# TABLE OF CONTENTS

## Volume I

### GOVERNANCE AND ADMINISTRATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>GOVERNANCE AND ADMINISTRATION</td>
<td>1</td>
</tr>
<tr>
<td>1.1</td>
<td>History of Medaille College</td>
<td>1</td>
</tr>
<tr>
<td>1.1.1</td>
<td>Past Presidents of Medaille College</td>
<td>2</td>
</tr>
<tr>
<td>1.1.2</td>
<td>Medaille College Seal Elements</td>
<td>2</td>
</tr>
<tr>
<td>1.1.3</td>
<td>Medaille College Colors</td>
<td>2</td>
</tr>
<tr>
<td>1.1.4</td>
<td>Medaille College Athletic Team Names</td>
<td>2</td>
</tr>
<tr>
<td>1.1.5</td>
<td>Medaille College Accreditations</td>
<td>3</td>
</tr>
<tr>
<td>1.1.5.1</td>
<td>American Veterinary Medical Association (AVMA)</td>
<td>3</td>
</tr>
<tr>
<td>1.1.5.2</td>
<td>International Assembly for Collegiate Business Education (IACBE)</td>
<td>3</td>
</tr>
<tr>
<td>1.1.5.3</td>
<td>Teacher Education Accreditation Council (TEAC)</td>
<td>3</td>
</tr>
<tr>
<td>1.1.6</td>
<td>Medaille College Location</td>
<td>4</td>
</tr>
<tr>
<td>1.1.7</td>
<td>Medaille College Facilities</td>
<td>4</td>
</tr>
<tr>
<td>1.1.7.1</td>
<td>Main Building</td>
<td>4</td>
</tr>
<tr>
<td>1.1.7.2</td>
<td>Downey Science Building</td>
<td>5</td>
</tr>
<tr>
<td>1.1.7.3</td>
<td>Huber Hall</td>
<td>5</td>
</tr>
<tr>
<td>1.1.7.4</td>
<td>Sullivan Campus Center</td>
<td>5</td>
</tr>
<tr>
<td>1.1.7.5</td>
<td>Residence Halls</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>North Residence Hall</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>South Residence Hall</td>
<td>6</td>
</tr>
<tr>
<td>1.1.7.6</td>
<td>Undergraduate Admissions</td>
<td>6</td>
</tr>
<tr>
<td>1.1.7.7</td>
<td>Parking</td>
<td>6</td>
</tr>
<tr>
<td>1.1.7.8</td>
<td>Amherst Campus</td>
<td>6</td>
</tr>
<tr>
<td>1.1.7.9</td>
<td>Rochester Campus</td>
<td>7</td>
</tr>
<tr>
<td>1.1.8</td>
<td>Institutional Profile</td>
<td>7</td>
</tr>
<tr>
<td>1.1.8.1</td>
<td>Purpose</td>
<td>7</td>
</tr>
<tr>
<td>1.1.8.2</td>
<td>Majors and Degrees</td>
<td>7</td>
</tr>
<tr>
<td>1.1.8.3</td>
<td>Accelerated Learning Programs (Formerly ACCEL)</td>
<td>8</td>
</tr>
<tr>
<td>1.1.8.4</td>
<td>Student Enrollment</td>
<td>8</td>
</tr>
<tr>
<td>1.1.8.5</td>
<td>Faculty</td>
<td>9</td>
</tr>
<tr>
<td>1.1.8.6</td>
<td>Finances and Tuition</td>
<td>9</td>
</tr>
<tr>
<td>1.2</td>
<td>Mission</td>
<td>9</td>
</tr>
<tr>
<td>1.2.1</td>
<td>Mission Statement</td>
<td>9</td>
</tr>
<tr>
<td>1.2.2</td>
<td>2011-2014 Strategic Plan – Focus Fourteen</td>
<td>9</td>
</tr>
<tr>
<td>1.2.2.1</td>
<td>Student Success</td>
<td>9</td>
</tr>
<tr>
<td>1.2.2.2</td>
<td>Program Development</td>
<td>10</td>
</tr>
<tr>
<td>1.2.2.3</td>
<td>Resource Development and Allocation</td>
<td>10</td>
</tr>
<tr>
<td>1.2.2.4</td>
<td>Community</td>
<td>11</td>
</tr>
</tbody>
</table>
### 1.3 Medaille College Charter and By-Laws

#### 1.3.1 Charter of Medaille College

- **1.3.1.1** Absolute Charter .............................................................. 11
- **1.3.1.2** Amendment to the Charter 1937 ........................................ 13
- **1.3.1.3** Charter Amendment 1975 .................................................. 14
- **1.3.1.4** Charter Amendment 1976 .................................................. 16
- **1.3.1.5** Charter Amendment 1996 .................................................. 18
- **1.3.1.6** Charter Amendment 1997 .................................................. 20
- **1.3.1.7** Charter Amendment 1998 .................................................. 22
- **1.3.1.8** Charter Amendment 2001 .................................................. 24
- **1.3.1.9** Charter Amendment 2003 .................................................. 26
- **1.3.1.10** Charter Amendment 2004 ................................................. 28
- **1.3.1.11** Charter Amendment 2006 ................................................. 30
- **1.3.1.12** Charter Amendment 2004 ................................................. 30

#### 1.3.2 Medaille College Bylaws

- **1.3.2.1** Article I – Authority .......................................................... 31
  - **1.3.2.1.1** Section 1.1 – Founding .................................................. 31
  - **1.3.2.1.2** Section 1.2 – Purposes .................................................. 31
  - **1.3.2.1.3** Section 1.3 – Name ....................................................... 31
  - **1.3.2.1.4** Section 1.4 – Ownership and Control ............................ 32
  - **1.3.2.1.5** Section 1.5 – Corporate Nature and Limits .................... 32
  - **1.3.2.1.6** Section 1.6 – Accreditation ......................................... 32
  - **1.3.2.1.7** Section 1.7 – Principal Office ...................................... 32
  - **1.3.2.1.8** Section 1.8 – Fiscal Year ............................................. 32
  - **1.3.2.1.9** Section 1.9 – Seal ....................................................... 32
  - **1.3.2.1.10** Section 1.10 – Legal Agent ....................................... 32
  - **1.3.2.1.11** Section 1.11 – Records ............................................. 32
- **1.3.2.2** Article II – The Board of Trustees .................................... 33
  - **1.3.2.2.1** Section 2.1 – Duties and Powers .................................... 33
  - **1.3.2.2.2** Section 2.2 – Evaluation ............................................. 34
  - **1.3.2.2.3** Section 2.3 – Membership .......................................... 34
  - **1.3.2.2.3.1** Numbers and Terms ................................................ 34
  - **1.3.2.2.3.2** Qualification and Nomination .................................... 34
  - **1.3.2.2.3.3** Alumni Members ..................................................... 35
  - **1.3.2.2.3.4** The President .......................................................... 35
  - **1.3.2.2.3.5** Honorary Trustees .................................................. 35
  - **1.3.2.2.3.6** Trustees Emeriti .................................................... 35
  - **1.3.2.2.3.7** Representation ........................................................ 35
  - **1.3.2.2.3.8** Vacancy ................................................................. 35
  - **1.3.2.2.3.9** Removal ................................................................. 35
  - **1.3.2.2.3.10** Resignation ........................................................... 35
  - **1.3.2.2.3.11** Faculty, Students and Staff ................................... 35
  - **1.3.2.2.3.12** Participation by Conference Telephone .................... 36
  - **1.3.2.2.3.13** Action by Trustees without a Meeting ..................... 36
- **1.3.2.3** Article III – Officers of the Board ..................................... 36
  - **1.3.2.3.1** Section 3.1 – Officers of the Board ................................ 36
  - **1.3.2.3.2** Section 3.2 – Election and Term of Office .................... 36
  - **1.3.2.3.3** Section 3.3 – Chair of the Board and Vice Chair of the Board ... 36
1.3.2.3.1  Section 3.3 – Chair of the Board and Vice Chair of the Board ........................................ 36
1.3.2.3.2  Section 3.4 – Secretary of the Board ............................................................................. 37
1.3.2.3.3  Section 3.5 – Treasurer of the Board ............................................................................. 37
1.3.2.4  Article IV – Meetings ........................................................................................................... 37
  1.3.2.4.1  Section 4.1 – General ....................................................................................................... 37
  1.3.2.4.2  Section 4.2 – Special Meetings ....................................................................................... 37
  1.3.2.4.3  Section 4.4 – Quorum .................................................................................................... 38
  1.3.2.4.4  Section 4.5 – Proxy ........................................................................................................ 38
  1.3.2.4.5  Section 4.6 – Voting ....................................................................................................... 38
  1.3.2.4.6  Section 4.7 – Order and Nature of Business ................................................................. 38
  1.3.2.4.7  Section 4.8 – Executive Session ..................................................................................... 38
  1.3.2.4.8  Section 4.9 – Expenses .................................................................................................. 38
  1.3.2.4.9  Section 4.10 – Orientation ............................................................................................. 38
1.3.2.5  Article V – Committees of the Board ................................................................................. 38
  1.3.2.5.1  Section 5.1 – Committees ............................................................................................... 38
  1.3.2.5.2  Section 5.2 – Executive Board ....................................................................................... 39
  1.3.2.5.3  Section 5.3 – Standing Committees .............................................................................. 39
  1.3.2.5.4  Section 5.4 – Committee on Trustees ........................................................................... 40
  1.3.2.5.5  Section 5.5 – Committee on Academic Affairs .......................................................... 40
  1.3.2.5.6  Section 5.6 – Committee on Student Affairs ............................................................... 41
  1.3.2.5.7  Section 5.7 – Committee on Financial Affairs ........................................................... 41
  1.3.2.5.8  Section 5.8 – Committee on Institutional Advancement ............................................. 42
  1.3.2.5.9  Section 5.9 – Audit Committee ..................................................................................... 42
1.3.2.6  Article VI – The President .................................................................................................... 43
  1.3.2.6.1  Section 6.1 – The President ............................................................................................ 43
  1.3.2.6.2  Section 6.2 – Other Administrative Staff ........................................................................ 43
  1.3.2.6.3  Section 6.3 – Channel to the Board .............................................................................. 43
  1.3.2.6.4  Section 6.4 – Administrative Relationship to the Board ............................................. 43
1.3.2.7  Article VII – Procedures ....................................................................................................... 44
  1.3.2.7.1  Section 7.1 – Administrative Policy Manuals ............................................................... 44
  1.3.2.7.2  Section 7.2 – Conflict of Interest ................................................................................... 44
  1.3.2.7.3  Section 7.3 – Indemnification of Officers and Directors ............................................... 44
    1.3.2.7.3.1  Right of Statutory Indemnification .......................................................................... 44
    1.3.2.7.3.2  Authorization of Non-Statutory Indemnification .................................................... 44
    1.3.2.7.3.3  Advances ................................................................................................................ 44
    1.3.2.7.3.4  Insurance ................................................................................................................ 44
    1.3.2.7.3.5  Modifications .......................................................................................................... 45
  1.3.2.7.4  Section 7.4 – Rules of Order ......................................................................................... 45
  1.3.2.7.5  Section 7.5 – Amendments ......................................................................................... 45
  1.3.2.7.6  Section 7.6 – Effective Date .......................................................................................... 45
1.4  Administrative Structure of Medaille College ............................................................................. 45
  1.4.1  President ................................................................................................................................. 45
  1.4.2  Vice President for Academic Affairs ..................................................................................... 45
    1.4.2.1  Dean of Undergraduate College ...................................................................................... 46
    1.4.2.2  Associate Vice President/Dean of the School of Adult and Graduate Education .......... 46
    1.4.2.3  Departmental Chairs ....................................................................................................... 47
1.6.2 Faculty Governance .............................................................................. 78
1.6.3 Constitution of the Student Government Association of Medaille College .......... 78
   1.6.3.1 Article I – Name ........................................................................ 78
   1.6.3.2 Article II – Purpose ................................................................. 78
   1.6.3.3 Article III – Authority ............................................................... 78
   1.6.3.4 Article IV – Membership ......................................................... 78
      1.6.3.4.1 Section 1 – The Medaille College Student Government Association .... 78
      1.6.3.4.2 Section 2 – The Executive Board ....................................... 79
      1.6.3.4.3 Section 3 – Senators ....................................................... 79

1.5 Organizational Charts of Medaille College .................................................. 54
   1.5.1 General Organization .................................................................... 55
   1.5.2 Vice President for Academic Affairs .............................................. 56
      1.5.2.1 Associate Vice President for Academic Affairs ................. 57
          1.5.2.1.1 Director of Academic Services ...................................... 58
          1.5.2.1.2 Director of Academic Advisement ................................ 59
          1.5.2.1.3 Director of Academic Support Center ...................... 60
          1.5.2.1.4 Director of TRiO Student Support Services .......... 61
      1.5.2.2 Registrar ............................................................................. 62
      1.5.2.3 Library Director ................................................................. 63
      1.5.2.4 Division Heads ................................................................... 64
   1.5.3 Vice President for Business and Finance ......................................... 65
      1.5.3.1 Director of Human Resources, Director of Operations, Bursar, Controller, and Payroll Manager ................................................... 66
      1.5.3.2 Director of Public Safety ..................................................... 67
      1.5.3.3 Chief Information Officer .................................................. 68
   1.5.4 Vice President for Enrollment Management and Marketing ............. 69
      1.5.4.1 Director of Financial Aid and Director of Undergraduate Admissions 70
      1.5.4.2 Director of Marketing and Director of Adult and Graduate Admissions 71
   1.5.5 Vice President for College Relations ............................................... 72
   1.5.6 Vice President for Student Development/Athletic Director ............. 73
   1.5.7 Assistant Vice President of Institutional Research and Planning ...... 74

1.4.2.4 Directors of Academic Programs .................................................... 47
1.4.2.5 Directors of Academic Field Placement ......................................... 47
1.4.2.6 The Library Director .................................................................... 47
1.4.2.7 Professional Librarians ............................................................... 47
1.4.2.8 Senior Director for Special Academic Services .......................... 47
1.4.3 Vice President for Business and Finance .......................................... 47
1.4.4 Vice President for Enrollment Management ...................................... 49
1.4.5 Assistant Vice President of Institutional Research and Planning ....... 49
1.4.6 Vice President for College Relations ................................................ 51
1.4.7 Dean of Student Affairs ................................................................... 52
1.4.8 Director of Athletics ........................................................................ 52

1.4.8.3 Directors of Academic Programs ............................................. 75
1.4.8.5 Directors of Academic Field Placement ..................................... 75
1.4.8.6 The Library Director ................................................................ 75
1.4.8.7 Professional Librarians ............................................................ 75
1.4.8.8 Senior Director for Special Academic Services ....................... 75
1.4.9 Vice President for Business and Finance .......................................... 75
1.4.10 Vice President for Enrollment Management .................................. 75
1.4.11 Assistant Vice President of Institutional Research and Planning .... 75
1.4.12 Vice President for College Relations .............................................. 75
1.4.13 Dean of Student Affairs ................................................................ 75
1.4.14 Director of Athletics ..................................................................... 75

1.6.1 General Organization ........................................................................ 75
   1.6.1.1 General Internal Governance of Medaille College .................. 76
   1.6.1.2 Academic Governance of Medaille College .......................... 77
   1.6.2 Faculty Governance .................................................................... 78
   1.6.3 Constitution of the Student Government Association of Medaille College .... 78
      1.6.3.1 Article I – Name .................................................................. 78
      1.6.3.2 Article II – Purpose ............................................................. 78
      1.6.3.3 Article III – Authority ........................................................... 78
      1.6.3.4 Article IV – Membership ..................................................... 78
         1.6.3.4.1 Section 1 – The Medaille College Student Government Association .... 78
         1.6.3.4.2 Section 2 – The Executive Board ................................... 79
         1.6.3.4.3 Section 3 – Senators ..................................................... 79
1.6.3.4.4 Section 4 – Evening Student Delegate .......................................................... 79
1.6.3.4.5 Section 5 – Club and Organization Representatives ..................................... 79
1.6.3.4.6 Section 6 – Ex-Officio Members ................................................................ 79
1.6.3.5 Article V – Advisors ....................................................................................... 79
1.6.3.6 Article VI – Powers ......................................................................................... 80
  1.6.3.6.1 Section 1 – Powers of the Student Government ............................................. 80
  1.6.3.6.2 Section 2 – Powers of the S.G.A. Executive Board ........................................ 80
  1.6.3.6.3 Section 3 – Powers of the Senators and Evening Student Delegate ........... 83
  1.6.3.6.4 Section 4 – Powers of Club and Organizations Representatives and Ex-
                  Officio Members ....................................................................................... 83
1.6.3.7 Article VII – Committees ............................................................................... 83
  1.6.3.7.1 Section 1 – Student Government Association Committees ........................ 83
  1.6.3.7.2 Section 2 – Membership of Committees ..................................................... 83
1.6.3.8 Article VIII – Programming Boards ................................................................. 84
  1.6.3.8.1 Section 1 – Chairperson of Student Activities Board (S.A.B.) ..................... 84
  1.6.3.8.2 Section 2 – Chairperson of Evening Student Council (E.S.C.) ...................... 84
  1.6.3.8.3 Section 3 – Responsibilities of S.A.B. and E.S.C. .......................................... 84
  1.6.3.8.4 Section 4 – Policies and Procedures ........................................................... 84
  1.6.3.8.5 Section 5 – Participation Eligibility ............................................................ 84
  1.6.3.8.6 Section 6 – Special Meetings .................................................................... 84
1.6.3.9 Article IX – Nominations/Elections ................................................................. 84
  1.6.3.9.1 Section 1 – Qualifications for S.G.A. Positions .............................................. 84
  1.6.3.9.2 Section 2 – Procedure for Being Placed on a Ballot ...................................... 85
  1.6.3.9.3 Section 3 – Nominations .......................................................................... 85
  1.6.3.9.4 Section 4 – Voting Procedures ................................................................. 85
  1.6.3.9.5 Section 5 – Election Publicity ................................................................. 86
  1.6.3.9.6 Section 6 – Limit on Executive Positions ................................................... 86
  1.6.3.9.7 Section 7 – Election Results .................................................................... 86
1.6.3.10 Article X – Installation .................................................................................... 86
  1.6.3.10.1 Section 1 – Elected Members ................................................................. 86
  1.6.3.10.2 Section 2 – Freshman Senators ............................................................... 86
  1.6.3.10.3 Section 3 – Incoming President ............................................................... 87
  1.6.3.10.4 Section 4 – Oath of Office ....................................................................... 87
  1.6.3.10.5 Section 5 – Mentoring of New Executive Board Members .................... 87
1.6.3.11 Article XI – Meetings ...................................................................................... 87
  1.6.3.11.1 Section 1 – General Session Meetings ....................................................... 87
  1.6.3.11.2 Section 2 – Executive Board Meetings ...................................................... 87
  1.6.3.11.3 Section 3 – Open Meetings ...................................................................... 87
  1.6.3.11.4 Section 4 – Meeting Procedures ............................................................. 87
  1.6.3.11.5 Section 5 – Quorum ............................................................................. 87
  1.6.3.11.6 Section 6 – Attendance Requirements ..................................................... 87
  1.6.3.11.7 Section 7 – S.G.A. Training ................................................................. 88
1.6.3.12 Article XII – Removal From Office ............................................................... 88
  1.6.3.12.1 Section 1 – Reasons for Removal ............................................................. 88
  1.6.3.12.2 Section 2 – Petition for Removal ............................................................. 88
  1.6.3.12.3 Section 3 – Appeals of Removals ............................................................. 88
1.6.3.13 Article XIII – Vacancies .................................................................................. 88
1.6.3.14 Article XIV – Judicial Review/Interpretation ................................................. 88
1.6.3.14.1 Section 1 – Review of the Constitution ................................. 88
1.6.3.14.2 Section 2 – Interpretation of the Constitution ......................... 89
1.6.3.15 Article XV – Amendments .................................................... 89
1.6.3.15.1 Section 1 – Procedure to Propose Amendment ....................... 89
1.6.3.15.2 Section 2 – Ratification of Amendment ................................. 89
1.6.3.15.3 Section 3 – Implementation of Amendment ........................... 89
1.6.3.16 Article XVI – Registration of Student Organization ..................... 89
1.6.3.16.1 Section 1 – Annual Registration ........................................ 89
1.6.3.16.2 Section 2 – Failure to Register .......................................... 89
1.6.3.17 Article XVII – Financial Guidelines ....................................... 90
1.6.3.17.1 Section 1 – Requests and Approval of Funds ........................... 90
1.6.3.17.2 Section 2 – Budgets .......................................................... 90
1.6.3.17.3 Section 3 – Supplemental Budgets ....................................... 90
1.6.3.17.4 Section 4 – Budget Appeals .............................................. 90
1.6.3.17.5 Section 5 – Allocation Criteria .......................................... 90
1.6.3.18 Article XVIII – Effective Date ............................................... 91
1.6.3.19 Article XIX – Bylaws ............................................................. 91
1.6.3.19.1 Section 1 – Establishment of Bylaws by Student Government .... 91
1.6.3.19.2 Section 2 – Student Activities Board ................................... 91
1.6.3.19.3 Section 3 – Evening Student Council ................................... 91
1.6.3.19.4 Section 4 – Elections Committee ....................................... 91
1.6.4 Constitution of the Alumni Association of Medaille College ............ 91
1.6.4.1 Article I – Name ................................................................. 91
1.6.4.2 Article II – Purpose .............................................................. 91
1.6.4.2.1 Section 1 – Broad Purpose .................................................. 91
1.6.4.2.2 Section 2 – Definitions ....................................................... 92
1.6.4.3 Article III – Membership ...................................................... 92
1.6.4.3.1 Section 1 – Classes of Membership ........................................ 92
1.6.4.3.2 Section 2 – Active Membership .......................................... 92
1.6.4.3.3 Section 3 – Attendance at Meetings ....................................... 92
1.6.4.4 Article IV – Officers and Board of Directors ............................... 92
1.6.4.4.1 Section 1 – Board of Directors ........................................... 92
1.6.4.4.2 Section 2 – Executive Committee ......................................... 93
1.6.4.4.3 Section 3 – The President .................................................... 93
1.6.4.4.4 Section 4 – The Vice President ........................................... 93
1.6.4.4.5 Section 5 – The Secretary .................................................... 93
1.6.4.4.6 Section 6 – The Treasurer ................................................... 93
1.6.4.4.7 Section 7 – The Parliamentarian ........................................... 94
1.6.4.4.8 Section 8 – Fundraising Coordinator ..................................... 94
1.6.4.4.9 Section 9 – Succession of Powers of the President .................... 94
1.6.4.4.10 Section 10 – The Board Advisor ......................................... 94
1.6.4.4.11 Section 11 – Duties and Responsibilities of Board Directors .... 94
1.6.4.4.12 Section 12 – Director Resignation ....................................... 94
1.6.4.4.13 Section 13 – Leave of Absence .......................................... 95
1.6.4.5 Article V – Director of Alumni Relations .................................... 95
1.6.4.6 Article VI – Quorum .............................................................. 95
1.6.4.7 Article VII – Elections ............................................................ 95
1.6.4.7.1 Section 1 – Election of Officers ............................................ 95
| 1.6.4.7.2 | Section 2 – Election of Directors ................................................................. | 96 |
| 1.6.4.7.3 | Section 3 – Nominations Committee ................................................................. | 96 |
| 1.6.4.7.4 | Section 4 – Conduct of Elections .................................................................. | 96 |
| 1.6.4.7.5 | Section 5 – Slate of Candidates / Tabulation of Votes .................................. | 96 |
| 1.6.4.7.6 | Section 6 – Student Government Representative ............................................. | 96 |
| 1.6.4.7.7 | Section 7 – Installation of Officers and Directors ............................................. | 96 |
| 1.6.4.7.8 | Section 8 – Monitoring of Elections ................................................................ | 96 |
| 1.6.4.8 | Article VIII – Finances ................................................................................. | 97 |
| 1.6.4.8.1 | Section 1 – Approval of Expenditures .............................................................. | 97 |
| 1.6.4.8.2 | Section 2 – Account Responsibility ................................................................. | 97 |
| 1.6.4.8.3 | Section 3 – Petty Cash Account ...................................................................... | 97 |
| 1.6.4.9 | Article IX – Rules of Order ............................................................................. | 97 |
| 1.6.4.10 | Article X – Meetings ....................................................................................... | 97 |
| 1.6.4.10.1 | Section 1 – Board Meetings ........................................................................... | 97 |
| 1.6.4.10.2 | Section 2 – Special Meetings ......................................................................... | 97 |
| 1.6.4.10.3 | Section 3 – Executive Board Meetings ............................................................ | 97 |
| 1.6.4.10.4 | Section 4 – Orientation Meeting .................................................................. | 97 |
| 1.6.4.11 | Article XI – Miscellaneous ............................................................................ | 97 |
| 1.6.4.11.1 | Section 1 – Fiscal Year ................................................................................... | 97 |
| 1.6.4.11.2 | Section 2 – Bylaws .......................................................................................... | 98 |
| 1.6.4.11.3 | Section 3 – Amendments ................................................................................ | 98 |
| 1.6.4.11.4 | Section 4 – Constitution Review .................................................................. | 98 |

