

**RESIDENT FACULTY ORGANIZATION
WASHINGTON STATE UNIVERSITY TRI-CITIES
By-Laws
November 2017**

I. Name

This organization shall be officially known as the Resident Faculty Organization (RFO) of Washington State University (WSU) Tri-Cities.

II. Mission

The Mission of the RFO is fourfold: 1) to provide for formal participation and representation of the resident faculty in the conduct of the overall academic mission of WSU Tri-Cities, 2) to review, assist, and advise the Chancellor and Vice Chancellors in achieving and maintaining academic excellence, 3) to elect the WSU Tri-Cities Faculty Senator, and 4) to designate the campus Faculty Senator as an RFO Representative to the WSU Tri-Cities Academic Council.

The Mission of the RFO is accomplished through Assembly Meetings of the general membership and through the leadership of the RFO Executive Committee (RFOEC). Members of the RFOEC serve on the RFOEC and within the RFO as the representatives of their respective academic programs. Outside the organization, the RFOEC provides the representative voice of the RFO and accomplishes the purposes of RFO through participating in shared governance with the WSU Tri-Cities administration, the overall WSU administration, and the WSU Faculty Senate.

In the case of any discrepancies between the *WSU Faculty Manual* and this document, the *WSU Faculty Manual* supersedes.

III. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the conduct of RFO in all cases except when they are inconsistent with these By-Laws and any special rules of order the RFO shall adopt.

IV. Membership

All Resident tenured, tenure-track, Clinical, and Instructor faculty with at least half-time appointments on the WSU Tri-Cities campus are automatically members of the RFO, unless they voluntarily choose to decline such membership in writing. Emeritus faculty are likewise automatically members of the RFO. Faculty with administrative appointments of 25% or less of full time load are also members of the RFO. All members are encouraged to participate in RFO Assemblies and/or serve as faculty representatives to the RFOEC.

V. RFO By-Laws

A. Requirement to Hold RFO Assembly Meetings

The RFO will hold general membership meetings, designated as Assembly Meetings, at least twice each academic year, with one meeting each Fall and Spring semester. Additional meetings may be scheduled upon a majority vote of the RFOEC. Ordinarily, the scheduling of an Assembly Meeting will be announced to the RFO membership at least one month in advance, with a second reminder three days in advance of the meeting, unless the RFOEC perceives the necessity to act more quickly.

B. Attendance and Participation in RFO Assembly Meetings

RFO Assembly Meetings are intended for all RFO members, who are the voting members of the organization. Assembly Meetings will be led by the RFOEC Chair. At the conclusion of the Assembly Meeting, the RFOEC Chair will summarize the discussion.

C. Procedures Regarding RFO Assembly Meeting Agendas

The RFOEC will set the Agendas for RFO Assembly Meetings. All members of the RFO, WSU Tri-Cities administration, and WSU Tri-Cities students may suggest Agenda items to the RFOEC for its consideration. Final determination of the Agenda will be the responsibility of the RFOEC. All Agendas for RFO Assembly Meetings must include a time designated for "Open Discussion." Once finalized, the Agenda will be distributed to all members of the RFO at least three days before each Assembly Meeting. A Summary of Proceedings of the RFO Assembly Meetings will be approved by the RFOEC and will be sent out to membership via email by the RFOEC Chair no later than ten calendar days after each meeting.

D. RFO Voting Procedures

Voting will take place via email, unless there is a call for a secret ballot. The RFOEC Chair one other RFOEC Officer (either Vice Chair or Recorder) will tally the votes and announce the result. Votes will pass on the basis of the majority of those voting unless otherwise specified. In instances of a secret ballot, an electronic poll will be established (no vote tallies will be allowed to show until the final vote has been cast). Voting polls for all proposals subject to RFO vote will be available for seven days, ending at midnight on the seventh day.

E. Ratification of the RFO By-Laws

Ratification of the By-Laws is subject to a two-thirds vote of the RFOEC and a two-thirds vote of the voting members of the RFO.

F. Amendments to the RFO By-Laws

Amendments to the RFO By-Laws must first be presented to the RFOEC for its consideration. A proposed amendment will be sent to the RFO general membership upon a two-thirds vote of approval by the RFOEC. Ratification of the amendment is then subject to a two-thirds vote of approval by the voting members of the RFO.

