

# **Constitution of the University Assembly of the University of Arkansas at Little Rock**

## **Article I**

### **Composition and Function of the UALR Assembly**

#### **Composition of the UALR Assembly**

The UALR Assembly shall be composed of the president of the University of Arkansas and the following UALR personnel: the chancellor; the vice chancellor and provost; all vice chancellors, associate vice chancellors, deans, and directors; the registrar; all full-time employees with the academic rank of university professor, distinguished professor, professor, associate professor, assistant professor, and instructor; elected members of the Staff Senate; and one student for every 400 students enrolled in the fall term of each academic year selected by the Student Government Association to be broadly representative of the various student groups.

Professors emeriti, persons with adjunct or visiting academic rank, lecturers, and part-time faculty members shall have voice but not vote in the Assembly, and shall not be eligible for election to the Faculty Senate or any standing committee or council of the Assembly or the Faculty Senate.

Questions concerning Assembly membership shall be resolved by the Assembly itself.

#### **Functions of the UALR Assembly**

Within the framework of such governmental principles as are officially established for the University of Arkansas multicampus system, the UALR Assembly shall be, under the Board of Trustees, the legislative and advisory body on educational policies and programs on this campus. All legislative functions of the UALR Assembly are hereby assigned to the UALR Faculty Senate as described in Article III of this Constitution, subject only to the right of the Assembly to amend or rescind legislative actions of the Faculty Senate. The Assembly and the Faculty Senate shall have the right to make recommendations on all matters that concern the educational mission and effectiveness of the University.

The Assembly may, upon petition of twenty-five (25) or more members of the Assembly, amend

or rescind any legislative action of the Faculty Senate by a vote of three-fifths of the Assembly members present and voting, provided that a quorum is present. Petitions to amend or rescind Faculty Senate legislative actions must be presented to the office of vice chancellor and provost within ten (10) calendar days of the Faculty Senate action; absent such petitions, legislative actions of the Faculty Senate shall follow the procedures described under Article III of this Constitution. Upon receipt of a petition to amend or rescind Faculty Senate legislation, the office of vice chancellor and provost shall notify the president and the other members of the Executive Committee of the Assembly. Upon such notification, the president of the Assembly (or, in the absence of the president, the vice president) shall call a meeting of the Assembly to be held no later than fifteen (15) calendar days after the filing of the petition.

The chancellor may veto any Faculty Senate legislation that has been amended by the Assembly within fifteen (15) calendar days of the time when a written record of the Assembly action has been presented to him. The chancellor shall provide written reasons for the veto to the Assembly. By a three-fifths vote of those present and voting, provided that a quorum is present, the Assembly may override the chancellor's veto; such overriding action will, unless the chancellor withdraws his or her objection within fifteen (15) calendar days, appeal the matter to the president of the University for mediation. If settlement is not achieved within thirty (30) calendar days, the president shall submit the issue to the Board of Trustees for resolution.

#### **Officers of the Assembly**

Officers of the Assembly shall be the president, previous president, vice president, secretary, and parliamentarian. The president of the Assembly shall be elected by the Assembly at a meeting late in the Spring semester of each year from among the faculty members of the Assembly who are eligible to serve in the Faculty Senate. The president of the Assembly also shall serve as president of the Faculty Senate, and may or may not be an elected member of the Faculty Senate. The term of office of

the president of the Assembly and the Faculty Senate shall be two years, beginning with the first meeting of the Assembly or Faculty Senate, whichever comes first, of the following Fall semester. The vice chancellor and provost shall serve as the vice president of the Assembly. The secretary and parliamentarian shall be elected by and from the membership of the Executive Committee of the Assembly. The previous president shall have all rights of Senate membership, serve as advisor to the president of the Senate, and have voice on the Executive Committee.

The president shall preside at meetings of the Assembly and of the Executive Committee of the Assembly. The vice president shall be the presiding officer at Assembly meetings in the absence of the president. The vice president also shall serve as vice president of the Executive Committee of the Assembly. The vice president also shall be responsible for the collection, duplication, and distribution of Assembly materials.

The secretary shall be responsible for promptly preparing the minutes of each Assembly meeting and for submitting the minutes to the office of the vice chancellor and provost for duplication and distribution. The secretary also shall serve as secretary to the Executive Committee of the Assembly. The secretary also shall collect papers and documents concerned with Assembly matters and transfer them to the UALR Archives, or equivalent place, at the end of each academic year.

The parliamentarian shall advise the officers and members of the Assembly on questions of procedure in order that the business of the Assembly be transacted correctly, efficiently, and impartially. The parliamentarian also shall serve as parliamentarian of the Executive Committee of the Assembly.

### **The Executive Committee of the Assembly**

The Executive Committee of the Assembly shall be composed of the president, vice president, secretary, and parliamentarian of the Assembly; in addition, the other officers of the Faculty Senate and the Staff Senate, and the executive officers of the Student Government Association shall serve as members of the Executive Committee.

The Executive Committee shall be responsible for the agenda of the Assembly meetings. Subject to challenge on the floor of the Assembly, the Executive Committee may refer proposals for agenda items to an appropriate council or standing committee of the Assembly; in the event of such referral, the

body receiving the item shall report to the Assembly what action it has taken in regard to the referred item.

### **Meetings of the Assembly**

The UALR Assembly shall meet at least twice each academic year, once at the beginning of the academic year and once late in the academic year. The Assembly president or, in the absence of the Assembly president, the vice chancellor and provost shall call these required meetings. Other meetings of the Assembly may be called by the Assembly president, a majority of the Executive Committee of the Assembly, the chancellor, a majority of the Faculty Senate, or upon petition to the office of vice chancellor and provost of at least twenty-five (25) members of the Assembly. However, meetings to amend or rescind Faculty Senate actions may be called only upon specific petition to amend or rescind Faculty Senate actions and signed by at least twenty-five (25) members of the Assembly as specified under Functions of the UALR Assembly in this Constitution.

The presence of 10 percent of the Assembly membership shall constitute a quorum.

Unless specified otherwise in this constitution, matters placed before the Assembly for a vote shall be decided by a simple majority of those members present and voting, provided that a quorum is present.

Unless specified otherwise in this constitution, all meetings of the Assembly shall be governed by parliamentary procedure as set out in the most recent edition of Robert's Rules of Order.

Meetings of the Assembly, except when concerned with personnel matters, shall be open to the public; the Assembly president may, however, either extend or withhold floor privileges to those persons who are not members of the Assembly.

The agenda shall be prepared by the Executive Committee of the Assembly and distributed to all members of the Assembly not later than ten (10) calendar days before the time of the meeting. Items of business may be added to the agenda by a petition signed by five percent or more of the voting members of the Assembly, if submitted to the office of vice chancellor and provost not later than ten (10) calendar days before the deadline for distribution of the agenda as provided in this section.

At any meeting of the Assembly, no final action may be taken on any business that is not on the agenda for this meeting unless eighty percent (80%) of the Assembly present and voting shall consent and provided that a quorum is present.

If a meeting of the Assembly is called during the summer, during a vacation, or at any time when classes are not in regular session, notification of the meeting, together with a copy of the agenda, shall be mailed to the home of each member at least seven calendar days prior to the meeting.

