

CONSTITUTION of the PENNSYLVANIA SPEECH-LANGUAGE-HEARING ASSOCIATION (June 2002)

ARTICLE I - NAME

The name of this organization shall be the Pennsylvania Speech-Language-Hearing Association (PSHA).

ARTICLE II - PARLIAMENTARY PROCEDURES

Procedures of all official meetings of this Association shall be conducted according to Robert's Rules of Order--Newly Revised.

The President of this Association shall appoint a parliamentarian to be present at all business meetings of the general membership.

ARTICLE III – OBJECTIVES

The objectives of the Pennsylvania Speech-Language-Hearing Association will be to:

1. Develop and promote exemplary standards of professional training and practices in the field of communication disorders;
2. Represent the interests of the membership before governmental agencies and regulatory bodies;
3. Monitor the needs of the membership and the public and to plan and facilitate change where appropriate;
4. Assist whenever possible, the membership and the general public through various Committees of the Pennsylvania Speech-Language-Hearing Association in providing information about all activities that relate to the field of communication disorders;
5. Bring to the attention of the membership and the general public all information that will assist them in meeting their needs related to effective programs and services in the field of Speech-Language Pathology, Audiology and Deaf Education;
6. Inform the public about the profession, careers, programs and services in the field of communication disorders;
7. Manage the business affairs of this Association on behalf of the membership;
8. Promote the investigation and prevention of disorders of human communication and to foster improvement of clinical procedures with such disorders;
9. Encourage basic scientific study of the processes of individual human communication with speech reference to speech, hearing and language.
10. Promote maintenance of current knowledge and skills;
11. Stimulate exchange of information among persons and organizations thus engaged; to disseminate such information; and promote the individual and collective professional interests of the members of the Association.

ARTICLE IV – MEMBERSHIP

Section 1. Eligibility

- a. There shall be four (4) categories of membership: Professional members, Provisional Professional members, Student members, and Associate members.
 - a.1 Professional members: Professional members must hold (1) a master's degree or its equivalent with major emphasis in speech-language pathology, audiology, or speech, language, or hearing science; or (2) a master's degree or its equivalent and present evidence of active research, interest and performance in the field of human communication. All Professional members shall have the right to vote and hold office.
 - a.2 Provisional Professional members: A Provisional Professional member must hold a Baccalaureate degree in Speech-Language Pathology, Audiology or Education of the Hearing Impaired. Provisional Professional members shall not have the right to vote. Provisional Professional members may serve as members of committees but may not hold an elective office.
 - a.3 Student members: A Student member must be enrolled as a full-time student pursuing a Baccalaureate or Masters degree or the Doctorate in Speech-Language Pathology, Audiology, or Education of the Hearing Impaired. Student members shall not have the right to vote. Student members may serve as members of committees but may not hold elective office.
 - a.4 Associate members: All persons having an interest in the objectives of this organization may elect to become Associate members of this Association. Associate membership shall not be available to individuals who qualify for Professional or Provisional Professional membership. Associate members may not vote or hold an elected office, but may serve as members of committees.
- b. Life Membership: All persons who have attained the age of sixty-five (65) and have held Professional membership for the fifteen (15) years immediately prior to attaining age sixty-five (65) and who have been approved by the Executive Board shall be eligible for Life Membership.

Section 2. Application

- a. Application for membership shall be approved by the Vice-President for Membership and the Executive Board upon the request of the Vice-President for Membership.

Section 3. Termination

- a. Any member who violates the Constitution and/or Code of Ethics of this Association shall be subjected to disciplinary action by vote of the Executive Board according to Ethical Procedures and Appeal Procedures.
- b. Procedures for termination of membership shall be developed and modified when necessary by the Committee on Membership and Recruitment and/or the Committee on Ethical Practice and approved by the Executive Board.
- c. Any member who has not submitted payment of dues as stipulated under Article IX shall be dropped from the rolls of this Association.
- d. Any member may resign his/her membership in the Association.

ARTICLE V – OFFICERS

Section 1. Designation

- a. Officers of the Association shall be voting members.
- b. The elected officers of this Association shall be: President, President-Elect, Vice-President for Publications (Editor), Vice-President for Public Information and Professional Communication, Vice-President for Professional Practices, Vice-President for Professional Preparation and Continuing Education, Vice-President for Governmental Relations, Vice-President for Convention Planning and Program, Vice-President for Membership, Secretary and Treasurer.
- c. The Immediate Past President shall serve as an officer for one (1) year subsequent to the term as President. In the event of the inability of the President to assume all of the duties, the Immediate Past President shall convene the Executive Board to select a new President.

