

# KALAMAZOO COLLEGE

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CHARTER AND AMENDMENTS

AND

BY-LAWS

AS AMENDED

OF THE BOARD OF TRUSTEES.

JUNE 1906.

**THE ROOKUS PRINTING HOUSE,**

**GRAND RAPIDS, MICH.**

# Charter and Amendments.

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## AN ACT TO INCORPORATE THE MICHIGAN AND HURON INSTITUTE.

SECTION 1. *Be it enacted by the Legislative Council of the Territory of Michigan*, That from and after the passage of this Act, Caleb Eldred, Wm. Meek, Wm. Duncan, H. H. Comstock, Nathaniel Millard, John Clark, F. P. Browning, Anson Brown, John Booth, B. B. Kercheval, Thomas W. Merrill, John S. Twiss, C. H. Swain, Robert Powell, Stephen Goodman, and C. A. Lamb, of said Territory be, and they and their successors are hereby made, constituted and established a body politic and corporate, with perpetual succession, by the name and style of "The Michigan and Huron Institute," and by that name and style they and their successors shall forever be able and capable in law of suing and being sued, impleading and being impleaded, answering and being answered unto, in all suits and causes whatsoever in law and equity, and to have and use a common seal, and the same to alter at pleasure.

SECTION 2. Said Trustees shall establish in said Territory, within the space of four years from the passage of this Act, at such place as they may judge best, a literary institute (on the manual labor or self-supporting system), to promote the knowledge of all those branches of education usually taught in academic and collegiate institutions; they shall have and are hereby vested with power to acquire and dispose of

such property, both real and personal, by donation, gift, grant, or otherwise, as may be necessary for promoting the objects of their incorporation: *Provided*, The same shall at no time exceed the value of Fifty Thousand Dollars, and in case it be acquired by gift or donation, shall be at all times strictly applied according to the intent of the giver or donor; they shall have power to make By-Laws and Regulations necessary and proper for conducting the business and securing the objects of the corporation: *Provided*, The same be consistent with the constitution and laws of the United States, and the laws of this Territory.

SECTION 3, AS AMENDED, MARCH 15TH, 1887.  
The said Caleb Eldred, Wm. Meek, Wm. Duncan, H. H. Comstock, Nathaniel Millard, John Clark, F. P. Browning, Anson Brown, John Booth, B. B. Kercheval, Thomas W. Merrill, John S. Twiss, C. H. Swain, Robert Powell, Stephen Goodman, and C. A. Lamb, and their successors in office shall be the trustees of said Kalamazoo College, and shall have and exercise the power and franchise herein granted, until others be, in the manner herein provided, elected or appointed in their places, they and their successors shall, by election by ballot, supply all vacancies, whether caused by death, resignation, or other means, and said Board of Trustees and their successors in office shall annually appoint from their number, which shall never exceed thirty-six (36), a chairman, who shall preside at the meetings of said Board of Trustees, and give the casting vote in case of equal division, who shall have and exercise all the powers conferred by law on the president of the Board of Trustees of said College, and who shall be, when elected or appointed, a member in good standing of a regular Baptist Church, a secretary who shall register the proceedings of said meetings, and a treasurer

who shall keep the books and funds of said college, subject at all times to the control, inspection and government of said Board of Trustees. Nine (9) of said Trustees shall be a quorum for the transaction of business.

SECTION 4, AS AMENDED MARCH 15, 1887. At the first meeting of said Board of Trustees they shall divide themselves into three classes of one-third of the whole number each. The term of office of the first class shall terminate at the expiration of the first year. The term of office of the second class shall terminate at the end of the second year. The term of office of the third class shall terminate at the end of the third year, so that one third of the number of trustees shall be chosen by said Board of Trustees annually by ballot: *Provided*, That not less than three-fourths of the Trustees chosen each year shall be, when chosen, members in good standing of regular Baptist Churches.

