

298 4633

UBCHEA ARCHIVES
COLLEGE FILES
RG 11

Yenching
Administrative
Charter + Amendments
1929 + 1937
(see Oversize material)

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UBCHEA ARCHIVES
COLLEGE FILES
RG 11

Yenching
Admin
Re. constitution, bylaws,
organization 1929, n. d.

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APPENDIX A

COMPARISONS OF AMERICAN AND CHINESE VERSIONS

OF

YENCHING CONSTITUTION AND BY-LAWS

There is a discrepancy noted on April 11, 1929 and never resolved between the provisions in the American version of the Yenching Constitution and the field version of the Constitution and By-Laws of the Board of Managers, in regard to the election of the President of the University.

The American version of the Constitution says:-

ARTICLE IX, OFFICERS OF THE UNIVERSITY

1. The officers of Yenching University shall be the Chancellor of the University, the President of the University, the Vice-President, the Dean of Yenching College for Women, and such other officers as the Board of Managers may deem it expedient to appoint with the approval of the Board of Trustees.
2. These officers, with the exception of the President of the University, who shall be appointed by the Board of Trustees, and the Dean of Yenching College for Women, who shall be appointed by the Board of Trustees with the advice and consent of the Committee of Yenching College for Women, shall be elected by ballot by the Board of Managers, and shall receive such compensation as the Board of Managers may direct with the approval of the Board of Trustees. The election of the Chancellor shall be subject to approval by the Board of Trustees before becoming effective.
3. The Chancellor of the University shall be ex-officio Chairman of the Board of Managers, shall preside at all important functions, and shall represent the University in its relation with the Chinese government and people, and shall have such powers and responsibilities relative to the administration of the University as shall be provided in the By-laws of the Board of Managers.....

Contrast this with the field Document entitled:-

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"(For the Use of the Ministry
of Education)"

"Abbreviated Constitution of the Board of Managers of the Privately
Founded Yenching University."

Article III. Powers and Duties

The powers and duties of the Board are as follows:

- (a) To approve or revise the constitution of the University.
- (b) To elect the Chancellor and President of the University.
- (c) To act on behalf of the Founding Bodies in control of the property, endowments and permanent investments.
- (d) To undertake to secure contributions and to control and distribute funds secured.
- (e) To approve the annual budget and expenditures.

In the By-Laws of the Board of Managers there is an amplified statement on the election of the President:-

"Article II. Powers and Responsibilities

Section 1. The Board of Managers shall be immediately responsible for the administration, regulation and conduct of the University in accordance with the fundamental principles of the institution as stated in the Charter of the Corporation. It shall have power to make and enforce such laws and regulations as may be necessary and desirable in the discharge of its responsibilities. It shall appoint the Chancellor and the President, subject in the case of the latter officer to the approval of the Board of Trustees. The Board may elect or appoint as the case may be, and dismiss the other officers of the University and members of the faculty. Nominations for officers and members of the faculty shall in general be presented to the Board by the Faculty Executive Committee."

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Final Revision - Changes checked by

Proposed Revision of the Translation of the Outline of
The Organization of Yenching University

David Murray

Chapter I. Name

1. The name of this university is the "Privately Established Yenching University".

Chapter II. Purpose and Motto

2. The purpose of the University is to teach higher learning, develop the physical, mental and moral capacities of its students, and to prepare leaders for meeting the needs of national and social life in China.
3. The Motto of the University is "Freedom through Truth for Service".

