

Peoria Area Speech-Language-Hearing Association By-laws

Revised Spring 2013

ARTICLE 1 NAME

Section 1 The name of this organization shall be the Peoria Area Speech-Language-Hearing Association. (PASHA)

Section 2 The Association is incorporated as a not for profit organization under the laws of the State of Illinois.

ARTICLE II PURPOSE

Section 1 In recognition of the responsibilities of this organization to the public, the profession, and the membership, its purpose shall be to:

- A. encourage scientific study of the processes of individual human communication with special reference to speech, language, and hearing
- B. promote investigation and prevention of disorders of human communication
- C. promote appropriate academic and clinical preparation of individuals entering the discipline of human communication sciences and disorders, and promote the maintenance of current knowledge and skills of those within the discipline
- D. foster improvement of clinical procedures with such disorders
- E. stimulate exchange of information among persons and organizations so engaged
- F. cooperate with other professional, governmental, and private agencies and organizations for the growth of services to the public.
- G. disseminate information to related professions and to the public about speech, language, and hearing disorders.

ARTICLE III MEMBERSHIP

Section 1 Eligibility for Membership

- A. All members as of February 28, 1974, with a Bachelor's degree or higher in the area of speech-language pathology or audiology shall continue to have full rights of membership in the Association.
- B. All new members shall hold a Master's degree in the general area of speech-language pathology or audiology.
- C. Agreement to abide by the Code of Ethics of this Association.
- D. Payment of annual dues.

Section 2 Eligibility for Life Membership

- A. A member may apply to the Membership & Professional Standards Committee for life membership and be granted such membership automatically if the following conditions are met: 1) retires or becomes disabled, 2) has been employed for five years preceding retirement, 3) be a PASHA member or member of another local group for the preceding five years, 4) is 65 or older at time of application.
- B. Agreement to abide by the Code of Ethics of this Association.
- C. Exemption from annual dues.

Section 3 Eligibility for Associate Membership

- A. Associate membership shall be open to any person working or interested in speech, language, and hearing, or tangent areas who does not meet the membership requirement subject to review by the Membership & Professional Standards Committee.

Section 4 Termination of Membership

- A. Alleged violation of the Bylaws or Code of Ethics of the Association shall be cause for investigation by the Membership & Professional Standards Committee which shall recommend appropriate action. If suspension of membership is recommended, a three-fourths vote of the Executive Committee is required.
- B. A member or associate member whose dues are not paid by November 1 of the current membership year shall be dropped from the membership.

ARTICLE IV PARTICIPATION

Section 1 Members

- A. Members shall be entitled to attend all professional and social meetings, serve on committees, and hold office.

Section 2 Associate Members

- A. An associate member shall be entitled to attend all professional and social meetings, serve as a member on standing committees, but may not vote, hold office, or serve on the Executive Committee.

ARTICLE V DUES

Section 1 The annual membership dues of the Association shall be recommended by the Executive Committee and approved by majority of the membership. Dues are payable May 1 for the membership year.

Section 2 The membership year shall be July 1st- June 30th.

ARTICLE VI OFFICERS

Section 1 Designation

The officers of this Association shall be:

- President
- President-Elect
- Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Representatives (two) to ISHA Representative Council
- Immediate Past President

Section 2 Duties

- A. The President shall be the chief executive of the Association, and shall promote the interest of the Association in all ways. It shall be that person's duty to preside at all regular meetings, the annual business meeting, at Executive Committee meetings, and call emergency meetings of the Association or any of its committees.
 - 1. The President shall appoint chairpersons of all the standing committees in accordance with the bylaws of the Association subject to the approval of the Executive Committee.
 - 2. The President may appoint ad hoc committees to carry out specific duties not provided for in the standing committees subject to the approval of the Executive Committee.
 - 3. The President shall be an ex-officio member of all standing and ad hoc committees.
 - 4. The President shall convene an Executive Committee of current and newly elected and appointed members no

later than June 30th.

