

CONSTITUTION OF THE NORTH DAKOTA SPEECH-LANGUAGE-HEARING ASSOCIATION

Adopted October 24, 1975

Revised October 21, 1999

Revised October 19, 2006

Revised March 24, 2011

Revised October 11, 2021

ARTICLE I

Name

The name of the organization shall be the North Dakota Speech-Language-Hearing Association, hereafter referred to in this document as “the Association”.

ARTICLE II

Purpose

The purposes of this non-profit organization are:

- A. To foster the improvement of service provided to individuals with speech, language and hearing impairments.
 - 1. By promoting scientific study of the processes of human communication, with special reference to speech, language and hearing’
 - 2. By stimulating investigation and prevention of disorders of human communication;
 - 3. By fostering improvement of clinical procedures with such disorders;
 - 4. By encouraging quality education for professional workers in speech-language pathology and audiology;
 - 5. By providing programs to keep practicing professionals informed of current developments in speech-language pathology and audiology.
- B. To act as a sounding board and unifying agent in the consideration of issues relating to speech, language and hearing in North Dakota.
- C. To inform the public of the speech, language and hearing services available in this state.
- D. To cooperate with agencies and organizations in promoting the welfare of communicatively handicapped individuals in North Dakota.
- E. To advocate the rights of persons with communication disorders and promote the individual and collective professional interest of the Members of the Association.

The Association is organized exclusively for charitable, educational or scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE III

Membership

Section 1

Membership Cards. Each member of the Association shall be entitled to a membership card signed by the Executive Secretary stating that he/she is a member of the Association. The form of the membership cards shall be prescribed by resolution of the Executive Board. Such membership cards shall not be transferable. New membership cards shall be issued every year to every member.

Section 2

Classes of Membership. There shall be four classes of membership as follows:

- A. Active Membership. Effective December 31, 2006, Active membership shall require:
 1. A Master's degree or Doctoral's degree with major emphasis in speech-language pathology, audiology or speech, language or hearing science; or
 2. A graduate degree and present evidence of active research, interest, and performance in the field of human communication. The requirements for election as a member may be waived in special instances by a majority vote of the Executive Board. Active members shall pay annual membership dues and special assessments as adopted by the Executive Board. Members must agree to abide by the ASHA Code of Ethics.
- B. Associate Membership. Associate membership shall be open to all persons, excluding students, not eligible for active membership who have an interest in the purposes and activities of the Association. Associate members shall pay annual membership dues. Associate members may attend all Association meetings and may speak from the floor upon matters being discussed, but shall not be privileged to vote or hold office.
- C. Student Membership. Student membership shall be open to all persons enrolled full-time in an undergraduate or graduate program with major emphasis in speech-language pathology, audiology, or tangential areas in an accredited institution of higher learning. Student members shall pay annual membership dues. Student members may attend all Association meetings and may speak from the floor upon matters being discussed, but shall not be privileged to vote or hold office.
- D. Life Membership. Any member who has reached the age of 60 years, or who must retire from professional employment for health reasons, and who has been a member in good standing and has served the profession in the State of North Dakota for at least 15 years immediately prior to reaching the age of 60 years or retiring may apply for and automatically receive Life Membership with all privileges of a member.

Section 3

Requirements of Membership. All members must agree to abide by the ASHA Code of Ethics. The Executive Board shall be empowered to suspend or terminate the membership of any member for violation of the Code of Ethics or the North Dakota Century Code 43-37. Suspension or termination of membership shall be effective by a three-fourths vote of the Executive Board. Reinstatement of suspended members may be effected after one year by a three-fourths vote of the Executive Board.

ARTICLE IV **Finances**

The activities of the Association shall be financed in the following manner:

- A. The Executive Board shall establish annual membership dues and special assessments payable by the last day of the month of the annual meeting of the Association.
- B. Each associate member shall pay annual membership dues and special assessments as adopted by the Executive Board.
- C. Each student member shall pay annual membership dues and special assessments as

- D. Annual membership dues and special assessments shall be waived for life members.
- E. The Association may defray expenses by charging a fee for publications and by accepting contributions.

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE V **Officers**

Section 1

- A. **Number of offices and terms of office.** Offices of the Association include President-Elect, President, Past-President, Secretary and Treasurer. Officers shall be elected at the spring meeting of the Association and shall assume their responsibilities at the conclusion of that meeting. The terms of the elected officers shall be two years. The President-Elect and Treasurer will be elected in even-numbered years and the Secretary will be elected in odd-numbered years.
- B. **Vacancies.** Any permanent vacancies occurring among the elected officials shall be filled from the active membership by choice of the remaining elected officers.

Section 2

- A. **Nomination.** Active members shall communicate to the nominating committee names of candidates for association officers and awards of the Association.
- B. **Election.** The election of officers shall be conducted at the spring meeting of the Association. Members may present their ballots at the spring meeting or mail them as absentee ballots to the Executive Secretary by the deadline specified on the ballot.

