

**THE BY-LAWS OF THE
ARKANSAS STATE UNIVERSITY – BEEBE
SHARED GOVERNANCE COUNCIL.**

Article I. PURPOSE AND MEMBERSHIP.

SECTION 1. THE SHARED GOVERNANCE COUNCIL.

(a) *Name.* The Shared Governance Council shall serve as the primary shared governance body of the institution, promoting communication and collaboration throughout all levels of the institution.

(b) *Purpose and Charge.* The primary purpose of the Shared Governance Council includes the following:

1. Cultivate a culture of collaboration, cooperation, teamwork, and communication among all departments and functional areas of the institution.
2. Review and recommend institutional standard operating procedures, campaigns, charge documents, and initiatives.
3. Review and approve minutes of each meeting.
4. Collaboration and preparation of institutional updates, including dissemination of pertinent data to all stakeholders/employees.
5. Review of external and internal institution-related data and implementation of related standard operating procedures.
6. Provide a transformative educational experience through fostering collaboration and teamwork, ethical and responsible behavior, and a culture of research and discovery.
7. Foster a transformative work environment of inclusiveness, mentorship, and growth available to all stakeholders/employees.

SECTION 2. MEMBERSHIP.

(a) *Generally.* The Shared Governance Council shall be composed of twenty-two (22) positions from across the college; including eight (8) positions serving *ex officio*; twelve (12) positions elected by their respective units, as apportioned under the provisions of Article, I, Section 2(c), Elected Unit Representatives, Generally, of these By-laws; and two (2) positions appointed at-large by the Chancellor.

(b) *Ex officio positions.* The following eight (8) individuals will serve *ex officio* (because of position/ office) on the Shared Governance Council for the length of time they serve the college in the respective positions:

1. the Campus Operations Manager for the Heber Springs Campus

- 1 2. the Campus Operations Manager for the Searcy Campus & LRAFB Site
- 2 3. the Dean of Arts & Humanities
- 3 4. the Dean of Math & Science
- 4 5. the Dean of Career Education
- 5 6. the Faculty Senate President
- 6 7. the Staff Senate President
- 7 8. the Student Government President

8

9 (c) *Elected unit representatives, generally.* The twelve (12) Elected Unit Representatives shall be
10 elected by their peers of their respective unit of the college for a two (2) year term, beginning
11 June 1st following an election. The number of positions for each unit will be apportioned
12 based on the total number of employees within the respective unit on October 1st of years
13 ending in an odd number. Each unit shall be apportioned at-least one representative. The
14 apportionment for Academics should consider the four (4) members with permanent seats
15 on the Shared Governance body; namely, Deans and Faculty Senate President. Each unit of
16 the college shall be apportioned the following number of Elected Unit Representatives to
17 serve on the Shared Governance Council, effective September 1, 2020:

18

- 19 1. Unit of Academics – four (4)
- 20 2. Unit of Finance & Administration – two (2)
- 21 3. Unit of Student Services – four (4)
- 22 4. Unit of Information Technology Services – one (1)
- 23 5. Units of Institutional Advancement & Institutional Effectiveness – one (1)

24

25 (d) *Elected academic unit representatives.* Of the four (4) apportioned Academic Unit
26 Representatives, three (3) shall be elected from the employees serving within the respective
27 academic divisions, and one (1) position shall be elected from the Unit of Academic which do
28 not operate within traditional Academic Divisions; namely, the Academics Office, Adult
29 Education, Career Pathways, Concurrent Enrollment, Distance Education, the Library, and
30 Workforce & Community Education.

31

32 (d) *At-large appointed positions.* The two (2) At-Large Appointed positions shall be selected by
33 the Chancellor, with one (1) being appointed before May 1st each year for a two (2) year term.
34 The Chancellor shall appoint individuals that have made significant contributions to the
35 college and its Strategic Plan.

1 **SECTION 3. VACANCIES.**

2
3 In the event an Elected Unit Representative or At-large Appointed position becomes vacant,
4 or an individual serving in a respective position is unable to complete their term, the
5 Chancellor shall appoint a replacement to serve for the remainder of the term of the
6 position. The Chancellor's vacancy appointments must qualify to serve in the position as
7 outlined in Article I, Section 2, Membership, of these By-laws.

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9 **Article II. OFFICERS.**

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11 **SECTION 1. COUNCIL CHAIR.**

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13 (a) At the June meeting in years ending in an odd number, the vice-chair of Shared
14 Governance Council shall assume the responsibilities of chair of the Shared Governance
15 Council for a one (1) year term.

16
17 (b) Upon expiration of a one (1) year term as chair of Shared Governance Council, the
18 individual shall fulfill their term as an Elected Unit Representative or At-large Appointed.

