



District of Columbia Speech-Language-Hearing Association

CONSTITUTION

Accepted by Members September 25, 1969; Including Amendments July 1, 1975, August 15, 1980, November 5, 1998, February 28, 2003, February 29, 2008, and July 17, 2014.

Article 1 – NAME

The name of this organization shall be the District of Columbia Speech-Language-Hearing Association (hereinafter also referred to as DCSHA).

Article 2 – OBJECTIVES

The objectives of this organization shall be:

1. To encourage basic scientific study of the processes of individual human speech, language and hearing, promote investigation of speech, language and hearing disorders, foster improvement of therapeutic procedures with such disorders; to stimulate exchange on information among persons thus engages; and to disseminate such information;
2. To provide an expert and informed voice on audiology and speech and language pathology in the District of Columbia metropolitan area;
3. To function as the local recognized professional association of the American Speech-Language-Hearing Association.
4. 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; and
5. To advocate the rights and interests of persons with communication disorders.
6. The above objectives will be carried out exclusively for charitable, education, and scientific purposes as defined under section 501(c)(3) of the Internal Revenue Code.

Article 3 – MEMBERSHIP

Section 1: The membership of this organization shall consist of two categories: Members and Associates. The Members shall comprise the voting body. The right to hold elected or appointed office shall be limited to Members.

Section 2: Members must hold: (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 communications; or (3) a Certificate of Clinical Competence in speech-language pathology or audiology.

Section 3: Associates shall be students who are actively pursuing a Master's degree and all other interested persons, engaged in this and other allied professional fields.

Section 4: Members shall adhere to the Code of Ethics of the American Speech-Language-Hearing Association. The District of Columbia Speech-Language-Hearing Association's Code of Ethics is the American Speech-Language-Hearing Association's Code of Ethics.

Section 5: No income of the association shall inure to the benefit of any member or individual.

Article 4 – OFFICERS AND EXECUTIVE COUNCIL

Section 1: The Officers of this organization shall be a President, President-Elect, Corresponding Secretary, Recording Secretary, and Treasurer (2) positions (accounts payable and receivable).

Section 2: Officers shall be elected by the membership for one year, with the exception of President-Elect who shall become President. They shall begin their duties on the first day of September.

Section 3: The Executive Council shall consist of the elected officers, the immediate past president, and chairs of standing committees. Each member of the Executive Council has a vote.

Section 4: Members of the Executive Council shall be current Members of this Association and of the American Speech-Language-Hearing Association.

Section 5: A vacancy in the Office of the President shall be filled through succession by the President-Elect. Any other vacancy shall be filled through appointment of the Executive Council. If the President-Elect cannot assume the Presidency, the Executive Council shall recommend a nominee to be voted on by mail ballot within two months of the date of the vacancy. In the interim, the Executive Council shall temporarily assume the duties of the presidency.

Article 5 – MEETINGS

Meetings of the Executive Council shall be called by the President. The Executive Council shall meet at least 4 times a year. Meetings may be in person, telephonic or electronic. Members may attend any meetings of the Executive Council. General meetings of the membership shall be held at least once a year. Additional meetings of the membership shall be held on call by the President or on written request to a member of the Executive Council by ten percent of the Members.

Article 6 – DISCRIMINATION

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

Article 7 – AMENDMENTS

The Constitution may be amended by initiation of the Executive Council or in a written proposal to the President by ten percent of the Members. They may be amended by a three-fourths majority of the Members present and voting at a general meeting, provided that the Members are notified in writing of the proposed amendment at least two weeks prior to the meeting.

Article 8 – DISSOLUTION

In the event that this organization shall cease to exist, all remaining assets after satisfying any outstanding obligations and debts of the organization shall be distributed to organizations exempt from tax under 501(c)(3) of the Internal Revenue Code.



District of Columbia Speech-Language-Hearing Association

BY-LAWS

District of Columbia Speech-Language-Hearing Association
Revised November 5 1998, February 24, 2006, and July 17, 2014.

Article 1- MEMBERSHIP

Section 1: No Member delinquent in dues by more than 120 days shall be considered a current Member in good standing.

Section 2: Any Member or Associate who violates the By-Laws or Code of Ethics of the Association shall be suspended upon recommendation of the Committee on Professional Affairs and a three-fourths vote of the Executive Council. Persons who have been suspended may, upon application, be re-instated after one year upon recommendation of the Committee on Professional Affairs and a two-thirds vote of the Executive Council.

