1-0.0 THE CONSTITUTION OF THE ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY EQUITY AND SERVICES COUNCIL

No significance is placed on the singular or plural designation or the use of masculine, feminine, or gender neutral pronouns in this constitution. Each designation is to be construed to include others where appropriate.

1-0.1.0 Preamble

1-0.1.1 We, the Equity and Services Council: represent the interests, needs, and welfare of student diversity at Central Washington University; supplement and complement formal education on the Central Washington University campus; maintain appreciation and understanding of diverse social and cultural heritage; promote and coordinate the celebration of diversity; educate the associated students on issues affecting student equity; and establish, promote and implement community service programs beneficial to the entire associated student body of Central Washington University.

1-0.2.0 The official name of this council shall be the Associated Students of Central Washington University (ASCWU) Equity and Services Council. Hereinafter, it will be referred to as the ESC.

1-1.0 Membership

1-1.1.0 Eligibility

1-1.1.1 Voting members of the ESC shall be comprised of the ESC organizations that are granted recognition through the Associated Students of Central Washington University-Board of Directors (ASCWU-BOD) and the ESC. Sustained non-voting membership is afforded to the Center for Diversity and Social Justice, the Center for Leadership and Community Engagement and the Wellness Center. Other sustained members shall be added by a two-thirds affirmative vote of the membership body. Non-voting members are subject to the same attendance accountability as voting members with regards to attendance, good standing and the rights and privileges associated with being in good standing.

1-1.1.2 New ESC organizations may be added to the ESC whose purposes are in accordance with the goals of the ESC as stated in the Preamble:

A) Clubs seeking membership must fill out the ESC recognition packet before applying for ESC.
B) ESC organizations must be recognized as a non-voting member of ESC for one year and be in good standing with club senate before applying for voting membership.

C) Clubs can apply during spring quarter for recognition of the following academic year, at which point the ESC will be able to vote on the acceptance of the club seeking voting membership. ESC will take into consideration good standing, participation, and attendance throughout the three preceding quarters.

D) The ESC shall confirm or deny the addition of new ESC organizations in a general meeting in addition to receiving an appointed recommendation by the ASCWU-Student Government.

E) All voting ESC organizations must have a faculty/staff advisor.

1-1.1.3 Every ESC organization must volunteer a minimum of ten hours per quarter at on-campus and local community services. This can include events, programs, and services sponsored by ESC organizations, clubs, university, and local community entities other than the ESC member's own organization.

1-1.1.4 If an ESC organization misses a quarter of its volunteer requirements, that ESC organization will fall into bad standing for one month (30 days) beginning the following quarter.

(A) If an ESC organization misses three quarters in a row of its volunteer requirements that ESC organization will fall into bad standing for one quarter beginning the next active quarter.

1-1.1.5 Each ESC organization must fill out an ESC Service Form that will list what the volunteer service was, when the event occurred, and which ESC organization, club, or community entity sponsored the event.

Definitions:

ESC Member-Any person that is a member of an ESC organization that is represented at the Equity & Services Council Board Meeting.

Hours- Hours are not individually based. This means that five members of an ESC organization who volunteer for an hour at the same place or event at the same time cannot count that service as five hours. This would count as one hour.

1-1.1.6 ESC Service Forms must be submitted to the ESC Chairperson at or before 5:00 PM on the last day of Finals week each quarter.

1-1.2.0 Attendance

1-1.2.1 The Chairperson and ESC organization members must attend general meetings of the ESC.
1-1.2.2 If an ESC organization misses more than three of the general meetings in a single quarter, that ESC organization will be considered in bad standing and shall be called before a committee of the whole within two weeks’ time.

A) At this committee, representatives from that ESC organization will be asked to defend their membership status.

1-1.2.3 Membership shall be suspended for thirty days (30) or until any member brings a motion to the table to reinstate that ESC organization to full membership status.

1-1.2.4 Suspension of membership status shall consist of the freezing of that ESC organization. Loss of membership status shall include: loss of that ESC organization's S&A budget, loss of office space, and loss of membership in the ESC. Failure to be reinstated into active membership will result in revocation of membership status.

1-1.3.0 Status and Recognition

1-1.3.1 ESC organizations who have lost status in the ESC may gain re-admittance by petitioning the ESC and the ASCWU Student Government attending four consecutive ESC meetings and being in full compliance of the ESC Constitution. The petition will describe what measures the ESC organization has taken to correct the infractions that lead to their dismissal. The ASCWU Student Government may vote to recommend re-admittance to the ESC for any ESC organization that has lost membership status. Final determination of re-admittance is determined by a majority vote of recognized ESC organizations.

