**Ohio National Black Association for Speech-Language and Hearing Student Affiliate Chapter**

**Constitution and By-Laws**

# **Preamble**

The Officers of the National Black Association for Speech-Language and Hearing, herein abbreviated “NBASLH” or “the Association”, Ohio Affiliate Chapter of The Ohio State University, herein abbreviated “Ohio State” or “OSU” has adopted the following Constitution and By-Laws to guide this Affiliate Association in its deliberations, to promote the purposes of our National Association, to facilitate the business of the National and Affiliate Associations, and to protect the rights and privileges of the Association membership. The Constitution and By-Laws of the Association are in accordance with established policies and procedures.

**Purpose**

The Ohio Affiliate Chapter at The Ohio State University (Ohio State) serves to:

1. Promote and foster an environment for the cultivation and increase in the number of Black speech, language and hearing professionals
2. Improve the quality of service delivery of speech-language therapy and audiological services to Black individuals with communication disorders and differences in the Columbus community and the greater Ohio area.
3. Promote research activities that contribute to the body of knowledge on the identification, diagnosis and treatment of Black individuals with communication disorders and differences.
4. Solicit and provide financial support, where available, for the clinical and research training and preparation of Black students and students of color in audiology, speech-language pathology, and speech and hearing science.
5. Solicit and provide mentoring resources and support of Black students and professionals in audiology, speech-language pathology, and speech and hearing science.
6. Be an active advocate for Black individuals with communication disorders and differences.
7. Disseminate information to the public on communication disorders and differences specific to the Black community.
8. Notwithstanding anything to the contrary appearing in these By-Laws, the operations of the Association shall be exclusively charitable, scientific and educational.

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# **Article I – Status and Membership**

## **Status**

* 1. This organization is directly affiliated with the National Black Association for Speech-Language and Hearing. This Affiliate serves as a local organization closely associated with the Association. We seek to provide members of the speech-language pathology, audiology, and speech and hearing science professions with opportunities to come together to identify common interests and achieve common goals.

## **Non-Discrimination and Anti-Hazing Clauses**

* + 1. Non-Discrimination Statement
       1. The National Black Association of Speech-Language and Hearing, The Ohio State University, and the Department of Speech and Hearing Science are committed to inclusivity within this chapter and the greater community and maintain a **ZERO-TOLERANCE** policy of discrimination against or harassment of any person(s) on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.
       2. Any instances of discrimination reported against a full or honorary member, advisor, faculty member (whether administrative, academic and/or clinical), etc. relative to the explicit purposes or activities introduced or participated by members of Ohio State NBASLH will be escalated through the appropriate channels including, but not limited to, the Executive Board, the Equity and Inclusion Committee, the Chair of the Department of Speech and Hearing Science and, if necessary, move forward to the Office for Civil Rights at The Ohio State University.
       3. As a student organization at The Ohio State University, OHNBASLH expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: https://hr.osu.edu/public/documents/policy/policy115.pdf. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.
    2. Anti-Hazing Clause
       1. The National Black Association of Speech-Language and Hearing, The Ohio State University, and the Department of Speech and Hearing Science are committed to the safety and comfort of all members associated with the Association. This Affiliate will not initiate, participate in, or be witness to any act or series of behaviors that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Individuals reported or accused of participating in behaviors defined as “hazing” will be immediately reported to University officials and law enforcement, where appropriate and will no longer be affiliated with Ohio State NBASLH.

## **Full Membership**

## Any person or persons who declare full membership for The Ohio State NBASLH Affiliate fall within one or more of the following categories:

* + 1. Any full and/or part-time undergraduate, graduate and doctoral student interested in the study of normal and disordered human communication behavior, with particular focus towards African-Americans shall be eligible for membership in the Ohio State NBASLH Affiliate.
    2. Any full and/or part-time undergraduate, graduate and doctoral student who has continued membership with National NBASLH for 2 years or more and is (or has been) active in participation of events, panels, and community service opportunities for the Ohio State NBASLH Affiliate.

