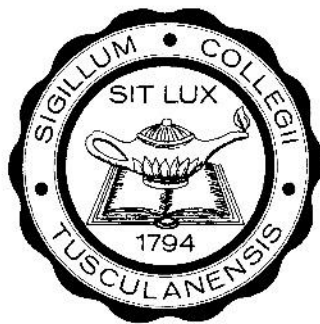




# Bylaws



Adopted by the Board of Trustees on May 15, 1999  
Most recent changes: October 7, 2010

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## **Article I. Statement of Purpose**

The Purpose of Tusculum College (hereafter referred to as the “College”), a valid corporation chartered and organized under the laws of the State of Tennessee, is to promote, maintain, and conduct a college dedicated to the intellectual development of students who will be committed to serve society by using their talent, experience, and education.

The development of intellectually well prepared, socially conscious students with a life-long respect and thirst for knowledge is dependent on a highly qualified, motivated, socially conscious, and appropriately compensated faculty teaching in classes that encourage personal attention and close relationships.

Through its affiliation with the Presbyterian Church (U.S.A.), the College also emphasizes an environment for self-discovery, character enrichment through religious studies, and a sense of responsibility to society, family, and God.

Further purposes of the College are to have and execute all powers and rights conferred by the laws of Tennessee on corporations of similar kind and character.

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## **Article II. Powers and Duties of the Board of Trustees**

The Board of Trustees will have and exercise the corporate powers prescribed by law. The Board of Trustees will function as the Board of Directors of the corporation. Its primary function will be establishing policies for sound management of the College’s resources and for its educational and financial processes. Additionally, the Board will have the power to carry out any other functions that are permitted by these Bylaws or by the articles of the Amended and Restated Charter of Incorporation of Tusculum College, dated the 10<sup>th</sup> day of October, 1992, hereafter referred to as the “Charter.” These powers include but are not limited to:

1. Determine and periodically review the corporate purposes and the Mission, Vision, and Values Statements of the College;
2. Appoint the President of the College. In the event of a vacancy in the Office of the President, or in the event of the President’s inability to fulfill duties, the Board may appoint an Acting or Interim President and may appoint a special Presidential Search Committee to submit nominations of candidates to the Board for the Office of the President.
3. Establish, review, and approve changes in the educational programs of the College;
4. Approve procedures regarding appointment, promotion, and dismissal of faculty members and approve recommendations for promotion;
5. Approve such policies that protect academic freedom and contribute to the best possible environment for the faculty to teach, pursue their scholarship, and perform public service;
6. Approve institutional personnel and anti-discrimination policies bearing on appointment, promotion, and dismissal for all other categories of employees;
7. Elect the officers and members of the Board and remove them with or without cause.
8. Approve and authorize all earned and honorary degrees;
9. Approve and review the annual budget of the College;
10. Establish policy guidelines for protection of endowment through exercise of its fiduciary responsibility, including borrowing against the endowment;
11. Approve major investments, investment policy, and all significant fundraising efforts;
12. Authorize the purchase, management, lease, or sale of all land, buildings, or major equipment for use by the College; and, accordingly, authorize the disposition of same;
13. Authorize the construction of new buildings and major renovations of existing buildings;
14. Authorize any changes in tuition and fees within the College;
15. Authorize officers or agents of the College to accept gifts or bequests on behalf of the College;

16. Authorize the incurring of debts by the College and securing thereof by mortgage and pledge of real and personal property, tangible and intangible;

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## Article III. Membership of the Board of Trustees

**Section 1.** The Board of Trustees will consist of a maximum of forty-five (45) members with a minimum of twenty-one (21) members.

**Section 2.** The Board will consist of three classes, approximately equal in number, not to exceed 15 in one class. A class will serve for three years. The three classes will be staggered in time with only one class standing for election at each Annual Meeting. The trustees of the College will be elected by the Board of Trustees upon the recommendation of the Trusteeship Committee.

**Section 3.** The Trusteeship Committee may propose the required number of names for the next class of Trustees at the Annual Meeting in the fall. The Trusteeship Committee may also propose names to fill existing vacancies to other classes at the Annual Meeting anytime the number of Trustees is less than 45.

