

Bylaws of the Clarion University of Pennsylvania

National Student Speech-Language and Hearing Association Chapter

I. NAME.

The name of the Chapter shall be the Clarion University of Pennsylvania National Student Speech-Language and Hearing Association, hereafter referred to as the CUP Chapter of NSSLHA.

II. PURPOSE.

The purpose of the Chapter shall be to aid the students of Clarion University of Pennsylvania 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,
- To provide a vehicle for student representation in matters of professional concern,
- To foster a spirit common goal by offering opportunities for social and professional fellowship and by of unity by coordination of the interests and efforts of persons with a providing situations in which students and faculty may work together, as a team, to advance the profession as a whole,
- To inspire high planes of academic achievement on academic and clinical activities,
- To aid in building wholesome public relations with other University departments and with local organizations interested in knowing about the field of speech and hearing.

III. AFFILIATION WITH THE NATIONAL ASSOCIATION.

As a recognized local chapter of NSSLHA, the Clarion University of Pennsylvania NSSLHA 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 or graduate students of Clarion University of Pennsylvania that are 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 for Speech-Language-Hearing Association (ASHA), shall be eligible for membership in the CUP Chapter of NSSLHA.

- A. National Membership is reserved for those students holding membership on both the local and national levels of NSSLHA.
  - i. 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.
  - ii. 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 membership.
  - iii. 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 Undergraduate Membership is reserved for those undergraduate students holding membership in the local chapter only. To hold local undergraduate membership, one must attend 75% of the meetings, complete five (5) hours of community service, and complete one (1) mandatory fundraiser per semester. If a undergraduate member knows they will not be able to fulfill these duties throughout the semester, they must speak with the Executive Council by the first meeting of the semester to discuss possibilities of replacement membership duties. These decisions will be made on a person-to-person basis.
  - i. Privileges: A local undergraduate 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.
  - ii. Dues: Annual dues, which cover membership from beginning of Fall semester until the last day of the Spring semester, shall be assessed to each member of the CUP Chapter of NSSLHA. The amount of dues is \$5.00 per semester, or \$10.00 per year (Fall and Spring semester). The dues collected may be used to support any of NSSLHA's fees and expenses.
  - iii. Membership Status Levels: A local undergraduate member is able to obtain three (3) different membership status levels. These levels are determined by the amount of participation put forth by member. The levels include RED status, SILVER status, and GOLD status.
    - i. RED status occurs when the member has not completed the duties stated above which are required to hold local membership. The regulations of this status can be found under Section iv. Termination of Membership.

- ii. SILVER status occurs when a member completes all requirements stated above. If a member completes all required duties to hold local membership, they will be considered a SILVER status local member.
- iii. GOLD status occurs when a member completes all duties to obtain local membership status and then goes above and beyond requirements expected. A GOLD status member must also attend at least one (1) social event per semester to obtain GOLD status. Each member should so initiative and desire to obtain GOLD status. The decision of GOLD status will be determined case-by-case by the Executive Chapter.
  - 1. Gold Status Stipulation: If a member does not give at least a 24-hour notice of absence from an event that they agreed to participate in, they shall henceforth be ineligible for GOLD status per that semester. This will be reviewed on a case-to-case basis.
  - 2. Reward for Achieving GOLD Status: When a member qualifies for GOLD status two consecutive semesters, the qualifying members will receive a gold cord at the end of the said two semesters. A gold cord can be earned up to four (4) times.
- iv. Termination of Membership: Membership in the CUP Chapter of NSSLHA shall be terminated automatically if a national member becomes eligible for certification and membership in ASHA or a member loses student status as determined by Clarion University of Pennsylvania. If a member fails to pay dues for each semester, a member does not complete five (5) hours of community service per semester, or does not complete one (1) mandatory fundraiser per semester, their membership will be put on Probationary Status by vote of the Executive Council.
  - i. RED Status: If a Member has not completed their duties of membership, as stated in Section IV, the Executive Council will vote to place them on RED Status. While on RED Status, the member may not vote or partake in events that are fully paid for by the CUP Chapter of NSSLHA. A member that is placed on RED Status has one semester to regain their status as a Regular Member of the CUP Chapter of NSSLHA. In order to regain status, the member must pay dues in full (\$5.00) by the second meeting of the semester, complete eight (8) hours of community service by the end of the semester, attend 75% of the meetings, and show initiative to want to regain Regular Member status as judged by the Executive Council. The status of the member on RED Status will be voted upon by the Executive Council at the last Executive Council meeting of the semester. The member shall hear of their status within seven (7) days of the Executive Council decision.