## **Honorary Membership**

* 1. Any person or persons who declare honorary membership for The Ohio State NBASLH Affiliate will fall within one or more of the following categories:
     1. Any alumnus/alumna of The Ohio State University Department of Speech and Hearing Science who has either achieved the designation of CF-SLP (Clinical Fellow of Speech-Language Pathology) and remains active with the Ohio State NBASLH Affiliate throughout their clinical fellowship.
     2. Any member of the Greater Ohio community who has either achieved the designation of CF-SLP(Clinical Fellow of Speech-Language Pathology) or the CCC-SLP and/or licensure to practice audiology(Certificate of Clinical Competence for Speech-Language Pathology) and is seeking membership in an organization interested in the study of normal and disordered human behavior, with particular focus towards African-Americans.
     3. Any faculty member (clinical, research or academic), community member, medical doctor (MD) or layperson interested in the study of normal and disordered human communication behavior, with particular focus towards African-Americans.
     4. An individual nominated by any member of the local chapter and confirmed by the Executive Board with a simple majority.
     5. The current Chapter Advisor for the Ohio State NBASLH Affiliate.

1. **Membership Privileges and Responsibilities**
   1. A member of this Affiliate, depending upon the type, whether Full or Honorary, shall the listed abilities and responsibilities:
      1. **Full Membership**
         1. A full member of the Ohio State NBASLH Affiliate will have the ability to run for positions designed to lead and progress the ideals of the organization, as seen fit by the membership and the National Office of NBASLH.
         2. A full member shall have the right to vote for and nominate themselves or another person(s) who they believe will lead and progress the ideals of the organization to the best of their ability.
         3. A full member shall have the ability to join the full membership in activities and opportunities.
         4. A full member shall have the ability to serve on a committee as designated by the Executive Board of the Ohio State NBASLH Affiliate.
         5. A full member shall have the responsibility to report unfair or what would otherwise be identified as unacceptable or discriminatory behavior to the level of which is seen appropriate.
      2. **Honorary Membership**
         1. An honorary member of the Ohio State NBASLH Affiliate shall have ability to serve on a committee as designated by the Executive Board of the Ohio State NBASLH Affiliate.
         2. An honorary member shall have the ability to join the full membership in activities and opportunities for the membership
         3. An honorary member shall have the responsibility to report unfair or what would otherwise be identified as unacceptable or discriminatory behavior to the level of which is seen appropriate.
   2. **Revocation of Membership**
      1. As stated, this organization maintains a **ZERO-TOLERANCE** policy for behavior that appears or is seen to violate The Ohio State University Student Code of Conduct, local statutes, state and federal laws. Revocation of Membership for the Ohio State NBASLH Affiliate shall be automatically terminated if any of the following conditions are met:
         1. A member, regardless of Full or Honorary Status, violates the Non-Discrimination and/or Anti-Hazing Clauses listed in Article I, Section II, Subsection 2a and Subsection 3.
         2. A member, regardless of Full or Honorary Status, who conducts themselves in a manner deemed detrimental to advancing the purposes of the National Office of NBASLH, the ideals of the Ohio State Affiliate or remains in violation of the closest legal conduct regulations or The Ohio State University Code of Conduct or Code of Student Conduct, whichever is closer.

**Article II – Affiliate Executive Board and Officers**

## **Powers of the Executive Board**

* + 1. The Affiliate Executive Board, with consultation from the Advisor, shall be its own governing body. The Executive Board shall manage, control, and direct the affairs and property of the Association in accordance with the NBASLH National Office and The Ohio State University policies on Affiliates and Student Organizations. The Executive Board shall perform these functions through the consultation of the Equity and Inclusion Committee. If, for whatever reason, the functions fall outside of the scope of the Equity and Inclusion Committee, the Executive Board shall consult the National NBASLH Office for further guidance and direction on organization management.
    2. The Board shall have, and may exercise, all the powers specified.