VI. RFOEC By-Laws

A. Determination of Departmental Eligibility for Representation on RFOEC

The RFOEC membership will consist of at least one representative of each college at WSU Tri-Cities and two from Arts & Sciences. Using RFO full-time equivalency data for each unit (based upon 50% and higher faculty appointments and faculty with administrative appointments of 25% or less of full time load), a representative to the RFOEC will be elected on a ten FTE to one representative ratio (10:1). Thus, each unit, other than Arts & Sciences, which will have two, will be allocated one (1) RFOEC representative for every 10 FTE faculty. (1-10 FTE = 1 rep; 11-19 = 2 reps, etc.) Whereas a 10:1 ratio is the maximum allowable representation for any Unit, it is acceptable for a Unit to choose not to fill all of its possible representative offices.

B. Schedule for Reapportionment of Departmental Eligibility for Representation on RFOEC

Reapportionment of RFOEC representation will take place every two years based on a census report made by departments every other Spring semester, prior to reapportionment. The reapportionment will be determined using the same ratio as described in section VI A of the By-Laws. Elected Unit Representatives to the RFOEC will serve for a period of two years. If at reapportionment, a representative position or positions in any unit is/are lost, all existing elected representatives from that unit will complete his or her two--year term of office.

C. Eligibility to Serve on RFOEC

All RFO members, as designated under **IV. Membership** above, are eligible to serve as members of the RFOEC.

D. Election of RFOEC Representatives

The RFO members in each college are responsible for electing their RFOEC representative, or the number of representatives for whom they are eligible, for a two-year term. The representative(s) should be elected in the month of May, no later than the last day of classes in the Spring semester. There are no term limits for RFOEC representatives, as a member of the RFO can be elected to serve in subsequent two-year terms. If an RFOEC representative resigns or is removed, the unit will then recommend a replacement member. This substitute will remain in office for the duration of the two-year term of office. RFOEC representative terms should be staggered as much as possible.

E. WSU Tri-Cities Faculty Senator on the RFOEC

The WSU Tri-Cities Faculty Senator, as elected by the RFO for a three year term, is a voting member of the RFOEC.

F. Ex-Officio Members of RFOEC

The immediate past Chair of RFOEC is an ex-officio member of RFOEC. The WSU Tri-Cities Chancellor, Vice-Chancellors, and other administrative representatives may be invited to attend meetings of the RFOEC to discuss designated topics and issues, although they will not be voting members.

G. Selection of RFOEC Officers and Terms of Office

There are four offices of the RFOEC: Chair, Vice-Chair, Recorder, and Ex-Officio Chair. Elections are to be held in August during the second week of Fall semester classes.

1) Selection of Chair

The RFOEC Chair is advanced from the position of Vice Chair and serves as Chair for a period of two years. The Chair is in no circumstance also to serve as the Unit Representative for his or her unit. The Chair serves as a representative of all Units of WSU Tri-Cities and of all RFO members. It is intended that the Chair will not run for subsequent terms of office because of the planned advancement of the Vice-Chair to the role of Chair.

However, if the Vice-Chair declines to ascend to the position of Chair at the end of his or her year of service, the existing Chair will automatically continue in the role of Chair for the succeeding two-year term of office. If the Chair and the Vice Chair each declines continuing service, a new election will be held for Chair, elected from the RFOEC membership. This alternative election of Chair will take place in August during the second week of classes in conjunction with the regular election of other officers.

Finally, in the further event that no member of the RFOEC is available to take the role of RFOEC Chair, a special election will take place to accept nominations from the RFO and the RFOEC Chair will be selected in an at-large election. RFO members will receive at least 7 days' notice of the pending election.

2) Selection of Vice-Chair and Service as Chair-Elect

At the first RFOEC meeting of the Fall semester, in the second year of the Chair's term of office, the position of Vice-Chair shall be selected from among the voting members of the RFOEC membership. The Vice-Chair will advance to the position of Chair after one year in office. During the ensuing year of service, the Vice-Chair will continue the duties of Unit Representative simultaneously with the duties of Vice-Chair.

