



## **NEW HAMPSHIRE SPEECH-LANGUAGE-HEARING ASSOCIATION CONSTITUTION**

### **Article I. NAME**

The name of this organization shall be the New Hampshire Speech-Language-Hearing Association, Inc., hereinafter referred to as the Association or NHSLHA.

### **Article II. MISSION**

NHSLHA will support members through advocacy and education to improve the quality of and access to speech-language pathology and audiology services for all individuals.

### **Article III. PURPOSE**

The purposes of this organization shall be:

- a) to elevate the roles of audiologist, speech-language pathologist, hearing specialist, speech-language pathology assistant, and other professionals who provide clinical services to people with communication disorders;
- b) to provide continuing education and networking opportunities for professional growth and development;
- c) to promote the highest standards of preparation and practice in speech-language pathology, audiology, and their related fields;
- d) to facilitate the exchange of information and collaboration among persons and organizations committed to the welfare of people with speech, language, swallowing and/or hearing impairments;
- e) to encourage and promote research in speech and hearing science, prevention, and evaluation and treatment of individuals with communication and swallowing disorders;

- f) to advocate for the rights of people with communication and swallowing disorders, including timely access to services to help them communicate and function effectively;
- g) to increase public awareness and positively influence public opinion concerning the professions and the individuals we serve;
- h) to support the prevention of communication and hearing disorders.

## **Article IV. ETHICS**

The professional conduct of the members of the Association shall be governed by the American Speech-Language-Hearing Association's Code of Ethics and Code of Conduct, found at <https://www.asha.org/Code-of-Ethics/>; and the standards set by the New Hampshire Speech-Language Pathology and Hearing Care Providers Governing Board. The Association shall also follow the nondiscrimination language set forth by ASHA's Code of Ethics and Bylaws.

## **Article V. MEMBERSHIP**

### **SECTION 1. MEMBERSHIP CLASSIFICATIONS**

#### **A. FULL MEMBER**

**Qualifications:** Full members shall hold a minimum of a graduate degree with major emphasis in speech-language pathology, audiology, or speech, language or hearing science, or a graduate degree and evidence of active research, interest and performance in the field of human communication sciences and disorders.

**Privileges:** Full membership gives the right to cast ballots in Association elections; to cast ballots for by-law changes; to hold office, to serve on or chair committees; to receive Association publications and other benefits of membership as determined by the Board; and to participate in Association functions at Full membership rates.

#### **B. ASSOCIATE MEMBER**

**Qualifications:** Associate membership is open to persons who hold an Associate's degree or higher in speech-language pathology, communication sciences and disorders, or communication disorders, but have not met all of the qualifications for full membership.

**Privileges:** Associate membership gives the right to cast ballots in Association elections; to cast ballots for by-law changes; to hold office, to serve on or chair committees; to receive Association publications and other benefits of membership as determined by the Board; and to participate in Association functions at Associate membership rates.

#### **C. STUDENT MEMBER**

**Qualifications:** Full-time or part-time undergraduate and graduate students in speech-language pathology or audiology, including assistant programs, shall be eligible for student status. Eligibility shall be validated by their program's Department Chair.

**Privileges:** Student membership gives the right to receive Association publications and other benefits of membership as determined by the Board, serve on Association committees as non-voting, advisory members and to participate in Association functions at Student membership rates.

#### **D. LIFE MEMBER**

**Qualifications:** Any Full Member may apply to the Association for life membership, or be nominated by a member of the Executive Board, and be granted this recognition if all of the following conditions are met:

1. Attainment of age 60
2. Retirement from all employment
3. Membership in NHSLHA for eight (8) consecutive years with documentation provided.
4. Provision of a minimum of 10 years professional service in the areas of speech-language pathology or audiology with documentation provided.

**Privileges:** A Life Member shall continue to enjoy all rights and privileges of Full membership but shall be excused from payment of annual dues.

#### **E. COURTESY MEMBER**

**Qualifications:** Individuals who hold membership in another state-wide professional association with a similar mission to that of the New Hampshire Speech-Language-Hearing Association, including, but not limited to, an audiology association, a brain injury association, physical therapy or occupational therapy association may apply for courtesy membership upon providing appropriate documentation.

**Privileges:** Courtesy membership gives the right to receive Association Publications and to participate in Association functions at membership rates.

