

[Bylaws](#) of the
National Student Speech-Language-Hearing Association
Portland State University Chapter
Revised 10/22/21

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 hereafter 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) listservs.
- 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.
- Maintain a bulletin Board in the SPHR 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-Governance. The PSU Chapter is self-governing. The National Association assigns the PSU Chapter the responsibility for adhering to the National Association’s principles, executing its laws and policies, 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 issues prescribed by 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.

Section 5. Advisors

- A. 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 create community liaisons and provides feedback on programming, speakers, and content-related questions from the Executive Board.
- B. 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.
- C. 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 (i.e., Connect), and technical assistance.

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.

- A. Dues.** A Chapter member currently in their payment of Chapter dues shall be eligible to vote in general elections, hold office, and serve on committees.
 - a. Financial Hardship:** No regular member shall be denied the right to participate in the Chapter's activities or 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.
- B. Privileges.** A Chapter member currently in their payment of Chapter dues shall be eligible to vote in general elections, hold office, and serve on committees.
- C. Termination.** Membership in NSSLHA may be subject to termination if the member: a) becomes ineligible for membership in ASHA, b) attends less than one event per term or two 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 google form housed on NSSLHA's website, *pdxnsslha.com*, or Connect page, *www.pdx.campuslabs.com*.

Section 3. Individual Accountability. The members of NSSLHA will hold individual accountability for their actions.

ARTICLE V. ELECTED EXECUTIVE BOARD QUALIFICATIONS & CONTINGENCIES

Section 1. Departmental Sponsored Organization. As of September 2016, the local Chapter of NSSLHA is 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 2. 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 3. Elected Executive Officers. The elected executive officers of this Chapter are: Chapter President, Vice President, Treasurer, Secretary, Public Relations Chair, Fundraising Chair, Community Outreach Chair, and Peer Mentor Coordinator. Members may hold only one executive position at a time. The Board 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 4. 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 5. Order of Command. The order of command if the Chapter President is incapacitated is 1) Vice President 2) Chapter Advisor.

Section 6. 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 7. Vacancy in Office. A vacancy occurring in any elected office is filled promptly by Election or by appointment of the current Board.

ARTICLE VI. ELECTED EXECUTIVE BOARD ROLES & EXPECTATIONS

Section 1. President. The President shall be the principal executive officer of the Chapter and shall be responsible for maintaining the integrity of our forward-facing image to the community. The President is accountable to the Executive Board and the direction of membership and shall supervise and oversee all of the Chapter's activities. The President must provide and 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. The President shall be the executive leader for the NSSLHA website and oversee all website postings. In the event that the President cannot fulfill this responsibility, the President shall communicate with the Board to reassign the task. 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 be present during the spring fundraiser.

Section 2. Vice President. The Vice President shall be a member of the Executive Board and shall be responsible for maintaining the integrity of our forward-facing image to the community. The Vice President shall work closely with the President, and in the absence of the President, they shall perform the duties of the President. The Vice President shall check the NSSLHA email account daily. The Vice President is responsible for volunteer recruitment and organization. The Vice President is responsible for sending faculty feedback surveys following faculty-sponsored events. The Vice President assists in maintaining the Chapter website, updating the Facebook and Connect pages, and checking the NSSLHA email account. 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 be present during the spring fundraiser.

Section 3. Secretary. The Secretary shall be a member of the Executive Board and shall be responsible for maintaining the integrity of our forward-facing image to the community. The Secretary shall keep the minutes of the proceedings of the Executive Board meetings. The Secretary shall check the NSSLHA email account daily and ensure NSSLHA events are reflected in google calendar events. The Secretary shall inventory all Chapter merchandise at the start of the fall term and indicate to the board when there is a need for more NSSLHA shirts. The Secretary shall be responsible for keeping track of memberships for both local and national NSSLHA and must remain in contact with the Treasurer to ensure the membership spreadsheet reflects the PSU Foundation statement. 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 be present during the spring fundraiser.

