

**GEORGIA  
SPEECH-LANGUAGE-HEARING  
ASSOCIATION**



**EXECUTIVE LEADERSHIP  
MANUAL**

**Revised July 2014**

## GSHA Executive Leadership Manual

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# **GSHA EXECUTIVE LEADERSHIP MANUAL**

## **Introduction**

The GSHA Officers would like to take this opportunity to welcome you to Executive Council and a leadership position in our Association. We hope you will find the year ahead both challenging and rewarding.

This manual has been developed to help you with your new responsibilities on Executive Council (EC). We are hopeful that you will find it useful as you lead your committee toward its goals and as you interact with the other members of the EC.

We also thank you for volunteering your services to GSHA. Your attitude of willingness and caring for your colleagues, our profession, and the people we serve is greatly appreciated. We are willing to help you in any way we can. Please let us know how we can assist you in the job you have agreed to do. We look forward to the year ahead of us. Thank you for your service to this organization.

## **GSHA Mission**

The Georgia Speech-Language-Hearing Association (GSHA) is a professional association of individuals specializing in the prevention, diagnosis, and treatment of communication, swallowing, and hearing disorders. The Association advocates for the professional interests of its members and the individuals they serve and provides a forum for the exchange of professional information and ideas.

### **GSHA Management Office**

Alison Hines, Executive Director  
925B Peachtree Street, NE  
Suite 620, Atlanta, GA 30309  
404-496-5559 (phone); 678-802-7326 (fax)  
[execdir@gha.org](mailto:execdir@gha.org)

## **GSHA Executive Council**

### **2014-2015**

#### **President**

Maryanne Weatherill  
3904 N. Druid Hills Rd., #131  
Decatur, GA 30033  
speechbrain@yahoo.com

#### **Past President**

Akilah Heggs Davis  
2885 Snapfinger Manor  
Decatur, GA 30035  
aheggs@bellsouth.net

#### **President-Elect**

Jill Barton  
EBS Healthcare  
145 Thomas Trail, Fayetteville, GA 30215  
404-769-3308  
jillslp@bellsouth.net

#### **Vice President of Association Affairs**

Patti Howard  
Cherokee County School District  
4061 Gold Mill Rd., Canton, GA 30114  
770-721-8504 (w)  
patti.howard@cherokee.k12.ga.us

#### **Vice President of Professional Practice**

Jill Shedd  
Henry County Board of Education  
536 Walnut Creek Drive, Stockbridge, GA 30281  
770-389-8819 (w)  
jgshedd@yahoo.com

#### **Chair, Communications Committee**

Lindsey Pence McStotts  
lindsey.mcstotts@gmail.com

#### **Chair, Schools Committee**

Patty Irvin  
8000 Avonlea Pl Apt# 310  
Woodstock, GA 30189  
716-860-8016  
Patriciam12@hotmail.com

#### **Chair, Convention Committee**

Deborah Foushee  
740 Welford Road, Suwanee, GA 30024  
404-578-4881  
deborah\_foushee@bellsouth.net

#### **Vice Chair, Convention Committee**

Jacqueline Yokley  
320 Alberta Terrace, #5  
Atlanta, GA 30305  
jyokley9@gmail.com

#### **Chair, Finance Committee (Member-at-Large)**

Carol Ann Raymond  
University of Georgia  
538 Aderhold Hall, Athens, GA 30602  
678-687-0925 (cell)  
raymond1@uga.edu

#### **Finance Committee (Member-at-Large)**

LaBrita Cash Baskett  
Fundamental Focus  
1015 Bridge Mill Ave  
30014

#### **Chair, Healthcare and Private Practice**

Deena Minner  
Deena.minner@emoryhealthcare.org

#### **Chair, Higher Education Committee**

Jean Neils Strunjas  
Armstrong Atlantic University  
11935 Abercorn St., Savannah, GA 31419  
912-344-3159  
jean.neilsstrunjas@armstrong.edu

#### **Chair, Continuing Education**

Davetrina Seles Gadson  
1660 S. Lumpkin St., Apt. 7  
Athens, GA 30606  
sgadson@gmail.com

## **GSHA Executive Council 2014-2015**

### **Chair, Public Relations Committee**

Sucheta Kamath  
Cerebral Matters, LLC  
6100 Lake Forrest Dr., , GA 30328  
Phone: 404-493-0962  
sucheta@cerebralmatters.com

### **Parliamentarian**

TBD

### **Co-Chair, Strategic Planning Committee**

LaRae Brown  
Dawson Rehab NE G Med. Ctr.  
968 Calhoun Rd., Dahlonega, GA 30533  
706-344-2811 (w)  
laraebrownsip@gmail.com

### **SEAL Representative**

Jill Shedd  
Henry County Board of Education  
536 Walnut Creek Drive, Stockbridge, GA 30281  
770-389-8819 (w)  
jgshedd@yahoo.com

### **Co-Chair, Strategic Planning Committee**

Rebecca Reeves  
Reeves & Assoc Consulting & Training  
3529 Hunters Hill Dr, , GA 30038-1649  
Phone: 770-808-0500  
rreeves3@earthlink.net

### **Chair, GSH-PAC/ SMAC Representative**

TBD

### **Chair, Student Affairs Committee**

Elizabeth Taddonio

### **STAR Representative**

Margaret Ann Parker  
770-246-4088 (w)  
770-378-3022 (c)  
margaretparker@bellsouth.net

### **ASHA CE Administrator**

TBD

### **Tri-Alliance**

Erica Chatelain  
3142 Ridge Road, Macon, GA 31204  
478-719-0621  
ericaann0129@yahoo.com

### **Chair, Membership**

Ingrid Hinkley  
The University of Georgia  
355 Jennings Mill Pkwy, Apt 1512  
Athens, GA 30606  
Phone: 706-542-1300  
ihinkley@uga.edu

### **Tri-Alliance**

Kelly Ball  
Therapy Solutions of Georgia, Inc.  
3615 Braselton Hwy., Suite 103  
Dacula, GA 30019-5907  
678-377-9634 (w)  
kellyball@tsg-inc.net

### **Lobbyists**

Stanley S. Jones, Jr. and Helen Sloat  
Nelson Mullins Riley & Scarborough, LLP  
Atlanta, GA



# **GSHA EXECUTIVE LEADERSHIP MANUAL**

## **GENERAL INFORMATION**

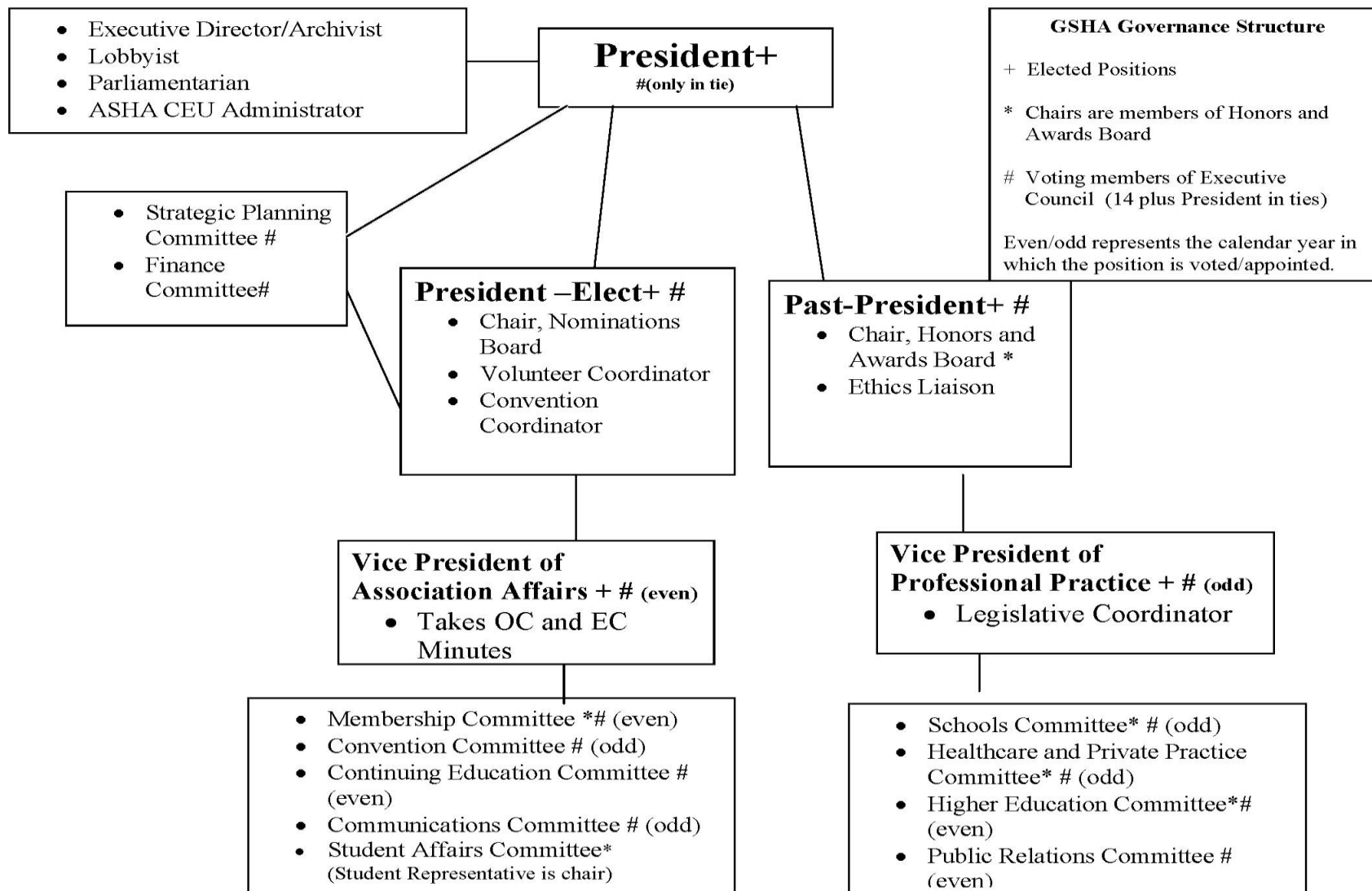
### **Governance Structure (Constitution Article V, VI)**

1. The Association shall be governed by an Executive Council (EC). The Executive Council shall be composed of 5 officers and 11 Standing Committee chairs. The officers shall include a President, President-Elect, Past-President, Vice President of Association Affairs, and Vice President of Professional Practice. The Standing Committees shall include: Communications, Continuing Education, Convention, Finance, Healthcare and Private Practice, Higher Education, Membership, Public Relations, Student Affairs, Schools, and Strategic Planning. All standing committee chairs with the exception of Student Affairs will serve as voting members of Executive Council.
2. The Vice President of Association Affairs shall work with the President-Elect to oversee the following committees: Membership Committee, Convention Committee, Continuing Education Committee, Communications Committee, and Student Affairs Committee.
3. The Vice President of Professional Practice shall work with the Past-President to oversee the following committees: Schools Committee, Healthcare and Private Practice Committee, Higher Education Committee, Public Relations Committee.

The Executive Council shall (Standing Rules, Article III):

1. meet at least quarterly.
2. use the most recent edition of Robert's Rules of Order Newly Revised to guide meetings.
3. allow GSHA members and invited guests to attend Executive Council meetings, however, these individuals may not vote.
4. allow reports from the American Speech-Language-Hearing Association (ASHA), the Georgia Board of Examiners of Speech-Language Pathology and Audiology, the Georgia State Department of Education, and others designated by the President.
5. carry on the business of the Association between meetings.
6. not serve on the Georgia Board of Examiners in Speech-Language Pathology and Audiology while serving on Executive Council.





**GSHA Executive Council Governance Structure**

Approved 2010

## **Election of Officers (Constitution Article VI)**

1. The officers shall include a President, President-Elect, Past-President, Vice President of Association Affairs, and Vice President of Professional Practice with the following terms of office:
2. The President shall hold office for a term of three (3) years; one year as President-Elect, one year as President, and one year as Past-President.
3. The Vice President of Association Affairs and the Vice President of Professional Practice shall hold office for a term of two (2) years.
4. The Nominations Board shall consist of the President-Elect, Past-President, and one member-at-large appointed by the President. The President-Elect will chair the Nominations Board.
5. The Nominations Board shall present to the membership a slate of not more than three (3) candidates for each position. Nominations can be submitted to the Nominations Board by any means including nomination at the annual business meeting of the Association. Candidates must have served on Executive Council for a minimum of one full-year prior to nomination (EC2003-6-9).
6. The officers shall be elected by mail or electronic ballot and shall take office July 1 of the year elected. Election ballots must be disseminated no later than April 30. Voting period will end 30 days from the date the ballots are disseminated.
7. The candidate for each office receiving the highest number of votes shall be elected.
8. The President-Elect shall inform the elected officers of their positions, their roles, their responsibilities, and the schedule of events necessary to conduct the charges of their positions before July 1 of the year elected.

### **Officer Election Cycle**

Every year:

President-Elect

Odd-year:

Vice President of Professional Practice

Even-year:

Vice President of Association Affairs

Note: Odd and even is determined by **year of voting**; not fiscal year during which term will begin. Example: Odd-year serves 2011-2013 (FY 12, 13); Even-year serves 2010-2012 (FY 11, 12).

**Appointed Positions (Constitution Article VIII, Standing Rules Article IV):**

1. Standing Committees of the Association shall include: Membership, Convention, Continuing Education, Communications, Student Affairs, Schools, Healthcare and Private Practice, Higher Education, Public Relations, Strategic Planning, and Finance.
2. Voting Members of Executive Council include Standing Committee Chairs (with the exception of the Student Representative) and Officers, excluding the GSHA President. The GSHA President may vote only in case of a tie. An Associate Chair may not vote unless representing the Chair.
3. The chair of each Standing Committee shall be appointed by the President except for the Finance Committee and the Strategic Planning Committee, whose chairs shall be elected by the members of the committee.
4. Each chair shall serve a two-year term except for the Student Affairs Committee chair who serves a one-year term.

**Voting Member Appointment Cycle**

Every year

- Finance Committee (1 member at large appointed each year)
- Strategic Planning (3 members at large appointed each year)

Odd-year

- Communications Chair
- Convention Chair
- Healthcare and Private Practice Chair
- Schools Chair

Even-year

- Continuing Education
- Higher Education
- Membership
- Public Relations

**Non-Voting Member Appointment Cycle**

Every year

- Parliamentarian
- Student Affairs Chair

Every other year

- CEU Administrator (even-year)
- SEAL (even-year)
- SMAC (odd- year)
- STAR (odd- year)
- Tri-alliance members (2-3 members; rotate years)

## **GSHA Code of Ethics Statement**

All members of this Association agree to abide by the principles and Code of Ethics of the Georgia Speech-Language-Hearing Association. GSHA shall conduct its business in a uniform, impartial, and non-discriminatory manner. The Association shall not discriminate on the basis of race or ethnicity, gender, gender identity/gender expression, sex, age, religion, national origin, sexual orientation, or disability.

## **OFFICERS**

The Officers Board shall (Standing Rules, Article III):

1. include the President, the Past-President, the President-Elect, the Vice President of Association Affairs, and the Vice President of Professional Practice.
2. meet at least quarterly.
3. carry on the business of the Association between meetings.
4. not serve on the Georgia Board of Examiners in Speech-Language Pathology and Audiology while serving on the Officers Board.

Officers' Duties (Constitution, Article VII):

### **President**

The President shall:

1. promote the best interest of the Association.
2. oversee all financial issues of the Association.
3. negotiate an annual contract with the Executive Director, Lobbyist and any other contracted personnel and oversee the activities of these individuals.
4. oversee all official correspondence of the Association.
5. preside at all business meetings of the Association.
6. preside at all meetings of the Officers Board and Executive Council.
7. develop an Annual Management Plan (AMP) for the Association in collaboration with the Strategic Planning Committee to be presented to the Executive Council during the first meeting of the fiscal year; work jointly with the Strategic Planning Committee throughout the fiscal year.
8. serve on the Finance Committee.
9. appoint standing committee chairs and a parliamentarian.
10. call special meetings of the Association and its committees as needed.
11. establish ad hoc committees when needed and appoint chairs to such committees.
12. appoint members to fill vacancies, which may occur in the officers of the Association. Such appointments shall require approval of two-thirds majority of the Executive Council.
13. appoint representatives to special committees at the state and national level.
14. define the duties of a committee whenever such duties have not been adequately defined by the Association.
15. communicate and collaborate with the Officers Board and Executive Council on a regular basis regarding Association business and execution of duties.
16. serve as a liaison to the American Speech-Language-Hearing Association, the Council of State Association Presidents, and other national organizations as needed.

## **President-Elect**

The President-Elect shall:

1. be vested with the powers of the President when for any reason the President becomes unable to attend to the presidential duties. If it becomes impossible for the President to complete the term of office, the President-elect shall assume the duties.
2. attend all business meetings of the Association.
3. attend all meetings of the Officers Board and Executive Council.
4. work collaboratively with the Strategic Planning Committee.
5. chair the Nominations Board for election of officers.
6. serve as Volunteer Coordinator for the Association by overseeing the invitation of volunteers to serve on committees and by coordinating volunteers for special opportunities and events.
7. serve as Convention Coordinator for the Association by providing guidance to the Convention Committee and overseeing all activities related to planning and executing the annual convention; work closely with the Executive Director to secure future locations for the annual Convention.
8. serve on the Finance Committee.
9. work with the Vice President of Association Affairs to oversee the following committees: Membership Committee, Convention Committee, Continuing Education Committee, Communications Committee, and Student Affairs Committee.
10. perform, at the direction and discretion of the President, other duties not otherwise assigned by the Constitution or Standing Rules.
11. ascend to the position of President.

## **Past-President**

The Past-President shall:

1. attend all business meetings of the Association.
2. attend all meetings of the Officers Board and Executive Council
3. chair the Honors and Awards Board.
4. serve as the Ethics Liaison for the Association by assisting members in matters of professional standards and by referring individuals wishing to make a complaint about alleged ethical violations to the appropriate agencies for action. As needed, shall review the Association's Code of Ethics and make recommendations for change to Executive Council.
5. serve on the Finance Committee.
6. work with the Vice President of Professional Practice to oversee the following committees: Schools Committee, Healthcare and Private Practice Committee, Higher Education Committee, and Public Relations Committee.
7. review the Constitution and recommend any needed modifications to the Strategic Planning Committee.
8. update Association handbooks for Officers and Executive Council members.
9. perform, at the direction and discretion of the President, other duties not otherwise assigned by the Constitution or Standing Rules.

### **Vice President of Association Affairs**

The Vice President of Association Affairs shall:

1. attend all business meetings of the Association.
2. attend all meetings of the Officers Board and Executive Council.
3. take minutes at all Officers Board and Executive Council meetings as well as designated Association Business meetings.
4. write a summary of each Executive Council meeting for publication in *Communication Lines*.
5. work with the President-Elect to oversee the following committees: Membership Committee, Convention Committee, Continuing Education Committee, Communications Committee, and Student Affairs Committee.
6. oversee publication of the membership directory.
7. oversee the writing, editing and filing of copies of written Association records and annual reports from officers and committees for storage in the Archives.
8. perform, at the direction and discretion of the President, other duties not otherwise assigned by the Constitution or Standing Rules.

### **Vice President of Professional Practice**

The Vice President of Professional Practice shall:

1. attend all business meetings of the Association.
2. attend all meetings of the Officers Board and Executive Council.
3. serve as the Legislative Coordinator for the Association and work closely with Association Lobbyist to oversee all activities related to governmental and legislative issues including monitoring of state legislation relevant to the practice of speech-language pathology and audiology in all employment settings.
4. attend or send an official designee to meetings of the Georgia Board of Examiners for Speech-Language Pathology and Audiology when needed.
5. work with the Past-President to oversee the following committees: Schools Committee, Healthcare and Private Practice Committee, Higher Education Committee, and Public Relations Committee.
6. perform, at the direction and discretion of the President, other duties not otherwise assigned by the Constitution or Standing Rules.

