

**Policies
of the
Board of Regents**



Murray
MURRAY STATE UNIVERSITY™

Section 1
The Regents

1.1 SUBJECT: BYLAWS OF BOARD OF REGENTS

Date Adopted: November 13, 1982
Date Amended: May 19, 1984
Date Amended: November 3, 1984
Date Amended: May 12, 1990
Date Amended: February 29, 2008
Date Amended: August 26, 2011
Date Amended: February 27, 2015
Date Amended: August 28, 2015

References: Minute Book: 28 Page: 126
 Minute Book: 31 Page: 49
 Minute Book: 32 Page: 52
 Minute Book: 46 Page: 15
 Minute Book:
 Minute Book:

Pertinent sections of Kentucky Revised Statutes Chapters 61, 164 and 164A, commonly called the "Open Meetings" law, "State Universities and Colleges" and "Higher Education Finance," respectively, are set out as APPENDICES to these Bylaws.

A. Officers.

The officers of the Board of Regents shall be comprised of the following and shall have the following duties:

1. **Chair.** The Chair
 - a. Calls special meetings upon written request of the President or any two members of the Board; (KRS 164.340)
 - b. Presides at all meetings; and
 - c. Performs such other functions incidental to the office or as specifically authorized by the full Board.

2. **Vice Chair.** The Vice Chair acts for the Chair when the latter is absent from a meeting.

3. **Secretary.** The Secretary is elected by the Board and need not be a member.
 - a. The Secretary's responsibilities shall include but not be limited to:
 - i. Keeping and preparing of all books, records, and papers belonging to the Board and preparing, under the direction of the Board, all reports and estimates;
 - ii. Preparation of a journal of the proceedings of the Board setting forth an accurate record of votes and actions taken;
 - iii. Preparation and distribution of the agenda for meetings as developed by the President and the Chair;
 - iv. Preparation and distribution of required notices of meetings; and

v. Attendance at all meetings and sessions of the Board and certification of compliance with KRS 61.810, 61.815, 61.820, and 61.823

4. Treasurer. The Treasurer is appointed by the Board, serves at the pleasure of the Board, and shall not be a member of the Board. (KRS 164.330)

The Treasurer of each Board of Regents shall receive and disburse all money under the control of the Board, perform all acts that pertain to his office under the direction of the Board, and make timely reports of the same to the Board on a schedule established by the Board. (KRS 164.420)

B. Time and Procedures for Election of Officers.

1. All officers shall be elected annually at the spring meeting and shall serve for one year, commencing July 1 following their election.
2. A separate election shall be conducted to elect each of the officers: Chair, Vice Chair, and Secretary. Procedural guidelines are as follows:
 - a. The Chair declares that nominations are in order;
 - b. The Chair recognizes each member for the purpose of making a nomination; recognition of members shall be in the same order as the roll call (alphabetical);
 - c. Nominations require no second;
 - d. Any member nominated for any office may withdraw his name from consideration. However, a member nominated will not be recognized for that purpose until all members have had an opportunity to make nominations;
 - e. If after each member has had a roll call opportunity to make a nomination, and only one name has been placed in nomination for that particular office, the Chair shall declare that person elected by unanimous consent; and
 - f. If more than one name is placed in nomination for a particular office, a vote shall be taken. Names shall be voted upon in the same order in which the nomination occurred. The nominee first receiving an absolute majority shall be declared elected.
 - g. An election for Vice Chair and Secretary shall be held at the organizational meeting required within 30 days of the appointment of a new member. (KRS 164.430)

C. Vacancies.

If the Office of Chair becomes vacant for any reason, the Vice Chair shall assume the Office of Chair and serve in that capacity for the unexpired term. In that event, or if for any other reason the Office of Vice Chair becomes vacant, an election to fill that Office for the unexpired term will be held at the next meeting. In the event both the Chair and the Vice Chair are absent, the member with the longest period of service on the Board will serve temporarily as Chair until such time as elections may be held.

