有補繳損失費或補

以下

4 等 (一) 前兩學期成績之總均分須在 3.5 等以上並不得在任任何學期內有兩學程在 4 等
 賽會之權
 資格之標準
 學生須具有下列各種資格者始有被選為學生團體中職員及加入競

第九章 加入團體之資格

分即進行退學以缺席者須在教室內靜候十五分鐘過時始可下課凡未滿十五
 教員遲到三教員遲到四教員遲到五教員遲到六教員遲到七教員遲到八教員遲到九
 意早退學教員在教室內不得於下課前退席如有特別事故必須退席者須先得教員同
 早退學教員在教室內不得於下課前退席如有特別事故必須退席者須先得教員同
 一 鈴停止後到會時學生在第二到第三次鐘為止凡遲到者須於下課時至教員處報到三
 八 遲到無教

在週期以上其更在公佈後星期一星期內親至教務處查明逾期無效學生請假離校
 教員報告每星期學生將在各學期之缺席數由教員按倍計算
 此假學期之學分
 凡在一個學分內缺過此學程在一個學期內上課之數三分之一者概不給與
 總數內扣減學分
 因缺席扣減學分
 四 缺席一扣減學分
 三 缺席二扣減學分
 二 缺席三扣減學分
 一 缺席四扣減學分
 五 缺席五扣減學分
 四 缺席六扣減學分
 三 缺席七扣減學分
 二 缺席八扣減學分
 一 缺席九扣減學分
 十 缺席十扣減學分
 九 缺席十一扣減學分
 八 缺席十二扣減學分
 七 缺席十三扣減學分
 六 缺席十四扣減學分
 五 缺席十五扣減學分
 四 缺席十六扣減學分
 三 缺席十七扣減學分
 二 缺席十八扣減學分
 一 缺席十九扣減學分
 十 缺席二十扣減學分

在週期以上其更在公佈後星期一星期內親至教務處查明逾期無效學生請假離校
 教員報告每星期學生將在各學期之缺席數由教員按倍計算
 此假學期之學分
 凡在一個學分內缺過此學程在一個學期內上課之數三分之一者概不給與
 總數內扣減學分
 因缺席扣減學分
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 三 缺席二扣減學分
 二 缺席三扣減學分
 一 缺席四扣減學分
 五 缺席五扣減學分
 四 缺席六扣減學分
 三 缺席七扣減學分
 二 缺席八扣減學分
 一 缺席九扣減學分
 十 缺席十扣減學分
 九 缺席十一扣減學分
 八 缺席十二扣減學分
 七 缺席十三扣減學分
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 四 缺席十六扣減學分
 三 缺席十七扣減學分
 二 缺席十八扣減學分
 一 缺席十九扣減學分
 十 缺席二十扣減學分

- 七 教授指定之參考書 書籍之歸還於指定參考書架上者 可在圖書室內閱覽圖書人
- 六 普通閱覽及最近之出版期物 普通閱覽及最近之出版期物 許在圖書室內閱覽圖書人
- 五 律期開學後第一星期內學生借閱圖書每冊每日限借一冊 凡學生借閱圖書每冊每日限借一冊 凡學生借閱圖書每冊每日限借一冊
- 四 借書冊數 凡學生借閱圖書每冊每日限借一冊 凡學生借閱圖書每冊每日限借一冊
- 三 借書期限 凡學生借閱圖書每冊每日限借一冊 凡學生借閱圖書每冊每日限借一冊
- 二 借書規則 凡學生借閱圖書每冊每日限借一冊 凡學生借閱圖書每冊每日限借一冊
- 一 借書 凡本校教職員及學生均可借書報外此出外如有欲將書報借出館外者須得

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第十條 圖書室中無論何人均得自由閱覽有令作雜誌其入社規則可向圖書

室查詢之
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- 1. 上學期所繳功課不得有三分之一不及格
- 2. 上學期成績均須在四等以上
- 3. 本學期成績均須在四等以上
- 4. 本學期成績均須在四等以上
- 5. 凡欲代表本校參加大學運動會者須具備下列各項資格
- 6. 凡欲代表本校參加大學運動會者須具備下列各項資格
- 7. 凡欲代表本校參加大學運動會者須具備下列各項資格

