



ARKANSAS SPEECH- LANGUAGE-HEARING ASSOCIATION

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Association BY-LAWS

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ARKANSAS SPEECH-LANGUAGE-HEARING ASSOCIATION BY-LAWS

ARTICLE I: NAME

The name of this organization shall be the Arkansas Speech—Language—Hearing Association, herein referred to as the “Association”.

ARTICLE II: PURPOSE

The Arkansas Speech—Language—Hearing Association supports the professional interests of members of the Association, thereby, promoting comprehensive services for persons with communicative disorders.

ARTICLE III: CODE OF ETHICS

The Arkansas Speech—Language—Hearing Association adopts the current Code of Ethics of the American Speech—Language—Hearing Association (ASHA) as the fundamental rules of ethical conduct for its members.

ARTICLE IV: MEMBERSHIP

Section One: Membership Categories

The “Association” shall be comprised of the following types of membership:

- Full Membership
- Inactive Membership
- Associate Membership
- Student Membership
- Life Membership
- Honorary Membership

Section Two: Full Membership

A. Application

Individuals seeking membership in the “Association” shall submit a complete application provided by the Membership Committee.

B. Eligibility

1. Full members must hold the graduate degree or equivalent with major emphasis in Speech Language Pathology, Audiology or Speech Language or Hearing Science; a graduate degree and present evidence of active research, interest, and performance in the field of human communication. Membership is dependent upon the recommendation of the Membership Committee and approval of the Board of Directors. Hereinafter referred to as the “Board”.
2. Members must agree to abide by the ASHA Code of Ethics, which has been adopted by the Arkansas Speech-Language-Hearing Association.
3. Members must pay annual dues before February 15.
4. Members of our predecessor organization prior to January 1, 1971 may retain Membership without satisfying the Graduate Degree requirement.

C. Rights and Privileges of Membership

Full Membership bestows the right to:

1. Cast ballots in Association elections.
2. Cast ballots for by—laws changes.
3. Serve as Committee Chairperson and/or member.
4. Receive access to Association publications.
5. Participate in Association functions at Membership rates.
6. Serve as an Association Officer.

D. *Inactive Membership Status*

1. Members shall be eligible for inactive status upon written request to the Membership Committee and payment of a fee set by the Board of Directors.
2. Members continuing to be fully employed within the state are not eligible for inactive status.
3. During inactive status, members relinquish all rights and privileges in Article IV, Section Two, C.
4. To terminate inactive status, members need not reapply for Membership but must complete a membership renewal form and submit it to the Membership Chair stating their intent to regain full status and must pay full dues for that current year.

Section Three: Associate Membership

A. Application

Individuals seeking Associate Membership in the Association shall complete an application provided by the Membership Committee.

B. Eligibility

1. Associates shall be those who do not meet the requirements to become full members or individuals who have an interest in the field of communication disorders. Membership is dependent upon recommendation of the Membership Committee and approval of the Board of Directors.
2. Associates must agree to abide by the ASHA Code of Ethics, which has been adopted by the Arkansas Speech-Language-Hearing Association.
3. Associates must pay annual dues before February 15.

C. Rights and Privileges

Associate Membership bestows the right to:

1. Serve as a Committee member.
2. Receive access to Association publications.
3. Participate in Association activities at Membership rates.

Section Four: Student Membership

A. Application

Individuals seeking Student Membership shall complete an application provided by the Membership Committee. Students must reapply for Student Membership in order to verify their full—time student status.

B. Eligibility

Individuals seeking Student Membership in the Association shall complete an application provided by the Membership Committee.

1. A Student Member shall be one who presently is pursuing a full—time (as defined by the individual's educational institution) course of study leading to an academic degree in Speech—Language Pathology, Audiology, Speech and Hearing Science or a related area.
2. Eligibility shall be determined by yearly validation of full—time student status.
3. Student Membership is dependent upon the recommendation of the Membership Committee and approval of the Board of Directors.
4. Students must agree to abide by the ASHA Code of Ethics, which has been adopted by the Arkansas Speech—Language—Hearing Association.

5. Students must pay annual dues upon application before February 15.

C. Rights and Privileges

Student Membership bestows the right to:

1. Serve as a Committee member.
2. Receive access to Association publications.
3. Participate in Association functions at Student Membership rates.

