

NORTHERN MARIANAS COLLEGE



STAFF ASSEMBLY CONSTITUTION and BYLAWS

June 15, 2021
P.O.Box 501250
Saipan, MP 96950

www.marianas.edu

NMC Mission and Vision:

NMC Mission Statement: Northern Marianas College, through its commitment to student learning, provides high quality, affordable, and accessible educational programs and services for the individual and people of the Commonwealth.

NMC Vision Statement:

Northern Marianas College will serve as the engine to drive the economic growth and the social and cultural vitality of the Commonwealth.

Article I - NAME

The name of this organization shall be the Staff Assembly of Northern Marianas College, referred to herein as "the Assembly."

The name of the legislative body shall be the Staff Senate, referred to herein as "the Senate."

Article II - PURPOSE

The purpose of the Assembly is to take part in the participatory governance and to promote communication between members of the college staff and the administration, faculty, and students; and, to encourage and promote professional development, unity, and loyalty within the college, and to strive continually to support the vision and mission of the Northern Marianas College.

The purpose of the Senate is to foster and enhance communication between the staff and the college administration by providing a forum for exchange of staff ideas and concerns, as well as to represent and advocate those concerns within the college community. The Senate acts in an advisory capacity to the administration, and other college groups on behalf of the staff.

Article III – MEMBERSHIP COMPOSITION

Section 1. Senate, representing staff employee groups, is composed of eight staff senate (8). Assembly members are set forth below:

Section 2. FULL MEMBERSHIP

- a. Full membership is granted to the following persons:
 - i. All permanent full-time non-faculty employees who are not represented by

faculty senate; and

ii. Not considered administrators, including president, deans, directors, department chair, general council or assistant to the president.

b. Full members of the Assembly are afforded the right to vote in matters brought before the Assembly.

c. Full membership is required to serve in the Senate and on committees.

Section 3. ASSOCIATE MEMBERSHIP

d. Associate membership is granted to the following persons:

i. Full-time limited term non-instructional staff, or

ii. Half-time non-instructional employees; and,

iii. Not considered administrators, including president, deans, directors, department chair, general council or assistant to the president.

e. Associate members are afforded the right to attend Assembly meetings and to express his or her concerns and opinions in the Assembly.

f. Associate members are not afforded the right to vote in the Assembly.

Section 4. EX-OFFICIO

g. A representative of the Human Resources Office will serve as an ex officio member.

h. If the immediate, past president is not re-elected to Staff Senate, that individual will become a non-voting ex-officio member for the year immediately following his or her presidency.

Article IV - BYLAWS

Section 1. Staff senate establishes bylaws to this Constitution which govern matters in this Constitution.

Section 2. Amendments to the Bylaws are set forth in the Constitution.

Article V- AMENDMENTS

Section 1. Recommended changes to these bylaws will require an affirmative vote of at least two-thirds of the Senate.

Northern Marianas College Staff Senate Bylaws

I. MEMBERSHIP

Membership is set forth herein by the Northern Marianas College Staff Senate Constitution.

II. NOMINATIONS

Any eligible staff member may nominate eligible members as candidates for the Staff Senate. Nominations will open on the first Monday of June and close on the second Monday of June.

III. GENERAL ELECTION

A. The Ad-hoc Committee will form a sub-committee named "Election Committee." The Election Committee will collect all nominations as well as solicit further nominations if the minimum number of candidates is not reached.

B. The Election Committee shall certify nominees and place the names of qualified nominees on a written ballot that will be distributed to Assembly members and shall close no later than five (5) working days after the distribution of ballots.

C. The nine (9) candidates receiving the highest number of votes shall be declared elected to the seats. Ties shall be broken by lot.

D. Human Resource will provide a current staff listing, as well as staff who are qualified as full-time employees. Staff Senate will conduct the election and or any portions thereof as deemed necessary.

IV. ELECTION OF OFFICERS

A. Staff senate officers will be elected on the first staff senate meeting after the general election through nominations.

B. New officers will assume their duties effective immediately.

V. VACANCY

A. A vacancy occurring within a senator's term of office shall be filled by the next candidate with the highest number of votes within the area of representation from the initial election. However,

should the candidate decline, a special election shall be held within 30 days of the vacancy. The newly elected member shall serve until the end of the term for the vacancy filled.

B. Should the president resign, the vice-president will assume the president's role for the remainder of the elected term of office. Should a vacancy occur in the other offices, an election will be held at the next meeting to fill the vacancy for the remainder of the elected term of office.

VI. TERM OF OFFICE

A. Each Senator shall serve for a term of two (2) years.

B. No Senator shall be elected for more than two (2) consecutive terms. An exception can be made if there are no volunteers who wish to be a Staff Senator. The person shall also be approved by the current senators.

C. Staff Senators, whose service area changes during their two-year term, will continue in their current capacity until the next election.

