

ASSOCIATED STUDENTS OF WESTERN WASHINGTON UNIVERSITY
Diversity Task Force Charge & Charter
October, 2006

I. CHARGE

To take action on the recommendations approved by the ASWWU Board of Directors, established by the Diversity Council, on campus issues of diversity. Provide safe and organized opportunities to foster dialogue and relationships between students from divergent backgrounds, cultures and perspectives; a minimum of one (1) per quarter.

II. MEMBERSHIP

- A.S. Vice President for Diversity, Chair
- 3 - Ethnic Student Center Representatives, appointed by the Task Force Chair
- 3 - A.S. Resource & Outreach Programs Representatives, appointed by ROP Director
- 4 - Students-at-Large*, approved by the A.S. Board of Directors

* If the A.S. office positions (ESC or ROP) are not filled by the fourth week of fall quarter, the openings will revert to student-at-large positions, in order to foster membership on the task force.

**III. CHAIR and
EXECUTIVE
BOARD MEMBERS**

The Chairperson shall be the A.S. Vice President for Diversity. (S)he convenes all meetings, approves agendas, presides at all meetings and reports all information to the A.S. Board. A Vice Chairperson may be selected at the discretion of the committee and act in the absence of the Chairperson.

There are several Executive Board positions available to those members who will be elected by members of the task force and approved by either the Chairperson or the Vice-Chairperson. In order to be elected, those interested must be nominated by members of the task force or express special interest in being in a leadership position for one term with the task force beginning at the first meeting during fall quarter and extending through to the end to spring quarter. The positions are as follows:

- **Publicity Specialist** (2 positions)
 - Main duties are to design publicity materials including posters, handbills, etc., for each program being sponsored by the task force as well as distribute materials.
 - Will send press releases to different clubs, organizations and departments within the Western community as well as Bellingham affiliates.
- **Marketing Specialist** (2 positions)
 - Main duties are to prepare documentation and proposals for soliciting funds and/or sponsorship from different AS organizations.
- **Community Liaison** (2 positions)
 - Main duties are to encourage clubs and organizations to collaborate with the task force.
 - Position also entails that individuals maintain open communication with the ROP and the ESC.
 - One individual must also take minutes during task force meetings to keep a record of activities, either e-mailing the minutes to members or bringing them to each meeting so that they can be approved. Minutes must be submitted to the Chairperson and Vice-Chairperson no later than 48-hours after the week's meeting. The community liaisons will choose amongst themselves to whom the individual will be who will take down the minutes.

Each executive board member will have a performance evaluation by both the Chairperson and/or the Vice-Chairperson at the end of each quarter.

IV. MEETINGS

The committee shall meet as necessary, but not less than two times per quarter. Meetings shall be called by the Chairperson with a minimum of twenty-four (24) hours notice. Meetings may also be called when requested by twenty-five percent (25%) of the seated voting membership. At the beginning of each meeting, there will be an approval of the minutes from the previous meeting and reports given by each Executive Board member of the task force.

V. VOTING

In order for a motion to pass, it must obtain a majority of the legal votes cast, but not less than fourth (4) affirmative votes. An abstention shall not count as a legal vote cast. Members must attend at least $\frac{1}{2}$ (50%) of the meetings to maintain voting rights. Members may allow other individuals from their organizations to represent them if necessary. Representatives need not be approved by other members but must acknowledge themselves and who they are affiliated with at the beginning of the meeting.

VI. QUORUM

A majority of the voting membership seated shall constitute a quorum. If a quorum is not present, discussion may still take place but no official decisions can be made.

VII. AMENDMENTS

This charter may be amended by a two-thirds ($\frac{2}{3}$) vote of the task force and/or a majority of the A.S. Board.

VIII. BYLAWS

The task force may adopt Bylaws governing its operation by a two-thirds ($\frac{2}{3}$) vote of the voting members.

IX. REPORTAGE

The task force shall report to the Diversity Council.

X. SUBCOMMITTEES

In order to provide for coordination and direction within specific activity areas, the task force is encouraged to establish subcommittees as necessary. Unless otherwise noted, these groups shall follow provisions of the Diversity Task Force Charter with respect to procedure. All Chairpersons shall be voting student members.