

ASSOCIATED STUDENTS OF WESTERN WASHINGTON UNIVERSITY

ETHNIC STUDENT CENTER BYLAWS

These bylaws are to govern and give purpose to the Ethnic Student Center and its continuation to serve on Western Washington University's Campus.

Article I. Name and Purpose

- Section 1.01 The name of the organization shall be the Ethnic Student Center. The business of the Ethnic Student Center (ESC) is governed under the Dean of Students Office and the Associated Students.
- Section 1.02 The purpose of the ESC community is to support historically underrepresented ethnic students and allies by providing a social atmosphere and inclusive environment where we engage in identity exploration and strive for cultural awareness and academic excellence.

Article II. ESC Club Recognition

- Section 2.01 A club must first be recognized by the Associated Students Activities Council as a cultural/ethnic club to be eligible to request membership in the Ethnic Student Center.
- Section 2.02 Recognition request must be submitted a minimum of twenty four (24) hours in advance before the next meeting, or as set by the Ethnic Student Center coordinator, to be included on the agenda item for that week.
- Section 2.03 The club must have an active charge and charter with the following:
- (a) A mission statement which should complement and/or be similar to the already established mission statement of the ESC
 - (b) A list of Executive Board members and their responsibilities defined
 - (c) A Democratic election process
 - (d) A process one how the charge and charters can be amended
 - (e) A decision making process for the club as a whole to weigh in on decisions
- Section 2.04 All ESC clubs must have an executive board, which must include a President or other leading official(s) of similar duty, and a Budget Authority. The responsibilities and expectations of each executive board member must be defined.
- (a) The Budget Authority must complete AS training with the ESC Assistant Director for Club Logistics and attend, comply, and be familiar with the charge and charter of the ESC Budget and Programming Committee meetings.
- Section 2.05 There must be a detailed democratic election process for executive board members, how a new person is elected if an executive board position is left vacant, and how an executive board member may be removed for failure to fulfill their obligations.
- Section 2.06 No executive board positions stated in the charge and charters can be left vacant.
- Section 2.07 Clubs should hold regular meetings in order to be able to vote on items presented to the ESC BPC. The majority of club meetings must be held on campus.
- (a) A club may choose to not hold regular meetings only if the general club membership has given the executive board the authority to make decisions in regards to the ESC BPC on their behalf (see section 3.03). In this case, the executive board must meet weekly and make decisions for their organization.
- Section 2.08 An ESC Club shall be deemed inactive if any of Article II of the ESC by-laws cannot be fulfilled

Article III. ESC Budget and Programming Committee

- Section 3.01 The ESC Budget and Programming Committee (ESC BPC) is charged with disbursing programs funds that are granted by the Associated Students (AS) Board of Directors by:
- (a) Responsibly and equitably managing the funds allocated to the ESC clubs from AS budget FXXESP.
 - (b) Serving as a forum for ESC interclub dialogue and support.

- (c) Reporting club's ongoing activities to the committee
- (d) Place stipulation on the activities of the requesting ESC club, if necessary
- (e) Providing guidance on proper adherence to policies and procedure
- (f) Assess and plan the quarterly ESC retreats and any club officer training.

Section 3.02 Membership Responsibilities:

- (a) Each BPC Representative is responsible for reporting to the ESC BPC the activities of their club as well as sharing the information given during the ESC BPC meetings to their respective club in order to foster open communication between the different organizations within the ESC.
- (b) If a BPC Representative is considered to not be fulfilling their responsibilities (attending BPC meetings and communications between club and BPC), the advisor and chair of the ESC BPC shall inform the respective club's executive board. If the issue continues, the advisor and chair may ask the steering representative to step down from their position. If a member misses more than three times in a quarter, the club will loss voting & proposal privileges until a meeting is held with the Committee Chair, VP for Diversity and the ESC coordinator. If the Representative is not able to make meetings due to class, they are allowed to assign a delegate for that quarter.
- (c) If a member is unable to attend a BPC meeting, they shall inform the chair of the committee with at least 24 hour notice and having a club member in their place.

Section 3.03 Voting Rights:

- (a) All ESC BPC representatives have the right to one vote representative of the intent of their organization on the agenda item.
- (b) If a representative was not able to share the item being voted on with their respective executive board that representative shall abstain from voting. This does not apply in the case that an information item is moved into an action item (see section 3.04 d).
- (c) ESC BPC members are required to present voting items to their respective club executive officers for how the club will vote at the next steering committee.
- (d) The executive officers are encouraged to share any information items to the general club and provide a voice before being voted on as an action item the following week. The Representative is required to bring those voices to the next meeting.
- (e) A BPC representative may present a funding request proposal to the committee and is encouraged to abstain from voting on action items that are considered biased. It is encouraged for the person who helped with the budget to be present to answer and financial questions from the committee, as well as anyone else involved with the planning process.
- (f) Only ESC clubs and the ESC can request funds from the ESC BPC. Requests outside ESC clubs (individual ESC student members trying to go to conferences) can ask funds from the ESC through the ESC Coordinator and AS VP for Diversity. Funding requests should only be allowed to go to steering committee if they fall with the ESC mission and values.

