

CONSTITUTION AND BYLAWS OF THE VERMONT SPEECH-LANGUAGE HEARING ASSOCIATION, INC.

Adopted with revisions on March 1, 2007

Article I: Name

The name of this organization shall be the Vermont Speech-Language-Hearing Association, Inc. (hereinafter referred to as the Association.) The Association will maintain the Acronym VSHA. (VSHA business will be conducted by the Board of Directors hereinafter referred to as the Executive Committee).

Article II: Purposes

The Mission of the Vermont Speech-Language-Hearing Association is to serve the needs of speech-language pathologists and audiologists by providing opportunities for professional development and networking regarding communication disorders and advocating for the professional standards and interests of its members necessary to provide the highest quality services.

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Article III: Membership

Section 1: Regular Membership

A. All Regular Members:

1. Must possess a state clinical license (or educators license with SLP endorsement until state license is mandatory by 2008).
2. Shall have a vote.

B. All persons having been Regular Members of the Association for five (5) consecutive years, who have attained the age of sixty-two (62) and who have been approved by the Executive Committee, shall be eligible for Life Membership and shall retain all privileges of a Regular Member.

Section 2: Associate Membership

A. Associate Membership shall be available to:

1. Students in the field of speech, language and hearing
2. Allied health professionals and paraprofessionals in the field of speech, language and hearing
3. Sign language interpreters
4. Specialists in learning disabilities
5. Teachers of the deaf

B. Associate Members shall have a voice but not vote.

C. Associate Members may serve on committees.

Section 3: Honorary Membership

A. Honorary Membership shall be extended to individuals who are non-members of the Association whose contribution to the Association and/or the speech, language and hearing professions, merits recognition.

B. Honorary Members shall attain that status upon recommendation of the Executive Committee.

C. Honorary Member shall have voice but not vote.

Section 4: Membership Dues

A. Dues for Members and Associate Members will be reviewed annually by the Executive Committee. Current dues rates and proposed budget for the coming year will be presented to the membership at the fall business meeting by the Membership Chair.

B. A dues change, as recommended by the Executive Committee, must be approved by a two-thirds vote of the voting members present at any regularly scheduled meeting of the Association, on or before January 1.

C. The fiscal year shall be January 1 to December 31. Dues will be payable on or before January 1.

D. Honorary Members, Life Members and Members of the Executive Board shall be exempt from annual dues.

E. Dues for Associate Members will be fifty (50) percent of the fee charged to Regular Members.

Section 5: Code of Ethics

All regular members, Associate Members, and Honorary Members must abide by the Code of Ethics of the American Speech-Language-Hearing Association.

Section 6: Application

A. Application for membership shall be made to the Membership Chairperson.

B. According to the procedures established by the Executive Committee.

Section 7: Termination

A. Any member who violates the Bylaws and/or Code of ethics of the Association may be suspended by vote of the Executive Committee provided the person has been given a written statement of the violation and has been granted the right to appear before the Executive Committee and to appeal the Committee's decision.

- B. Procedures for termination of membership and appeal procedures shall be developed and modified when necessary by the Membership Committee and/or the Committee on Ethical Practice and approved by the Executive Committee

Article IV: Governance

Section 1: Executive Board

- A. The Executive Board shall actively prosecute the objectives of the Association and administer and implement the programs and policies established by these Bylaws.
- B. Composition: The Executive Board shall consist of the following members:
1. The **President** shall serve as chair and coordinate the functions of the Executive Board. The President shall preside at all business meetings and shall appoint the chairperson of each committee not otherwise named under this Constitution, with the concurrence of the Executive Committee. The President can make other appointments to fill unexpired terms of other Executive Board members and define the duties of other Executive Board members and committees when not stated in the Constitution or Bylaws. The President shall represent the Association in an official capacity and shall promote the interests of the association and its objectives. The President shall designate individuals to handle the correspondence of the Association. Copies of all correspondence will be forwarded to the President.
 2. The **President-Elect** shall precede the President and shall oversee the Association Committees. Committee chairs will report directly to the President Elect. The President Elect shall represent the Association in Advocacy groups or designate a member to do so. The President Elect shall serve as the President in his /her absence.
 3. The **Past President** (to begin in 2007), shall serve a single term (two years immediate post presidency) and fulfill the following roles:
 - a. Assist the president in the transition to Presidency,
 - b. Assume the responsibilities of President in the event of vacancy of the Office of the President if the President Elect is unable to assume the role.
 - c. Aid the President in promoting the interests of the Association.
 - d. Support the ongoing efforts of various committees when needed.
 - e. Assist the Treasurer and President with development of annual budget.
 - f. Assist in coordinating the review of the strategic plan and progress monitoring.
 4. The **Public Relations Chairperson** shall act as liaison to the University of Vermont, facilitating communication and identifying and acting on common concerns and interests. The Public Relations Chairperson shall be responsible for publishing an Association newsletter, coordinating information for the Association Website and disseminating information to other organizations and the community at large. The Public Relations Chairperson shall serve as Chair of the Public Relations Committee.