- C. Local Graduate Membership is reserved for those graduate students holding membership in the local chapter only. To hold local graduate membership, one must attend 50% of the meetings, complete three (3) hours of community service, and complete one (1) mandatory fundraiser per year. If a graduate member knows they will not be able to fulfill these duties throughout the semester, they must speak with the Executive Council by the first meeting of the semester to discuss possibilities of replacement membership duties. These decisions will be made on a person-to-person basis.
- i. Privileges: A local graduate 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.
  - ii. Dues: Annual dues, which cover membership from beginning of Fall semester until the last day of the Spring semester, shall be assessed to each member of the CUP Chapter of NSSLHA. The amount of dues is \$5.00 per semester, or \$10.00 per year (Fall and Spring semester). The dues collected may be used to support any of NSSLHA's fees and expenses.
  - iii. Termination of Membership: Membership in the CUP Chapter of NSSLHA shall be terminated automatically if a national member becomes eligible for certification and membership in ASHA or a member loses student status as determined by Clarion University of Pennsylvania. If a member fails to pay dues for each semester, a member does not complete three (3) hours of community service per semester, or does not complete one (1) mandatory fundraiser per year, their membership will be put on Probationary Status by vote of the Executive Council.
  - iv. RED Status: If a Member has not completed their duties of membership, as stated in Section IV, the Executive Council will vote to place them on RED Status. While on RED Status, the member may not vote or partake in events that are fully paid for by the CUP Chapter of NSSLHA. A member that is placed on RED Status has one semester to regain their status as a Regular Member of the CUP Chapter of NSSLHA. In order to regain status, the member must pay dues in full (\$5.00) by the second meeting of the semester, complete five (5) hours of community service by the end of the semester, attend 75% of the meetings, and show initiative to want to regain Regular Member status as judged by the Executive Council. The status of the member on RED Status will be voted upon by the Executive Council at the last Executive Council meeting of the semester. The member shall hear of their status within seven (7) days of the Executive Council decision.
- D. 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 CUP Chapter of NSSLHA, shall be eligible to be elected an Honorary member.

- i. Selection: Individuals shall be nominated by any member of the local chapter. Nominations shall be submitted to the Executive Council for consideration. The nomination shall be announced at least seven (7) days prior to the meeting.

## V. MEETINGS.

- A. Regular Meetings: At least six (6) 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. Executive Council Meetings: The Executive Council shall meet regularly every two (2) weeks. All items of business put before the CUP Chapter of NSSLHA shall be transacted at the Executive Council meeting and presented at the Regular Meetings for ratification.
- C. Special Meetings: Additional meetings of the Chapter may be called, either by the President, by vote of the Executive Council, 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.
- D. 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.
- E. 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. The Chapter Advisor shall be chosen by a majority vote of the Executive Council of the organization at the first Executive Council meeting of the semester. No advisor shall be removed from their capacity until a motion is brought to the floor at a Regular Meeting. At the following Regular Meeting, approval must occur by a simple majority vote. The Advisor is mandated to partake in 50% of the Chapter meetings each semester. If the Advisor does not participate in the said amount of meetings, there is grounds for replacement of the Advisor by the Executive Council.
- 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.
- C. Power of Advisor and Co-Advisor: The Chapter Advisor and Co-Advisor have great influence on the actions taken by this organization, however, majority vote by the officers of the executive board overrule. The Chapter Advisor shall have no vote in the business matters of the organization.

## VII. OFFICERS.

- A. All officers shall accept their offices with full appreciation of the obligations involved therein. This includes a clear understanding of the importance of consistent attending to their duties, with particular attention to prompt and regular attendance at all meetings dependent upon participation. In case of absence, because of emergency, the officer shall notify the President before the meeting and shall also make the necessary preparations for another member to assume their responsibilities at the Meeting.
- B. Positions: The officers of the Chapter shall consist of a President, Vice-President, Secretary, Treasurer, Historian. All members of the Executive Council shall read the CUP Chapter of NSSHLA before their reigning term begins.
- C. President: The President shall be the principle executive officer of the Chapter and, subject to the control of the Executive Council 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 Council and, when present, shall preside at all meetings of the Executive Council and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Council or 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. The President shall be sufficiently familiar with the organization to interpret National and Local Chapter Constitutions and to guide the policies in accordance with the objectives of the CUP Chapter of NSSLHA. The President shall be responsible for the year's program of activities, shall keep in frequent contact with the CSD Faculty and Chapter Advisor and Co-Advisor, and shall adhere to all deadlines. The President shall submit articles to the National NSSLHA newsletter and PSHA newsletter (Keystater) to update them on the CUP Chapter of NSSLHA's events. To be eligible to serve as President, a person must be a National Member and of at least Junior standing at Clarion University of Pennsylvania.
- D. Vice-President: The Vice-President shall be a member of the Executive Council 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 Council and shall serve as the President's chief assistant in guiding the policies of the organization. The Vice-President shall keep up with all National NSSLHA paperwork and files ([nsslhaapplication.asha.org](http://nsslhaapplication.asha.org)). The Vice-President shall serve as the Chairperson of the Seminar Committee. Within the Seminar Committee, the Vice-President determines the speakers, reserves the room, sets up the sub-committees, and oversees the entire Spring Seminar process. To be eligible to serve as Vice-President, a person must be a National Member and of at least Junior standing at Clarion University of Pennsylvania.
- E. Secretary: The Secretary shall be a member of the Executive Council. The Secretary shall keep detailed minutes of the proceedings of the membership and the Executive

