



Resident Faculty  
Organization (RFO)  
By-Laws

## Contents

I.	Name.....	3
II.	Mission.....	3
III.	Parliamentary Authority.....	3
IV.	Membership.....	4
V.	RFO Meetings.....	4
A.	Requirement to Hold RFO General Assembly Meetings.....	4
B.	Attendance and Participation at RFO General Assembly Meetings.....	4
C.	RFO General Assembly Meeting Agendas.....	5
VI.	RFO Voting Procedures.....	5
VII.	Amendments to the RFO By-Laws.....	5
VIII.	RFOEC By-Laws.....	6
A.	RFOEC Responsibilities.....	6
1.	Communicate to RFO.....	6
2.	Assure Shared Governance.....	6
3.	Review Academic Programs.....	6
4.	Secure RFO Budget.....	7
B.	RFOEC Meetings.....	7
1.	Required Frequency.....	7
2.	Agendas and Summaries.....	7
C.	Level of Review for RFO Business.....	8
1.	Exempt Review.....	8
2.	Expedited Review.....	8
3.	Full Review.....	8
D.	RFOEC Members and Duties.....	9
1.	Chair.....	9
2.	Vice-Chair.....	9
3.	Emeritus Chair.....	10

4.	Recorder .....	10
5.	Unit Representatives .....	10
6.	Faculty Senators .....	10
E.	Selection of RFOEC Members and Terms of Office .....	10
1.	Chair .....	11
2.	Vice-Chair .....	11
3.	Emeritus Chair .....	12
4.	Recorder .....	12
5.	Unit Representatives .....	12
6.	Faculty Senators .....	13
F.	Removal from Office of RFOEC Member .....	13
G.	Documentation of Changes .....	13

## **I. Name**

The 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 to provide a faculty voice in matters of interest to the WSU Tri-Cities faculty, in accordance with the mission, values and goals of WSU. To accomplish this mission, the duties of the RFO include, but are not limited to: 1) providing formal participation and representation of the faculty in the conduct of the overall academic mission of WSU Tri-Cities, 2) reviewing, assisting, and advising the Chancellor and Vice Chancellors in achieving and maintaining academic excellence, and 3) electing the WSU Tri-Cities Faculty Senators.

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. The RFOEC provides the representative voice of the RFO and participates in shared governance with the WSU Tri-Cities administration, the overall WSU administration, and the WSU Faculty Senate.

## **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. Special rules of order may adopted be by a 2/3 vote of the RFO.

## IV. Membership

All resident faculty with an appointment on the WSU Tri-Cities campus are automatically members of the RFO, except for Academic Directors, Vice Chancellors, and Assistant Vice Chancellors. For the purposes of this document, the term resident faculty includes full time (tenure-track, tenured, career), short-term (lecturer, adjunct, postdoctoral research associates), and emeritus faculty. Faculty may voluntarily choose to decline membership in writing by emailing the Recorder of the RFOEC. All members are encouraged to participate in RFO General Assembly Meetings and/or serve as Unit Representatives to the RFOEC.

## V. RFO Meetings

### **A. Requirement to Hold RFO General Assembly Meetings**

The RFO will hold general membership meetings, designated as General Assembly Meetings, at least twice each academic year, with at least one meeting during the Fall and at least one meeting during the 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 at RFO General Assembly Meetings**

RFO General Assembly Meetings are intended for all RFO members. Assembly Meetings will be led by the RFOEC Chair.

## **C. RFO General 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. Once finalized, the agenda will be distributed to all members of the RFO at least three days before each General Assembly Meeting. A summary of proceedings of the RFO General Assembly Meetings will be created by the Recorder and posted on the RFO website by the RFOEC Chair no later than fourteen calendar days after each meeting.

## **VI. RFO Voting Procedures**

All members of the RFO are eligible to vote on general matters, with the exception that votes for Faculty Senators will be held in accordance with the Faculty Senate Constitution and Bylaws. Voting will take place via an electronic poll and will be open for one week unless otherwise specified through a vote by the RFOEC. The RFOEC Chair and the Recorder will tally the votes and announce the result. Votes will pass based on 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).

## **VII. 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 members of the RFO who voted. Amendments will take effect immediately upon conclusion to the vote unless otherwise specified in the Amendment.

