

CONSTITUTION

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

The purposes of this organization shall be:

1. To promote appropriate academic and clinical preparation of individuals entering the discipline of human communication sciences and disorders and to maintain and elevate professional standards of practice among Speech-Language Pathologists and Audiologists in the State of New Hampshire.
2. To advocate the rights and interest of persons with communication disorders.
3. To secure greater recognition of the field of Communication Disorders, and Speech-Language Pathology and Audiology as distinct, autonomous professions within that field.
4. To stimulate exchange of information among persons and organizations committed to the welfare of the speech, language and/or hearing impaired populations and to disseminate such information.
5. To encourage basic scientific study and to stimulate a greater interest in, and understanding of, both the normal development of speech, language and hearing processes and their potential deficits among other allied health professionals and the general public.
7. To promote investigation and prevention of disorders of human communication.
8. To foster improvement of clinical services and procedures concerning such disorders.

ARTICLE I MEMBERSHIP

SECTION 1. MEMBERSHIP CLASSIFICATIONS

A FULL MEMBER

1. All members, as of December 31, 1984 with a Bachelor's Degree or higher

in the area of communication disorders who have maintained continuous membership shall continue to have the full rights of membership in the Association. This may be waived in special instances by recommendation of the Membership Committee and approval by a simple majority of the Executive Board.

2. Full members shall hold a minimum of a Master's Degree or equivalent, with major emphasis in speech-language pathology, audiology, or speech, language or hearing science, or a Master's Degree or equivalent and present evidence of active

research, interest and performance in the field of human communication. This may be waived in special instances by recommendation of the Membership Committee and approval by a simple majority of the Executive Board.

3. Full membership gives the right to cast ballots in Association elections; to cast ballots for by-law changes; to hold office, to serve or chair committees; to receive Association publications; and to participate in Association functions at membership rates.

B. ASSOCIATE MEMBER

1. Persons who do not qualify for full membership, but hold a Bachelor's degree, in the general area of communication disorders or allied health fields related to speech-language pathology or audiology shall be eligible as associate members,

2. Persons who have received a certificate of training as Speech-Language Assistants from NHSLHA Inc. recognized training programs.

3. Associate membership gives the right to receive Association publications and to participate in Association functions at membership rates. Associate members have the right to serve as voting members of NHSLHA Inc. committees, however, may not cast ballots in Association elections or By-Law changes, hold office or chair committees.

C. STUDENT MEMBER

1. Full-time or part-time undergraduate and graduate students in speech-language pathology or audiology shall be eligible for student status. Eligibility shall be determined by validation of student status by their program's Department Chair.

2. Students enrolled in NHSLHA Inc. recognized educational programs for Speech-Language Assistants shall be eligible for student status. Eligibility shall be determined by validation of student status by their program's Department Chair.

3. Student membership gives the right to receive Association publications, serve on Association committees and to take advantage of designated Association functions. Student members may not participate as voting members of the Association in any capacity.

D. LIFE MEMBER

1. Any full member may apply to the Association for life membership and be granted this recognition if all of the following conditions are met:

- a. Attainment of age 60
- b. Retirement from full time employment

- c. Membership in NHSLHA Inc. for eight or more years
- d. Provision of a minimum of 10 years professional service in the areas of speech-language pathology or audiology.

2. A life member shall continue to enjoy all rights and privileges of full membership but shall be excused from payment of annual dues.

SECTION 2. TERMINATION OF MEMBERSHIP

1. Violation of the NHSLHA Inc. By-Laws shall be cause for suspension of membership.

2. Members who have been found guilty of unethical practice as defined in the Code of Ethics of NHSLHA Inc. shall have their membership revoked. Action against a member shall only follow an investigation and recommendation by the Ethical Practices Committee and a [^]A vote of the Executive Board. The Ethical Practices Committee, as part of its Initial Determination, may order that the Member in question cease and desist from any practice found to be a violation of the Code. Failure to comply with such a Cease and Desist Order is, itself, a violation of the Code, and shall normally result in Revocation of Membership. The Ethical Practices Committee shall give the Respondent notice of its Initial Determination. The notice shall also advise the Respondent of the right to request further consideration by the Ethical Practices Committee and of the right, after further consideration, to request an appeal to the Executive Board. If, after receiving notice of the Executive Board's decision, the Respondent remains in disagreement with the final decision he/she may request a hearing by the Full Members of the Association. (For procedures relative to violations of the Code, please refer to the NHSLHA Inc. Code of Ethics.)

