

BYLAWS

Arizona Speech-Language-Hearing Association, Inc

ARTICLE I

The name of this organization shall be the Arizona Speech-Language-Hearing Association, Inc, (hereinafter called "the Association" or "ArSHA").

ARTICLE II

Purpose

The purpose of this organization shall be: 1. To promote the individual and collective professional interest of the members of the Association; 2. To advocate the rights of persons with communication disorders; 3. To promote appropriate academic and clinical preparation and to encourage maintenance of current knowledge and skills; 4. To encourage basic scientific study of the processes of individual human communication, with special reference to speech, language, hearing, balance, and swallowing; 5. To promote investigation and prevention of disorders of human communication and related disorders; 6. To stimulate exchange of information among persons and organizations thus engaged, and to disseminate such information.

ARTICLE III

Membership

Section 1. Eligibility: The organizational structure of the Association shall consist of four classes: Active Member, Student Member, Life Member, and Associate Member.

A. Active Member

- i. Active Membership requires: (1) a graduate Degree with major emphasis in Speech-Language Pathology, Audiology, or Speech, Language or Hearing Sciences; or (2) a graduate Degree and present evidence of active research, interest, and performance in the field of human communication.
- ii. The requirement for election as a member of the Association may be waived in special instances, by recommendation of the ArSHA 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:

- i. 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 Science and Disorders, Audiology, or Speech and Hearing Science.
- ii. Full-time doctoral students in an accredited college or university degree program and who are recognized by that institution as students in Speech- Language Pathology, Communication Science and Disorders, Audiology, or Speech and Hearing Science.

C. Life Member

Any member who is 65 years of age or older and has attained a minimum of 10 cumulative years as an active ArSHA member, will receive Life Membership status. 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 they attained Life Membership.

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 of the Association's regular and called meetings.**
- B. Only Active and Life Members in good standing shall be eligible to hold elective office in the Association, or to serve as committee chairpersons.**
- C. Only Active and Life Members in good standing shall be eligible to vote in the affairs of the Association.**

Section 3 Membership

- A. Membership year is determined by the Executive Board.**
- B. Termination of membership**
 - i. 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 American Speech-Language-Hearing Association (ASHA).**
- C. Reinstatement of membership**
 - i. Upon recommendation and by three-fourths vote of the Executive Board, the individual who has been suspended may be reinstated at the discretion of the Executive Board.**

**ARTICLE IV
Dues**

Section 1. Amount of Dues

- A. Dues shall be levied upon all members of the Association, with the exception of Life Member.
- B. All dues are paid in advance of the membership year.
- C. All dues and terms of membership will be set by the Executive Board. The Executive Board will request member comment for a period of 30 calendar days prior to any proposed voting on raising membership dues.

**ARTICLE V
Executive Board Members**

Section 1. Designation

- A. The officers of this Association shall be:

- President
- President-Elect
- Past President
- Vice-President for Audiology
- Vice-President for Speech-Language Pathology (SLP)
- Annual Convention Chair
- Annual Convention Chair-Elect
- Membership Chair
- Recording Secretary
- Treasurer
- Ethical Practices Chair
- Communications Chair
- Community Relations Chair
- Professional Development Chair
- Government Affairs Chair

- B. The other members of the Executive Board may include:
 - i. Arizona's currently elected ASHA Audiology and Speech-Language Pathology Advisory Council Members who are members of ArSHA,
 - ii. Student representatives, and
 - iii. Co-chairs assigned by the Executive Board.

Section 2. Eligibility for Election

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

Section 3. Terms of Office

- A. The President, President-Elect, Past President, Annual Convention Chair, and Annual Convention Chair-Elect shall serve one-year terms.
- B. All other officers of the Executive Board shall be elected for two-year terms.

- C. For succession, the President-Elect and Annual Convention Chair-Elect positions are held by elected individuals who will not be installed into those leadership roles until their one-year term of intermediary service ends, during which they become familiar with the operations of the Association.

**ARTICLE VI
Executive Board**

Section 1. Designation

- A. The Executive Board shall be composed of the officers of the Association as defined in Article V, the Immediate Past President, the ASHA Advisory Council Members, and Student Representatives.

Section 2. Voting Privileges

- A. Voting members of the Executive Board shall be the officers.
- B. The ASHA Advisory Council Members shall have voting privileges by holding membership in ArSHA. Otherwise, ex-officio non-voting status shall be granted.
- C. The Student Representatives shall have voting privileges by virtue of their individual memberships in ArSHA. As a group, the Student Representatives may cast one vote during Executive Board voting.
- D. 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.

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. Actions of the Board shall be decided by a quorum vote. A quorum of the Executive Board shall consist of simple majority plus one.
- C. The Executive Board shall permit members to attend its meetings and to participate in discussion by invitation, but not to vote.

**ARTICLE VII
Elections**

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

- A. Members in good standing and who have completed at least one year of membership are eligible to be nominated for an office in the Association.