Committee, shall keep a record of all social functions and an accurate amount of attendance at all meetings and functions sponsored by the CUP Chapter of NSSLHA. The Secretary shall receive from the Treasurer the list of all Members who have paid dues and prepare the official list of Members eligible to vote, and shall see that all notices are duly given in accordance with these Bylaws. The Secretary shall investigate to determine which alumni wish to continue their affiliation with the CUP Chapter of NSSLHA at the beginning of each academic year. The Secretary shall record attendance and keep a list of all active and probationary members, 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 Council. The Secretary shall serve as the chairperson for the Annual Holiday Party. The Secretary position must be held by a student of at least Sophomore standing at Clarion University of Pennsylvania.

- F. Treasurer: The Treasurer shall be a member of the Executive Council. 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 banks or other Chapters as are selected by the Executive Council. The Treasurer shall make disbursements as authorized by the President, Executive Council, 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 Council. The Treasurer shall submit their books at the end of each academic year to the Chapter Advisor for audit. The Treasurer shall be in charge of the planning and scheduling of the annual “End of the Year CUP Chapter of NSSLHA Banquet”. The Treasurer position must be held by a student of at least Sophomore standing at Clarion University of Pennsylvania.
- G. Media and Outreach Manager: The Media and Outreach Manager shall be a member of the Executive Council. The Media and Outreach Manager shall be responsible for publicity for all events of the Chapter and shall act as a liaison between the school and the media. The Media and Outreach Manager shall keep in touch with other National NSSLHA Chapters to inform them of what events the CUP Chapter of NSSLHA is conducting and find out other ideas for events. The Media and Outreach Manager shall keep the official history of the Chapter and shall keep an annual record of all of the activities of the Chapter, including, but not limited to, clippings of all news articles relating to the CUP Chapter of NSSLHA. The Media and Outreach Manager shall update the CUP Chapter of NSSLHA’s website, Facebook page, Twitter account, and Instagram account, as well other social media sites that are utilized to expand the knowledge of the CUP Chapter of NSSLHA and keep the members of the organization updated on meetings and events. The Media and Outreach Manager shall notify all members of all

Regular Meetings, Executive Council Meetings, and any other CUP Chapter of NSSLHA sponsored event. The Historian serves as chairperson for the Field Trip Committee.

- H. Fundraiser: The Fundraiser shall be an ex-officio member of the Executive Council. The Fundraiser shall be the chairperson of the Fundraiser Committee and shall decide on the two (2) fundraisers for each semester, one (1) of which may be used by the members as their mandatory fundraiser. The Fundraiser shall organize the Fundraiser Committee and shall distribute and collect all forms and monies that go along with any fundraisers conducted by the CUP Chapter of NSSLHA.
- I. Community Service Chairperson: The Community Service Chairperson shall coordinate upcoming service opportunities and shall record and track hours of community service accomplished by members. The Community Service Chairperson shall submit community service hours of all CUP Chapter of NSSLHA members to the Executive so that the status of the members may be voted upon at the last Executive Council meeting of the semester. The Community service chairperson shall also be in charge of updating and maintaining CUConnect as needed.

#### 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, in 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 at the last Executive Council meeting of the academic year in which they were elected and ending at the last Executive Council meeting the following academic year. With 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 elections by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to run. The committee shall inquire that all nominations 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 elections. Should no person receive a majority of the votes cast, a run-off between the two persons who received the largest number of votes shall immediately be held. The General Election results for the Executive Council must be announced within twenty-four (24) hours after the close of the election. Results shall be announced through email ListServ, the CUP Chapter of NSSLHA Facebook, Twitter, Instagram, and website. As the CUConnect technology evolves, CUConnect may be used for obtaining the votes of Members.

- E. Vacancies: Any vacancy in office because of death, resignation, or inability to serve shall be filled by the Executive Council 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 COUNCIL.

