

Constitution of the
American Sign Language Organization (ASLO)
of Western Kentucky University

Article I- Name

The name of the organization shall be American Sign Language Organization (ASLO).

Article II-Purpose

The purpose of this educational organization is to increase the awareness of Deaf Culture and its history, to improve the Sign Language skills of those interested in doing so, and to increase the recognition of the American Sign Language (ASL) as a language and its role in the linguistic minority of Deaf and non-deaf users on campus and in the surrounding communities.

Article III- Membership

All Western Kentucky University students and alumni from the American Sign Language Studies Program (ASLS) shall be eligible for membership in the organization, regardless of their signing proficiency. WKU ASLS staff and faculty and ASLS Alumni are eligible for Alumni membership. WKU ASLS Faculty and Staff may not vote or hold office. ASLS Alumni are eligible to vote and hold office. People in the community may be members of ASLO as Community Members. Active, Alumni and Community membership entails paying the annual dues while participating in a simple majority of club functions and meetings during the year. Membership and participation in the WKU American Sign Language Organization shall be free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, status as a disabled veteran, or level of signing experience.

Article IV-Elected Officers

The following officers will make up the Board for this organization: Executive Chairperson, Outreach Chairperson, Communications Chairperson, Membership Chairperson, Events Chairperson and Public Relations Chairperson. These positions combined will be classified as The Board. All officers must be current students or alumni from Western Kentucky University, active members of ASLO and in good standing at the University. Community members may not hold a board position.

Candidates for office may be nominated by another member. Candidates must attend at least 2/3 of the ASLO Membership Meetings during the current academic year to be eligible to run for office.

The candidate for Executive Chairperson will be selected after the election of the officers. The Executive Chairperson will be selected from the newly elected Board Members.

Candidates **must have a skill level high enough to conduct ASLO Board business solely in ASL**. All candidates must know the requirements of the office before accepting or declining the nomination. The term of service is for one academic school year (May to May). Nominations will be held in the spring semester (typically March). The ASLO faculty **Advisor(s) will meet with each nominee before they accept any nominations**. On the opening day of elections (typically an April ASLO meeting), the candidates should be prepared to discuss their qualifications, ideas, and intentions for the upcoming year. Ballots for the election will be prepared in advance. Candidates will be elected by a majority vote.

The current officers will train new officers after the official election takes place during the spring semester at the Officer Transition Retreat. All new officers are expected to attend the Officer Transition Retreat **and** the ASL Studies Leaders Retreat.

The faculty Advisor(s) for this organization should have an active interest in American Sign Language (ASL) and believe in the aforementioned purposes. He/She/They will be selected by officers and then invited to accept the position offered. If the person accepts, his/her/their term, it will last for two years. If the original offer is declined, then the selection process will begin again.

Article V-Duties of Officers

Executive Chairperson:

- A. Chair the meetings
- B. Work with the Events Chairperson and Membership Chairperson to plan the meetings
- C. Monitor delegated duties and oversee until completed
- D. Ensure accurate communication among officers
- E. Official spokesperson (along with the faculty Advisor(s)) to the Organization
- F. Spend a minimum of 30 minutes per week to complete “office hours” and meet with the ASLO Advisor(s) in the ASL Studies Office

Outreach Chairperson:

- A. Organize and supervise campus and community activities, events and educational programs such as:
 - a. Deaf Culture Series
 - b. Deaf Awareness Week
 - c. Signing Santa
- B. Supervise the Campus and Community Outreach Committee
- C. Spend a minimum of 30 minutes per week to complete “office hours” and meet with the ASLO Advisor(s) in the ASL Studies Office

Communications Chairperson:

