

COLLEGE OF THE MARSHALL ISLANDS

By Laws Board of Regents

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ARTICLE I. Definitions

As used in these Bylaws:

- “Board” means the Board of Regents, College of the Marshall Islands;
- “College” means the College of the Marshall Islands and its various campuses;
- “President” means the President of the College of the Marshall Islands;
- “Chairperson” means the Chairperson of the Board; and
- “Secretary” means the Director of Institutional Integrity and Effectiveness who serves as Secretary of the Board.

ARTICLE II. Responsibilities of the Board

Policy Index: 101.00

The responsibilities assigned to the Board of Regents by Republic of the Marshall Islands statutes (PL 1992-13 Section 206 and Section 209) include that the Board shall:

1. Ensure that the College fulfills its legally designated purposes. These purposes are, specifically, to:
 - a Provide for postsecondary education instruction in the Marshall Islands including non-formal teacher training, adult basic education, and college preparatory instruction.
 - b Maintain accreditation by the Accrediting Commission for Community & Junior Colleges of the Western Association of Schools and Colleges.
 - c Develop and offer certificate and degree programs to include but not limited to Teacher Education, Special Education, Nursing, Business, Liberal Arts, and other occupational and technical career fields.
 - d Coordinate training and education programs and services currently being provided to adults and out-of-school youth of the Republic by various public and private agencies.
 - e Develop and conduct outreach programs.
 - f Coordinate with the Ministry of Education for the effective use of resources including facilities, equipment, personnel and educational support services including but not limited to career and academic counseling, library services, educational delivery systems, audio visual, and other study resources.
 - g Conduct and support research relevant to the needs of the Republic to the degree funding is available particularly as relevant to assessing ongoing training and education needs.
 - h Administer and provide services related to postsecondary student financial assistance provided by governmental and other sources.
 - i Serve as a testing center.
 - j Serve as the coordinating agency for all higher education activities conducted within the Republic of the Marshall Islands.
2. Define the mission and goals of the College and conduct a review of mission and purposes at least once every five (5) years. [rev. May 2009, Jan. 2016, Sept. 2016, Feb. 2017]

3. Insure the institutional autonomy of the College.
4. Communicate the mission and goals of the College to the community.
5. Convey the needs of society to the College.
6. Ensure adequate financial resources.
7. Ensure strong financial management
8. Adopt, amend, and repeal by-laws governing the conduct of its business and the performance of the powers and duties granted to it or imposed upon it by the statute.
9. Appoint, support, and assess the performance of the Chief Executive Officer of the College.
10. Ensure the well-being of faculty, students and staff through the approval of appropriate policies and procedures
11. Serve as the final authority in any dispute involving the interpretation or application of the College's rules regulations, policies, procedures, or standards among or between the faculty, students and staff.
12. Fix the rates to be charged students of the College for tuition, room and board, and other necessary fees and charges and grant tuition waivers as the Board may deem appropriate.
13. Confer degrees and grant diplomas and certificates.
14. Approve such policies and standards as it may deem necessary for the effective operations of the College, and ensure that reviews are conducted on a regular, rotating basis per policy 620.03. [rev. May 2009]
15. Approve programs of instruction and research.
16. Incorporate into the College such technical and research establishments as the Board deems necessary or appropriate to ensure a quality program of instruction and research which is relevant to the national development priorities of the Republic and to acquire all property whether real, personal, or mixed, tangible or intangible, of any such establishment as may be transferred to the College.
17. Regularly review and approve long-range plans for the development of the College.
18. Execute in accordance with its bylaws, all instruments necessary or appropriate in the exercise of its powers and to that end adopt, alter, and use a common seal by which all acts of the Board shall be authenticated.
19. Take such other actions and assume such other responsibilities as may be necessary or appropriate to carry out the powers and duties granted to or imposed upon it by statute.
20. Assess its own performance at least every two (2) years. [rev. May 2009, Sept. 2016]
21. Delegate any of its powers and duties which are properly delegable to an officer of the Board or an official or employee of the College where appropriate.