- 一、以後倘再冒名頂替，經查出，即永遠不得寄宿校內。下學期仍須繳交學費，逾期仍未繳納者，原選者已繳之費，概不退還。
- 二、學費亦概不退還。
- 三、學費所當選之宿位，可保至開學後，第二星期第六日為止，逾期亦即取銷。所繳之費，概不退還。
- 四、學費所當選之宿位，可保至開學後，第一星期第二日為止，逾期亦即取銷。所繳之費，概不退還。
- 五、學費所當選之宿位，可保至開學後，第一星期第二日為止，逾期亦即取銷。所繳之費，概不退還。

、本校設有學生宿舍，凡本校正式學生遵守本規則，及選派宿位辦法，並依照繳寄
 宿舍規則
 第一章 宿舍規則
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 二、宿舍規則
 三、宿舍規則
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 四十八、宿舍規則
 四十九、宿舍規則
 五十、宿舍規則

- 十九、學生不得向窗外潑水，隨地吐痰，及其他妨害公共衛生之行為。
- 十八、學生不得在臥室內盥洗器具，應在盥洗室內。
- 十七、學生衣箱行李須隨手帶下，不得隨意亂置，或置於走道上。
- 十六、學生如有損壞校房傢具等物，須照價賠償，倘係公共損壞，須由所損者共同負責賠償。
- 十五、宿舍內不得有各種煙火危險物，及危險博戲等物。
- 十四、宿舍內不得有飲酒，賭博，及門毆等不規則之行為。
- 十三、宿舍內不得有喧鬧，或有妨礙他人睡眠及自修等。
- 十二、本校規定每夜十時鐘熄燈，並須於十時前十分鐘預備熄燈，以便準備就緒。
- 十一、宿舍內私用電燈，以及私用電燈等物，一經查出，除將該物沒收外，並加罰以懲。
- 十、宿舍內私用電燈，以三十枝燭光為限，此外不得加太燭光，或加男

- 十、宿舍規定每二合用電燈一盞，每盞以二百四十枝燭光為限，如係事務處更換外，如有打破或將電線截斷者，須照價賠償。
- 九、宿舍內電燈，於每學期開始時，由事務處發給，除因電力燒燬者，可向本校不負責任。
- 八、宿舍內電燈，不得帶走，或交工人保存，否則如有損壞等情，點驗時，應查明，並代為偵查。
- 七、宿舍內電燈，不得帶走，或交工人保存，否則如有損壞等情，點驗時，應查明，並代為偵查。
- 六、宿舍內電燈，不得帶走，或交工人保存，否則如有損壞等情，點驗時，應查明，並代為偵查。

修理，凡離校務須將所有各物，全行搬走，離校時不得在門上另加小鎖，如便
 二、假期由各校務臨時指定開放，其不開放之宿舍，於休校後須預空，以便
 人，向會計處預先繳費，如不能預繳者，須先向事務處聲明，由並覓擔保
 一、暑假內學生留宿，須於事務處規定之時間內報名，並按照費條例

第三章 假住校簡則

十六、本辦法自公布日施行。
 十五、本辦法如有未盡事宜，事務處得隨時增減文公布之。
 十四、每假期即作為確定期，不得再有錯誤，須於公布三日內，前來聲明，以便更改。
 十三、每次公布一學期，期滿後即行取消，另行政務處將選舉最後所佔之宿位，括圖決
 十二、每次選舉，尚無宿位者，由事務處將選舉最後所佔之宿位，括圖決
 十一、調之宿位均應取銷，另行政務處。

十、方可互換，但互換者須以一學期為限，期滿後，仍須各還原位，否則該對
 十一、自願互換宿位者，以在校內者為有效，惟互換前，須先將事務處九
 十二、務處先取銷，方得再選。如取銷後又落選，不得再申請恢復原位，取銷之宿
 十三、每次選舉後，不得再選，須將原選之宿位，須將原選之宿位，取銷之宿
 十四、人選位，原合選當選之一人不得繼續居住。
 十五、合選當選後，須由原合選之兩人同時在校內者為有效，設有二人，已再
 十六、每次選舉，不得冒名頂替，如有兩人合選者，須自署姓名，方為有效。
 十七、合選，否則真者一律無效。
 十八、其學分應以兩人之平均數為準。此外不得同時選，或再與他
 十九、一房內有兩空位，而兩入願同時合選者，不得以兩人之名義，合填選舉
 二十、條均作無效。

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