

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, Bridge, 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 shall be paid at the time of joining the association and then shall be paid every twelve (12) months.
- B. Membership renewal notices shall be distributed 90, 60, and 30 days prior to expiration, and membership shall be considered lapsed if dues are not paid within 30 days after the expiration date.

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 and the Strategic Planning Committee. The Finance Committee chair shall be the member-at-large, who is serving the second year of a two-year term. The Strategic Planning Committee chair shall be the Past President serving a second year on 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 the member-at-large, who is serving the second year of a two-year term. 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 and make recommendations for the financial terms of all GSHA contracts involving expenditure of funds.

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, with 2 new members-at-large, who have been members of the Association for a minimum of three years, appointed by the President Elect before the end of each fiscal year. The Committee Chair shall be the Past President serving their second year on the committee, and will be responsible for selecting his/her replacement by the end of their term.
- B. create the Association's Strategic Plan, every third year.
- C. conduct an annual review of the Association's Strategic Plan (SP) in conjunction with the Officers' Board and revise (SP) 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.

GSHA Standing Rules Adopted/Ratified 10/05/1961

Amended (per available records): 1987, 1990, 1991, 1992, 1996, 1997, 1999, 2002, 2010 (new substituted), 2012, 2013, 2014, 2015, 2016, 2019