

**THE UNIVERSITY OF ALABAMA**

**NATIONAL STUDENT SPEECH LANGUAGE HEARING ASSOCIATION (NSSLHA) CHAPTER**

**BYLAWS**

**ADOPTED AUGUST 1987**

**REVISED FALL 2019**

**Article I: NAME**

**Section 1. Name**

The name of the chapter shall be The University of Alabama National Student Speech Language Hearing Association Chapter, hereafter referred to as “UA NSSLHA” and/or “Chapter.”

**Section 2. Affiliation with National NSSLHA**

UA NSSLHA shall serve as an affiliate of National NSSLHA in matters appropriately handled at the local level and in matters prescribed in the National NSSLHA Bylaws.

To remain in good standing with National NSSLHA, the Vice President of UA NSSLHA must update the Chapter’s contact information annually with the National NSSLHA office. The UA NSSLHA Chapter must maintain a Chapter Advisor who is a member of the American Speech-Language-Hearing Association (ASHA), and a President and Vice President who are members of National NSSLHA.

**Section 3. The SOURCE**

UA NSSLHA shall be a registered student organization of The SOURCE at The University of Alabama. The President will reaffiliate with The SOURCE as a Spring organization annually.

**Article II: PURPOSES**

The purpose of UA NSSLHA shall be to aid students at The University of Alabama by providing support to:

1) encourage and promote professional interest among college and university students in the study of communication sciences and disorders

2) provide continuity to the dissemination of professional information

3) provide a vehicle for student representation in matters of professional and academic concern

4) uphold the core values of National NSSLHA including leadership, collaboration, integrity, service, diversity, and education

**Article III: MEMBERS**

 **Section 1. Classifications**

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 Speech-Language-Hearing Association (ASHA), shall be eligible for membership in National NSSLHA and the Chapter.

 **SECTION 2. National NSSLHA Membership**

**A. Privileges**

A National NSSLHA member in good standing shall be eligible to vote, hold office, and serve on committees at the National level and shall hold all privileges accorded by the National NSSLHA Bylaws.

 **B. Dues**

Annual dues for National NSSLHA membership shall be determined by the National NSSLHA office.

 **C. Termination of Membership**

National NSSLHA membership eligibility shall be terminated when:

1) A member becomes eligible for certification and/or membership in the American Speech-Language-Hearing Association

2) A member loses student status as determined by the university

3) A member fails to pay dues by the deadline determined by the National NSSLHA office

 **SECTION 3: Chapter Membership**

**A. Privileges**

A Chapter member shall be eligible to vote, to hold office, and to serve on committees on the local level.

1) Members may earn graduation cord(s) upon completion of the designated points system.

 **B. Dues**

The annual dues for local Chapter membership fees are determined by a majority vote of the membership.

 1) **Financial Hardship**: No regular member shall be denied the right to participate in the activities of the Chapter or to become a member due to financial hardship. The Chapter Executive Council shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

 **C. Termination of Membership**

Membership in the Chapter shall be terminated automatically if:

1) A member becomes eligible for certification and/or membership in the American Speech-Language-Hearing Association

2) A member loses student status as determined by the university

3) A member fails to pay local Chapter dues by the fourth week after the beginning of the semester

 **Article IV: CHAPTER EXECUTIVE COUNCIL**

**Section 1. Authority**

The Chapter Executive Council shall supervise and coordinate all activities and establish policies undertaken by the Chapter. The Chapter Executive Council shall meet prior to the monthly business meeting at a time designated by the Council.

**Section 2. Composition**

The Chapter Executive Council shall consist of the Chapter Officers and the Faculty Advisory Board.

**Section 3. Elections**

1) Members shall be nominated by self or others for officer elections.

2) Nominated members must have a speech prepared and sent to the President two weeks prior to elections.

3) Elections are held at the last meeting of the Fall semester.

4) Vacancies in office shall be filled by nomination and voting by a majority vote of present members.

**Section 4. Chapter Officers**

Chapter Officers must maintain National NSSLHA and Chapter membership. The Chapter Officers shall be elected for a period of one year. Outgoing Officers are expected to provide incoming Officers with an outline of duties and support for the rest of the Fall semester and upcoming Spring semester.

Chapter Officers include:

**President—** The President is a graduate-level position and will call and preside over all meetings of the Chapter Executive Council and Chapter meetings. The President shall approve all committees appointed by designated officers, shall serve as an ex-officio member of all committees, and shall designate special duties not provided for in the Bylaws. The individual holding this position must be a member of the Chapter and National NSSLHA.

**Vice President—** The Vice President is a graduate-level position that shall be vested with the powers of the President in the event of the President’s absence or inability to execute the presidential duties. The Vice President shall carry out other duties assigned by the President. The duties of the Vice President shall include overseeing the preparations for monthly meetings, re-affiliating the Chapter’s National NSSLHA status annually, writing monthly updates on the ASHA Community, updating the Chapter’s announcement board, coordinating departmental paper and supplies orders, and running the Chapter’s social media accounts. The individual holding this position must be a member of the Chapter and National NSSLHA.

