

Constitution of the Association of Jesuit Colleges and Universities¹

Article I – Name

The name of this organization shall be the Association of Jesuit Colleges and Universities.

Article II – Mission, Purposes and Objectives

The mission of this Association of Jesuit Colleges and Universities shall be the support and promotion of Jesuit higher education by facilitating cooperative efforts among and providing services to its member institutions, providing a forum for the exchange of experience and information, and representing the work of Jesuit higher education at the national and international levels.

In order to assist the Board of Directors in the carrying out of this mission, the national office of the AJCU shall:

1. Serve as the coordinating center for the work of Jesuit higher education in the United States, while respecting the autonomy of individual institutions.
2. Regularly share information with all member institutions concerning areas of particular interest to Jesuit higher education, including pertinent information about its individual institutions.
3. Cooperate with and represent Jesuit higher education and its interest to other educational groups at the national and international levels, especially associations of higher education.
4. Coordinate the work of such committees and conferences as may be established within the association, including contact and exchange of information among these committees and conferences.

¹ Originally approved March 30, 1970; latest amendments approved October 2, 1996.

5. Provide information and programs which will help to articulate the mission and characteristics of Jesuit higher education and, both through its own workshops and by working through established Conferences, to promote and facilitate professional development of faculty and staff in areas related to this mission and its characteristics.
6. Cultivate and maintain close contacts with members of Congress and government agencies in order to promote the cause of Jesuit higher education.
7. Represent individual member institutions, where needed, in promoting special projects with members of Congress and government agencies.
8. Promote international cooperation among Jesuit institutions of higher education and their associations.
9. Promote interaction and cooperation with governance structures of the Society of Jesus and of the Roman Catholic Church, and cooperate in the educational efforts of other churches and religions.
10. Monitor trends and developments in higher education and recommend appropriate responses consistent with the Jesuit mission in higher education.

Article III – Membership

Membership in this Association shall be voluntary. There shall be two classes of membership, constituent and associate.

The charter members of this Association shall be the twenty-eight (28) Jesuit colleges and universities in the United States as of September 1970.

The continuing membership of any institution in this Association shall be assessed by the Board of Directors according to guidelines reviewed by the Board from time to time. New members may be admitted by the Board if they are accredited colleges or universities in the United States and are judged by the Board to be “Jesuit” according to the same guidelines.

Associate membership may be granted by the Board of Directors of the Association, upon request, to Jesuit colleges and universities outside the United

States. Associate members may be represented (with voice but without vote) at all general meetings of the Association and at other special meeting to which they are invited with the consent of the Board. They will receive all general publications of the Association and may call on the national office of the Association for assistance from time to time. Associate members will not be obliged to pay dues or give financial assistance to the Association.

Article IV - Board of Directors and Officers

The Board of Directors shall be composed of the Presidents of the member institutions. The authority in the government of the Association shall rest with the Board of Directors which shall have the power to determine policies for the Association. The board shall elect from its membership a Chair, Vice Chair, Treasurer, and Secretary who shall serve as officers of the board.

The terms of office for the Chair, Vice Chair, Treasurer and Secretary of the Board of Directors shall be three years, so arranged that at least one officer shall be elected each year. These officers may be re-elected for one additional term but thereafter they are ineligible for office until three years have passed.

Article V - Executive Committee

The Executive Committee shall consist of the four officers of the Board of Directors (*ex officio*), and three other members elected from and by the Board for terms of three years, arranged in such a way that one member shall be elected each year. These elected members may be re-elected for one additional term but thereafter they are ineligible for membership until three years have passed.

The term of office of any member of the Executive Committee ends automatically when that officer or member ceases to be a member of the Board of Directors. In such cases, the Board will decide whether or not a special election shall be called to fill the unexpired term.

The Executive Committee shall be subordinate and responsible to the Board of Directors. Its general function shall be to exercise the powers of the Board of Directors, to execute its policy in routine matters, to oversee and manage the ordinary business of the Association and to take action as may from time to time be necessary, during intervals between Board meetings.

A majority of the members of the Committee shall constitute a quorum for the transaction of business and, at any meeting in which a quorum is present, a majority of those present shall determine all matters brought before the meeting.

All actions taken by the Executive Committee require ratification by the entire Board at its next meeting.

The minutes of the meetings of the Executive Committee shall be distributed regularly to each member of the Board of Directors after these minutes have been approved by the Committee.

Article VI – Meetings

Two regular meetings of the Board of Directors shall be held each year, in the winter and fall. The annual business meeting of the Board shall be held in the winter of each year. Special meetings may be called by the Chair of the Board or by a majority of the Executive Committee.

Article VII – Committees

Standing or permanent committees shall be established pursuant to the purposes of the Association.

Ad hoc committees shall be established at the discretion of the Board of Directors.

The Board of Directors shall be empowered to dissolve any existing committees, both standing and *ad hoc*, or create others.

The establishment of a committee shall include a clear mandate as well as guidelines for size and qualifications of membership.

Appointment to membership on committees shall be made by the Board of Directors. It is understood that membership on the committees may draw on the total resources of the member institutions (including faculty, students, administrators, parents, alumni, trustees, etc.).

The duration of these appointments shall be at the pleasure of the Board of Directors.

