

Student Academy of Audiology

SAA Chapter Agreement

I. Purpose

Agreement outlines expectations and responsibilities between the American Academy of Audiology (“the Academy”), parent organization of the Student Academy of Audiology (“SAA”, “national SAA”), and the _____ SAA Chapter (“SAA Chapter”) serving as a local chapter of national SAA at the SAA Chapter’s designated university/campus.

II. Responsibilities of SAA Chapter

- a. SAA Chapter is approved for operation at designated university campus by the appropriate university office in accordance with university policy.
- b. SAA Chapter has a Board of Directors consisting of a president, vice president, treasurer, and secretary. The Presiding Chapter Officer or SAA Chapter president is strongly encouraged to be a current member of national SAA.
- c. SAA Chapter has a faculty advisor to act as the SAA Chapter Advisor. The SAA Chapter Advisor will:
 - i. Adhere to faculty advisor responsibilities established by the university;
 - ii. Attend SAA Chapter board meetings and activities as appropriate; and
 - iii. Advise the SAA Chapter president and SAA Chapter members;
 - iv. Mentor the SAA Chapter president.
- d. SAA Chapter adheres to the regulations and policies of the university where the SAA Chapter is established as well as applicable federal, state, and local laws.
- e. Chapter Bylaws
 - i. SAA Chapter submits a copy of the SAA Chapter’s chapter bylaws along with [SAA Chapter Application](#) to national SAA for review upon establishment of the SAA Chapter.
 - ii. SAA Chapter submits an updated copy of the SAA Chapter’s chapter bylaws to national SAA in the event its chapter bylaws are amended upon approval of SAA Chapter membership as outlined in the SAA Chapter’s previous chapter bylaws.
 - iii. SAA Chapter submits a current copy of the SAA Chapter’s chapter bylaws to national SAA every other year as part of the SAA Chapter annual renewal process.
- f. SAA Chapter completes an annual chapter renewal process to maintain relationship with national SAA. Notification regarding the annual chapter renewal process is communicated to SAA Chapter by national SAA on or before January of each year.
- g. SAA Chapter president or designated SAA Chapter representative(s) attends at least one of the three (3) annual [Town Hall Meetings](#) planned by national SAA.

III. Responsibilities of the Academy/SAA

- a. National SAA sends monthly updates regarding SAA activities and events to primary SAA Chapter contacts provided by the SAA Chapter via the [SAA Chapter Contact Form](#).
- b. National SAA sends annual resource packet to SAA Chapter contacts provided by the SAA Chapter via the [SAA Chapter Contact Form](#) at the beginning of the traditional Spring (January) and Fall (September) university semesters.
- c. National SAA holds three (3) [Town Hall Meetings](#) (Spring, Fall, Winter) for SAA Chapter president or designated SAA Chapter representative(s) to attend. Notification of

Student Academy of Audiology

- call dates and times is communicated by national SAA to SAA Chapter at least two weeks prior to each meeting.
- d. National SAA may conduct a biennial chapter needs assessment as an opportunity for SAA Chapter to provide feedback.
- e. The Academy provides SAA Chapter a modified SAA Chapter logo for chapter use.

IV. Miscellaneous

- a. SAA Chapter is not a division of the Academy/SAA. As such, SAA Chapter is not eligible for tax-exempt status under the Academy's 501(c)6 status nor may the SAA Chapter represent itself as a legal entity of the Academy/SAA.
- b. The SAA logo is a registered trademark of the Academy. SAA logo and letterhead may not be altered. Any and all use must have prior approval by the Academy to ensure appropriateness and professionalism.
- c. Agreement will be reviewed by SAA Chapter every other year as part of the SAA Chapter annual renewal process. Any updates and changes to the agreement will be identified by national SAA prior to review.

The undersigned parties understand the expectations and responsibilities of the SAA Chapter and the Academy/SAA outlined above and agree said expectations and responsibilities will be performed in good faith as part of the established relationship between SAA Chapter and national SAA.

SAA Chapter:

Signature of SAA Chapter President

Signature of SAA Chapter Advisor

Date

The Academy/SAA:

Signature of Academy/National SAA Representative

Date