1.7 **Policy Manual Revision Policy** ................................................................................. 98

1.7.1 Board of Trustees Approval ......................................................................................... 98
Volume I

GOVERNANCE AND ADMINISTRATION

1.0 Governance and Administration

1.1 History of Medaille College

With locations in Buffalo, Amherst and Rochester, New York, Medaille College is a private, four-year college committed to serving the higher education needs of Western and Central New York, and Southern Ontario. Known for its flexible delivery systems, the College offers master’s, bachelor’s and associate degrees through day, evening, weekend and online programs.

Medaille College traces its roots to 1875, when it was founded by the Sisters of St. Joseph as an institute to prepare teachers. In 1937, the Sisters received an absolute charter from New York State and their institution was named Mount St. Joseph Teachers’ College, chartered to grant baccalaureate degrees in education.

In 1968, the Sisters of St. Joseph, led by Alice Huber, SSJ, Ph.D., initiated a change in the charter, which would create a new, co-educational college. New York State granted this charter and Medaille College was born.

In the 1970s, Medaille experienced rapid expansion. Student enrollment grew, and new facilities, like the Downey Science Building, were built to meet the demands of new degrees and program options.

In 1991, the College implemented a resident student program, attracting students from throughout New York State and Southern Ontario. Three years later, the Kevin I. Sullivan Campus Center opened, offering students a setting for athletic, dining, and recreational activities. The Sullivan Campus Center, with its Trbovich Alumni Tower, serves as home to the College’s National Collegiate Athletic Association Division III sports program, which has seen tremendous success in its short history.

In fall 2001, Medaille opened its first residence hall, followed two years later by a second residence hall, bringing the total of resident students to nearly 350 students and creating an even greater need for campus facilities for recreation and for learning. Medaille met that need by expanding the Sullivan Campus Center, renovating the Huber Hall Library, and installing new parking areas and a quadrangle green space.

Expansion has also continued at Medaille’s branch campuses, which deliver adult and graduate programs. With a need for more space and upgraded facilities, the Amherst Campus moved to its new location at 30 Wilson Road, Williamsville, NY, in May 2007. In June 2009, the Rochester Campus relocated to 1880 South Winton Road in Rochester, with classrooms, study space and an expanded library in a dedicated facility.
In June 2007, Medaille welcomed its sixth president, Richard T. Jurasek, Ph.D. Under his leadership, the College has committed to develop partnerships with local organizations, to contribute to the educational, civic and economic development of the region, and to focus on strategic planning and assessment. In addition, the College has embarked on a massive construction project to nearly double the size of Huber Hall with a Student Success Center. In a project scheduled for completion by fall 2011, the new building will bring academic and student support services under one roof.

1.1.1 Past Presidents of Medaille College

Dr. Alice Huber, SSJ – 1968-1974
Dr. Robert Hess – 1974-1978
Dr. Leo R. Downey – 1978-1987
Dr. Joseph Bascuas – 2001-2006

1.1.2 Medaille College Seal Elements

Palms – Achievement
ΑΩ – Alpha and Omega (Beginning and End)
ΣΟΦΑ – Wisdom

1.1.3 Medaille College Colors

The Medaille College colors are Blue and Yellow

1.1.4 Medaille College Athletic Team Names

Medaille Mavericks
Medaille Lady Mavericks
1.1.5 Medaille College Accreditations

Medaille College is chartered by the Board of Regents of The University of the State of New York. It is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, (215) 662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and The Council for Higher Education Accreditation.

The College's degree programs are registered by the New York State Education Department, Office of Higher Education, Cultural Education Center, Room 5B28, Albany, NY 12230, (518) 474-5851.

1.1.5.1 American Veterinary Medical Association (AVMA)

The Associate in Science Degree in Veterinary Technology is accredited by the American Veterinary Medical Association (AVMA).

The College's memberships include the Commission on Independent Colleges and Universities, the Association of Governing Boards of Universities and Colleges, and The Council of Independent Colleges.

1.1.5.2 International Assembly for Collegiate Business Education (IACBE)

Medaille College, through its Business Department, has the following degree programs accredited by the International Assembly for Collegiate Business Education (IACBE): the Master of Business Administration Degree; the Bachelor of Business Administration Degree; the Bachelor of Science Degree in Business Administration, in Financial Services, and in Sports Management.

Medaille College received specialized accreditation in 1999 for its business programs through the International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas, and is a Charter Member of the organization. IACBE is the premier business accrediting body for business program in student-centered colleges and universities throughout the world. The IACBE accredits business degree programs at more than 225 colleges and universities in more than 20 countries. IACBE promotes and recognizes excellence in business education in colleges at both the undergraduate and graduate level.

1.1.5.3 Teacher Education Accreditation Council (TEAC)

Medaille College’s Teacher Education Program: which is designed to focus on excellence in teaching with an emphasis on personal attention to our diverse learners is granted Accreditation by the Teacher Education Accreditation Council (TEAC) for a period of five years, from December 11, 2009 to December 11, 2014. This accreditation certifies that the forenamed professional education program has provided evidence that the program adheres to TEAC’s quality principles.
1.1.6 Medaille College Location

Medaille College's undergraduate campus is located in Buffalo, New York, on an attractive, tree-lined urban campus at the intersection of Route 198 (Scalquina Expressway) and Parkside Avenue. The Campus is within the Olmsted Crescent, a historic area of parkways and landscape designed by Frederick Law Olmsted.

Adjacent to Delaware Park and the Buffalo Zoological Gardens, our main campus is easily accessible by car, bus or Metro Rail. The College is served by the Humboldt-Hospital NFTA rapid transit station, and a circulator shuttle runs frequently between auxiliary parking at the Zoo and campus. In addition, Medaille is close to the world famous Albright-Knox Art Gallery, the Buffalo and Erie County Historical Society Building, the Buffalo Museum of Science, and the Buffalo and Erie County Library. Also, with Canada as Buffalo's neighbor, Niagara Falls and Toronto are within a 30 to 90 minute drive.

Our Amherst campus is located at 30 Wilson Road in Williamsville. This 50,000 sq-foot facility offers state-of-the-art classrooms and ample parking for our graduate students.

Our Rochester campus is located at 1880 South Winton Road, Suite 1, in the town of Brighton. The campus relocated to this new facility in June 2009.

1.1.7 Campus Facilities

The Medaille Campus is located on 13 attractive acres in the geographical center of Buffalo. The campus includes an athletic field, ample parking, and the following facilities.

There are branch campuses at Amherst and Rochester. See Paragraphs 1.1.7.8 and 1.1.7.9, below.

1.1.7.1 Main Building

The Main Building serves as a central anchor for the campus, and houses administrative offices, classrooms, academic support services, and our Auditorium/Lecture Hall.

The first floor of the Main Building includes the Information Office, President's Office, Registrar, Human Resources, Business Office, Financial Aid, and the Auditorium/Lecture Hall. The second floor is home to Academic Affairs, and you can find faculty offices and classroom space on the second and third floors.

The television studio, radio broadcast center, Academic Services and faculty offices are located in the basement.

The Academic Commons is a space on the fourth floor for students, faculty, staff and visitors that opened in fall 2009. It features comfortable seating for studying and relaxing, a flat-screen high definition television, and a student-run cafe which serves SPoT coffee and snacks.

Elevator service for the handicapped is available in this building. A lift provides accessibility from the exterior, and skywalks allow access to Huber Hall and the Kevin I. Sullivan Campus Center.
The Veterinary Technology animal housing facility, containing a modern clinical laboratory, computer instructional lab and offices, are connected to the Main Building.

1.1.7.2 Downey Science Building

The Downey Science Building, opened in 1987, contains a chemistry lab, two biology labs, an animal technology lab, and faculty offices. It is connected to the Main Building by an atrium and to Huber Hall by a walkway. The building is named in honor of Dr. Leo R. Downey, President of the College 1978-1987.

1.1.7.3 Huber Hall

Huber Hall contains classrooms, faculty offices, the Academic Computing Center, the New Media Institute (multimedia lab) and the Medaille College Library. The building is named in honor of Dr. Alice Huber, SSJ, President of the College, 1968-1974.

Library services, including the on-line catalog, 24/7 access to on-line research information, and over 3,000 full text online periodical titles, are accessible through the library's web site.

Cooperative arrangements with various colleges and universities in the area and across the state provide access to a wide range of research materials. In addition, the Library contains approximately 55,000 print volumes and 350 print periodical titles. Individual study carrels, study tables, and an informal lounge area are available for the convenience of students.

The Academic Computing Center consists of two electronic classrooms and an open lab containing PCs connected to the Internet on a super-fast T1 line.

Each computer has the standard software for students to work on their academic assignments and to keep in touch with family at home, including Microsoft Office and multimedia applications.

1.1.7.4 Sullivan Campus Center

The Kevin I. Sullivan Campus Center is a popular spot during the day for a quick bite to eat, and in the evenings for special events. As the primary facility for campus activities, most students and faculty stop in at least once a day to recharge between classes or to meet up with friends.

The facility houses the Dining Center, the College Store, a gymnasium with a running track, weight and exercise rooms, locker rooms, lounges, and the President's Dining Room, which is a multi-purpose conference room used for formal and informal campus meetings.

Administrative offices for Student Affairs (Athletics, Career Planning and Placement, Residence Life, Student Involvement Center) are on the second floor, along with meeting spaces for clubs and organizations.

1.1.7.5 Residence Halls

North Residence Hall

This three-story residence contains 140 student beds, a kitchen and lounge, computer lab, and laundry rooms. This building has a mix of traditional corridor-style rooms and apartment-style suites.

The first floor lounge is generally used for informal meetings and for hanging out in the evenings and on weekends. A laundry center is available for residents to use on the first floor.

The second floor lounge is a popular spot for students to cook full meals, entertain guests, and has comfortable seating for late-night studying.

South Residence Hall

This five-story structure was built in 2003, and accommodates over 250 resident students. South Residence Hall has double rooms in a traditional corridor style, and each floor has a lounge, kitchenette, computer stations, and laundry facilities. Rooms are furnished with a bed, dresser and desk for each student.

1.1.7.6 Undergraduate Admissions

As you enter Medaille's campus, the first building that greets you is the Admissions House, located to the west (right) of the main driveway. This architecturally distinctive building is home to our undergraduate admissions office. As a prospective student, this is where you will start your tour.

You will enter the Admissions Building from the back. If you have an interview scheduled with an undergraduate admissions counselor, take note: you'll have a personalized parking space at the back of the building.

Although interviews are not required for prospective students, we strongly recommend them. They give you a chance to talk to an admissions counselor one-on-one, and to learn about the majors we offer, the career paths you can take, and what life is like on campus.

1.1.7.7 Parking

Ample student parking is provided on campus. Students may park in the lots at no charge provided they have parking tags for their vehicles. Parking tags are available in the Student Affairs Office in the Kevin I. Sullivan Campus Center. Vehicles without tags are subject to ticketing. Reserved parking for visitors and for physically handicapped individuals is also provided. Temporary stickers are available at the Information Office in the Main Building.

1.1.7.8 Amherst Campus

The Amherst Campus is conveniently located at 30 Wilson Road, Williamsville, NY, close to the NYS Thruway, Main Street/Rt. 5, and Rt. 33.
This facility is home to our School of Adult and Graduate Education’s Admission office, administrative offices for Financial Aid and Academic Support, the Canadian Education Program, and the Accelerated Learning Program.

Students in the Canadian Education Program will find their classrooms, faculty offices, lounge areas and a computer lab at 30 Wilson. Contact the SAGE Admissions office at gradadmissions@medaille.edu for more information the Canadian Education Program.

The Accelerated Learning Program also has classroom space and student services offices at 30 Wilson. All students, faculty, staff and visitors have access to ample parking.

1.1.7.9 Rochester Campus

The Rochester campus contains nine classrooms, each with a capacity of 24 students, and each with its own technology package. A 700-square foot library which includes computer workstations, and a multi-purpose room that provides space for meetings and workshops of up to 60 people. We are located at 1880 South Winton Road, situated near Rochester’s Outer Loop (I-390/590) in Brighton, just a short distance from exit 1 on I-590.

Classrooms are equipped with audio-visual aids and are wired for Internet accessibility. Each cohort of students has a mailbox in the classroom wing. Ample parking is available.

A library is available for student use before and after class sessions, providing resources such as current periodicals, business reference textbooks, and popular selections from management, human resources and leadership topics.

Administrative offices located at this campus include Student Services, Academic Services and Admissions.

Financial Aid and Student Accounts are located at the Amherst Campus, and representatives from these two office visits the Rochester Campus on a regular basis.

1.1.8 Institutional Profile

Medaille College is a co-educational, liberal arts college located in Buffalo, New York. Chartered by the State of New York and governed by a nineteen member board of trustees, Medaille College has transformed itself during the past ten years from what had been basically an evening college for returning adults into a comprehensive institution serving a variety of student populations.

1.1.8.1 Purpose

Medaille’s institutional mission is to offer a range of quality college degree programs that are career-oriented, yet carry a strong emphasis on the critical thinking and communication skills formed through a liberal arts foundation.

1.1.8.2 Majors and Degrees

Medaille College offers five programs at the associate level, 23 undergraduate majors at the baccalaureate level, ten graduate programs at the master level, and one program at the doctoral
level. In addition to its college-wide accreditation by the Middle States Commission on Higher Education, Medaille is recognized and accredited by relevant professional organizations. The A.S. in Veterinary Technology is accredited by the American Veterinary Medical Association; its business programs are accredited by the International Assembly Collegiate Business Education; and its degree programs are registered by the State Education Department of New York.

1.1.8.3 Accelerated Learning Programs (Formerly ACCEL)

In 1996 the faculty and administration of Medaille College approved the decision to enter into a partnership with the Institute for Professional Development (IPD) and to offer a Bachelor of Business Administration degree completion program at a new campus in Amherst, New York. The program, which was originally designated ACCEL, was designed by full-time faculty from main campus and approved through both the Business Department and the Curriculum Committee. Approval to start the program was received from the New York State Education Department and the Middle States Regional Accrediting Agency.

The first BBA cohort began in February 1997 and admitted transfer students who had accumulated 60 previous credits. Additional programs were soon added to accommodate students who had fewer credits. These two courses of study, designated Track A and Track B, allow students to accumulate sufficient credits to enter the BBA course sequence. Curriculum for both tracks was developed and approved in the same manner as the BBA curriculum: the Business Department, the College Curriculum Committee, New York State Department of Education, and Middle States.

In July 1999, ACCEL received approval to offer an accelerated MBA program, and the first cohort began in January 2000. Plans to expand to Rochester were spearheaded by then-President Kevin Sullivan, and the Rochester Branch Campus opened in January 2002. Approval to offer a Master of Arts in Organizational Leadership was received early in 2003; the first MOL cohort started on August 28, 2003. In mid-2002, the decision was made to change the name of the program to Accelerated Learning Programs. This new name is slowly being incorporated into all published materials. Previously, the program was referred to as ACCEL. With the 2003-2004 school year, however, all references to ACCEL should be replaced by the new name.

