

BY-LAWS

Arizona Speech-Language-Hearing Association, Inc.

*Revised April 1986, March 1991, March 1996, May 2003, May 2004, February 2005, May 2006
Effective October 1986, July 1991, March 1996, May 2003, May 2004, October 2005, October 2006,
October 2007, October 2008, April 2013*

ARTICLE I

The name of this organization shall be the Arizona Speech-Language-Hearing Association, Inc.

ARTICLE II

Purposes

The purposes of this organization shall be 1. to encourage basic scientific study of the processes of individual human communication, with special reference to speech, hearing and language; 2. to promote investigation and prevention of disorders of human communication, and to foster improvement of clinical procedures with such disorders; 3. to stimulate exchange of information among persons and organizations thus engaged, and to disseminate such information; 4. to promote appropriate academic and clinical preparation, and to encourage maintenance of current knowledge and skills; 5. to advocate the rights of persons with communication disorders; and to promote the individual and collective professional interests of the members of the Association.

ARTICLE III

Membership

The organizational structure of this association shall consist of five classes: Active Member, Student Member, Life Member, Affiliate Member, and Associate Member.

Section 1. Eligibility

A. *Active Member*

- i. Effective October 1, 2008, Active Membership requires (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.
- ii. The requirements for election as a member of the Arizona Speech-Language-Hearing Association may be waived in special instances, by recommendation of the Arizona Speech-Language-Hearing Association Committee on Membership and a majority vote of the Executive Board.

B. *Student Member*

Student membership shall be granted to those persons who are enrolled as:

- Full-time and part-time undergraduate and graduate students in an accredited college or university degree program and who are recognized by that institution as majors in Speech-Language Pathology, Communication Disorders, Audiology or Speech and Hearing Science.
- Full-time doctoral students in an accredited college or university degree program and who are recognized by that institution as a student in Speech-Language Pathology, Communication Disorders, Audiology or Speech and Hearing Science.

C. *Life Member*

Any member who has attained the age of 65 will automatically receive Life Membership. All privileges of an Active Member will be granted to Life Members without payment of annual dues for any years subsequent to the year in which 65 is attained.

D. *Associate Member*

The Associate Membership is awarded to those persons who hold a degree in a field related to human communication, but who are ineligible for Active Membership, Student Membership, or Life Membership. Associate Members include individuals who are working in a support position offering audiology or speech-language pathology services.

Section 2. Privileges

- A. Members of all categories who are in good standing shall have the right to attend and participate in all the Association's regular and called meetings.**
- B. Members of all categories who are in good standing shall receive all publications issued by the Association.**
- C. Only Active and Life Members in good standing shall be eligible to hold elective office in the Association or to serve as committee chairpersons.**
- D. Only Active and Life Members in good standing shall be eligible to vote in the affairs of the Association.**

Section 3. Application for Membership

- A. Renewal of membership for those persons on the previous year's roll who remained in good standing and who will be in the same membership category shall be effective upon the person's payment of dues for the current year.**
- B. Application for admission to membership by those persons not on the previous year's roll shall be submitted in writing to the Chairperson of the Membership Committee. Once credentialing is complete, membership becomes effective upon applicant's payment of dues for the current year.**
- C. Application for change in membership status shall be made in writing and submitted to the Chairperson of the Membership Committee. Once credentialing is complete, membership status is changed and made effective upon applicant's payment of dues for the current year. Life members are excluded from the requirement of dues payment.**
- D. Any application held in question by the Chairperson of the Membership Committee shall be submitted to the Executive Board for review and acceptance/rejection.**

Section 4. Termination of Membership

- A. Any member in any category of membership who engages in unethical practice may be suspended from that membership in the Association by a three-fourths vote of the Executive Board. Unethical practices shall be defined according to the Code of Ethics of the Association.**

Section 5. Reinstatement of Membership

- A. Upon recommendation and by three-fourths vote of the Executive Board, the individual who has been suspended may be reinstated after one year.**

**ARTICLE IV
Dues**

Section 1. Amount of Dues

- A. Dues shall be levied upon all members of the Association, with the exception of life members. The amount of dues and changes in dues shall be recommended by the Executive Board. Changes in dues shall be ratified during the Annual Membership Business Meeting by two-thirds of the members present and voting. Effective for Membership Year beginning October 2008, membership dues will be:

Active Member: \$100.00
Associate Member: \$75.00
Student Member: \$15.00
Life Member: waived

- B. Dues shall be payable in advance for the membership year, beginning October 1.
- C. Dues not paid by December 31 for renewal of membership shall be considered in arrears. Effective for Membership Year beginning October 2008, late fees will be \$20.00.

