

## WWU African Caribbean Club

### Charge and Charter

January 2008

#### I. Purpose

The African Caribbean Club is a branch of the Ethnic Student Center at Western Washington University. What we provide is a cultural outlet for all members of the community with any African or Caribbean background and our allies. We celebrate, express, and share our culture through a variety of programs.

#### II. Executive Board

**President:** The president is to allocate and clarify responsibilities to executive board members and make sure that they are carried out. They are to remind people of deadlines, lead the general and executive board meetings, and mediate conflict between executive board members. It is important to remain professional, respectful, and as objective as possible.

**Vice President:** The Vice President is to retain an open and constant line of communication with the President, and assist them with any necessary duties. When necessary, they are to act as a liaison between the President and other executive board members. They must also act as a proxy in the absence of the President.

**Secretary:** The Secretary is to take minutes during both general meetings and Executive Board Meetings, and develop agendas for meetings with the President. They are also responsible for making the official program for the annual ACC Culture Night.

**Steering Representative:** The Steering Representative acts as the liaison between the club and the ESC Steering Committee. They are required to attend all ESC Steering Committee meetings, and make a report what happened at the following club meeting. The report is to include the balance for ESC programming fund, any information items that need to be voted on, and any policy changes in the ESC. They must also keep the club updated on programming dates for other clubs to avoid scheduling conflicts. They are also to encourage club members to participate in other events in the ESC. To have a legal vote in the ESC Steering Committee, they must also complete mandatory ESC Steering Representative training.

**Public Relations Representative:** The Public Relations Representative is to publicize the ACC and their events, fundraisers, socials, and outside functions to both group members and the WWU community. It is important to work closely with the AS Publicity Center and meet publicity deadlines.

**Treasurer:** The Treasurer is responsible for managing both the ACC club account and ACC Culture Night account, and spearheading fundraising efforts. They are also required to handle all expenditure requests, funding requests, purchase orders, ect. The Treasurer must attend AS Budget Authority Training.

### III. Elections

**Nominations:** Nominations are made for executive board positions at the third meeting of Spring Quarter. People are allowed to nominate themselves. Nominees have until the next meeting to accept nominations.

**Elections:** Elections will be held during the fourth meeting of Spring Quarter. Each nominee is required to address the club with an explanation of their qualifications and future goals for the club (restricted to a minute and a half). After all of the nominees have addressed the club, elections will be held via paper ballot where majority rules. The ballots are to be counted aloud during the meeting by the President. Each executive board position is to be held from Fall Quarter to Spring Quarter the following school year.

**Resignation:** In the event that the President is to resign, the Vice President will take their place as the new President. The Vice President position will then be filled using the previously stated election process an appropriate timeline. In the event that any other Executive Board position becomes vacant, an election will be held to fill the position. The election will also follow the previously stated election process with an appropriate timeline.

### IV. General Decisions

General decisions will be made by consensus. If consensus cannot be reached, decisions will be made by a raise of hands where majority rules.

### V. Quorum

Quorum is not necessary in general club meetings. In regards to Executive Board meetings, quorum is required to vote on any decisions.

### VI. Amendments

All amendments require an approval by a majority vote by the ACC Executive Board.