

**CONSTITUTION AND BY-LAWS
OF THE
WYOMING SPEECH-LANGUAGE-HEARING ASSOCIATION
(Revised 19__ , Amended 1998, 1999, 2002 and 2006)**

Article I Name

The name of this organization shall be the Wyoming Speech-Language-Hearing Association (WSHA), herein referred to as the Association.

Article II Purpose

The purpose of the Association shall be:

1. to implement and advance training programs and practices in the fields of Speech-Language Pathology and Audiology in order to enhance services throughout Wyoming and promote the maintenance of current knowledge and skills.
2. to foster and maintain ethical principles and practice in the fields of Speech-Language Pathology and Audiology;
3. to encourage widespread awareness, interest and prevention of disorders of human communication among educators, medical practitioners, other related professions, and the general public;
4. to make possible the exchange of ideas, experiences, and methods of procedure within the profession and with other disciplines;
5. to promote the basic study of human communication, scholarly research, proficient teaching and sound administration in Speech-Language Pathology and Audiology;
6. to establish and maintain a viable relationship with the American Speech-Language Hearing Association (ASHA);
7. to further the educational opportunities, personal rehabilitation and advocate the rights of those handicapped by speech-language, swallowing, cognitive and/or hearing disorders;
8. to promote the individual and collective professional interests of the members of the Association.

Article III Membership

Section 1. Membership Classifications

- a. The membership of the Association shall consist of: Full members, Associates, Life members and Affiliates.
- b. The right to vote and hold office shall be limited to Full members, including eligible Life members.

Section 2. Qualifications for Membership

- a. Full members must hold: (1) a graduate degree with major emphasis in speech-language pathology, Audiology, or speech, language, or hearing science; or (2) a graduate degree with evidence of active research, interest, and performance in the field of human communication.

- b. Associates shall be those professionals with a degree in one or more of the following areas: Speech-Language Pathology, Audiology, and Deaf Education who do not qualify under Section 2, a. (above).
- c. Life members shall be persons who have reached the age of 55 or who have been forced to retire. These persons shall also have been active full members of any state speech-language-hearing association in good standing for the past 15 years who are active members of the Association. They may become life members upon recommendation of the Executive Board. Life Members may retain all privileges of their previous membership status without payment of annual dues for any years subsequent to the year in which age 55 is attained.
- d. Affiliates shall be professionals or students not meeting the criteria for Full members, Associates or Life members.
- e. All Association members, including voting and non-voting (i.e., Associates, Affiliates) shall abide by the Association's Bylaws and Code of Ethics.
- f. The Association has agreed to adopt the Code of Ethics of the American Speech-Language-Hearing Association (ASHA) as their own Code of Ethics.

Section 3. Membership Application

- a. Application for all classes of membership shall be submitted to the chairperson of the membership committee.
- b. When the application is approved and dues are paid, the applicant becomes a member in good standing.
- c. Invitation for life membership is extended by the Executive Board to eligible individuals.

Section 4. Privileges

- a. The following privileges are reserved to Full members of the Association:
 - 1. the right to vote;
 - 2. the right to hold executive office in the Association;
 - 3. the right to chair Association committees;
 - 4. the right to initiate amendments to this Constitution by written petition to the Executive Board. Such petitions must be signed by ten active members.
- b. Associate and Affiliate members may serve on committees and enjoy all privileges of the Association except 4a. 1, and 2.

Section 5. Termination of Membership

- a. Full members, Associates, Life members and Affiliates may have their affiliation with the Association terminated by action of the majority of the Executive Board for cause. For example, violation of the Code of Ethics shall be cause *regardless* of membership status within the state.
- b. Membership will be terminated by nonpayment of dues.
- c. Membership may be terminated at the request of the member.