**ARTICLE V
Executive Board Members**

Section 1. Designation

The officers of this Association shall be:

President
President-Elect
Past President
Program Chair
Program Chair-Elect
Membership Chair
Recording Secretary
Treasurer
Ethical Practices Chair
Publications Chair
Public Relations Chair
Audiology Representative

The other members of the Executive Board may include:

ASHA Legislative Councilor(s) as per Article VII
Student Representative from each of Arizona's accredited educational institutions, having been duly selected to serve in this capacity by their prospective student association.

Section 2. Eligibility for Election

All Active Members, after completion of one year of membership, and all Life Members, who are in good standing shall be eligible for any office of the Association.

Section 3. Duties

- A. The President of the Association shall:
- i. Preside at all regular meetings of the Association.
 - ii. Call emergency meetings of the Association, Executive Board, or any of its committees.

- iii. Appoint, at the direction of the Executive Board, all chairpersons of special committees, the Student Representative, and any Task Forces as appropriate to the current needs of the Association.
- iv. Define the duties of a committee whenever such duties have not been adequately defined by the Association.
- v. Promote the interests of the Association in all ways.
- vi. Oversee all official correspondence of the Association.
- vii. Oversee financial issues of the Association.
- viii. Oversee contracted personnel for management of the Association, lobbying and legal services.
- ix. Attend Executive Board meetings.
- x. Serve on the Budget Committee.

B. The President-Elect shall:

- i. Be vested with the powers of the President when for any reason the President becomes unable to attend to the Presidential duties. If it becomes impossible for the President to complete the term of office, the President-Elect shall assume the duties.
- ii. Perform, at the direction and discretion of the President, other duties not otherwise assigned by the Board or By-Laws.
- iii. Chair the Committee on By-Laws to review the By-Laws and recommend any needed modifications on an ongoing basis.
- iv. Serve as ex-officio member on all committees.
- v. Serve as Parliamentarian.
- vi. Ascend to the position of President
- vii. Attend Executive Board meeting.
- viii. Serve on the Budget Committee.

C. The Past President shall:

- i. Chair the Nominating Committee for election of officers.
- ii. Assist the Parliamentarian.
- iii. Serve as ex-officio member on all committees.
- iv. Attend Executive Board meetings.
- v. Serve on the Budget Committee.

D. The Program Chair shall:

- i. Chair the Convention Committee.
- ii. Serve on the Budget Committee.
- iii. Perform, at the direction and discretion of the President, other duties not otherwise assigned by the Board or By-Laws.
- iv. Attend Executive Board meetings.

E. The Program Chair-Elect shall:

- i. Determine time and place of annual convention in conjunction with the Executive Board.
- ii. Assist the Program Chair.
- iii. Ascend to the position of Program Chair.
- iv. Attend Executive Board meetings.

F. The Membership Chair shall:

- i. Keep an up-to-date record of the membership of the Association.
- ii. Keep an official copy of the By-Laws of the Association together with any subsequent amendments.
- iii. Serve on any special committee or task force concerning the by-laws.
- iv. Perform other such duties as may be assigned to him/her by action of the Association or the Executive Board.
- v. Attend Executive Board meetings.

