

## **MSHA Constitution and Bylaws**

### **ARTICLE ONE - NAME**

The name of this organization will be The Maryland Speech-Language-Hearing Association, Inc. It will be hereinafter referred to as the Association.

### **ARTICLE TWO - PURPOSES**

The purposes of this organization will be to encourage basic scientific study of the processes of human communication, with special reference to speech, hearing and language; to promote investigation and prevention of disorders of human communication, and foster improvement of clinical procedures with such disorders; to stimulate exchange of information between persons and organizations thus engaged; to promote appropriate academic and clinical preparation of individuals entering the discipline of human communication sciences and disorders and promote the maintenance of current knowledge and skills of those within the discipline; to promote the individual and collective professional interests of the members of the Association; and to disseminate such information, and to monitor, support, and develop legislation favorable to the communicatively disordered population.

The Association will not discriminate on the basis of race, national origin, religion, age, sex, sexual orientation, or handicapping condition. All programs and activities of the Association will be conducted in the furtherance of this policy.

### **ARTICLE THREE - MEMBERSHIP**

#### **I. Classes**

- A. Member
- B. Associate
- C. Life
- D. Student

#### **II. Eligibility**

##### **A. Member status is limited to individuals with:**

1. A graduate degree with major emphasis in speech-language pathology, audiology, or speech, language or hearing science.
- 2.. A graduate degree and present evidence of active research, interest, and performance in the field of human communication.
3. At age 65, any members who have held membership for ten of the fifteen years preceding their attainment of that age will automatically receive life membership with all privileges of a member with a waiver of annual dues.

B. Associate membership will be limited to:

1. Persons holding a Bachelor's Degree who are actively interested in the field of human communication and sympathetic to the purposes of the Association.
2. Persons completing the Clinical Fellowship Year.
3. Persons in allied fields who are sympathetic to the purposes of the Association.

C. Exceptions

The requirements for election as a member, associate, or a life member may be waived in special instances by approval of the Executive Board.

- D. Student membership will be limited to undergraduate or graduate students in the field(s) of speech-language pathology or audiology.

III. Privileges

- A. The right to vote is limited to members.
- B. The right to hold elected office is limited to members.
- C. The right to chair/co-chair is limited to members.

IV. The Membership Will:

- A. Elect its Executive Board.
- B. Approve the dues for its members and Associates.
- C. Approve an annual budget for the management of the affairs of the Association.
- D. Hold at least one meeting per year.
- E. Abide by the Code of Ethics of the Maryland Speech-Language-Hearing Association which hereinafter is to be referred to as the Association's Code of Ethics.

V. Termination of Membership:

Any Member who violates the Code of Ethics of the Association may be dropped from Membership by a majority vote of the Executive Board. Persons who have thus been dropped may, be reinstated after one year by a majority vote of the Executive Board.

## ARTICLE FOUR - MEMBERSHIP MEETINGS

I. The meetings of the Association will be called in the following manner:

A. Meetings will be determined by the Executive Board.

B. Special Meetings may be called by the Executive Board, or upon written request of ten members to the Executive Board, which will issue a written call for the meeting within thirty days. The transactions to be discussed will be included in the call.

II. Notice of meetings will be given in writing to all members as follows:

A. The membership will have at least a thirty-day notice announcing the time and place of a regular meeting and at least a ten-day notice of the agenda for the business meeting, which will include those specific items which will be discussed and presented for adoption.

B. The membership will have at least a ten-day notice announcing the time and place of a special meeting.

C. The quorum for these meetings will be those present and voting at the time of the transaction of each item of business.

## ARTICLE FIVE - DUES

I. All classes of member dues will be approved by a vote of the members upon recommendation of the Executive Board.

II. Membership dues are paid annually.

III. Nonpayment of dues will be considered a resignation from the Association.

IV. Members who have allowed their membership to lapse will be required to meet the membership requirements in effect at the time of application for reinstatement.

## ARTICLE SIX - MANAGEMENT

I. The Executive Board will manage the affairs of the Association. It will include the following elected officers:

- A. President
- B. President-Elect
- C. Past President
- D. Director of Professional Development
- E. Director of Adult and Pediatric Services
- F. Director of Organizational Development
- G. Director of Public Policy

II. At meetings of the Executive Board, each elected board member will have one vote. Unless other procedures are adopted by the Executive Board, voting shall be conducted using Roberts Rules of Order.