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20 **SECTION 2. COUNCIL RECORDER.**

21
22 To assist with the coordination and archival of records of the Shared Governance Council,
23 the Executive Assistant to the Chancellor shall serve as official recorder of the Shared
24 Governance Council.

25
26 **SECTION 3. COUNCIL VICE-CHAIR**

27
28 (a) At its June meeting in years ending in an even number, the Shared Governance Council
29 will elect, from amongst its membership, an individual to serve as vice-chair of Shared
30 Governance Council for a one (1) year term. The responsibilities of the vice-chair shall
31 include:

- 32
33 1. Become chair of the Shared Governance Council at the expiration of a one (1) year
34 term as vice-chair at Shared Governance Council's June meeting of years ending in an
35 odd number.
- 36 2. Serve as communications coordinator for Shared Governance Council, including
37 managing the Shared Governance SharePoint intranet site to ensure all council and
38 committee meeting minutes, agendas, and supportive documents are up-to-date and
39 access to the college.
- 40 3. Assist the chair of Shared Governance Council to review, edit, and finalize agendas for
41 meetings of Shared Governance Council.
- 42 4. Assist the recorder of Shared Governance Council review, edit, and finalize minutes
43 of meetings of Shared Governance Council.

- 1 5. Assist the chair of Shared Governance Council compile and publish a monthly report
2 summarizing the activity of Shared Governance, including monthly committee
3 reports, newly adopted standard operating procedures, unit reports from vice-
4 chancellor and associate vice chancellor.
- 5 6. Assist the chair of Shared Governance Council manage the Procedure Improvement
6 Process, including initial review of recommendation, publishing updates on
7 recommendation progress utilizing a tracking document available the Shared
8 Governance SharePoint intranet site, and coordinate with any committee or
9 workgroup referred a recommendation from Shared Governance Council to research,
10 development, or prepare a formal recommendation.
- 11 7. Fulfill the responsibilities of chair in the absence or vacancy of the elected chair.

12 **Article III. COMMITTEES AND SUBDIVISIONS.**

13 **SECTION 1. TYPES OF COMMITTEES.**

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17 The Shared Governance Council may establish standing and special (*Ad hoc*) committees by
18 a majority approval of the body.

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20 (a) *Standing committees.* Standing committees shall be subdivisions of the Shared Governance
21 Council that shall be formed with a purpose to operate the entire academic-year and require
22 regular meetings to conduct regular business of the college. To establish a standing
23 committee the body must adopt the purpose, or charge, of the committee's intended
24 business and membership structure.

25
26 (b) *Special, or Ad hoc, committees.* Special, or *Ad hoc*, committees shall be subdivisions of the
27 Shared Governance Council that shall be formed for a temporary purpose to operate to
28 serve a special business, research, or project of the college. To establish a special committee
29 the body must adopt the purpose, or charge, of the committee's intended business,
30 membership structure, and how the committee can complete its temporary purpose.

31 **Article IV. ELECTIONS & RE-APPORTIONMENT.**

32 **SECTION 1. BI-ANNUAL RE-APPORTIONMENT.**

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36 (a) *Re-apportionment special committee.* Before October 1st each year ending in an odd
37 number, the chair of the Shared Governance Council, with majority approval of body, shall
38 appoint three (3) members to serve as the Re-apportionment Special Committee. The
39 primary purpose of the Re-apportionment Special Committee includes the following:

- 40
41 1. To bi-annually review employee census data from the Office of Human Resources.

2. To recommend to the Shared Governance Council and the college community any re-apportionment of Elected Unit Representatives needed at its meeting in November bi-annually.

(b) *Re-apportionment of elected unit representatives.* In the event the Re-apportionment Special Committee recommends to the Share Governance Council the need to re-apportion the respective elected unit representative positions amongst the respective units of the college based on a change in employee census data, the Share Governance Council must amend Article I, Section 2(c), Elected Unit Representatives, Generally, of these By-laws by its February meeting.

SECTION 2. UNIT ELECTIONS.

(a) *Elections special committee.* Before February 1st each year, the chair of the Shared Governance Council, with majority approval of the body, shall appoint three (3) members to serve as the Election Special Committee to coordinate and execute elections within the respective units of the college for the appropriate Elected Unit Representatives for that year. The primary purpose of the Elections Special Committee includes the following:

1. To establish the time and method of all elections according to the guidelines of these By-laws.
2. To count the votes of the election.
3. To establish and provide election rules, as needed.
4. To report to the Shared Governance Body and the college community the results of all unit elections.