G. The Recording Secretary shall:

- i. Record and file reports made by officers and by committee chairpersons.**
- ii. Record and file the minutes of all business meetings of the Association and of the Executive Board.**
- iii. Serve as a member of the Committee on Committees.**
- iv. Perform other such duties as may be assigned to him/her by actions of the Association or the Executive Board.**
- v. Attend Executive Board meetings.**

H. The Treasurer shall:

- i. Serve as chairperson of the Budget Committee and coordinate annual budget planning meeting with Association accountant**
- ii. Review, collate and give quarterly budget reports, with assistance from Association Accountant to the Executive Board, at the regular meetings of the Executive Board.**
- iii. Submit financial statements of activities and changes in net assets and a statement of financial position at the Association's annual business meeting.**
- iv. Perform such other duties as may be assigned by actions of the Association or the Executive Board.**
- v. Seek Executive Board approval for any expenditures not contained in the Budget.**
- vi. Monitor and report expenditures of committees to the Executive Board.**
- vii. Attend Executive Board meetings.**

I. The Ethical Practices Chair shall:

- i. Act as the major liaison between the Association's Ethical Practices Committee, the membership, and the public in general concerning any inquiries or charges of unethical practices.**
- ii. Represent the membership of this Association at the deliberations of the Executive Board as the First Councilor at Large.**
- iii. Perform such other duties as may be assigned to him/her by actions of the Executive Board or the Association.**
- iv. Attend Executive Board meetings.**
- v. Maintain confidentiality while engaging in activities that relate to inquiries or charges brought against any member of this Association.**

J. The Publications Chair shall:

- i. Be responsible for preparing and distributing all publications of the Association to the membership.**
- ii. Represent the membership of this Association at the deliberations of the Executive Board as Second Councilor at Large.**
- iii. Serve on the Budget Committee.**
- iv. Perform such other duties as may be assigned to him/her by actions of the Association or the Executive Board.**
- v. Attend Executive Board meetings.**

K. The Public Relations Chair shall:

- i. Be the major liaison between the Association and mass communication media and other interest groups on behalf of the Association.**
- ii. Represent the membership of this Association at the deliberations of the Executive Board as the Third Councilor at Large.**
- iii. Perform such other duties as may be assigned to him/her by actions of the Association or Executive Board.**
- iv. Attend Executive Board meetings.**

L. The Audiology Representative shall:

- i. Be the major liaison between the Association and the audiology community on matters regarding audiology.
- ii. Perform such other duties as may be assigned to him/her by actions of the Association or the Executive Board.
- iii. Oversee all continuing education activities for audiologists.
- iv. Attend Executive Board meetings.

Section 4. Terms of Office

- A. Terms shall commence on the first of July following the election of the officer.
- B. The President, President-Elect, and Past President shall serve one-year terms.
- C. The Program Chair-Elect shall serve two consecutive one-year terms as Program Chair-Elect and Program Chair.
- D. The Recording Secretary, Ethical Practices Chair, Membership Chair, Treasurer, Publications Chair, Public Relations Chair, and Audiology Representative shall be elected to a term of two years.
- E. All officers shall be elected by mail ballot at least three months prior to the beginning of their terms of office.
- F. Vacancies other than President-Elect, which may occur during the Association's year shall be filled by appointment by the President with the approval of the Executive Board. If the President-Elect cannot complete a term, the Nominating committee shall nominate two people, and a special election shall be conducted.

Section 5. Removal From Office

The removal from office of any officer must be initiated by petition of not less than ten members and two-thirds affirmative vote of the voting membership.

**ARTICLE VI
Executive Board**

Section 1. Designation

The Executive Board shall be composed of the officers of the Association as defined in Article V, the Immediate Past President, the ASHA Legislative Councilor(s), and Student Representatives from Arizona's publicly accredited institutions.

Section 2. Voting Privileges

- A. Voting members of the Executive Board shall be the officers.
- B. The ASHA Legislative Councilor(s) shall have voting privileges by holding membership in the Arizona Speech-Language-Hearing Association. Otherwise, ex-officio non-voting status shall be granted.
- C. The Student Representative shall have voting privileges by virtue of his/her membership in the Arizona Speech-Language-Hearing Association. As a group, the Student Representatives may cast one vote during Executive Board voting.

Section 3. Meetings

- A. The Executive Board shall meet prior to the regular annual business meeting of the Association. It shall hold such additional meetings as are necessary for the transaction of business.

