

## **The Constitution of The Deaf-Hearing Club at The Ohio State University**

### **Article I – Name, Seat, Purpose, and Non-Discrimination Policy of the Organization**

**Section I:** Name – The Deaf-Hearing Club at The Ohio State University. The abbreviated name for the group and the name referenced herein after shall be DHOSU.

**Section II:** Seat – The seat of DHOSU shall be the address of the incumbent President or current faculty advisor unless otherwise decided by a majority vote of DHOSU Officers.

**Section III:** Purpose – To bring together people of all ages and all levels of fluency in American Sign Language, within and outside of The Ohio State University, through social activities, and educational seminars of any type that affiliate with the Deaf Community and/or the use of American Sign Language.

**Section IV:** Non-Discrimination Policy – This organization and its members shall not discriminate against any individual(s) for reason of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, or Vietnam-era veteran status.

### **Article II – Membership: Qualifications and Categories of Membership**

**Section I:** Membership: Qualifications and Categories of Membership – Membership of the Deaf-Hearing Club at The Ohio State University is open to anyone from the general public. In order to be a voting member of the group, one needs to be currently enrolled as a student of The Ohio State University and attend two consecutive meetings. As for others, this would include but not limited to faculty, staff, and individuals not currently enrolled, they are not considered as voting members for the club. These individuals will not be able to vote or hold office in the organization.

### **Article III – Organization Leadership: Titles, Terms of Office, Type of Selection, and Duties of the Leaders**

**Section I:** Titles – Within the organization there shall be a President, a Co-President, Treasurer, Communications Chair, and Events/Programming Chair. If deemed necessary by the President and Co-President, new positions can be created.

**Section II:** Terms of Office – The officers of the organization, President, Co-President, Treasurer, Events/Programming Chair, Communications Chair, and all others elected to office, shall have term lengths of one year beginning the day following the last day of Spring Semester of the elected year and ending on the last day of Spring Semester the following year. All dates referenced are taken directly from the Ohio State University Official Academic Calendar.

**Section III:** Type of Selection – The election of officers will be held in a democratic manner. All voting members, being a member of DHOSU are eligible to run for an office. There will be no nominations for candidates; however, each candidate must be approved to the ballot by a majority vote the current Officers. Voting will be based on a unanimous anonymous

ballot method. The person receiving the most votes for the office will be declared the new officer. Elections will happen at an annual General Election Meeting no later than nine weeks into Spring Semester each year. Within two weeks after elections, at least one meeting that is mandatory for all current and elected officers to discuss each position must be attended. Elections shall be presided over by the Faculty Advisor, or if the Faculty Advisor is unavailable, the President, or Co-President.

**Section IV: Duties of the Leaders** – The officers of the organization shall be responsible for the following duties:

**President:**

The President of the organization shall be responsible for conducting the organization's meetings. This includes, but is not limited to, maintaining order for the duration of the meeting, conducting elections, and overseeing the procedure of any other matters that are called into question during the meeting.

The President shall also be responsible for maintaining a constant connection with all members of the organization.

The President will oversee all other officer positions and collect written or verbal reports from each officer on a regular basis.

The President has the duty to keep the Faculty Advisor apprised of all activities and functions of the organization.

The President is also to act as the sole spokesperson of the organization in all public and private matters.

The President, during regular meetings as well as the General Election Meeting, shall be the determining vote to break any ties in votes.

Any matters of a global organizational concern will also be a concern of the President, as well.

**Co-President:**

The Co-President of the organization shall be responsible for aiding the President in all organizational matters.

The Co-President shall act in the place and stead of the President in his or her absence or incapacity. In the event of a vacancy in the office of the President, the Co-President shall succeed to the Presidency for the remainder of the President's term.

The Co-President shall aid the President in any or all of the President's official endeavors.

The Co-President shall also assume the office and responsibilities of any absent Officer until such time as the Officer shall return to resume the duties of his or her office.

**Treasurer:**

The Treasurer of the organization shall collect all dues, levies, and monies due to DHOSU in a timely manner.

The Treasurer shall be the trustee of all DHOSU monies and shall deposit them in a bank in a manner designated by a majority vote of the officers. All checks, drafts, and notes of the DHOSU shall be signed by the Treasurer.

The Treasurer is responsible for preparing the annual budget to present to the Officers, the Ohio State Financial Advisor, and the Faculty Advisor.

The Treasurer shall maintain complete and accurate financial records and shall present financial and operations statements to the Officers and the General Members at the regular meetings.

The Treasurer must obtain approval by the Officers for any expenditure not in the ordinary course of business.