3. Any member whose dues are not paid prior to September 30 shall be terminated from membership. Members whose dues are in arrears may be reinstated upon application and approval of the Membership chairperson.

SECTION 3. REINSTATEMENT OF MEMBERSHIP

1. Any member whose membership has been terminated for other than an ethical reason, may be reinstated by:

- a. Recommendation of the Membership chairperson
- b. Payment of the current year's dues
- c. Demonstration of those membership credentials required under Article 1, Section
- d. Payment of a reinstatement fee to be established by the Executive Board and not to exceed 100% of the current dues.

2. Any member whose membership has been revoked for unethical practice may be reinstated after one year upon a ^V4 vote of Ethical Practices Committee and ^Vn vote of the Executive Board. The applicant bears the burden of demonstration that the reason(s) for revocation no longer exist and that, upon reinstatement, the applicant

will abide by the Code.

ARTICLE II OFFICERS

The officers of the Association shall be President, President Elect, Past President, Vice-President of Governmental Affairs, Vice-President of Professional Development, Vice-President of Public Relations, Vice-President of Membership, and five Advisors.

SECTION 1. DUTIES OF OFFICERS

A. The President shall:

1. Serve as the chief executive officer of the Association
2. Preside at all business meetings
3. Appoint the Chairperson of all committees not otherwise named under this Constitution, with the concurrence of the Executive Board
4. Make appointments to fill **unexpired** terms of other officers
5. Define the duties of other officers and committees when not stated in the Constitution or By-Laws
6. Represent the Association in an official capacity on state and national levels (i.e. testifying on legislative issues, attending state policy workshops)
7. Represent **NHSLHA** Inc. on a joint committee with representatives from the Department of Education
8. Promote the interests of the Association and its purposes.

B- The President Elect shall:

1. Assist the President in fulfilling the duties of the office
2. Serve as President in the absence of the President
3. Be trained to assume the Presidency for the following term of office
4. Responsible for nominations to the Executive Board
5. Assists with ethical and legislative issues.

C. The Past President shall:

1. Assist the President in fulfilling the duties of the office
2. Serve as President in the absence of the President
3. Responsible for nominations to the Executive Board
4. Assists with ethical and legislative issues.

D. The Vice-President of Governmental Affairs shall:

1. Serve as President in the absence of the President, President Elect, or Past President
2. Serve as Chair Legislative Committee
3. Serve as Legislative Liaison
4. Appoint Chair to Ethics Committee.

The Vice-President of Professional Development shall:

1. Serve as Chair of the Program Committee
2. Conduct the educational program at NHSLHA Inc. sponsored conferences
3. Liaison with CEU Coordinator.

The Vice-President of Public Relations shall:

1. Serve as *Newsletter* editor
2. Appoint Chair to MBHSM Committee
3. Serve as Chair of the Public Relations Committee.

The Vice-President of Membership shall:

1. Serve as Secretary in the absence of the Secretary
2. Be responsible for the recruitment and tracking of membership
3. Be responsible for updating membership directory annually

4. Responsible for mailings.

The Treasurer shall:

1. Maintain all financial records of the Association
2. Provide all necessary financial information and documents to the Association's accountant for the preparation of all federal and state tax reports 30 days prior to submission deadlines
3. Collect, receive, manage and disperse funds as mandated by the Executive Board and the Association By-Laws
4. Present an annual report to the members of the Association and provide a financial statement at each Executive Board meeting
5. Develop, in conjunction with the Executive Board, a prospective budget for the upcoming fiscal year and present this to the membership in the Annual Report included in the August edition of the *Newsletter*.

The Secretary shall:

1. Handle Association correspondence at the direction of the President
2. Distribute and tabulate the ballots for all elections, resolutions. Constitutional amendments and By-Law revisions
3. Notify Executive Board members of all meetings
4. Record accurate minutes of all Executive Board and Association business meetings
5. Copy and distribute Executive Board Meeting minutes to each Executive Board member
6. Submit Association Business Meeting minutes to the *Newsletter* Editor for publication in the next edition.