D. Meetings.

1. Time and Place. Meetings of the Board of Regents and its committees are open to the public unless closed pursuant to the provisions of KRS Chapter 61. Unless otherwise announced, the Board meets on the second floor of Pogue Library on Murray State's campus. The Board shall set a meeting schedule that includes at least four meetings a year. (KRS 164.340) The Board shall meet within thirty days following the appointment of a new member. (KRS 164.340) Special meetings are called by the Chair upon written request of the President or any two members of the Board and at such special meetings

the Board may transact any and all business that it might transact at a regular meeting.

2. Closed Sessions. No final action will be taken at any closed session of the Board. However, the Board may from time to time conduct closed sessions for the purposes authorized by KRS 61.810; e.g., engaging in:
 - a. Deliberations on the future acquisition or sale of real property by the University, but only when publicity would be likely to affect the value of a specific piece of property to be acquired for public use or sold by a public agency.
 - b. Discussions of proposed or pending litigation against or on behalf of the University.
 - c. Discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, member or student without restricting that employee's, member's or student's right to a public hearing if requested, provided that this exception is designed to protect the reputation of individual persons and shall not be interpreted to permit discussion of general personnel matters in secret. In conducting any closed session under c. relating to an individual employee or member, the following requirements shall be met:

“(1) Notice shall be given in regular open meetings of the general nature of the business to be discussed in closed session, the reason for the closed session, and the specific provision of KRS 61.810 authorizing the closed session;
“(2) Closed sessions may be held only after a motion is made and carried by a majority vote in open, public session;
“(3) No final action may be taken at a closed session;
“(4) No matters may be discussed at a closed session other than those announced prior to convening the closed session.”
3. Quorum. A simple majority of the members of the Board (six members) constitutes a quorum for transaction of business. (KRS 164.340)
4. Voting. Each member of the Board casts one vote. Ordinarily, routine Board action is taken by voice vote. However, any member may request a roll call vote on any question. (KRS 164.450) A simple majority of a quorum present and voting is required for any action except where contrary to KRS or these Bylaws. However, a roll call recodation of "yeas" and "nays" will be taken, and a majority of all members of the Board (six members) must vote affirmatively to effect:
 - a. An appropriation of money;
 - b. Making a contract that requires an appropriation or disbursement of money; and
 - c. Employment or dismissal of a teacher. (KRS 164.340)
5. Procedures. The most recent version of *Robert's Rules of Order* shall be observed in conducting the business of the Board of Regents except as these may be modified by regulations adopted by the Board of Regents.

A motion is in order on all substantive proposals to:

- a. Approve or disapprove a proposal;
- b. Postpone consideration (temporarily or indefinitely);
- c. Amend;
- d. Refer to a committee or to the President (with or without instruction); and
- e. Table.

The Chair, with the approval of the Board, may designate a Parliamentarian who may be a member of the faculty. General rules of parliamentary procedures are observed at Board meetings. However, any rule of order may be suspended and official action taken in any manner and in any order agreed upon by an affirmative vote of two-thirds of the members of the Board or if any are absent by a unanimous consent of the members present and voting at a meeting. The Chair, in making his rulings on parliamentary questions, shall refer to and be guided by the most current edition of *Robert's Rules of Order*.

E. Committees.

The Chair of the Board shall, at the first regular meeting of the Board of Regents following his election, appoint members of the Board to standing committees of the Board of Regents. In addition, the Chair will appoint members to such special committees as the Board may from time to time deem appropriate. The Chair of the Board and the President of the University are ex-officio members of every Committee, except the President shall be a non-voting member. The standing committees of the Board of Regents and their duties are:

1. Academic Excellence and Scholarly Activities – Oversight responsibilities for strategies and initiatives pertaining to academic program approval recommendations, academic policy review (including admission standards), international programs (including study abroad programs) and inter-institutional relationships and agreements.
2. Audit and Compliance – External audit selection (subject to Board approval), internal audit oversight (in concert with the President) and policy compliance matters, particularly relating to non-discrimination, Title IX and affirmative action issues.
3. Buildings and Grounds – Oversight responsibilities for strategies and initiatives related to facilities and property, with particular responsibility for major expenditures of capital funds and property acquisition.
4. Finance – Fulfill fiduciary responsibilities relative to budget adoption and maintenance, the investment portfolio and other financial matters and recommend appropriate action to the full Board.
5. Marketing and Community Engagement – Oversight responsibilities for strategies and initiatives for University branding and marketing, public relations, publications, alumni affairs, development and community projects, including off-campus centers, public service activities and regional projects.
6. Legislative and Economic Development – Oversight responsibilities for strategies and initiatives for governmental relationships with regional, state and federal entities and economic development programs and initiatives.
7. Enrollment Management and Student Success – Review and approve student life policies, oversight of enrollment management programs and serving as the "Student Disciplinary Committee" in connection with appeals of student suspension or expulsion for disciplinary reasons.

