

**BY-LAWS OF THE MONTANA
SPEECH-LANGUAGE-HEARING ASSOCIATION, INC.**

Original adoption: February 2, 1957

Amendments added: May 12, 1962; January 1, 1973; December 15, 1976; April 15, 1978; April 6, 1979; May 31, 1979; January 3, 1981; May 9, 1983; December 30, 1983; April 15, 1987; January 28, 1989; January 30, 1991, February 3, 1994, April 5, 1997, April 12, 2002, October 16, 2009

ARTICLE I. NAME

The name of this organization shall be the Montana Speech-Language-Hearing Association, Inc. The logo of this organization shall be MSHA.

ARTICLE II. PURPOSE

Section 1. Professional and Public Relations

- A. To encourage the development of speech, language and audiology services in Montana.
- B. To stimulate the exchange of professional ideas and information among persons in the areas of communication disorders.
- C. To increase professional cooperation with other specialized education and allied health professionals.
- D. To encourage basic scientific study of the process of communication and promote investigation and prevention of communication disorders.
- E. To inform the public of the speech, language and audiology services available in this state.

Section 2. Standards

- A. To encourage high standards of professional practice in communicative disorders in Montana.
- B. To make membership in the Montana Speech-Language-Hearing Association a means of professional growth.

ARTICLE III. MEMBERSHIP

Section 1. Class of Membership

- A. Active Members--All persons who hold a Graduate Degree or its equivalent from an accredited institution and are eligible for full licensure in Montana. Degrees from accredited institutions are defined as those awarded by post-secondary educational institutions that are accredited by regional accrediting agencies recognized by the United States Department of Education or the Council on Post-Secondary Accreditation. Active members shall have full membership privileges, responsibilities and the right to vote.
- B. Associate Members--All persons, except students, not eligible for Active memberships who have an interest in the purposes and works of MSHA. Associate members have all of the rights of Active members except they shall not be privileged to vote or hold office.
- C. Student Members--All persons who are not eligible for Active membership who are enrolled in an undergraduate or graduate program in Speech-Language pathology, audiology or tangential areas in an accredited college or university. Student members shall have all of the rights of Active members except they shall not be privileged to vote or hold office.
- D. Life Members-- Persons who have been Active members of MSHA in good standing for the past 10 years and who have retired may become Life members provided they have reached the age of 55 or have retired due to health considerations. Life Members returning to active practice will retain Life Membership, but will pay dues equivalent to Active Member dues until retirement resumes. Life members may vote and hold office.

Section 2. Requirements

- A. The requirements to be eligible for active membership shall be the holding of 1) a graduate degree or equivalent with major emphasis in speech-language pathology, audiology or speech-language-hearing science or 2) a master's degree or equivalent, and present evidence of active research, interest and performance in the field of human communication.
- B. The requirements for election as a member may be waived in special individual instances by recommendation of the Membership Committee and a majority vote of the Board of Directors.

Section 3. Standards

- A. To abide by the Montana Speech-Language-Hearing Association Code of Ethics.

Section 4. Termination [Suspension] of Membership and Privileges

- A. Any member whose dues are not current will lose voting privileges and will be dropped from the rolls.
- B. Any member who violates the Code of Ethics of the Association may have their membership in MSHA suspended upon recommendation by the Ethical Practices Committee (see Ethical Practice Committee Statement of Practices and Procedures). Persons who have thus had their membership suspended may be reactivated after one year upon recommendation of the Ethical Practices Committee.

ARTICLE IV. DUES

Section 1. Amount

- A. Amount for each membership category will be established on recommendation of Board of Directors and by majority of those members voting.

Section 2. Payment

- A. Payment shall be made to the Montana Speech-Language-Hearing Association [prior to deadline set by board].
- B. A late fee will be assessed for payment received after the deadline

Section 3. Membership Year

- A. The membership year shall be January 1 to December 31.

ARTICLE V. OFFICERS AND DUTIES

Section 1. Board of Directors

- A. The Board of Directors are the elected officers of the Corporation, including two elected members at large; one being the current President of the Montana Audiology Guild, an appointed student representative, and the Administrative Assistant. The student representative and Administrative Assistant will be non-voting members.

Section 2. Officers

- A. The officers of the Association shall consist of President, President-Elect, Past President, Secretary and Treasurer, elected by the Association set forth in Article VI, Section 2.
- B. Members must have completed one full calendar year of active membership prior to the beginning of the term to which they are being nominated.

