Bylaws of the

National Student Speech Language Hearing Association

Portland State University Chapter

*Revised 9/27/2019*

**ARTICLE I. NAME**

**Section 1. Name.** The name of this organization is the Portland State University (PSU)

Chapter of the National Student Speech Language Hearing Association (referred to

hereinafter as “NSSLHA”).

**ARTICLE II. PURPOSE**

**Section 1. Purpose.** The purpose of NSSLHA is to:

* Encourage professional interest among college and university students in the study of human communication sciences and disorders,
* Provide an avenue for students to network with others interested in the study of communication sciences and disorders,
* Provide opportunities for students to participate in service and advocacy for people who have communication disorders,
* Provide continuity to the dissemination of professional information, and;
* Provide a vehicle for student representation in matters of professional concern.

**Section 2. NSSLHA Publications.** NSSLHA shall:

* Communicate with members through the official NSSLHA email account, Facebook page, Instagram page, Website and Speech and Hearing Sciences Department (SPHR) list serves.
* Provide access to the Portland State Connect group (*www.pdx.campuslabs.com*) for discussion among members of NSSLHA topics, networking, officer communication, and Student Activities and Leadership Programs (SALP) annual recertification.
* Post on the website, Facebook, Instagram and send out emails to provide a place for announcements and information to NSSLHA members.

**ARTICLE III. RELATIONSHIP WITH NATIONAL ASSOCIATIONS**

**Section 1. Chapter.** The NSSLHA chapter at PSU was chartered in September of 2000.

**Section 2. Self-Government.** The PSU chapter is self-governing. The National Association assigns to the PSU chapter the responsibility for executing the National Association’s laws

and policies, adhering to its principles, and enforcing its standards.

**Section 3. Responsibilities.** Additionally, NSSLHA is responsible for the recruitment and retention of collegiate members. The chapter is also responsible for member education, programs, and initiatives.

**Section 4. Professional Affiliations.** 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 American Speech-Language-Hearing Association (ASHA), and a President and Vice-President who are members of National NSSLHA.

**Section 5. Chapter Advisors**

1. **Chapter Advisor(s).** Each chapter shall have at least one advisor who shall be a resident member of the faculty and an ASHA member in good standing. The Chapter Advisor may attend the Executive Board meetings. The chapter advisor helps to create community liaisons and provides feedback on programming, speakers, and content related questions from the Executive Board.
2. **Chapter Co-Advisor.** The Executive Board may designate a Chapter Co-Advisor, who shall be a resident member of the faculty and an ASHA member in good standing, subject to a vote. The Chapter Co-Advisor may attend the Executive Board meetings.

**ARTICLE IV. MEMBERSHIP AND INDIVIDUAL MEMBER ACCOUNTABILITY**

**Section 1. Membership.** Full or part-time undergraduate, post-baccalaureate,

and graduate students interested in the study of typical and disordered human communication behavior are eligible for membership.

1. **Dues.** A Chapter member current in their payment of Chapter dues shall be eligible to vote in general elections, hold office, and serve on committees.
   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 Board shall establish a procedure for alternative payments or waivers to ensure compliance with this policy and make it available for view.
2. **Privileges.** A Chapter member current in their payment of Chapter dues shall be eligible to vote in general elections, hold office, and serve on committees.
3. **Termination.** Membership in NSSLHA may be subject to termination if the member: a) becomes eligible for membership in ASHA, b) attends less than one (1) event per term or two (2) events per year, or c) loses student status as determined by the school.

**Section 2. How to Join NSSLHA.** Candidates must apply for membership using the website

*www.pdx.campuslabs.com* and by contacting the secretary at *nsslha@pdx.edu*. Eligible members will be referenced to the NSSLHA website *pdxnsslha.wixsite.com/pdxnsslha*

**Section 3. Individual Accountability.** The members of NSSLHA hold individual

accountability for their actions.

**ARTICLE V. ELECTED CHAPTER EXECUTIVE OFFICERS**

**Section 1. Elected Executive Officers.** The elected executive officers of this chapter are:

Chapter President, Vice President, Treasurer, Secretary, Public Relations, Fundraising Chair, and Fundraising Committee. Members may hold only one executive position at a time. 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. President.** The President shall be the principal executive officer of the chapter.