Chapter III. Divisions of the University

4. A The academic divisions of the University shall be the following two: the Graduate Division; the Undergraduate Division
B The University may establish a Preparatory Department; special Short Term Courses and an Extension Bureau; and "Auxiliary" (Fu Shu) Schools.
C. The University shall have a Women's Division, to be known by its English title "Yenching College for Women".
5. The Graduate Division.
 - A. The Graduate Division shall be established for the purpose of higher study and research. It may be divided into Schools (or Departments) and each School may have its own faculty of professors and lecturers.
 - B. The students of the Graduate Division 1) University graduates who enter the Graduate Division 2) Persons of similar rank qualified to undertake special forms of research.
 - C. Separate regulations will be adopted pertaining to the admission of students to the Graduate Division, to the conduct of study and research, and to the qualifications for graduate degrees.
6. The Undergraduate Division.
 - A. The Undergraduate Division shall admit graduates from University preparatory departments, or from senior middle schools, or candidates of equivalent grade. The period of study shall be four years.
 - B. The Undergraduate Division is composed of Colleges each of which consists of a group of departments.
 - C. Students who complete the studies of the Undergraduate Division and pass the required examinations shall receive diplomas and be recommended to the Ministry of Education for the appropriate bachelor's degree.

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- A. The Undergraduate Division shall admit graduates from University preparatory departments, or from senior middle schools, or candidates of equivalent grade. The period of study shall be four years.
- B. The Undergraduate Division is composed of Colleges each of which consists of a group of departments.
- C. Students who complete the studies of the Undergraduate Division and pass the required examinations shall receive diplomas and be recommended to the Ministry of Education for the appropriate bachelor's degree.
- D. Separate regulations will be adopted pertaining to the requirements for admission to the Colleges, to the courses of study and to the requirements for graduation.
7. The Preparatory Department.
- A. The Preparatory Department shall admit graduates of the four-year middle school of the old system, graduates of the four-year junior middle school of the new system, or candidates of equivalent grade.

- B. the period of study in the Preparatory Department shall be two years.
 - C. Students who satisfactorily complete the course of study and pass the examinations may receive certificates and may be admitted to the Undergraduate Division.
 - D. Separate regulations will be adopted pertaining to the admission of students, the course of studies in the Preparatory Department, and to the requirements for graduation.
8. Special Short Term Courses and the Extension on Division.
- A. The University may, having regard to the needs of the times and the opportunities for service, establish special Short Term Courses and an Extension Bureau.
 - B. Students who complete the work of the special Short Term Courses or of the Extension Bureau may receive appropriate certificates.
 - C. Separate regulations will be adopted pertaining to the special Short Term Courses and to the Extension Bureau, and to the requirements for graduation.
9. "Auxiliary" (Fu Shu) Schools.
- A. The University may establish middle schools, elementary schools, and kindergartens as auxiliary to the Department of Education and for the practice and training of its students.
 - B. Separate regulations will be adopted pertaining to the organization and control of such schools.

Chapter IV. Administration

Section 1. The Chancellor

10. The University shall have a Chancellor.
- A. The Chancellor shall be appointed by the Board of Managers.
 - B. The Chancellor shall have general control of University affairs. He shall be responsible for officially representing the University in outside relationships.
 - C. The Chancellor of the University shall have the privilege of attending meetings of the Board of Managers and of taking part in all discussions.
 - D. The Chancellor shall be ex officio chairman of the University faculty, of the University Council, of the Faculty Executive Committee and of all formal University meetings.
 - E. The Chancellor may name a member of the faculty of professorial rank to serve as assistant to the Chancellor with the Chinese title (校長辦公室秘書長) who shall assist the

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- C. Students who satisfactorily complete the course of study and pass the examinations may receive certificates and may be admitted to the Undergraduate Division.
 - D. Separate regulations will be adopted pertaining to the admission of students, the course of studies in the Preparatory Department, and to the requirements for graduation.
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 - E. The Chancellor may name a member of the faculty of professorial rank to serve as assistant to the Chancellor with the Chinese title (校長辦公處秘書長) who shall assist the Chancellor in his office work and be his liaison in official intercourse.

Section 2. The President.

11. The University shall have a President.
- A. The President shall be elected by the Board of Managers, approved by the founders, and appointed by the Chancellor.
 - B. The President shall assist the Chancellor in the administration of the University, and shall in his absence act on his behalf.
 - C. The President shall be ex officio a member of the Board of Managers.