**Section 4.** Trustees will serve for three-year terms that begin with election and end with the conclusion of the Annual Meeting in the Fall and may succeed themselves in office, if nominated and elected.

**Section 5.** Subject to compliance with Tennessee and federal law, any Trustee may be removed from office at any meeting of the Board of Trustees, in accordance with the following procedures:

- Motion for removal to be brought by the Committee on Trusteeship with a simple majority of the committee carrying the motion to the full Board
- Cause for removal may include, but not be limited to, one or more of the following:
  - Failure to disclose a conflict of interest
  - Significant lack of attendance as judged by the Committee on Trusteeship
  - Failure to meet expectations of financial and/or service contributions
  - Conduct unbecoming a representative of the College
  - Misuse of position for personal, professional, or other advantage
  - Other criteria deemed reasonable by the Board
- Removal requires two-thirds majority of the Trustees currently in office

A Trustee, once removed, may appeal the process to the Executive Committee which has the option to sustain the Board's decision (in which case the decision is final) or to return the decision to the full Board for another vote. Either Committee decision requires a simple majority. If the decision is returned to the full Board, a two-thirds majority again is needed to remove the Trustee. The decision of the full Board at this stage is the final decision.

**Section 6.** Any vacancy on the Board of Trustees may be filled by the remaining Trustees through a special election at any regular meeting of the Board by a vote of a majority of trustees then in office. The Trusteeship Committee will propose candidate Trustees to fill said vacancies.

**Section 7.** A trustee, upon recommendation of the Trusteeship Committee, may be elected by a majority of the Board then in office as a Life Trustee. Life Trustees will be distinguished members of the Board who have provided valuable service to the College. They will be entitled, for the balance of their lives, to be sent all reports and information sent to all other members of the Board, will be invited to all Board meetings and Committee meetings of their choice, and will be given the privileges of the floor, except the vote.

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## Article IV. Officers of the College

**Section 1.** The Officers of the College will be the Chair, Vice Chair, Secretary, and Treasurer of the Board of Trustees, the President of the College, and such other officers as may be deemed necessary. The Chair, Vice Chair, Secretary, and Treasurer will serve for terms of one year or until their successors are elected. The President will serve at the pleasure of the Board of Trustees. Unless a vacancy occurs at another time, elections for officers of the College, except the President, will be held at the Annual Meeting of the Board in the fall. Those elected will begin their term of office at the conclusion of said meeting. A vacancy in any office, except that of the President, may be filled at any time by temporary appointment by the Chair. The

temporary appointee will serve in the office until the Trusteeship Committee will nominate a Trustee to fill the vacant office, according to Article II, Section 7. The subsequent election by the Board will occur no later than the next regularly scheduled meeting of the Board.

**Section 2.** The Chair, Vice Chair, Secretary, and Treasurer will be members of the Board of Trustees.

**Section 3.** The Board or Executive Committee may approve the appointment of other officers, such as Assistant Treasurer or an Assistant Secretary, upon recommendation of the President. Such officers will hold office at the discretion of the Board of Trustees and will be subject to removal by a vote of the Board of Trustees.

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## **Article V. Powers and Duties of the Chair and Vice Chair**

The Chair of the Board will preside at the meetings of the Board and will discharge the duties that ordinarily pertain to that office. The Chair will have the right to vote on all questions, will appoint all members of committees, and will have other powers and duties as the Board may from time to time prescribe. The Chair will sign, with the President or Chief Academic Officer, all diplomas and public citations issued in the name of the College and will execute, with the Secretary attesting, all contracts and instruments authorized by authority of the Board requiring his signature.

In the absence or pleasure of the Chair, the Vice Chair will perform the duties of the Chair and will have such other powers and duties as the Board may from time to time prescribe. The Vice Chair may also be designated as a committee chair.

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## **Article VI. Powers and Duties of the Secretary**

The Secretary will have custody of the Seal of the College and will attest to and affix said seal to such documents as required in the business of the College including, but not limited to, deeds, bonds, mortgages, agreements, contracts, abstracts of resolutions, minutes, and Bylaws issued pursuant to the authority of the College. The Secretary will delegate affixing the seal to diplomas, evidences of the award of degrees, transcripts, and certificates to the College Registrar and to the Office of the President for such documents as may necessitate the seal. The Secretary will keep a record of the appointments of all committees of the Board of Trustees. The Secretary may delegate giving proper notice of all meetings of the Board of Trustees to the President of the College.

