

# **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 corporate 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 Residential Affairs;
- (6) Director of Outreach;
- (7) Director of Admissions;
- (8) Fiscal and Facilities Manager;
- (9) President and Vice-president of the Student Government Association; and
- (10) Junior and Senior Class Presidents and Vice-Presidents.

#### **B. Function**

The General Assembly is responsible for developing 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 faculty member from the Counseling/Library department;
- (3) Two staff members;
- (4) Two residential Life staff members;
- (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 faculty member from the Counseling/Library department
- (3) Three Residential Life staff members;
- (4) Two Junior students; and
- (5) Two Senior students.

The Dean of Residential Affairs 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) One librarian.

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 faculty member from the Counseling/Library department;
- (3) One Residential Life staff member; and
- (4) One recruiting assistant.

The Director of Admissions will chair the committee.

The primary function of the committee is to recommend admissions standards student selection processes, recruiting plan for consideration by the Director. The committee will also assist the Director of Admissions 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 Librarian;
- (4) Two Residential Life staff members;
- (5) Dean of Academic Affairs;
- (6) Dean of Residential Affairs;
- (7) Director of Outreach; and
- (8) Director of Admissions and Public Relations.

The Fiscal and Facilities Manager 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 members;
- (3) One Librarian;
- (4) One Residential Life staff members;
- (5) One Junior student; and
- (6) One Senior student;
- (7) Network Assistant (ex-officio)

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 staff member;
- (4) One Counselor;
- (5) One Librarian;
- (6) Network Administrator;
- (7) Dean of Academic Affairs; and
- (8) Dean of Residential Affairs.

The Director of Outreach will chair the committee.

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 members;
- (3) Two Residential Life staff members;
- (4) An administrator;
- (5) One Junior student;
- (6) One Senior student;
- (7) One Counselor
- (8) The Facilities Manager
- (9) One supervisor from the security contractor (ex-officio advisor); and
- (10) Dean of Residential Affairs (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 Residential Affairs, Outreach Director, Fiscal and Facilities Manager, and Director of Admissions and Public Relations.
- D. Student: Any Junior or Senior currently enrolled at ASMSA.