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- D. The President shall plan for the financial affairs of the University and shall act on behalf of the Board of Managers and founders in the maintenance of their responsibilities and policies.

Section 3. The Administration of the Graduate Division.

12. The University may elect a director of each subdivision who shall have general charge of its affairs.

Pending the final organization of the Graduate Division the affairs of the Division shall be managed by a Graduate Division Committee.

Section 4. Deans of the Undergraduate Colleges.

13. The University shall elect a Dean of each Colleges.

- A. The Dean shall have general oversight of the instruction and management of the College.
- B. The Dean shall according to the regulations, be responsible for the admission, promotion and withdrawal of the students of the College. In all questions relating to women students the Dean shall act in consultation with, and through, the Dean of the College for Women or her representative.
- C. The Dean shall supervise the work of members of the staff, and promote the efficiency and harmonious cooperation of the department.
- D. The Dean shall be ex officio Chairman of the College Faculty and shall prepare the agenda for the meetings.
- E. The Dean shall be ex officio a member of all regular and special committees in the College.

Section 5. Dean of the College for Women.

14. The College for Women shall elect a Dean.

- A. The Dean shall be nominated by the faculty of the College for Women approved by the Administrative Committee of the College for Women founders, and appointed by the Chancellor.
- B. The Dean shall be responsible for the general administration of the College for Women.
- C. The Dean shall supervise the work of members of the staff appointed by the College for Women, and promote their efficiency and cooperation.
- D. The Dean shall have general charge of the financial administration of the College for Women and of the appointment of

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- D. The President shall plan for the financial affairs of the University and shall act on behalf of the Board of Managers and founders in the maintenance of their responsibilities and policies.

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 - C. The Dean shall supervise the work of members of the staff, and promote the efficiency and harmonious cooperation of the department.
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- A. The Dean shall be nominated by the faculty of the College for Women approved by the Administrative Committee of the College for Women founders, and appointed by the Chancellor.
 - B. The Dean shall be responsible for the general administration of the College for Women.
 - C. The Dean shall supervise the work of members of the staff appointed by the College for Women, and promote their efficiency and cooperation.
 - D. The Dean shall have general charge of the financial administration of the College for Women and of the appointment of members of its staff. She shall be directly responsible to the Administrative Committee of the College for Women.
 - E. The Dean shall be ex officio a member of the Board of Managers, and of the Administrative Committee of the College for Women, and Chairman of the Faculty of the College for Women.

Section 6. Method of Election and Term of Office of the Officers of the Faculty of the graduate and Undergraduate Division.

15. A. The directors in the Graduate Division shall be nominated by the Faculties concerned and appointed by the Chancellor.
- B. The Deans of the Undergraduate Colleges shall be nominated by the Faculties of their respective Colleges and appointed by the Chancellor.

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C. Meetings of the several Faculties held for the purposes mentioned above shall be called by the Chancellor and he shall be ex officio Chairman of the same.

D. The term of office of all the officers provided for in this section shall be two years, but they may be subject to reappointment.

Section 7. Directors of Student Welfare.

16. The University shall have two Directors of Student Welfare, one man and one woman.

A. The Directors shall be nominated by the General Faculty and appointed by the Chancellor. The term of service shall be two years.

B. The Directors of Student Welfare together with the Directors in the Graduate Division, (Pending its organization, the Chairman of the Graduate Division Committee.) the Deans of the Undergraduate Colleges and the Dean of the College for Women, shall constitute a committee which shall be responsible for the general welfare and discipline of the student body.

C. Separate regulations will be adopted for the work of this committee.

Section 8. The Faculty Executive Committee.

17. The Faculty Executive Committee shall be responsible for administrative affairs in the University.

A. The Faculty Executive Committee shall consist of the Chancellor, the President, Assistant to the Chancellor the Directors in the Graduate Division (pending its organization the Chairman of the Graduate Division Committee) the Deans ^{of the ~~College of Natural Sciences, the Dean of the College of Social Science, the Dean of the College of Arts and Letters,~~} the Dean of the College for Women, the Directors of Student Welfare, the Comptroller, the Treasurer, the Registrar and five members of professorial rank elected by the Council of whom three shall be women.