III. Assumption of office will be on January 1. Terms of the office will be determined in the following manner:

- A. The President will serve for one year.
- B. The President-Elect will serve for a three-year term consisting of President-Elect for the first year, President for the second year, and Past President for the third year.
- C. Following the term of President, that officer will become Past President and will serve one term or until a successor is selected.
- D. The remaining officers will serve for two years each.

IV. Election will be in the following manner:

A. Nominations:

1. The Nominating Committee will prepare a list of nominees who have consented to serve.

2. The call for nominations for the Executive Board will be mailed 60 days prior to balloting. A nominating committee will present slate of nominations for approval by the Executive Board.

B. Voting: A first-class mail ballot will be sent to the voting membership 30 days prior to close of election.

1. All positions, whether there have been single or multiple nominations, will appear on the ballots.

2. Election will be by a plurality of votes cast.

C. Procedures:

1. The President-Elect will be elected annually; the Director of Organizational Development and the Director of Professional Development will be elected in the odd years; the Director of Adult and Pediatric Practices , and Director of Public Policy will be elected in the even years.

2. The Association Manager or person designated by the President will distribute, receive, and count the ballots and notify the membership of the election results.

3. In the case of a tie vote, the Executive Board will select the winner by secret ballot.

V. Vacancies will be filled in the following manner:

A. The office of the President will be filled through succession of the President-Elect, who will automatically become President and serve for the remainder of the year, in addition to the year already slated. The resultant vacancy in the office of President-Elect will not be filled until the next election.

B In the case of any other vacancy, the Executive Board will appoint a successor to fill vacancy until the next election year, at which time the nominating committee and the membership will then adhere to the rule of election procedures.

VI. The Executive Board will have the following duties:

A. Be the policy maker and act as administrator of the affairs of the Association, delegating responsibility so as to be free from what would otherwise be committee work;

B. Meet a minimum of two times a year on call by the President;

C. Have four as its quorum;

D. Appoint such standing, regular, ad hoc, or special committees as are deemed desirable to carry out the business of the Association, and provide a written charge to each committee. The following are the Standing Committees of the Association: Marketing and Public Relations; Government Affairs; Continuing Education; Convention; Finance; Membership, and Nominations.

E. Issue the call for all meetings of the Association;

- F. Submit to the membership the annual budget;
- G. Submit reports to the membership on the affairs of the Association;
- H. Cause a review of records of the accounts of the association on an annual basis or more frequently if deemed appropriate receiving directly such review with its recommendations.

## ARTICLE SEVEN - ELECTED OFFICIALS

### I. The President will:

- A. Preside over all meetings of the membership and Executive Board.
- B. Appoint ad-hoc and special committees with approval of the Executive Board and designate the chairperson of all Association committees.
- C. Be an ex-officio member of all committees without the power to vote.
- D. Be bonded.

### II. The President-Elect will:

- A. Serve as vice-president during the first year and as President during the second year of his or her term of office.
- B. Perform the duties of the President in the event of his or her absence or at the request of the President, thereby being restricted from voting except to break a tie.
- C. Assume the Presidency at such time as that office may become vacant.
- D. Accept such responsibilities as may be assigned by the President.
- E. Serve as an ex-officio member to designated committees without the power to vote.

### III. The Past President Will:

- A. Assume responsibility for special projects designated by the President.
- B. Serve as parliamentarian for all meetings.
- C. Accept such responsibilities as may be assigned by the President.

- D. Serve as an ex-officio member to designated committees without the power to vote.
- E. Chair the Finance Committee with the responsibility of creating the annual Association budget and the annual review of financial records.

IV. The Directors of Professional Development, Adult and Pediatric Practices, Organizational Development, and Public Policy will:

- A. Serve as liaison officers, without voting privileges, to such committees as the Executive Board has determined to be related directly to the internal operations of the Association.
- B. Represent the varied interests of the membership of the Association.
- C. Accept such responsibilities as may be assigned by the President.

#### ARTICLE EIGHT - AMENDMENTS

- I. Amendments to these By-Laws may be initiated by the Executive Board or in a written proposal signed by any ten Members.
- II. Proposed amendments, if passed by majority vote of the Executive Board, will be presented for discussion at the next Association business meeting.
- III. The proposed amendment(s) in final form will be submitted in writing to the Members for their action.
- IV. Approval will be by two-thirds of those ballots approved within 21 days.

#### ARTICLE NINE - FISCAL YEAR

The fiscal/membership year for the Association will be from January 1 to December 31.

#### ARTICLE TEN - PARLIAMENTARY AUTHORITY

Robert's Rules of Order will constitute the parliamentary authority for the Association except where these bylaws establish procedure, in which case the bylaws will govern.