

South Western Illinois Speech, Language & Hearing Association By-Laws (Approved April 28, 1999)

ARTICLE I - NAME

Section 1. The name of the organization shall be South Western Illinois Speech, Language & Hearing Association (SWISHA).

ARTICLE II – PURPOSES

Section 1. In recognition of the responsibilities of the Association to the public, the professions and the membership, its purpose shall be to:

- A. Encourage scientific study of the processes of speech, language and hearing.
- B. Promote investigation of disorders of speech, language and hearing.
- C. Promote the advancement of clinical procedures in the diagnosis and treatment of speech, language and hearing disorders.
- D. Foster an exchange of information within the membership.
- E. Foster cooperation among all agencies, both public and private.
- F. Promote the growth of services for persons with communicative disorders.
- G. Disseminate information to related professions and the public about communicative disorders.
- H. Serve as a recognized area group of the Illinois Speech-Language-Hearing Association and meet the established requirements to serve in that capacity.

ARTICLE III – MEMBERSHIP

Section 1. Types of Membership

- A. Regular Membership
 1. All persons who are certified and/or licensed in the area of speech-language pathology or audiology shall be eligible for full rights of membership in the Association.
 2. The above requirements may be waived during Clinical Fellowship Year and in special instances by recommendation of the Membership Committee and approval by a majority of the Executive Board.
- B. Student Membership
Full time undergraduate or graduate students in speech/language pathology or audiology shall be eligible for student membership.
- C. Life Membership
A regular member may apply to the Membership Committee for life membership and be granted such membership if conditions are met as determined by the Executive Board.
- D. Affiliate Membership
The Affiliate member shall possess an interest in human communicative processes and disorders.
 1. The Affiliate member may:
 - a. Serve on SWISHA committees as permitted in the Association Bylaws and Policies and Procedures;
 - b. Receive Association publications; and
 - c. Participate in Association functions at membership rates.
 2. The Affiliate member may not
 - a. Hold Executive Board office; or
 - b. Vote in Association elections; or
 - c. Vote for bylaws changes.

Section 2. Application and Admission to Membership

- A. Admission of Members
The Executive Board shall establish policies for admission of members. There shall be no discrimination against any member or applicant for membership due to race, religion, creed, color, gender, age, disability, ethnic origin, sexual orientation, marital status, or any other characteristic protected by the laws of the United States or of the State of Illinois.
- B. A member shall be considered in good standing if that member remains eligible for membership and is current in the payment of all fees.

Section 3. Rights and Duties of Membership

The rights and duties of all classifications of membership shall be determined by the Executive Board. All regular members and life members shall have the right to vote in Association elections and for bylaws changes. Student and Affiliate members shall not have the right to vote.

Section 4. Duration of Membership

- A. All rights, privileges, and interests of a member shall cease upon termination of membership.

- B. Any member may resign by submitting a written notice. The effective date of that resignation will be the date notice is received by the SWISHA President.
- C. A member resigning in good standing may apply for membership as specified in Article III. All outstanding dues or fees must be paid prior to receiving membership status.
- D. Neither membership nor the rights and privileges of membership shall be transferable.
- E. A member may be removed from membership rolls by action of the Executive Board if that member is found no longer eligible for membership. Such a removal remains in effect until the end of the current dues year.

ARTICLE IV – FISCAL YEAR AND DUES

Section 1. Fiscal Year

- A. The fiscal year shall be determined by the Executive Board.

Section 2. Dues

- A. The annual dues for Members shall be determined by the Executive Board.
- B. The schedule for dues payment shall be determined by the Executive Board.
- C. The Executive Board may establish procedures for dues waivers and refund of dues.

ARTICLE V – EXECUTIVE BOARD

The group empowered and required to administer the affairs of the Association shall be known as the Executive Board. Actions of the Executive Board shall be reported to the membership at regularly scheduled business meetings or through the Association Newsletter. The Executive Board is directly responsible to the membership.