Article III. Membership and Organization

Policy Index: 110.00

1. Membership

Policy Index: 110.01

- a. The membership of the Board shall be as required by the College of the Marshall Islands Act. Notwithstanding the term of office, the term of a Board member shall expire upon the failure of the member, without valid excuse, to attend three consecutive meetings duly noticed to all members of the Board. The Chairperson or acting Chairperson of the Board shall determine if the absence of the member is excusable. The expiration of the member's term shall be effective immediately after the third consecutive unattended meeting and unexcused absence.
- b. There shall be one (1) student representative.
- c. At least one member of the Board shall be a resident of Kwajalein Atoll.
- d. Per RMI P.L. 2003-88 and C.M 201, known as the College of the Marshall Islands Act (Amendment) Act of 2003, there shall not be a member of the faculty on the Board of Regents.
- e. Per RMI P.L. 1999-81, known as the College of the Marshall Islands Act of 1992 (Amendment) Act of 1999, members of the Board of Regents shall be nominated by the President of the Republic and approved by the Cabinet.
- f. Per RMI P.L. 2005-25, known as An Act to Amend Section 208 of the College of the Marshall Islands Act of 1992, members of the Nitijela and the Secretary of Education are not eligible for appointment to the Board.

2. Term of Office

Policy Index: 110.02

The terms of office for Board members shall be three (3) years, with no members serving more than three (3) successive terms.

3. Organization

Policy Index: 110.00

a. Officers

Policy Index: 110.03

As required by the CMI Act, the Officers of the Board shall consist of a Chairperson and a Vice-Chairperson, and a Secretary (who shall be appointed by the Board and shall not be a member of the Board). The Chairperson and Vice-Chairperson shall be elected by the Board at the first meeting of the Academic Year (AY) in September and whose terms shall be from October 1 to September 30 of the next year or thereafter until their successors are elected. The President of the College shall act as the chief executive officer of the Board.

b. Duties of Officers

Policy Index: 110.03

- a. Chairperson. The Chairperson, in addition to presiding at all regular and special Board meetings, shall:

- i. Preside at meetings of the Board of Regents
 - ii. Call special meetings as required
 - iii. Act as spokesperson for the board in communication to the public, approving all press releases and public statements made by the Board.
 - iv. Appoint the chairperson and members of the standing committees and any other committees.
 - v. Acknowledge communications, petitions, requests, and proposals on behalf of the Board and, except in emergencies, refer same to the President or Secretary or an appropriate Committee of the Board for action or recommendation so as not to detract from the Board's governance and fiduciary responsibilities.
 - vi. Maintain liaison with the President to see that there is an effective working relationship between the College administration and the Board.
 - vii. Approve agenda items for any regular or special meeting of the Board.
 - viii. Coordinate the efforts of the Board's standing committees to strengthen the roles and functions of same.
- b. Vice-Chairperson. The Vice-Chairperson will assume the duties and responsibilities of the Chairperson in the absence of the Chairperson and will undertake such other duties as may be assigned by the Chairperson.
- c. Secretary. The Secretary shall serve under the direction of the Board through the Chairperson and shall provide the necessary administrative support services to the Board. The Secretary shall:
- i. Prepare and distribute the agenda for each of the regular and special Board and standing and other committee meetings.
 - ii. Schedule regular and special Board meeting dates in consultation with the Chairperson.
 - iii. Record and prepare minutes and reports for each of the regular and special Board and standing and other committee meetings.
 - iv. Be responsible for securing information from the College administration.
 - v. Acknowledge and answer routine correspondence directed to the Chairperson and/or Board.
 - vi. Serve as liaison between the College administrative staff and the Board.
 - vii. Review policy proposals submitted by the College administration.
 - viii. Maintain a calendar of the Board's unfinished business.
 - ix. Conduct research and analysis of policies relating to the governance of the College by the Board.
 - x. Review RMI and US government rules and regulations affecting the College.
 - xi. Maintain, collect, and preserve the official records of the Board.
 - xii. Collate and index policies which are adopted by the Board.

- xiii. Perform additional duties as assigned by the Chairperson and the various standing and other committee chairpersons.

c. Vote

Votes for the Chairperson and the Vice-Chairpersons of the Board shall be by ballot if more than one person is nominated for an office.

d. Succession

In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall succeed as Chairperson for the unexpired term.

Article IV. Meetings of the Board

Policy Index: 111.01

1. Regular Meetings

The Board shall meet not less than four times each Fiscal Year (October 1, thru September 30). These meetings shall ordinarily occur in the months of August, November, February, and May.

2. Special Meetings

Special meetings may be called by:

- a. The Chairperson;
- b. The President, upon request by a majority of the members of the Board; or
- c. Any Board member, with the consent of the Chairperson.

