

**Constitution**  
**Speech-Language-Hearing Association of the Hudson Valley**  
**Adopted January 2024**

Article I: Name of Association

The name of this Association shall be: Speech-Language-Hearing Association of the Hudson Valley, hereinafter 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:*

Professional 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 Board 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.

#### Article IV: Officers

The officers of this Association include persons essential to the operation and management of the Association and shall include President, Past President, Vice President, Membership Secretary, Recording Secretary, Treasurer, Scholarship Chairperson, Webmaster, CE Administrator, and Newsletter Editor. These officers make up the Executive Board of the Association.

#### *Duties and Responsibilities:*

1. The President shall be the Chief Executive Officer of the Association. The roles and responsibilities of the President include:

- Presiding at all general meetings of the Association and of the Executive Board which includes preparation and distribution of the agenda
- Serving as an ex-officio member of all committees
- Ensuring the participation of the Association in any state or regional organizations pertinent to the interests of the Association, the profession, or the communicatively impaired
- Communicating with other NYS Associations and with NYSSLHA when planning events to minimize overlap, including registering the event on the Calendar of Events through NYSSLHA

2. 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 roles and responsibilities of the Vice President include:

- Coordination of conferences and events, which includes corresponding with potential speakers, drawing up contracts/disclosures, confirming details ahead of conference, and obtaining head shots from speaker for advertising purposes
- Facilitate meetings when the president is not available

3. 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 roles and responsibilities of the Past President include:

- Co-Chairperson of the Awards and Scholarship Committee
- Obtaining member and Executive Board nominations for the Golden Apple Award
- Researching and presenting nominees to the Executive Board for selection

4. The Membership Secretary's roles and responsibilities include:

- Responsible for reporting on all incoming correspondence and the disposition thereof under the direction of the Executive Board.
- Distribution of notices, letters, and other necessary correspondence as instructed by the members of the Executive Board.
- Member of the Public Relations Committee
- Maintaining membership directories, membership renewal notices, and other Association emails/mailings.

5. The Recording Secretary's roles and responsibilities include:

- Formulate and distribute meeting minutes to Executive council via email and Google Drive
- Serve on Public relations Committee to assist in BHSM
- Coordinate and gather prizes for conferences

6. The Treasurer's roles and responsibilities include:

- Making a report at each Executive Board meeting.
- Formulating a written financial report itemizing actual expenses at the end of each fiscal year and shall participate in an annual audit
- Create and propose an annual budget for the coming fiscal year by the December meeting.

7. Scholarship Chairperson

- Create and distribute applications for annual scholarship (approx 2/15). Scholarship applications are due 4/15.

- Distribute application to local universities (SUNY NP, Mercy, NY Medical College, etc.).
- Send application to Newsletter Chairperson (to include in newsletter), Membership Secretary (to email out to members) and Webmaster (to post on social media).
- As the Scholarship Chairperson, you can also make additional social media posts, as needed, to promote scholarship.
- Receive applications to home address, monitor email to answer applicant questions
- Create rating scale, serve as the leader of the scholarship committee, assemble committee of executive board members to review applications
- Coordinate all scholarship committee members having a chance to read over and rate applications (after 4/15).
- Along with the President, and input from the executive board, plan the scholarship dinner.
- When the committee is done with rating, contact winners, as well as those who did not win. Invite winners to dinner.
- Write speeches, to be read at the dinner to celebrate winners
- Buy flowers/cards to bring to dinner to give to winners. Get checks from the treasurer to give to winners.

#### 8. Webmaster

- Update website with new information (i.e., conferences, scholarships, etc.)
- Update and use social media platforms to promote SHAHV
- Send out mass email regarding conferences
- Opening and closing registration

#### 9. CE Administrator

- Create conference brochure, self-assessment form, certificate of completion
- Submit brochure and complete ASHA application to register the conference
- Once conference is approved, submit brochure to President, Vice President, Webmaster, Membership secretary to send out via email and post on social media
- Create Google forms for conference attendance
- Once attendance list is finalized, track participant attendance during conference on Zoom and via completion of Google forms to ensure compliance for ASHA
- Send out final Google Form for CEUs and Self-Assessment via email following the conference

- Send reminder email a day or two before CEU form is due
- Compile and organize excel sheet of participant info and report to ASHA
- Once roster is completed, review to ensure everything is correct
- Receive ASHA annual dues invoice and forward to Treasurer for payment

#### 10. Newsletter Editor

- Coordinate with the Executive Board members and membership to gather content and material for the electronic SHAHV newsletter.
- Develop electronic SHAHV newsletters via MailChimp for the membership three (3) times per year.
- Edit and proofread all content for clarity, grammar, punctuation, and style consistency.
- Distribute electronic SHAHV newsletters via MailChimp to the membership three (3) times per year, typically September, February and June.
- Gather and share data from newsletter distribution (i.e., number of successful deliveries, views, openings, clicked links, etc) via MailChimp with the Executive Board.

