

ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES AND THE ARTS

CONSTITUTION

The method of governance of an institution is important in determining its success. ASMSA was established by the State of Arkansas to educate gifted and talented mathematics, science, and arts students, and develop curricula to improve instruction in such disciplines. These goals can best be served through the cooperative efforts of students, faculty, staff and administrators. The Constitution seeks to outline governance at ASMSA pursuant to policies adopted by the University of Arkansas Board of Trustees.

ARTICLE I – GENERAL ASSEMBLY

A. Membership

- (1) Director (ex-officio);
- (2) Full-time faculty;
- (3) Full-time staff;
- (4) Dean of Academic Affairs;
- (5) Dean of Students;
- (6) Dean of Distance Education and Information Technology;
- (7) Director of Institutional Advancement;
- (8) Director of Finance;
- (9) President and Vice-president of the Student Government Association; and

B. Function

The General Assembly is responsible for recommending education policies and programs in such areas as:

- (1) Admissions requirements;
- (2) Curriculum;
- (3) Calendar and schedules;
- (4) Academic honors; and
- (5) Student affairs.

Recommendations from the General Assembly concerning educational policies and programs will be forwarded to the Governing Council and Director.

C. Authority

The General Assembly shall serve in an advisory capacity to the Director and shall have the authority to make recommendations on matters of general faculty or campus-wide concern.

Action of the General Assembly will generally begin with a policy committee or upon request of the Director. Policy committees shall submit new or amended policies to the Governing Council. Upon approval of the Governing Council, the recommended policy shall be forwarded to the Director.

D. Meetings

The General Assembly shall meet at least one time each semester. Regular meetings shall be scheduled by the President when a majority of the faculty and staff are available. Special meetings may be called by the President, Director, or by a petition signed by at least ten percent of eligible members of the Assembly.

The agenda shall be prepared and distributed by the President at least five business days prior to the meeting. A campus-wide e-mail shall be an acceptable form of notice.

A majority of those present and voting shall be sufficient for a measure to carry provided a quorum (40% of the membership) is present.

Copies of the minutes of meetings shall be distributed to all members by posting to the Assembly web site within three business days of the meeting. Printed copies shall be given to the Director and placed on file in the library within three business days of the meeting.

Meetings shall be conducted in accordance with *Roberts Rules of Order, Revised*.

E. Officers

Officers of the General Assembly shall be the President, Vice President, and Secretary. Officers shall serve a one-year term beginning April 1. Officers shall be elected at a General Assembly meeting held in March. Officers shall be elected from eligible faculty and staff.

Nominations shall be taken during an election meeting. In the event that more than two employees are nominated for an office, the two employees receiving the greatest number of votes shall be placed in a run-off election provided neither receives a majority of the votes cast.

- (a) The President shall set the agenda, preside at meetings, and serve as liaison to the Director;

- (b) The Vice President shall assist the President with the duties outlined above and shall preside over meetings in the absence of the President. The Vice President shall also serve as Parliamentarian;
- (c) The Secretary shall record, maintain, and distribute minutes of meetings, maintain files associated with each committee and determine if a quorum is present.

In the event of a vacancy in the office of President, the Vice President shall assume the duties of President. Any other vacancy will be filled by an interim appointment made by the President until the next meeting of the General Assembly.

ARTICLE II – GOVERNING COUNCIL

A. Membership

Membership on the Governing Council shall be as follows:

- (1) Officers;
- (2) One faculty member each from Humanities, Mathematics, Science, and Distance Education departments;
- (3) One member from the Counseling/Library department;
- (4) An administrator other than the Director;
- (5) Student Government Association President;
- (6) Residential Life staff member;
- (7) Staff member.

The President shall serve as Chair of the Governing Council.

All members of the Governing Council shall be elected by secret ballot in April. The results of the elections shall be communicated to the President on or before April 20. The term of office for Governing Council members shall begin on May 1 following the election and end on April 30 of the following year.

B. Authority

The primary function of the Governing Council is to review policies and documents prepared by policy committees for consideration by the Director.

A simple majority of Governing Council members present and voting shall be sufficient for such action provided a quorum is present; however, six members may request a policy or document be submitted to the General Assembly for approval. The Governing Council will vote on each new or amended policy at a monthly meeting following submission by a policy committee.