Section 3: An applicant not accepted for membership, or a suspended Member, has the right of appeal to the Committee on Professional Affairs.

Article 2 - EXECUTIVE COUNCIL

Section 1: In the Executive Council shall be vested the authority and responsibility for general direction and management of all matters demanding action between meetings of the Association. It shall submit a report to the membership of all actions taken.

Section 2: Meetings of the Executive Council shall be at the call of the President or by joint written request to the President by three Members of the Executive Council. A majority of the voting members of the Executive Council shall constitute a quorum for the purpose of transacting business.

Section 3: The Executive Council must meet at least 4 times a year. Members may attend any meetings of the Executive Council.

Section 4: The Executive Council may establish and dissolve standing committees, ad hoc committees, working groups, and other entities necessary to conduct the Association's business and designate and change their charges and determine their size, member qualifications, and terms.

Section 5: Members of the Executive Council shall be informed of their meetings at least 48 hours in advance.

Article 3 - MEMBERSHIP MEETINGS

General meetings of the membership shall be held at least once a year. Ten percent of the Members in good standing shall constitute a quorum for transacting business provided the membership has been notified in writing at least two weeks in advance of the meeting and that the meeting is held in the District of Columbia.

Article 4 - DUES

Annual dues shall be determined by the Executive Council and altered according to financial justification. The membership year shall extend from January 1 to December 31 of the calendar year. The Executive Council shall have the authority to alter the dates of the membership year to coincide with the calendar year for students. Delinquent Members and Associates shall be restored to good standing immediately upon payment of dues.

Article 5 - OFFICERS

Section 1: The President shall be the chief executive officer of the Association. It shall be her/his duty to preside at all meetings of the Association and of the Executive Council; to assume responsibility for the proper functioning of the Standing Committees (except for the Committee on Professional Development), to call meetings of the Association, Executive Council, or any of its committees; to appoint, with the approval of the Executive Council, all chairs of the committees; and to promote the interests of the Association in all ways.

Section 2: The President-Elect shall assume responsibility for the Committee on Professional Development. The President-Elect shall assume the duty of the President in the event of the latter's absence or incapacity. The President-Elect shall automatically become President in the year following her/his election.

Section 3: The Recording Secretary shall record and distribute the minutes of all official meetings of the Association and the Executive Council. The Secretary shall also compile and distribute an action agenda following each Executive Council meeting and maintain a current roster of Executive Council members.

Section 4: The Corresponding Secretary shall respond to all Association correspondence; file all committee correspondence received and maintain copies of replies sent. The Secretary shall keep a record of any of the Association's publications (e.g. leaflets, newsletters, notices [paper and/or digital]) and report the activities of the Association and future programmes to members, the press and the public. The Secretary shall prepare a report of the Association's activities for the year, for the Annual General Meeting. The Corresponding Secretary shall oversee the preparation of ballot information specifying the office and candidates for upcoming elections.

Section 5: The Past President shall coordinate the preparation of nominations for all officers and submit these nominations to the Executive Council. The Past President shall also coordinate the nominations of individuals to be recognized for their contributions to DCSHA and/or ASHA and submit these nominations to the Executive Council.

Section 6: The Treasurer (2) positions (accounts payable and receivable) shall collect dues and keep financial records of the Association. Association funds shall be disbursed by the Treasurer upon authorization by the Executive Council. The Treasurer shall report the condition of the treasury at each meeting of the Association. The financial records shall be audited and published annually. These records shall be available to any Member of the Association at any reasonable time.

Section 7: Any elected officer may be removed from office only when all the following conditions have been met:

- a) A petition for removal, with charges clearly stated, must be signed by at least ten Members.

- b) A Meeting of Inquiry shall be held to discuss the removal of the Officer.
- c) Two weeks before the Meeting of Inquiry, written notification of this meeting, including the charges, shall be sent to the membership.
- d) The accused Officer shall be given the opportunity, within the same mailing and at no cost to her/himself, to present a written rebuttal of the charges.
- e) Three-fourths of the Members at the Meeting of Inquiry must recommend removal.
- f) Voting for removal shall be by mail ballot within 15 days of the Meeting of Inquiry. Two thirds of the ballots returned by mail within 21 days must indicate a vote for removal.

Should the Meeting of Inquiry decide there is no due cause for removal of said Officer, a written statement indicating the charges are dropped will be sent to the Members.

