

# Arkansas State University Newport Leadership Council Bylaws

(draft: May 2025):

## Article I: Name

The organization shall be known as the **Arkansas State University Newport Leadership Council (ALC)**.

## Article II: Mission Statement

The ALC unites perspectives from leadership across the community college to cultivate a collaborative environment that fuels leadership development and fosters innovation. Serving as a strategic advisor, the council will empower the college's leadership to implement initiatives that promote the success and growth of students, faculty, and staff.

## Article III: Membership

### Section 1: Membership Composition

ALC membership should reflect leadership from diverse areas across the college. This may include representation from Academic and Student Affairs, Finance and Administration, Institutional Advancement, the Faculty Association, and the Staff Association, among others. The specific composition and selection process will be determined in a manner that ensures broad representation and diverse perspectives, as approved by the institutional Executive Cabinet.

### Section 2: Eligibility

Representatives from campus departments should typically be at the director level or higher and possess relevant expertise and involvement in college-wide leadership initiatives. Efforts will be made to include representation from all three campuses within these areas. The Faculty Association and the Staff Association may be represented by their highest elected officials.

### Section 3: Term Length and Rotation

Appointed members of the ALC will serve for a term of approximately two years. A system of rotation will be established to ensure a consistent flow of membership and fresh perspectives. The details of the rotation schedule, including the number of members vacating roles annually, will be determined by the council in consultation with the Executive Cabinet. Representatives from the Faculty and Staff Associations will serve for the duration of their elected office or as otherwise designated by their respective associations.

### Section 4: Member Nomination and Onboarding Process

Section 4: Member Nomination and Onboarding Process-To ensure adequate time for onboarding, the call for nominations for new ALC members will occur with a deadline of March 30th each year. Following nomination,

prospective members will be invited to participate in current ALC meetings. The purpose of these invited meetings is to familiarize nominees with the council's operational procedures, current initiatives, and ongoing discussions. The formal term for new members will commence at the beginning of the academic year (August), at which point outgoing members will conclude their service and voting rights.

## Section 5: Participation in Committees and Subcommittees

All council members are expected to participate in at least one standing committee or subcommittee, as assigned by the ALC Chair. Members will be responsible for contributing to the council's objectives and strategic goals, including facilitating engagement with campus experts when necessary.

## Article IV: Officers and Leadership Positions

Officers- The elected officers of the ALC shall be Chair, Vice-Chair, and Secretary.

Responsibilities- Chair: Presides over meetings, sets agenda, and serves as primary representative. Co-Chair: Assists the Chair and assumes duties in their absence. Secretary: Maintains meeting minutes, records, and council communications.

Election: Officers will be elected at the first council meeting following full membership confirmation each fall. Only official members may run, and voting shall be by majority vote.

Terms: Officers serve one-year term and may be re-elected once to the same position for a maximum of two consecutive terms.

Vacancies: Vacated positions will be filled by special election at the next scheduled meeting for the term.

Removal: An officer may be removed for dereliction of duty or policy violation by a two-thirds majority vote following a formal complaint and investigation by leadership.

## Article V: Meetings

### Section 1: Regular Meetings

- The council shall meet **monthly** during the academic year.
- Additional meetings may be called by the Chair or upon the request of 3 members.
- Acceptable meeting formats include in-person, virtually, or a hybrid format with each meeting format established by the Chair.

### Section 2: Quorum

Two-thirds (2/3) of the current voting membership shall constitute a quorum for the transaction of business at any meeting. No action shall be valid unless a quorum is present.

## Section 3: Decision-Making

Unless otherwise specified in these bylaws, decisions of the ALC shall be made by a simple majority vote of the members present and voting, provided a quorum is established. In the event of a tie vote, the Chair shall cast the deciding vote.

## Section 4: Meeting Procedure

All meetings of the ALC shall be conducted in accordance with the latest edition of Robert's Rules of Order Newly Revised, except where those rules conflict with these bylaws. The Chair shall be responsible for ensuring that meetings are conducted in an orderly and fair manner.