Article IV. Executive Board

- a. Membership of the Executive Board shall be:
 1. Elected officers of the Association:
 - a) President
 - b) President-Elect
 - c) Secretary
 - d) Treasurer
 2. Immediate Past President of the Association;
 3. Professional At-Large Representatives (2)
 4. Legislative Councilor;
 5. NSSLHA/Student Representative;
 6. Membership Co-Chair;
 7. Public Awareness Chair;
 8. Continuing Education Chair;
 9. State Board Representative.
- b. Establishing a Quorum
 1. A quorum for all Executive Board meetings shall be established by the presence of five of the seven voting members of the Association. This applies to in-person and conference telephone call Executive Board meetings.
 2. Executive Board meetings shall be open to all members.
- c. The Duties of the Executive Board shall be:
 1. to attend Executive Board meetings a minimum of four times a year;
 2. formulate and propose changes in policies for consideration by members of the Association;
 3. to authorize expenditure of funds;
 4. to act in behalf of the Association providing that at the next regular business meeting such acts or commitments shall be retroactively revocable by a 2/3 vote of the Members present;
 5. to appoint members to fill vacancies that may occur in the office of President-Elect, Secretary, or Treasurer to serve until the next election meeting;
 6. to keep informed of existing ASHA Legislation which may affect the State Association;

Article V. Officers' Terms and Duties

Section 1. Fiscal Year

- a. The fiscal year shall be from January 1 to December 31.
- b. The elected officers shall take office on January 1.

Section 2. Elected Officers

- a. President
- b. President-Elect

- c. Secretary
- d. Treasurer
- e. Legislative Councilor (through ASHA election).

Section 3. Election of Officers

- a. Nominations shall be made from the floor at the annual Association business meeting. Further nominations will be accepted by the President up to one week following the meeting.
- b. The President shall mail the ballots within three weeks of the annual Association meeting to all Full Members.
- c. The ballots shall be returned to the President within three weeks of the date mailed.
- d. The President shall inform all nominees of the election results within one week after ballots have been tabulated.

Section 4. President

- a. The President shall serve a one-year term and shall not be eligible to succeed himself/herself in office for one year.
- b. Duties of the President shall be:
 - 1. to arrange the date and place of all Executive Board meetings and notify the Executive Board members at least 2 weeks prior to solicit agenda items.
 - 2. to plan the agenda for all Executive Board and the annual Business meeting;
 - 3. preside at the meetings of the Association and the Executive Board;
 - 4. to serve as a voting member of the Executive Board;
 - 5. to appoint members to various committees not otherwise provided for in this constitution with the approval of the Executive Board;
 - 6. to represent the Association officially at necessary functions, or appoint someone to carry on in his/her place;
 - 7. to serve as ex-officio member of all committees;
 - 8. to call special meetings;
 - 9. to appoint Professional At-Large Representatives, Public Awareness Chair, Continuing Education Chair, Membership Co-Chair, Board of Examiners Representative and NSSLHA /Student representative;
 - 10. to serve as a liaison between the Association and ASHA;
 - 11. to appoint an auditing committee to review the Treasurer's records at the end of each calendar year;
 - 12. to solicit the Executive Board for feedback on the Administrative Secretary's performance annually.

Section 5. President-Elect

- a. To serve as President-Elect, it is *recommended* that the candidate will have served at least one year on the Executive Board.
- b. The President-Elect shall serve one year.
- c. Duties of the President-Elect shall be:

1. to represent the President in case of emergency
2. to succeed the President for the remainder of the term in office if the President is unable to complete his/her term;
3. to be a voting member of the Executive Board;
4. to chair the Convention Planning Team ;
5. to succeed the President of the Association.

Section 6. Secretary

- a. The Secretary shall serve for a term of two years, with the election occurring in **even** years and may be re-appointed.
- b. The duties of the Secretary shall be:
 1. to keep minutes of all the Association's and Executive Board's meetings and to disseminate them to the Executive Board members and active members in a timely manner, including posting to the Association's web page.;
 2. to be a voting member of the Executive Board;
 3. to make available the Executive Board meeting handouts to all board members not present (e.g., posting to web page, e-mailing upon request of the member);

Section 7. Treasurer

- a. The Treasurer shall serve for a term of two years with the election occurring in **odd** years and may be re-appointed.
- b. The duties of the Treasurer shall be:
 1. to maintain the roster of all paid members;
 2. to keep dues and funds;
 3. to pay outstanding debts;
 4. to provide the necessary information to the Auditing Committee at the end of each calendar year;
 5. to prepare a yearly budget to be presented to the Executive Board for approval;
 6. to ascertain dues notices have been sent in accordance with procedures listed in Article VII e and f;
 7. to be a voting member of the Executive Board;
 8. to work with the Membership Co-chairperson as deemed in Article VI, Section 2;
 9. The Treasurer shall be bonded.

