University of Northern Iowa
Deaf Cultural Experience
Constitution

Article I – Preamble

The focus of the UNI Deaf Cultural Experience (hereby known as DCE) is to promote awareness and appreciation for Deaf culture throughout the University of Northern Iowa Campus and surrounding community through various activities organized by club members and the faculty advisor.

The University of Northern Iowa DCE Goals:

1.) Assist the club members in organizing activities through enriched events to promote language skills and overall Deaf cultural understanding.
2.) Opportunities for involvement includes silent student groups correlating with ASL classes, club meetings, community interaction with various Deaf organizations, and local Deaf children as per opportunities and organized activities that are designed for the club arise.
3.) To promote awareness of Deaf culture on the UNI campus.

Article II – Membership

Membership is open to all who are interested in American Sign Language and Deaf culture and is not limited to UNI students and faculty. Those who are wishing to become members shall need to pay a fee. The amount will be agreed on by executive board members based on events for that semester.

In no aspect of its programs shall there be any difference in treatment of persons because of race, national origin, creed, color, disability, age, gender, any consideration based on affectional, sexual, or associational preference, or any other classification which would deprive the person of considerations as an individual. All members are voting members.

Article III – Officers

The University of Northern Iowa DCE Club will hold six officer positions: President, Vice President, Secretary, 2 Co-Public Relations, and Treasurer.

Duties of Officers:

May only hold one position in one given semester.
Must be a member of the UNI DCE.
Must be currently enrolled as a student of the University of Northern Iowa.

Officers who violate the UNI procedures and policies, are continually absent from club meetings and activities, and/or misrepresent the DCE will be eligible for removal of officer position by a
2/3 majority vote of members present at an organized and announced meeting.

Responsibilities of Officers:

President:

1.) Preside over formal meetings of the DCE.
2.) See that the focus, purpose, and goals of the DCE are carried out at each organized meeting and sponsored activity.
3.) See that no misrepresentation by officers or members occurs.
4.) Work with DCE faculty advisor.
5.) Be present at each formal meeting and sponsored activity unless an unavoidable situation occurs which will be discussed in advance with faculty advisor and vice president.
6.) Receive financial reports from Treasurer. Distribute to members as requested. See that procedures and regulations of the Student Activities Office are carried out in best reflection of the club.
7.) Will have had at least one semester of American Sign Language.

Vice President:

1.) Take over President’s responsibilities in absence of the President.
2.) Take over President’s responsibilities if President steps down or is voted out by members.
3.) Work with legal contracts, lawyers, NISG, and Interpreters.
4.) Work with DCE President and faculty advisor.
5.) Be present at each formal meeting and sponsored activity unless an unavoidable situation occurs which will be discussed in advance with faculty advisor and president.
6.) Responsible to locate and reserve rooms for DCE meetings.
7.) Will have had at least one semester of American Sign Language.
8.) Will serve as a liaison for the DCE at all Cedarloo Association of the Deaf meetings while UNI is in session. (The 4th Saturday of each month)

Secretary:

1.) Must be present at all DCE meetings unless an unavoidable situation occurs which will be discussed in advance with president and vice-president.
2.) Will record minutes at every formal meeting, officer meetings, and any other official club business meetings.
3.) Will provide minutes to President, Vice President within 7 days of meetings.
4.) Will provide minute update at beginning of each DCE meeting.

Treasurer:

1.) Manage DCE finances in accordance with the University of Northern Iowa procedures.
2.) Maintain accurate financial records.
3.) Produce financial reports at the end of fall and spring semesters.
4.) Provide necessary budget for NISG.
5.) Attend the yearly NISG Budgetary process meetings to request funding for the following academic year.
6.) Take care of all administrative responsibilities within the financial arena (deposits, disbursement of funds, etc.)

Public Relations -- Membership:

1.) Responsible for communicating to all members about ASL Club events, meetings, ideals, and overall vision.
2.) Manage the club’s social media accounts, including but not limited to Facebook and Twitter.
3.) Manage the club’s e-mail account.
4.) Manage spreadsheet of current members.
5.) Sends emails to current members upon request of President, Vice President, and Event Coordinator.
6.) Initiates ideas and efforts to expanding the overall versatility and amount of current and potentially new members.

Public Relations -- Events:

1.) Responsible for planning and orchestrating silent events outside of monthly meetings.
2.) Plans events a minimum of one month in advance (with the exception of August and January events).
3.) Responsible to locate and reserve locations for DCE events.
4.) Responsible for advertising via email flyers, and social media for planned events.
5.) Works closely with President, Vice President, and Treasurer to plan events.
6.) Makes posters to advertise monthly meetings and events.

Article IV – Advisor

The DCE will enlist the support of at least one faculty advisor to serve as a valuable source of information and assistance on matters pertaining to American Sign Language and Deaf culture.

Advisor qualifications include:

1.) Faculty or staff of the University of Northern Iowa.
2.) Participate in DCE activities as much as possible.
3.) Be available to the DCE for consultation on matters such as program and events planning.
4.) Advisors will be approved on a yearly basis and selected by a 2/3 majority vote of the members present.
5.) Advisors may serve for an unlimited number of consecutive semesters if they are approved as outlined above.
Article V – Elections

Elections will be held annually with a necessary simple 51% majority of members present. All officers are elected at the last meeting in April; past officers will have 1 week to pass along information and materials to their replacement.

Note: Special elections will be held as vacancies occur. Members will be notified at the next scheduled meeting immediately following the time when the vacancy becomes known, and the nominations of candidates will be accepted at that meeting.

Article VI – Meetings

1.) DCE meetings will be held monthly
2.) Informal meetings of the DCE, such as study hours, silent lunches/dinners, silent parties, and field trips will occur at the discretion of the officers in charge of these programs and events.
3.) President and Vice President have authority to call special business meetings or officer meetings for a variety of reasons, including at the legitimate requests of members.
4.) DCE meetings will be suspended during the semester breaks, including, Thanksgiving break, Winter break, Spring break, and Summer break.
5.) When amending the club constitution, or voting to remove an officer, a 2/3 majority vote of members present is required to have changes take effect.

Article VII – Amendments to Constitution

Amendments or ratification to this constitution will be made known to voting members through discussion at two consecutive meetings. Copies of the proposed amendment will also be available upon request from the DCE Public Relations-Membership Officer in person or via email.

When the amendment comes to a vote at the second of the two consecutive meetings, a 2/3 vote of members present is required for the approval or ratification of this constitution.

All amendments or changes to the University of Northern Iowa Deaf Cultural Experience constitution must be submitted by the President, Vice President, or Secretary to the Student Senate for approval to ensure that a current constitution is on file at all times.