

ASCWU Equity and Services Council

BY-LAWS

TITLE I

BY-LAWS 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 neutral pronouns in these By-Laws. Each designation is to be construed to include others where appropriate.

TITLE II

THE ASCWU EQUITY AND SERVICES COUNCIL EXECUTIVE BOARD

Article I Duties of the Chairperson

1.1 The duties of the ASCWU ESC Chairperson shall include:

- A. Serve as Chairperson in directing the ESC meetings and voting only in the event of a tie.
- B. Issue an initial agenda and have it available to the public no less than 24 hours prior to a regularly scheduled meeting.
- C. Serve as liaison between the ESC and the ASCWU Student Government
- D. Create committees, task forces, and other such bodies deemed necessary by the Chairperson or majority of the Representatives.
- E. Follow the ESC guidelines for Officers and Representatives.
- F. Interpret and enforce the provisions of the Constitution and By-laws.
- G. Act as or designate a public spokesperson for the ESC. The Chairperson shall report such statements at the first ESC meeting after the comments become public.
- H. To form and chair a committee to revisit and revise the ESC Constitution at least every two years from the last revision.

1.2 The power of appointment

- A. It shall be the responsibility of the Chairperson to appoint members of the ESC to all committees, task forces, and other such bodies deemed necessary by the Chairperson or by the majority of the Representatives.

B. It shall be the responsibility of the Chairperson to conduct an application process and hire individuals to fill the Executive Board.

C. It shall be the responsibility of the Chairperson to fill any vacancies when there is no applicant.

D. The Chairperson reserves the right to hire more than one Executive officer if the need arises, or by a two-thirds (2/3) affirmative vote of the voting members. The Chairperson shall inform the ESC in their report of any such hiring.

Article II Duties of the ESC Executive Assistant

2.1 Duties of the Executive Assistant shall include:

A. Serve as the financial officer and administrative assistant of the ESC.

B. Work at least 15 to 19 scheduled office hours per week excluding finals week, unless otherwise instructed by the Chairperson.

1. Office hours begin the first full week of the academic quarter (fall, winter, and spring). Office hours are to be maintained as long as the Executive Assistant is in office.

2. The Executive Assistant may work limited summer hours at the discretion of the Chairperson.

2.2 Responsibilities of the Executive Assistant concerning the financial matters.

A. Assist the Chairperson and ESC as a resource on any motions containing a fiscal impact.

B. Assist in any financial responsibilities as deemed necessary by the Chairperson.

C. Follow the ESC guidelines for Officers and Representatives.

D. Assume the duties of the ESC Chairperson in their absence.

E. Monitor the attendance of the Representatives, and keep a record of attendance on file for future reference.

F. Determine eligibility for funds based on attendance and compliance with the ESC Constitution and By-Laws.

G. Bring to the attention of the Chairperson relevant constitutional considerations based upon constitutional interpretation.

2.3 Responsibilities of the Executive Assistant concerning the ESC's funds.

A. It shall be the responsibility of the Executive Assistant to provide the ESC with a summary of monetary activities per monthly report.

B. It shall be the responsibility of the Executive Assistant to prepare an allocation report, available within 24 hours of the ESC meeting, for distribution to interested parties.

C. It shall be the responsibility of the Executive Assistant to provide the ESC with an itemized, written report of monetary activities, at the last meeting of each quarter.

D. It shall be the responsibility of the Executive Assistant to prepare a yearly report of all fiscal matters pertaining to the Council. The report shall be complete by the end of spring quarter and shall be distributed at the last meeting of spring quarter.

E. It shall be the responsibility of the Executive Assistant to keep record of all requests presented to the ESC, and to place such requests on file for future reference.

F. It shall be the responsibility of the Executive Assistant to maintain communications of a financial impact between SURC Accounting, and the ESC. This should happen three times each quarter: once at the beginning, to state available funding for the quarter, once in the middle of the quarter, stating a current update of funding, and one at the end of the quarter, reflecting on the whereabouts of the budget.

G. It shall be the responsibility of the Executive Assistant to present a budget for the academic school year to the ESC at the first meeting of every quarter.

