

STANDING RULES

OF THE

NORTH CAROLINA SPEECH, HEARING AND LANGUAGE ASSOCIATION

Standing Rules of the Association shall be adopted, and may be amended or rescinded, from time to time, by a majority vote of a quorum of the Board of Directors at a meeting for that purpose, according to Article IV of the Constitution and By-Laws.

A. The dues of the North Carolina Speech, Hearing and Language Association, Inc., effective July 1, 1983, shall be \$35.00 per annum for Active members, \$25.00 per annum for Associate members, and \$10.00 per annum for Student members.

Effective July 1, 1986, dues shall be \$55.00 per annum for Active members, \$45.00 per annum for Associate members, and \$15.00 per annum for Student members.

Effective July 1, 1988, dues shall be \$60.00 per annum for Active members, \$50.00 per annum for Associate members, and \$15.00 per annum for Student members.

Effective July 1, 1993, dues shall be \$70.00 per annum for Active members, \$50.00 per annum for Associate members, \$15.00 per annum for Student members, and \$75.00 per annum for Corporate Associate members.

Effective July 1, 2001, dues shall be \$75 per annum for Active members, \$55.00 per annum for Associate members, \$20.00 per annum for Student members, and \$75-300 for appropriate Corporate Associate member categories.

Effective July 1, 2006, dues shall be \$90 per annum for Active members, \$70 per annum for Associate members, \$35 per annum for Student members and \$75-300 for appropriate Corporate Associate member categories. A \$10 discount can be taken if membership dues are paid prior to September 1 (postmark), excluding Corporate Associate member categories.

Effective February 2010, Student members will pay \$25 per annum and are not eligible for the \$10 early bird discount. Dues will not be prorated for partial-year membership. (February 23, 1996)

Effective July 1, 2015, dues shall be \$100 per annum for Active members, \$90 per annum for Associate members, \$35 per annum for Student members and \$75-300 for appropriate Corporate Associate member categories.

B. The voting membership at the Annual Business Meeting shall be composed of those Active and Life members registered for the meeting or following the established procedures for absentee voting.

C. The purposes, composition, and duties of the Elective Officers are specified in the Constitution and By-Laws. The Elective Officers shall be made up of the President, President-Elect, Past President, and six Vice Presidents who will each be charged with Administrative Committees of the Association shall be:

President:

- serve as the chief executive officer of the Association with final decision, authority, and responsibility;
- preside over all BOD meetings;
- communicate with VPs and make recommendations regarding appointments and implementation of BOD initiatives;
- represent the interests of the Association; and
- inform and collaborate with the BOD on all matters of the Association.

President-elect:

- serve as Parliamentarian at BOD meetings to ensure proper order;
- document and curate minutes for all BOD meetings and the annual business meeting, and shares disseminate those documents to BOD and members.
- coordinate and document strategic planning efforts and outcomes for the Association; and
- perform other duties as assigned by the President.

Immediate Past President:

- serve on the BOD in any capacity designated by the President;
- coordinate in conjunction with the President-Elect the strategic planning efforts and outcomes for the Association;
- review Association bylaws and policies and make recommendations for updates to BOD;
- serve as chair for the standing Nominations Committee; and
- perform other duties as assigned by the President.

Vice President for Public Relations and University Affairs

- promotes the professions and increasing public awareness regarding issues related to speech-language, swallowing, and hearing disorders;
- collaborates with VP of Membership regarding social media engagement and development of necessary committees;
- oversees the development and implementation of public awareness and educational opportunities (e.g., swallowing, communication, hearing disorders);
- creates and implements University engagement opportunities;
- oversees the selection and application process of two student representatives to a two-year term as non-voting members of the NCSHLA Board of Directors;
- appoints chairs of designated committees; and
- reports quarterly to the BOD on committee activities.

Vice President for Professional and Governmental Affairs will be responsible for overseeing three standing committees: The SLP Private Practice Affairs Committee, The SLP Healthcare Affairs Committee, and the SLP School-Based Affairs Committee. Each committee:

- is responsible for identification and ongoing monitoring of professional and regulatory issues;
- informs the VP for Professional and Governmental Affairs regarding legislative and regulatory developments;
- is responsible for facilitating collaboration between the Association and other persons or organizations having similar legislative interests and objectives;
- appoints members to their committee; and
- is responsible for quarterly reporting of committee activities to the BOD via the VP for Professional and Governmental Affairs.

Vice President for Finance

- is the chair for the standing Finance Committee;
- is the official fiduciary representative and banking signatory;
- oversees implementation of the budget;
- studies alternative means, aside from dues, for generating revenue;
- advises the BOD on any discretionary spending;
- assesses and advises the BOD on a proposed time schedule for increasing dues;
- is responsible for presenting a quarterly finance report to the BOD; and
- provides a financial update to the membership at the annual business meeting and as needed.

Vice President for Continuing Education will oversee the Convention Committee and the Continuing Education Committee.

The Convention Chair and Convention Co-Chair will report to the VP for Continuing Education.

- oversees and collaborates with the chair of the standing Convention Committee;
- identifies topics and procures speakers for educational offerings;
- oversees the development, coordination, and implementation of educational programs for the membership; and
- is responsible for quarterly reporting of committee activities to the BOD.

Education Committee will report to the VP of Continuing Education and will be responsible for securing Featured Speakers for the Annual Convention, as well as, assist with speakers for special continuing education events.

Vice President for Membership (*and Recognition*)

- Will oversee all digital social media and digital publications to members;
- conveys membership concerns to the BOD;
- formulates and implements recruiting strategies for membership;

- collaborates with VP of Public Relations and University Affairs regarding benefits and retention of members;
- maintains oversight of quarterly publications which shall include any social media correspondence
- uses social media for promotional purposes and events;
- creates regional or statewide membership engagement events or opportunities;
- reports quarterly committee activities to the BOD, and
- appoints chair of designated standing committee of Membership and Recognition which is responsible for any Association award.