J. The Advisors shall consist of two representatives from the profession of Speech-Language Pathology, one representative from the profession of **Audiology**, one from either profession, representing a New Hampshire college or university communication disorders program, and one student representative from either profession. The Advisors shall:

1. Serve on the Executive Board in an advisory role providing continuity to the Executive Board

2. Assist in the development and implementation of the long range plan
3. Forward newsworthy articles to the *Ne\vsletter* editor
4. Assist in the development and coordination of Better Hearing and Speech Month Activities
5. Assist with governmental affairs
6. Provide input on continuing education needs of the membership.

Specific responsibilities of Advisors are as follows:

The **Audiology** Advisor shall serve as liaison for **audiology** affairs.

The University Advisor shall serve as liaison between **NHSLHA** Inc. and the university system in matters pertaining to professional education and student membership concerns. In addition, he/she shall be responsible for promoting the Association and recruiting student representation in **NHSLHA** Inc. **He/She** shall recruit one student member to attend **EB** meetings on a regular basis.

The **SEALS** Advisor shall serve as liaison for educational affairs as prescribed by **ASHA**.

SECTION 2. ELIGIBILITY OF OFFICERS

All persons nominated for office must be a **NHSLHA** Inc. member in good standing at the time of nomination.

ARTICLE III AMENDING THE CONSTITUTION

The Constitution of the Association may be amended by a two-thirds vote of the responding Membership provided that previous notice has been given of the proposed amendment(s).

NEW HAMPSHIRE SPEECH-LANGUAGE-HEARING ASSOCIATION BY-LAWS

ARTICLE I PARLIAMENTARY AUTHORITY

SECTION 1. RULES OF ORDER

The latest edition of Robert's Rules of Order shall be the Association's final authority on all questions or procedures of parliamentary law not covered by the Constitution or By-Laws.

SECTION 2. QUORUM

1. A quorum consists of one-fourth of the voting Members of the Association, including at least two elected officers.
2. A quorum must be present at any meeting at which business is transacted or a vote is taken committing the Association to any proposal or action.

ARTICLE II MEETINGS

SECTION 1 SCHEDULE

1. There shall be a minimum of two business meetings annually.
2. Business meetings shall be conducted during NHSLHA Inc. sponsored educational conferences (spring and fall).
3. Committee Chairs will present an updated account of their committee's activities during these meetings.
4. A special meeting may be called at any time by the President, with approval of the Executive Board.

SECTION 2. ORDER OF BUSINESS

1. The order of business at meetings shall be:

Reading of the minutes

Reports of Officers

Reports of Standing Committees

Reports of Ad Hoc Committees

Old Business

New Business

Announcements

Adjournment

2. This order of business may be suspended or changed at any meeting by a

majority vote, a quorum being present.

ARTICLE III VOTING PROCEDURES

SECTION 1. GENERAL ELECTIONS

1. All elections for officers, resolutions. Constitutional amendments and By-Law revisions will be conducted by mail to guarantee that all full members of the Association have the opportunity to participate.
2. All ballots and supporting information required for Members to vote will be sent a minimum of 2 weeks prior to the return deadline.
3. Completed ballots returned to the Secretary by the specified deadline will be included in the tabulation.
4. Election results will be formally reported in the next edition of the *Newsletter*.

SECTION 2. SPECIAL ELECTIONS

1. Members will be notified by phone or mail of special meetings at which a vote will be taken committing the Association to any proposal or action.
2. A quorum must be present to conduct a special election.
3. Following discussion, a vote will be taken and tabulated by the Secretary. Results will be announced immediately and then reported in the next edition of the *Newsletter*.

ARTICLE IV ANNUAL YEAR

The annual year for the Association shall commence on July 1 *st*. This will include the fiscal year, the membership year, and the terms of elected officials.

ARTICLE V FEES

SECTION 1. DUES

1. Annual dues shall be voted by the Executive Board by May 1st to become effective for the following year.
2. Annual dues must be received by the Treasurer no later than September 30th to maintain current membership status.

SECTION 2. SPECIAL ASSESSMENTS

1. Special assessments may be levied only following recommendation by the Executive Board and by a two-thirds vote of the Association's voting Members.