2.4 Responsibilities of the Executive Assistant concerning administrative work.

A. Create and update a list of meeting times and places for all voting and non-voting ESC organizations each quarter.

B. Assist the Chairperson in the creation and updating of an ESC Handbook.

C. Assist the Chairperson in the Organization of the Year selection and follow up procedure.

D. Assist the Chairperson in any secretarial duties including the taking of minutes at ESC meetings.

E. Serve as otherwise directed by the Chairperson or majority of the Representatives.

Article III Duties of the ESC Programmer/Community Liaison

3.1 Duties of the Programmer/Community Liaison shall include:

A. Serve as the contact between city officials and the ESC.

B. Schedule meetings with the Ellensburg Downtown Association as necessary to discuss events and community engagement opportunities occurring within the community.

C. Will work between 10 and 19 scheduled hours per week excluding finals week, unless otherwise noted by the Chairperson.

D. Collaborate with ESC representatives on student programming for the ESC.

E. Plan at least one program devoted to promoting unity within the ESC per quarter.

F. Plan at least one program dedicated to outreach within the greater Ellensburg Community, in which the ESC participates and promotes Central Washington's University's community.

3.2 Responsibilities of the Community Programmer concerning the ESC public relations.

A. It shall be the responsibility of the Community Programmer to contact the media promoting activities of the ESC as directed by the Chairperson or the ESC.

B. It shall be the responsibility of the Community Programmer to continue to explore ways of promoting the ESC and/or organizations in conjunction with the Chairperson.

Article IV Equity and Services Council Officer Stipends

3.1 The Chairperson

A. The Chairperson shall not receive compensation from the ESC.

3.2 The Executive Officers

A. An hourly wage as deemed appropriate by the Chairperson shall serve as compensation for an officer's work over the period of one quarter. Payments will be made according to regular University pay schedule.

B. Should an officer not fulfill their duties, the Chairperson reserves the right to suspend pay and/or remove the individual from the Executive Board.

TITLE III

THE ASCWU EQUITY AND SERVICES COUNCIL REPRESENTATIVES

Article I The Duties and Responsibilities of the Representatives

1.1 Duties of the voting member organization's Representative shall include:

A. Serve as a voting member of the ESC.

B. Vote on behalf of the represented organization. An organization Representative is allowed one vote per issue.

- C. Serve as a liaison between the organizations they represent and the ESC.
- D. Serve on any committees, task forces, and other such bodies as directed by the Chairperson and/or the ESC.
- E. Follow the ESC Guidelines for Representatives.

1.2 Duties of non-voting member organizations Representative shall include:

- A. Serve as a non-voting member of the ESC.
- B. Serve as a liaison between the organization they represent and the ESC.
- C. Serve on any committees, task forces, and other such bodies as directed by the Chairperson and/or the ESC.
- D. Follow the ESC Guidelines for Representatives.

1.3 Responsibilities of the Representatives shall include:

- A. It shall be the responsibility of the Representative to present requests for funds in advance of the event at ESC meetings.
- B. It shall be the responsibility of the Representative to attend the ESC meeting when the request for funds is scheduled to be presented in order to make a presentation and answer questions from the ESC members. Failure to appear will automatically eliminate the request.
- C. It shall be the responsibility of the Representative to report on events and file a wrap-up report with the Executive Assistant for their organization for which funds were allocated at the first ESC meeting after the event has occurred.
- D. It shall be the responsibility of the Representative to report to the ESC Chairperson of any changes of plans or cancellations that pertain to events funded by the ESC.
- E. It shall be the responsibility of the Representative to produce all pertinent receipts of the trip or event to the ESC Advisor/ SURC Accounting office within 2 weeks of the date of the report back.
- F. It shall be the responsibility of the Representative to have a working knowledge of the Constitution and By-Laws.

TITLE IV

DUTIES OF THE ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY EQUITY AND SERVICES COUNCIL

Article I Duties of the ASCWU Equity and Services Council

1.1 The duties of the ASCWU ESC shall include:

A. Decide the policy of the ESC with regard to issues affecting organizations recognized by the ASCWU Student Government. The ESC may reserve the right to pass such decision to the ASCWU Student Government. Such policy shall be printed and placed on file for future reference.

B. Confirm, reject, or remove appointments made by the ESC Chairperson on ESC recognized agencies, committees, and task forces as set up by the ESC.

C. Create ASCWU standing committees, agencies, and task forces on behalf of the ESC.

D. Set policies or procedures for the ESC, whether on to itself as a whole or for individual offices of the ESC. Such policy shall be printed and placed on file for future reference.