Section 3. Duties

A. Board of Directors

1. The Board of Directors is the management body and shall direct the affairs of the Association and actively promote the objectives of the Association operating in accordance with the By-Laws and policies established by the membership.
2. To formulate and propose changes in policies for consideration by members of the Association.
3. To plan the agenda for business meetings.
4. To act for the Association when a meeting of members is impractical providing that at the next regular business meeting such acts or commitments shall be revocable by a majority of the members.
5. To appoint members to fill vacancies that may occur in the offices of President-Elect, Secretary, Treasurer, or At-Large members to serve until a replacement is duly elected.
6. To appoint a member to fulfill the duties of the Past-President in the event of his/her incapacity or resignation.
7. To appoint a student member to act as Student Representative
8. To authorize expenditure of funds.
9. To meet at least once a year at the annual membership meeting and to hold additional meetings at the discretion of the board.

B. President: The duties of the President shall be:

1. Executive Board Meeting
 - a. Arrange for Board of Directors meeting
 - b. Develop agenda for Board of Director's meeting.
 - c. Send agenda draft to each Board member for review and additions/modifications in a timely fashion prior to the Board Meeting.
 - d. Contact other pertinent members (i.e. convention program and site, Administrative Assistant for additional items.
 - e. Preside over Board of Directors' meeting.
2. Annual Business Meeting
 - a. Establish date and time for Board of Directors' meeting.
 - b. Review minutes of previous year's business meeting.
 - c. Contact Board members and other pertinent individuals listed above regarding agenda items.
 - d. Request in Fall Communicator for agenda items.
 - e. Preside over Annual Business meeting.
3. Represent MSHA
 - a. Represent MSHA in writing or in person (or designate appropriate person) in matters that affect the Speech-Language Pathology and Audiology professionals and profession at the local, state or national level.
4. Newsletter
 - a. Submit "Message from the President" for each Communicator. Send all appropriate communication to the Administrative Assistant for publication in the Communicator.
5. Standing Committees
 - a. Oversee Convention Program, Convention Site, and Summer Institute Committees.
 - b. Disseminate all applicable information to these committee chairs following all Board of Directors' meetings.
 - c. Maintain pertinent correspondence regarding Convention and pass on to the upcoming President.
6. Other Duties
 - a. Contact the Licensure Board for names of members whose terms will expire Dec. 31. Notify membership of upcoming vacancies and the process for submitting application to the office of the Governor for appointment to the Board.

C. President-Elect: The duties of the President-elect shall be:

1. Standing and Ad Hoc Committees
 - a. Oversee all Standing and Ad Hoc committees except Convention Program, Site and Summer Institute committees.
 - b. Request Committee reports prior to Board meetings.
2. Serve on convention site and program committees to serve as a bridge between committees and board.
3. Other Duties
 - a. Audit the Treasurer's books from the previous fiscal year, review accountant reports.
 - b. Represent MSHA at official functions in the President's absence.
 - c. Fulfill the duties of the President in the event of his/her incapacity or resignation.

D. Past-President: The duties of the Past-President shall be:

1. Chair Nominations Committee
 - a. Submit call for nominations for elections for Board positions in the Summer and Fall Communicators.
 - b. Conduct the election of Board members at the Association's Annual Business Meeting.
2. Other Duties
 - a. Serve as bridging agent between the past and present Board of Directors (i.e., explain past policies and the rationale for decisions).

- b. Review and coordinate revision of the By-laws of the Association, as necessary, with approval of the Board.
- c. Serve as Liaison between the University Programs and the Association in conjunction with the Student Representative.

E. Secretary: The duties of the Secretary shall be:

- 1. Board of Directors' Minutes
 - a. Ensure that accurate records are kept of all MSHA business meetings. Minutes of the meeting should be prepared promptly (within one month) and reflect date and time of the meeting, members present, matters discussed, resolutions adopted, document the vote], and time meeting adjourned.
 - b. The minutes are to be approved at the next meeting.
- 2. Chair Membership and Publications committee
 - a. Oversee Administrative Assistant's maintenance of an accurate account of the membership including member's names, addresses, and date that dues were received.

F. Treasurer: The duties of the Treasurer shall be:

- 1. Maintain accurate financial records.
 - a. Balance books.
 - b. Write all MSHA checks record income and expenses].
 - c. Prepare budget reports/projections for the Board of Directors meetings.
 - d. Report status of the budget to the membership at the Annual Business meeting.
 - e. Submit accounts to an outside agency (certified public accountant) for annual audit and submit the report to the Board.