1.1.8.4 Student Enrollment

In the past five years, enrollment at Medaille College — as well as the number of residential students — has nearly doubled. Total enrollment is currently 2,750 students, with 1,650 matriculating at the main campus in Buffalo and 110 students at the two branch campuses in Amherst and Rochester. Retention has jumped from 56 percent in 2002 to 70 percent in 2004, and now, approximately 45 percent of the first-year students are in the top 40 percent of their high school graduating class.

Along with an active intramural program, Medaille is a member of the National Collegiate Association (NCAA Division III), and recently the College joined the Allegheny Mountain Collegiate Conference. The College’s twelve varsity programs now have the opportunity to compete on the regional and national level.
1.1.8.5 Faculty

Over the past two years, the College has recruited 15 new faculty, and the number of full-time faculty is now close to 80. 59 percent of the faculty hold terminal degrees, and there are 41 faculty members who are pursuing further studies.

1.1.8.6 Finances and Tuition

The College’s current operating budget is $27 million. Approximately 85 percent of the revenue comes from tuition and fees, and about 4 percent is derived from gifts, endowments and grants. Long term debt is $24 million, and the College has operated in the black for 16 of the past 18 years. In 2003, the College successfully completed its first capital campaign, reaching its goal of $2.6 million. Student fees and tuition total $14,320 for the 2004-2005 academic year.

1.2 Mission

1.2.1 Mission Statement

Medaille College concentrates on excellence in teaching, with an emphasis on personal attention to its diverse student body. Its curriculum provides a solid liberal arts and sciences foundation with early access to career-oriented education. The faculty and all of those involved in the mission of education challenge students and themselves to the highest possible standards of achievement, but that challenge is balanced by support for every individual student and a concern that each one succeeds.

1.2.2 2011-2014 Strategic Plan – Focus Fourteen

Medaille College will be known as the leader in preparing learners for career success and a lifelong commitment to a civic and sustainable future in Buffalo, the region, and the world.

1.2.2.1 Student Success

Strengthen commitment to the success of all students

- **Relationships**: Increase opportunities for all students to form relationships inside and outside the classroom with a variety of members of the Medaille community, in order to enhance their personal, academic and career success.

- **Coordinated Services**: Provide students with an intentional network of support services that encompasses all areas of student life and promotes a high-quality learning experience.

- **Enrollment**: Engage in a process that grows enrollment, fosters excitement about our students’ chosen educational experience and provides a clear understanding of their commitments and obligations.

- **Student Leadership**: Provide leadership opportunities that give students increasing experience and responsibility and help them understand that leadership is essential to educational and professional advancement and to continuous improvement of our communities.
Learning: Provide a coherent learning experience for every student that connects foundational and discipline specific learning, links theory and practice, and promotes student success in college and beyond.

1.2.2.2 Program Development

Continue to develop new and improve existing programs to meet the educational needs of a diverse community

Program Development: Continue to expand existing and develop new programs that align with Medaille’s mission and aspiration and have the potential to improve our financial position, including online programs and those that cross a variety of borders.

Program Improvement: Refine the institutional assessment cycle to ensure that all programs are assessed regularly, that assessment criteria and procedures are widely communicated and consistent across the College, and that program assessment informs the budget process and leads to improvement of student learning.

Program Support: Provide dedicated resources to support new and existing educational programs in order to attract, develop, and retain quality faculty and staff and to establish effective infrastructures in support of quality programming.

1.2.2.3 Resource Development and Allocation

Build on emerging success in resource development and allocation

People: Develop a comprehensive and cohesive faculty and staff development program to realize individual potentials, create an empowering learning environment and increase student success.

Fund Raising: Develop a culture of giving among the College’s constituencies—alumni, faculty/staff, trustees, parents, students, etc.—and leverage the power of Medaille’s compelling mission and aspiration with government entities and private foundations, so that we maximize support from all of these sources and provide a growing stream of revenue to fund endowment, scholarships, programs and facilities.

Budget Process: Utilize a well-planned, well-communicated budgeting process linked to the 2011-2014 Strategic Plan, which incorporates a data-driven, college-wide assessment cycle and ensures overall financial health of the institution.

Facilities: Review the multi-campus Master Plan and target new priorities and projects in order to provide state-of-the-art learning environments that support student learning and promote staff innovation and development. The planning and design of these projects will include input from primary constituents, including faculty, staff, students and administration.

Technology: Identify and develop the comprehensive technical and human resources needed to meet current and ongoing technology needs of the Medaille community.

Marketing: Expand our marketing and advertising in all areas in order to increase enrollment, engage alumni, grow our friend- and fund-raising and recruit talented faculty and staff.
1.2.2.4 Community

Extend our strong sense of community

**Civic Engagement**: Model community involvement through student, staff and faculty civic engagement and volunteerism.

**Curricular Involvement**: Integrate community involvement into the curriculum to support student success while contributing to the community.

**Collaboration**: Develop the College’s capacity for communication, collaboration and reflective practice to serve as a model and resource for civic engagement in our regional community.

**Traditions**: Create traditions that energize Medaille constituents and foster respect, connection, integrity and lifelong learning. Develop and promote these traditions throughout the College in order to engage our faculty, staff and students and establish a sense of belonging and pride in the institution.

**Partnerships**: Develop meaningful, mutually beneficial and strategic relationships that both build the College’s identity as an entrepreneurial learning community and demonstrate its commitment to a civic and sustainable future in Buffalo, the region and the world.

1.3 Medaille College Charter and By-Laws

1.3.1 Charter of Medaille College

1.3.1.1 Absolute Charter

ADOPTED OCTOBER 25, 1968

MEDAILLE COLLEGE. Voted, That

1. An absolute charter is granted incorporating Alice Huber, known in religion as Sister Mary Lawrence Huber. Julia Nevins, known in religion as Sister Mary Jane Nevins, Edna Brown, known in religion as Mother Harold Brown, Helen Love, known in religion as Sister Mary Walter Love, and Catherine Pollard, known in religion as Sister M. Hubert Pollard, and their associates and successors as an educational corporation under the corporate name of Medaille College to be located in the city of Buffalo, county of Erie, State of New York.

2. The purposes for which such corporation is to be formed are:

   a. To establish and conduct a college with authority to confer the earned degrees of bachelor of arts (B.A.), bachelor of science in education (B.S. in Ed.), master of arts (M.A.), master of science in education (M.Sc. in Ed.), and the honorary degrees of doctor of pedagogy (Pd.D.), doctor of humane letters (L.H.D.) and doctor of letters (Litt.D.), in conformity with the rules of the Regents of the University and the regulations of the Commissioner of Education for the registration of institutions of higher education.

   b. To conduct a demonstration school; and

   c. To offer adult education courses.
3. The persons named as incorporators shall constitute the first board of trustees. The board shall have power to adopt by-laws, including therein provisions fixing the method of election and the term of office of trustees, and shall have power also, by vote of two-thirds of all the members of the board of trustees, to change the number of trustees, to be not more than 25 or less than 5.

4. The corporation hereby created shall be a non-stock corporation organized and operated exclusively for educational purposes, and no part of its earnings or net income shall inure to the benefit of any individual, and no officer, member or employee of the corporation shall receive or be entitled to receive any pecuniary profit from the operations thereof, except reasonable compensation for services. No substantial part of its activities shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and it shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

Upon any dissolution of the corporation, no member shall be entitled to any distribution of its remaining property or assets, and the balance of any property or assets upon any dissolution of the corporation, after the payment of all debts and liabilities, shall be devoted and applied exclusively to such educational, religious, benevolent, charitable or other objects or purposes as the trustees may indicate and as may be approved. as required by law, such purposes to be limited to those described in Section 501(c)3 of the Internal Revenue Code of 1954 as the same may be from time to time amended.

5. The principal office of the corporation is to be located in the city of Buffalo, county of Erie, State of New York.

6. The Commissioner of Education is designated as the representative of the corporation upon whom process in any action or proceeding against it may be served.

(This absolute charter adopted October 25, 1968, separated Medaille College from the original corporation which is the Institute of the Sisters of St. Joseph.)

(The above charter is a copy of the engraved charter presented to Medaille College at the time of its adoption, October 25, 1968, and signed by Joseph W. McGovern, Chancellor, and James E. Allen, Jr., President of the University and Commissioner of Education.)
1.3.1.2 Amendment to the Charter 1937

THE UNIVERSITY OF THE STATE OF NEW YORK

Amendment to charter of

THE INSTITUTE OF THE SISTERS OF ST. JOSEPH OF THE DIOCESE OF BUFFALO

THIS INSTRUMENT WITNESSETH That the Regents of the University of the State of New York have amended the charter of the Institute of the Sisters of St. Joseph of the Diocese of Buffalo at Buffalo, New York, which was granted by the Regents on December 14, 1892, by adding the following as an additional power and authority:

To conduct a college under the name of “Mount Saint Joseph Teachers College” to train women who are members of religious communities, as teachers of elementary grades in parochial schools and other schools and institutions conducted under Roman Catholic auspices, with the right, after June 1, 1938, to confer an appropriate professional degree.

GRANTED May 21, 1937 by the Regents of the University of the State of New York executed under their seal and recorded in their office.

NUMBER 4423

James Byrne Paul Graves
Chancellor President of the University and Commissioner of
Education
1.3.1.3 Charter Amendment 1975

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12230

DEPUTY COMMISSIONER FOR
HIGHER AND PROFESSIONAL EDUCATION

June 27, 1975

Mr. Robert Hesse, President
Medaille College
18 Agassiz Circle
Buffalo, New York 14214

Dear Mr. Hesse:

I am pleased to inform you that the Regents, meeting on June 27, 1975, voted concurrently to amend the Charter and the Master Plan of Medaille College authorizing the College to award the degrees of Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science.

Sincerely,

/s/
T. Edward Hollander

The University of the State of New York
Education Department
Amendment to Charter
Medaille College

THIS INSTRUMENT WITNESSETH That the Regents of The University of the State of New York have amended the charter of Medaille College, Buffalo, which was granted by the Board of Regents on October 25, 1968, by authorizing the institution to confer the degrees of associate in arts (A.A.), associate in science (A.S.), and associate in applied science (A.A.S.), in conformity with the Rules of the Board of Regents of The University of the State of New York and the Regulations of the Commissioner of Education for registration of programs leading to such degrees.

/ /seal/

/ /seal/

Granted, June 27, 1975 by the Board of Regents of The University of the State of New York and executed under the seal of said University and recorded as Number 15,050.

(hand written signature) (hand written signature)
Chancellor
Education

President of the University and Commissioner of
1.3.1.4 Charter Amendment 1976

Jaekle, Fleischmann and Mugel
Attorneys at Law
700 Liberty Bank Building, Buffalo New York 14202
716-856-0600

Albany Office
150 State Street
Albany, New York 12207
518-436-0771

June 5, 1976

Dr. Robert Hesse
Medaille College
24 Agassiz Circle
Buffalo, New York 14214

Dear Bob:

I am enclosing the formal amendment to Medaille’s charter authorizing the granting of the degrees of associate in arts, associate in science and associate in applied science which was granted by the Regents April 29, 1976.

Very Truly Yours,

/s/

John M. Montfort

JMM:cg

The University of the State of New York
Education Department
Amendment to Charter
Medaille College

THIS INSTRUMENT WITNESSETH That the Regents of The University of the State of New York have amended the charter of Medaille College, Buffalo, which was granted by the Board of Regents on October 25, 1968, and amended by the Regents on June 27, 1975, by authorizing the institution to confer the degrees of associate in arts (A.A.), associate in science (A.S.), and associate in applied science (A.A.S.), by authorizing the institution to confer the degree of bachelor of science (B.S.), in conformity with the Rules of the Board of Regents of The University of the State of New York and the Regulations of the Commissioner of Education for registration of programs leading to such degrees. Granted April 29, 1976 by the Board of Regents of The University of the State of New York and executed under the seal of said University and recorded as Number 15,189.
Granted, April 29, 1976 by the Board of Regents of The University of the State of New York and executed under the seal of said University and recorded as Number 15,189.

/ seal/)

Chancellor

President of the University and Commissioner of Education
1.3.1.5 Charter Amendment 1996

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

SECRETARY. BOARD OF REGENTS
518-474-5389

June 14, 1996

Kevin I. Sullivan, President
Medaille College
Agassiz Circle
Buffalo, NY 14214

RE: Document No, 22, 105
Medaille College
Amendment of Charter
Date of Action: June 14, 1996

Dear Mr. Sullivan:

The enclosed document was granted by the Regents of The University of the State of New York. Kindly acknowledge receipt of this document by completing the bottom section of this letter and returning the letter to the Regents Office, Room 110, State Education Building, Albany, New York 12234.

Thank you.

Sincerely,

(hand written signature)
David Johnson

Enclosure

RECEIVED BY: (hand written signature)
Kevin I. Sullivan, President

DATE RECEIVED: June 24, 1996

The University of the State of New York
Education Department
Medaille College
Amendment of Charter

This Instrument Witnesseth That the Board of Regents for and on behalf of the Education Department of the State of New York at their meeting of June 14, 1996,
An application having been made by and on behalf of the trustees of Medaille College, for an amendment of its charter, it was

Voted, that the absolute charter in the first instance of Medaille College, located in the city of Buffalo, county of Erie, state of New York, which was granted by action of the Board of Regents on October 25, 1968; which absolute charter was amended by Regents action on June 27, 1975 and April 29, 1976 be, and the same hereby is, amended to add authority for the College to confer the degree of Bachelor of Business Administration (B.B.A.).

Granted, June 14, 1996 by the Board of Regents of The University of the State of New York, for an on behalf of the State Education Department, and executed under the seal of said University and recorded as Number 22,105.

Chancellor

President of the University and Commissioner of Education
1.3.1.6 Charter Amendment 1997

JAECKLE FLEISCHMANN & MUGEL, LLP
ATTORNEYS AT LAW
FLEET BANK BUILDING TWELVE FOUNTAIN PLAZA BUFFALO, NEW YORK 14202-2292
TEL (716) 856-0600 FAX (716) 856-0432

JOSEPH P. KUBAREK, Partner

July 23, 1997

Kevin I. Sullivan, President
Medaille College
18 Agassiz Circle
Buffalo, NY 14214

Dear Kevin:

Enclosed is Medaille’s Amendment of Charter from the Education Department granted July 18, 1997 by the Board of Regents of The University of the State of New York.

Please call if you have any questions.

Very truly yours,

JAECKLE FLEISCHMANN & MUGEL, LLP

By: (hand written signature)

Joseph P. Kubarek

The University of the State of New York
Education Department
Medaille College
Amendment of Charter

This Instrument Witnesseth That the Board of Regents for and on behalf of the Education Department of the State of New York at their meeting of July 18, 1997,

An application having been made by and on behalf of the trustees of Medaille College, for an amendment of its charter, it was

Voted, that the absolute charter in the first instance of Medaille College, located in the city of Buffalo, county of Erie, state of New York, which was granted by action of the Board of Regents on October 25, 1968; which absolute charter was amended by Regents action on June 27, 1975, April 29, 1976 and June 14, 1996 be, and the same hereby is, amended to add authority for the College to confer the degree of Master of Business Administration (M.B.A.).

Granted, July 18, 1998, by the Board of Regents of The University of the State of New York, for an on behalf of the State Education Department, and executed under the seal of said University and recorded as Number 22,345.

/Seal/

University of the State of New York

(hand written signature) (hand written signature)
1.3.1.7 Charter Amendment 1998

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Deputy Commissioner for Higher Education
Room 979 Education Building Addition
Albany, NY 12234
Phone: (518) 474-5851
Fax: (518) 486-2175

September 18, 1998

Kevin I. Sullivan, President
Medaille College
18 Agassiz Circle
Buffalo, NY 14214

Dear President Sullivan:

I am pleased to inform you that on September 18, 1998, the Regents took the following action:

VOTED, that the master plan of Medaille College, Amherst, New York Campus be amended, effective September 18, 1998, to authorize the College to offer the Associate in Science (A.S.) in Business Administration. The amendment will be effective until September 30, 1999, unless the Department registers the program prior to that date, in which case master plan amendment shall be without term.

Sincerely,

/s/
Gerald W. Patton
c. Jean Avnet Morse
Middle States Association

The University of the State of New York
Education Department
Medaille College
Amendment of Charter

This Instrument Witnesseth That the Board of Regents for and on behalf of the Education Department of the State of New York at their meeting of September 18, 1998,

An application having been made by and on behalf of the trustees of Medaille College, for an amendment of its charter, it was

Voted, that the absolute charter in the first instance of Medaille College, located in the city of Buffalo, county of Erie, state of New York, which was granted by action of the Board of Regents on October 25, 1968; which absolute charter was amended by Regents action on June 27, 1975, April 29, 1976, June 14, 1996 and July 18, 1997 be, and the same hereby is, amended to add authority for the College to establish a branch campus at Amherst, Eric
County, and to confer there at all of those degrees which the College has authority to confer at its main campus, such that a new section is added to Article 2 to read as follows:

d. To offer classes and grant the earned degrees of Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Bachelor of Science in Education (B.S. in Ed.), Bachelor of Business Administration (B.B.A.), Master of Arts (M.A.), Master of Business Administration (M.B.A.), Master of Science in Education (M.S. in Ed.), Associate in Arts (A.A.), Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) and the honorary degrees of Doctor of Pedagogy (Pd.D.), Doctor of Humane Letters (L.H.D.) and Doctor of Letters (Litt.D.), in conformity with the rules of the Regents of the University and the regulations of the Commissioner of Education for the registration of institutions of higher education, from a branch campus in Amherst, New York.

Granted, September 18, 1998, by the Board of Regents of The University of the State of New York, for an on behalf of the State Education Department, and executed under the seal of said University and recorded as Number 22,588.

(handwritten signature) (handwritten signature)
Chancellor President of the University and Commissioner of Education
August 21, 2001

John Donohue, Acting President
Medaille College
Medaille College
Buffalo, NY 14214-2695

Dear President Donohue:

I am pleased to inform you that on July 19, 2001, the Regents voted to approve an amendment to the master plan of Medaille College authorizing the College to establish a branch campus in Monroe County and to offer an Associate in Science (A.S.) program in business, a Bachelor of Business Administration (B.B.A.) program in business administration, and a Master of Business Administration (M.B.A.) program in business administration at that branch campus.

This master plan amendment will be effective until July 31, 2002, unless the Department registers the program prior to that date, in which case master plan amendment shall be without term.

Sincerely,

/s/

Gerald W. Patton

The University of the State of New York
Education Department
Medaille College
Amendment of Charter

This Instrument Witnesseth That the Board of Regents for and on behalf of the Education Department of the State of New York at their meeting of July 19, 2001,

An application having been made by and on behalf of the trustees of Medaille College, for an amendment of its charter, it was

Voted, that the absolute charter in the first instance of Medaille College, located in the city of Buffalo, county of Erie, and state of New York, which was granted by action of the Board of Regents on October 25, 1968; which charter was amended on June 27, 1975, April 29, 1976, June 14, 1996, July 18, 1997 and September 18, 1998 be, and the same hereby is, amended to authorize the corporation to establish a branch campus at Brighton, Monroe County and to confer thereat the degrees of Associate in Science, (A.S.), Bachelor of Business Administration (B.B.A.) and Master of Business Administration (M.B.A.).
Granted, July 19, 2001 by the Board of Regents of The University of the State of New York, for an in behalf of the State Education Department, and executed under the seal of said University and recorded as Number 23,252.

(handwritten signature) (handwritten signature)
Chancellor President of the University and Commissioner of Education.
March 10, 2003

Ms. Joan. Mapes
Medaille College
18 Agassiz Circle
Buffalo, NY 14214

Dear Joan:

Enclosed is the original certificate regarding the Amendment of Charter granted February 11, 2003 by, the Board of Regents of The University of the State of New York.

Please call if you have any questions.

