

# **BYLAWS OF THE ALASKA SPEECH-LANGUAGE HEARING ASSOCIATION**

**(REVISED August 2008)**

## **ARTICLE I NAME**

The name of this organization shall be Alaska Speech-Language Hearing Association (hereinafter called the “Association”)

## **ARTICLE II PURPOSES**

The purposes of this organization shall be to encourage basic scientific study of the processes of individual human communication, with special reference to speech, hearing, and language; promote investigation and prevention of disorders of human communication; and foster improvement of clinical procedures with such disorders; to stimulate exchange of information among persons and organizations thus engaged; and to disseminate such information.

## **ARTICLE III MEMBERSHIP**

### Section 1. Eligibility

- a. Full (voting) members shall be defined as those who hold 1) a graduate degree with major emphasis in speech-language pathology, audiology, or speech, language, or hearing science; or 2) a graduate degree and present evidence of active research, interest, and performance in the field of human communication. Those individuals who have state certification as a result of grandfathered rights established in 1986 through the Alaska Department of Education and Early Development (formally known as the Alaska Department of Education), are exempt from meeting the graduate degree requirements to be considered full/voting members of the association.
- b. The requirements for membership may be waived in special instances by recommendation of the Executive Board and a majority vote of the Executive Board.
- c. Members must agree to abide by the Code of Ethics of the American Speech-Language Hearing Association (ASHA).
- d. Associate (non-voting) members shall be defined as those who 1) hold a Bachelor’s Degree or are enrolled in an undergraduate or graduate program in the field of speech and hearing and who are not yet members of the American Speech and Hearing

Association, or 2) allied professional individuals interested in the field of speech and hearing, or 3) speech-language pathology assistants.

### Section 2. Application

- a. Application and payment for membership shall be sent directly to the treasurer of the Association. The application will be forwarded to the chairperson of the Membership Committee.
- b. Membership is on an annual basis, from January 1 – December 31.

### Section 3. Privileges of Membership

- a. All Full/Voting Members and Associate members in good standing shall have the right to attend and participate in all the Association's regular and called meetings.
- b. All Full/Voting Members and Associate Members in good standing shall receive any publications issued by the Association.
- c. The right to vote and hold office shall be granted to Full/Voting Members only. This may be waived in special instance by recommendation and majority vote of the Executive Board.

### Section 4. Termination of Membership

- a. Any Full/Voting Member or Associate Member who violates the Bylaws or the Code of Ethics of the Association shall be suspended by three-fourths vote of the Executive Board. Upon recommendation and by two-thirds vote of the Executive Board, the individual may be reinstated after one year.
- b. Any Full/Voting Member or Associate Member whose dues are six months delinquent shall be terminated from membership. The Full/Voting Member or Associate Members will be notified at least twice on different occasions by the membership committee with regard to prospective membership discontinuation.

## **ARTICLE IV OFFICERS**

### Section 1. Designation

The officers of the Association shall be:

- President
- President-Elect / Past-President
- Secretary
- Treasurer

### Section 2. Terms of Office

- a. The President shall serve a two-year term of office.
- b. The President-Elect shall serve a one-year term of office, before becoming President. The Past-President shall serve a one-year term of office, after the term as President.
- c. The Secretary shall serve a two-year term of office.
- d. The Treasurer shall serve a two-year term of office.

Illustration of how sequence goes:

Position	2005	2006	2007	2008	2009
President	A	B	B	C	C
Pres-Elect	B	None	C	None	D
Past-Pres	None	A	None	B	None
Secretary	A	A	B	B	C
Treasurer	A	B	B	C	C

A=existing; B=newly elected; C=next newly elected

### Section 3. Election of Officers

- a. The nominations committee shall solicit nominations from the membership for each available AkSHA office and each expiring Board position at least three months prior to the fall meeting. Each nominee must agree to serve if elected and must meet eligibility requirements. The slate shall be submitted to the membership at the fall meeting. Biographical and professional data shall be provided for each candidate (and included in the program mail-out when possible).
- b. Nominees will be presented at the annual meeting of the Association. (Nominations from the floor will be accepted with the consent of the nominee. Nominees from the floor and/or person nominating will provide biographical and professional data for the nominees.) Elections will take place at the annual meeting of the Association. To be elected, a candidate must receive a simple plurality vote of the Active members with full voting right.
- c. In case of a tie, the names of the two persons receiving the highest number of votes will be resubmitted to the membership for a second vote.
- d. Officer terms run according to the calendar year. From date of election to the start of their term, officers shall function as officer-elect.
- e. In the event of incapacity or resignation of the President-Elect, Secretary, or Treasurer, new elections will be held and the slate will be drawn up and presented by the Board of Directors.