The President is accountable to the Executive Board and the direction of  membership and shall supervise and oversee all of the activities of the chapter. It is the duty of the President to provide, receive input, and execute events throughout the elected year. The President is responsible for primary communication with the Chapter Advisor, Speech and Hearing Sciences Department, SALP Advisor and Graduate Liaison. The President shall be responsible for creating agendas and designing special duties not provided for in the bylaws, including organizing and setting agendas for bi-weekly board meetings and monthly member meetings. The President shall preside over all meetings of the Executive Board and all membership meetings. The President shall check the NSSLHA email account daily, along with the Vice-President and Secretary. The President shall be the executive leader for the NSSLHA website. The President shall oversee all NSSLHA website postings. In the case a website post cannot be allocated, the President shall communicate with other board members to distribute the post. The President shall vote in the case of a tie in a vote of the general membership or board meeting decision. The President shall also vote in the case of an election tie. To be eligible to serve as President, a student must enroll as a National Association Member and be an enrolled student in the SPHR program. The President shall act as event ambassador throughout the year and is expected to be present during the spring fundraiser.

**Section 3. Vice President.** The Vice President shall be a member of the Executive Board

and work closely with the President. In the absence of the President, they shall perform the duties of the President. The Vice President is responsible for volunteer sign-ups as well as volunteer recruitment and organization. The Vice President is responsible for sending faculty our feedback surveys following faculty-sponsored events. The Vice-President helps with updating the group Facebook page, updating Connect, and checking the NSSLHA email account, along with the maintenance of the chapter website. The Vice President works with the Faculty Advisor on the following year’s election poll. To be eligible to serve as VP, a student must enroll as a National Association Member. The Vice President shall act as event ambassador throughout the year and is expected to be present during the spring fundraiser.

**Section 4. Secretary.** The Secretary shall be a member of the Executive Board. The

Secretary shall keep and email the minutes to the Executive Board of the proceedings of the Executive Board meetings. The Secretary shall be responsible for keeping Connect and the Facebook group membership current, as well as creating membership cards and setting aside t-shirts for new members. The Secretary shall be responsible for keeping the “apply” and “contact” website page up to date. The Secretary will be responsible for collecting attendance sheets from event ambassadors and marking attendance on the membership list. The Secretary shall act as event ambassador throughout the year and is expected to be present during the spring fundraiser.

**Section 5. Treasurer.** The Treasurer shall be a member of the Executive Board. The

Treasurer shall have charge of, and be responsible for, all funds of the chapter and such other

duties as may be assigned by the President or the Executive Board. The Treasurer shall be

responsible for submitting requests for money through SPHR and food/beverages as authorized by the Executive Board. The Treasurer is in charge of keeping membership donation records by cross-referencing budget reports. The Treasurer shall act as event ambassador throughout the year and is expected to be present during the spring fundraiser.

**Section 6. Public Relations.** Public Relations shall be a member of the Executive Board. Public Relations shall be responsible for the publicity of all Chapter events and shall act as a liaison between the school and the media. Public Relations shall be responsible for all NSSLHA publications. Public Relations shall be in charge of collecting and taking photos at NSSLHA events, and posting them on NSSLHA Facebook, Instagram, and website as well as updating the NSSLHA page on the Speech and Hearing Department website. Public Relations shall create marketing and publicity materials to advertise and promote NSSLHA events and fundraisers. Public Relations shall act as event ambassador throughout the year and is expected to be present during the spring fundraiser.

**Section 7. Fundraising Chair.** The Fundraising Chair shall be a member of the Executive Board, and shall be responsible for fundraising events and the integrity of our forward-facing image to the community. The Fundraising Chair shall create fundraising opportunities throughout the year. The Fundraising Chair will plan community outreach events.This includes working with the SPHR department for the main fundraiser held in the spring. The Fundraising Chair shall work with the Executive Board to ambassador NSSLHA events throughout the year and is expected to be present during the spring fundraiser. The Fundraising Chair shall post fundraising events to the website. During the COVID-19 pandemic, the Fundraising Chair shall ensure all fundraising events will be held virtually until it has been deemed safe by SALP and Portland State University to resume in person events.

**Section 8. Fundraising Committee.** The Fundraising Committee shall be members of the Executive Board, and shall be responsible for the integrity of our forward-facing image to the community and for collaborating with the Fundraising Chair on fundraising events. Fundraising Committee shall work with Fundraising Chair to create fundraising opportunities throughout the year. The Fundraising Committee shall assist the Fundraising Chair in planning community outreach events. This includes working with the SPHR department for the main fundraiser held in the spring. Fundraising Committee shall work with Fundraising Chair and Executive Board to ambassador NSSLHA events throughout the year and are expected to be present during the spring fundraiser.

