

BYLAWS

OF THE UNIVERSITY OF GUAM

ENVIRONMENTAL SCIENCE

GRADUATE PROGRAM FACULTY

ARTICLE I – NAME

The name of this organization is the University of Guam Environmental Science Graduate Program Faculty.

ARTICLE II – MISSION

The mission of the University of Guam Environmental Science Graduate Program is to prepare students for professional employment, teaching, or advanced studies in environmental science and related disciplines. Specific objectives include promoting needed educational and service projects in Western Pacific island communities, attracting highly talented students, maintaining a broadly based faculty committed to seeking answers to the environmental questions arising in the developing island nations of the tropical Pacific, and equipping graduates with the knowledge, skills, and habits of sound scientific inquiry and impeccable professional ethics.

ARTICLE III – MEMBERSHIP

SECTION 1 CRITERIA FOR MEMBERSHIP

The Environmental Science Graduate Program Faculty consists of those full-time, tenure-track University of Guam faculty who are committed to offer at least one of the courses in the Graduate Environmental Science curriculum as listed in the current *Graduate Bulletin*, and who are actively performing the duties of the Program Faculty as listed in Section 2, below.

SECTION 2 DUTIES OF THE PROGRAM FACULTY

Program Faculty have the following responsibilities:

- a. teach or co-teach at least one course in the program curriculum at least every other year
- b. advise students on thesis and professional projects
- c. contribute to the ongoing development and maintenance of the program, to include support of program reviews and other tasks as requested by the officers and committee chairs of the Program

SECTION 3 RIGHTS OF THE PROGRAM FACULTY

Program Faculty have the following rights:

- a. speak and vote in meetings of the Program Faculty
- b. plan and participate in academic ceremonies involving program students

ADOPTED JANUARY 27, 2009

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SECTION 4 CERTIFICATION OF MEMBERSHIP

The Program Chair shall maintain a roster of faculty who meet the criteria for membership established in Sections 1 and 2, above, and by the end of March each year shall provide the Dean of the College of Natural and Applied Sciences (CNAS) with a roster documenting individual faculty contributions during the semester to teaching of courses in the program curriculum, service as thesis or project advisor, service as a student graduate committee member, attendance at scheduled meetings, and performance of any other responsibilities or tasks related the maintenance or development of the program. The Dean shall certify which of the members of the current list are actively contributing to the Program and thus meet the criteria for membership as specified in Sections 1 and 2, above. The certified list of active Program Faculty shall constitute the current program faculty and will be forwarded to the Office of the Senior Vice President for Academic and Student Affairs in time to be published as *The Environmental Science Graduate Program Faculty* in the forthcoming update of the *Graduate Bulletin*.

ARTICLE IV – OFFICERS, ELECTIONS, AND APPOINTMENTS

SECTION 1 ELECTION OF OFFICERS

The Program Faculty shall meet during the first full week of May of each year to elect its officers, which shall consist of a Program Chair and a Recorder. Officers shall serve a one-year term, commencing at the beginning of the next academic year. Should an officer position become vacant before the scheduled election, the faculty shall elect a replacement at its next scheduled meeting to fill the remainder of the term. An officer is subject to recall by a two-thirds vote of the Program Faculty. A recall vote shall be held within ten business days after a majority of the Program Faculty presents a signed petition for recall at a regularly scheduled meeting.

SECTION 2 APPOINTMENT OF COMMITTEES

The Program Chair shall appoint members and chairs of the standing committees, as listed Article VI below. The Program Chair may appoint a special committee at any time to carry out any necessary function not already reserved for one of the standing committees. The Program Chair may also disband such special committees at any time.