Additional duties/timelines:

1. Monitor legislative issues and send out bimonthly reports to members during the legislative session
2. Work with Public Relations to develop and release call to action notifications to members along with example letters/wording to use when speaking with legislators

## STANDING COMMITTEES (Standing Rules, Article IV)

1. All committee chairpersons are expected to attend each meeting of the Executive Council. Committee chairpersons should send a representative of his/her committee to Executive Council in the event the chair is unable to attend. Typed committee reports should be made available to all Executive Council members prior to each Council meeting, and other times as deemed necessary by the President and/or Executive Council.
2. Committees will conduct activities as specified in the Association's Annual Management Plan (AMP) and work collaboratively with other committees as needed.
3. Committees will hold regular meetings to accomplish their work.
4. Committees must adhere to their approved budgets or seek Finance Board approval.
5. In the event that a chairperson is unable to perform the duties of the committee to which he or she is appointed, he or she should tender his or her resignation to the President of GSHA.
6. Committee chairpersons should maintain organized records of committee activities, including all reports and correspondence, which will be transferred to the succeeding chairpersons or placed in archives. Committee records should be submitted to the Vice President of Association Affairs, who will submit the appropriate documents to the GSHA Archivist or ensure that all records are electronically maintained by the Executive Director at the end of each fiscal year. A copy shall be maintained in the committee binder.
7. Outgoing chairpersons should arrange to meet with the newly appointed chairpersons to inform them of the status of activities initiated by the committee during the past year. The current AMP should be reviewed with the new Chair. **Such meetings should take place prior to the first meeting of the Executive Council for the new fiscal year.** The President should provide outgoing chairs with information about the new chairs as soon as possible to facilitate timely transfer of materials.
8. Committee chairpersons should return phone calls to GSHA members within five business days.
9. Committee chairpersons should contact new committee volunteers within five business days.

### **Communications**

The Communications Committee shall:

1. be composed of at least four (4) committee members in addition to the chair with representation from across the state when feasible.
2. work collaboratively with the Executive Director to maintain the Association website.

3. be responsible for the development and dissemination of electronic and print communication to the membership; the chair of the committee shall serve as the Editor of Communication Lines.
4. be responsible for taking photographs of GSHA activities and providing those photographs to the Executive Director for use on the GSHA website and in electronic and print publications.
5. be responsible for other communication services to members as determined by the President or Executive Council.

### **Continuing Education**

The Continuing Education Committee shall:

1. be composed of at least four (4) committee members in addition to the chair with representation from across the state when feasible.
2. be responsible for the development and implementation of continuing education programs across the scope of practice in speech-language pathology and audiology for members across the state.
3. publicize programs in a timely manner via electronic dissemination and mailings.
4. work collaboratively with the Convention Committee to ensure coordination of education events.
5. provide verification of members' professional development at continuing education events and Convention and assist the ASHA CEU Administrator as needed.
6. be responsible for other continuing education services as determined by the President or Executive Council.

### **Convention**

The Convention Committee shall:

1. be composed of at least four (4) committee members in addition to the chair with representation from across the state when feasible.
2. conduct, under the guidance of the President-Elect, all activities related to planning and implementing the GSHA Convention, including securing invited speakers, posting a call for papers, and determining the Convention program and schedule.
3. publicize the Convention in professional publications.
4. present information regarding the proposed program for the Annual Convention to the Executive Council on a regular basis.
5. be responsible for other convention services as determined by the President, President-Elect, or Executive Council.

Additional information:

1. Fees - Convention Chair/Co-Chair will have convention registration fee waived.
2. Convention policies (EC 2010-3-3):
  - a. Call for Papers: (1) Presenters are not required to be GSHA members, and (2) All presenters listed on application are not required to attend the convention, but those who do attend must register for at least the day(s) they are scheduled to present.



- b. Poster Sessions: (1) Presenters are not required to be GSHA members, (2) All presenters listed on the submission are not required to attend convention, but those who do attend must register for at least the day(s) they are scheduled to present, and (3) If the presenters are listed as student(s) and faculty, then the faculty member is encouraged to attend and present the poster with the students.
- c. Invited Speakers: (1) An invited speaker, who is requested by the Convention Committee to provide a convention presentation, may be offered compensation, ranging from waive of registration fee, payment for travel/hotel, and/or payment of an honorarium, (2) An invited speaker is not required to be a GSHA member, and (3) An invited speaker is not required to register for the Convention.

### **Healthcare and Private Practice**

The Healthcare and Private Practice Committee shall:

- 1. be composed of at least four (4) committee members in addition to the chair with representation from across the state when feasible.
- 2. assist and represent the membership in issues of importance for speech-language pathologists and audiologists employed in healthcare settings and private practice.
- 3. collaborate with state and national agencies regarding issues related to employment and service provision in healthcare settings and private practice.
- 4. collaborate with other GSHA committees and with the Vice President of Professional Practice on legislative and regulatory issues related to employment and service provision in healthcare settings and private practice.
- 5. collaborate with other related professionals and agencies on issues related to reimbursement for speech-language pathology and audiology services.
- 6. be responsible for other activities related to employment and service provision in healthcare settings and private practice as determined by the President or Executive Council.

Additional Duties/Timelines:

Develop and lead the Healthcare Forum at the convention

### **Higher Education**

The Higher Education Committee shall:

- 1. be composed of at least four (4) committee members in addition to the chair with representation from across the state's accredited graduate programs when feasible.
- 2. assist and represent the membership in issues of importance for speech-language pathologists and audiologists employed in higher education.
- 3. collaborate with state and national agencies regarding issues related to higher education.
- 4. collaborate with other GSHA committees and with the Vice President of Professional Practice on legislative issues related higher education.
- 5. be responsible for other activities related to higher education as determined by the President or Executive Council.

Additional Duties/Timelines:

1. Partner with the student representative to develop and lead the Student Forum at the Convention
2. Partner with the student representative in regards to student recognition/awards/activities at the convention awards reception

**Membership**

The Membership Committee shall:

1. be composed of at least four (4) committee members in addition to the chair with representation from across the state when feasible.
2. be responsible for the development and implementation of programs for membership recruitment and retention across all membership categories.
3. oversee publication of the membership directory.
4. be responsible for other membership services as determined by the President or Executive Council.

Additional information:

Gold Bucks (EC 2003-6-6):

1. Each GSHA member who recruits a new regular member (an individual who has not been a member for the past three (3) years) will receive a GSHA Gold Buck worth \$10.00 off his/her next year's dues. Gold Bucks may be applied to a reduction of fees for membership dues, GSHA sponsored Continuing Education Events, and/or the GSHA Convention.
2. The name of the member who is eligible for the Gold Buck certificate shall be listed by the new member on the Membership Application Form.
3. The Gold Buck will be distributed by the Management Office and be valid for the following membership year.

**Public Relations**

The Public Relations Committee shall:

1. be composed of at least four (4) committee members in addition to the chair with representation from across the state when feasible.
2. increase public awareness of communication, swallowing, and hearing disorders and their prevention, through media such as television, radio, newspapers, brochures, and the internet.
3. make a written request for and attend the Governor's proclamation signing for "May is Better Hearing and Speech Month."
4. assist consumers who contact the Association regarding communication, swallowing, and hearing services.
5. be responsible for other public information services as determined by the President or Executive Council.

Additional duties/timelines:

1. Work with the Vice President of Professional Practice to develop and release call to action notifications to members along with example letters/wording to use when speaking with legislators when needed
2. Develop sample May is Better Speech and Hearing Month proclamations/articles that can be presented to local newspapers and local leaders

### **Schools**

The Schools Committee shall:

1. be composed of at least four (4) committee members in addition to the chair with representation from across the state when feasible.
2. assist and represent the membership in issues of importance to speech-language pathologists and audiologists employed in the schools.
3. collaborate with other GSHA committees and with the Vice President of Professional Practice on legislative issues related to employment and service provision in the schools.
4. educate the membership on state and national issues related to employment and service provision in the schools.
5. communicate regularly with the Georgia Department of Education and other appropriate agencies and organizations.
6. be responsible for other activities related to employment and service provision in the schools as determined by the President or Executive Council.

Additional Duties/Timelines:

Develop and lead the Schools Forum at the convention

### **Strategic Planning Committee**

The Strategic Planning Committee shall:

1. be composed of six (6) members, including two non-immediate past-presidents, and four members-at-large who have been members of the Association for a minimum of three years. The President-elect and President shall serve as ex-officio members. Members will serve two-year staggered terms. The Chair will be elected by the Committee.
2. create the Association's Strategic Plan.
3. conduct an annual review of the Association's Management Plan (AMP) in conjunction with the Officers' Board and revise as needed.
4. host the Membership Forum at the Annual GSHA Convention to receive input from the membership on strategic directions of the Association.
5. present input from the Membership Forum to the President-Elect for consideration in the AMP.
6. propose revisions to the Association's Constitution and Standing Rules as needed.

### **Finance**

The Finance Committee shall:

1. be comprised of the President, President-Elect, Past-President, two members-at-large appointed by the President, and the Executive Director of the Association. The chair of the

Finance Committee shall be one of the members-at-large and will be selected by the Committee. Members-at-large will serve two-year staggered terms.

2. prepare and present a proposed annual budget to Executive Council for approval before the beginning of the fiscal year.
3. oversee the collection and safekeeping of all funds of the Association.
4. meet quarterly to review the Association's budget and make adjustments as needed to ensure that Association expenditures do not exceed revenues.
5. develop action plans to assist committees in meeting financial goals that will maintain a balanced budget.
6. review the financial terms of annual contracts of the Executive Director, Lobbyist and any other contracted personnel.

Additional Duties/Timelines:

1. The Finance Committee shall prepare a yearly budget in which Association expenditures do not exceed revenue.
2. As needed, the Finance Committee shall recommend specific action to the Executive Council to preserve the Association's financial integrity.

### **Student Affairs**

The Student Affairs Committee shall:

1. be composed of at least four (4) committee members in addition to the chair with representation from across the state's accredited graduate programs. The chair of the committee shall serve a one-year term and shall be a non-voting member on Executive Council.
2. serve as a liaison between NSSLHA and GSHA.
3. work collaboratively with the Membership Committee to recruit and retain student members.
4. work collaboratively with the Convention and Continuing Education Committees to encourage student attendance at and participation in the Association's Convention and other educational events.
5. be responsible for other student-related services as determined by the President or Executive Council.

Additional Duties/Timelines:

1. Assist with development and presentation of the Student Forum at the Convention
2. Assist with the student awards presentation/student recognition at the awards reception

## **SPECIAL COMMITTEES**

1. Special Committees shall be appointed as needed to address the objectives of the Association and to complete a specific task, which does not fall within the purview of a standing committee. The charge is usually of a short duration.
  - a. An ad hoc committee shall study and make recommendations concerning specific issues of importance to the association.
  - b. A task force shall complete a specific task or project.
2. Establishment of a Special Committee to carry out a specific charge shall be by the President with the approval of the Executive Council.
3. The Special Committee members shall be appointed by the Officers' Committee.
4. The GSHA President shall serve as liaison between the Executive Council and the committee chair during its period of operation.
5. The committee is responsible to Executive Council during its period of operation and shall submit written reports at Executive Council Meetings and the Annual Convention. Written reports are to be made available to each Executive Council member prior to the meeting and at other times as deemed necessary by the President and/or Executive Council. Reports should be typed and follow the specified report format.
6. The charge of the committee shall include definite time lines for completion.
7. Special Committee representatives may attend and report at Executive Council meetings, but are not voting member of Council.
8. Upon completion of its charge, the committee shall present a written report and recommendations to Executive Council.
9. After acceptance by Executive Council, a report of the Special Committee shall be submitted for publication in *Communication Lines*.
10. The Special Committee shall be dissolved upon completion of its specific charge.

## **COMMITTEE PROCEDURES**

### **Committee Meeting Procedures**

To be completed

## **Committee Reports**

Committee reports at Executive Council meetings:

1. Committees should submit a written report by the specified deadline to the Executive Director. Reports will be distributed or posted on the GSHA website for the Executive Council to review before each meeting.
2. The written report will be accepted as submitted at Executive Council meetings, if there is no action required of Executive Council. Reports should be submitted to the Executive Director by the required deadline.
3. Committee items requiring discussion or a vote on committee recommendations should be verbally presented at Executive Council meetings. Motions should be prepared before the meeting to present at the meeting. A second is not required when the motion is presented to the EC.
4. Reports should be submitted using the following template and instructions:

### **Georgia Speech-Language-Hearing Association COMMITTEE CHAIRPERSON REPORT**

**COMMITTEE:** Fill in the blank **REPORT PERIOD:** (last meeting date) to (next meeting date)

#### **ANNUAL MANAGEMENT PLAN (AMP) STRATEGIC DIRECTIONS ASSIGNED TO COMMITTEE:**

In this section, list each direction assigned to the committee as stated on the AMP. Example:

1. Investigate changes in membership requirements for associate members.
2. Develop a marketing plan for membership recruitment and retention.

#### **ONGOING OR COMPLETED ACTIVITIES RELATED TO AMP STRATEGIC DIRECTIONS:**

Begin each paragraph in this section with the number of the Strategic Direction addressed, such as 1. Briefly describe the progress toward the attainment of this AMP goal, which is already referenced in the section above. Include the information that you think the EC members should know, such as lists of activities conducted, survey results, significant meetings or contacts. Include dates and names. Include immediate plans for extension of your current activities to meet your objectives. For example:

1. Surveyed 5 other state associations for associate member requirements used in other states.
2. Initiated marketing plan development. Plan to be presented at the next EC meeting.

**OTHER ONGOING OR COMPLETED ACTIVITIES:**

List, numerically (1, 2, 3) any other ongoing activities of your committee. This list may include activities indirectly related to Strategic Directions or preliminary steps toward achievement of the goals.

List any activities in which the committee decided to participate, such as opportunities that arose incidentally to Strategic Directions. Examples:

1. Committee submitted summary of activities and committee volunteers to *Communication Lines*.
2. Committee member responded to telephone call from CDC. nurse regarding incidence of hearing impairment among infants in Georgia with referral to ASHA Actionline.

**ACTIVITIES PLANNED:**

List, numerically (1, 2, 3) general plans for completion of goals not yet achieved. These items may begin with words such as “complete,” “develop,” “investigate,” “continue”; they should be related to AMP Strategic Directions.

1. Continue to complete survey of other state associations regarding associate membership requirements.
2. Complete marketing plan.

**RECOMMENDATIONS FOR ACTION AND/OR AGENDA ITEMS FOR EXECUTIVE COUNCIL:**

In this section, list any items that require discussion or a vote in the Executive Council meeting. Please discuss these items with the GSHA officer who oversees your committee prior to the EC meeting to determine if the item requires discussion and/or action. Items in this section may be included on the Executive Council meeting agenda. Examples:

Motion that GSHA develop a written position statement regarding the role of the speech-language pathologist and audiologist in Early Intervention for children age 0-3.

Date \_\_\_\_\_

(Signature) \_\_\_\_\_

Type your name, Chairperson  
Type Committee Name

## - SAMPLE REPORT -

### Georgia Speech-Language-Hearing Association COMMITTEE CHAIRPERSON REPORT

**COMMITTEE:** Strategic Planning Committee    **REPORT PERIOD:** 6/18/2011 – 8/13/2011

#### **ANNUAL MANAGEMENT PLAN (AMP) STRATEGIC DIRECTIONS ASSIGNED TO COMMITTEE:**

Develop Strategic Plan to be implemented FY 2012 – 2014.

#### **ONGOING OR COMPLETED ACTIVITIES RELATED TO AMP STRATEGIC DIRECTIONS:**

Committee finalized the proposed GSHA Strategic Plan following review of the feedback received from the EC. The plan is being presented at the 8-13-11 EC meeting for a vote.

#### **OTHER ONGOING OR COMPLETED ACTIVITIES:**

1. Committee conducted a brief survey of Executive Council members at the June EC meeting to get feedback regarding the changes in governance structure.
2. To ensure we get as great a response as possible, the survey will be available at the 8-13-11 EC meeting for those who were unable to complete the survey in June.

#### **ACTIVITIES PLANNED:**

1. Committee will review the Standing Rules and recommend changes to allow for the GSHA President to appoint a “Chair-Elect” to the Convention Committee.
2. Committee will evaluate the governance structure annually and present any proposed changes to the EC.

#### **RECOMMENDATIONS FOR ACTION AND/OR AGENDA ITEMS FOR EXECUTIVE COUNCIL:**

Motion to approve the GSHA Strategic Plan for FY 2012-2014.

**Date:** 8-1-2011

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*Victoria Volunteer, M.A., CCC-SLP*  
Victoria Volunteer, Chairperson  
Strategic Planning Committee

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### **Committee Reports and Documentation Maintenance:**

- All committee quarterly reports should be sent electronically to the Executive Director for posting on the GSHA website.
- Documents to be maintained related to other committee business should be sent to the Vice President of Association Affairs, who will forward the documents to the Executive Director for posting on the website.
- GSHA reports stored on the website are available to the GSHA membership with a Member Login to the website.
- Members may access records in the Executive Council Records section (current Executive Council meeting documents) and in the Leadership Archived Documents section (previous reports of the Association).
- Committee notes should be uploaded and stored on the website Committee function, which is located under My Profile. This feature is available to committee members to provide storage of committee documents and facilitate communication for committee activities.

### **Committee Budget Request Procedures**

Committee chairs shall submit budget requests for the next fiscal year as noted on the annual Budget Request Form by the date indicated in the FY calendar.

## **NON-COMMITTEE APPOINTED POSITIONS**

### **ASHA CEU Administrator**

The ASHA CEU Administrator shall:

1. be appointed by the President
2. serve a two-year term
3. be responsible for ensuring that the Association maintains its ASHA CEU Provider status
4. submit documents for education events to ASHA as required

### **ASHA State Education Advocacy Leaders (SEAL)**

The ASHA SEAL shall:

1. be appointed by the President
2. be either a speech-language pathologist or audiologist
3. advocate on education issues including but not limited to caseload/workload, salary supplements, and maintenance of personnel standards in school settings
4. participate in phone meetings with SEALs from across all 50 states
5. participate in an annual meeting at the ASHA convention
6. report to the Executive Council on initiatives affecting GSHA members
7. keep GSHA members updated on current initiatives at least quarterly through use of the website, listserv, e-blasts, and/or communication lines
8. serve a two-year term

### **ASHA State Advocates for Reimbursement (STAR)**

The ASHA STAR shall:

1. be appointed by the President
2. be either a speech-language pathologist or audiologist
3. advocate for improved coverage of speech, language, and hearing services in private health plans
4. participate in phone meetings with STARs from across all 50 states
5. collaborate with the STAR network to develop strategies to convince decision-makers – employee benefit managers, union representative, health plan officials, regulators, and legislators – to add or increase coverage and reimbursement for speech-language and hearing services
6. participate in an annual meeting at the ASHA convention
7. report to the Executive Council on national programs and legislative/regulatory initiatives affecting GSHA members
8. keep GSHA members updated on current initiatives at least quarterly through use of the website, listserv, e-blasts, and/or communication lines
9. serve a two-year term

### **ASHA State Medicare Administrative Contractor (SMAC)**

The ASHA SMAC shall:

1. be appointed by the President
2. be either a speech-language pathologist or audiologist
3. advocate for Medicare coverage and reimbursement of audiology and speech-language pathology services
4. establish or enhance effective links to medical directors, consultants, and key personnel with Medicare administrative contractors, Medicare regional office officials, state health agencies that certify Medicare facilities, consumer groups, and other related professionals
5. serve as a resource to fellow audiologists and speech-language pathologists regarding compliance with local and national Medicare coverage and payment policies.
6. participate in monthly phone meetings with SMACs from across all 50 states
7. participate in an annual meeting at the ASHA convention
8. report to the Executive Council on initiatives affecting GSHA members
9. keep GSHA members updated on current initiatives at least quarterly through use of the website, listserv, e-blasts, and/or *Communication Lines*
10. serve a two-year term

### **Parliamentarian**

The Parliamentarian shall:

1. be appointed by the President
2. serve a one-year term
3. attend all business meetings and Executive Council meetings
4. use the most recent edition of Robert's Rules of Order Newly Revised to guide meetings
5. advise the Executive Council and members on matters of parliamentary procedure

6. call to the attention of the chair any error in the proceedings that may affect the rights of members or otherwise do harm
7. maintain impartiality (may not make motions, participate in debate, or vote)
8. not serve on Executive Council at the same time as serving in the role of parliamentarian

### **Tri-alliance member**

The Tri-alliance member shall:

1. be appointed by the President
2. work in a setting that participates with and bills all Medicaid products and the Babies Can't Wait Early Intervention program
3. collaborate with members from the Georgia Occupational Therapy Association and the Physical Therapy Association of Georgia to address therapy issues/concerns with Georgia Medicaid and the Babies Can't Wait program
4. participate in email correspondence and meetings as deemed necessary by the group with Medicaid, Medicaid contractors, legislators, lobbyists, and Babies Can't Wait representatives
5. report to the Executive Council on initiatives affecting GSHA members
6. keep GSHA members updated on current initiatives at least quarterly through use of the website, listserv, e-blasts, and/or *Communication Lines*
7. serve a two-year term

## **CONTRACTED POSITIONS**

### **Executive Director**

The Executive Director shall:

1. assist the Association in daily operations
2. serve as Archivist for the Association, which includes maintaining written and electronic Association records, including minutes of meetings and reports from officers and committees for storage in archives.
3. have an annual contract with GSHA (Copy to be given to President).
4. be evaluated formally by the Executive Council at least every three years and by the membership at least every five years.