3) Continuation of Ex-Officio Chair

For a period of one year immediately following the Chair's two-year term of office the Chair will serve as Ex-Officio Chair (non-voting) of the RFOEC.

4). Succession in Office: Chair, Vice-Chair, and Ex-Officio Chair

With this pattern of succession the RFOEC will preserve institutional history while assuring pathways for new leadership. In the first year as Chair, the office will be supported through the continuing service of the Ex-Officio Chair of the RFOEC. In the second year of office, the Chair will have support of the Vice-Chair, who will, in turn, be preparing for the role of Chair.

If the RFOEC Chair resigns or is removed from office in the first year, the Ex-Officio Chair will replace him or her for the remainder of the term. If the RFOEC Chair resigns or is removed from office in the second year of the term of office, the Vice-Chair will serve as Chair for the remainder of that term as well as serve his/her subsequent, full 2-year term as Chair in the succession procedures outlined in III.G.1 (above).

5) Selection of Recorder

At the first meeting of the academic year (Fall Semester), the position of Recorder shall be selected from the RFOEC membership. The Recorder is eligible to run for office without term limits.

H. Removal from Office, Chair, Vice-Chair, or Recorder

Removal of RFOEC officers is possible for malfeasance while in office. Removal requires a 2/3 vote of the RFOEC. If an RFOEC officer is removed, the unit will appoint a replacement member to serve the remainder of the term.

I. Duties of RFOEC Officers

1) Chair of the Faculty Organization Executive Committee. Duties include:

- Lead RFO Assembly meetings;
- Lead RFOEC meetings;
- Communicate with WSU Tri-Cities Chancellor and Cabinet as needed;
- Represent the RFO and RFOEC at WSU Tri-Cities meetings of administrative leadership, as allowed by the WSU Tri-Cities Chancellor and his or her Administrative Cabinet;
- Serve as RFOEC Representative on Administrative Committees, or cede the appointment to an RFOEC Representative, as appropriate; it also may be appropriate for one or more RFOEC Unit Representatives to attend particular Administrative Committee meetings. Such arrangements will be approved by a vote of the RFOEC.
- Communicate with the WSU Provost on behalf of the RFO and RFOEC;

- Communicate with the Executive Committee of the Faculty Senate as RFO and RFOEC representative, as needed;
- Communicate with the RFO as needed;
- Recruit faculty members to WSU Faculty Senate Committees and Subcommittees, and recruit membership to subcommittees of the RFOEC;
- Communicate with WSU Tri-Cities representatives and subcommittees of the WSU Faculty Senate;
- Participate in the review and ranking of WSU Tri-Cities budget requests;
- Approve all RFO and RFOEC meeting agendas and summaries;
- Assure posting of all RFO and RFOEC meeting agendas and summaries on the RFO Website;
- Administer business of the RFO and RFOEC during the summer months, with responsibility for calling meetings of the RFOEC or the larger body of the RFO, as needed.

2) *Vice-Chair of the RFOEC. Duties include:*

- Serve as Chair when the Chair is unable to carry out his or her duties;
- Anticipate service as Chair following one year as Vice-Chair by assisting the Chair with his/her duties in the second year as Vice-Chair;
- Assist with recruiting faculty members to WSU Faculty Senate Committees and Subcommittees, as well as recruiting membership to subcommittees of the RFOEC.

3) *Faculty Senator for the WSU Tri-Cities Campus. Duties include:*

- Function as the WSU Tri-Cities campus representative to the Faculty Senate in all regards;
- Serve as a member of the Senate Steering Committee;
- Serve as a liaison between the RFOEC and the Faculty Senate.

4) *Recorder of the RFOEC. Duties include:*

- The taking and posting of summaries of RFO and RFOEC proceedings;
- Maintenance of the RFO Website with support from the Chancellor's Office or its designee;
- Updating all relevant RFO documents.

5) *Ex-Officio or Immediate Past Chair of the RFOEC*

- Conveys documents recording the history of RFOEC events and proceedings to the incoming Chair;
- Mentors the incoming Chair in relationships with WSU Faculty Senate Representatives and WSU and WSU Tri-Cities administrative personnel and committees.