### **Committees and Councils of the Assembly**

**Committee on Committees:** The Committee on Committees shall appoint members of the appointed committees and councils of the Assembly and of the Faculty Senate as specified in this Constitution. It shall prepare a slate of nominees for President of the Assembly. The Committee shall appoint staff members from a slate of nominees supplied by the Staff Senate. The Committee shall consist of the members of the Executive Committee of the Assembly and an elected faculty representative from each unit having representation in the Faculty Senate. The president of the Assembly and Faculty Senate shall serve as the chairperson of the Committee and shall have the responsibility for convening the initial meetings of the committees and councils of the Assembly and Faculty Senate in the fall semester.

**Environmental Impact Committee:** The purpose of this committee shall be to insure maximum protection of the natural environment of the UALR campus consistent with reasonable growth and development of the campus and to promote campus beautification through a continuous review of landscaping practices. The committee shall review all plans for on-campus construction, including periodic review of the Campus Master Plan; shall report to the Assembly or the Faculty Senate concerning the potential impact that proposed new facilities or construction will have on the natural environment of the campus; and shall recommend, if necessary, steps that should be taken to protect the natural environment.

The committee shall consist of five Assembly members, one of whom shall be a staff member, two students appointed by the Student Government Association, and the administrator in charge of planning buildings and grounds, and the director of Physical Plant as ex officio members without vote. The non-student members with vote shall be appointed by the Committee on Committees, with the non-student members serving two-year staggered terms and the student members serving one-year terms.

**Fringe Benefits Committee:** This committee shall keep the quality and scope of the fringe benefits offered faculty and staff under continuous

review. Periodically it shall initiate detailed reviews of major programs such as health insurance or retirement benefits; it shall recommend changes or additions when they are deemed desirable. The committee shall recommend to the chancellor people to represent UALR on the Fringe Benefits Committee of the University of Arkansas system. The committee shall consist of the members of the Faculty Development and Benefits Committee; five staff members appointed by the Committee on Committees; the director of the Office of Human Resources Development; and the vice chancellor for finance or that person's designee (as ex officio member without vote). The staff members shall serve two-year, staggered terms.

**Publications Committee:** The purpose of this committee shall be to advise University-financed student publications; to appoint or to dismiss the editor of The Forum and the editor of the Equinox following procedures established by the committee; to establish policies related to University-financed student publications such as The Forum and the Equinox; and to inform the University Assembly and Faculty Senate as appropriate. The committee shall be composed of three faculty members, five students appointed by the Student Government Association, the associate vice chancellor for educational services or designee, the editor of The Forum, and the editor of the Equinox. The Executive Committee of the Assembly shall appoint the faculty members to two-year staggered terms. Students shall serve one-year terms. Faculty advisors to these publications shall serve as members of the committee without vote.

**System Relations Committee:** This committee shall be responsible for monitoring all system policies and procedures with reference to their impact on UALR. The committee shall outline the advantages and disadvantages of each policy to UALR faculty, staff, and students and make recommendations to the appropriate representative body or bodies that have been established under the authority of the Assembly

Membership shall be composed of the Assembly president, who shall serve as chairperson of the committee, the vice president of the Assembly, the president of the Student Government Association, and the chairperson of the Staff Senate. In addition, the Committee on Committees shall select one dean of a college or school, one other administrator, four faculty members, and two staff members to serve on the committee.

**Traffic Committee:** This committee shall recommend parking and traffic rules and

improvements in parking facilities to the Assembly, the Faculty Senate, and the chancellor. It also shall hear appeals concerning traffic violations from individuals who are not students at UALR. Membership shall include four faculty members and two staff members named by the Committee on Committees and two student representatives named by the Student Government Association. Faculty and staff shall serve staggered, two-year terms, and students shall serve one-year terms. Members shall elect a chairperson annually. The administrative officer in charge of parking facilities and the chief security officer shall serve on this committee as members without vote.

**Policy Advisory Council:** This Council shall advise the chancellor on academic and administrative policies of the university subject to the authority of the Assembly and the Faculty Senate.

This Council shall consist of the president and the elected officers of the Faculty Senate; the elected chairpersons of elected standing councils and committees of the Faculty Senate; the chairperson of the Staff Senate and four staff representatives, one from each Vice Chancellor's area; the president of the Student Government Association or that person's designee; one student affairs representative; and two members of the Assembly appointed by the Executive Committee of the Assembly.

**University Health and Wellness Committee:** This committee shall monitor campus health issues and recommend policies to the University Assembly and to appropriate administrators to insure a safe and supportive atmosphere in which to work. The committee shall formulate, review, and recommend policies concerning campus public health and wellness issues, including health promotion, health education and disease prevention within the social, biological and physical environment. The committee shall also deal with specific issues such as AIDS, wellness, and environmental health and safety, and shall monitor the development of programs designed to implement the campus health policies and wellness programs that are approved by the University Assembly and appropriate administrative officers.

The committee shall consist of four faculty members and two staff members appointed by the Committee on Committees, one undergraduate student appointed by the Student Government Association, one graduate student appointed by the Graduate Student Association, the Director of Health Services or designee, the Director of the Environmental Health Sciences Program or designee, the Director of Human Resources

Development or designee, and the Associate Vice Chancellor for Educational Services or designee. Faculty and staff shall serve two-year staggered terms, and students shall serve one-year terms.

### **Bylaws of the University Assembly**

The bylaws of the Assembly shall be subject to amendment by majority vote of those present and voting at one Assembly meeting, provided a quorum is present.

**Appointments:** In making appointments, the appointing authority shall be mindful of the need to include minorities and women whenever possible.

**Chairperson Election:** Unless otherwise specified, each standing council and committee of the Assembly shall elect its own chairperson annually. No one shall serve concurrently as chairperson of two such Assembly bodies.

**Interim Chairperson:** In the event that the position of chairperson of an Assembly council or standing committee becomes vacant, the president of the Assembly shall designate an interim chairperson from among the remaining members until the Assembly council or committee elects a new chairperson.

**Membership Rotation, Appointed Standing Committees:** Normally, the membership of appointed Assembly standing committees shall be rotated, with one Assembly member, usually the senior member of the committee, being replaced each year. To provide an equitable distribution among Assembly members, an individual usually will not have more than two Assembly committee memberships in a single year.

**Proxies:** Any member of a standing council or committee of the University Assembly may issue a proxy for any meeting of the council or committee. If members of a council or committee are selected from specified constituent units, the person representing the proxy must come from the same unit and meet the same criteria for membership as the person giving the proxy. Each proxy must state in writing the name of the person receiving it, the date of the meeting for which it is effective, and must bear the signature of the regular member issuing it. Valid for one meeting, each proxy shall be filed with the chairperson or other appropriate member of the council or committee meeting; proxies may be counted for quorum purposes but shall not be permitted in elections of council or committee officers.

**Meetings:** Unless specified otherwise, standing committees and councils of the Assembly shall hold an organizational meeting in the first month of

the academic year. Special meetings shall be held upon call of the chairperson or a majority of the committee or at the request of the president of the Assembly or the chancellor.

**Records and Reports:** Each committee or council of the Assembly shall send one copy of the minutes of each meeting to the secretary of the Assembly and another copy of the minutes to the president of the Assembly and shall provide regular or special reports to the Assembly at its own initiative or at the request of the president of the Assembly.

## **Article II**

### **Amending the Constitution**

Amendments to the Constitution of the UALR Assembly may be proposed by a majority vote of the Faculty Senate, provided a quorum is present, or by a petition signed by thirty (30) members of the UALR Assembly and presented to the office of vice chancellor and provost. Ratification of amendments shall be by three-fifths vote of the Assembly, provided that quorum is present, at two consecutive meetings of the Assembly. At least ten (10) calendar days must elapse between the first and second meetings of the Assembly. No final vote shall be taken on a proposed amendment until it has been submitted to the Executive Committee of the Assembly and published as part of the agenda for two consecutive Assembly meetings, except that provisions concerning the composition of Assembly committees and councils shall be amended by action at one Assembly meeting in accordance with the above procedures.

