

*Bylaws of the*  
AUGUSTANA COLLEGE  
NSSLHA CHAPTER

I. NAME. The name of the Chapter shall be the Augustana College NSSLHA Chapter.

II. PURPOSE. The purpose of the Chapter shall be to aid the students of Augustana College by providing support:

- To encourage professional interest among college and university students in the study of human communication sciences and disorders,
- To provide continuity to the dissemination of professional information, and;
- To provide a vehicle for student representation in matters of professional concern.

III. AFFILIATION WITH THE NATIONAL ASSOCIATION

As a recognized local chapter of NSSLHA, the University of CSD Chapter shall serve as an official organ of NSSLHA in matters appropriately handled at the local level and in matters prescribed in the Bylaws of the National Chapter. Any number of the members of the chapter shall be a member of the National Chapter.

The local chapter must recertify annually with the national association to remain a chapter in good standing. The local chapter must maintain a chapter advisor that is a member of ASHA and chapter officers that are members of the national association. At a minimum the chapter will retain its good standing as long as the chapter president and vice-president are members of the national association.

IV. MEMBERSHIP. Any full- and/or part-time undergraduate, graduate and doctoral students interested in the study of normal and disordered human communication behavior, who are not eligible to receive, and have not received nor applied for, their Certificates of Clinical Competence (CCCs) from the American Association of Speech-Language-Hearing Association (ASHA), shall be eligible for membership in the National Student Speech Language Hearing Association, University of CSD Chapter.

A. National Membership is reserved for those students holding membership on both the local and national levels of NSSLHA.

1. Privileges

A national member current in their payment of local and national dues shall be eligible to vote, to hold office, and to serve on committees on the local level and shall hold all privileges accorded by the National Bylaws.

2. Dues

Annual dues for national members shall equal the cost of the national dues plus the cost of the local level dues as determined by the membership.

3. Termination of Membership

Membership in the local chapter of NSSLHA shall be terminated automatically if a national member becomes eligible for certification and membership in the American Speech-Language-Hearing Association, a member fails to pay dues by the fourth week after the beginning of the semester, or a member loses student status as determined by the university.

B. Local Membership is reserved for those students holding membership in the local chapter only.

1. Privileges

A local member current in their payment of local dues shall be eligible to vote and to serve on committees on the local level and shall hold all privileges accorded by the Local Bylaws.

2. Dues

Annual dues for local members shall be determined by the membership.

3. Termination of membership

Membership in the local chapter of NSSLHA shall be terminated automatically if a national member becomes eligible for certification and membership in the American Speech-Language-Hearing Association, a member fails to pay dues by the fourth week after the beginning of the semester, or a member loses student status as determined by the university

C. Honorary Membership is available to any person, except a regularly enrolled student, who, because of deep professional interest in and an outstanding contribution to the local chapter of NSSLHA, shall be eligible to be elected an Honorary member.

1. Selection

Individuals shall be nominated by any member of the local chapter. Nominations shall be submitted to the Honors Committee for consideration. The nomination shall be confirmed by a poll of the membership. Chapter Advisors are automatically awarded Honorary membership.

## V. MEETINGS

A. Regular Meetings. At least two General Membership Meetings of the Chapter shall be held during each academic semester. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.

B. Special Meetings. Additional meetings of the Chapter may be called, either by vote of the Executive Committee or by petition of a majority of the Members. The time and place of all Special Meetings shall be announced at least twenty-four (24) hours prior to the meeting.

C. Quorum. Those persons present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the Chapter.

D. Voting. A majority vote of the Members present at any meeting shall be required for all action to be taken by the Chapter.

## VI. CHAPTER ADVISOR

- A. Chapter Advisor: This chapter shall have at least one advisor who is a faculty or staff member in the academic program. The Chapter Advisor shall be a member of the American Speech-Language-Hearing Association.
- B. Chapter Co-Advisor. The Chapter Advisor may designate a Chapter Co-Advisor subject to the approval of the Chapter Executive Council. The Chapter Co-Advisor is not required to be a professional member of the American Speech-Language-Hearing Association.