Section 2. Responsibilities

- a. The President shall be the chairperson of the Executive Board of this Association. It shall be the responsibility of the President to preside at the Annual Business Meeting of this Association and the meetings of the Executive Board. The President shall be an ex-officio member of all committees and shall have the power to appoint ad hoc committees and shall delegate the management and responsibilities to the appropriate Vice-President.
- b. The Immediate Past President shall be responsible for the following Committees: Committee on Nominations, Committee on Constitutional Revision, and Committee on Association Long-Range Planning.
- c. The President-Elect shall assume all the duties assigned by the President.
- d. The Vice-President for Publications (Editor) shall be responsible for the publication of the journal, Newsletter, Convention Program, Annual Report to the Membership and Annual Directory and for the Committee on Publications which will function as a review and advisory board.
- e. The Vice-President for Public Information and Professional Communication shall be responsible for the following committees: Committee on Intra-Professional Liaison, Committee for Recognized Speech-Language-Hearing Associations and Committee on Public Relations and Information.
- f. The Vice-President for Professional Practices shall be responsible for the following committees: Committee on Professional Practices in Speech-Language Pathology; Committee on Professional Practices in Audiology; Committee on Professional Practices in Education of the Hearing Impaired and Committee on Supervision.
- g. The Vice-President for Professional Preparation and Continuing Education shall be responsible for the following committees: Committee on Professional Preparation in Speech-Language Pathology, Committee on Professional Preparation in Audiology, Committee on Professional Preparation in Education of the Hearing Impaired, and the Committee on Continuing Education.
- h. The Vice-President for Governmental Relations shall be responsible for the following committee: Committee on Legislation and Regulation.
- i. The Vice-President for Convention Planning and Program shall be responsible for the following committees: Committee on Convention Planning and Program, Committee on Local Arrangements and Committee on Convention Time and Place.
- j. The Vice-President for Membership shall be responsible for maintaining documentation and data collection on present membership, recruitment of new members, approval of member status changes and approval of applications for Life Membership. The Vice-President for Membership shall be responsible for the Committee on Membership and Recruitment, Committee on Ethical Practice, Committee on Honors. The Business Manager shall be an ad hoc member of the Membership Committee
- k. The Secretary shall record and file the minutes of the Annual Business Meeting of this Association and of all meetings of the Executive Board. The Secretary shall be responsible for filing the annual reports of members of the Executive Board. The Secretary shall handle all correspondence necessary to the proper performance of this office. The Secretary shall be responsible for the Committee on Archives.

- l. The Treasurer shall be responsible for all monetary matters including preparation of the budget of this Association and shall be responsible for submitting a financial report to the membership at the Annual Business Meeting of this Association and/or meetings of the Executive Board. The Treasurer shall chair the Committee on Budget of which the Business Manager shall be an ad hoc member.
- m. All Executive Board members shall appoint the chair of the committees for which they are responsible (subject to the approval of the Executive Board), approve the membership of these committees appointed by the chair (subject to the approval of the Executive Board) and charge these committees with the advice of the Executive Board. All Executive Board members shall be responsible for the functioning of the committees under their jurisdiction, shall receive reports of the committees' work, and shall report the work of these committees to the Executive Board and the Membership. All Executive Board members shall be ex-officio members of the committees, under their jurisdiction.

ARTICLE VI - EXECUTIVE BOARD

Section 1. Designation

The Executive Board shall be composed of all elected officers and Immediate Past President.

Section 2. Responsibilities

The Executive Board shall exercise the general management of the affairs of this Association as charged by the membership and shall be responsible for employment and designation of duties of a Business Manager.

Section 3. Meetings

The meetings of the Executive Board shall be held each year at the time of the Annual Business Meeting of this Association. Additional meetings may be called by the President.

ARTICLE VII – ELECTION OF OFFICERS

Section 1. Term of Office

The President of this Association shall serve only one (1) term of one (1) year. Other elected officers of this Association shall serve a term of two (2) years and may not serve more than two (2) consecutive terms in the same elected office with the exception of the Office of Vice-President for Publications. The term of each elected office shall commence on July 1 following election. In each year a President-Elect shall be elected to serve a period of one (1) year before assuming the Office of President.

