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*Boston Jan'y 6/03*

ACT OF INCORPORATION

AND

CONSTITUTION AND BY-LAWS

OF THE

**American College for Girls**

AT

CONSTANTINOPLE, IN TURKEY.



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*Constitution and By-Laws*

OF

The American College for Girls

at Constantinople in Turkey.



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# ACT.

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## Commonwealth of Massachusetts.

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IN THE YEAR ONE THOUSAND EIGHT HUNDRED AND NINETY.

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### AN ACT

TO INCORPORATE THE AMERICAN COLLEGE FOR GIRLS AT  
CONSTANTINOPLE, IN TURKEY.

*Be it enacted by the Senate and House of Representatives in  
General Court assembled, and by the authority of the  
same, as follows:—*

SECTION 1. Sarah L. Bowker, Pauline A. Durant, J. Augusta Smith, Caroline Borden, their associates and successors are hereby constituted a body corporate by the name of—The American College for Girls at Constantinople, in Turkey,—with power to maintain an institution for the education of girls; and they and their successors, and such persons as shall be duly elected members of such corporation, shall be and remain a body corporate by that name forever; and for the orderly conducting of the business of said corporation the members of said corporation shall have the power and authority from time to time, as occasion may require, to elect a President, Vice President, Secretary and Treasurer, and a Board of Trustees and such other officers of said corporation as may be found necessary, and to declare the duties and tenures of their respective offices, and also from time to time to elect new members of the said corporation.

No person shall be eligible to membership in the corporation except she is at the time of her election a member of the Board of Directors of the Woman's Board of Missions, a corporation duly established by the Legislature of Massachusetts, having its place of business at Boston, in the Commonwealth of Massachusetts.

SECT. 2. The said corporation shall have full power and authority to determine at what times and places their meetings shall be holden, and the manner of notifying the members to convene at such meetings; and also from time to time to elect a President, a Dean and such Professors, Tutors, Instructors and other officers of the said college as they shall judge most for the interest thereof, and to determine the duties, salaries and responsibilities and tenures of their several offices: and the said corporation are further empowered to purchase, hire or erect and keep in repair, such houses and other buildings as they shall judge necessary for said college; and also to make and ordain, as occasion may require, reasonable rules, orders and by-laws, not repugnant to the constitution and laws of the Commonwealth, for the good government of the said college, and for the regulation of their own body; and also to determine and regulate the course of instruction in said college; and they are hereby empowered to grant such honorary testimonials, and confer such honors, degrees and diplomas as are granted or conferred by any university, college or seminary of learning in this Commonwealth.

SECT. 3. Said corporation may have a common seal which they may alter or renew at their pleasure, and all deeds sealed with the seal of said corporation, and signed by their order, shall, when made in their corporate name, be considered in law as the deeds of said corporation; and said corporation shall be capable of taking and holding in fee simple or any less estate, by gift, grant, bequest, devise or otherwise, any lands, tenements, or other estate, real or personal, to any amount not exceeding five hundred thousand dollars.

SECT. 4. The clear rents and profits of all the estate, real and personal, of which the said corporation shall be seized and possessed, shall be appropriated to the expenses of said college in such manner as shall most effectually promote virtue and piety and learning in such of the languages and of the liberal and useful arts and sciences, as shall be recommended from time to time by the said corporation, they

conforming to the will of any donor or donors in the application of any estate which may be given, devised or bequeathed, for any particular object connected with the college.

SECT. 5. No student in said college shall be refused admission to, or denied any of the privileges, honors, or degrees of said college on account of the religious opinions she may entertain.

SECT. 6. The legislature of the Commonwealth may grant any further powers to, or alter, limit, annul, or restrain any of the powers vested by this act in the said corporation as shall be found necessary to promote the best interests of the said college, and more especially may appoint overseers or visitors of the said college, with all the necessary powers for the better aid, preservation, and government thereof.

## CONSTITUTION.

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By a vote of the Corporation, the Charter granted by the Legislature of the Commonwealth of Massachusetts has been adopted as the Constitution of the Corporation.



# BY-LAWS.

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REVISED AND ADOPTED AT A MEETING OF THE  
CORPORATION HELD JUNE 3, 1901.

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## ARTICLE I.

### OF THE CORPORATION.

SECTION 1. *Membership.*—Any woman who is a member of the Board of Directors of the Woman's Board of Missions, incorporated by Chapter 58 of the Acts of the Commonwealth of Massachusetts for the year 1869, is eligible to membership in this Corporation, and any woman who has ceased to be a member of said Board of Directors of the Woman's Board of Missions ceases to be a member of this Corporation.

SECT. 2. *Name.*—The name of this Corporation is The American College for Girls at Constantinople, in Turkey.

