

THE BYLAWS OF THE CONSTITUTION OF THE UAM ASSEMBLY

(revised August 17, 2009)

The following are the Bylaws of the UAM Constitution.

ARTICLE I

MEMBERSHIP

Section 1. Assembly Membership.

In addition to membership in the Assembly as granted in Article III Section I of the UAM Constitution, membership in the Assembly shall be granted to all whose professional responsibilities fall within the following categories.

A. Administration.

The President of the University System shall be ex-officio, a member in the Assembly. Administrative membership is also granted to the chief administrative officers as follows:

Chancellor

Vice Chancellors

Academic Unit Heads

B. Staff.

Membership in the Assembly shall be granted to additional members of the staff whose professional responsibilities are of academic importance. Staff membership is specifically granted to the following:

Registrar

Dean of Students

Directors

C. Students.

The President of the SGA shall be a member of the Assembly. Additional student members shall be designated in the following manner. Each academic unit shall supervise an election in which the faculty of that unit elects one of its students to Assembly membership; the names of students so elected shall be communicated to the Assembly Chairperson by April 15. The SGA President shall appoint twelve additional students to serve as members of the Assembly; the SGA President will certify the names of students so appointed to the Assembly Chairperson effective May 1. The term of office for student members shall begin May 15.

All students shall serve a one-year term in the Assembly, and may be re-elected. In the event that a student Assembly member resigns or is otherwise unable to complete his or her term of office (either by graduation, withdrawal, suspension, or other cause of dissolution of association with the University), the SGA President shall appoint a student to fill the vacancy.

ARTICLE II

OFFICERS

Section 1. Election of officers.

Election of Assembly officers shall be conducted in the month of April, as follows. The Assembly Chairperson shall appoint a nominating committee from members of the Assembly prior to April 1. The nominating committee shall submit a slate of nominees for Assembly offices to all Assembly members five (5) academic days before the election date. At least two (2) members must be nominated for each position. Nominations from the floor are also permitted. In the event that more than two are nominated for a given position, the two receiving the most votes are to be placed in a run-off unless one receives a majority. The term of office shall begin May 15.

The Chairperson:

1. Shall be ex-officio a non-voting member of all standing committees, except the Nominating Committee, in which he or she is not granted full membership as described in Article III of these Bylaws;
2. Shall have the authority to appoint special committees;
3. Shall be ex-officio a non-voting member of all special committees.

ARTICLE III

COMMITTEES

Section 1. Scope and Purpose.

The work of the UAM Assembly shall be carried on in large part by the action of various committees. Committees of the Assembly are constituted to provide a forum in which a greater detail of attention can be given to tasks and matters before the Assembly. As such, all Assembly committees shall be empowered to conduct investigations, make recommendations, and formulate legislation on matters under their consideration. The actions of all committees, except the Committee on Committees and those reporting directly to the Chancellor, are subject to Assembly approval and must be reviewed by the Assembly at its next regularly scheduled meeting.

Section 2. Committee Membership.

Membership on Assembly committees, except the Committee on Committees, shall be by appointment by the Committee on Committees, and shall carry a two-year term beginning May 15. Within each committee, terms will rotate such that an alternate half of each committee shall be up for appointment each year. Members of the Executive Council shall not be eligible for committee membership.

Section 3. Committee Organization.

The Assembly Chairperson will call a meeting of all committees, except the Faculty Committee on Dismissals, no later than September 15 for the purpose of electing a Chairperson and Recording Secretary. Each committee shall meet, elect officers, and report the results to the Assembly Chairperson within five (5) academic days.

Section 4. Committee Operating Procedures.

Each standing committee shall develop a set of operating procedures, and shall report those operating procedures to the Assembly for approval. Similarly, any subsequent revision in the operating procedures shall be reported to the Assembly for approval. Copies of current operating procedures shall be maintained by the Chairperson of the Assembly, posted on the UAM website, and deposited in the UAM library no later than five (5) academic days after approval by the Assembly.

Section 5. Standing Committees.

The following list describes the committees, their composition, and areas of authority. As far as committee composition is concerned, the term "faculty member" refers to all faculty members of the Assembly, including academic unit heads, unless specifically stated otherwise. Academic units are defined as schools, divisions, and colleges unless specifically

stated otherwise. Academic unit will not refer to the Division of General Studies unless specifically stated otherwise. Student and staff members of the Assembly Committees are not required to be members of the Assembly.

