

Student Academy of Audiology



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BYLAWS OF THE _____ CHAPTER OF SAA

Student Academy of Audiology (SAA) American Academy of Audiology

ARTICLE I. TITLE

This organization, chartered under the authority of the Student Academy of Audiology, shall be known as the _____ Chapter of SAA.

ARTICLE II. MISSION

The mission of the _____ Chapter of SAA is to serve as a collective voice for students within the chapter area and to advance the rights, interests, and welfare of students pursuing careers in audiology. Chapters will engage students in lifelong professional activities that promote and advance the profession of audiology, and provide services, information, education, representation and advocacy for the profession and the public we serve.

The chapter will neither propagate nor advocate activities that violate federal, state or local laws or university regulations and policies.

[NOTE: The above underlined sentence must be included verbatim.]

ARTICLE III. CHAPTER AREA

The area encompassed by the _____ Chapter of SAA shall include:

[NOTE: This will be a specific listing of campuses, counties, communities, or zip codes.]

The _____ Chapter of SAA, as a private

organization, may conduct activities at _____ (*name of university*) with the consent of the _____ (*title of approving university office*).

ARTICLE IV. MEMBERSHIP

SECTION 1. ELIGIBILITY AND CLASSES. Membership in the _____ Chapter of SAA shall be open to all students enrolled in Au.D. or doctoral audiology programs and who are members of the national SAA. (*Optional:*) The chapter may include undergraduates from the university or chapter area who express an interest in exploring further study in audiology. The chapter will determine dues and privileges for these undergraduates as associate members. Undergraduate chapter members may not become members of the national SAA.

SECTION 2. TERMS OF MEMBERSHIP. Membership in the _____ Chapter of the SAA shall remain in force so long as the member is a student in good standing, maintains current membership in the national SAA, and pays the annual dues required by the chapter.

ARTICLE V. OFFICERS

SECTION 1. COMPOSITION AND ELIGIBILITY. The minimum number of officers on the Board of Directors of the _____ Chapter of SAA shall consist of a president, a vice president, a secretary, and a treasurer who will be elected by the chapter membership. The chapter board can increase the number of members on the board in addition to the four officer positions. Additional board members will also be elected by the chapter membership. The board can also approve board members to serve in additional officer positions (e.g., director of membership). A faculty advisor will serve in an ex-officio capacity on the chapter board. [See Article V. Section 8].

SECTION 2. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the president, vice president, secretary and treasurer.

SECTION 3. CHAPTER REPRESENTATIVES. The chapter will designate or elect a chapter representative who will attend the annual, national SAA business meeting (normally held in conjunction with AudiologyNOW!).

SECTION 4. STATUS AND POWERS. The Board of Directors (including officers) shall be the governing body of the chapter. The board governs in accordance with the bylaws of the national SAA and the bylaws of the _____ Chapter of SAA. The Executive Committee

has no voting rights and its purpose is to provide consistent communication and to streamline agendas for the board via regularly scheduled meetings.

SECTION 5. TERM OF OFFICE. Elected officers and board members shall serve a one year term.

SECTION 6. DUTIES OF OFFICERS.

[NOTE: Broad statements are recommended so as to not tie the hands of officers or encumber them with detailed descriptions of duties.]

(a) President: The responsibilities of the president, as the principal executive officer of the chapter, are to preside at the meetings of the executive committee and at general membership meetings; chair all board meetings; appoint, with the concurrence of the executive committee, any non-elected officers and committee chairpersons; and be responsible for insuring a sound organization and effective overall chapter management.

(b) Vice President: The responsibilities of the vice president are to assist the president in the overall management of the chapter; preside in the president's absence; and, in the event the president is no longer able to serve, assume the duties of the president until a special election can be held.

(c) Secretary: The responsibilities of the secretary are to serve as the primary administrative officer for the chapter, keep minutes of all chapter meetings, maintain membership rosters, and be responsible for the reporting of chapter activities to the national SAA.