Any policy not approved by the Governing Council will be returned to the originating committee with suggestions for improvement. The committee may either implement the recommended changes or vote to submit the original policy to the General Assembly as a whole.

C. Committee Appointments

A secondary function of the Governing Council is to appoint members to policy committees prior to May. The Governing Council will also meet as needed to fill committee vacancies. Upon notice by a committee Chair that a committee member has missed three consecutive meetings, the Governing Council shall meet to appoint a replacement and to inform the member's immediate supervisor of the lack of service.

D. Meetings

The Governing Council shall meet at least one time each month when ASMSA is in session.

ARTICLE III – POLICY COMMITTEES

A. Policy Committee Membership and Selection

The work of the General Assembly shall be primarily accomplished by its policy committees. Members of all committees, except the Governing Council, shall be appointed by the Governing Council. Committee terms shall be two years with half of each committee appointed in alternating years. During the first academic year after approval of the Constitution, half of the members will randomly be appointed to one-year terms to facilitate this process. No Assembly member shall be appointed to more than three committees.

The President shall call a meeting of each committee in May for the purpose of electing a chair, if a specific member is not designated to serve in this capacity. A recording secretary shall also be elected, and a plan for the next academic year shall be developed at the first meeting.

The action taken and documents prepared by each committee will be reviewed by the Governing Council at its next regular meeting before being presented to the Director. These documents and minutes shall be supplied by each committee secretary to the Secretary and shall be attached to the minutes of the next Governing Council meeting. The Chair of a policy committee may request the General Assembly President call a special session of the General Assembly to deal with the business of the committee.

The following defines the membership and area of responsibility for each committee.

B. Faculty/Staff Affairs Committee

The committee shall consist of the following:

- (1) Two faculty members each from Distance Education, Humanities, Mathematics, and Science departments;
- (2) One member from the Counseling/Library department;
- (3) Two staff members;
- (4) Two Residential Life staff members; and
- (5) One administrator excluding the Director.

The Chair shall be selected from the membership.

The primary function of the committee is to recommend policies and policy changes concerning employment and benefits for consideration by the Director. The committee shall also annually review the Employee Handbook.

The committee will meet two times during the semester.

C. Student Affairs Committee

The committee shall consist of the following:

- (1) Two faculty members each from Humanities, Mathematics, and Science departments;
- (2) One member from the Counseling/Library department
- (3) Three Residential Life staff members;
- (4) Two Junior students;
- (5) Two Senior students; and
- (6) Dean of Students.

The Dean of Students or designee will Chair the committee.

The primary function of the committee is to recommend policies and policy changes concerning residential life for consideration by the Director. The committee shall also annually review the Student Handbook.

The committee shall meet as needed to complete handbook revisions.

D. Curriculum Review Committee

The committee shall consist of the following:

- (1) Two faculty members each from Humanities, Mathematics, and Science departments;
- (2) One faculty member from the Counseling department;

- (3) The Library Media Specialist; and
- (4) Dean of Academic Affairs

The Dean of Academic Affairs will Chair the committee.

The primary function of the committee is to recommend courses, requirements for graduation, and other issues impacting curriculum for consideration by the Director.

The committee will meet at least one time during the year. Department chairs submit descriptions of proposed courses to the committee by February 1.

E. Admissions/Public Relations Committee

The committee shall consist of the following:

- (1) One faculty member each from Distance Education, Humanities, Mathematics, and Sciences;
- (2) One member from the Counseling/Library department;
- (3) One Residential Life staff member;
- (4) One Recruiter;
- (5) One Public Relations Specialist; and
- (6) Director of Institutional Advancement.

The Director of Institutional Advancement will Chair the committee.

The primary function of the committee is to recommend admissions standards, student selection processes and recruiting plan for consideration by the Director. The committee will also assist the Director of Institutional Advancement with public relations and advertising campaigns.

The committee will meet at least two times each semester.

F. Fiscal Affairs/Facilities Committee

The committee shall consist of the following:

- (1) One faculty member each from the Distance Education, Humanities, Mathematics, and Sciences;
- (2) Two staff members to include at least one maintenance staff member;
- (3) One member from the Counseling/Library department;
- (4) Two Residential Life staff members;
- (5) Dean of Academic Affairs;
- (6) Dean of Students;
- (7) Dean of Distance Education and Information Technology;
- (8) Director of Institutional Advancement; and
- (9) Director of Finance.