**Limitations:** Courtesy Members do not have the right to cast ballots in Association elections; to cast ballots for by-law changes or to hold office.

### **SECTION 2. TERMINATION OF MEMBERSHIP**

1. Membership may be suspended or terminated due to violation of the NHSLHA By-Laws, after review and majority vote of the NHSLHA Executive Board.
2. Membership may be suspended or terminated for nonpayment of dues, provided that dues are delinquent for at least 60 days and notice of the proposed action has been emailed to the delinquent member at the address shown on the records of the Association.

### **SECTION 3. REINSTATEMENT OF MEMBERSHIP**

1. Any member whose membership has been terminated for violating the NHSLHA By-Laws may be reinstated by majority vote of the NHSLHA Executive Board following a request for reinstatement and review of the issue.
2. Any member whose membership has been terminated for non-payment of dues may be reinstated by payment of the current year's dues, and demonstration of membership credentials required under Article V, Section 1.

## **Article VI. EXECUTIVE BOARD**

### **SECTION 1. COMPOSITION**

The Executive Board shall consist of no greater than twenty-one (21) voting positions and one non-voting position as follows:

- A. President
- B. President-Elect
- C. Immediate Past President

- D. Treasurer
- E. Secretary
- F. Vice President of Membership - Publications
- G. Vice President of Membership - Outreach
- H. Vice President of Public Relations – Website
- I. Vice President of Public Relations - Social Media
- J. Vice President of Governmental Affairs
- K. Vice President of Professional Development
- L. Board Member At-Large (up to 2)
- M. Advisors
  - a. Speech-Language Pathology Advisor – Schools
  - b. Speech-Language Pathology Advisor – Medical
  - c. Speech-Language Pathology Advisor - Private Practice/Early Intervention
  - d. Audiology Advisor
  - e. University Advisor
  - f. Speech-Language Assistant Advisor
  - g. Student Advisor(s) (up to 2)
- N. Administrative Assistant (non-voting)

## **SECTION 2. GENERAL DUTIES**

The Executive Board shall:

1. Formulate and submit policies for the approval of the Association.
2. Authorize recurring expenses.
3. Authorize non-recurring expenditures of funds in excess of two hundred and fifty dollars (\$250.00).
4. Review the Constitution and By-Laws of NHSLHA at a minimum every two years, make any necessary corrections and/or additions, and distribute to the full membership for a vote.
5. Be empowered to act for the welfare of the Association when a special meeting is impractical, with the understanding that a special meeting will be conducted within 30 days; whereby, such acts and commitments shall be presented and discussed with the Members present. At that time, the Full and Associate Members may vote to retroactively revoke these actions by a two-thirds majority.
6. Develop and implement a long-range plan for the Association, and review at a minimum every two years accomplishments and obstacles thereto.

## **SECTION 3. DUTIES OF OFFICERS and ADVISORS**

All Officers and Advisors shall:

- Attend Executive Board meetings, Annual Conference, and Annual Retreat.
- Recruit new members and encourage retention of current members.
- Nominate potential Executive Board Members, including nominations to fill unexpired terms of other officers.
- Forward newsworthy articles, announcements, and resources to the VP of Membership - Publications for distribution to the membership.
- Assist with legislative affairs, e.g. by reviewing Legislative Tracking reports, participating in Take Action efforts, or contributing testimony as requested by the Vice President of Governmental Affairs.
- Recruit speakers and/or vendors for continuing education programs based on the needs of the membership.
- Assist in the development and coordination of National Speech-Language-Hearing Month activities.
- Promote the interests of the Association and its purposes.

In addition,

A. The President shall:

1. Serve as the Chief Executive Officer of the Association.
2. Coordinate the functions of the Executive Board in conjunction with the Immediate Past President and the President-Elect.
3. Collect, receive, manage and disburse funds as mandated by the Executive Board and the Association By-Laws in the absence of the Treasurer.
4. Authorize the expenditure of funds of two hundred fifty dollars (\$250.00) or less by NHSLHA's Administrative Assistant or any NHSLHA Executive Board Member.
5. Maintain signatory authority on Association bank accounts.
6. Define the duties of other officers and committees when not stated in the Constitution or By-Laws.
7. Represent the Association in an official capacity on state and national levels (e.g. to testify on legislative issues, attend state policy workshops, serve on joint committees with other state agencies).
8. Automatically become Immediate Past President at the end of their term as President.

