

# **The Constitution of the National Student Speech, Language, and Hearing Association (NSSLHA) at Indiana University**

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## *ARTICLE I - Introduction*

Section 1 - The National Student Speech Language and Hearing Association (NSSLHA) at Indiana University is the only official national student association recognized by the American Speech-Language-Hearing Association (ASHA). NSSLHA at Indiana University is one of more than 300 local chapters in colleges and universities creating a network of about 13,000 members.

## *ARTICLE II - Objectives*

Section 1 - The Indiana University Chapter of the National Student Speech Language Hearing Association seeks to provide a safe and judgment-free environment where individuals interested in human communication and disorders may generate a lifelong Indiana University family. The organization does this through community service, fundraising opportunities, academic support, and social events. NSSLHA at Indiana University will provide a vehicle for continuity of information related to Speech and Hearing Sciences as well as student representation in matters of professional concern. We hold true that by simultaneously serving our community, our clinic, our university, and each other, that we may permanently change the lives of members, classmates, faculty, and our community for the betterment of humankind. In doing so, members will learn to thrive as a professional while keeping our primary goal in mind; serving others.

## *ARTICLE III - NSSLHA hereby abides by the University Standards*

Section 1 - Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Section 2 - Anti-Hazing Policy: Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Section 3 - Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Section 4 - Statement of Non-Discrimination: Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, sex, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Section 5 - Programs Involving Children: This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy

# **The Constitution of the National Student Speech, Language, and Hearing Association (NSSLHA) at Indiana University**

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## *ARTICLE IV - Officer Duties*

Section 1 – The officer duties are divided between Executive Committee Members and Chairpersons. They are as follows:

### 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 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.

### 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. The Vice President also is Head of Planning for Bowling for Brain Injuries. To be eligible to serve as Vice President, a person must be a National Member.

### 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. In addition, the Secretary shall upkeep the Constitution, the calendar if it does apply, and any other documents needing addressed. The Secretary may also work act as the Recorder, providing information to the general club when applicable.

### Treasurer -

The Treasurer shall be a member of the Executive Committee. The Treasurer must complete SOA (student organization accounts) training before handling any organization money and must stay up to date and in contact with any SOA news and information. The Treasurer shall have charge of and be responsible for all funds of the Chapter and shall receive and give bills, receipts, and invoices 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/Chairpersons.

# **The Constitution of the National Student Speech, Language, and Hearing Association (NSSLHA) at Indiana University**

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## **Social Chair -**

The Social Chairperson shall, at a minimum, post on the IU NSSLHA Facebook page once per calendar week. Information posted shall pertain to upcoming club meetings, social gatherings, pertinent subject matter in the field of Speech and hearing, and notices of other Chairpersons events/ communications. The Social Chairperson shall, at a minimum, once per calendar month plan a leisurely social outing for the IU NSSLHA group. The content of this leisure event is to the discretion of the Social Chairperson.

## **Community Service Chair -**

The Community Service Chairperson shall, at a minimum, plan and execute one IU NSSLHA Community Service event per semester (as defined by Indiana University calendar). Additionally, due to the simplicity of joining/serving alongside pre-existing organizations such Big Brothers Big Sisters, Bloomington food bank, etc..., The Community Service Chairperson shall coordinate, at a minimum, two (2) independent avenues of service for club members per semester (as defined by Indiana University calendar).

## **Fundraising Chair -**

The Fundraising Chairperson shall, at a minimum, plan and execute two fundraising events per semester. The Fundraising Chairperson shall also determine where events funds shall be used. These possibilities include but not limited to: clinic donation, club funding, to send graduate students to conferences, etc. The charity or organization which is receiving the funds must be made evident to the IU NSSLHA club members before the event is to take place. Fundraising Chairperson may also be responsible for T-shirt and window decal collection and distribution.