5. The **Programs Chairperson** shall plan, organize and execute conferences, symposium and workshops to provide professional development and training opportunities for members. The Programs Chairperson shall serve as Chair of the Programs Committee. The Programs Chairperson shall work in collaboration with the Academic Programs Chairperson.
 6. The **Academic Programs Chairperson** shall plan, organize and execute accredited course work to provide professional development and training opportunities for members. The Academic Programs Chairperson shall serve as Chair of the Academic Programs Committee. The Academic Programs Chairperson shall work in collaboration with the Programs Chairperson.
 7. The **Membership Chairperson** shall take on tasks assigned by the President and approved by the Executive Committee. The Membership Chairperson shall serve as Chair of the Membership Committee. Duties include activities related to the membership drive, maintaining a list of the current membership, past membership and ASHA members. Prior to November 1, the Membership Chairperson shall send a notification of dues to all active members and persons eligible for membership.
 8. The **School Affairs Chairperson** shall serve as liaison to the Vermont Department of Education, facilitating communication and identifying and acting on common concerns and interests. The School Affairs Chairperson shall meet on a regular basis with a representative of the Department of Education and report to the Executive Committee. The School Affairs Chairperson shall serve as the ASHA SEALS representative or designate a member to do so with Executive Board approval. The School Affairs Chairperson shall serve as Chair of the School Affairs Committee.
 9. The **Secretary** shall keep accurate minutes of all meetings and prepare a copy for each member of the Executive Committee. The Secretary will maintain copies of all Association correspondence and records. The Secretary will supervise the balloting of all elections, assisted by a board member who is not on the slate for re-election. The Secretary shall notify the Executive Board, on an annual basis, of nominations and honors.
 10. The **Treasurer** shall keep all financial records of the Association, collect and receive all money due the Association, be custodian of the funds received, ensure that annual review is accomplished and disburse funds as ordered by the Association. The Treasurer shall present an annual report and be prepared to provide a financial statement at any regularly scheduled Executive Board meeting.
- C. Eligibility of Executive Board members: All persons nominated for office must have been a Regular Member of the Association or a member of the American Speech-Language-Hearing Association for the preceding year.

Article V: Election of Executive Board Members

Section 1

Executive Board members shall be elected at the fall business meeting, hereinafter referred to as the Annual Meeting. The President shall be elected to hold office for a term of two years and may succeed him/herself once. All Executive Board members will serve two years and may succeed themselves once.

A. The following Executive Board members will begin serving their terms of office in odd numbered years:

President
Programs Chairperson
Academic Programs Chairperson
Secretary

B. The following Executive Board members will begin serving their terms of office in even numbered years:

Public Relations Chairperson
Treasurer
Membership Chairperson
School Affairs Chairperson
President-Elect

Section 2

All Executive Board members (with the exception of Past President) will be elected by majority vote from the membership present.

Section 3

Candidates for office will be nominated by the Nominating and Honors Committee with additional nominations permitted from the floor. All nominations must have prior approval from the nominee before the nomination is made.

Section 4

Executive Board members will assume their duties on January 1st of the year following their election.

Article VI: Standing Committees

Selection of the members of these committees shall be made by the chairperson of each committee with the exception of the Executive Committee. At the discretion of the Executive Committee and/or membership of VSHA, a standing committee may become inactive for a period of time.

Section 1: Executive Committee

A. This committee shall consist of the elected Executive Board members.

- B. Its duties shall be to formulate and submit policies for the approval of the Association, authorize expenditure of funds, and act for the welfare of the Association.
- C. Its duties shall be to review the Bylaws of the Association yearly, to provide a written report of the committee's finding to the Executive Committee, to provide the general membership with a report of the committee's findings and recommendations at any regular meeting of the membership, and to make the necessary revisions to the Bylaws as determined by a two-thirds vote of members present at that meeting.
- D. This committee shall be responsible for long term planning and goal setting and it will make appropriate recommendations at least every three years.