(b) *Unit elections timeline, generally.* The Elections Special Committee shall hold elections within the respective units of the college to select the Elected Unit Representatives positions becoming vacant that year at a time and method to be held the month of April each year. The Elections Special Committee shall report to the Shared Governance Council its plan for collecting nominations of candidates and holding unit elections at its February meeting.

(c) *Nominations of candidates.* At least thirty (30) days before the unit elections, the Elections Special Committee shall provide an opportunity for individuals with each unit of the college to be nominated to have their name placed on the respective unit ballot. Upon receipt of a nomination of an individual, the Elections Special Committee shall communicate such to the respective individual nominated. The individual shall have five (5) business days to respond in writing their acceptance of the nomination. If the individual fails to accept the nomination in writing within five (5) business days of notice, their name will not appear on the ballot.

(d) *Vote required to be elected.* The candidate who receives a majority of the votes cast on a respective ballot shall be elected to that position. In elections within the Unit of Student Services, where two (2) individuals are elected to represent the unit each year, the candidates

1 who receive the two (2) highest votes cast, and at-least one third of the votes cast, shall be
2 elected to the respected positions. In the event no candidate receives a majority of the votes
3 cast, or in the case of the Unit of Student Services one-third, a run-off election shall be held
4 within one week of the close of voting with the names of candidates that received the two
5 (2) highest votes cast, or in the case of the Unit of Student Services the four (4) highest votes
6 cast.

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8 **SECTION 3. OFFICER ELECTIONS.**
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10 (a) At its June meeting in years ending in an even number, Shared Governance Council shall
11 elect, from amongst its membership, an individual to serve as vice-chair of Shared
12 Governance Council for a one (1) year term, to follow a one (1) year term as chair of Shared
13 Governance Council.

14
15 (b) If an individual's term as an Elected Unit Representative or At-large Appointed
16 Representative on Shared Governance Council expires during the individual's two (2) year
17 leadership commitment as an elected officer, the individual shall be automatically granted
18 an additional full term on Shared Governance Council, as in outlined in Article I, Section 2,
19 Membership, of these By-laws, in order to fulfill, and serve concurrently with, their position
20 as an elected officer of Shared Governance Council.

21
22 **Article V. RATIFICATION AND TRANSITION.**
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24 **SECTION 1. RATIFICATION.**
25

26 These By-laws of the Shared Governance Council shall take effect immediately after the
27 ratification by majority vote of the members present of the Chancellor's Cabinet.
28

29 **SECTION 2. TRANSITION.**
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31 (a) *Interim appointments.* Upon ratification of these By-laws by the Chancellor's Cabinet, the
32 Chancellor shall have thirty (30) days to appoint interim unit representatives based on the
33 apportionment and qualifications outlined in Article I, Section 2, Membership, of these By-
34 laws. The Chancellor is may appoint individuals currently serving on the Chancellor's Cabinet
35 serve in these interim unit representative positions, if the appointments conform to the
36 terms outlined in Article I, Section 2, Membership, of these By-laws.

37
38 (b) *Determining initial term lengths.* At the first meeting of the Shared Governance Council
39 following the appointment of interim unit representative by the Chancellor, the interim
40 appointed positions will draw lots to determine the initial length of service on the Shared
41 Governance Council and determining which year the respective position will be on the ballot
42 for unit elections. One (1) lot will read "1" and one (1) lot will read "2" to be drawn by the
43 interim Finance and Administration unit representatives. Two (2) lots will read "1" and two

1 (2) lots will read "2" to be drawn by the interim Student Services unit representatives. One (1)
2 lot will read "1" and one (1) lot will read "2" to be drawn by the amongst the interim
3 Information Technology Services and Institutional Advancement & Institutional Effectiveness
4 unit representatives. One (1) lot will read "1" and one (1) lot will read "2" to be drawn by the
5 interim At-Large Appointed positions. Positions that draw a lot reading "1", shall be on the
6 ballot for election in April 2021, under the terms of outlined in Article III, Elections & Re-
7 appointment, of these By-laws. Positions that draw a lot reading "2", shall be on the ballot
8 for election in April 2022, under the terms of outlined in Article III, Elections & Re-
9 appointment, of these By-laws. Serving a one (1) year term, all Academic Unit
10 Representatives shall be on the ballot for the initial election in April 2021.

11
12 (c) *Interim chair.* At the first meeting of the Shared Governance Council, following the drawing
13 of lots, the body will elect, from amongst its membership, an individual to serve as Interim
14 Chair of the Shared Governance Council until a full-term chair is elected at its June 2021
15 meeting, following the first unit elections.