## **Composition of the Executive Board**

* + 1. Number: The number of officers constituting the Executive Board of this Affiliate shall be no less than 5, and not more than 10, and shall be adjusted as periodically as necessary to comply with obligations from The Ohio State University Office of Student Life.
    2. Term of Office: The term maximum for any officer of Ohio State NBASLH shall be two academic years, excluding summer, however any officer may be removed from their position by simple majority vote of the Membership and/or Executive Board, with the Advisor voting in the Affirmative at the end of a semester.
    3. Nominations: Nomination for members of the Executive Board shall be solicited from the current Association membership. If resurrecting or returning from a period of pause, restriction, or suspension, the responsibility shall fall upon the Equity and Inclusion Committee to install a preliminary Executive Board until an election can be held.
    4. Vacancies: Any vacancy occurring on the Executive Board arising from any cause may be temporarily filled by a student of the President’s choosing. If the position of President is vacant, the Vice President, or second-ranking position, in the case there is no Vice President, will immediately assume responsibilities and the appropriate chain of command will resume.

## **Chapter Officers and Responsibilities**

* 1. These officers and the responsibilities of the full slated Executive Board will only occur when the membership is large enough to sustain an executive board of such a magnitude. Using the Chain of Command in Article II, Section III, Subsection 2, only the first four positions (Affiliate President, Affiliate Vice President, Secretary and Treasurer) and the Undergraduate & Graduate (UGG) Recruitment Chairperson are to be utilized until membership meets or exceeds 13 members, excluding the Executive Board members. At which point, the Affiliate may hold a Special Election to fill the remaining positions, whichever they may be.
     1. Officers and Responsibilities of the Executive Board
        1. Officers of The Ohio State NBASLH Executive Board are only eligible as full members. Honorary members are unable to participate in any official Executive Board capacity, except for the Undergraduate and Graduate (UGG) Recruitment Chairperson position.
        2. Within the first two weeks of the academic year, once the slated Executive Board has been installed, a vote must occur within the Executive Board to determine, at minimum, one member to represent the Ohio State NBASLH Affiliate at the NBASLH Convention. This member does not have to be presenting research, but is ineligible from participating as a vendor. If more than one member volunteers, then they shall be identified as representatives of the Ohio State NBASLH Affiliate and are *expected* to attend the Convention.
        3. The Ohio State NBASLH Executive Board, herein abbreviated “Executive Board” shall consist of the following officers, with their duties and responsibilities accompanying. These include:
           1. **Affiliate President (AP)**

The AP shall be the student representative of the Affiliate to the Department of Speech and Hearing Science, acting in all capacities as the spokesperson and representative for the will of the Membership.

The AP will provide leadership and direction to the organization.

The AP will maintain communication with other Affiliates across the United States.

The AP must understand and adhere to the Ohio State NBASLH Constitution, Bylaws and guidelines set forth by the Affiliate, the university and the national office.

The AP must (unless conflicting circumstances arise) preside at meetings of the Affiliate and oversee the activities of the officers.

The AP must coordinate Affiliate activities through the officers.

The AP must structure the organization to ensure smooth continuity of leadership by providing opportunities for new leaders to develop and gain mentorship opportunities.

The AP must establish short-/long-term objectives and goals in conjunction with other Executive Board members.

The AP must maintain contact with officers on Affiliate activities.

The AP must ensure the completion of the Annual Report each year and submit it to the Ohio State NBASLH Advisor by the stated deadline.

The AP must be aware of and comply with all regulations set forth by The Ohio State University Office of Student Life.

* + - * 1. **Affiliate Vice President (AVP)**

Presides at meetings in the absence of the AP.

Plans, coordinates, and recruits committees to manage a series of meetings and programs.

Coordinates programs with the AP and the officers.

Provides timely and interesting advance information for newsletters, social media posts, and mailings.

Provides or coordinates information on forthcoming events to the Secretary for inclusion in meeting notices or newsletters.

Ensures strong leadership succession by identifying and recruiting new club volunteers.

Provides mentorship to new officers.

Understand and adhere to the Ohio State NBASLH Constitution, Bylaws and guidelines set forth by the Affiliate, the university and the national office.

Provides reported data on previous events to allow relative Chairperson(s) to benefit from experience and provide suggestions for improvement.

* + - * 1. **Secretary**

Handles correspondence of the Affiliate through email, GroupMe, social media outlets and other relative mediums and maintains updated records of correspondences.