B. The President-Elect shall:

1. Coordinate the functions of the Executive Board in conjunction with the President.
2. Assist the President in fulfilling the duties of the office.
3. Serve as President in the absence of the President and the Immediate Past President.
4. The President-Elect will automatically become President at the end of their term.

C. The Immediate Past President shall:

1. Coordinate the functions of the Executive Board in conjunction with the President.
2. Assist the President in fulfilling the duties of the office.
3. Serve as President in the absence of the President.
4. Advise the Board of past precedent and management procedures.

D. The Treasurer shall:

1. Maintain all financial records of the Association for the duration of the term.
2. Maintain signatory authority on Association bank accounts.
3. Provide a financial statement at each Executive Board meeting.
4. Present an Annual Treasurer's Report to the members of the Association.
5. Assure that the Association's financial obligations are paid in a timely manner.
6. Collect, receive, manage and disburse funds as mandated by the Executive Board and the Association By-Laws.
7. Provide all necessary financial information and documents to the Association's accountant for the preparation of all federal and state tax reports 30 days prior to submission deadlines, or file federal and state tax returns in a timely manner.
8. Develop a prospective budget for the upcoming fiscal year in conjunction with the Executive Board.
9. Provide all financial records of the Association as well as necessary orientation and instruction in current bookkeeping systems to the incoming Treasurer at the conclusion of the term.

E. The Secretary shall:

1. Record accurate minutes of all Executive Board and Association business meetings.
2. Distribute meeting minutes to Executive Board members in a timely manner following each Executive Board and Association business meeting.
3. Post approved Executive Board and Association meeting minutes on the Association's website.

4. Distribute and tabulate the ballots for all elections, resolutions, Constitutional amendments and By-Law revisions.
5. Coordinate Association correspondence at the direction of the Executive Board, in conjunction with the Administrative Assistant.
6. Provide all Association meeting records as well as necessary orientation and instruction in current record keeping systems to the incoming Secretary at the conclusion of the term.

F. The Vice President of Membership - Publications shall:

1. Gather relevant content and create and distribute a bimonthly newsletter for members.
2. Send out renewal notices to current Members and maintain the membership list in coordination with Administrative Assistant.
3. Explore and develop additional membership benefits.
4. Propose Members Only content for the website.
5. Develop programs to support member retention.
6. Provide necessary orientation to the incoming Vice President of Membership-Publications regarding development of the newsletter, maintenance of the membership list, and related programs at the conclusion of the term.

G. The Vice President of Membership - Outreach shall:

1. Plan virtual meetups for discussion focused on workplace setting or topic areas solicited from members in an annual survey; maintain a list of topics for future virtual meetups.
2. Organize a minimum of two (2) virtual meetups per year; assign board members to coordinate and host virtual meetups.
3. Coordinate advertising of virtual meetups with Vice Presidents of Membership-Publications, Public Relations-Social Media, and Public Relations-Webmaster.
4. Annually solicit from the Executive Board and general membership the names of individuals who have made distinguished or outstanding contributions to the professions in the State of New Hampshire; nominate individuals as appropriate for Honors and Awards of the Association or for ASHA awards.
5. Provide necessary orientation to the incoming Vice President of Membership-Outreach regarding virtual meetups, Honors and Awards, and related programs at the conclusion of the term.

H. The Vice President of Public Relations – Website shall:

1. Serve as chair of the Website committee.
2. Be responsible for understanding the workings of all areas of the NHSLHA website.
3. Create and update pages and sections of the website as needed, in coordination with relevant members of the Executive Board.
4. Instruct other Board Members as needed in how to update or add information to relevant areas of the website.
5. Provide necessary orientation and instruction to the incoming Vice President of Public Relations-Website regarding the workings of the NHSLHA website at the conclusion of the term.

I. The Vice President of Public Relations – Social Media shall:

1. Monitor NHSLHA's social media accounts and distribute incoming messages to the appropriate Board member.
2. Maintain a consistent presence across NHSLHA's social media platforms (e.g. Instagram, Facebook, LinkedIn) by posting and cross posting relevant content.
3. Build event registration pages for NHSLHA conferences and webinars; monitor event pages and distribute incoming messages to the appropriate Board member.