Very truly yours

JAECKLE FLEISCHMANN & MUGEL, LLP

By /s/

Joseph P. Kubarek

The University of the State of New York
Education Department
Medaille College
Amendment of Charter

This Instrument Witnesseth That the Board of Regents for and on behalf of the Education Department of the State of New York at their meeting of February 11, 2003,

An application having been made by and on behalf of the trustees of Medaille College, for an amendment of its charter, it was

Voted, that the absolute charter in the first instance of Medaille College, located in the city of Buffalo, county of Erie, and state of New York, which was granted by action of the Board of Regents on October 25, 1968; which charter was amended on June 27, 1975, April 29, 1976, June 14, 1996, July 18, 1997, September 18, 1998 and July 19, 2001 be, and the same hereby is, amended to (1) add authority for the corporation to confer, at its main campus and its branch campus at Amherst, the honorary degrees of Doctor of Science (Sc.D.), and Doctor of Laws (LL.D.); (2) add authority to confer, at its branch campus at Brighton, the honorary degrees of Doctor of Pedagogy (Pd.D.), Doctor of Humane Letters (L.H.D.), Doctor of Letters (Litt.D.), Doctor of Science (Sc.D.), and Doctor of Laws (LL.D.); and (3) add authority for the College to establish a branch campus in the Greater Toronto Area, GTA, Ontario, Canada and to confer thereat the degrees of Associate in Arts (A.A.), Associate in
Science (A.S.), Associate in Applied Science (A.A.S.), Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Bachelor of Science in Education (B.S. in Ed.), Bachelor of Business Administration (B.B.A.), Master of Arts (M.A.), Master of Science in Education (M.S. in Ed.), and Master of Business Administration (M.B.A.), and the honorary degrees of Doctor of Pedagogy (Pd.D.), Doctor of Humane Letters (L.H.D.), Doctor of Letters (Litt.D), Doctor of Science (Sc.D.) and Doctor of Laws (L.L.D).

Granted, February 11, 2003, by the Board of Regents of The University of the State of New York, for an on behalf of the State Education Department, and executed under the seal of said University and recorded as Number 23,527.

(Handwritten signature)  (Handwritten signature)
Chancellor  President of the University and Commissioner of Education.
February 2, 2004

Mr. David Johnson  
Secretary, Board of Regents  
The State Education Department  
The University of the State of New York  
State Education Building - Room I 10  
Albany, New York 12234  

Re: Medaille College Amendment of Charter  
Document No. 23,693

Dear Mr. Johnson:

Enclosed is the signed receipt for the Amendment to the Medaille College Charter.

Very truly yours,

JAECKLE FLEISCHMANN & MUGEL, LLP

By /s/  
Thomas E. Brydges

TEB:pmc  
Enclosure

cc: Dr. Joseph W. Bascuas

P.S. Joe: Enclosed is the original Amendment to the College Charter, granted January 12, 2004. –Tom

January 26, 2004

Thomas Brydges Esq.  
Jaeckle Fleischmann & Mugel LLP  
Fleet Bank Building  
Twelve Fountain Plaza  
Buffalo, New York 14202-2292
RE: Document No. 23,2292
Medaille College
Amendment of Charter
Date of Action: January 12, 2004

Dear Mr. Brydges:

The enclosed document was granted by the Regents of The University of the State of New York. Kindly acknowledge receipt of this document by completing the bottom section of this letter and returning the letter to the Regents Office, Room 110, State Education Building, Albany, New York 12234.

Thank you.

Sincerely,

/s/
David Johnson

Received by: /s/ T.E. Brydges
Date Received: 1/29/04

The University of the State of New York
Education Department
Medaille College
Amendment of Charter

This Instrument Witnesseth That the Board of Regents for and on behalf of the Education Department of the State of New York at their meeting of January 12, 2004, An application having been made by and on behalf of the trustees of Medaille College, for an amendment of its charter, it was Voted, that the absolute charter in the first instance of Medaille College, located in the city of Buffalo, county of Erie, and state of New York, which was granted by action of the Board of Regents on October 25, 1968; which charter was amended on June 27, 1975, April 29, 1976, June 14, 1996, July 18, 1997, September 18, 1998, July 19, 2001 and February 11, 2003 be, and the same hereby is, amended to add authority for the corporation to confer, at its branch campus at Brighton, the degree of Master of Arts (M.A.)

Granted, January 12, 2004, by the Board of Regents of The University of the State of New York, for and on behalf of the State Education Department, and executed under the seal of said University and recorded as Number 23,693.

(handwritten signature)  (handwritten signature)
Chancellor President of the University and Commissioner of Education.

(handwritten signature) (handwritten signature)

University of the State of New York

1.3.1.11 Charter Amendment 2006

The University of the State of New York
Education Department
Medaille College
Amendment of Charter

This Instrument Witnesseth That the Board of Regents for and on behalf of the Education Department of the State of New York at their meeting of February 14, 2006,

An application having been made by and on behalf of the trustees of Medaille College, for an amendment of its charter, it was

Voted, that the absolute charter of Medaille College, located in Buffalo, county of Erie, and state of New York, which was granted by action of the Board of Regents on October 25, 1968, which absolute charter having been amended on various occasions, the last amendment having been granted on January 12, 2004 be, and the same hereby is, amended to add authority for the corporation to confer the degree of Bachelor of Science (B.S.) at its branch campus at Brighton, Monroe County.

Granted, February 14, 2006, by the Board of Regents of The University of the State of

/ seal /
University of the State of New York

/handwritten signature/ Chancellor

(handwritten signature) President of the University and Commissioner of Education.

1.3.1.12 Charter Amendment 2004

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK/ALBANY, NY 12234
OFFICE OF THE COUNSEL

Kari Costello
Medaille College
18 Agassiz Circle
Buffalo, NY 14214

May 17, 2011

Dear Ms. Costello:

I am pleased to advise you that the Board of Regents, at its meeting today, formally voted on the charter for Medaille College. A copy of the adopted is enclosed.

The formal charter document will be prepared and forwarded to you by the Secretary to the Board of Regents.

Sincerely,

/s/
MEDAILLE COLLEGE. An application having been made by and on behalf of the trustees of Medaille College, for an amendment of its charter, it was

Voted, that the absolute charter in the first instance of Medaille College, located in the city of Buffalo, county of Erie, and state of New York, which was granted by action of the Board of Regents on October 25, 1968; which charter was amended on various occasions with the last amendment being granted on February 14, 2006 be, and the same hereby is, amended to amend and restate the corporate purposes as follows:

1. To establish and conduct a college providing postsecondary degree programs registered by the State Education Department and to confer degrees approved and authorized by the Board of Regents in connection with such programs.

2. To conduct a demonstration school.

3. To offer adult education courses.

4. To operate branch campuses in Amherst, New York, Brighton, New York and the Greater Toronto Area (GTA) Ontario, Canada, providing postsecondary degree programs registered by the State Education Department and to confer degrees approved and authorized by the Board of Regents in connection with such programs.

5. To award honorary degrees in accordance with Regents Rule section 3.48.

1.3.2 Medaille College Bylaws

1.3.2.1 Article I – Authority

1.3.2.1.1 Section 1.1 – Founding

On April 3, 1875, Articles of Incorporation were filed with the Erie County Clerk to create the Institute of the Sisters of St. Joseph of the Diocese of Buffalo for the business and purpose of “the education and preparation of teachers for Charitable and Educational Societies or Institutions.”

1.3.2.1.2 Section 1.2 – Purposes

The purpose for which the College has been organized, as more fully set forth in its Certificate of Incorporation, is to establish and conduct an educational institution with authority to confer various earned degrees.

1.3.2.1.3 Section 1.3 – Name

The College derives its name from John Peter Medaille, S.J., founder of the Congregation of the Sisters of St. Joseph.
1.3.2.1.4 Section 1.4 – Ownership and Control
The College operates under an Absolute Charter authorized by The University of the State of New York Board of Regents under the management of a Board of Trustees in which is vested ultimate responsibility for all affairs of the corporation.

1.3.2.1.5 Section 1.5 – Corporate Nature and Limits
The College shall be organized and operated exclusively for educational purposes as a not-for-profit corporation. No part of its earnings or net income shall inure to the benefit of any individual, and no officer, member, or employee of the College shall receive or be entitled to receive any pecuniary profit from the operations thereof.

1.3.2.1.6 Section 1.6 – Accreditation
The College is chartered by the Board of Regents of The University of the State of New York and accredited by the Middle States Association of Colleges and Schools. All programs are approved and registered by the Education Department of the University of State of New York.

1.3.2.1.7 Section 1.7 – Principal Office
The principal offices of the College, which has been located at Agassiz Circle in the City of Buffalo, County of Erie, New York 14214-2695 since 1968, shall remain within 25 miles of the reference coordinates of the Community for the applicable FCC holding period.

1.3.2.1.8 Section 1.8 – Fiscal Year
The fiscal year of the College shall be from July 1 to June 30, inclusive.

1.3.2.1.9 Section 1.9 – Seal
The seal of the College shall be in the form of a circle, and shall bear the name of the College.

1.3.2.1.10 Section 1.10 – Legal Agent
The Secretary of State is designated as the agent of the College upon whom process may be served. The post office address to which the Secretary of State shall mail a copy of any process against the College served upon the Secretary is 18 Agassiz Circle, Buffalo, New York 14214-2695.

1.3.2.1.11 Section 1.11 – Records
The College shall keep correct and complete records and books of account and shall keep minutes of the proceedings of the Board of Trustees. These records shall be maintained at the office of the College and such records shall be open for inspection by voting members of the Board for any proper purpose at any reasonable time.
1.3.2.2 Article II – The Board of Trustees

1.3.2.2.1 Section 2.1 – Duties and Powers

The management of the affairs of the College shall be vested in the Board of Trustees. The Board of Trustees shall have and exercise the powers prescribed by all applicable laws and regulations of New York State and the United States of America. Within and under these authorities, the Board of Trustees’ essential function shall be policy making and the assurance of sound management in the implementation of such policies. The Board has initial and ultimate responsibility in determining general, educational, financial, and related policies deemed necessary for the administration and development of the College in accordance with its stated purposes and goals. The Board shall, but without limitation:

1. determine, review, and evaluate the aims, programs, services, and functions of the College;
2. elect a President who shall be the chief executive officer of the College. The Board shall set terms of employment, salary, and benefits for same;
3. grant such degrees as are specifically authorized by the College’s absolute charter and amendments thereto;
4. evaluate periodically the effective implementation of approved policies;
5. set policy on terms and conditions of employment as appropriate in the overall administration of the College Policy Manual;
6. approve as appropriate the College policies set forth in the Medaille College Policy Manual;
7. authorize the acquisition and disposition of all College property and physical facilities of value greater than $500,000 and not already included in the budget, including the construction, modernization, and upkeep of the physical plant and assure their proper management;
8. consider plans for and participate in obtaining funds from all possible sources for budgetary purposes, special programs, physical developments, maintenance, and endowment purposes;
9. receive gifts or bequests of land, buildings, bonds, stocks, moneys, endowments, annuities, and other devices and to invest endowment and annuity funds determined to be appropriate by the Board;
10. authorize appropriate administrative officers to enter into, make, perform, and carry out contracts of every kind for any lawful purpose with any person, firm, association, or corporation in the furtherance of the purposes of the corporation;
11. require an independent yearly audit of financial accounts, records, and resources by a certified public accountant, results of which audit will be reported to the Board by the Audit Committee; and
12. become a strong and constant advocate of the College as it seeks to serve its varied constituencies.
1.3.2.2 Section 2.2 – Evaluation

To assure that every aspect of the management and operations of the College is being performed with due effectiveness and within the general policies approved by the Board, there shall be conducted a review of the state of the College every three (3) years emphasizing progress toward major goals and objectives. Such reviews to include an evaluation of:

1. the general management of the College with special reference to the office of President;
2. the educational program including faculty and student affairs;
3. the business and physical plant management;
4. the programs for institutional relations, communications, and development; and
5. the Board operation and Trustee effectiveness.

The review and evaluation shall be conducted by or authorized by the Board as it deems appropriate, including the utilization of appropriate consultants, intended to address each area ad seriatim and reported to the full Board. Trustees and Board committees shall be involved as directed by the Board.

1.3.2.2.3 Section 2.3 – Membership

The Board of Trustees shall be self-perpetuating and shall consist of individuals whose interests, concerns, experience, skills, influence and/or affluence can benefit and advance the College as it seeks to serve its varied constituencies. Membership shall consist of active, emeriti, and honorary categories as herein described.

1.3.2.2.3.1 Numbers and Terms

The Board of Trustees shall have not less than five (5) nor more than the number permitted by the applicable law of the State of New York voting members, each of whom shall serve a term of four (4) years but no more than three (3) successive full four-year terms without a one (1) year absence. However, any Trustee who serves as a member of the Executive Board in the final year of such Trustee’s third full four-year term shall retain such Trustee’s seat on the Board of Trustees until such Trustee is no longer a member of the Executive Board. Any such retention shall be considered a year-to-year appointment and not an election to a new four-year term. A term shall commence with the start of the fiscal year of the College and end with the fiscal year four years later. Members shall be divided into three classes serving staggered terms. A Trustee elected to fill an unexpired term shall be eligible to serve three (3) successive four-year terms immediately after completion of the partial term.

1.3.2.2.3.2 Qualification and Nomination

The existing Board of Trustees and members thereof shall hold office until their terms expire, as these Bylaws provide. New members shall take office following their election. All Trustees must be recommended by the Committee on Trustees.
1.3.2.2.3.3 **Alumni Members**

The Committee on Trustees shall give due consideration to alumni of the College as members of the Board.

1.3.2.2.3.4 **The President**

The President of the College shall be an ex-officio member of the Board of Trustees and a member of all standing, ad-hoc, and other special committees of the Board, with the exception of the Audit Committee.

1.3.2.2.3.5 **Honorary Trustees**

Those individuals who have or who may serve the College, and/or the geographic area, and/or the nation with distinction, but shall not have served as active Trustees, may be elected Honorary Trustees upon recommendation of the Committee on Trustees. Such Trustees may attend meetings, serve on committees as appropriate, but shall be without vote.

1.3.2.2.3.6 **Trustees Emeriti**

Those Trustees who have served the College with distinction as active Trustees for at least two full terms may be elected Trustees Emeriti upon recommendation of the Committee of Trustees and a majority vote of the Board of Trustees. Such Trustees may attend meetings, serve on committees as appropriate, but shall be without vote.

1.3.2.2.3.7 **Representation**

All members of the Board shall serve as Trustees of the College as a whole, not as individuals nor as “representatives” per se.

1.3.2.2.3.8 **Vacancy**

The office of Trustee shall be considered vacant upon resignation, inability to act, expiration of terms, death, or any other cause specified in the charter. When such a vacancy occurs before the expiration of the term of such member, the Board shall fill such vacancy for the unexpired term upon recommendation of the Committee on Trustees.

1.3.2.2.3.9 **Removal**

The office of any Trustee, other than Honorary or Trustee Emeritus, who has failed to attend three (3) consecutive regular meetings of the Board without valid reason and permission from the Board Chair, shall thereby become vacant automatically.

1.3.2.2.3.10 **Resignation**

Any Trustee may resign from the Board by addressing a letter to the Chair, President or the Secretary.

1.3.2.2.3.11 **Faculty, Students and Staff**

Members of the College faculty, staff and student bodies may be appointed to Trustee committees in a manner to be prescribed by the President, the Board Chair, and the Committee on Trustees. Such members shall have the rights and privileges of other committee members but shall not vote.
1.3.2.3.12 Participation by Conference Telephone
Any one or more members of the Board of Trustees or any committee thereof may participate in a meeting of the Board of Trustees or Committee by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time.

1.3.2.3.13 Action by Trustees without a Meeting
Whenever the Board of Trustees is required or permitted to take any action by vote, such action may be taken without a meeting by unanimous written consent, setting forth the action so taken and signed by all the Trustees entitled to vote thereon.

1.3.2.3.14 No Trustees with FCC Interest
Neither the College nor any member of the Board of Trustees of the organization shall hold any FCC-defined attributable interest in any other radio broadcast station, or authorized construction permit for a radio station, of which the FCC-defined principal community contour overlaps the principal community contour of the Proposed Station at Amherst, New York.

1.3.2.3 Article III – Officers of the Board

1.3.2.3.1 Section 3.1 – Officers of the Board
These officers shall be a Chair, a Vice Chair, a Treasurer, and a Secretary. The Board may appoint such other officers as it from time to time deems advisable upon recommendation of the Committee on Trustees.

1.3.2.3.2 Section 3.2 – Election and Term of Office
The above officers shall be elected at the annual meeting by a majority vote of the members of the Board upon nomination of the Committee on Trustees from among voting members of the Board. They shall assume office the first day of the fiscal year of the College subsequent to their election. Officers may be eligible for re-election. Any vacancy among the officers may be filled at any duly constituted meeting of the Board upon nomination of the Committee on Trustees.

1.3.2.3.3 Section 3.3 – Chair of the Board and Vice Chair of the Board

1.3.2.3.1 Section 3.3 – Chair of the Board and Vice Chair of the Board
The Chair shall preside at all meetings of the Board and shall perform the duties customary to that office. The Chair shall chair the Executive Board, be member ex-officio of all Board committees except the Committee on Trustees, appoint all committees upon recommendation of and in consultation with the Committee on Trustees and the President of the College. In the absence of the Chair, the Vice Chair shall perform all duties incident to the office the Chair.

The Chair or any one or more officers designated by the Board, shall sign all conveyances of corporate consequence.
1.3.2.3.2  Section 3.4 – Secretary of the Board

The Secretary shall be Secretary of the Board and shall perform the duties usually pertaining to that office. The Secretary shall cause full and true minutes of all regular and special meetings of the Board and the Executive Board to be kept, and be the custodian of all documents committed to official care. The Secretary shall transmit to each Trustee a copy of the minutes of each meeting of the Board. The Secretary shall ensure that all bonds required of officers and employees are filed in the official office. The Secretary shall have charge of the seal and affix the same when necessary, and perform such other duties as are incidental to the office of Secretary.

The Secretary shall be directly assisted by an Associate Secretary who shall give all necessary notice of meetings of the Board of Trustees, and take and record the minutes of all meetings of the Board of Trustees. The Associate Secretary shall not be a Board Member and takes direction from the Board Chair and the President as well as the Secretary of the Board.

1.3.2.3.3  Section 3.5 – Treasurer of the Board

The Treasurer of the Board shall serve as a member of the Committee on Financial Affairs. The Treasurer shall ensure that policies and procedures established by this Committee are approved by the Board of Trustees and are executed as proposed. The Treasurer shall report to the Board at such times as it may direct and shall provide a written account of the financial condition of the College at the annual meeting and at such other times as appropriate and/or requested. The Treasurer shall have the care and custody of the fund and securities of the College and shall keep account of its finances.

The Treasurer shall cause to be filed with the Secretary of the Board a bond to cover that office and other officers of the Board, officers and appropriate staff of the institution in such sums as shall be fixed by the Board of Trustees, the premium on said bond to be paid by the College.

The Treasurer shall be directly assisted by the Vice President for Business and Finance who shall be the Associate Treasurer.

1.3.2.4  Article IV – Meetings

1.3.2.4.1  Section 4.1 – General

There shall be an annual meeting and not less than two (2) additional regular meetings of the Board of Trustees at such times and places as shall be fixed in advance by the Chair in consultation with the President.

1.3.2.4.2  Section 4.2 – Special Meetings

Special meetings of the Board of Trustees may be called by the Secretary upon request of the Chair, the President, or on the written request of any three (3) active, voting members of the Board.

1.3.2.4.3  Section 4.3 - Notice

Written notice of all annual and regular meetings stating the date, time, and place of such meetings shall be mailed not less than five (5) nor more than ten (10) calendar days before
the meeting to the preferred address of the Trustee. Notice of meeting need not be given to any Trustee who submits a signed waiver of notice before or after a meeting, or who attends a meeting without protesting, prior to the meeting or at the commencement of the meeting, the lack of notice to the Trustee.

1.3.2.4.3 Section 4.4 – Quorum
The majority of the elected members of the Board of Trustees shall constitute a quorum for the transaction of business including all motions, resolutions, and proposals brought before the Board.

1.3.2.4.4 Section 4.5 – Proxy
Voting by proxy shall not be permitted.

1.3.2.4.5 Section 4.6 – Voting
Any act of the majority of the Board of Trustees at any duly constituted meeting shall be considered the act of the Board of Trustees.

1.3.2.4.6 Section 4.7 – Order and Nature of Business
The order and nature of business for Board meetings shall be determined by the Chair in consultation with the President. Board meetings shall address important matters of policy, planning, evaluation, and/or priority issues and problems, giving minimum attention and time to routine reports and administrative matters.