16
17 (d) *Implementation of vice-chair position.* To coordinate the implementation of a two (2) year
18 leadership commitment of Shared Governance Council's elected officers, Shared
19 Governance Council shall forgo the election of a new chair during the 2022 year. At its June
20 2022 meeting, Shared Governance Council will elect, from amongst its membership, an
21 individual to serve as vice-chair of Shared Governance Council for a one (1) year term, to
22 follow a one (1) year term as chair of Shared Governance Council. At the June 2023 meeting,
23 the vice-chair of Shared Governance Council shall assume the responsibilities of chair of the
24 Shared Governance Council for a one (1) year term.

25
26 (e) *Implementation of additional fourth academic unit representative.* To coordinate the
27 Implementation of a fourth academic unit representative, upon ratification of Amendment
28 02 of these By-laws, the chair of Shared Governance Council shall appoint an Elections
29 Special Committee.

30
31 *i. Special Election of an Academic Unit Representative for the Division of Career Education.*
32 The Elections Special Committee shall solicit nominations from the Division of Career
33 Education for at-least a five (5) business days. Upon receipt of a nomination of an
34 individual, the Elections Special Committee shall communicate such to the respective
35 individual nominated to accept the nomination and agree for their name to appear
36 on the ballot. Following confirmation of nominees, the Elections Special Committee
37 shall communicate a ballot of confirmed qualified candidates to the Division of Career
38 Education open for at-least a five (5) business days. The candidate who receives a
39 majority of the votes cast in the election shall be elected the Academic Unit
40 Representative for the Division of Career Education for a two (2) year term ending in
41 May 2024.
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1 *ii. Implementation of two (2) year terms for currently elected Academic Unit*
2 *Representatives. At the next meeting of Shared Governance Council following the*
3 *ratification of Amendment 02 of these By-laws, the currently elected Academic Unit*
4 *Representatives will draw lots to determine the rotation service of their respective*
5 *position on Shared Governance Council by determining the year the respective*
6 *position will next be on the ballot for unit elections. One (1) lot will read “May 2024”*
7 *and two (2) lots will read “May 2023” to be drawn by the currently elected Academic*
8 *Unit Representatives. Positions that draw a lot reading “May 2023” under the terms*
9 *of outlined in Article III, Elections & Re-appointment, of these By-laws. The position*
10 *that draws a lot reading “May 2024”, shall be on the ballot for election in April 2024.*

11
12 **Article VI. AMENDMENTS.**

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14 **SECTION 1. ADOPTION.**

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16 An amendment to these By-laws may be adopted by a two-thirds vote of the Shared
17 Governance Council membership.

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19 **SECTION 2. EFFECTIVE DATE.**

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21 After an amendment to these By-laws has been adopted by the two-thirds vote of the Shared
22 Governance Council membership, the amendment shall be published to the college
23 community for a thirty (30) day comment period via email. If the amendment receives no
24 objections from the college community after thirty (30) days, the amendment will be ratified
25 effective immediately. If an amendment receives any objections during the thirty (30) day
26 comment period, the Shared Governance Council shall review the comments at its next
27 meeting and may: (1) amend the amendment, (2) reject the amendment by majority vote, or
28 (3) approve to ratify the amendment “as is”, with no changes, by two-thirds vote of the
29 members present.

###

Ratification

Ratified by the ASU-Beebe Chancellor’s Cabinet in General Meeting on November 4, 2020 by unanimous consent.

Ordered Change

In compliance with Arkansas Law, Chancellor Jennifer Methvin ordered a non-substantive change to the By-laws on February 26, 2021.

“The word “approved” be stricken from Article I, section 1(b), line 14, and replaced with the word “recommend.”

Amendment 01

Ratified on February 7, 2022, following a thirty (30) day public comment period, upon the unanimous approval of Resolution 2022-009 by the Shared Governance Council on January 5, 2022.

[AMENDING THE BY-LAWS OF THE ASU-BEEBE SHARED GOVERNANCE COUNCIL TO ESTABLISH A VICE-CHAIR POSITION FOR COMMUNICATION AND COMMITTEE COORDINATION.](#)

Amendment 02

Ratified on November 11, 2022, following a thirty (30) day public comment period, upon the unanimous approval of Resolution 2023-009 by the Shared Governance Council on October 5, 2023.

[AMENDING THE BY-LAWS OF THE ASU-BEEBE SHARED GOVERNANCE COUNCIL TO ESTABLISH AN ADDITIONALLY ELECTED ACADEMIC UNIT REPRESENTATIVE POSITION; ESTABLISHING TWO-YEAR TERMS FOR ACADEMIC UNIT REPRESENTATIVES; AND OUTLINING A TRANSITION PLAN FOR IMPLEMENTING THE NEWLY ESTABLISHED ELECTED ACADEMIC UNIT REPRESENTATIVE](#)