Undergraduate

B. The responsibilities of the Faculty Executive Committee shall be as follows:

1) To advise general executive measurers for the University.

2) To supervise the various administrative offices.

3) To nominate or appoint members of the University staff, or cause their withdrawal; to determine their salaries, their positions and their duties.

4) To prepare and administer the University budget and to provide for the auditing of the accounts.

5) To prepare the academic calendar and supervise the Uni-

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 - 2) To supervise the various administrative offices.
 - 3) To nominate or appoint members of the University staff, or cause their withdrawal; to determine their salaries, their positions and their duties.
 - 4) To prepare and administer the University budget and to provide for the auditing of the accounts.
 - 5) To prepare the academic calendar and supervise the University publications.
 - 6) To put into effect actions passed by the General Faculty or by the Council, and prepare suitable reports for these bodies.
 - 7) To put into effect actions, pertaining to the internal administration of the University, passed by the Board of managers.
 - 8) To put into effect the regulations of the Ministry of Education.

Section 9. Standing Committees.

- 18. The University may appoint such Standing Committees as circumstances demand.
 - A. Members of the Standing Committees shall be anominated by the Chancellor and elected by the General Faculty.

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- B. The Chairman of the Standing Committees shall be appointed by the Chancellor.
- C. The Chancellor and President, as ex officio members, may attend the meetings of the Standing Committees and either may, on occasion, act as Chairman.
- D. The Standing Committees shall report at least once a year to the General Faculty or to the Council. Other reports may be presented as occasion demands.
- E. Separate regulations will be adopted pertaining to the term of office, the continuity of service, and the duties of the Standing Committees.

Section 10. Special Committees.

19. Special Committees, to be designated in accordance with their functions, may be elected by the General Faculty or by the Council, or appointed by the Chancellor. Such committees shall be disbanded when their tasks are completed.

Chapter V. Departments.

20. In the academic work of the University the units of organization shall be known as Departments.
- A. There shall be a Chairman of each department, to be elected by the members of the department, ratified by the Faculty Executive Committee, and appointed by the Chancellor. The term of office of Chairmen shall be two years and they may be subject to re-election.
 - B. All professors or instructors shall be assigned by the Faculty Executive Committee to particular departments, and after such assignment they shall undertake no work in other departments except by vote of their own departments.
 - C. Each department should hold departmental staff meetings as occasions demand, for the transaction of departmental business. Important decisions should be reported to the College Faculty or to the Council or to the Faculty Executive Committee for ratification, depending on the nature of the business.
 - D. Important matters which departmental meetings should consider are the following:
 - 1) The courses to be offered by the department.
 - 2) Required and elective courses.
 - 3) Standards of achievement in the various courses.
 - 4) Departmental bulletins and announcements.

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- D. Important matters which departmental meetings should consider are the following:
- 1) The courses to be offered by the department.
 - 2) Required and elective courses.
 - 3) Standards of achievement in the various courses.
 - 4) Departmental bulletins and announcements.
 - 5) Departmental budgets.
 - 6) Plans for cooperation between departments.
 - 7) The maintenance and extension of the departments and other departmental business.
- E. The establishment of any new department, the abolition of any old department, or the transfer of any department from one College to another, may take place on the initiative of the department concerned, or of the College to which the department belongs or of the Council. Final decision on such matters will remain with the Council.
- F. Separate regulations will be adopted by each department for the transaction of its business.

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Chapter VI. Members of the Faculty.