E. Approve or disapprove the allocation of funds to organizations upon request. The ESC reserves the right to approve the allocations for funds as presented, approve allocations with revisions, or disapprove the request.

F. A quorum must exist before any business can take place.

G. A majority of the seated voting members shall constitute a quorum. This majority must include the Council Chairperson.

1.2 This article shall be in no way construed to limit the power of the ESC as set forth in the ESC Constitution, By-Laws; Washington State Administrative Code (WAC); and the Revised Code of Washington (RCW).

TITLE V

ASCWU EQUITY AND SERVICES COUNCIL GUIDELINES

Article I Guidelines for ESC Officers

1.1 Eligibility for ESC Officers

A. Must be a student enrolled in at least six credits at CWU and in good standing.

Article II Guidelines for Representatives

2.1 Eligibility for Representatives

A. Must be a member of an ASCWU recognized organization.

B. Must be a student at CWU in good academic standing.

2.2 Restrictions for Representatives and Alternates

- A. No single member can represent more than one organization.
- B. No Representative shall serve on the ASCWU Student Government or Council of Probity.
- C. The president or other elected officer of an organization may represent their organization in the absence of the Representative.

Article III Attendance

3.1 An organization will be in good standing when the following occurs:

- A. Upon the organization's initial recognition by the ASCWU Student Government.
- B. Refer to "1-1.2.0" of the ESC Constitution.

3.2 An organization will cease to be in good standing when the following occurs:

- A. The organization's has failed to be represented at more than three ESC meetings in one quarter.
- B. Refer to "1-1.3.0" of the ESC Constitution.

Article IV Responsibilities of Organization Members

4.1 Responsibilities of organization members at events funded in part or in whole by the ESC shall include the following:

- A. Individual members shall conform to the laws of the State of Washington and those of the United States of America.
- B. Individual members shall conform to the rules, policies, guidelines, and regulations of CWU, the ASCWU Student Government and the ESC.
- C. Individual members shall consider themselves representatives of their organization and this University at all functions.
- D. An organization may be defined as one or more individuals when representing CWU at conventions, seminars, games, etc.

TITLE VI

HIRING OF EQUITY AND SERVICES COUNCIL EXECUTIVE OFFICERS

Article I Acquisition of the ESC Executive Board

1.1 The hiring of ESC Executive Officers excluding the chair, will occur as follows:

- A. Applications for the following year will be accepted preceding the ASCWU Student Government spring quarter election under the new administration of the Vice President of Equity and Community Affairs.
- B. The interview process for the applicants will be at the discretion of the new Chairperson.
- C. The position(s) shall remain open until such time that they are filled by the new Chairperson.
- D. The term of office shall be the first day of fall quarter through the last day of spring quarter, with the potential for summer hours.
- E. Refer to “Title II 1.2” of the ESC By-Laws.

TITLE VII

PROCEDURES FOR VACATING AN OFFICE

Article I Termination of an Equity and Services Council Officer

1.1 Termination of an ESC Officer, except for the Chairperson, will occur when:

- A. An ESC Officer is placed on academic probation for two (2) consecutive quarters.
- B. An ESC Officer’s accumulative GPA drops below 2.5 at CWU.
- C. A three-fourths (3/4) majority vote of the ESC to terminate an officer after one month’s notice had been given by the Chairperson to rectify the carrying out of their duties and responsibilities.
- D. The Chairperson has the authority to terminate an Executive Officer provided that the officer has repeatedly violated their constitutional duties.

1.2 The termination of the Chairperson shall be in accordance with the ASCWU Student Government Constitution and By-Laws.

Article II Resignation of an ESC Officer

2.1 The resignation of an ESC Officer will occur when:

- A. An Officer submits a letter of resignation to the Council Chairperson. Such a letter shall be unconditional with the exception of an exact listing of a calendar day when such resignation takes effect.

TITLE VIII

ASCWU ESC SUBSIDIARY BODIES

Article I Subsidiary Bodies

1.1 The ESC shall have the power to create any subsidiary body it deems necessary.

A. The subsidiary body shall be created upon a two-thirds (2/3) majority vote of the ESC.

B. The ESC must approve the policies and procedures of such bodies prior to their existence.

TITLE IX

EQUITY AND SERVICES COUNCIL JUDICIAL PROCEDURES

Article I Council of Probity

1.1 The Council of Probity shall have jurisdiction over the ESC as follows:

A. All disputes concerning the interpretation of the ESC Constitution and By-Laws will be examined by the Council of Probity.