Article VIII – Conferences

The Association shall be empowered to establish Conferences within its jurisdiction and scope to help achieve the purposes of the Association, to divide the Association's work, to make use of additional expertise, and to involve in the work of the Association more representatives from all components of the academic community.

Article IX – National Office

There shall be a national office under the direction of the President of the Association appointed by the Board who will serve the member institutions according to the purposes of the Association. The national office shall receive direction from the Board and committees in identifying a priority of desired services. It shall also provide support for projects determined by the Association, its, committees and Conferences.

Article X – Finances

The expenses of the Association shall be borne by the member institutions according to a formula to be determined by the Board of Directors at the annual business meeting each year.

Article XI – Amendments to the Constitution

Proposed amendments to or changes in this Constitution must be submitted to the Board of Directors by any member institution at least two weeks before a regular meeting of the Board. To become effective such proposed amendments or changes shall require a two-thirds majority vote of the entire Board.

Article XII – Bylaws

The Board of Directors of the Association shall have the power to draw up bylaws for the Association.

Amendments to or changes in the bylaws must be proposed to the Board of Directors by any member institution at least two weeks before a regular meeting of the Board. To become effective such amendments or changes shall require a simple majority vote of the entire Board.

Article XIII – Dissolution

In case of dissolution of the AJCU, the assets shall be distributed to another organization or organizations exempt under Section I, 501 (c) or another Code Section that would apply to disbursement of assets.

Approved February 5, 1991

Article XIII 1972	Approved as an Amendment to the Constitution	November 10,
Article IV 1990	Approved as an Amendment to the Constitution	January 30,
Article II 1990	Approved as an Amendment to the Constitution	October 25,
Article III 1991	Approved as an Amendment to the Constitution	February 5,
Article V 1991	Approved as an Amendment to the Constitution	February 5,

BYLAWS
OF THE
ASSOCIATION OF JESUIT COLLEGES AND UNIVERSITIES²

1 - THE ASSOCIATION

Officers of the Association shall be a President and such other Directors as the Board from time to time shall approve.

The Chief Executive Officer of the Association shall be the President of the Association. Preference shall be given to a Jesuit to serve the Association in this position, and the appointment to the position will be made by the Board of Directors for a term of office of five years, indefinitely renewable, and under such conditions as are determined at the time of appointment or renewal.

After consultation with the Board, the other Directors of the Association will be appointed by the President with rights and responsibilities and under such conditions as are determined at the time of the appointment. The appointment of other staff to carry out the work of the Association will be made by the President. Compensation for employees of the Association will be set by the President within the limits of the annual budget approved by the Board.

Other duties of the President shall include, but not be restricted to, the following:

- a. To direct for the Board the administration of the affairs of the Association.
- b. To participate personally or by delegate in the meetings of the Committees, Conferences or committees of the Association, when he shall judge such participation helpful or necessary for establishing a liaison among them.
- c. To establish and maintain contact with other educational, religious or governmental associations or agencies as he deems proper or as the Board may direct.
- d. To attend, with voice but without vote, the meetings of the Board of Directors of the Association and of the Executive Committee; to report on the activities of the national office at each such meeting; to edit the min-

² Originally Approved March 30, 1970; this latest version approved October 2, 1996.

utes of each meeting and to distribute said minutes to each member of the Board for its approval at the next meeting;

- e. Under the direction of the Chair and Secretary of the Board, to prepare the agenda for each meeting of the Board and to notify the members of the Board of the time, place and agenda of each meeting.
- f. To prepare the annual budget of the Association and to submit it for approval at the annual business meeting of the Board; to administer the budget once it has been approved and to give a financial report to the Board at the end of each fiscal year (June 30);
- g. To prepare the program and supervise the details of any national meeting of the Association that may be held;
- h. In general to oversee and to promote the purposes and objectives of the Association as outlined in the Constitution, Article II.

2 - OFFICERS OF COMMITTEES AND CONFERENCES

Each committee and conference shall elect from among its members a Chair and Secretary.

The term of office and eligibility for re-election shall be determined by the respective committee or conference, and approved by the Board.

3 - LIAISON WITH OTHER ORGANIZATIONS

As a professional association of the institutions of higher education, liaison with other organizations having similar interests and goals shall be maintained and promoted.

Liaison with the Jesuit Provincials shall be accomplished through contact and communication between the President of the AJCU and the President of the Jesuit Conference Board and by the establishment, from time to time, of *ad hoc* committees. The Executive Committee of the Association shall meet periodically with the Jesuit Conference Board. Liaison shall also be established between the AJCU and the Jesuit Secondary Education Association, the Jesuit Houses of Studies, Province Prefects of Studies, and other national and international organizations with common interests.

4 - COMMUNICATIONS

The national office of the AJCU shall be informed by the Chair or Secretary of all Committees and Conferences of meetings to be held by these groups and shall be invited to attend. One copy of the minutes of each meeting of Committees and Conferences shall be sent to the central office.

Copies of the resolutions and minutes of meetings of all committees and Conferences shall be sent to the President of the AJCU. The President shall report all resolutions passed by the Committees and Conferences to the Board of Directors.

5 - DISSOLUTION

In case of dissolution of the AJCU, the assets shall be distributed to the member institutions according to the assessment formula in use at the time of dissolution.

Any outstanding debts will be paid by the members institutions according to the same assessment formula.