(d) Treasurer: The responsibilities of the treasurer are:

- 1) Proper receipt and disbursement of funds belonging to the chapter and the safeguarding of funds and other assets.
- 2) Maintenance of necessary accounting records and the preparation and submission of financial reports as outlined in the SAA chapter administrative procedures.
- 3) Maintenance of relations with banks and other financial institutions.
- 4) Preparation of written procedures governing financial administration for approval by the executive committee.
- 5) Submitting to the treasurer at the national SAA, on forms provided by the national SAA, financial reports covering the calendar year. Date of submission will be as indicated by the national SAA treasurer.

When considered necessary because of the volume of the workload of the treasurer, the president may appoint an assistant treasurer.

SECTION 7. COMMITTEES.

[Note: Only permanent committees and general statements as to their primary functions should be listed here. Permanent committees are those whose continuous functioning is essential to chapter operations. Chapters will give committees the authority to establish subcommittees as necessary.]

SECTION 8. FACULTY ADVISOR. Faculty advisors will adhere to faculty advisor responsibilities established by the university; insure planned chapter activities do not violate federal, state, and local laws or university regulations or policies; attend chapter board meetings and other chapter activities as appropriate; provide periodic reports as required to their advisor representative on the SAA Advisory Committee (SAC) of the American Academy of Audiology; and advise and mentor their chapter president.

ARTICLE VI. FINANCIAL CONTROLS

(a) The _____ Chapter of SAA has its group tax exemption (*check one*):
____ under the university (*name of university*: _____)
____ under the national SAA.

(b) The _____ Chapter of SAA has its liability insurance (*check one*):
____ under the university (*name of university*: _____)
____ will procure it through the national SAA.

(c) The _____ Chapter of SAA has its Directors & Officers insurance (*check one*):
____ under the university (*name of university*: _____)
____ will procure it through the national SAA.

(d) If the chapter is incorporated, provide the state and date of incorporation:
_____ (*state*);
_____ (*date of incorporation*).

(e) If NAFDA was included in the official name of the university chapter, amendment to the articles of incorporation should be filed. Contact the national SAA or the American Academy of Audiology for more information.

(f) Financial administration will be conducted in accordance with written procedures approved by the national SAA Board of Directors and the American Academy of Audiology Board of Directors and provided separately.

(g) In the event that assets are inadequate to cover chapter debts or obligations, the chapter assumes responsibility for settlement of outstanding claims.

(h) The chapter will ensure that all required federal, state and jurisdictional laws are met.

(i) Chapter members will not be held liable for debts of, or claims against, the chapter.

ARTICLE VII. MEETINGS

SECTION 1. GENERAL MEMBERSHIP MEETINGS. An annual meeting of the general membership for the purpose of electing chapter officers shall be held in the month of _____. The term of officers elected will be July 1 – June 30. Other general membership meetings will be held on an as-needed basis to maintain chapter function.

SECTION 2. BOARD OF DIRECTORS MEETINGS. Board of Directors meetings shall be held _____.

SECTION 3. EXECUTIVE COMMITTEE MEETINGS. Executive committee meetings shall be held monthly.

SECTION 4. QUORUM. _____ % of members present shall constitute a quorum for the conduct of business at a chapter general membership meeting.

SECTION 5. AUTHORITY TO OPERATE ON UNIVERSITY CAMPUS. The university may revoke the permission for the chapter to operate within the university boundaries at any time.

ARTICLE VIII. AMENDMENTS

These bylaws may be amended at any general membership meeting at which a quorum is present and where a simple majority vote is obtained, provided advance notice of fifteen days or more of such proposed amendment has been given, and provided further that such change is approved in advance by the national SAA.

ARTICLE IX. DISSOLUTION

In the event that this chapter shall cease to exist for any reason, all assets remaining after all obligations have been satisfied will be transferred through the national SAA for appropriate disposition.

Signature of Chapter President

The seal of the Student Academy of Audiology (SAA) is a circular emblem. The outer ring contains the text "STUDENT ACADEMY OF AUDIOLOGY" at the top and "2009" at the bottom, flanked by two small stars. In the center of the seal, the letters "SAA" are prominently displayed in a stylized, serif font. Behind the letters is a dark, textured, semi-circular shape that resembles a sound wave or a stylized ear.

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