Section 4. Treasurer. The Treasurer shall be a member of the Executive Board and shall be responsible for maintaining the integrity of our forward-facing image to the community. The Treasurer shall have charge of, and be accountable for, all funds of the Chapter and such other duties as may be assigned by the President or the Executive Board. The Treasurer shall assist the Secretary in managing Chapter merchandise inventory and provide input on affordability and feasibility of purchasing options. 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 keep records on matters pertaining to the funds gathered for and spent from the Chapter's bank accounts, as well as the disbursement of Chapter scholarships. The Treasurer shall act as event ambassador throughout the year and be present during the spring fundraiser.

Section 5. Public Relations Chair. The Public Relations Chair shall be a member of the Executive Board and shall be responsible for maintaining the integrity of our forward-facing image to the community. 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, including the Chapter's PSU Connect page, the NSSLHA website, Facebook, and Instagram. Public Relations shall be in charge of collecting and taking photos at NSSLHA events, posting them on NSSLHA Facebook, Instagram, PSU Connect, and updating the NSSLHA page on the Speech and Hearing Department student group website. Public Relations shall create marketing and publicity materials to advertise and promote NSSLHA events and fundraisers. Unless barred by extenuating circumstances, such as a school-wide closure caused by the pandemic, the Public Relations Chair shall be responsible for posting marketing materials for NSSLHA on bulletin boards in the SPHR department. Public Relations shall act as event ambassador throughout the year and be present during the spring fundraiser.

Section 6. Fundraising Chair. The Fundraising Chairs (2) shall be members of the Executive Board and responsible for maintaining the integrity of our forward-facing image to the community. The Fundraising Chairs shall be responsible for working together to fundraise for the NSSLHA scholarship accounts. The Fundraising Co-Chairs shall create fundraising opportunities throughout the year by organizing and facilitating events and other projects; this includes working with the SPHR department for the primary fundraiser held in the spring. The Fundraising Co-Chairs shall work with the Executive Board to ambassador NSSLHA events throughout the year and are expected to be present during the spring fundraiser.

Section 7. Community Outreach Coordinator. The Community Outreach Coordinator shall be a member of the Executive Board and shall be responsible for maintaining the integrity of our forward-facing image to the community. The Community Outreach Chair shall organize and facilitate projects and events that support the community, such as charity walks, donation drives,

and educational events. The Community Outreach Chair shall work with the Executive Board to ambassador NSSLHA events throughout the year and be present during the spring fundraiser.

Section 8. Peer Mentor Coordinator. The Peer Mentor Program Coordinator is the primary contact for the program and is responsible for overseeing overall operations of the Peer Mentor Program, including coordinating and pairing participants, managing emails and meetings, and facilitating participant interaction. The Peer Mentor Program Coordinator shall be a member of the Executive Board and shall be responsible for maintaining the integrity of our forward-facing image to the community.

Section 9. Graduate Ambassador. The Graduate Ambassador may be present at Executive Board meetings and communicate with the Executive Board. The Graduate Ambassador 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 Ambassador may be present at Executive Board meetings and communicate with the Executive Board. The Graduate Ambassador can serve as an advisory role to the Executive Board.

ARTICLE VII. 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. A quorum must be met to approve voting. Voting is considered approved when consensus minus one is reached.

ARTICLE VIII. OFFICER ELECTIONS & TRANSFER OF DUTY

Section 1. Election of Officers. All the steps in the election process take place through PSU 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 before 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 vote will remain in the running for the revote.

Section 2. Electing the President. Preference will be given to a previous Board member. If a prior 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 be considered "in training" until officially assuming their role in June. The training includes reviewing responsibilities, current plans, shadowing at events, manuals, and other resources

and forms. Planning over the summer will be expected for the fall term, including one-to-two 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 role of Vice President will not be electable; instead, it will be awarded to the Presidential candidate who receives a minority of votes. It will be the duty of the future Vice President to shadow the current Vice President and be considered “in training” until officially assuming their role in June. The training includes reviewing responsibilities, current plans, shadowing at events, manuals, and other resources and forms. Planning over the summer will be expected for the fall term, including one-to-two 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 be considered “in training” until officially assuming their role in September. The training includes reviewing tasks, shadowing at events, current plans, manuals, and other resources and forms. Planning over the summer will be expected for the fall term, including one to two 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 reviewing tasks, shadowing at events, current plans, manuals, and other resources and forms. Planning over the summer will be expected for the fall term, including one to two 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 reviewing duties, shadowing events, current plans, manuals, and other resources and forms. Planning over the summer will be expected for the fall term, including one to two meetings.