COMMITTEE ON COMMITTEES

Composition:

UAM Assembly Chairperson, President of the Student Government Association, one faculty member elected by members of each academic unit, and one staff member elected by staff members of the Assembly. The Chairperson of the Assembly shall call for the election of the Committee on Committees by September 15. Members shall serve a one-year-term, but may be re-elected.

On or before April 15, the SGA President shall submit to the Chairperson of the Assembly a list of students who expect to be enrolled for the subsequent fall and spring semesters, and who are eligible for appointment to Assembly Committees.

Function:

Appoint the membership to Assembly Committees. On or before May 1, the Committee on Committees will notify the Assembly Chairperson of all committee appointments. The Assembly Chairperson will notify individuals of their committee assignment and the entire Assembly of committee appointments. All Committee appointments will be effective May 15. Appointments may be made at other times to serve the unexpired terms. Upon notification, the Committee on Committees will replace individuals who miss three (3) consecutive meetings of their committees.

ACADEMIC APPEALS COMMITTEES

Composition:

The UAM Appeals Committee shall be composed of seven (7) full-time faculty members from seven different academic units and seven alternates who shall attend meetings when principal members cannot. The alternates are to come from the same academic unit as the principal members. The Committee on Committees, as governed by the Assembly Constitution, will select the committee members. The Registrar will serve as a non-voting ex-officio member.

The UAM College of Technology-Crossett and the UAM College of Technology-McGehee Appeals Committees shall be composed of five (5) full-time faculty members at each location. Alternates may be selected from the same academic unit as the original member. The Committee on Committees, as governed by the Assembly Constitution, will select the committee members. All committee members hearing an academic appeal must

originate from the faculty identified as approved committee members. Arbitrary replacements are not permitted.

Function:

These committees are responsible for hearing student appeals of academic probation, suspension, and other academic matters. They shall also hear appeals of grades if mediation by the school dean/division chair or Vice Chancellor for Academic Affairs cannot resolve a dispute. Decisions of the Academic Appeals Committees are final and cannot be appealed to the Assembly, any administrator, or Board.

ATHLETIC COMMITTEE

Composition:

Director of Athletics, Senior Woman Administrator (SWA), Faculty Athletic Representative (FAR), five faculty members, and two students from the Student Athletic Advisory Committee (SAAC).

Function:

This committee is responsible for enforcement of the athletic rules and regulations of the Gulf Coast Conference and the National Collegiate Athletic Association. The committee shall also provide input regarding the addition or replacement of coaching personnel. This committee shall review and provide guidance to the University on the overall athletic program.

CURRICULUM AND STANDARDS COMMITTEE

Composition:

One faculty member (excluding academic unit heads) from each academic unit, two students, and a non-voting academic unit head representative elected by the Academic Council. Student members may not be from the same academic unit.

Function:

This is an institution-wide committee whose primary responsibility is the supervision of University academic standards and academic unit curriculum development at the undergraduate level. The committee makes recommendations to the Assembly on new major and minor programs, changes in existing programs, general changes in academic policy, matters pertaining to the General Education program, general and specific degree requirements, and course modifications, additions, and deletions. The Committee also makes recommendations to the Assembly on admissions standards for satisfactory progress and granting of honors, and academic thresholds for probation and dismissal. This

committee is also charged with planning and implementing UAM's schedule, and with editorial responsibility for the academic sections of the UAM catalog.

In general, academic unit heads are responsible for representing proposed program changes to this committee. However, others may make recommendations for program changes or general changes in academic policy provided the academic unit head involved receives advance notice and has the opportunity to be present whenever matters concerning his or her academic unit are to be discussed.

Agenda and minutes shall be sent to the Chancellor, Vice Chancellors, and all academic unit heads.

TECHNICAL PROGRAMS' CURRICULUM AND STANDARDS COMMITTEE

Composition:

Two full time faculty members from each UAM College of Technology and one faculty member from the Monticello campus. The Associate Vice Chancellor for Technical Education will serve as a non-voting member.

Function:

The primary responsibility of this committee is the supervision of University technical program standards and technical curriculum development. The committee makes recommendations to the Assembly on new Certificates of Proficiency, Technical Certificates, and Associate of Applied Science programs to be offered by the Colleges of Technology as well as changes to existing programs, general changes in technical academic policy, general and specific credential requirements, course modifications, additions, and deletions.