Section 8. Past President

- a. The Past President shall serve for one year.
- b. The duties of the Past President shall be:
 1. to serve as Parliamentarian at all Association and Executive Board meetings; including to explain basic parliamentary procedure to each Executive Board at its first meeting of the fiscal year and/or as needed at subsequent meetings; to render decisions related to matters of parliamentary procedure during all meetings of the Association and its Executive Board; to prepare in conjunction with the Executive

Board, any changes in the WSHA Constitution and By-Laws and present these to the voting body of WSHA for action and on all matters of procedure not specifically indicated in this Constitution and By-Laws, the official authority shall be Robert's Rules of Order. Revised, latest edition.

2. to serve on the Convention Planning Team Committee ;
3. to represent the Association in various capacities;
4. to be a voting member of the Executive Board;
5. to work on establishing funding opportunities for the Association.

Section 9. Legislative Councilor (LC) from the state of Wyoming to the American Speech-Language-Hearing Association (ASHA)

- a. The Legislative Councilor shall serve a term of three years and may be re-elected as regulated by ASHA's nomination and voting process.
- b. Legislative Councilor represents the American Speech-Language-Hearing Association members in the State of Wyoming.
- c. The Legislative Councilor is a non-voting member of the Association's Executive Board.
- d. The duties of the Legislative Councilor shall be:
 1. to represent the interests of the Association in national legislative council meetings and business;
 2. transmit from the Legislative Council to the Association, within a reasonable time, any information or business pertinent to the Association
 3. to present to the Legislative Council, or to the appropriate committee, any matter of policy, that he/she may be directed to present by the Executive Board of the Association. When acting upon instruction from the Association, the councilor shall so announce to the Legislative Council or appropriate committee thereof. In matters concerning which he/she has not been so instructed, the councilor(s) shall be a free agent to follow his/her own judgment.

Section 10. Public Awareness Chair

- a. The Public Awareness Chair is to be appointed by the President for a one-year term and may be reappointed.
- b. The Public Awareness Chair is a non-voting member of the Executive Board.
- c. The duties of the Public Awareness Chair shall be:
 1. to publish at minimum a quarterly newsletter to contain pertinent and current newsletter items;
 2. with the President, to review articles submitted for publication in the newsletter,
 3. to maintain the Association's web page along with the web master including Association news, continuing education news, in-state employment positions, and other items determined by the Executive Board.

Section 11. National Student Speech-Language-Hearing Association (NSSLHA) / Student Representative

- a. A NSSLHA Representative may be appointed by the President of the Association and shall serve a one-year term.
- b. The NSSLHA Representative shall be a non-voting member of the Executive Board.
- c. The duties of the NSSLHA Representative are to inform the Executive Board of student-related issues, and assist in conference planning and implementation.

Section 12. Professional At-Large Representatives

- a. The President shall appoint two Professional At-Large Representatives to the Executive Board for a one-year term. Professional At-Large Representatives may be re-appointed.
- b. Professional At-Large Representatives are voting members of the Executive Board of the Association.
- c. The duties of the Professional At-Large Representatives shall be to act as state-wide representatives and liaisons between the membership and the Executive Board.

Section 13. Administrative Assistant

- a. The Administrative Assistant is hired by the Executive Board and works directly under the President in communicating with the membership;
- b. The Administrative Assistant is a non-voting member of the Executive Board.
- c. The duties of the Administrative Assistant are:
 - 1. to prepare a current membership directory to be distributed to the membership annually;
 - 2. designate within the directory, membership stature, e.g., Full Member, Associate, Life Member, and Affiliate; and
 - 3. maintain a computerized list of the current membership.
- d. The Administrative Assistant is reviewed annually by the President for re-hire.

Section 14. Continuing Education Chair

- a. The Continuing Education Chair shall be appointed by the Executive Board for a one-year term and may be reappointed.
- b. The Continuing Education Chair is a non-voting member of the Executive Board.
- c. Duties of the Continuing Education Chair shall be:
 - 1. to serve as a non-voting member of the Executive Board;
 - 2. to recruit Association members to assist as needed;
 - 3. to deal with all aspects of ASHA Continuing Education Units as they pertain to Wyoming;
 - 4. to work with the Public Awareness Chair to inform the membership of available workshops and continuing education opportunities through newsletter articles and/or web page.