### Section 4. Duties

- a. The *President* shall:
  1. be the chief executive officer of the Association,
  2. preside at all regular business meetings of the Association,
  3. call emergency meetings of the Association, Executive Board, or any of its committees,
  4. appoint with the advice of the Board, all appointive members of committees and members to fill vacancies of the elected officers,
  5. promote the interests of the Association in all ways,
  6. upon retiring from office, be a member of the Executive Board for one year, and
  7. be authorized to sign checks in the absence of the treasurer.
- b. The *President-Elect* shall:
  1. assume responsibilities delegated by the President,
  2. become President upon expiration of term of current President,
  3. assume responsibilities of the President should the President be unable to complete term of office, and

- c. The *Secretary* shall:
  - 1. record and file the minutes of all official meetings of the Association and Executive Board.
  - 2. maintain and record all correspondence necessary to the proper performance of official duties. (including documents related to IRS, STATE of AK Articles of Incorporation, and ASHA recognition)
  
- d. The *Treasurer* shall:
  - 1. be entrusted with the collection and safeguarding of the Association funds, subject to the wishes of the Full/Voting Members,
  - 2. be authorized to draw money from the Association's funds and make expenditures,
  - 3. cooperate with Membership Committee in the processing of all membership fees,
  - 4. prepare a budget for approval of the Executive Board. Each elected or appointed officer or chairperson must submit to the Treasurer an estimated budget of expenses for the fiscal year. The fiscal year will run from January 1- December 31. The treasurer shall then prepare a budget based on the estimated expenditures and treasury fund finances. If funds requested exceed those anticipated by the Treasurer during the fiscal year, then the officers and chair people shall be notified and advised of the limits to be set on their financial requests,
  - 5. place a Resolution on the AkSHA checking account. If the check amount to be written exceeds \$1000, the check shall be signed by the Treasurer after the approval of all four officers.
  - 6. advise every elected or appointed officer or chairperson that any requested funds exceeding the approved budget must first be submitted to be approved in writing by the Treasurer.

## **ARTICLE V DUES**

The annual dues for Full/Voting Members or Associate Members of the Association shall be determined by majority vote of the members at the annual statewide meeting following recommendation by the Executive Board.

Dues are payable for a membership year January 1 of each year.

## **ARTICLE VI EXECUTIVE BOARD**

### Section 1. Designation

The Executive Board of the Association shall consist of the officers of the Association, the Committee Chairpersons, and the Advisory Councilors.

Section 2. Meetings

Regular meetings of the Executive Board shall be held triennially. These meetings will be conducted via teleconference or other means as available/appropriate. Special meetings may be held as deemed warranted and called by the President.

Section 3. Powers and Duties

The Executive Board shall:

- a. formulate policies of the Association,
- b. transact all business between meetings,
- c. create and terminate standing and special committees as deemed advisable,
- d. report actions and recommendations to the membership at the regular meetings of the Association,
- e. relate proposed amendments to be presented to the membership at large for vote either at the annual meeting or by mail ballot.

Section 4. Quorum

In order to approve measures, a quorum of the voting members of the Executive Board must be secured. A quorum shall consist of one-half of the total Executive Board membership.

Section 5. Liability

No member of the Executive Board of this association shall be personally liable to this association or representative for breach of any duty owed to the association or its members, provided however, that this provision does not relieve an Executive Board member from liability based upon acts that were not performed in good faith or those which involved a knowing violation of law, or if the act resulted in receipt by the person of an improper personal benefit.

**ARTICLE VII  
MEETINGS OF THE ASSOCIATION**

Section 1. Regular Meetings

There shall be a minimum of one annual statewide business meeting.

Section 2. Quorum

One-fourth of the membership shall constitute a quorum for the transaction of business. In absence of a quorum, members will be given the opportunity to vote by mail on business approved at the meeting, and a majority of those voting by mail will constitute approval or disapproval of a motion.

Section 3. Parliamentary Authority

*Robert's Rules of Order, Newly Revised* shall be the parliamentary authority.

## **ARTICLE VIII COMMITTEES**

### Section 1. General

The Executive Board shall create and dissolve standing committees, designate their charges, and establish policy with regard to size, type of membership, and length of members' terms. Efforts to ensure that committee chairpersons are appointed on a basis of statewide representation must be evidenced. All Committees are directly responsible to the Executive Board.