5. The President shall be responsible for an orderly transition of records and reports and the maintenance of the Association records.
 6. The President shall verify the appointment of a Registered Agent annually.
- B. The President-Elect shall preside at the meetings of the Association and the Executive Committee in the absence of the President. That person shall be chairperson of the Legislative-Response Committee and co-chair of the Program Committee.
 - C. The Vice President shall be co-chair of the Program Committee. The Vice President shall communicate with the Corresponding Secretary in a timely fashion to allow for dissemination of information regarding meetings of the Association.
 - D. The Recording Secretary shall record and file minutes of all meetings of the Association and the Executive Committee.
 - E. The Corresponding Secretary shall be responsible for all correspondence of the Association either originating in the Executive Committees or in the general business meeting.
 - F. The Treasurer shall be responsible for the collection of dues, safekeeping of the Association funds, and shall supply, on appropriate dates, all information required by the Registered Agent. The Treasurer shall be a member of the Membership & Professional Standards Committee and an ex-officio member of the Audit-Budget Committee.
 - G. The Representatives shall represent PASHA in the ISHA Representative Council and shall serve as members of the Legislative Committee.
 - H. The Immediate Past President shall be chairperson of the Nominating Committee and member of the Response Committee.
 - I. Definition: the Registered Agent is “the agent named in the articles of incorporation to receive service of process on the incorporation or other important documents. This agent must be named in the articles of incorporation.” The articles of incorporation are renewed annually with the State of Illinois and the Registered Agent is named upon the filing of the articles of incorporation. The Registered Agent shall be an ex-officio non-voting officer and shall hold the letters of incorporation, complete annual reports to the Secretary of State, and complete necessary Internal Revenue forms.

- A. The President-Elect shall succeed the President upon the expiration of that person's term of office or inability to complete the term.

Section 4 Removal from Office

- A. Any officer may be removed from office by a three-fourths vote of the Executive Committee followed by three-fourths votes of the members voting in a mailed ballot within 21 days of the mailing of the ballot, provided the action was initiated by the signed petition of at least ten active members.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1 Designation

- A. The Executive committee shall consist of the officers and chairpersons of standing committees.

Section 2 Meetings

- A. The meetings of the Executive Committee shall be held when necessary as called by the President.

Section 3 Duties

- A. The Executive Committee shall exercise general management of the affairs of the Association and shall be the financial and business agent of the Association. It shall be the body to which all officers and committees of the Association report and are immediately responsible.

Section 4 Filling Vacancies

- A. Vacancies in Association offices shall be filled by the Executive Committee subject to the approval of the general membership.

ARTICLE VIII STANDING COMMITTEES

Section 1 General Duties

- A. The general business of the Association shall be carried on by standing committees. The chairpersons shall be responsible to the President and the Executive Committee. As needed, each committee shall submit a report to the Executive Committee.
- B. All chairpersons will submit a written annual report to the President before the annual business meeting.
- C. All reports and records shall be transferred to the incoming chairpersons no later than June 30th.

Section 2 Membership & Professional Standards Committee

- A. The committee shall consist of the chairperson, the Treasurer, and one additional member, subject to the approval of the Executive Committee.
- B. The committee shall seek means of contacting new professional persons in the area of speech, language, and hearing as prospective members of PASHA.
- C. The committee shall supply application blanks, receive applications, establish eligibility, and process the applications for membership subject to the requirements stated elsewhere in the bylaws of the Association.
- D. The committee shall maintain a correct list of active, inactive, and associate members and shall keep the Executive Committee and the membership informed.
- E. The committee shall nominate eligible candidates for life membership. Such membership shall be granted subject to the approval of the Executive Committee.
- F. The committee shall be responsible for active study of matters pertaining to standards of training and professional practice and ethics and for the active encouragement of high standards by all appropriate means.
- G. The committee shall be responsible for investigation of violations of the Code of Ethics and shall recommend any action to be taken by the Executive Committee as a result of such violations.

Section 3 Program Committee

- A. The committee shall consist of the Vice President and President-Elect serving as co-chairs as well as two additional members.
- B. The committee shall have the charge of preparing no fewer than four continuing education programs during August-May for the Association. Specific committee responsibilities include scheduling the topic speaker, location, time, and providing refreshments
- C. The committee shall complete documentation for members to obtain continuing education from an approved sponsor.
- D. A tentative calendar of programs shall be completed and distributed to the membership by the first general meeting of the year.

Section 4 Education-Resource Committee

- A. The committee shall consist of a chairperson, appointed by the President and two additional members, subject to the approval of the Executive Committee.
- B. The committee shall be responsible for the education of the public regarding speech, language, and hearing disorders and their prevention.
- C. The committee shall be responsible for informing the public of professional services provided by members and of activities and interests of PASHA, its committees, and its members.
- D. The committee shall be responsible for liaison between PASHA and other community and governmental agencies and for the implementation of such other assignments as may be directed by the Executive Committee.
- E. The committee shall be responsible for developing, up-dating and maintaining the PASHA website, including such assignments as may be directed by the Executive Committee.

