

## **Bylaws of the Board of Trustees 3344-1-01 through 3344-1-06 (unofficial)**

### **3344-1-01 Meeting of the Board of Trustees.**

- (A) Regular meeting. The regular meetings of the board shall be held in the last week of every other month unless otherwise specified by the chair. The annual regular meetings schedule, as determined by the chair, shall be posted on the website no later than one month prior to the first regular meeting of the academic year.
- (B) Special meeting. Special meetings of the board may be called by the chair or upon the written request of not less than three members of the board.
- (C) Time and place of meeting. The time and place of all meetings shall be determined by the chair, or in the case of a special meeting called by not less than three members of the board, determined by three members of the board calling the meeting, and due notice of the time and place shall be given by the secretary.
- (D) Notice of meeting. Notice of meetings of the board shall be posted on the website of the board of trustees at least one week prior to each regular meeting and at least twenty-four hours prior to a special meeting, except in the event of an emergency for which immediate notice must be given. Each notice shall include the time and place of all regular meetings and the time, place and purpose of all special meetings. Members of the media and members of the general public who wish to be notified of board meetings may submit a request for such notice to the office of university marketing, including a valid email address. The office of university marketing will send out email notifications of board meetings at least three days prior to each regular meeting and a minimum of twenty-four hours before a special meeting, except in the event of an emergency for which immediate notice must be given.
- (E) Organization of meetings. At each meeting of the board, the chair, or in his/her absence, the vice chair, or in the absence of both of the foregoing, the treasurer shall preside. The secretary, or in his/her absence, the assistant board secretary, shall perform the duties of the secretary of the meeting and shall keep the minutes thereof.
- (F) Order of business. Unless otherwise ordered by the board or the chair, the order of business at all meetings of the board shall be as follows:

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- (1) Roll call.
  - (2) Approval of minutes of preceding meeting.
  - (3) Report of the chair of the trustees.
  - (4) Report of the president of the university.
  - (5) Reports of committees of the board.
  - (6) Unfinished business.
  - (7) New business.
  - (8) Election of officers when required.
- (G) Business to be considered at meetings. Any proposed action, which is to be introduced by a board member or the president of the university that will substantially affect the university, shall be timely presented to the other board members in writing prior to the meeting at which the matter is to be considered by the board. Any matters coming to the board, other than from a board member or from the president of the university, shall be presented in writing to the secretary of the board at least seven days prior to the meeting at which it is to be considered by the board.
- (H) Quorum and manner of action.
- (1) A majority of the voting members of the board shall be present, either in person or via means of electronic communication, as stipulated in paragraph (H)(2) of this policy, at any meeting in order to constitute a quorum for the transaction of business at such meeting and, except as otherwise hereinafter provided, the act of the majority of the trustees present at any such meeting at which a quorum is present shall be the act of the board.
  - (2) In accordance with section 3345.82 of the Revised Code, attendance of a trustee by means of electronic communication at a meeting of the board called in accordance with this policy shall be subject to the following provisions:
    - (a) Each trustee shall be required to be present, in person, at least two regular meetings of the board annually, which shall not be less than one-half of the regular meetings held during such term.
    - (b) A trustee may only attend a meeting by means of electronic communication if all of the following minimum standards are met:

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- (i) At least one-third of the trustees attending the meeting shall be present in person at the place where the meeting is conducted;
    - (ii) All votes taken at the meeting are taken by roll call vote; and
    - (iii) A trustee who intends to attend a meeting by means of electronic communication has notified the chair, or the office of the board of trustees, of such intent not less than forty-eight hours before the meeting, except in the case of a declared emergency.
  - (c) Notwithstanding division (C) of section 121.22 of the Revised Code, a trustee satisfying the conditions of paragraph (H)(2) of this policy and attending a meeting by means of electronic communication shall be considered to be present at the meeting, is counted for purposes of establishing a quorum, and may vote at the meeting.
  - (d) As used in paragraph (H) of this policy, “electronic communication” means live, audio-enabled communication that permits the trustees attending a meeting, the trustees present in person at the place where the meeting is conducted, and all members of the public present in person at the place where the meeting is conducted to simultaneously communicate with each other during the meeting.
- (3) The concurrence of a majority of the voting members of the board shall be necessary to elect or remove the president or a member of the faculty of the university on tenure as defined by the board. A roll call vote is necessary when electing or removing a president or a member of the faculty of the university. A roll call vote is also necessary in order to adjourn into executive session. On all other matters, unless one or more trustees are participating via means of electronic communication, a voice vote shall be sufficient.
- (I) Standing committees. The chair of the board shall be empowered to appoint four (4) standing committees as follows: academic affairs and student success; athletics; financial affairs; and governance committees. The chair