## VII. OFFICERS

- A. Positions. The officers of the Chapter shall consist of a President, Vice-president, Secretary, Treasurer, and Historian. One person may be elected to fill any single position.
- B. President. The President shall be the principal executive officer of the Chapter and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the Chapter. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President along with the Vice President shall prepare and distribute an agenda to all members a minimum of twenty-four (24) hours prior to each General Membership Meeting. The President shall vote only in the case of a tie in a vote of the Executive Committee or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the Chapter. To be eligible to serve as President, a person must be a National Member.
- C. Vice-President. The Vice-President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Committee. The Vice President along with the President shall prepare and distribute an agenda to all members a minimum of twenty-four (24) hours prior to each General Membership Meeting. To be eligible to serve as Vice-President, a person must be a National Member.
- D. Secretary. The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall receive from the Treasurer the list of all Members who have paid dues and prepare the official list of Members eligible to vote, shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee. To be eligible to serve as Secretary, a person must be a National Member.
- E. Treasurer. The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the Chapter and shall receive and give receipts for monies due and payable to the Chapter from all sources and shall deposit such funds in such

banks or other Chapters as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all membership dues as are established by the Chapter and shall certify to the Secretary an accurate list of the Members of the Chapter. The Treasurer shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Committee. To be eligible to serve as Treasurer, a person must be a National Member.

F. Sertoma Representatives. The Sertoma Representatives shall be members of the Executive Committee. The Sertoma Representatives will serve as liaisons between the local chapter and the local Sertoma Organizations in Sioux Falls, South Dakota. To be eligible to serve as a Sertoma Representative, a person must be a National Member.

## VIII. ELECTIONS.

A. Procedure. The election of officers shall take place during the last General Membership Meeting each year. All Members in good standing may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

B. Term of Office. The term of each officer shall be one year, beginning one day after elections for the upcoming year and ending on the day of elections for the upcoming year. With the exception of the offices of President and Vice-President, a person may be elected to the same or other office for more than one term.

C. Nominating Committee. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are Members and otherwise eligible to serve in the office.

D. Selection. A majority of the votes cast by the Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

E. Vacancies. Any vacancy in office because of death, resignation or inability to serve shall be filled by the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice-President shall immediately assume the office. Should a vacancy occur in the office of Vice-President for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein.

## IX. EXECUTIVE COMMITTEE

A. General Powers. The affairs, activities and operation of the Chapter shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the Chapter.

B. Membership. The membership of the Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and the Chapter Advisor or Co-Advisor.

C. Meetings. Regular meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least twenty-four (24) in advance. When possible, notice of the meetings should be announced to all Members of the Chapter. Any Regular, Voting, or Honorary Member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body.

D. Quorum. A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

E. Voting. The act of the majority of the regular and ex-officio members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

## X. STANDING AND SPECIAL COMMITTEES

A. Nominating Committee. The Nominating Committee shall be composed of three (3) persons who shall be selected by the Executive Committee at the beginning of each year. In addition, the Vice-President shall be an ex-officio member of the committee. The committee shall carry out its responsibilities, as specified in Section VIII.

B. Other Standing Committees. The Executive Committee may establish such other Standing Committees as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees, who shall serve as ex-officio members of the Executive Committee. Only National Members may serve as chairpersons. The chairperson of each committee shall recruit the members for his or her committee. Any other Members may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

C. Special Committees. The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed. The President shall appoint the chairpersons

of all Special Committees. Only Members may serve as chairpersons. Any Regular may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

## XI. FINANCES

A. Budget. The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.

B. Commercial Paper. All checks, drafts, or other orders for the payment of money on behalf of the Chapter shall be signed by the Treasurer or Chapter Advisor(s).

C. The Treasurer shall deposit all funds of the Chapter to the credit of the Chapter in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

D. Financial Report. The Treasurer shall present a financial report at each General Membership Meeting of the Chapter and shall share a final report at the close of the year. The Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

## XII. MEMBERSHIP DUES

A. Amount. The Chapter shall authorize and collect membership dues to be used for the operation of the Chapter. Any change in the amount of the dues shall be approved by a vote of the Members acting in the manner prescribed in Section V.

B. Financial Hardship. No Prospective or Local Member shall be denied the right to participate in the activities of the Chapter or to become a Member due to financial hardship. The Executive Committee shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

XIII. AMENDMENTS. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Members at any Regular or Special Meeting.

XIV. AUTHORITY. Robert's Revised Rules of Order shall constitute the parliamentary authority in all matters not covered by the national and local Bylaws