Section 5 Legislative-Response Committee

- A. The committee shall consist of the President-Elect, who shall be Chairperson, two ISHA Representatives, and the immediate Past-President.
- B. The committee shall 1.) monitor current legislative issues and present recommendations to the Executive Committee and 2.) respond to legislative statements in the news media or other items pertinent to the Association requiring immediate response.

Section 6 By-laws Committee

- A. The committee shall consist of a chairperson, appointed by the President and two additional members, subject to the approval of the Executive Committee.
- B. The committee shall review, at least annually, the bylaws and present recommendations to the Executive Committee.

Section 7 Audit-Budget Committee

- A. The committee shall consist of the chairperson (appointed by the President), the current President who is finishing her/his year as President, and the President-Elect who will be assuming the Presidency. The Treasurer shall serve as an ex-officio member.
- B. The committee shall, at the close of the membership year, audit the books of the Association.
- C. The committee shall prepare a proposed budget for the next membership year.

Section 8 Honors Committee

- A. The committee shall consist of the chairperson, appointed by the President, and two additional members subject to the approval of the Executive Committee.
- B. The committee shall be responsible for soliciting names of nominees (members, service agencies, and persons in the media) for outstanding accomplishments from the membership or recommending same if nominees are not submitted.
- C. The committee is responsible for informing and obtaining approval from the Executive Committee of the year's selection(s). In the event that an Executive Board member is nominated, the committee may request the privilege of waiving the approval of the Executive Committee. The Executive Committee is not obligated to approve the waiver request.
- D. The committee shall see that a vita is received for each nominee.
- E. The committee shall prepare awards for those selected by the Executive Committee. The awards shall be presented at a meeting designated by the Executive Committee.
- F. The committee shall generate new awards at the request of the Executive Committee and/or the membership.

Section 9 Nominating Committee

- A. The committee shall consist of a chairperson (Past-President), President-Elect, and one additional member subject to the approval of the Executive Committee.
- B. The committee shall put together a slate of nominations for officers.
- C. Elections will be carried out according to Article IX.

Section 10 Symposium Committee

- A. The committee shall consist of a chairperson and chairperson elect, and at least one additional member.
- B. The chair elect shall serve for two years, the first year as chair elect and the second year as chair.
- C. The committee shall be responsible for planning and implementing symposia as determined by the Executive Committee, which will provide continuing education at the local, state, and regional levels.

D. The Symposium Committee will be self-supporting.

Section 11 Social Committee

A. The Social Committee will cease to be a standing committee. The duties of the committee will be part of the Program Committee.

ARTICLE IX ELECTIONS

Section 1 Term of Office

A. Officers shall serve for a period of one year except for the Representatives to the ISHA Representative Council who shall be elected for terms of two years. The terms of office of the Representatives shall begin in alternate years. All terms of office shall begin July 1 and run until June 30 of the following year.

Section 2 Elections

- A. Officers shall be nominated by a Nominating Committee. The slate of the Nominating Committee shall be presented at a business meeting. Additional nominations may be made from the floor.
- B. Officers will be elected by a mailed or electronic ballot prior to May 31st with a majority of the members voting being necessary for their election.
- C. In the event of a tie for elective office, a majority vote of the Executive Committee will break the tie.
- D. Members will be notified of the results of the election either by mail or electronically within two weeks after the election has closed.

ARTICLE X CODE OF ETHICS

Preamble

The preservation of the highest standards of integrity and ethical principles is vital to the responsible discharge of obligations in the professions of speech-language pathology and audiology. This Code of Ethics sets forth the fundamental principles and rules considered essential to this purpose. Every individual who is a member of PASHA shall abide by this Code of Ethics.

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 and practices.

The fundamentals of ethical conduct are described by Principles of Ethics and by Rules of Ethics as they relate to responsibility to persons served, to the public, and to the professions of speech-language pathology and audiology.

Principles of Ethics, aspirational and inspirational in nature, form the underlying moral basis for the Code of Ethics. Individuals shall observe these principles as affirmative obligations under all conditions of professional activity.

Rules of Ethics are specific statements of minimally acceptable professional conduct or of prohibitions and are applicable to all individuals.

PRINCIPLE OF ETHICS I

Individuals shall honor their responsibility to hold paramount the welfare of persons they serve professionally.

- a. Individuals shall provide all services competently.
- b. Individuals shall use every resource, including referral when appropriate, to ensure that high quality service is provided.
- c. Individuals shall not discriminate in the delivery of professional services on the basis of race, sex, age, religion, national origin, sexual orientation, or handicapping condition.
- d. Individuals shall fully inform the persons they serve of the nature and possible effects of services rendered and products dispensed.
- e. Individuals shall evaluate the effectiveness of services rendered and of products dispensed and shall provide services or dispense products only when benefit can reasonably be expected.
- f. Individuals shall not guarantee the results of any treatment or procedure, directly or by implication; however, they may make a reasonable statement of prognosis.
- g. Individuals shall not evaluate or treat speech, language, or hearing disorders solely by correspondence.
- h. Individuals shall maintain adequate records of professional services rendered and products dispensed and shall allow access to these records when appropriately authorized.

