

## **DEPARTMENT RELATED ACTIVITIES COMMITTEE (DRAC) CHARTER**

### **I. CHARGE:**

To receive student input regarding Department Related Activities funding (Fund 45000) and to make decisions resulting in the DRAC's funding recommendation to the Services and Activities (S&A) Fees Committee for inclusion within the S&A Fees Committee's final recommended budget to the Board of Trustees for their action in accord with RCW 28B. 15.045. The DRAC will adhere to all guidelines established by the Board of Trustees for the disposition of services and activities fees.

### **II. REPRESENTED AREAS:**

#### **A. Criteria:**

A represented area shall have "Department Related Activities", such as an artistic or academic production or event, that is intended for a public audience and the broader university community or that represents the University in interscholastic competition of an academic nature. Students collaborate with faculty advisors from the department to determine content. Participation in such activities shall be open to all students enrolled in the university but may be subject to criteria established by the faculty supervisor of the activity. Students may be required to audition and be selected for participation, for instance.

#### **B. Current Represented Areas:**

Current departmental^ related represented areas include the: (1) Department of Music; (2) Department of Theatre and Dance (3) Department of Communication, representing Forensics and Western View; (4) Department of Journalism, representing the Student Publications Council (Western Front, Klipsun, Planet and Jeopardy), and (5) Department of Political Science representing International Affairs Association. Whenever a department already recognized and participating within DRAC also has a new activity potentially qualifying for receipt of DRAC funding, the activity may receive such funding and/or be recognized as an ongoing activity by majority motion of the voting members.

#### **C. Application for Membership as a Represented Area:**

Departments of the University may petition to the DRAC for recognition as a newly represented area with voting membership rights as set forth herein if they have an activity meeting the criteria set forth above in 11. A. Departmental petitions for new membership as a represented area shall be submitted in accord with the Membership Petition Procedures set forth below in II.D. The DRAC will be responsible for reviewing petitions, consulting with the petitioning department, and deciding the issue of membership subject to the approval of the S&A Fee Committee and the Provost. Decisions denying representation and membership may be appealed to the Provost.

**D. Membership Petition Procedures:**

1. The request to become a DRAC member represented area shall be made by petition of the related department as represented by at least one faculty representative and at least one student representative. The DRAC voting members will decide if the petition meets the criteria stated above in I I.A.
2. If the petition is determined to meet the criteria for membership, the petitioning represented area must complete an initial three-year probationary period during which the named faculty representative and a student representative shall attend and participate in all meetings but may not exercise voting rights. While continuity in representation is encouraged, departments appoint their representatives annually.
3. The department of the probationary represented area may receive funding for qualifying activities during the probationary period which begins when the petitioning area appears before DRAC with a faculty and student representative to make a presentation describing the area including a proposed budget to request membership. After the probationary period the committee can accept or reject the petitioning area based upon participation and attendance at the meetings by both faculty and student representatives of the requesting area.

**III. DRAC MEMBERS:**

**A. The voting members of the DRAC shall consist of:**

1. One (1) administrator appointed by the Vice-President for Enrollment and Student Services.
2. One (1) student from each departmental<sup>^</sup> related recognized area (currently five (5) selected by the area's student constituency by the end of the second week of Fall quarter.
3. One (1) faculty or administrative member from each recognized area who must be the budget authority for the area.
4. Two (2) at-large student representatives appointed by the Associated Students Board of Directors as voting members that are not affiliated with any of the activities currently represented on the DRAC.

**B. Non-voting member of the DRAC:**

1. A university staff person familiar with budget preparation, coordination, and implementation appointed by the Provost.
2. The Associated Students Vice President for Activities shall serve as a liaison with the Associated Students Board of Directors.

**IV. DRAC OFFICERS:**

The DRAC voting members shall elect a Chair, a Vice-Chair and a Secretary at the first meeting held each academic year for a one-year term. The Chair convenes all meetings, approves agendas, and presides at all meetings. In the absence of the Chair, the Vice-

Chair shall convene meetings and perform all duties of the Chair as necessary. Any voting member of the DRAC - student or staff - may be elected as officers. The Secretary is responsible for minutes as set forth below in V. The Secretary may arrange for a University employee to attend and fulfill his or her duties but is responsible for the complete execution of those duties. In addition to the election of officers, a faculty liaison and two student liaisons to the S&A Fees Committee shall be selected from amongst the voting members at the first meeting of the academic year.

#### **V. MEETINGS/MINUTES:**

Meetings shall be called by the Chair with a minimum of forty-eight (48) hours' notice. The Chair must call at least one (1) meeting during the first four (4) weeks of each quarter. The Chair reserves the right to call special meetings with less notice if necessary. A meeting may also be called by any member when requested by twenty-five percent (25%) of the seated, voting membership.

Minutes will be taken at meetings recording the members present, discussion items, and all votes. There will be an approval of the previous meeting minutes at the beginning of the next meeting. The approved minutes will then be forwarded to the Associated Students Board of Directors for public posting.

A quorum shall be required to conduct business. A quorum shall consist of a majority of the voting members, or duly-designated proxies. Proxies must be presented in writing to the Chair. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour. While the DRAC is not subject to the notice provisions of the Open Public Meetings Act, its meetings shall be open to any interested person. All proceedings of the DRAC shall be transparent to others, and it shall respond in a timely fashion to all requests for information.

#### **VI. AMENDMENTS:**

Any future amendments to this Charter shall be made by majority vote of the voting members of the DRAC, subject to the approval of the S&A Fees Committee, the Provost, and the Board of Trustees.

#### **VII. REPORTAGE:**

The DRAC shall provide detailed budget recommendations to the S&A Fees Committee in conformance with the guidelines for S&A fees. The DRAC reports to the Provost.

**DRAC approved 1/29/2013**

**Approved by S&A Fee Committee 2/21/13**