The Director of Finance will Chair the committee.

The primary function of the committee is to advise the Director concerning budgetary issues. An additional responsibility of the committee is to review and revise the maintenance plan.

The committee will meet at least two times each semester.

G. Technology Committee

The committee shall consist of the following:

- (1) One faculty member each from the Humanities, Mathematics, Science, and Distance Education departments plus an additional Computer Science classroom teacher;
- (2) One staff member;
- (3) The Library Media Specialist;
- (4) One Residential Life staff member;
- (5) One Junior student;
- (6) One Senior student;
- (7) One Network Assistant (ex-officio); and
- (8) Network Administrator.

The Network Administrator will Chair the committee.

The primary function of the committee is to recommend acceptable use policies for campus networks and make recommendations for long-range technology planning for consideration by the Director.

The committee will meet at least two times during the semester.

H. Long Range Planning Committee

The committee shall consist of the following:

- (1) One faculty member each from the Humanities, Mathematics, Science, and Distance Education departments;
- (2) One Residential Life staff member;
- (3) One Fiscal Department staff member;
- (4) One Counselor;
- (5) The Library Media Specialist;
- (6) Network Administrator;
- (7) Dean of Academic Affairs; and
- (8) Dean of Students
- (9) Director of Institutional Advancement

The Chair will be elected by the committee members at the start of each year.

The primary function of the committee is to recommend a strategic plan for the Director.

The committee will meet at least two times during the semester.

I. Campus Safety Committee

The committee shall consist of the following:

- (1) One faculty member each from the Humanities, Mathematics, Science, and Distance Education departments;
- (2) One staff member;
- (3) Two Residential Life staff members;
- (4) One Administrator;
- (5) One Junior student;
- (6) One Senior student;
- (7) One Counselor;
- (8) Facilities Manager;
- (9) One supervisor from the security contractor (ex-officio advisor); and
- (10) Dean of Students (ex-officio).

The Chair will be elected from the members of the committee.

The primary function of the committee is to evaluate safety and security as well as standard operating procedures to be followed in the event of an emergency and make recommendations for improvements and preventative measures for consideration by the Director.

The committee will meet at least two times during the semester.

ARTICLE IV – ADVISORY COMMITTEES

The Director may appoint advisory committees as needed.

ARTICLE V – CONSTITUTIONAL AMENDMENTS

Proposed amendments to the Constitution must be signed by ten or more members of the General Assembly and present to the Director at least ten days prior to a scheduled meeting. The amendment must be approved by at least a three-fifths (3/5) majority of Assembly members present and voting assuming a quorum is present. Amendments will not become effective until approved by the Director.

ARTICLE VI – GLOSSARY

- A. Faculty Member: An employee teaching at least three classes, including counselors and librarians.
- B. Staff Member: All employees other than faculty members and administrators.
- C. Administrator: Director, Dean of Academic Affairs, Dean of Students, Dean of Distance Education and Information Technology, Director of Finance, and Director of Institutional Advancement.
- D. Student: Any Junior or Senior currently enrolled at ASMSA.

AMENDMENTS

AMENDMENT TO THE CONSTITUTION

Change #1:

Article and Section Under Consideration:

Article III, Section B – Faculty/Staff Affairs Committee

Change:

The Governing Council changed the phrasing of subsection (2):
from “one faculty member from the Counseling/Library department;”
to “one member from the Counseling/Library department;”

AMENDMENT TO THE CONSTITUTION

Change #2:

Article and Section Under Consideration:

Article III, Section C – Student Affairs Committee

Change:

The Governing Council changed the phrasing of subsection (2):
from “one faculty member from the Counseling/Library department;”
to “one member from the Counseling/Library department;”

AMENDMENT TO THE CONSTITUTION

Change #3:

Article and Section Under Consideration:

Article III, Section D – Curriculum Review Committee

Change:

The Governing Council changed the phrasing of subsection (3):
from “one Librarian;” to “the Library Media Specialist;”

AMENDMENT TO THE CONSTITUTION

Change #4:

Article and Section Under Consideration:

Article III, Section E – Admissions/Public Relations Committee

Change:

The Governing Council changed the phrasing of subsection (2):
from “one faculty member from the Counseling/Library department;”
to “one member from the Counseling/Library department;”

AMENDMENT TO THE CONSTITUTION

Change #5:

Article and Section Under Consideration:

Article III, Section F – Fiscal Affairs/Facilities Committee

Change:

The Governing Council changed the phrasing of subsection (3):
from “one Librarian;” to “one member from the Counseling/Library department;”

AMENDMENT TO THE CONSTITUTION

Change #6:

Article and Section Under Consideration:

Article III, Section G – Technology Committee

Change:

The Governing Council changed the phrasing of subsection (3):
from “one Librarian;” to “the Library Media Specialist;”

AMENDMENT TO THE CONSTITUTION

Change #7:

Article and Section Under Consideration:

Article III, Section H – Long Range Planning Committee

Changes:

- 1 – The Governing Council changed the phrasing of subsection (3):
from “one staff member;” to “one fiscal department staff member;”
- 2 – The Governing Council changed the phrasing of subsection (5):
from “one Librarian;” to “the Library Media Specialist;”
- 3 – The Governing Council added subsection (9): to state “Director of
Institutional Advancement;”
- 4 – The Governing Council changed a shift in the Chairing of the Committee:
from “The Librarian will Chair the committee.” to “The Chair will be elected
by the committee members at the start of each year.”

POLICIES

Policy Number: 1000
Title: Rules Governing the Creation, Revision and Cancellation of Policy Statements
Author: Governing Council
Approval Date: 5-15-2007
Effective Date: Upon approval
Purpose: To standardize the development, distribution, revision, and/or cancellation of ASMSA policies and procedures

Operational Details:

SECTION 1. INITIATION OF POLICY STATEMENTS

1.01.1 Any ASMSA faculty, staff member, student, operating unit or organization may propose new policy statements or the revision or cancellation of current policy statements.

SECTION 2. FORMAT OF POLICY STATEMENT

2.01 All policy statements must include the following:

Policy Number: The number assigned to this policy in accordance with section 4.01 of this policy. Followed by PROPOSED prior to approval.

Title: A brief, descriptive name which clearly identifies the subject

Author: Originator of policy

Approval Date: Date of approval by Director. Labeled NOT APPROVED prior to signature of Director.

Effective Date: Date policy goes into effect. The date approved by the Director unless otherwise specified; however, no policy may be retroactive.

Purpose: A brief statement explaining what is to be accomplished by the policy statement. The purpose should begin with the word "To" and usually will be to set or to define guidelines or criteria for a particular subject.

Operating Details: The details of the policy

- 2.02 All policy statements will be consistent with federal and state law, rules and regulations of the University of Arkansas Board of Trustees, and North Central Association of Colleges and Schools accreditation standards. Policy statements will be written in clear, concise English and sufficiently detailed to provide complete instructions.
- 2.03 All policy statements must be stamped DRAFT until approved. A policy statement transmittal sheet must be attached to all drafts.
- 2.04 The word “Revised” will be added to the bottom of page one of any approved policy statement, and revision dates will be noted chronologically.

SECTION 3: INITIAL REVIEW OF PROPOSED POLICY STATEMENTS

- 3.01 To initiate a new policy or a policy revision or cancellation, a proposed policy statement and transmittal sheets shall be submitted to the appropriate review body. The review bodies are: Faculty/Staff Affairs Committee, Student Affairs Committee, Curriculum Review Committee, Admissions/Public Relations Committee, Fiscal Affairs/Facilities Committee, Technology Committee, Long Range Planning Committee, Campus Safety Committee and the Governing Council. The review body will have 30 calendar days to consider and discuss the proposal. If the policy statement is not accepted by that body, the Governing Council may be asked to assign it to a review body for further consideration. If the Governing Council chooses not to assign the proposal, the author of the policy will be informed that the proposal is rejected. The author may then choose to modify the proposal for further consideration. If the proposal is approved by the review body, the body will immediately notify the author and the chairs of the remaining bodies by sending a written copy of the policy statement. The initial review body will also inform the campus community that the proposed policy statement is available for 60 calendar days for review and comment by posting a notice in a manner to ensure the widest possible dissemination.
- 3.02 No proposal may be accepted by any reviewing body from May 1 through July 31. However, should exigent circumstances arise, such as, but not limited to, meeting accreditation standards, the Director may, in writing, activate the appropriate review body(ies).
- 3.03 The initial review body is responsible for ensuring all deadlines specified in this policy are met.
- 3.04 Within the 60-calendar day review period, any member of the campus community may provide comments for or against the proposal, with written rationale, to the chair of the Governing Council.

