

Western Illinois University Student Speech-Language-Hearing Association
By-Laws 2024-2025 Academic Year
(Reviewed: September 2024)

ARTICLE I - NAME

The name of this organization shall be the Western Illinois University Student Speech-Language Hearing Association, hereafter referred to as WIUSSLHA. This organization is a student led organization at Western Illinois University.

ARTICLE II - OBJECTIVES

1. The objectives of this organization shall be:
 - a. To encourage professional interest in and/or awareness of the study of Speech Language Pathology and Audiology.
 - b. To assist University departments and local organizations.
 - c. To provide social interaction and fellowship among students, clients, and community.

ARTICLE III - MEMBERSHIP

1. Any student in the Speech Pathology and Audiology department at Western Illinois University is eligible to be an active member and those of sophomore through senior standings may hold office.
2. Non-students may act as associate members, but may not vote or hold office.
3. The organization must keep its membership roster on Leatherneck Link up to date.

ARTICLE IV - MEMBERSHIP RESPONSIBILITIES

1. Attend regular or special meetings, giving prior written notice to the Secretary for any non-emergency absences.
2. Promote all of the activities of the organization, participating whenever possible
3. Meet all financial obligations
 - a. Dues in the amount of \$10 must be paid in full by October 1st. After October 1st, dues will be increased to \$15. No new memberships will be accepted after December 1st.
 - b. Second semester students who choose to join will be allowed 1 month to pay \$5 dues and 2 months to pay \$10 dues. No new membership will be accepted after April 1.

ARTICLE V-OFFICERS ENUMERATED

1. The officers of this organization shall be the President, Vice President, Social Chair, Secretary, Treasurer and Graduate Student Representative, and the Faculty Advisor.

ARTICLE VI - DUTIES OF OFFICERS

1. The duties/responsibilities of these officers shall be as follows:
 - a. President
 - i. Serves as the Chief Executive Officer of the organization
 - ii. Ensures that officers faithfully perform their duties in a timely manner
 - iii. Serves as liaison to the University community for the organization
 - iv. Serves as the official representative of the organization, including all Office of Student Engagement (OSE) required meetings
 - v. Calls regular, officer, and special meetings
 - vi. Presides at all meetings except those whose role purpose is to determine the recall of any officer-the advisor will instead preside
 - vii. Completes required paperwork issued by OSE in the spring semester
 - b. Vice President
 - i. Assumes the duties/responsibilities of the President when advised to do so by the President or by WIUSSLHA's faculty advisor.
 - ii. Assists the President in coordinating the activities of the organization at the President's request
 - iii. Attends all scheduled Officer Meetings
 - iv. Facilitates/oversees Public Relations of the organization
 - c. Social Chair
 - i. Serves as the Membership Involvement officer within the organization
 - ii. Serves as Public Relations officer of the organization
 - iii. Assumes the duties/responsibilities of the President, when the Vice President is unable to do so, when advised to do so by the President or by the WIUSSLHA faculty advisor
 - iv. Assists the President in coordinating the activities of the organization at the President's request
 - v. Attends all scheduled officer, regular, and special meetings
 - vi. Updates all social media pages as needed
 - d. Secretary
 - i. Serves as the official Records Officer for the organization
 - ii. Attends all officer, regular, and special meetings
 - iii. Maintains accurate and current organization and membership information in an organized manner in the currently designated location for these records

- iv. Records/keeps accurate minutes of each meeting, forwarding copies to members and posting one copy on the bulletin board in a dedicated space within one week of a meeting
- v. Keeps accurate attendance for all meetings
- b. Treasurer
 - i. Serves as the official Financial Officer for the organization
 - ii. Serves as liaison to the University for all purposes of organizational funding
 - iii. Facilitates/oversees all fundraising events of the organization
 - iv. Responsible for collecting/dispensing funds in accordance with the goal/programs established by the organization
 - v. Makes deposits in a timely fashion (within one week of receipt)
 - vi. Attends all officer, regular and special meetings
 - vii. Provides end-of-the-semester account balance sheets to the President and faculty advisor within two weeks of the end of the semester
- c. Graduate Student Representative
 - i. Serves as the official representative of the graduate student body
 - ii. Attends all officer, regular and special meetings