D. Every two years, prior to election, representation will be reviewed to ensure maintenance of proportional representation.

E. A member may be removed from Staff Senate by two-thirds majority vote of the assembly members for cause.

VII. OFFICERS

A. The officers of the Staff Senate are President, Vice President, Secretary, and Treasurer.

i. President shall:

1. Preside at all meetings of the Senate and the Assembly;
2. Actively seek and encourage open and timely communication among all members of the Senate and the Assembly;
3. Communicate Senate and Assembly recommendations and proposals to the President of the College;
4. Ensures that the Assembly is represented in various committees as outlined in the College's "Institutional Excellence Guide," an organizational guide to Participatory Governance, Planning, Assessment, and Budgeting.
5. Prepares an annual report of Senate activities to be presented to, and approved by the Senate before submission to the Administration by September 30.
6. Presides at Senate Executive Committee meetings and assembly meetings..
7. Prepares, in cooperation with the Executive Committee, an agenda for each regular and special Senate meeting and assembly meetings.
8. Signs off to disperse funds, along with the Treasurer.

ii. Vice President shall:

1. Assumes the responsibilities of the President, Secretary, Treasurer in their temporary absence. If multiple officers are absent simultaneously, appoints someone to assist.
2. Collects reports from committees prior to Senate meetings;
3. Maintain a log of the actions, policies, and other proposals of the Senate.

iii. Secretary shall:

1. Records and disseminates minutes of each Senate and Assembly meetings as stipulated under the Minutes section of these bylaws.
2. Maintain all senate records and archive records.
3. Provides oversight to ensure timely dissemination of pertinent information.
4. Ensures the distribution of the agenda and minutes for each regular and special Senate and Assembly meeting.
5. Publish to the entire membership a calendar of meetings for each

- semester specifying dates, places, and times of all regular meetings;
- 6. Issue notices of meetings, public agenda, keep appropriate records, and distribute minutes of all Assembly and Senate meetings.
- 7. Distribute (as soon as possible, each summer, to all Assembly members) the names of all Senators, along with the areas they represent, and the names of all officers.

iv. Treasurer shall:

- 1. Provides reports on financial accounts of Staff Senate at Staff Senate meetings.
- 2. Collects and accounts for funds received through fundraising or budget efforts.
- 3. Maintains a filing system for deposits and payments from Staff Senate accounts.
- 4. Serves as Ex-Officio member on all fundraising projects related to staff.
- 5. Signs off to disperse funds, along with the Staff Senate President.
- 6. Presents a proposed annual budget.

V. Staff Senators shall:

- 1. Regularly attend staff senate meetings;
- 2. Represent staff according to their assigned division department;
- 3. Communicate and seek opinions from staff from the assigned division/department;
- 4. Serve on at least one standing committee.

VIII. MEETINGS

- A. Meetings will be conducted by Roberts Rules of Order and are expected to run no longer than 90 minutes.
 - i. The Assembly shall meet at least ONCE per semester for the purposes of expressing concerns, disseminating information, and voting on issues of concern to the Assembly.
 - ii. The Senate shall meet monthly, and as otherwise needed.
 - iii. Special meetings of the Assembly or of the Senate may be called by the President of the Senate, any three members of the Senate, or by written petition of (20%) of the full membership of the Assembly.
 - iv. The President of the Senate shall invite the President of the college to at least two (2) meetings of the Assembly each academic year, at which

meetings the president of the college shall be requested to discuss with the Assembly issues of concern to its membership. Written notice of concerns shall be provided to the President prior to the Assembly to have the President prepare and respond to concerns.

- B. All meetings of the Senate shall be open to all members of the Assembly. Both members and non-members may be invited to speak at Senate meetings relative to agenda items.
- C. A quorum shall consist of a majority of the members of the Senate. Passage of a motion requires a simple majority (50% + 1) of Senate members present.
- D. Proxy votes, with the following exception, shall not be permitted in the general course of conduct of the Senate. Proxy votes may be considered in extreme cases when a Senator cannot be present and wishes to be represented on a crucial issue. The acceptance of proxy votes shall be determined prior to any vote on the issue by a two-thirds (2/3) majority of the Senators present.
- E. Minutes shall be taken and approved in a manner consistent with the conduct of business of the Senate. Minutes of the Senate meetings shall be made available to the College community at large, and shall, but are not limited to, a record of official actions and tally of official votes.
- F. The Senate shall determine the rules of its proceedings.

IX. AGENDA FOR SENATE MEETINGS

- A. Any member of the college community, including those not full or associate members of the Assembly, may submit an item to be considered for inclusion on the Senate agenda. Such items shall be duly considered. Such items are to be submitted to any member of the Senate.
- B. The agenda for Senate meetings shall be prepared by the executive committee and distributed to all members of the Assembly at least two (2) working days before the regularly scheduled meeting.

