

**College of Micronesia – FSM**  
**Faculty/Staff Senate Bylaws**

**ARTICLE I**

**MEMBERSHIP**

Section 1. All COM-FSM employees, including full-time and part-time, are members of the COM-FSM Faculty/Staff Senate (hereafter referred to as the Senate), with the exception of the President of COM-FSM, provided such employee has paid the corresponding membership fee as required in Section 1 of Article II.

**ARTICLE II**

**ANNUAL MEMBERSHIP FEES**

Section 1. Each member at the National Campus shall pay ten dollars (\$10.00) annual membership fee, payable on or before September 30 of each year. Imposition of membership fees and amount thereof shall be at the discretion of the Faculty/Staff Senate at all other campuses.

Section 2. The annual membership fees shall be deposited in the Faculty/Staff Senate bank account at each campus. Such fund may be used for the following purposes: (1) forwarding the causes for which the faculty-staff senate was established, and (2) fostering fellowship among all members.

Section 3. Collection and disbursement of funds from the membership dues shall be administered by the elected officers/representatives at the respective campuses.

**ARTICLE III**

**POWER AND FUNCTIONS**

Section 1. The Senate serves as a forum to discuss and debate new and existing policies with respect to all issues affecting the College, especially those affecting faculty and staff.

Section 2. The Senate receives all information that affects the College from the President and the Board of Regents to fulfill its obligations as an active participant in the decision making process. In particular, the Senate receives information about and is involved in issues discussed in standing committees.

Section 3. The Senate empowers its president or other designated representative to represent the Senate on matters affecting its membership at meetings with the Board of Regents, administrative offices, external agencies, political entities and other groups.

Section 4. The Senate encourages professional development at COM-FSM by identifying areas and developing plans to promote such professional development and by presenting such plans to appropriate authorities.

Section 5. The Senate is committed to fair grievance procedures and will support Senate members in the event that administrators fail to implement a decision resulting from a grievance procedure.

## ARTICLE IV

### EXECUTIVE STRUCTURE

Section 1. **Executive Committee.** National campus shall have six representatives, while Chuuk, Kosrae, Pohnpei, Yap and FMI campuses shall each have two representatives. These representatives, made up of eight faculty and eight staff, shall be elected by the voting membership at their respective campuses, to comprise the Executive Committee.

Section 2. **Officers.** The Executive Committee elects the officers of the Senate, composed of the president, vice president, secretary, and treasurer. For practical purposes, only full-time employees of the College of Micronesia – FSM National Campus are eligible to hold the offices of the Senate.

Section 3. **Elections of Executive Committee and Officers.** Elections of representatives are held on the last Friday of April every other year. Nomination and voting for representatives are by secret ballot. Election of officers shall follow within two weeks.

Section 4. **Term of Office.** Each term of office is for two consecutive years. Officers cannot serve more than three consecutive terms on the executive committee.

Section 5. **Duties of Officers.** The duties of the COM-FSM Faculty/Staff Senate Officers are as follows:

1. **President.** The President presides over the general meetings; chairs the senate Executive Committee; represents the senate at meetings with the Board of Regents and the college Executive Committee, administrative agencies, political bodies and other groups unless another representative is designated by the Senate; approves, in conjunction with the Executive Committee the expenditure of the Senate funds; and performs other duties as authorized by the Senate.
2. **Vice President.** The Vice President serves on the Council of Chairs, presides over meetings in the absence of the President, and performs other duties of the President in his or her absence.
3. **Secretary.** The Secretary records, publishes, posts on the wiki or other online venues, distributes and keeps a file of the minutes of each meeting, and is responsible for the correspondence of the Senate.

4. Treasurer. The Treasurer is responsible for the timely collection and custody of Senate funds, keeps accurate records of funds generated by the Senate, gives an accurate report of the Senate financial standing at every meeting, as well as an Annual Treasurer Report. At the state campuses, this function shall be the responsibility of the duly designated representative.
5. At-large Members. Two representatives from each campus will serve as at-large members. At the National Campus, a faculty at-large and a staff at-large are elected by the Executive Committee.
  - Faculty and Staff subcommittees shall have the following mandate:
    - Gather opinions and feedback from the faculty/staff and speak on their behalf on matters of concern.
    - The at-large members may speak on behalf of the faculty/staff without prior approval of the Senate president.
    - Every quarter or whenever there is a need to address or act on academic or administrative concerns, the Senate may form a faculty or staff subcommittee. The faculty-at-large or staff-at-large shall serve as chair of this subcommittee.

Section 6. **Responsibilities of the Executive Committee**. The Executive Committee is responsible for the administrative affairs of the Senate. The Executive Committee draws up an agenda for each meeting based upon the requests of the members and in response to reports and information coming to its attention. The Executive Committee can act for the Senate between meetings. This includes the power to recommend policies and speak for the Senate. If no policy exists, the Executive Committee may take action as it deems in the best interest of the Senate.

Section 7. **Removal from Office**. An Executive Committee member may be removed from office for cause by a vote of not less than 2/3 of the executive committee members present at a meeting called for that purpose. The notice of such a meeting must specify the purpose for which it is being called. If a member is thus removed, the members shall fill the vacancy at the same meeting. Grounds for removal from office shall include, among others, three consecutive absences, neglect of duty, and unprofessional conduct.

Section 8. Any vacancy is filled by the nominee who got the next highest vote in the last election.

## **ARTICLE V**

### **MEETINGS**

Section 1. The policy regarding meetings for Executive Committee is as follows:

1. Regular meetings are held monthly. Notice of regular meetings, including an agenda, is publicly posted at least one week in advance. All meetings are open to the public.

The policy regarding Faculty/Staff Senate general meetings is as follows:

- a. Regular meetings of the Senate are held at least once per semester. Notice of meetings, including an agenda, is publicly posted at least one week in advance. All meetings are open to the public.
- b. Special meetings may be called by the president or upon demand of two or more members. Notice of special meetings, including an agenda, is to be publicly posted at least 48 hours in advance.
- c. At-Large Members shall conduct quarterly meetings with their respective constituents consistent with Article IV Section 5 Number 5.

Section 2. Quorum. Twenty-five percent (25%) of the total number of members based on Human Resources Office records at the time of meeting shall constitute a quorum at any annual or special meeting of members. Every member shall be entitled to vote in person and shall have one vote. Proxy voting is prohibited.

## **ARTICLE VI**

### **COMMITTEES**

The president may propose to the membership of the Senate the creation of standing and ad hoc committees from time to time. Members for these committees are to be selected by the president subject to the approval of the Executive Committee.

## **ARTICLE VII**

### **AMENDMENTS**

These Bylaws can be amended by two-thirds of those voting in any meeting. Public notice is to be posted at least one week in advance of any impending vote on a proposed amendment. Copies of the proposed amendment shall be posted on the senate wiki and the college news feed online.

## **ARTICLE VIII**

### **RATIFICATION**

Section 1. These Bylaws are ratified if two-thirds of the members present vote in favor of adoption. One week's notice of the ratification vote must be given. The proposed Bylaws shall be made available on the senate wiki and the college news feed online for the members to study one week prior to the vote.

Section 2. Effective Date. These Bylaws take effect immediately upon ratification.

*Revised: April 14, 2014*