21. Members of the Faculty shall be classified according to their qualifications into professors, assistant professors, and instructors.
22. The academic rank of members of the faculty, upon the recommendation of the Chancellor shall be determined by vote of the Faculty Executive Committee. The result shall be reported in writing to the person concerned. Cases of promotion in academic rank shall follow the same procedure.
23. That all professors or instructors who are on the regular staff of the University and receive a full salary from the University shall undertake no paid work outside of the University except by vote of the department to which they belong and of the Faculty Executive Committee.
24. The University may invite lecturers for the work of the departments.

Chapter VII. Offices of Administration.

25. For the administration of its affairs the University shall establish the following offices:
 - A. Tsung Wu Ch'u (Comptroller's Office). This office shall supervise the secretarial office, the business office, the purchasing department, the care and maintenance of buildings and grounds, the operation of the power plant and other matters not included in the functions of the other offices.
 - B. Treasurer's Office. This office shall have charge of the finances and accounts of the University and shall prepare the budget and the financial reports.
 - C. Registrar's Office. This office shall be responsible for the matriculation and registration of students, for the routine of examinations and of graduation regulations, for the filing of students grades and records, and for the compilation of statistical and other reports.
 - D. The Library. The Librarian shall be responsible for the purchase, classification and custody of books and other publications and for the proper administration of the library.
 - E. The Medical Office. The office shall have charge of the public health and sanitation of the University and be responsible for the care and treatment of the sick.
 - F. For each of the above mentioned offices there shall be appointed a responsible head, and associates and assistants may be appointed as circumstances in each office require.
 - G. Each office may organize departments or bureaus, according

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 - E. The Medical Office. The office shall have charge of the public health and sanitation of the University and be responsible for the care and treatment of the sick.
 - F. For each of the above mentioned offices there shall be appointed a responsible head, and associates and assistants may be appointed as circumstances in each office require.
 - G. Each office may organize departments or bureaus, according to the requirements of its affairs.
 - H. Separate regulations will be adopted pertaining to the work of each office.
 - I. For the purpose of correlation and cooperation in the administration of the above mentioned offices and Administrative Committee shall be organized, composed of the heads and vice-heads of the several offices. In addition there shall be three members of the Committee from the Faculty, to be appointed by the President. Separate regulations for the conduct of the Committee's affairs will be adopted.

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Chapter VII. The General Faculty Meeting.

26. The General Faculty shall exercise control over University affairs.

A. The members shall be the following:

- 1) The Chancellor of the University who shall be the Chairman.
- 2) The President who shall be Vice-Chairman.
- 3) The Directors in the Graduate Division. (Pending its organization, the Chairman of the Graduate Division Committee)
- 4) The Deans of the Undergraduate Colleges.
- 5) The Dean of the College for Women.
- 6) The Directors of Student Welfare.
- 7) Professors, Assistant Professors, Lecturers and Instructors, But lecturers and part-time instructors shall not have the power to vote.
- 8) The heads and vice-heads of the several administrative offices.

B. The functions of the General Faculty shall include the following:

- 1) To establish the academic regulations of the University.
- 2) To establish the administrative regulations of the University.
- 3) To supervise or establish disciplinary measures to be executed by the Chancellor and President, the Directors of the Graduate Division, the Deans of the Undergraduate Colleges, the Dean of the College for Women and the Directors of Student Welfare.
- 4) To supervise and regulate student life and extra-curricular activities in the University.
- 5) To elect three representatives of the Faculty on the Board of Managers. Separate regulations shall be adopted pertaining to the method of election.
- 6) To discuss matters concerning the welfare of members of the University staff.

C. Meetings.

- 1) There shall be four stated meetings of the General Faculty each year, to meet at the call of the Chancellor.

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- 5) To elect three representatives of the Faculty on the Board of Managers. Separate regulations shall be adopted pertaining to the method of election.
- 6) To discuss matters concerning the welfare of members of the University staff.

C. Meetings.

- 1) There shall be four stated meetings of the General Faculty each year, to meet at the call of the Chancellor. The dates of these meetings shall be fixed in the by-laws.
- 2) Special meetings may be held at the call of the Chancellor or upon the petition of seven members of the Faculty.