- A. Create and maintain the ASLO Board shared documents used for Chairpersons’ reports for Board and Membership meetings
- B. Edit ASLO Board share documents during meetings. Email approved typed minutes to all members. Minutes should be ready to post on the ASLO website within one week of the meeting
- C. Schedule rooms which are Handicapped accessible for all meetings and interpreters when needed
- D. Take attendance at all Board and general meetings
- E. Send a thank you note to people of community that attend ASLO events
- F. Spend a minimum of 30 minutes per week to complete “office hours” and meet with the ASLO Advisor(s) in the ASL Studies Office

Events Chairperson

- A. Organize ASLO Events such as:
 - a. Sign up lists
 - b. Sign in/sign out lists at the venue
 - c. Securing locations and price (if required)
 - d. Email sign-in lists to faculty after the event.
- B. Generate, organize and monitor the sign-up lists for the ASL Studies Leaders attendance to events
- C. Peer Mentor liaison- email/text upcoming events and announcements to Peer Mentors
- D. Create and design Monthly newsletter
- E. Spend a minimum of 30 minutes per week to complete “office hours” and meet with the ASLO Advisor(s) in the ASL Studies Office

Membership Chairperson:

- A. Update and maintain membership applications
- B. Collect dues and keep up-to-date records of payment
- C. Create activities for monthly meetings
- D. Announce members’ birthdays on social media, email and ASLO meetings
- E. Organize and conduct membership drives/fairs
- F. Work closely with the Events Chairperson to ensure ASL students, especially members, are welcomed and feel comfortable at meetings and events.
- G. Update information on Active, Alumni and Community members
- H. Maintain the membership records (one Active/Alumni and one Community)
- I. Spend a minimum of 30 minutes per week to complete “office hours” and meet with the ASLO Advisor(s) in the ASL Studies Office

Public Relations Chairperson:

- A. Responsible for maintaining and updating social media accounts (ASLO Facebook, Instagram, TikTok and Twitter)
- B. Responsible for creating and posting vlogs for American Sign Language Events on YouTube and social media
- C. Work with the Board, Advisor(s) and ASL Faculty to create fundraising events
- D. Work with the Events Chairperson to send invitations of upcoming events to the Deaf community
- E. Create and maintain the ASLO bulletin board in the ASL Studies spaces.
- F. Create, update and maintain ASLO Logos, t-shirts, and other ASLO marketing materials
- G. Publicize events in/on: residence halls, assigned bulletin board in the ASL Studies area, and newspapers
- H. Spend a minimum of 30 minutes per week to complete “office hours” and meet with the ASLO Advisor(s) in the ASL Studies Office

Faculty Advisor(s):

The faculty Advisor(s) for this organization should have an active interest in American Sign Language (ASL) and believe in the aforementioned purpose and mission of the organization. He/She/They will be selected by officers and then invited to accept the position offered. If the original offer is declined, then the selection process will begin again.

Article VI-Vacancies

If there is a vacant position, immediate discussions between the ASLO Board Members and the ASLO Faculty Advisor(s) will take place. Vacancies occurring in any of the elected offices shall be officially filled at the next regular Board meeting following the occurrence of such a vacancy or vacancies. If an officer declines to fill the vacant position then appointment will be made from the highest ranking ASLO Board officer with advisement from the ASLO Faculty Advisor(s).

Article VII-Removal of Officers

The removal of officers shall be for failure to perform his/her/their prescribed duties by a two-thirds (2/3rd) vote of the active Board provided that all Board members are notified of this pending action at least one week prior to the removal decision.

Removal from office can occur for failure to carry out the responsibilities of that office, for actions that violate the purposes of the organization, or for actions which violate University Rules and Regulations. **Missing two consecutive ASLO Board meetings will result in an automatic notification to release the officer from their duties.**

Written charges/complaint by a member are to be presented to the ASLO Advisor(s). A meeting will occur with the Board Member and Advisor(s). There will be sufficient opportunity given for the officer to answer charges. The ASLO Chairperson may be involved in this process. If the Advisor(s) deem it a violation and the problem cannot be resolved, the charges/complaint will be taken to the Board for a vote.