3. Agenda

The Board Secretary, in consultation with the Chairperson of the Board and the President of the College, will prepare the agenda for all regular and special meetings of the board. Provision will be made for petitions or communications from interested citizens. The Chair will set the agenda and supporting material will be delivered by the Board Secretary to each board member one week prior to the meeting date. Any request to change or add to the agenda after it has been set will require the approval of the chairperson.

4. Notice of Meeting

Notice of the date, time, and place of any regular or special meeting of the board will be furnished to any person requesting such information.

5. Quorum

A majority of all voting members to which the Board or its standing committees are entitled shall constitute a quorum.

6. Executive Session

Upon a formal motion made, seconded and carried, the Board may recess to a closed or executive session. Any motion to recess for a closed or executive session shall include a statement of the justification for closing the meeting, the subjects to be discussed during the closed or executive session, and the time and place at which the open meeting shall resume. Such motion, including the required statement, shall be recorded in the minutes of the meeting and shall be maintained as part of the permanent records of the Board. The subjects which may be discussed at any closed or executive meeting are those which generally include the following matters:

- a. College employee human resource issues such as hiring, termination of employment and other forms of discipline, performance evaluations and complaints and grievances;
- b. Consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationship;
- c. Matters relating to the hiring, evaluation, or termination of the President;
- d. Matters relating to employer-employee negotiations, whether or not in consultation with the representative or representatives of the body or agency; and
- e. Matters relating to actions adversely or favorably affecting a student or employee of the College, except that any such person shall have the right to a public hearing if requested by the person.

7. Authority of Members of the Board of Regents

The Board members have authority for official board action only during official meetings. No member of the Board shall have the power to act in the name of the Board unless authorized to do so by the majority of the board in an official meeting.

8. Robert's Rules of Order

All meetings of the Board shall be conducted in accordance with the latest edition of Robert's Rules of Order, except where the Rules are inconsistent with these by-laws or any other applicable law. (March 22, 1993, By-Laws)

9. Compensation of Board Members

Members of the Board who are not government employees shall receive compensation for attending Board meetings in the amount of \$150 per session.

Article V. Committees of the Board

Board Committees are established to facilitate the work of the Board. Board Committees bring recommendations forward to the full Board for action, except where the Board has delegated authority to act on its behalf to a Committee.

1. Standing Committees

To accomplish its purposes, the Board has established the following Standing Committees.

a. Finance Committee

The Finance Committee has primary authority, on behalf of the Board, to review the preparation of the College's operating and capital budgets. This includes timely review of the detailed budget during its preparation, so the Committee can thoroughly understand, comment on, and question the budget. As a result, the committee shall be able to assure the Board that budgets are appropriately balanced and that priorities for funding are appropriately assigned to support the mission and institutional goals of the College

The Finance Committee is also charged with reviewing the status of the operating budget during the fiscal year, reporting its status to the Board, and reviewing any recommended budget changes which the administration may wish to submit to the Board.

The Finance Committee ensures that annual audits are performed by an independent auditing firm and are performed in a timely manner. The Committee should review the College's annual audited financial statements and accompanying management letters and make recommendations to the Board based upon their results. Lastly, in its audit function, the Finance Committee should assure that the College reports under its obligations to the U.S. Sarbanes-Oxley legislation.

The Finance Committee should also review and approve annually the College's Investment Policy for its endowment and the Spending Policy for any funds intended for dispersal from the endowment.

The President serves as an ex officio member of the Committee and the Vice President for Business and Administrative Affairs is charged with providing staff support for the Committee.

b. Strategic Planning Committee

The Strategic Planning Committee has responsibility, on behalf of the Board, to monitor the College's mission and the efforts to effectively achieve its mission. It is also responsible for reviewing the institutional master plans and helping to build consensus for the plans. The Committee should charge the administration with regularly monitoring performance through measurable goals and benchmarks for all major areas, including financial position, campus facilities, learning and teaching, faculty and staff salaries and benefits, student engagement, and enrollment.

The Committee should receive and review plans for major changes in campus facilities so as to assure the Board that they coincide with institutional priorities. The Committee shall ensure that the College's mission is reviewed and updated or re-affirmed at least every five years.

The President serves as an ex officio member of the Committee and the Executive Vice President working with the Executive Officer and in consultation with the President is charged with providing staff support for the Committee.

c. Academic and Student Life Committee

The charge of the Academic and Student Life Committee is to review and recommend to the Board policies that ensure the quality, integrity, and improvement of student learning at the College,

including all policies that directly affect faculty, students, or the learning and student life experience. The committee shall review and recommend Board approval of all new instructional programs over 15 credits and any changes to greater than 50% of existing programs over 15 credits. The committee is responsible for ensuring that all instructional, student support, and learning support programs are consistent with the institution's mission and long-term plans and that all instructional programs are regularly reviewed for teaching quality, student achievement, and student outcomes. The committee is further charged to review data related to student learning and achievement and make recommendations on the basis of this data.