- B. A quorum of the Executive Board shall consist of not less than five of its members. Actions of the Board shall be decided by majority, except as provided otherwise in these By-Laws.
- C. The Executive Board shall permit members to attend its meetings, to participate in discussion by invitation, but not to vote.

Section 4. Duties

The Executive Board shall:

- A. Vote upon applications that are in question by the Membership Committee or that are an exception to the eligibility for membership.
- B. Request and receive such reports from officers and committees as are necessary for the conduct of business.
- C. Create and disband special committees.
- D. Select time and place of meetings.
- E. Supervise the financial affairs of the Association as will ensure the financial stability of the Association.
- F. By a three-fourths vote may engage the services of additional personnel as necessary to carry out the duties of the Association.
- G. Report actions and recommendations to the membership of this Association.
- H. Serve in all respects as the Board of Directors as defined in the Articles of Incorporation and be in all matters identical to said Board of Directors.

**ARTICLE VII
American Speech-Language-Hearing Association
Legislative Councilor(s)**

If the Legislative Councilor is a member of the Arizona Speech-Language-Hearing Association, he/she will be a voting member of the Executive Board. If he/she is not a member of the Arizona Speech-Language-Hearing Association, he/she may serve as an ex-officio non-voting member of the Executive Board.

**ARTICLE VIII
Elections**

Section 1. Officers of the Association shall be elected by mail ballot at least three months prior to the beginning of their term of office.

Section 2.

- A. Voting in elections shall be executed on ballots provided.
- B. Election shall be by plurality of votes cast.
- C. In the case of a tie vote for any office, the remaining members of the newly elected Executive Board shall vote by written ballot. The candidate receiving a majority of the Executive Board votes shall forthwith be declared the winner. In case of a tie in voting by the newly elected Executive Board, the current Executive Board shall vote by written ballot; the candidate receiving the majority of these votes shall forthwith be declared the winner.
- D. Only Active and Life Members in good standing shall be eligible to vote for officers in the Association.

- E. In the case that there are no nominees for an Executive Board position and/or standing committee position, appointments shall be made by the President of the Association and accepted by majority vote of the Executive Board.
- F. In the case that an Executive Board position or a committee position has co-chairs, only one of these individuals will cast a vote during Executive Board meetings.

**ARTICLE IX
Committees**

Section 1. The Standing Committees shall be:

<ul style="list-style-type: none"> Budget Committee on Committees Ethical Practices Membership 	<ul style="list-style-type: none"> Program Publications Publications Public Relations
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Section 2. Duties

A. The Budget Committee shall:

- i. Consist of the President of the Association, President Elect, Past President, Program Chair, the Publications Chair, and the Treasurer, who shall be the Chairperson of the Committee.
- ii. Be responsible for the preparation of the Association's budget and act upon all exceptional expenditures not otherwise authorized.
- iii. Not authorize expenses in budgeted categories in excess of 20% of the approved amount for that budget category without prior approval of the Executive Board.
- iv. The Budget Committee shall meet with association accountant a minimum of one time per year.

B. The Ethical Practices Committee shall:

- i. Act on matters questioned by members or by the public to be unethical practices.
- ii. Perform liaison duties between this Association and the Ethical Practices Committee of the American Speech-Language-Hearing Association.
- iii. Recommend revocation of membership in ArSHA to the Executive Board in instances where violation of the Code of Ethics is determined.
- iv. Maintain confidentiality while engaging in activities that relate to inquiries or charges brought against any member of this Association.

C. The Membership Committee shall:

- i. Promote the Association and encourage all persons who are eligible in the state to become members of the Association at the appropriate level of membership.
- ii. Investigate and determine eligibility of prospective members.
- iii. Maintain current membership lists.

D. The Program Committee shall:

- i. Prepare programs for meetings.

E. The Publications Committee shall:

- i. Prepare material for the Arizona Speech-Language-Hearing Association publications.

F. The Public Relations Committee shall:

- i. Perform liaison duties between the Association and mass communication media and other interest groups on behalf of the Association.

