

BYLAWS OF THE _____
SAA CHAPTER

Student Academy of Audiology (SAA)
American Academy of Audiology

ARTICLE I. TITLE

This organization, nationally recognized by national SAA, shall be known as the
_____ SAA Chapter.

ARTICLE II. MISSION

The mission of the _____ SAA Chapter is to serve a collective voice for students and advances the rights, interests, and welfare of students of all backgrounds pursuing careers in audiology through the promotion of diversity and inclusivity. The SAA Chapter will introduce students to lifelong involvement in activities that promote and advance the profession of audiology and provides services, information, education, representation, and advocacy for both the profession and consumers of audiology services.

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

ARTICLE III. CHAPTER AREA

The area encompassed by the _____ SAA Chapter shall include:

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

The _____ SAA Chapter, 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 _____ SAA Chapter shall be open to all students enrolled in AuD or doctoral audiology programs as well as undergraduates from the university or chapter area who express an interest in exploring further study in audiology. The SAA Chapter will determine dues and privileges for SAA Chapter members.

Individual membership with national SAA is separate from SAA Chapter membership and has its own membership dues established by national SAA.

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

ARTICLE V. OFFICERS

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

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

SECTION 3. CHAPTER REPRESENTATIVES. The SAA Chapter has the option to designate or elect a national SAA Chapter Representative who will attend the national SAA Town Halls.

SECTION 4. STATUS AND POWERS. The SAA Chapter Board of Directors (including officers) shall be the governing body of the chapter. The SAA Chapter board governs in accordance with the bylaws of the _____ SAA Chapter. The SAA Chapter 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 SAA Chapter 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 SAA Chapter president, as the principal executive officer of the SAA Chapter, are to preside at the meetings of the SAA Chapter executive committee and at SAA Chapter general membership meetings; chair all SAA Chapter board meetings; appoint, with the concurrence of the SAA Chapter executive committee, any non-elected SAA Chapter officers and SAA Chapter committee chairpersons; and be responsible for ensuring a sound organization and effective overall SAA chapter management.

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

6.3 Secretary: The responsibilities of the SAA Chapter secretary are to serve as the primary administrative officer for the SAA Chapter, keep minutes of all SAA Chapter meetings, maintain SAA Chapter membership rosters, and be responsible for the reporting of the SAA Chapter's activities to national SAA.

6.4 Treasurer: The responsibilities of the SAA Chapter treasurer are:

- a) proper receipt and disbursement of funds belonging to the SAA 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 SAA Chapter executive committee;

When considered necessary because of the volume of the workload of the SAA Chapter treasurer, the SAA Chapter president may appoint a SAA Chapter 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. The faculty advisor, also referred to as the SAA Chapter Advisor, will adhere to faculty advisor responsibilities established by the university; ensure planned chapter activities do not violate federal, state, and local laws or university regulations or policies; and attend chapter board meetings and other chapter activities as appropriate.

ARTICLE VI. FINANCIAL CONTROLS

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

(b) SAA 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 SAA Chapter membership for the purpose of electing SAA Chapter Board Members and Officers shall be held in the month of _____. The term of the elected SAA Chapter Board Members and Officers will be _____. Other general SAA Chapter membership meetings will be held on an as-needed basis to maintain SAA Chapter function.

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

SECTION 3. EXECUTIVE COMMITTEE MEETINGS. SAA Chapter executive committee meetings shall be held monthly.

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

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

ARTICLE VIII. AMENDMENTS

These bylaws may be amended at any general SAA Chapter 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 communicated in advance to national SAA.

ARTICLE IX. DISSOLUTION

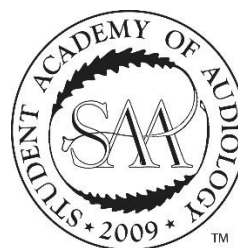
In the event that the SAA Chapter shall cease to exist for any reason, all assets remaining after all obligations have been satisfied will be transferred to the university under which operation was granted.

These bylaws adopted by the _____ SAA Chapter membership on _____ (date).

Signature of SAA Chapter President

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These bylaws were reviewed by the national SAA/AAA on _____ (date).



Signature of National SAA/AAA Representative