

**CONSTITUTION AND BY-LAWS OF THE WYOMING SPEECH-LANGUAGE-  
HEARING ASSOCIATION (Revised 19\_\_ , Amended 1998, 1999, 2002, 2006, 2012, 2014,  
and 2015, 2017)**

**Article I. Name**

The name of this organization shall be the Wyoming Speech-Language-Hearing Association (WSHA), herein referred to as the Association. The management company is the agency contracted with the Association to handle Association affairs as indicated below. In the event that there is no management company, any reference to this agency would defer to the Executive Board.

**Article II. Purpose**

**Section 1: The purpose of the Association shall be:**

1. to implement and advance training programs and practices in the fields of Speech-Language Pathology and Audiology in order to enhance services throughout Wyoming and promote the maintenance of current knowledge and skills;
2. to foster and maintain ethical principles and practice in the fields of Speech-Language Pathology and Audiology;
3. to encourage widespread awareness, interest and prevention of disorders of human communication among educators, medical practitioners, other related professions, and the general public;
4. to make possible the exchange of ideas, experiences, and methods of procedure within the profession and with other disciplines;
5. to promote the basic study of human communication, scholarly research, proficient teaching and sound administration in Speech-Language Pathology and Audiology;
6. to establish and maintain a viable relationship with the American Speech-Language Hearing Association (ASHA);
7. to further the educational opportunities, personal rehabilitation and advocate the rights of those handicapped by speech-language, swallowing, cognitive and/or hearing disorders;
8. to promote the individual and collective professional interests of the members of the Association.

**Article III. Membership Section**

**Section 1. Membership Classifications**

1. The membership of the Association shall consist of: Full Members/CF/First Year Graduate, Associate Member, Life Member, Student Member, and Retired Member.
2. The right to vote and hold office shall be limited to Full members, including eligible Life members.

## **Section 2. Qualifications for Membership**

1. Full Members must hold: (1) a graduate degree with major emphasis in speech-language pathology, Audiology, or speech, language, or hearing science; or (2) a graduate degree with evidence of active research, interest, and performance in the field of human communication.
2. Full Member/ CF/ First-Year Graduate: For recent graduates who have held an Association student membership for at least one year at the time of graduation and who are renewing as a full two-year member, a 50% reduction in the first two years of their practice is offered.
3. Associate Member shall be a professional with a degree in one or more of the following areas: Speech-Language Pathology, Audiology, and Deaf Education who do not qualify under Section 2, a. (above), or Speech-Language Pathology Assistants and Audiology Technicians who do not qualify under Section 2, a (above).
4. Life Members shall be persons who have reached the age of 60 or who have been forced to retire. These persons shall also have been active full members of the Association in good standing for the past 15 years. An active member is a person who has served as an Association board or committee member. Life members may retain all privileges of their previous membership status without payment of annual dues for any years subsequent to the year in which age 60 is attained or retirement has been forced. An eligible member must submit a letter with their qualifications to the Association Executive Board prior to a scheduled board meeting. They may become life members upon recommendation of the Executive Board.
5. Student members shall be individuals not meeting the criteria for Full members, Associate or Life members.
6. Retired members shall be individuals who are retired from practice (not providing services or supervising the provision of clinical services) and who are not required to meet the certification maintenance professional development requirements. Former Association members who are 65 years of age or older are eligible for this status. Membership fees are waived. Benefits of this membership are reception of Association publications and membership information. Benefits do not include reduced attendance fees at Association conventions. Retired members shall not have voting rights.
7. All Association members, including voting and non-voting (i.e., Associates, Students) shall abide by the Association's Bylaws and Code of Ethics.
8. The Association has agreed to adopt the Code of Ethics of the American Speech-Language-Hearing Association (ASHA) as their own Code of Ethics.