Maintains official records of meetings

Informs officers of deadlines for reports, mailings, and future commitments.

Coordinates mailing, packaging, sending, and receiving.

Maintains roster of officers and other ACTIVE Executive Board members with contact information.

Informs the National NBASLH of required paperwork

Encourages members to keep information updated.

Maintains complete and up-to-date copies of the club’s bylaws and other organizational documents.

* + - * 1. **Treasurer**

Oversees club finances, collects dues, and receives other monies, in coordination with the Events and Fundraising Chairperson

Follows legal and ethical best financial practices as determined by the officers.

Completes and submits the annual financial report to the officers each year by the predetermined deadline.

Assist the AP, AVP and Secretary in preparing program budgets and financial controls.

Maintains and supervises club bank account(s).

Ensures that there is more than one signatory on all bank accounts.

Maintains updated and files IRS forms relative to the position of this organization as defined by the IRS and The Ohio State University.

Send copies of completed tax forms to the Secretary, AVP, and Chapter Advisor.

Ensures that adequate budget and financial controls are maintained.

Prepares and submits financial statements to the Secretary, AVP, and AP on a regular basis.

Pays all bills on time.

* + - * 1. **Events and Fundraising Chairperson**

Collaborates with other members of the Affiliate to create and execute exciting, interesting events for members.

Ensures the fiscal viability of all events with the Treasurer.

Maintains a list of events throughout the year in an Annual Report form.

Submits prospective Attendance List for any event featuring a speaker, including faculty, alumni, students , and other professionals.

Works closely with the Secretary and Media Specialist to promote upcoming events.

Alerts officers of upcoming events with details so the event may be placed on the Ohio State NBASLH calendar, social medias, and inappropriate mediums.

Responsibilities of this position will fall between the Treasurer and Vice President, until this position is filled.

* + - * 1. **Marketing and Social Outreach (MSO) Chairperson**

Publicizes Affiliate activities through email, social media and the Department of Speech and Hearing Science website, as appropriate.

Works closely with Secretary to maintain records of correspondence

Finds ways to use technology to improve organization’s operations (e.g., communication and outreach).

Develops and maintains Affiliate website and social media sites.

Uses and informs other officers about technological resources available through the university.

Posts often (minimum, once per month) on social media about club activities.

Responsibilities of this position will fall between the Secretary and the Affiliate President, until this position is filled.

* + - * 1. **Undergraduate & Graduate (UGG) Recruitment Chairperson**

Reach out to current and previous professors to recruit before, after and/or during class time

Talk with classmates on social media platforms about joining the Affiliate

Share their experience at Ohio State and the importance of being part of NBASLH

Distribute and manage collection of membership intake paperwork, forms and documents through various mediums

Follow up with potential members

Collaborate with Marketing and Social Outreach Chairperson to create and posts and recruitment flyers on campus

Create, maintain and/or update recruitment efforts and assist in Annual Report as needed

Understand and adhere to the Ohio State NBASLH Constitution, Bylaws and guidelines set forth by the Affiliate, the university and the national office.

* + 1. Chain of Command: Any member elected or selected as a member of the Executive Board shall adhere to the Chain of Command. This is strictly for the purposes of organization in the event of vacancies to ensure membership activities can move forward in a timely and orderly fashion. Positions may or may not be included due to the numbers of members included in the organization at any year. If a position is not included, it is assumed to fall below the last position filled. Ranking of members is only used for the three positions required to be a functioning organization, in accordance with The Ohio State University Office of Student Life. This Chain is as follows:
       1. Affiliate Advisor – Faculty member (academic or clinical)
          1. President – Rank I Member, succeeded by Vice President or second-ranking position
          2. Vice President – Rank II Member, succeeded by Secretary or Treasurer
          3. Secretary – Rank III Member, will be installed as Vice President in case of vacancy and will be installed as President in the case of two vacancies
          4. Treasurer – Rank III Member, will be installed as Secretary in case of one vacancy, Vice President in the case of two vacancies and President in the case of three vacancies
          5. Events and Fundraising Chairperson
          6. Marketing and Social Outreach Chairperson
          7. Undergraduate & Graduate (UGG) Recruitment Chairperson

## **Term(s) of Office**

* 1. The Executive Board shall be elected for a period of one year. An Executive Board member is capped at a maximum of 2 years of serving as an Ohio State NBASLH Affiliate Executive Board member.