Specific duties of the Executive Director/Professional Management Office include:

1. Refer all correspondence (phone calls, emails, letters, etc.) to appropriate officer or committee chair.
2. Fill routine requests for information on membership, meetings, and other Association activities within reasonable time limits.
3. Provide a permanent office location, mailing address, and phone number.
4. House and maintain Association files, records, equipment, and other property (including magazines, membership information, electronic files, and stationary).
5. Maintain an updated computerized membership list (keep accurate record of members by class and professions). Maintain information on student, associate, and regular membership retention and conversion.

6. Adhere to a contingency plan for responding to an emergency or occurrence (e.g., fire, vandalism, system failure, natural disaster), which damages systems containing GSHA records. Policies and procedures for a data backup plan and disaster recovery plan should be developed in conjunction with Executive Council and implemented as required.
7. Work with Communications Chair to establish and maintain social media.
8. Maintain and reconcile checkbook and bank statements.
9. Provide quarterly financial reports to the Finance Board and the Executive Council.
10. Work with Communications Chair to publish *Communications Lines*.
11. Process printed material for bulk mailing as appropriate.
12. Work with Membership Committee to develop, post, and compile an annual membership survey to be posted on website.
13. Computerize convention and workshop registrations.
14. Attend annual convention and assist with on-site registration and problem solving.
15. Attend or participate in Executive Council and Finance Board meetings.
16. Type routine committee correspondence and official reports (including position papers, annual Report to Membership, etc.)
17. Coordinate convention location and date options with Convention Committee following these guidelines:
  - a. Obtain information regarding convention sites for the GSHA Convention.
  - b. In coordination with Convention Committee, finalize contract for the convention with the facility of choice one (1) year prior to the convention.
18. Assist Past-President in updating GSHA Executive Leadership Manual.
19. Prepare and mail/email continuing education workshop brochures after approval of layout by Continuing Education Chair.
20. Submit rough draft of mass membership mailing to President for approval prior to printing, if needed
21. Following approval of committee chair for disbursement/reimbursement requests, complete disbursement of request funds.
22. Make weekly disbursements for all expenditures.
23. Meet with incoming President at beginning of each fiscal year to review procedures.
24. Distribute the current fiscal year budget at the Annual Business Meeting (BM 1992-3-4).
25. Distribute the end-of-quarter budget to EC prior to each meeting. (EC 1993-10).

Additional Information:

1. Committee work requiring the assistance of the professional management staff should be submitted through the committee chairperson.
2. Work requests entailing additional association costs must be approved by either the Executive Council or Officers Board.
3. Instruments drawn upon bank accounts of the Association need have only the signature of the Executive Director for budgeted items. Anything not budgeted requires approval by the Finance Committee.

## **Lobbyist**

1. The Lobbyist for the Association shall:
  - a. provide guidance and support regarding state legislative issues that affect the Association and its members
  - b. negotiate an annual contract with GSHA
  - c. be evaluated formally by the Executive Council at least every three years and by the membership at least every five years
2. Specific duties of the Lobbyist shall include to:
  - a. assist GSHA with government relations matters including but not limited to possible legislation on:
    - i. Credentialing therapists by Medicaid and CMOs
    - ii. CMO contract requirements for therapy services
    - iii. Prior approval requests for services and appeals
  - b. negotiate with the CMOs over compliance with existing laws
  - c. monitor budget impacts with revisions to reimbursement services for SLPs and Audiologists
  - d. provide daily monitoring coverage during the General Assembly's Session and routinely cover meetings of agencies and departments, such as the Department of Human Services, Behavioral Health and Developmental Disabilities, and Community Health.
  - e. address legislation that deals with issues related to SLPs and Audiologists.
  - f. keep GSHA updated on legislation related to SLPs and Audiologists
  - g. develop a statewide advocacy program to achieve a higher visibility at the Capitol and with policy makers across the state
  - h. facilitate routine calls and/or meetings for representatives of GSHA to discuss legislative and government relations matters of agencies and departments

## GENERAL PROCEDURES

### Installation Ceremony

An Installation Ceremony will take place during the first Executive Council Meeting of the fiscal year. The following procedures shall be used for this purpose:

*You have been chosen by your fellow members to lead them in the activities of the association for the ensuing year, thus a signal honor has been accorded you which also involves great responsibilities.*

*You will be expected to originate and execute plans governing the conduct of this association. Your keenness of foresight, efficiency of administration, and loyalty of purpose will determine the success and progress of this organization.*

*I, therefore, earnestly charge you to dutifully and loyally carry out the duties pertaining to your respective offices such that the high ideals, aims and purposes of the Georgia Speech-Language-Hearing Association may be given definite interpretation, and that you keep your vision elevated and clear, looking toward continued progress for the association.*

*I ask that the new officers now face the Executive Council.*

*Fellow members, the officers of your choice now stand before you. You officers are to be congratulated for the trust invested in you by your fellow members.*

*On behalf of the membership, I declare you, and each of you, officially installed as officers of the Georgia Speech-Language-Hearing Association on this date \_\_\_\_\_.*

## Parliamentary Procedure

### GSHA PARLIAMENTARY PROCEDURE GUIDE

Parliamentary Procedure is an organized system of conducting business when working in a group. Basic rules determine the process for making decisions so that all members can participate in the discussion, be involved in the decision, and stay focused to resolve an issue (Sylvester, 2010). Using parliamentary procedure increases meeting effectiveness and ensures that business is conducted in a fair and democratic manner. The GSHA uses parliamentary rules as stated in the latest edition of *Robert's Rules of Order Newly Revised* (RONR) to conduct meetings.

The GSHA Parliamentary Procedure Guide is a summary of the most commonly used procedures. All Executive Council members should be familiar with these principles. Refer to the latest edition of RONR for more a complete list of motions and details on the procedures.

Basic principles of parliamentary procedure include:

1. All members have equal rights, privileges, and obligations.
  - a. The majority has the right to decide the general will, but only after full and free discussion.
  - b. The minority and absentees have rights, which must be protected.
2. A quorum must be present for the group to act.
3. Only one question at a time can be considered at any given time.
4. Members have the right to know at all times what the immediately pending question is and to have it restated before a vote is taken.
5. No member can speak until recognized by the chair.
6. No one can speak a second time on the same question if another wants to speak a first time.
7. The chair should be strictly impartial.

Business is brought before a meeting by committee reports or motions. A motion is a formal proposal by a member in a meeting requiring action. Steps to present a motion are:

1. A member makes a motion by saying, "I move that ----." The motion should be written and presented to the chair.
2. Any member may second the motion by calling out, "I second the motion."
3. The chair states the motion to place it before the assembly, "It is moved and seconded that..."
4. Until the chair states the question, the maker may modify the motion or withdraw the motion. After the question has been stated by the chair, assembly consent is required (see Incidental Motions - Withdraw).
5. The chair then asks for discussion. The maker of the motion is given the first opportunity to speak; thereafter, the discussion alternates between those in favor of the motion and those opposed to the motion, as much as possible. The discussion must relate to the motion. During this discussion period on the motion, a member may introduce one of the subsidiary motions, an incidental motion, or a privileged motion. The time limit for debate should be observed.

6. At the end of the debate, the chair restates the motion and calls for the affirmative, then negative vote (e.g., “The question is on the adoption of the following resolution: [read resolution]. Those in favor of adopting the resolution, say *aye*... Those opposed, say *No*.”)
7. The chair announces the result of the vote and what will be done because of this motion. For example, for a voice vote, “The ayes have it, and the motion is adopted (or carried)”, or “The noes have it and the motion is lost (or defeated).” State for a rising vote or show of hands on which a count has been order, “There are 30 in the affirmative and 10 in the negative. The affirmative has it and the motion is adopted, etc. “

Classes of motions include:

1. **Main Motions** - introduce a new item of business. There can be only one main motion pending at a time. The making of a motion comes first, and discussion follows. Some motions require a second to show support by other members and to put the motion to a vote. A second is not always required (see *Parliamentary Procedures Motion Guide*). Motions for actions from committee reports do not require a second. Debating a motion allows members to raise any concerns they may have about the motion, to persuade others to vote one way or another, and to provide further information. Main motions may be introduced only when no other motion is pending and it ranks lowest in the precedence of motions. It may be changed by introducing an amendment (see *Subsidiary Motions*).
2. **Subsidiary Motions** – modify or delay action on the main motion and must be voted upon before the main motion. Subsidiary motions have a definite order or precedence. The lowest in rank yields to motions that are higher in rank. If several subsidiary motions are pending at one time, the vote is taken first on the motion with the highest rank, if necessary, then on the motion next lower in order until there is a decision concerning the main motion. The seven subsidiary motions, in order of rank (highest to lowest), are as follows:
  - a. Lay on the Table – delays action temporarily, usually in order to attend to business that is more urgent. The chair questions the member for the purpose, which must be legitimate, or the motion is out of order. It must be taken off the table by the end of the meeting or next regularly scheduled meeting. It should not be used to kill a motion without debate. The form is, “I move to lay the question on the table.”
  - b. Previous Question – ends debate on the motion and any amendments so that there is an immediate vote. The form is, “I move the previous question.”
  - c. Limit or Extend Limit of Debate – used to reduce or increase the number and length of speeches permitted or limit length of debate on a question.
  - d. Postpone to a Certain Time (Postpone Definitely) – delays motion to a certain time, providing more time for the members to consider the issue. If a group meets quarterly or more frequently, it cannot be postponed beyond the next session. For an annual convention, the time to which postponed must be within the present convention.
  - e. Commit or Refer to a Committee – assigns the motion to a committee to get more information or to refine before the group votes on the motion. The form is, “I move that the motion be referred to the -----Committee;” or, “I move to refer the motion -----to a committee of ----- (number) appointed by the president to investigate----- and to report back at the next meeting.”



- f. Amend – allows for modifications to the motion before a vote is made. No more than two amendments may be considered at one time. To make an amendment, state, “I move to amend by -----.” The ways to amend are to insert, strike out, strike out and insert, add, or substitute.
    - i. Primary amendment - an amendment to the main motion
    - ii. Secondary amendment - an amendment to the primary amendment
    - iii. Only these two degrees of amendments are permitted. Only one primary amendment at a time, or one secondary amendment at a time, can be pending. As soon as the amendments are disposed of by vote, another of the same class is in order.
  - g. Postpone Indefinitely – kills motion without a vote
3. **Privileged Motions** - take precedence over all other motions; do not relate to a pending question. (see *Parliamentary Procedure Motion Guide* for requirements):
- a. Fix the Time to Which to Adjourn – sets date and time to adjourn meeting.
  - b. Adjourn – ends current meeting immediately.
  - c. Recess – calls for a temporary break in a meeting.
  - d. Questions of Privilege – used to bring an urgent request or a main motion for immediate consideration, which relate to rights of the assembly or an individual (Questions of Personal Privilege). It may be used to secure comfort for members.
  - e. Call for the orders of the day – demands compliance with the agenda or seeks information on order of agenda.
4. **Incidental Motions** – procedural motions that relate to matters of the business meeting rather than directly to the main motion. They may be offered at any time they are needed.
- a. Appeal from the Decision of the Chair – allows members to overrule the chair if they feel the chair made a decision not in agreement with the group. An appeal can be made from any decision of the chair but only at the time that the ruling is made. The form is, “I appeal from the decision of the chair.” The chair states the point at issue. An appeal is debatable when the pending question is debatable. The chair puts the question as, “Shall the decision of the chair be sustained?” A majority negative vote reverses the decision of the chair.
  - b. Division of a Question – used to separate a main motion or amendment into parts so that each part is voted on separately. It may only be used if each part can stand as a separate question.
  - c. Division of the Assembly – used to require a countable vote after a voice or show of hands vote.
  - d. Object to the Consideration of a Question – stops offensive or inappropriate measures.
  - e. Parliamentary Inquiry – used when a member wants to inquire about a motion to use or wants information about the law or a motion. The member says, “I rise to a parliamentary inquiry.” The chair answers the inquiry. The inquiry should be pertinent to the pending business.
  - f. Request for Information - to obtain information relevant to the business at hand but not related to parliamentary procedure. State, “I rise for information.” If information is desired of the speaker instead of the chair, the form is, “I would like to ask the speaker a question.” All remarks should be addressed through the chair for questions and answers,

as members cannot directly address each other in assembly. If speaker consents to answer, the time consumed is taken out of the speaker's time.

- g. Point of Order – used to call attention to a breach of the rules and must be made at the time the breach occurs. The form is, “I rise to the point of order.” The chair asks that the point be stated and the member replies. The chair decides the point.
  - h. Withdraw a Motion – used only by the mover of a motion to remove the motion from consideration (required after it has been stated by the presiding officer). The chair treats this first as a unanimous -consent request (e.g., “Unless there is an objection, the motion is withdrawn.”) If there is an objection, the chair can put forth the question for a vote or another member (other than the one making the request) can move that permission to withdraw the motion be granted. Withdrawn motions should not be included in the minutes.
  - i. Suspend the Rules – used when the assembly wants to do something that violates its own rules (e.g., to change the agenda or prescribed meeting time). It does not apply to bylaws; local, state, or national law; or fundamental principles of parliamentary law.
5. **Motions That Bring Back a Question before the Assembly** - pertain to actions taken at previous meetings
- a. Take from the Table – resume consideration of tabled motion during the same session or before the end of the next regularly scheduled meeting (if before a quarterly time interval has elapsed); otherwise, the motion dies. It can be reintroduced as a new question.
  - b. Rescind or Amend Something Previously Adopted – revokes or amends action at a previous meeting, if it is not too late to undo the action involved in the resolution.
  - c. Reconsider – brings a question already acted upon before the assembly again so that the vote may be changed. The form is, “I move to reconsider the vote on ----.” The member who moves to reconsider must have been on the prevailing side or the motion. It must be made the same day, or next succeeding day, as the vote to be reconsidered was taken.

#### **Additional Information:**

- 1. GSHA voting privileges - Only Officers, excluding the President, and Standing Committee Chairs with the exception of the chair for the Student Affairs Committee, may vote on Executive Council. The President may vote only in case of a tie. Associate Chairs may not vote, unless representing the chair (Standing Rules, Article III).
- 2. Quorum – the number of members that must be present to conduct business legally. If not specified in the bylaws, the quorum is a majority of the voting members in attendance. GSHA uses a majority of the voting members on Executive Council to establish a quorum for EC meetings. If the Council believes that it must take action on business without a quorum, a motion to ratify the action must be made at the next in which a quorum is present.
- 3. Majority vote - More than half of the votes, or 50%+1
- 4. Common voting methods:
  - a. General consent or unanimous consent - used when the motion is of little importance or when there appears to be no opposition (e.g., “If there is no objection, the meeting is adjourned.”) If one member objects, the chair must state the motion and put it to a vote.

- b. Voice Vote – used when there is little controversy or in a small group. It should be avoided when 2/3 vote is required.
- c. Show of Hands - used to vote in small groups
- d. Rising Vote – members stand to cast vote. Should be used when a member makes a motion for the Division of the Assembly after a voice vote or when needed for a 2/3 vote.
- e. Ballot – used when secrecy is needed.
- f. Roll Call – each member is asked how he or she voted by the chair so that it is an official part of the record.

**References:**

Leading effective meetings: Making basic parliamentary procedure work (n.d.). Retrieved from [http://northeast.hccs.edu/College-Northeast/College\\_Home/Departments/Student\\_Services/SS\\_StudentLifeActivities/How%20To%27s/ParliPro2.pdf](http://northeast.hccs.edu/College-Northeast/College_Home/Departments/Student_Services/SS_StudentLifeActivities/How%20To%27s/ParliPro2.pdf)

Robert, H. M. III, Evans, W. J., Honemann, D. H., & Balch, T. J. (2011). *Robert's rules of order newly revised* (11<sup>th</sup> ed.). Cambridge, MA: Da Capo Press.

Sylvester, N. (2010). *The complete idiot's guide to Robert's Rules* (2<sup>nd</sup> ed.). New York, NY: Penguin Group.

Sylvester, N. (n.d.). *Parliamentary procedure scripts*. Retrieved from [http://www.nancysylvester.com/docs/Resources/parliamentary\\_procedure\\_scripts.html](http://www.nancysylvester.com/docs/Resources/parliamentary_procedure_scripts.html)

## Georgia Speech-Language-Hearing Association

### PARLIAMENTARY PROCEDURE MOTION GUIDE

MOTIONS RONR (11 <sup>th</sup> ed.) and Sylvester, 2010	May Interrupt Speaker?	Second is Required?	Motion is Debatable?	Motion is Amendable?	Vote Required?
<b>PRIVILEGED MOTIONS (take precedence over all other motions)*</b>					
Fix the Time to Which to Adjourn	N	Y	N	Y**	Majority
Adjourn	N	Y	N	N	Majority
Recess	N	Y	N	Y**	Majority
Question of Privilege (no motion needed)	Y	N	N	N	Chair rules
Question of Privilege Motion	Y	N	Y	Y	Majority
Call for the Orders of the Day	Y	N	N	N	None or 2/3 negative vote to deviate from agenda
<b>SUBSIDIARY MOTIONS (requires a vote before voting on the main motion)*</b>					
Lay on the Table	N	Y	N	N	Majority
Previous Question	N	Y	N	N	2/3
Limit or Extend Debate	N	Y	N	Y**	2/3
Postpone to a Certain Time (definitely)	N	Y	Y	Y	Majority
Commit or Refer to a Committee	N	Y	Y	Y	Majority
Amend – Secondary Amendment	N	Y	Y	Y	Majority
Amend – Primary Amendment	N	Y	Y	Y	Majority
Postpone Indefinitely	N	Y	Y	N	Majority
<b>MAIN MOTIONS</b>	N	Y	Y	Y	Majority
<b>INCIDENTAL MOTIONS (may be offered at any time needed)</b>					
Appeal from the Decision of the Chair	Y	Y	Y**	N	Majority negative
Division of a Question	N	Y	N	Y	Majority
Division of the Assembly	Y	N	N	N**	None
Objection to the Consideration of a Question	**	N	N	N	2/3 in negative
Parliamentary Inquiry	Y	N	N	N	None
Request for Information	Y	N	N	N	None
Point of Order	Y	N	N	N	Chair rules
Withdraw a Motion	**	**	N	N	Majority
Suspend the Rules	N	Y	N	N	2/3 for parliamentary Majority for business
<b>MOTIONS THAT BRING BACK A QUESTION (same rank as main motions)</b>					
Take from the Table	N	Y	N	N	Majority
Rescind or Amend Something Previously Adopted	N	Y	Y	Y	2/3 or Majority if previous notice given
Reconsider	N	Y	Y	N	Majority**

*\*Motions listed in order of priority (precedence) from highest to lowest. When a motion is pending, any motion above it on the list is in order, and any motion below cannot be made at that time. \*\*See RONR for additional information.*

Rev. 2-12

## **Guidelines for GSHA Minutes**

Minutes, or a record of meeting proceedings, should be prepared following procedures in the latest edition of RONR or as directed by the GSHA Constitution or Standing Rules. Minutes should include the following information, as adapted from RONR:

1. The kind of meeting, *regular, special, business meeting, etc.*
2. The name of the organization or assembly.
3. The date/time of meeting and place, when it is not always the same.
4. The time the meeting is called to order.
5. A record of Officers Board and Executive Council members present and absent (only voting members are listed as absent). All others are considered *Guests*.
6. A summary of matters discussed at the meeting (not what was said).
7. Whether the minutes of the previous meeting were read and approved, or approved as corrected, and the date of the meeting.
8. Any correction made in the context of the minutes being approved. The minutes of the meeting when corrected should state that the minutes were approved *as corrected* (the actual wording to describe the correction is not stated).
9. Any notice given at the meeting, such as when a previous notice is required to amend resolutions.
10. All main motions (except such as were withdrawn), stating the wording as finally adopted. The facts as to whether the motion was debated or amended before disposition are mentioned only parenthetically.
11. Secondary motions (privileged, subsidiary, incidental) not lost or withdrawn where needed for clarity of the minutes (may be generally stated).
12. The name of the mover of the motion. The seconder is not entered.
13. The number of votes on each side, when a count has been ordered or is by ballot.
14. Points of order and appeals, and reasons the chair gives for the ruling.
15. The name and subject of a guest speaker with only a summary of the remarks.
16. Time of adjournment.
17. Signature of the Vice President of Association Affairs (VPAA).
18. The word *Approved* written on the minutes below or beside the VPAA signature. The VPAA enters his/her initials or signature and the date, after the minutes have been approved.