The Secretary will keep, or cause to be kept, a record of the minutes of all meetings of the Board of Trustees and each of its committees. Any of the duties or powers of the Secretary may be delegated to an Assistant Secretary.

The Secretary may be designated as a Committee Chair.

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## **Article VII. Powers and Duties of the Treasurer**

The Treasurer will be responsible for carrying out the mandates of the Board of Trustees and its Finance and Investment Committee in overseeing the financial resources of the College including, but not limited to, cash, securities, stocks, bonds, and other property (personal or real) owned by the College.

The Treasurer may, upon request of the Board of Trustees, furnish a bond, at the College's expense, for the faithful performance and discharge of these duties. The Treasurer will be Chair of the Finance and Investment Committee. Any of the duties or powers of the Treasurer may be delegated to the Chief Financial Officer of the College except serving as the Chair of the Finance and Investment Committee. To the extent the duties have been delegated by the Treasurer to the Chief Financial Officer, the Treasurer is relieved of liability of same.

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## Article VIII. Powers and Duties of the President of the College

The President of the College will be the Chief Executive Officer of the College, and the official adviser to and executive agent of the Board of Trustees and its Executive Committee. The President will, as educational and administrative head of the College, exercise a general superintendence over all the affairs of the institution and bring such matters to the attention of the Board as are appropriate to keep the Board fully informed in meeting its policy-making responsibilities. Furthermore, the President will have power, on behalf of the Trustees, to perform all acts and execute all documents to make effective the actions of the Board, or its Executive Committee, and except as otherwise provided in these Bylaws, will be its *ex officio* member of all committees of the Board without power to vote. The President may execute documents creating financial obligations of the College, the limits, if any, to be set by the Executive Committee or the Board of Trustees as appropriate.

The President will be an ex-officio member of the Board of Trustees without power to vote and will not be counted as a member of the Board or any of its committees for determining a quorum.

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## Article IX. Powers and Duties of the Faculty

The Faculty is charged with developing educational programs in harmony with the Mission Statement of the College. The Faculty will be organized and have authority and responsibilities as provided in its Constitution and Faculty Handbook, both of which are subject to approval by the Board of Trustees upon recommendation of the President. The Faculty's general powers and duties relate to teaching, service, and scholarship. Specifically, the Faculty has responsibility for students' curricular activities by developing and implementing standards for all degree programs offered at the College. In addition, the Faculty coordinates with the administration in developing and delivering co-curricular programming designed to promote student success. The Faculty has responsibility for assuring the competence of its members by developing and implementing faculty assessment to promote the success of its members. The Faculty may make recommendations to the Provost and/or the President concerning any matters of faculty and educational policy.

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## Article X. Meetings

**Section 1.** The Annual Meeting of the Board of Trustees will be held in the fall on such date and place as the Chair of the Board will determine.

**Section 2.** Two regular meetings will be held in addition to the Annual Meeting. One meeting will be held in the winter and the other in the spring, or on such date and place as the President and Chair of the Board will determine.

**Section 3.** Special meetings may be held at the call of any three Board members or the President; it will be the duty of the Chair or the Secretary to call such meetings setting forth the objective of the meeting.

**Section 4.** Written notice of all meetings of the Board of Trustees will be sent by the Secretary to each Trustee at least ten days before the date of the meeting. In the case of special meetings, the notice will state the purpose of the meeting, and no business will be transacted at any meeting that does not relate to the purpose stated.

**Section 5.** Whenever notice is required to be given under the provisions of statutes, or of the Charter, or of these Bylaws, a waiver in writing signed by the persons entitled to said notice, whether before or after the time stated therein, will be deemed equivalent thereto. Attendance at any meeting by a Trustee will be conclusively deemed a waiver of such notice of that meeting unless objection is made at the onset of such meeting to the failure to give proper notice.