#### **Events/Programming Chair:**

The Events/Programming Chair is responsible for organizing events for DHOSU.

The Events/Programming Chair is responsible for designing subcommittees to work on each event, or program.

The Events/Programming Chair must propose subcommittee intent to Executive Board for approval.

The Events/Programming Chair is responsible for working closely with the Communications Chair to promote upcoming events and programs.

#### **Communications Chair:**

The Communications Chair is responsible for representing the club in all forms of chosen social media.

The Communications Chair is responsible for the advertising of upcoming events, programming, and meetings.

The Communications Chair is responsible for working closely with the Events/Programming Chair to promote upcoming events and programs.

#### **Section V: Removal of Officers –**

In the case that officers must be removed from their office, a vote will be held amongst the other officers of the club, who will also be in contact with the advisor(s). The advisor(s) must be aware and approving of the removal of the said officer. That officer will then be asked to step down and the other officers will be promoted in the order logical to the titles. If the president is removed, for example, the Co-president will step up as president, and the treasurer will become the Co-president. At this time the remaining officers will solicit active members of the club to fill the empty position, in matter the season.

#### **Section VI: Removal of General Members**

General members will be removed in the same fashion of removal of officers. All officers will vote for the member's removal, and the advisor(s) must approve of the officer's removal.

#### **Article IV – Executive Committee**

**Section I:** Composition – The Executive Committee shall be comprised of the organizations Officer's as well as the Faculty Advisor(s).

**Section II: Duties** – The Executive Committee shall decide on global matters of the organization which do not or should not be a concern of the general membership.

#### **Article V – Standing Committees: Names, Purposes, Composition, Reporting, and Dissolution**

**Section I: Names** – Committees for the betterment of the organization can be created at any time by the Executive Board of the organization.

**Section II: Purposes** – The committees of the organization primary purpose will be established with the creation of each committee.

**Section III: Composition** – The committees of the organization will be composed of at least one voting member as Head of the Committee with an unlimited number of other members as supporting committee members.

**Section IV: Reporting** – One Officer will be assigned the duty of overseeing each committee upon the committee’s creation. It is the responsibility of the Head of the Committee to report to the assigned Officer on a weekly basis to update the progress of the committee.

**Section IV: Dissolution** – Each committee is immediately dissolved upon completion of its assigned task or as deemed appropriate or necessary by the officers.

#### **Article VI – Advisor(s) or Advisory Board: Qualification Criteria**

**Section I: Qualification Criteria** – The organization’s Faculty Advisor(s) or Advisory Board shall be picked from the population of faculty and staff at The Ohio State University. This selection process will be conducted by the Executive Committee, as established in Article IV, and will be based on voluntary terms of the Faculty Advisor’s acceptance of the position.

#### **Article VII – Meetings of the Organization: Meeting Schedule**

**Section I: Schedule** – The first meeting of the semester shall be arranged by the membership of the previous semester. In the case of Autumn Semester, the first meeting shall be established by the officers. At said meeting, the members will have a chance to suggest meeting times and events.

#### **Article VIII – Method of Amending the Constitution: Proposals, Notice, and Voting Requirements**

**Section I: Proposals** – Proposed amendments to the Constitution should be submitted in writing to the Executive Committee for review at least one week prior to the time when such an amendment shall be voted on by the organization.

**Section II: Notice** – Proposed amendments will be disclosed to the general membership upon the next meeting time. Members will vote in an unambiguous manner on the amendment at hand

and such amendment will be immediately drafted in the Constitution if it passes the discretion of the members.

**Section III:** Voting Requirements – The voting requirements for the organization still stand for the members needing to be enrolled as students at The Ohio State University, and attend two consecutive meetings. The vote must be a  $\frac{3}{4}$  majority decision before it can become an official addition to the Constitution of the organization.

#### **Article IX – Method of Dissolution of Organization**

**Section I:** Reasons for Dissolution – The organization can be dissolved on the unanimous vote of the members at any time during its existence or by failing to renew its recognition as a Student Organization at The Ohio State University..

**Section II:** Disposing of Assets and Debts Upon Dissolution – Should the organization be dissolved all remaining financial assets allotted to the organization by Ohio State University shall be returned. All funds and/or equipment/merchandise that belong solely to the organization shall be dispersed amongst the officers as the officers see fit, through a democratic system for deciding who is awarded what. The American Sign Language program at The Ohio State University is permitted to be a beneficiary of any and all said funds and/or equipment/merchandise. All remaining financial matters then become the financial responsibility of the Treasurer and Faculty Advisor(s) to close the organization's bank account and other financial type concerns of the said organization.