Section 1. Authority

The governing body of the Southwestern Illinois Speech-Language-Hearing Association shall be the Executive Board which, subject to limitations by statute and these Bylaws,

- A. shall have supervision, control, and direction of its affairs and property, and shall actively pursue its purposes.
- B. shall have sole authority to determine its policies or changes in policies.
- C. shall have discretion in the disbursement of its funds.
- D. shall adopt regulations for the conduct of SWISHA business, and may, in the execution of the powers granted, appoint agents as it may consider necessary.
- E. shall resolve all disputes and grievances according to policies established by the Executive Board, whose decisions shall be final and binding upon all parties.

Section 2. Qualifications

Any voting member in good standing is eligible to become an Executive Board member.

Section 3. Officers

- A. The Executive Board shall consist of the following voting members:
 1. President: The President shall be the chief executive officer of the Association and shall be responsible for all Association activities. The President shall be elected for a term of (3) years, one (1) year to be served as Vice President/President Elect, one (1) year to be served as President, and one (1) year to be served as Past President.
 2. Past President: The Past President is the immediate past president of the Association. The Past President shall serve for a term of one (1) year.
 3. Vice President/President Elect: The Vice President shall be the President Elect of the Association. The Vice President shall serve for a term of one (1) year.
 4. Secretary: The Secretary shall be the Association officer elected to maintain the records of the business meetings of the Association and Executive Board. The Secretary shall serve for a term of one (1) year.
 5. Treasurer: The Treasurer shall be the Association officer elected to oversee the ongoing business matters of the Association and to maintain necessary financial records. Financial records will be subject to an annual audit by a committee appointed by the President. The Treasurer shall serve for a term of two (2) years and shall be elected in alternate years.
 6. Representative Councilors: The Representatives to the Illinois Speech-Language-Hearing Association Representative Council shall be a channel of communication between the Association and ISHA and between the Association and other recognized area groups. Each Representative shall serve for a term of two (2) years with election of Representatives in alternate years.

Section 4. Executive Board Duties

- A. All voting members of the Executive shall have the following duties.
 1. To report at Executive Board meetings the activities of the committees within their jurisdiction, including any business requiring Executive Board action; and

2. To submit a written report to the Executive Board which shall include reports from each committee chairperson within their jurisdiction.

Section 5. Nominations and Elections

A. Nomination of Candidates for Office

1. Nominees for all elected offices to be filled for the following fiscal year shall be selected and presented to the Executive Board in accordance with the policies and procedures outlined for this committee.

2. The slate of nominees shall be presented to the membership through an Association mailing at least fourteen (14) days prior to the election.

3. Nominations may be made from the floor during the meeting at which the election occurs. A written statement expressing a willingness to perform the duties of the office shall be available from the nominee.

B. Election of Officers

1. Election shall be by secret ballot of those members present at the last membership meeting of the fiscal year.

2. Election shall require a plurality of the votes cast.

3. The Past President and at least one other member of the Nominations and Elections Committee shall serve as Tellers to count and verify the results of the election. In the absence of the Past President and/or committee members, the President shall appoint at least three (3) members who are not candidates to serve as Tellers.

Section 6. Term of Office

All elected officers shall begin their term of office on the first day of the fiscal year.

Section 7. Resignation

Any Executive Board member may resign at any time by providing written notice to the Executive Board. Such resignation will take effect at the time specified in the future, or if no time specified, at the time such resignation is received by the Executive Board.

Section 8. Vacancies

A. In the event of the incapacity, resignation, or removal of the President, the Vice President shall immediately succeed to the Presidency and shall complete the unexpired term as well as the term for which the Vice President was elected.

B. In the event of the incapacity, resignation, or removal of any officer, other than the office of President, the office shall be declared vacant and a replacement appointed by a majority vote of the Executive Board until the next regular election of officers is held.