The Faculty Senate shall have the power to amend provisions concerning the creation, abolishment and composition of Faculty Senate councils and committees as specified under *Article III, The Faculty Senate, Councils and Committees of the Faculty Senate*. The Staff Senate shall have the power to amend provisions concerning the creation, abolishment and composition of Staff Senate committees as specified under *Article V, Composition and Functions of the Staff Senate*.

Proposed amendments must be considered during the regular nine-month academic year.

## **Article III**

### **The Faculty Senate**

#### **Composition of the Faculty Senate**

The Faculty Senate shall be composed of full-time faculty members holding the ranks of

university professor, distinguished professor, professor, associate professor, assistant professor, or instructor who are elected by the full-time faculty members of the Ottenheimer Library and all academic colleges and schools that report directly to the vice chancellor and provost. Schools that administratively report to a college dean are considered to be part of that college for purposes of representation in the Faculty Senate. All questions concerning representation of an academic college or school in the Faculty Senate shall be resolved by the Executive Committee of the Faculty Senate, subject to appeal to the Faculty Senate. Faculty who serve as department chairpersons are eligible for election to the Faculty Senate. Faculty members holding appointments that require them to devote more than half time to administrative work may not serve in the Faculty Senate. The chancellor and the vice chancellor and provost are exempt from this requirement, and shall serve as ex officio members (with vote) of the Faculty Senate. The president of the Staff Senate and the president of the Student Government Association shall serve as ex officio (with vote) members of the Faculty Senate.

The faculty of each of the aforementioned colleges or schools with ten (10) or more faculty shall be entitled to elect a minimum of one senator, with additional Faculty Senate seats apportioned on the following basis: a second Faculty Senate seat for those colleges or schools with twenty (20) to twenty-nine (29) full-time faculty; a third Faculty Senate seat for those colleges and schools with thirty (30) to thirty-nine (39) full-time faculty members; a fourth Faculty Senate seat for those colleges and schools with forty (40) to forty-nine (49) full-time faculty members; a fifth Faculty Senate seat for those colleges and schools with fifty (50) to fifty-nine (59) full-time faculty members; and so forth for each additional ten (10) full-time faculty. The Faculty Senate will be reapportioned every two years, prior to Faculty Senate elections, by the Executive Committee of the Faculty Senate, based on current information as to the number of full-time faculty members in each college or school. The Executive Committee of the Faculty Senate shall assign faculty members of units not otherwise represented in the Faculty Senate to a single unit solely for purposes of representation in the Faculty Senate provided that such full-time faculty members number twenty (20) or greater; otherwise, the Executive Committee shall, subject to challenge on the floor of the Faculty Senate, assign such faculty members to one or more units that are represented in the Faculty Senate, such assignment being solely

for purposes of representation in the Faculty Senate. When a single unit is created for purposes of representing faculty members of units not otherwise represented in the Faculty Senate, the Executive Committee of the Faculty Senate has the responsibility for supervising elections to the Faculty Senate from this unit.

Colleges and schools that have academic departments and that are represented by three or fewer Faculty Senators shall not have more than one Faculty Senator from the same academic department. Colleges and schools that have academic departments and that are represented by more than three but fewer than nine Faculty Senators shall not have more than two Faculty Senators from the same academic department. Colleges and schools that have academic departments and that are represented by nine or more Faculty Senators shall not have more than three Faculty Senators from the same academic department. This requirement may be waived by the Executive Committee of the Faculty Senate only when the Executive Committee has determined that following the requirement would make it impossible for a college or school to elect its full complement of Faculty Senators. In all instances the Executive Committee and the faculty of each college or school should be sensitive to the need to have Faculty Senators from as many different academic departments as possible.

### **Functions of the Faculty Senate**

Within the framework of this Constitution, the authority of the UALR Assembly, and such governmental principles as are officially established for the University of Arkansas multicampus system, the Faculty Senate shall be, under the Board of Trustees, the legislative and advisory body on educational policies and programs on this campus. The Faculty Senate shall have the right to make recommendations on all matters that concern the educational mission and effectiveness of the University.

The areas of the Faculty Senate's legislative authority shall include but are not limited to the following:

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

In addition to its legislative authority and all actions taken under this authority, the Faculty Senate shall make comments and recommendations on matters of multicampus concern, directing them to

the chancellor and, through the chancellor, to the president or other appropriate system-wide University authority. Similarly, the Faculty Senate shall make comments and recommendations on matters of UALR concern, directing them either to the chancellor alone or to both the chancellor and the president of the University of Arkansas, to be submitted by the president to the Board of Trustees.

The chancellor may approve or veto any legislative action of the Faculty Senate within a period from the eleventh through the twenty-fifth calendar day after such action has been presented to the chancellor, unless the Assembly has been petitioned to amend or rescind the Faculty Senate legislation. In the latter case, the chancellor's approval or veto shall be made no later than fifteen (15) calendar days after the Assembly has voted on and failed to approve a motion to amend or rescind a legislative action of the Faculty Senate. The chancellor shall provide written reasons for a veto to the Faculty Senate. By a three-fifths vote of those present and voting, provided that a quorum is present, the Faculty Senate may override the chancellor's veto. Unless the chancellor withdraws his or her objection within fifteen (15) calendar days after receiving written notification, including reasons, of an override, the matter will be appealed to the president of the University for mediation. If settlement is not achieved within thirty (30) calendar days, the president shall submit the issue to the Board of Trustees for resolution.

### **Officers of the Faculty Senate**

Officers of the Faculty Senate shall be the president, the previous president, the vice president, the secretary, and the parliamentarian. The previous president shall have all rights of Senate membership, serve as advisor to the president of the Senate, and have voice on the Executive Committee. The president of the Assembly shall serve as president of the Faculty Senate. The vice president, secretary, and parliamentarian shall be elected by the Faculty Senate for two-year terms. The election of new officers shall take place during the first meeting of the academic year after new members of the Faculty Senate have been elected. Vacancies shall be filled by election at the next regularly scheduled Faculty Senate meeting.

The president shall preside at meetings of the Faculty Senate and of the Executive Committee, and also shall discharge the responsibilities specified elsewhere in this constitution.

The vice president shall be the presiding officer at Faculty Senate meetings in the absence of the

president, and shall also serve as vice president of the Executive Committee.

The secretary shall be responsible for preparing the minutes of each Faculty Senate meeting and for submitting the minutes to the office of the vice chancellor and provost for distribution to all members of the Faculty Senate and Assembly. The secretary also shall serve as secretary of the Executive Committee. The secretary shall collect papers and documents concerned with Faculty Senate matters and transfer them to the UALR Archives or equivalent place at the end of each academic year.

The parliamentarian shall advise the officers and members of the Faculty Senate on questions of procedure in order that the business of the Faculty Senate be transacted correctly, efficiently, and impartially. The parliamentarian also shall serve as parliamentarian of the Executive Committee.

Persons newly elected as officers of the Faculty Senate shall assume their offices immediately after the meeting at which they are elected, except that the outgoing secretary remains responsible for the minutes of that election meeting.