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shall designate the chair and members of each standing committee. Every standing committee shall have a minimum of three voting board members. All standing committees shall serve from the end of one annual meeting to the end of the next annual meeting. A majority of the voting board members of each committee shall constitute a quorum, provided, however, that in the event such quorum shall not be present at any committee meeting, the chair of such committee or the chair of the board is empowered to appoint pro-tem committee members from the membership of the board in order to provide such quorum.

### (J) Standing committees – responsibilities.

- (1) The responsibilities of each standing committee shall be to consider proposals referred to it by the board, initiated by the university administration, or originated within the committee in its area of activity; to provide strategic oversight and make recommendations thereon, subject to confirmation and approval by the board. The committee shall also undertake any special duties as may be delegated by the board.
- (2) The matters to be considered by each standing committee shall be in general as follows:
  - (a) Academic affairs and student success committee.
    - (i) The committee shall focus on all matters requiring attention or action of the board regarding student success, including admissions criteria, retention/retention data analytics, student success metrics, alternative student success pathways, transfer programs, financial aid and scholarships, and the honors program.
    - (ii) All matters requiring attention or action of the board relating to faculty appointment, tenure and status; fields of university instruction; accreditation; new degree programs/majors, degree requirements, program review/restructuring, program elimination/phase-out, study abroad, and distance learning.

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- (iii) All matters requiring attention or action of the board relating to student residential and social life, student conduct, greek life, student government, student organizations, student housing, student safety/well-being; and Title IX policy and training.
  - (iv) All matters requiring attention or action of the board relating to affirmative action, equal opportunity and diversity/inclusion.
  - (v) All matters requiring attention or action of the board relating to strategic institutional planning processes for academic programs, supportive administrative services and the definition of institutional mission and goals.
  - (vi) All matters requiring attention or action of the board relating to the acquisition and operation and maintenance of the administrative systems with regard to in-house research, sponsored research, technology transfer and licensing.
- (b) Athletics committee.
- (i) The committee shall focus on all matters requiring attention or action of the board relating to university intercollegiate and intermural athletic programs, including but not limited to athletic facilities, marketing and fundraising.
  - (ii) Oversight and review of compliance matters involving athletics programs, personnel or student athletes brought to the committee by the president and/or his/her designee or the university chief compliance officer.
- (c) Financial affairs committee.
- (i) All matters requiring attention or action of the board relating to the university budget and financial

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operations, business organization and practice, including business contracts requiring approval of the board of trustees; borrowing of funds; submission of appropriation requests; determination of fees charged to students; and the custody and investment of any funds which are now under or may in the future come under control of the board of trustees consistent with the requirements set forth in section 3345.05 of the Revised Code.

- (ii) All matters requiring attention or action of the board relating to personnel policies and procedures, collective bargaining and other matters pertaining to the terms and conditions of university employment.
- (iii) All matters involving university compliance, internal controls and employee ethical standards of conduct.
- (iv) All matters related to the internal and external audit of university activities, assets and procedures. The financial affairs committee, or audit sub-committee as designated by the committee chair, shall meet with the internal and external auditors a minimum of twice per year and as otherwise necessary, in a manner permitted by the Revised Code.
- (v) The committee chair may designate a real estate and facilities sub-committee, which shall meet as needed, in the sub-committee chair's discretion to:
  - (a) Ensure that the board enables and advances the university's academic and strategic goals with respect to campus planning.
  - (b) Oversee matters within the master planning process and procedures of the university, involving the need, urgency and size of institutional facilities; and the naming, location, planning, construction and maintenance of university plant and grounds.