**Section 9. Departmental Sponsored Organization.** As of September 2016, the local chapter of NSSLHA is now a departmental sponsored organization and therefore directly overseen by the Department of Speech and Hearing Sciences. Funds for events will be housed within the department as well as procedures for planning events. Members of the board will refer to protocols on how to complete each of these processes and communicate with SPHR staff directly.

**Section 10. Graduate Ambassadors.** The Graduate Ambassadors [may be present at Executive Board meetings and will be in communication with the Executive Board.] The Graduate Ambassadors shall be responsible for primary communication and special project connections between graduate student members and undergraduate and postbaccalaureate members of the NSSLHA chapter. The Graduate Ambassadors can serve as an advisory role to the Executive Board.

**Section 11. Qualifications for Office.** A chapter officer must have a cumulative grade point

average of 3.0 or higher and be registered for courses during their tenure.

**Section 12. Executive Board Duties.** The elected executive officers serve on the chapter’s

Executive Board, which is responsible for the overall management and direction of the

chapter. The Executive Board prepares recommendations for action to be considered during

chapter business meetings. The Executive Board meets a minimum of once a month and at

other times as necessary. Executive Board members act as ex officio members, with voice

and vote of all standing and special committees. The Board members must report to

the Chapter Advisor a minimum of once per term.

**Section 13. Order of Command.** The order of command if the Chapter President is

incapacitated is 1) Vice president 2) Chapter Advisor.

**Section 14. Replacement of Executive Officers.** Should the President resign, the Vice President shall replace the President. Should a vacancy occur in the vice presidency, the

Chapter Advisor shall appoint a Vice President, with the approval of the Executive Board.

**Section 15. Vacancy in Office.** A vacancy occurring in any elected office is filled promptly by

Election or by appointment of the current Board.

**Section 16. SALP Advisor.** In addition to the Chapter Advisor, the Executive Board will also partner with a SALP Advisor at PSU. The SALP Advisor assists with leadership mentoring, logistics training (Connect) and technical assistance.

**ARTICLE VI. MEETINGS**

**Section 1. Voting.** Members of NSSLHA are entitled to one vote per member, per general election.

**Section 2. Quorum.** Quorum is achieved when a two thirds majority of the total number of

members of the Executive Board are present at the meeting. Quorum must be met in order to approve voting. Voting is considered approved when consensus minus one is reached.

**ARTICLE VII. OFFICER ELECTIONS**

**Section 1. Election of Officers.** All the steps in the election process take place through

Connect and any necessary auxiliary polling tools. Members running for office must fill in the

application that is posted online. Biographies are due one week prior to the start of elections and will be made available for viewing before or at the time of elections. Student membership votes determine who will fill the Executive Board positions. The polls will remain open for one week. In the event of a tie, members will vote again. Only those

candidates involved in the tie will remain in the running for the revote.

**Section 2. Electing the President.** Preference will be given to a previous board member. In the event that a previous board member doesn’t wish to run for President, an election will be held for the role of President. The President for the current school year shall be elected by April of the previous school year. It will be the duty of the future president to shadow the current president and will be considered “in training” until officially taking power in

June. The training includes a review of duties, current plans, shadowing at events,

manuals, and other resources and forms. Planning over the summer will be expected for the fall term which will include 1-2 meetings.

**Section 3. Electing the Vice President.** The Vice President for the current school year shall

be elected by April of the previous school year. It will be the duty of the future vice president to shadow the current Vice President and will be considered “in training” until officially taking over in June. Should the current Vice President choose to move into the position of President in the following year, an election will be held for the position of Vice President for the following year. In all other cases the position of Vice President will not be an electable position, instead it will be awarded to the Presidential candidate who receives a minority of votes. The training of the Vice President includes a review of duties, shadowing at events, current plans, manuals, and other resources and forms. Planning over the summer will be expected for the fall term which will include 1-2 meetings.

**Section 4. Electing the Secretary.** The Secretary for the current school year shall be elected

by April of the previous year. It will be the duty of the future secretary to shadow the

current secretary and will be considered “in training” until officially taking over in September.

The training includes a review of duties, shadowing at events, current plans, manuals, and

other resources and forms. Planning over the summer will be expected for the fall term which will include 1-2 meetings.

**Section 5. Electing the Treasurer.** The Treasurer for the current school year shall be elected

by April of the previous school year. It will be the duty of the future treasurer to shadow

the current treasurer and will be considered “in training” until officially taking over in

September. The training includes a review of duties, shadowing at events, current plans,

manuals, and other resources and forms. Planning over the summer will be expected for the fall term which will include 1-2 meetings.