ARTICLE V – DUTIES OF THE OFFICERS

In addition to the general duties prescribed in the Parliamentary Authority, the officers shall perform the specific duties described below:

SECTION 1 PROGRAM CHAIR

The Program Chair shall:

- a. serve as presiding officer at Program Faculty meetings
- b. prepare the agenda for Program Faculty meetings and ensure that the agenda is made available to Program Faculty one week prior to the meeting
- c. represent the Program on any permanent or special university-wide or public bodies or events that may require program representation
- d. meet as necessary with the CNAS Dean, Academic Affairs Committee, and other college and university officials and organizations for the maintenance of the Program

- e. serve as signature authority for the Program
- g. perform other customary duties of the president of an organization as specified in the Parliamentary Authority

SECTION 3 PROGRAM RECORDER

The Program Recorder shall:

- a.. record the minutes at each Program Faculty meeting and maintain a record of attendance
- b. ensure that the minutes of Program Faculty meetings are made available to the faculty
- c. serve as timekeeper for faculty meetings
- d. serve as Program Faculty Archivist (maintaining a centralized depository of program documents in the Dean's office, including meeting minutes and other historical documents, such as records of students and alumni) with the assistance of the Dean's office staff
- e. serve as Acting Program Chair during temporary absences of the Program Chair, to include serving as presiding officer at Program Faculty meetings, in which case the Recorder shall appoint a recorder *pro tem*
- f. should the office of Program Chair become vacant, serve as acting Program Chair until a new Chair can be elected at the next scheduled meeting of the Program Faculty, as provided in Article IV, Section 1, above.

ARTICLE VI – STANDING COMMITTEES AND THEIR FUNCTIONS

SECTION 1 RECRUITING AND ADMISSION

This committee is composed of no more than three members appointed by the Program Faculty Program Chair. The committee shall:

- a. Recommend and coordinate steps to recruit high quality students from within and outside of the University
- b. review and make recommendations relative to student admission standards
- c. review applications for admission and make recommendations to the Program Chair and Dean
- d. Review the portions of the *Graduate Bulletin* and Program Webpage pertaining to admission and recruiting and coordinate as needed to ensure that they remain up to date and effective
- e. perform other necessary functions relative to its areas of responsibility.

SECTION 2 PROGRAM AND CURRICULUM

This committee is composed of no more than three members appointed by the Program Chair. The committee shall:

- a. Conduct an annual review of the curriculum and make recommendations to the Program Faculty regarding content and quality, to include the composition of the core and the addition or deletion of elective courses
- b. Consolidate the results of the annual reviews and coordinate preparation of the scheduled Program Reviews by the Program Faculty
- c. Review the portions of the *Graduate Bulletin* and Program Webpage pertaining to program and curriculum and coordinate as needed to ensure that they remain up to date and effective
- d. perform other necessary functions relative to its areas of responsibility

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SECTION 3 EXECUTIVE COMMITTEE

The officers and standing committee chairs shall constitute the Executive Committee, which shall have general supervision of the affairs of the Program Faculty between its scheduled meetings, make recommendations to the Program Faculty, and perform other appropriate functions, including:

- a. coordinate Program business and follow up as necessary with college and university administrators
- b. coordinate and prepare proposals for Program Faculty contributions to University-wide documents and regulations pertinent to graduate programs
- c. make budget recommendations to the CNAS Dean regarding the Program
- d. maintain the *Bylaws*

ARTICLE VII – MEETINGS

SECTION 1 MEETING TIMES

The Program Faculty meets regularly during the academic year at a time and location set by the Program Chair after consultation with the faculty. Special meetings may be called at the discretion of the Program Chair.

SECTION 2 QUORUM

For all scheduled Program Faculty meetings, both regular and special, a majority of currently certified members shall constitute a quorum.

SECTION 3 MEETING PROCEDURES

Meetings shall follow an agenda prepared and distributed in advance, in accordance with the Parliamentary Authority (Section VIII, below) in which faculty decisions will be rendered on completed proposals developed and submitted in advance to the Program Chair by the officers, committees, or members of the Program Faculty. Time limits for discussion shall be ten (10) minutes for each agenda item and two (2) minutes for each speaker.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order* shall govern the UOG Faculty Program Faculty meetings, Program Faculty standing committee meetings, and other committee meetings in all cases in which they are not inconsistent with these *Bylaws* and any special rules of order the Program Faculty may adopt.

ARTICLE IX – AMENDMENT OF THE <i>BYLAWS</i>
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Amendments of these *Bylaws* may be made at any regular meeting of the Program Faculty by a vote of two-thirds of the members present and voting, provided that the amendments have been submitted in writing at the Program Faculty's previous regular meeting. Unless otherwise noted in the amendment, an amendment shall become effective after the Chair announces the vote.