

SUPERSEDED

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: I:01:08 DATE: May 25, 1982
SUPERSEDES POLICY NO.: I:01:08 DATED: March 1, 1978
SUBJECT: Constitution of the University Assembly as Amended November 1981
APPROVED: Robert O. Riggs, President *Robert O. Riggs*

Austin Peay State University shall have a policy recommending body called the University Assembly. Its constitution is as follows:

Article I. The University Assembly

The University Assembly shall be the principal agency for the formulation and recommendation of policy for the University. Its purpose is to provide for effective participation and deliberation by the University community in the formulating and recommending of governing policies to the President.

Article II. Membership

Sec. 1. The University Assembly shall consist of members from the University administration, faculty, students, staff, and alumni. All members shall have the right of voice; and all shall have the right to vote, save the President of the University.

Sec. 2. The administration members shall be the President, the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Administration and Development, the Business Manager; one Dean, to be selected by and from the Student Personnel Division; Dean of the Graduate and Research Council; and three Deans or Directors, to be selected by and from the Deans Council.

Sec. 3. There shall be twelve faculty members, to be elected as determined by the Faculty Senate.

Sec. 4. There shall be four student members, to be elected as determined by the Student Government Association.

Sec. 5. There shall be four staff members, to be elected by the staff: Support Staff (Maintenance and Security) -- 1 member; Clerical Staff (Computer Center and Clerical Personnel) -- 1 member; Administrative Staff (Directors, Librarians, Accountants, and Administrative Assistants) -- 2 members.

Sec. 6. Alumni members shall be the Director of Alumni Affairs, and one member elected by the Alumni Association.

Sec. 7. The immediate past Chairperson of the University Assembly shall be a member of the University Assembly.

Sec. 8. The term of office of an elected member shall not exceed two years. No elected member may serve more than four consecutive years.

Article III. Organization

Sec. 1. The presiding officer of the University Assembly shall be the Chairperson who shall be a member elected to the chair by the members of the Assembly. However, the President of the University, the Vice Presidents, the Business Manager, students, alumni, and staff representatives shall not be eligible for election to the chair. The Vice Chairperson shall preside in the absence of the Chairperson. The Assembly shall have such other officers as it may determine. Officers of the Assembly shall be elected annually.

Sec. 2. Budgetary support for the University Assembly shall be provided by the University.

Sec. 3. A record shall be kept of the proceedings of the University Assembly. The agenda shall be published as long before and the minutes as soon after each meeting as practicable.

Sec. 4. Fifty percent of the voting membership shall constitute a quorum for the conduct of Assembly business.

Sec. 5. The University Assembly shall have four councils, which shall be:

- a. Academic Council
- b. Development and Planning Council
- c. Graduate and Research Council
- d. Student Affairs Council

Sec. 6. The Chairpersons of the Councils shall be:

- a. Vice President for Academic Affairs
- b. Vice President for Administration and Development
- c. Dean of the Graduate School
- d. Vice President for Student Affairs

Sec. 7. The Chairperson for each Council, in cooperation with appropriate existing committees or councils, shall prepare and submit to the University Assembly a constitution for its approval. Subsequent to initial approval, amendments of the document shall be recommended by the Council and approved by the University Assembly.

Sec. 8. The University Assembly may establish such additional standing and ad hoc committees as it deems necessary to its appropriate functioning.

Sec. 9. The University Assembly may adopt by-laws consistent with this constitution. By-laws may be enacted only by a two thirds (2/3) majority of those present at a regular meeting subsequent to the meeting at which such by-laws are introduced.

Sec. 10. The University Assembly may establish its own rules of procedures consistent with this constitution. A standing rule may be established, amended or rescinded by a majority vote at any meeting.

Article IV. Powers and Responsibilities

Sec. 1. The University Assembly, subject to the laws of Tennessee and the policies and regulations of the Board of Regents, shall formulate and recommend policies relative to matters affecting the general welfare of the University.

Sec. 2. The Councils of the University and the University Assembly shall function through the established administrative channels of the University on all matters save those dealing with major policy affecting the University and such matters as may be referred by the Assembly for consideration. Only results of considerations of these major policy issues and referred matters shall be submitted, in the form of recommended policy or policy change, to the University Assembly for its consideration prior to being sent to the President for action.

Sec. 3. The Assembly may refer to and receive from the Councils and Committees of the University such matters as are deemed necessary for the purposes of the University.

Sec. 4. Upon passage by the University Assembly, recommendations shall be submitted to the President of the University for consideration and action. Those approved by the President become official University policy to be implemented as soon as practicable. The President will report to the Assembly promptly on those proposed measures not approved.

Article V. Amendments

Amendments to this constitution may be proposed and ratified by a majority of the membership of the University Assembly. A ratification vote shall be taken at a meeting subsequent to the one at which a formal proposal to amend was accepted. Ratification shall require approval of the President of the University.

Article VI. Adoption

This constitution shall become effective upon approval by the President of the University.

Amended November 26, 1981.