

Constitution of the National Student Speech-Language-Hearing Association Chapter at the University of Delaware

October 29, 2008

PREAMBLE

"We, the students at the University of Delaware, do hereby form the organization known as the National Student Speech-Language-Hearing Association (NSSLHA) for the purpose of a fuller appreciation of the professions of speech-language pathology and Audiology and a greater awareness of the issues affecting these fields. Also to encourage professional interest among university students in the study of human communication sciences and disorders, and to provide continuity to the dissemination of professional information, and provide a vehicle for student representation in matters of professional concern."

I. NAME OF THE ORGANIZATION

The organization should be known as "The National Student Speech-Language-Hearing Association Chapter at the University of Delaware."

II. OBJECT OF THE ORGANIZATION

The chapter will carry out the objectives listed in the preamble by participating in university and community services, raising funds, recognizing outstanding contributions by alumnus and current students, and actively promote recruitment and retention of new Speech Pathology students.

III. AFFILIATION WITH ANY OTHER GROUP

The chapter of NSSLHA at the University of Delaware is associated with the National chapter of NSSLHA.

IV. QUALIFICATIONS AND CRITERIA FOR SELECTING MEMBERSHIP

Students need to be full-time matriculated undergraduate students, not yet eligible for membership in the American Speech-Language-Hearing Association, interested in the study of normal and disordered human communication behavior.

Members of the NSSLHA chapter at the University of Delaware are not required to be members in the National chapter of NSSLHA, with the exception of executive board members. At minimum, the President and Vice-President must be members of the National Chapter. National NSSLHA dues are determined by the national association. Applications received between January 1 and August 31 are processed for the calendar year (January – December) in which they were received. NSSLHA membership applications received between September 1 and December 31 are processed for the following calendar year, with certain membership services activated as soon as the application and payment are processed.

V. NON-DISCRIMINATION CLAUSE

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official Student Handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full-time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran or handicap status, or sexual orientation.

VI. DUTIES AND PRIVILEGES OF MEMBERSHIP

This organization provides students with a support system within the Speech Pathology major at the University of Delaware and allows students to be involved in activities that are related to the fields of Speech-language Pathology and Audiology to provide experiences to foster educational and professional development.

VII. OTHER TYPES OF NON-VOTING OR REPRESENTING MEMBERSHIP

Graduate students and alumni.

VIII. ABSENCE POLICIES

General members are not required to attend any minimum number of meetings per semester. However, members who wish to run for an executive board position must be present at a minimum of 2 meetings per semester and must participate in at least 2 fundraising or volunteer activities.

IX. POLICIES AND PROCEDURES FOR DISCIPLINING OR REMOVING MEMBERS

Members who wish to run for an executive board position will not be permitted to if they do not meet the requirements as stated in Article VIII.

Members who belong to the National chapter of NSSLHA will have their membership suspended if their renewal dues are not received by the national office by January 31 each year. After this date, these members will lose access to all online-resources, publications, health and liability insurance, special interest division discounts, etc. provided by the national chapter.

X. OFFICERS

There are five official offices within the National Student Speech-Language-Hearing Association Chapter at the University of Delaware and four official officers recognized by the National Chapter: President, Vice President, Secretary, Treasurer (national chapter), and Historian (chapter at University of Delaware). The official duties of officers as indicated by the NSSLHA and University bylaws are listed below:

Section I. PRESIDENT – The president calls and presides over all meetings of the Chapter Executive Board and Chapter meetings. The President appoints all committees, serves as an ex-officio member of all committees and also designates special duties not provided for in the Constitution and Bylaws.

Section 2. VICE-PRESIDENT – It is the duty of the Vice President to resume the powers of the President in the event of the President's absence, or inability to execute the duties of the office. Other duties of the VP include overseeing the preparations for the monthly meetings to include establishing the meeting time, location, and the presentation of the meeting agenda.

Section 3. SECRETARY – The Secretary handles all liaisons between the National Office and chapters including reports and correspondence. It is the duty of the Secretary to act as Parliamentarian at the monthly meetings, maintain a notebook of minutes of each meeting, make sure all updates and information is provided to members via email, and maintain an accurate and current list of chapter membership.

Section 4. TREASURER – The Treasurer is the custodian of all the funds of the chapter and is responsible for all monies received and spent by the local chapter, which is to include organizational expenditures and charitable donations, and reports on the chapter's financial status during each meeting.

Section 5. HISTORIAN – The Historian is responsible for keeping records of flyers, posters, and other items distributed and used by the organization to be passed down to successive executive boards.

Section 6. QUALIFICATIONS FOR OFFICERS – All officers (or Executive Board) must be full-time matriculated undergraduate students at the University of Delaware and must be able to complete a full calendar year (i.e. no second semester seniors). According to NSSLHA by-laws officers must be a member of the national chapter of NSSLHA and provide their membership number.