SECTION 5. This Act shall take effect and be in force from and after the first day of February next.

Approved April 22, 1883. Vol. III., Territorial Laws, pp. 1131-1132.

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AN ACT TO AMEND AN ACT ENTITLED "AN ACT TO INCORPORATE THE MICHIGAN AND HURON INSTITUTE."—LAWS 1887, PP. 215-216.

SECTION I. *Be it enacted by the Senate and House of Representatives of the State of Michigan*, That from and after the passage of this Act, the Michigan and Huron institute, located at Kalamazoo, shall be and the same is hereby known by the name and style of the Kalamazoo Literary Institute.

SECTION 2, AS AMENDED MARCH 15TH, 1887. The trustees shall faithfully apply all funds by them collected or hereafter collected, according to their best judgment, in erecting suitable buildings; in supporting suitable instructors, officers and agents; in procuring books, maps, charts, globes, philosophical, chemical and other instruments and apparatus necessary to aid in the promotion of sound learning in said institution: *Provided*, that the President or other chief executive of the instructors and faculty of said institution shall be, when appointed by said trustees, a member in good standing of a regular Baptist Church.

SECTION 3. The Treasurer of the said Institute, and all other agents, when required by the Trustees, shall, before entering upon the duties of their office, give bonds for the security of said corporation in such penal sum as the Board of Trustees shall require.

SECTION 4. All process against such corporation shall be by summons; the services of the same shall be by leaving an attested copy of the same with the Treasurer of the corporation at least thirty days before the return day thereof.

SECTION 5. The said Institute and Departments shall be open to all Christian denominations, and the profession of any religious faith shall not be required of those who become students; all persons may, however, be expelled or suspended from the privileges of said Institution, whose habits are idle or vicious, or whose moral character is bad.

SECTION 6, AS AMENDED MAY 11TH, 1877, AND MARCH 26TH, 1903 Said corporation may receive by purchase, gift, grant or donation for the use and benefit of said corporation, any real estate, money or personal property, and said corporation may hold the real estate, money or personal property so acquired.

SECTION 7. It shall be at all times open to the inspection of any Committee or other agent appointed by the legislature, and it shall be the duty of the officers of said Institute at all times to exhibit to any committee or agent appointed by the legislature, a full and complete statement of the general or particular concerns of the Institute.

SECTION 8. It shall be at all times competent for the legislature to alter or amend this Act, by a vote of two-thirds of each house.

SECTION 9. So much of the Act to which this is an amendment as contravenes the provisions of this Act, is hereby repealed.

Approved March 21st, 1837.

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AN ACT TO ENABLE THE PRESIDENT OF THE BOARD OF TRUSTEES OF THE KALAMAZOO LITERARY INSTITUTE TO SELL AND CONVEY REAL ESTATE.—ACT No. 1. LAWS, 1837, PP. 49-50.

SECTION 1. *Be it enacted by the Senate and House of Representatives of the State of Michigan.* That the President of the Board of Trustees of the Kalamazoo Literary Institute be and he is hereby authorized and empowered to sell, and convey by proper deeds and assurances, such parts or portions of the lands and real estate belonging to said Institute, and for such consideration, and on such terms and conditions as the Trustees of said Institute, or a majority of them, at any meeting, regularly called, may direct to be sold and conveyed: *Provided*, Such terms and conditions be not inconsistent with the provisions of an Act entitled "An Act to incorporate the Michigan and Huron Institute," and the Act to amend the same, approved March 21, A. D. 1837.

SECTION 2. That before the said President shall sell and convey any such lands or real estate, he shall execute to the said Trustees and their successors in office, a bond, with such surety or sureties as shall be deemed sufficient by said Trustees, or a majority of them, for the faithful application of the moneys or proceeds of such sale or sales, according to the provisions of an Act entitled, "An Act to amend an Act entitled 'An Act to incorporate the Michigan and Huron Institute,'" approved on the 21st day of March A. D. 1837, and according to the By-Laws or Regulations of said Institute.

