

# **The University of Arkansas at Monticello** **Constitution**

## **ARTICLE I**

### **SCOPE AND PURPOSE**

We, of the University of Arkansas at Monticello, share with all universities the commitment to search for truth and understanding through scholastic endeavor. We recognize that the method of governance of any institution is of singular importance in determining the character of that institution. We further recognize that our commitment to scholastic endeavor is best governed by the corporate wisdom, participatory decision-making, and collective efforts of the students, faculty, staff, and administrators of the University of Arkansas at Monticello.

Therefore, we hereby ordain and establish this constitution for governance of the University of Arkansas at Monticello pursuant to the policies established by the Board of Trustees of the University of Arkansas, under the authority of the University of Arkansas Board of Trustees Board Policy 100.4, "Rules and Regulations of the Board of Trustees of the University of Arkansas for the Governance of the U. of A., 1975," and as specifically granted in Board Policy 1410.1, Campus Governance (dated September 4, 2009), and any subsequent revisions thereof.

We expect this constitution to promote the recognition of problems, to enable the use of human and capital resources for solutions to those problems, to facilitate communication within the University community, and to promote standards of tolerance, fairness, and respect toward all members of the University community. We further trust that this constitution promotes a participatory collegium toward the enlightened furtherance of the academic charge and ideals upon which the University of Arkansas at Monticello is founded.

## **ARTICLE II**

### **THE ASSEMBLY**

**Section 1.** Name. The name of the governing body of the University of Arkansas at Monticello (UAM) shall be the UAM Assembly, hereinafter called the Assembly.

**Section 2.** Authority and Responsibility. The UAM Assembly is, under the Board of Trustees, the ruling legislative body for the development and revision

of educational policies and programs of UAM. The UAM Assembly shall have legislative powers on local educational policies including:

1. Admission requirements
2. Curriculum and courses
3. Degrees and requirements for degrees
4. Calendar and schedule
5. Awards of honors and honorary degrees
6. Student Affairs
7. Interpretation of its own legislation

In addition, the Assembly shall have the authority to make recommendations to the Chancellor, President, and Board of Trustees on any matter of general faculty or University concern. Through the Chancellor, actions on any matter the Assembly may recommend are reported to the President and, when requested by the University government or considered necessary and desirable by the President, to the Board of Trustees.

The Assembly retains the powers of initiative and referendum in all its actions and deliberations.

### **ARTICLE III**

**Section 1.** Membership in the Assembly shall be granted to all whose professional responsibilities fall within the following categories:

**A. Faculty.** Faculty on appointments of half-time or more at the rank of instructor or above, or faculty equivalents with corresponding appointments according to University of Arkansas Board Policy 405.1 shall be members of the Assembly.

**B. Administration, staff, and students.** Administration, staff, and students as defined in Article I of the Bylaws shall be members of the Assembly.

**C. Other membership.** It is desirable to confer Assembly membership upon other positions within the administration, faculty, professional staff, non-professional staff, and student body, insofar as the duties of those positions contribute to the academic responsibility for which the campus exists. All such positions that qualify for Assembly membership shall be listed in Article I of the Bylaws.

D. UAM Campus. The University of Arkansas at Monticello (UAM) campus refers to any location where UAM courses of instruction are taught: Monticello, Crossett, McGehee, or any other location which may be added.

**Section 2.** Addition or deletion of Assembly members listed in Article I of the Bylaws shall be accomplished using the standard procedures for amendment of the Bylaws, except that voting for such addition or deletion shall be done on a position-by-position basis and shall be conducted by secret ballot.

## **ARTICLE IV**

### **OFFICERS**

**Section 1.** Officers. The officers of the UAM Assembly shall be the Chairperson, Vice Chairperson, Secretary, and Parliamentarian. All officers will serve a one-year term but may be re-elected to not more than two successive terms. The Chairperson and Vice Chairperson shall be elected from members of the Assembly who hold faculty appointments, but are not academic unit heads. The Secretary and Parliamentarian shall be elected from members of the Assembly.