### **Executive Committee of the Faculty Senate**

The officers of the Faculty Senate and the vice chancellor and provost shall constitute the Executive Committee of the Senate. The Executive Committee shall prepare the agenda as provided under Meetings of the Senate. The Executive Committee is empowered to present motions in proper language and format without substantive changes. Subject to challenge on the floor of the Senate, the Executive Committee shall label Faculty Senate agenda items in such manner as to indicate whether they are advisory in effect or authoritative unless vetoed by the chancellor.

Subject to challenge on the floor of the Faculty Senate, the Executive Committee may refer proposals for agenda items to an appropriate council or standing committee of the Senate; in the event of such referral, the body receiving the item shall report to the Faculty Senate what action it has taken in regard to the referred item. Also, subject to challenge on the floor of the Senate, the Executive Committee shall interpret Faculty Senate provisions on credentials and elections.

Each year, the Senate Executive Committee shall solicit from all UALR schools and colleges information concerning students and student groups who have achieved significant recognition for UALR-related activities at regional or national levels. Such information, obtained in sufficient time for action

at the last Senate meeting of the regular academic year, shall be presented to the Senate for recognition and commendation.

Every second year, prior to Faculty Senate elections, the Executive Committee shall reapportion Faculty Senate membership among the eligible academic units, such reapportionment being based on the current number of full-time faculty members in each academic unit and as specified under Composition of the Faculty Senate (above).

The Executive Committee shall meet at least once each academic year with the elected officers of the Staff Senate and the Student Government Association on matters of joint concern, and the secretary of the Faculty Senate shall provide the Senate with the minutes of such meetings.

### **Meetings of the Faculty Senate**

Meetings of the Faculty Senate, except when concerned with personnel matters, shall be open to the public. The officers of the Staff Senate and the executive officers of the Student Government Association shall be welcome to address the Faculty Senate at the beginning of each meeting, the exact period of time for each speaker to be determined by the president of the Faculty Senate. The president of the Faculty Senate may extend or withhold speaking privileges to persons who are not members of the Senate, subject to challenge on the floor of the Senate.

The Faculty Senate shall meet on call by the president of the Faculty Senate at least four times between August and May of the academic year. The Faculty Senate also may be convened on the initiative of the chancellor. In addition, the Faculty Senate will meet on formal petition to the president of the Faculty Senate by five or more members of the Faculty Senate; such meeting to be held within fifteen (15) calendar days of the presentation of the petition. At any meeting the president shall preside; in the president's absence, the vice president shall preside; and in the absence of both, the president's designee shall preside.

The Executive Committee of the Faculty Senate shall compile the agenda and submit it to the office of vice chancellor and provost for distribution. The agenda must be distributed to all members of the Senate, the executive officers of the Student Government Association, the officers of the Staff Senate, and to all members of the UALR Assembly through the campus mail not later than five school days before the time of the meeting. A petition for the inclusion of any item of business signed by five or more of the members of the faculty or by one

Faculty Senator that is submitted to the president of the Faculty Senate not later than one week before the deadline for distribution of the agenda shall result in that item of business being included on the agenda. The chancellor, the vice chancellor and provost, the officers of the Staff Senate, and the officers of the Student Government Association also may place any item on the agenda by submitting it to the president of the Faculty Senate not later than one week before the deadline for distribution of the agenda.

At any meeting of the Faculty Senate no action shall be taken on any business that is not on the agenda for that meeting unless four-fifths of the Faculty Senate present shall consent and provided that a quorum is present.

A majority of the Faculty Senate membership shall constitute a quorum. The Faculty Senate shall be the judge of the elections, returns, and qualifications of its own members, and shall have the power to expel a member for nonattendance, disorderly behavior, or misconduct by the concurrence of two-thirds of those present and voting, provided a quorum is present.

Except where specified otherwise in this Constitution, matters placed before the Faculty Senate for a vote shall be decided by a majority vote of those present and voting. Voting shall ordinarily be by voice, but in cases of doubt any member may request a hand count vote. Other methods of voting may be required by twenty-five percent of the members present. There is no provision for proxy or cumulative voting.

Unless otherwise noted in this Constitution, all meetings of the Faculty Senate shall be governed by parliamentary procedures as set out in the most recent edition of Robert's Rules of Order.

### **Elections of the Faculty Senate and Faculty Senate Officers**

Faculty Senate elections shall be by secret ballot, and shall be held before the end of the Spring semester of each year, the exact date to be determined by the dean of each college or school. Senators elected at these college or school meetings shall assume office at the first Faculty Senate meeting of the academic year in August or September.

During the first meeting of the academic year in August or September, the Faculty Senate shall elect its officers from the membership of the Faculty Senate.

### **Councils and Committees of the Faculty Senate**

Amendments concerning Faculty Senate councils or committees may be proposed by any member of the Faculty Senate. Ratification requires a three-fifths vote of the Faculty Senate at two meetings during the regular nine-month academic year provided that a quorum is present and that the proposed amendment has been submitted to the Executive Committee of the Faculty Senate and published as part of the agenda for that Faculty Senate meeting.

#### **Councils**

**Faculty Appeals Council:** All appeals and grievances involving faculty are made to the Faculty Appeals Council. This includes but is not limited to appeals and grievances about dismissal, tenure, promotion, salary, fringe benefits, working conditions, and discrimination based upon race, sex, or physical handicap. Membership of this committee shall include the Committee on Tenure, one full-time faculty member, with tenure, elected from each academic unit represented in the Faculty Senate, and two academic administrators below the level of dean who shall be elected by the Faculty Senate. Should the composition of the Faculty Appeals Council not, in the opinion of the president of the Faculty Senate, include adequate representation of women and/or minorities, the Faculty Senate president may appoint up to five additional full-time faculty members to provide such representation. Elections shall be conducted in the spring, and members shall serve two-year staggered terms.

**Internal Structure and Processes of the Faculty Appeals Council:** The chairperson shall appoint members of the council to three-person informal and five-person formal panels when appeals are made. In making hearing panel appointments, the chairperson shall distribute faculty members as evenly as possible in relation to tenure status, administrative status, race, gender, and previous service on other panels during the academic year. Any panel member may disqualify herself or himself for good cause. Panel members may be challenged for cause, with the merits of each challenge decided by majority vote of the panel. In addition, the appellant shall be permitted one peremptory challenge.

Each faculty member who is considering filing or who has filed a complaint before the Faculty Appeals Council may, at such person's option, request an advisor. In the response to such request the chairperson of the council shall appoint a

member of the council to serve as that person's advisor. A person's advisor shall not sit on a panel of the council to hear that person's grievances.

**Graduate Council:** On behalf of the Faculty Senate, and subject to that body's authority, the UALR Graduate Council shall review and recommend action on new graduate courses, programs, and degrees and consider other matters related to graduate work at UALR. This Council shall report all of its actions promptly to the Faculty Senate, normally through *Campus Update*.

In reviewing proposals, the Graduate Council shall consider the current policies and criteria of the University of Arkansas at Little Rock and those of the University of Arkansas system and the Board of Higher Education.

Proposals for graduate programs and courses which originate with department faculties shall be routed to college or school curriculum committees, to college or school faculties, and to the Graduate Council. In academic units not organized into departments, colleges, or schools, routing shall be according to analogous process certified to the Graduate Council by the vice chancellor and provost. Recommendations of the Graduate Council are subject to review by the Faculty Senate upon decision of the Executive Committee of the Faculty Senate or upon petition signed by five or more senators and delivered to the president of the Faculty Senate within ten (10) calendar days of passage by the Graduate Council. Proposals not reviewed by the Faculty Senate or having passed Senate review are routed to the vice chancellor and provost and chancellor, and for new degree programs, to the president, the Board of Trustees, and the Board of Higher Education.