**Section 6. Electing Public Relations.** Public Relations for the current school year shall be elected by April of the previous school year. It will be the duty of the future Public Relations to shadow the current Public Relations and will be considered “in training” until officially taking over in September. The training includes a review of duties, shadowing at events, current plans, manuals, and other resources and forms. Planning over the summer will be expected for the fall term which will include 1-2 meetings.

**Section 7. Electing Fundraising Chair.** Fundraising Chair for the current school year shall be elected by April of the previous school year. It will be the duty of the future Fundraising Chair to shadow the current Chair and Fundraising Committee and will be considered “in training” until officially taking over in September. The training includes a review of duties, shadowing at events, current plans, manuals, and other resources and forms. Planning over the summer will be expected for the fall term which will include 1-2 meetings.  
  
**Section 8. Electing Fundraising Committee.** Fundraising Committee for the current school year shall be elected by April of the previous school year. It will be the duty of the future Fundraising Committee to shadow the current Committee and Fundraising Chair and will be considered “in training” until officially taking over in September. The training includes a review of duties, shadowing at events, current plans, manuals, and other resources and forms. Planning over the summer will be expected for the fall term which will include 1-2 meetings.

**Section 9. Selecting the Graduate Ambassadors.** This position can be selected by the

Executive Board and/or chapter advisor, rather than through elections. The Graduate Liaison will be selected in October of the current school year.

**Section 10. Other Elections.** All committees and other elected positions will be voted for after

the Executive Board is elected.

**Section 11. Term of Office.** The elected officers assume their duties at the close of the

installation meeting and serve for a term of one year or until their successors are elected and

installed. Executive Board Members may serve more than one term. If an elected officer so

chooses, they may retain their position for an additional year without the requirement of

running in a second election process. The officer must meet officer requirements and obtain

Chapter Advisor approval. If the officer chooses to retain their position for an additional

year, they must stay in their current elected role. If they wish to change roles within

the executive board, the officer must go through the election process.

**Section 12. Vacancy in Office.** A vacancy occurring in any elected office is filled promptly by

Election or by appointment of the current Board.

**Section 13. Removal from Office.** A chapter officer may be removed from office by a two-thirds affirmative vote of the Executive Board or by the Student Recruitment, Retention, and Engagement Committee (SRREC) if the Executive Board feels unequipped to do so.

Evaluations of each executive board member will be completed upon each term end by fellow

executive board members in an effort to maintain and promote effective leadership.

**ARTICLE VIII. FINANCES**

**Section 1. National Association Membership Fee.** The President and Vice President of the

local chapter of NSSLHA should be members of the National Association. All other members

of NSSLHA at PSU have the option to join on the National Association; a fee of $60 is

required (note: fee subject to change). National membership is not required of any member.

**Section 2. Account Balances.** There are two NSSLHA accounts for two separate purposes:

(1) The Speech and Hearing NSSLHA Fund. This fund is for budget purposes to fund NSSLHA events, awards, and operating expenses. There should be a minimum of $500 in this account at all times.

(2) The NSSLHA Scholarship account is only used for NSSLHA scholarship purposes. It must have a minimum balance of $500 at the close of the academic year. The minimum balance shall increase within the next couple of years to reach $1,500. In the event that this account has $500 or less at the end of the academic school year, no scholarships can be given out the following year (and subsequent years if funds remain under the minimum balance) until the minimum balance is reached.

**Section 3. NSSLHA Scholarship.** When funds greater than the minimum balance are

available in the NSSLHA Scholarship account in Fall of a given academic year, NSSLHA will

offer a scholarship application process. Procedures are specified in the “NSSLHA Scholarship

Guidelines” document on PSU Connect. The Board will decide in Fall term how many scholarships at what amount will be offered for that academic year. If two scholarships are given, at least one must be given to an undergraduate NSSLHA member, unless voted on by the board.

**Section 4. Quarterly Update.** There will be a quarterly budget meeting with the treasurer and

Chapter Advisor with the goal to update the budget and discuss potential spending and fundraising.

**Section 5. Authorized Foundation Signatures.** The NSSLHA Chapter Advisor, the SPHR Dept Chair and the SPHR Office Administrator are the only three individuals authorized to sign checks and approve spending for the Speech and Hearing NSSLHA account and the NSSLHA Foundation account.

**ARTICLE IX. RISK MANAGEMENT**

**Section 1. Out of Town Events.** The chapter may have out-of-town events if the chapter

provides transportation that must be taken by all chapter members and guests attending the

event. The Chapter Advisor will grant exceptions to this requirement.

**Section 2. Overnight Accommodations.** The chapter does not rent overnight

accommodations for chapter members or their guests.