## **Section 3. Membership Application**

1. Application for all classes of membership shall be submitted to the Association's management company.
2. When the application is approved and dues are paid, the applicant becomes a member in good standing.
3. Application for Life Membership is the responsibility of the individual seeking life membership. A letter of request for Life Membership should be submitted to the Executive Board and should state the individual's qualifications for life membership as

described in Section 2, d (above). Requests may be submitted at least one week prior to any of the four annual Executive Board meetings. The Executive Board shall review, vote on the request, and inform applicant of the result.

#### **Section 4. Privileges**

1. The following privileges are reserved to Full members of the Association:
  - a. the right to vote;
  - b. the right to hold executive office in the Association;
  - c. the right to Chair Association committees;
  - d. the right to initiate amendments to this Constitution by written petition to the Executive Board. Such petitions must be signed by ten (10) active members.
2. Associate members may serve on committees and enjoy all privileges of the Association except 4a. 1, and 2.

#### **Section 5. Termination of Membership**

1. Full members, Associates, Life members and Students may have their affiliation with the Association terminated by action of the majority of the Executive Board for cause. For example, violation of the Code of Ethics shall be cause *regardless* of membership status within the state.
2. Membership will be terminated by nonpayment of dues.
3. Membership may be terminated at the request of the member.

### **Article IV. Executive Board**

#### **Section 1: Membership of the Executive Board shall be:**

1. Voting Executive Board Members
  - a. Elected Members of the Association:
    - i. President
    - ii. President-Elect
    - iii. Secretary
    - iv. Treasurer
    - v. Immediate Past President of the Association
    - vi. Professional At-Large Representatives (2)
2. Non-Voting Executive Board Members
  - a. Appointed Members of the Association
    - i. ASHA Advisory Councilor (2) – Audiology/Speech Language Pathology
    - ii. Public Awareness Chair
    - iii. NSSLHA/Student Representative;
    - iv. ASHA Continuing Education Administrator
    - v. WSHA Continuing Education Liaison
    - vi. State Licensure Board Representative

- vii. Speech-Language Pathology Assistant or Audiology Technician Representative
- viii. IMASH Planning Chair
- ix. Honors and Awards Committee Chair
- x. Student Scholarship Committee Chair
- xi. State Advocate for Reimbursement (STAR)
- xii. State Education Advocacy Leader (SEAL)
- xiii. State Advocate for Medicare Policy (StAMP)

## **Section 2: Establishing a Quorum**

1. A quorum for all Executive Board meetings shall be established by the presence of five of the seven voting members of the Association. This applies to in-person and electronic communication Executive Board meetings.
2. In the event that a voting executive board member is unable to attend the scheduled Executive Board meeting he/she may appoint a proxy from the non-voting members of the Executive Board to vote in their absence. An executive board member may appoint a proxy no more than two of the four executive board meetings each year. It is the responsibility of the elected executive board member to contact the proxy 48 hours before the next scheduled executive board meeting.
3. Executive Board meetings shall be open to all members.

## **Section 3: The Duties of the Executive Board shall be:**

1. to formulate and propose changes in policies for consideration by members of the Association;<sup>[[sEP]]</sup>
2. to plan the agenda for business meetings of the Association to be held each year during the Association's convention;
3. to authorize expenditure of funds;
4. to act in behalf of the Association providing that at the next regular business meeting such acts or commitments shall be retroactively revocable by a 2/3 vote of the Members present;
5. to appoint members to fill vacancies that may occur in the office of President-Elect, Secretary, or Treasurer to serve until the next election meeting;
6. to appoint members of the various standing committees not otherwise provided for in this constitution, and to appoint the chairpersons of said committee from the active membership;
7. to schedule Association Executive Board meetings a minimum of four times a year;
8. to keep informed of existing ASHA Legislation which may affect the State Association;
9. to appoint the Public Awareness Chair, the Continuing Education Liaison, the State Board Representative and NSSLHA/Student representatives as vacancies occur

## **Article V. Officers' Terms and Duties**

### **Section 1. Fiscal Year**

1. The fiscal year shall be from January 1 to December 31.

2. The elected officers shall take office on January 1.

## **Section 2. Election of Officers**

1. The Nominating Committee will solicit nominations from the membership and develop a slate for open positions.
2. Nominations shall be made from the floor at the annual Association business meeting with prior consent of the nominee. Further nominations will be accepted by the President up to one week following the meeting.
3. The President shall mail or email the ballots within three weeks of the annual Association meeting to all Full Members.
4. The ballots shall be returned to the President within three weeks of the date mailed or emailed.
5. The President shall inform all nominees of the election results within one week after ballots have been tabulated.

