

**NATIONAL STUDENT SPEECH LANGUAGE HEARING ASSOCIATION
CALVIN COLLEGE CHAPTER
BYLAWS**

Article I

Name

The name of this organization shall be the National Student Speech Language Hearing Association, Calvin College Chapter.

Article II

Purposes

The purpose of this organization shall be:

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

Article III

Affiliation with the National Association

As a recognized local chapter of NSSLHA, the Calvin College 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 Organization. Any number of the members of the chapter shall be members of the National Organization.

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.

Article IV Membership

Part I Full Membership

Section 1. Eligibility

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, Calvin College Chapter.

Section 2. Privileges

A member of the local chapter shall be eligible to hold office and to serve on committees.

A member who holds office shall be eligible to vote.

Section 3. Dues

The Calvin College Chapter does not charge dues for membership. Interested persons shall become members by contacting a chapter officer.

Section 4 Active Membership Status

The Calvin College Chapter shall dispense certificates of Active Membership annually to members who attend a minimum of six (6) events per year. These events must fall into the following parameters: two service related events, two education related events, and two social related events.

Section 5. Termination of Membership

Membership in the local Chapter of NSSLHA shall be terminated automatically if:

1. a member becomes eligible for membership in the American Speech-Language Hearing Association
2. loses student status, or
3. a member expresses to a chapter officer desire to terminate his or her membership.

Part II Visitors

Meetings will be open to any interested people.

Part III

Patrons

The Chapter may invite persons to be Patrons of the Chapter who have given their support in the advancement of the Chapter by their participation in the monthly meetings.

Article V

Meetings

Section 1. 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.

Section 2. 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 seven (7) days prior to the meeting.

Section 3. Executive Council Meetings

The members of the Executive Council shall meet at least once a month. Additional meetings will be called when necessary and also prior to any regular or special meetings. The time and place of all Executive Council Meetings shall be announced at least twenty four (24) hours in advance.

Section 4. 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.

Section 5. Voting

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

Article VI Personnel

Section 1. Student Members

Those students who meet the eligibility requirements set forth in Article IV, Section I of these Bylaws may be Chapter members.

Section 2. Chapter Advisor

This chapter shall have at least one advisor who shall be resident member of the faculty. The advisor shall be a member of the American Speech-Language Hearing Association. The Chapter Executive Council may also assign a Co-Chapter Advisor in the case that the Chapter Advisor cannot or will not perform his or her duties.

Article VII

Chapter Executive Council

Section 1. Power

The Chapter Executive Council shall supervise and coordinate all activities undertaken by the Chapter, shall establish policies, and shall exercise all powers except those assigned to the membership. The Chapter Executive Council shall meet prior to any regular and special meetings at a time designated by the Council. A majority of members of the Council shall constitute a quorum.

Section 2. Composition

The Chapter Executive Council shall consist of the Chapter officers and its advisors.

Section 3. Chapter Officers

Chapter officers shall include a President, President Elect, Secretary, Treasurer, Campus & Community Coordinator. They shall be selected from the general membership as indicated in Bylaws, Article IV, Part I, Sections 1 and 2.

A. Duties

1. President

The President will call and preside over all meetings of the Chapter Executive Council and Chapter meetings. The President shall appoint all committees, shall serve as an ex-officio member of all committees and shall designate special duties not provided for in the Constitution and

Bylaws. The President must also dutifully prepare the President Elect for the individual's upcoming year of Presidential responsibilities.

2. President Elect

The President Elect shall be vested with the powers of the President in the event of his or her inability to execute his or her duties. The President Elect shall carry out other duties assigned to him or her by the President. The duties of the President Elect shall include overseeing the preparations for the monthly meetings as well as coordination of monthly speakers and events. Once elected, it is assumed this position will transition into full Presidency of the Executive Council.

3. Secretary

The Secretary shall handle all liaison between the National Office and chapters including reports and correspondence. The Secretary shall act as Parliamentarian at the monthly meetings. The Secretary shall also interact with guest speakers and Chapter Patrons.

4. Treasurer

The Treasurer shall be the custodian of the funds of the Chapter and shall be responsible for all monies received and spent by the local Chapter which is to include fundraising monies and organizational expenditures. The Treasurer shall ensure financial compliance with the policies of the Chapter's governing institution.

5. Campus and Community Coordinator

The Campus and Community Coordinator shall be responsible for the supervision and coordination of all activities related to campus events, service learning, and community outreach. These activities will place an emphasis on professional development in the field of Speech Pathology & Audiology. The Campus and Community Coordinator shall also be responsible for presenting events and issues to other members of the Chapter Executive Council.

B. Terms of Office

The Chapter Officers shall be elected for a period of one year. In order to fulfill the position of President, candidates must be elected and serve as President Elect for one year prior. The President may serve a maximum of two, one-year terms in that position. The other officer positions may be held for multiple terms, if so elected.

C. Election

The Chapter officers shall be selected by the Executive Council. Applications will be reviewed by the Executive Council, followed by an informal interview. Professor's recommendations and academic standing will be taken into consideration for candidacy. Candidates must receive a 2/3 majority vote within the current Executive Council to be elected to the upcoming Executive Council of the following year. Individuals may nominate themselves for up to two positions. Newly elected Executive Council members shall attend a minimum of two Business Meetings prior to their year of service.

Article VIII

Standing Committees

The chapter shall have three standing committees:

1. Service Learning Committee
2. Fundraising Committee
3. Merchandise Committee

Section 1. Chair

A. All Chairs are elected as outlined in the Bylaws, Article VII, Section 3, Part C.

B. All Chairs shall hold the responsibilities as described in the Bylaws, Article VII, Section 3, Part A, Section 5.

Section 2. Duties

A. Service Learning shall find opportunities for service on and off campus and serve as the contact for these services.

B. Fundraising shall devise ideas for fundraising and gauge expenses and profits for each idea.

C. Convention and Conferences shall plans the logistics of attendance at convention and conferences. The committee shall also find funding to sponsor chapter members' attendance at local and national conventions and conferences.

Article IX Finances

Section 1. Budget

The Executive Council shall receive an approved budget of anticipated revenue and expenses for the year from the Calvin College Student Organization Office by the summer preceding the first academic semester. The Executive Council shall present this budget and its proposed use to the Chapter Advisor prior to the first Regular Meeting of 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 Executive Council and Chapter Advisor. Any use of additional funds may be presented to the chapter members, and it's use shall be voted on.

Section 2. Deposit and Disbursements

The Treasurer shall deposit all funds of the Chapter to the credit of the Chapter to the Financial Chair of the Calvin College Student Organization Office. The Treasurer shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the Student Organization Office, NSSLHA Executive Council, and Chapter Advisor. 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 unless there are extenuating circumstances.

Section 3. Financial Report

The Treasurer shall present a financial report at each Executive Council Meeting of the Chapter and shall prepare a final report at the close of the year. The Executive Committee shall have the report

and the accounts examined monthly by the Finance Chair of the Student Organization Office and shall receive an updated budget from him or her.

Article X

Orders

Robert's Revised Rules of Order shall constitute the parliamentary authority in all matters not covered by the national and local 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 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 two-thirds of those present at the business meeting at which the amendment is announced shall be required for adoption.