**Section 6.** A simple majority of the Trustees in office will be necessary and sufficient to constitute a quorum for the transaction of business, and the act of a majority of the Trustees present and voting at a duly called meeting of the Board or any committee will be the act of the Board of Trustees or that committee, except as may be provided by statute, or by the Charter, or by these Bylaws. In a meeting at which a duly constituted quorum has been declared and during which a member or members must leave the meeting before

the called vote on an issue, the departing member(s) may leave an absentee vote with the chair. Said vote shall be tallied and count toward the quorum count so long as the motion on which the vote is taken is not altered subsequent to the casting of the absentee ballot(s).

**Section 7. Participation by Telecommunications.** Members of the Board of Trustees may participate in a meeting using conference telephone or similar communication equipment, so long as all members participating in the meeting can hear one another.

**Section 8.** *Robert's Rules of Order, newly revised*, shall constitute the ruling authority in all cases that are inconsistent with these Bylaws or any statute.

**Section 9.** An Executive Session of the Board may be scheduled as an integral component of the printed agenda of the annual or regular meeting of the Board and/or may be called by any member of the Board, said motion being duly seconded and approved by a simple majority of the voting members then present. Except by special invitation to non-voting Board members and any others, any voting members and Life Trustees of the Board will attend Executive Sessions. The contents of the Executive Session will not be memorialized in minutes of the annual or regular meetings.

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## **Article XI. Action without Formal Meeting**

Any action required or permitted to be taken by the Board of Trustees or by a committee thereof may be taken without a formal meeting. Such meetings will be conducted by any form the Trustees will decide, including, but not limited to: mail voting, electronic voting, or telecommunications, or any combination thereof. However, a quorum of the Board or a committee must participate, and a written agreement as to the form of the meeting as well as setting forth the action so taken and signed by two-thirds of the members of the Board, or of a committee as the case may be, must be filed with the minutes of the proceedings of the Board and of the Committee.

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## **Article XII. Committees**

**Section 1.** There will be the standing committees specified in this Article. Members of standing committees will be appointed by the Chair of the Board following the Annual Meeting of the Board of Trustees. Except as provided in these Bylaws, the Chair of the Board and the President of the College will be ex-officio members of all standing committees, and each standing committee will include at least three additional trustees. Except where otherwise provided in this article, additional members, including non-voting persons who are not on the Board of Trustees, may be appointed. The Chair of each standing committee and a majority of its members will be Trustees.

**Section 2.** The Board of Trustees may at any time discontinue any of its standing committees for such time as may be determined, and the duties of any committee so discontinued will be performed during such discontinuance by the Executive Committee.

**Section 3.** There may be special or ad hoc committees as the Board of Trustees, the Executive Committee or the Chair may from time to time establish for the discharge of particular duties.

**Section 4.** The Chair of any committee, with the consent of the Chair of the Board, may request the President of the College to appoint a member of the administrative staff to serve as non-voting liaison between the committee and the office of the President. The President will designate such a person to perform that service. Such liaison person will assist the committee in carrying out its duties. At the request of a committee chair, the President may invite one or more members of the faculty, staff, or others to serve as non-voting members of said committee.

**Section 5.** Except as otherwise provided in this article, all standing committees will meet at least two times annually. Standing committees may elect to have executive sessions, which will be open only to members of the Board of Trustees and others by special invitation by the Committee Chair.

**Section 6.** Each standing or ad hoc committee of the Board will review and recommend to the Board programs that enable the College to carry out its Mission, Vision, and Values and meet the goals of the College's Strategic Plan.

**Section 7.** Written notice of all committee meetings of the Board will be sent to each committee member at least ten days before the date of the meeting.

**Section 8.** The staff liaison to each standing committee will prepare minutes of the meeting noting, among other items, those present, absent, brief summaries of reports, brief summaries of discussions, and action items. Said minutes will be sent to the Chair of the committee for approval and subsequently sent promptly to all trustees before subsequent meetings. Content of committee executive sessions will not be included in minutes of the committee meeting.