**Section 3. COVID-19.** Due to the COVID-19 Pandemic, the chapter will not be holding any in- person events or meetings and is meeting strictly virtually. All of these changes and protocols are followed by and given by SALP and Portland State University. These changes and protocols can and will be lifted on SALP’s behalf and permission.

**ARTICLE X. DISCRIMINATION POLICY**

**Section 1. Policy/Definition.** 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 XI. DIVERSITY & INCLUSION**

**Diversity:** NSSLHA supports and values diversity. To do so requires that NSSLHA: respect the dignity and essential worth of all individuals; promote a culture of respect toward all individuals; respect the privacy, property, and freedom of others; reject bigotry, discrimination, violence, or intimidation of any kind; practice personal and academic integrity and expect it from others; promote the diversity of opinions, ideas, and backgrounds which is the lifeblood of a university. For additional information, please see the Office of Global Diversity and Inclusion at https://www.pdx.edu/diversity/welcome-to-global-diversity-inclusion

Access and Inclusion for Students with Disabilities PSU values diversity and inclusion; NSSLHA is committed to fostering mutual respect and full participation for all students. One goal of NSSLHA is to create an environment that is equitable, usable, inclusive, and welcoming. If any aspects of the department design results in barriers to your inclusion or learning, please notify the Executive Board. The Disability Resource Center (DRC) provides reasonable accommodations for students who encounter barriers. If you have, or think you may have, a disability and feel you need accommodations, contact the Disability Resource Center to schedule an appointment and initiate a conversation about reasonable accommodations. The DRC is located in 116 Smith Memorial Student Union, 503-725-4150, drc@pdx.edu,<https://www.pdx.edu/drc>.

**ARTICLE XII. CONFLICT RESOLUTION**

**Conflict Resolution Regarding Peers:** Formal and informal options are available for students who believe they have been subjected to or witnessed bias, unfairness, or other improper treatment with fellow peers. In such circumstances, students may contact the Office of the Dean of Student Life: <http://www.pdx.edu/dos/>. In such circumstances, students may file a complaint here: https://www.pdx.edu/diversity/file-complaint-discriminationharassment

**Conflict Resolution Regarding Faculty:** Formal and informal options are available for students who believe they have been subjected to or witnessed bias, unfairness, or other improper treatment with faculty. In such circumstances, students may file a complaint here: https://www.pdx.edu/diversity/file-complaint-discriminationharassment

**ARTICLE XIII. BYLAWS**

**Section 1. Annual Adoption.** The chapter reviews and adopts bylaws annually and bylaws

will be reviewed prior to elections and updated as necessary.

**Section 2. Responsibility for Review.** The Executive Board is responsible to review chapter

bylaws and develop revisions as needed. Individual members may propose bylaw revisions to

the Board.

**Section 3. Adoption by Chapter Members.** A two thirds majority vote of the chapter

members is required to adopt the bylaws.

**Section 4. Distribution of Bylaws.** The bylaws shall be posted on Connect, provided to National NSSLHA for Chapter Affiliation, distributed to each executive officer annually, and made available to any chapter member or faculty upon request.

APPROVED:

\_\_\_\_\_**Katie \_Klupenger**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_**9/17/20**\_\_\_\_

Katie Klupenger - President Date

\_\_\_\_**Olivia Kincaid** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_**9/17/20**\_\_\_\_

Olivia Kincaid - Vice President Date

\_\_\_\_\_Mariel Pinto\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_9/25/20\_\_\_

Mariel Pinto - Secretary Date

\_\_\_\_\_\_Myra Vazquez\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_9/25/20\_\_\_\_

Myra Vazquez - Treasurer Date

\_\_\_\_\_\_\_Molly Cohen\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       9/25/20

Molly Cohen - Public Relations Chair Date

\_\_\_\_\_\_\_**Christina Dubicki**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_**9/25/20**\_\_\_\_

Christina Dubicki - Fundraising Chair Date

\_\_\_\_Elyse Crawford\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_9/25/20\_\_\_\_

Elyse Crawford - Fundraising Committee Date  
  
\_\_ Charity Williams \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_9/25/20\_\_\_\_\_

Charity Williams - Fundraising Committee Date  
  
\_\_\_\_\_\_\_\_\_\_Taylor Allen 9/25/20\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_9/25/20\_\_\_\_\_

Taylor Allen - Graduate Ambassador Date

\_\_Curtis Hartling\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_9/25/20\_\_\_\_\_\_

PSU NSSLHA Chapter Advisor Date

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PSU SALP Advisor Date