Additional information for preparation and distribution of the minutes:

1. Do not include the opinions or judgmental phrases.
2. The minutes are read and approved, after any needed corrections, at the beginning of the meeting. Approval is normally done by unanimous consent. The chair calls for reading of the minutes, asks for any correction, and then declares the minutes approved.
3. Members should provide motions in writing for restating by the chair and inclusion in the minutes.
4. The Vice President of Association Affairs shall:
  - a. Submit Executive Council (EC) and Officers Board (OB) minutes to the Executive Director for distribution to the Executive Council or posting on the GSHA website prior to each EC meeting. If minutes are not available before the meeting, copies

- should be provided to OB/EC meetings for reading and approval at the Executive Council meeting.
- b. Prepare a summary of each EC meeting for publication in *Communication Lines*.
  - c. Update the Resolutions Record after each meeting.

For additional information on procedures for the GSHA minutes, see RONR.

### **Electronic Meeting and Voting Procedures**

1. The President of GSHA shall serve as the presiding officer (hereinafter referred to as “Chair”) of electronic meetings of the GSHA Executive Council.
2. The Rules contained in Robert’s Rules of Order, Newly Revised, shall govern the proceedings of all electronic meetings.
3. A quorum shall be 51% of the members of the GSHA Executive Council eligible to vote (one vote/committee). The number of votes cast, including abstentions, determines verification of a quorum.
4. A proposed timeline for discussing and acting on a resolution/motion shall be established by the Chair, if appropriate, and communicated to the Executive Council at the beginning of the processing of any resolution/motion based on the following considerations:
  - a. The content of the resolution/motion;
  - b. The urgency for acting on the resolution/motion, and
  - c. Internal and external timing demands.

NOTE: The proposal timeline can be modified by the Chair based on the complexity and number of secondary motions that need to be discussed and voted upon.

5. The process for discussion and acting on resolution/motion shall include the following:
  - a. The resolution/motion shall be posted and discussion shall begin.
  - b. Discussion on the main motion and secondary motions shall be presented and acted upon.
  - c. At a designated time, the resolution in its final form shall be posted for voting.
6. Proposed secondary motions must be submitted to the President via the Executive Council listserv within the required time limits. The President is authorized reword and/or to consolidate with other similar secondary motions. Prioritization shall be based on parliamentary principles. Each secondary motion will be considered individually.
7. Any voting member may move to postpone a resolution/motion to the next face-to-face meeting of the GSHA Executive Council. The Chair may also determine that it is in the best interest of GSHA to postpone taking action on the resolution/motion. The voting members would then vote on whether to postpone.
8. When posting an electronic message related to a resolution/motion, Executive Council members shall use a format that includes:

- a. A heading indicating the resolution number, whether they are speaking for the motion (pro), in opposition to the motion (con), or whether they are asking for information (point of information); and
  - b. A closing for each message that includes the Executive Council member's name and position on the Executive Council.
9. Each message posted by a voting Executive Council member shall be a message written by that Executive Council member. Forwarding messages from non-voting Executive Council members is prohibited.
  10. The Chair shall have the authority to rule that a message is out of order and notify the Executive Council of the ruling.
  11. Voting shall be conducted only during the voting period, which shall be a minimum of one week (seven days) for main motions and three business days for secondary motions.
  12. The Vice President of Association Affairs shall maintain a written record from each voting member, and the actions taken by the Executive Council will be reflected in the minutes of the next regularly scheduled Executive Council meeting.

Adapted from *Electronic Meetings*, 2002 American Institute of Parliamentarians, retrieved from <http://www.aipparl.org/pdf/AIPemeet5.PDF> and *California Speech-Language-Hearing Association Bylaws* (2011) retrieved from <http://www.csha.org/pdf/BYLAWSFINALCOPYAPRIL2011.pdf>

EC2011-11-6 Adopted 11-5-12 (rev. 2-3-12)

## **GSHA CURRENT POLICIES**

### **Requirements for Executive Council Approval**

1. Items meeting the following criteria will be brought before the Executive Council for approval:
  - a. Annual budget approval
  - b. Fiscal impact beyond the current approved budget
  - c. Change in structure of the Association
  - d. Constitutional changes
  - e. Alteration in the objectives of the Association
  - f. Establishment of a policy
  - g. Committee actions/activities affecting the membership as a whole
2. Other committee activities may be brought to the EC for input at the discretion of the committee chair and officers. (Approved 1993-5-3).

### **Requirements for Membership Approval**

Items meeting the following criteria should be approved by the Membership:

1. Election of officers
2. Governance structure changes
3. Constitution amendments
4. Standing Rules amendments

### **GSHA Policy on Retention of Documents**

It is GSHA's policy to retain documents it generates or receives only for as long as they are reasonably likely to be useful to its operations or necessary to comply with various legal requirements. By regularly and systematically discarding, destroying, or deleting outdated documents, GSHA reduces the need for additional storage and increases the accessibility of currently needed documents.

The term "documents" includes not only paper records, but also audio, video, and graphic materials, and computer or other electronic records, including all back-up copies.

1. Originals. Originals of documents should be retained for the periods indicated in the schedule below. Documents that do not fall within one of the indicated categories may be discarded/erased whenever the management office deems appropriate.
2. Copies. Copies of documents should be discarded/erased after current use. However, copies should be kept if the principal preparer, recipient, or custodian of the document is unable to confirm that the GSHA management office has retained the original or another copy.
3. Drafts. Drafts should be clearly marked as a "DRAFT" and discarded upon preparation of a new draft or when the document is finished.



4. Form of Documents Retained. Paper documents may be retained either in their original form or through imaging technology that permits viewing and reproduction of the document in the form in which it originally appeared, including all handwritten and other markings. Computer and other electronic documents may be retained through any storage medium that permits retrieval for viewing and reproduction in the form in which the document originally appeared.

### **Guidelines for Reimbursement of GSHA Representatives**

Reimbursement of certain expenses of Officers Board, Executive Council members and committee members, or their designees serving upon request in an official capacity to conduct GSHA activities, shall be made according to the following guidelines:

1. Expenses submitted for reimbursement must be previously included in an approved budget.
2. Requests for reimbursement shall be made on a current Disbursement/Reimbursement Request Form with the required approval signature secured prior to the submission of the request and accompanied by receipts. This form must be signed by the committee chairperson. Ad Hoc and Task Force chairs shall submit requests to the President for approval.

### **Guidelines for Reimbursement of GSHA Officers**

The President, President-Elect, and Past-President of GSHA shall be entitled to reimbursement for certain expenses to help offset lost wages related to Presidential duties, which will be specified in the ELM. Modifications to this schedule must be approved by the Finance Board and Executive Council and would not apply to the President and President-Elect in office at the time of approval. The following allowances for officers were approved by EC2011-11-10 (11-5-11):

#### **Allowances for GSHA President**

1. GSHA Dues\*
2. GSHA Convention registration\*
3. All GSHA Continuing Education registration fees\*
4. GSHA Convention hotel room\*
5. A set stipend will be provided to assist with the cost of registration and travel expenses to the Fall and Spring CSAP meetings. The stipend will be determined each year as budget is set. The President is strongly encouraged to attend each CSAP meeting.

#### **Allowances for GSHA President-Elect**

1. GSHA Dues\*
2. GSHA Convention Registration\*
3. All GSHA Continuing Education registration fees\*
4. A set stipend will be provided to assist with the cost of registration and travel expenses to the Fall and Spring CSAP meetings. The stipend will be determined each year as budget is set. The President-Elect is strongly encouraged to attend at least one CSAP meeting.

### **Allowances for GSHA Immediate Past-President**

1. GSHA Dues\*
2. All GSHA Continuing Education registration fees\*

\*These items do not represent cash outlay, but are benefits provided to these officers.

\*These items do not represent cash outlay, but are benefits provided to these officers.

### **GSHA Publications**

1. Membership Directory
  - a. Published electronically once a year.
  - b. Distributed to membership electronically, via e-mail, and on the Website.
2. GSHA Magazine
  - a. Subscription rates shall be charged to non-members and institutions at a cost determined by the Officers Board.
  - b. Exchanges shall be made with other State Associations and ASHA at no charge.
  - c. Names of individuals who have action taken against them by the licensure board will be printed in *Communication Lines* (EC 1993-5-7).
3. Other Publications
  - a. One complimentary copy of each pamphlet, brochure and booklet published by GSHA will be available to members on request.
  - b. Notification of available publications will be published in the magazine.
4. Correspondence
  - a. All correspondence, including letters, surveys, committee activities, magazine insertion, etc., must be approved by the President before distribution to the membership (EC 1993-5-1).
  - b. A Customer Satisfaction Survey will be emailed annually with membership renewal applications (EC 1994-3-1).
5. The GSHA and ASHA approved CE logos must appear on all continuing education promotional materials. Logos may be reduced or enlarged but may not be altered in any other manner. The ASHA logo must be printed in black and white.
6. The GSHA logo should not be distorted in any manner and must be printed in black and white or if in color, the colors must be peach PMS 157 and green PMS 581.

## **GSHA Fees**

1. Job Placement Fees - The job listing fee for a two-month posting is \$65 for members and \$75 for non-members.
2. Advertising and Sponsorship Rates - Rates for Print and Web Ads and Sponsorship are published on the GSHA website. See rate sheet under GSHA FORMS.
3. Continuing Education Fees  
GSHA CEU Co-Sponsorship Fee - \$450 per event
4. Mailing List (pressure sensitive gummed labels)
  - a. SLP/A labels: \$150.00
  - b. SLP labels only: \$125.00
  - c. AUD labels only: \$ 75.00

## **Management of the Executive Leadership Manual (ELM)**

1. The Executive Leadership Manual shall be updated by the Immediate Past-President and the Management Office on an ongoing basis during the year.
2. Each Officer and Committee Chair shall submit proposed revisions to the manual. These changes shall be submitted to the Past-President.
3. A copy of the current Executive Leadership Manual shall be:
  - a. available or accessible for the membership at the annual convention. This shall be the responsibility of the GSHA Management Office.
  - b. made available to each officer and committee chair (including ad hoc/task force) upon taking office. In addition, associate chairs, the student affairs chair, and other non-voting chairs should also have access to the ELM.
  - c. kept in the Management Office at all times and be available to any GSHA member upon request.

## GSHA ASSOCIATION AWARDS

### Honors and Awards Board

The Association shall honor deserving individuals with designated Association awards at the Annual Convention. The Past-President shall chair the Honors and Awards Board and coordinate the Honors and Awards Ceremony with the convention committee. The chairs of the following committees shall serve as members: Membership, Student Affairs, Schools, Healthcare and Private Practice, and Higher Education. The Honors and Awards Board will present a slate of award recipients to the Executive Council for approval prior to granting the awards.

A timeline shall be implemented as follows:

10/15:	Solicitation of nominees from GSHA membership (E-News, website, etc.)
12/15:	Nominations closed
No later than 1/31:	Honors and Awards Board meeting to select awardees
1/31:	Names of awardees presented to Executive Director following Honors and Awards Board meeting; plaques and certificates ordered/prepared
1/31:	Program printed
2/1, or 2 weeks prior to convention:	Awardees notified and asked to submit vita and portrait photo to Executive Director
2/1, or 2 weeks prior to convention:	Student volunteers solicited to serve as greeters and to hand out programs at ceremony

Procedures for Nominations:

Nominations may be made by any GSHA member. All nominees must be current members of GSHA and meet the criteria for the award for which the nomination is being made. A letter of support written by the member making the nomination, indicating in detail how nominee meets the criteria for selection must be submitted electronically to Past-President, Chair of the Honors and Awards Board, no later than 12/15. Additional letters of support may also be submitted.

### Honors of the Association (Plaque)

This award recognizes longstanding involvement in GSHA and lifetime professional or scientific achievement in the field of communication sciences and disorders. A nominee must have been an active participant in GSHA no less than five years. The nominee must have demonstrated outstanding contribution to his/her profession in **at least three** of the following areas:

1. Clinical service
2. Academic teaching
3. Research and scholarship
4. Administrative service
5. Service to GSHA

### **Dr. Robert A. Hull Leadership Award (Plaque)**

This award recognizes leadership within the field of communication sciences and disorders. A nominee must have been an active member of GSHA no less than five years. The nominee must show outstanding leadership to his/her profession in **both** of the following areas:

1. Service to GSHA, including service on Executive Council, or in other significant capacities (ex. lobbying efforts)
2. Service to related regional or national professional organizations

### **Professional Achievement Award (formerly Clinical Achievement and Clinician of the Year) (Plaque)**

This award recognizes outstanding professional achievement by a speech-language pathologist or audiologist. Individuals nominated must have three or more years of experience in his/her profession and have demonstrated outstanding contribution in **at least one** of the following:

1. Assessment and management of speech, language, and/or hearing disorders
2. Professional contributions in the areas of speech, language, and/or hearing disorders
3. Service to local, state, or national professional organizations
4. Innovative program design or therapeutic methods for individuals with speech, language, and/or hearing disorders

### **Jack Bess Memorial Award (Plaque and \$100.00 check from the Jack Bess Memorial Fund)**

This award is established in memory of Jack Bess for his many years of support of and contributions to the speech-language pathology and audiology professions. This award recognizes outstanding contribution to the Georgia Speech-Language-Hearing Association by a member who has been a member of GSHA for five (5) years or less. A nominee must have made a significant contribution to GSHA by demonstrating enthusiasm for the organization and a willingness to accept responsibility and serve the organization in an effective manner.

Administration of the Jack Bess Memorial Fund:

1. The fund will be established May 1, 1987, in memory of Jack Bess.
2. The fund will be administered by the GSHA Management Office.
3. Contributions to the fund can be made at any time to the GSHA Management Office.
4. A financial report of monies in the fund will be made to the Executive Council at each meeting.

5. Solicitation of funds will be made at conventions and through the GSHA *Communication Lines* and periodic mailings to the GSHA membership.
6. The check for the Jack Bess Memorial Award will be drawn from the Jack Bess Fund.
7. To avoid bank service charge, a base of \$100.00 will remain in the fund at all times (EC1987-7-10)

### **Volunteer Appreciation Award (Framed Certificate)**

This award gives visible recognition to members of the Georgia Speech-Language-Hearing Association (GSHA) who, as volunteers, exhibit exceptional involvement.

Exceptional involvement may be defined as including, but not limited to, the following:

1. Active participation in group discussions
2. Attendance at a majority of group meetings
3. Willingness to accept responsibility for specific aspects of a group's charge(s)
4. Timely submission of reports
5. A genuine eagerness to support the goals and mission of the GSHA while serving as a volunteer
6. Devotion of unusual amounts of time as a volunteer

Award: Framed Certificate

### **Jack Bess Memorial Scholarship (Framed Certificate and \$500.00 check)**

This award recognizes a student who has displayed exceptional scholastic achievement, leadership skills, and professional involvement in research or service at the local or national level.

1. Individuals must be a part-time or full-time student enrolled in a Georgia college or university in a graduate program and member of GSHA.
2. A letter of application from the student should include:
  - a. A personal statement relating to the reasons the student is pursuing a degree in communication sciences and disorders.
  - b. Future goals focusing on what the student hopes to contribute to his/her profession.
  - c. Statement regarding how this award will help the student reach these goals.
  - d. Any additional information the student thinks is pertinent, such as financial need.
3. One letter of recommendation from a faculty member regarding the student's scholastic achievement, leadership skills, and related professional involvement in research or service at the local or national levels.
4. One letter of recommendation from a clinical supervisor (on-campus or off-campus) regarding the student's clinical potential, leadership skills, and related professional involvement.

Scholarship: The amount of the scholarship will be \$500.00 and will be taken from the Jack Bess Memorial Fund.

### **Legislator Appreciation Award (Plaque)**

This award gives visible recognition to legislators who exhibit exceptional involvement as an advocate for individuals with speech, language, or hearing impairments.

Exceptional involvement may be defined as including, but not limited to the following:

1. Sponsorship of legislation directly related to our professions.
2. Sponsorship of legislation indirectly related to our professions, e.g., legislation that would improve the quality of healthcare for all Georgians as a whole or a specific populations (allied health issues).
3. Opposition of legislation that would be detrimental to the goals and objectives of our professions.
4. Education of other legislators concerning the goals and objectives of our professions.

Award: A personalized plaque to be presented at the GSHA Honors and Awards Ceremony, state Capitol, or in the honoree's hometown office. GSHA designees and constituents of the honoree will be requested to attend the presentation. A photograph of the honoree and those attending the presentation will be published in the GSHA magazine and the honoree's hometown newspaper.

### **State Clinical Achievement Award: ASHA Louis M. DiCarlo Award for Outstanding Recent Achievement (Plaque)**

The American Speech-Language-Hearing Foundation (ASHFoundation) invites State Speech-Language-Hearing Associations to participate in the Clinical Achievement Awards program. Each state association is asked to select one individual from within the state to receive an award for demonstrated contributions to the advancement of knowledge in clinical practices in speech-language pathology and audiology within the last 6 years. That individual named by the state association will receive a certificate from the American Speech-Language-Hearing Foundation and will be named the year's State Clinical Achievement Award Winner.

From among all the annual State Clinical Achievement Award Winners, one individual will be chosen as the recipient of the year's Louis M. DiCarlo Award for Outstanding Recent Clinical Achievement. That person will receive a recognition plaque and a grant of \$1,500 to further the work upon which the award is based. The recipient of the DiCarlo Award will be announced and recognized at the annual ASHA Convention.

Nominees are not limited to any one type of clinical achievement or activity and past nominees are eligible. However, the achievement must be specific, well defined, and clearly within the time limit of the last six years. Eligible activities or accomplishments for which an individual might receive the DiCarlo Award include, but are not restricted to, the following examples.

- A single achievement with a client or group of clients
- A specific clinical service or training program
- A specific achievement in a state or local organization or government agency activity
- A specific accomplishment in clinical teaching, research, or administration

Procedures for Nomination: State associations are asked to establish the mechanisms by which their nominees are determined, but are advised to recognize recent achievement based on criteria for selection of the DiCarlo Award recipient. Forms and procedures for submitting a state nomination to ASHFoundation are located on the ASHA website at <http://www.ashfoundation.org> under Grants and Awards.

*Note: The DiCarlo Award is not a general lifetime award, nor is it for general accomplishment over a six-year period. Nominations must be framed on a single, specific, well-defined achievement in order to meet award eligibility.*



## POSITION PAPERS

### **Guidelines for Development of a Position Paper**

Purpose: A position paper is developed to state in writing GSHA's policy and stance on a matter which is significant not only to the membership, but which may also be significant to other outside agencies or groups. It does not offer specific procedures or guidelines for the membership.