Section 7. Electing Fundraising Chair. The 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 reviewing duties, shadowing events, current plans, manuals, and other resources and forms. Planning over the summer will be expected for the fall term, including one to two meetings.

Section 8. Electing Fundraising Committee. The 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 reviewing duties, shadowing events, current plans, manuals, and other resources and forms. Planning over the summer will be expected for the fall term, including one to two meetings.

Section 9. Selecting the Graduate Ambassadors. This position can be chosen by the Executive Board or the 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 different elected positions will be voted for after the Executive Board is elected.

Section 11. Transfer of Duty. The outgoing Executive Board’s duty is to forward pertinent correspondence to the new Board until the newly elected Executive Board has undergone SALP training and orientation and has been given access to the NSSLHA PDX email.

Section 12. Term of Office. The elected officers assume their duties at the close of the installation meeting. They must 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, they must go through the election process.

Section 13. Vacancy in Office. A vacancy occurring in any elected office is filled promptly by Election or by appointment of the current Board.

Section 14. 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 to maintain and promote effective leadership.

ARTICLE IX. 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 the National Association; a fee of \$60 is required (note: price subject to change). National membership is not required of any member.

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

(1) The Speech and Hearing NSSLHA Fund. This account funds 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 must increase to reach \$1,500 over the two years following a minimum balance year. If this account has \$500 or less at the end of the academic school year, no scholarships can be distributed 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 exceed the minimum balance available in the NSSLHA Scholarship account in the fall of a given academic year, NSSLHA will offer a scholarship to eligible students in the SPHR department. Procedures are specified in the “NSSLHA Scholarship Guidelines” document on PSU Connect. The board will decide the number of scholarships awarded and the dollar amount offered for that academic year in the fall term. If two scholarships are disbursed, 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 to update the budget and discuss potential spending and fundraising.

Section 5. Authorized Foundation Signatures. The NSSLHA Chapter Advisor, SPHR Department Chair, and 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 X. 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, events will primarily be held in virtual settings. In the event of a school-wide closure, any in-person events planned for the year will be reassigned to a virtual modality. 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 their behalf and permission.

ARTICLE XI. DISCRIMINATION POLICY

Section 1. Policy/Definition. Chapters shall not discriminate based on 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 XII. DIVERSITY & INCLUSION

Section 1. 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>.

Section 2. 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 equitable, usable, inclusive, and welcoming environment. If any aspects of the department design result in barriers to your inclusion or learning, please notify the Executive Board. The Disability Resource Center (DRC) provides reasonable accommodations for students who encounter limitations. 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 at 116 Smith Memorial Student Union, 503-725-4150, drc@pdx.edu, <https://www.pdx.edu/drc>.

ARTICLE XIII. CONFLICT RESOLUTION

Section 1. Conflict Resolution Regarding Peers: We strive to have “conflict with civility.” 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 cases, students may file a complaint here: <https://www.pdx.edu/diversity/file-complaint-discriminationharassment>.

Section 2. 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 XIV. BYLAWS

Section 1. Annual Adoption. The Chapter reviews and adopts bylaws annually and bylaws will be reviewed before elections and updated as necessary.

Section 2. Responsibility for Review. The Executive Board is responsible for reviewing Chapter bylaws and developing 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 are 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:

Teale Niles 10/23/21
President Date

Toni Lewis 10/22/21
Vice President Date

Bhavani Ganesh 10/22/21
Secretary Date

Treasurer Date

Amanda Corr 10/25/21
Public Relations Chair Date

Minhkim Bui 10/22/21
Fundraising Chair Date

Katharine Ross 10/22/21
Fundraising Chair Date

Community Outreach Chair Date

Kristin Kopperud 10/22/21
Peer Mentor Coordinator Date

Graduate Ambassador Date

PSU NSSLHA Chapter Advisor	Date
Curtis Hartling	

PSU SALP Advisor	Date
Janette Clay	