SECTION 3. That all Acts and parts of Acts inconsistent with the provisions of this Act, be, and the same are hereby repealed.

Approved June 29th, 1838.

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AN ACT SUPPLEMENTAL TO AN ACT PASSED  
MARCH 21, 1837, AMENDATORY OF AN ACT  
TO INCORPORATE THE MICHIGAN AND  
HURON INSTITUTE.--ACT No. 72, LAWS 1855,  
PP. 138-139.

SECTION 1. *The People of the State of Michigan enact*, That from and after the passage of this Act, the Kalamazoo Literary Institute, located at Kalamazoo, shall be, and the same is hereby known by the name of the Kalamazoo College, and that the Trustees thereof shall have power to confer the honors and degrees usually granted by collegiate institutions, upon such persons as may be recommended by the professors of said institution to be worthy thereof: *Provided*,



That the primary degrees shall not be conferred on any students who shall not have passed through a course of studies equivalent to, and as thorough as that prescribed by the Regents of the University of Michigan for candidates for degrees.

This Act shall take immediate effect.

Approved February 10th, 1855.



# BY-LAWS

OF

## Board of Trustees of Kalamazoo College

ADOPTED JUNE 15, 1897.

Amended June 20, 1899 and June 19, 1906.

### CHAPTER I.

#### MEETINGS.

SECTION 1. The annual meeting of the board of trustees shall be held on the Tuesday next preceding the June Commencement.

SECTION 2. Special meetings may be called by the Chairman, or in his absence, by the Secretary, upon the request in writing of five (5) other Trustees

SECTION 3. Notice shall be sent by the Secretary to each Trustee, at least ten (10) days before the annual, and five (5) days before the special meetings.

SECTION 4. The order of business shall be as follows :

1. Prayer.
2. Reading, correction and approval of minutes of the last meetings.
3. Minutes of Executive Committee.
4. Report of Treasurer, Auditor, Attorney and Steward.
5. Report of President of the College.
6. Reports from Standing and Special Committees.
7. Presentation of Petitions, Memorials and other communications, and consideration thereof.
8. Unfinished and miscellaneous business, of which a docket shall always be kept by the Secretary.

SECTION. 5. Any question of priority of business shall be decided by the Chair without debate.

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**CHAPTER II.****ELECTION OF OFFICERS.**

"SECTION 1, AS AMENDED JUNE 20TH, 1899. At the annual meeting in each year, there shall be an election by ballot of a Chairman, a Vice-Chairman, a Secretary, a Treasurer, an Auditor, an Attorney and a Steward."

"SECTION 1½, ADDED JUNE 20, 1899. The Vice-Chairman shall perform all the duties prescribed in these By-Laws to be performed by the Chairman, in the absence or inability of the Chairman to be present, or during the disability of the Chairman to act, through sickness or any other cause, and his acts in that regard shall have the same force and effect as if performed by the Chairman."

SECTION 2. The Board may from time to time appoint such Professors, Instructors, Librarian, Janitor or any subordinate officers, or employes, as they may deem necessary.

SECTION 3. All such appointees of the Board shall be elected at such time, or times, in such manner, and hold their offices for such term, as the Board shall by resolution direct.

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**CHAPTER III.****DUTIES OF OFFICERS.**

SECTION 1. CHAIRMAN OF THE BOARD. The Chairman shall preside at all meetings of the board, and shall be *ex officio*, a member of the Executive Committee, and, in general, shall perform the duties usually laid upon such an officer: All legal papers, except assignments and discharges of mortgages, duly authorized by the board, or finance committee, shall be executed by the chairman, with the Treasurer.

SECTION 2. SECRETARY OF THE BOARD. The Secretary shall notify the trustees and committees, in writing, of all meetings, to be held; shall keep the minutes of the board; shall receive communications, and sub-

mit them to the appropriate committees, and, in general, perform such duties as pertain to his office, or such as the board shall by resolution require.