ARTICLE VI TERMS OF OFFICE

SECTION 1. LENGTH OF OFFICE

1. The offices of President, Vice-President of Governmental Affairs, Vice-President of Development, Vice-President of Public Relations, Vice-President of Membership, and Speech-Language Pathology Advisors shall serve 2 years.

2. The offices of Past President, President-Elect, Secretary, **Audiology**, University and student advisors shall serve 1 year.

3. No more than 7 offices on the Executive Board will change in any given year.

SECTION 2. ELECTION OF OFFICERS

1. All full members shall receive a ballot by mail from the Chairman of the Nominating Committee in compliance with the voting procedures outlined in Article III, Section 1.

2. The election results shall be announced in the next *Newsletter*.

SECTION 3. RECALL OF OFFICERS

1. In the event that an officer is not performing the duties of that office, the President, under the advisement of the Executive Board, will conduct a performance review with that officer in an attempt to rectify the situation.

2. If the officer is unable to fulfill the duties of his/her office and a resignation is not offered, a recall of the officer may be issued by a unanimous vote of the remaining members of the Executive Board.

ARTICLE VII EXECUTIVE BOARD

SECTION 1. COMPOSITION

1. The Executive Board shall be composed of all elected officers.

2. At no time shall a majority of the Executive Board live in the same NHSLHA Inc. regional area at the time of their election.

3. All attempts will be made to secure representation from public school, hospital, clinics, and private practice employment settings as well as from both professions.

SECTION 2. DUTIES

The Executive Board shall:

1. Formulate and submit policies for the approval of the Association

2. Authorize expenditure of funds

3. Be empowered to act for the welfare of the Association when a special meeting is impractical, with the understanding that a special meeting will be conducted within 30 days; whereby, such acts and commitments shall be presented and discussed with the Members present. At that time, the Full Members may vote to retroactively revoke these actions by a two-thirds majority.

4. Review the By-Laws of NHSLHA Inc. yearly, make any necessary corrections and/or additions and distribute to the full members for a vote.

5. Develop and implement a long range plan for the Association. Accomplishments toward the long range plan, new goals and activities the Association may wish to explore will be presented for review.

ARTICLE VIII STANDING COMMITTEES

Selection of Members for these Committees shall be made by the Chairperson of each Committee. Chairpersons shall be responsible for establishing annual goals and budgets, documenting actual expenditures and providing an annual report of their activities.

SECTION 1. MEMBERSHIP COMMITTEE

1. This Committee shall be composed of a minimum of two members; it will be chaired by the Vice- President of Membership.

2. This Committee shall:

a. Review applicant's qualifications to determine appropriate Membership

classification

b. Report new members and reinstated members to the *Newsletter* editor for

publication

c. Maintain a current listing of all members of the Association and distribute this

list to each member of the Executive Board, Committee Chairpersons and Area

Representatives

d. Mail annual membership applications to current and prospective members by

May 31st

e. Send notification of dues to all active members in arrears by August 31st with

the statement that continuance of membership is conditional upon the payment

of dues by September 30th.

3. In preparation for the annual membership drive, utilizes national and state resources to identify all persons in the state eligible for full. Associate, and Student **Membership-**

SECTION 2. PROGRAM COMMITTEE

1. This Committee shall be composed of a minimum of 5 members, with the Vice-President of Professional Development as Chairperson.

2. The duties of this Committee shall be to arrange for the dates, location, speakers, program contents, and marketing for all educational conferences, meetings, and special events.

3. The First Vice-President Elect shall serve as the coordinator and contact for **ASHA CEU's**, and act in compliance with **ASHA** requirements as an approved sponsor.

SECTION 3. PUBLIC RELATIONS COMMITTEE

1. This Committee shall be composed of a minimum of 5 members, with the Vice-President of Public Relations as Chairperson.

2. The duties shall include the promotion, publication, and distribution of information regarding the Association and professions of Speech-Language Pathology and **Audiology**, including the coordination of Association activities for Better Hearing and Speech Month.

3. The Committee shall also publish and distribute the Association *Newsletter* quarterly. The Vice-President of Public Relations shall serve as the *Newsletter* Editor.