1-1.3.2 Membership in the ESC will extend from fall quarter through summer quarter.

A) ESC organizations should be re-recognized every spring quarter in order to sustain a voting membership for the following year.

B) If an ESC organization fails to be re-recognized, that ESC Organization will hold a non-voting position on the ESC until such time as they can be recognized.

C) Being re-recognized will consist of filling out a recognition packet and coming before the ASCWU Student Government to be recognized with a two-thirds affirmative recommendation of the ESC voting membership.

1-1.4.0 Non-Discrimination

1-1.4.1 The ESC will not discriminate in its membership on the basis of race, age, sexual orientation, gender, gender identity/expression, religion, national origin, physical disability, academic standing, or marital status.
1-2.0 ESC Organizations

1-2.1.0 Rights and Responsibilities

1-2.1.1 Every ESC organization shall have equal access to Central Washington University facilities if such facilities are offered. In this document, in compliance with the Washington Administrative Code, "facilities" does not include Washington state motor pool. These privileges may be revoked pending a decision outlined in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC).

1-2.1.2 Every ESC organization shall be required, at the beginning of fall quarter, to send the officers of each ESC organization to an ESC retreat for the purpose of training. The training may include Roberts Rules of Order, ESC Constitution, and ESC By-Laws.

1-2.2.0 Referential Input

1-2.2.1 The ESC may, with two-thirds (2/3) affirmative vote, pass statements of declaration and/or motions of intent to the ASCWU Student Government.

1-2.2.2 Such action requires the ASCWU Student Government to consider the motion within two weeks of passage through the ASCWU Equity and Services Council.

1-2.3.0 Recognition Process

1-2.3.1 A recognized ESC organization must have a membership of no less than five (5) members.

   A) These members must be enrolled students of CWU.

1-2.3.2 A recognized ESC organization must submit an updated constitution every two years to the ESC Chairperson.

1-2.3.3 A recognized ESC organization will follow the current recognition packet for ESC organizations for that year.

1-2.3.4 A recognized ESC organization will go before the ASCWU Student Government for recognition.

1-3.0 Advisors

1-3.1.0 Advisor Eligibility

1-3.1.1 At least one advisor of recognized ESC organizations needs to be an employed staff, faculty or administrator on the Central Washington University (CWU) campus.
1-3.1.2 All other additional advisors are at the discretion of the ESC organization.

1-3.1.3 Should an ESC organization have more than one advisor, they must designate a primary advisor, who needs to be an employed staff, faculty, or administrator on the CWU campus.

1-3.1.4 This advisor will assume responsibility for the ESC organization.

1-3.1.5 An employed staff, faculty, or administrator can serve as the primary advisor for only one ESC organization at any given time.

1-3.2.0 Advisor Responsibility

1-3.2.1 All forms relating to ESC organizations must be signed by the advisor employed on campus.

1-3.2.2 Additional responsibilities include the following:

A) Advise in all legal matters, whether they be city, state, or federal laws, or the rules, policies, guidelines, and regulations of CWU, the ASCWU Student Government, and the ESC.

B) Advise in all posted materials, and check that they are posted according to CWU advertising policies.

C) Advise and actively participate in the funds requesting process as directed by the current funds request packet. Make sure all steps are carried out correctly.

D) Advise in the interpretation of the ESC Constitution and By-Laws.

E) Check the ESC organization's account for sufficient funds with the ESC organization's financial officer (treasurer) and advise in all spending procedures.

F) Work as a liaison between the ESC organizations needs and the ESC Chairperson, Advisor, SURC accounting, and CWU.

G) Attend annual quarter ESC advisor training (See 1-3.3.3).

1-3.3.0 Equity and Service Council Advisor

1-3.3.1 The Advisor of the ESC shall be a Program Manager from the Center for Diversity and Social Justice or their designee.

1-3.3.2 The Advisor or their designee shall advise the ESC on matters relating to compliance with CWU policy and procedures.

1-3.3.3 The Advisor shall provide signature authority for all purchases on ESC budgets.

1-3.3.4 The Advisor shall assist the Chairpersons in the preparation of S&A budgets.