WHEREAS, the Executive Council of the Georgia Speech-Language-Hearing Association wants to facilitate and promote dissemination of position papers and to assure the continuing currency of these position papers available for dissemination, therefore,

RESOLVED, that any member or committee of the Georgia Speech-Language-Hearing Association (GSHA) wanting to develop a position paper be required to submit a prospectus to the Executive Council for consideration for approval and further

RESOLVED, that the Executive Council of GSHA on approval of a prospectus for a position paper assign an individual or individuals responsibility for development of the position paper and establish the time-line for completion of the position paper, and further

RESOLVED that position papers be limited to 12 double-spaced typed pages (3 printed pages), and further

RESOLVED, that when a position paper is prepared in draft form it be submitted for select peer review to: 1) the GSHA Officers' Committee for editorial review; 2) at least five individuals who have experience and expertise related to the topic of the position paper; and 3) the members of the Executive Council; and further

RESOLVED, that when the author(s) of a position paper has revised the product, as needed, in response to suggestions received from the editorial and select peer review, it be published in the *Communication Lines* for widespread peer review with a request that comments be received within six weeks after the date of publication of the announcement; and further

RESOLVED, that the author(s) of a position paper being submitted to the GSHA's Executive Council for approval append a list of individuals who have provided reviews of the position paper; and further

RESOLVED, that the availability of position papers approved for dissemination be announced in the *Communication Lines*, and further

RESOLVED, that the Executive Council at least every four years ask three members with expertise in the content area of the position paper to evaluate need and currency of the position paper and report their findings to Executive Council with their recommendation to: 1) continue the dissemination of the product, 2) revise the product, or 3) discontinue the product; and further

RESOLVED, that the GSHA Volunteer Leadership Manual include a comprehensive statement of procedures to be followed by the Association in development and review of the position papers for dissemination by GSHA.

Adopted 4-13-89

## **Procedures for Development and Review of a Position Paper**

1. A GSHA member or an Executive Council committee submits a prospectus of the position paper to Executive Council (EC). Position statements are thought to be of significant importance to the entire profession. EC will state a time line for development after acceptance.
2. Once Executive Council has approved the prospectus, a member or members of GSHA are selected to develop a working draft, which meets the satisfaction of the entire group.
3. The working draft is then sent to: 1) Officers Board; 2) five individuals from at least two work settings who have experience and expertise related to the topic; and 3) the members of the Executive Council. The select peer review is to have expert opinions related to the working draft so that the product can be “cleared up” as quickly as possible, and to identify any missing areas that have not been addressed in the draft.
4. Following select peer review, the committee then incorporates the comments of this group of individuals for a second draft.
5. The second working draft is now submitted to Executive Council for review and for decision as to whether or not the position paper draft is ready to be submitted for widespread peer review. Position papers are thought to be of significant importance to the entire membership and, therefore, are subject to widespread peer review. The purpose of widespread peer review is to give the entire membership of GSHA an opportunity to respond to the draft so that upon completion the Association can, in fact, state a position that has the sanction of its membership at large.
6. If EC finds the product acceptable, it is then published in the *Communication Lines* for review by each member of the Association. The Membership is given a maximum of six weeks in which to comment. All comments are sent to the Chair of the Committee developing the paper.
7. After the time period, the committee then attempts to incorporate comments from the membership into a final draft.
8. The revised draft is then submitted to EC for final approval.
9. If accepted, the availability of the position paper is then announced in the *Communication Lines*. The paper will be printed as a separate document for dissemination.
10. At this point, the position paper is used to represent the official stance of the Georgia Speech-Language-Hearing Association.

Revised July, 1995

## **GSHA FORMS**

1. Committee Report Template
2. Committee Expense Statement and Request for Reimbursement
3. Committee Budget Request
4. Job Placement Form
5. Speaker Expense Voucher

**Georgia Speech-Language-Hearing Association  
COMMITTEE CHAIRPERSON REPORT**

**COMMITTEE:** \_\_\_\_\_ **REPORT PERIOD:** (last meeting date) to (next meeting date)

**ANNUAL MANAGEMENT PLAN (AMP) STRATEGIC DIRECTIONS ASSIGNED TO COMMITTEE:**

**ONGOING OR COMPLETED ACTIVITIES RELATED TO AMP STRATEGIC DIRECTIONS:**

**OTHER ONGOING OR COMPLETED ACTIVITIES:**

**ACTIVITIES PLANNED:**

**RECOMMENDATIONS FOR ACTION AND/OR AGENDA ITEMS FOR EXECUTIVE COUNCIL:**

**Date:** \_\_\_\_\_

(Your signature goes here) \_\_\_\_\_  
(Type your name), Chairperson  
(Committee Name)



# GSHA COMMITTEE BUDGET REQUEST

COMMITTEE: \_\_\_\_\_

CHAIRPERSON: \_\_\_\_\_

INCOME—DESCRIPTION (Example: 450.10 ·	\$ AMOUNT	JUSTIFICATION
<b>TOTAL</b>		

EXPENSES—DESCRIPTION (Example: 616.25 · Conv-Honoraria)	\$ AMOUNT	JUSTIFICATION
<b>TOTAL</b>		

**GEORGIA SPEECH-LANGUAGE-HEARING ASSOCIATION  
JOB PLACEMENT SERVICE**

Georgia Speech-Language-Hearing Association maintains a list of vacant positions as a service to our members and the professional community. This list is posted on the GSHA web site, [www.gsha.org](http://www.gsha.org), and distributed at no charge to GSHA members. A fee is charged for each facility to be included in the list for a **two-month period**. The fee is **\$65 for GSHA members** and **\$75 for non-members**. To list a position in GSHA's Job Placement Listing Service, please complete the following and submit it with payment to the GSHA Management Office at the address/fax below.

**Please type/print clearly**

ARE YOU A GSHA MEMBER?  YES  NO.

ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

LOCATION OF POSITION: \_\_\_\_\_

COUNTY: \_\_\_\_\_

CONTACT PERSON(S): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**POSITION DESCRIPTION**

AUDIOLOGIST OR SPEECH PATHOLOGIST: \_\_\_\_\_

FULL-TIME/PART-TIME/CONTRACT: \_\_\_\_\_

JOB SETTING: \_\_\_\_\_

QUALIFICATIONS (Not to exceed 200 characters):

\_\_\_\_\_

\_\_\_\_\_

SKILLS/EXPERIENCE (Not to exceed 200 characters):

\_\_\_\_\_

\_\_\_\_\_

IS CFY ACCEPTABLE \_\_\_\_\_ YES \_\_\_\_\_ NO

ADDITIONAL COMMENTS (Not to exceed 200 characters):

\_\_\_\_\_

\_\_\_\_\_

Payment:  Check  Visa  MasterCard

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

MAIL/FAX FORM WITH FEE (\$65-GSHA members | \$75-non-members) TO: GSHA PLACEMENT, 20423 STATE RD. 7, SUITE F6-491, BOCA RATON, FL 33498, FAX: 561-477-8109

Rev09/08





## GSHA SPEAKER EXPENSE VOUCHER

(Receipts for each item below must accompany this form. No expense will be reimbursed without receipts, except for mileage, which is reimbursable as an accurate expression of miles traveled. IRS Form W-9 also must accompany this form.)

**SPEAKER NAME:** \_\_\_\_\_

**1. TRAVEL:** \_\_\_\_\_

ORIGIN: \_\_\_\_\_

DESTINATION(S): \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

**2. OTHER EXPENSES: (ITEMIZE EACH EXPENSE AND ATTACH RECEIPTS)**

TOTAL MILES =	@ \$0.56/Mile =	\$
---------------	-----------------	----

DESCRIPTION	AMOUNT
<b>TOTAL REQUEST</b>	

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PAY TO/MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# **GSHA**

## **EXECUTIVE LEADERSHIP MANUAL**

### **ADDENDUM**

1. GSHA Code of Ethics
2. GSHA Constitution
3. GSHA Standing Rules
4. 2012 – 2013 Annual Management Plan
5. GSHA Strategic Plan for FY 2012 -2014
6. ASHA Request for E-Advocacy Action Alert /Message Template
7. ASHA Request for E-Advocacy Action Alert /Message Template Example
8. Advertising and Sponsorship
9. Convention Committee Handbook

# **GEORGIA SPEECH- LANGUAGE-HEARING ASSOCIATION**

## **CODE OF ETHICS**

**(Approved by Executive Council June 18, 2011)**

### **PREAMBLE**

The preservation of the highest standards of integrity and ethical principles is vital to the successful discharge of the professional responsibilities of all speech-language pathologists and audiologists. This Code of Ethics sets forth the fundamental principles and rules considered essential to this purpose. Any action that violates the spirit and purpose of this code shall be considered unethical. Failure to specify any particular responsibility or practice in this Code of Ethics shall not be construed as denial of the existence of such responsibilities or practices.

1. Principles of Ethics form the underlying moral basis for the Code of Ethics. These principles are aspirational and inspirational in nature. Individuals shall observe these principles as affirmative obligations under all conditions of professional activity.
2. Rules of Ethics are specific statements of minimally acceptable professional conduct, which are applicable to all individuals.

### **PRINCIPLE OF ETHICS I:**

Individuals shall honor their responsibility to hold paramount the welfare of persons served professionally or who are participants in research and scholarly activities, and they shall treat animals involved in research in a humane manner.

### **RULES OF ETHICS**

- A. Individuals shall provide all services in a competent manner.
- B. Individuals shall use every resource necessary, including referral when appropriate to ensure that the highest quality service is provided.
- C. Individuals shall not discriminate in the delivery of professional services or the conduct of research or scholarly activities on the basis of race or ethnicity, gender, gender identity/gender expression, age, religion, national origin, sexual orientation, or disability.
- D. Individuals shall not misrepresent the credentials of assistants, technicians, support personnel, students, or any others under their supervision, and they shall inform those they serve of the name and professional credentials of persons providing services.
- E. Individuals shall fully inform persons served of the nature and possible effects of services rendered and products dispensed, and they shall inform participants in research about the possible effects of their participation in research conducted.
- F. Individuals shall evaluate the effectiveness of services rendered and of products dispensed and shall not provide services or dispense products when benefit cannot reasonably be expected.
- G. Individuals shall not guarantee the results of any treatment procedure, directly or by implication; however, a reasonable statement of prognosis may be made.
- H. Individuals shall not evaluate or treat speech, language or hearing disorders except in a professional relationship. They shall not evaluate or treat solely by correspondence. Individuals may practice by telecommunication (e.g., telehealth/e-health) where allowed by law.

- I. Individuals shall maintain adequate and secure records of professional services rendered, products dispensed, and research conducted and shall provide access to these records when appropriately authorized.
- J. Individuals shall not reveal to unauthorized persons any professional or personal information obtained from the person served professionally or identified participants involved in research, unless required by law or necessary to protect the welfare of the person or the community.
- K. Individuals shall not charge for services not rendered, nor shall they misrepresent in any fashion, services rendered, products dispensed, or research conducted.
- L. Individuals shall not use persons in research or as the subject of a teaching demonstration without obtaining their informed consent.
- M. Individuals shall withdraw from professional practices when either substance abuse or an emotional or mental disability may adversely affect the quality of services rendered.
- N. Individuals shall respect laws and regulations governing consumer care and shall accept the responsibility to work actively to change any laws that are detrimental to the best interest of the public.
- O. Individuals shall not discontinue service to those they are serving without providing reasonable notice.

#### **PRINCIPLE OF ETHICS II:**

Individuals shall honor their responsibility to achieve and maintain the highest level of professional competence.

#### **RULES OF ETHICS**

- A. Individuals engaging in any aspect of the professions shall perform within the scope of their professional practice and competence, considering their level of education, training, and experience.
- B. Individuals shall continue their professional development throughout their careers.
- C. Individuals shall not engage in the provision of clinical services unless they hold the appropriate certification or licensure or unless they are in the certification process and are supervised by an individual who holds the appropriate certification or license.
- D. Individuals shall not delegate the provision of clinical services to noncertified persons for whom they do not provide appropriate supervision and assume full responsibility.
- E. Individuals shall not require or permit any of their professional staff to provide services that exceed the staff member's competence, education, training, and experience.
- F. Individuals shall ensure that all equipment used to provide services or to conduct research is in proper working order and is properly calibrated.

#### **PRINCIPLE OF ETHICS III:**

Individuals shall honor their responsibilities to the public through information and education, responsible marketing and advertising, and development of services for unmet needs.

#### **RULES OF ETHICS**

- A. Individuals shall not misrepresent their credentials, competence, education, training, experience, or scholarly or research contributions.

- B. Individuals shall not defraud or engage in any scheme to defraud in connection with obtaining payment, reimbursement, or grants for services rendered, research conducted, or products dispensed.
- C. Individual's statements to the public shall provide accurate information about the nature and management of communication disorders, about the professions, about professional services, about products for sale, and about research activities.
- D. Individual's statements to the public when advertising or announcing their professional services, reporting research results and promoting products shall adhere to prevailing professional standards and shall not contain misrepresentation.
- E. Individuals shall not participate in professional activities that constitute a conflict of interest.
- F. Individuals shall refer those served professionally solely on the basis of the interest of those being referred and not on any personal interest, financial or otherwise.

#### **PRINCIPLE OF ETHICS IV:**

Individuals shall honor their responsibilities to the professions and their relationships with colleagues, students, and members of other professions and disciplines. Individuals shall uphold the dignity and autonomy of the profession, maintain harmonious interprofessional and intraprofessional relationships, and accept the professions' self-imposed standards.

#### **RULES OF ETHICS**

- A. Individuals shall not require or permit anyone under their supervision to engage in any practice that is a violation of the Code of Ethics.
- B. Individuals shall assign credit to those who have contributed to a publication, presentation, or product in proportion to their contribution.
- C. Individual's statements to colleagues about professional services, research results, and products shall adhere to prevailing professional standards and shall not contain misrepresentation.
- D. Individuals shall not provide professional services without exercising independent professional judgment, regardless of referral source or prescription.
- E. Individuals shall not engage in dishonesty, fraud, deceit, or misrepresentation.
- F. Individuals shall not engage in any form of unlawful harassment, including sexual harassment or power abuse.
- G. Individuals shall not engage in sexual activities with clients, students, or research participants over whom they exercise professional authority or power.
- H. Individuals shall reference the source when using other persons' ideas, research, presentations, or products in written, oral, or any other media presentation or summary.
- I. Individuals shall not discriminate in their relationships with colleagues, students, and members of other professions and disciplines on the basis of race or ethnicity, gender, gender identity/gender expression, age, religion, national origin, sexual orientation, or disability.
- J. Individuals who have reason to believe that the Code of Ethics has been violated shall inform the Association Past-President.
- K. Individuals shall not file or encourage others to file complaints that disregard or ignore facts that would disprove the allegation, nor should the Code of Ethics be used for personal reprisal or as a vehicle for retaliation.

# GEORGIA SPEECH-LANGUAGE-HEARING ASSOCIATION

## CONSTITUTION

### ARTICLE I. NAME

The name of the organization shall be the Georgia Speech-Language-Hearing Association.

### ARTICLE II. MISSION

The Georgia Speech-Language-Hearing Association (GSHA) is a professional association of individuals specializing in the prevention, diagnosis, and treatment of communication, swallowing, and hearing disorders. The Association advocates for the professional interests of its members and the individuals they serve and provides a forum for the exchange of professional information and ideas.

### ARTICLE III. PRINCIPLES OF ETHICS

All members of this Association agree to abide by the principles and Code of Ethics of the Georgia Speech-Language-Hearing Association. GSHA shall conduct its business in a uniform, impartial, and non-discriminatory manner. The Association shall not discriminate on the basis of race, ethnicity, national origin, religion, age, gender, sexual orientation, gender identity, physical characteristics, or disability.

### ARTICLE IV. MEMBERSHIP

SECTION 1. Classes of Membership. The membership of this Association shall consist of seven classes: Regular, Life, Associate, Student, Honorary, Corporate, and Advocate. The right to hold office and vote shall be limited to Regular Members and Life Members.

- A. Regular Members shall hold a graduate degree with major emphasis in speech-language pathology, audiology, speech, language, or hearing science, or education of the hearing-impaired or a graduate degree in an alternate field with evidence of active research, interest or practice in the field of communication, swallowing or hearing disorders.
- B. Life Members shall be at least 65 years of age and shall have held membership in GSHA for at least 15 years. To receive life membership, eligible regular members must submit a request to the Executive Director. Annual dues will be waived for life upon the granting of life membership.
- C. Associate Members shall have at least a Bachelor's degree, demonstrate an interest in the goals of GSHA and the field of communication, swallowing, and hearing disorders, and not meet the academic requirements for Regular Membership.
- D. Student Members shall be enrolled in an undergraduate or accredited graduate program in speech-language pathology, audiology, speech and hearing science, education of the

hearing-impaired or an alternate field with evidence of active research, interest, or practice in the field of communication, swallowing, or hearing disorders.

- E. Honorary Membership may be conferred by the Executive Council to a person who has made significant contributions to GSHA. The honorary member shall be informed of the honor and receive an appropriate document of acknowledgement. Honorary members shall be exempt from payment of membership dues.
- F. Corporate Membership shall represent a vendor or other commercial entity with interest in the goals of GSHA and the field of communication, swallowing, and hearing disorders. Individual professionals who meet criteria for other classes of membership shall not be granted corporate membership.
- G. Advocate Membership shall represent parents, caregivers, or adult consumers with an interest in the goals of GSHA and the field of communication, swallowing, and hearing disorders. Individual professionals who meet criteria for other classes of membership shall not be granted advocate membership.

SECTION 2. Application for membership shall be made by completing an application form. Membership will be granted to those eligible upon payment of all fees. The membership and fiscal year of GSHA shall be July 1 through June 30.

## **ARTICLE V. GOVERNANCE STRUCTURE**

The Association shall be governed by an Executive Council (EC). The Executive Council shall be composed of 5 officers and 11 Standing Committee chairs. The officers shall include a President, President-Elect, Past-President, Vice President of Association Affairs, and Vice President of Professional Practice. The Standing Committees shall include: Communications, Continuing Education, Convention, Finance, Healthcare and Private Practice, Higher Education, Membership, Public Relations, Student Affairs, Schools, and Strategic Planning. Appendix A provides a visual schematic of the Association's governance structure.

## **ARTICLE VI. OFFICERS**

SECTION 1. The officers shall include a President, President-Elect, Past-President, Vice President of Association Affairs, and Vice President of Professional Practice with the following terms of office:

- A. The President shall hold office for a term of three (3) years; one year as President-Elect, one year as President, and one year as Past-President.
- B. The Vice President of Association Affairs and the Vice President of Professional Practice shall hold office for a term of two (2) years.

SECTION 2. The officers shall be elected by mail or electronic ballot and shall take office July 1 of the year elected. Election ballots must be disseminated no later than April 30. Voting period will end 30 days from the date the ballots are disseminated.

- A. The Vice President of Association Affairs shall be elected in even numbered calendar years and the Vice President of Professional Practice shall be elected in odd numbered calendar years.
- B. The Nominations Board shall consist of the President-Elect, Past-President, and one member-at-large appointed by the President. The President-Elect will chair the Nominations Board.
- C. The Nominations Board shall present to the membership a slate of not more than three (3) candidates for each position. Nominations can be submitted to the Nominations Board by any means including nomination at the annual business meeting of the Association. Candidates must have served on Executive Council for a minimum of one full-year prior to nomination.
- D. The candidate for each office receiving the highest number of votes shall be elected.

SECTION 3. The President-Elect shall inform the elected officers of their positions, their roles, their responsibilities, and the schedule of events necessary to conduct the charges of their positions before July 1 of the year elected.

- A. In the event an officer fails to meet the designated expectations and responsibilities of the position, the President shall attempt to resolve the matter with the officer.
- B. In situations that cannot be resolved by discussion between the President and the officer, the officer may be removed from office by a three-fourths majority vote of the Executive Council at a regularly scheduled Executive Council meeting.
- C. The officer shall be offered an opportunity to meet with Executive Council to discuss the situation prior to vote.
- D. If the officer is removed from office by vote of the Executive Council, the President shall appoint an individual to complete the term of service. Such appointments shall require approval of two-thirds majority of the Executive Council.
- E. In the event that the President fails to meet designated expectations and responsibilities of the position, the case shall be handled by the Past-President. If the President is removed from office by vote of Executive Council, the President-Elect shall complete the term of service.

## **ARTICLE VII. DUTIES OF OFFICERS**

SECTION 1. The President shall:

- A. promote the best interest of the Association.
- B. oversee all financial issues of the Association.
- C. negotiate an annual contract with the Executive Director, Lobbyist and any other contracted personnel and oversee the activities of these individuals.