- A. General Powers: The affairs, activities, and operation of the Chapter shall be managed by the Executive Council. The Executive Council 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 Council shall consist of the President, Vice-President, Secretary, Treasurer, Historian, and the Chapter Advisor or Co-Advisor.
- C. Meetings: Regular meetings of the Executive Council shall be held during the year, time to be established at the first meeting of the year. Special committees may be called by the President or by a majority of the Executive Council. Adequate notice of all meetings shall be given to all members of the Executive Council and, in the absence of an emergency, at least two days in advance. When possible, notice of the meetings shall be announced to all Members of the Chapter. Any Regular, Voting, or Honorary Member may attend a meeting of the Executive Council, but shall not be entitled to vote on matters before the body.
- D. Quorum: A majority of the regular members of the Executive Council 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 Council present at a meeting at which quorum is present shall be required for all action to be taken by the Executive Council. If there is need for a last minute Executive Council vote, where there is not time to call an official meeting, the Executive Council may vote via private Facebook group, email, or other technology source.
- F. Removal of an Executive Council Member: In the case of an Executive Council member not fulfilling their position, as determined herein and by the other members of the Executive Council, a majority vote of the Executive Council is needed to impeach or remove the Executive Council member. This may pertain to any position on the Executive Council. If the President is impeached, the Vice-President will reside for the rest of the term. If any other position on the Executive Council (Vice-President, Secretary, Treasurer, Historian, Fundraiser, Community Service, Webmaster, or any ex-

officio Committee Chairpersons) is impeached, a new member shall be elected at the next Regular or Special Meeting.

#### X. STANDING AND SPECIAL COMMITTEES.

- A. Nominating Committee: The Nominating Committee shall be composed of three persons who shall be elected 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 Council 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 Council. 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 Council, which must approve all such reports.
- C. Special Committees: The President and/or the Executive Council 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, or on June 14 of each year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. Only Members may serve as chairpersons. Any Regular or Honorary Member may serve as a committee member. The chairperson shall report the plans and activities of the committee to the Executive Council, which must approve all such reports.

#### XI. FINANCES.

- A. Budget: The Executive Council 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 Council during the year. Any substantial deviation from the budget must be approved in advance by the membership. The Executive Council shall submit a yearly budget request to the CUP Student Senate.
- B. Fundraising Activities: The CUP Chapter of NSSLHA shall conduct two (2) fundraisers per semester. Each member of the CUP Chapter of NSSLHA must conduct at least one (1) fundraiser per semester in order to fulfill their Chapter duties, as stated in Section IV. The fundraiser options given to the CUP Chapter of NSSLHA are chosen by the Fundraiser, as stated in Section VII. Three (3) or more options for fundraisers must be presented by the Fundraiser at the first Regular Meeting of each semester and then voted upon by the CUP Chapter of NSSLHA members at the second meeting of the semester. The two (2) fundraisers which receive the majority vote will be the options of mandatory

fundraisers for that semester. In the case of financial hardship of the CUP Chapter of NSSLHA, more than two (2) fundraisers may be conducted per semester, but each member shall still only be mandated to complete one (1) fundraiser per semester.

- C. 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 Executive Council.
- D. Financial Report: The Treasurer shall present a financial report at each General Membership meeting of the Chapter and shall prepare a final report at the close of the year. The Executive Council 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.
- E. Deposits and Disbursements: 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 Council may select and shall make such disbursements as authorized by the 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.

## 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 IV.
- B. 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 Executive Council shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

XIV. REVISION OF BYLAWS: The Executive Council must review bylaws annually due to constant changes. The bylaws should be updated as needed.

XV. STRATEGIC PLAN: The Executive Council of the 2017-2018 academic school year will create a strategic plan for the next five (5) years. This strategic plan will be reviewed annually by the new Executive Council that is elected each academic year. This review should be done in conjunction with the revision of the bylaws.

## XVI. AUTHORITY.

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

## XVII. AMENDMENTS.

These Bylaws may be altered, amended, or repealed by two-thirds (2/3) majority vote of the Executive Council, provided that the amendment is in keeping with the National NSSLHA requirements. New Bylaws may be adopted by the Members at any Regular or Special Meeting, provided that the amendment is in keeping with the National NSSLHA requirements. All changes to the Bylaws must be approved by the Clarion University of Pennsylvania Student Senate, the Vice President of Student Affairs at Clarion University of Pennsylvania, and the President of Clarion University of Pennsylvania.

## XV. RATIFICATION.

These Bylaws, and any amendments, shall become effective upon ratification by the members of the CUP Chapter of NSSLHA and following the approval of the Clarion University of Pennsylvania Student Senate, the Vice-President of Student Affairs at Clarion University of Pennsylvania, and the President of Clarion University of Pennsylvania.