4. Provide necessary orientation to the incoming Vice President of Public Relations-Social Media regarding social media accounts, event registration pages, and related duties at the conclusion of the term.

J. The Vice President of Governmental Affairs shall:

1. Serve as the Chair of the Legislative Committee.
2. Review all communications from NHSLHA's lobbyist and provide a summary at each Executive Board meeting.
3. Serve as the liaison to the New Hampshire Legislature.
4. Serve as the liaison to the New Hampshire Office of Professional Licensure and Certification (OPLC).
5. Inform the membership of relevant legislative matters by providing content to Vice Presidents of Membership-Publications, Public Relations-Social Media, and Public Relations-Webmaster.
6. Represent the Association in an official capacity on state and national levels (e.g. testify on legislative issues, attend state policy workshops, serve on committees with other state agencies).
7. Provide necessary orientation to the incoming Vice President of Governmental Affairs regarding current legislative issues, contacts, and resources at the conclusion of the term.

K. The Vice President of Professional Development shall:

1. Serve as Chair of the Professional Development (a.k.a. Conference) Committee.
2. Oversee the development of educational programs for NHSLHA-sponsored conferences and webinars, based on member input and needs.
3. Coordinate activities pertaining to NHSLHA-sponsored conferences and webinars, including speaker, vendor, and venue/platform selection and contracting.
4. Assign conference planning responsibilities to Professional Development Committee and Executive Board members.
5. Provide necessary documentation to the ASHA CEU Coordinator for ASHA approval of NHSLHA-sponsored educational events.
6. The Vice President of Professional Development may also serve as ASHA CEU Coordinator, or may contract with an outside ASHA CEU Coordinator.
7. Provide necessary orientation to the incoming Vice President of Professional Development regarding conference planning, contracting, and resources at the conclusion of the term.

L. The Executive Board Member(s) At-Large shall:

1. Attend Executive Board Meetings and provide input as a full voting member.
2. Participate on committees as needed or assigned.
3. After a one-year term, the Board Member At-Large may be nominated to any unfilled Executive Board position.

M. Advisors

1. Three (3) Speech-Language Pathology Advisors shall represent the interests of Speech-Language Pathologists in the following broad setting categories:
  - a. Educational, representing public and private schools including preschools;
  - b. Medical, representing hospital, public clinic, and skilled nursing facilities, including agencies that serve adults with disabilities;
  - c. Private Practice/Early Intervention, representing private practice settings and private and state agencies serving the birth to three population.
2. The Audiology Advisor shall serve as liaison for audiology affairs, represent the interests of audiologists and shall serve as liaison between NHSLHA and audiology associations.

3. The University Advisor shall serve as liaison between NHSLHA and academic institutions in matters pertaining to professional education and student membership concerns, sit on all committees convened to support students, recruit students to serve as Student Advisors, and recruit student membership in NHSLHA.
4. The Speech-Language Assistant Advisor shall represent the interests of speech-language assistants.
5. Up to two (2) Student Advisor(s) shall serve as liaisons between NHSLHA and their academic institutions in matters pertaining to professional education and student membership concerns. Every effort will be made to recruit Student Advisors from each qualifying school located in New Hampshire. Student Advisors shall serve on committees of interest during their term and assist with Professional Development programs.
6. Advisors shall provide any necessary orientation to the incoming Advisor at the conclusion of the term.

L. Administrative Assistant (non-voting)

The Administrative Assistant employed by NHSLHA shall:

1. Monitor the [nhslha@gmail.com](mailto:nhslha@gmail.com) email account, phone voicemail, and post office box, and reply to messages or forward to Executive Board member(s) as appropriate.
2. Maintain files on the NHSLHA Google Drive or other electronic file systems.
3. Develop forms, surveys, and certificates as needed for conferences and webinars; collect and summarize survey or attendance information as needed or requested by the Board.
4. Be authorized to collect funds and deliver such funds to the Treasurer for deposit.
5. Be authorized to disburse funds in amounts of two hundred fifty dollars (\$250.00) or less without Board approval.
6. Maintain signatory authority on Association bank accounts.
7. Obtain biographical information for candidates for Board positions or awards from individual candidates or from Executive Board members, and distribute to the full Executive Board prior to nominations or elections.
8. Provide new Executive Board members with copies of the NHSLHA Constitution and the Responsibilities for their positions.
9. Provide necessary orientation to the incoming Administrative Assistant at the conclusion of employment.
10. Other duties as specified in the Independent Contractor Agreement for Administrative Assistant.