SECTION 3. TREASURER. AS AMENDED JUNE 20TH, 1899 AND JUNE 19TH, 1906. The Treasurer shall keep full and accurate books of account, in which shall be entered all the financial transactions of the College. Under the direction and advice of the finance committee, he shall have the care and custody of all funds of the College; it shall be his duty to collect promptly all moneys and obligations due the College. He shall deposit, in the name of the College, all funds received by him in depositories, approved by the finance committee. He shall make report to the board at each annual meeting, and, also, at such other times as the board may require. The annual report shall include a full statement of the financial condition of the corporation, and a careful estimate of receipts and expenses for the ensuing year. He shall be, *ex officio*, member of the Executive Committee, and at each regular meeting, shall render a statement of the financial condition and outlook. All legal papers (such as land contracts, deeds conveying the title of real estate, bonds, or any such others as may from time to time be necessary for the transaction of the financial business of the board) shall be executed by himself with the chairman, and he shall have charge of the College seal. The Treasurer is authorized to execute and deliver such assignments or discharge of mortgages running to the College as may be necessary for the proper discharge of the duties of his office. The Treasurer is also authorized to sell and transfer any stocks, bonds or other securities owned by the College, whether standing in the name of the College, or the Board of Trustees, or in the name of its Treasurer, subject to the approval of the Finance Committee.

At the termination of his official duties, he shall deliver all funds, books and papers belonging to the College, to his successor in office.

SECTION 4. AUDITOR. The Auditor shall make a careful examination of the Treasurer's annual report, certifying to the board, in writing, his approval of the accounts and vouchers, and, in general, shall perform the duties usually laid upon such an officer.

SECTION 5. The Attorney shall perform the usual duties pertaining to that office.

SECTION 6. STEWARD. The Steward shall serve under the direction of the Executive Committee and Treasurer, and shall have immediate supervision of the collection of tuition, room rent, and all other miscellaneous revenues, and all expenditures for services, repairs and supplies; he shall keep a faithful record of the same; and he shall place his official countersign on all invoices, bills and orders before their presentation to the Treasurer for payment; and shall make payment and report to the Treasurer at such time as the Treasurer shall request.

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#### CHAPTER IV.

#### COMMITTEES.

SECTION 1 At the annual meeting in each year, there shall be appointed the following standing committees:

1. Finance Committee.
2. Executive Committee
3. Examining Committee.
4. Committee on Ladies' Hall.
5. Committee on Faculty.
6. Committee on Buildings and Grounds.
7. Committee on Aid to Students.
8. Such other Committee, or Committees as the board may by resolution create.

These committees shall serve for one year, (except the Committee on Ladies' Hall) or during the pleasure of the Board of Trustees, who may at any time modify or change said committees.

SECTION 2. The Finance Committee shall consist of five members of the board, and the Treasurer, *ex officio*, and shall transact all such financial business as may from time to time be authorized, or required, by the board.

SECTION 3. The Executive Committee shall consist of five members of the board and the Chairman and Treasurer, *ex officio*, and shall have the general direction and oversight of the College when the board is not in session, transacting all such business as may from time to time be authorized, or required by the board. Meetings shall be held upon the call of the Chairman, or upon the request of two (2) members. Four shall constitute a quorum. They shall choose a Chairman and Secretary, and keep in a permanent book a faithful record of all their proceedings, which shall be read at the annual meetings of the board, and at such other times as the board may direct. They shall have power to fill vacancies among the appointees of the board, until the board's next meeting. They shall monthly issue orders on the Treasurer for the payment of all salaries, when due, and when certified by the Steward, for all supplies, repairs, fuel, etc.; these orders shall be drawn and signed by the Secretary of the Executive Committee, and countersigned by the Chairman.