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- (c) Review, consider, and recommend approval of capital investments of the university.
  - (vi) Any other matters as assigned by the board.
- (d) Governance committee.
  - (i) The committee shall review and recommend adoption or revision of all board governance documents, including but not limited to board bylaws, committee assignments, and officer nominating and election policies and procedures.
  - (ii) The committee shall ensure the development of guidelines for the conferral of honorary degrees, which shall include input by the university president and faculty in the selection and approval process. The committee shall recommend to the board of trustees candidates for honorary degrees pursuant to the guidelines, as well as recipients of other honors, awards, commendations, and recognitions for conferral either during commencement or at other times determined by the board of trustees.
  - (iii) The committee shall annually receive and review the honors, commendations, and other special non-student awards given and/or proposed by the president, provost and colleges or departments within the university.
  - (iv) The committee shall oversee all matters relating to visiting committees, including charging the visiting committees with their assignments, and receiving reports following their visitations.
  - (v) The committee shall ensure the integrity of board governance and the avoidance of conflicts of interest by fostering a culture of excellence, service, and high ethical standards among university trustees. The

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committee will develop responsibilities and expectations regarding trustee comportment, and will develop and conduct annual board performance assessments, as well as oversee the orientation of new board members.

- (K) Special committees. The board chair may appoint such special committees as are deemed necessary and desirable. A special committee shall serve until completion of the task assigned to it, but not later than the adjournment of the next annual meeting. The board chair shall designate the chair for each such committee. A majority of the voting board members of each committee shall constitute a quorum, provided however, that in the event such quorum shall not be present at any committee meeting, the chair of such committee or the chair of the board shall be empowered to appoint pro-tem committee members from the membership of the board in order to provide such quorum. Meetings of the special committees shall be held upon call of the chair of the committee.
- (L) Member and committee authority. No trustee or committee shall have authority to commit the board of the university to any policy, action or agreement unless specifically granted such authority by the full board.
- (M) Annual meeting. The May meeting shall constitute the annual meeting of the board of trustees each year.
- (N) Faculty, staff, student and community non-voting members and advisors.
  - (1) The board of trustees of Cleveland state university designates the president of faculty senate, and a second representative to be elected each year by the faculty senate, as non-voting advisors to the board of trustees. One of the faculty advisors shall be assigned as a non-voting representative to the financial affairs committee and the other shall be assigned as a non-voting representative to the academic affairs and student success committee.
  - (2) Two student representatives will be appointed by the governor as non-voting trustees pursuant to a procedure adopted in compliance with section 3344.01 (B) of the Revised Code. The student trustees are not authorized to attend executive sessions of the board pursuant to section 3344.01 (B) of the Revised Code. One of the student trustees shall be



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assigned as a non-voting representative to the financial affairs committee and the other shall be assigned as a non-voting representative to the academic affairs and student success committee.

- (3) In addition to the aforementioned faculty and student representatives appointed to the board of trustees, the chair may augment the membership of the board and standing or special committees with other faculty, staff or community members as non-voting advisors who shall not be counted for purposes of determining a quorum. With the exception of student trustees, the right of non-voting members of the board to attend executive sessions shall be at the discretion of the board chair or committee chair as applicable and appropriate.
- (4) A community member may be appointed to a two-year term at the discretion of the board chair based upon the chair's determination that the non-voting community member enables the university to take advantage of the special and or needed talents, resources and experiences of such individual.
- (5) The chair of the Cleveland state university foundation board of directors shall serve as a non-voting member of the board of trustees for the duration of his/her term of office.
- (6) All non-voting members of the board shall be required to protect and maintain the confidentiality of information provided to or otherwise obtained during their service on the board during and after such service.

