

Constitution

Speech-Language-Hearing Association of the Hudson Valley

Adopted October 24, 2015

Article I: Name of Association

The name of this Association shall be: Speech-Language-Hearing Association of the Hudson Valley, herein after called the Association.

Article II: Purpose

The purpose of this Association shall be:

1. To provide professional unity.
2. To provide channels of communication among local members of our Association.
3. To act as a liaison between the community and our professional services.
4. To provide for collective, united endeavors to solve problems of mutual interest within the profession.
5. To provide continuing educational opportunities for our members.

Article III: Membership

The members of this Association shall be of four classes: Professional members, Associate members, Lifetime Members, and Student members.

Eligibility:

Members shall be those persons who are engaged in the field of speech/language pathology and/or audiology who hold New York licensure and/or teacher certification in speech and hearing and/or ASHA certification in the field or who have the equivalent educational qualifications in these areas. The Executive Council may rule in cases where there is a question of equivalent qualifications.

Lifetime members shall be at least 65 years of age and shall have held membership in SHAHV for at least 15 years. To receive life membership, eligible regular members must submit a request to the Executive Board. Annual dues will be waived for life upon the granting of life membership.

Associate Members are individuals who neither hold the minimum educational requirement of a graduate degree with a major emphasis in speech-language pathology, Audiology, or speech-language and hearing science, nor are currently conducting research in communicative disorders. Associate Members may serve on committees of the Association pursuant to the requirements of those committee assignments. Individuals who are qualified to become a member in

any other member classification may not henceforth qualify as an Associate Member. Associate members have no vote.

Students should be those persons who are currently engaged in the study of speech-language pathology and Audiology. Student members have the right to serve on committees chaired by professional members. Students have no vote. Individuals who are qualified to become a member in any other member classification may not henceforth qualify as a student member.

Eligibility requires all members pay annual dues. Annual dues of the Association shall be reviewed by the executive council on an annual basis and are subject to change. Annual membership dues guarantee membership for the SHAHV fiscal year of January 1 through December 31st.

Article IV: Officers

The officers of this Association shall be President, Past President, Vice President, Membership Secretary, Recording Secretary and Treasurer.

Duties and Responsibilities:

1. The President shall be the Chief Executive Officer of the Association. It shall be the duty of the President to preside at all general meetings of the Association and of the Executive Council; to appoint at the direction of the Executive Council all Chairpersons of committees; act as co-chairperson of the Nominating committee; to serve as an ex-officio member of all committees; and to ensure the participation of the Association in any state or regional organizations pertinent to the interests of the Association, the profession or the communicatively impaired.
2. The Past President shall assume the responsibilities of the Association if the President and the Vice President are unable to perform the duties of the president. The Past President shall also serve as the chairperson of the Legislative committee.
3. The Vice President shall be the Second Executive Officer of the Association and shall assume the duties of the President in case of absence or incapacity. The Vice President shall be the Chairperson of the Program Committee and be responsible for all matters relating to workshops and programs.
4. The Membership Secretary shall be responsible for reporting on all incoming correspondence and the disposition thereof under the direction of the Executive Council. He/she is also responsible for the distribution of notices, letters, and other necessary correspondence as instructed by the members of the Executive Council. The Membership Secretary will serve as chairperson of the Membership Committee and be responsible for maintaining membership directories,

membership cards, membership renewal notices, and other Association e-mails/mailings.

5. The Recording Secretary shall be responsible for recording the minutes for each meeting and making these minutes available to the Executive Council and membership through the newsletter, e-mail/mail or website. The Recording Secretary will also serve as the chairperson of the May is Better Hearing & Speech Month Committee and will assist the Membership Secretary with membership duties as needed.

6. The Treasurer shall make a report at each Executive Council meeting. He/she shall also provide a written financial report itemizing actual expenses at the end of each fiscal year and shall participate in an annual audit. He/she shall provide quarterly reports to the President of the Association and create an annual budget in December for the forthcoming year. He/she will also be responsible for organizing fundraisers when necessary. The Treasurer will serve as chair of the Public Information Committee.

7. The Newsletter Editor shall be responsible for preparation and distribution of an Association newsletter including information related to the profession and Association business.