Section 2: Public Relations Committee

- A. This committee shall consist of a minimum of two members, including Membership Chairperson.
- B. Its duties shall be the determination of the qualifications of prospective members, the reporting and introduction of new members, and the maintenance of accurate lists of members and potential members to the Secretary, and recruiting new members.
- C. Its duties shall be to submit nominations to the membership prior to the meeting for the election of Executive Board members and to solicit and submit recommendations for Honors of the Association and of ASHA and other awards to be presented from time to time.
- D. Its duties shall be the promotion, publication and distribution of information regarding the Association and professions of speech, language and hearing. The committee shall also publish and distribute the Association newsletter and update the association website.

Section 3: Programs and Academic Programs Committees

- A. Programs Committee: Its duties shall be to arrange for dates, places and programs for all meetings of the membership. Each program shall address current topics in speech, language and hearing.
- B. Academic Programs Committee: Its duties shall be to collaborate with local Colleges and universities to provide programs for continuing education credit in the areas of Speech/Language and Hearing.

Section 4: School Affairs Committee

- A. The duties of this committee shall be to work in collaboration with the Department of Education, to recommend guidelines and identify problems for the practice of speech, language and hearing services in the public schools, to recommend appropriate action to the Legislative Committee regarding state and federal guidelines, to execute specific charges assigned by the President, and to provide the membership with reports of the committee's activities at least twice a year.

B. This committee shall include the ASHA SEALS representative.

Sections 5: Professional Standards Committee

A. This Committee shall work with the Department of Education, the current Regulatory agency, to identify and investigate concerns regarding the delivery of services as well as monitor federal and state regulations affecting delivery of services, recommend appropriate action to the Licensure Board, execute specific charges assigned by the President and provide reports of the Committee's activities to the membership at least twice a year.

B. This Committee shall report alleged violations of the Bylaws and Code of Ethics of the Association, recommend actions to be taken by the Executive Committee as a result of the alleged violations, investigate and recommend reinstatement procedures when application is made by a member who has been suspended, execute other specific charges assigned by the President and approved by the Executive Committee, and provide the Executive Committee with a written report of committee activities.

Section 6: Legislative Committee

A. The duties of this committee shall be to keep the membership informed of those bills and Legislative activities that may affect the development of speech and hearing programs in Vermont. Members of the committee shall represent the Association in regard to legislative matters in Vermont. They will support legislative action that will improve the services for individuals with speech, language and hearing challenges.

B. This Committee shall be chaired by and include at least the ASHA Legislative Counselor.

C. The duty of this Committee shall be to keep the members informed of national bills and legislative activities that affect speech, language and hearing services.

Section 7: Ad Hoc Committees

A. An ad hoc Committee is a temporary committee appointed by the President for a special purpose or to fulfill a specific duty not provided for by a standing committee.

B. The duties and specific charges of each ad hoc Committee shall be those assigned by the President.

C. Each ad hoc Committee shall consist of a sufficient number of members to complete the assigned task. The members shall be appointed by the chairperson or the President.

D. An ad hoc Committee shall be dissolved upon completion of the assigned task or at the request of the President, with the approval of the Executive Committee.

E. All ad hoc Committee members shall be directly responsible to the President. A written report of each committee's actions and expenditures shall be submitted to the

Executive Committee when the committee is terminated. The chairperson may make a written or oral report to the Executive Committee or the membership when necessary.

Section 8: Committee Membership

- A. No member of the Association shall serve on more than two committees at a time except as designated by the Constitution or if determined by the Executive Committee that the functioning of a particular committee would be hindered without a particular member's appointment.

Article VII: Association Meetings

Section 1

Regular meetings shall occur at least annually – in either the fall or in the spring.

Section 2

The announcement and the agenda of all meetings shall be provided by the President to the membership

Section 3

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 VIII: Association Honors

The Honors of the Association may be presented to an individual upon recommendation of the Executive Committee. This award recognizes distinguished contributions to the field of speech, language and hearing and is the highest honor the Association can bestow.

Article IX: Amendments

Amendments to this Constitution and Bylaws may be initiated by the Executive Committee or by passage of a motion from the floor of an Association meeting. Votes on all constitutional amendments shall be by mail, email, or web-mail ballot of the members. An affirmative vote from two-thirds of those members voting within twenty-one (21) days of the mailing of the ballots will be necessary for adoption.

Article X: Rules of Order

The rules of parliamentary practice comprised in Roberts Rules of Order will govern the proceedings for the Association subject to special rules, which may be adopted.

