

**ARKANSAS SCHOOL FOR MATHEMATICS,  
SCIENCES AND THE ARTS**



**CONSTITUTION  
2017-2018**

# **ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES AND THE ARTS**

## **CONSTITUTION**

The method of governance in an institution is important to 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 be best 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) Director of Admissions;
- (7) Director of Institutional Advancement;
- (8) Director of Finance; and
- (9) President and Vice-president of the Student Government Association.

#### **B. Function**

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

- (1) Teaching and Learning;
- (2) Facilities and Operations;
- (3) Mission and Innovation; and
- (4) 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, or proposal by 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 email shall be an acceptable form of notice.

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

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

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

## **ARTICLE I – GENERAL ASSEMBLY**

### **E. Officers**

Officers of the General Assembly shall be the President, President-Elect, and Immediate Past President. Officers of the General Assembly shall serve in a three-year cycle of one-year terms beginning in May.

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 serves as the chair of the Governing Council. The President ensures that the committees fulfill their responsibilities for the shared governance of ASMSA. The President shall set the agenda for the Governing Council, preside at meetings, and serve as liaison to the Director;
- (b) The President-Elect collaborates with the President to learn the role of the President, to become familiar with the programs of ASMSA and its governance, and to develop and facilitate officer transition. The President-Elect assists and supports the President as needed and plans for the Presidential year. The President-Elect shall record, maintain, and distribute minutes of meetings, maintain files associated with each committee and determine if a quorum is present. The President-Elect shall automatically become President at the end of the term as President-Elect;
- (c) The Immediate Past President provides advice, counsel and leadership to the General Assembly regarding past practices and other matters to assist the officers in governing ASMSA. The Immediate Past President supports the President and the President-Elect on an as-needed basis. The Immediate Past President performs the duties of the President in the absence of the President.

## **ARTICLE II – GOVERNING COUNCIL**

### **A. Membership**

Memberships on the Governing Council shall consist of the following:

- (1) Officers;
- (2) One faculty member from Arts and Humanities, Mathematics and Computer Science and Science Departments;
- (3) One academic support staff;
- (4) An administrator other than the Director;
- (5) Student Government Association President;
- (6) Residential Life staff member; and
- (7) Staff member.

The President shall serve as chair of the Governing Council.

The officers shall appoint all members of the Governing Council. The term of office for Governing Council members shall begin in May following appointment and end during the same period of the following year.

### **B. Authority**

The Governing Council is an instrument for shared governance in policy and decision-making at ASMSA. This platform represents the importance of community engagement and the central role the faculty and staff play in the overall mission of ASMSA, its operations, collegial climate, and culture.

The primary function of the Governing Council is to review policies and documents prepared by policy committees for consideration by the Director. The committee shall also annually review the Employee Handbook.

A simple majority of Governing Council members present and voting shall be sufficient for 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 the next scheduled 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 the end of the academic year. 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 twice during each semester when ASMSA is in session.

## **ARTICLE III – POLICY COMMITTEES**

### **A. Teaching and Learning Committee**

Memberships on the Teaching and Learning Committee shall consist of the following:

- (1) Dean of Academic Affairs;
- (2) Two faculty members, one of which must be the department chair or his/her designee, each from the Arts and Humanities, Mathematics and Computer Science, and Science Departments;
- (3) One Student Success Coordinator;
- (4) The Librarian; and
- (5) Network Administrator or his/her designee.

The Dean of Academic Affairs will chair the committee.

The primary function of the committee is to recommend courses and other issues impacting curriculum for consideration by the Director. The committee will also be responsible for evaluating hardware and software technologies that promote student success and learning.

The committee will meet as needed. At least once per semester, the Chair will communicate with all members for the committee, by electronic or other means, to determine whether there is need for the committee to meet.

## **B. Facilities and Operations Committee**

Memberships on the Facilities and Operations Committee shall consist of the following:

- (1) Director of Finance;
- (2) One faculty member from Arts and Humanities, Mathematics and Computer Science, or Sciences Departments;
- (3) Two staff members;
- (4) One Residential Life staff member;
- (5) Network Administrator or his/her designee;
- (6) Facilities Manager;
- (7) Dean of Students;
- (8) One supervisor from food services (ex-officio advisor);
- (9) One supervisor from the security contractor (ex-officio advisor); and
- (10) One supervisor from Powers (ex-officio advisor).

The Director of Finance or designee will chair the committee.

The primary function of the committee is to review and revise the maintenance plan, evaluate safety/security, and develop standard operating procedures for consideration by the Director.

The committee will also evaluate the technological infrastructure plan for consideration by the Director.

The committee will meet as needed. At least once per semester, the Chair will communicate with all members for the committee, by electronic or other means, to determine whether there is need for the committee to meet.

### **C. Mission and Innovation Committee**

Memberships on the Mission and Innovation Committee shall consist of the following:

- (1) Director of Institutional Advancement;
- (2) Director of Admissions;
- (3) One faculty member each from the Arts and Humanities, Mathematics and Computer Science, and Science Departments;
- (4) One Residential Life staff member;
- (5) One Finance staff member;
- (6) One Student Success Coordinator;
- (7) One academic support staff member; and
- (8) Assistant Dean for Outreach.

The Director of Institutional Advancement or designee will chair the committee.

The primary function of the committee is to ensure that the school's residential, outreach and educator development programs reflect the legislated mission of ASMSA and the shared values of its community of learning.

The committee shall also review admission strategy, student selection processes, and accreditation standards so that ASMSA remains both a state and national leader by continually introducing new ideas, solidifying best practices, and identifying benchmarks to local and national peers.

The committee will meet as needed. At least once per semester, the Chair will communicate with all members for the committee, by electronic or other means, to determine whether there is need for the committee to meet.

### **D. Student Affairs Committee**

Memberships on the Student Affairs Committee shall consist of the following:

- (1) Dean of Students
- (2) One faculty member each from Arts and Humanities, Mathematics and Computer Science, or Science Department;
- (3) One Student Success Coordinator;
- (4) One female and male Residential Life staff member;
- (5) One female and one male junior student;
- (6) One female and one male senior student;
- (7) Residential Life Coordinator; and
- (8) SGA Vice-President.

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. At least once per semester, the chair will communicate with all members of the committee, by electronic or other means, to determine whether there is need for the committee to meet.

## **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 presented 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 two classes.
- B. Staff Member: All employees other than faculty members and administrators.
- C. Academic Support Member: An employee who is under academic affairs who is not faculty, whose primary responsibilities are not instructional, or whose primary responsibilities provide support services.
- D. Residential Life Staff Member: An employee supervising students and working in the Student Center.
- E. Administrator: Director, Dean of Academic Affairs, Dean of Students, Director of Finance, Director of Admissions, and Director of Institutional Advancement.
- F. Student: Any junior or senior currently enrolled at ASMSA.

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## **AMENDMENTS**

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There are no amendments at this time

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## **POLICIES**

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**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.