Section 3.04 Funding Request and Processes:

- (a) Funding from the ESC BPC budget is limited to ESC recognized clubs and the ESC.
- (b) Funding request must be submitted on the timeline provided by the ESC Committee Deadlines/Meeting Dates document (provided by the chair of the committee) or as set by the Ethnic Student Center coordinator, to be included on the agenda item for that week.
- (c) There is no limit to the amount of funds one ESC club can ask from the ESC BPC. To help the ESC BPC budget for the year, it is asked that they set a guideline of the total amount approved to the ESC BPC from the AS BOD and divide that up between the amount of clubs in the ESC. ESC Clubs can ask for more than that amount in a given year, but should provide rationale on why they need more funds for the year.
- (d) When submitted, proposals will be an information item the first week and action items (voted on) the next week. If a funding request does not exceed 50% of the allotted guideline amount per club outlined in Section 3.04, the item can automatically be considered as an action item the first week. (c BPC during the first week,
- (e) After returning all appropriate funding request forms, at least one representative from the requesting club must be present at the ESC BPC meeting where information relative to the item is being discussed. It is encouraged that other officers attend the ESC BPC meeting to help with the proposal. If a representative for the club does not attend the meeting in which such an item is to be discussed, the agenda item will be tabled until the person informs the chair that they would like to be on the agenda again.
- (f) Club budget authority MUST sign off on the request AND be informed about any changes to the budget from the club.
- (g) Any request for funds must be submitted in the timeframe provided on the ESC SC form.
- (h) The ESC BPC will not grant any form of retroactive funding. In case of emergency circumstances, a club may ask for retroactive funding by providing rationale, and must be approved by the majority of the ESC BPC.
- (i) Money allocated to the ESC SC is only to be used for programming.

- (j) The ESC Coordinator shall serve as a secondary Budget Authority to all events funded through the ESC SC. As such, extensive planning and processing should be coordinated with the ESC Coordinator.

Section 3.05 Communications with proposers:

- (a) After a club has submitted the documents to Orgsync, the chair or the secretary of the committee will send an email to the person listed on the form. This will let them know that their document has been received, and what date, time and location their representative must go to for their proposal.
- (b) The proposed Club Committee Representative is required to be at the meeting for action item approval.
- (c) There is no limit to how many people can help propose for the Item.

Article IV. ESC Leadership and Advocacy Force

Section 4.01 The ESC Leadership and Advocacy Force (LAF) works with ESC Administration to set policies and procedures for the Ethnic Student Center and maintains the mission of the organization by:

- (a) Creating program standards and policies or procedures for AS ESC clubs.
- (b) Strategic planning and long-term goals.
- (c) Creating, altering or eliminating existing programs and ESC clubs.
- (d) Making recommendations on budgeting and structural issues.
- (e) Providing a forum in which the leadership of the internal Ethnic Student Center (ESC) organizations can come together to foster communication and teamwork.
- (f) Serving as a support and resource group for ESC leadership to encourage collaboration, networking and problem solving for internal and external matters.

Section 4.02 Membership Responsibilities

- (a) Each member of the ESC Leadership and Advocacy Force is a representative of a recognized Ethnic Student Center Club.
- (b) Each LAF Representative is responsible for reporting to the council the activities of their club as well as sharing the information given during the LAF meetings to their respective club in order to foster open communication between the different organizations within the ESC.
- (c) If a LAF Representative is considered to not be fulfilling their responsibilities (attending LAF meetings and communications between club and LAF), the advisor to the ESC President's Council or the VP for Diversity shall inform the respective club's executive board. If the issue continues, the advisor or the AS VP for Diversity may ask the representative to step down from their position. If a member misses more than three times in a quarter, the club will lose voting & proposal privileges until a meeting is held with the VP for Diversity and the ESC coordinator.
- (d) If a member is unable to attend a LAF meeting, they shall inform the ESC Coordinator with at least 24 hours' notice and having a club member/executive board member in their place.

Section 4.03 Voting Rights

- (a) LAF has the right to one vote representative of the intent of their organization on the agenda item.
- (b) If a representative was not able to share the item being voted on with their respective executive board that representative shall abstain from voting.
- (c) LAF members are required to present voting items to their respective club executive officers for how the club will vote at the next steering committee.
- (d) The executive officers are encouraged to share any information items to the general club and provide a voice before being voted on as an action item the following week. The LAF member is required to bring those voices to the next meeting.

Section 4.04 Club Recognition and Processes:

- (a) The ESC Leadership and Advocacy Council is charged with recognizing all clubs under the Ethnic Student Center.
- (b) Recognition request must be submitted on the timeline provided by the ESC Committee Deadlines/Meeting Dates document (provided by the AS VP for diversity) or as set by the Ethnic Student Center coordinator, to be
- (c) When submitted, proposals will be information items the first week and action items (voted on) the next meeting.
- (d) Presenter must be able to provide documentation supporting all of article I.
- (e) At least one representative from the requesting club must be present at the LAF meeting where information relative to the item is being discussed. If a representative for the club does not attend the meeting in which such an item is to be discussed, the agenda item will be tabled until the person informs the chair that they would like to be on the agenda again.

Section 4.05 Communications with proposers:

- (a) After a club has submitted the documents to the ESC Coordinator, the chair or the secretary of the committee will send an email to the person listed on the form. This will let them know that their document has been received, and what date, time and location their representative must go to for their proposal.
- (b) There is no limit to how many people can help propose for the Item.

Article V. AMENDMENTS

Section 5.01 Amendments and changes to this document must be approved by BOTH the ESC Steering Committee and the ESC Presidents Council.