### **Section 9. Executive Committee**

a) The Executive Committee will have a minimum of seven (7) members, all of whom will be Trustees. The Chair of the Board of Trustees will be the Chair of the Executive Committee. The Vice Chair of the Board, the Secretary, the Treasurer, and the Chair of each committee of the Board will be members of the Executive Committee as will the immediate past Chair of the Board. At-large members may be appointed by the Chair.

b) The Executive Committee will, between meetings of the Board, maintain general supervision of the administration and property of the College. The Committee may not take action inconsistent with any prior act of the Board, dissolve the corporation and surrender its Charter, amend the Charter of the Corporation, award degrees, alter Bylaws, remove or appoint the President of the College, or take any action that has been reserved for a majority of the Board. The Executive Committee may act on behalf of the full Board in emergencies or as empowered to do so by the full Board. The Committee will serve as a point of contact between the Board and the President and administration and will ensure that the Board fulfills its responsibilities. It will oversee the Strategic Plan and the institutional planning process to ensure the continuous improvement of programs and support services by monitoring progress toward goals and objectives and by being provided with progress reports on the status of any pending issues, including accreditation. The Committee will periodically review the Tusculum College Mission, Vision, and Values Statements to maintain congruence with the actual operating procedures and to reflect new growth and development of the College.

c) The Executive Committee will charge a Sub-Committee on the Presidency with the annual review of the President's performance and will comment to the Executive Committee regarding the President's effectiveness, meeting established performance objectives, and other matters related to the well being of the President and the President's family. The Sub-Committee will also make a recommendation to the Executive Committee regarding the President's compensation.

d) The Executive Committee also will develop procedures to ensure compliance with the Board's Conflicts of Interest policy as contained in these Bylaws.

e) The Executive Committee will meet at least three times a year. Special meetings will be called on the written request of the Chair or at least three of its members.

f) The Executive Committee will approve changes to the Bylaws when such proposed changes are submitted to it by the Trusteeship Committee before being submitted to the full Board.

### **Section 10. Academic Affairs Committee**

The Academic Affairs Committee, in conjunction with the President, is charged with ensuring that faculty policies complement academic priorities and that the academic program is consistent with the institutional mission, vision, values, and strategies. The Committee will seek to ensure that the academic budget reflects the institution's academic priorities and that the institution's academic programs are appropriate for its students. The Committee will further ensure that assessment criteria outlined in the Institutional Effectiveness Plan are reviewed on an annual basis as required for accreditation purposes to assess the effectiveness of its academic programs, including monitoring measures of student success and retention. The Committee will approve and recommend to the Board the Faculty Handbook that details matters affecting the faculty, including but not limited to salary, retirement, and other policies and benefits and recommend faculty candidates to the full Board, for promotion, designation of special status, such as for distinguished service and occupying an endowed chair. It will advise the Finance Committee of the specifications and requirements for financing

the academic programs. The Committee will make recommendations to the full Board for all earned degrees upon recommendation of the faculty and for all honorary degrees according to established policy.

### **Section 11. Athletic Committee**

The Athletic Committee will make recommendations to the Board of Trustees on policy matters that deal with the athletic program of the College. The policy matters may include but are not limited to: conference affiliation, sports sponsorships and funding, facility requirements, and compliance with NCAA rules and regulations through periodic review of the institutional oversight procedures. Such recommendations are intended to enhance the College's desire to exhibit continuous improvement in the areas of competitive results, academic achievement, institutional integrity, facilities, and public recognition.

### **Section 12. Audit Committee**

The Audit Committee will consist of five (5) members of the Board to be appointed by the Chair. The Chair, the Vice Chair, the President, and the Chair of the Finance Committee will not be members of the Audit Committee but may upon invitation of the Committee attend any meeting. Meetings will be held at the call of the Chair of the Committee or the Chair of the Board.

The Committee will recommend to the Board the selection of independent accountants to perform the annual audit and meet with the auditors before the process begins to review the general scope and procedures for the audit and to discuss areas where the Committee may desire special emphasis. Upon completion of the audit, the Committee will again meet with the auditors to review the financial statements, their report on the adequacy of internal controls, and other findings. It also will review the auditor's management letter. Following the post-audit review, it will present the audit report and management letter to the Board.

The Committee will also review the IRS Form 990 and related attachments, the IRS 403 (b) filings as necessary and any new requirements created by new accounting pronouncements, such as (SOP 117-1) and the Uniform Prudent Management of Institutional Funds Act (UPMIFA). The Committee will present the reports and enhanced disclosures to the Board.