Section Five: Life Membership

- A. A member may apply to the Membership Committee for Life Membership and be granted such Membership automatically when all the following conditions are met.
1. Attainment of age 65.
 2. Retirement from full—time professional employment.
 3. Full Membership in the Association for five consecutive years immediately preceding application.
- B. In special instances, these requirements may be waived by the recommendation of the Membership Committee and approval by a three-fourths vote of the Board of Directors.
- C. A Life Member shall continue to enjoy all the rights and privileges of Full Membership but shall not pay dues.

Section Six: Honorary Membership

Honorary Membership may be granted under conditions listed in Article IX, Number 2.

Section Seven: Termination of Membership

- A. Revocation of licensure by the Arkansas Board of Examiners in Speech Pathology and Audiology and/or revocation of Certificate of Clinical Competence (CCC) by the American Speech—Language—Hearing Association (ASHA) shall be cause for termination of Membership.
- B. Any Member whose dues are not paid before February 15 of the current fiscal year shall be dropped from Membership.

Section Eight: Reinstatement of Membership

- A. Contingent upon receipt of dues and reprocessing fee or reinstatement of Arkansas licensure and/or ASHA CCC, persons whose Membership or Associate Membership has been terminated may be reinstated. Reapplication for affiliation and approval by the Membership Committee and Board shall be necessary for reinstatement.

ARTICLE ~~XIV~~ XV: DUES AND FISCAL YEAR

Section One: Dues

- A. Annual dues of the Association shall be determined by the Board of Directors.
- B. Dues are payable as of January 1 of each fiscal year. A late fee set by the Board of Directors will be assessed for dues received after February 15.

Section Two: Membership Year

The membership year of the Association shall be from January 1 to December 31.

Section Three: Fiscal Year

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

ARTICLE VI: GENERAL ORGANIZATION

Section One: Board of Directors

A. *Designation*

The Board of Directors shall be the group empowered and required to administer the affairs of the Association.

B. *Eligibility*

All candidates for positions on the Board of Directors must have been Full Members of the Association for at least one year prior to their nomination.

C. *Duties*

The Board of Directors 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 duties not reserved for the Membership). Its activities and recommendations shall be reported at each business meeting.

D. *Board Membership*

The Board of Directors of the Association shall consist of the following.

1. President
2. Past President
3. President—Elect
4. Secretary
5. Treasurer
6. Vice President for Audiology and Hearing Services
7. Vice President for Speech-Language Pathology Services
8. Vice President for Continuing Education
9. Vice President—Elect for Continuing Education
10. Legislative Councilor (Delegate Correspondent ex officio and non-voting)

E. *Termination of Board Membership*

1. Upon two (2) consecutive, unexplained absences by a Board member, that office shall be declared vacant. Replacement of that office shall be in accordance with the by-laws governing succession or vacancies.
2. Any member of the Board of Directors may be removed from the Board by three-fourths vote of the Full Members of the Association. Mail ballots will be used and only ballots received within twenty—one days of mailing will be counted.
3. Action for such removal may be initiated by a majority vote of the Board of Directors or by the signed petition of a least 5 percent (5%) of Full Membership of the Association presented to the Board of Directors.

F. *Meetings*

1. The Executive Committee consisting of the President, President—Elect and Past President shall convene on a monthly basis. Executive Committee business may be conducted by any communication medium.

2. The Board of Directors shall meet a minimum of six times per year. The meetings of the Board of Directors shall be open, except when an Executive Session is called by the President. Board business may be conducted by any communication medium.
3. A quorum consisting of a simple majority of the voting Board Members shall be present in order to conduct Association business.

G. Liability Clause

No member of the ArkSHA Board of directors shall be personally liable to this Association or to any member of this Association for breach of any duty owed to the Association or its Members, provided however, that this provision does not relieve a Board Member from liability based upon acts that were not performed in good faith or those which involved a known violation of law, or if the act resulted in receipt by the person of any improper personal benefit.

Section Two: Officers

A. President

1. Designation

The President shall be the chief executive officer of the Association and shall be responsible for all Association activities.

2. Term

The President shall serve for a term of one (1) year following a one-year term as President—Elect and preceding a one (1) year term as Past President.