- D. oversee all official correspondence of the Association.
- E. preside at all business meetings of the Association.
- F. preside at all meetings of the Officers Board and Executive Council.
- G. develop an Annual Management Plan (AMP) for the Association in collaboration with the Strategic Planning Committee and work jointly with the Strategic Planning Committee throughout the fiscal year.
- H. serve on the Finance Committee.
- I. appoint standing committee chairs and a parliamentarian.
- J. call special meetings of the Association and its committees as needed.
- K. establish ad hoc committees when needed and appoint chairs to such committees.
- L. appoint members to fill vacancies, which may occur in the officers of the Association. Such appointments shall require approval of two-thirds majority of the Executive Council.
- M. appoint representatives to special committees at the state and national level.
- N. define the duties of a committee whenever such duties have not been adequately defined by the Association.
- O. communicate and collaborate with the Officers Board and Executive Council on a regular basis regarding Association business and execution of duties.
- P. serve as a liaison to the American Speech-Language-Hearing Association, the Council of State Association Presidents, and other national organizations as needed.

**SECTION 2. The President-Elect shall:**

- A. be vested with the powers of the President when for any reason the President becomes unable to attend to the presidential duties. If it becomes impossible for the President to complete the term of office, the President-elect shall assume the duties.
- B. attend all business meetings of the Association.
- C. attend all meetings of the Officers Board and Executive Council.
- D. work collaboratively with the Strategic Planning Committee.
- E. chair the Nominations Board for election of officers.
- F. serve as Volunteer Coordinator for the Association by overseeing the invitation of volunteers to serve on committees and by coordinating volunteers for special opportunities and events.
- G. serve as Convention Coordinator for the Association by providing guidance to the Convention Committee and overseeing all activities related to planning and executing the annual convention. In addition, will work closely with the Executive Director to secure future locations for the annual Convention.
- H. serve on the Finance Committee.
- I. work with the Vice President of Association Affairs to oversee the following committees: Membership Committee, Convention Committee, Continuing Education Committee, Communications Committee, and Student Affairs Committee.
- J. perform, at the direction and discretion of the President, other duties not otherwise assigned by the Constitution or Standing Rules.
- K. ascend to the position of President.

**SECTION 3. The Past-President shall:**

- A. attend all business meetings of the Association.



- B. attend all meetings of the Officers Board and Executive Council
- C. chair the Honors and Awards Board.
- D. serve as the Ethics Liaison for the Association by assisting members in matters of professional standards and by referring individuals wishing to make a complaint about alleged ethical violations to the appropriate agencies for action. As needed, shall review the Association's Code of Ethics and make recommendations for change to Executive Council.
- E. serve on the Finance Committee.
- F. work with the Vice President of Professional Practice to oversee the following committees: Schools Committee, Healthcare and Private Practice Committee, Higher Education Committee, Public Relations Committee.
- G. review the Constitution and recommend any needed modifications to the Strategic Planning Committee.
- H. update Association handbooks for Officers and Executive Council members.
- I. perform, at the direction and discretion of the President, other duties not otherwise assigned by the Constitution or Standing Rules.

SECTION 4. The Vice President of Association Affairs shall:

- A. attend all business meetings of the Association.
- B. attend all meetings of the Officers Board and Executive Council.
- C. take minutes at all Officers Board and Executive Council meetings as well as
- D. write a summary of each Executive Council meeting for publication in Communication Lines.
- E. work with the President-Elect to oversee the following committees: Membership Committee, Convention Committee, Continuing Education Committee, Communications Committee, and Student Affairs Committee.
- F. oversee publication of the membership directory.
- G. oversee the writing, editing and filing of copies of written Association records and annual reports from officers and committees for storage in the Archives.
- H. perform, at the direction and discretion of the President, other duties not otherwise assigned by the Constitution or Standing Rules.

SECTION 5. The Vice President of Professional Practice shall:

- A. attend all business meetings of the Association.
- B. attend all meetings of the Officers Board and Executive Council.
- C. serve as the Legislative Coordinator for the Association and work closely with Association Lobbyist to oversee all activities related to governmental and legislative issues including monitoring of state legislation relevant to the practice of speech-language pathology and audiology in all employment settings.
- D. attend or send an official designee to meetings of the Georgia Board of Examiners for Speech-Language Pathology and Audiology when needed.
- E. work with the Past-President to oversee the following committees: Schools Committee, Healthcare and Private Practice Committee, Higher Education Committee, Public Relations Committee.
- F. perform, at the direction and discretion of the President, other duties not otherwise assigned by the Constitution or Standing Rules.

## **ARTICLE VIII. STANDING COMMITTEES**

Chairs of all Standing Committees shall be appointed by the GSHA President with the exception of the Finance Committee and the Strategic Planning Committee. All chairs shall be voting members of Executive Council with the exception of the chair for the Student Affairs Committee. Chairs shall attend all Executive Council meetings and business meetings of the Association. Specific duties of each committee shall be outlined in the Association's Standing Rules. Unless otherwise designated, committee members shall be appointed by the respective committee chair.

## **ARTICLE IX. FINANCIAL RESPONSIBILITY**

The Finance Committee shall prepare a yearly budget in which Association expenditures do not exceed revenue. As needed, the Finance Committee shall recommend specific action to the Executive Council to preserve the Association's financial integrity.

## **ARTICLE X. BUSINESS MEETINGS**

There shall be at least one (1) annual business meeting of the Association held in conjunction with the GSHA Convention.

## **ARTICLE XI. MEMBERSHIP DUES**

Membership dues for all membership classes shall be recommended to the Association by the Executive Council. Dues may be changed for the following membership year by a two-thirds majority vote of the Regular and Life Members present at a business meeting, or by mail or electronic ballot.

## **ARTICLE XII. CONSTITUTION AMENDMENTS**

SECTION 1. Proposed Amendments to the Constitution shall be submitted to the Executive Council by the Strategic Planning Committee.

SECTION 2. Proposed Amendments endorsed by the signatures of ten (10) members shall be submitted to the Executive Council for consideration.

SECTION 3. The Constitution may be amended by a two-thirds majority vote of the Regular and Life Members voting. Members must receive a thirty (30) day notice of proposed changes before a vote is taken. Voting may be conducted at a business meeting, or by mail or electronic ballot. If the vote is by mail or electronic means, the voting period will end 30 days from the date the ballots are disseminated.

## **ARTICLE XIII. AUTHORIZATION FOR STANDING RULES**

The Association may adopt Standing Rules for its governance, which do not conflict with any provision herein.

#### **ARTICLE XIV. ADOPTION**

This Constitution shall become effective upon the date of ratification.

#### **ARTICLE XV. DISSOLUTION**

The Association shall use its funds only to accomplish the objectives and purposes specified in the Constitution. No part of said funds shall inure to the benefit of, or be distributed to, the members of the Association. On dissolution of the Association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations selected by the Executive Council.

# **GEORGIA SPEECH-LANGUAGE-HEARING ASSOCIATION**

## **STANDING RULES**

### **ARTICLE I. STANDING RULES**

Standing Rules may be adopted or amended by a two-thirds majority vote of Regular or Life members present at a business meeting, or by mail or electronic ballot. No prior notice is required.

### **ARTICLE II. MEMBERSHIP DUES**

#### **SECTION 1. Payment of Membership Dues**

- A. Membership dues are for the fiscal year July 1 through June 30.
- B. Membership renewal notices shall be distributed in May, and membership shall be considered lapsed if dues are not paid by June 30 of that year.
- C. For membership dues not received by June 30, a processing fee shall be charged to former members. A former member shall be considered one who has held membership during the previous calendar year.
- D. New members shall be charged a processing fee upon joining the Association.

#### **SECTION 2. Reinstatement**

Members who have allowed their membership to lapse for more than one year shall be required to meet the membership requirements in effect at the time of their reinstatement and must pay a processing fee for reinstatement.

### **ARTICLE III. OFFICERS BOARD AND EXECUTIVE COUNCIL**

#### **SECTION 1. Officers Board shall:**

- A. include the President, the Past-President, the President-Elect, the Vice President of Association Affairs, and the Vice President of Professional Practice.
- B. meet at least quarterly.
- C. carry on the business of the Association between meetings.
- D. not serve on the Georgia Board of Examiners in Speech-Language Pathology and Audiology while serving on the Officers Board.

#### **SECTION 2. Executive Council shall:**

- A. include the President, the Past-President, the President-Elect, the Vice President of Association Affairs, and the Vice President of Professional Practice and the Standing Committee Chairs. These members shall constitute voting members of Executive Council with the exception of the President, who shall vote only in ties. Standing Committees are permitted one vote per committee with the exception of the Student Affairs Committee, which has no vote.
- B. meet at least quarterly.
- C. use the most recent edition of Robert's Rules of Order Newly Revised to guide meetings.
- D. allow GSHA members and invited guests to attend Executive Council meetings, however, these individuals may not vote.

- A. allow reports from the American Speech-Language-Hearing Association (ASHA), the Georgia Board of Examiners of Speech-Language Pathology and Audiology, the Georgia State Department of Education, and others designated by the President.
- E. carry on the business of the Association between meetings.
- F. not serve on the Georgia Board of Examiners in Speech-Language Pathology and Audiology while serving on Executive Council.

## **ARTICLE IV: STANDING COMMITTEES**

### **SECTION 1: General Information**

- A. Standing Committees of the Association shall include Membership, Convention, Continuing Education, Communications, Student Affairs, Schools, Healthcare and Private Practice, Higher Education, Public Relations, Strategic Planning, and Finance.
- B. The chair of each Standing Committee shall be appointed by the President except for the Finance Committee, the Strategic Planning Committee, and the Convention Committee. The chairs of the Finance and the Strategic Planning Committees shall be elected by the members of the committee. The President shall appoint the vice-chair of the Convention Committee who becomes chair of the Committee during the second year of service.
- C. Each chair shall serve a two-year term except for the Student Affairs Committee and the Convention Committee chairs. The chair of the Student Affairs Committee serves a one-year term. The chair of the Convention Committee serves a total of two years; the first year as vice-chair and the second year as chair. The vice-chair of the Convention Committee will be appointed annually. The chairs for the Continuing Education, Membership, Higher Education, and Public Information Committees will be appointed in even numbered calendar years. The chairs for the Communications, Healthcare and Private Practice, and Schools Committees will be appointed in odd numbered calendar years.
- D. Chairs of the Standing Committees shall attend Executive Council meetings and the Annual business meeting and shall provide written reports for these meetings. The vice-chair of the Convention Committee shall also attend the Executive Council meetings and the Annual Business meeting.
- E. Committees will conduct activities as specified in the Association's Annual Management Plan (AMP) and work collaboratively with other committees as needed.
- F. Committees will hold regular meetings to accomplish their work.

### **SECTION 2: Finance Committee shall:**

- A. be comprised of the President, President-Elect, Past-President, two members-at-large appointed by the President, and the Executive Director of the Association. The chair of the Finance Committee shall be one of the members-at-large and will be selected by the Committee. Members-at-large will serve two-year staggered terms.
- B. prepare and present a proposed annual budget to Executive Council for approval before the beginning of the fiscal year.
- C. oversee the collection and safekeeping of all funds of the Association.
- A. meet quarterly to review the Association's budget and make adjustments as needed to ensure that Association expenditures do not exceed revenues.

- D. develop action plans to assist committees in meeting financial goals that will maintain a balanced budget.
- E. review the financial terms of annual contracts of the Executive Director, Lobbyist and any other contracted personnel.

SECTION 3. Strategic Planning Committee shall:

- A. be composed of six (6) members, including two non-immediate past-presidents, and four members-at-large who have been members of the Association for a minimum of three years. The President-elect and President shall serve as ex-officio members. Members will serve two-year staggered terms. The Chair will be elected by the Committee.
- B. create the Association's Strategic Plan.
- C. conduct an annual review of the Association's Strategic Plan (AMP) in conjunction with the Officers' Board and revise as needed.
- D. host the Membership Forum at the Annual GSHA Convention to receive input from the membership on strategic directions of the Association.
- E. present input from the Membership Forum to the President-Elect for consideration in the AMP.
- F. propose revisions to the Association's Constitution and Standing Rules as needed.

SECTION 4: Membership Committee shall:

- A. be composed of at least four (4) committee members in addition to the chair with representation from across the state when feasible.
- B. be responsible for the development and implementation of programs for membership recruitment and retention across all membership categories.
- C. oversee publication of the membership directory.
- D. be responsible for other membership services as determined by the President or Executive Council.

SECTION 5: Convention Committee shall:

- A. be led by the chair with the assistance of the vice-chair. The vice-chair is appointed by the President and serves one year in that role. In the following year, the vice-chair becomes the chair of the Committee.
- B. be composed of at least four (4) committee members in addition to the chair and the vice-chair, with representation from across the state when feasible.
- C. conduct, under the guidance of the President-Elect, all activities related to planning and implementing the GSHA Convention, including securing invited speakers, posting a call for papers, and determining the Convention program and schedule.
- D. publicize the Convention in professional publications.
- E. present information regarding the proposed program for the Annual Convention to the Executive Council on a regular basis.
- F. be responsible for other convention services as determined by the President, President-Elect, or Executive Council.

SECTION 6: Continuing Education Committee shall:

- A. be composed of at least four (4) committee members in addition to the chair with representation from across the state when feasible.

- B. be responsible for the development and implementation of continuing education programs across the scope of practice in speech-language pathology and audiology for members across the state.
- C. publicize programs in a timely manner via electronic dissemination and mailings.
- D. work collaboratively with the Convention Committee to ensure coordination of education events.
- E. provide verification of members' professional development at continuing education events and Convention and assist the ASHA CEU Administrator as needed.
- F. be responsible for other continuing education services as determined by the President or Executive Council.

SECTION 7: Communications Committee shall:

- A. be composed of at least four (4) committee members in addition to the chair with representation from across the state when feasible.
- B. work collaboratively with the Executive Director to maintain the Association website.
- C. be responsible for the development and dissemination of electronic and print communication to the membership. The chair of the committee shall serve as the Editor of Communication Lines.
- D. be responsible for taking photographs of GSHA activities and providing those photographs to the Executive Director for use on the GSHA website and in electronic and print publications.
- E. be responsible for other communication services to members as determined by the President or Executive Council.

SECTION 8: Student Affairs Committee shall:

- A. be composed of at least four (4) committee members in addition to the chair with representation from across the state's accredited graduate programs. The chair of the committee shall serve a one-year term and shall be a non-voting member on Executive Council.
- B. work collaboratively with the Membership Committee to recruit and retain student members.
- C. work collaboratively with the Convention and Continuing Education Committees to encourage student attendance at and participation in the Association's Convention and other educational events.
- D. serve as a liaison between NSSLHA and GSHA.
- E. be responsible for other student-related services as determined by the President or Executive Council.

SECTION 9: Schools Committee shall:

- A. be composed of at least four (4) committee members in addition to the chair with representation from across the state when feasible.
- B. assist and represent the membership in issues of importance to speech-language pathologists and audiologists employed in the schools.
- C. collaborate with other GSHA committees and with the Vice President of Professional Practice on legislative issues related to employment and service provision in the schools.

- D. educate the membership on state and national issues related to employment and service provision in the schools.
- E. communicate regularly with the Georgia Department of Education and other appropriate agencies and organizations.
- F. be responsible for other activities related to employment and service provision in the schools as determined by the President or Executive Council.

SECTION 10: Healthcare and Private Practice Committee shall:

- A. be composed of at least four (4) committee members in addition to the chair with representation from across the state when feasible.
- B. assist and represent the membership in issues of importance for speech-language pathologists and audiologists employed in healthcare settings and private practice.
- C. collaborate with state and national agencies regarding issues related to employment and service provision in healthcare settings and private practice.
- D. collaborate with other GSHA committees and with the Vice President of Professional Practice on legislative and regulatory issues related to employment and service provision in healthcare settings and private practice.
- E. collaborate with other related professionals and agencies on issues related to reimbursement for speech-language pathology and audiology services.
- F. be responsible for other activities related to employment and service provision in healthcare settings and private practice as determined by the President or Executive Council.

SECTION 11: Higher Education Committee shall:

- A. be composed of at least four (4) committee members in addition to the chair with representation from across the state's accredited graduate programs when feasible.
- B. assist and represent the membership in issues of importance for speech-language pathologists and audiologists employed in higher education.
- C. collaborate with state and national agencies regarding issues related to higher education.
- D. collaborate with other GSHA committees and with the Vice President of Professional Practice on legislative issues related higher education.
- E. be responsible for other activities related to higher education as determined by the President or Executive Council.

SECTION 12: Public Relations Committee shall:

- A. be composed of at least four (4) committee members in addition to the chair with representation from across the state when feasible.
- B. increase public awareness of communication, swallowing, and hearing disorders and their prevention, through media such as television, radio, newspapers, brochures, and the internet.
- C. make a written request for and attend the Governor's proclamation signing for "May is Better Hearing and Speech Month."
- D. assist consumers who contact the Association regarding communication, swallowing, and hearing services.
- E. be responsible for other public information services as determined by the President or Executive Council.



## **ARTICLE V. CONTRACTED PERSONNEL AND NON-VOTING POSITIONS**

SECTION 1: The Executive Director shall assist the Association in daily operation and shall serve as the Archivist for the Association. The Executive Director shall be responsible for maintaining written Association records including minutes of meetings and reports from officers and committees for storage in archives. The Association shall have an annual contract with the Executive Director. Specific duties of the Executive Director shall be described in the annual contract. The Executive Director will be evaluated formally by the Executive Council at least every three years and by the membership at least every five years.

SECTION 2: The Lobbyist for the Association shall provide guidance and support regarding state legislative issues that affect the Association and its members. The Association shall have an annual contract with the Lobbyist. Specific duties of the Lobbyist shall be described in the annual contract. The Lobbyist shall be evaluated formally by the Executive Council at least every three years and by the membership at least every five years.

SECTION 3: A Parliamentarian shall be appointed by the President to serve a one-year term and shall attend all business meetings and Executive Council meetings. The Parliamentarian shall use the most recent edition of Robert's Rules of Order Newly Revised to guide meetings. The Parliamentarian shall be a non-voting participant at all meetings.

SECTION 4: The ASHA CEU Administrator shall be appointed by the President to serve a two-year term. The ASHA CEU Administrator shall be responsible for ensuring that the Association maintains its ASHA CEU Provider status and shall submit documents for educational events to ASHA as required. Attendance at business meetings and Executive Council meetings is voluntary.

## **ARTICLE VI: HONORS AND AWARDS BOARD**

The Association shall honor deserving individuals with designated Association awards at the Annual Convention. The Past-President shall Chair the Honors and Awards Board and the chairs of the following Committees shall serve as members: Membership, Student Affairs, Schools, Healthcare and Private Practice, Higher Education. The Honors and Awards Board will present a slate of award winners to the Executive Council for approval prior to granting the awards.

## **ARTICLE VII: ASSOCIATION LOGO**

The logo of the Association shall appear on all publications, stationery, brochures, electronic documents, and other appropriate materials. The logo shall be used only with permission of the Association and shall not be altered.

## **ARTICLE VIII: ADOPTION**

These Standing Rules shall become effective upon the date of ratification.

**Approved by Executive Council on March 18, 2010 (EC2010-3-2)**

## Annual Management Plan

**2013-2014**

<u>GOAL</u>	<u>RESPONSIBILITY</u>
Increase visibility of the Organization through social media and community outreach, professional networking and advocacy events	Communications, Public Relations, VP of Professional Practices, President
Revise options for membership, including promotions for organizations that employ large numbers of SLPs and Auds	Membership Committee, Finance Committee, President, Exec. Director
Develop and Implement Mentoring program for students and new professionals	Membership Committee, Higher Ed Committee, Student Affairs Committee
Establish a Social Media Policy	Communications Committee, Exec. Director
Develop initiatives to increase organizational revenue	Schools Committee, Healthcare Committee, Public Relations Committee, Finance, Continuing Ed, Higher Ed Committee
Host at least 1 profitable continuing education event in addition to the annual GSHA convention	Continuing Education Committee
Increase networking and collaboration with other professional organizations	Public Relations, Continuing Ed, President
Develop guidelines for the Student Membership Drive	Student Affairs Committee, Membership Committee
Redesign an advertising and marketing structure for print, web and social media	Communications Committee, Public Relations Committee, Exec. Director, President

## **GSHA Strategic Plan for FY 2012 -2014**

The Strategic Planning committee has identified six (6) major areas to address in the new SP: crisis management, communication to members and the public, membership, legislative issues and advocacy, financial planning, and continuing evaluation of the governance structure. The goals, rationale, and responsible committees for each of the six areas are as follows:

1. **Crisis management:** Establish a crisis management plan and appropriate policies for GSHA that would protect the association (the membership, the Executive Council (EC), and the executive director) in cases of financial emergencies, legal challenges, liability issues, or other unforeseen events.

