



## Associated Students of Western Washington University Ethnic Student Center Executive Board

Expires on November 20, 2021 **needs to be re-approved so that it can be set to expire in 2022**

### I. CHARGE

The purpose of the Ethnic Student Center Executive Board is to work with Ethnic Student Center (ESC) Administration to set policies and procedures for the Ethnic Student Center and maintains the mission of the organization by:

- Creating program standards and policies or procedures for AS ESC clubs.
- Conducting strategic planning and long-term goals.
- Creating, altering or eliminating existing programs and ESC clubs.
- Making recommendations on budgeting and structural issues within ESC and Clubs.
- Providing a forum in which the leadership of the internal ESC organizations can come together to foster communication and teamwork.
- Serving as a support and resource group for ESC leadership to encourage collaboration, networking and problem solving for internal and external matters.
- Providing guidance to align AS ESC clubs with the values of the AS Strategic Plan and the AS Mission Statement.
- Appointing ESC members to other AS Committees if ESC staff members are unavailable.

### II. MEMBERSHIP

Voting:

1 Representative (President, Vice President, Chair or other leading officials of similar duties) from each ESC recognized club

Non-voting:

AS Vice President for Diversity (Co-Chair)

AS ESC Advocacy Director (Vice-Chair)

Secretary (as needed)

ESC Club Advising Manager **or equivalent** (Advisor)

### III. CHAIR

The Chairperson shall be the AS Vice President for Diversity. They shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chairperson shall be the AS ESC Advocacy & **Programming** Coordinator, or be selected at the discretion of the council in the absence of this position holder.

#### IV. MEETINGS

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

- Meeting Attendance: If active club representatives are not present for (1 or 2) or more meetings per quarter, that club will lose benefits such as important notifications, and active ESC status.

- If club representative is not available for attendance, another board member may be sent with prior notice to both AS VP of Diversity AND the ESC Advocacy & Programming Coordinator.

#### V. VOTING

Decisions shall be made by consensus. If consensus cannot be made, any voting member can make a motion. 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.

#### VI. QUORUM

A majority of currently active clubs will constitute quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour.

#### VII. SUBCOMMITTEES

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

#### VIII. RULES OF OPERATIONS

The council may adopt and amend rules of operations governing its operation by a majority vote of the council, subject to review and approval by the AS Executive Board.

#### IX. AMENDMENTS

This Charter may be amended by a majority vote of the AS Executive Board.

#### X. REPORTAGE

This committee shall report to the AS Executive Board through the AS Vice President for Diversity.