3. Duties

The duties of the President shall be:

- a. To call and preside at all regular business meetings of the Association, Board of Directors and Executive Committee;
- b. To call emergency meetings of the Association, Board of Directors, and Executive Committee;
- c. To appoint, charge and dissolve ad hoc committees subject to approval of the Board of Directors;
- d. To promote the interests of and formally represent the Association in all matters;
- e. To serve as a member of the Budget Committee;
- f. To serve as interim Chairperson of the Budget Committee during the quarterly financial audit;
- g. To review the newsletter of the Association prior to publication;
- h. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the President including any business requiring action by the Board of Directors;
- i. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities;
- j. To vote only for resolution of a tie, and
- k. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

B. Past President

1. Designation

The Past President shall be the Association officer responsible for the election process of the Association, the presentation of Honors and increasing public awareness of the fields of speech/language pathology and audiology.

2. Term

The Past President shall serve for a term of one (1) year following completion of a one (1) year term as President.

3. Duties

The duties of the Past President shall be:

- a. To serve as a voting member of the Board of Directors and the Executive Committee and attend the meetings;
- b. To serve as Chairperson of the Nominations and Elections Committee;

- c. To serve as Chairperson of the Honors and Awards Committee;
- d. To coordinate the activities of the Marketing/Recruitment Committee;
- e. To serve as a member of the Budget Committee;
- f. To coordinate the review of past goals and assist with the establishment of future goals for the Association;
- g. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the Past President including any business requiring action by the Board of Directors;
- h. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities; To serve as Parliamentarian for all Board of Directors and Association meetings. In the absence of the Past President, an acting parliamentarian shall be appointed by the presiding officer, and
- i. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

C. *President—Elect*

1. Designation

The President—elect shall be the Association officer responsible for recruiting and retaining members in the Association and assisting the President in all Association activities.

2. Term

The President—elect shall be elected annually for a term of one (1) year. Following this term, this officer shall be designated as President.

3. Duties

The duties of the President—elect shall be:

- a. To serve as a voting member of the Board of Directors and the Executive Committee and attend the meetings;
- b. To assume the responsibilities of President in the event of vacancy of the Office of President;
- c. To aid the President in promoting the interests of the Association;
- d. To serve as a member of the Budget Committee;
- e. To serve as Chairperson of the Membership Committee;
- f. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the President—elect including any business requiring action by the Board of Directors;
- g. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities, and
- h. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

D. *Secretary*

1. Designation

The Secretary shall be the Association officer elected to maintain the records of the formal business meetings of the Association and Board of Directors and assume responsibility for the official publication of the Association.

2. Term

The Secretary shall be elected in even numbered years for a term of two (2) years.

3. Duties

The duties of the Secretary shall be:

- a. To serve as a voting member of the Board of Directors and attend the meetings;
- b. To attend the Executive Committee meetings upon request;
- c. To record and file minutes of all meetings of the Association and the Board of Directors
- d. To provide for the distribution of the minutes of the Board of Directors meetings to all members of the Board of Directors no later than three (3) weeks after each meeting;
- e. To provide a summary of all Board of Directors minutes for publication in the

- newsletter of the Association;
- f. To assure the maintenance of a separate record of Board policy decisions;
- g. To assure the maintenance of written reports of all Association committees and officers;
- h. To serve as Chairperson of the Archives and History Committee;
- i. To serve as Chairperson of the Publications Committee;
- j. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the Secretary including any business requiring action by the Board of Directors;
- k. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities, and;
- l. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

E. Treasurer

1. Designation

The Treasurer shall be the Association officer responsible for overseeing the ongoing financial matters of the Association.

2. Term

The Treasurer shall be elected in odd numbered years for a term of two (2) years.

3. Duties

The duties of the Treasurer shall be:

- a. To serve as a voting member of the Board of Directors and attend the meetings;
- b. To attend meetings of the Executive Committee upon request;
- c. To invest, subject to approval of the Board of Directors, all monies which shall belong to the Association from any source;
- d. To monitor and keep an accurate record of all revenues, expenses, and changes in fund balance
- e. To serve as Chairperson of the Budget Committee and Scholarship Committee
- f. To provide necessary budget information to the Board of Directors and a monthly transaction report to the Executive Committee
- g. To submit a written report at meetings of the Board of Directors;
- h. To submit a financial statement to be distributed at the annual business meeting of the Association;
- i. To submit the appropriate tax returns;
- j. To submit the accounts for a yearly external audit, and
- k. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

F. Vice—President for Audiology and Hearing Services

1. Designation

The Vice—President for Audiology and Hearing Services shall be the Association Officer responsible for governmental/regulatory activities and for promoting relationships between the Association and various agencies, institutions and groups whose policies, interests or practices impact members of the Association and individuals with communication disorders involving hearing issues and services.