**Rationale:** The association is at-risk from a variety of sources; e.g., convention hotel goes bankrupt (need cancelation insurance) unhappy member or vendor sues the association, loss of funds, computer crashes and all data lost. Good association management requires a review of the current systems and policies we have in place and a determination if additional plans or policies are needed.

**Responsible Committee:** The Strategic Planning Committee and the Executive Director will develop the plan, review current policies, and draft additional policies (if needed) for approval by the EC.

2. **Communication to members and to the public:** (1) To improve and increase the number and frequency of communication to members informing them of GSHA activities and resources available through the Association. (2) To increase the visibility of GSHA through press releases, public service announcements, and improvement of our website resources for the public.

**Rationale:** GSHA members have expressed a desire for more information and resources from the association. Some individuals have noted that our website is not particularly user friendly, especially for non-members and the public. GSHA is working to revise the website which will allow the association to address some of these communication issues. A comprehensive communication plan should be developed and implemented (e.g., e-mail blasts for new postings to website, earlier announcements of CE events, press releases about GSHA award recipients and Better Hearing & Speech Month).

**Responsible Committees:** The Communication and the Public Relations Committees will develop and implement a comprehensive communication plan with input from all EC members and the Executive Director.

3. **Membership:** GSHA will have a total membership in the association of 750 by the end of fiscal year 2014.

**Rationale:** GSHA needs to continue working to increase the number of members who are audiologists, school SLPs, and new graduates. The association should develop targeted strategies to use with specific populations to recruit new members and retain current members (e.g., reduced membership fee for first year following graduation, targeting groups of SLPs at specific facilities).

Responsible Committee: The Membership Committee will develop and implement a plan to increase membership and improve member retention.

4. Legislative issues and advocacy: (1) Increase GSHA membership and public awareness of legislative matters related to the speech-language pathology and audiology professions. (2) Increase involvement of GSHA membership in grassroots legislative efforts to support the professions.

Rationale: The membership needs to play a more active role in legislative and advocacy efforts; however, many members are uncertain what this means or how to do it. The association should provide models and materials to members (e.g., sample letters to legislators, frequent notice of issues and action needed) to increase their involvement.

Responsible Committee: The VP of Professional Practice, the Healthcare and Private Practice and the Public Relations Committees, along with Lobbyist, will develop and implement a plan to increase member involvement in legislative and advocacy efforts.

5. Budget and financial planning: (1) GSHA will operate under a balanced budget for fiscal years 2012, 2013, and 2014. (2) Establish a policy to manage case reserves.

Rationale: The association has worked hard in recent years to return to sound financial planning and operations. This momentum should continue. Consideration should be given to budgeting for a “profit” with the profit (or at least a large portion of it) then directed to the reserve fund until the recommended level of reserve funds has been reached.

Responsible Committee: The Finance Committee, with the assistance of the Executive Director, will develop recommendations to the EC regarding target level of reserves and how the association can reach that level by the end of fiscal year 2014.

6. Association Governance: Continue with the annual evaluation of the association’s governance structure and modify that structure when needed.

Rationale: The association governance structure should support and enhance the efficient and effective operation of the association and the delivery of needed services to members. A significant change in the structure was implemented in 2010 and will need to be evaluated on an annual basis and the structure modified as needed to ensure the association is able to meet its mission and goals.

Responsible Committee: The Strategic Planning Committee will evaluate the governance structure annually and present any proposed changes to the EC.

Approved as amended EC2011-8-4 (August 13, 2011)



AMERICAN  
SPEECH-LANGUAGE-  
HEARING  
ASSOCIATION

### Request for E-Advocacy Action Alert/Message

To complete this form, use your tab key to maneuver to each field. Once completed, e-mail the form to your state team liaison.

Today's Date: \_\_\_\_ (m/d/yyyy)

**Select Your Region/State and Corresponding State Team Liaison:**

Janet Deppe ([jdeppe@asha.org](mailto:jdeppe@asha.org))  
Central Region States: IA, IL, IN, KS, MI MN, MO, ND, NE, OK, SD, TX, WI

**SELECT YOUR CENTRAL STATE:**

Susan Adams ([sadams@asha.org](mailto:sadams@asha.org))  
Northeast Region States: CT, DC, DE, MA, MD, ME, NH, NY, NJ, OH, PA, RI, VT

**SELECT YOUR NORTHEAST STATE:**

Janice Brannon ([jbrannon@asha.org](mailto:jbrannon@asha.org))  
Southern Region States: AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, VA, WV

**SELECT YOUR SOUTHERN STATE:**

Eileen Crowe ([ecrowe@asha.org](mailto:ecrowe@asha.org))  
Western Region States: AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY

**SELECT YOUR WESTERN STATE:**

<p><b>1. When do you want the alert and e-mail to go out? (i.e. week of 2/16/09; by COB 2/18/09)</b></p> <p>Start Date: ____ (m/d/yyyy)    End Date: ____ (m/d/yyyy)</p>	<p><i>Tip: Make sure to provide adequate time for advocates to take action on your alert.</i></p>
<p><b>2. Member Targets (i.e. SLPs in OH; Auds in NV; all ASHA members in CA)</b></p> <p>_____</p>	<p><i>Tip: Please remember that only advocates that live within targeted legislative districts (below) will receive the alert.</i></p>
<p><b>3. Legislative Targets (i.e. MO State house; TX house and senate)</b></p> <p>_____</p>	<p><i>Tip: Please be aware that only advocates who live within the districts of your target list will receive the alert. The e-advocacy system will not allow non-constituents to send messages to officials who do not represent them in the legislature.</i></p>
<p><b>4. Subject Line for E-mail for Message to Advocates (i.e. Help Missouri Preserve EHDI Funding) [MAX 5-7 WORDS]</b></p> <p>_____</p>	<p><i>Tip: This should be an action-inspiring subject line that will encourage the advocate to open the e-mail and take action.</i></p>

<p><b>5. Message to Advocates [MAX 3-4 PARAGRAPHS/115 WORD LIMIT]</b></p>	<p><i>Tip: Although you are speaking to other professionals, it's still important to limit your technical speak and, keep your message simple</i></p>
<p>_____</p>	
<p><b>6. Subject Line for Letter to Legislators [MAX 5-7 WORDS]</b></p>	<p><i>Tip: Although you are speaking to other professionals, it's still important to limit your technical speak and, keep your message simple</i></p>
<p>_____</p>	
<p><b>7. Body of Letter to Legislators [MAX 3-4 PARAGRAPHS/250 WORD LIMIT]</b></p>	<p><i>Tip: Use this field to succinctly summarize the action you want the legislator to take</i></p>
<p>_____</p>	

# ASHA E-Advocacy Template Example



AMERICAN  
SPEECH-LANGUAGE-  
HEARING  
ASSOCIATION

## Request for E-Advocacy Action Alert/Message

To complete this form, use your tab key to maneuver to each field. Once completed, e-mail the form to your state team liaison.

Today's Date: 2/24/2012 (m/d/yyyy)

**Select Your Region/State and Corresponding State Team Liaison:**

Janet Deppe ([jdeppe@asha.org](mailto:jdeppe@asha.org))  
Central Region States: IA, IL, IN, KS, MI MN, MO, ND, NE,  
OK, SD, TX, WI

**SELECT YOUR CENTRAL STATE:**

Susan Adams ([sadams@asha.org](mailto:sadams@asha.org))  
Northeast Region States: CT, DC, DE, MA, MD, ME, NH,  
NY, NJ, OH, PA, RI, VT

**SELECT YOUR NORTHEAST STATE:**

Janice Brannon ([jbrannon@asha.org](mailto:jbrannon@asha.org))  
Southern Region States: AL, AR, FL, GA, KY, LA,  
MS, NC, SC, TN, VA, WV

**SELECT YOUR SOUTHERN STATE:**

Eileen Crowe ([ecrowe@asha.org](mailto:ecrowe@asha.org))  
Western Region States: AK, AZ, CA, CO, HI, ID, MT,  
NM, NV, OR, UT, WA, WY

**SELECT YOUR WESTERN STATE:**

<p><b>1. When do you want the alert and e-mail to go out?</b> (i.e. week of 2/16/09; by COB 2/18/09)</p> <p>Start Date: <u>2/24/2012</u> (m/d/yyyy)    End Date: <u>3/9/2012</u> (m/d/yyyy)</p>	<p><i>Tip: Make sure to provide adequate time for advocates to take action on your alert.</i></p>
<p><b>2. Member Targets</b> (i.e. SLPs in OH; Auds in NV; all ASHA members in CA)</p> <p><u>SLPs &amp; Auds - all ASHA members in GA</u></p>	<p><i>Tip: Please remember that only advocates that live within targeted legislative districts (below) will receive the alert.</i></p>
<p><b>3. Legislative Targets</b> (i.e. MO State house; TX house and senate)</p> <p><u>GA State Senate</u></p>	<p><i>Tip: Please be aware that only advocates who live within the districts of your target list will receive the alert. The e-advocacy system will not allow non-constituents to send messages to officials who do not represent them in the legislature.</i></p>
<p><b>4. Subject Line for E-mail for Message to Advocates</b> (i.e. <i>Help Missouri Preserve EHDI Funding</i>) [MAX 5-7 WORDS]</p> <p><u>Oppose Music Therapy Infringement on Speech Codes</u></p>	<p><i>Tip: This should be an action-inspiring subject line that will encourage the advocate to open the e-mail and take action.</i></p>

<p><b>5. Message to Advocates [MAX 3-4 PARAGRAPHS/115 WORD LIMIT]</b></p>	<p><i>Tip: Although you are speaking to other professionals, it's still important to limit your technical speak and, keep your message simple</i></p>
<p><u>We are writing to notify Georgia Speech-Language Pathologists and Audiologist about concerns regarding Senate Bill 414. This is a bill which would allow licensure of music therapists in the state of Georgia. We are concerned that this bill could infringe on speech-language pathology scope of practice and billing codes. No scope of practice is listed for music therapists in this bill and the American Music Therapy Association asserts they can assess communication abilities. In other states, music therapists have started using speech therapy codes to bill for music therapy services. Therefore, we ask that you take a moment to send concerns to your legislators.</u></p>	
<p><b>6. Subject Line for Letter to Legislators [MAX 5-7 WORDS]</b></p>	<p><i>Tip: Although you are speaking to other professionals, it's still important to limit your technical speak and, keep your message simple</i></p>
<p><u>Please oppose Music Therapy Senate Bill 414</u></p>	
<p><b>7. Body of Letter to Legislators [MAX 3-4 PARAGRAPHS/250 WORD LIMIT]</b></p>	<p><i>Tip: Use this field to succinctly summarize the action you want the legislator to take</i></p>
<p><u>I am writing to express opposition to SB 414 that will require Music Therapists to be licensed by the Secretary of State.</u></p> <p><u>As an educated and licensed Speech Language Pathologist, I am very concerned about the description of Music Therapists, as stated by the American Music Therapy Association, as they assert they can assess communication abilities. I would respectfully disagree with AMTA's stance that they can adequately assess communication abilities without extensive education on communication disorders.</u></p> <p><u>That stated, in SB 414, no scope of practice is provided to indicate what the Music Therapists in the state of Georgia will be practicing. This leaves the door 'wide open' for music therapists to claim that they may be able to address certain problems that are not within their scope of practice. In addition, I am concerned that Music Therapists will attempt to bill Speech Therapy codes which could negatively impact patients' ability to seek and obtain qualified speech therapy</u></p>	



<p><u>services.</u></p> <p><u>Please oppose this bill as written and indicate that consideration of licensing Music Therapists can only occur only after a scope of practice is reviewed to determine the intent of these therapists.</u></p>	
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## Advertising and Sponsorship

### PRINT ADVERTISING

Download a [GSHA 2012-13 Rate Card & Insertion Order](#)

#### Packages

Platinum Level - \$1,375

- Full-page ad in Membership Directory
- Full-page ad in Convention Program
- Full-page ad in three issues of Communication Lines

Gold Level - \$880

- Half-page ad in Membership Directory
- Half-page ad in Convention Program
- Half-page ad in three issues of Communication Lines

Sliver - \$550

- Quarter-page ad in Membership Directory
- Quarter-page ad in Convention Program
- Quarter-page ad in three issues of Communication Lines

#### Individual Print Advertising

##### *Communication Lines*

8.5 x 11 Format

Three Issues, distributed electronically

Circulation: approx. 700

Deadlines: September 14, 2012; January 11, 2013; June 14, 2013

Full-page (7.5" x 10") - \$275/issue

Half-page (7.5" x 4.75") - \$220/issue

Quarter-page (3.75" x 4.75") - \$110/issue

##### **Convention Program**

8.5 x 11 Format

Issued at Annual Convention (February 2013) - Macon, GA

Circulation: approx. 300

Deadline: November 30, 2012

Full (7.5" x 10") - \$275

Half-page (7.5" x 4.75") - \$165

Quarter-page (3.75" x 4.75") - \$110

## WEB ADVERTISING

Premium Package - \$600 (one available)

Opportunity to have banner ad, logo, and link on GSHA Home Page.  
One year period.

Intermediate Package - \$300

Opportunity to have company logo and link on one page of GSHA web site.  
Pages assigned on a first-come, first-served basis.  
One year period.  
One logo per page, multiple pages available.

Basic Package - \$175

Opportunity to have company logo and link on the “Sponsor Page” of the GSHA web site.  
Will appear with other GSHA sponsors.  
One year period.

Continuing Education Web Ad/Listing - \$175

Opportunity to have logo and link on GSHA online Continuing Education Brochure

## MAILING LABELS

Mailing labels for GSHA members may be purchased for purposes of advertising continuing education events and/or job openings.

Cost - \$175

Click here for a [Mailing Label Application Form](#) .

## SPONSORSHIP

Continuing Education Sponsorship - \$175

Opportunity to set up a booth at a continuing education workshop.

Convention Sponsorships & Exhibits (inquire separately at [execdir@gsa.org](mailto:execdir@gsa.org))

## JOB OPENING ANNOUNCEMENTS - \$65/Members and \$75/Non-members

GSHA maintains a list of vacant positions on its web site. The list is also included in the monthly GSHA E-news. The cost to post an ad \$65 for GSHA members and \$75 for non-members for a two-month posting. A job posting form can be downloaded from the GSHA web site at [www.gsha.org](http://www.gsha.org) or requested from [execdir@gsa.org](mailto:execdir@gsa.org).

# GSHA Convention Committee Handbook

## Convention Committee Structure and Responsibilities:

**Appointment and Responsibilities** (Adapted from Standing Rules Article IV, Section 1 (B., C., D)):

1. The President shall appoint the vice-chair of the Convention Committee who becomes chair of the Committee during the second year of service.
2. The chair of the Convention Committee serves a total of two years; the first year as vice-chair and the second year as chair. The vice-chair of the Convention Committee will be appointed annually.
3. Chairs of the Standing Committees shall attend Executive Council meetings and the Annual business meeting and shall provide written reports for these meetings. The vice-chair of the Convention Committee shall also attend the Executive Council meetings and the Annual Business meeting.

Convention Committee shall (Standing Rules Article IV, Section 5):

- A. be led by the chair with the assistance of the vice-chair. The vice-chair is appointed by the President and serves one year in that role. In the following year, the vice-chair becomes the chair of the Committee.
- B. be composed of at least four (4) committee members in addition to the chair with representation from across the state when feasible.
- C. conduct, under the guidance of the President-Elect, all activities related to planning and implementing the GSHA Convention, including securing invited speakers, posting a call for papers, and determining the Convention program and schedule.
- D. publicize the Convention in professional publications.
- E. present information regarding the proposed program for the Annual Convention to the Executive Council on a regular basis.
- F. be responsible for other convention services as determined by the President, President-Elect, or Executive Council.

## GSHA Executive Council Convention Responsibilities:

**President-Elect** The President Elect shall serve as Convention Coordinator for the Association by providing guidance to the Convention Committee and overseeing all activities related to planning and executing the annual convention; work closely with the Executive Director to secure future locations for the annual Convention (Constitution Article VII, Section 2.G.).

**President Elect** shall work with the Vice President of Association Affairs to oversee the following committees: Membership Committee, Convention Committee, Continuing Education Committee, Communications Committee, and Student Affairs Committee (Constitution Article VII, Section 2.1).

**Continuing Education Committee** shall work collaboratively with the Convention Committee to ensure coordination of education events; provide verification of members' professional development at continuing education events and Convention and assist the ASHA CEU Administrator as needed (Standing Rules Article IV, Section 6).

**Healthcare and Private Practice** Additional Duties/Timelines: Develop and lead the Healthcare Forum at the convention

**Higher Education** Additional Duties/Timelines:

1. Partner with the student representative to develop and lead the Student Forum at the Convention
2. Partner with the student representative in regards to student recognition/awards/activities at the convention awards reception

**Schools Committee** Additional Duties/Timelines: Develop and lead the Schools Forum at the convention

**Strategic Planning Committee** shall host the Membership Forum at the Annual GSHA Convention to receive input from the membership on strategic directions of the Association. (Standing Rules Article IV, Section 3).

**Student Affairs Committee** shall work collaboratively with the Convention and Continuing Education Committees to encourage student attendance at and participation in the Association's Convention and other educational events (Standing Rules Article IV, Section 8). Student Affairs Additional Duties/Timelines:

1. Assist with development and presentation of the Student Forum at the Convention
2. Assist with the student awards presentation/student recognition at the awards reception

### **Convention Policies**

#### **Business Meetings (Constitution Article X):**

There shall be at least one (1) annual business meeting of the Association held in conjunction with the GSHA Convention.

**Convention Fees** - Convention Chair/Co-Chair will have convention registration fee waived (GSHA Leadership Manual Convention Section)

#### **Honors and Awards (Standing Rules Article VI):**

The Association shall honor deserving individuals with designated Association awards at the Annual Convention. The Past-President shall Chair the Honors and Awards Board and the chairs of the following Committees shall serve as members: Membership, Student Affairs, Schools, Healthcare and Private Practice, Higher Education. The Honors and Awards Board will present a slate of award winners to the Executive Council for approval prior to granting the awards.

#### **Speaker Attendance and Registration Policies (EC 2010-3-3):**

- Call for Papers: (1) Presenters are not required to be GSHA members, and (2) All presenters listed on application are not required to attend the convention, but those who do attend must register for at least the day(s) they are scheduled to present.
- Poster Sessions: (1) Presenters are not required to be GSHA members, (2) All presenters listed on the submission are not required to attend convention, but those who do attend must register for at least the day(s) they are scheduled to present, and (3) If the presenters are listed

as student(s) and faculty, then the faculty member is encouraged to attend and present the poster with the students.

- Invited Speakers: (1) An invited speaker, who is requested by the Convention Committee to provide a convention presentation, may be offered compensation, ranging from waive of registration fee, payment for travel/hotel, and/or payment of an honorarium, (2) An invited speaker is not required to be a GSHA member, and (3) An invited speaker is not required to register for the Convention.

