



## **Mission and Bylaws Research and Creative Activities Council Western Washington University**

### **Mission:**

The Research and Creative Activities (RCA) Council supports and promotes research and creative activities for faculty and students at Western Washington University.

The primary goals of the RCA Council include:

- Promoting and strengthening faculty and student engagement in all areas of research, scholarship, and creative activity.
- Providing advice and strategic guidance to the Vice Provost for Research on the operations and direction of the office of Research and Sponsored Programs (RSP) and research, scholarship, and creative activities at Western.
- Developing and implementing procedures for equitably awarding internal funding for faculty and students, in accordance with the Collective Bargaining Agreement and the University's mission, goals, and strategic plan.

## **Bylaws:**

### **1 Membership**

The RCA Council is composed of 13 voting faculty and one advisory administrator.

- One faculty member representing each area (Area A – Science and Engineering; Area B – Social Sciences; Area C – Humanities; Area D – Fine and Performing Arts; Area E – Business and Economics; Area F – Fairhaven College of Interdisciplinary Studies; Area G – Huxley; Area H – Woodring College of Education; Area I – Library), appointed by the respective college's faculty governance body during spring quarter;
- An additional four members, preferably representing different colleges, appointed by the Faculty Senate;
- Faculty members can be NTT or T/TT;
- Vice Provost for Research (ex-officio, non-voting).

#### **1.1 Terms**

The term of office shall be three years, staggered, with a maximum of two consecutive terms.

#### **1.2 Chair**

The Council shall elect a Chair for a one-year term as the last order of business at the final meeting of Spring Quarter every year.

#### **1.3 Resignation**

Council members may resign at any time during their term by notification submitted to the Council chair.

#### **1.4 Vacancies**

When a vacancy on the Council exists, a replacement shall be confirmed by the respective appointing body.

### **2 Meetings & Voting**

The Chair shall call meetings as necessary, typically twice a quarter.

A quorum, which consists of a simple majority of the entire membership of the RCA Council, is required to conduct business. For all votes other than the bylaws, a majority of the members present is required for all motions to pass.

### **3 Subcommittees**

- Five standing subcommittees oversee internal funding opportunities for research and creative activities: (1) faculty summer research and creative activities grants, (2) faculty summer teaching grants, (3) competitive faculty project grants, (4) graduate student grants, and (5) undergraduate student grants.

- RCA Council may convene other ad hoc subcommittees to address specific concerns. They meet as necessary and present their findings and recommendations to RCA Council.
- Membership of subcommittees are described in the RCA Policies and Procedures document [\(add link to pp doc\)](#)

#### **4 Budget Responsibilities**

At the start of each fiscal year the Chair will receive a budget from the Vice-Provost for Research for that academic year.

At the start of each fiscal year the Vice-Provost will provide the RCA Council with a report detailing budget accounting for the previous year.

#### **5 Revisions**

Revisions to the bylaws shall require a two-thirds majority of the entire membership and be approved by the faculty senate to pass.