2. Term

The Vice—President for Audiology and Hearing Services shall be elected in odd numbered years for a term of two (2) years.

3. Duties

The duties of the Audiology and Hearing Services shall be:

- a. To serve as a voting member of the Board of Directors and attend the meetings;
- b. To attend meetings of the Executive Committee upon request;
- c. To serve as Co—Chairperson of the Professional Practices Committee, primarily responsible for hearing services and issues;

- d. To make recommendations to the Board of Directors for liaisons serving on the Professional Practices Committee in the area of hearing services and issues;
- e. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the Vice—President for Audiology and Hearing Services including any business requiring action by the Board of Directors
- f. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities, and
- g. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

G. *Vice—President for Speech—Language Pathology Services*

1. Designation

The Vice-President for Speech—Language Pathology Services shall be the Association officer responsible for promoting relationships between the Association and various agencies, institutions and groups whose policies, interests or practices impact members of the Association and individuals with communication disorders.

2. Term

The Vice—President for Speech—Language Pathology Services shall be elected in even numbered years for a term of two (2) years.

3. Duties

The duties of the Vice—President for Speech—Language Pathology Services shall be:

- a. To serve as a voting member of the Board of Directors and attend the meetings;
- b. To attend the meetings of the Executive Committee upon request of that committee;
- c. To serve as a Co-Chairperson of the Professional Practices Committee; primarily responsible for speech language services and issues;
- d. To make recommendations to the Board of Directors for liaisons serving on the Professional Practices Committee; in the area of speech language pathology services and issues;
- e. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the Vice—President for Speech—Language Pathology including any business requiring action by the Board of Directors;
- f. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities, and
- g. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

H. *Vice—President for Continuing Education*

1. Designation

The Vice—President for Continuing Education shall be the Association officer responsible for coordination of all activities involving the annual convention.

2. Term

The Vice—President for Continuing Education shall serve a term of one (1) year following a one-year term as Vice—President—Elect for Continuing Education.

3. Duties

The duties of the Vice-President for Continuing Education shall be:

- a. To serve as a voting member of the Board of Directors and attend the meetings;
- b. To attend the meetings of the Executive Committee upon request of that committee;
- c. To serve as Chairperson of the Convention Committee;
- d. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the Vice—President for Continuing Education including any business requiring action by the Board of Directors;

- e. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities; and
- f. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

I. Vice—President—Elect for Continuing Education

1. Designation

The Vice—President—Elect for Continuing Education shall be the Association officer responsible for coordination of educational and professional advancement activities sponsored by the Association.

2. Term

The Vice—President—Elect shall be elected annually for a term of one (1) year. Following this term, this officer shall be designated as Vice— President for Continuing Education.

3. Duties

The duties of the Vice-President-Elect for Continuing Education shall be:

- a. To serve as voting member of the Board of Directors and attend its meetings;
- b. To attend meetings of the Executive Committee upon request;
- c. To assume the responsibilities of the Vice—President for Continuing Education in the event of a vacancy of that office;
- d. To aid the Vice—President for Continuing Education in coordinating arrangements for the Convention;
- e. To serve as Chairperson of the Continuing Education Committee and to complete and submit all records necessary to grant/receive continuing education credit;
- f. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the Vice—President—Elect for Continuing Education including any business requiring action by the Board of Directors
- g. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities, and
- h. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

ARTICLE VII: SELECTION OF ASSOCIATION OFFICERS

Section One: Nominations

- A. No less than three (3) months prior to the annual business meeting, the Nominations and Elections Committee shall propose and present to the Board of Directors for approval a slate of at least two (2) nominees for each elective office.
 - 1. Each nominee shall have been provided a copy of the designation of the office for which they are nominated, term, duties and committee description(s) under the jurisdiction of that officer.
 - 2. Each nominee shall have provided the Nominations and Elections Committee a written acceptance of the nomination expressing an awareness of the professional activities to be provided to the Membership through an Association Publication.
 - 3. A written statement from the nominee expressing an awareness of the responsibilities and duties of the office shall be provided to the Nominations and Elections Committee.
- B. The slate of nominees shall be presented to the Membership through an Association publication.