## **SECTION 2. ELIGIBILITY OF OFFICERS**

All persons nominated for office must be NHSLHA members in good standing at the time of nomination. Executive Board members may hold more than one voting position if so nominated and elected by a majority of officers present; any Executive Board member holding more than one office shall cast a single vote regardless of number of positions held. Executive Board members may not hold both a voting and a non-voting position on the Board. The Executive Board may request the assistance of consultants at any time for any purpose following a majority vote of Executive Board members present.

## **Article VII. AMENDING THE CONSTITUTION**

The Constitution of the Association may be amended by a two-thirds vote of the responding Membership provided that two weeks' notice has been given of the proposed amendment(s) via electronic mail or newsletter.

# **NEW HAMPSHIRE SPEECH-LANGUAGE-HEARING ASSOCIATION BY-LAWS**

## **Article I. GOVERNANCE OF THE ASSOCIATION**

### **SECTION 1.**

The control and management of the affairs of the Association shall be vested in the members of this Association acting as officers. These members may hold a meeting immediately prior to the regular annual meeting of the Association or at such other time as may be required.

### **SECTION 2.**

Any decision of the Executive Board may be repealed by a majority vote of the eligible voting members in attendance at any duly called meeting of the Association.

## **Article II. PARLIAMENTARY AUTHORITY**

### **SECTION 1. RULES OF ORDER**

The latest edition of Robert's Rules of Order shall be the Association's final authority on all questions or procedures of parliamentary law not covered by the Constitution or By-Laws.

### **SECTION 2. QUORUM**

1. At the Association's annual meeting, a quorum shall consist of one-fourth of the voting Members of the Association, including at least two elected officers.
2. At Executive Board meetings, a quorum shall consist of one-third of the currently serving Board members.

## **Article III. MEETINGS**

### **SECTION 1. SCHEDULE**

1. There shall be a minimum of one Annual Business meeting of the entire membership.
2. The Annual Business meeting shall be conducted during a NHSLHA-sponsored professional development conference.
3. The Treasurer will present the Annual Treasurer's Report during the Annual Business meeting.
4. Committee Chairs will present an updated account of their committee's activities during the Annual Business meeting.
5. There shall be a minimum of six (6) Executive Board meetings annually at locations chosen by the respective Meeting Chair.
6. One Executive Board meeting per year shall be designated the Annual Retreat, during which long-range issues are addressed and Executive Board meeting dates and Chairs are selected for the following year.
7. An additional special meeting may be called at any time by any member of the Executive Board, with approval of the full Executive Board.

### **SECTION 2. ORDER OF BUSINESS**

1. The order of business at meetings shall be:

- Call to Order
  - Reading and Approval of the Minutes
  - Reports of Officers
  - Reports of Standing Committees
  - Reports of Ad Hoc Committees
  - Old Business
  - New Business
  - Adjournment
2. This order of business may be suspended or changed at any meeting by a majority vote, a quorum being present.

## **Article IV. VOTING PROCEDURES**

### **SECTION 1. GENERAL ELECTIONS**

1. All elections for resolutions, Constitutional amendments, and By-Law revisions will be conducted by electronic mail to guarantee that all Full and Associate Members of the Association have the opportunity to participate.
2. All ballots and supporting information required for Members to vote will be sent a minimum of two (2) weeks prior to the return deadline.
3. Completed ballots returned to the Secretary or Administrative Assistant by the specified deadline will be included in the tabulation.
4. Election results will be formally posted on the NHSLHA website.
5. Elections for officers shall take place at Executive Board meetings immediately following the nomination of the candidates.

### **SECTION 2. SPECIAL ELECTIONS**

1. Members will be notified by electronic mail of special meetings at which a vote will be taken committing the Association to any proposal or action.
2. A quorum must be present to conduct a special election.
3. Following discussion, a vote will be taken and tabulated by the Secretary. Results will be announced immediately and then reported on the Association website.

## **Article V. ANNUAL YEAR**

1. The annual fiscal year for the Association shall commence on July 1.
2. The terms of elected officials shall commence on July 1.
3. The membership year shall be divided into Spring and Fall renewal cycles:
  - a. The Spring membership cycle shall commence on April 1 and conclude on September 30.
  - b. The Fall membership cycle shall commence on October 1 and conclude the following year on March 31.