### **3344-1-02 Officers of the board.**

- (A) Number and title. The officers of the board shall consist of a chair and a vice chair. The officers of the board may also include a secretary and a treasurer, and such other officers of the university as the interest of the university requires. The offices of secretary and treasurer may be held by the same person.
- (B) Election, term of office and qualifications.
  - (1) The chair of the governance committee shall appoint a nominating committee consisting of three voting board members at the March

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meeting of the board. The governance committee will oversee the nominating committee's process and ensure that a recommended slate of officers shall be presented to the full board at its May meeting for the election of officers pursuant to a process designated by the governance committee. Members of the nominating committee are not eligible to be named on the slate or to serve as an officer for the next board year.

- (2) The officers of the board shall be elected at the annual meeting of the board. The elected officers shall take office immediately following the adjournment of the meeting at which they are elected and shall hold their office through the following annual meeting of the board and until their successors are elected and qualified.
  - (3) The chair and vice chair must be members of the board. The qualifications of all other officers shall be determined by the board.
- (C) Vacancies. Vacancies in any of the listed offices shall be filled by the chair on a pro-tem basis and such appointment shall be subject to approval by the board at the next regular meeting. Such appointments shall be for the unexpired term of such offices and shall be in compliance with paragraphs (B)(1), (B)(2) and (B)(3) of rule 3344-1-02 of the Administrative Code.
- (D) Removal of officers. Any officer of the board may be removed at any time, either with or without cause, by resolution adopted by affirmative vote of five members of the board at any meeting of the board, providing the notice of the meeting specifies that such removal action is to be considered.
- (E) Chair
- (1) The chair shall preside at all meetings of the board; shall sign the minutes of all proceedings of the board; shall perform such duties as usually pertain to this office, and such other duties as from time to time may be assigned to the chair by the board. The members of all committees of the board shall be appointed by the chair unless otherwise ordered by the board.
  - (2) Unless specifically provided to the contrary by the board, the chair may assign any of the chair duties to another member of the board.

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- (F) Vice chair. At the request of, or in the absence or disability of the chair, the vice chair shall perform all of the duties of the chair, and while so acting, shall have all the powers and authority of, and be subject to all the restrictions applicable to the chair. In addition, the vice chair shall perform such other duties as may be assigned to the vice chair from time to time by the chair of the board. Should the chair's term end prior to the annual meeting, the vice chair shall serve as chair until the annual election seating a new chair has taken place.
- (G) Secretary. The secretary of the board shall:
- (1) Under the direction and guidance of the university president, act as a liaison with the university administration, enlisting the assistance of the board and its committees as requested by the administration;
  - (2) Analyze, assemble or obtain information as requested by the president, chair of the board, and/or board committees;
  - (3) Be the custodian of and responsible for the official books and records of the board;
  - (4) Be the custodian of the university seal;
  - (5) Authenticate the acts of the board by affixing an imprint of the university seal to official records of the board when it is proper to do so;
  - (6) Sign, execute and deliver in the name of the university all deeds, bonds, and other instruments as authorized by the board;
  - (7) Keep minutes of all meetings of the board and of committees of the board in a manner appropriate for that purpose consistent with the university's records retention policy;
  - (8) See that all notices are duly given in accordance with the provisions of Cleveland state rules;
  - (9) Prepare the agenda for board meetings in cooperation with the chair and the president;
  - (10) Receive and route correspondence addressed to the board or its committees;
  - (11) Perform such other duties as may be assigned to him/her from time to time by the president, board chair, or committee chairs. The board may assign the duties of the secretary to the assistant secretary as needed.
- (H) Treasurer. The treasurer of the board shall, before entering upon the discharge of his duties, give bond to the state or be insured for the faithful

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performance of his duties and a proper accounting of all monies coming into the treasurer's care. The amount of said bond or insurance shall be determined by the board, but shall not be for a sum less than the estimated amount which may come into the treasurer's control at any time, less any deductible.

