IOWA STATE UNIVERSITY SAC CONSTITUTION

**Article I Name:**

The name of this organization shall be the National Student Speech-Language Hearing Association-Iowa State Chapter (NSSLHA). This organization will be referred to as NSSLHA for the remainder of this document.

**Article II Purpose:**

The purpose of the Chapter shall be to aid the students of Iowa State University 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, and;
* To provide a vehicle for student representation in matters of professional concern.

This organization will develop activities intended to give its members the opportunity to learn more about the study of communication disorders and the field of speech-language pathology and audiology. It is affiliated with the ASHA’s national organization, pending recognition/approval.

**Article III Statement of Compliance:**

NSSLHA abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.  NSSLHA agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

**Article IV Non-Discrimination Statement:**

Iowa State University and NSSLHA do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

**Article V Membership:**

Membership shall be open to all registered undergraduate students interested in communication disorders, speech-language pathology, and audiology who are in good standing at Iowa State University.

**Article VI: Risk Management:**

The designated risk management officer for NSSLHA will be the president of the organization. The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to NSSLHA, [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

**Article VII Officers:**

Officer Duties and Term of Service

1. Positions. The officers of the Chapter shall consist of a President, Vice-president, Secretary, Treasurer, Historian (optional), Chapter Advisor, and Chapter Co-Advisor (optional). The Executive Board will consist of the President, Vice President, Secretary, and Treasurer. Two persons may be nominated and elected to fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein.
2. President. The President shall be the principal executive officer of the Chapter and, subject to the control of the Executive Committee 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 Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Committee or the 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. To be eligible to serve as President, a person must be a National Member.
3. Vice-President. The Vice-President shall be a member of the Executive Committee 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 Committee. To be eligible to serve as Vice-President, a person must be a National Member.
4. Secretary. The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, 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, 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 Committee.
5. Treasurer. The Treasurer shall be a member of the Executive Committee. 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 Chapters as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, 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 Committee.
6. Historian (optional). The Historian shall be a member of the Executive Committee. 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 of the activities of the Chapter.
7. 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.
8. Chapter Co-Advisor (optional). 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.

* 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 Members who want to serve as officers shall present themselves for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.
* Date(s) for election of officers—Officer elections will occur at the last General Membership meeting of the academic school year.
* Term of Office. The term of each officer shall be one academic year, beginning on June 1st and ending on May 31st 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.
* Impeachment/Removal of officers—Should an officer not adhere to his/her duties and it starts taking on a detrimental effect to the organization, the Executive Board and/or Members can request the officer be impeached. When a request for impeachment is made, a Special Meeting will be called by the Executive Board for all Members to present their case as to why this person should be impeached. Impeachment is voted on by the Members of the organization. The person who is impeached is allowed to speak before the final vote, but is not allowed to be present during the final vote. Following the final vote, the person who is being impeached will be informed by the Executive Board in a private setting.
* Replacement of officers*—* At the final meeting of the academic year, officer positions will be voted on by Members using regular election procedures. The Executive Board and advisor will appoint a replacement officer if the position becomes vacant in the middle of a term.
* Minimum Cumulative GPA for Officers—The officers of this organization must meet the following requirements:

1. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during their term of office.
2. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. The minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in A and B.

**Article VIII Adviser:**

The advisor of this Chapter must be a professor in the Communication Sciences & Disorders division of the Psychology Department at Iowa State University and a member of the American-Speech-Language-Hearing Association.

* Adviser Duties—The advisor is expected to serve as a resource for the Executive Board. He/she will guide the Executive Board in making important decisions that affect the entire organization, and aide in the process of bringing in guests to speak with the organization and/or organization trips.
* Method of election/selection of adviser(s)—The advisor will be selected by the Executive Board and approved by the Members.
* Adviser(s) Term of Service—Following election, the advisor will continue to serve at his/her leisure unless impeached by the organization’s Executive Board and Members.
* Impeachment/Removal of Advisers—Should the advisor not adhere to his/her duties and it starts taking on a detrimental effect to the organization, the Executive Board and/or Members can request the advisor be impeached. When a request for impeachment is made, a Special Meeting will be called by the Executive Board for all Members to present their case as to why this person should be impeached. Impeachments are voted on by the Members of the organization. The person who is impeached is allowed to speak before the final vote, but is not allowed to be present during the final vote. Following the final vote, the person who is being impeached will be informed by the Executive Board in a private setting.
* Replacement of Advisers— At the final meeting of the academic year, the vacant advisor’s position will be voted on by Members using regular election procedures. The Executive Board will appoint a replacement advisor if the position becomes vacant in the middle of a term.

**Article IX Finances:**

* All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
* Should the organization be dissolved, all remaining funds will be given to the Campus Organizations Accounting Office.
* The Executive Committee 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 Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.
* 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 Committee.
* 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 Committee 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.
* Membership dues are $10 and will be collected by the treasurer at the second Regular Meeting of the year.
  + 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, similar to how amendments are adopted in Article X.
  + 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 Committee shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

**Article X Amendments & Ratifications:**

The constitution will be distributed by the president and voted on at the start of each new academic year by the members of this organization. The current bylaws may be altered, amended or repealed and new bylaws may be adopted by the Members at any Regular or Special Meeting. Should the constitution be amended or ratified, an updated copy of the document and its bylaws will be promptly submitted for approval to the Student Activities Center within 10 days.

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

**History of Constitution:**

Created: 9th day of November in the year 2015