Section 15. State Board of Examiners Representative

- a. The State Board of Examiners Representative shall be appointed by the incoming President of the Association and shall serve a one-year term. He/she may be re-appointed.
- b. The State Board Representative is a non-voting member of the Executive Board.
- c. The duties of the Board of Examiners Representative shall be:
 - 1. to inform the Association about important issues within the state regarding licensure issues;
 - 2. to serve as a liaison between the Association and the state licensing board.

Article VI. Committees

Section 1. Convention Planning Team Committee

- a. The President-Elect shall appoint the Convention Committee members and shall serve as chairperson.
- b. The duties of the Convention Committee shall be to plan and execute an annual convention.

Section 2. Membership Committee

- a. The Treasurer shall be chairperson of the Membership Committee and shall appoint a co-chairperson.
- b. The duties of the Co-chairperson shall be:
 - 1. to contact eligible non-members for membership in the Association;
 - 2. to receive and process applications for membership;
 - 3. to maintain and send an updated membership list to the Administrative Assistant;
 - 4. to send out a dues reminder via e-mail to the membership in November.

Section 3. Ethical Practices Committee

- a. All Association members shall agree to abide by the Code of Ethics of the American Speech-Language-Hearing Association (ASHA);
- b. Executive Board members who hold the CCC/SLP or the CCC/A or equivalent, and hold a valid state license shall constitute the ethical practices committee with the President as chair.
- c. The duties of the Ethical Practice Committee shall be:
 - 1. to receive and process information and complaints regarding cases of ethical practice;
 - 2. to communicate cases of unethical practices to the Wyoming Board of Examiners in Speech-Language Pathology and Audiology, and/or the Ethical Practices Board of ASHA or the Wyoming State Department of Education.

Article VII. Dues

- a. The amount of dues shall be determined by the Executive Board and must be approved by a 2/3 majority of the voting membership in attendance at the annual business meeting or at a special meeting called by the President.

- b. Dues shall be received by January 1 of each calendar year to be considered current.
- c. Individuals whose annual dues are in arrears on February 1 will have their membership expire on that date.
- d. A late fee will be assessed for dues paid after February 1.
- e. A dues reminder will be sent via e-mail in November to the membership for the next fiscal year. This notice shall state the amount of dues owed the association.
- f. The membership will be notified by the Membership co-chairperson regarding their dues status, if in arrears by March 1 of each calendar year.

Article XIII Initiative, Referendum and Recall

Section 1. Any ten active Full Members shall have the privilege of initiating a petition to negate any action of the Executive Board; to make additions, deletions, or changes in the by-laws; or, to recall any officer of the Association.

Section 2. Such petitions shall be acted upon by the Executive Board within sixty days and presented to Full Members for vote. A majority of the ballots cast by the voting Membership shall constitute a quorum.

Article IX Code of Ethics and Non-Discrimination Policy

The Association, including the Executive Board, Full Members, Associates, and Affiliates shall abide by the current ASHA Code of Ethics. Refer to reference by the American Speech-Language-Hearing Association, Code of Ethics (revised 2003), ASHA Supplement, 23, pp. 13-15 and/or the WSHA website www.wsha.info for a copy of this document. The Association shall not discriminate on the basis of race, national origin, religion, age, sex, sexual orientation, or handicapping condition. All programs and activities of the Association shall be conducted in furtherance of this policy.