B. All disputes between clubs and/or organizations shall be heard by the Council of Probity.

C. All disputes between the ESC, the Executive Board, or the Chairperson and a club or organization shall be heard by the Council of Probity to determine if the ESC Constitution and By-Laws have been followed.

Article II Council of Probity's power of review

2.1 The Council of Probity's power of review over constitutional and policy decisions made by the ESC shall be as follows:

A. The Council of Probity shall have the right to review motions and new policies passed by the ESC to determine if such motions are within the scope of its power, stated or implied. Motions and policies which are found to be outside the scope of the ESC's power will be sent back to the ESC for revision.

B. The Council of Probity shall have the right to review policy decisions that have been made by the ESC, Executive Board, or the Chairperson. This shall include the right to review any conflicts between a club or organization and the ESC, the Executive Board, or the Chairperson when an appeal is made to the Council of Probity.

2.2 The Council of Probity shall settle disputes between clubs and/or organizations as follows:

A. The Council shall obtain all relevant policies passed by either the Student Government or the ESC.

B. The Council, after hearing the case and reviewing the appropriate policy, shall issue a ruling explaining how the policy applies and the appropriate actions to be taken by parties involved.

C. If no policy is applicable, the Council of Probity will issue an advisory opinion concerning the matter. The parties involved shall not be bound by advisory opinions. At no time shall the Council of Probity create or amend policy.

2.3 The Council of Probity shall resolve conflicts between a club or organization and the ESC, the Executive Board, or the Chairperson in the following manner:

A. Conduct an informational meeting with parties involved.

B. Issue in writing a letter agreeing that such action was within the scope of the Constitution, stated or implied.

C. Issue in writing a letter explaining why the action taken was not within the scope of authority or power according to the Constitution, stated or implied. The case will then be returned to the ESC or the Executive Board for revision. The case will again be heard by the Council of Probity to determine if the revision is now in line with the Constitution. This shall continue until the action taken by the ESC or the executive board is deemed constitutional.

TITLE X

EQUITY AND SERVICES COUNCIL FUNDS

Article I Eligibility for Funds

1.1 Eligibility for funds will be established after meeting the following criteria:

A. The organization has been recognized for the current year by the ASCWU Student Government.

B. The organization has a Representative.

C. The organization has achieved good standing.

D. The organization has presented the request to the ESC

1.2 Outside entities recognized by Central Washington University may request funding from ESC up to \$1000. The funding should be used to further the mission of ESC as outlined in the preamble, and must be affirmed by simple majority vote of the voting members present. Funds must be used in accordance with Washington State law, Central Washington University, ASCWU Student Government, and ESC policies.

1. All requests approved are subject to all articles of Title X of the ESC By-Laws.

Article II Requests for Funds

2.1 Requests for funds shall be made in accordance with the following:

A. A request form for funds must be properly and completely filled out and submitted to the Executive Assistant. If the amount is less than \$200.00 the form must be submitted at least five (5) business days prior to the following ESC meeting at which it is to be heard. If the amount is more than \$200.00 then the form must be submitted at least ten (10) business days prior to the ESC meeting at which it will be presented.

B. All requests in the amount of \$200.01, or more, will be tabled by the ESC until the following meeting. This allows for voting ESC organizations to discuss the request with organization membership. Approval or denial of request will be made at the meeting one week after the request was presented to the ESC.

C. Upon approval by the Council, all vendor or speaker contracting proposals must be submitted to the ESC Advisor 30 business days prior to the following ESC Meeting for processing.

D. All travel must be submitted 30 business days in advance of travel, otherwise funds will be reimbursed after the fact. There will be no exception to this policy.

E. All requests must be presented to the ESC before the event has occurred, in accordance with University guidelines.

1. The proposing presentation to the ESC shall not exceed a time limit of five (5) minutes.

2. Reports/presentations, when necessary, on funded trips shall not exceed a time limit of five (5) minutes.

3. The process for summer funds request shall be decided on by the sitting ESC before the end of spring quarter and must be affirmed by a simple majority vote of the ESC.