# Article VI: Committees

## Section 1: Standing Committees

The ALC shall maintain the following standing committees:

1. Academic Calendar Committee: Develops and revises future academic calendars for Arkansas State University Newport, considering Higher Learning Commission policy, athletics schedules, and academic program accreditation requirements.
2. Events Committee: Develops long-term engagement strategies for faculty, students, staff, and the community, incorporating input from campus facilities and student affairs regarding policies and scheduling.
3. Standard Operating Procedure (SOP) Committee: Develops, reviews, and recommends standard operating procedures for the ALC's internal governance and operations. The Chair, in consultation with the ALC, will determine the membership and specific charges of these committees.

## Section 2: Additional Subcommittees

The Chair or any council member may propose the formation of ad hoc subcommittees to address specific topics, projects, or issues requiring focused attention. The duration of these subcommittees (temporary or ongoing) will be determined by the council based on the scope of their assigned task. These subcommittees may focus on areas such as Academic Calendar, Campus Culture initiatives, Events, Standard Operating Procedures, Student Leadership, Substance Abuse Awareness, Webpage development, and external campus-wide projects.

## Section 3: Authority to Consult Campus Experts

Subcommittees may consult campus subject matter experts (faculty, staff, administrators, or external partners) as advisors for guidance and recommendations on pertinent issues. These experts, who will not have voting rights, may provide input through meeting attendance or written/verbal reports to the subcommittee or ALC. Consultations may cover legal, financial, academic, technological, administrative, or other relevant areas of expertise. Subcommittees will report developments in regular council meetings.

## Section 4: Committee and Subcommittee Membership

Standing and subcommittees will primarily consist of ALC voting members. The Chair may invite non-council members with specific expertise to participate in subcommittees on an advisory or project basis. Each subcommittee requires at least three members, and the Chair will appoint a subcommittee chair. All council members are expected to participate in at least one committee or subcommittee to support the council's strategic goals.

## Article VII: Reporting and Communication

**Executive Cabinet Reporting:** The Chair will regularly report council activities and initiatives to the Executive Cabinet. The ALC will also submit a consolidated report of its activities, initiatives, and recommendations to the Executive Cabinet through the elected officers.

**Constituency Reporting:** Representatives will communicate council work and gather feedback from their respective constituencies (students, faculty, staff, administration).

**Campus Updates:** The ALC will provide semi-annual updates to the campus community via channels like convocation addresses or mass emails.

**Student Leadership Engagement:** The ALC will meet at least annually with representatives from student organizations, student government, and the honors program to inform decision-making and campus reports from a student perspective.

## Article VIII: Selection of Members

### Section 1: Nomination Process

Representatives from Academic Affairs, Administration, and Community Outreach will be nominated by their respective Vice Chancellors for consideration by the Executive Cabinet. Faculty and Staff Association Representatives will be nominated through their internal election processes. The Cabinet will review and confirm in the spring semester early enough to ensure onboarding can occur.

## Article IX: Removal and Replacement of Members

### Section 1: Grounds for Removal

A member may be removed for:

1. Missing **3 consecutive meetings** without prior notice.
2. Violating university policies or engaging in unethical behavior.

## Section 2: Removal Process

Removal of a member requires a two-thirds (2/3) majority vote of the voting members present at a meeting where the removal is on the agenda following investigation and executive cabinet permission to grant the vote.

## Section 3: Replacement of Removed or Rotated Members

In the event of a removal, resignation, or term conclusion, the respective Vice Chancellor or association will nominate a replacement at their earliest convenience. The final appointment of the nominee will be subject to approval by the relevant Vice Chancellor and the Cabinet.

# Article X: Amendments to the Bylaws

## Section 1: Proposal of Amendments

Any voting member of the ALLC may propose amendments to these bylaws. Proposed amendments must be submitted in writing to the Secretary at least one meeting prior to the meeting at which the vote will occur.

## Section 2: Approval of Amendments

Amendments to these bylaws require a two-thirds (2/3) majority vote of the voting members present, provided a quorum is established at the meeting where the vote takes place.