

Administrative Faculty of Eastern Oregon University Charter & Bylaws

Charter

I. NAME

The name of this organization shall be the Administrative Faculty of Eastern Oregon University, endorsed by Presidential action on April 9, 2004.

II. MISSION

The Administrative Faculty seek to ensure quality programs and the achievement of our students through planning and implementation in support of the ongoing development and realization of the mission of Eastern Oregon University.

III. AMENDMENT OF THE CHARTER

This charter may be amended by a majority of members participating in the election. Amendments or revisions may be proposed by any member of the Administrative Faculty and forwarded to the Executive Committee Chairperson, who will then present them to Executive Committee for discussion at the next regularly scheduled meeting or through electronic communications. If the Executive Committee recommends the proposed amendments for approval, they shall be distributed to all Administrative Faculty members for discussion and for voting within 60 days of being proposed. In all cases, the membership shall have at least seven calendar days to review the proposal prior to the election. Elections will generally be held electronically.

Bylaws

I. DEFINITION OF ADMINISTRATIVE FACULTY

Administrative Faculty of Eastern Oregon University are defined as all unclassified or non-represented employees of EOU with renewable contracts, excluding teaching faculty and executive administration (the President, Vice Presidents, Associate and Assistant Vice Presidents, and Deans).

II. ADMINISTRATIVE FACULTY EXECUTIVE COMMITTEE

A. Eligibility

Any member of the EOU Administrative Faculty is eligible to be appointed or elected to the Administrative Faculty Executive Committee.

- B. Purpose of the Administrative Faculty Executive Committee
Working with the Vice President for Business, Finance, and Facilities, the Administrative Faculty Executive Committee represents and advocates for the concerns and interests of Administrative Faculty to the executive administration and other campus constituencies by:
1. Giving a representative voice for Administrative Faculty on campus committees and in other forums where the concerns of Administrative Faculty may be affected by changes in policy and procedure, or where the experience and insight of Administrative Faculty would be valuable in the formulation of such policies and procedures;
 2. Maintaining ongoing contact with the Faculty governing body and the Campus Assembly;
 3. Providing guidance for consistent personnel policies and practices, through helping to develop job descriptions, constructing salary matrices, and advising Administrative Faculty in disciplinary actions;
 4. Facilitating communications to provide information to Administrative Faculty and to solicit their input.
- C. Number of members
The Administrative Faculty Executive Committee shall be composed of six (6) members, representing the Administrative Faculty at large.
- D. Term of Service
The standard term of service for elected representatives will be two (2) fiscal years, members serving alternating terms. A term of service will begin on July 1. Each member of the Executive Committee should be able to devote at least 3 hours per month to Committee duties.
- E. Election of Members
Each spring, a nomination and election process shall be held to fill three (3) of the elected positions on the Administrative Faculty Executive Committee.
1. Members may cast votes for up to three (3) candidates to serve as their representatives.
 2. Each spring the chair of the Administrative Faculty Executive Committee will call for nominations for positions becoming vacant June 30th of that year. Informing the current Administrative Faculty Executive Committee Chair in writing constitutes a nomination.
 3. The Administrative Faculty Executive Committee Chair will verify each nominee's interest in service on the council. If the nominee agrees to be a candidate, his/her name will be placed on the election ballot.
 4. During the first week of May, the Administrative Faculty Executive Committee will make the ballot available to all Administrative Faculty members through a secure web site. Ballots will list each candidate's name, job title, and department.
 5. The Administrative Faculty Executive Committee will review and announce the results of the election. In case of a tie, a run-off election will be held. In case of a challenge of the election, the Executive Committee and a representative from the Department of Information Technology will review the voting procedures and results with the person(s) challenging the results. If still unsatisfied, the

challenger(s) may make a motion to the Executive Committee that the election be held again. If seconded, then approved by the Executive Committee, the motion to hold a re-vote will be voted on by the Administrative Faculty members. If the motion to hold the election again is passed by a majority of those voting on the motion, the election will be held again.

6. Should a vacancy occur for an elected position of the Administrative Faculty Council, the election process will occur to fill the term of the vacancy.

F. Appointment of a Chairperson and Secretary

1. At the first meeting after electing new members of the Executive Committee, all current and new members of the Executive Committee will select, by nomination and paper ballot, the Chairperson and Secretary of the Committee (the “officers”).
2. The new officers will begin serving in their capacities beginning immediately after being selected and for a term of one year.

G. Duties of the Officers

1. The Chairperson will convene meetings of the Administrative Faculty and of the Executive Committee; participate in meetings of the President’s Council; represent administrative faculty throughout the campus community; and call for nominations and oversee the process for electing a new Executive Committee, as set forth in section II.E. of these bylaws.
2. The Secretary will take and retain minutes of meetings; update contact lists, including listservs; assist the Chairperson in coordinating meetings, and other logistics; and maintain the Administrative Faculty web site.
3. Outgoing and incoming officers, either together or separately, will review these duties once a year. If revisions are deemed necessary, the revised duties will be presented to the Executive Committee for approval. Revised duties will be reported to the Administrative Faculty at the next regular meeting or through electronic communications.

H. Retention of Records

It is the responsibility of the Administrative Faculty Executive Committee officers to retain records of the Administrative Faculty Executive Committee in accordance with relevant Oregon Statutes and Administrative Rules.

III. AMENDMENT OF BYLAWS

The Administrative Faculty Executive Committee may make housekeeping corrections to this Charter and Bylaws, insofar as such corrections do not seek to change policies or rules established in the Charter and Bylaws. A report of all corrections must be given to the Administrative Faculty membership at the next regular meeting or through electronic communications. If the Administrative Faculty membership feels these corrections are out of the scope of authority of the Executive Committee, the corrections may be put to a vote, either in the current meeting or by electronic ballot. If a majority of the membership participating in the vote chooses to override the corrections, the Executive Committee cannot make corrections with similar intent again without formal procedures as outlined in the next paragraph.

These bylaws may be amended by a majority of members participating in the election. Amendments or revisions may be proposed by any member of the Administrative Faculty and forwarded to the Executive Committee Chairperson, who will then present them to Executive Committee for discussion at the next regularly scheduled meeting or through electronic communications. If the Executive Committee recommends the proposed amendments for approval, they shall be distributed to all Administrative Faculty members for discussion and for voting within 60 days of being proposed. In all cases, the membership shall have at least seven calendar days to review the proposal prior to the election. Elections will generally be held electronically.

Approved: _____
Khosrow Fatemi, President

Date: _____