SECTION 4. The Examining Committee shall consist of three (3) persons, and shall faithfully visit each class in the College, gaining full information regarding the amount and character of the work done in the various departments of instruction. At the annual meeting. they shall present, in writing, a full and

faithful report of their investigations during the year. The necessary traveling expenses of this committee shall be paid by the board.

**SECTION 5.** The Committee on Ladies' Hall shall consist of six (6) members who shall hold office for the term of three years; the term of two members expiring each year. Said committee shall have charge of all the affairs of the Hall.

**SECTION 6.** The Committee on Faculty shall consist of five (5) members; shall fill any vacancies existing in the Faculty, and shall recommend to the board, or the Executive Committee, such changes as in their judgment, they shall deem wise. The President of the College, and Chairman of the Board, shall be exofficio members of this committee.

**SECTION 7.** The Committee on Buildings and Grounds shall consist of five (5) members, and shall have charge of the buildings and grounds at Kalamazoo and direction of all improvements and repairs. The Steward shall act under their direction in all matters pertaining to the buildings and grounds.

**SECTION 8.** The Committee on Aid to Students shall have charge of the disbursements of all funds of the board devoted to the aid of students, and on a vote of a majority of the said committee, the chairman shall draw the necessary orders upon the Treasurer of the board. This committee shall work in connection with the committee of the Baptist State Convention, known as the Committee on Kalamazoo College and Christian Education. This committee shall consist of two members of the board and the President of the College. The President of the College shall be Chairman.

**SECTION 9.** The other standing committee, or committees, if any, created by the board, shall perform such duties as the board shall, by resolution, prescribe.

SECTION 10. These committees, when the board is not in session, shall act under the direction of the Executive Committee.

*CHAPTER V.*  
THE FACULTY.

SECTION 1. The President of the College shall be elected by ballot, a three-fourths ( $\frac{3}{4}$ ) vote of those present being necessary to a choice. He shall be Chairman and executive officer of the Faculty, and shall be responsible to the board for the internal administration of the College. He shall serve as Professor of Moral and Intellectual Philosophy, unless the board otherwise direct. He shall be notified of the meetings of the board and Executive Committee, and shall attend the same except when matters relating to himself may require discussion. He shall present at the annual meeting of the board, and oftener, if required, a full report of the internal condition of the College, giving a summary of the work undertaken and accomplished by the President and Faculty.

SECTION 2. The Professors and other instructors shall be elected by ballot, a two-thirds ( $\frac{2}{3}$ ) vote of those present being necessary to a choice. They shall give instruction as required in the department assigned; shall faithfully administer the trust laid upon them by the trustees; shall give attention, as far as may be possible, to the moral and spiritual education of their pupils, in accordance with the aims and purposes of a Christian College.

SECTION 3. All Professors and instructors are responsible for the order and proper discipline and management of their own classes. The general discipline of the institution is placed in the hands of the Faculty, under rules and regulations adopted by the Board and Trustees, but all persons suspended or expelled shall have a right to appeal to the Board.



SECTION 4. The Secretary shall be chosen annually. He shall keep records of the proceedings of the Faculty, of the studies pursued and examinations met each term by each student, and shall, when desired by the Faculty, communicate official messages from the Faculty to students, or to their parents or guardians.

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*CHAPTER VI.*

AMENDMENTS.

SECTION 1. These By-Laws may be altered or amended by a majority vote at any meeting of the board, ten days written or printed notice having been sent to each trustee, stating the proposed amendment

SECTION 2. All By-Laws not herein enacted, are repealed.

**KALAMAZOO COLLEGE.**

**Office of the Secretary.**

KALAMAZOO, MICH. \_\_\_\_\_ 1906.

THIS IS TO CERTIFY that the foregoing is a true and correct copy of the By-Laws of the Board of Trustees of Kalamazoo College in force at this date.

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Secretary,  
Board of Trustees,  
Kalamazoo College.