C. Nominations may be made from the floor at the time of the annual Business Meeting. At the time of nomination from the floor, the following documents shall be presented to the Past President.

1. A written statement from the nominee expressing an awareness of the responsibilities and duties of the office and acceptance of the nomination.
2. A vita of the nominee's professional activities.

Section Two: General Elections

- A. Elections shall be by mail ballot of the current full Membership within ten (10) days of the close of the annual Business Meeting.
- B. The requirement for election shall be plurality of the votes cast by members within twenty—one (21) days of the date of mailing of the ballots. In case of delayed ballots, validity of the ballots shall be determined by postmark.
- C. Ballots shall be received and counted by a majority of the Nomination and Elections Committee and one member of the Board of Directors, and results shall be presented to the Board of Directors.
- D. Results of the election shall be verified by the Board of Directors. Election winners shall be notified in writing by the President and the results announced in an Association publication.

Section Three: Special Elections

- A. The Nominations and Election Committee shall prepare a slate of nominees as specified in Article VII, Section One, A.
- B. Elections shall be by mail ballot of the current full membership.
- C. The requirement for election, counting and reporting of ballots shall be as specified in Article VII, Section Two, B, C and D.

Section Four: Term of Office

- A. All elected officers and officers—elect shall begin their term of office on January 1 following their election.
- B. Termination of office shall be on December 31 of the year ending the one or two year term.
- C. Upon incapacity, resignation, or removal of an officer, that office shall be declared vacant by the Board of Directors.

Section Five: Succession or Vacancy

- A. In the event of the incapacity, resignation or removal of the President or Vice-President for Continuing Education, the officer-elect shall immediately succeed to the office to complete the unexpired term, as well as the term for which that person was elected.
- B. In the case of two-year terms of office, a vacancy during the first year of the term shall be filled by elections at the next business meeting. The Board of Directors shall be empowered to appoint, if necessary, an officer pro-tem to discharge the responsibilities of the office until the time of such business meeting. A vacancy occurring during the second year of the term shall be filled by an officer pro-tem appointed by the Board of Directors to discharge the responsibilities of the office until the next general election.
- C. In the event of vacancy of officer-elect, the Board of Directors shall be empowered to appoint an officer pro-tem to discharge the responsibilities of that office until a special election is held.

ARTICLE VIII: ASSOCIATION COMMITTEES

Section One: General Duties of Standing Committees

- A. The regular and continuing business of the Association shall be carried on by a group of standing committees as listed in the following sections.
- B. For committees that do not have a designated member of the Board of Directors serving as Chair, committee chairs shall be appointed by the Board of Directors upon the recommendation of the officer responsible for the committee.
- C. Committee chairs shall submit prospective committee members' names to the Board of Directors for approval at the first yearly Board meeting.
- D. The chairperson of each committee shall prepare a written report to be presented at each Board meeting and shall provide information to the Executive Committee upon request.
- E. Requests for expenditures of Association funds shall be made to the Board member responsible for the committee activities. Reimbursement forms shall be submitted to the Treasurer by the Board member.
- F. Committees shall be comprised of a minimum of two (2) members in addition to the Chair.

Section Two: Standing Committee Reporting to the President

- A. Executive Committee
 1. The Executive Committee shall consist of the President, who shall serve as Chairperson, President-Elect, and Past President.
 2. The Executive Committee shall be responsible for overseeing the general operations of the Association, reviewing monthly reports to Association officers and committees, reviewing monthly financial transactions, and conducting a quarterly financial audit.
 3. The Executive Committee shall convene on a monthly basis. Executive Committee business may be conducted by any communication medium.

