

**AUTHORITY**

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The University Of Arkansas System Board Of Trustees determines the Board of Visitors' powers and authority.

Other than policies that were grandfathered in by the 2001 Merger Agreement with the University of Arkansas System, policies and procedures enacted by the Board of Visitors not in accord with the University of Arkansas System policies and procedures shall be considered null and void.

HLC Criterion: 2C

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**Policy History:**

March 7, 2016  
July 7, 2014  
January 1, 2011  
December 5, 2005  
September 24, 2001

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**BOARD OF VISITORS BY-LAWS**

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**COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS**

**(UA COSSATOT)**

**BOARD OF VISITORS**

Section A. Preamble

These Bylaws are established in keeping with the letter and spirit of the June 14, 2001 “Merger Agreement Between the University of Arkansas System and Cossatot Technical College,” which was agreed to by the Board of Trustees of the Cossatot Technical College and the Board of Trustees of the University of Arkansas System (UA System), leading to the creation of the Cossatot Community College of the University of Arkansas (UA Cossatot), effective July 1, 2001. These bylaws are intended to clarify the role of the Board of Visitors in contributing to the sound growth and development of UA Cossatot, and thereby, the UA System and public higher education in general. In keeping with the provisions of the merger agreement, the Board of Visitors is charged with the responsibility of advising the Chancellor of the UA Cossatot, the President of the University of Arkansas System, and the UA System Board of Trustees in promoting the development of high quality educational programs, student services, and community services at UA Cossatot.

Section B. Purpose and Duties of the Board of Visitors

The purpose of the UA Cossatot Board of Visitors shall be to perform a liaison function between UA Cossatot and its service area publics, and the President and Board of Trustees of the UA System; to aid in securing financial support; to support the development and implementation of appropriate alumni services; and to furnish counsel and guidance by advice and recommendations for UA Cossatot. Additionally, the Board of Visitors shall further the institution’s efforts to render adequate education and services to the public of the service area of UA Cossatot and to recommend to the Board of Trustees and the UA Cossatot Chancellor ways and means to effectively manage and carry out the mission of UA Cossatot. All recommendations of the Board of Visitors to be considered by the UA System President and the UA System Board of Trustees shall be transmitted through the Chancellor of the UA Cossatot to the President of the System.

Duties of the UA Cossatot Board of Visitors are to:

1. Give detailed study to reports and recommendations placed before it by the Chancellor of the UA Cossatot concerning budgets tuition, fees, calendaring, proposed institutional policies, acquisition and transfer of real property, and the educational programs of UA Cossatot.

2. Formulate and transmit to the Chancellor its advice and recommendations on matters of concern for the welfare of UA Cossatot and of public higher education.
3. Keep informed on such matters as are necessary to promote the educational aims of the UA Cossatot.
4. Study and otherwise plan for furthering the growth and insuring the quality of the UA Cossatot, transmitting such information for consideration of the UA Cossatot Chancellor, and where appropriate for the UA System President, and the UA System Board of Trustees.
5. Participate in securing continued and increased financial support for UA Cossatot, and where appropriate for the UA System from private and public sources.
6. Lead UA Cossatot in the development and implementation of alumni services.
7. Undertake specific assignments/projects in support of UA Cossatot and Arkansas higher education as requested by the UA system Board of Trustees, the UA System President or the UA Cossatot Chancellor.
8. Further, in diverse ways, the growth and development in excellence of the entire University of Arkansas System of which UA Cossatot is an important campus.

#### Section C. Membership

The Board of Visitors shall consist of nine (9) members appointed by the University of Arkansas Board of Trustees. The members shall reside within the service region of the institution.

#### Section D. Term of Office

The term of office shall be for six years. Members of the Board of Visitors may succeed themselves in office upon the approval of the Board of Trustees of the University of Arkansas.

#### Section E. Qualifications

Members of the Board of Visitors shall be qualified electors of the service area of UA Cossatot and knowledgeable in business, labor, industry, or economic development. No employee of a public school district or higher education institution, full-time employee of UA Cossatot or person who has a member of the immediate family employed by UA Cossatot shall be recommended to be appointed to the Board of Visitors of UA Cossatot.