3.05 Following the 60-calendar day review period, the Governing Council will have 30 calendar days to consider the proposal and all comments regarding the proposal. The Governing Council may approve the proposal, conditionally approve the proposal with the recommended changes, or reject the proposal with written rationale.

If the Governing Council approves the proposal, the chair will forward the transmittal sheet, the original proposed policy with consolidated comments, and the final proposed policy to the Director.

If the Governing Council conditionally approves the proposed policy statement with recommended changes, the policy statement is returned to the original review body, which upon receipt shall incorporate the recommended changes for resubmission to the Governing Council. The originator will then be notified as a courtesy. The review bodies will proceed to review the conditionally approved policy under the procedures set forth in Section 3.01.

If the Governing Council does not approve the proposed policy statement, notification with written rationale will be provided to the original review body, which will notify the originator. In that event, the policy may be resubmitted as provided in this policy.

3.06 The Director shall review and render a decision (approved, conditional approval with recommended changes, disapproved with written rationale) within 30 calendar days from receipt of the proposed policy statement. If the Director approves and signs the proposed policy statement as submitted, the campus community will be notified immediately.

If the Director conditionally approves the proposed policy statement with recommended changes, the policy statement is returned to the Governing Council, which upon receipt shall incorporate the recommended changes for resubmission to the review bodies identified in Section 3.01. The originator will then be notified as a courtesy. The review bodies will proceed to review the conditionally approved policy under the procedures set forth in Section 3.01.

If the Director does not approve the proposed policy statement, notification with written rationale will be provided to the Governing Council, which will notify the review bodies and the originator. In that event, the proposed policy may be resubmitted as provided in this policy.

SECTION 4: INDEXING AND NUMBERING OF APPROVED POLICY STATEMENTS

4.01 The following categories will be utilized in numbering policy statements:

1000	Policy and Governance
1100	Academic Affairs
1200	Academic Affairs – Administration
1300	Academic Affairs – Faculty
1400	Academic Affairs – Students
1500	Admissions
1600	
1700	
1800	Administration
1900	
2000	Alumni Relations
2100	
2200	Athletics
2300	
2400	
2500	
2600	
2700	Campus Safety
2800	
2900	Campus Safety – Security
3000	Computer Services
3100	
3200	
3300	Communities
3400	Continuing Education
3500	Contractors
3600	Development/Foundation
3700	Distance Education
3800	
3900	
4000	Facilities
4100	Facilities – Maintenance
4200	Facilities – Use
4300	
4400	
4500	Finance
4600	Finance – Accounting
4700	Finance – Budget Management
4800	
4900	
5000	Food Services

5100
5200 Grants
5300
5400 Housing – Employee
5500 Housing – Guest
5600 Housing – Student
5700
5800 Library
5900
6000 Human Resources
6100 Human Resources – Administrative
6200 Human Resources – Faculty
6300 Human Resources – Staff
6400
6500
6600
6700 Planning
6800
6900
7000 Record Keeping
7100
7200
7300 Registration
7400
7500
7600
7700
7800
7900
8000 Student Affairs
8100
8200
8300 Student Affairs – Conduct
8400
8500 Student Affairs – Student Organizations
8600
8700
8800
8900
9000 Travel
9100
9200
9300
9400

9500 Vehicle Use
9600
9700
9800
9900

SECTION 5: DISTRIBUTION OF APPROVED POLICY STATEMENTS

5.01 Numbering, printing, distribution and maintenance of policy statements will be the responsibility of the Human Resources office.

5.02 All current and proposed policy statements will be housed in the following locations and available for public review:

- Human Resources office
- Library
- ASMSA Website

SECTION 6: SCHEDULED REVIEW OF EXISTING POLICY STATEMENTS

6.01 All policy statements will be reviewed annually by the Governing Council.

6.02 The Governing Council will notify the Human Resources office by April 30 each year that all policy statements have been reviewed and (1) there are no recommended changes, or (2) changes have been recommended and the procedure for review of the changes has begun.

SECTION 7: CANCELLATION OF AN EXISTING POLICY STATEMENT

7.01 A memorandum must be submitted to the appropriate review body with rationale for cancellation of an existing policy statement. This initiates the review process as noted in Section 3.