Section Three: Standing Committee Reporting to the Past-President

- A. Nominations and Elections Committee
 1. The Nominations and Elections Committee shall consist of the immediate Past President of the Association who shall serve as Chairperson, and a minimum of two (2) additional members.
 2. The Nominations and Elections Committee shall prepare nominations and conduct elections as described in Article VII, Sections One and Two.
- B. Honors and Awards Committee
 1. The Honors and Awards Committee shall consist of the immediate Past President of the Association, who shall serve as Chairperson, and a minimum of two (2) additional members.
 2. The Honors and Awards Committee shall prepare guidelines and recommendations for the honors and awards listed in Article IX. Recommendations of the Honors and Awards Committee are subject to final approval by the Board of Directors.
 3. The Chairperson of the Honors and Awards Committee shall present recipients with an appropriate award at the Association Convention or Annual Business Meeting.
- C. Marketing/Recruitment Committee
 1. The Marketing/Recruitment Committee shall consist of the Past President, a Chairperson appointed by the Board of Directors upon recommendation of the Past President and a minimum of two (2) additional committee members
 2. The Committee shall be responsible for campaigns throughout the year to promote public

awareness of speech, language and hearing including Better Hearing and Speech Month. The committee shall also be responsible for job placement activities and the promotion of speech—language pathology and audiology as careers.

Section Four: Standing Committee Reporting to the President-Elect

A. Membership Committee

1. The Membership Committee shall consist of the President- Elect, who shall serve as Chairperson, two (2) members from the field of Speech-Language Pathology, two (2) members from the field of Audiology, and one (1) Student member.
2. The Committee shall be responsible for recruitment of Full Members, Associate Members and Student Members. The Committee shall be responsible for evaluating applications for affiliation according to the By—Laws of the Association.
3. The Committee shall prepare recommendations for the awarding of life Membership as outlined in Article IV, Section Five.

Section Five: Standing Committees Reporting to the Secretary

A. Archives and History Committee

1. The Archives and History Committee shall consist of the Secretary, who shall serve as Chairperson, and a minimum of two(2) additional members.
2. The Committee shall be responsible for maintenance of the historical records and archives of the Association.

B. Publications Committee

1. The Publications Committee shall consist of the Secretary, who shall serve as Chairperson, and a minimum of two (2) additional members.
2. The Committee shall be responsible for the official publication of the Association which is published a minimum of four (4) times annually. This Committee is also charged with publication annually of a membership and services directory.

Section Six: Standing Committees Reporting to the Treasurer

A. Budget Committee

1. The Budget Committee shall consist of the Executive Committee and the Treasurer, who shall serve as Chairperson.
2. The Committee shall be responsible for the preparation of the annual budget, which is to be approved by the Board of Directors at the first yearly Board meeting. Board approval shall be required for all exceptional expenditures not authorized by the budget.

B. Scholarship Committee

1. The Scholarship Committee shall consist of the Executive Committee and the Treasurer who shall server as Chairperson and two additional members.
2. The Committee shall be responsible for increasing, promoting and monitoring the endowed Scholarship Fund, publicizing, disseminating and evaluating scholarship applications, and recommending specific investment options and scholarship recipients to the Board.
3. The Committee shall be responsible for selection of the scholarship recipient.

Section Seven: Standing Committee Reporting to Vice-President for Audiology and Hearing Services and Speech Language Services

A. Professional Practices Committee

1. The Vice-Presidents for Audiology and Hearing Services and Speech-Language Pathology Services shall serve as Chairpersons of this Committee. Committee members shall include the Legislative Liaison, the Arkansas Board of Examiners in Speech Pathology and Audiology Liaison, Lobbyist, the Arkansas Board of Hearing Aid Dispensers Liaison, and the American Speech-Language-Hearing Association Congressional Action Committee Coordinator. Others

may be appointed when necessary to perform the duties of this Committee.

2. The Professional Practices Committee shall promote communication between the Association and legislative bodies. The Committee is responsible for liaison with legislative groups and licensure boards. The Committee shall actively participate in generating and responding to national, state and local legislation which affects members of our Association and individuals with communication disorders.

Section Eight: Standing Committee Reporting to the Vice-President for Continuing Education

A. Convention Committee

1. The Convention Committee shall consist of the Vice-President for Continuing Education, who shall serve as Chairperson, the Vice-President-Elect for Continuing Education, and a minimum of two (2) additional members.
2. The Committee shall be responsible for preparing the professional program and making local arrangements for the Association Convention.