## **Advisor(s)**

* 1. **Purpose**
     1. The purpose of the on-campus Affiliate Advisor is to oversee the efficiency of the organization and maintain accountability throughout the organization. It is the responsibility of the Affiliate Advisor to act as the official liaison between the Department of Speech and Hearing Science Faculty and Staff and the Ohio State NBASLH Affiliate.
  2. **Eligibility**
     1. Eligibility requirements for the advisor include the following:
        1. The advisor **MUST** be a member of National NBASLH and must not lapse their membership through the entire period of their advising period.
        2. The advisor **MUST** be employed by The Ohio State University as a full-/part-time employee and must be willing to disclose their home department and position title when requested.
  3. **Role and Responsibilities**
     1. Within the first month of the academic year, new or continuing faculty advisors must be elected by the Executive Board every two academic years.
     2. The advisor of this organization should support the students in their efforts to serve the community by connecting them to the respective financial and educational resources while providing the necessary advice for organization within the CSD community.
     3. If the Executive Board should decide that the current advisor must be terminated, with reasonable suspicion, a Search Committee must form to find a new advisor. In addition, the Executive Board must create *and sign* a formal letter outlining the reasons in which they feel as though the advisor’s behavior and/or actions warrant removal and present this letter to the advisor as well as the Chair of the Department of Speech and Hearing Sciences to determine the fairness and equitable reasons why the advisor is being removed from their position.
        1. The Search Committee must consist of the Affiliate President, the Secretary, one other appropriate member of the Executive Board.
        2. The Search Committee will only be expected and only have the obligation of searching for an Advisor for the NBASLH Affiliate.

## **Elections**

* 1. **Eligibility**
     1. Any full member of the Ohio State NBASLH Affiliate is eligible to run for any position for the Executive Board.
     2. Eligibility for positions is highlighted in Article II, Section VI-A and Article I, Section V-A.
     3. An Honorary member of the Ohio State NBASLH Affiliate is eligible to run only for the Undergraduate and Graduate (UGG) Recruitment Chair position. For eligibility, this honorary member must be local to the Columbus area and be regularly active with the Ohio State NBASLH Affiliate.
  2. **Dates and Important Times**
     1. Elections must be held to install or renew officers each Spring semester of each and every academic year.
     2. Nominations are made by the full membership or the current officers at the meeting prior to the election.
  3. **Methods**
     1. Elections will be held via online anonymous voting method.
     2. Elections will be announced via email and in person at the meeting that occurs two meetings before elections are held.
     3. Election results will be announced at a predetermined date designated by the current Executive Board, no later than two weeks prior to the end of the semester.
     4. Election results will be announced by email written by the Affiliate President, Secretary, UGG Recruitment Chair, and must copy the Affiliate Advisor and the Chair of the Department of Speech and Hearing Science.
  4. **Inability to Fulfill Position Requirements**
     1. In the event of a newly elected officer who chooses not to or fails to assume their duties will be asked to submit a letter of resignation. If there were more than one candidate, the second candidate will be offered the position. If neither are looking for the position to which they ran, that position will remain vacant until the Fall semester for a Special Election.
  5. **Special Elections**
     1. Special Elections are only to be held for a vacancy in the Executive Board. When a Special Election is used, all rules outlined in Article II, Section V-A, V-B, and V-C will be used.

# **Article III – Standing Committees**

## **Appointment of Committees**

* 1. The Executive Board will have the authority to appoint volunteer committees based upon volunteer opportunities and the needs of the Affiliate. These committees will have an appointed Committee Chairperson to carry out the duties of the committee

## **Committee and Committee Chairs**

* 1. All committees will be appointed by the Executive Board and all Committee Chairs shall be appointed by the Affiliate Vice President.
  2. The Chairperson shall be responsible for the supervision and coordination of all activities undertaken by their committee(s).
  3. All committees will complete and report Semester Summary Reports (SSR) at the end of each semester identifying committee activities and necessary points to report.