The Graduate Council shall be composed of one representative from the Ottenheimer Library faculty, three representatives qualified for graduate faculty status elected from each college and school represented in the Faculty Senate, and three graduate students appointed by the Committee on Committees of the Assembly for one-year terms from nominations submitted by the Graduate Dean, the coordinators of graduate programs, and graduate student organizations. Elected representatives shall serve staggered three-year terms.

**Undergraduate Council:** On behalf of the Faculty Senate, and subject to that body's authority, the UALR Undergraduate Council shall review, interpret, and recommend action on all general undergraduate academic policies; it shall review and recommend approval or disapproval of curriculum proposals and degree programs. The coun-

cil shall report all of its actions promptly to the Faculty Senate, normally through *Campus Update*.

In reviewing curriculum matters, the Council shall consider current policies and criteria of the University of Arkansas system and the Board of Higher Education.

In academic units organized into departments and colleges and schools, all proposals for changes in curricula and degree programs shall be routed to department, college, or school curriculum committees; to college or school faculties; and to the Undergraduate Council. In academic units not organized into such departments and colleges and schools, routing shall be according to analogous process certified to the Undergraduate Council by the vice chancellor and provost. Recommendations of the Undergraduate Council are subject to review by the Faculty Senate upon decision of the Executive Committee of the Faculty Senate or upon petition signed by five or more senators and delivered to the president of the Faculty Senate within ten (10) calendar days of passage by the Undergraduate Council. Proposals not reviewed by the Faculty Senate or having passed Faculty Senate review shall be routed to the vice chancellor and provost, the chancellor, and for new degree programs, to the president, the Board of Trustees, and the Board of Higher Education.

The Undergraduate Council shall be composed of one representative from the Ottenheimer Library faculty, two full-time faculty members elected by the full-time faculty from each college or school offering undergraduate work and represented in the Faculty Senate, and five undergraduate students, one of whom must be taking a course or courses at night. The student representatives are appointed by the Student Government Association for one-year terms and are selected to represent the broadest range possible of academic areas. The elected representatives shall serve staggered two-year terms. [The associate vice chancellor for academic affairs]<sup>1</sup> and a representative from the Office of Admissions and Records shall be ex officio members without vote.

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1. The position of associate vice chancellor for educational programs was eliminated July 1, 1988 and a representative from the office of the vice chancellor and provost assumed the responsibility of that position on the Undergraduate Council.

### **Elected Standing Committee**

**Committee on Tenure:** This committee shall have two functions: to keep under review all policies and procedures involving faculty tenure, promotion, non-reappointment and dismissal, and to offer such recommendations and comments to the Faculty Senate as it deems appropriate. The committee shall be composed of two faculty members elected by each college and school represented in the Faculty Senate and one representative elected by the professional librarians with academic rank, excluding in all instances deans and department chairs. Elections shall be held in the spring, and members shall serve two-year staggered terms.

### **Appointed Committees**

**Academic Integrity and Grievance Committee:** The Academic Integrity and Grievance Committee hears specific grade appeals and hears, on appeal and referral, cases involving certain alleged academic offenses. The Academic Integrity and Grievance Committee comprises 15 faculty and 3 faculty alternates to be appointed annually in the spring by the Committee on Committees and 15 students and 3 alternates to be appointed no later than the beginning of the fall semester by the Student Government Association. The term of office begins with the fall semester and continues for twelve months. The purpose of the committee is twofold: (1) it affords the student an opportunity to appeal a grade if he or she feels the grade was inequitably awarded in that it violated a faculty member's own specified grading standards, and (2) it affords a student a hearing in cases where disputes over alleged cheating, plagiarism, collusion, and the like cannot be resolved (where the student does not admit that he/she violated an academic offense standard or that the student admits that he/she did violate an academic offense standard and the dean of students/designee refers the case for sanctioning). Students and faculty members are urged, however, to make all attempts possible to resolve a grievance before initiating formal appeal. The administrative officer shall assign two faculty members and two students to hear academic offenses by rotation according to alphabet if possible.

For information on the operating policies of this committee see Section V.

**Academic Calendar and Schedules Committee:** This committee shall recommend to the Faculty Senate the academic calendar, schedules and schedule policies, and shall present academic schedules

to the Senate. Normally, these calendars and schedules, in draft form, originate in the Office of Admissions and Records, and are forwarded to the committee for its approval before being submitted to the Faculty Senate. When questions arise, the committee shall, on behalf of the Faculty Senate, interpret the calendar and schedules. The committee shall consist of one full-time faculty member from each college/school represented in the Faculty Senate to be appointed by the Committee on Committees, the vice president of the Faculty Senate, the chair of the Undergraduate Council or that person's designee, the registrar or that person's designee, the vice chancellor and provost or that person's designee. In addition, two students appointed by the Student Government Association shall serve as members. Appointed faculty members shall serve two-year staggered terms and students shall serve one-year terms. The chairperson of the Planning and Finance Committee shall serve as chairperson of this committee.

**Admissions and Transfer of Credit Committee:** On behalf of the Faculty Senate, this committee shall be responsible for establishing and maintaining appropriate standards for admitting students to UALR and accepting transfer credit. It shall recommend policies to the Faculty Senate in the areas of its responsibility. It also shall hear appeals from applicants for admission and from students concerned with transfer credit.

The committee shall consist of eight full time faculty members to be appointed by the Committee on Committees of the Assembly, two student members appointed by the Student Government Association, and the administrative officer in charge (or designee) of admissions and records, Dean of Students, University College/Academic Advising, Testing Services. An Admissions Office designee shall serve as coordinator for the Admissions Committee proceedings. The eight faculty members shall serve one year terms. All members of the committee are voting members.

**Athletics Committee:** This committee shall consider matters pertaining to the intercollegiate athletic program and shall be advisory in nature with respect to the relationship of athletics to the academic purposes of the University. These matters may include the monitoring of academic progress and eligibility of student-athletes, scheduling of athletic events, allocation of scholarships, recruitment of student-athletes, the adding and dropping of sports, NCAA, NAIA, and conference rules and changes, and other matters related to intercollegiate athletics.

The committee shall be composed of six full-time faculty members to be appointed by the Committee on Committees of the Assembly, with the proviso that no more than one voting member shall be selected from any single academic college or school. The Committee on Committees shall also appoint two staff members to the committee. The Student Government Association shall appoint two students to the committee. The faculty and staff members shall serve two-year, staggered terms, and the student members shall serve one-year terms. The director of athletics, registrar, and the advisor for student-athletes shall serve as ex officio members without vote. Appointment of the Faculty Athletics Representative (FAR) will be for a three-year term and may be renewable. The FAR will be appointed by the chancellor from a recommendation provided by the Athletics Committee. The FAR will serve on the Athletics Committee as an ex officio member with vote.

**Faculty Research:** This committee shall make recommendations to the Faculty Senate concerning research policies of a general nature and methods of encouraging research activity. Under the authority of the vice chancellor and provost, it shall award the faculty research grants. The committee shall consist of one full-time faculty member from each college and school represented in the Faculty Senate to be appointed by the Committee on Committees. Each member shall serve a two-year term, with the terms to be staggered to insure experienced representation.