- i. Individuals shall not reveal, without authorization, any professional or personal information about the person served professionally, unless required by law to do so, or unless doing so is necessary to protect the welfare of the person or of the community.
- j. Individuals shall not charge for services not rendered, nor shall they misrepresent in any fashion services rendered or products dispensed.
- k. Individuals shall use persons in research or as subjects of teaching demonstrations only with their informed consent.
- l. Individuals shall withdraw from professional practice when substance abuse or an emotional or mental disability may adversely affect the quality of services they render.

PRINCIPLE OF ETHICS II

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

- a. Individuals shall engage in the provision of clinical services only when they hold the appropriate Certificate of Clinical Competence or when they are in the certification process and are supervised by an individual who holds the appropriate Certificate of Clinical Competence.
- b. Individuals shall engage only in those aspects of the professions that are within the scope of their competence, considering their level of education, training and experience.
- c. Individuals shall continue their professional development throughout their careers.
- d. Individuals shall delegate the provision of clinical services only to persons who are certified or to persons in the education or certification process who are appropriately supervised. The provision of support services may be delegated to persons who are neither certified nor in the certification process only when a certificate holder provides appropriate supervision.
- e. Individuals shall prohibit any of their professional staff

from providing services that exceed the staff member's competence, considering the staff member's level of education, training, and experience.

- f. Individuals shall ensure that all equipment used in the provision of services is in proper working order and is properly calibrated.

PRINCIPLE OF ETHICS III

Individuals shall honor their responsibility to the public by promoting public understanding of the professions, by supporting the development of services designed to fulfill the unmet needs of the public, and by providing accurate information in all communications involving any aspect of the professions.

- a. Individuals shall not misrepresent their credentials, competence, education, training, or experience.
- b. Individuals shall not participate in professional activities that constitute a conflict of interest.
- c. Individuals shall not misrepresent diagnostic information, services rendered, or products dispensed, or engage in any scheme or artifice to defraud in connection with obtaining payment or reimbursement for such services or products.
- d. Individuals' statements to the public shall provide accurate information about the nature and management of communication disorders, about the profession, and about professional services.
- e. Individuals' statements to the public-advertising, announcing, and marketing their professional services, reporting research results, and promoting products-shall adhere to prevailing professional standards and shall not contain misrepresentations.

PRINCIPLE OF ETHICS IV

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

- a. Individuals shall prohibit anyone under their supervision from engaging in any practice that violates the Code of Ethics.

- b. Individuals shall not engage in dishonesty, fraud, deceit, misrepresentation, or any form of conduct that adversely reflects on the professions or on the individual's fitness to serve persons professionally.
- c. Individuals shall assign credit only to those who have contributed to a publication, presentation, or product. credit shall be assigned in proportion to the contribution and only with the contributor's consent.
- d. Individuals' statements to colleagues about professional services, research results, and products shall adhere to prevailing professional standards and shall contain no misrepresentations.
- e. Individuals shall not provide professional services without exercising independent professional judgment, regardless of referral source or prescription.
- f. Individuals shall cooperate fully with the Membership & Professional Standards Committee in its investigation and adjudication of matters related to this Code of Ethics.

ARTICLE XI MEETINGS

Section 1 Five meetings of this Association shall be selected from the months of August through May. The final meeting of the year may be considered the annual meeting.

ARTICLE XII AMENDMENTS

Section 1 Amendments of these bylaws may be initiated by the Bylaws Committee, the Executive Committee, or by a written proposal signed by at least ten active members. Proposed amendments, if passed by a majority vote of the Executive Committee, shall be distributed to the membership at least ten days prior to the meeting at which time they may be discussed and voted upon.

Section 2 Vote shall be by ballot of the active membership present and voting at the meeting. A majority vote of the members voting shall be necessary for adoption of each proposed amendment change.

ARTICLE XIII DISBANDMENT OF THE ORGANIZATION

Section 1 Should this corporation be disbanded, any remaining funds shall be dispensed to other non-profit organizations, the selection of which shall be determined by the Executive Committee action. The membership shall be informed by written notification.

ARTICLE XIV RULES OF ORDER

Section1. Roberts Rules of Order shall govern the order of the meeting.