

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 22
DATE: September 21, 2010

RECOMMENDATION

ACTION REQUESTED

Revisions to Eastern Michigan University Board of Regents Bylaws 4.01 (Chairperson), 4.02 (Vice Chairperson), 4.03 (Secretary) and 4.04 (Treasurer), 4.04.01 and 5.01 (Committees).

STAFF SUMMARY

The limitation on consecutive terms has been eliminated from Bylaw 4.01 and 4.02. The election of the Chairperson and Vice Chairperson has been moved from the first meeting of the year to the last meeting of the previous year. There is a clarification that the Chairperson will appoint five of the seven standing committees. (The members of the remaining two are designated by Bylaw.) There is a corresponding change to Bylaw 5.01 to indicate that the committees are comprised by the Board, not appointed.

The position of Secretary to the Board described in Bylaw 4.03 has been made a Vice-President level position and the job description has been modified to reflect an enhanced level of responsibility and communication with the President's Cabinet.

There are two changes to Bylaw 4.04. The first is to designate the Treasurer as a member of the President's Cabinet. The second is to confer upon the Treasurer the ability to delegate his signing authority on formal grant applications.

FISCAL IMPLICATIONS

There are no fiscal implications associated with these changes.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

Gloria A. Hage

Date

ARTICLE IV

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OFFICERS AND ORGANIZATION

4.01 Chairperson

The Board shall elect bi-annually, in even-numbered years at its last meeting of the year, one of the Regents to serve as Chairperson. The term of the Chairperson shall be for two years. The Chairperson shall begin the term as the presiding officer on January 1 of the following year. The Chairperson shall perform such duties as may be prescribed by law or by the regulations of the Board. As outlined in Section 4.02 of these Bylaws, the Chairperson shall appoint the Vice Chairperson in the event the position of Vice Chairperson becomes vacant prior to the completion of the two year term. The Chairperson will appoint the Chairs of the five standing committees described in Bylaw.

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4.02 Vice Chairperson

The Board shall elect bi-annually, in even-numbered years at its last meeting of the year, one of the Regents to serve as Vice Chairperson. The term of the Vice-Chairperson shall be for two years. The Vice-Chairperson will begin the term on January 1 of the following year. The Vice Chairperson will act as Chairperson in the absence of the Chairperson, and shall become Chairperson for the remainder of the Chairperson's two-year term in the event the position of Chairperson becomes vacant for any reason. In the event the position of Vice Chairperson becomes vacant for any reason during the Vice Chairperson's term of office, the Chairperson shall appoint one of the Regents to serve as Vice-Chairperson to fill the remainder of the two-year term.

4.03 Vice- President and Secretary

The Board shall appoint a Vice-President and Secretary to the Board who shall be a member of the President's Cabinet and responsible to the Board and shall serve at the pleasure of the Board. In concert with the President, the Vice-President and Secretary plans, coordinates and facilitates the work of the Board of Regents of Eastern Michigan University to enable it to effectively govern the University and to facilitate effective communication between the members of the Board and the President's Cabinet.

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The Vice-President and Secretary shall keep a public record of all actions of the Board. The Vice-President and Secretary will duly execute for and on behalf of the Regents of Eastern Michigan University or Eastern Michigan University such instruments or documents which would devolve to a corporate officer and would be usual to that office. The Vice-President and Secretary shall be the custodian of the corporate seal and shall cause it to be used at the direction of the Board of Regents. The Vice-President and Secretary shall sign all requisitions for transactions directed by the Board.

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The Vice-President and Secretary shall be the Board of Regents' representative for external organizations affiliated with the University.

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4.03.01

The Vice-President and Secretary shall perform such other duties as may be required of him or her by the Board and/or the Chairperson of the Board.

4.03.02

The appointment of the Vice-President and Secretary shall be subject to the ineligibility provision set forth in Section 4.07 of this Article.

4.04 Treasurer

The Board shall appoint a Treasurer to the Board who shall ~~be a member of the President's Cabinet and~~ serve at the pleasure of the Board. The Treasurer is charged with the responsibility for the collection, custody and accounting of all monies due the University. The Treasurer is authorized to sign checks for the expenditure of funds approved by the Board of Regents and to refuse expenditures not authorized by the Board or by budgets approved by the Board.

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4.04.01

The Treasurer ~~or his or her designee~~ shall sign all formal applications for grants of funds for research, extension or other University purposes as directed by the Board prior to the President's signature being placed on such documents.

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4.04.02

The Treasurer shall prepare an annual financial report at the close of each fiscal year and such other interim reports as the President and Board of Regents may request.

4.04.03

The Treasurer shall perform such other duties as may be required by the President and/or the Board of Regents.

4.04.04.

The Board may also appoint an Assistant Treasurer, who shall serve at the pleasure of the Board, to act in the absence of the Treasurer.

4.04.05

The appointment of the Treasurer and of any Assistant Treasurer shall be subject to the ineligibility provision set forth in Section 4.07 of this Article.

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ARTICLE V

COMMITTEES

5.01

The Board may ~~comprise~~ committees and prescribe their duties and functions. There shall be seven standing committees of the Board:

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- Executive Committee
- Educational Policies Committee
- Faculty Affairs Committee
- Finance and Audit Committee
- Student Affairs Committee
- Athletic Affairs Committee
- Personnel and Compensation Committee

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