1.3.2.4.7 Section 4.8 – Executive Session
The Board and each committee may hold executive sessions as appropriate. Only voting Board members may attend executive sessions.

1.3.2.4.8 Section 4.9 – Expenses
The Board shall make provision for the reimbursement of direct expenses incurred by its members in attending official meetings or authority for tax deductions as requested.

1.3.2.4.9 Section 4.10 – Orientation
New Trustees may be requested to attend special orientation meetings on campus within the first three (3) months after election to the Board. Special educational meetings for all Board members may be planned by the Committee on Trustees.

1.3.2.5 Article V – Committees of the Board

1.3.2.5.1 Section 5.1 – Committees
There shall be an Executive Board, standing committees, and ad-hoc committees. Standing committees shall include: Committee on Academic Affairs, Audit Committee, Committee on Institutional Advancement, Committee on Student Affairs, Committee on Financial Affairs, and Committee on Trustees. Other standing committees may be created as required to oversee permanent functions of a major character. Standing and ad-hoc committees shall be
recommended by the Board Chair and the President and subject to approval by the Board and shall be for one (1) year duration unless otherwise fixed by the Board. Each standing and ad-hoc committee shall include at least three (3) voting members of the Board.

The Chair of each committee shall be permitted to appoint special non-Trustee members of the respective committee including students, staff and/or faculty with the approval of voting members of the respective committee. Special non-Trustee members of the Board who are not students, staff or faculty members of the College may be voting committee members at the discretion of the Chair of the respective committee.

1.3.2.5.2 Section 5.2 – Executive Board

This committee shall be composed of the officers of the Board and the Chairs of all standing committees, except the Audit Committee, and the President of the College ex-officio. The Executive Board shall exercise all powers of the Board at such times as the Board is not in session, except that it shall not have the power to alter, or revoke any previous order, resolution, or vote of a meeting of the Board unless specifically granted such power by the Board. It shall not have the power to elect or remove officers and members of the Board, to fill vacancies, elect or remove the President, to grant degrees, or to amend the Charter or Bylaws of the College. The committee shall report all its interim actions, in writing at the next regular meeting of the Board, which writing should be sent to members of the Board at least five (5) calendar days prior to such regular meeting.

The committee shall not act on matters properly the first responsibility of standing committees for review, study, and recommendation to it and/or to the Board.

The committee shall periodically review and propose updates of these Bylaws to the full Board.

Regular and special meetings shall be at the request of the Chair, President or upon request of any two (2) Trustee members of the committee. Notice for meetings shall be at least five (5) calendar days and include appropriate material whenever possible. Meetings may be held without notice.

The President of the College shall be the liaison for this committee.

1.3.2.5.3 Section 5.3 – Standing Committees

The Chair of the Board shall appoint the chairs and members of all committees of the Board for terms of one year after receiving recommendations of the Committee on Trustees and the President. The Chairs of committees shall be voting members of the Board.

Each committee shall meet at least two (2) times a year, at the call of the Chair, with at least five (5) calendar days notice on days other than those designated for meetings of the Board. The Chair shall assure that the discussions and actions of each committee are properly recorded and promptly distributed to its members and to members of the Board as appropriate. Each Chair shall assure that the committee becomes thoroughly familiar with policies, procedures, functions, staff, faculty, and students appropriate to purposes of the committee but shall in no way serve as administrators of the function.
The President shall appoint a staff administrative officer to serve as liaison person and secretary to the committee without vote, each under the supervision and coordination of the President.

The agenda and nature of business for each committee meeting shall emphasize issues, problems, and opportunities of a policy-making nature and focus on major programs, functions, and priorities of the institution rather than on administrative detail.

1.3.2.5.4 Section 5.4 – Committee on Trustees

The functions of the committee shall include, but not be limited to:

1. maintain a Trustees candidate list through a constant search to identify and to research those individuals best able to serve the corporation and the institution at the Trustee level;

2. assess continually and appraise Board organization, operation, membership, and attendance to assure maximum effectiveness and to make recommendations as, in its judgment, will accomplish the objectives of the Board of Trustees; and,

3. prepare and initiate a plan for orientation of new members of the Board of Trustees and other bodies of the corporation, arrange for periodic Board evaluations and retreats, and to design a continuing program of education for Trustees concerning issues confronting higher education and problems confronting the College, faculty, students, staff and others.

The President shall be the resource person for this committee.

1.3.2.5.5 Section 5.5 – Committee on Academic Affairs

The functions of this committee shall be, but not limited to:

1. assure that there is a continuing current written description of the academic purpose, goals, and mission of the College as recommended by the President and faculty and as approved by the Board of Trustees;

2. assure that there is an academic plan continuously studied, analyzed, updated, and revised as forces, issues, and trends require;

3. appraise all new programs and proposals for the modification or elimination of regular and special educational programs and reflect its judgment thereon to the Board;

4. appraise periodically the regular and special educational programs and activities of the institution and to reflect its judgment thereon to the Board;

5. consider and recommend student recruitment, admissions and retention standards and policies, receive reports and study data and trends affecting and to affect the present and future of the institution;

6. review and recommend, as appropriate, faculty personnel policies pertaining to appointments, awards, and procedures, rank, compensation, terms of employment, and tenure;
7. receive nominations for degrees and awards from the faculty and President, and nominees for honorary degrees from the President after appropriate consultations and refer them to the Board with recommendations; and

8. foster good communications and constructive relationships regularly between the Board and faculty.

In addition to the committee members appointed pursuant to Subparagraph 1.3.2.5.3 of these bylaws, three (3) members of the faculty, appointed by the President, may be non-voting, ex-officio members of this committee.

The committee may be subdivided into special committees as appropriate. The chief academic officer shall be the resource person for this committee. Each special committee shall have at least four (4) Trustee members.

1.3.2.5.6 Section 5.6 – Committee on Student Affairs

The functions of this committee shall include, but not be limited to:

1. continual assessment and appraisal of the non-academic aspects of student life, rules and regulations for student conduct, placement, morale, athletics, facilities, and related needs;

2. maintenance of a continuing relationship with student groups to provide mutual understanding among students, faculty, administration, and Trustees; and

3. recommendations to the Board of Trustees on matters concerning student life brought to the committee’s attention.

The chief student affairs officer shall serve as resource person for this committee through the President. Non-voting, ex-officio members may include admissions, placement, student government, and related persons as deemed necessary and desirable. Up to two (2) faculty members, two (2) staff representatives and two (2) students may be non-voting, ex-officio members of this committee.

1.3.2.5.7 Section 5.7 – Committee on Financial Affairs

This committee shall be charged with a thorough knowledge of the funds, finances, and resources of the College including, but not limited to:

1. assurance that there is an up-to-date financial plan for the institution projected and based on educational goals, assumptions, and requirements;

2. continual review of the annual budget as prepared by the administration, and present its recommendations to the Board;

3. recommendation to the Board of such action as it may deem advisable to improve the financial condition of the institution, including the recommendations of audit, insurance, legal, fiscal, investment, and other consultants;

4. recommendation of policies and procedures with respect to all physical and financial resources and the investment and reinvestment of all funds and have general oversight of the investments of the College;

5. review and recommendation of policies and programs for the financing of benefits for faculty, staff, and students;
6. study and recommendation of a plan for Trustee indemnification and all appropriate risk management and insurance coverage for physical plant, personal, and other liability;

7. establishment of requirements for appropriate fidelity bonding of such officers and employees and in such amounts as deemed advisable;

8. requirement of and presentation to the Board of periodic reports of the institution’s financial condition and affairs;

9. recommendation for Board approval of the authority to sign checks and related documents;

10. study and recommendation to the Board of a master plan for the College that is continuously updated so as to reflect educational goals, human needs, and financial projections as coordinated with appropriate Board committees; and

11. continuous evaluation of plant construction and improvements, including equipment, allocation of space, and report on and make recommendations annually on the condition of the physical plant.

This committee may be subdivided into special committees as appropriate. The chief business officer shall serve as resource person to this committee.

1.3.2.5.8 Section 5.8 – Committee on Institutional Advancement

The functions of this committee shall include, but not be limited to:

1. study, promote, and initiate leadership in plans and policies for achieving the financial support required to realize the educational, physical development, and endowment objectives of the College;

2. study, promote, and initiate leadership in policies and plans for a broad program of public relations and communications with the objectives of achieving a better understanding of the advocacy for the College on the part of all constituencies; and

3. study and recommend to the Board policies, programs, and leadership requirements for fund raising and public relations among all constituents.

The chief advancement officer of the College shall serve as the resource person and up to two (2) faculty members may be non-voting, ex-officio members for this committee.

1.3.2.5.9 Section 5.9 – Audit Committee

The function of this committee is to cause an audit to be prepared by an independent accounting firm and presented to the Board.

The Audit Committee shall periodically appraise the financial control and accounting systems of the College and recommend any changes it deems appropriate. It shall present to the Board a recommendation on the appointment of an independent auditor; review the independent auditor’s proposed audit scope and the results of the firm’s audit. The Committee may request any designated independent auditor, or any officer or employee of the College to appear before it to report on the financial condition of the College and answer any questions the Committee may have. Neither the President of the College nor the Vice
President for Business and Finance may serve as members of the Audit Committee, but may upon invitation of the Committee, attend any meetings.

1.3.2.6 **Article VI – The President**

1.3.2.6.1 **Section 6.1 – The President**

The President of the College shall be its chief executive officer, and shall have general supervision and control of its activities. The President shall see that all orders and resolutions of the Trustees are carried into effect and discharge all duties incidental to that office. The President shall have full authority, subject to the Trustees, with respect to academic activities, and full authority to appoint and discharge persons to all position in the faculty and administration of the College.

The President as the chief executive officer of the College shall:

1. promptly and effectively execute all resolutions, policies, rules, and regulations adopted by the Board, and perform all duties prescribed by the Board;
2. formulate and recommend to the Board policies, programs, and plans for the educational, financial, and physical development of the institution;
3. establish a management organization to implement effectively the policies of the Board;
4. ensure that the institution is properly staffed with competent personnel; and provide adequate opportunities for the development and execution of the President’s duties;
5. prepare and present to the Board through the Committee on Financial Affairs a proposed budget for the ensuing fiscal year and ensure that the budget, when adopted, is implemented;
6. serve as chief spokesperson of the College to all its constituencies and take leadership including enjoining others to assist in obtaining support of the institution from all possible sources; and
7. prepare and submit to the Board and other bodies an annual report and such special reports as the President may deem desirable or as the Board may require.

The President shall be appointed by and serve at the pleasure of the Board of Trustees.

1.3.2.6.2 **Section 6.2 – Other Administrative Staff**

The President may appoint, without Board approval, administrative staff with specific duties and powers as may be required by the educational and business needs of the institution.

1.3.2.6.3 **Section 6.3 – Channel to the Board**

Any official communication from or to the faculty, students, employees, or officers of the College shall be communicated through the President, in writing.

1.3.2.6.4 **Section 6.4 – Administrative Relationship to the Board**

No administrator of the College shall serve as an officer of the Board of Trustees.
1.3.2.7 Article VII – Procedures

1.3.2.7.1 Section 7.1 – Administrative Policy Manuals

The President is authorized to cause to be prepared and maintained an institutional policy manual or manuals containing policies, rules, regulations, and procedures concerning all faculty, staff, students, and employees subject to review, but not approval, of the Board of Trustees.

1.3.2.7.2 Section 7.2 – Conflict of Interest

No person invited to join the Board of Trustees shall accept nomination or election thereto wherein conflict of interest may be inferred because of financial, contractual, or similar factors. In cases where members of the Board judge the decision on a particular matter would affect their personal, financial or legal interests, they shall provide full disclosure of interests and any further with respect to such matters shall be taken in accordance with the New York Not-for-Profit Corporation Law. It shall be the particular responsibility of the Committee on Trustees to monitor adherence to this section of the Bylaws.

1.3.2.7.3 Section 7.3 – Indemnification of Officers and Directors

1.3.2.7.3.1 Right of Statutory Indemnification

The College shall indemnify to the fullest extent granted by the New York Not-For-Profit Corporation Law, as the same exists on the date of the adoption of this Subparagraph 1.3.2.7.3.1 or to the greater extent granted by any amendment of that Law (the intent being to provide greatest of those indemnification rights granted by that Law at any time from the time of the act or omission through the final disposition of the action) any person made or threatened to be made a party to any action or proceeding, including an action by or in the right of any other corporation, partnership joint venture, trust, employee benefit plan or other enterprise which any director or officer of the College served in any capacity at the request of the College, by reason of the fact that the individual, the individual’s testator or intestate, is or was a Trustee or officer of the College or is or was serving such other enterprise at the request of the College.

1.3.2.7.3.2 Authorization of Non-Statutory Indemnification

The College is hereby authorized to indemnify and advance expenses beyond the right of statutory indemnification to a Trustee or officer pursuant to the terms and conditions of (i) a resolution of Trustees or (ii) an agreement providing for such indemnification.

1.3.2.7.3.3 Advances

Expenses incurred in defending an action or proceeding shall be paid by the College in advance of the final disposition of such action or proceeding upon receipt of an undertaking by or on behalf of such director or officer to repay the expenses so advanced by the College to the extent they exceed the indemnification to which such director or officer is entitled.

1.3.2.7.3.4 Insurance

The Board of Trustees of the College may, in its discretion, authorize the College to purchase and maintain insurance to indemnify itself for any obligation which it incurs as a result of the
indemnification of Trustees and officers or to indemnify the Trustees and officer to the fullest extent permitted by law.

1.3.2.7.3.5 Modifications
No amendment, modification or rescission of this Subparagraph 1.3.2.7.3.5 shall be effective to limit any person’s right to indemnification with respect to any act or omission or the disposition of any action which occurs prior to the date on which such modification, amendment or rescission is adopted.

1.3.2.7.4 Section 7.4 – Rules of Order
Any procedure not herein prescribed shall be governed by Robert’s Rules of Order Newly Revised.

1.3.2.7.5 Section 7.5 – Amendments
These Bylaws may be altered, amended or repealed by a vote of the majority of the Trustees present at any duly held meeting.

1.3.2.7.6 Section 7.6 – Effective Date
These Bylaws shall become effective immediately upon adoption and shall be filed with proper authorities.

1.4 Administrative Structure of Medaille College

1.4.1 President
See Subsection 1.3.2.2, Subparagraph 1.3.2.2.3.4 (Article II, Paragraph 4), and Subsection 1.3.2.6, Subparagraph 1.3.2.6.1, (Article VII, Section 1) of the Board of Trustees Bylaws.

1.4.2 Vice President for Academic Affairs
Reports to: President.

Summary of Position:
The Vice President for Academic Affairs is the chief academic officer of the College. As such, this individual is in charge of student learning and the development, supervision and improvement of curricula and faculty in the institution’s varied programs, certificates, and degree areas.

As the second officer of the College, this individual is also responsible for assisting the President in development and implementation efforts.

Duties and Responsibilities:
1. Serves as leader of the Faculty.
2. Oversees evaluation, development and changes in the delivery of the various curricula, maintaining oversight requirements contained therein with reference to College policy, as well as state and regional accreditation regulations.
3. Supervises the Library, College Learning Center, and assists in the management of Institutional Technology.
4. Serves on President’s Executive Council, providing assistance in strategic planning and operations policy.
5. Plans and organizes new initiatives, programs, etc.
6. Participates in and/or chairs meetings of standing and/or ad-hoc College and division committees.
7. Facilitates, coordinates, and evaluates efforts of department chairpersons and unit directors.
8. Assists in faculty development and evaluation.
9. Mediates problems with students, faculty, and other constituents.
10. Coordinates overall supervision of secretarial support staff.
11. Directs functioning of the Office of Academic Affairs, including purchasing, development, correspondence, inquiries, etc.
12. Other duties as assigned by the President.

1.4.2.1 Dean of Undergraduate College
Reports to: Vice President for Academic Affairs.

Summary of Position:
The Dean of the Undergraduate College is the academic officer responsible for all faculty and student issues related to traditional undergraduate programs and supervision of the day-to-day operations of the Academic Affairs Office on the main campus. Traditional programs, for this purpose, are those which run on a semester system and are designed primarily for 18-21 year old students. Included in these duties are supervision of curriculum, educational policy, academic standards, faculty, assessment, supervision of the Library, Special Academic Services, and those aspects of Information Services and Technology that affect the instructional program. The Dean will represent the Vice President for Academic Affairs at various faculty functions such as faculty and committee meetings. Other duties may be assigned by the Vice President for Academic Affairs.

1.4.2.2 Associate Vice President/Dean of the School of Adult and Graduate Education
Reports to: Vice President for Academic Affairs.

Summary of Position:
The Associate Vice President and Dean of the School of Adult and Graduate Education is charged with generating, shepherding and overseeing all academic-related areas for the adult and graduate programs at both the Amherst and Rochester campuses. Included in these duties are supervision of curriculum, retention, employment of faculty, supervision of the branch campus Libraries, Academic Services, Student Services, Financial Aid, and those aspects of Information Technology that affect the instructional programs and student retention/satisfaction. Additionally, this individual assists SAGE admissions, and the recruitment and enrollment management for the SAGE programs.

The Associate VP/Dean of SAGE will represent the VPAA at various faculty functions such as faculty and committee meetings. Other duties may be assigned by the VPAA.
Duties and Responsibilities:

1. Work with the VP of SAGE Admissions to develop new program ideas and delivery models
2. Provide the VP of SAGE Admissions assistance in reaching recruitment goals and maintaining enrollment in the SAGE programs
3. Assist the VP of SAGE Admissions in developing advertising and marketing campaigns for SAGE programs
4. Monitor retention and student satisfaction in all SAGE programs
5. Resolve student problems on a case-by-case basis as they relate to academic issues and student satisfaction issues
6. Oversee SAGE FA to ensure compliance of federal and state regulations, ensure high standards of customer service and student satisfaction
7. Assist SAGE FA to provide students the most up-to-date services in FA
8. Oversee the functioning of SAGE Student Services and the SAGE Assistant Registrar to ensure that student needs are being met, and that student retention is a primary goal of these offices
9. Work with Chairs and Program Directors to ensure high quality academic programs
10. Serve on committees as outline in the Faculty Handbook/Volume IV
11. Work with faculty to create new on-line, off-site and campus housed programs
12. Work with the Director of On-line Learning to launch Medaille’s on-line programs, and going forward, to monitor the quality of the programs and faculty and to ensure that the appropriate infrastructure is in place to support the on-line effort

1.4.2.3 Departmental Chairs
See Volume IV, Paragraph 4.1.2.2.

1.4.2.4 Directors of Academic Programs
See Volume IV, Paragraph 4.1.2.3.

1.4.2.5 Directors of Academic Field Placement
See Volume IV, Paragraph 4.1.2.4.

1.4.2.6 The Library Director
See Volume IV, Paragraph 4.1.2.5.

1.4.2.7 Professional Librarians
See Volume IV, Paragraph 4.1.2.6.

1.4.2.8 Senior Director for Special Academic Services
See Volume IV, Paragraph 4.1.2.7.

1.4.3 Vice President for Business and Finance
Reports to: President
Summary of Position:
The overarching responsibility of the VP of Business and Finance is to plan, direct and hold responsibility for financial and general business operations of the College, including the creation and oversight of a well-developed financial plan that includes capital allocation and debt management. The VP of Business and Finance participates in strategic planning for the long term growth and welfare of the Institution, its students, staff and programs; incorporate the beliefs and values of the College by consistent exemplification thereof in carrying out the mission of the Institution. The VP of Business and Finance advises and educates colleagues on all activities which may have financial implications for the College; he/she oversees finance division departments (Accounting, Business Office, Human Resources, Payroll, Information Office, Operations, Public Safety) to assure division is performing effectively and efficiently; oversees financial aspects of Food Service as well as providing oversight of the Information Services and Technology Department.