### Section 2. Standing Committees

The following committees are considered necessary for the proper function of the Association:

- a. **Membership:** whose purpose it is to:
  1. [chairperson] serve on the Executive Board;
  2. [subchair] be in charge of recruitment and retainment;
  3. receive application for membership;
  4. determine eligibility of prospective members;
  5. maintain a roster of current membership;
  6. notify members of impending membership renewal requirements. This shall be done on at least two different occasions;
  7. gather and disseminate information on membership lists to interested parties;
  8. send a welcome packet to new members
  9. coordinate with other committees;
  10. accumulate and provide job source information;
  11. develop email lists for the Association and ASHA members; and
  12. mentor new participants to this committee.
  
- b. **Advocacy:** whose purpose it is to:
  1. [chairperson] serve on the Executive Board;
  2. subcommittees will consist of members representing the following areas:  
STAR, SEALS, Voice, Website
  3. coordinate public relations efforts, related to Better Speech & Hearing Month, professional information to legislators and develop the Association's brochure;
  4. be a government liaison;
  5. coordinate with other committees;
  6. oversee the Association's (*Voice*) newsletter; and
  7. oversee updates to the Association's website.
  
- c. **Special Interests:** whose purpose it is to:
  1. co-chairpersons from Audiology and Speech-Language Pathology serve on the Executive Board;
  2. subcommittees will consist of members representing the following areas of the Association's professions: Ethics & Regulations, Public Schools, Healthcare; Private Practice; Speech-Language Pathology Assistants; Rural Networking;

Audiology, Speech-Language Pathology, students of communicative disorders, and other interest groups as identified by the Association;

3. define the duties of each subcommittee related to hot topics in the local, State or National levels and clearly coordinate with other committees.

**d. Nominations, Awards, Scholarship:** whose purpose it is to:

1. [chairperson] serve on the Executive Board;
2. subcommittees will consist of members representing the following areas: Nominations, Awards and Scholarship.
3. coordinate with other committees;
4. coordinate the nomination of Association officers before elections;
5. determine nominees for ASHA awards;
6. determine “Friends of the Association” awards;
7. coordinate scholarships to native students; and
8. coordinate scholarships for convention/conference attendees.

**e. Continuing Education:** whose purpose it is to:

1. co-chairpersons from Audiology and Speech-Language Pathology serve on the Executive Board;
2. develop, plan and implement continuing education opportunities in the areas of speech, language, cognition, swallowing and audiology for speech language pathologists, audiologists and speech pathology assistants. This will include planning and implementing the annual convention. In addition, at least one other offering will be promoted during the calendar years;
3. coordinate with other professionals to disseminate/gather CE information and share in opportunities. Other groups may include school districts, other allied health professionals, hospitals, state agencies, etc.;
4. incorporate technology to assist members in obtaining continuing education; such use of internet services, telecommunications, recorded materials (tapes, CDs, etc.).
5. provide input and information to be shared via the AkSHA website – with members and the community;
6. coordinate with other committees and the executive board to share information about the activities of the CE committee and about CE opportunities.
7. consist of CE administrators (for AkSHA and school districts, if applicable) and members from a variety of work sites around the state; and
8. encourage mentorship of positions to keep continuity of the tasks and new members participating.

**f. Legislative Councilor:** whose purpose it is to:

1. serve on the Executive Board;
2. communicate regularly with the state Association members;
3. fulfill the job duties as outlined by ASHA;
4. represent the Association, its members, and Alaska’s ASHA members at the national level;

5. attend official meetings of the ASHA Legislative Council;
6. vote at annual meetings of the Legislative Council and electronically as requested by ASHA; and
7. be a member of the state Association.

### Section 3. Reports

Each committee and task force shall submit a written report annually of its activities and recommendations to the Executive Board. The Executive Board shall report to the membership all significant committee activities during the year.

## **ARTICLE IX DISCRIMINATION**

The Association shall not discriminate on the basis of race, national origin, religion, age, sex, sexual orientation, or handicapping condition. All programs and activities of the Association shall be conducted in furtherance of this policy.

## **ARTICLE X DISSOLUTION**

Upon dissolution of the organization, the Officers shall, after paying or making provision for the payments of all the liabilities of the organization, dispose of all of the assets of the organization excessively for the purposes of the organization in such manner or to such organization(s) organized and operated exclusively for charitable purposes as shall, at the time qualify as exempt origination(s) under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or Internal Revenue Law,) as the Officers shall determine. Any such assets not do disposed of shall be disposed of by a Court of Competent Jurisdiction of the Borough in which the Principal officer of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE XI AMENDMENTS**

Amendments to these Bylaws may be initiated by the Executive Board or in a written proposal signed by ten members. Proposed amendments shall be passed by majority vote of the Executive Board 30 days in advance of the vote thereon by the membership. Vote on any amendment may be either at any business meeting or by mail ballot of the entire membership. Decision to employ the latter voting procedure may be reached by two-thirds vote of the members present at the Executive Board.