8. The CE Administrator shall work collaboratively with the Program Committee to plan and implement CE programs according to ASHA CEB requirements, submit all required paperwork to the ASHA CEB, report the status of submissions, approvals and CEB requirement changes to the Executive Counsel, and maintain all records according to ASHA requirements.

9. The Website Administrator shall be responsible for updating and maintaining the website. Other duties shall include, but are not limited to, publicizing upcoming SHAHV events, by publishing current conference brochures online, and ensuring that attendees have easy online payment options.

All officers of this Association shall be responsible for providing an annual report to the Executive Council listing accomplishments and recommendations.

Article V: Executive Council

The Executive Council shall consist of the officers of the Association, Chairpersons of the standing committees and any other chairperson as invited by the Executive Council to attend meetings.

Powers and Duties of the Executive Council:

1. The Executive Council shall exercise general management of the affairs of the

Association. It is the body to which all officers and committees report and are directly responsible. In general, its duties shall be executive and it is empowered to perform all such duties as are set forth elsewhere in this Constitution. Its actions in such matters shall be reported to the membership.

2. All matters of business shall be reported to the membership. A special meeting of the Executive Council may be called at the discretion of the President and shall require a simple majority of its members. The Executive Council has the power to make decisions on matters requiring an immediate response and shall report such matters to the membership.

3. In the event an officer fails to meet the designated expectations and responsibilities of the position, the President shall attempt to resolve the matter with the officer. In situations that cannot be resolved by discussion between the President and the officer, the officer may be removed from office by a three-fourths majority vote of the Executive Council at a regularly scheduled Executive Council meeting. The officer shall be offered an opportunity to meet with Executive Council to discuss the situation prior to vote. If the officer is removed from office by vote of the Executive Council, the President shall appoint an individual to complete the term of service. Such appointments shall require approval of two-thirds majority of the Executive Council. In the event that the President fails to meet designated expectations and responsibilities of the position, the case shall be handled by the Past-President. If the President is removed from office by vote of Executive Council, the President-Elect shall complete the term of service.

Meetings:

The Executive Council should meet prior to each general meeting of the membership or as deemed necessary by the President. The officers and chairpersons of standing committees shall be required to attend all Executive Council meetings, except in emergencies. General membership meetings will be held two times per year.

Designations:

The standing committees shall be:

Nominating Committee: Chair – President

Legislative Action Committee: Chair - Past President

Program/CE Committee: Co-Chair - Vice President/CE Administrator

Membership Committee: Chair - Membership Secretary

May is Better Hearing and Speech Month Committee: Chair – Recording Secretary

Public Information Committee: Chair - Treasurer
Newsletter Committee
Website Committee

Article VI: Election of Officers

Nominating Procedures:

1. The Nominating Committee shall be composed of a chairperson designated by the President in April, and at least two other active members, chosen by the President or the Chairperson. The Nominating Committee shall meet in May for the purpose of organization.
2. By the autumn general meeting/program, the Chairperson of the Nominating Committee shall issue a call for nominations of officers from the general membership via email or newsletter. All candidates shall be members in good standing with a minimum of one-year membership prior to nomination. All members nominating themselves for candidacy shall contact the Chairperson in writing prior to October 1st. The call for nominations of Executive council positions will be alternated in the following manner: (Year 1) President, Membership secretary, Webmaster, and CE Administrator (Year 2) VP, Treasurer, Recording secretary and Newsletter.
3. The Nominating Committee shall present the slate of officers for the forthcoming year to the members. Any additions or changes to this slate shall be accepted in writing prior to the vote and it will be taken by a plurality of members prior to January 1st.
4. Officers shall assume their duties January 1st. The term of office shall be two years.
5. If unable to attend our Fall meeting to vote, interested members shall contact the Chairperson to cast their vote.

Article VII: Standing Committees

1. The President with the approval of the Executive Council shall appoint the Chairperson of each Standing Committee, and he/she may appoint committee members from the membership as needed.
2. All Standing committees shall be chaired by one Executive Council member or one member of the Association.
3. All Committee chairpersons of the Association shall be responsible for submitting an annual report to the Executive Council listing accomplishments and recommendations.
4. The President may create new committees and appoint chairpersons as determined by the needs of the Association, subject to the approval of the Executive Council.
5. The President may dissolve committees as determined by the needs of the

Association, subject to the approval of the Executive Council.

