

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 200

Subject: Organization and Duties of the Board of Trustees

Date Adopted: 06/69 Revised: 09/76, 11/93, 08/11, 12/11, 02/14

Organization and Scope

The University of Central Arkansas forms a single-administrative unit and, pursuant to Arkansas law, is a body politic and corporate.

The Board of Trustees has seven members. Each member is appointed by the governor, by and with the advice and consent of the Senate. Each member of the board serves for seven years beginning on January 15 and ending January 14 of the final year. Within 10 days following an appointment, the secretary of state must furnish a certificate to the board member, who then has 30 days to notify the governor and secretary of state in writing of acceptance of the appointment. One member's term expires each year. The board elects its chair, vice-chair, and secretary.

There is no geographical limitation within Arkansas on the selection of board members since the university was created to serve the entire state. A board member must be an Arkansas resident.

Organizational Meeting

The Board of Trustees at its last regular meeting during a calendar year shall organize by the election of a chair, vice-chair, and secretary from among its members, each of whom shall serve for a term of one year, or until a successor is elected. The term of office for each officer shall begin on the first day of the subsequent calendar year.

It shall be necessary to have a quorum of the board present at any meeting for the election of officers, or for any other action by the board, unless otherwise specified by law or in these policies.

Duties of Board Officers

1. The chair shall preside at all meetings, shall decide questions of order in accordance with Robert's Rules of Order Revised, and shall appoint all committees unless otherwise directed by the board. The chair shall have the right, as other members of the board, to discuss and to vote on all questions.
2. The chair shall call a special meeting of the board whenever required conditions have been met.

3. In the absence or incapacity of the chair, the vice-chair shall perform the duties and have the obligations of the chair.
4. The secretary of the board shall keep a record of the proceedings (this may be done by an assistant to the president of the university).
5. The secretary of the board, or assistant to the president, shall furnish each trustee and the president of the university a copy of the minutes of each regular or special meeting prior to the next meeting of the board.
6. No member of the Board of Trustees, by virtue of said office, may exercise administrative responsibility with respect to the university.

Powers and Duties of the Board of Trustees

The Board of Trustees is charged with the management and control of the University of Central Arkansas. The board shall provide a university program and establish general policies in keeping with the best interests of the university and the requirements of the state law. Members of the board shall have authority only when acting as a board legally in session. The board shall not be bound in any way by any statement or action on the part of any individual board member except when such statement or action is in pursuance of specific instructions of the board.

The responsibilities of the Board of Trustees shall be:

1. To select the president of the university and support the president in the discharge of his/her duties;
2. To elect members of the faculty and staff and set their salaries upon nomination and recommendation of the president;
3. To prescribe the course of study for the university;
4. To grant diplomas and degrees;
5. To consider and act on policies for the university program. Such policies may be initiated by the president, or that person or persons charged by the president with this responsibility. Any policy must be submitted for the president's consideration and recommendation;
6. To evaluate the reports of the president concerning the progress of the university program and finances;
7. To adopt or revise an annual university operating budget as recommended by the president;
8. To contract and be contracted with; to own, purchase, sell, and convey all types of property; to accept gifts;

9. To make lawful bylaws, rules and orders as they deem necessary for themselves, all officers and employees of the university, and all persons in the university, and regarding limitations as to the number of pupils to be admitted;
10. To determine the conditions under which students shall be admitted to the university, subject to statutory limitations;
11. To regulate matriculation and set tuition and other fees.
12. To exercise the power of eminent domain, subject to statutory limitations;
13. To issue negotiable interest-bearing notes or bonds, subject to statutory limitations; and
14. To perform the specific duties imposed upon the board by statutes.

Committee of the Whole

Except as hereinafter noted, committee work shall be performed by the members of the board sitting as a committee of the whole.

Special Committees

Special committees may be created by the board for special assignments. When so created, such committees shall terminate upon completing their assignments, or such committees may be terminated by a vote of the board.

Meetings

1. Regular Meetings

All regular meetings of the Board of Trustees shall be held quarterly unless otherwise specified. There should be one regular meeting of the board each year, held within 30 days after the close of commencement week (A.C.A. 6-67-102[g][1][A]).

2. Special Meetings

Special meetings of the Board of Trustees shall be called by the chair of the board at the request of the president or any two members of the Board of Trustees. No business shall be transacted at any special meeting of the board, which does not come within the purpose or purposes set forth in the call for the meeting unless all members are present and agree to consideration of the additional items. A written notice must be given seven days prior to the called meeting, or in the case of an emergency, three days notice will suffice.

1. Notice and Conduct of Meetings

Notice and conduct of all meetings of the Board of Trustees shall be in accordance and comply with Arkansas law, specifically including the provisions of the Arkansas Freedom of Information Act.

2. Quorum

A majority of the board shall constitute a quorum for the transaction of business.

3. Order of Business

The order of business at a regular meeting of the Board of Trustees shall be:

- a. Call to Order
- b. Roll Call
- c. Minutes
- d. Reports
- e. Action Items
- f. Notifications/Deletions
- g. Executive Session
- h. Adjournment

4. Minutes

The official minutes of the Board of Trustees shall be kept in the Office of the President.

Board Legislation

1. The Board of Trustees is the policy-making body of the university, and it acts with the advice and assistance of the president of the university.
2. Any amendment of these policies shall require the affirmative vote of at least four members of the board at a regular meeting or at a special meeting, in the call for which the purpose of considering change has been announced.
3. The administration of these policies shall be the duty of the president. Any appeal to the Board of Trustees from such administration will be to the board as a legislative body rather than as an executive body.
4. The president shall report to the board as a legislative body from time to time on the operation of these policies and shall be expected to propose any necessary changes.

Board Agenda

An agenda for each regular meeting of the board shall be prepared by the president and submitted to the Board of Trustees.