

ASCWU Equity and Services Council

CONSTITUTION

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 execute community service programs beneficial to the entire associated student body of Central Washington University and the community at large.

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 or Council.

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 -Student Government (ASCWU-SG) and the ESC. In the absence of the ESC Advisor sustained non-voting membership is afforded to the Diversity and Equity Center, the Center for Leadership and Community Engagement, the Wellness Center or Student Involvement for professional staff purposes. 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. The purpose of sustained non-voting membership from the above parties is to provide support, resources, and a sense of allyship or partnership with the ESC and their mission.

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. These organizations are to exist purely based on

the principles of education and advocating for student groups with intent to expand upon equitable opportunities for students both on and off campus.

- A) Student groups seeking membership within ESC must have been recognized as a Club for at least one year and be in good standing to be recognized as an ESC organization. The club must also attend ESC meetings for an entire year before being eligible to apply for new ESC organization status. Student groups are able to simultaneously attend Club Senate and ESC and apply for recognition as an ESC organization after one year.
- B) Student groups must start their year-long attendance process at the first meeting of any quarter of their choosing, but if they miss more than one meeting per quarter, then their attendance record is to be set back one quarter. (see appendix)
- 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 in accordance with 1-1.1.2
 - C.i.) After three consecutive quarters of attendance Clubs are eligible to become an ESC Organization. Clubs will have voting rights but will be unable to access funds (Voting-non-funded clubs still have the opportunity to ask for funds from the ESC General Fund). They will be given an allocation of funds the following fall quarter. Voting-non-funded Organizations are held to the same standards as other ESC Organizations.
- 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; however, an advisor is not to serve as the advisor for more than one recognized organization.

1-1.1.3 Every ESC organization must volunteer a minimum of fifteen hours per quarter on campus and local community services. Include dates in regards to summer quarter! 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. Five of those hours must be dedicated to serving or supporting another ESC organization, or club, at the discretion of the Chairperson. The additional ten may be completed at the previously listed entities.

1-1.1.4 If an ESC organization misses a quarter of its volunteer requirements, that ESC organization will fall into bad standing at the beginning the following quarter for one month (30 days). If those hours are submitted late, the organization will be in bad standing until submitted. If hours are not submitted, they have 30 days to submit the fifteen hours. Hours will compound if not submitted. (e.g. if Organization issues hours of two quarters, they will need to turn in 45 hours in the third 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 Community Engagement Form that will list what the volunteer service was, when the event occurred, and which ESC organization, club, or community entity sponsored the event and or activity.

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. For example, five members of an ESC organization who volunteer for one hour at the same place or event at the same time cannot count that service as five hours. This would count as one hour. If an ESC member belongs to multiple organizations, they cannot count the same hours for multiple Organizations. However, they can distribute their hours among the organizations they belong to. For example, if a member volunteered for four hours, they may give two of those to one organization and two to another organization. Separate forms must be submitted for each organization.

1-1.1.6 ESC Community Engagement Forms must be submitted to the ESC Chairperson 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 lack of compliance.

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 by 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 must 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 nonvoting 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 identity/expression, religion, national origin, veteran status, ability status, academic standing, or marital status. If individuals or entire ESC organizations are unable or unwilling to abide by the non-discrimination policy, they will be asked to undergo mediation at the discretion of the Chair and the ESC Advisor.

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 is required, at the beginning of fall quarter, to send the executive board of each ESC organization to an ESC retreat at the beginning of fall and spring quarter for the purpose of training. The training may include, but will not be limited to, Roberts Rules of Order, ESC Constitution, ESC By-Laws, and ESC Handbook.

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. If the organization has less than five members, they will receive one quarter to expand their membership. After one quarter, if the organization still does not have five members, their funds will be frozen and they will not have voting rights. At spring quarter, the organization will be unable to gain re-recognition status if they do not have sufficient membership.

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 at Central Washington University (CWU).

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 at CWU.

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 as needed.

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 SURC Accounting 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 ESC advisor training (See 1-3.3.3).

1-3.3.0 *Equity and Services Council Advisor*

1-3.3.1 The Advisor of the ESC shall be a staff member from the Diversity and Equity Center 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 Chairperson 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 summer 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 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 and their Advisors 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 Student Government 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 of representatives, task forces, committees, appropriations, and matters of which clarification are required.

1-8.2.0 *Changes to the By-Laws*

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 Student Government. This Constitution shall supersede and replace all previous ASCWU ESC Constitutions and By-Laws.

Last Updated: April 24, 2019

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