Article 6 - COMMITTEES

Section 1: The regular, continuing business of the Association shall be carried on by a group of Standing Committees whose chairs are appointed by the President with the approval of the Executive Council. The President may appoint temporary committees to carry out specific duties not provided for in the Standing Committees. The Program Committee is directly responsible to the President-Elect. All other Standing Committees are directly responsible to the President.

Section 2: Designation and Specific Duties of the Committees. The Standing Committees shall be:

- a) The Committee on Membership shall process applications of Members and Associates, and exercise general supervision over matters relating to membership. The Committee shall be empowered to qualify applicants at any time, subject to requirements stated elsewhere in the Constitution of the Association and these By-Laws.
- b) The Committee on Professional Development shall plan the programs (i.e., conferences, discussion groups, short courses, etc.) for the Association.
- c) The Committee on Professional Affairs shall incorporate the legislative and government activities and inter-professional activities.
- d) The Committee on Communications shall be responsible for preparation and publication of the newsletter, including four regular newsletters each year. Shall be responsible for publicizing all DCSHA events through social media (i.e., manage blog, Twitter, Pinterest, and Facebook pages), flyer, and the website. Communicate DCSHA event information and other pertinent notices to the membership. Shall also be responsible for taking photos at all events.
- e) The Committee on Nominations and Elections shall consist of five voting members who have been members of the association for a minimum of two years. Members shall be appointed by the Executive Council. The Committee on Nominations and Elections shall develop a slate of candidates for election.

Article 7 - ELECTIONS

Section 1: The Nominations and Elections Committee shall strive to nominate two Members for each office for which an election is to be held. The slate shall be announced to the Members at least thirty (30) days prior to the Annual Meeting or any special meeting held for the purpose of election of officers.

Section 2: No person shall be presented as a candidate unless the nominee has consented to serve if elected. The recommended slate of officers, including brief bios prepared by the candidates and the Past President (Chair of the Nominations and Elections Committee), shall be presented to the Members at a general membership meeting.

Section 3: The Committee on Nominations and Elections shall present a list of nominees, and additional nominations shall be permitted from the floor with written consent of the nominee (s). In the event that a candidate is not opposed for an office and if no other nominations are offered from the floor, the slate is voted on and may be elected by a majority of a quorum of members in a voice vote.

Section 4: The annual election shall follow the annual meeting or a special meeting held for the purpose of an election. Elections shall take place annually each Spring.

Section 5: Elections shall be held by ballot. Ballot refers to names of offices and candidates sent to the membership by mail, electronic mail or any other means of electronic transmission approved by the Executive Council.

Section 6: The Chair of the Nominations and Elections Committee shall oversee the preparation of ballot information specifying the office and candidates.

Section 7: The Committee on Nominations and Elections shall be responsible for counting the ballots.

Section 8: Election shall be by majority vote of ballots returned within twenty-one (21) days after the date of distribution. Within fourteen (14) days after the deadline for return, the votes will be tallied and the results submitted to the President. The candidate(s) receiving the highest number of votes shall be declared elected.

Section 9: In the event of a tie vote, a new set of ballots shall be distributed. The ballot shall contain the names of the two candidates receiving the most votes, and a second vote shall be taken. The time period for return is the same as in Section 7.

Section 10: Election results shall be announced in the succeeding newsletter and other communication media deemed appropriate by the Communications Committee.

Article 8 - FINANCES

Section 1: A Committee of at least two Members not presently holding elected office or an independent auditor shall be identified by the President to review the Association's financial accounts annually.

Section 2: The audited financial report shall be published annually in the Newsletter.

Section 3: All expenditures shall be supported by vouchers.

Article 9 - AMENDMENTS

Proposed amendments to these by-laws may be voted on by mail or electronic ballot. Adoption shall require a favorable vote by Members returning ballots within twenty-one (21) days of the date the ballots are sent.

Article 10 - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws or the special rules of order of the Association.

Article 11 - HONORS

Section 1: Honors will include the following:

- a) Honors of the Association — Bonnie Bunting Distinguished Service Award. This award requires approval of three-fourths of the members of the Executive Council. The award is in recognition of outstanding contributions to the speech and hearing professions or the Association. This is the highest award the Association can bestow.
- b) Certificates of Appreciation – This award may be conferred by the President. This award recognizes superior service to the Association.

Section 2: The Past President is responsible for coordinating the identification of qualified nominees for awards granted by other organizations (e.g. ASHF DiCarlo Award). Such nominations will be accepted from any member of the Association but require three-fourths approval of the Executive Council.

Constitution and By-Laws Revision Committee:

Nereida Hillyer, Ph.D., President

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