**Constitution of the Iowa State University**

**American Sign Languages Club (ASL Club)**

**Article I: Name and Affiliation**

The name of the organization shall be the American Sign Language Club, hereafter referred to as ASL Club.  ASL Club shall be affiliated with Iowa State University.

**Article II: Purpose**

**Section One:** The American Sign Language club is an Iowa State University campus organization open to ISU students, faculty, professionals and surrounding community residents. ASL club is for those who are interested in learning about ASL and Deaf Culture, as well as socializing and interacting in ASL with Deaf and Hard of Hearing people.

**Section Two:** ASL Club abides by and supports established Iowa State University policies, State and Federal Laws and local ordinances or regulations.  ASL Club agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

**Article III: Membership**

Membership is offered to any students or community member wishing to learn or share their knowledge of American Sign Language.  Active members shall include all students, and community members, and voting community members that meet the requirements of the ASL Club membership process.  Anyone who is a member of ASL Club thereof shall be bound by all sections of this constitution.

Both Iowa State University and ASL Club do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran.

 **Section One:** Members shall pay dues in a timely fashion. Dues shall be payable at $15 per semester, or $20 per year- Fall and Spring Semesters combined. Dues may be paid at any time, on submission of an application.

 **Section Two:** Members must behave in a manner according to Deaf Culture and Community values and norms. Membership may be rescinded by ¾ vote of Club officers if a member exhibits repeated unbecoming behaviors.

 **Section Three:** Student members are individuals who are currently enrolled at least half time as Iowa State University. Student members are afforded both the privilege to run for elected office, as well as cast a vote in elections and other general membership business.

 **Section Four:** Community members are individuals enrolled less than half time as an Iowa State University student, or are not enrolled at all. Community members may neither run for elected office, nor may they cast a vote in elections and other general membership business.

 **Section Five:** Voting community members are individuals enrolled less than half time as an Iowa State University student. Voting community members may not run for elected office, but they may cast a vote in elections and other general membership business.

**Article IV: Advisors**

The advisor of ASL Club is selected once and maintains that position until either resigning or removed.  The Advisor provides advice to the cabinet and is responsible for authorizing all purchases of ASL Club through both the Voucher system and the Purchasing Card system.

**Article V: Legislative Body**

**Section One: Members**The Legislative Body will be composed of all voting eligible ASL Club members.  All eligible members attending an official membership meeting have the right to vote.

**Section Two: Meetings**

Scheduled meetings will be held at a time and place determined by the Officers through a process of membership consensus, inasmuch as possible. Membership meetings and activities will be scheduled, inasmuch as possible, at the beginning of each semester, and be posted publicly.  Notice of all meeting changes, additions, and cancellations will be made at least twenty-four (24) hours in advance of the meeting. Meetings will be conducted, primarily, in American Sign Language.

**Section Three: Voting**

The quorum necessary to conduct business at a meeting shall be ¼ of the membership. All election procedures must have a ¼ participation of the members to be considered valid.  During meetings, voting will be based on a majority poll. Community members and the Advisor cannot vote.

**Article VI: Officers**

**Section One: Positions**Per ISU Student Organization Recognition Board requirements, the Cabinet will be comprised of a President and Treasurer, at minimum. ASL Club Cabinet is fully comprised of the following offices: President, Vice President, Treasurer, Secretary, and Visual Coordinator. All officer positions are elected positions and are subject to removal procedures as detailed below.  All Officers shall be student members of the Club.

**Section Two: Duties**

1. The Cabinet will consist of all elected Officers
2. The Cabinet will collectively discuss and execute any ASL Club business.
3. The Cabinet will design and supervise any programs sponsored by ASL Club.  Programs shall effectively serve the needs and desires of ASL and Iowa State University.
4. All Officers are expected to regularly attend both general meetings as well as Cabinet meetings.  If it is necessary, an Officer may be removed by a majority vote of the Legislative Body.
5. Officer meetings will be conducted primarily in American Sign Language.

**Section Three: Eligibility**Per the GSB and SAC requirements, the Officers of ASL Club must meet the following requirements. The inability to meet the requirements prohibits one from running for office. Additionally, if the Officer loses eligibility through some point in their tenure, the Officer will immediately offer up their formal resignation from the position.

1. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
2. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

(d) Be able to converse in ASL, independently, with other Officers.

**Section Four: Terms of Office**

All Cabinet Positions are elected on an annual basis.  The elections shall be held in the spring, with a date determined by the cabinet but no later than, for the purpose of transition of duties and responsibilities. The terms of office begin immediately following the conclusion of spring semester and terminate on the last day of the following spring semester.

**Section Five: Offices and Responsibilities**

**President**:

* Preside over Executive Council/Officer meetings
* Preside over general member meetings
* Work with the adviser
* Appoints committee chairs and committee meetings
* Oversees the work of all Officers
* Shall serve as liaison to the Government of the Student Body (GSB)
* Coordinates guest speakers

**Vice President**:

* Serves in the President’s absence or by President’s request.
* If President vacates his/her position, Vice-President assumes their responsibilities for the remainder of the term.
* Serves as the Risk Management officer which is defined as the following:
	+ The role of the risk management officer is
		1. To recommend risk management policies or procedures to ASL Club,
		2. To submit documentation to ISU’s Risk Management Office and
		3. To ensure that Risk Management procedures are implemented at all of the ASL Club events
* Liaison between Board and Committee Chairs
* Announces pertinent campus activities at club meetings (educational programs, leadership and involvement opportunities, etc.).