## **Duties of Committees**

* 1. Duties of Committees will be directed as seen fit by the Affiliate Vice President and provided in writing to the Committee Chairperson within 48 hours prior to the first Committee meeting.
  2. The duties will be to carry out the needs of the volunteer partnership

1. **Dissolving of Committees**
   1. A Committee may be dissolved by a simple majority of the Executive Board under the following conditions:
      1. The Committee is deemed no longer necessary for the appropriate functioning or compliance of the Affiliate.
      2. More than 50% of the Committee membership either outright quits or is unable to adequately fulfill their duties due to overlapping purposes with Executive Board positions.
      3. The Committee Chairperson and one other member of the Committee are accused of violating any parts of this Constitution.

# **Article IV – Affiliate Finances**

## **Annual Dues**

* 1. Dues are set at a minimum of $5.00 per academic year and are required to be paid by each member of the Ohio State NBASLH affiliate, regardless of membership status or Executive Board position.
  2. When membership of the organization meets or exceeds 10 members, including the Executive Board, the Treasurer will begin and maintain updated records of dues.
  3. Dues may change based on inflation, need or prospects of the organization, but may only be set once per two fiscal years.
  4. Collection of dues must be completed, at maximum, 3 weeks prior to the first event put on by this organization.
  5. If a member is unable to pay their dues, they will be contacted by the Treasurer to discuss a payment plan. It is the responsibility of a member, unable to pay their dues, to contact the Treasurer or other officer of the Affiliate to request a grant from the organization funds or request a waiver.

## **Management of Finances**

* 1. All finances will be managed by the Treasurer with oversight from the Affiliate Advisor.
  2. Management of finances includes membership dues, fundraisers, external opportunities for affiliation, scholarships, grants, and/or fellowships received or distributed by the Ohio State NBASLH Affiliate.

## **Fundraising Opportunities**

* 1. Fundraising opportunities will be handled as appropriate through the Events and Fundraising Chairperson or the Treasurer and Affiliate Vice President. The organization must have a minimum of one fundraising opportunity per fiscal year, where at *minimum* 15% of the proceeds received for the Affiliate are sent to a local charitable organization.

# **Article V – Meetings**

1. **Meeting Details**
   1. Particular dates and times of meetings are variable and depend on the availability of the population. The Affiliate President and Secretary must be present at all meetings, unless extraordinary circumstances prevent either one of them to be present.
   2. Members will be notified of such meetings via email and social media posts with at least 5 business days’ notice.
   3. Executive Board meetings will occur as needed.
   4. Meeting method should be enforced by the Affiliate President and other present officers.
2. **General Membership Votes**
   1. Group decisions of the organization will be made by vote of the general membership. A vote of ⅔ present membership will be required to carry a motion. All full members are eligible to vote.
   2. 50% membership constitutes quorum at all meetings.
   3. Meetings will not incorporate parliamentary procedure if no voting will take place during the meeting. Method of each general body meeting will be decided upon during the Executive Board meeting prior to, in the interest of efficiency and informativeness for the general body.
3. **Records of Meetings**
   1. The Secretary will be required to record and maintain records of meetings. Records of the meeting will be shared with the general body and organization advisor within 5 business days of the date of occurrence.
   2. A Google Drive or other shared platform will be utilized to share the records of meeting information.

