

I. UNIVERSITY ORGANIZATION AND GOVERNANCE

The organizational structure of the Southern Nazarene University (hereafter "University"), both external and internal, is represented by the organizational chart shown in Figure 1. Control is vested in a Board of Trustees elected by the districts comprising the South Central Region of the Church of the Nazarene (hereafter "the Church"). Major policy formation and the overall direction of the Southern Nazarene University are the responsibility of the trustees.

I-A THE BOARD OF TRUSTEES

I-A-1 Membership

Membership of University Board of Trustees consists of representatives from the supporting districts of the South Central Region of the Church of the Nazarene. The district superintendent from each of the region's districts shall be an ex officio voting member of the board. Additionally, each district shall elect one trustee for every 3,000 members or portion thereof (e.g., one trustee for 3,000 members or less, two trustees for 3,001 to 6,000 members, etc.). The number of trustees elected by a district at its annual District Assembly is based on its officially reported number of "full members" at the end of the church year immediately preceding the assembly. The presidents of the following four entities or organizations shall be ex officio voting members of the board: Southern Nazarene University; the Southern Nazarene University Alumni Association; the Southern Nazarene University Foundation ("Foundation"); and the region's Nazarene Youth International Council. Three at-large members are elected by the board. It is the intent of the board for its membership to include an approximately equal number of clergy and laypersons. Therefore, within the district representation for an individual district, the total number of pastors elected as trustees (not including the district superintendent) may not exceed the number of laypersons elected as trustees. Further, the three at-large members are laypersons.

I-A-2 Duties and Responsibilities

- A. Elects the University's president, i.e., the chief executive officer of the University.
- B. On the recommendation of the president, elects all administrative and necessary officers and faculty members.
- C. Gives final approval to the recommended academic rank of faculty members.
- D. Defines powers and duties and employment of all staff and faculty in harmony with bylaws; determines salaries and terms of office.
- E. Approves general policies for the control of the University including fiscal management, investment of funds, building and grounds, and master planning for future development.
- F. Approves the budget and keeps operational expenses within the limits of the available income.
- G. Approves tuition charges and fees, on recommendation of the president.
- H. Upon recommendation of the president, grants all degrees and diplomas to candidates who have completed the required work including conferring honorary degrees and citations recommended by the Honorary Degree Committee.
- I. Becomes conversant with the aims and purposes of the University.
- J. Approves the broad educational policies of the University to the end of achieving its stated mission.

I-A-3 Officers of the Board

- A. Chair (elected by the Board of Trustees biannually)
 1. Responsibilities:
 - a. Presides at all meetings of full Board of Trustees and of Executive Committee of the Board of Trustees.
 - b. Enforces due observance of bylaws and rules or order.
 - c. Appoints all ad hoc committees.
 - d. Performs such other duties as the office shall require.
 - e. With secretary of the board and the president of the University, signs all diplomas and certificates of degrees.
 - f. Requests the board secretary to call special meetings of the board.
- B. Secretary of the Board
 1. Responsibilities:
 - a. Keeps records of all meetings.
 - b. Has charge of books and documents pertaining to the office.

- c. Signs and executes all deeds and mortgages, and conveyances for the transfer of property.
- d. With the president of the University and chair of the board signs all diplomas and certificates of degrees.
- e. Affixes seal of the University to contracts and other official documents.
- f. Performs such other duties as pertain to the office.
- g. Sees that all notices are duly given in accordance with provisions of the bylaws as required by law.
- h. Upon request of the chair of the board, six members of the board, or the president of the University calls special meetings of the board, stating nature of business. Ten days mailed notice must be given.

I-A-4 Faculty and Student Representatives.

The bylaws of the University provide that faculty members, elected by the faculty, and students, elected by the student body, are representatives to the biannual meetings of the Board of Trustees. The number of each shall be the same as the number of standing committees of the Board of Trustees. Representatives shall have the privilege of the floor but without votes.

I-B **UNIVERSITY ADMINISTRATION**

I-B-1 Major Officers

- A. Responsible to the president of the University are:
 1. Provost of the University
 2. Vice President for Financial and Business Affairs
 3. Vice President for University Advancement and Church Relations
 4. Vice President for Student Development
 5. Vice President for Spiritual Development
 6. Vice President for Enrollment Management
- B. The above officers are elected by the Board of Trustees on nomination of the University president.

I-B-2 Responsibilities of Major Officers

- A. Each of the major offices shares the following responsibilities common to all:
 1. To fulfill the objectives of the administration through a united approach to the Board of Trustees, the faculty, the student body and various "publics" of the University.
 2. To respect the spheres of authority and responsibility of each of the other officers.
 3. To recommend to the president plans and initiatives of each of the officers.
 4. To equip and staff the administrative areas, subject to the approval of the president and the Board of Trustees.
 5. To serve as the major advisor on budget development for each area.
 6. To prepare reports on work and concerns as requested or agreed on by the president.
- B. Additional responsibilities, duties and relationships of the major officers are included in the chapter on administrative organization.