The President serves as an ex officio member of the Committee and the Chief Academic Officer is charged with providing staff support for the Committee.

d. Special Committees

The Board may establish such special committees, as it deems appropriate. The chairperson may establish and appoint Board members to a special committee subject to the review and approval of the Board at its next regular meetings.

e. Committee Chairs and Members

Board committee chairs and members shall be appointed by the chairperson.

f. Committee Decisions

Decisions of committees shall be made by majority vote and may be made by polling committee members by mail cablegram, facsimile, telephone, or other electronic means.

Article VI. New Board Member Orientation

New Board members shall be scheduled to receive an orientation within one month of the beginning of their term. The orientation shall include, among other things, an overview of the College, BOR responsibilities, accreditation standards for Board governance, and BOR policies and practices. New Board members shall also be provided with a Reference Guide covering these and other topics.

Article VII. Chief Executive Officer

Title

The Chief Executive Officer of the College shall hold the title of President.

Role

The President shall have the full control of the conduct of the affairs of the college. The President shall be the official advisor to and executive agent of the Board of Regents and its committees. The President serves at the pleasure of the Board and shall hold the office until resignation or removal by the Board. The President shall, as educational and administrative head of the College, exercise a general superintendence over all affairs of the institution, and bring such matters to the attention of the Board as are appropriate to keep the board fully informed in meeting its policy-making responsibilities.

Furthermore, the President shall have the power, on behalf of the Regents to perform all acts and execute all documents to make effective the actions of the Board or its committees.

Powers

The powers of the President of the College are subject to limitations by the Board and include (but are not limited to) the following:

- to see that rules and regulations of the College are established and implemented; to attend all meetings of the Board and report on the affairs of the College;
- to keep the Board advised as to the needs of the College;
- to devote her or his entire time to the business of the College;
- to select and appoint the employees of the College as provided by Board policies and applicable law;
- to establish, plan, organize, coordinate and control the positions, duties, services, and compensation of such employees in service to the College;
- under the general direction of the Board; to cause to be prepared such data, information, and reports as to comply with applicable laws; and
- to perform such other additional duties as the Board may require.

President-Board Relationship

- The relationship is one of open and direct communication between the President and each Regent, based upon respect for the role to be performed by each other and a dedication to the greater goals of the College.
- The President reports to and works directly with the Chair of the Board who communicates the collective will and decisions of the Board to the President.
- The President serves as the official channel for all communications between the Board of Regents and the college students, faculty and staff, as well as government and community agencies, businesses, organizations, and college legal counsel.
- The President sits with the Board and participates in its deliberations but does not vote. The President attends all meetings except those related to his/her personal position as President. (annual evaluation and/or contract negotiations)
- The President prepares and submits to the Board periodic reports on the progress of the College.
- The President develops personnel procedures and practices for personnel matters as well as for programs, services, activities and regulations, with the College faculty and staff, in order to keep the Board free to make broad policy decisions.

Evaluation

The Board shall conduct an evaluation of the President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President as well as this policy. The Board shall evaluate the President using an evaluation process developed and jointly agreed to by the Board and the President.

The criteria for evaluation shall be based on Board policy, the President's job description, and appropriate performance goals and objectives.

Succession and Selection

The Board delegates authority to the President to appoint an acting President to serve in his/her absence for short periods of time, not to exceed 30 working days at a time.

In the absence of the President and when an acting President has not been named, administrative responsibility shall reside with (in order):

1. Executive Vice President
2. Vice Presidents in order of seniority
3. Deans in order of seniority

The Board shall appoint an acting President for periods not exceeding 30 working days.

In the case of a Presidential vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant RMI laws and regulations. The process shall include opportunities for all College constituencies to provide input through a committee that shall include members of the Board, representatives of College constituencies and community members. Following a search process in which more than one candidate has been found to be appointable, the Board may choose to implement the Presidential succession plan that will allow for a future transition between CEOs without an additional search, so long as the succession plan supports the mission of the College and complies with all relevant regulations, policies and procedures.

ARTICLE VIII. Personnel Matters

1. Salary Guidelines

The Board shall establish (or cause to be established) salary guidelines which shall be available to employees. Such guidelines should be reviewed annually as part of the budget process.