## **Section 4. Officer Definitions and Duties**

### **1. President**

- a. The President shall serve a one-year term and shall be eligible to succeed himself/herself in office for one additional year with the unanimous agreement of the President, President-elect, and Past-President and with approval of the Executive Board, without requiring another membership vote.
- b. Duties of the President shall be:
  - i. to preside at the meetings of the Association and the Executive Board;
  - ii. to serve as a voting member of the Executive Board;
  - iii. to appoint ad hoc committees with the approval of the Executive Board;
  - iv. to represent the Association officially at necessary functions, or appoint someone to carry on in his/her place;
  - v. to serve as ex-officio member of all committees;
  - vi. to call special meetings;
  - vii. to communicate with the management company on a regular basis and report to the executive board as needed;
  - viii. to appoint Professional At-Large Representatives, Public Awareness Committee Chair, ASHA Continuing Education Administrator, Membership Committee Chair, State Licensure Board Representative, State Education Advocacy Leader (SEAL), State Advocate for Reimbursement (STAR), State Advocate for Medicare Policy (StAMP), Honors and Awards Committee Chair, Student Scholarship Committee Chair, IMASH Planning Chair, and NSSLHA /Student representative.<sup>[1]</sup>
  - ix. to arrange the date and place of all Executive Board meetings and notify the Executive Board members at least two weeks prior to solicit agenda items;
  - x. to serve as a liaison between the Association and ASHA;

## **2. President-Elect**

- a. To serve as President-Elect, it is *recommended* that the candidate will have served at least one year on the Executive Board.
- b. The President-Elect shall serve one year, or in unanimous agreement with section 4.a., choose, with the President and Past President, to extend the term of office to an additional year with approval of the Executive Board.
- c. Duties of the President-Elect shall be:
  - i. to represent the President in case of emergency
  - ii. to succeed the President for the remainder of the term in office if the President is unable to complete his/her term;
  - iii. to be a voting member of the Executive Board;
  - iv. to be a member of the Convention Planning Team;
  - v. to succeed the President of the Association.

## **3. Secretary**

- a. The Secretary shall serve for a term of two years, with the election occurring in **even** years and may be re-appointed.
- b. The duties of the Secretary shall be:
  - i. to keep minutes of all the Association's and Executive Board's meetings and to disseminate them to the Executive Board members and active members in a timely manner, including posting to the Association's web page.;
  - ii. to be a voting member of the Executive Board;
  - iii. to make available the Executive Board meeting handouts to all board members not present (e.g., posting to web page, e-mailing upon request of the member).

## **4. Treasurer**

- a. The Treasurer shall serve for a term of two years with the election occurring in **odd** years and may be re-appointed.
- b. The duties of the Treasurer shall be:
  - i. to prepare a yearly budget to be presented to the Executive Board for approval;
  - ii. to be a voting member of the Executive Board;
  - iii. to report current number of memberships as part of the financial report;
  - iv. to serve as the liaison between the board and the financial management company;
  - v. to be responsible for onsite convention payments or disbursements;
  - vi. to present current budget to the executive board at quarterly meetings;
  - vii. to provide payment to financial management company.