## **VIII. RFOEC By-Laws**

### **A. RFOEC Responsibilities**

As a body, the RFOEC shall carry out the following duties:

#### **1. Communicate to RFO**

- Schedule RFO Assembly Meetings and set the agenda;
- Lead and facilitate RFO General Assembly Meetings;
- Review the organization and By-Laws of the RFO;
- Provide recommendations to the RFO on business matters;
- Act on behalf of the general membership when timing is an issue;
- Establish and delegate authority to subcommittees and task forces as needed;
- Carry out other tasks as directed by the general membership;
- Participate in issues of relevance to WSU Tri-Cities faculty.

#### **2. Assure Shared Governance**

- Facilitate communication between faculty and administration;
- Provide advice on the appointment of faculty to campus-wide committees and task forces;
- Include RFOEC representation on relevant campus-wide committees and task forces;
- Interact with the administration of other WSU campuses;
- Select the WSUTC Senate Steering Committee representatives. Generally, the WSUTC career-track representative will be selected from the eligible career-track Faculty Senators and the WSUTC tenure-track representative will be selected from the eligible tenure-track Faculty Senators;
- Maintain contact with faculty organizations on other WSU campuses.

#### **3. Review Academic Programs**

- Review and recommend WSU Tri-Cities programs, program proposals, degree and certificate proposals, schools, institutes, centers, laboratories, interdisciplinary units, colleges, and research parks. The RFOEC will 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;
  - Determine substantive actions, levels of review, and execution of related processes. All relevant materials will be forwarded to WSU Senate.

#### **4. Secure RFO Budget**

- Secure support 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;
- Secure compensation for the RFOEC Chair in the form of one course release and one month's summer pay.

## **B. RFOEC Meetings**

### **1. Required Frequency**

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

### **2. Agendas and Summaries**

A draft agenda will be sent to the RFOEC at least one day prior to each scheduled meeting. A final agenda based upon the draft 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 RFOEC meetings within two weeks of the meeting date.

## **C. Level of Review for RFO Business**

When an action item comes before the RFOEC, the RFOEC will make an initial determination of which level of review (Exempt, Expedited, Full) is warranted. The default level of review is Exempt, but the level of review can be changed by a majority vote via recorded vote of the RFOEC members present. The justification for the change of the level of review will then be announced and posted in the summary of the proceedings. The RFOEC may choose to reconsider its level of review based on the feedback it receives. A full review can be requested for any business item by a referendum signed by 20 percent of the membership of the RFO.

### **1. Exempt Review**

An item will fall under Exempt Review when it is a business item solely under consideration and vote by the RFOEC. Any votes on items under Exempt Review will be recorded votes of the RFOEC members present. If there is not unanimous consent on these recorded votes, then the regular voting procedures of the RFO apply to the RFOEC members who must vote on this item.

### **2. Expedited Review**

An item will fall under Expedited Review when it is a business item that must be acted on quickly, usually within 30 days. If necessary, relevant parties will be invited to RFOEC meetings to present their business and participate in the discussion.

### **3. Full Review**

An item will fall under Full Review when it is a business item that requires full participation of the RFO membership. First, the item will be discussed by the RFOEC. Then, the item and RFOEC recommendation will be presented at an RFO General Assembly Meeting for discussion and then subjected to a vote by the RFO.

## **D. RFOEC Members and Duties**

### **1. Chair**

- Lead RFO General Assembly meetings;
- Lead RFOEC meetings;
- Communicate with the WSU Tri-Cities Chancellor as needed;
- Represent the RFO and RFOEC at WSU Tri-Cities meetings of administrative leadership, as allowed by the WSU Tri-Cities Chancellor;
- Serve as RFO or RFOEC Representative on administrative committees, or cede the appointment to an RFO or RFOEC representative, as appropriate; it also may be appropriate for one or more RFOEC Unit Representatives to attend particular administrative committee meetings.
- 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 faculty members 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**

- Serve as Chair when the Chair is unable to carry out their duties;
- Anticipate service as Chair following one year as Vice-Chair by assisting the Chair with their duties in the second year of the Chair's term;
- Assist with recruiting faculty members to WSU Faculty Senate Committees and Subcommittees, as well as recruiting for WSU Tri-Cities and RFO committees.