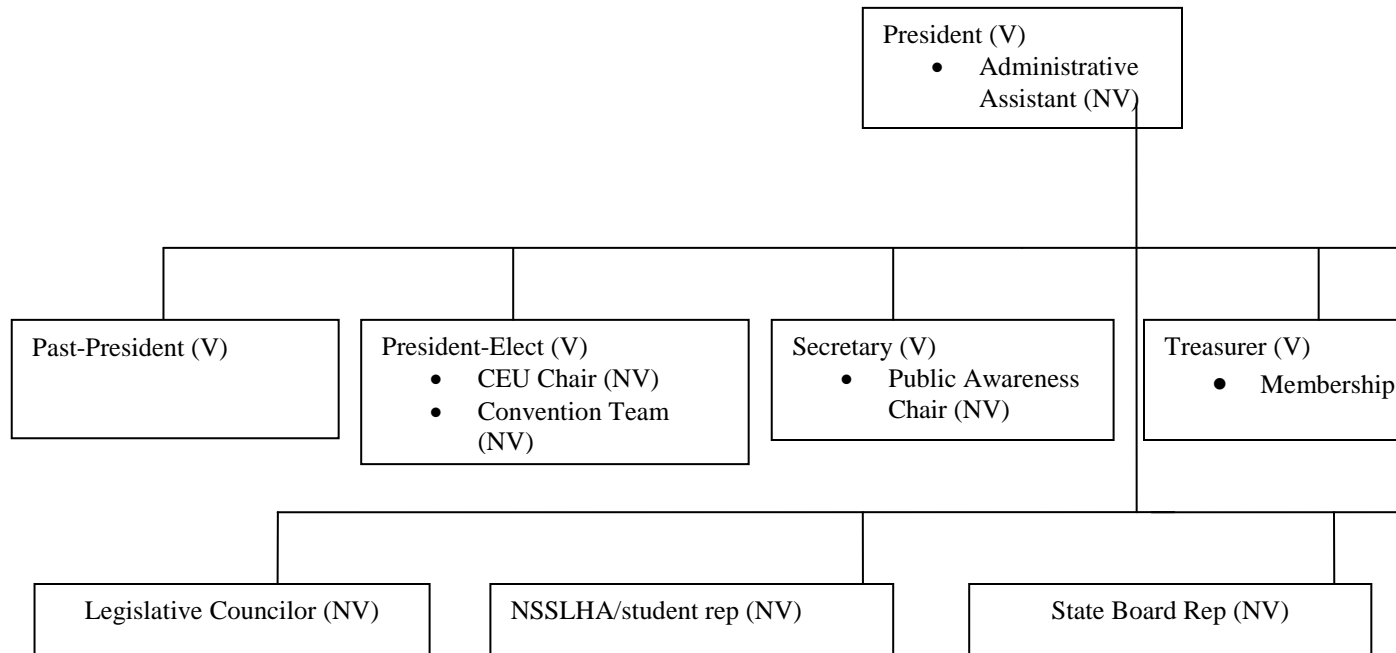
Article X. Enactment

This Constitution and By-Laws shall be enforced immediately upon its adoption by a vote of 2/3 of the Full Members present at the Association's annual business meeting.

Article XI. Amendments

A proposed amendment to the Constitution and by-Laws may be submitted by the Executive Board, or by a group of active, Full members of the Association. Such amendments shall be either read at any business meeting of the Association, and shall then be considered at the next subsequent business meeting, or shall be submitted to the voting membership of the Association two weeks prior to the next business meeting at which meeting the amendment shall be considered. Two-thirds vote of the voting Membership at said meeting shall be required for passage of the amendment.

WSHA Executive Board Structure
Revised September 29, 2006



Voting members (V):

President: primary duties are to preside over entire board and all membership meetings; represent state at CSAP and ASHA; represent Board within State.

President-Elect: primary duty is to plan and implement annual WSHA conference with Convention Team; assume duties in absence of president.

Treasurer: manages all funds for the organization including dues, expenses, and income; prepares an annual budget.

Secretary: takes and distributes meeting minutes (mail and/or e-mail); works with Public Awareness chair and web master for updates on WSHA business.

Past-President: serves as Parliamentarian at all meetings; works on funding opportunities for Board.

Professionals at Large (2): serve as voting members to represent the entire membership across the state.

Non-voting members (NV):

Administrative Assistant: works directly under President; assists Membership chair to put together membership directory; assists in coordinating all WSHA correspondence with secretary and Public Awareness chair.

Membership Chair: works directly with Treasurer and Administrative Assistant in compiling membership directory.

Legislative Councilor: serves as liaison with ASHA and state boards (WSHA and Licensure).

NSSLHA/Student Rep: serves to inform the Board of student-related issues.

State Board Rep: serves to inform the Board of issues related to legislature within the state.

CEU Chair: primary duty is to work with convention team and other CEU related issues for submission of paperwork to ASHA.

Public Awareness Chair: maintains WSHA web site; assists secretary and CEU chair with distribution of information on important issues.

ASHA Networks: serve as liaisons between ASHA and the state association to inform about current events that may affect the profession.