Duties and Responsibilities:

1. Organize, plan and manage the financial operations of the College including reporting results and variances, budgeting and planning, investing activities, treasury function, insurance administration, and debt management.
2. Liaison to Board of Trustees Finance and Audit Committees.
3. Responsible for overall daily operation, accuracy and efficiency of Accounting Department, Business Office, Payroll Office, Human Resources, Information Services and Campus Operations/Enhancement. Works in conjunction with the VP of Student Affairs to oversee cafeteria financial management; works closely with the Director or IT to ensure overall management and efficiency in the IT Department.
4. Liaison between Accounting/Business Office and all other departments of the College. Interacts with other divisions and the President in order to coordinate services provided by the College. Work with departments on assessing financial issues, growth needs and reporting requirements. Meets with President and committees for purposes of communication and planning.
5. Provide technical support to all areas of the College with respect to finance and administration. Deal with situations that transcend the range of authorized responsibilities in any one department. Prepares proposals for reorganization, relocation and system revisions to improve operating efficiencies.
6. Review and monitor accounting system and internal financial controls; recommends for revision/modification to improve efficiencies and preserve College assets. Establish and implement accounting policies and procedures in conformance with the Sarbanes-Oxley Act, GAAP or other appropriate policy.
7. Direct investment activities for College based on investment policy as policy determined by Board of Trustees.
8. Keep abreast of financial, government and technical developments, which may affect the Division or College. Attends appropriate association meetings.
9. Chair or serve on various committees of the College as requested.
10. Prepare reports as required by the President.
11. Maintain an environment in which individual proficiency is supported. Handles staff problems/issues that are not processed by standard departmental procedures.
12. Establish a vision for strategic capital investment.
13. Following the Strategic Plan, establish and maintain the objectives and strategic goals
for the finance department.
14. Analyze opportunities for divestitures, joint ventures and strategic alliances that would benefit the College financially. Reviews contracts where applicable.
15. Other duties as assigned.

1.4.4 Vice President for Enrollment Management

Reports to: President.

Summary of Position:
The Vice President for Enrollment Management is responsible for the offices of enrollment management and financial aid at the Buffalo Campus as well as interface with Greenwood & Hall to support and coordinate with SAGE Onground and Online marketing and recruitment.

Duties and Responsibilities:
1. Develop and oversee the implementation of strategic undergraduate recruitment plans and projections.
2. Develop and oversee all day undergraduate admissions marketing, publications, advertising budgets, policies and procedures.
3. Develop and oversee all day primary and secondary communication streams.
4. Oversee the Buffalo Campus Financial Aid Office.
5. Oversee enrollment tracking systems for tuition deposits, housing, financial aid, and registration.
6. Oversee all first time freshmen and transfer day undergraduate admissions orientations and registrations.
7. Serve as an advocate and spokesperson for student success as a key Medaille differentiator.
8. Develop and oversee the day undergraduate admissions enrollment management plan.
9. Oversee Medaille’s relationship with Noel Levitz to set and achieve enrollment and revenue goals.
10. Oversee efforts to maximize and sustain recruitment synergy between Admissions and Athletics.
11. Collaborates with Academic Affairs, Student Affairs, Athletics, and other campus offices to develop, implement, and assess undergraduate retention initiatives.
13. Active participation in the College Cabinet, Board of Trustees, Curriculum Committee, Retention Committee, Enrollment Management Steering Committee, Strategic Planning Committee, DSO for SEVIS, Orientation Committee, Welcome Weekend Committee, NCAA Academic Review Committee, NCAA Review Committee, etc.
14. Participation, as appropriate, in non-Medaille efforts such as NYS Transfer and Articulation Committee, Say Yes Buffalo, Western New York College Consortium, etc.

1.4.5 Assistant Vice President of Institutional Research and Planning

Reports to: President

Summary of Position: 
The Assistant Vice President will report to the President, and be responsible for research design, data gathering, and participation in analysis to support planning for the institution based on institution-wide assessment, program evaluation, retention studies, and various student satisfaction and effective learning analysis.

The Assistant Vice President for Institutional Research and Planning will lead, manage and coordinate all aspects of the college’s institutional research and assessment programs and initiatives in support of strategic institutional planning efforts, Middle States assessment requirements, and decision-making. Such efforts result in the collection, analysis and conversion of data into information and knowledge designed to inform college-wide policy and planning activities.

Duties and Responsibilities:

• Performs senior level research tasks including data retrieval/collection, tracking, analysis and interpretation, and reporting on special institutional research/analysis projects.
• Coordinates and/or organizes the preparation, dissemination, and analysis of all special academic and campus surveys and other requests for institutional data from both internal and external parties.
• Creates and oversees maintenance and accuracy of institutional research databases and permanent records of research.
• Provides evaluations and analysis on projects regarding assessment, program evaluation, student performance, effectiveness goals, and related campus climate topics.
• Coordinates data retrieval, collection, and tracking of data that will be used to facilitate completion of assessment projects, program evaluation, diversity initiatives, retention, and various internal and external surveys.
• Supports enrollment management efforts by retrieving, analyzing, and tracking information regarding enrollments, retention, attrition, financial aid and related data elements.
• Designs and implements strategic institutional research initiatives with emphasis in such areas as enrollment management, student financial aid, and data warehousing.
• Oversees the design, collection, storage, and retrieval of Academic and Institutional Assessment materials.
• Oversees the design, collection, storage, and retrieval of student satisfaction surveys of courses and instructors.
• Oversees Title 9 and HEOA compliance.
• Oversees the full ensemble of Medaille’s “Dashboards.”
• Oversees Website functionalities such as SMART.
• Provides thought leadership, coordination and execution of all stakeholder surveys such as students, alums, and so forth.
• Provides thought leadership in market research for new programs.
• Provides thought leadership in retention matters by collecting data and converting it to useful information and knowledge.
• Provides though leadership on campus for data-driven decision making.
• Supports critical accreditation such as Middle States and TEAC/CAEP.
• Supports the design, collection, storage and retrieval of Academic and Institutional Assessment materials.
• Supports Employee Engagement Initiatives.
• Performs other duties as assigned or directed.
1.4.6 Vice President for College Relations

Reports to: President

Summary of Position:

The Vice President for College Relations is the College’s senior marketing, external relations, and fund-raising professional. Reporting to the President of Medaille College, the Vice President serves on the senior management staff. The major concerns of the Vice President of College Relations are constituent relations, fund-raising and planning.

Constituent relations include a full-range of activities - publications, advertising, special events, conferences and seminars, press releases and other communications with all the constituencies of the College - students, faculty and staff, alumni, friends, business and industry, and the Western New York community. The Vice President leads efforts to increase Medaille's visibility in the community and inform all constituencies of our mission, goals, programs and activities.

The VP takes a leadership role in developing comprehensive marketing plans for the College. Decisions are made about markets to be targeted, programs and services to be marketed, and methods.

Fund-raising activities include grant writing, fund-raising events, the alumni phonathon, the corporate campaign and other annual fund activities among the various College constituencies. The Vice President for College Relations is also responsible for developing major gifts, a planned giving program and cultivation of donors.

It is the responsibility of the Vice President of College Relations to lead the planning process and the process by which the plan is monitored. This involves conducting meetings of the planning committee, assisting units in the development of the plan, and acting as liaison with the President.

The major expected results are the overall advancement of the College: in enhanced image in the community and in increased financial resources through fund-raising.

Duties and Responsibilities:

1. Work closely with the President to advance the mission of the College, through fundraising, communications, and alumni and community outreach.
2. Develop and execute a comprehensive, strategic communications plan that will inform fundraising, marketing, and public relations activities.
3. Direct the staff and activities of the College Relations office to execute a dynamic and multi-platform fundraising plan, including major gifts, annual fund, corporate and foundation support, events, and planned giving components.
4. Assume a personal major gift portfolio that will lead to gifts in support of annual activity, special campaigns, and/or planned gifts.
5. Work closely with the College’s Board of Trustees to broaden support for Medaille College. The Vice President will have the opportunity to reorganize staff within the department.
7. Arrange/ orchestrate the activities of the Governing Board of Medaille College. Serve as a liaison to the Board of Trustees’ Committee on Advancement. Work with trustees to develop fund raising strategies.
8. Coordinate special assignments from the President.
9. Other duties as assigned.

1.4.7 Dean of Student Affairs

Reports to: President

Summary of Position:

The Dean of Student Affairs leads numerous initiatives that support academic programs, seeking to maximize the overall experience and as an end result, assists in creating a learning-centered campus environment. Within a campus culture geared toward continuous improvement and reflective practice, the Dean works closely with other offices to enhance student success related initiatives as well as supports numerous enrollment management functions. In strategic and budgetary matters, the Dean plans carefully and executes said plans with efficiency, efficacy, and financial acumen.

Duties and Responsibilities:

1. Creates and maintains a safe, healthy, and supportive environment and culture that synthesizes the intellectual, physical, social and emotional development of students in a holistic manner
2. Manages departments that provide student development opportunities and college wide support services: Residence Life, Career Planning, Student Involvement, Multicultural Education and Diversity, Counseling Services, Campus Center Operations, and Health Services
3. Assists with the development of co-curricular programming assuring integration with the academic life of the college and encouraging student development
4. Develops and administers policies and regulations of the College as they pertain to students, including internal judicial and disciplinary procedures
5. Provides leadership with Student Affairs strategic development and assessment initiatives
6. Supports an environment that encourages diversity, where leadership and responsibility are exercised
7. Oversees management of college budgets ensuring fiscal responsibility
8. Advises the Student Government Association serving as a liaison to administration, working to strengthen student involvement and policies and procedures to increase student participation and retention
9. Responsible for hiring, performance appraisals, and development of professional staff
10. Serves as a liaison to the Board of Trustees Committee on Student Affairs communicating the vast and varied character of student experiences, undergraduate and graduate
11. Serves as a member of President’s Cabinet working collaboratively with senior level administration to ensure student success and retention
12. Serves a liaison to local community leaders assisting to advance learning and development of students outside the classroom

1.4.8 Director of Athletics

Reports to: President

Summary of Position:
The Director of Athletics serves as the overall coordinator and manager of a comprehensive intercollegiate athletic program, fostering a collaborative work ethic and championing an environment of excellence. Of primary importance is the recruitment and retention of student-athletes, and ensuring their successful assimilation into the academic and co-curricular environment. Student conduct and character development of the student-athlete is a responsibility of the Athletic Director to ensure consistency and follow-through.

The Director oversees and coordinates scheduling, hiring, supervision, and evaluation of coaches, part-time and full-time administrative personnel and work-study students. The Director is ultimately responsible for the Athletic Department budget, the schedules of athletic contests, conference affiliation and inter-college relations, sports information, equipment, facilities (athletic fields and gym), fund raising, strategic planning and compliance with conference and NCAA policy and regulations.

**Duties and Responsibilities:**

1. Supervises and coordinates the recruiting efforts of coaching staff for student-athletes, in conjunction with the Admissions Office.
2. Ensure effective follow-through by Athletic Department personnel in regard to retention, by working in close coordination with the VP of Enrollment.
3. Hires, develops job descriptions, assigns duties, monitors, and evaluates coaches and athletic office staff.
4. Coaches a minimum of one athletic team.
5. Oversees athletic scheduling, transportation, equipment, and laundry.
6. Coordinates the College’s relationship with the NCAA and affiliated conferences. Ensures compliance with college/conference regulations and guidelines as well as internal academic requirements.
7. Coordinates, in conjunction with health Services, athletic training, physicals, and insurance.
8. Coordinates a program for academic support and serves as ombudsman for student-athletes interfacing with various offices at the college.
9. Oversees development of, along with monitoring, the department budget.
10. Develops a strategic plan and assesses results according to stated outcomes for the program.
11. Coordinates fundraising efforts for Athletic Department under the direction of College Relations, using the athletic administration personnel to find ways to supplement the department budget.
12. Under direction of College Relations, identify, cultivate, solicit and steward annual gifts, and develop programs in support of the athletic teams at the college.
13. Work collaboratively with the department, coaching staffs, College Relations and the President to develop and implement relationship strategies to cultivate alumni, parents, friends, faculty, and staff; in addition to corporations, businesses and foundations willing to contribute to our Fundraising needs.
14. Fosters relations with Buffalo city officials to ensure facility partnerships remain strong.
15. Ensures the athletic program schedule corresponds accordingly with the academic and student activities calendar.
16. Encourages participation of the entire college community in the athletic program.
17. Coordinates sports information/public relations in conjunction with Institutional Advancement Office.
18. Oversees the creation, development, and operation of summer sports camps, both on and off campus, conducted by department coaching staffs.
19. Creates and reinforces a climate of academic success through the department’s academic support programs, in conjunction with the Academic Skills Center.
20. Conducts timely athletic staff meetings to ensure and to provide organizational, educational, and professional growth opportunities for all direct reports.
21. Coordinate marketing and promotion of varsity programs to increase attendance, revenues, and support of all sports.
22. Work with Admissions to develop viable and successful recruiting and retention tools, resources, and strategies to ensure all teams field complete rosters, meeting NCAA requirements.
23. Create and offer programs, in conjunction with the Career Planning Center, that support senior student-athletes, to better prepare them for graduation and how to start new careers.

1.5 Organizational Charts of Medaille College

The following pages show these organizational charts:

Chart 1.5.1 General Organization

Chart 1.5.2 Vice President for Academic Affairs
   Chart 1.5.2.1 Associate Vice President for Academic Affairs
      Chart 1.5.2.1.1 Director of Academic Services
      Chart 1.5.2.1.2 Director of Academic Advisement
      Chart 1.5.2.1.3 Director of Academic Support Center
      Chart 1.5.2.1.4 Director of TRiO Student Support Services
   Chart 1.5.2.2 Registrar
   Chart 1.5.2.3 Library Director
   Chart 1.5.2.4 Division Heads

Chart 1.5.3 Vice President for Business and Finance
   Chart 1.5.3.1 Director of Human Resources, Director of Operations, Bursar, Controller, and Payroll Manager
   Chart 1.5.3.2 Director of Public Safety
   Chart 1.5.3.3 Chief Information Officer

Chart 1.5.4 Vice President for Enrollment Management and Marketing
   Chart 1.5.4.1 Director of Financial Aid and Director of Undergraduate Admissions
   Chart 1.5.4.2 Director of Marketing and Director of Adult and Graduate Admissions

Chart 1.5.5 Vice President for College Relations

Chart 1.5.6 Vice President for Student Development/Athletic Director

Chart 1.5.7 Assistant Vice President of Institutional Research and Planning
1.5.1 General Organization

Board of Trustees

President

Executive
Assistant to the
President

Vice President
for Academic Affairs

Vice President for
Business and Finance

Vice President for
Enrollment
Management and Marketing

Vice President for
College Relations

Vice President for
Student Development/Athletic Director

Assistant Vice President of Institutional
Research and Planning

November 2015
1.5.2 Vice President for Academic Affairs

Assistant to the Vice President for Academic Affairs

Associate Vice President for Academic Affairs

Registrar

Director of Academic Development and Special Projects

Director, Pre-College ESL and American Culture Program

Assistant Director Rochester Campus

Library Director

Administrative Assistant
1.5.2.1 Associate Vice President for Academic Affairs

[Diagram of organizational structure]

Vice President for Academic Affairs

Assistant to the Vice President for Academic Affairs

Associate Vice President for Academic Affairs

Director TRIO Student Support Services

Director of Academic Services

Director of Academic Advisement

Director of Academic Support Center

Title III Administrative Assistant

Riverside High School Project Manager/College Liaison

Online Student Services Coordinator

November 2015
1.5.2.1.1 Director of Academic Services

Vice President for Academic Affairs

Assistant to the Vice President for Academic Affairs

Associate Vice President for Academic Affairs

Director of Academic Services

Administrative Assistant Academic Services

Academic Services Coordinator

Academic Services Coordinator

November 2015

Vice President for Academic Affairs

Assistant to the Vice President for Academic Affairs

Associate Vice President for Academic Affairs

Director of Academic Services

Administrative Assistant Academic Services

Academic Services Coordinator

Academic Services Coordinator

November 2015
1.5.2.1.3 Director of Academic Support Center

- Vice President for Academic Affairs
  - Assistant to the Vice President for Academic Affairs
    - Associate Vice President for Academic Affairs
      - Director of Academic Support Center
        - Secretary
          - Academic Support Center Program Coordinator
            - Coordinator of Services for Students with Disabilities
              - Academic Specialist for Developmental Reading and Writing
                - Student Success Specialist
                    - Student Success Specialist
                        - Academic Achievement Specialist
                            - Developmental Math Specialist
1.5.2.3 Library Director

Vice President
Academic Affairs

Assistant to the
Vice President for
Academic Affairs

Library Director

Professional Librarian

Support Services Coordinator

Professional Librarian

Library Systems
Specialist/Senior
Programmer

Professional Librarian

Library Assistant

Part-Time Evening
Circulation Supervisor

Part-Time Librarian

Part-Time Librarian

Part-Time Librarian

Part-Time Librarian

Part-Time Reference &
Instruction Librarian

Part-Time Librarian
Rochester

November 2015
1.5.2.4 Division Heads
1.5.3 Vice President for Business and Finance
1.5.3.1 Director of Human Resources, Director of Operations, Bursar, Controller, and Payroll Manager
1.5.3.2  Director of Public Safety
1.5.4 **Vice President for Enrollment Management and Marketing**

- **Vice President for Enrollment Management and Marketing**
  - Director of Financial Aid
  - Director of Undergraduate Admissions
  - Director of Marketing
  - Director, Adult and Graduate Admissions

November 2015
1.5.4.1 Director of Financial Aid and Director of Undergraduate Admissions

Vice President for Enrollment Management and Marketing

Director of Financial Aid

- Associate Director of Financial Aid
- Assistant Director of Financial Aid
- Financial Aid Counselor

Director of Admissions, Undergraduate Programs

- Associate Director of Admissions, Undergraduate Programs
- Assistant Director of Admissions, Undergraduate Programs
- Admin Assist/Admissions Coord., Undergraduate Programs
- Assistant Director, Undergraduate Programs
- Admissions Advisor, Undergraduate Programs
- Undergraduate Admissions Programs Secretary
- Admissions Counselor, Undergraduate Programs
- Admissions Counselor - Undergraduate Programs
- Admissions Counselor - Undergraduate Programs

November 2015
1.5.4.2  Director of Marketing and Director of Adult and Graduate Admissions

Vice President for Enrollment Management and Marketing

Director of Marketing

- Graphic Designer/ Publications Specialist
- Marketing Communications/ CR Coordinator
- Manager of Creative Assets
- SEO Content/ Copywriter

Director of Adult and Graduate Admissions

- Assistant Director of Admissions Adult and Graduate Programs
- Associate Director of Admissions Adult and Graduate Programs
- Administrative Assistant Adult and Graduate Programs
- Assistant Director of Admissions Adult and Graduate Programs
- Associate Director of Admissions Adult and Graduate Programs Rochester
- Admissions Counselor Adult and Graduate Programs Rochester
- Assistant Director Adult and Graduate Programs Rochester
- Admissions Counselor Adult and Graduate Programs Rochester

November 2015
1.5.5 Vice President for College Relations

Vice President for College Relations

Administrative Assistant to Vice President for College Relations

Manager of Annual Fund and Events

Director of Alumni Relations

Director of Major Gifts

Director of Advancement Services

Developmental Administration Specialist (Part-time)

November 2015
1.5.6 Vice President for Student Development/Athletic Director
1.5.7  Assistant Vice President of Institutional Research and Planning

Assistant Vice President for
Institutional Research and Planning

Research Project Specialist

November 2015
1.6 Internal Governance of Medaille College

1.6.1 General Organization

Medaille College consists of two college units: the Undergraduate College located on the main campus and the College of Adult and Graduate Studies which currently has, in addition to the main campus, two campus locations in Amherst and Rochester, New York. Each college has its own Dean and governance structure in addition to the overall governance structure of Medaille College.