SECT. 3. *Officers.*—The officers of this Corporation shall be a President, a Vice President, a Secretary, a Treasurer and a Board of Trustees thirteen in number, which shall include *ex officio* in its membership all the officers before named. All said officers shall be elected by ballot at the annual meeting. A Trustee shall cease to be such by ceasing to be a member of the Corporation. Any vacancy in the said Board may be filled by the Trustees from the membership of the Corporation.

## ARTICLE II.

## OF ADMINISTRATION.

SECTION 1. *President and Vice President.*—The President, or in her absence the Vice President, shall preside at the meetings of the Corporation. In the absence of both President and Vice President some member chosen for that purpose shall preside.

SECT. 2. *Secretary.*—The Secretary shall keep a record of the meetings and of the transactions of the Corporation and of the Board of Trustees. She shall conduct the correspondence of the Corporation and of the Board of Trustees, and shall be in correspondence with the President of the College, and with the Advisory Board. A Secretary *pro tempore* may be appointed by the Trustees whenever it may be necessary.

SECT. 3. *Treasurer.*—The Treasurer shall have the custody of all the books, accounts, deeds, documents and papers of the Corporation pertaining to her department, and of all funds contributed to the Corporation, and shall disburse the same under the direction of the Trustees, and shall transmit to the Assistant Treasurer at Constantinople, to be appointed as hereinafter provided, such portions thereof as the Trustees may direct. The Treasurer shall require from the Assistant Treasurer, at the close of each academic year, a statement of all moneys received and disbursed during the year by said Assistant Treasurer.

The Treasurer shall keep an account of all moneys received and expended by the Corporation during the year, and shall present in the annual report to the Corporation a full and accurate statement of the same,

properly audited, with a schedule of properties owned by the Corporation.

The Treasurer, either by herself or by the Assistant Treasurer, shall receive and give proper receipts for all moneys due and payable to the Corporation from any source whatsoever. The Treasurer shall endorse all checks and drafts received in the ordinary course of business of the Corporation, and generally shall perform all the duties of the treasurer of a corporation of this character required by law.

The Treasurer shall invest the funds of the Corporation in the most productive form consistent with safety. No investment shall be made or changed by the Treasurer without the concurrence of the Board of Trustees. In case of the disability of the Treasurer, the Corporation shall appoint an Acting Treasurer.

SECT. 4. *Assistant Treasurer.*—The Trustees shall appoint an Assistant Treasurer at Constantinople, who shall keep an account of all moneys received and expended at Constantinople for College purposes, and shall transmit an annual report of the same to the Treasurer at the close of the academic year. The Assistant Treasurer shall submit statements of the finances to the Faculty whenever required by the President of the College. The accounts of the Assistant Treasurer shall be annually audited at Constantinople by the Auditor appointed for the purpose by the Board of Trustees.

SECT. 5. *Trustees.*—The President, Vice President and Secretary of the Corporation shall also be the President, Vice President and Secretary of the Board of Trustees. The Trustees shall have authority in all matters touching the business of the Corporation and the man-

agement of the College, except as otherwise provided for by the charter and by-laws of the Corporation. They shall have control of the property in harmony with the design in the establishment of the College and with its charter, and in conformity with the laws of the Turkish government. They shall have power to make and execute such by-laws and rules as they shall deem needful for the administration of their trust, provided the same do not conflict with the provisions of the said charter. They shall have power to appoint committees from their own number, and to prescribe and delegate to them any power and functions that may legally be delegated to such committees.

Five members shall constitute a quorum of the Board of Trustees for the transaction of business. Meetings of the Board shall be called by order of the President or Secretary, or in the absence of both by the Vice President or Treasurer. A meeting shall also be called upon the written application of three members of the Board to the President or Secretary, or in their absence to the Vice President or Treasurer. Every meeting shall be called by a notice mailed to each member at least three days before the time of said meeting.

### ARTICLE III.

#### OF GOVERNMENT, DISCIPLINE AND INSTRUCTION OF THE COLLEGE.

Subject to the final direction and control of the Board of Trustees, the administration of the College shall be intrusted to the Faculty of the College.

SECTION 1. *Faculty*.—The Faculty of the College shall consist of the President, Dean and Professors, who shall

be elected by the Corporation. The release of the President, Dean and Professors from their connection with the College shall be subject to the authority of the Corporation, and application for such release shall be made through the Secretary of the Corporation. Leave of absence for the President, Dean and Professors may be authorized by the Board of Trustees, and application for such leave of absence shall be made through the Secretary of the Board of Trustees.

SECT. 2. *Duties of Faculty.*—The Faculty shall prepare and submit to the Corporation for its determination and regulation, courses of instruction for the College, whether general or special.

They shall also decide questions concerning the social and religious life of the College, the personal life and pursuits of the students, and the special studies to be pursued by each student.