**Graduate Secretary—** The Graduate Secretary shall act as Parliamentarian at the monthly meetings and manage correspondence for the NSSLHA email. The Graduate Secretary will be in charge of tracking graduate members’ points and participation to be eligible for ASHA funding (i.e., hotel stipend). The Graduate Secretary will support and help the Undergraduate Secretary as needed. The individual holding this position must be a member of the Chapter and National NSSLHA.

**Undergraduate Secretary—** The Undergraduate Secretary shall document membership status, points, and dues for all registered members. The Undergraduate Secretary will be in charge of tracking members who are eligible for graduation cords, as well as the purchase of graduation cords. The Undergraduate Secretary will support and help the Graduate Secretary as needed. The individual holding this position must be a member of the Chapter and become a National NSSLHA member upon obtaining the position.

**Treasurer—** The Treasurer is a graduate-level position who is a custodian of the funds of the Chapter and shall be responsible for all monies received and spent by the Chapter which is to include dues and organizational expenditures. The individual holding this position must be a member of the Chapter and National NSSLHA.

**Graduate Social Chair—** The Graduate Social Chair shall plan all Chapter social events (at least three during the Fall and Spring semesters) in order to increase comradery between graduate and undergraduate students, as well as faculty and staff. The individual holding this position must be a member of the Chapter and National NSSLHA.

**Undergraduate Social Chair—** The Undergraduate Social Chair is responsible for aiding the Graduate Social Chair in the planning of all social events for each semester as well as bringing awareness of social events to undergraduate members.The individual holding this position must be a member of the Chapter and become a National NSSLHA member upon obtaining the position.

**Graduate Philanthropy Chair—** The Graduate Philanthropy Chair will plan all philanthropy events for the Chapter (at least three during the Fall and Spring semesters) to raise money for organizations relating to Communication Disorders (e.g. Alzheimer’s Association, The University of Alabama Speech and Hearing Center, and The Arc of Tuscaloosa). The individual will also coordinate with the local sorority Delta Zeta to plan semesterly events with their chapter and The University of Alabama Speech and Hearing Center. The individual holding this position must be a member of the Chapter and National NSSLHA.

**Undergraduate Philanthropy Chair—** The Undergraduate Philanthropy Chair is responsible for aiding the Graduate Philanthropy Chair in the planning and executing of all events. The individual will also help with finding local philanthropy events for the Chapter to participate in. The individual holding this position must be a member of the Chapter and become a National NSSLHA member upon obtaining the position.

**Graduate Fundraising/T-Shirt Chair—** The Graduate Fundraising/T-Shirt Chair shall plan all fundraiser events for the Chapter (at least three during the Fall and Spring semesters) to aid in raising monies for the Chapter. The Graduate Fundraising/T-Shirt Chair is also responsible for designing and selling T-shirts, sweatshirts, and/or other items that advertise and represent the Chapter and/or the Department of Communicative Disorders, which will also go toward funding for the Chapter. The individual holding this position must be a member of the Chapter and National NSSLHA.

**Undergraduate Fundraising/T-Shirt Chair—** The Undergraduate Fundraising/T-Shirt Chair is responsible for aiding the Graduate Fundraising/T-Shirt Chair in planning and advertising for fundraiser events. The holder of this position may also help the Graduate Chair design and sell T-shirts for the Department of Communicative Disorders and the Chapter. The individual holding this position must be a member of the Chapter and become a National NSSLHA member upon obtaining the position.

**Summer Symposium Chair—** The Summer Symposium Chair is a graduate-level position and shall handle all involvement in obtaining bid items and student volunteers for the Cooper Lecture Series. The Summer Symposium Chair shall assist the Summer Symposium Coordinator with responsibilities including the organization and preparation for the event. The individual holding this position must be a member of the Chapter and National NSSLHA.

**Article V: FACULTY ADVISORY BOARD**

The Faculty Advisory Board (FAB) shall serve as a mentor for the Chapter Executive Council. Members of the Faculty Advisory Board shall be members of the American Speech-Language-Hearing Association. Members will meet monthly. Members of the FAB will include:

**Advisor—** The Advisor must be a faculty or staff member in the academic program and a member of the American Speech-Language-Hearing Association. The Advisor meets regularly with the Chapter Executive Council and serves as the direct mentor to the Chapter.

**Co-Advisor—** The Co-Advisor must be a faculty or staff member in the academic program and a member of the American Speech-Language-Hearing Association. The Co-Advisor is subject to the approval of theChapter Executive Council. The Co-Advisor works closely with the Fundraising/T-Shirt Chairs and shares related information with the FAB.

**FAB Liaison(s)—** The FAB Liaison must be a faculty or staff member in the academic program and a member of the American Speech-Language-Hearing Association. The Liaison is subject to the approval of theChapter Executive Council. Duties include attending the Chapter monthly meetings, taking notes, and sharing them at FAB meetings.

