

# Associated Students Ethnic Student Center Steering Committee Charge & Charter

~~September, 2007~~ October 2009

## I. Purpose

1. The Ethnic Student Center Steering Committee (ESC SC) ~~is to~~ sets policies and procedures for the Ethnic Student Center (ESC) and maintains the mission of the organization, which reads:

*The Ethnic Student Center is a safe and supportive environment for historically underrepresented ethnic groups and allies while providing cultural and educational programs.*

2. The ESC SC serves as a collective voice in the ESC. No individual or club shall be held accountable for ESC SC actions, values or statements. Also, unless appointed by the ESC SC, no individual or club shall claim to represent the collective whole of the ESC SC or the ESC.
3. The ESC SC serves as the facilitator for the disbursement of programming funds granted by the Associated Students (AS) Board of Directors through budgeting procedures.
4. The ESC SC serves to ratify new ESC clubs from organizations recognized by the AS Activities Council.
5. The ESC SC serves as a distribution for information, concerns and issues amongst ESC Clubs.

## II. Club Recognition

1. Clubs seeking affiliation with the Ethnic Student Center shall follow these procedures:
  - a) Accumulate at least five (5) members for an AS club
  - b) Seek recognition by the AS Activities Council
  - c) Seek ratification from the ESC SC
2. Ethnic clubs are not required to be part of the ESC.

## III. Membership

1. The ESC SC shall consist of the following:
  - a) One representative from each current ESC ratified club, with two provisions:
    - i) Each club must have a current AS club recognition form on file with the ESC SC advisor.
    - ii) Each club must have a current Charge and Charter on file with the ESC SC advisor (effective Winter Quarter 2008).
  - b) AS Vice President for Diversity (non-voting chairperson)
  - c) ESC Coordinator/Activities Advisor (non-voting advisor)
  - d) ~~Assistant to the Vice President for Diversity~~ (non-voting assistant)
2. The AS Vice President for Diversity shall serve as the non-voting chairperson to the ESC SC, facilitating discussion and officiating the voting process. In the event of a tie, the AS Vice President for Diversity shall be granted a tie-breaking vote.
3. The ESC Coordinator/Activities Advisor shall serve as a non-voting advisor to the ESC SC. In the event that he/she cannot fulfill his/her duty, the ESC Graduate Assistant shall act as a substitute.
4. The philosophy of ESC SC membership is to produce a committee that represents a wide interest base. Each representative shall serve as an unbiased member ~~and not as an advocate for particular clubs or programs.~~ Each representative shall act as an advocate for their particular club.
5. Each ESC club shall be allowed one representative. Individuals may not serve in the capacity of representing two or more clubs. Each club must have a separate individual for voting purposes.
6. Representative shall be selected in the following procedure:
  - a) Each ESC club will elect amongst its leaders a representative for the ESC SC.
  - b) Each ESC club will notify the ESC SC Advisor of their representative. The ESC SC Advisor,

- in turn, shall notify the AS Vice President for Diversity.
- c) Committee members shall serve one academic year, beginning at the start of Fall Quarter and ending at the conclusion of Spring Quarter. If a member is not able to fulfill a one year commitment, the respective club shall appoint a new representative.
  - d) In the event that an ESC SC representative is not able to attend an ESC SC meeting, it is the responsibility of the respective ESC club to appoint a substitute representative. The club must then notify the ESC SC advisor a minimum of three days before said meeting. The ESC SC advisor, in turn, shall notify the AS Vice President for Diversity.
7. ~~The Assistant to the Vice President for Diversity. An ESC Student Staff member, appointed by the ESC SC advisor, will~~shall act as a non-voting assistant to the ESC SC. As a non-voting assistant, this person will be responsible for taking down, as well as distributing, minutes for each ESC SC meeting. Minutes will be distributed electronically, copied for public display and copied for permanent files within 48 hours of the next meeting.

#### IV. Meetings

1. Upon the first ESC SC meeting during Fall Quarter each year, the ESC SC shall determine a regular schedule of meetings. These meetings shall be scheduled in a manner that shall assist ESC clubs in completing tasks and programs.
2. All meetings are open unless the ESC SC deems it necessary to have a closed meeting.
3. To foster leadership within the ESC by creating leadership opportunities for ESC members, there shall be a floating co-chairperson to assist the AS Vice President for Diversity in facilitating each ESC SC meeting. The floating co-chairperson shall be appointed at the end of each meeting from the ESC SC representative membership for the following meeting. Each ESC SC representative is required to act as co-chairperson at least once during the academic year.

#### V. Voting

1. In order for a motion to pass, it must obtain a majority of the legal votes cast. Abstentions shall not count as a legal vote cast.
2. Each ESC SC representative, who has received appropriate training, as deemed by the ESC SC advisor, is allowed one legal vote. An alternate can be appointed with notification given to the ESC SC advisor (See *II. Membership*, section 6d)
3. In the event of a tie, the AS Vice President for Diversity shall be granted the tie-breaking vote.
4. ~~If the ESC SC is hearing a proposal that is particular to one of its ratified ESC clubs, said club representative is allowed to vote on the proposal. No proposal shall be presented by the ESC SC representative~~representative separate representative from said club must present the proposal and not the ESC SC representative for that club.;

#### VI. Quorum

1. A quorum is necessary for voting on all decisions regarding policy and funding requests. A quorum is established if the majority of the seated recognized ESC SC representatives are present. If quorum is not present, discussion may take place but no official decisions can be made.

#### VII. Reportage

1. In order to maintain institutional cohesion, the ESC SC shall be advised by the ESC Coordinator/Activities Advisor.
2. The ESC SC shall report to the AS Board of Directors through the AS Vice President for Diversity.

#### VIII. Amendments

1. This charter may be amended by a two-thirds (2/3) vote of the ESC SC with a majority vote of the AS Board of Directors.
2. In special circumstances, this charter may be amended by a majority vote of the AS Board of Directors.