### **Section 13. Buildings and Grounds Committee**

The Buildings & Grounds Committee will determine the adequacy, condition, and use of existing physical plant facilities of the College. The Committee will also create a physical facilities policy for the institution, review renewal or replacement decisions, make recommendations to the Finance and Investment Committee regarding financing for annual maintenance and operations, plant renewal, and plant adaptation, and review the annual operating and capital budgets related to buildings and grounds. The Committee will review and analyze maintenance and operations of the physical facilities of the institution and review and analyze policies relating to physical facilities. The Committee will be responsible for the annual review of the Tusculum College Campus Master Plan and for making recommendations to the Finance Committee regarding planned improvements, acquisition and disposal of real property, including plans and cost estimates for new facilities.

### **Section 14. Enrollment Management Committee**

The Enrollment Management Committee will formulate long- and short-range enrollment goals for the College. It will review and recommend all proposed enrollment plans as well as policies pertaining to recruitment, admission, retention, and institutional aid and make reports and recommendations to the Board of Trustees as may be required. The Committee will advise the Finance and Investment Committee on recommended tuition and fee schedules. The Committee will represent students' interests in the Board's policy-making activities and promote the campus as a community. It will oversee and ensure that there is a continuous improvement of programs and support services to maximize student satisfaction with collegial life and thereby increase student retention. The Committee will also strive to maintain and strengthen the relationship between the College and the Presbyterian Church (U.S.A.) and the Holston Presbytery. It will review periodi-

cally the College's covenant with the Synod of Living Waters, Holston Presbytery, and the Presbytery of East Tennessee.

### **Section 15. Finance Committee**

The Finance Committee shall monitor the institution's overall financial condition. The Committee shall oversee annual and long-range operating budgets to ensure that they reflect the priorities in the College's Strategic Plan. The Committee shall annually receive a budget from the administration to submit to the Board for consideration and approval and shall review major financial transactions not included in the budget and submit proposed variances, with recommendations, to the Board or Executive Committee. The Committee shall submit capital budgets to the full Board for approval. The Committee shall ensure that accurate and complete financial records are maintained and that timely and accurate information is presented to the Board. The Committee shall review and recommend approval of plans and cost estimates for new facilities and major renovations as recommended by the Buildings and Grounds Committee. The Committee shall review requests and plans for borrowing and make recommendations to the full Board for approval. The Committee shall recommend tuition and fee schedules to the Board. The Committee shall make a recommendation to the full Board of Trustees regarding the College's "spending policy" from its endowment. The Committee shall maintain communication with the full Board and advise the Board regarding matters in its area of oversight.

### **Section 16. Institutional Advancement Committee**

The Institutional Advancement Committee will review development, fund-raising, alumni, parent, and public relations programs. The Committee will create within the Board an awareness of the importance of private giving, set goals for trustee giving, and actively engage in trustee solicitation. The Committee will assess progress toward meeting fundraising goals and participate in the development process. The Committee will examine development and private giving trends and analyze their implications for the future.

The Committee will establish fund-raising policies related, but not necessarily limited to, real estate, deferred gifts, donor recognition, naming opportunities, receiving gifts, stewardship, and unacceptable gifts.

The Committee will recommend capital campaigns to the Executive Committee and the Board.

### **Section 17. Investment Committee**

The Investment Committee is a Fiduciary, and is responsible for directing and monitoring the investment management of investment assets. The Investment Committee will maintain an effective Investment Policy Statement to assure the investment guidelines and practices are in accordance with Uniform Prudent Management of Institutional Funds Act. The Committee shall review and recommend changes in custody and administration of its investment assets. The Committee may employ investment counsel and delegate authority to purchase or sell securities.

The Committee shall maintain consistent communications with investment manager(s), review expenses, oversee accounting and financial reporting, and monitor proxy voting or the appropriate assignment thereof. The Committee shall monitor the investments of the College, including all fund balances and endowment accounts. The Committee shall review and make future recommendations to the Board regarding the College's investment accounts as well as changes to its Investment Policy Statement.

