# **Name of Student Organization**

## The organization shall be called American Sign Language Club (hereafter referred to as the ASL Club for the sake of brevity).

# **Statement of Purpose**

## The ASL Club strives to promote the use of American Sign Language while spreading awareness of the culture, history, and perspectives of the Deaf and Hard-of-Hearing community. We seek to enhance the education of UCSD students as well as the surrounding community by conducting meetings and events that bring this community together in an open and safe environment that stimulates learning.

# **Non-Profit Statement/Risk Management**

## The ASL Club is a non-profit student organization

## The ASL Club understands that the University does not assume legal liability for the actions of the organization.

# **Requirements for Membership**

## Membership is open to anyone from UCSD or the general public interested in American Sign Language or Deaf culture.

# **Organization Meetings and Events**

## Closed Meetings

### Closed Meetings are only open to current Officers and Advisor(s) to discuss club business.

### Closed Meetings will be held quarterly as well as whenever deemed necessary by the club Officers.

## Open Meetings

### Open Meetings are open to all members of the club and the general public.

### Open Meetings will be held quarterly as well as whenever deemed necessary to discuss club business and ideas to further activities, structure, or any other matter.

## Events

### ASL Socials are to be held weekly and are designed specifically for UCSD students taking ASL courses, although anyone can attend, to provide a casual and welcoming environment to enhance their signing skills.

### Other events (such as Silent Game Nights, etc.) are intended to be of major focus among the Officers - recruiting, preparing, advertising, etc. Their exact nature is expected to adapt to the demand shown for them. For instance, if there are extremely small audiences for guest presenters, then the frequency of these presentations will be decreased; conversely, if they are always full, we will host more presentations. Officers should be aware of the communal interests and consider polling club members to find the most common interests and confusions.

# **Officer** Posi**tions, Qualifications, and Methods of Selecting Officers**

## Officer Positions (only registered UCSD undergraduate students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization’s officers):

### **President**

#### The President must have completed the equivalency of ASL III or have the equivalent fluency in ASL.

#### The President is responsible for requesting usage of campus space (i.e. rooms, auditoriums, facilities), setting up, attending, and directing meetings; approving and coordinating events; and running the election process.

### **Vice President**

#### The Vice President must have completed the equivalency of ASL III or have the equivalent fluency in ASL.

#### The Vice President will assist in all presidential matters and assume charge in the President’s absence.

#### The Vice President is responsible for email correspondence on behalf of the club as well as managing and developing the Tutoring program.

### **Treasurer**

#### The Treasurer must have completed the equivalency of ASL II or have the equivalent fluency in ASL.

#### The Treasurer is responsible for requesting university funding for club events, planning and collecting funds from fundraisers or donations, and keeping records of the club’s finances.

### **Secretary**

#### The Secretary must have completed the equivalency of ASL II or have the equivalent fluency in ASL.

#### The Secretary is responsible for attending all Open and Closed Meetings and recording the proceedings which take place as well as updating the calendar with events (Club, Local Deaf, and Other).

### **Historian**

#### The Historian must have completed the equivalency of ASL I or have the equivalent fluency in ASL.

#### The Historian is responsible for digitally recording (i.e. through pictures and/or videos) any club activity and is also responsible for directing club publicity by advertising events and the club itself through announcements, flyers, tabling, promotions, etc.

### **Honorary Positions**

#### The ASL Club reserves the right to, on occasion, honor a particular member of the club if they have invested the same degree of energy into the club that is expected to be invested by the Officers.

#### Recipient’s title will be decided by the Officers, who are free to consult the member being honored.

#### An honorary position is given when at least two thirds of the Officers in a Closed Meeting vote to honor a particular individual.

#### Once chosen, the honored individual will be invited to future Closed Meetings, but cannot vote on the issues posed.

## Term Limits

### Each office is up for re-election each academic year.

### An individual can hold a particular office for a maximum of two years (whether consecutive or nonconsecutive years)

### Any individual can be in office for no more than four years. This is regardless of whether those years are consecutive or nonconsecutive, and regardless of whether their position remains the same or changes over those years.

## Nominations and Elections:

### Nominations

#### Nominations for officers will be held yearly.

#### Each club member is allowed to nominate any club member (including themself) granted that the member for nomination is a registered UCSD undergraduate student and meets the qualifications for that position.

#### Nominations must be accepted by the nominee.

#### Nominees may only run for a single office.

### Elections

#### Only registered UCSD students may vote in elections for the selection of the organization’s officers.

#### Voting will be held anonymously through ballots.

#### Each non-honorary position will be voted for on the same day and on the same ballot.

#### The nominee with the most votes will win the respective officer position (simple majority).

#### If a tie occurs, a second ballot with only those names will be distributed and a second vote will take place. The nominee with a simple majority will win.

### Impeachments

#### If an Officer has failed to carry out their duties prescribed in Section VI.01 they may be impeached**.**

#### A unanimous vote of the Officers (excluding the officer who will potentially be impeached) in a Closed Meeting or a two thirds vote in an Open Meeting will successfully impeach the Officer.

#### If two or more Officers are under consideration for impeachment, an Open Meeting is required for impeachment.

# Risk Management

## The ASL Club at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.

## The ASL Club at UCSD understands that the University does not assume legal liability for the actions of the organization.

## The ASL Club at UCSD is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). The ASL Club will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measure to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

# **Amendments**

## Constitutional amendments may be proposed by any club member. If an amendment is proposed, an Open Meeting will be held to anonymously vote, through a ballot, on the proposed amendment.

###  If a two thirds majority approves the amendment it will be added to the constitution.

### All ASL Club members present at the Open Meeting are eligible to vote