

NSSLHA Chapter—[Yeshiva University]
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**ARTICLE I
NAME**

Section 1. Name

The name of the Chapter shall be Yeshiva University NSSLHA Chapter, hereafter referred to as “Chapter.”

Section 2. Affiliation with National NSSLHA

The Chapter 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 Chapter must update their contact information annually with the National NSSLHA office. The 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.

**ARTICLE II
PURPOSES**

The purpose of the Chapter shall be to aid students at Yeshiva University by providing support to:

- Encourage professional interest among college and university students in the study of communication sciences and disorders
- Provide continuity to the dissemination of professional information
- Provide a vehicle for student representation in matters of professional concern

**ARTICLE III
MEMBERS**

Section 1. Classifications

Any full- and/or part-time graduate, and doctoral students interested in the study of communication sciences and disorders, who are not eligible to receive, and have not received nor applied for, their Certificate of Clinical Competence (CCC) from 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.

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- C. **Termination of Membership:** National NSSLHA membership eligibility shall be terminated when a member becomes eligible for certification and/or membership in ASHA, fails to pay dues by the deadline determined by the National NSSLHA office, or loses student status as determined by the university.

Section 3. Chapter Membership

- A. **Privileges:** A Chapter member current in their payment of Chapter dues shall be eligible to vote, hold office, and serve on committees.
- B. **Dues:** Annual dues for Chapter members shall be determined by the Chapter. The Chapter shall authorize and collect membership dues to be used for the operation of the Chapter. Any change in the dues amount shall be approved by a vote of the members.
- a. **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 Board shall establish a procedure for alternative payments or waivers to insure compliance with this policy.
- C. **Termination of Membership:** Chapter membership eligibility shall be terminated when a member becomes eligible for certification and/or membership in ASHA, or loses student status as determined by the school.

**ARTICLE IV
CHAPTER EXECUTIVE BOARD**

Section 1. General Powers

The affairs, activities, and operation of the Chapter shall be managed by the Chapter Executive Board. The Chapter Executive Board 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.

Section 2. Officers & Duties

Chapter Executive Board officers shall consist of:

- A. **President:** The President shall be the principal executive officer of the Chapter and, subject to the control of the Chapter Executive Board and direction of the membership, shall supervise and control all activities of the Chapter. The President shall preside over all meetings of the Chapter Executive Board and/or membership. The President shall vote only in the case of a tie. 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

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- eligible to serve as President, the individual must be a National NSSLHA Member.
- B. **Vice-President:** The Vice-President, 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 Chapter Executive Board. To be eligible to serve as Vice-President, the individual must be a National NSSLHA Member.
- C. **Secretary:** The Secretary shall keep the minutes of the proceedings of the Chapter Executive Board and/or membership, 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 perform other duties as are assigned by the President or the Chapter Executive Board.
- D. **Treasurer:** 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 organizations as selected by the Chapter Executive Board. The Treasurer shall make disbursements as authorized by the President, Chapter Executive Board, 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 Chapter Executive Board.
- E. **Historian:** The Historian shall be responsible for publicity for all events of the Chapter and shall act as a liaison between the school and the media. The Historian shall keep the official history of the Chapter and shall keep an annual record of all Chapter activities.

Section 3. Elections

Two individuals may be nominated and elected to fill any single position. In this instance, both of the individuals shall be given all of the rights and responsibilities of the office.

- A. **Procedure:** The election of Chapter officers shall take place during the last general membership meeting each academic 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. Election of contested positions shall be by written ballot.
- B. **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 candidates to present for election by the membership. The Committee shall contact all persons who will be nominated to confirm their

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willingness to serve. The Committee shall insure that all nominees are members and otherwise eligible to serve in the office.

- C. **Selection:** A majority of the votes cast by members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two individuals who received the largest number of votes shall immediately be held.

Section 4. Terms of Office

The term of each officer shall be one year, beginning on December 5th and ending on December 4th of each 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.

Section 5. Vacancies

Any vacancy in office because of death, resignation, or inability to serve shall be filled by the Chapter Executive Board 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.

Section 6. Chapter Advisors

A. **Chapter Advisor**

The Chapter shall have at least one advisor who is a faculty member in the CSD program, and is an ASHA member in good standing.

B. **Chapter Co-Advisor**

The Chapter Advisor may designate a Chapter Co-Advisor, subject to the approval of the Chapter Executive Board.

**ARTICLE V
MEETINGS**

Section 1. Chapter Executive Board Meetings

Regular meetings of the Chapter Executive Board 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 Chapter Executive Board. Adequate notice of all meetings shall be given to all members of the Chapter Executive Board and, in the absence of an emergency, at least seven days in advance. When possible, notice of the meetings should be announced to all Chapter members. Any Chapter member may attend a meeting of the Chapter Board, but shall not be entitled to vote on matters before the body.

Section 2. Regular Meetings

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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 days prior to the meeting.

Section 3. Special Meetings

Additional meetings of the Chapter may be called, either by vote of the Chapter Executive Board or by petition of a majority of the Chapter members. The time and place of all Special Meetings shall be announced at least seven days prior to the meeting.

Section 4. Quorum

Those persons present at a properly called Chapter Executive Board, Regular, 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 members present at any meeting shall be required for all action to be taken by the Chapter.

**ARTICLE VI
STANDING AND SPECIAL COMMITTEES**

Section 1. Nominating Committee

The Nominating Committee shall be composed of three persons who shall be selected by the Chapter Executive Board 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 Article IV, Section 3.B.

Section 2. Other Standing Committees

The Chapter Executive Board 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 Chapter Executive Board. 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 Chapter Executive Board, which must approve all such reports.

Section 3. Special Committees

The President and/or the Chapter Executive Board 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 Chapter member may serve as a committee member. The chairperson shall report the

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plans and activities of the committee to the Chapter Executive Board, which must approve all such reports.

**ARTICLE VII
FINANCES**

Section 1. Budget

The Chapter Executive Board 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 Chapter Executive Board during the year. Any substantial deviation from the budget must be approved in advance by the membership.

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 Board. 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 Board may select and shall make such disbursements as authorized by the Chapter Executive Board 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. 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 Chapter Executive Board 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.

**ARTICLE VIII
DISCRIMINATION**

Chapters shall not discriminate on the basis of race, national origin, religion, age, gender, gender identification, sex, sexual orientation, or a condition of limited mobility. All programs and activities of Chapters shall be conducted in furtherance of this policy.

**ARTICLE IX
PARLIAMENTARY AUTHORITY**

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

**ARTICLE X
AMENDMENT OF BYLAWS**

These bylaws may be altered, amended, or repealed and new bylaws may be adopted by the members at any regular or special meeting.