Chart 1.6.1.1 gives the overall governance structure of Medaille College, and Chart 1.6.1.2 shows the Academic Policy Structure.
Chart 1.6.1.1 General Internal Governance of Medaille College

- BOARD OF TRUSTEES
- PRESIDENT
- NON-ACADEMIC VICE PRESIDENTS

- DEAN OF STUDENTS
- THE STUDENT GOVERNMENT OF MEDAILLE COLLEGE

- VICE PRESIDENT FOR ACADEMIC AFFAIRS
- THE FACULTY ASSEMBLY

- VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT
- THE ALUMNI ASSOCIATION OF MEDAILLE COLLEGE

SEE CHART 1.6.1.2
Chart 1.6.1.2 Academic Governance of Medaille College

1.6.1.2 Academic Governance of Medaille College

BOARD OF TRUSTEES

PRESIDENT

VICE PRESIDENT FOR ACADEMIC AFFAIRS

FACULTY ASSEMBLY (WHOLE)

FACULTY COUNCIL

ACADEMIC QUALITY PROGRAM COUNCIL

UNDERGRADUATE STANDING FACULTY COMMITTEES

GRADUATE PROGRAM COUNCIL

EDUCATIONAL POLICIES COMMITTEE

CURRICULUM COMMITTEE

ACADEMIC STANDARDS COMMITTEE

FACULTY DEVELOPMENT COMMITTEE

PROMOTION AND TENURE COMMITTEE

GRIEVANCE COMMITTEE

HEARING COMMITTEE

SABBATICAL LEAVE COMMITTEE

FACULTY COMPENSATION COMMITTEE

APPOINTED COMMITTEES

ELECTED COMMITTEES

12/05
1.6.2 **Faculty Governance**

See Volume IV, Section 4.12 as a whole for a description of the Faculty Governance Structure of Medaille College.

1.6.3 **Constitution of the Student Government Association of Medaille College**

**Preamble**

Within the academic community, it is proper that there be some degree of organization for the purpose of unifying and expressing student opinion, protecting students’ rights, maintaining an atmosphere of academic freedom, and promoting student activities in both the academic and social fields. It is for the pursuit of these goals and for the promotion of the general welfare of the student body, that the students, with the consent and authorization of the President of Medaille College, establish this constitution.

1.6.3.1 **Article I – Name**

The name of this organization shall be the Student Government Association of Medaille College. Within this constitution, this organization may be referred to as the Government or S.G.A.

1.6.3.2 **Article II – Purpose**

The primary purpose of this organization shall be to serve as the official representative organization of the student body; to serve as the liaison between the student body and faculty, administration and the Office of Student Affairs; to preserve and enhance the projects and activities which contribute to the quality of student life; to supervise student organizations and student activities on campus with the assistance of the Director of Student Activities; to protect the rights of the individual; and promote the general welfare of the student body of Medaille College.

1.6.3.3 **Article III – Authority**

The Student Government Association of Medaille College and its constitution derive their authority form the consent of the student body and the approval of the College President. This document shall serve as the supreme authority of the S.G.A.

1.6.3.4 **Article IV – Membership**

1.6.3.4.1 **Section 1 – The Medaille College Student Government Association**

The Medaille College Student Government Association shall consist of:

a. The Executive Board  
b. Senators  
c. Evening Student Delegate  
d. Club and Organization Representatives  
e. Ex-Officio Members
1.6.3.4.2  **Section 2 – The Executive Board**

The Executive Board shall consist of:

a. The President
b. The Vice President of Legislation
c. The Vice President of Programming
d. The Treasurer
e. The Secretary
f. The Public Relations Officer
g. The Chairperson of Club Council

1.6.3.4.3  **Section 3 – Senators**

The Senators shall consist of nine full-time students, and three first-year students (or freshman), elected by the student body, for a total of 12 senators.

1.6.3.4.4  **Section 4 – Evening Student Delegate**

The Evening Student Delegate shall be a student classified as such by the Registrar’s Office and shall be elected by the student body.

1.6.3.4.5  **Section 5 – Club and Organization Representatives**

The Club and Organization Representatives shall consist of one (1) member from each recognized club or organization on campus, to be chosen by those clubs and organizations.

1.6.3.4.6  **Section 6 – Ex-Officio Members**

The Ex-Officio members shall consist of the entire student body of Medaille College.

1.6.3.5  **Article V – Advisors**

1. The Dean of Students and the Director of Student Activities will serve as Advisors to the S.G.A.

2. The S.G.A. Advisors are expected to share the responsibilities of S.G.A. and act as a source of information regarding programming, College policies, and campus issues.

3. Duties/Responsibilities

   a. One Advisor must approve/sign all contracts and any other responsibilities involving S.G.A. which have legal ramifications.

   b. The Advisors have the ultimate responsibility for ensuring the appropriate expenditure of funds, balancing the S.G.A. budget on an annual basis, and maintaining appropriate financial records in conjunction with the S.G.A. treasurer.

   c. The Advisors serve as the liaisons between the S.G.A. and the office of Student Affairs, the President, Administrative Council and faculty.

   d. The Advisors provide the training and leadership development of S.G.A.

   e. The Advisors will act in the best interest of S.G.A. at all times.
1.6.3.6 Article VI – Powers

1.6.3.6.1 Section 1 – Powers of the Student Government

The Student Government shall have the following powers:

a. To act as the sole official representative body of the Medaille College student body.

b. To appropriate, review, and allocate funds, enter agreements, and conclude contracts.

c. To assist and oversee official extra-curricular activities.

d. To assist and oversee all officially recognized student organizations.

e. To provide such services to the student body as, from time to time, seem fitting.

f. To commission subordinate committees it considers appropriate (the Chairman is responsible for recruiting the committee personnel), and ensuring the completion of the committee objective. The committees are subject to the authority of S.G.A., its members do not have to be elected representatives of the Government.

g. To nominate students to the College Committees as appropriate (these students need not be members, and are subject to the authority of the Student Government).

h. To establish any ordinances, regulations, procedures, or penalties (not inconsistent with College, State or Federal law) necessary and proper to execute these powers; including the execution of S.G.A. elections.

1.6.3.6.2 Section 2 – Powers of the S.G.A. Executive Board

A. The Executive Board as a whole has the following powers:

1. To render decisions, appropriate funds, and pass legislation in emergency situations.

2. To call Executive Board meetings, with the opening of meetings to non-Executive Board members left to the direction of the President.

3. To act as the Finance Committee when it is deemed necessary.

4. Granting student organizations official recognition (after which the Dean of Students and Director of Student Activities must decide similarly for a student organization to received full official recognition).

5. The Executive Board must meet at least once in every calendar month of the academic year and it is to be chaired by the President of S.G.A.

6. Each member shall represent the will and welfare of the electorate and assist the S.G.A. to the best of each member’s ability.

7. Each member shall have full discussion, motioning, and voting rights within the Executive Board and S.G.A.

B. The President has the following powers and responsibilities:
1. To be responsible for the administration of the S.G.A.
2. To preside over and call all regular S.G.A. meetings, as well as Executive Board meetings; unless the President relinquishes the gavel or is absent.
3. To act as the official representative of the S.G.A. unless otherwise directed by a majority vote of the S.G.A. as a whole.
4. To appoint, with approval from the S.G.A., the Chairperson of any committee that the Government commissions.
5. To nominate, for the approval of the President of the College, the students to serve as the representatives on the College Committees as appropriate.
6. To act as the official liaison of S.G.A. to the College Board of Trustees as may be appropriate.

C. The Vice President of Legislation shall have the following powers and responsibilities:

1. To preside over meetings and execute presidential responsibilities in the event of the President’s absence, and only after all reasonable attempts to reach the President have failed.
2. To assist the President in the administration of the S.G.A. and maintain order during meetings in general session. Immediate interpretation of this constitution is also granted for maintaining order at such meetings.
3. To serve as Coordinator of student representatives to the Committees of the College:
   a. To meet with the Student Representatives of the College Committees at least twice a semester or as deemed necessary.
   b. To maintain accurate listings of student representatives to the College Committees and to aid the President of the S.G.A. in filling vacancies in these committees.
4. To serve as the official representative of the S.G.A. to the Alumni Board/Student Publication Review Board and any other representative positions as appointed by the Government.
5. To serve as Chairperson of the Constitution Committee.
6. To oversee and coordinate the elections of all S.G.A. positions, unless the current Vice President is running for an S.G.A. position.

D. The Vice President of Programming shall have the following powers and responsibilities:

1. To participate in the Student Government as an Executive Officer.
2. To report all Student Activities Board activities to Student Government on a weekly basis.
3. To submit a detailed program budget to the Finance Committee.
4. To provide leadership and enthusiasm to student activities on the Medaille campus.

E. The Secretary shall have the following powers and responsibilities:
1. To be responsible for the taking, publishing, and record keeping of all minutes or regular S.G.A. meetings and to present a copy of such minutes to all members of the S.G.A. and all other appropriate College personnel.

2. To aid in official outgoing S.G.A. correspondence.

3. To record all legislation and voting of the S.G.A. during regular sessions.

4. To maintain the files and all-important record keeping of the S.G.A. in an efficient manner.

5. Shall keep accurate records of attendance and call role at each meeting of the S.G.A. After two absences have occurred for a member, the Secretary shall notify that member of such before the next regular meeting of S.G.A.

F. The Treasurer shall have the following powers and responsibilities:

1. To be responsible for the accounting of all monies, funds, assets etc., of the S.G.A. and Student Activities Fee Fund.

2. To present an accurate report of all finances at each regular S.G.A. meeting.

3. To serve as the Finance Committee Chair and, as such, to present a budget for the following academic year to the S.G.A. This committee must meet at the beginning and end of each semester and whenever else is deemed necessary.

4. To endorse all checks or appropriations deemed necessary for any S.G.A. event and to secure the monies at the time of such events.

5. To maintain the files and record keeping of all monthly budget reports of the S.G.A.

G. The Public Relations Officer shall have the following powers and responsibilities:

1. To assist the President in calling and organizing all Open Forums and to publicize all information concerning the forum.

2. To coordinate the writing of one S.G.A. article per issue of the student newspaper.

3. To be responsible for any publicity related to the S.G.A.

4. To post an agenda prior to each meeting and to publicize meeting dates and locations to the student body.

H. The Chairperson of the Committee of Organizations and Clubs (Club Council) shall have the following powers and responsibilities:

1. To maintain accurate records of all active clubs and organizations, as well as charters and constitutions of said clubs.

2. To obtain dates and locations of any club or organization event, to facilitate in the scheduling thereof, and to maintain a calendar of such events for the regular academic year.

3. To preside over all Club Council meetings to be held at the time appointed and approved by the Club Council members.

4. To assist the Office of Student Activities in the registration of student organizations (see Article XIV, Paragraph 1.6.3.14).
1.6.3.6.3  **Section 3 – Powers of the Senators and Evening Student Delegate**

The powers and responsibilities of the Senators and the Evening Student Delegate, shall include the following:

1. Full discussion, motioning, and voting rights.
2. Shall serve as Student Representatives to at least two (2) College Committees until necessary positions are filled.
3. Shall represent the will and welfare of the electorate and assist the S.G.A. to the best of the Senator’s/Delegate’s ability.

1.6.3.6.4  **Section 4 – Powers of Club and Organizations Representatives and Ex-Officio Members**

The Club and Organizations Representatives and Ex-Officio members shall have full discussion and motioning rights.

1.6.3.7  **Article VII – Committees**

1.6.3.7.1  **Section 1 – Student Government Association Committees**

The S.G.A. committees shall include the following:

a. The Club Council
b. The Standing Committees
c. The Ad-Hoc Committees

1.6.3.7.2  **Section 2 – Membership of Committees**

The actual membership of these committees shall be as follows:

a. The Committees of the College requesting student representation may be standing or Ad-Hoc Committees and any other groups (such as Search Committees), which involve student participation, will be constituted by mutual consent of the faculty, administration and the S.G.A.

b. The Club Council shall consist of one delegate from each of the active organizations, which are recognized by the Student Government Association.

c. The Standing Committees shall consist of the following:
   i. The S.G.A. Constitution Committee
   ii. The S.G.A. Finance Committee
   iii. The S.G.A. Election Committee
   iv. The S.G.A. End of the Year Bash Committee
   v. S.A.B. – The Student Activities Board
   vi. E.S.C. – The Evening Student Council
   vii. The Ad-Hoc Committees shall consist of any special committees formed by the S.G.A. to complete ongoing functions and special purposes as deemed necessary.
1.6.3.8 Article VIII – Programming Boards

1.6.3.8.1 Section 1 – Chairperson of Student Activities Board (S.A.B.)
The Chairperson of the Student Activities Board shall be the Vice President of Programming.

1.6.3.8.2 Section 2 – Chairperson of Evening Student Council (E.S.C.)
The Chairperson of the Evening Student Council shall be the Evening Student Delegate.

1.6.3.8.3 Section 3 – Responsibilities of S.A.B. and E.S.C.
The S.A.B. and E.S.C. are responsible for events and activities for their specific constituencies on behalf of the Student Government Association. Programming by one group does not exclude involvement and participation of all students.

1.6.3.8.4 Section 4 – Policies and Procedures
Policies and procedures relative to the Programming Boards are to be found in Article XIX, Sections 2 and 3, Programming Bylaws (Subparagraphs 1.6.3.19.2 and 1.6.3.19.3).

1.6.3.8.5 Section 5 – Participation Eligibility
All students are eligible to participate in any committees of the Programming Boards.

1.6.3.9 Article IX – Nominations/Elections

1.6.3.9.1 Section 1 – Qualifications for S.G.A. Positions
A. The President:
   1. Must be a sophomore (30 semester hours), a junior or senior during the academic year for which they will be elected and have served at least one semester on the Medaille College S.G.A. or held an executive office in another campus club or organization for two semesters.
   2. Must be enrolled on a full-time status, defined as 12 or more credit hours.
   3. Must not be on academic (defined as 2.0 G.P.A.) or disciplinary probation.

B. The Vice President of Programming:
   1. Must be enrolled on a full-time status and have served at least one full semester as a Chairperson on S.A.B.
   2. Must not be on academic (defined as 2.0 G.P.A.) or disciplinary probation.
   3. Co-Chairpersons of S.A.B. who serve under Chairperson are not eligible.

C. All other Executive Board positions: Vice President of Legislation, Secretary, Treasurer, Public Relations Officer and Chairperson of Club Council:
1. Must be enrolled on a full-time status and shall have a minimum of 24 credit hours or have started their third semester of college.

2. Must not be on academic (defined as 2.0 G.P.A.) or disciplinary probation.

3. Must hold a senator position for 1 semester prior to the next election.

D. The Senate shall be filled by students with the following qualifications:

1. Shall have a minimum of 12 credit hours or have started their second semester of college.

2. Must be enrolled on a full-time basis of the term in which they are to serve as defined as 12 or more credit hours.

3. Must not be on academic (defined as 2.0 G.P.A.) or disciplinary probation.

E. The Freshman Senators:

1. Must be enrolled on a full-time status defined as 12 or more credit hours.

2. Must not be on academic (defined as 2.0 G.P.A.) or disciplinary probation.

F. The Evening Student Delegate:

1. Must be recognized by the Registrar’s Office as an Evening Student.

2. Must not be on academic (defined as 2.0 G.P.A.) or disciplinary probation.

1.6.3.9.2 Section 2 – Procedure for Being Placed on a Ballot

To be placed on a ballot, candidates for positions on the Executive Board must return a petition containing the signatures of not less than 50 of those students eligible to vote in that election. All other positions must contain the signatures of not less than 25 of those students eligible to vote.

1.6.3.9.3 Section 3 – Nominations

Nominations for any position will be accepted at the designated location no later than 5:00 p.m. on Friday prior to the election week. The designated location will be specified on the candidate nomination and application forms.

1.6.3.9.4 Section 4 – Voting Procedures

The voting procedures for each of the S.G.A. positions shall be as follows:

a. Voting shall be administered by the Election Committee at designated locations for at least four (4) hours on Tuesday and Wednesday of the election week, with at least two (2) hours being in the evening on each day. Designated locations will be posted at least 24 hours before elections.

b. All students enrolled at Medaille College are eligible to vote.

c. Any candidate receiving a plurality of votes cast shall be declared the winner in the general election.
d. In the event of a tie, those candidates tying will be voted upon, within seven (7) days, in a run-off election.

e. Candidates may not run the voting booth during the times their positions are being voted upon. No candidate may post any campaign materials within 25 feet of the election post.

f. The election periods for the S.G.A. positions will be as follows:
   i. The election of the President, Vice President and all other Executive Board positions shall be in the last week in April.
   ii. The Senators shall be voted upon in a General Election during the last week in April.
   iii. Freshman elections will be held during the fourth full week of September.
   iv. Any vacancy elections will be held in September of the following year.
   v. No write-in candidacy will be accepted.

1.6.3.9.5 Section 5 – Election Publicity

Publicity for any elections may begin after the petition has been approved by the Election Committee and shall terminate upon the closing of the last day of the period. It is the responsibility of the candidates to remove their campaign material from the College area.

1.6.3.9.6 Section 6 – Limit on Executive Positions

Members of the Executive Board can hold only ONE executive position in any other S.G.A. funded and constitutionally recognized organization and may not take part in budget decisions.

1.6.3.9.7 Section 7 – Election Results

Election results shall be posted within 48 hours of the closing of the election period. Election figures shall be made available upon request.

Results from April election shall be announced at the End-of-the-Year Awards Banquet.

1.6.3.10 Article X – Installation

1.6.3.10.1 Section 1 – Elected Members

Elected members shall be sworn in on the first Monday after elections and after taking the oath of office, administered by the President of the S.G.A.

1.6.3.10.2 Section 2 – Freshman Senators

The Freshman Senators shall be installed at the first regular meeting after the close of election week, after taking the oath of office administered by the President of the Student Government Association.
1.6.3.10.3  Section 3 – Incoming President
The outgoing President shall swear in the newly elected President, who will then install all other newly elected Board members and Senators.

1.6.3.10.4  Section 4 – Oath of Office
The oath of office:

“I do solemnly swear to preserve, protect and execute the Constitution of the Medaille College Student Government Association and to execute the duties of the office/position of (insert position) to the best of my abilities.”

1.6.3.10.5  Section 5 – Mentoring of New Executive Board Members
Any outgoing Executive Board members will mentor newly appointed members through last meeting of the academic school year.

1.6.3.11  Article XI – Meetings

1.6.3.11.1  Section 1 – General Session Meetings
The S.G.A. shall meet in General Session once a week. Meetings shall be held once a week during the Activity period, unless otherwise specified.

1.6.3.11.2  Section 2 – Executive Board Meetings
All Executive Board members are required to attend a meeting once a week for a general session.

1.6.3.11.3  Section 3 – Open Meetings
All meetings shall be open to the entire Student Body and all College personnel, unless otherwise specified.

1.6.3.11.4  Section 4 – Meeting Procedures
Meeting procedures shall follow the latest edition of Robert’s Rules of Order Newly Revised, unless otherwise set forth by this Constitution or its Bylaws.

1.6.3.11.5  Section 5 – Quorum
One-half of the elected government members plus one, will constitute a quorum during regular academic sessions. During summer sessions, a quorum shall consist of six (6) elected government members with at least four (4) Executive Council members present.

1.6.3.11.6  Section 6 – Attendance Requirements
Attendance at regular academic session meetings is mandatory. No more than one (1) absence is permitted per semester. Any more than one (1) absence will result in automatic review by the Student Government.
1.6.3.11.7  Section 7 – S.G.A. Training
S.G.A. training will be held at the beginning of each academic school year and is mandatory for each participant.

1.6.3.12  Article XII – Removal From Office

1.6.3.12.1  Section 1 – Reasons for Removal
Reasons for removal from office shall include the following:

1. Excessive absences, as stated in Article XI, Section 5.
2. Being placed on academic or disciplinary probation.
4. A blatant failure to represent the ideals of the organization, its constitution, or this College.
5. Failure to fulfill committee requirements will result in review of position.

1.6.3.12.2  Section 2 – Petition for Removal
A written petition bearing the signatures of three-fourths vote of the S.G.A., calling for the expulsion of a member shall remove the member from the member’s position/office.

1.6.3.12.3  Section 3 – Appeals of Removals
Appeals of all removals from office must be made within seven (7) days after receiving notification of expulsion. A three-fourths vote of the S.G.A. members can overturn any expulsion.

1.6.3.13  Article XIII – Vacancies
If a vacancy occurs within the voting membership of the Student Government, this news is made public and a special election to fill the position is held within 30 days. However, if a vacancy occurs within 60 days preceding a regular election for a position, no special election is held. If a case arises in which there is a vacancy in the office of the President, the Vice President for Legislation assumes the Presidency until the appropriate election is held. If a vacancy within the other offices of the S.G.A. occurs, the President may appoint a S.G.A. member to temporarily fill the position until an election is held.