2. Personnel Issues

Board of Regents members should address personnel issues through the President's Office; however, should a board member have knowledge of and/or a concern with a personnel issue the board member should request an executive session for discussion of the issue.

Article IX. Board Professional Development

Members of the Board of Regents are encouraged to participate in professional development activities, including national, regional and international programs related to the community college. If authorized by the Board and/or the chairperson of the Board, normal travel expenses incurred in connection with college business will be reimbursed in the same manner as that used for reimbursement of college employee expenses.

Article X. Code of Conduct

1. Standard of Conduct

Members of the Board shall comply with the provisions of these bylaws and are subject to the principals of ethical conduct defined in the Ethics in Government Act of 1993. If a Board member violates the terms and provisions of the Ethics in Government Act, that member may be removed from the Board by a majority vote of the remaining members.

2. Conflict of Interest

a. Scope

This statement of policy with respect to conflict of interest applies to each member of the Board of and to all employees of the College of the Marshall Islands. It is intended to serve as guidance for members of the Board of Regents and College employees.

b. Fiduciary Responsibilities

Members of the Board and college employees serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Board and recommendations made by employees of the College are to be made solely on the basis of a desire to promote the best interest of the institution and the public good. The College's integrity must be protected and advanced at all times.

Men and women of substance inevitably are involved in the affairs of other institutions and organizations. An effective Board, administration, staff and faculty cannot consist of individuals entirely free from at least perceived conflicts of interest. Although most such potential conflicts are and will be deemed inconsequential, it is everyone's responsibility to insure that the Board is made aware of situations that involve personal, familial or business relationships that could be troublesome for the College. Thus, the Board requires that each Regent and employees of the College annually

- i. review this policy;
- ii. disclose any possible personal, familial or business relationships that reasonably could give rise to a conflict involving the college; and
- iii. acknowledge by his or her signature on the Disclosure Form for Regents and College employees. (see Appendix to Code of Ethics) that he or she is in compliance with the letter and spirit of this policy.

Thereby, it is the declared policy of the Board that Regents will not participate in Board discussions or votes on items or transactions where Regents have a conflict of interest or have developed a potential conflict of interest since the time of the filing of the required disclosure form. Similarly, employees of the College with a conflict of interest shall not participate in making a recommendation to the Board concerning a matter in which a conflict of interest exists.

c. Disclosure

All Regents and all employees of the College are required to list on the attached form only those substantive relationships that he or she maintains or members of his or her family maintain with the

college or with organizations that do business with the college or otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility. In the event that a Regent or employee of the College is uncertain as to the appropriateness of listing a particular relationship, the Chair of the Board of Regents, the College President or College counsel should be consulted. Regents and employees of the College shall file this disclosure form on an annual basis after October 1 of each year and before October 31 of each year, with Secretary of the Board of Regents. These disclosure forms will be subject to public disclosure. New board members or new employees of the College shall be provided the disclosure forms immediately upon taking office and shall fill out, sign and file the same within 30 days of taking office.

d. Restraint on Participation

Regents or employees of the College who have declared a potential conflict of interest, been found to have a conflict of interest, or who have developed a potential conflict of interest since the date on which they last filed a disclosure form, shall refrain from participating in consideration of proposed recommendations or transactions, unless for special reasons, the board or administration requests information or interpretation.

e. Sanctions and Remedies

Any Board action favorable to a Regent obtained in violation of this bylaw is voidable on behalf of the Board; provided that in any proceeding to void a Board action pursuant to this bylaw, the interests of third parties who may be damaged thereby shall be taken into account. Any proceeding to void a Board action shall be initiated within sixty (60) days after the determination of a violation under this bylaw. The Board may pursue all legal and equitable remedies and/or sanctions through the College's legal counsel. Any Board action imposing a remedy or sanction under this section must be initiated within one year after the action of the Board that is affected by a violation.

f. Definitions

The following definitions are provided to help Regents or employees of the College decide whether a relationship should be listed on the disclosure form or should prevent a Regent or employees of the College from participating in consideration of recommendations or proposed transactions:

- i. Potential conflict of interest or conflict of interest: substantive relationships maintained by Regents and designated officers, or members of their family, with the college or with organizations that do business with the college or that otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility.
- ii. Business relationship: one in which a Regent, employees of the College, or a member of his or her family as defined below serves as an officer, director, employee, partner, Regent or controlling stockholder of an organization that does substantial business with the college.
- iii. Family member: A spouse, parents, siblings, children, or any other relative if the latter resides in the same household as the Regent or employees of the College.

