

**Associated Students of Western Washington University
Ethnic Student Center Bylaws
March 2008**

I. CLUB RECOGNITION

1. 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 (ESC).
2. 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 Steering Committee (ESC SC) office assistant, to be included on the agenda item for that week.
3. In order to be recognized as an official ESC club, the following guidelines must be met;
 - a. The club must have a charge and charter complete with the following:
 - i. A mission statement which should compliment and/or be similar to the already established mission statement of the ESC.
 - ii. An executive board, which must include a President or other leading official of similar duty, Budget Authority, and an ESC SC Representative. The responsibilities and expectations of each executive board member must be defined.
 1. The Budget Authority must complete AS training with the AS Business Director.
 2. The Steering Representative must complete ESC SC training, comply with all of the Steering Committee Membership Responsibilities (see section II, sub-section 1), and be familiar with the *Associated Students Ethnic Student Center Committee Charge and Charter*.
 - iii. 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.
 1. Note: No executive board positions stated in the charge and charter can be left vacant.
 - iv. The decision making process for the club as a whole.
 - v. How the charge and charter is able to be amended.
 - b. Clubs should hold regular weekly meetings in order to be able to vote on items presented to the ESC SC. The majority of club meetings must be held on campus.
 - c. A club may chose 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 SC on their behalf (as explained under section II, sub-section 2). In this case, the executive board must meet weekly and make decisions for their organization.

II. STEERING COMMITTEE

1. **Steering Committee Membership Responsibility:**
 - a. Each member of the ESC SC is a representative of a recognized Ethnic Student Center Club.
 - b. Each Steering representative is responsible for reporting to the ESC SC the activities of their club as well as sharing the information given during the ESC SC meetings to their respective club in order to foster open communication between the different organizations within the ESC.
 - c. If a steering representative is considered to not be fulfilling their responsibilities, the advisor to the ESC SC or the VP for Diversity shall inform the respective club's executive board. If the issue continues, the advisor to the ESC SC or the VP for Diversity may ask the steering representative to step down from their position.
 - d. The ESC Coordinator/Activities Advisor shall serve as the advisor to the ESC SC (see the *Associated Students Ethnic Student Center Committee Charge and Charter*).
 - e. The Associated Students Vice President for Diversity shall serve as a non-voting chairperson of the ESC SC (see the *Associated Students Ethnic Student Center Committee Charge and Charter*).
2. **Voting Rights:**
 - a. All ESC SC 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 organization 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, sub-section c).

- c. An ESC club may decide to give its executive board the authority to make ESC SC voting decisions on their behalf. In order for this authority to be given, it must be voted on by the general club membership with a majority of their members approving. This authority may only be given on a per quarter basis and must be renewed every quarter by the general membership with the same stipulations listed above.

3. Funding Request and Processes:

- a. Funding from the ESC SC budget is limited to ESC recognized clubs.
- b. Funding request documents must be submitted a minimum of twenty four (24) hours in advance before the next meeting, or as set by the ESC SC office assistant, for the request to be included on the agenda item for that week.
- c. When submitted, proposals will be information items the first week and action items (voted on) the next week. If an information item is moved into an action item by a 2/3 majority vote of the ESC SC during the first week, the request may not exceed \$500.
- d. After returning all appropriate funding request forms, at least one representative from the requesting club must be present at the ESC SC meeting where information relative to the item is being discussed. A steering representative may not present a funding request proposal to the ESC SC. 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 (s)he would like to be on the agenda again.
- e. Any request for funds must be submitted in a timely manner, taking into account the timelines as listed in section c. **Beginning on the fifth meeting of every Fall Quarter**, all funding requests made in excess of \$2,000 must be presented as an information item to the ESC SC a minimum of four (4) meetings before the event/program. **This will become effective Fall Quarter 2008.**
- f. The ESC SC will not grant any form of retroactive funding.
- g. Money allocated to the ESC SC is only to be used for programming. Only donated or fundraised funds may be used to finance fundraisers.
- h. The ESC Coordinator/Activities Adviser 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/Activities Adviser.
- i. For funding requests regarding travel and conferences, please refer to the *AS Travel Policy*.

III. AMENDMENTS

- 1. All proposed amendments must be approved by the Associated Students Board of Directors, as well as a 2/3 vote by the ESC SC.