

National Student Speech Language Hearing Association  
Seton Hall University Local Chapter

Governing Document

**Mission Statement**

Seton Hall University's local chapter of the National Students' Speech-Language-Hearing Association (SHU-NSSLHA) is a student run organization for graduate and undergraduate students in speech-language pathology. The mission of SHU-NSSLHA is to build community within Seton Hall University graduate program in Speech-Language Pathology and in the 4+2 undergraduate dual degree program; sponsor community outreach events; raise awareness for Communication Sciences and Disorders; and raise funds for sustaining the organization and contributing to worthwhile organizations.

**Objectives**

1. To organize and sponsor social activities for graduate students in the Speech Language Pathology program.
2. To foster relationships between students in the SLP graduate program and in the 4+2 dual degree program.
3. To organize and sponsor activities and events with other student organizations campus wide that encourage clinical education, interprofessional education, and knowledge of healthcare and educational systems.
4. To raise funds and awareness for related charities and organizations which benefit individuals with Communication, Hearing, and Feeding/Swallowing disorders.
5. To allocate benefits for members of SHU-NSSLHA organization where and when appropriate.

**Membership**

Membership into SHU-NSSLHA is open to all graduate students in the Speech-Language Pathology program and interested undergraduate students. Members are expected to:

- a) Pay membership dues (\$15.00) to join the organization at both the graduate and undergraduate levels. Membership dues will only be paid one time at each level. For example, undergraduates who join in their sophomore year will not have to pay membership dues again until they are at the graduate level. At that time a discounted membership will

be provided to members in good standing (\$10.00). Graduate students need only pay membership dues one time to join the organization. Dues are collected annually during the month of September.

b) Participate in at least one SHU-NSSLHA event per year, including but not limited to, attending an event, fundraising, creating promotional materials, etc.

c) Members are encouraged, but not required, to join the National Student Speech Language Hearing Association sponsored by the American Speech-Language-Hearing Association (ASHA).

### **Organizational Structure**

SHU-NSSLHA is governed by a board of **six** members who are voted in annually during the month of October. Board members include 2 co-presidents, 1 secretary, 1 treasurer, 1 social coordinator, and 1 undergraduate representative. The current SHU-NSSLHA board will organize the nomination and voting events. All members in good standing are eligible to run for a board position and allowed to vote in the election. Board members must be in good standing with dues and have attended at least one SHU-NSSLHA event annually (where applicable); too, board members will be required to join the National Student Speech Language Hearing Association sponsored by ASHA.

Board members will meet regularly to ensure the organization continues to achieve its mission and objectives. Board members are expected to report to the Faculty Advisor (currently, Dr. Koutsoftas) preceding, during, and following all events including board meetings and events. The faculty advisor, in turn, reports to the Department Chairperson and provides an annual report to the Speech Language Pathology faculty.

SHU-NSSLHA has the responsibility to maintain the mission and objectives in this document; has access to a restrictive fund account held by the university; and maintains the SLP bulletin board (located in Mooney Hall). These responsibilities are led by the SHU-NSSLHA board who each have an equal say in the operation of the organization. The SHU-NSSLHA board is an autonomous organization but should consult with the faculty advisor on all initiatives and is expected to follow University rules for student organizations. Any member can call a meeting and run an event in conjunction with the co-presidents. In rare circumstances the faculty advisor and/or the Department Chairperson may intervene and over-ride SHU-NSSLHA initiatives.

SHU-NSSLHA is governed by this document. The board is responsible for updating this document as necessary by majority vote.

### **Board Member Responsibilities**

Co-Presidents: Two co-presidents will be responsible to lead the organization toward its mission and objectives. Co-presidents take responsibility for and delegate tasks to other board members and ensure that each board member fulfills their duties. Co-presidents are the key persons for the membership at large to contact about membership related issues, including new initiatives. Co-presidents plan regular board meetings and develop agendas for each meeting. Co-presidents are expected to report to the board, membership at large, and the faculty advisor. Co-presidents will represent SHU-NSSLHA at school, university, and nationwide events as necessary. Co-presidents will work with the social coordinator to maintain SHU NSSLHA related social media.

Secretary: The secretary is responsible for all record-keeping including agendas, meeting minutes, membership manifests, attendance forms, and correspondences between members, the faculty advisor, and the membership at large. The secretary is responsible to maintain records that will be saved on the SHU-NSSLHA Blackboard site. All correspondence should go through the secretary including e-mails, thank you notes, agendas, and meeting minutes. All votes cast by the board must also be recorded by the Secretary. The secretary must record attendance for all board meetings and membership meetings.

Treasurer: The treasurer keeps track of all finances and will do so using an Excel spreadsheet which is saved on the SHU-NSSLHA Blackboard site. The treasurer works closely with the Faculty Advisor who has access to the SHU-NSSLHA restricted fund account. Each new treasurer will be given a starting balance for the account and must record all additions to and deductions from the fund. The treasurer is responsible for collecting annual membership dues in September from both graduate and undergraduate members. The treasurer is responsible for collecting money at fundraising and social events and ensures that the funds raised are distributed as intended.

Social Coordinator: The social coordinator is responsible to organize at least 2 social events during their time as a board member. One of these social events should be for graduate students and one should be for all members. The social director is also responsible for maintaining all social media that is run by SHU-NSSLHA and should connect other appropriate social media to the board and membership at large. This is done in conjunction with the co-presidents. Other appropriate social media includes connections to the

National Student Speech Language Hearing Association, ASHA, SHU, and the New Jersey Speech Language Hearing Association, as well as other feeds deemed appropriate by board vote. The social coordinator must report any inappropriate social media occurrences to the Faculty Advisor.

Undergraduate Representative: The undergraduate representative will be nominated from and elected by undergraduate members in good standing. The undergraduate representative must be enrolled in the 4+2 dual degree program, must be at minimum a sophomore, and must maintain their automatic admission into the graduate program, which will be verified by the faculty. The undergraduate representative will relay information to and from the board to the undergraduate constituents and represent this membership at all board meetings. The undergraduate representative will work with the co-presidents to enroll and maintain undergraduate members in SHU-NSSLHA. The undergraduate representative will work with the social coordinator to organize 1 social event per year that includes undergraduates. The undergraduate representative will also represent the SHU-NSSLHA at school, university, and nationwide events as necessary.