**Secretary**:

* Keeps minutes of Cabinet and club meetings.
* Posts and distributes meeting minutes to club members (usually within 24 hours of the meetings).
* Is responsible for all correspondence between the club and outside entities.
* Keeps track of attendance at club meetings and events.
* Is responsible for tallying and presenting results of club voting.
* Maintains a club e-mail list and web page.
* Submits, maintains, and updates the Club Student Organization database information through the Student Activities Center website.
* Shall keep records of Cabinet members and committee chairpersons.
* Shall keep records of updates to the Club Constitution.
* Picks up club mail and reports on their contents at club meeting

   **Treasurer**:

* Collects dues/keeps a record with the Secretary of who has/has not paid dues
* Deposits dues/other contributions, etc. within 48 hours of receiving the dues
* Is the person with whom Campus Organizations Accounting has contact about the bank account for each group, holds P-Card
* Chairs the Fundraising Committee
* Pays bills
* Keeps members informed of the organization’s account balance monthly

**Visual Coordinator**

* Ensures a positive visual image of ASL Club to community
* Advertises meetings and events as appropriate
* Oversees the upkeep of online materials related to ASL Club

**Advisor**

* Maintain communication and meet with Cabinet regularly
* Awareness and approval of financial expenditures
* Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

**Section Six: Creating Cabinet Positions**

Other Cabinet positions may be created at any time during the academic year if deemed necessary by the Cabinet. Procedure for this is to be in keeping with all Cabinet positions and will abide by the election procedures detailed in Article VII.

**Section Seven: Resignation of Cabinet Members**

The Officer shall give a two-week notice before resignation unless the reason for resignation is due to ineligibility as outlined in Article VI, Section 3. An election to resolve vacancy will follow normal election procedures.

**Section Eight: Removal of Officers/Advisor**

* Any elected Cabinet Member may be impeached or Advisor removed.
* Proceedings may be initiated by a majority vote of the Cabinet.
* A meeting shall be called two weeks after the initiation of proceedings.  At this time the Cabinet Member or Advisor in question may present his/her defense to the members.  A secret ballot shall then be made.  An affirmative vote of 3/4 of the quorum is required for removal from ~~the~~ office.
* The President shall conduct proceedings unless the President is being impeached, then the Vice President will conduct the proceedings.
* A special election will be held within two weeks of removal.  This election will follow normal election procedures.

**Article VII: Elections**

**Section One: Candidates**

* All members of ASL Club are eligible for all officer positions given s/he meets all Cabinet eligibility requirements in Article VI.
* Interested Faculty at Iowa State University are eligible for Advisor selection
* Nominations must be submitted at a meeting one week prior to the election date.
* Nominations may be made by the individual candidate or can be initiated by other members.
* Nominations will be accepted at the time of voting if ¾ of members present approve.
* Nominees may accept or decline nomination.

**Section Two: Procedures**

* Every position (excluding Advisor) will be elected yearly.
* Advisor of ASL Club is selected once and maintains that position until either resigned or removed.
* Elections will be held during the Spring Semester, with the exact date to be determined by the current Cabinet.
* Nominees will be given an opportunity to present a brief speech during the meeting before voting commences.

**Section Three: Selection of Officers / Advisor**

* An elections committee, consisting of at least three members who are not running for office, will monitor election procedures.
* Special Elections, to fill new or vacant positions, may be held when necessary.
* Vote will be conducted by write in ballot.  Ballots will include space for write in candidates. A method for on-line voting will be allowed for those unable to attend the live election.
* The election will only be considered valid with a minimum of 1/4 membership participation.
* The candidate receiving the simple majority of votes shall be elected.
* Should an office be vacated, a special election shall be held consistent with the aforementioned procedures.
* If a person is running for a position unopposed, a vote of confidence can be called to elect him or her to the position without the use of secret ballot.
* In the event of a tie, the current Cabinet members will vote and the candidate with the simple majority vote shall be elected.

**Article VIII: Finances**

**Section One: Dues**Member dues are $15 per semester. At a discounted rate, member dues can be paid for in full, for the year, at a rate of $20 per year.

**Section Two: Expenditures**The Cabinet may make purchases over $250 with a unanimous Officer Vote and advisor approval. Purchases under $250 may be made with a ¾ vote, and advisor approval.

**Section Three: Funds**

All monies belonging to the ASL Club shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

**Article IX: Amendments to the Constitution and Ratification**

**Section One: Proposal**

ASL Club may form an ad-hoc committee to draw up an amendment to this constitution at any time. The amendments must be presented to ASL Club at an official meeting. Amendments must be posted immediately after presentation. Posting must detail current language, proposed language and purpose for the change or addition.

**Section Two: Ratification**

Once in its final form, the amendment must be approved by3/4 75% of the voting membership within two weeks of its proposal. The constitution shall become effective upon ratification and all subsequent decisions shall be made considering the revised constitution. The Secretary shall then be responsible for adding the amendment to the constitution and prompt submission (less than 10 days) of an updated constitution to the Student Activities Center.