Section Nine: Standing Committee Reporting to the Vice-President-Elect for Continuing Education

A. Continuing Education Committee

1. The Continuing Education Committee shall consist of the Vice—President— Elect for Continuing Education, who shall serve as Chairperson, the Vice— President for Continuing Education, and a minimum of two (2) additional members.
2. The Committee shall be responsible for recommendations for and coordination of all educational professional advancement activities sponsored by the Association for its members. The Committee shall represent various communication specialties and professional studies.

Section Ten: Ad Hoc Committees

1. An Ad Hoc Committee is a temporary committee appointed by the President with the approval of the Board of Directors for a special purpose or to fulfill a specific duty not provided for by a standing committee.
2. Duties
Specific charges to each Ad Hoc Committee shall be as assigned by the President.
3. Membership
Each Ad Hoc Committee shall consist of a sufficient number of members to complete the assigned task. The Chairperson shall be appointed by the President with the approval of the Board of Directors. Committee member selection will be proposed by the Chairperson, with the approval of the Board.
4. Termination of Committee
An Ad Hoc Committee shall be dissolved under the following conditions:
 - a. Completion of the assigned task; or
 - b. On December 31.
 - c. At the request of the President.
5. Accountability
The President shall assign responsibility for each Ad Hoc Committee to a designated Board member. A written report of each Committee's actions and expenditures shall be submitted to the Board of Directors when the Committee is terminated.

ARTICLE IX: HONORS AND AWARDS

Honors may be awarded to individuals who have made distinguished or outstanding contributions to the field of communication disorders or to the Arkansas Speech-Language-Hearing Association. These awards shall be made upon recommendation of the Honors Committee, with final approval by the Board of Directors. All recipients of Honors and Awards shall be recognized at the Association Convention or Annual Business Meeting. These honors shall be:

1. Honors of the Association

Honors of the Association is the highest honor the Association can give and recognizes distinguished contributions to the field of communication disorders. It shall be limited to members of the Association.

2. Honorary Membership

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

3. Special Awards and Commendations

Special awards and commendations may be presented by action of the Honors Committee and the Board of Directors to an individual who has made outstanding contributions to the field of communication disorders. These shall not be limited to members of the Association nor shall they confer membership privileges upon the recipient.

ARTICLE X: MEETINGS OF THE ASSOCIATION

Section One: Annual Business Meeting

A business meeting shall be held annually at a time and place determined by the Board of Directors at the first meeting of the year.

Section Two: Cancellation of Convention

A. Rescheduling of Convention

In the event of an emergency, the Board of Directors may, by two-thirds vote, cancel and reschedule a Convention.

B. Board Empowerment

Upon Cancellation of a Convention, the board of Directors shall be empowered to transact all urgent business of the Association prior to the rescheduled meeting.

ARTICLE XI: RULES OF ORDER

Section One: Roberts Rules of Order

Current Roberts Rules of order shall govern the conduct of each meeting.

Section Two: Parliamentary

Questions pertaining to parliamentary procedures shall be directed to and resolved by the Parliamentary or acting Parliamentary.

ARTICLE XII: DISSOLUTION

If the Arkansas Speech-Language-Hearing Association is dissolved, any assets remaining after all debts have been fully satisfied shall be donated to the American Speech Language and Hearing Foundation.

ARTICLE XIII: DISCRIMINATION

The Arkansas Speech-Language-Hearing Association shall not discriminate on the basis of race, national origin, religion, age, sex, sexual orientation, or disability. All programs and activities of the Association shall be conducted in furtherance of this policy.

ARTICLE XIV: AMENDMENTS

Section One: Proposal

Amendments may be initiated by the Board of Directors, By-laws Review Committee or by a written proposal signed by 5% of Full Members of the Association and presented to the Board of Directors.

Section Two: Approval

Proposed amendments shall be presented and discussed at the next business meeting of the Association. Voting shall be by mail ballot of the current voting membership. Approval by two-thirds of those members voting within twenty-one (21) days from the mailing of the ballots shall be necessary for adoption.

- BY-LAWS ADOPTED: November 1991.
- BY-LAWS AMENDED: November 1992.
- BY-LAWS AMENDED: November 1995.
- BY-LAWS AMENDED: November 1998.
- BY-LAWS AMENDED: November 1999.
- BY-LAWS AMENDED: January 2000.
- BY-LAWS AMENDED: October 2003.