**Convention Registration Fees**

<b>Early Members</b>	<b>Late Members</b>	<b>Non-Members</b>	<b>Late Non-Members</b>	<b>Students</b>	<b>Late Students</b>
\$220	\$270	\$346	\$396	\$70	\$120

<b>Non-Member Students</b>	<b>Late Non-Member Students</b>	<b>1 Day Members</b>	<b>Late 1-Day Members</b>	<b>1-Day Non-Members</b>	<b>Late 1-Day Non-Members</b>
\$180	\$230	\$145	\$195	\$195	\$245

Approved August 24, 2013 (EC2013-08-03)

## Convention Program Timeline

(To be adjusted based on new management company and marketing initiative changes):

<b>Convention Program Timeline*</b>			
<b>Due Date</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Description</b>
Minimum one year out	Issue Request for Proposal to Prospective Convention Sites	Executive Council to direct Management Office on location(s)	<i>To include sample RFP</i>
Minimum one year out	Review Proposals and Select Convention Site	Management Office to narrow proposals to all that meet minimum requirements; EC to approve final decision.	Management Office to negotiate and sign contract based on EC's direction.
August 15	Review the Call for Paper Online Submission Form	Convention Committee	
August 31	Vendor and Sponsor Packages	Management Office Convention Committee	Distribute sponsor and vendor packages to potential sponsors and exhibitors
August 31 (6x months out)	Issue the Call for Papers Announcement	Management Office to write & distribute with Convention Committee input and approval	Include ASHA speaker disclosure information Deadline for Call for Papers Submissions should be October 1. Student posters are due by end of first week in December.
August 31 (6 months out)	Identify and Solicit Invited Speakers	Convention Chair (s) and sub-group of the committee	Identify individuals to solicit as invited speakers. Convention chairs and sub-group begin contacting potential invited speakers. Final list of speakers should be completed by October 15.
September 1	Create Online Convention Presence (post information on web site)	Design by management; content by Management Office and convention committee	Registration form reviewed and posted online PLU Prior Approval form and CEU information posted online with registration
October 15	Call for Proposal Review	Convention Chair(s) and sub-group of committee	All submissions should be reviewed and accepted or declined.
October 31	Invited Speaker Contracting	Management Office	Review all submissions <i>Include sample contract</i>
October 31	Confirmations to Call for Papers Presenters and Poster Submissions	Convention Chair(s)	All submission reviewed <i>Include same e-mail confirmation template</i>
November 15	Complete Agenda	Convention Chair(s), Continuing Education Chair, and sub-group of each committee	Finalize agenda. Include selected and invited speakers. Include Forum Topics: Healthcare, Schools, and Student Forums; other events (roundtables, etc.).
December 1 – Proof brochure December 15 – Print brochure December 31 – Mail brochure	Design Convention Registration Brochure	Design by Management Office and proofing by the Convention Committee	Once brochure is approved, post content on web site and Facebook. Submit brochure to surrounding states for posting on other association websites (if reciprocity).
December 1	CEUs	ASHA CE Administrator	Send content to ASHA CE Administrator for CEUs

<b>Convention Program Timeline*</b>			
<b>Due Date</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Description</b>
December 1	PLUs	Convention Chair - appoint a member of the committee to submit request for approval and oversee PLUs  Management Office - include PLU information in brochure, program, and online	
December 1	Awards Reception	Convention Chairs(s) - engage president and past president to plan the reception and write the script.  Past president to oversee awards' process and to present actual awards.  Management Office to order awards.	AV and Staging requirements to Management Office  <i>Include sample script</i>
December 1 – RFP  December 15 -Contract	Submit Request for Proposal & Contract for Audio Visual Equipment	Management Office, based on AV requested by presenters and budget	<i>Include sample AV RFP</i>
December 31	Moderators/Volunteers	Convention Chair - assign a committee member to coordinate	<i>Include sample moderator packet content</i>
December 31 - Content  January 15 - Proof	Design and Print Convention Program	Design by Management Office; content by Committee	All content (including poster session abstracts, bios, learning objectives AND moderator names) to Mgt. Office
January 15	Speaker Presentations - CD	Convention Chair(s) - assign a committee member to oversee submissions, organize presentations, and submit to Management Office	Presentations will be posted online as PDFs as they come into Management Office (ensure format for download is in handout style with 4- 6 slides/page)
February 1	Select Food and Beverage	Management Office with input from Committee	
EC Meeting – Post Convention	Convention Report	Convention Chair	Update convention workbook with registration, expenses, and revenue;  Submit EC report to include data
1 Week Post Convention	Vendor Follow-up	Management Office	Thank you letter sent to vendors with Convention attendance list (if applicable),  Include exhibitor information for next year's convention
1 Month Post Convention	PLU Certificates	Convention Committee Management Office	Responsible Convention Committee member to approve PLU completion;  Management Office to send certificate to each approved participant.

\*Assumes February Convention / Dates to be revised

Timeline Revised 8-13



## GSHA Exhibitor / Sponsorship Opportunities

See Exhibitor and Sponsor Prospectus on GSHA website for complete prospectus information.

<b>GSHA EXHIBITOR / SPONSORSHIP OPPORTUNITIES</b>					
<b>Exhibitor / Sponsorship Levels</b>	<b>Copper \$500</b>	<b>Bronze \$600</b>	<b>Silver \$1000</b>	<b>Gold \$1500</b>	<b>Platinum \$2000</b>
<b>Exhibit Table:</b> <i>One 6' skirted table and two chairs</i>	★	★	★	★	★
<b>Sponsor Ribbon:</b> <i>Recognition on vendor convention name tag</i>	★	★	★	★	★
<b>Sponsorship Acknowledgements:</b> <i>Listing on GSHA website, in convention registration and marketing materials, and in GSHA e-News</i>	★	★	★	★	★
<b>Convention Program Listing:</b> <i>Company name, contact information, and brief description (50 words or less)</i>	★	★	★	★	★
<b>Event Signage:</b> <i>Name, logo, and sponsorship level displayed in registration area</i>	★	★	★	★	★
<b>Attendee Contact Info:</b> <i>List of convention attendees, address, and email (unless opted out) provided by email after convention</i>		★	★	★	★
<b>Promotional Item:</b> <i>Opportunity to include one promotional item (at your own expense), such as business card, notepad, pen, etc., in attendee packets</i>			★	★	★
<b>Listing and logo on GSHA Sponsor Page:</b> <i>Company logo and listing for 6 months after convention</i>			★	★	★
<b>Logo on GSHA website home page:</b> <i>Logo displayed for 6 months after convention</i>				★	★
<b>Registration Discounts:</b> <i>Convention registration at ½ price</i>				★	
<b>Complimentary Registration:</b> <i>One complimentary convention registration</i>					★
<b>Convention Program Advertisements:</b> <i>Convention program ¼ page advertisement</i>		★	★		
<i>Convention program ½ page advertisement</i>				★	
<i>Convention program full page advertisement (back or inside front cover)</i>					★

Additional Sponsorship/Marketing Opportunities	Fee	Amount Due
<b>Breakfast Sponsor:</b> <i>Includes sponsor ribbon, sponsor acknowledgements, convention program listing, event signage, attendee contact information, promotional item, and logo on GSHA Website as above</i>	\$1000	
<b>Refreshment Break sponsor:</b> <i>Includes sponsor ribbon, sponsor acknowledgements, convention program listing, event signage, attendee contact information, promotional item, and logo on GSHA Website as above</i>	\$1000	
<b>Evening Social Sponsor:</b> <i>Includes three-minute address to attendees, sponsor ribbon, sponsor acknowledgements, convention program listing, event signage, attendee contact information, promotional item, and logo on GSHA Website as listed above</i>	Based on expenses	
<b>Session or Speaker Sponsor:</b> <i>Includes logo on room sign, publicity at session, and logo by sponsored session listing in convention program</i>	Based on expenses	
<b>Promotional Item for Attendee Bag or Folder:</b> <i>These items are provided/produced at the expense of your company</i>	\$150	
<b>Lanyard Sponsor:</b> <i>Exclusive attendee lanyard sponsor (lanyards provided/produced at cost to sponsor)</i>	\$250	
<b>Folder Sponsor:</b> <i>Exclusive convention folder sponsor (folders provided/produced at cost to sponsor)</i>	\$250	
<b>Presentation Materials Sponsor:</b> <i>Exclusive sponsorship includes logo on conference presentation CD and GSHA presentation material web page (sponsor pays for CD duplication costs)</i>	\$500	
<b>Bag Sponsor:</b> <i>Exclusive attendee bag sponsor (bags provided/produced at cost to sponsor)</i>	\$500	
<b>Display Table:</b> <i>Shared space (up to 2' wide) on a 6' exhibit table for promotional materials, unattended</i>	\$150	
<b>Additional Exhibit Table (each)</b>	\$450	
<b>Convention Program Business Card Advertisement:</b> <i>Business card included in attendee packets</i>	\$75	
<b>Convention Program Advertisements:</b> <i>Convention program ¼ page advertisement</i>	\$110	
<i>Convention program ½ page advertisement</i>	\$220	
<i>Convention program full page advertisement</i>	\$275	
<i>Convention program full page advertisement (back or inside front cover)</i>	\$375	
<b>Sponsorship/Marketing Fees</b>		
<b>Exhibitor/Sponsorship Level Fees</b>		
<b>Subtotal</b>		
<i>Less 10% Corporate Member Discount</i>		-
<b>TOTAL DUE</b>		

## GSHA Convention Moderator Instructions

1. Plan to stop by the Continuing Education Table prior to your session to pick up a GSHA stamp for attendance verification. You will stamp each participant's Continuing Education Certificate of Attendance Form at the end of each session. Only stamp the session you are moderating and only at the completion of the session. Partial credit may not be granted. Participants must attend an entire session to receive a stamp.
2. Review the brief biography that has been provided in this packet about your speaker.
3. Arrive in your session room 15 minutes prior to your session. Introduce yourself to the speaker. Remind speaker to provide financial and non-financial disclosures at the beginning of the session.
4. Make sure your speaker's audio-visual equipment is in place. If something is missing or malfunctioning, please contact the Registration Desk.
5. Begin the session on time.
6. Introduce yourself **to audience** (e.g., *Good morning/afternoon. I am \_\_\_from \_\_\_, and I will be serving as the moderator for this session. Before I introduce the speaker, there are a few announcements.*):
  - A. *Please make sure your cell phones are turned off.*
  - B. *In order to obtain credit for this session, you must attend the entire session. Your attendance form will be stamped at the end of this session.*
  - C. *If you are obtaining PLUs for this convention, make sure that your contact hours are verified at the Registration Table prior to leaving the convention. Hours cannot be verified after the convention.*
  - D. *If you are obtaining ASHA CEUs, make sure that you return your ASHA CEU Participant Form to the Registration Table prior to leaving the convention. You must have your ASHA member number on the form, as ASHA no longer accepts Social Security Numbers for identification.*
7. Introduce the speaker – Use the enclosed biographical sketch to provide an introduction.
8. Manage breaks - Keep track of time and indicate to the speaker when it is time for the break. He or she may not know when the breaks are, and it is up to you to keep the session running on time.
9. Stamp attendance forms at the end of the session - You may wish to sit in the back of the room, so you will be at the door when the session is completed. See instructions in #1.
10. Return your GSHA stamp at the end of your session. We only have a limited number of stamps, and if you do not return your stamp, we will not be able to give it out for the next session. If you are moderating the same speaker after a break, you may return the stamp at the conclusion of your moderating time.

If you have any questions, please ask for help at the Registration Table.

**A BIG THANKS TO YOU FOR VOLUNTEERING TO BE A MODERATOR!!**

## **Business Meeting Procedures**

- I. Call to Order
- II. Introduction of Officers, Executive Council, and Management Staff
- III. Approval of the Minutes if not approved by the Executive Council  
*(If the next regular meeting will not be held within a quarterly time interval or there will be a change in the membership (such as a change in a number of the members of the board due to elections), a minutes approval committee should be used. In that case, the minutes approval committee reviews the minutes, corrects them, if necessary, and approves them on behalf of the membership. GSHA's executive council shall serve as the minutes approval committee for the membership meetings).*
- IV. Financial Report
- V. Membership Report
- VI. Committee Reports
- VII. Annual Management Plan
- VIII. Unfinished Business
- IX. New Business
- X. Adjournment

Note: Budget handouts are to be made available at the meeting per resolution M1992-3-4 - *That GSHA make handouts of the budget available for members attending the Business Meeting of the Convention.*

## 1. Membership Forum Procedures

- Meeting to be held following the Business meeting
- Strategic Planning Chair to run the forum
- Members to Provide Feedback to Executive council regarding the organization
- Review Proposed Strategic Plan (If applicable that year)
- Members to assist the Strategic Planning committee by giving input for the next year's annual management plan
- Members to offer nominations for officer positions for the following year

The following questions can be used to generate conversation:

1. What is GSHA doing that you want continued?
2. What is GSHA not doing currently that you would like to see done?
3. What would you like GSHA to focus on during the \_\_\_\_\_ fiscal year?

\_\_\_\_\_

## Storage of GSHA materials

Storage of GSHA materials will be handled by the GSHA management firm with the exception of items which may be needed in Georgia throughout the year. These items will be stored by the President (or an appointed officer if the President is unable to store the items). A log will be maintained which documents the person storing the items and the items being stored each year. The items will be passed to the new President at the beginning of each fiscal year. If items are not returned, then the President or appointed signer will be responsible for the cost of replacing these items. A copy of the storage log will be kept in the ELM.

Items being stored	Date Received	Recipient signature	Items Returned	Date Returned	Any items missing?

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## Georgia Speech-Language-Hearing Association Award Winners Archive

<b>Honors of the Association</b>		<b>Clinician of the Year/Professional Achievement</b>	
Melanie Hudson	2014	Carla Chase	2014
Jill Shedd	2013	Tracy Perez	2013
N/A	2012	Leila Hartley	2012
N/A	2011	Justine Jordan	2011
Ruth Stonestreet	2010	Edgar Vince Clark	2010
Robert Hull	2009		2009
Jean Norman	2008		2008
	2007	Edie Hapner	2007
Kathleen Presgrove	2006	Bonnie Schaude	2006
Debra Schober-Peterson	2005	Jay Riski	2005
LaRae Brown	2004	Kathleen Newbern	2004
Rosemary Brown Lewis	2003	Philip Alt	2003
Deborah Froelich	2002	Manita Dean	2002
Colleen O'Rourke	2001	Patsy Chalfant	2001
Jane H. Harvey	2000	Michelle Ivy	2000
Carol Ann Raymond	1999	Michelle McGlone	1999
Jane B. Seaton	1998	Pamela G. Kowan	1998
Brenda S. Marquis	1996	Deidra Bunn	1997
Anne Z. Saunders	1996	Alma Owens	1996
Noreen K. Steward	1995	James L. Hankla	1995
Sol Rundbaken	1995	Patricia M. Higgins	1994
Lue D. Roche	1994	Paula Klingman-Palk	1992
Susan P. Smith	1993	Virginia N. Flanagin	1991
Joan Berryman	1992	Debbie Forester	1987
Audrey D. Lowe	1991	Bet Mercer	1986
Patricia A. McCarthy	1990	Jamie Turner	1985
Steven Fellows	1989	Pendy Bailey	1983
Rebecca Reeves	1988	Lois Wilson	1981
Virginia G. Baird	1987	Virginia G. Baird	1980
Peggy Von Almen	1985		
Ray Neal	1981		
Francie Ross	1980		
John Bess	1978		
Helen Strickland	1977		
Louise Davidson	1975		
Lois Wilson	1973		
Stanley Ainsworth	1968		

<b>Jack Bess Memorial Award</b>		<b>Jack Bess memorial Scholarship</b>	
Jean Neils-Strunjas	2014	Carla Dougherty	2014
Patti Howard	2013	David Sampson	2013
Emily Wooten	2012	Christine Misztal	2012
N/A	2011	Meredith Gilbert	2011
	2010	Karena Hall	2010
	2009	Clark (UGA)?	2009
Erica Chatelain	2008	Ashley Garland	2008
N/A	2007	Lindsay Yarbrough/Olga Clark	2007
N/A	2006	R. Jordan Stewart	2006
Jennifer McCullough	2005	Sara Louise Dowless	2005
Nora Swenson	2004	Kristy Joaquin	2004
Kelly Moore	2001	Stephanie Sanders	2003
Pamela Kurkoski	1999	Laura Pridgen	2002
Timothy F. Mackesey	1998	Krista Moore	2001
Kristine Bench	1997	Melissa A. Gonsalves	1998
Deborah Hudson	1996	Pamela Nitto	1995
Colleen O'Rourke	1994	Amy Hasselkus	1994
Debra Schober-Peterson	1993		
Julie A. Vesper Sapp	1991		
Elizabeth Anne Beebe-MacDonalid	1990		

<b>Robert A. Hull Leadership Award</b>		<b>ASHA Foundation State Clinical Achievement Award</b>	
		Jacqueline Laures-Gore	2011
Jean Neils-Strunjas	2014	Mary Rambow	2010
Vince Clark	2013	Diane M. Brower	1994
Ruth Stonestreet	2012	Joan Laughton	1990
Carol Ann Raymond	2011	Carol Ann Raymond	1988
Colleen O'Rourke	2010	Robin Barney Hardin	1987
		Kelli Harris-Wright	1986
		Audrey D. Lowe	1985
		Virginia G. Baird	1984
		Marilyn S. Berman	1983

<b>Legislator of the Year Award</b>		<b>Volunteer Appreciation Award</b>	
Representative John Carson	2014	Ben Satterfield	2014
Senator Dan Moody	2011	Deborah Foushee	2013
Senator Johnny Isakson		Margaret Ann Parker	2013
		Carol Ann Raymond	2012
		Jessica Niederkorn	2012



## Past-Presidents of the Georgia Speech-Language-Hearing Association

Akilah Heggs	2014	Susie C. Ford	1987
Kelly Ball	2013	Susan P. Smith	1986
Kelly Ball	2012	Richard Talbott	1985
Melanie Hudson	2011	Rebecca E. Reeves	1984
Erica Chatelain	2010	Virginia Nixon	1983
Ruth Stonestreet	2009	LaRae B. Brown	1982
Edgar Vince Clark	2008	Alice Jane Wasdin	1981
Robert A. Hull, Jr.	2007	Audrey Lowe	1980
Timothy Mackesey	2006	Jane Seaton	1979
Jeannie Dollar	2005	Grace Syfert	1978
Jill Shedd	2004	Ann H. Feathers	1977
Debra Schober-Peterson	2003	Katheryn Bush	1976
Robert A. Hull, Jr.	2002	Adelaide Beall	1975
Rosemary Brown Lewis	2001	Marilyn Shelton	1974
Kellie R. Hetzel	2000	Jack Bess	1973
Penny L. Parker	1999	Joan Berryman	1972
Bess Simon Fjordbak	1998	Richard Logan	1971
Deborah Froehlich	1997	Sol Rundbaken	1970
Julie Vesper Sapp	1996	Joe Keenan	1969
Jane Frobose	1995	Ray Neal	1968
Elaine Irvin	1994	Francie Ross	1967
Carol Ann Raymond	1993	Harold Williams	1966
Kaye Williams Hill	1992	Virginia Baird	1965
Richard K. Peach	1991	Charles Hutton	1964
Noreen K. Steward	1990	Robert McCroskey	1963
Noreen K. Steward	1989	Harold Luper	1962
Peggy Von Almen	1988		

**To be added:**

- Speakers:
  - Presenter Policies
  - Sample Call for Papers Confirmation Email
  - Invited Speaker Honorariums, Travel, Hotel, & Food
  - Invited Speaker Contract
  - Speaker Recognition/Gifts
  - Handouts
- Convention Program Schedule/Events
  - Sample Script Awards Reception
  - Business Meeting Agenda
- Sites:
  - Sample RFP – Convention Site
  - Sample Audiovisual Equipment RFP

Convention Handbook rev. 8-24-13

## ELM REVISIONS LIST

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Additions - underline; deletions – strike through; other revisions as stated

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- April 2012: The Nominations Board shall present to the membership a slate of not more than three (3) candidates for each position. Nominations can be submitted to the Nominations Board by any means including nomination at the annual business meeting of the Association. Candidates must have served on Executive Council for a minimum of one full-year prior to nomination (EC2003-6-9); p. 10
- April 2012: Incidental Motions - *Point of Information* changed to *Request for Information* (p. 32)
- April 2012: Parliamentary Procedure Motion Guide - *Point of Information* changed to *Request for Information* (p. 35)
- May 2012: Addendum Table of Contents and ELM contents – Moved 2011-2012 Annual Management Plan and GSHA Strategic Plan to come before Moderator documents (p. 77)
- May 2012: Addendum - ASHA Request for E-Advocacy Action Alert/Message Template and Example forms (pp. 84 – 88).
- May 2012: Addendum – ELM Revisions List (p. 89)
- August 2012: Addendum - Convention Handbook added; combined moderator guidelines and instructions and moved it to the end of the Convention Handbook section.
- August 2012: Standing Rules revision to Article IV. Sections 1 and 5.
- August 2012: Revisions to Honors and Awards section
- August 2012: Added Committee Reports and Documentation Maintenance Guidelines
- August 2012: Updated AMP with 2012 – 2013 Annual Management Plan
- August 2012: Moved Advertising and Sponsorship from GSHA Forms to Appendix section
- November 2012: Convention Handbook revisions
- January 2013: GSHA Policies Publications Logo specifications
- July/August 2013: Convention Handbook revisions
- August 2013: EC listing and AMP updates