Voting for removal from office is done by secret ballot. Only ASLO Board members may participate in the vote.

If a Board member is removed from office, the Advisor(s) will work with the Chairperson (or highest-ranking officer) to appoint a replacement. This may be a current Board member or someone who has shown interest in the position and leadership within the position.

For Board Members who release their position/resign or can no longer hold the position, the same procedure will be followed as if a Board Member is removed from office.

Article VIII-Meetings

Meetings and general membership meetings shall be held once a month. Meetings will be scheduled at the ASLO Board Retreats. Notice of any additional meetings must be given to all members in the timeliest manner possible but not less than one week prior to the meeting.

Article IX-Membership

Membership in the ASLO shall be open to any and all students, alumni of ASLS Program at Western Kentucky University or members of the community. The organization offers a Fall and Spring membership or by semester only membership.

Members must attend 4 out of 6 meetings per year, or 2 out of 3 meetings if only per semester member. Members missing more than 2/6 or 1/3, and want to continue as a member, must volunteer to assist an ASLO sponsored event.

Active and Alumni membership shall be determined by the payment of membership dues and proper conduct in accordance with all regulations as set forth by WKU and the by-laws of the club. They are eligible to attend meetings and events as long as dues are current. They are eligible to vote and hold an office.

Any member may be removed from membership for violation of the purposes of the organization by a two-thirds vote of the active voting membership. Written charges/complaint by a member are to be presented to the ASLO Advisor(s). A meeting will occur with the Member and Advisor(s). There will be sufficient opportunity given for the member to answer charges. The ASLO Chairperson may be involved in this process. If the Advisor(s) deem it a violation and the problem cannot be resolved, the charges/complaint will be taken to the Board for a vote.

Voting for removal from office is done by secret ballot. Only current ASLO Board members may participate in the vote.

Membership privileges include fundraising, selected Deaf Culture/Community events, member promotional items (t-shirts, cups, backpacks, etc.) and eligibility to vote in elections. Photographs of ASL events, which include ASLO members, might be uploaded onto the organization website.

Article X-Dues

Dues shall be charged for membership in the American Sign Language Organization. The amount of dues charged for each year and semester will be determined at the ASLO Board Retreat in the Fall. Raising the dues will be determined by the events being held during the academic year. Students who do not pay their membership dues after two (2) consecutive meetings will lose their privilege of voting and will not be able to return until they are paid in full. Dues can be paid two (2) ways. The first (1st) is for entire academic school year during fall semester. Dues for the entire academic year include ASLO promotional items. The second (2nd) option is for one semester, semester only. Dues for semester only do not include additional ASLO promotional items. Dues for Active, Alumni and Community members shall be per academic school year and will be the same amount no matter membership status.

Article XI- Amendments and By-Laws

Amendments to the by-laws shall be made by a majority vote by the Board, providing there is a quorum present. Amendments will be proposed and discussed at all meetings when they are suggested, be discussed by the officers, and voted on at the next meeting.

Amendments and changes to Officers, officer duties, roles and responsibilities should be provided in writing, discussed and voted on before Board nominations for the next year. Officers, officer duties, roles and responsibilities will not officially change until the new officers for the next academic year are elected.

All amendments of the constitution and by-laws are subject to approval by the Office of Student Activities when the club is sanctioned.

By-Laws

- A quorum shall be defined as fifty-one percent (51%) of all active members in attendance.
- All ASLO Board Members are required to attend 90% the ASLO sponsored American Sign Language Events (ASLE) each semester.
- Nominations and Elections will be held during the spring semester (typically April).
- All ASLO general meetings shall be held at least once a month during the months of September-November (December, if the academic calendar allows) and February-April.
- The ASLO Board will meet separately prior to the ASLO general meeting.
- All events and fundraisers should be scheduled before the semester starts or one month in advance.
- In case of dispute, Robert's Rules of Order (third edition) will be consulted.