## **Advertising and Academic Co-Chairpersons -**

The Advertising/Academic Co-Chairpersons must be two elected members who will collaborate on all such things advertising and academic so as to have stable help in both areas. The Advertising/Academic Co-Chairpersons shall post times/places of club meetings and other events on the IU NSSLHA bulletin board located at the top of the north stairwell in the Speech and Hearing Building at a minimum of seven (7) days before the meeting or event is to take place. The Advertising/Academic Co-Chairpersons shall coordinate with the Social Chairperson to advertise monthly club meetings on the IU NSSLHA Facebook page. The Advertising/Academic Co-Chairpersons shall work with Executives and Chairpersons to offer the most up-to-date information on this bulletin board/public interface for IU NSSLHA. Advertising/Academic Co-Chairpersons are in charge of any websites we currently have or may create. The Advertising/Academic Co-Chairpersons shall also, at a minimum, conduct Study Tables once per week at the Wells Library or Speech and Hearing Building or any other campus setting that is feasible and facilitate an academic environment for the duration of this gathering, but there are two Co-Chairpersons so that it may be possible to conduct multiple Study Tables per week.

# **The Constitution of the National Student Speech, Language, and Hearing Association (NSSLHA) at Indiana University**

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## *ARTICLE V - Elections*

Section 1 - Each officer shall serve in their position for one calendar year and may be reelected for any position. Officers shall be elected each December at a regular general meeting and start their terms in January. Members may choose to run the day of elections or in advance. Each prospective officer shall give a thirty second to three minute speech the day of elections. If prospective officers cannot be present at the meeting, they may choose to submit an absentee ballot in the form of a video speech or typed speech to be displayed on the regular meeting PowerPoint presentation.

Section 2 - No member graduating in May is eligible to be elected in December for only one semester. To run for an executive committee position, a member must have been in NSSLHA for at least two semesters. To run for a chairperson position, a member must have been in NSSLHA for at least one semester.

Section 3 - Elected officers shall be voted in by majority of present members. The order of elections is as follows: president, vice president, secretary, treasurer, social chair, community service chair, fundraising chair, advertising chair, academic chair. If a member running for an office position does not make majority vote in one position, that member may choose to run for the next available position.

Section 4 - An officer may only be one officer at any given time. Holding two positions of any combination of executive committee and chairperson is prohibited.

## *ARTICLE VI - Impeaching an Officer*

Section 1 - An officer can be impeached for cause with a hearing upon request of one officer and then voted for by 5/9 (majority vote) of the executive committee and chairpersons only after having a hearing.

Section 2 - In the event that an officer is not doing their job proficiently, resulting in setbacks of the organization, a hearing may be in order. Any officer can notify the President their concern of an officer's work. The President may then notify the group of an emergency meeting. The hearing will consist of a formal conversation and end with deciding a probationary period or not. If the hearing is about the president, the vice-president may run the hearing.

Section 3 - The rules and jobs of the hearing are as follows: The president will lead the meeting. The vice president is in charge of safety and professional conduct during the meeting, e.g. things get too heated, call for a break. The secretary is in charge of keeping notes and any names mentioned. If at any time any names are mentioned, that person is allowed to talk next. During the conversation, each person may choose to pass or speak their opinion on the problem. There will be no interruptions.

Section 4 - The order of the hearing is as follows:

# The Constitution of the National Student Speech, Language, and Hearing Association (NSSLHA) at Indiana University

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1. The hearing will be called into action by the president. President gets five minutes to open with the problem.
2. The person mentioned then gets three minutes to talk.
3. The president will then get two more minutes before opening it up to the full group.
4. After the first three speeches, each of five minutes, three minutes, and two minutes respectively, every present member is allowed two minutes going clockwise starting left of the president..
5. After one round, secretary repeats everything that was said.
6. President then explains probationary period fully.
7. Everyone votes, and president adjourns the meeting.
8. At the end of the probationary period, the executive committee and chairpersons will vote for a removal or not.

Section 5 - The probationary period is one week to one month and may be discussed over email or a meeting including the president, the officer on probation, and the vice-president acting as an objective mediator. The member on probation must submit to the president a written list of goals and have shown signs of improvement by the decided time.