The Faculty shall hold one or more meetings each month during term time, and special meetings at the call of the President of the College.

SECT. 3. *President of Faculty.*—The chief executive officer of the Faculty shall be entitled the President of The American College for Girls at Constantinople, in Turkey. It shall be the duty of the President to exercise a general superintendence over all the departments of the College, and to be acquainted with all its affairs and interests. She shall preside at the meetings of the Faculty. She shall present to the Trustees an annual report upon the condition of the College, with an account of the work of the year, and such recommendations as shall be expedient. This report shall be sent to the secretary of the Board of Trustees at the close of the

academic year. The President shall be the medium of communication between the Trustees and the Faculty; also between the Faculty and the Advisory Board at Constantinople.

SECT. 4. *Dean.*—The Dean shall be especially associated with the President of the College in matters of government and administration, and shall arrange the program of academic work in accordance with the courses of study published in the Calendar of the College.

SECT. 5. *Professors.*—The Professors of the College shall be in charge of their respective departments of instruction, and shall share with the President and Dean in the administration and discipline of the College. A new professor shall not be eligible as a voting member of the Faculty till after a year's residence in the College.

SECT. 6. *Assistant Professors.*—Assistant Professors may be appointed and their salaries fixed by the Corporation.

SECT. 7. *Instructors.*—Instructors shall be appointed and their salaries fixed by the Corporation.

SECT. 8. *Advisory Board.*—An Advisory Board consisting of not less than three nor more than five members shall be appointed by the Corporation for a term of three years, who shall give all needed aid to the College in the management of its affairs. They shall have supervision of the property occupied by the College, and of all other property owned by the Corporation in Turkey; and shall attend to the taxes, repairs and insurance of said property. They shall also, in conference with the Faculty, prepare a detailed estimate of money needed for the purposes above mentioned, and shall send the same to the Secretary of the Board of Trustees before the fifteenth day of April of each year.

## ARTICLE IV.

## OF THE ACADEMIC YEAR.

The academic year shall begin upon a date in September fixed by the Faculty, and shall consist of thirty-six weeks, exclusive of vacations.

The Commencement shall be held upon a day appointed by the Faculty, at the close of the academic year.

## ARTICLE V.

## OF THE CURRICULUM.

The regular College course shall embrace a period of four years. The English language shall be the medium of instruction. Prominence shall be given to systematic Bible study throughout the entire College course. Instruction adapted to the nationality of the students shall be given in the ancient and modern languages of the country. Instruction may also be given in French and other modern languages, in instrumental and vocal music, drawing and painting.

A graduate year may be added to the regular College course.

All candidates for admission to the College must pass the required examinations.

There may be a preparatory department of the College.

## ARTICLE VI.

## OF DIPLOMAS AND DEGREES.

SECTION I. *Diplomas*.—Diplomas shall be given to students who have completed the College course.

Certificates stating the completion of any part of the College curriculum may be given at the discretion of the Faculty.

The diplomas of the College shall be signed by the President of the Board of Trustees and by the President of the College.

SECT. 2. *Degrees.*—The Degrees to be conferred by the College shall be determined by the Corporation in conference with the Trustees and the Faculty.

## ARTICLE VII.

### OF ESTIMATES.

Estimates for the salaries and other current expenses of the College shall be made by the Faculty in conference with the Assistant Treasurer, and shall be submitted to the Board of Trustees in April of each year.

## ARTICLE VIII.

### OF THE AUDITOR.

An Auditor for the accounts of the Treasurer shall be elected annually by the Corporation. The Auditor shall annually examine the books of the Treasurer and all vouchers and evidences of property, and shall furnish the Corporation with a certificate of the results to be entered upon its records. The financial year shall close on the twentieth day of November.

## ARTICLE IX.

### OF MEETINGS.

The annual meeting of the Corporation shall be held in Boston on the second Tuesday in December, and shall be called by the Secretary by a notice mailed to each member of the Corporation one week before the day of holding said meeting. At the annual meeting the



annual reports of the Secretary and Treasurer and of the President of the College shall be presented. The President, Vice President, Secretary, Treasurer and Board of Trustees of the Corporation shall be elected by ballot, and any business shall be transacted which can legally come before said meeting.

Special meetings may be called by order of the President or Secretary of the Corporation or by four members of the Board of Trustees agreeing together for said call; the call to be made in the same manner as for the annual meeting and to specify the purpose for which the meeting is called. Fifteen shall constitute a quorum for the annual meeting, and nine for special meetings.

## ARTICLE X.

### OF AMENDMENTS.

The By-Laws may be amended by a majority vote of the members of the Corporation at a meeting held not less than one month after the meeting at which written notice of the proposed amendment or amendments has been given. The call for the subsequent meeting shall contain a copy of the proposed amendment or amendments.





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