Pursuant to KRS 164.370, a student suspended or expelled for disciplinary reasons may appeal the decision to the Board of Regents. The appeal will be instituted by the student's presenting a detailed statement of the grounds for appeal to the President of the University no later than five working days after the date of the decision of the University Appeals Board. The President will advise the members of the Board of Regents and refer the appeal to the members of the Student Disciplinary Committee.

The Student Disciplinary Committee will review the appeal. The Student Disciplinary Committee may determine from the statement of appeal that the appeal can be decided based upon a review of the previous proceedings. In that case, it will afford all parties the opportunity to present arguments, will review the record and the arguments presented, and will submit its recommended outcome to the Board of Regents which may accept or reject the recommendation or determine that a hearing or additional proceedings are warranted. If the Student Disciplinary Committee believes that a hearing or other proceedings are warranted, it will refer the matter to the Board of Regents. The Board will develop its rules of procedure for any matter before it. The final decision in all such appeals will be made by the Board of Regents.

All Committees whose recommendations have budgetary implications shall report those recommendations to the Finance Committee prior to submission for action to the full Board.

The Board may at any time establish such ad hoc committees as it deems necessary or desirable.

F. Amendments.

Amendments of these Bylaws may be proposed by any member at any duly constituted meeting of the Board but will not be acted upon until the next meeting. Adoption of amendments shall require a vote of a majority of the members.

1.2 SUBJECT: FACULTY REGENT VOTING AUTHORITY

Date Adopted: March 18, 1978

Date Amended: February 29, 2008

Reference: Minute Book: 21 Page: 169

The Faculty Regent shall have voting authority on all matters coming before the Board, except on matters relating to or entailing issues of individual teaching and research faculty compensation. Included in such exception is the compensation component of appointments, sabbatical leaves, and promotion decisions involving any member of the teaching or research faculty of the rank of assistant professor or above. The prohibition does not extend to general compensation issues, such as consideration of the Annual Budget, which come before the Board.

The Faculty Regent's voting authority extends to all other personnel items related to the teaching and research faculty including the appointments of the President, Vice Presidents, and Deans. While the Faculty Regent may vote on the appointment of these officers, the Regent may not vote on the salary of those individuals who are members of the teaching and research faculty.

The Regent can request that any motion which includes compensation for a particular member of the teaching or research faculty be divided so that the Regent can vote on the acceptable part (e.g., promotion, hire) and not the objectionable part (e.g., salary). Alternatively, the Regent can vote on the motion but must make it clear the vote relates only to the acceptable part and that he/she abstains from salary issues due to the limitations of statute.

1.3 SUBJECT: DISTRIBUTION OF BOARD MINUTES

Date Adopted: May 8, 1971

Date Amended: February 29, 2008

Reference: Minute Book: 15 Page: 403

All Minutes of the Board of Regents shall after their approval by the Board of Regents and upon the direction of the Chair be open to inspection by any citizen according to established procedures for such inspection under existing statutes governing open records and shall be made available online on the University's web site. All Regents shall be provided with approved copies of all Minutes of their actions. Similarly, all other public records, as provided by Kentucky Revised Statutes, shall be made available to the public in accordance with those statutes.