**Faculty Development and Benefits Committee:** The purpose of this committee is to review and make recommendations concerning policies and procedures involving the enhancement of the teaching, research, and service functions of the University. More specifically, the committee is concerned with competitive faculty salaries, fringe benefits, faculty improvement workshops and other conditions designed to recruit, improve, and retain a highly productive faculty. This committee shall report annually to the Planning and Finance Committee on the status of faculty development as it pertains to the annual operating budget. The committee shall consist of one faculty member from each unit having representation in the Faculty Senate appointed by the Committee on Committees to staggered terms of two years each. Members of the Faculty Development and Benefits Committee also shall serve as the faculty members of the Assembly Fringe Benefits Committee.

**Honors and Awards Committee:** This committee shall, on behalf of the Faculty Senate, select the recipients of specified university-wide honors and awards. This committee also shall advise the chancellor on the awarding of honorary degrees. In such matters, members of the committee shall act with the utmost confidentiality and discretion. Membership of the committee shall consist of two undergraduate students appointed by the Student Government Association, one graduate student appointed by the Graduate Student Association, two faculty representatives from each of the five colleges, one Graduate School representative, and two alumni appointed by the Committee on Committees of the Assembly. All members shall serve one-year terms.

**Library Committee:** This committee shall be concerned with library policies that affect the academic programs and general interests of UALR, and serve as a formal communication channel between the faculty and the library. The director of the library shall keep the committee informed on issues and policies affecting the library and its publics as such issues and policies come into being. The committee shall review library policies as formulated by the library faculty on an annual basis and furnish a report of that review to the Faculty Senate by March 1 of each year.

The Library Committee shall consist of one full-time faculty member from each college or school, including the library and the Graduate and Undergraduate Councils to be named by the Committee on Committees. In addition, two students shall be named by the Student Government Association. The director of the library shall serve as ex officio member without vote. The terms of the two student members shall be one year; all other members shall serve two-year staggered terms.

**Planning and Finance Committee:** This committee exists for informational and advisory purposes only. While recognizing that the responsibility for the budgetary and planning process rests with the chancellor and administration, this committee will assist in these areas by reviewing proposed plans that have an impact on the academic mission of the University, such as revenues and revenue projections, budgets and budget projections, and the relationship of academic and capital planning to finance and budget matters. The committee may make recommendations to the Faculty Senate, which may make recommendations to the chancellor. In circumstances where time does not allow deliberation and action by the Faculty Senate, the committee may make its recommendations directly to the

chancellor, providing a copy (or report of oral recommendations) to each member of the Faculty Senate. To further facilitate significant involvement of the committee with the above processes, the committee shall select three of its faculty members to be on a subcommittee, which shall be available throughout the year for planning and finance matters. The subcommittee shall report to the committee. The committee shall consist of one member of the Faculty Senate (at the time of appointment) from each college or school represented in the Faculty Senate to be named by the Committee on Committees, the vice president of the Faculty Senate, one additional faculty member appointed by the Committee on Committees, and the vice chancellor and provost, the administrator responsible for budgeting and planning, and the vice chancellor for university advancement as ex-officio members of the committee. In addition, two students appointed by the Student Government Association shall serve as members. Appointed faculty members shall serve two-year staggered terms and students shall serve one-year terms.

**Ad Hoc Committees:** Ad hoc committees may be appointed by the president or the Executive Committee of the Faculty Senate to study special problems not within the purview of the various councils or standing committees. An ad hoc committee shall report its findings and recommendations to the president or the Executive Committee of the Faculty Senate.

The appointing officer or body shall prepare a written notice of the charge of the committee, as well as a membership list, and distribute that information to all Faculty Senate members, all members of the Staff Senate, and the officers of the Student Government Association.

### **Bylaws of the Faculty Senate**

The bylaws of the Faculty Senate shall be subject to amendment by three-fifths vote of those present and voting at one Faculty Senate meeting, provided that a quorum is present.

**Appointments:** In making appointments, the appointing authority shall be mindful of the need to include minorities and women and to provide broad campus representation whenever possible.

**Chairpersons:** Unless otherwise specified, the chairperson of each selected or appointed committee or council of the Faculty Senate shall be elected annually by the members from the faculty members serving on the committee or council.

**Faculty Eligibility for Service on Faculty Senate Councils and Committees:** Faculty service on

elected and appointed standing councils and committees of the Faculty Senate shall be limited to those members of the faculty who have both voice and vote in the UALR Assembly.

A member of a Faculty Senate council or committee is expected to vote in council or committee deliberations so as to promote, in his or her own judgment, the best interests of the entire UALR community. A representative chosen by a unit of the University, such as a college or school, is accountable to that unit in that he or she may or may not be reelected when the term or service expires.

**Meetings:** Unless specified otherwise, councils and standing committees shall be expected to hold an organizational meeting in the first month of the academic year. Special meetings shall be held upon call of the chairperson or a majority of the committee or council or at the request of the president of the Faculty Senate or the chancellor.

**Proxies:** There shall be no proxy voting in the Faculty Senate. Any member of a standing council or committee of the Faculty Senate may issue a proxy from any meeting of the council or committee. If members of a council or committee are selected from specified constituent units, e.g. school or college, the person representing the proxy must come from the same unit and meet the same criteria for membership as the person filing the proxy. Each proxy must state in writing the name of the person receiving it, the date of the meeting for which it is effective, and must bear the signature of the regular member issuing it. Valid for one meeting, each proxy shall be filed with the chairperson or other appropriate office of the council or committee. At any committee meeting, proxies may be counted for quorum purposes but shall not be permitted in elections of council or committee officers.

**Records and Reports:** Each committee or council shall send one copy of the minutes of each meeting to the secretary of the Faculty Senate and another copy of the minutes of the meeting to the president of the Faculty Senate and shall provide regular or special reports to the Faculty Senate at its own initiative or at the request of the president of the Faculty Senate.

**Vacancies:** Seats in the Faculty Senate and memberships on elected Faculty Senate councils and committees that become vacant during the academic year shall be filled for the remainder of that year from a list of alternates maintained by the Executive Committee, and for the next year (if required) by special election at the annual college or school meeting at which members of the Faculty Senate and its councils and committees are elected.

Faculty vacancies on appointed Faculty Senate Committees shall be filled by special election in the unit involved.

## **Article IV College, School, and Department Meetings**

Colleges and schools shall hold meetings at least once each semester of the nine-month academic year. Meetings shall be held on written call of the dean. Unless provided otherwise in an approved governance document, additional meetings shall be held upon written call signed by one-fourth or more of the full time faculty. The faculty of each college or school shall develop written policies and procedures for conducting business. Such policies and procedures shall be submitted for review, first to the dean, then to the vice chancellor and provost and, for approval, to the chancellor. Said policies shall not be in conflict with provisions outlined in the *Faculty Handbook*.

Responsibilities of colleges and schools are as follows:

1. By secret ballot to elect representatives and one alternate for each representative to the Faculty Senate, the Undergraduate Council, the Graduate Council, the Committee on Tenure, and the Appeals Council. Election as an alternate will be for a one-year period only, and an alternate will serve only in the event of a vacancy. Each college or school will provide a list of alternates (by position) to the Executive Committee of the Faculty Senate on an annual basis.
2. To study college or school curricula. Each college or school shall establish its own curriculum process. Routing of curriculum and program proposals shall follow the procedures outlined in the description of the Undergraduate Council and the Graduate Council.

Departments shall hold meetings at least once each semester of the nine-month academic year for the purpose of discussing and acting upon departmental affairs. In addition to the methods of calling meetings specified in an approved governance document, faculty meetings may be convened by a written call of the department chairperson or by a written call of one-fourth or more of the full-time faculty. The faculty of each department shall develop its own policies and procedures for conducting business. Such policies and procedures shall be submitted for review to the

department chairperson, the dean, and the vice chancellor and provost and, for approval, to the chancellor. Such policies shall not be in conflict with provisions outlined in the *Faculty Handbook*.