## **Article VI. FEES**

### **SECTION 1. DUES**

1. Annual dues shall be voted on by the Executive Board at a minimum of every two years during the Annual Retreat to become effective for the following year.
2. Annual dues must be received by the Treasurer no later than March 31 for the Spring cycle, and September 30 for the Fall cycle, to maintain current membership status.
3. Renewal notices shall be sent to current members no later than 30 days prior to the due date.
4. Annual dues will be accepted anytime during the Fall or Spring renewal cycles, with the next year's renewal due at the beginning of the the following year's cycle, i.e.:

- a. If a new member joins, or a current member renews, between April 1 and September 30, their next renewal will be due by March 31 the following year.
- b. If a new member joins, or a current member renews, between October 1 and March 31, their next renewal will be due by the following September 30.

## **SECTION 2. SPECIAL ASSESSMENTS**

Special assessments may only be levied following recommendation by the Executive Board and by a two-thirds vote of the Association's voting Members.

# **Article VII. TERMS OF OFFICE**

## **SECTION 1. LENGTH OF OFFICE**

1. The President shall serve a minimum of three years, the first year as President Elect, a term of one year as President, followed by one additional year as Immediate Past President. The President is eligible to run again for the office of President after completing a term as Immediate Past President.
2. The offices of Treasurer, Vice President of Membership - Publications, Vice President of Public relations – Website, Vice President of Governmental Affairs, and Advisors of Speech-Language Pathology-Schools, Speech-Language Pathology – Private Practice/Early Intervention, and University shall serve two years, commencing in odd-numbered years.
3. The offices of Secretary, Vice President of Membership - Outreach, Vice President of Public Relations - Social Media, Vice President of Professional Development, and Advisors of Speech Language Pathology-Medical, Audiology, and Speech-Language Assistants shall serve two years, commencing in even-numbered years.
4. Ideally, no more than half of the currently filled voting offices on the Executive Board will change in any given year.
5. The Board Member At-Large and Student Advisors shall serve a term of one year.

## **SECTION 2. ELECTION OF OFFICERS**

1. Officers shall be nominated by any Executive Board member at a meeting of the Executive Board and elected to office by a majority of officers present at that Executive Board meeting.
2. The election results shall be posted on the NHSLHA website.

## **SECTION 3. RECALL OF OFFICERS**

1. In the event that an officer is not performing the duties of that office, the President, under the advisement of the Executive Board, will conduct a performance review with that officer in an attempt to rectify the situation.
2. If the officer is unable to fulfill the duties of his/her office and a resignation is not offered, a recall of the officer may be issued by a unanimous vote of the remaining members of the Executive Board.

## **SECTION 4. RESIGNATION OF OFFICERS**

Any Board member who is unable to fulfill the duties of his/her office may resign by presenting a letter of resignation to the President who will inform the Executive Board.

# **Article VIII. COMMITTEES**

The Chair of each Committee shall nominate Executive Board members and/or general member

volunteers for these Committees, to be approved by the Executive Board. Chairs shall be responsible for establishing annual goals and budgets as necessary, documenting actual expenditures, and providing an annual report of their activities. In the event that a Standing Committee is not called upon to act, no goals, budgets or reports will be required. Volunteers who are not NHSLHA members serving on an active committee for a minimum of two months are entitled to the benefits of Full Membership for the duration of their committee work.

### **SECTION 1. PROFESSIONAL DEVELOPMENT COMMITTEE**

1. The Professional Development (a.k.a. Conference) Committee shall be composed of a minimum of two (2) Executive Board members, i.e. the Treasurer and the Vice President of Professional Development, and maximum of five (5) Executive Board members as well as necessary student and general member volunteers, with the Vice-President of Professional Development as Chair.
2. The duties of the Professional Development Committee shall be to
  - a. Arrange for the dates, location, speakers, program contents, and marketing for all educational in-person or virtual conferences, webinars, and programs.
  - b. Present financial information to the Board for review prior to confirmation of services or material retrieval.
3. The Professional Development Committee shall designate or contract with an ASHA CEU Coordinator approved by the Executive Board who shall act in compliance with ASHA requirements as an approved sponsor.