## **5. Immediate Past President**

- a. The Immediate Past President shall serve for one year, or in agreement with section 4.a., choose, with the President and President-Elect to extend the term of office to an additional year with the approval of the Executive Board.
- b. The duties of the Immediate Past President shall be:
  - i. to serve as Parliamentarian at all Association and Executive Board meetings; including to explain basic parliamentary procedure to each Executive Board at its first meeting of the fiscal year and/or as needed at subsequent meetings; to render decisions related to matters of parliamentary procedure during all meetings of the

- Association and its Executive Board; to prepare in conjunction with the Executive Board, any changes in the WSHA Constitution and By-Laws and present these to the voting body of WSHA for action and on all matters of procedure not specifically indicated in this Constitution and By-Laws, the official authority shall be Robert's Rules of Order. Revised, latest edition.;
- ii. to Chair the Convention Planning Team Committee;
  - iii. to represent the Association in various capacities;
  - iv. to be a voting member of the Executive Board.

**6. Professional At-Large Representatives**

- a. The President shall appoint two Professional At-Large Representatives to the Executive Board for a one-year term. Professional At-Large Representatives may be re-appointed.
- b. Professional At-Large Representatives are voting members of the Executive Board of the Association.
- c. The duties of the Professional At-Large Representatives shall be:
  - i. to act as state-wide representatives and liaisons between the membership and the Executive Board.
  - ii. The Professionals-at-Large will serve as Co-chairs of the Nominating Committee.

**7. Members of the ASHA-Advisory Council (AC) from the state of Wyoming to the American Speech-Language- Hearing Association (ASHA)**

- a. The Members of the ASHA Advisory Council serve a term of three years and may be re-elected as regulated by ASHA's nomination and voting process;
- b. The Members of the ASHA Advisory Council are non-voting members of the Association's Executive Board;
- c. The Members of the ASHA Advisory Council are requested to perform the following duties:
  - i. to transmit from the Members of the ASHA Advisory Council to the Association, within a reasonable time, any information or business pertinent to the Association.

**8. Public Awareness Chair**

- a. The Public Awareness Chair is to be nominated by the Executive Board and approved by the President for a one-year term and may be reappointed.
- b. The duties of the Public Awareness Chair shall be:
  - i. to serve as a non-voting member of the Executive Board
  - ii. to publish at minimum a quarterly newsletter to contain pertinent and current newsletter items; with the President, to review articles submitted for publication in the newsletter;
  - iii. to maintain the Association's web page along with the webmaster including Association news, continuing education news, in-state employment positions, and other items determined by the Executive Board.

**9. National Student Speech-Language-Hearing Association (NSSLHA) / Student Representative**

- a. A NSSLHA Representative may be nominated by Executive Board and approved by the President of the Association and shall serve a one-year term.

- b. The NSSLHA Representative shall be a non-voting member of the Executive Board.
- c. The duties of the NSSLHA Representative shall be:
  - i. to inform the Executive Board of student-related issues, and assist in conference planning and implementation.

**10. Continuing Education Administrator**

- a. The Continuing Education Administrator shall be nominated by the Executive Board and approved by the President for a one-year term and may be reappointed.
- b. Duties of the Continuing Education Administrator shall be:
  - i. to serve as a non-voting member of the Executive Board;
  - ii. to recruit Association members to assist as needed;
  - iii. to submit required documents to ASHA related to the awarding of continuing education units;
  - iv. to work with the Public Awareness Chair;
  - v. to inform the membership of available workshops and continuing education opportunities through newsletter articles and/or web page.

**11. Continuing Education Administrator Liaison**

- a. The Continuing Education Administrator Liaison shall be nominated by the Executive Board and approved by the President for a one-year term and may be reappointed.
- b. Duties of the Continuing Education Administrator Liaison shall be:
  - i. to serve as a non-voting member of the Executive Board
  - ii. to serve as a resource for outside entities of the Association that are in need of a reporting agency for ASHA continuing education units;
  - iii. to collaborate with the management company and report back to the Association utilization of the Association as the reporting agency for continuing education opportunities.