Section 3. Special Committees

- A. The President of the Association shall appoint Special Committees and Task Forces as may be necessary for the conduct of business and shall discharge them upon completion of their duties.**
- B. The President, upon approval of the Executive Board, shall appoint the Chairs of all Special Committees.**

Section 4. Terms of Office

- A. The term of office for the Special Committee Chairs shall be two years, with approximately one-half being appointed in even years and the other half being appointed in odd years. Effective July 1991, the following schedule should be followed:**

**Even years: Early Childhood
 Multicultural/Multilingual
 Public Schools
 Private Practice
 Honors**

**Odd years: Continuing Education
 Audiology
 Medical SLP
 Website**

(The Student Committee Chair is an exception to the two-year term of office; instead, that Chair shall serve a one-year term.)

Any Special Committee not included in this list shall be scheduled to best coincide with the schedule above.

- B. If a Special Committee Chair is unable to fulfill that responsibility for two consecutive years, the President shall recommend a member of the Association for appointment to that vacancy, as outlined under Article V, Section 3Aiii . The new Chair will complete the two-year term.**
- C. Should a Special Committee Chair desire to continue beyond the two-year term of office, that Chair should submit such request in writing to the President-Elect for consideration; with the understanding that he/she be prepared to hold that position for another two-year term.**

Section 5. Duties and Records

- A. All Standing and Special Committees shall:**
 - i. Maintain a notebook or written record of their policies, procedures, and actions for the purpose of continuity.**
 - ii. Conduct business pertinent to their specialty areas.**
 - iii. Report their activities at each Executive Board meeting, either in written or oral format.**
 - iv. Prepare a written annual report for distribution to the membership at the Annual Business meeting of the Association.**
- B. All Task Forces shall submit a written report of their findings and recommendations pertinent to their assignments to the Executive Board.**

ARTICLE X
Meetings

Section 1. Annual Convention

The Association shall hold at least one annual convention at a time and place determined by the Executive Board and announced at least six weeks in advance of the convention date.

Section 2. Annual Business Meeting

At least once during this Convention, the membership shall convene for the purpose of conducting the business of the Association.

A. The President-Elect shall serve as Parliamentarian.

- i. The Parliamentarian shall be responsible for enforcing Roberts' Rules of Order during the business meeting.
- ii. The Parliamentarian shall act in this capacity and shall have a vote in the business of that meeting.

Section 3. Additional Business Meetings

Additional business meetings may be called at the discretion of the Executive Board or upon the written request of ten or more members in good standing of the Association. When such special business meetings are called, they shall be held not less than four weeks nor more than six weeks following the notification of the membership as to the time, place, and reason for assembly.

Section 4. Quorum

The voting members in good standing present at any meeting of the Association shall constitute a quorum.

ARTICLE XI
Publications

Section 1. The Association shall issue such publications as are necessary and appropriate to the achievement of the Association's purpose.

Section 2. A Directory of the Membership, a listing of the Members of the Executive Board, and a listing of the Chairs and members of the various committees shall be available to the membership annually via the ArSHA website.

ARTICLE XII
Code of Ethics

This Association shall adopt as its Code of Ethics the Code of Ethics of the American Speech-Language-Hearing Association.

ARTICLE XIII
Amendments

Section 1. Procedure

- A. Amendments to these By-Laws may be initiated by the Executive Board or by a written proposal signed by not less than ten Active or Life Members in good standing.
- B. Amendment proposals initiated by the membership shall be submitted to the Executive Board in written form not less than 60 days before the Association's Business Meeting.
 - i. Recommendation for approval or rejection of such amendments shall be made by a majority vote of the Executive Board.

- ii. The Board shall present such amendments to the membership in written form, with recommendation for approval or rejection, not less than 30 days before the Association's Business Meeting.

Section 2. Adoption

- A. Adoption of the proposed amendments shall require a two-thirds vote of the voting members in good standing who are in attendance at the Association's Business Meeting.
- B. The amended By-Laws as approved by the Membership, shall take effect the Membership Year following the Annual Business Meeting at which they are ratified, beginning October 1986, or by Special Appropriation.

**ARTICLE XIV
Discrimination**

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