# **Article VI – Affiliate with NBASLH Outside of The Ohio State University**

1. **Authorized Affiliates with Ohio State NBASLH**
   1. The Ohio State NBASLH Affiliate is more than happy to welcome individuals and organizations invested in the growth and enrichment of the students, faculty, staff, and professionals that comprise NBASLH.
2. **Authorized Methods of Affiliation with Ohio State NBASLH**
   1. The Ohio State NBASLH Affiliate welcomes opportunities for collaboration and members of the public interested in the activities of the National Black Association for Speech-Language and Hearing. Any person not affiliated with The Ohio State University is welcome to participate or affiliate with Ohio State NBASLH in the following fashions:
      1. Advertise or assist in advertisement of local events and collaborative opportunities, such as fundraisers, community service events and interactions with the public.
      2. Support the financial support and development of students pursuing undergraduate and/or graduate education at The Ohio State University by assisting in the sponsorship of scholarships and awards used for the express purposes of benefiting the local Affiliate or the National NBASLH organization.
         1. For further clarification on the handling of finances, please visit and review Article X, Sections I and II.
3. **Regulations and Requirements for Affiliation with Ohio State NBASLH**
   1. In order for any outside person to become affiliated with Ohio State NBASLH, this individual must follow all rules, regulations and laws associated with The Ohio State University and appropriately manage such relationships with The Ohio State University Office of Student Life.
   2. Should any Conflict of Interest (COI) arise between an Executive Board member and the Ohio State NBASLH Mission and Vision, if the relationship with the exterior organization is deemed permissible by a *unanimous* vote from all other members, the Executive Board member with a COI must immediately relinquish their position for the remainder of the relationship with the exterior organization or for the remainder of the academic year, whichever is first. The Executive Board member will further be barred from running for any position, but may still be active in the organization as an Honorary Member.
4. **Contacting or Prospecting for Affiliation with Ohio State NBASLH**
   1. The only methods that will be accepted for contacting or prospecting with Ohio State NBASLH will be by method of phone call, letter, or email. In-person solicitation will not be permitted. If any person is interested, the only people who are able to contact or be contacted by this outside organization are the Affiliate Advisor. If any Executive Board member is approached or contacted for affiliation opportunities outside of The Ohio State University, the member is obligated to refer the organization to the Affiliate Advisor and is only able to communicate with the outside organization *in the immediate presence of* the Affiliate Advisor.
   2. Failure to adhere to this policy is considered a violation against Article VI, Section IV-A, Article IX, Section I & II-A, and Article II, Section I. This will put any Executive Board member at risk of revocation of membership and appropriate disciplinary action to take place.

# **Article VII – Affiliation**

## **University Affiliation**

## Ohio State NBASLH is affiliated with the Department of Speech and Hearing Science in the College of Arts and Sciences at The Ohio State University.

1. **National Affiliation**
   1. This organization is affiliated directly with the National Black Association for Speech-Language and Hearing hereinafter referred to as “the Association”. We serve as a local organization closely associated with the Association. We seek to provide members of speech-language pathology, audiology, and related disciplines, or disciplines who find themselves interested in our Mission and Vision, with opportunities to come together to identify common interests and achieve common goals.

**Article VIII - Prohibition Against Sharing in Association Earnings**

1. **Prohibition Statement**
   1. No officer, advisor, person connected with an officer, nor any other private individual shall receive **AT ANY TIME** of the net earnings or pecuniary profit from the operations of the Association, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Association in effecting any of its purposes as shall be fixed by the Executive Board. Reimbursement must be proven and document, dated and timestamped, and scholarships will be handled by the Treasurer and the Equity and Inclusion Committee.
2. **Management of Association Earnings**
   1. Any net earnings or pecuniary profit from operations of the Association must be directly reported to the Affiliate President, Chair of the Equity and Inclusion Committee and the Chair of the Department of Speech and Hearing Science in a joint email within 2 business days of receiving or becoming privy to information about possible earnings or profits.

**Article IX - Orders**

1. Robert’s Revised Rules of Order shall constitute the parliamentary authority in all matters not covered by the national and local Bylaws.

**Article X – Amendments to the Constitution and Bylaws**

1. **By-Laws**
   1. The Constitution and By-Laws may be amended by an appropriately written proposal to the officers that have been submitted to the Ohio State NBASLH Affiliate by an NBASLH professional, or student organization member during the year of submission.
   2. Amendment submissions must first be reviewed for appropriateness by officers of the organization and the Affiliate Advisor. Passage of the amendment to the By-Laws shall require an affirmative vote of a quorum of 51 percent membership or greater in attendance during the business meeting that immediately follows the amendment submission date.