



**Associated Students of Western Washington University**  
Ethnic Student Center Steering Committee Charge & Charter  
September ~~October 2~~ 016f

**I. CHARGE**

Steering committee is charged with disbursing programs funds that are granted by the Associated Students (AS) Board of Directors by:

- Responsibly and equitably managing the funds allocated to the Ethnic Student Center (ESC) clubs from AS budget FXXESP-ASBEAG.
- Serving as a forum for ESC interclub dialogue and support.
- Reporting clubs' ongoing activities to the committee.
- Place stipulation on the activities of the requesting ESC club, if necessary.
- Providing guidance on proper adherence to policies and procedures.

**II. MEMBERSHIP**

AS Vice President for Diversity (non-voting, Chair)

One representative from each current ESC ratified club (Voting)

~~AS ESC Program Support Co-ordinator~~ Cultural Education Coordinator or ESC Marketing and Outreach Coordinator ~~Internal Coordinator~~ (non-voting)

AS Club Business Director ~~Assistant Business Director~~ (non-voting) Secretary (non-voting)

~~ESC Coordinator~~ Assistant Director (Or Designee) (non-voting, advisor)

**III. CHAIR**

The Chairperson shall be the Vice President for Diversity. They shall convene the meetings, approve agendas, and preside at all meetings. There shall be a floating co-chairperson to assist the Chair in facilitating each meeting. Each voting representative is encouraged to act as co-chairperson at least once during the academic year.

**IV. MEETINGS**

Meetings shall be called by the Chair. The committee shall meet weekly with a minimum of twenty-four (24) hours notice. Meetings may also be called by any member with support of at least twenty-five percent (25%) of the seated, voting membership.

**V. VOTING**

In order for a motion to pass, it must obtain a majority of the legal votes cast. An abstention shall not count as a legal vote cast. In the event of a tie, the AS Vice President for Diversity shall be granted the tie-breaking vote.

**VI. QUORUM**

A majority of the voting membership shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour.

**VII. FUNDING**

In the event there are any leftover funds in the Steering Committee budget at the end of the year, the ESC Coordinator shall have the authority to reallocate funds for the sole purpose of settling any ESC Club events accounts. This will be done with the discretion and advice of the Finance Director and AS VP for Diversity before the fiscal year ends. Any decisions made in the Steering committee may be subject to review or approval by the AS Board of Directors.

**YII. SUBCOMMITTEES** In order to provide for coordination and direction, the committee may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the committee with respect to procedure.

**IX. RULES OF OPERATION** The committee may adopt and amend rules of operation governing its operation by a majority vote of the committee, subject to review or approval by the AS Board of Directors.

**X. AMENDMENTS** This Charter may be amended by a majority vote of the AS Board of Directors .

**XI. REPORTAGE** This committee shall report to the AS Board of Directors through the AS Vice President for Diversity.