Section 7. ELECTION OF OFFICERS – The election of officers will be held once a year at the end of spring semester. The officer holds office for one calendar year. Chapter officers are elected by a majority vote of the membership. A nominating committee consists of the Executive Board (current officers), who are responsible for receiving all suggestions for persons to serve as officers. Nominations may be made from the floor subject to the nominee's acceptance. The nominations will be done silently. Nominee's names will be written on a piece of paper and then upon their acceptance by the person nominated, will be voted on. A majority vote decides the person who will hold office. In the event that there is a tie, all members will revote on the impending officers that were tied. In the event of absence the officer with the lower position takes the former.

Section 8. PROCEDURE FOR DISCIPLINING OR REMOVAL OF OFFICERS – In the event an officer cannot perform his or her duties there will be a notice of charges, a right to a fair hearing which is brought before the Executive Board and the Adviser, and the right to appeal. In the case the Executive Council and

the Adviser decide to remove the officer all members must vote by majority to elect a new officer. The same procedure for voting is used as listed in Section 7.

Section 9. RESIGNATIONS – In the event an officer wants to resign, that person must bring it to the attention of the Executive Board and Adviser. Nominations and voting will be held to elect a new officer and the voting procedure for a new officer follows the guidelines discussed in Section 7.

Section 10. OFFICER TRANSITION – A transitional period will be provided for the newly selected officers for the impending year, to help ease the transition of new officers.

XI. MEETINGS

General member meetings will be held at least once a month. Member meetings will be called at a time that is best for most of the members and members will be notified by email in advance or by any means they exhibit necessary for them. Executive Board meetings will be held bi-monthly. Meetings with the Advisor will also be held monthly.

XII. DUES

Dues are not necessary for membership in the NSSLHA chapter at the University of Delaware. However, members that are part of the national chapter are \$60 (see Article IV).

XIII. BYLAWS

The organization shall establish by-laws to carry out the policies set forth in this constitution. Simple majority of the Executive Board is required to approve by-laws or changes in existing by-laws.

XIV. PROCEDURES FOR DECISION-MAKING

Look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.

XV. ESTABLISHMENT OF CHAIR POSITION/COMMITTEES

At the beginning of each year, members have the opportunity to nominate themselves for one of three chair positions: the fundraising chair, community service chair, and web master.

Section 1. FUNDRAISING CHAIRPERSON – The Fundraising Chairperson has the responsibility to organize fundraising activities for the organization to raise funds for an annual donation to a charity of the organization's choice and heads any committee developed to handle these activities.

Section 2. COMMUNITY SERVICE CHAIRPERSON – The Community Service Chairperson is responsible to organizing volunteer activities for members of the organization to further their education and professional development in the fields

of Speech-Language Pathology and Audiology and heads any committee developed to handle these activities.

Section 3. WEB-MASTER – The Web-master is responsible for upkeep and maintenance of the Registered Student Organization website.

Section 4. QUALIFICATIONS OF CHAIRPERSONS – Individuals who wish to run for chair positions must attend at least 2 meetings and 2 activities per semester.

Section 5. SELECTION OF CHAIRPERSONS – Interested members must submit their name along with an explanation of why they wish to hold the position and why they believe they belong in the position. Chairpersons are appointed by the Executive Board by a majority vote. The executive board should take into consideration past attendance at meetings and activities, and seniority in making their decision. Co-chairpersons may be selected at the discretion of the Executive Board.

Section 6. PROCEDURES FOR DISCIPLINING/REMOVAL OF CHAIRPERSONS – In the event a chairperson cannot perform his or her duties, there will be a notice of charges, a right to a fair hearing that is brought before the Executive Board and the Advisor, and the right to appeal. In the case the Executive Board and Advisor decide to remove the chairperson, a new chairperson is selected by the same procedure outlined in Section 5.

Section 7. RESIGNATIONS – In the event a chairperson wants to resign, that person must bring it to the attention of the Executive Board and the Advisor. A new chairperson will be selected by the same procedure outlined in Section 5.

XVI. SELECTION OF AN ADVISOR

An advisor is chosen in the same manner that the officers are chosen (See Article IX, Section 7). The Advisor must be a member of the American Speech-Language-Hearing Association (ASHA) as required by the national chapter of NSSLHA.

XVII. DISBURSAL OF ORGANIZATIONAL ASSETS SHOULD THE GROUP BECOME DEFUNCT

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XVIII. QUORUM

The minimum number of members who have to present at a meeting in order for business to be conducted legally must be between 30-50 percent of the total number of members.

XIX. RULES FOR RATIFYING THE CONSTITUTION

Ratifying this constitution requires a simple majority vote of the organization and approval by the Activities and Programs Office.

XX. RULES FOR AMENDING THE CONSTITUTION

Amending this constitution requires a vote of the entire membership and advance notice to all members of the proposed change.

XXI. SIGNATURES

President

Signature Caitlin McSweeney Date 12/3/08

Vice President

Signature Laura C. Spurr Date 12/5/08

Advisor

Signature Beck Almineo Date 4.28.09

Activities and Programs Office

Signature _____ Date _____