I. CHARGE
Steering committee is charged with disbursing programs funds that are
granted by the Associated Students (AS) Board of Directors by:
• Responsibly and equitably managing the funds allocated to the Ethnic
  Student Center (ESC) clubs from AS budget FXXESP-ASBEAG.
• Serving as a forum for ESC interclub dialogue and support.
• Reporting clubs’ ongoing activities to the committee.
• Place stipulation on the activities of the requesting ESC club, if
  necessary.
• Providing guidance on proper adherence to policies and procedures.

II. MEMBERSHIP
AS Vice President for Diversity (non-voting, Chair)
One representative from each current ESC ratified club)-(voting)
AS ESC Cultural Education Coordinator or ESC Internal Coordinator,
Assistant Coordinator for Club Events (non-voting)
AS Club Business Director (non-voting)
Secretary (non-voting)
ESC Assistant Director/Program Coordinator (or designee) (non-voting,
advisor)

III. CHAIR
The Chairperson shall be the Vice President for Diversity. They shall
convene the meetings, approve agendas, and preside at all meetings.
There shall be a floating co-chairperson to assist the Chair in facilitating
each meeting. Each voting representative is encouraged to act as co-
chairperson at least once during the academic year.

IV. MEETINGS
Meetings shall be called by the Chair. The committee shall meet weekly
with a minimum of twenty-four (24) hours notice. Meetings may also be
called by any member with support of at least twenty-five percent (25%)
of the seated, voting membership.

V. VOTING
In order for a motion to pass, it must obtain a majority of the legal votes
cast. An abstention shall not count as a legal vote cast. In the event of a
tie, the AS Vice President for Diversity shall be granted the tie-breaking
vote.

VI. QUORUM
A majority of the voting membership shall constitute a quorum. If a
quorum is not present, the Chair will adjourn the meeting and reschedule
to a new day and hour.

VII. FUNDING
In the event there are any leftover funds in the Steering Committee budget
at the end of the year, the ESC Coordinator shall have the authority to
reallocate funds for the sole purpose of settling any ESC Club events
accounts. This will be done with the discretion and advice of the Finance
Director and AS VP for Diversity before the fiscal year ends. Any
decisions made in the Steering committee may be subject to review or
approval by the AS Board of Directors.
YIII. SUBCOMMITTEES In order to provide for coordination and direction, the committee may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the committee with respect to procedure.

IX. RULES OF OPERATION The committee may adopt and amend rules of operation governing its operation by a majority vote of the committee, subject to review or approval by the AS Board of Directors.

X. AMENDMENTS This Charter may be amended by a majority vote of the AS Board of Directors.

XI. REPORTAGE This committee shall report to the AS Board of Directors through the AS Vice President for Diversity.