6) *Unit Representative: Duties Include*

- Coordinates communication between the RFOEC and the individual representative's academic unit;
- Attends meetings of the RFOEC, RFO, and the Chancellor's Cabinet in order to represent the issues, concerns, and perspectives of the representative's academic unit in all interactions with WSU Administration, WSU Tri-Cities Administration and the WSU Faculty Senate;
- Recruits proxy representative for any missed meetings.

J. Responsibilities of the RFOEC

As a body, the RFOEC carries out the following duties:

1) *Communicates with the RFO*

- Schedules RFO Assembly Meetings and sets the agenda;
- Leads and facilitates RFO Assembly Meetings;
- Reviews the organization and By-Laws of the RFO;
- Provides recommendations to the RFO on business matters;
- Acts on behalf of the general membership when timing is an issue;
- Establishes and delegates authority to Academic Affairs Subcommittee and other subcommittees and task forces as needed;
- Carries out other tasks as directed by the general membership;
- Participates in other issues of relevance to WSU Tri-Cities faculty.

2) *Communicates with WSU Tri-Cities administration to assure shared governance, such as*

- Facilitates communication between faculty and administration;
- Provides advice on the appointment of faculty to campus-wide committees and task forces;
- Includes RFOEC representation on relevant campus-wide committees and task forces;
- Interacts with the administration of other WSU campuses;
- Maintains contact with faculty organizations on other WSU campuses;
- Serves as the WSU Tri-Cities campus subcommittee of the Faculty Senate Steering Committee;

3) *Program Review*

- Review and recommend WSU Tri-Cities programs, program proposals, degree and certificate proposals, schools, institutes, centers, laboratories, interdisciplinary units, colleges, and research parks. The process for review will include three steps:

- 1) Proposal review to determine whether the proposal should proceed to the Academic Affairs Subcommittee of the RFOEC;
- 2) Academic Affairs Subcommittee of the RFOEC review and recommendation to the RFOEC for revisions or for continuation of the proposal through the approval process of WSU Tri-Cities Office of the Vice Chancellor for Academic Affairs;
- 3) RFOEC vote to return the proposal for revision or to continue the process of approval as established by the WSU Tri-Cities Office of the Vice Chancellor for Academic Affairs.

- Communicate directly with the WSU Tri-Cities Vice-Chancellor for Academic Affairs regarding approval of new programs and degrees offered at WSU Tri-Cities; provide final approval after committee review of proposals.
- Determinations of substantive actions, levels of review, and execution of related processes. All materials will be forwarded to WSU Senate.

K. Budget Considerations

The RFOEC is responsible for securing ongoing support, both financial and in-kind, through the Office of the Vice Chancellor for Academic Affairs, for RFO to cover communications accommodations (e.g., Website maintenance, clerical support, and possible visits to WSU Pullman) in each academic year, as well as compensation to the RFOEC Chair in the form of one course release and one month's summer pay. RFOEC will seek the approval of the WSU Tri-Cities Chancellor for this minor compensation from the campus budget. This arrangement will be documented in the Memorandum of Understanding, which will be posted on the RFOEC Website.

L. Requirement to Hold WSU Tri-Cities RFOEC Meetings

At a minimum, RFOEC meetings will be held once each month during the academic year, August - May. By a two-thirds vote of the RFOEC, one meeting in a single month can be cancelled, such that no fewer than 9 meetings of the RFOEC are held during the academic year. Additional meetings of the RFOEC may be called upon a two-thirds vote of the RFOEC during August - May. All procedures regarding meetings of the RFOEC that must be followed for the 9 mandatory meetings must also be followed for any additional meetings.

M. Procedures Regarding WSU Tri-Cities RFOEC Agendas and Summaries

A draft agenda will be sent by the RFOEC Chair to the RFO general membership at least one week prior to each scheduled meeting, with an invitation to comment or add items. A final agenda based upon the draft and committee input will be presented at each RFOEC meeting. A draft meeting-summary will be presented by the Recorder to the Chair to be finalized by the Chair. The Chair has responsibility for posting the Agendas and Summaries for all meetings within a given month within a week of the first day of the following month.