G. At Large Member (MAG President)

- 1. Chair Ethics Committee
 - a. Select two additional members to serve on the committee, including past president.
 - b. Review and act on all reported violations of the MSHA Code of Ethics.

H. At Large Member

- 1. Chair Honors Committee
 - a. Select additional MSHA members to serve on the committee, including President-elect.
 - b. Review all nominations for MSHA Awards, to be presented at the Associations Annual Business Meeting, with the committee and approve/disapprove recipients.
 - c. Submit call for nominations for MSHA Awards in spring Communicator.
 - d. Submit call for nominations for ASHA Awards to Communicator according to ASHA s published deadlines.

I. Student Representative

- 1. Represent student interests and concerns and serve a bridging agent between MSHA and University students in Speech Language Pathology or Audiology programs.

ARTICLE VI. ELECTION OF OFFICERS

Section 1. Terms of Office

- A. President: One year
- B. President-Elect: One year (at the expiration of his/her term as President-Elect, he/she becomes President)
- C. Past-President: One Year
- D. Secretary: Two years (to be elected in alternate year from Treasurer)
- E. Treasurer: Two years (to be elected in alternate year from Secretary)
- F. At Large Members: One Year
- G. Student Representative: One Year

Section 2. Elections

- A. The nominations committee shall solicit nominations from the membership for each available MSHA office and each expiring Board position. Each nominee must agree to serve if elected and must meet eligibility requirements. The slate shall be submitted to the membership at the Fall meeting. Biographical and professional data shall be provided for each candidate.
- B. Nominees will be presented at the annual meeting of the Association. (Nominations from the floor will be accepted with the consent of the nominee. Nominees from the floor and/or person nominating will provide biographical and professional data for the nominees.) Elections will take place at the annual meeting of the Association. To be elected, a candidate must receive a simple plurality vote of the Active members voting or be elected by acclamation following a motion from the floor.
- C. In case of a tie, the names of the two persons receiving the highest number of votes will be resubmitted to the membership for a second vote.
- D. Officer terms run according to the calendar year. From date of election to the start of their term, officers shall function as officer-elect.
- E. In the event of incapacity or resignation of the President-Elect, Secretary, or Treasurer, new elections will be held and the slate will be drawn by the Board of Directors.
- F. If there is no quorum at the annual business meeting to verify the elections, the board shall appoint those officers to fill the vacant position(s) prior to the transition board meeting in January to serve until duly elected.

ARTICLE VII. COMMITTEES

Section 1. The Committees of the Association will be:

- A. Convention Program Committee
- B. Political Action Committee
- C. Membership and Publications Committee
- D. Honors Committee
- E. Continuing Education Committee
- F. Ethical Practices Committee
- G. Public Relations Committee
- H. Nominations Committee
- I. Licensure Committee
- J. Ad Hoc Committee(s)

Section 2. Committee Appointments

- A. Convention Program Committee
 - 1. This committee shall be co-chaired by two MSHA members selected by the Board of Directors. The term of each co-chair shall be two years.
- B. Political Action Committee
 - 1. This committee shall consist of at least one speech/language pathologist and one audiologist appointed by the President. The term shall be four years. During the last year of a member's term, a new committee member will be chosen and oriented by existing members.
- C. Membership and Publications Committee
 - 1. This committee shall consist of Area representatives and the Administrative Assistant with the Secretary as chair.
- D. Honors Committee
 - 1. The committee shall consist of members with the At Large member as chair.
- E. Continuing Education Committee
 - 1. This committee shall consist of members with a chair appointed by the President.
- F. Ethical Practices Committee
 - 1. This committee shall consist of members with the MAG President as chair.
- G. Public Relations Committee
 - 1. This committee shall consist of members with the chair appointed by the President.
- H. Nominations Committee
 - 1. This committee shall consist of members with the Past President as chair.

- I. Licensure Committee
 - a. This committee shall consist of members with a member of the SLP/A licensure board as chair
- J. Ad Hoc Committees
 - 1. An Ad Hoc committee shall consist of members with a chair appointed by the Board of Directors.