1.4 SUBJECT: ATHLETIC TICKETS

Date Adopted: October 7, 1983

Date Amended: February 29, 2008

Reference: Minute Book: 30 Page: 244

**TICKETS TO ATHLETIC EVENTS
FOR BOARD OF REGENTS**

The policy of the Board of Regents with respect to the attendance of Board members at athletic events is as follows:

- A. That there be established a joint committee to be composed of the members of the Athletic Committee of the Board of Regents, together with the Athletic Director and the Associate Athletic Director for External Affairs. This committee shall be empowered to make a determination as to the availability of seats on a year-to-year basis and shall further be empowered to make allocations of seats to current and future members of the Board of Regents, said seats not to exceed four (4) in number for any individual member of the Board, but may be less as circumstances dictate.
- B. As to past members of the Board of Regents who are currently receiving seating at athletic events, the Committee is authorized and empowered to continue such arrangements if it be deemed in the best interest of the University, taking into consideration all relevant factors which shall include, but not be limited to, the desirability of the University maintaining continuous contact with past members of the Board of Regents, and the availability of seating.
- C. The Committee will report its determinations annually to the full Board at its fall meeting.

**1.5 SUBJECT: MEMBER OF ASSOCIATION OF GOVERNING BOARDS OF
UNIVERSITIES AND COLLEGES**

Date Adopted: August 4, 1972

Membership Terminated: November 14, 1992

Membership Renewed: January 2007

Date Amended: February 29, 2008

Reference: Minute Book: 16 Page: 158

Reference: Minute Book: 53 Page: 28

That the Board of Regents of Murray State University shall be a member of the Association of Governing Boards of Universities and Colleges.

1.6 SUBJECT: REQUIRED TRAVEL

Date Adopted: February 27, 2015

Reference: Minute Book: Page:

REQUIRED TRAVEL FOR MEMBERS, FOR BOARD OF REGENTS

All necessary Board travel shall be paid and reimbursed in accordance with Kentucky Revised Statute 164.330. Travel expenses incurred to attend scheduled Board of Regents' meetings and Council on Postsecondary Education Trusteeship Conference will be submitted to the President's Office for payment. Travel expenses for the Chair and one additional Board member, designated by the Chair, to attend the annual Association of Governing Board Trusteeship Conference will be submitted to the President's Office for payment. All other Board-related travel will require written approval from the Board Chair or (in the absence of the Board Chair) the Finance Committee Chair prior to actual travel.

A copy of expense documentation for which reimbursement is sought will be provided to the Board Chair or the Finance Committee Chair for review and approval before payment is processed through the President's Office. Expenses related to the Board Chair will be submitted to the Chair of the Finance Committee. The President of the University will review all documents only to ensure internal procedures are followed properly in order to execute each payment.

1.7 SUBJECT: HONORARY DOCTORATE DEGREE POLICY

Date Adopted: December 4, 2014

The bestowing of an honorary degree represents an immensely significant recognition by Murray State University, and should only be conferred on individuals deemed deserving of such an honor. Accordingly, an honorary doctorate will not automatically be awarded annually; likewise, two or more such degrees may be awarded in a given year.

Honorary doctoral degrees are conferred by official action of the Murray State University Board of Regents upon the recommendation of its Honorary Doctoral Degree Committee.

Four individuals serving staggered two year terms shall constitute the Honorary Doctoral Degree Committee and will be appointed accordingly:

Two members shall be Regents appointed by the Chairman of MSU Board of Regents,
One member shall be a senior Faculty member appointed by the Provost, and
One member shall be the President or his/her designee.

To be considered for an Honorary Doctoral Degree an individual must qualify under one of the following criteria:

1. Murray State University alumni who have achieved national recognition for their professional achievements;
2. Individuals (including public officials) who have provided significant, substantive assistance to benefit Murray State students and enhance the University's educational, research and public service missions;
3. Murray State officials whose careers have been distinguished and whose service to the University has been exemplary, provided that such individuals would not be eligible for consideration during their employment at the University; and
4. Citizens living in West Kentucky and the surrounding region who have made extraordinary contributions to the economic vitality and cultural life of this region, from which the University community has materially benefitted.
5. National or international figures who have made contributions, such as through campus appearances, that elevate the overall reputation of and/or significantly enhance the academic experiences offered by the University.

The Office of the President will facilitate the work of the Honorary Doctoral Degree Committee and shall establish and coordinate the nomination process. The work of the Honorary Doctoral Degree Committee shall remain confidential until it makes its recommendations to the MSU Board of Regents.