#### Article V: Meetings:

The Executive Board will meet at least seven times annually, or as necessary, to meet the needs of the membership and plan for the continued success of the Association.

The Executive Board will make themselves available if a request is made in writing by any active member of the Association related to professional issues that may affect the membership. Members will be expected to use the contact information provided on the Association's website to contact a member of the Executive Board.

The Executive Board will plan and host at least two opportunities for continuing education related to the field of speech-language pathology and/or audiology annually.

The officers of the board and chairpersons of committees shall be required to attend all Executive Board meetings, except in emergencies. Absences shall not exceed two meetings per fiscal year.

#### Article VI: Nominating Procedures:

1. The Nominating Committee shall be composed of the President and at least two other members of the Executive Board. Interested parties shall provide written

notice of their interest in a Board Position by October 1st to the President of the Association. In order to be eligible for a position on the Executive Board, individuals must be an active member of the Association for at least one year prior to nomination.

2. The Nominating Committee shall present the candidates to the members and will provide an opportunity to meet the candidate, should it be requested via written notice.
3. Notice of nomination will be made by November 1st to the candidate and the members. Officers shall assume their duties January 1st for the beginning of the fiscal year.

### Article VII: Standing Committees

The purpose of the Standing Committees are to plan, facilitate, and execute various events for the Association and its members. The President may create new committees and appoint chairpersons as determined by the needs of the Association, subject to the approval of the Executive Board. The President may dissolve committees as determined by the needs of the Association, subject to the approval of the Executive Board.

#### *Descriptions of Standing Committees:*

Programming Committee: The purpose of this committee is to plan continuing education events within the field of speech-language pathology, audiology, or other related areas. The committee consists of the President, Vice President, CE Administrator, and the Webmaster. The roles and responsibilities for each member of the committee are as follows:

*President*: oversee and facilitate planning and execution of events; assist as needed to support other committee members; share event details with BRAP and NYSSLHA Calendar of Events

*Vice President*: oversee and manage required paperwork for events; serve as the liaison for communication with presenters/speakers; obtain release of photos for advertising purposes; connect Treasurer and speaker after the event to arrange for payment; share post-event feedback, if elected, with the speaker.

*CE Administrator*: oversee and manage required paperwork for ASHA compliance; compile and disseminate post-programming paperwork to the

appropriate parties.

*Webmaster:* post 1x weekly leading up to the conference on all social media outlets, beginning after the Save the Date has been distributed; post 2x the last week of the Early Bird Promotion and the week of the event.

*Treasurer:* arrange for payment following completion of the event; compile a finance report following the event and share with the Executive Board at the next meeting; complete annual finance report to be shared in January for the previous fiscal year

Awards and Scholarship Committee: The purpose of this committee is to host annual events for the purpose of granting scholarships and awards to deserving members. The committee shall include the Scholarship Chairperson and the Past President. The roles and responsibilities for committee members are as follows:

*Scholarship Chairperson:* formulate and disseminate applications in a timely fashion; connect with neighboring universities to share with their students and faculty for recommendations; convene a panel for application review, including at least three additional Executive Board members; select location and dates for the Award's Dinner in collaboration with the Past- President and the Executive Board; share outcomes with applicants; invite winners to the Awards Dinner

*Past- President:* collect nominations from Executive Board and members for persons in our field deserving of recognition for their efforts; share nominations with the committee and, if necessary, convene a panel for review of nominations; inform winner and invite them to attend the Awards Dinner

Public Relations Committee: The purpose of this committee is to obtain and disseminate pertinent information to the membership, as well as developing effective strategies to elicit change within the profession and those communicatively impaired. The committee members include the Recording Secretary, Membership Secretary, and the Newsletter Editor. The roles and responsibilities of committee members are as follows:

- Plan Better Hearing and Speech Month events to be presented to the Executive Board at the March meeting and execute the plan voted upon by Executive Board Members by the beginning of May.

- Share the event via all member communication outlets, including in the newsletter, in membership emails, and on social media.
- Foster community relationships with members via engagement or feedback opportunities at least three times annually. Two opportunities may include the post-conference feedback forms but one additional inquisition should be made via email (i.e., poll, rating scale, etc.).
- Research and share relevant legislative topics as it relates to our professional field with all members and on all media outlets.

#### Article VIII: Annual Dues

Annual dues, program revenues, and voluntary contributions shall raise funds with which the expenses of the Association are met.

All members are required to pay annual dues. Annual dues are to be paid at the time of registration and will be valid for one calendar year. Memberships may be renewed at any time.

At the discretion of the President, any member of the Executive Board 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 Board.

#### Article IX: Fiscal Year

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

#### Article X: Amendments

Proposed amendments to this Constitution shall be submitted in writing to the Executive Board. 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 XI: 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 XII-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. The Association will provide equitable opportunities for continuing education purposes in regard to speakers, content, and access for members.

#### Article XIII- 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 Board.

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