**American Sign Language Club**

**Mission statement:**

The American Sign Language club will be provided at the University of Michigan to all interested parties. The club is designed to educate members on Deaf culture and American Sign Language (ASL) in a relaxing, welcoming and friendly environment. Knowledge of Deaf culture and American Sign Language is not necessary to join the club. The American Sign Language Club respects and welcomes all forms of signed language including contact varieties. We encourage anyone with or without experience with signed language to join ASL Club.

1. The official name of the organization is the American Sign Language Club, or the ASL Club for short.
2. **Executive Board:** The Executive Board of ASL Club will consist of a President, Vice-President, Publicity Chair, Media Chair, Event Chair, Secretary, Treasurer, and a faculty advisor. Elections will take place once a year with terms being two consecutive semesters long. Any active member of the club can run for an Executive Board position.

Executive Board members are required to attend 2/3 of all meetings and functions each month. They are also required to keep in contact with the rest of the executive board and general members. A letter or e-mail message given to the president is the only way to have absences at meetings and/or functions excused.

Failure to perform the aforementioned duties can lead to removal of an executive board member. The first offense will receive a verbal notice from the president. The second offense will receive a written notice from the president. A third offense will lead to a vote for removal by the executive board. 2/3 of the executive board’s vote is needed to remove an officer from office. An officer may resign at any time in a written letter of resignation, but it is discouraged, as officers are needed in the club.

If the executive board members feel that the President is not performing his/her duties, any executive board member may provide the president with a warning. In this case, the Vice-President will take over the responsibilities of the President, and proceed as noted in the above paragraph.

**Executive Board Members Responsibilities:**

**President:** The president is in charge of running all meetings in accustom to parliamentary procedure and Robert’s Rule of Order. They are in charge of running all elections, discussions, and motions. The President is to ensure that all executive board members do their jobs to the best of their ability, and deal with any executive board members who are not up to par. The President must come to all meetings prepared with an agenda. The President must keep attendance at all meetings and events and keep track of points earned by each member.

**Vice-President:** The Vice-President is responsible helping the President run all meetings and helping plan each meeting agenda. They are also responsible for running meetings when the President is absence. If any Executive Chairs need help with a project, event, or situation, the Vice-President should assist them. In the event that the President is unable to fulfill their duties, the Vice-President shall take their place as President.

**Secretary:** The secretary is responsible for taking minutes at all meetings, and presenting them at the next meeting. They will distribute the meeting minutes to all members via email within a week of each meeting. Attendance is crucial for the secretary. They are also in charge of correspondence within the group by telephone, email, or flyers.

**Treasurer:** The treasurer is responsible for keeping track of the club money. They are responsible for collecting dues and collecting any miscellaneous funds at each meeting. They are also responsible for planning fundraising events as well as writing proposals in accordance with receiving campus funds and resources. The Treasurer must establish and maintain a working relationship with the Central Student Government (CSG) in terms of receiving funds.

**Publicity Chair:** The Publicity Chair is responsible for advertising for all meetings and events by designing flyers/advertisements, distributing and posting flyers, chalking, etc. They should assemble a team to help them canvas the campus community for each event. They are responsible for making the campus community aware of the club.

**Media Chair:** The Media Chair is responsible for the set up and maintenance of the webpage, Facebook page, and Twitter page. They are in charge of web advertisements and club announcements via the internet. To be most efficient, they should coordinate any advertising with the Publicity Chair. They should maintain a digital photo album of club events for media use.

**Event Chair:** The Event Chair is responsible for researching possible Deaf related events for the club to partake in, as well as social events for club members. Once an event is decided upon by the club, it is the Event Chair’s job to make the necessary arrangements such as making reservations, scheduling, forming carpools, or other logistics of making the event happen.

**Chairs:** Any Executive Board member can choose to have chairs at ant time, though generally when help is needed to plan a large event. The executive board elects chairs and an appointment and election of these chairs can take place at any time during the two consecutive semesters. This provides an opportunity for newer members to get their feet wet under the guidance of the executive board members.

1. **Voting**

Voting can take place at any meeting. Voting can take place during Old Business, New Business and Special Business. All of Roberts Rules of Order must be followed during voting and will be enforced by the president. In order for a vote to pass, quorum must be obtained. Quorum is half plus one, or 25 members- whichever is less. Because meetings are largely spaced out, voting can take place through e-mail, but privacy is sacrificed in this situation.

The President will run elections. The President is not allowed to say anything during discussion, and will receive a pocket vote to be used in the event of a tie. Ballots will be collected in a special ballot box and counted by the President and a neutral witness. The winner will be announced, but the tally is to remain secret. During elections, if a candidate is defeated, they are permitted to drop down to a lower position. They must give another speech in this situation for the new position.

In order to amend this constitution, 2/3 of all club members must vote on it.

1. **Miscellaneous**

The club charges dues, but dues must not exceed $15.00 semester.

The club can vote to not have dues, but must come up with an alternate source of initial funding.

Prospective members must attend one meeting and/or an ASL club function before they pay their dues. Events open to the community do not count as part of the aforementioned meetings.

An active member is defined as any member who has paid their dues and has total of 6 points or more at the end of each semester. Attendance will be taken at all meeting and events to keep track of points per member. Inactive members are not eligible to vote, run for any executive chair, or be a chair for any other reason.

The point system is as follows:

* 1 point per meeting
* 2 points for attending event
* 3 points for helping plan or set up an event

All community-wide events about Deaf culture must be approved by the Hearing Impaired and Deaf group on campus first. In the case of no Hearing Impaired and Deaf group being active on campus, the group must seek approval from an active member of the DEAF-WORLD.

The club is open to everyone, including the hearing and Deaf.

The American Sign Language Club read and abides by all University of Michigan polices. We also recognize that the organization’s registration is contingent on the acceptance of these policies.

A Sign Language interpreter will be provided at any meetings and events where Deaf are expected to attend or if requested by any member of the club.