D. In the meetings of the General Faculty the presence of one-third of the voting membership shall constitute a quorum.

E. Separate by-laws for the conduct of business shall be established.

Chapter IX. The University Council.

27. The University shall establish a Council.

A. The Members of the Council shall be the following:

- 1) The Chancellor, who shall serve as Chairman.

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- 2) The President, who shall serve as Vice-Chairman.
- 3) The Directors in the Graduate Division. (Pending its organization, the Chairman of the Graduate Division Committee)
- 4) The Deans of the Undergraduate Colleges.
- 5) The Dean of the College for Women.
- 6) The Directors of Student Welfare.
- 7) The Chairman of each Department in the University.
- 8) Ten elected representatives from the General Faculty, five of whom shall be members of the College for Women.
- 9) The heads of the several administrative offices.
- 10) Additional representatives of the College for Women if necessary, so that the number of members from this may be one-third of the total membership of the Council.
- 11) All full professors may attend meetings and participate in discussion.

B. The Functions of the Council shall be the following:

- 1) To serve as an ad interim body for the General Faculty and consider matters referred to it by the General Faculty.
- 2) To devise and adopt plans for academic and administrative affairs in the University.
- 3) To approve candidates for degrees recommended from the Graduate Division or by the Undergraduate Colleges.
- 4) To consider matters referred to it by the Chancellor and President, and from the Graduate Division, the Undergraduate Colleges, and the College for Women.

C. The actions of the Council shall be reported to the General Faculty.

D. The Council shall hold stated meetings once a month.

E. Special meetings may be called by the Chancellor, or upon the petition of four or more members of the Council.

F. In all stated or special meetings the presence of more than one-third of the membership of the Council shall constitute a quorum.

G. The Council may appoint committees responsible to itself for the consideration of special matters of importance. Such committees shall be elected by the Council or appointed by the Chairman.

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H. Separate regulations for the conduct of Council meetings shall be established.

Chapter X. The Faculties of the Divisions of the University.

28. There shall be organizations of the Faculties in the Graduate Divisions, of the Undergraduate Colleges, and of the College for Women.

A. These several Faculties shall have general control of affairs in their respective divisions. In case of matters affecting other divisions, a Faculty shall deal with such through the agency of the General Faculty or of the Council.

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- B. In case any Faculty, with respect to its own affairs, wishes to deal with the Board of Managers, or with the committees of the Board, or with other divisions in the University, it may do so through the medium of the Chancellor or President.
- C. Each Faculty may establish by-laws determining its own form of organization and conduct of business.

Chapter XI. Subsidiary Regulations.

- 29. The present constitution shall become effective when passed by the Board of Managers, and approved by the Ministry of Education, through the "National University of Peiping".
- 30. This constitution may be revised by a majority vote of the entire membership of the General Faculty, duly ratified by the Board of Managers and reported to the Ministry of Education. But notice of the proposed revision must be sent to all members of the Faculty at least one week in advance of the meeting.

Yenching University.

As Revised, February 22, 1929.

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SUGGESTIONS OF SUB-COMMITTEE AS TO CHANGES IN THE BY-LAWS
OF THE BOARD OF MANAGERS

The Sub-committee recommends that the Board of Trustees suggest to the Board of Managers that they consider the amendment of their By-Laws as may be necessary to incorporate the following provisions:-

1. Provide for adequate representation of women on the Board of Managers and all its important committees, particularly the Executive Committee, the Finance Committee, and the Grounds and Buildings Committee.
2. Provide for placing in the hands of the Finance Committee responsibility for the preparation of the budget for the entire University, and general supervision of the funds of the entire University.
3. Provide for handling of funds of the entire University by the Field Treasurer, under such restrictions as may be desirable.
4. Provide for the continuance of such representation on the General Faculty Executive and Finance Committees, the University Council, and in the offices of the Field Treasurer and the Dean of Instruction as shall make possible the fullest possible presentation and consideration of all points of view on all academic or other policies affecting both men and women students.

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