In general, the Vice Chancellor for each technical campus is responsible for presenting proposed program changes to this committee; however, others may make recommendations for program changes or general changes in technical program policy provided the Vice Chancellors for technical programs receive advance notice and have the opportunity to be present whenever matters concerning his or her technical programs are to be discussed.

The agenda and minutes of all meetings of the Curriculum and Standards Committee for Technical Programs shall be sent to the Chancellor, Provost, the Chairperson of the Assembly, the Vice Chancellors of each UAM College of Technology, and the Associate Vice Chancellor for Technical Education.

FACULTY COMMITTEE ON DISMISSALS

Composition:

All tenured faculty members of the Assembly. Academic unit heads are ineligible.

Function:

This committee is formed to provide a pool from which a committee of faculty members can be selected to conduct an inquiry into a dismissal notice if requested by a faculty member or to serve as a committee to conduct a formal dismissal hearing, if formal proceedings become necessary. Committee selection and proceedings will be in accordance with University of Arkansas Board Policy 405.1 and the University of Arkansas at Monticello Guidelines on Appointment, Reappointment, Promotion, Tenure, and Dismissal dated July 1, 1980, and any subsequent revisions.

FACULTY EQUITY AND GRIEVANCE COMMITTEES

Composition:

The UAM Faculty Equity and Grievance Committee shall be composed of seven (7) full-time faculty members. The UAM College of Technology-Crossett and the UAM College of Technology-McGehee Faculty Equity and Grievance Committees shall be composed of five (5) full-time faculty members at each location.

Function:

This committee is designed to conduct an inquiry into individual faculty grievances when requested by the Chancellor in accordance with Step 2 of the academic grievance procedure as listed in the Faculty Handbook. A "grievance" means a dispute, concerning terms and conditions of the employment arising from any administrative decision which the academic employee claims is in violation of rights under, or a failure to apply, established University personnel regulations, policies, or practices, or which results from a misinterpretation or a misapplication thereof. Not included are matters of non-reappointment, dismissal, award of tenure, and promotions. Procedures to be followed are listed in the Faculty Handbook.

FACULTY RESEARCH COMMITTEE

Composition:

Five faculty members.

Function:

This committee shall be responsible for seeking and recommending to the Vice Chancellor for Academic Affairs, the Assembly and ultimately to the Chancellor, the distribution of available research funds. The committee is also directed to actively promote research at UAM and to cooperate with other University of Arkansas campuses in this regard.

LIBRARY COMMITTEE**Composition:**

Director of the Library, one faculty member from each academic unit, and two students.

Function:

The Committee shall recommend practices which will facilitate general library development. Important among these is the establishment of proper guidelines for the acquisition of library materials. Funds for this purpose will be equitably distributed among the various faculties.

STUDENT AFFAIRS COMMITTEES**Composition:**

The UAM Student Affairs Committee shall be composed of three faculty members, two members from the Division of Student Affairs, and three students. The UAM College of Technology-Crossett and the UAM College of Technology-McGehee Student Affairs Committees shall be composed of three faculty members, an administrator from Student Services, and three students at each location.

Function:

This committee recommends policy concerning all non-academic student activities and student organizations. Its duties are to recommend certification of UAM organizations for official recognition, to identify or recognize sponsors or advisors for student organizations, to recommend standards of behavior for UAM students, and to otherwise promote the establishment of a University environment conducive to student welfare. The Committee deals with appeals of suspension or revocation of official UAM recognition for student organizations after all other avenues have been explored. Ordinarily, the decisions of this committee are to be regarded as final and effective immediately; however, the committee decisions may be appealed to the Assembly.

TEACHER EDUCATION COMMITTEE

Composition:

Dean, School of Education; five (5) faculty from academic units that prepare teachers; One (1) each from Arts and Humanities, Mathematical and Natural Science, and Social and Behavioral Science, and two (2) members-at-large from these units; five (5) faculty from the School of Education and two (2) currently enrolled students in good standing with both students being appointed by the UAM Student National Education Association.

Function:

This committee shall formulate policy, review programs, and provide institution-wide guidance within the purview of teacher education. The Committee also makes recommendations to the Curriculum and Standards Committee on curriculum matters related to teacher education via the curriculum review process.