## **Article V Composition and Functions of the Staff Senate**

The UALR Staff Senate shall be composed of one employee (benefits eligible full-time or part-time classified, or nonclassified, nonfaculty) for each twenty (20) full-time or part-time benefits eligible filled positions. "Nonclassified, nonfaculty" means all full-time employees who are not classified under the Uniform Classification and Compensation Act (Act 199 of 1969, as amended) and who do not hold a faculty rank of instructor, assistant professor, adjunct professor, associate professor, professor, distinguished professor, or university professor. All questions as to eligibility of nonclassified, nonfaculty employees shall be answered by the Executive Committee of the Staff Senate, subject to appeal to the Staff Senate.

Members shall be elected from the aforementioned groups in order to provide broad representation and shall serve staggered two-year terms. No senator shall serve more than four consecutive years. Staff senators shall be elected by ballot with all full-time and part-time benefits eligible classified, nonclassified, and nonfaculty personnel eligible to vote. Election of Staff Senate members shall be in April of each year. The number of senators from each office, unit or department will be limited to no more than two from an office with fewer than 20 employees, no more than three from an office with 30-50 employees, and no more than four for offices with 50 or more employees. The Staff Senate Nomination Committee shall prepare the ballots, which shall be tabulated by the president or designee, and the Staff Senate secretary.

### **Functions of the Staff Senate**

The UALR Staff Senate, as part of the University Assembly, shall have the authority and right to make recommendations to the chancellor on matters of general campuswide concern and the effectiveness of the University. This responsibility includes, but is not limited to, such nonacademic areas as:

1. Salaries, work schedules, and work conditions
2. Job evaluations, grievances, and appeals
3. Fringe benefits and health services

4. Safety, traffic, and security
5. Quality of campus life, continuing education, and professional development
6. Service to UALR and community

Recommendations may be sent directly to the chancellor or may be sent to the Faculty Senate for confirmation before being sent to the chancellor, depending on the nature of the recommendation. When confirmation is recommended by the Staff Senate, a delegation shall be selected by the Staff Senate to address the Faculty Senate regarding recommendations.

### **Officers of the Staff Senate**

Officers of the Staff Senate shall be the president, the vice president, the secretary, the treasurer, and the parliamentarian. The president of the Staff Senate shall be elected for a two-year term. In the event the president is elected in the second year of Staff Senate membership, his/her membership shall be extended to accommodate the office of Staff Senate president. The vice president, the secretary, the treasurer, and the parliamentarian shall be elected by members of the Staff Senate for one-year terms. Officers of the UALR Staff Senate shall constitute the Executive Committee of the Staff Senate. Elections are conducted by the Nomination Committee. The duties of each office are as follows:

The president shall preside at Staff Senate and Executive Committee meetings and shall discharge the responsibilities specified elsewhere in this Constitution.

The vice president shall be the presiding officer at Staff Senate meetings in the absence of the president and shall discharge the responsibilities specified elsewhere in this Constitution.

The secretary shall be responsible for promptly preparing the minutes of each Staff Senate meeting and for distributing them to the entire staff following each meeting. The secretary also shall serve as secretary of the Executive Committee. The secretary shall compile papers and documents concerned with Staff Senate matters and transmit them to the UALR Archives, or to specified storage, at the end of each fiscal year.

The treasurer shall be responsible for collecting and accounting for dues, funds, contributions, and other monies or assets necessary for the operation of the Staff Senate business. The treasurer shall provide financial reports at the first and last regularly scheduled Staff Senate meetings of each year and be prepared to give additional reports at the request of the president.

The parliamentarian shall advise the Executive Committee and members of the Staff Senate on questions of procedure in order that the business of the Staff Senate be transacted correctly, efficiently, and impartially. The parliamentarian also shall serve as parliamentarian of the Executive Committee.

### **Executive Committee of the Staff Senate**

The officers of the Staff Senate shall constitute the Executive Committee of the Senate. The Executive Committee shall prepare the agenda as provided under *Meetings of the Staff Senate*. Subject to challenge on the floor of the Senate, the Executive Committee shall label Staff Senate agenda items in such manner as to indicate whether they are advisory, or authoritative unless vetoed by the Chancellor.

Subject to challenge on the floor of the Staff Senate, the Executive Committee may refer proposals for agenda items to an appropriate standing committee of the Senate. In the event of such a referral, the body receiving the item shall report to the Staff Senate what action it has taken in regard to the referred item. Also, subject to challenge on the floor of the Senate, the Executive Committee shall interpret Staff Senate provisions on credentials and elections and discharge the responsibilities specified elsewhere in this Constitution.

The Executive Committee shall meet at least once each academic year with the elected officers of the Faculty Senate and the Student Government Association on matters of joint concern, and the secretary of the Staff Senate shall provide the Senate with the minutes of such meetings.

### **Meetings of the Staff Senate**

The Staff Senate shall schedule at least six regular meetings during the fiscal year. All meetings are open. Additional meetings may be called by the president at his/her discretion. At all meetings the president shall preside; in the president's absence the vice president shall preside. In the absence of both the president and the vice president, the president's designee shall preside. A majority of the Staff Senate members shall constitute a quorum. A quorum is half the membership plus one.

Any Staff Senate member who is absent for two consecutive Staff Senate meetings shall be replaced with the alternate from that administrative area who received the next highest vote.

The Executive Committee of the Staff Senate shall compile the agenda for each meeting. Subject matters may be brought to the attention of the Staff Senate by any person or group of persons who are

employed by the University half-time or more by placing a written signed statement on file with the Staff Senate. The agenda must be distributed to all staff, officers of the Faculty Senate, and the executive officers of the Student Government Association within five working days before the meeting. Items of business not listed on the Staff Senate agenda cannot be conducted without a quorum being present and two-thirds majority consent. When an issue has not been included as an agenda item, the president will have the authority to call for a vote for this item to be placed in the agenda. The president, or the presiding officer in the absence of the president, may extend speaking privileges to persons who are not members.

### **Committees of the Staff Senate**

The committees of the Staff Senate may be established, reorganized, or abolished by two-thirds vote at any meeting, provided a quorum is present and the proposal has been submitted to the Executive Committee of the Staff Senate and included on the Staff Senate meeting agenda. Unless otherwise specified, the president of the Staff Senate appoints all standing committees subject to final approval by the Staff Senate. The president shall have authority to appoint ad hoc committees necessary or useful in conducting Staff Senate business.

**Fall Open House Committee:** This committee shall plan and organize a fall open house and extend invitations to the campus community to attend this function. This committee shall be composed of at least seven members appointed annually by the president during the month of September. During the open house activities, the Helping Hand Committee will announce its kickoff campaign.

**Helping Hand Committee:** This committee shall prepare wrapped boxes and distribute them in buildings throughout the campus, solicit food, and distribute the food to selected families during the Christmas season. A seven member committee, made up of four senators and three staff members, shall serve to coordinate this function. They shall work with the Fall Open House Committee. The kickoff of this campaign will be announced during the open house. This committee should be selected and begin planning in the month of September.

