

**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-one (21) positions from across the college; including eight (8) positions serving *ex officio*; eleven (11) 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

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

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

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26 (d) *Elected academic unit representatives.* Of the three (3) apportioned Academic Unit
27 Representatives, two (2) shall be elected from the employees serving within the respective
28 academic divisions the current Faculty Senate Vice-President, serving at the time of the
29 election, is not a member of; and one (1) position shall be elected from the Academic Services
30 that do not operate within traditional Academic Divisions; namely, the Academics Office,
31 Adult Education, Career Pathways, Concurrent Enrollment, Distance Education, the Library,
32 and Workforce & Community Education. Academic Unit Representatives shall serve for a one
33 (1) year term beginning June 1st following an election.

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

1 **SECTION 3. COUNCIL CHAIR.**

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3 Each year at its June meeting, the Shared Governance Council will elect, from amongst its
4 membership, an individual to serve as chair of the Shared Governance Council for a one (1)
5 year term.

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7 **SECTION 4. COUNCIL RECORDS.**

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9 To assist with the coordination and archival of records of the Shared Governance Council,
10 the Executive Assistant to the Chancellor shall serve as official recorder of the Shared
11 Governance Council.

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13 **SECTION 5. VACANCIES.**

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

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21 **Article II. COMMITTEES AND SUBDIVISIONS.**

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23 **SECTION 1. TYPES OF COMMITTEES.**

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

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

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

1 **Article III. ELECTIONS & RE-APPORTIONMENT.**

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

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5 (a) *Re-apportionment special committee.* Before October 1st each year ending in an odd
6 number, the chair of the Shared Governance Council, with majority approval of body, shall
7 appoint three (3) members to serve as the Re-apportionment Special Committee. The
8 primary purpose of the Re-apportionment Special Committee includes the following:
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- 10 1. To bi-annually review employee census data from the Office of Human Resources.
11 2. To recommend to the Shared Governance Council and the college community any re-
12 apportionment of Elected Unit Representatives needed at its meeting in November
13 bi-annually.
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15 (b) *Re-apportionment of elected unit representatives.* In the event the Re-apportionment Special
16 Committee recommends to the Share Governance Council the need to re-apportion the
17 respective elected unit representative positions amongst the respective units of the college
18 based on a change in employee census data, the Share Governance Council must amend
19 Article I, Section 2(c), Elected Unit Representatives, Generally, of these By-laws by its February
20 meeting.
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22 **SECTION 2. UNIT ELECTIONS.**

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24 (a) *Elections special committee.* Before February 1st each year, the chair of the Shared
25 Governance Council, with majority approval of the body, shall appoint three (3) members to
26 serve as the Election Special Committee to coordinate and execute elections within the
27 respective units of the college for the appropriate Elected Unit Representatives for that year.
28 The primary purpose of the Elections Special Committee includes the following:
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- 30 1. To establish the time and method of all elections according to the guidelines of these
31 By-laws.
32 2. To count the votes of the election.
33 3. To establish and provide election rules, as needed.
34 4. To report to the Shared Governance Body and the college community the results of
35 all unit elections.
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37 (b) *Unit elections timeline, generally.* The Elections Special Committee shall hold elections
38 within the respective units of the college to select the Elected Unit Representatives positions
39 becoming vacant that year at a time and method to be held the month of April each year.
40 The Elections Special Committee shall report to the Shared Governance Council its plan for
41 collecting nominations of candidates and holding unit elections at its February meeting.

1 (c) *Nominations of candidates.* At least thirty (30) days before the unit elections, the Elections
2 Special Committee shall provide an opportunity for individuals with each unit of the college
3 to be nominated to have their name placed on the respective unit ballot. Upon receipt of a
4 nomination of an individual, the Elections Special Committee shall communicate such to the
5 respective individual nominated. The individual shall have five (5) business days to respond
6 in writing their acceptance of the nomination. If the individual fails to accept the nomination
7 in writing within five (5) business days of notice, their name will not appear on the ballot.
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9 (d) *Vote required to be elected.* The candidate who receives a majority of the votes cast on a
10 respective ballot shall be elected to that position. In elections within the Unit of Student
11 Services, where two (2) individuals are elected to represent the unit each year, the candidates
12 who receive the two (2) highest votes cast, and at-least one third of the votes cast, shall be
13 elected to the respected positions. In the event no candidate receives a majority of the votes
14 cast, or in the case of the Unit of Student Services one-third, a run-off election shall be held
15 within one week of the close of voting with the names of candidates that received the two
16 (2) highest votes cast, or in the case of the Unit of Student Services the four (4) highest votes
17 cast.
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19 **Article IV. RATIFICATION AND TRANSITION.**

20 **SECTION 1. RATIFICATION.**

21 These By-laws of the Shared Governance Council shall take effect immediately after the
22 ratification by majority vote of the members present of the Chancellor's Cabinet.
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24 **SECTION 2. TRANSITION.**

25 (a) *Interim appointments.* Upon ratification of these By-laws by the Chancellor's Cabinet, the
26 Chancellor shall have thirty (30) days to appoint interim unit representatives based on the
27 apportionment and qualifications outlined in Article I, Section 2, Membership, of these By-
28 laws. The Chancellor is may appoint individuals currently serving on the Chancellor's Cabinet
29 serve in these interim unit representative positions, if the appointments conform to the
30 terms outlined in Article I, Section 2, Membership, of these By-laws.
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34 (b) *Determining initial term lengths.* At the first meeting of the Shared Governance Council
35 following the appointment of interim unit representative by the Chancellor, the interim
36 appointed positions will draw lots to determine the initial length of service on the Shared
37 Governance Council and determining which year the respective position will be on the ballot
38 for unit elections. One (1) lot will read "1" and one (1) lot will read "2" to be drawn by the
39 interim Finance and Administration unit representatives. Two (2) lots will read "1" and two
40 (2) lots will read "2" to be drawn by the interim Student Services unit representatives. One (1)
41 lot will read "1" and one (1) lot will read "2" to be drawn by the amongst the interim
42 Information Technology Services and Institutional Advancement & Institutional Effectiveness
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1 unit representatives. One (1) lot will read "1" and one (1) lot will read "2" to be drawn by the
2 interim At-Large Appointed positions. Positions that draw a lot reading "1", shall be on the
3 ballot for election in April 2021, under the terms of outlined in Article III, Elections & Re-
4 appointment, of these By-laws. Positions that draw a lot reading "2", shall be on the ballot
5 for election in April 2022, under the terms of outlined in Article III, Elections & Re-
6 appointment, of these By-laws. Serving a one (1) year term, all Academic Unit
7 Representatives shall be on the ballot for the initial election in April 2021.

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

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14 **Article V. AMENDMENTS.**

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16 **SECTION 1. ADOPTION.**

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

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21 **SECTION 2. EFFECTIVE DATE.**

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

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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."