Section 4. Duties of Committees

- A. Convention Program Committee
 - 1. To plan a program for the annual Fall Convention.
- B. Political Action Committee
 - 1. To study and evaluate all regulations, legislation, and recommendations which might affect the speech and hearing profession or program and to help prepare and support such regulations and recommendations as will be beneficial to the profession.
 - 2. Secure the services of a Lobbyist with Board approval and act as liaison between the Lobbyist and the Board of Directors.
- C. Membership and Publications Committee
 - 1. In conjunction with Administrative Assistant, process all applications for membership and exercise general supervision over matters related to membership, subject to reversal if necessary by majority vote of the Executive Committee.
 - 2. To compile, edit and distribute the MSHA Communicator and MSHA Directory and other assigned official publications, in conjunction with Administrative Assistant
- D. Honors Committee
 - 1. To receive and review recommendations for and to select persons to receive the honors of the Association.
 - 2. Confer MSHA Awards to recipients at MSHA Annual Business luncheon.
- E. Continuing Education Committee
 - 1. To administer MSHA's sponsorship of Continuing Education programs in conjunction with Administrative Assistant.
- F. Ethical Practices Committee
 - 1. To present future amendments to the Code of Ethics to membership for majority approval by written ballot.
 - 2. To process alleged violations of the Code of Ethics according to the Ethical Practice Committee Statement of Practices and Procedures.
 - 3. To publish the Code of Ethics along with procedures for processing alleged violations in the Directory of Montana Speech Pathologists and Audiologists.
- G. Public Relations Committee
 - 1. To raise public awareness of the profession by promoting speech/language pathologists as the field experts in the areas of communication disorders.
 - 2. To develop and disseminate information about communication problems to the public and other professional organizations through activities such as Better Speech and Hearing Month, professional brochures, etc.
- H. Nominations Committee
 - 1. To solicit nominations from the membership for each available MSHA office and each expiring Board membership.
 - a. At least one nomination for each opening shall be presented.
 - b. The name/s of members agreeing to run for office shall be included on the slate of nominees.
 - c. Nomination will be accepted from the floor.
- I. Licensure Committee
 - 1. To serve as liaison between the Speech Language Pathology and Audiology licensure board and membership of the Association.
- J. Ad Hoc Committee(s)
 - 1. The need and purpose for Ad Hoc committees will be determined by the Board of Directors. The Board of Directors will draw up the specific goals and responsibilities of the committee(s). These goals will be published in the Policy and Procedures manual. Ad Hoc committees will be considered dissolved at the discretion of the Board of Directors.
- K. General Duties of the Committees

1. It shall be the duty of each committee chair to prepare a short written report of the work of the committee at the close of the term of office and to submit it to the Board of Directors, which shall make it available to the next committee chair.
2. A handbook of correspondence and deliberations of the committee shall be given to the newly-appointed committee chair. It should provide background and documentation for the use of the new committee members.

ARTICLE VIII. SPECIAL INTEREST GROUPS

Special interest groups may be set up as a part of the Montana Speech-Language-Hearing Association, Inc. by making a written petition to the Board of Directors for approval. The petition should contain specific reasons for requesting to establish the SIG group and the goals that the group wishes to attain.

ARTICLE IX. RULES OF ORDER

On all matters of procedure not specifically indicated in these by-laws, the official authority shall be Robert's Rules of Order, revised, latest edition.

ARTICLE X. AMENDMENTS

Amendments to these by-laws may be initiated by the Board of Directors or in a written proposal signed by any ten members of the Association. Such proposed amendments shall be discussed at a general meeting prior to voting by mail. Proposed amendments to the by-laws of the Association must be submitted to the membership by mail a minimum of four weeks prior to voting on the proposed amendment. Voting on amendments shall be by mail. Proposed amendments shall be passed by a majority of those voting.

ARTICLE XI. MEETINGS

Section 1. Number

- A. At least one Corporation meeting shall be held each year to conduct the business of the Association and other activities as may be appropriate to the purpose of this Corporation. All members shall be notified of this meeting.

Section 2. Quorum

- A. Quorum shall consist of one-third of the active membership.

ARTICLE XII. DISSOLUTION

Upon dissolution of the Montana Speech-Hearing-Language Association, Inc. the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the organization, dispose of the assets of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Directors shall determine.

ARTICLE XIII:

The Montana Speech-language-Hearing Association shall not discriminate on the basis of race or ethnicity, gender, age, religion, national origin, sexual orientation or disability . All programs and activities of the Association shall be conducted in furtherance of this policy.