Section 9. Conduct of Meetings

A. Rules of orderThe meetings and proceedings of SWISHA shall be regulated by Robert's Rules of Order for parliamentary procedure, except as may be otherwise provided by these Bylaws or the law. Two-thirds vote of those present and voting at any meeting may suspend the rules of procedure.

B. Presiding OfficerThe President shall preside at all meetings. If the President is unavailable, the Vice President shall preside, and if necessary, the Executive Board may designate another member to preside.

ARTICLE VI – COMMITTEES

Section 1. Standing Committees

A. Standing Committees are those committees assigned to perform the ongoing operations of the Association and shall report to the Executive Board. Those committees include the following:

1. The Bylaws and Policies and Procedures Committee which shall be chaired by the Past President.

2. The Nominations and Elections Committee which shall be chaired by the Past President.

Section 2. Operating Committees

A. Operating Committees are those committees responsible for recurring activities of the Association and shall report to a monitoring Officer of the Association.

B. Operating Committees are appointed by the Executive Board upon recommendation of its monitoring Officer of the Association for an indefinite term.

C. Operating Committees are dissolved by a majority vote of the Executive Board upon recommendation of its monitoring Officer of the Association.

D. Duties of the Operating Committees shall be outlined in the Policies and Procedures Manual.

Section 3. Ad Hoc Committees

A. Ad Hoc Committees are those committees assigned to carry out a specific task of the organization, and cease to

exist upon completion of the specified task or at the close of the fiscal year.

- B. Any Ad Hoc Committee may be established by the Executive Board.
- C. Ad Hoc Committee assignments shall be coordinated by a monitoring Officer of the Association.

Section 4. Committee Activities

A. Committee activities must be reported to the Executive Board through a monitoring Officer of the Association at regular intervals and when requested by the Executive Board.

ARTICLE VII – HONORS AND AWARDS

Honors may be awarded to individuals who have made distinguished or outstanding contributions to the field of communication disorders or to the Southwestern Illinois Speech-Language-Hearing Association. These awards shall be made upon recommendation of the Honors Committee with final approval by the Executive Board. All recipients of honors shall be informed of the honor and the reason for it by presentation of an appropriate award.

ARTICLE VIII – MEETINGS OF THE ASSOCIATION

A minimum of three meetings shall be held during each fiscal year. A simple majority of those present and voting shall be required to transact business.

ARTICLE IX – AMENDMENTS AND REVIEW OF BYLAWS

Section 1. Proposed Amendments

Amendments to these bylaws may be proposed by the Executive Board, the Bylaws and Policies and Procedures Committee, or a written proposal signed by ten (10) current members of the Association.

Section 2. Amending Procedures

Proposed amendments, if approved by the majority of the Executive Board, shall be given to the membership for vote. Voting shall occur at a business meeting or by mail ballot of the entire membership provided that least a thirty (30) day notice has been given of the proposal signed by ten (10) current members of the Association.

Section 3. Amending Procedures

Proposed amendments, if approved by the majority of the Executive Board, shall be given to the membership for vote. Voting shall occur at a business meeting or by mail ballot of the entire membership provided that least a thirty (30) day notice has been given of the proposed amendment or amendments. Approval by two-thirds of those members represented at a business meeting or two-thirds of the ballots returned within 21 days from the mailing will be necessary for adoption.

ARTICLE X – DISCRIMINATION

The Southwestern Illinois Speech-Language-Hearing Association recognizes discrimination on the basis of race, religion, creed, color, gender, age, disability, ethnic origin, sexual orientation, or marital status to be inconsistent with its goals, purposes, and policies and with the professional and ethical responsibilities of its Members, Board, Committees, and Officers. All programs and activities of the Association shall be carried out in such a manner as to be consistent with, not in adherence to, this policy.

ARTICLE XI – Dissolution

In the event that the Southwestern Illinois Speech-Language-Hearing Association should disband or cease to exist for any reason, any cash or other assets that may be held by said Association shall be donated, or contributed, in the name of the Association as the Executive Board shall so designate.