ARTICLE IV

COUNCILS

Section 1. THE UAM FACULTY COUNCIL

A. Composition.

The UAM Faculty Council shall consist of all full-time faculty holding rank of instructor or above.

B. Authority.

The Faculty Council shall exercise general advisory powers on all matters dealing solely with faculty. These matters include such things as promotion, tenure, fringe benefits, and faculty rights and privileges. Proposals submitted before the Faculty Council shall be considered passed upon receiving a simple majority of those members present and voting.

All actions of the Faculty Council are sent directly to the Chancellor and through the Chancellor to the President of the University of Arkansas system.

C. Meetings.

The Faculty Council may be called into session by the Vice Chairperson of the Assembly as the need arises. In addition, a session will be called by the Vice Chairperson of the Assembly upon petition by five Faculty Council members.

The stated purpose of the called session will be prepared and distributed by the Assembly Vice Chairperson at least five (5) academic days before the meeting.

D. Officers.

The Officers of the Faculty Council shall be a Chairperson and a Secretary and each shall be selected from the tenured faculty except academic unit heads. The Assembly Vice Chairperson shall serve as the Chairperson of the Faculty Council. Failure of the Assembly Vice Chairperson to be eligible for the Faculty Council Chair will result in the election of a Chairperson *Pro Tem*. The Assembly Vice Chairperson will serve as the moderator of the election of the Chairperson *Pro Tem* at the beginning of the called meeting. The Chairperson *Pro Tem* will hold office until the Faculty Council votes that the purpose of the called meeting has been completed. The Secretary of the Faculty Council shall be nominated by the Faculty Council Chair and approved by the Council.

Section 2. UAM GRADUATE FACULTY AND THE UAM GRADUATE COUNCIL

A. Organization.

The UAM Graduate Faculty and the UAM Graduate Council are organized under the statement of Organization of Graduate Studies, University of Arkansas at Monticello, dated July 11, 1986, and subsequent revisions thereof.

B. The UAM Graduate Faculty.

The UAM Graduate Faculty shall consist of the President of the University of Arkansas System, the Chancellor, the Vice Chancellor for Academic Affairs/Dean of Graduate Studies, and all members of the UAM faculty that have been granted graduate faculty status according to the qualifications established in the Statement of Organization. The Graduate Faculty shall have the legislative authority for all graduate academic matters, and shall operate through delegation of legislative authority to the UAM Graduate Council while retaining the interrelationship between the Graduate Faculty and the Graduate Council are established in the Statement of Organization of Graduate Studies.

C. The UAM Graduate Council.

The UAM Graduate Council shall serve as the deliberative body and legislative authority representing and responsible to the UAM graduate faculty. The Graduate Council shall consist of one representative from each academic unit approved to offer graduate courses, two members-at-large, plus the Vice Chancellor for Academic Affairs/Dean of Graduate Studies who will serve as an ex-officio voting member. The UAM Graduate Council shall establish its own governance and interpret its own legislation, and shall meet not less than once per semester.

ARTICLE V

SYSTEM COMMITTEES

Section 1. Composition.

Systemwide standing committee members will be elected by the local governance body which deals with their particular functions as determined by the UAM Assembly Referral Committee, unless authority has been given to the Chancellor by the University of Arkansas Board and/or President to appoint systemwide committee members.

ARTICLE VI

AMENDMENTS TO THESE BYLAWS

Section 1. Amendment Procedures.

The Bylaws may be amended by the following procedures. 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-fifths (3/5) 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 upon passage by the Assembly and approval by the Chancellor.

Approval by the President or the Board of Trustees of the University is not required for changes in the Bylaws that are approved by both the Assembly and the Chancellor. However, should the Chancellor veto any proposed changes in the Bylaws, the provisions under Article V Section 5 of the UAM Assembly Constitution shall come into effect and shall supersede the approval provisions herein stated.

ARTICLE VII

UAM PUBLICATIONS

All UAM publications which contain academic policy and procedures, including, but not limited to the UAM Catalog, the UAM Student Handbook, and the UAM Faculty Handbook, must be submitted for approval to the Curriculum and Standards Committee prior to final publication by the academic or administrative unit that supervises their publication. In the event that the UAM catalog is ambiguous on matters of policy or procedure, the appropriate Assembly committees and the Vice Chancellor for Academic Affairs will work together to resolve said ambiguity.