#### Section F. Vacancies

When a vacancy occurs on the Board of Visitors, the Chancellor shall notify the President of the University of Arkansas System. The University of Arkansas Board of Trustees shall appoint a successor to fill the vacancy.

#### Section G. Continuous Membership

Members of the Board of Visitors may succeed themselves in office. To retain their position as a member of the Board or an officer of the Board, absences from regularly scheduled Board Meetings shall not exceed three consecutive meetings.

After three consecutive absences, the Chair or acting Chair may call for a vote of retention. The vote may be to write a letter of admonishment, for a removal from office, or for a removal from the Board.

Prior to a vote of retention, the Secretary of the Board of Visitors shall make a reasonable effort to contact the absent member to ascertain the reason for the absences and shall report to the Board of Visitors.

Any action to discuss the performance of any Board member shall be closed to the public.

#### Section H. Officers

The Board of Visitors shall annually elect officers to serve it. Officers shall be Chair, ViceChair, and Secretary. The Board may designate a member of the Chancellor's staff to serve as an assistant to the Secretary for the purpose of taking and transcribing the minutes of board meetings.

#### Section I. Board Member Emeritus Status

There shall be a category of Board of Visitors member known as a *Board Member Emeritus* to recognize board members who have served on the Board of Visitors with distinction and excellence and considered deserving for their outstanding service. Individuals shall be nominated and elected by the Board of Visitors, and shall serve in perpetuity but may voluntarily end their term at any time.

A Board Member Emeritus shall receive all written notices and information provided to the Board of Visitor and shall be encouraged to attend all Board of Visitors meetings and all other events conducted by the Board of Visitors. A Board Member Emeritus shall not be subject to any attendance policy, counted in determining if a quorum is present at a meeting, entitled to hold office, or entitled to vote at any Board of Visitor meeting. A Board Member Emeritus will be welcome to actively participate in the discussion at all Board of Visitors meetings.

#### Section J. Meetings

- (1) A Board of Visitors meeting shall be held in July, September, November, January, March, and May of each year.
- (2) The UA Cossatot and Chair of the Board of Visitors shall set the agenda for the meeting. Any member of the Board of Visitors may submit items for discussion to be placed on the agenda.
- (3) All actions of the Board of Visitors are recommendations to the Chancellor, President of the University of Arkansas System, and/or Board of Trustees of the University of Arkansas.
- (4) Meetings may be regularly scheduled meetings, special meetings, or meetings by teleconference.
- (5) As an advisory board, the Board of Visitors is not subject to the Freedom of Information Act. However, as a general practice the local press will be notified of regular meetings, and regular meetings generally shall be open to the public.
- (6) Meetings of the Board of Visitors shall be conducted by the most recent edition of Robert's Rules of Order.

#### Section K. By-Laws Amended

These By-Laws may be recommended for change by reading the recommended change at a regularly scheduled meeting of the Board of Visitors, and voting on the change/ amendment at

the next regularly scheduled meeting in which two-thirds (2/3) of the members are present and a majority of those present vote in the affirmative to change or amend the By-Laws.

All changes to these By-Laws are subject to the approval of the Board of Trustees of the University of Arkansas.

#### Section L. Conduct of Business

- (1) A quorum shall consist of five members present at any called meeting.
- (2) The Chair is the presiding officer of the meeting. In the absence of the Chair, the Vice-Chair shall preside. In the absence of the Chair and Vice-Chair, the Board of Visitors present shall select an acting Chair to preside over the meeting.
- (3) All meetings shall be conducted on the topics of the agenda.

#### Section M. Annual Report

The Board of Visitors, through the Chancellor's office, shall make an annual report to the Board of Trustees of the University of Arkansas, which includes, but is not limited to, the status of the institution, accomplishments of the institution, areas for improvement, and the needs of the institution to enhance its ability to accomplish its mission.

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#### **Procedure History:**

October 7, 2019

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