- (I) Bonds or insurance. Bonds or insurance shall be required from such officers of the board and of the university, in addition to the treasurer, as the board shall direct.
- (J) Executive committee. The executive committee shall be comprised of the board chair, who shall serve as the committee chair, the board vice chair, board treasurer and such other officers as may be elected from time to time. The executive committee shall consider and make recommendations to the board on proposed policy and contract matters not assigned to another committee; shall evaluate the performance of the president and make a recommendation to the full board on the president's compensation and benefits package; and shall consider other matters as appropriate to an executive committee, or assigned by the full board. The executive committee shall also act on behalf of the board on issues needing immediate attention and report such actions to the board. To act on behalf of the board, a quorum of the executive committee shall be present. The executive committee shall be required to report any actions taken on behalf of the board into the record of the next regularly scheduled board meeting. Any meeting of the executive committee at which binding action is taken shall adhere to all applicable provisions of section 121.22 of the Revised Code, the open meetings law.

### **3344-1-03 University administration.**

- (A) The president. The president shall be the chief executive officer of the Cleveland state university and shall be responsible within the policies and procedures established by the board of trustees for the administration of the affairs of the university. In carrying out the foregoing responsibilities and duties, the president shall:
  - (1) Manage and direct the day-to-day operation of the university.

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- (2) Lead in developing policies, programs and organizational units promoting teaching, research and service as primary goals of the university; and direct and promote the university's activities toward achieving these goals.
  - (3) Develop and maintain long-range plans for the orderly growth of the university.
  - (4) Direct the development of the capital program for the university and recommend its approval to the board.
  - (5) Formulate and recommend operating budgets to the board for approval and see to it that expenditures are in compliance with approved budgets.
  - (6) Present and interpret to the board of trustees proposals and actions of the faculty together with recommendations.
  - (7) Ensure the application and implementation of the rules and regulations of the university.
  - (8) Submit to the board of trustees information and recommendations that will contribute to the adoption of sound and progressive policies for the university.
  - (9) Serve as a member of all faculties, as well as preside at the meetings of the university faculty.
  - (10) Consult with and bring to the board officers for ratification the appointment of the provost, and report to the board of trustees the appointment of all deans and vice presidents.
  - (11) Appoint such other administrative officers as are needed to carry out effectively the operation of the university, and delegate functions to them with the authority necessary for their proper discharge.
- (B) Term of administrative and academic appointments. No administrative or academic appointments shall be made for a term in excess of one fiscal year without the approval of the board of trustees.

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- (C) Annual performance review. The board shall conduct a review of the performance of the president at the annual meeting. The president shall deliver to the board a report on the annual performance of the provost, vice presidents and deans at the same time he is being evaluated.

### **3344-1-04 University faculty and staff.**

- (A) University faculty membership. The university faculty shall consist of the president, university officers for academic affairs, professors, associate professors, assistant professors, instructors, research and public service professors, research and public service associate professors, research and public service assistant professors, clinical associate professors, clinical assistant professors, officers who hold academic rank, term appointees, visiting appointees, and lecturers.
- (B) Faculty senate. The university faculty may delegate any or all of its authority to a representative faculty senate in accordance with bylaws adopted by the university faculty and approved by the board of trustees.
- (C) Appointment of faculty and staff. The president of the university and those administrative officers he/she may so designate shall have the authority to approve and execute all faculty and staff appointment contracts and annual renewals thereof provided that current and/or permanent budgetary funds are available to fund such appointments and related compensation.
- (D) Board action in non-bargaining unit faculty dismissals. The Cleveland state university faculty personnel policies as revised were approved by the board of trustees effective February 1, 1975. These personnel policies provide for due process in the matter of the dismissal of a faculty member, who is not a member of the faculty collective bargaining unit, culminating in a recommendation by the president to the board of trustees. The board of trustees shall provide final resolution to the process in the following manner:
  - (1) If the president recommends to the board that a tenured faculty member, who is not a member of the faculty collective bargaining unit, be dismissed or suspended, or that a non-tenured faculty member not a collective bargaining unit member be dismissed or suspended during his/her contract term, the president shall, on request of the faculty member, transmit to the academic affairs and

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student success committee of the board the record of the case, including the record of the formal hearing, if there was one, before the prescribed faculty hearing committee.