**Summer Symposium Coordinator—** The Summer Symposium Coordinator must be a faculty or staff member in the academic program and a member of the American Speech-Language-Hearing Association. The Coordinator is subject to the approval of theChapter Executive Council. Duties include planning the Summer Symposium with the UA NSSLHA Chapter. The Coordinator works directly with the Summer Symposium Chair and committee.

**Article VI:** **STANDING COMMITTEES**

The Chapter Executive Council Chairs will appoint committee members by the second Chapter meeting of the Fall semester. The Chapter shall have four standing committees:

1. **Philanthropy Events Committee:**
	* Reports to the Graduate and Undergraduate Philanthropy Chairs
	* Assists with planning and executing philanthropy events
2. **Social Events Committee:**
	* Reports to the Graduate and Undergraduate Social Chairs
	* Assists with planning and executing social events
3. **Logistics Committee:**
	* Reports to the Vice President
	* Assists with monthly meeting check-in, monthly meeting activities, staying up-to-date on Chapter Honors status, and reviewing and tracking consistency with NSSLHA Bylaws
4. **Summer Symposium Committee:**
	* Reports to the Summer Symposium Chair
	* Assists with finding businesses to donate items to the Summer Symposium

**Article VII: MEETINGS**

**Section 1. Regular Meetings**

The regular meetings of the association shall be held monthly at a time designated by the organization or the Executive Council.

**Section 2. Special Meetings**

Special meetings may be called by the President or the Executive Council and shall be called upon the written request of 10 members of the Chapter. The purpose of the meeting shall be stated in the notice, and three days’ notice shall be given except in the case of emergencies.

**Section 3. Quorum**

Those persons present at a properly called Chapter Executive Council, regular, or special meeting shall be designated as a quorum and shall be entitled to take action on behalf of the Chapter.

**Section 4. Voting**

A majority vote of members present at any meeting shall be required for all actions to be taken by the Chapter.

**Article VIII: FINANCES**

**Section 1. Budget**

The budget will be monitored and coordinated by the Treasurer. All expenses must be approved by the Treasurer. Any purchase over $200 must be approved by the Treasurer, President, Vice President, and one member of the FAB. The Treasurer will report monthly statements to the Executive Board with any other updates seen fit by the Treasurer.

1. **ASHA Convention Monies**

The Chapter may provide hotel funding for graduate students to attend the yearly ASHA convention, if the Treasurer and President deem appropriate. The President and Treasurer are responsible for booking the hotel rooms and allocating the monies for this event. A surplus of ASHA Convention monies may be used for any undergraduates presenting at the convention. Additionally, the Treasurer and President will apply for Financial Affairs Committee (FAC) funding, through The Source, to pay for registration of six UA NSSLHA officers to attend the ASHA Convention.

1. **The SOURCE**

**1) Trainings-** The President, Vice President, and the Treasurer will complete all SOURCE trainings. Completion dates are to be specified by The SOURCE. Trainings will allow UA NSSLHA to apply for organization funding as needed.

**2) FAC Funding-** The President and the Treasurer will attend FAC funding application meetings to secure funding for the Chapter. Applications completed will be determined by the Treasurer and President.

**3) Copy Paper-** Paper will be purchased by the Vice President. Paper can and will be funded by the FAC, as long as approved by the FAC. The President and Treasurer will complete and attend all applications/meetings for paper funding.

**Section 2. 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 by any other person as authorized in writing by the Chapter Executive Council. 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 Chapter Executive Council may select and shall make such disbursements as authorized by the Chapter Executive Council in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty days from the receipt of the funds and/or orders of payment.

**Section 3. Purchases**

1) Expenditures must be approved by the Treasurer prior to purchases. Chapter Officers are responsible for reporting these expenditures to the Treasurer within fifteen days of purchase for reimbursement.

2) The following information must be included on the sales slip:

a. The item purchased

b. The purchaser’s name

c. The date of the purchase

d. The total amount of the purchase

3) On specific projects, the committee will tabulate the total expenditure to be made for that project.

**Section 4. Financial Report**

Financial reports will be given by the Treasurer monthly to the Chapter Executive Council members.

**Article IX: DISCRIMINATION**

Membership in registered student organizations shall be open to all students of The University of Alabama, without regard to race, religion, sex, disability, national origin, color, age, disability, gender identity or expression, sexual identity, or veteran status except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex. Notwithstanding these requirements, the organization may restrict membership based on an ability to perform the activities related to the organization’s purpose.

**Article X: PARLIAMENTARY AUTHORITY**

Robert’s Revised Rules of Order shall constitute the parliamentary authority in all matters not covered by the National NSSLHA and Chapter Bylaws.

**Article XI: AMENDMENTS**

**Section 1. Suggested Amendments**

Suggestions for amendments or revision of these Bylaws shall be presented to the Chapter Executive Council by any member or Chapter Advisor at least one month prior to the next scheduled business meeting.

**Section 2. Action on Proposed Amendments**

All amendments shall be presented to the general membership for action. A majority vote of members present at any meeting shall be required for adoption.