**12. State Board of Examiners Representative**

- a. The State Board of Examiners Representative shall be nominated by the Executive Board and approved by the President for a one-year term and may be re-appointed.
- b. The duties of the Board of Examiners Representative shall be:
  - i. to serve as a non-voting member of the Executive Board;
  - ii. to inform the Association about important issues within the state regarding licensure issues;
  - iii. to serve as a liaison between the Association and the state licensing board.

**13. Speech-Language Pathology Assistant or Audiology Technician Representative**

- a. The Speech-Language Pathology Assistant or Audiology Technician Representative shall be nominated by the Executive Board and approved by the President for a one year term and may be reappointed.
- b. The duties of the Speech-Language Pathology Assistant or Audiology Technician Representative shall be:
  - i. to serve as a non-voting member of the Executive Board;



- ii. to inform the Association about important issues with the roles and responsibilities of individuals working as Speech-Language Pathology Assistants or Audiology Technicians in the state.

**14. IMASH Planning Chair**

- a. The IMASH Planning Chair shall be nominated by the Executive Board and approved by the President for the duration of the IMASH planning term and may be reappointed.
- b. The duties of the IMASH Planning Chair shall be:
  - i. to serve as a non-voting member of the Executive Board;
  - ii. to co-chair the IMASH convention planning committee in collaboration with other participating state Associations and report back to the Executive Board decisions pertaining to the Association's involvement in IMASH.

**15. Honors and Awards Committee Chair**

- a. The Honors and Awards Committee Chair shall be nominated by the Executive Board and approved by the President for a one year term and may be reappointed.
- b. The duties of the Honors and Awards Committee Chair shall be:
  - i. to serve as a non-voting member of the Executive Board;
  - ii. to solicit nominations from the membership for the awards and honors of the Association.

**16. Student Scholarship Committee Chair**

- a. The Student Scholarship Committee Chair shall be nominated by the Executive Board and approved for a one year term and may be reappointed.
- b. The duties of the Student Scholarship Committee Chair shall be:
  - i. to serve as a non-voting member of the Executive Board;
  - ii. to recruit at least three current members of the WSHA membership to serve on this committee;
  - iii. to determine, along with the committee, the deadline, format, scholarship amount and content for application submission. Scholarship amount is guided each year by the approved WSHA budget.
  - iv. to contact the University of Wyoming Division Head for Communication Disorders to coordinate the timeline for application selection and presentation of the scholarship awards, typically coinciding with the annual awards banquet at UW.
  - v. to notify the WSHA Treasurer of the amount of each scholarship so that checks can be dispersed.
  - vi. to notify the UW Division Head of the awardees prior to the annual banquet. The chair or a designated proxy may attend the annual UW banquet and distribute the scholarship funds.

**17. State Advocate for Reimbursement (STAR)**

- a. The State Advocate for Reimbursement (STAR) shall be nominated by the Executive Board and approved by the President for a three year term and may be reappointed.
- b. Duties of the State Advocate for Reimbursement shall be:

- i. to serve as a non-voting member of the Executive Board
- ii. to advocate in the state for improved health care coverage and reasonable reimbursement.

**18. State Education Advocacy Leader (SEAL)**

- a. The State Education Advocacy Leader shall be nominated by the Executive board and approved by the president for a three year term and may be reappointed.
- b. Duties of the State Education Advocacy Leader shall be:
  - i. to serve as a non-voting member of the Executive Board
  - ii. to enhance and perpetuate the advocacy, leadership, and clinical management skills of school-based members at the state and local levels to influence administrative and public policy decisions that affect the delivery of speech-language pathology and audiology services in school settings.

**19. State Advocate for Medicare Policy (StAMP)**

- a. The State Advocate for Medicare and Policy (StAMP) shall be nominated by the Executive Board and approved by the President for a three year term and may be reappointed.
- b. Duties of the State Advocate for Medicare and Policy shall be:
  - i. to serve as a non-voting member of the Executive Board
  - ii. to enhance and perpetuate the advocacy, leadership, and communication of members at the state level to influence administrative and public policy decisions that impact Medicare coverage and reimbursement of audiology and speech-language pathology services.