**Nomination Committee:** The Nomination Committee shall receive nominations and prepare ballots for the election of officers and Staff Senate senators. An annual count shall be taken by the Nomination Committee, as of March 1, to determine numerical representation of the Staff Senate for the upcoming fiscal year which begins July 1

and ends June 30. Staff senators will be elected each year in April, and the election of officers will be at the first meeting of each fiscal year. The Nomination Committee shall be responsible for conducting the election. This committee shall be composed of four members. One shall be a carry-over from the previous year, and three shall be elected during the second regularly scheduled meeting of the Staff Senate. Members shall serve a one-year term.

**Nonclassified, Nonfaculty Grievance Committee:** This committee shall review nonclassified, nonfaculty employee grievance applications regarding issues to include, but not limited to, dismissal, promotion, salary, fringe benefits, working conditions, and discrimination based upon race, gender, or physical handicap. The membership of this committee shall be elected from each department represented in the Staff Senate. Elections shall be conducted during the month of July, and members shall serve two-year, staggered terms. A representative of the Office of Human Relations shall serve as ex-officio member.

In the event that the composition of the nonclassified, nonfaculty grievance committee, in the opinion of the chancellor, includes inadequate representation of women and/or minorities, the chancellor may appoint up to five additional full-time nonclassified, nonfaculty employees to provide such representation.

The internal structures and processes of the Nonclassified Grievance Committee shall be conducted by an elected chairperson. The chairperson shall be selected from the Nonclassified Grievance Committee by a majority vote. The president of the Staff Senate shall call the first meeting and conduct the process of electing the chairperson. The chairperson shall divide the membership into hearing panels of at least five persons each. Members not assigned to one of the panels shall serve as alternates. When appointing members to hearing panels, the chairperson shall distribute members as evenly as possible in relation to department representation, race, and gender. Composition of the hearing panels can be changed by vote of an absolute majority of the committee members at a meeting convened for that purpose.

Any panel member may disqualify herself or himself for good cause. Panel members may be challenged for cause, with the merits of each challenge decided by majority vote. In addition, the applicant shall be permitted one peremptory challenge. Eligible alternates shall be selected by the chairperson from the group of unassigned members or from other hearing panels.

Each nonclassified, nonfaculty employee who is considering filing or who has filed a complaint before the Nonclassified Grievance Committee may be represented by an advisor of his/ her choice. If he/she so requests, the chairperson shall appoint a member of the committee to serve as an advisor. The advisor shall not sit on the committee panel. (Note: Pending legal opinion.)

**Orientation Committee:** This committee shall assist the staff of Human Resource Services to schedule staff senators who will present an overview of the functions of the Staff Senate to new employees at UALR. This committee shall help compile and update this information to be presented. The committee shall be composed of the vice president and one member of the Staff Senate chosen by the president.

**Staff Achievement Awards Committee:** This committee shall select the recipients for the Staff Achievement Awards from nominations received using the guidelines stated in "Staff Achievement Awards," as approved in January 1990, or as amended. Through this awards program, staff will be recognized and honored for outstanding achievements in the following categories: Personal Growth, Service to UALR, and Community Service. Membership of this committee shall consist of seven members to be selected by the Staff Senate vice president or that person's designee, who will chair the committee without vote, except in the case of a tie. At least one or more members of this committee shall be selected from the nonuniversity community to promote impartiality in the selection of these recipients. Previous award recipients are encouraged to serve on the committee. These awards are presented at the annual Staff Senate Awards Ceremony. A nominee (nominated by another employee or personal application) will not be eligible to serve on this committee.

**Staff Awards Ceremony Committee:** This committee shall organize the annual service awards ceremony. The selection process is stated in the document as adopted in June 1990, or as amended. The committee shall be composed of at least seven members to include full-time classified, nonclassified, and nonfaculty employees. Membership is not limited to Staff Senate members. Committee members shall serve one-year terms.

**Staff Professional Development Committee:** This committee shall promote the mission of the University in a professional manner by demonstrating the mission set forth in the "Pledge of Professionalism." The committee shall be made up of five full-time classified, nonclassified, and

nonfaculty employees to include, but not be limited to Staff Senate members. They shall work with the Human Resource Services personnel. The committee shall serve staggered, two-year terms.

**Staff Senate Governance Committee:** This committee shall incorporate adopted amendments into the UALR Constitution, Article V, "Staff Senate." This committee shall be made up of five members to include full-time classified, nonclassified, and nonfaculty employees (but not limited to Staff Senate members) and a faculty advisor who is well-versed in parliamentary procedures. Committee members shall be selected from a slate of nominations submitted by Staff Senate members at the second regularly scheduled meeting of the fiscal year. Other members shall serve staggered two-year terms.

**Staff University Development Fund Drive Committee:** This committee works with University Development to recruit staff for the UALR annual fund drive. Committee members shall organize teams to work with phonathons and fund drives. This committee shall be made up of four staff members to include full-time classified, nonclassified, and nonfaculty employees, but not be limited to Staff Senate members. Members shall serve staggered, two-year terms.

**Ad Hoc Committees:** Ad hoc committees may be appointed by the Staff Senate president to study special problems. For each ad hoc committee, the president shall prepare a written notice of the committee's charge, as well as a membership list, and distribute that information to Staff Senate members, the Faculty Senate, and officers of the Student Government Association.

## **Bylaws of the Staff Senate**

The Bylaws of the Staff Senate shall be subject to amendment by two-thirds vote of those present and voting at one Staff Senate meeting, provided that a quorum is present.

**Appointments:** When constructing the ballot for Senate nominations, the Nomination Committee, along with the Staff Senate president and secretary, shall include representation from all administrative areas whenever possible. Vacancies during the year shall be filled from these records.

**Chairpersons:** Unless otherwise specified, the chairperson of each selected or appointed committee of the Staff Senate shall be elected annually by the members serving on the committee.

**Meetings:** Staff Senate meetings shall be held as specified under *Meetings of the Staff Senate*. Unless specified otherwise, standing committees shall be

expected to hold an organizational meeting in the first month of the fiscal year. Special meetings shall be held upon call of the chairperson or a majority of the committee or at the request of the president of the Staff Senate or the chancellor.

**Records and Reports:** Each committee of the Staff Senate is required to send one copy of the minutes of each meeting to the president and secretary of the Staff Senate and to the UALR Assembly president and shall provide regular or special reports to the Staff Senate at its own initiative or at the request of the president of the Staff Senate. Records shall be maintained by the Staff Senate secretary and placed in the UALR Archives, or an equivalent place, at the end of the fiscal year.

**Vacancies:** In the event of a vacancy in any seat other than president, vice president, secretary, treasurer, or parliamentarian, the individual receiving the next highest number of votes from that administrative area will serve. Persons elected shall only serve for the remaining term of the predecessor. Should a vacancy occur in the office of president, vice president, secretary, treasurer, or parliamentarian, a new officer shall be elected after the Staff Senate vacancy has been filled. Such a vacancy shall be filled with the person receiving the next highest vote at the time the original slate of officers was elected.

### **Amendments to Article V**

Amendments to Article V: Changes to Article V, Composition and Functions of the Staff Senate, shall be made by presenting the amendment as an agenda item at one regularly scheduled meeting for discussion. Voting on the amendment shall occur at the following regularly scheduled meeting, and the amendment must carry a two-thirds vote of the Staff Senate senators.

### **Parliamentary Procedures**

Questions not addressed in this document shall be governed by parliamentary procedures as stated in the most recent edition of *Robert's Rules of Order*, subject to the guidelines of this document.

*The Constitution of the University Assembly was adopted in 1972, and replaced in 1988. Amendments were passed on August 19, 1993, January 19, 1996, October 4, 1996, October 10, 1997, and August 18, 1999.*