F. The nature of the event must clearly be established to directly relate to the purpose of the organization as stated in its constitution and/or clearly benefit the establishment of the organization or ESC.

G. Only one request per event from a single organization shall be allowed. Exceptions can be allowed by the Chair for unforeseen circumstances.

H. No organization's request can be denied presentation if the request meets all the necessary criteria according to the ASCWU ESC Constitution, By-Laws, and ESC Handbook.

Article III Appropriation of Funds

3.1 Approving Funds shall be as follows:

A. Quorum shall be required in order to appropriate funds.

B. The ESC will render a decision to allocate the money requested, allocate the money with revision, or deny the request entirely.

C. Appropriations will be made contingent upon compliance with the laws and procedures of Washington State, Central Washington University (CWU), Associated Students of Central Washington University (ASCWU), and the ASCWU ESC. Failure to abide by any of the above mentioned documents may constitute the loss of funds.

D. The maximum allocation per person shall be \$300 per request for conferences and travel for non-ESC student groups. ESC organizations are able to request more than \$300 per request per person for conferences and travel if they choose. The maximum allocation per fiscal year for an organization shall be \$3500. All allocations are subject to availability of funds and approval of the regulating body.

1. Requests for funds are limited to travel expenses: including motor pool, private car gas mileage, airfare, and other expenses relating to transportation; registration: including admission fees, guest speakers, advertising, supplies, copying or advertising costs, lodging; and educational supplies.

2. Food items cannot be purchased at the Councils expense unless provided for an event registration, or with specific approval from the Dean of Student Success on a case-by-case basis.

E. The ESC Chairperson shall have the authority to purchase necessary office supplies (e.g. printer cartridges, commuting and telecommunication services, pens, paper, etc.) up to \$150.00 per quarter with the signature approval of the ESC Advisor. Purchases shall be detailed in the ESC Chair's report. Requests for additional funds must be presented during ESC general business meetings.

F. Any request up to \$200.00 shall come before the ESC Executive Board for written approval. All funding approved will be outlined in the Chair's meeting report.

G. Every voting member organization will be allotted \$100.00 for supplies, and every non-voting member shall be allotted \$50.00 for supplies, at the beginning of fall quarter to be used throughout the academic year.

Article IV Restriction on Funds

4.1 Funds are restricted by the following:

A. Any organization not following the laws of the State of Washington or the United States of America, or the rules, policies, guidelines, and regulations of CWU, the ASCWU, or the ESC

must reimburse the ESC for all funds allocated for the trip at which the incident occurred. Traffic and parking violations will not be reimbursed by the ESC.

B. Any organization may be subject to one or more of the following disciplinary actions:

1. The organization may lose the right to request funds for up to two (2) years.
2. The organization may lose the right to use State facilities including, but not limited to, meeting rooms, advertising, and motor pool.
3. The organization may lose recognition by the ASCWU Student Government.
4. The organization may be forced to pay restitution to the offended party (if and when appropriate).
5. The organization may be requested to place members involved in the incident on probation, thereby excluding them from activities during the probation.

4.2 The Chairperson shall seek the written, advisory recommendation of the members of the executive board concerning further punishment. The preceding is not meant to limit other means of disciplinary actions by the ESC and ASCWU Student Government.

A. The ESC reserves the right to cancel allocations prior to the event if the request was found to be fraudulent or if the money is to be used for fraudulent, discriminatory, or inappropriate purposes. Such action will be taken by the Chairperson after the written advisory recommendations of the executive board members have been considered.

B. Any organization in bad standing will be unable to request funds. Good standing must be restored before requests can be accepted and allocated.

C. Any club or organization who fails to complete all the necessary paper work affiliated with funds allocated from the current year's budget prior to the last day of spring quarter is subject to lose the allocated funds.

D. Any outstanding allocations on June 30 of the current year will automatically be lost.

E. Any organization or outside entity, which does not present an oral wrap-up report to ESC five (5) business days after the event occurs will lose their funding for the event. Any exceptions must be made with the Chair prior to the meeting. Summer events will report during the first ESC meeting of fall quarter.

F. All receipts must be turned into the SURC Accounting Office/ ESC Advisor within two weeks following the scheduled report back to ESC. If receipts are not turned in by the scheduled time, no funds can be received by the requesting organization, and the previously allocated funds are put back into the ESC budget.

Last Updated: April 24, 2019