In odd-numbered years, the following officers shall be elected: Vice-President for Publications, Vice-President for Public Information and Professional Communication, Vice-President for Convention Planning and Program, Vice-President for Professional Preparation and Continuing Education and Secretary. In even-numbered years, the following officers shall be elected: Vice-President for Professional Practices, Vice-President for Governmental Relations, Vice-President for Membership, and Treasurer.

Section 2. Nominations and Elections

- a. Nominees who have consented to run for elected office shall be submitted by the Past President to the Executive Board for their approval. This slate of nominees for elected officers shall be presented to the membership at the Annual Business Meeting of this Association. Further nominations may be made from the floor at the Annual Business Meeting of this Association.
- b. Election shall be by secret mail ballot.
- c. Ballots for elections of officers shall be mailed within three (3) weeks of the Annual Convention and shall be returned according to the deadline stipulated by the Committee on Nominations.
- d. The requirement for election shall be a plurality of the votes cast by the members.
- e. Ballots shall be counted by the Immediate Past President and Business Manager or their designees from the Executive Board and at least one other person.
- f. Ballots shall be retained for a period of one (1) year for inspection by the Executive Board at their request.
- g. In the event the election of officers results in a "tie vote", the general voting membership shall be notified and a re-balloting shall be made by a secret mail ballot. Election shall be by a plurality of the votes cast.

Section 3. Vacancies

- a. If the President is unable to fulfill the duties and responsibilities of the office of President, the Executive Board shall appoint a member of the Board to assume the duties of the office.
- b. If a vacancy occurs in any elected office before the time of the regular election or if an officer is unable to fulfill the duties and responsibilities of the office, the President shall be empowered to appoint, subject to the approval of the Executive Board, an officer pro tem to discharge the responsibilities of the office until the end of the term. The appointed officer is eligible to serve for two (2) elected terms in that office.

ARTICLE VIII – COMMITTEES

Section 1. Designation

The Committees of this Association shall be: Committee on Nominations, Committee on Honors, Committee on Convention Time and Place, Committee on Constitutional Revision, Committee on Archives, Committee on Association Long-Range Planning, Committee on Publications, Committee on Public Relations and Information, Committee on Ethical Practices, Committee on Interprofessional Liaison, Committee for Recognized Speech-Language-Hearing Associations, Committee on Professional Practices in Speech-Language Pathology, Committee on Professional Practices in Audiology, Committee on Professional Practices in Education of the Hearing Impaired, Committee on Professional Preparation in Speech-Language Pathology and Audiology, Committee on Professional Preparation in Education of the Hearing Impaired, Committee on Continuing Professional Education, Committee on Legislation and Regulation, Committee on Convention Planning and Program, Committee on Local Arrangements, Committee on Membership and Recruitment, Committee on Budget, and Committee on Supervision.

Section 2. Responsibilities

Committees are responsible to the Executive Board member having jurisdiction and in accordance with the stipulations made in Article V.

Section 3. Membership

- a. All members of committees shall be members of this Association.
- b. All committees shall be composed of a minimum of three (3) members of this Association and no member may serve concurrently on more than two (2) committees unless additional committee membership is approved by the Executive Board.

Section 4. Meetings

Each committee of this Association shall be required to meet at least once a year and report to their respective Executive Board member.

ARTICLE IX – DUES

Section 1. Determination of Dues

Any change in the annual dues of the Association for Professional members shall be recommended by the Executive Board and approved by a majority of voting members present at the Annual Business Meeting of this Association. Dues for Student and Associate members shall be one-half (1/2) that of Professional and Provisional Professional members.

Section 2. Payment of Dues

- a. Application for renewal of membership shall be posted by the Business Manager by December 1 of each year. Dues must be received by March 1st of each year to maintain membership in good standing.
- b. Persons may apply to the Business Manager of this Association at any time for new membership.

Section 3. Membership Year

The membership year will commence on January 1 of each year.

ARTICLE X - ANNUAL BUSINESS MEETING OF THIS ASSOCIATION

Section 1. Time and Place

There shall be an Annual Business meeting of this Association scheduled on the first day of the Association Convention or at a time and place as determined by the Executive Board.

ARTICLE XI - CONVENTION

Conventions of this Association shall be held annually or as determined by the Executive Board.

ARTICLE XII - AMENDMENTS

The Constitution may be amended by an appropriate written proposal properly signed by one hundred (100) voting members at the time of submission of the proposal. The President of the Executive Board shall assume the responsibility of presenting a proposed amendment to the Constitution to the voting membership by means of a mail ballot. Passage of an amendment to the Constitution shall require an affirmative vote by two-thirds (2/3) of the ballots cast.