- B. **Current Executive Board members or past Executive Board members are eligible to be nominated for President-Elect.**

Section 2.

- A. **Voting in elections shall be executed either electronically/non-electronically.**
- B. **Election shall be decided 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 electronic/non-electronic ballot. The candidate receiving a majority of the Executive Board votes shall forthwith be declared the winner. In case of a tie a consensus must be reached.**
- D. **Only Active and Life Members in good standing shall be eligible to vote for officers in the Association. Associate and student members are not eligible to vote.**
- 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.**

**ARTICLE VIII
Committees**

Section 1. The Standing Committees shall be:

**Ethical Practices
Membership
Audiology
Annual Convention
Community Relations
Professional Development
Communications
Government Affairs**

Section 2. Terms of Office

The term of office for the Standing Committee Chairs shall be two years, correlating with the terms of service of their respective leadership positions.

Section 3. Duties

- A. **The Ethical Practices Committee shall:**
- B. **Act on matters questioned by members or by the public to be unethical practices.**
 - i. **Consist of the Ethical Practices Chair, the President-Elect, and two additional members appointed by the president and approved by the Executive Board. The committee shall include SLP and Audiology representative(s).**

- 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. Consist of the Membership Chair and additional members.**
- D. The Audiology Committee shall:**
- i. Provide information and education to the membership and general public regarding audiology issues. The committee will advocate for best practices in audiology and serve as liaison to other professional organizations regarding audiology issues.**
 - ii. Consist of the Vice President for Audiology and additional members.**
- E. The Annual Convention Committee shall:**
- i. Plan the Annual Convention, subject to Executive Board approval.**
 - ii. Consist of the Annual Convention Chair, Convention Chair-Elect, Professional Development Chair and additional members, as necessary.**
- F. The Community Relations Committee shall:**
- i. Promote the Association's professional outreach and collaboration with stakeholders. The committee will coordinate activities with the Communications Chair to promote their efforts.**
 - ii. Consist of the Community Relations Chair and additional members.**
- G. The Professional Development Committee shall:**
- i. Organize continuing education activities for Association members. Oversee and evaluate the Association's continuing education activities, including but not limited to: webinars, short courses, the annual convention, and third party educational offerings.**
 - ii. Consist of the Professional Development Chair and additional members. The committee shall include representation from Audiology, Speech-Language Pathology, and academia.**
- H. The Communications Committee shall:**
- i. Collaborate with the Association's webmaster to maintain, update, and add content to the website, as needed. Develop and publish the Association's newsletter and maintain social media content.**
 - ii. Consist of the Communications Chair and additional members.**

- I. **The Governmental Affairs Committee shall:**
 - i. **In collaboration with the Association’s lobbyist, monitor, prioritize and present to the Executive Board current legislative and regulatory issues and trends that could impact members of the Association. Coordinate activities related to advocacy and membership awareness, as related to identified governmental issues.**
 - ii. **Consist of the Governmental Affairs Chair and additional members. The committee shall include representation from Speech-Language Pathology and Audiology, as well as the ASHA State Education Advocacy Leader (SEAL), State Advocate for Medicare Policy (StAMP) and the State Advocate for Reimbursement (STAR).**

Section 4. 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.**
- C. **The Special Committees shall be:**
 - Cultural & Linguistic Diversity (CLD)**
 - Early Childhood**
 - School SLP**
 - Medical SLP**
 - Honors**
 - Speech-Language Pathology Assistant (SLPA)**
 - Budget**
 - Committee on Committees**
 - Student Representatives**

Section 5. Duties and Records

- A. **All Standing and Special Committee Chairs shall:**
 - i. **Maintain an ongoing written record of their policies, procedures, and actions for the purpose of continuity, which shall be given to the President at the conclusion of their leadership term.**
 - 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 IX
Meetings**

Section 1. Annual Convention

- A. 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

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

Section 3. Additional Business Meetings

- A. 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

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

**ARTICLE X
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 XI
Code of Ethics**

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

**ARTICLE XII
Amendments**

Section 1. Procedures

- A. Amendments may be proposed to these Bylaws by either of the following procedures:
 - i. By the Executive Board, by a vote of 2/3 of its members.

- ii. By a written petition signed by no fewer than ten Active or Life Members in good standing. The petition will be submitted to the Executive Board no less than 60 days before the Association's Business Meeting, and must be approved by a quorum (simple majority plus one) of the Executive Board.
 - iii. 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.
- B. By simple majority vote of its members, the Executive Board may make editorial changes to the Bylaws, so long as substance or meaning are not affected. Such changes may include but are not limited to: (a) changing the placement of one or more sentences; (b) changing the numbering of articles or sections; (c) changing approved terminology for consistency; and (d) editorial changes, such as punctuation, capitalization, spelling, grammar, and details of style. These changes shall take effect upon such action, and shall be followed by proper publication to the Membership.

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 Bylaws as approved by the Membership shall take effect the Membership Year following the Annual Business Meeting during which they are ratified.

ARTICLE XII 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.

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