6. Duties of the Committees:

a. The Nomination Committee - The responsibility of the Nominating Committee shall be to propose candidates for the Executive Council.

b. The Legislative Action Committee - Duties shall include obtaining and disseminating legislative information on issues pertinent to the profession and the communicatively impaired; as well as developing effective strategies regarding these issues.

c. The Program / CE Committee - Duties shall include the selection of speakers, meeting places, other arrangements of the meetings, and all continuing education credit paperwork.

d. The Membership Committee - Shall be responsible for maintaining all records of membership, organizing a membership drive, creating a membership directory, distributing membership letter, and addressing all other issues relating to membership.

e. The May is Better Hearing & Speech Month Committee - Responsibilities include organizing activities to promote education and public awareness regarding communication.

f. The Public Information Committee - Responsibilities shall include preparation and distribution of public service announcements of the Association activities to local news media and the development of various public information programs.

g. The Newsletter Committee – Responsibilities shall be preparation and distribution of an Association newsletter including information related to the profession and Association business.

h. Website Committee- Duties shall include updating and maintaining the website. The executive members will be responsible for contributing and forwarding current information for the website.

Article VIII: Annual Dues

Annual dues, program revenues, and voluntary contributions shall raise funds with which the expenses of the Association are met. Annual dues of the Association for members and associates shall be reviewed by the Executive Council.

Article IX: Fiscal Year

The fiscal year of the Association shall be from January 1st through December 31st.

Article X: General Membership Meetings

There shall be at least (2) general meetings/programs annually.

Article XI: Quorum

Twenty-five (25) percent of the voting membership shall comprise a quorum.

Article XII: Amendments

Proposed amendments to this Constitution shall be submitted in writing to the Executive Council. The Association may then amend any article of this Constitution by a two-thirds affirmative vote of members voting, provided that such amendment or amendments have either been read at a previous regular meeting or have been sent by email/mail to each member at least seven (7) days before the vote is to be taken.

Article XIII: Executive Council

At the discretion of the President, any member of the Executive Council and/or Committee Members may receive reduced or waived annual membership dues and/or program registrations.

The President and/or a SHAHV representative will be reimbursed for hotel, travel, and meals to attend meetings of the Board of Regional Association Presidents three times each year, at the discretion of the Executive Council.

Article XIV: Confidentiality Clause

The Speech-Language and Hearing Association respects the confidentiality of information received from members. It is up to members to respect that confidentiality in turn and not to disclose this information for sale, advertisement or copy purposes without the consent of the members within the Association. Should a member breach confidentiality, their membership will be immediately revoked and they may be subject to legal action.

Article XV-Discrimination

The Speech-Language-Hearing Association of the Hudson Valley shall not discriminate on the basis of race, national origin, religion, age, gender, sexual orientation, or disability. All programs and activities of the Association shall be carried out in such a manner as to be consistent with and in adherence to this policy.

Article XVI- Dissolution

In the event that the Speech-Language-Hearing Association of the Hudson Valley should disband or cease to exist for any reason, any cash or other assets that

may be held by said Association shall be donated, or contributed, in the name of the Association as the Executive Board shall so designate, to a single, or several, academic institutions of higher learning or other not-for-profit organization having a speech-language-hearing program. The recipient institution(s) must be located in New York and be qualified under Section 501(c)(3) of the Internal Revenue Code.

CONSTITUTION AMENDMENTS

SECTION 1. Proposed Amendments to the Constitution shall be submitted to the Executive Council.

SECTION 2. Proposed Amendments endorsed by the signatures of ten (10) members shall be submitted to the Executive Council for consideration.

SECTION 3. The Constitution may be amended by a two-thirds majority vote of the Regular and Lifetime Members voting. Members must receive a thirty (30) day notice of proposed changes before a vote is taken. Voting may be conducted at a business meeting, or by mail or electronic ballot. If the vote is by mail or electronic means, the voting period will end 30 days from the date the ballots are disseminated.