The Investment Committee frequently works with the Finance Committee to review the institution's "spending rule" needs. The Committee shall maintain communication with the full Board and advise the Board regarding matters in its area of oversight.

### **Section 18. Trusteeship Committee**

The Trusteeship Committee will present to the Board of Trustees nominations for the offices of Chair, Vice Chair, Secretary, and Treasurer and for Trustees to be elected by the Board. The Committee will furnish information relating to the background and qualifications of all such nominees at least ten days before the Board meeting at which an election is to take place. Potential trustees will be personally visited by members

of the Trusteeship Committee regarding trustee expectations. The Committee will develop and administer a program of orientation of newly elected Trustees and conduct a yearly evaluation of all Trustees. The Committee will also, subject to the requirements as set forth in these Bylaws, nominate Life Trustees. It will report to the Board at the Annual Meeting and otherwise as circumstances dictate.

The Trusteeship Committee will review and propose changes in the Bylaws to the Board or to the Executive Committee.

The Trusteeship Committee will develop orientation and reaffirmation procedures to assure that Trustees will signify agreement to the Statement of Purpose of the College and that they will be dedicated to serve faithfully the objectives of the College within its community and among its constituents.

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## **Article XIII. Conflicts of Interest**

A Trustee will be considered to have a conflict of interest if:

a) Such Trustee has existing or potential financial or other interests that impair or might reasonably appear to impair such member's independent, unbiased judgment in the discharge of the Trustee's responsibilities to the College, or

b) Such Trustee is aware that a member of the Trustee's family (which for purposes of this paragraph shall be a spouse, parents, siblings, children, and any other relative if the latter reside in the same household as the Trustee), or any organization in which Trustee (or member of his or her family) is an officer, director, employee, stockholder, has such existing or potential financial or other interests.

All Trustees, including Life Trustees, will disclose to the Board any possible conflict of interest at the earliest practicable time. No Trustee will vote or comment on any matter, under consideration at a Board or committee meeting, in which such Trustee has a conflict of interest. The minutes of said meeting will reflect that a disclosure was made and that the Trustee having a conflict of interest abstained from voting. Any Trustee who is uncertain whether a conflict of interest may exist in any matter may request the Board or an ad hoc committee to resolve the questions by majority vote.

At the time of the Annual Meeting of the Board, a conflict of interest disclosure form is to be signed by each Trustee in attendance and mailed to those not in attendance.

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## **Article XIV. Discrimination Prohibited**

Tusculum College does not discriminate on the basis of race, color, sex, religion, national or ethnic origin, physical handicap, age, or marital status in admissions, in awarding financial aid, in employment, election of trustees, or in any other aspect of academic or campus life.

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## **Article XV. Indemnification of Trustees and Officers**

**Section 1.** The College shall indemnify any person from liability and costs of defense, including reasonable attorney fees, arising out of such person's service as a Trustee or officer of the College fully allowable by law. The Board of Trustees is hereby empowered, by a majority vote of a quorum of disinterested trustees, to enter into a contract to indemnify any trustee or officer of the College with respect to any proceedings arising from any act or omission, whether occurring before or after the execution of such contract.

**Section 2.** No amendment or repeal of this Article will have any effect on the rights provided under this Article with respect to any act or omission occurring before such amendment or repeal.

**Section 3.** The College will promptly take all such actions, and make all such determinations, as will be necessary or appropriate to comply with its obligation to make any indemnity under this Article and shall promptly pay or reimburse all reasonable expenses incurred by any such trustees or officers of the College in connection with such actions and determinations or proceedings of any kind arising therefrom.

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## Article XVI. Review and Amendment of Bylaws

**Section 1.** These Bylaws may be amended or repealed at any regular or special meeting of the Board by a two-thirds vote of the Trustees present, provided a majority of the Trustees will be present and participating in the meeting, approval of the proposed change(s) by the Executive Committee or at a previous Board meeting having occurred and at least ten (10) days notice of the proposed amendment(s) having been given to all Trustees before the final action thereon shall be taken.

**Section 2.** Before each Annual Meeting of the Board of Trustees, the Trusteeship Committee will review these Bylaws and suggest any necessary changes thereto.

-----END OF BYLAWS-----