

**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:

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*[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 AuD or doctoral audiology programs and who are members of the national SAA. 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.

**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 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 the AAA Annual Conference).

**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.]*

6.1 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.

6.2 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.

6.3 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.

6.4 Treasurer: The responsibilities of the treasurer are:

- a) proper receipt and disbursement of funds belonging to the chapter and the safeguarding of funds and other assets;
- b) maintenance of necessary accounting records
- c) maintenance of relations with banks and other financial institutions;
- d) preparation of written procedures governing financial administration for approval by the executive committee;

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 (SAAAC) of the American Academy of Audiology; and advise and mentor their chapter president.

## **ARTICLE VI. FINANCIAL CONTROLS**

- (e) If NAFDA was included in the official name of the university chapter, amendment to the articles of incorporation should be filed.
- (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.

These bylaws adopted by the \_\_\_\_\_ Chapter of SAA membership on \_\_\_\_\_ (date).

\_\_\_\_\_  
*Signature of Chapter President*

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These bylaws approved by the national SAA/AAA on \_\_\_\_\_ (date).



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*Signature of National SAA/AAA Representative*