

South Asian Student Association Charge & Charter

February 28, 2008

I. Purpose

The South Asian Student Association is a club that is under the Ethnic Student Center at Western Washington University. We strive to provide a cultural hub for those who are from South Asia and those who can/would like to relate to the region.

II. Executive Board

President- The president is to delegate well defined duties to executive board members while making sure the tasks are completed. He/she will be responsible for sending out reminders for important dates, leading general and board meetings, and resolving issues within the organization. The president will emphasize on organization and communication amongst club members and officers. The president will hold the right to sign off on expenditure forms. The duty to go to President's Councils Meetings will be shared with the Vice President.

Vice President -The Vice President is obliged to keeping in close contact with the president and to help the President to maintain the foundation of the club. The Vice President will act as an intermediary between Executive Board Members and the President. In times of the President's absence the Vice President shall preside over the current duties. In the case that the President should step down, the Vice President will become president.

Steering Representative- The Steering Representative shall act as the representative of the organization within the Ethnic Student Center. They are required to attend all ESC Steering Committee meetings. Following the meeting the Steering Rep. must come to the next club meeting with the balance for the ESC programming fund, any information items that need to be voted on, and policy changes in the ESC. They are also required to communicate any news received from the ESC to the organization and vice versa. In order to be able to vote at the ESC Steering Committee the Steering Representative must attend ESC Steering Representative Training.

Budget Authority- The Budget Authority will be responsible for managing the SASA club account. They are also required to handle all expenditure requests, funding requests, purchases, contracts, and to keep the club informed about their financial status. Budget Authority must attend AS Budget Authority Training.

Events Coordinator- The events coordinator is a position intended to

encourage leadership amongst incoming Freshman. Thus the Events Coordinator must be a Freshman. Elections for the Events Coordinator position will happen within the first two meetings of the year. The Events Coordinator is to facilitate and plan all intra organizational events, marketing these events to club members, and to recruit new members. The Events Coordinator must approach the Executive Board with all proposals before carrying them out. In order for a proposal to pass it must receive a majority vote from both members and officers.

Publicity- This position requires the individual (s) to assume all responsibility for marketing the club and events, creating posters and artwork for the club and events, and taking care of all publicity related tasks. The public relations officer is also in charge of attendance in general meetings as well as officer meetings, in order to maintain a record when it comes to times of election.

III. Elections

Nominations: Nominations for executive board positions will be done at the third meeting of the Spring Quarter. Individuals can nominate themselves and nominees have until the following meeting to accept the nomination.

Elections: Elections will be held at the fourth meeting of the Spring quarter. All nominees are required to address the organization with a short speech explaining why they are the best candidate for the position. After all nominees have addressed the club, voting will take place via paper ballots. Votes will be counted immediately after all votes are received. Votes will be counted aloud by a third party non-SASA individual, along with the president of SASA. Each executive board member's term will run for the entire school year (Fall quarter to Spring quarter). In order to vote in elections, one must be an active member and WWU student. This status is confirmed by attending 50% of the meetings up until elections.

Resignation: In order to resign from a position all exec members are required to meet with all of the officers to discuss the issues at hand with a mediator from the ESC. If one still wishes to resign, there will be a written statement addressing the organization and officers. If any other Exec Member resigns an election will take place to fill the vacancy (to view process, view "Elections").

IV. Membership

In order to be considered an active SASA member the individual must have attended 50% of meetings during the duration of the school year (Fall Quarter to Spring Quarter).

V. General Decisions

General decisions will be made by a consensus. If consensus cannot be reached, decisions will be made based on hand-raise voting in which majority rules.

VI. Executive Members Meetings

Officers must attend 75% of all executive board meetings, with the exception of two permissible absences. In order to miss a meeting, there must be an legitimate reason (flu, study group, family issues) through an excused absence. The president and vice president should be aware of this situation two days before the executive members' meeting. In the circumstance that there need to be a replacement of the defaulted position; i.e. an executive officer has class during the time of the board meeting is permissible through the election and resignation process. If an office misses meetings repeatedly due to sudden occurrences the meeting is allowed to be rescheduled. The issue of someone being replaced due to their lack of appearance in meetings is done by voting of the officers present. This must be a consensus or majority (approximately 50%) voting in favor of that particular person being replaced. The importance of having regular officer meetings because when decisions are being made in the executive board, there needs to be a 75% attendance/quorum, in the means of having an effective representation of opinions.

VII. Amendments

Before passing an amendment, there must be a quorum by Executive Board Members and an approval by a majority of the club members.