**Section 2.** Vacancies in Office. In the event of a vacancy in the office of the Chairperson, the Vice Chairperson will assume the duties of that office. Vacancies in other offices of the Assembly will be filled by appointments by the Chairperson. In the event that both offices of the Chairperson and Vice Chairperson become vacant, the Parliamentarian shall call a special election to fill these offices. The membership of the Assembly must be notified at least five (5) days in advance of the special election, with nominations coming from the floor. In the event that more than two are nominated, the two receiving the most votes are to be placed in a run-off unless one receives a majority.

## **ARTICLE V**

**Section 1.** Regular meetings. The UAM Assembly shall meet not less than two times during each fall semester and each spring semester. The Assembly may be called into regular meeting by either the Chairperson of the Assembly or the Chancellor. In addition, a regular meeting shall be called by the Assembly Chairperson upon petition by ten (10) percent of the members of the Assembly. Floor privileges are reserved for Assembly members. The agenda for all regular meetings of the Assembly shall be prepared and distributed by the Chairperson at least five (5) academic days before the meeting. Only items

on the agenda may be voted on. After the agenda has been cleared, the floor shall be open for matters of general discussion.

**Section 2. Special Session.** In the event of administrative or academic emergency, a special session of the Assembly may be called. Either the Chairperson of the Assembly or the Chancellor may call a special session. In addition, a special session shall be called by the Assembly Chairperson upon petition by ten (10) percent of the members of the Assembly. The calling of the special session is to provide a means for waiving the five-day (5) requirement for distribution of the agenda, as follows. Upon the announcement of and in conjunction with the call of a special session, the agenda for the session shall be distributed to all members of the Assembly; the agenda shall also be available for distribution at the beginning of the session. A quorum shall be required to call the special session to order. Following the call to order, a vote of Assembly sanction for waiving the five-day (5) distribution requirement of the agenda shall be taken. A three-fourths (3/4) vote of those present and voting shall constitute the Assembly's sanction for waiver; a failure to sanction waiver shall serve as adjournment of the special session. Following sanction for waiver, the special session can then be used for the conduct of Assembly business as established in this Constitution and Bylaws, except that special sessions cannot be convened for purposes of amendment of either the Constitution or the Bylaws.

**Section 3. Minutes.** Copies of the minutes of any regular meeting or special session of the Assembly must be distributed to the President of the University, posted on the UAM website, and deposited in the UAM library no later than five (5) academic days after the meeting. The rules of order shall be the current edition of Robert's Rules of Order-- except that normal rules of order may be suspended upon unanimous consent of those present.

**Section 4. Legislative action.** A simple majority of those present and voting, except as otherwise specified herein, shall be required for a measure to carry provided a quorum is present. A quorum shall consist of forty (40) percent of the Assembly members. Legislative action will proceed from the Assembly to the Chancellor, the President, and the Board of Trustees. Legislative action of the Assembly becomes effective at the end of two weeks, except that the Assembly may make any action effective immediately by declaring it to be an emergency by three-fourths (3/4) vote of those present and voting.

**Section 5. Disapproval by the Chancellor.** Any action of the Assembly may be disapproved by the Chancellor within two weeks after receipt of same. The Chancellor will notify the Assembly of such disapproval in writing. If the

Chancellor and the University organization are unable to reconcile their differences, the Assembly may, by a three-fifths (3/5) vote of those present and voting, provided that a quorum is present, appeal these differences to the President for mediation and to the Board of Trustees. If settlement is not achieved within thirty days, the President shall submit the issue to the Board of Trustees for resolution.

## **ARTICLE VI**

### **AMENDMENTS**

**Section 1.** Amendment procedures. The Constitution may be amended by the following procedure. Proposed amendments must be signed by ten (10) or more Assembly members and presented to the Assembly Chairperson who will distribute the proposed amendment to members of the Assembly at least ten (10) days before a regular meeting. A three-fourths (3/4) affirmative vote of Assembly members present and voting is required for approval of the proposed amendment. Any such proposed amendment or amendments shall become effective and be in operation when expressly approved by the Board of Trustees of the University or after approval by the Board of Trustees on a day specified therein.