

ASL CLUB Constitution

ARTICLE I NAME OF CLUB

The name of this club shall be the ASL Club.

ARTICLE II PURPOSE OF THE CLUB

As a curricular club working with the Cerritos College ASL Department, the purpose of the club is increase awareness of available ASL Classes on campus, work closely with Deaf organizations by volunteering and attending Deaf events, and enhancing the learning experience of its members.

ARTICLE III MEMBERSHIP

All Cerritos College students enrolled in at least 5 units are eligible for membership in the club.

ARTICLE IV QUALIFICATION AND ELECTION OF OFFICERS

Section 1. Club officers must be currently enrolled, have a minimum of a 2.0 cumulative Grade Point Average (GPA), must maintain 5 credits, have a current Cerritos college ID card, and must not be on academic or social probation.

Section 2. Officers will be a President, Vice-president, Secretary, Treasurer, ICC Representative, Historian, and Member-At-Large.

Section 3. Club elections will be held no later than the first meeting of May, for the following semester. The election will be done by secret ballot by club members who have attended at least two meetings. The advisor will appoint the first officers and only the treasurer after the first semester the club is active.

Section 4. In case of a tie during new elections, the previous officers, along with the Advisor will determine the means with which a decision can be made.

DUTIES OF THE OFFICERS

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| Section 1. President | <ul style="list-style-type: none">A. Preside over all meetings.B. Call special meetings.C. Carry out the provisions of the constitution |
| Section 2. Vice President | <ul style="list-style-type: none">A. Assume all duties of the president in his/her absence.B. Perform any duties delegated by the president. |
| Section 3. Secretary | <ul style="list-style-type: none">A. Record and keep accurate minutes of all meetings.B. Act as corresponding clerk.C. Print and distribute agenda and minutes for all meetings. |
| Section 4. Treasurer | <ul style="list-style-type: none">A. Assist in handling funds and finances for club.B. Keep financial records.C. Assist in the payment of bills and release funds as voted by the officers.D. Make financial reports as needed. |
| Section 5. ICC Rep | <ul style="list-style-type: none">A. Attend all Inter Club Council meetings exclusively as the ASL Club representative.B. Make necessary ICC announcements at meetings.C. In the case of an emergency, the ICC Rep. must delegate a member of the club to attend their stead. |
| Section 6. Historian | <ul style="list-style-type: none">A. Documents events through various mediums (e.g. video, photos, etc.)B. Update social media and other forms of publicationC. Help coordinate events by keeping up to date on the latest available events on social media and/or event-related websites. |
| Section 7 Member At Large | <ul style="list-style-type: none">A. Responsible for any duties as deemed fit by the Advisor. |

ARTICLE VI.

EXECUTIVE COUNCIL

- Section 1. The Executive Council will consist of the President, Vice President, Secretary, Treasurer, ICC Representative, Historian, and Member-At-Large who shall meet as often as necessary.
- Section 2. Duties of the Executive Council
- A. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.
 - B. To execute policies determined by the general membership.
 - C. To govern activities of the club.
 - D. To compile agenda for general meetings.

ARTICLE VII IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICERS AND MEMBERS

- Section 1. All elected officers and club members are subjected to impeachment and removal by a two-thirds majority vote of the total membership, subject to approval of advisor.
- Section 2. Grounds for impeachment are negligence and any form of misconduct, which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment, there must be one week's notice of intent publicized.
- Section 3. Replacement of officer(s) shall be filled in the following order: President, Vice President, Secretary, Treasurer, ICC Representative, Historian, and Member-At-Large. In the vacancy of any officer mid-semester, any unfilled position shall be appointed by the club Advisor.

ARTICLE VIII

ADVISOR

- Section 1. The role of the Advisor is to:
- A. Serve as the official staff representative of the ASL Department at Cerritos College.
 - B. Work closely with the club to ensure a cooperative relationship between the Advisor, the ASL department, and the club membership.
 - C. Assist each officer of the club in understanding their duties.
 - D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
 - E. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
 - F. Be present for needed official club meetings and activities and to advise students of the policies and procedures which they must follow as a club.
 - G. To sign all club requisitions for the club/organizations, and to make sure that **1.)** their student treasurer or president signs it and **2.)** that the expenditure is correct within existing policies.

ARTICLE IV

RESPONSIBILITIES

- Section 1. The club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

ARTICLE X

RIGHT TO ACT

- Section 1. Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

ARTICLE XI

AMENDMENTS TO CONSTITUTION

- Section 1. Any amendment change requires a two-thirds vote at an Executive Council meeting and the approval of the club's Advisor.