Section 6 - If the president resigns or is removed, the vice-president will become president and a new vice-president will be elected. If any other officer resigns or is removed, an election at the very next regular meeting will take place, and the election will be announced ahead of time.

## *ARTICLE VII - Other Voting*

Section 1 - If on the rare occasion, for whatever reason, decisions need to be made by the executive committee (not chairperson positions), a  $\frac{3}{4}$  vote is required.

Section 2 - In the event that an officer did not fulfill a duty, the President may make an executive decision to step in and take action to get the task done. In such an emergency a vote can be made over any medium of communication (meeting, GroupMe, Facebook page).

Section 3 - Any executive decisions by any executive committee members or chairpersons that has to be made on the spot must be informed to the president upon earliest convenience.

Section 4 - Anything less dire needing a vote other than impeachment, ratification, or amendments may be voted on by majority (5/9) of the executive committee and chairpersons or by majority of members at a general meeting or online poll.

## *ARTICLE VIII - Meetings*

Section 1 - The club shall hold one general (all group) meeting per month at such a time and place as shall be determined at the beginning of the semester by the club officers. General meetings are in place to discuss social events, community service events, fundraising events, and housekeeping business, as well as to hold informational panels or other purposeful activities and events.

# **The Constitution of the National Student Speech, Language, and Hearing Association (NSSLHA) at Indiana University**

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Section 2 - Executive meetings are to be held at least once per month at such a time and place shall be determined at the beginning of the semester by the club officers. Executive meetings are in place to plan events and meetings, hold more formal voting, and make executive decisions about the organization's current and future path.

Section 3 - There will be no quorum.

## *ARTICLE IX - Faculty Advisor*

Section 1 - Because we represent Speech and Hearing Sciences at Indiana University, NSSLHA must have a faculty member who stays informed via a close relationship with the President and should also be easily contacted by the Treasurer if financial problems arise. The faculty or staff member must be in the Speech and Hearing Sciences department. The faculty member is available for consultation if there arises a situation in which wisdom and guidance is needed; therefore, the advisor has a final say if and when the organization seeks such guidance.

## *ARTICLE X - Membership*

Section 1 - Membership in this organization is finalized after dues of \$8 are paid and upon completion the established involvement hours. Exceptions are made on a case-by-case basis.

Section 2 - Involvement hours will be announced ahead of time but are put in effect to encourage members to participate in events outside meetings. The number of involvement hours per semester shall be decided by the Executive Committee and Chairpersons before the first meeting of each semester and announced promptly. These events may include social events, community service events, study tables, and any other events that the Executive Committee and Chairpersons see fit.

## *ARTICLE XI - Social Media*

Section 1 - Any social media site, including the NSSLHA Facebook page, is to be used in a professional manner by any member in NSSLHA for any purposes involving NSSLHA, Speech and Hearing Sciences, the Speech-Language and Hearing Clinic, and supporting organizations. Cyber bullying and any other communications deemed inappropriate by the executive board are not permitted. Posts will be removed, and violators will be banned.

Section 2 - NSSLHA may endorse any organization pertaining to speech, language, and hearing sciences and disorders. Members may post about other organizations pertaining to speech, language, and hearing sciences and disorders on the NSSLHA page. Members may not post about organizations not pertaining to the said topics as this creates noise distracting from pertinent information to the club.

## *ARTICLE XII - Ratification and Amendments*

# **The Constitution of the National Student Speech, Language, and Hearing Association (NSSLHA) at Indiana University**

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Section 1 - This constitution must be ratified by 3/4 of executive committee.

Section 2 - This constitution must be thoroughly presented to the chairpersons and made accessible to all members of the organization.

Section 3 - Any member who wishes to make an amendment should first inform an executive member a week prior to the next general meeting. That executive member will then inform the president. If the amendment is about the president, the member can choose to inform the vice president. Amendments may be made to this constitution with majority vote of the club membership present at an announced regular general meeting or by 5/9 of officer vote at an announced regular executive meeting.

The current constitution was ratified on