

## **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 – MISSION AND PURPOSE**

#### **Vision Statement**

To be the professional organization that serves as the bridge between the community and speech and hearing professionals and to enhance the quality of life of those served by the professions.

#### **Mission Statement**

Connecting and communicating with speech-language pathologists, audiologists, future professionals and consumers through education, advocacy, resources, mentoring and networking.

#### **Nondiscrimination Statement**

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

### **ARTICLE THREE - MEMBERSHIP**

#### **I. Classes**

- A. Professional Member
- B. Associate
- C. Student

#### **II. Eligibility**

- A. Professional 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, or a graduate degree and present evidence of active research, interest and performance in the field of human communication.

- B. Associate membership will be limited to:

- 1. Persons during Clinical Fellowship Experience.

- 2. Persons holding a license as a speech-language pathology assistant (SLP-A).

- 3. Persons holding a Degree in allied fields who are actively interested in the field of human communication and sympathetic to the purposes of the Association.

- C Life membership was an active category of membership until 2015. All current life members will be grandfathered in with full membership benefits.
- D Student membership will be limited to undergraduate or graduate students in the field(s) of speech-language pathology or audiology or allied fields.

III. Privileges of Professional Membership

- A. The right to vote
- B. The right to hold a position on the Executive Board
- C. The right to be a chair or co-chair of a committee
- D. The right to represent MSHA as specified by the MSHA Executive Board members

IV. The Professional Membership:

- A. Will nominate and elect its Executive Board;

Will abide by the Code of Ethics and Non-Discrimination Policy of the American Speech-Language-Hearing Association (ASHA), hereinafter to be referred to as the Associations' Code of Ethics.

- B..** Will be entitled to MSHA membership benefits

V. Termination of Membership:

Any Member who violates the Associations' Code of Ethics may be terminated from Membership by a majority vote of the Executive Board. Persons who have been terminated may be reinstated after one year by a majority vote of the Executive Board.

ARTICLE FOUR - MEMBERSHIP MEETINGS

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

Professional members may submit an item for discussion to the Executive Board meetings with 30 days written notice, and upon invitation of the Executive Board may participate in the meeting. Association members in good standing may attend open meetings of the MSHA Executive Board. Members who would like to attend a board meeting must notify the Association Manager at least two weeks before the meeting. The Executive Board reserves the right to designate topics on each agenda as 'closed' topics for board members only.

- A. The board will hold one open meeting annually. Members may attend this meeting and time will be set aside for member questions, issues and comments. The date of this meeting will be posted 60 days in advance of the meeting.
- B. Additional meetings may be called by the Executive Board as needed.
- C. The membership will have at least a thirty-day notice announcing the time and place of an Executive board meeting. The meeting dates will be placed on the MSHA

website calendar for review by members. Any member may request to add an item to the Executive Board agenda. Notice of these special member requests must be received by the Association Manager at least two weeks in advance of a board meeting.

- D. A quorum will consist of two-thirds of the board members. The President is a voting member of the board.

## ARTICLE FIVE - DUES

- I. Membership dues are paid annually.
- II. Nonpayment of dues by the current deadline will be considered a resignation.
- III. 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. Members of the Executive Board must be current MSHA members. When needed, a position on the board may be shared by two individuals. It will include the following elected officers:
  - A. President
  - B. President-Elect
  - C. Adult Services and Pediatric Services Director (may be a shared position)
  - D. Continuing Education Director
  - E. Multicultural Affairs Director
  - F. Public Policy Director (may be a shared position)
  - G. University Relations Director
- 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 Robert's Rules of Order.
- III. Assumption of office will be on January 1 or as otherwise determined by the Executive Board. The Executive Board also reserves the right to appoint appropriate candidates to the Executive Board to fill vacancies as needed. Terms of the office will be determined in the following manner:
  - A. The President will serve for two years. The President must be a current Professional member of MSHA and licensed as a speech-language pathologist or audiologist. The President must be a past or current board member, MSHA committee chair or ASHA representative.
  - B. The President-Elect will serve for a three-year term consisting of President-Elect for the first year and President for two years. The President-Elect must be a current member of MSHA and licensed as a speech-language pathologist or audiologist. The President-Elect must be a past or current board member. MSHA committee chair or ASHA representative. The remaining officers will serve for two years each.

C. MSHA Board members must be current members of MSHA.

IV. Election will be in the following manner:

A. Nominations:

1. The Executive Board will prepare a list of nominees who have consented to serve.
2. The Call for Nominations for the Executive Board will be announced 60 days prior to balloting. All nominated individuals will be presented to the Executive Board for consideration. All individuals who want to run for office must be current MSHA members.

B. Voting: A ballot will be sent electronically or via postal mail to the voting membership 30 days prior to close of election.

1. All positions, whether there have been single or multiple nominees, will appear on the ballots. There will also be a write-in option for all positions on election ballots.
2. Election will be by a majority of votes cast. If a write-in candidate receives the most votes in any category, that candidate will win the election providing they meet all election criteria.

C. Procedures:

1. The President-Elect will be elected every other year; all other Executive Board positions will be nominated or appointed every two years as needed.
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 two years. The resultant vacancy of the President-Elect will be filled during the term of the President.

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 membership will then adhere to the rule of election procedures.

C. In the event that the President and President-Elect are unable to fulfill the obligations of their office, the most senior member of the board will schedule a meeting for the board to appoint or vote for an interim President, who will then assume charge of the meeting. The interim President will serve until the next board member election.

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;
- C. Have a quorum, which is two-thirds of current board members. Lack of attendance at most board meetings may result in removal from the Executive Board.
- 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;
- E. Issue the call for all meetings of the Association;
- F. Approve an annual budget for the management of the affairs of the association;
- G. Submit the annual budget to the membership and make that budget available to the membership upon request;
- H. Instruct the Association Manager to submit the financial records of the Association every month to an outside accounting firm;
- I. Approve the dues for its Members and Associates;
- J. Review financial documents. Tax documents and other official tax correspondence will be signed by the President or the President's designee.
- K. Select speakers and locations and approve other details of all continuing education events (CEU). The board will also approve cooperative events.
- L. MSHA sponsored events (non CEU events) – Responsible board members will submit plans or outlines in writing to the entire Executive Board prior for final confirmation and advertising of non CEU events. All board members should respond with input within the designated time frame.

ARTICLE SEVEN - ELECTED OFFICIALS

I. The President will:

- A. Preside over all meetings of the membership and Executive Board.
- B. Be a voting member of the Executive Board.

II. The President-Elect will:

- A. Perform the duties of the President in the event of his or her absence or at the request of the President;

- B. Assume the Presidency at such time as that office may become vacant;
- 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.

III. The Directors will:

- A. Serve as ex-officio 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 Professional Members.
- II. Amendments passed by majority vote of the Executive Board, will be presented to the membership.

#### 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.