ARTICLE VII - ELECTION OF OFFICERS

1. Officers shall assume office for the period of one year
 2. There are no term limits for any office
 3. Written notice of election shall be made at least 2 weeks prior to the proposed election
- Election timelines are as follows:
- a. Elections for President, Vice President, Social Chair, Secretary and Treasurer shall be held in **April** during the Spring Semester
4. Officers shall be elected by electronic ballot, with each active member casting one vote. A plurality of votes will constitute a victory. In the case of a tie, a second vote will be cast, voting on only those names that tied. IN the case of a second tie, the officer will be chosen by lottery.
 5. Officers shall be approved by the WIUSSLHA supervisor.

ARTICLE VIII - COMMITTEE CHAIRS

1. Committee chairs shall assume duties for the period of one semester.
2. There are no term limits for any committee chair.
3. Written notice of election shall be made at least 2 weeks prior to the proposed election
4. Elections will be held in April during the Spring Semester, on the same ballot as officers. The second election will be held in November during the Fall Semester, on a separate ballot specifically for committee chairs.

5. Chairs shall be elected by electronic ballot, with each active member casting one vote. A plurality of votes will constitute a victory. In the case of a tie, a second vote will be cast, voting on only those names that tied. IN the case of a second tie, the chair will be chosen by lottery.
6. Committee chair duties include but are not limited to; communicating effectively with committee members, being a proactive group leader, organizing and planning events, and being a reliable resource for committee members and officers.
7. In the case of a pop-up event, a new committee chair will be elected by electronic ballot no later than two weeks prior to the event. If no active members are interested or available for the committee chair position, it will be the responsibility of the president to coordinate that event.
8. Chairs shall be approved by the WIUSSLHA supervisor.

ARTICLE IX- REMOVAL OF OFFICERS

1. Officers and committee chairs are subject to recall for malfeasance in office

ARTICLE X - MEETINGS

1. Meetings will be open to all active and associate members of the organization, as well as faculty and OSA representatives.
2. A written notice of at least two weeks is required prior to calling a regular or special meeting. At least three days notice shall be given for an officers meeting, except in the case of an emergency meeting.
3. Meetings are to be organized, with an agenda, and facilitated by the President, officers, as well as other active members
4. All active members shall be required to attend monthly chapter meetings.

ARTICLE XI - VOTING

1. This constitution and by-laws may be amended by a $\frac{2}{3}$ majority vote of those voting, all active members being present.
 - a. Voting on amendments must be conducted after a minimum written notice of 2 weeks.
 - b. Voting will be by electronic ballot, with each active member casting one vote. Majority of votes will constitute a victory.
2. Voting in general will be conducted through electronic ballot with each active member casting one vote. Majority of votes will constitute a victory.

ARTICLE XII - NOT-FOR-PROFIT STATEMENT

1. This is a not-for-profit organization

ARTICLE XIII - STATEMENT OF NON-DISCRIMINATION

1. This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race religion, sexual orientation, or Vietnam era status. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunities to hold office.

ARTICLE XIV - STATEMENT OF NON-HAZING

1. This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm , or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution

ARTICLE XV - STATEMENT OF COMPLIANCE WITH CAMPUS REGULATIONS

1. This organization shall comply with the University/campus/policies/regulations as well as with all local, state, and federal laws

ARTICLE XVI - ADVISOR

1. This organization must have an advisor at all times and they must:
 - a. Be a full-time faculty or staff member at Western Illinois University
 - b. The full-time advisor cannot be a graduate student
 - i. Graduate students can act as co-advisor under the supervision of the full-time advisor but can not sign off on documents
 - c. Maintains accurate and current account of all organizational funds