- (2) The academic affairs and student success committee shall review the case and, as stipulated in this rule, may provide for a hearing. If there is a hearing, the academic affairs and student success committee shall adopt its own rules of order and procedure for the hearing.
- (3) If there was a formal hearing before the prescribed faculty hearing committee, the academic affairs and student success committee's review shall be based on the record of the faculty committee hearing, and it shall provide opportunity for argument, oral or written or both, by the principals at the faculty committee hearing or by their representative. If there was no formal hearing before the faculty committee, the academic affairs and student success committee shall exercise its discretion as to whether oral arguments by the principals (or their representatives) shall be considered in addition to the written record of the case (which shall include any written statements submitted by the concerned faculty member) supplied by the president.
- (4) If the academic affairs and student success committee agrees with the recommendation of the faculty hearing committee, it shall make a formal recommendation to that effect to the board of trustees. If it does not agree with the faculty committee's recommendation, it shall return the proceeding to the faculty committee with specific objections stated.
- (5) The faculty committee shall then reconsider, taking into account the stated objections and receiving new evidence if necessary. The faculty hearing committee's further recommendations, if any, must be returned to the academic affairs and student success committee's objections.
- (6) If the faculty committee submits further recommendations within twenty-one days, the academic affairs and student success committee shall make its formal recommendation to the board of trustees after study of the faculty hearing committee's further recommendation.

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- (7) The board of trustees shall consider the formal recommendation of the academic affairs and student success committee and make the final decision in the case. If, however, the board of trustees rejects a formal recommendation of the academic affairs and student success committee that is in agreement with the recommendation of the faculty hearing committee, the board shall return the proceeding to the faculty committee with specific objections stated.
- (8) The faculty hearing committee shall then reconsider, taking into account the stated objections and receiving new evidence if necessary. The faculty hearing committee's further recommendation, if any, must be returned to the board of trustees within twenty-one days of receipt of the board's objections.
- (9) If the faculty hearing committee submits a further recommendation within twenty-one days, the board of trustees shall make its final decision in the case after study of the faculty committee's recommendation.

**3344-1-05 Miscellaneous.**

**(A) Budget**

- (1) The annual budget, as adopted by the board and as amended from time to time, shall govern all transactions involving the financial obligations of the university. The budget shall be comprised of classifications in accordance with the budget system adopted by the state of Ohio.
- (2) The president shall establish procedures for the disbursement and expenditure of all appropriated funds. These procedures may be amended from time to time, but major changes shall have the prior approval of the board.

**(B) Appearance before governmental offices, boards and agencies**

Subject to specific control by the board, the preparation and presentation of requests for appropriations from the state of Ohio and all official dealings on behalf of the university with all federal, state and local government



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offices, boards and agencies shall be under the direction of the president of the university. Appearances before federal, state or local government offices, boards and agencies are prohibited unless authorized by the president or the chair.

### **(C) Public use of university facilities**

The use by the public of all university buildings and facilities shall be governed by rules and regulations promulgated by the board.

### **(D) Naming of buildings**

The board of trustees shall name university buildings and structures pursuant to the rules and regulations promulgated by the board.

## **3344-1-06 Bylaws, rules and regulations; their promulgation, amendment and repeal.**

(A) Statement of purpose. The foregoing bylaws are intended to provide a general framework for the functioning of the board as a governing body and for the organization, administration and operation of the Cleveland state university. Detailed rules and regulations for the organization, administration and operation of the university may be promulgated, amended and repealed by the board.

(B) Rules and regulations. Rules and regulations for the university may be adopted, amended or repealed by the affirmative vote of five members of the board at any regular meeting of the board.

(C) Bylaws. The bylaws of the board of trustees may be amended or repealed by the affirmative vote of five members of the board at any regular meeting of the board providing the notice of the meeting specifies that amendment or repeal of the bylaws is to be considered.

(D) Parliamentary procedure. Except as otherwise provided in these bylaws or the Ohio Revised Code, Robert's Rules of Order (most recent revised edition) shall serve as authority on all questions of parliamentary procedure.