1-3.3.5 The Advisor shall work closely with the ESC Chairperson in overseeing ESC expenditures.
1-3.3.6 The Advisor shall distribute budget status reports on a monthly basis to the Chairperson and ESC organization representatives.

1-3.3.7 The Advisor shall provide annual training for all ESC Organization advisors.

1-3.3.8 The Advisor or their designee shall attend all ESC meetings and hold weekly one on one meeting with the ESC Chairperson.

1-3.3.9 The Advisor, with assistance from the Chairperson and SURC accounting, shall conduct training for ESC organization leadership on policy and protocol.

1-3.3.10 The Advisor shall house copies of all ESC records, including Constitution and By-Laws, for continuity purposes.

1-4.0 Officers and Representatives

1-4.1.0 Chairperson

1-4.1.1 The Chairperson of the ASCWU ESC shall be the Vice President for Equity and Community Affairs from the ASCWU Student Government.

1-4.2.0 Community Programmer

1-4.2.1 The Community Programmer of the ESC shall be hired by the Chairperson through an application process.

1-4.3.0 Executive Assistant

1-4.3.1 The Executive Assistant of the ESC shall be hired by the Chairperson through an application process.

1-4.4.0 Executive Board

1-4.4.1 The ESC Chairperson, ESC Advisor, Community Programmer, and the Executive Assistant shall compose the Executive Board.

1-4.5.0 Representatives

1-4.5.1 Each ESC organization must designate a representative from its membership to be recognized for a specified period of at least one quarter.

1-5.0 Term of Office

1-5.1.0 Chairperson
1-5.1.1 The Chairperson of the ASCWU ESC shall take office the first day of spring quarter of the academic year.

1-5.2.0 Community Programmer and Executive Assistant

1-5.2.1 The Programmer and Executive Assistant of the Council shall take office the first day of fall quarter the following year.

1-6.0 Meetings

1-6.1.0 Regular Meetings

1-6.1.1 Meetings of the ESC shall be held every week, fall, winter, and spring quarters, provided school is in session. The ESC Chairperson shall set the meeting dates and times.

1-6.2.0 Special Meetings

1-6.2.1 Special or additional meetings will be held if the Executive Board consider it necessary.

1-6.3.0 Presidents Round Table

1-6.3.1 The Presidents of every ESC organization shall meet at least once a quarter for a round table discussion with the chairperson, provided school is in session. The ESC Chairperson shall set the meeting dates and times.

1-7.0 Referendum

1-7.1.0 Any Representative in good standing may introduce referential input to the Council for consideration. Referendums shall be presented to the Chairperson two (2) days in advance of the Council meeting. A two-thirds (2/3) majority vote is required from ESC organizations in good standing. Referendums shall then be passed to the ASCWU Student Government for consideration. The Council reserves the right to take further action regardless of the ASCWU BOD decision on the matter.

1-8.0 By-Laws

1-8.1.0 Establishment of By-Laws

1-8.1.1 By-Laws shall be established to include rules, duties representatives, task forces, committees, appropriations, and matters of which clarification are required.

1-8.2.0 By-Laws Changes
1-8.2.1 Any member of the Council may propose By-law changes to the members of the ESC. A two-thirds (2/3) affirmative vote by the Council and a two-thirds (2/3) affirmative vote by the ASCWU Student Government are required for enactment.

1-8.3.0 Suspending the By-Laws

1-8.3.1 Any member of the Council may propose a By-Laws suspension to the members of the ESC. A two-thirds (2/3) affirmative vote by the Council is required for enactment. The representative of an ESC organization can only approach the Council for the purpose of suspension once on behalf of a specific situation or circumstance.

1-9.0 Constitution

1-9.1.0 Amending the Constitution

1-9.1.1 Proposals to amend this Constitution require a three-fourths (3/4) affirmative vote of both the ESC and the ASCWU Student Government, and approval by the ASCWU Council of Probity.

1-9.2.0 Suspension and changes of the Constitution

1-9.2.1 This Constitution shall not be suspended under any circumstances.

1-9.2.1 Changes to this Constitution shall only be by amendment. The representative of an ESC organization can only approach the ESC for the purpose of an amendment once on behalf of a specific situation or circumstance.

2-1.0 Enactment

2-1.1.0 This Constitution shall have full effect following a three-fourths (3/4) affirmative majority vote by the ASCWU ESC and a three-fourths (3/4) affirmative majority vote of the ASCWU BOD. This Constitution shall supersede and replace all previous ASCWU ESC Constitutions and By-Laws.

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