**Article VI. Committees**

**Section 1. Convention Planning Team Committee**

- 1. The Past President shall serve as Chairperson of the Convention Planning Committee.
- 2. The duties of the Convention Committee shall be to plan and execute an annual convention.

**Section 2. Membership Committee**

- 1. The Membership Committee Chair shall be chairperson of the Membership Committee.
- 2. The duties of the committee shall be:
  - a. to contact eligible non-members for membership in the Association;
  - b. report membership status to the board at quarterly meetings;
  - c. work closely with the Nominating Committee for membership recruitment;
  - d. assure a current membership directory to be distributed to the membership bi-annually.

**Section 3. Ethical Practices Committee**

- 1. All Association members shall agree to abide by the Code of Ethics of the American Speech- Language-Hearing Association (ASHA);
- 2. Executive Board members who hold the CCC/SLP or the CCC/A or equivalent, and hold a valid state license shall constitute the ethical practices committee with the President as Chair.

3. The duties of the Ethical Practice Committee shall be:
  - a. to receive and process information and complaints regarding cases of ethical practice;
  - b. to communicate cases of unethical practices to the Wyoming Board of Examiners in Speech- Language Pathology and Audiology, and/or the Ethical Practices Board of ASHA or the Wyoming State Department of Education.

#### **Section 4. Nominating Committee**

1. The two Professionals-at-Large shall serve as Co-chairs of the Nominating Committee
2. The responsibilities of the Nominating Committee shall be to recognize and seek qualified nominees for elected and appointed leadership of the Association, including executive board members and committee members.

#### **Article VII. Dues**

1. Membership dues extend from January 1 to December 31 of a calendar year.
2. The amount of dues shall be determined by the Executive Board and must be approved by a 2/3 majority of the voting membership in attendance at the annual business meeting or at a special meeting called by the President.
3. Dues shall be received by January 1 of each calendar year for membership status to be considered current.
4. Individuals whose annual dues are in arrears on January 1 will have their membership expire on that date.
5. Dues notices to the membership for the next fiscal year will be sent during the month of November. These notices shall state whether the member is a Full Member, an Associate or an Affiliate of the Association and the amount of dues owed the association.
6. The member will be notified by the Membership co-chairperson regarding their dues status by February 1 of a calendar year, if their membership has expired.

#### **Article VIII. Initiative, Referendum and Recall**

1. Any five active Full Members shall have the privilege of initiating a petition to negate any action of the Executive Board; to make additions, deletions, or changes in the by-laws; or, to recall any officer of the Association.
2. Such petitions shall be acted upon by the Executive Board within sixty days and presented to Full Members for vote. A majority of the ballots cast by the voting Membership shall constitute a quorum.

#### **Article IX. Code of Ethics and Non-Discrimination Policy**

The Association, including the Executive Board, Full Members, Associates, and Students shall abide by the current ASHA Code of Ethics. The Association shall not discriminate on the basis of race, national origin, religion, age, sex, sexual orientation, gender, gender identification, or

handicapping condition. Refer to reference by the American Speech-Language-Hearing Association, Code of Ethics (revised 2010).

## **Article X. Enactment**

This Constitution and By-Laws shall be enforced immediately upon its adoption by a vote of 2/3 of the Full Members present at the Association's annual business meeting.

## **Article XI. Amendments**

A proposed amendment to the Constitution and by-Laws may be submitted by the Executive Board, or by a group of active, full members of the Association. Such amendments shall be either read at any business meeting of the Association, and shall then be considered at the next subsequent business meeting, or shall be submitted to the voting membership of the Association two weeks prior to the next business meeting at which meeting the amendment shall be considered. Two-thirds vote of the voting Membership at said meeting shall be required for passage of the amendment. Absentee ballots received by the President on/or before the meeting date shall be counted.