1.6.3.14  Article XIV – Judicial Review/Interpretation

1.6.3.14.1  Section 1 – Review of the Constitution
At the beginning and end of each semester, the Constitution Committee shall review the present Constitution and recommend any necessary changes, amendments or additions to the S.G.A.
1.6.3.14.2  Section 2 – Interpretation of the Constitution
All questions of interpretation of the Constitution shall be decided by a two-thirds vote of the Constitution Committee as a whole. Decisions of the Constitution Committee may be revised by a three-fourths vote of the elected members of the S.G.A. as a whole.

1.6.3.15  Article XV – Amendments

1.6.3.15.1  Section 1 – Procedure to Propose Amendment
An amendment must be proposed in one of the following methods:
A. A majority vote of the elected members of the S.G.A. as a whole.
B. Ten percent of the Student Body as a whole whose signature appears on a petition endorsing the proposal of the amendment.
C. A recommendation by two-thirds vote of the Constitution Committee.

1.6.3.15.2  Section 2 – Ratification of Amendment
Ratification of a proposed amendment requires either:
A. A two-thirds affirmative vote of the elected S.G.A. members as a whole; or
B. A written petition of twenty-five percent of the entire Student Body.

1.6.3.15.3  Section 3 – Implementation of Amendment
An amendment shall be effective immediately upon ratification unless otherwise specified in the amendments.

1.6.3.16  Article XVI – Registration of Student Organization

1.6.3.16.1  Section 1 – Annual Registration
Each year, all student organizations must register with the Office of Student Activities.
A. A registration will take place during the last three (3) full weeks of classes and the 1st three (3) full weeks of classes.
B. Registration includes the following:
   1. Proof of an updated Constitution that has been approved by the Organization and Student Government.
   2. A list of elected officers for the academic year.
   3. A signed registration agreement in which the organization promises to adhere to all policies set forth by the Office of Student Affairs (i.e., sign policy, budgeting restrictions, event registration, etc.).
   4. All new clubs will receive $500 for a starting budget.

1.6.3.16.2  Section 2 – Failure to Register
Should an organization fail to register with the Office of Student Activities during the designated time, the organization will:
A. Be declared inactive for the academic year; relinquishing all rights and privileges of recognition.
B. Not be permitted to sponsor events.
C. Not receive funds from Student Government.
D. Be unable to use College facilities (classrooms, conference rooms, recreation center) unless applying for usage in the same manner as an off-campus group.

1.6.3.17 Article XVII – Financial Guidelines

1.6.3.17.1 Section 1 – Requests and Approval of Funds
Requests for funds are to be prepared by the Treasurer and the Finance Committee, which will consist of the following: the Treasurer, the President, three Senators, the Chairperson of Club Council and the Advisor. Approval of all expenditures is the responsibility of the Membership of S.G.A. as stated in Article VI Section 1 (Subparagraph 1.6.3.6.1).

1.6.3.17.2 Section 2 – Budgets
All budgets must be turned into the Treasurer, by a time to be determined by the Treasurer, to be reviewed for the following academic year. There will be a loss of funds if a budget is not turned in by the date set by the Treasurer.

1.6.3.17.3 Section 3 – Supplemental Budgets
Supplemental budgets may be submitted any time during the fiscal year.

1.6.3.17.4 Section 4 – Budget Appeals
Any budget appeals may be considered by the Finance Committee, and the appeal must be made within two (2) weeks of allocation.

1.6.3.17.5 Section 5 – Allocation Criteria
The Finance Committee shall use the following criteria when allocating money:
A. There will be limited social expenses to Clubs and Organizations since S.G.A. is the primary programming facilitator.
B. No capital expenses are generally granted.
C. Allocations will not be granted that are intended for a limited group of students and no off-campus trips will be granted unless they include a significant number of people.
D. To receive the allocated money, a Club must send a representative to the Club Council meeting each month. Budgets will be frozen if not done so.
E. The end-of-the-year balance for Student Activities will revert back the general fund of S.G.A. unless otherwise specified through a two-thirds vote of the membership.
1.6.3.18 Article XVIII – Effective Date
This constitution becomes effective immediately upon ratification. For a new Constitution to become effective, there must be a three-fourths affirmative vote of the Student Government, and the approval of the Dean of Students.

1.6.3.19 Article XIX – Bylaws

1.6.3.19.1 Section 1 – Establishment of Bylaws by Student Government
The Student Government may, by a three-fourths vote, establish bylaws consistent with this Constitution. No offices or positions may be created, nor authority conferred, nor finances encumbered without prior approval of the Student Government.

1.6.3.19.2 Section 2 – Student Activities Board

1.6.3.19.3 Section 3 – Evening Student Council

1.6.3.19.4 Section 4 – Elections Committee

Approved ____________________________________________ Date
President, Medaille College

This Constitution was adopted by a student referendum on March 26, 2002.

1.6.4 Constitution of the Alumni Association of Medaille College

1.6.4.1 Article I – Name
Name: The name of the organization is the Alumni Association of Medaille College (hereafter referred to as the Association).

1.6.4.2 Article II – Purpose
Purpose: The purpose of the Association is encompassed in its current Mission Statement, which is:

1.6.4.2.1 Section 1 – Broad Purpose
The broad purpose of the Medaille College Alumni Association, as governed by the Board of Directors, is to promote and support the College, alumni, and students. These purposes will be met through the strategic utilization of the memberships’ combined time, talents, knowledge, and wisdom. We believe in the value of the Medaille experience and are committed to increasing this value for all concerned.

A. To promote the interest(s) of the College.

B. To provide a means of social and cultural opportunity for its membership.
C. To act as the integrating agency to promote cooperation and communication between the alumni and the College, between the College and potential students, between alumni, the College and the community.

D. To solicit and encourage individual contributions to the Annual Giving Fund.

E. To provide scholarship monies for The Anna Illuzzi Palano Memorial Scholarship and Passing the Torch, Arthur Allen Humanities Scholarship.

1.6.4.2.2 Section 2 – Definitions

The following will apply throughout this document.

A. Member: any person defined in Article III, Section 1 (Subparagraph 1.6.4.3.1).

B. Board Director: any person who has been elected to the Association Board of Directors.

C. Officer: any of the following elected positions of President, Vice President, Secretary, Treasurer, Fundraising Coordinator, & Parliamentarian.

1.6.4.3 Article III – Membership

1.6.4.3.1 Section 1 – Classes of Membership

Membership in the Association shall be achieved by attaining any one of the following:

A. Graduate: all graduates of the College are members of the Association.

B. Associate: former students who attended the College and completed at least 60 credit hours and left in good standing.

C. Honorary: those individuals upon whom degrees have been conferred by the College.

1.6.4.3.2 Section 2 – Active Membership

Active membership is defined as either: (1) making a financial contribution to the Annual Giving Fund; or (2) providing any service to the Alumni Association. No dues or fees shall be required. Only active Members will be eligible to chair committees, or be elected to the Board of Directors.

1.6.4.3.3 Section 3 – Attendance at Meetings

Members are welcome, and encouraged, to attend any or all monthly meetings for the Association. They receive publications of the Association.

1.6.4.4 Article IV – Officers and Board of Directors

1.6.4.4.1 Section 1 – Board of Directors

The management of this Association is vested in a Board of Directors comprised of the President, Vice President, Secretary, Treasurer, Parliamentarian, Board Advisor, and with the officers no less than 15 and no more than 24 Directors.
1.6.4.4.2 Section 2 – Executive Committee

During the intervals between the meetings of the Board of Directors the Executive Committee is empowered to transact business for the Association. This committee, comprised of the President, Vice President, Secretary, Treasurer, Fundraising Coordinator, Parliamentarian and the Board Advisor, are voting members. The Executive Committee may also decide to ask a board member to resign from the board for not fulfilling their responsibilities and duties to the Association as per Article IV, Section 12 (Subparagraph 1.6.4.4.12).

Any past President currently holding a board seat will be a nonvoting member of the Executive Committee.

1.6.4.4.3 Section 3 – The President

The President, an Officer position, shall act as chairperson at all regular monthly meetings of the Association Board of Directors and Executive Committee; along with the Nominations Committee seek new board members to be voted on by the full Board of Directors when openings occur during an academic year; appoints all committee chairpersons, and is an ex-officio member of all committee meetings with the exception of the Nominations Committee. The President shall represent the Association at meetings of the College’s Board of Trustee Meetings and other groups as requested by the President of the College; and perform all other duties generally associated with the office.

1.6.4.4.4 Section 4 – The Vice President

The Vice President, an Officer position, shall act in the place of the President when the latter is absent or disabled and is chairperson of all Scholarship Committees. The Vice President shall assist the President as requested or necessary and perform all other duties generally associated with the office.

1.6.4.4.5 Section 5 – The Secretary

The Secretary, an Officer position, shall record the minutes at all regular and Executive Committee meetings of the Association and keep a copy of these in a binder which will be stored and available at the Alumni Offices; be responsible for taking roll call; handles all correspondence for the Association; and perform all other duties generally associated with the office.

1.6.4.4.6 Section 6 – The Treasurer

The Treasurer, an Officer position, shall act as a liaison between the College’s Business Office and the Board of Directors. The Treasurer shall supervise all receipts and expenditures of the Association and disburses monies upon the vote of the Board of Directors utilizing appropriate forms and account numbers as distributed by the College. The Treasurer, at the request of the President, may disburse monies not to exceed one hundred ($100.00) dollars at one particular instance. The Treasurer shall be responsible for providing a written financial report to be distributed at every regular (monthly) meeting and keep a copy of these in a binder, which will be stored and available at the Alumni Offices and perform all other duties generally associated with the office.
1.6.4.4.7 Section 7 – The Parliamentarian

The Parliamentarian, an Officer position, shall maintain order at all meetings of the Association, maintains parliamentary procedure, maintain an on-going list of prospective board members, chairs the Nominations Committee, and perform all other duties associated with the office.

1.6.4.4.8 Section 8 – Fundraising Coordinator

The Fundraising Coordinator, an officer position, will be responsible for coordinating all fundraising activities and events and is ultimately responsible for ensuring the board reaches annual fundraising goals. This person, and the President, will solicit and appoint qualified and enthusiastic volunteers to chair and support the many committees, events, and other fundraising activities for the Association. This person will report at each board meeting an overview of all fundraising activities.

1.6.4.4.9 Section 9 – Succession of Powers of the President

During the absence or disability of the President of the Association, the Vice President, Secretary, Treasurer, Fundraising Coordinator, and Parliamentarian, in that order, shall temporarily have the power and functions of the President to conduct official business.

1.6.4.4.10 Section 10 – The Board Advisor

The Board Advisor is the immediate past President of the Board of Directors. The primary function of this position is to advise the current President. The Board Advisor will have the option to complete The Board Advisor’s unfinished term as a Board Member. If no years remain, this individual will automatically be invited to serve as the Board Advisor, but will not have any voting privileges.

1.6.4.4.11 Section 11 – Duties and Responsibilities of Board Directors

All Board Directors will have the following duties and responsibilities:

1. Perform duties assigned by the President from time to time;
2. Transact the business of the Association and support all alumni events;
3. Approve the expenditures of all monies of the Association;
4. Serve on at least one (1) committee each year; and
5. Attend all monthly Board meetings as scheduled from September to June. The Secretary shall contact any Board Director absent without notification from one meeting by phone. After the second miss without notification, the President shall send a letter of intended dismissal from the Board of Directors. At the third miss without notification the Director shall automatically be removed from the Director’s seat. At this time the Board of Directors may choose a replacement.

1.6.4.4.12 Section 12 – Director Resignation

A. A Director may resign at any given time by giving written notice to the President of the Association. Unless otherwise specified in the notice, resignation shall take effect upon receipt thereof.
Association Board acceptance of such resignation shall not be necessary to make it effective.

B. In keeping with the above guidelines in Section 11, Subsections 1-5, in the event of an extended period of absenteeism and/or the neglect of board responsibilities, the Executive Board may choose to reexamine a Director’s position on the board, up to and including removal from any Board office and (or) removal from the Association Board.

1.6.4.13 Section 13 – Leave of Absence

A. A Director may, upon 2/3 majority vote of the Board, be excused from the meeting attendance requirement, for no more than two (2) six-month periods during any three-year term. Such leave of absence shall be granted for professional or severe personal reasons, including, but not limited to chronic illness, required attendance at seminars or training sessions, and temporary work assignment.

B. A Director granted a leave of absence will be requested to fulfill requirements for participation on committees, attendance at events, and other duties as may be specified by this constitution, or the Board of Directors.

C. The Director must call the Association Secretary within one (1) week of any regular scheduled meeting to report their non-attendance. Fulfillment of this section will cause the absence to be categorized as an Excused Absence.

D. No more than three Directors may be exempted at one time.

E. A leave of absence is also revocable by a 2/3 majority vote of the Association Board; additional restrictions may be placed on individual cases at the discretion of the Board.

1.6.4.5 Article V – Director of Alumni Relations

The Director of Alumni Relations will act as a liaison between the College, the Alumni Board, and the alumni body promoting the interest of the College and providing social and cultural opportunities.

1.6.4.6 Article VI – Quorum

A simple majority of the members of the Board of Directors will constitute a quorum. A quorum is required to conduct official business. A simple majority shall be calculated to be one-half of the total number of Directors plus one.

1.6.4.7 Article VII – Elections

Officers: The Board of Directors elects six (6) Officers each year. The Officer positions are: The President, Vice President, Secretary, Treasurer, Fundraising Coordinator, and Parliamentarian. Each position is a one-year term.

1.6.4.7.1 Section 1 – Election of Officers

A. The tenure of a Board Director of the Association will be limited to two (2) consecutive terms or six (6) consecutive years. Once this timeframe has been completed, the Director will have a one-year break, after which they may run and be elected to the Association Board again. The newly elected Director will then be allowed to seek any Officer position under these guidelines.
B. No Board Director may serve for more than three consecutive terms in the same office. All Officer positions are for a one-year period. Any Board Director may not hold the same office for more than three (3) terms in any six (6) year tenure on the Board. A Director may hold different offices during any tenure on the Association Board.

C. A Board Director may run for only one officer position at any time.

1.6.4.7.2 Section 2 – Election of Directors

Directors are to be elected for a three (3) year term. If a Director is completing the term of a member who has left the Board in mid-term, the Director will serve the remainder of this term. Upon completion of the term, this Member may run for election to the Board during the next open election period. Since the first term was in fulfilling another Directors term, this newly elected Director will now be eligible for up to two (2) full terms as a Board Director.

1.6.4.7.3 Section 3 – Nominations Committee

The Nominations Committee shall consist of four (4) voluntary members from the Board of Directors with the Parliamentarian as chairperson.

1.6.4.7.4 Section 4 – Conduct of Elections

The Chairperson of the Nominations Committee/Parliamentarian will preside during the election of officers. Nominations for officers will be accepted from the Board of Directors. Any, and all, nominations must come from a fellow board member. If only one candidate is nominated for each office, the Secretary of the Association will cast the ballot making the election unanimous. In the event more than one candidate for an office occurs, a secret ballot for the seat will be cast.

1.6.4.7.5 Section 5 – Slate of Candidates / Tabulation of Votes

The Nominations Committee will present a slate of the number of vacant Board seats plus at least three more candidates for vacant Board of Director seats. All candidates must give their consent to run on the slate. Each alumnus will be mailed a ballot in April, which will include a biographical sketch of each candidate. The members of the Nominations Committee and/or the Executive Board will tabulate votes in May in conjunction with an independent observer.

1.6.4.7.6 Section 6 – Student Government Representative

A Student Government Representative will be given a non-voting seat each year. The Student Government will choose this representative. Any student government body may have one (1) representative on this board.

1.6.4.7.7 Section 7 – Installation of Officers and Directors

All newly elected officers and Directors shall be installed at the final meeting of the Association for that year in June.

1.6.4.7.8 Section 8 – Monitoring of Elections

All elections will be independently monitored by a representative appointed by the College to ensure accuracy and accountability.
1.6.4.8 Article VIII – Finances

1.6.4.8.1 Section 1 – Approval of Expenditures
Any monetary expenditure presented to the alumni board in excess of $300 must be approved by a 2/3 majority of board members present, provided they represent a quorum.

1.6.4.8.2 Section 2 – Account Responsibility
The Treasurer will be responsible for balancing, monitoring, and tracking the Alumni Board’s account with the College.

1.6.4.8.3 Section 3 – Petty Cash Account
The Treasurer will maintain a petty cash account not to exceed $200. No single reimbursement from this fund can exceed $50.00. Requisitions must be pre-approved.

1.6.4.9 Article IX – Rules of Order
The rules contained in Robert’s Rules of Order, Revised will govern the Association in all cases not provided for this document.

1.6.4.10 Article X – Meetings

1.6.4.10.1 Section 1 – Board Meetings
Board Meetings: This schedule of meetings will consist of at least eight and no more than ten monthly meetings. No notice shall be required for regular meetings of the Board of Directors for which the time and place have been fixed.

1.6.4.10.2 Section 2 – Special Meetings
Special Meetings: Members and Directors will be notified if Association business requires a special meeting of the Board of Directors. Sufficient time will be five (5) calendar days for the assembly of the Board of Directors. The notice of any meeting need not specify the purpose of such meeting.

1.6.4.10.3 Section 3 – Executive Board Meetings
Executive Board Meetings: This committee meets at the request of the President or any two (2) members of the committee. This committee does not hold regularly scheduled meetings. For further information on this committee refer to Article IV, Section 2 (Subparagraph 1.6.4.4.2).

1.6.4.10.4 Section 4 – Orientation Meeting
Orientation Meeting: this meeting is held for the purpose of orienting newly elected board members. It should be held prior to the first meeting of the year.

1.6.4.11 Article XI – Miscellaneous

1.6.4.11.1 Section 1 – Fiscal Year
The fiscal year of the Alumni Board shall be the same as the fiscal year of the College.
1.6.4.11.2  **Section 2 – Bylaws**

To meet temporary conditions as they arise, bylaws may be adopted at any regularly called meeting of the Association.

1.6.4.11.3  **Section 3 – Amendments**

This constitution may be altered or amended by a majority vote of the Board of Directors present at any regularly scheduled meeting of the Association. Any proposed amendment must be presented at three (3) regularly scheduled meetings before it can be voted on. Voting can take place at the third consecutive meeting, if necessary.

1.6.4.11.4  **Section 4 – Constitution Review**

This constitution is to be reviewed by the Executive and Internal Relations Committees at least every three (3) years.

*These proposed amendments to this Constitution were voted upon, and approved on April 13, 2004 hereby changing the prior EFFECTIVE date on Page 1 To July 1, 2004.*

**SIGNED:**

President  
Vice President  
Secretary  
Treasurer  
Parliamentarian

1.7  **Policy Manual Revision Policy**

Volumes II, III, V, VII are revised as appropriate by the administration of the College through the approval of the President and where appropriate or legally required by the Board of Trustees on the recommendation of the President.

In Volume VI, the academic policies are recommended by the appropriate school or college committees or councils and are reviewed by the Vice President for Academic Affairs for presentation and approval by the President or through the President by the Board of Trustees as appropriate.

Volume I, in Section 1.3, Subsections 1.6.3 and 1.6.4 follows the amendment process of the respective Constitutions and Bylaws with oversight by the President and Board of Trustees. The rest of Volume I follows the procedures in paragraph one, above, of this section unless otherwise noted.

Revision of The Faculty Handbook/Volume IV, follows the procedures of The Faculty Handbook/Volume IV, Section 4.14.

1.7.1  **Board of Trustees Approval**

The Board of Trustees with respect to Volumes I, II, III, V, VI, and VII reserve the following rights:
1. Before definite action on Policy Manual revision proposals, where faculty have been given governance rights, the Board of Trustees may commission a Subcommittee of its members to meet with the President of the College and the Faculty Council to discuss final adjustments in the revised texts;

2. The Board of Trustees or the President as its agent shall either approve or reject the proposed revision; and

3. The Board of Trustees or the President as its agent retains the right, in the best interest of the College and in the fiduciary capacity, to alter the provisions of this Policy Manual after following the procedures above or in Volume IV, Section 4.14.