### **SECTION 2. LEGISLATIVE COMMITTEE**

1. The Legislative Committee shall consist of a minimum of two (2) and maximum of five (5) Executive Board members as well as necessary general member volunteers with the Vice President of Governmental Affairs as Chair.
2. The duties of this committee shall be to coordinate with NHSLHA's contracted lobbyist or lobbying firm in order to:
  - a. Act as liaison between the Association and the legislature.
  - b. Act as liaison between the Association and the State licensing board.
  - c. Collect and disseminate information pertaining to legislative activities.
  - d. Represent the Association in lobbying efforts for healthcare and educational reform.
  - e. Write, submit and complete legislative grant requirements.

### **SECTION 3. HOC COMMITTEES**

1. **Definition:** An Ad Hoc Committee is a temporary committee approved by the Executive Board for a special purpose or to fulfill a specific duty not provided for by a standing committee. (e.g. Website committee, Nominating committee, National Speech-Language-Hearing Month committee, Student Advocacy Day committee.)
2. **Duties:** The specific charges of each Ad Hoc Committee shall be those agreed upon by a majority of Executive Board members.
3. **Membership:** Each Ad Hoc Committee shall consist of a Chair and a sufficient number of Executive Board members, not to exceed five (5), as well as necessary general member volunteers to complete the assigned task.
4. **Termination:** An Ad Hoc Committee shall be dissolved upon completion of the assigned task, at the request of the President, or at the end of the Association year during which it was established.
5. **Accountability:** All Ad Hoc Committees shall be directly responsible to the Executive Board. They will comply with the documentation procedures outlined above. The Chair shall give a written or oral report to the Executive Board and/or to the general membership when necessary.

## **Article IX. AWARDS AND HONORS**

## SECTION 1. PROCEDURES

1. Honors may be awarded to individuals who have made distinguished or outstanding contributions to the professions of Speech-Language Pathology and/or Audiology or to NHSLHA. These awards shall be made upon recommendation of the Vice President of Public Relations – Outreach, or the ad-hoc Nominating Committee, and with the final approval from a majority of the Executive Board.
2. All recipients of honors shall be informed of the honor and the reasons for it by presentation of an appropriate award at a general business meeting of the Association.

## SECTION 2. AWARDS AND HONORS

1. **Honors of the Association:** The highest honor the Association can bestow recognizes the distinguished contribution to the professions and Speech-Language Pathology and/or Audiology. It shall not be limited to members of the Association nor shall it confer membership privileges upon its recipient.
2. **Lifetime Achievement Award:** This may be awarded to an individual who has made outstanding contributions to the fields of speech-language pathology or audiology throughout his or her lifetime.
3. **Honorary Membership:** This may be awarded to an individual who is not a member of the Association, but who has made an outstanding contribution. It shall not confer membership privileges upon the recipient other than receiving the publications of the Association.
4. **Special Awards and Commendations:** These may be presented by action of an Ad Hoc Nominating Committee and Executive Board to an individual who has made outstanding contributions to the professions of Speech-Language Pathology and/or Audiology. These shall not be limited to members of NHSLHA nor shall they confer membership privileges upon the recipient.

## Article X. AMENDING THE BY-LAWS

The By-Laws of this Association may be amended by a two-thirds vote of the Association's responding membership provided that a two-week previous notice has been given of the proposed amendment(s).

## Article XI. DISSOLUTION

In the event that The New Hampshire Speech-Language-Hearing Association 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 having a speech-language-hearing program. The recipient institution(s) must be located in NH and be qualified under Section 501(c)(3) of the Internal Revenue Code.

## NON-DISCRIMINATION POLICY

The Association shall follow the nondiscrimination language set forth by ASHA's Code of Ethics and Bylaws. <https://www.asha.org/Code-of-Ethics> & <https://www.asha.org/siteassets/publications/asha-bylaws.pdf>

1969: Second Draft  
1970: Revised  
1977: Amended

1979: Amended  
1984: Revised and Amended  
1986: Revised  
1988: Amended  
1989: Amended  
1991: Third Draft  
1993: Revised  
1994: Revised  
1997: Revised  
2000: Revised  
2007: Amended  
2009: Revised  
2014: Revised and Amended  
2015: Revised  
2017: Revised  
2018: Revised  
2019: Revised  
2020: Revised  
2024: Revised  
2025: Revised and Amended