X. COMMITTEES

A. Executive Committee

- i. The Executive Committee is composed of the Senate President, Vice President, Secretary, and Treasurer. The Executive Committee is responsible for the following:
 - 1. Reviewing all committee reports.
 - 2. Planning the agenda for Senate meetings and assembly meetings.
 - 3. Making recommendations to the Senate.
 - 4. If requested, serving in an ad-hoc capacity, reviewing performance

management issues relevant to staff mission, compensation, and evaluation.

5. If requested, serving in an ad-hoc capacity, reviewing nominations for and selecting winners of the Staff Award for Excellence.
6. Coordinating advocacy on behalf of all staff.
7. Serving in an ad-hoc capacity if matters of professional conduct arise, to ascertain facts, interpret standards of professional conduct, and address concerns applicable to staff.

B. Staff Senate Committee

- i. Staff Senate members must serve on at least one committee each year,
- ii. Each committee will select a chair from its membership, and all members of the committee are eligible. Senate members serving on a committee will report on the committee's activities at regular Senate meetings. If official committee minutes were taken, a copy of them should be provided for the Vice President of Staff Senate. Committee composition will be reviewed in May at the beginning of each new term.

C. Standing Committee

- i. Staff Senate standing committees must have at least four persons, including one from each group of employees represented in the Senate. At least one of the persons must be a Senate member. Any staff member may serve on a standing committee, and appointments will come from recommendations made to the Senate.
- ii. According to the Northern Marianas College "Institutional Governance Guide," Staff Senate members are to attend the following standing committees:
 1. College Council: Staff Senate President and staff member(s) appointed by Staff Senate
 2. Program Review & Outcomes Assessment Committee (PROAC): Staff Senate Vice-President or if the VP declines, it is open to another senator or a member of the staff assembly, approved by two-thirds of the Staff Senate.
 3. Budget & Finance Committee (BAFC): 2 Staff Senate Representatives appointed by Staff Senate
 4. Leadership Team: Staff Senate President

D. Action Team committee

- i. Must consist of at least four persons with at least one member represented by the Staff Senate. Any staff member may serve on an ad-hoc committee,

but it is strongly recommended that all four employee groups of Staff Senate be represented. Additional appointments will come from recommendations made to the Senate.

E. Ad-Hoc Committees

- i. When deemed necessary ad-hoc committees will be formed.

F. Staff Senate Policy Committee

- i. Reviewing Staff Senate bylaws and recommending revisions as appropriate.
- ii. As an advisory body, work with the Human Resources Director with regard to the Professional Development in education/training opportunities that enhance job performance and wellness.
- iii. If requested by the Human Resources Director, Staff Senators may form a Recognition Committee with Human Resources that promotes processes and incentives for rewarding excellence in performance and service.

XI. BUDGET

Staff Senate will submit an annual budget that will be presented to the Budget & Finance Committee (BAFC) before the end of the Fiscal Year or upon request by BAFC. A simple majority (50% + 1) vote of the Staff Senate is needed to approve this proposed budget prior to submitting it to BAFC.

XII. MINUTES

Senate minutes are to be provided to Senate members via email for review. Members will be notified of a deadline of at least three days to suggest changes to the minutes. Prior to the next regular Senate meeting, after the deadline has passed and the modifications have been made, the minutes will be shared with IT to be uploaded to the Staff Senate page of the college's website. Final approval of the minutes will be voted on at the next regular standing meeting.

XIII. ABSENCES

Senate members are to report their absence from Senate meetings to either the Senate president or vice President before the meeting. Such a report will constitute an excused absence. Three (3) unexcused absences without cause within one Senate year will be grounds for the Senate to ask for the resignation of that person from the Senate.

XIV. QUORUM

Quorum is a simple majority of the elected senators or 50% + 1.

XV. ADOPTION

Affirmative vote of at least two-thirds of the Senate.

IN THE MATTER OF THE CONSTITUTION AND SENATE BYLAWS
OF
THE STAFF ASSEMBLY OF THE NORTHERN MARIANAS COLLEGE


We, the Staff Assembly of the Northern Marianas College, do hereby establish this Constitution and Senate Bylaws for the Staff Assembly of Northern Marianas College.

August 3, 2021

Geraldine Rodgers, Staff Senate President



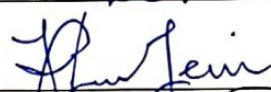
Diana Hocog, Staff Senate Vice President



Malyssa Castro, Staff Senate Secretary



Kyanna Tenorio, Staff Senate Treasurer




Daisie Camacho-Renguul, Staff Senator



Polly Omechelang, Staff Senator



Roxanne Torres, Staff Senator



Ryan Calvo, Staff Senator



Rose Ada-Hocog, Staff Senator



Approved by NMC President, Dr. Galvin Deleon Guerrero