### **3. Emeritus Chair**

- Serve as Chair when the Chair is unable to carry out their duties;
- Convey documents recording the history of RFOEC events and proceedings to the incoming Chair;
- Mentor the incoming Chair in relationships with WSU Faculty Senate Representatives and WSU administrative personnel and committees.

### **4. Recorder**

- Create summaries of RFO and RFOEC proceedings;
- Maintain the RFO Website with support from the Office of Academic Affairs or its designee;
- Update all relevant RFO documents.
- Keep track of the current RFO membership and their contact information.

### **5. Unit Representatives**

- Coordinate communication between the RFOEC and the representative's academic unit;
- Attend meetings of the RFO and RFOEC 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;

### **6. Faculty Senators**

- 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.

## **E. Selection of RFOEC Members and Terms of Office**

All RFO members, as designated under article [IV. Membership](#) above, are eligible to serve as members of the RFOEC.

## **1. 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 their unit. The Chair serves as a representative of all units of WSU Tri-Cities and of all RFO members.

The chair is not eligible for a second term immediately unless the Vice-Chair declines to ascend to the position of Chair at the end of their 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 decline continuing service, a new election will be held for Chair, elected from the voting members of the RFOEC. 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 seven days' notice of the pending election.

If the RFOEC Chair resigns or is removed from office in the first year, the Emeritus Chair will replace them 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 their subsequent, full two-year term as Chair

## **2. Vice-Chair**

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. 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. Emeritus Chair**

For a period of one year immediately following the Chair's two-year term of office the Chair will serve in an ex-officio capacity as Emeritus Chair of the RFOEC until the election of a Vice-Chair. Should the immediate emeritus chair be unable or declines to serve, emeritus chairs will be offered the position in reverse chronological order of their service. Should no emeritus chair be willing and able to serve, this position will remain vacant for the year.

### **4. Recorder**

At the first RFOEC meeting of the Fall semester, the position of Recorder shall be selected from the RFOEC membership, excluding the Chair. The Recorder is eligible to run for office without term limits.

### **5. Unit Representatives**

Elections for Unit Representatives are to be held in August during the first week of Fall semester classes. The RFO members in each college are responsible for electing their Unit Representative(s), for a two-year term. There are no term limits for Unit Representatives, as a member of the RFO can be elected to serve in subsequent two-year terms. If a Unit Representative resigns or is removed, the unit may then recommend a replacement member. This substitute will remain in office for the duration of the two-year term of office. Unit Representative terms should be staggered as much as possible.

The RFOEC membership will consist of at least one representative of each college at WSU Tri-Cities. A Unit Representative to the RFOEC will be elected on a twenty to one representative ratio (20:1). Thus, each unit will be allocated one (1) RFOEC Unit Representative for every 20 RFO members. (1-20 FTE = 1 rep; 21-40 = 2 reps, etc.) Whereas a 20:1 ratio is the maximum allowable representation for any unit, it is acceptable for a unit to choose not to fill all its possible Unit Representative offices.

Reapportionment of RFOEC representation will take place during even years based on a census report made by the RFOEC every other Spring semester, prior

to reapportionment. The reapportionment will be determined using the same ratio as described above (20:1). Elected Unit Representatives to the RFOEC will serve for a period of two years. If at reapportionment, Unit Representative positions in any unit are lost, all existing elected representatives from that unit will complete their two-year term of office.

## **6. Faculty Senators**

All WSU Tri-Cities Faculty Senators are voting members of the RFOEC, in an ex-officio capacity.

## **F. Removal from Office of RFOEC Member**

Removal of RFOEC members is possible for malfeasance while in office. Removal requires a 2/3 vote. In the case of removal of the Chair, Vice-Chair, or Recorder, the voting body shall be the RFOEC. In the case of removal of a Unit Representative, the voting body shall be the RFO members of that unit. If an RFOEC member is removed, then a new member shall be selected according to the procedures detailed in article [VII.D Selection of RFOEC Members and Terms of Office](#) and will finish the remainder of the original member's term.

## **G. Documentation of Changes**

2015 – Ratified

2017 – Revised

2021 - Restructured