SECTION 4. ETHICAL PRACTICES COMMITTEE

1. This Committee shall be comprised of the President Elect or Past President, Appointed Chair or Vice-President of Governmental Affairs, the [ASHA](#) Legislative Councilor, and three members of the Association (excluding the Executive Board) recommended by the chairperson and approved by the Executive Board.
2. The duties of the Ethical Practice Committee shall be to:
 - a. Investigate alleged violations of the By-Laws and Code of Ethics of the Association
 - b. Make an Initial Determination and recommend actions to be taken by the Executive Board as a result of their investigation concerning the alleged violations
 - c. Investigate and recommend [resintatement](#) procedures when application is made by a member who has had his/her membership revoked
 - d. Adhere to policies and procedures outlined in the [NHSLHA](#) Inc. Code of Ethics and board of Speech-Language Pathology rules for [licensure](#).

SECTION 5. NOMINATING COMMITTEE

1. The Nominating Committee shall consist of three members with the Chairperson being the Past-President or President Elect.
2. This committee is responsible for identifying and nominating candidates for upcoming elections for [officers](#). They are responsible for obtaining biographical information in support of the candidate for publication prior to the distribution of election ballots.
3. This committee is also responsible for recommending individuals who have made distinguished or outstanding contributions for Honors and Awards of the Association as well as nominating individuals for consideration for the [ASHF DiCarlo](#) and [Kleffner](#) awards for clinical/lifetime achievements.

SECTION 8. LEGISLATIVE COMMITTEE

1. The Legislative Committee shall consist of a minimum of 5 members. The Vice-President of Governmental Affairs shall serve as legislative liaison for the Association to keep members informed of bills and legislative activities that

may affect the professions of Speech/Language Pathology and Audiology.

2. The Association lobbyist, President, President Elect, or Past President shall serve as active members of this committee.

3. This committee is responsible for collecting and disseminating information pertaining to legislative activities and representing the Association in lobbying efforts for **healthcare** and educational reform.

SECTION 10. AD HOC COMMITTEES

1. Definition: 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.

2. Duties: The specific charges of each Ad Hoc Committee shall be those assigned by the President.

3. Membership: 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.

4. Termination: An Ad Hoc Committee shall be dissolved upon completion of the assigned task, at the request of the President, or at the end of the Association year during which it was established.

5. Accountability: All Ad Hoc Committees shall be directly responsible to the President. They will comply with the documentation procedures outlined in Article VIII. The Chairperson shall give a written or oral report to the Executive Board and/or to the general membership when necessary,

ARTICLE IX AWARDS AND HONORS

SECTION 1. PROCEDURES

1. Honors may be awarded to individuals who have made distinguished or outstanding contributions to the professions of Speech-Language Pathology and/or **Audiology** or to the **NHSLHA** Inc. These awards shall be made upon recommendation of the Nominating Committee and final approval from a majority of the Executive Board.

2. All recipients of honors shall be informed of the honor and the reasons for it by presentation of an appropriate award at a general business meeting of the Association.

SECTION 2. AWARDS AND HONORS

1. Honors of the Association: The highest honor the Association can bestow recognizes the distinguished contribution to the professions and Speech-Language Pathology and/or Audiology. It shall not be limited to members of the Association nor shall it confer membership privileges upon its recipient.

2. Honorary Membership: This may be awarded to an individual who is not a member of the Association, but who has made an outstanding contribution. It shall not confer membership privileges upon the recipient other than receiving the publication of the Association.

3. Special Awards and Commendations: These may be presented by action of the Nominating Committee and Executive Board to an individual who has made outstanding contributions to the professions of speech-Language Pathology and/or Audiology. These shall not be limited to members of the Association nor shall they membership privileges upon the recipient.

ARTICLE X AMENDING THE BY-LAWS

The By-Laws of this Association may be amended by a two-thirds vote of the Association's responding membership provided that previous notice has been given of the proposed amendment(s).

1969: Second Draft

1970: Revised

1977: Amended

1979: Amended

1984: Revised and Amended

1986: Revised

1988: Amended

1989: Amended

1991: Third Draft

1993: Revised

1994: Revised

1997: Revised

2000: Revised

NHSLHA, Inc. is committed to enhancing the diversity of its members and encourages membership applications from all persons, regardless of race, sex or religious affiliation.