- iv. Substantive relationships: When a Regent, employees of the College, or member of his or family,
 - A. are the actual or beneficial owner of more than 5% of the voting stock or controlling interest of an organization that does substantial business with the college;
 - B. has other direct or indirect dealings with such an organization from which the Regent, employees of the College, or member of his or her family benefits directly, indirectly or potentially from cash or property receipts totaling \$10,000 or more annually; or
 - C. is employed by the college or receives fees, benefits or other compensation from the college.
- v. Substantial business: An organization that does substantial business with the college is one that received more than \$10,000 from the college in the previous fiscal year.

g. Period of Ineligibility for Employment

No member of the board of Regents may be employed as a full-time employee of the college for a period of two years from the date of such Regent's term of office ends or from the effective date of the resignation of such Regent.

Article XI. Amendments to By Laws

New by-laws may be adopted or these by-laws may be repealed or amended at a Board meeting by a majority vote of the members of the Board attending.

APPENDIX I

BOARD PLEDGE

As a Regent of the governing Board of the College of the Marshall Islands, I pledge.....

1. To recognize that to serve on the Board of Regents of the College of the Marshall Islands is to commit oneself to achieving the stated missions of this school with vision and perspective and to supporting the community college movement in general.
2. To devote time, energy, thought and study to the duties and responsibilities of a Regent of the College so that I may render effective and creditable service to the citizens, staff and students who I represent.
3. To work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arises during vigorous debates of points of issue. Civility and mutual caring for one another and for the employees of the college shall guide the conduct of board members. Board members shall not engage in attacks that are purely personal in nature and shall not attack the integrity of individuals without factual foundation. Board members shall promote mutual respect among one another and among all college employees and shall not use their position to embarrass, intimidate or threaten staff members. Members of the Board of Regents are leaders in the community and their conduct is important to the college and to the community.
4. To base my personal decision upon all available facts in each situation: to vote my honest conviction in every case, not swayed by partisan bias of any kind; therefore, to abide by and uphold the final majority decision of the board.
5. To remember at all times that as an individual I have no legal authority outside the meetings of the board; therefore, I must conduct my relationships with the community college staff, the local citizenry and the press on the basis of this fact and to engage in no private action that will compromise the Board.
6. To avoid the reality or the appearance of conflict of interest and to refuse to use my Board position for personal or partisan gain, thereby ensuring that the welfare of the institution is placed above personal interest or the interests of family members or others who may be personally involved in substantial affairs affecting the institution. Board members shall not use their position to advance their own economic, professional or social status.
7. To resist influencing the vote or other action of other Board members, or the actions of any employee, through threat, promise of award, deception, exchange of vote or by means other than legitimate open discussion.
8. To forward through the Board Chair or College President any request for information about the college faculty or staff.
9. To bear in mind that the primary functions of the board is to establish effective policies for the college and to delegate authority for the administration of the educational program and the conduct of college business to the president and staff.

11. To recognize that it is as important for the board to understand and evaluate the educational program of the community college as it is to plan for the business of college operation.
12. To welcome and encourage active cooperation by citizens of the Republic of the Marshall Islands.

APPENDIX II

DISCLOSURE FORM FOR REGENTS AND EMPLOYEES OF THE COLLEGE

Please complete this disclosure form and return to the chairman of the board no later than October 31.

1. Are you aware of any relationships with the college between yourself or a member of your family as defined by the letter or spirit of the Board of Regents Code of Ethics that may represent a conflict of interest or might be perceived as a conflict of interest?

Yes	No
-----	----

If yes, please list each such relationship and the details of annual or potential financial benefit, if any, as you can best estimate them.

a.
b.
c.
d.

2. Did you or a member of your family receive during the past 10 months any fees, gifts, or loans from any source from which the college buys goods or services or with which the college otherwise transacts substantial business, as defined in the Code of Ethics?

Yes	No
-----	----

If yes, please list such fees, loans or gifts, their source, and their approximate value.

a.
b.
c.
d.

3. Do you have a business relationship with an organization that does substantial business with the college, as defined by the Board of Regents Code of Ethics?

Yes	No
-----	----

If yes, please list each such business relationship.

a.
b.
c.
d.

I certify that the foregoing information is true and complete to the best of my knowledge.

Name:	Date:
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Signature:	
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