Vice President of Audiology

- identifies the needs of audiology membership;
- assists and assigns NCSHLA representatives to attend special events (e.g., Early Detection of Hearing Impairment, statewide health fairs, NC Council of Deaf and the Hard of Hearing);
- oversees the development and implementation of public awareness and educational opportunities relative to hearing and balance disorders;
- coordinates and collaborates with other VPs (i.e., Membership and Public Relations and University Affairs) to engage audiologists in the association; and
- collaborates with Audiology subcommittee on legislative issues and initiatives.

F. Standing Committee Charges and Composition

The role of the standing committees is to address policies and positions regarding professional issues important to the Association. Standing committees are permanent committees designed to consider all matters pertaining to a general area, defined broadly by title. The matters to be considered may be identified by the members of the Association or by the committees themselves, or may be referred by the Board of Directors. Members of standing committees shall be appointed by the incoming President for three-year terms, with one-third of the membership of a standing committee changing annually. No more than ten members may serve on a standing committee. Renewal of committee appointments shall be limited to two consecutive terms. Following an intervening period of one year, the member shall again be eligible for appointment to the committee under the provisions of the general rules unless otherwise designed in the By-Laws. (June 2, 2007; Amended November 2019)

Standing committees may request appointment of one or more task forces, which may or may not include members of the standing committees, to undertake specific tasks necessary to the various committees' deliberations. Such task forces must have finite terms, be charged with specific tasks, and report directly to the standing committee for which the task is being completed. Standing committees report directly to the Board of Directors.

G. Standing Committee Purposes

1. The Education Committee shall consider matters pertaining to education about communication disorders and shall address, but not be limited to, such issues as preprofessional and professional education, continuing education, public and consumer education. The education committee is responsible for contracting and negotiating featured speakers for the convention and other special education events. Convention

committee chairs may submit suggestions to the Education Committee Chair for consideration.

2. The Planning Committee will be made up of the President, the VP of Finance, the Convention Chair or their designee. This committee shall consider the direction, goals, and objectives of the Association. Considerations shall include, but not be limited to, information gathering via surveys, assessment and evaluating survey data for input into strategic plans, monitoring the activities of the professional and practice caucuses, convention site selection, and future meetings planning (i.e. future convention or special continuing education events, etc.). This committee is responsible for negotiations with the prospective venue. The venue for convention and special continuing education events must have Board approval.
3. The Professional Affairs Committee will report to the VP of Professional and Governmental Affairs and shall consider matters relating to the delivery of professional services to the communicatively impaired, including but not limited to professional practices, peer review and other quality assurance issues, ethics, specific practice setting issues, and reimbursement policies and practices.

H. Professional and Practice Caucuses

Integrated into the Association structure shall be Professional and Practice Caucuses (PPCs) which shall provide the mechanism whereby each member can be heard and represented in the development of Association policies, position statements, and the resolution of issues facing the discipline of human communication and its disorders. At least six (6) PPCs shall be designated, as identified by the four employment settings of university, public/private schools, health-related sites (i.e., hospitals, clinics, rehab, etc.) and private/corporate practices across the professional discipline of speech/language pathology, the professional practice of audiology, and students.

Association members may be identified as a member of one or more of the PPCs. Each caucus will meet at least annually at the Association convention, with scheduled times provided in the convention program. Additional meetings may occur throughout the year. Each caucus shall have a leader designated by the Board. Each caucus will report at the annual convention President's Forum.

I. Duties and Responsibilities of Caucus Leaders

Duties and responsibilities of each caucus leader shall include, but not be limited to:

1. Conducting/chairing meetings of the caucus, facilitating open discussions of concerns and issues.
2. Assisting in the gathering of data related to professional and/or legislative concerns of the caucus.
3. Coordinating the prioritization of concerns/issues of the caucus.
4. Briefly presenting the concerns/issues of the caucus at the President's Forum at the annual convention.
5. Formally presenting the concerns/issues of the caucus in writing to Board of Directors within thirty (30) days after each meeting of the caucus.

J. Appointees (optional): Charges and Terms

1. A Historian may be appointed by the President and approved by the Board of Directors for a term of one year and may be reappointed for not more than four consecutive terms. The Historian shall:

- a. be responsible for the preservation of documents that are evidence of or reflect the growth and development of the Association,
- b. maintain the archives of the Association, which shall be housed in a place selected by the Board of Directors and designated in the Policy Manual,
- c. maintain an up-to-date catalog of the documents constituting the archives of the Association, and
- d. be responsible for updating the history of the Association at times and in publications designated in the Policy Manual or by the Board of Directors. (July 1993; Amended November 2019)

2. A Parliamentarian may be appointed by the President and approved by the Board of Directors for a term of one year and may be reappointed for not more than four consecutive terms. The Parliamentarian could assist the presiding officer of the Board of Directors in conducting meetings according to the latest edition of Robert's Rules of Order. If appointed, the Parliamentarian would be the ruling authority in "point of order" situations. In addition, the Parliamentarian could:

- a. attend any regular Board meeting or, as requested by the Board of Directors, any other meeting called specifically for the purpose of considering changes in the Constitution and By-Laws and/or the Standing Rules,
- b. present a current update of the Standing Rules and the Constitution and By-Laws prior to the first regularly scheduled Board meeting of each fiscal year,
- c. provide Board training relative to the Constitution and By-Laws, Standing Rules, and Policy Manual during the time set aside for training. (July 1993; Amended November 2019)