ARTICLE VI **Duties of the Officers**

Section 1

President. The duties of the President shall be

- A. To preside at all meeting of the Association, the Executive Committee and the Executive Board,
- B. To be ex officio member of all committees except the nominating committee,
- C. To perform such duties as usually pertain to this office,
- D. To serve as Past-President following the term of President.

Section 2

President-Elect. The duties of the President-Elect shall be

- A. To perform the duties of the President in the absence of the President,
- B. To act as program chair for two spring meetings of the Association,

- C. To assume the office of the President following the term as President-Elect.

Section 3

Secretary. The duties of the Secretary shall be

- A. To record the minutes of each meeting of the Association, the Executive Committee, and the Executive Board and read them aloud at the following meeting,
- B. To send a copy of the minutes of each meeting of the Association, the Executive Committee, and the Executive Board to each member of the Executive Committee prior to publication of those minutes in the Association newsletter,
- C. To send a copy of the proceedings of each meeting of the Association, the Executive Committee and the Executive Board to the Executive Secretary for dissemination to the membership.

Section 4

Treasurer. The duties of the Treasurer shall be

- A. To collect and deposit dues and assessments from the Association membership,
- B. To disperse Association funds for budgeted expenses and such additional expenditures as shall be approved by the Association,
- C. To submit a financial report at each Association meeting,
- D. To serve as chairperson of the Budget Committee.
- E. To coordinate the preparation and filing of Association federal income tax returns annually.

ARTICLE VII
Support Staff

Section 1

- A. Executive Secretary. The services of the Executive Secretary shall be reviewed and contracted by the Executive Board on an annual basis.
- B. Duties. The duties of the Executive Secretary shall be
 - 1. To maintain the membership list of the Association,
 - 2. To receive correspondence and distribute Association mail to appropriate respondents,
 - 3. To maintain the Association's postage status,
 - 4. To coordinate registration for Association conferences,
 - 5. To receive membership dues, assessments, and Association bills and to forward them to the treasurer,
 - 6. To compile items for inclusion in the Association newsletter,
 - 7. To distribute the newsletter to Association members,
 - 8. To type and disseminate the minutes via the Association newsletter,
 - 9. To perform other duties as requested by members of the Executive Committee.

ARTICLE VIII
North Dakota Delegate to the American Speech-Language-Hearing Association (ASHA) Legislative Council

Section 1

- A. **Election.** Whenever election of an ASHA Legislative Councilor is required, the Executive Board shall decide whether the Association will conduct the election or whether the election shall be conducted by ASHA. Notification of this decision shall be provided to the ASHA administration in the National Office.
- B. **Duties.** The duties of the Legislative Councilor shall be
1. To represent all members of ASHA who reside in North Dakota,
 2. To fulfill the role and responsibilities of a Legislative Councilor as specified in the current Legislative Council Handbook of ASHA,
 3. To solicit input from North Dakota ASHA members relative to issues under legislative consideration.
 4. To provide brief reports of agenda and proceedings of the Legislative Council.
- C. **Financial Support.** The Association shall provide the following types of financial support for Legislative Councilor activities:
1. Attendance at the annual Legislative Council meeting,
 2. Dissemination and solicitation of information relative to issues under legislative consideration.

ARTICLE IX
Committees

Section 1

- A. **Appointment.** Immediately following the spring meeting or as soon thereafter as possible, the President of the Association will appoint the chair of the committee. The appointed chair will then appoint members to the committee and assign duties accordingly. Insofar as possible, active members communicating a desire to serve on specific committees shall be appointed to those committees. The chair of each appointed committee shall serve a three-year term. At the end of the three-year term, a new chair will be appointed by the President of the Association. The immediate past chair of a committee may request to be appointed again for another three-year term.
- B. **Chair.** With the exception of the President and President-Elect, no individual who is chair of one committee shall serve as chair of any other committee.

Section 2

- A. **Executive Board.** This Board shall be composed of the elected officers and the chair of each standing committee. The President of the Association shall be its chair. The Board shall meet at least annually, typically during the spring meeting.
- B. **Duties.** The duties of this Board shall be
1. To advise the President of the Association,

2. To coordinate the activities of the Association,

3. To select sites for the Association meetings,
4. To report the proceedings of their meetings to the Executive Secretary for dissemination.

C. Financial Support. The registration fee for any regular Association meeting should be waived for Executive Board members participating in Executive Board meetings held during the regular Association meetings.

Section 3

A. Executive Committee. This committee shall be composed of the elected officers of the Association. The President shall serve as its chair. A member at large serving a two year term may be elected by a majority vote of the existing Executive committee.

Section 4

- A. Publication and Publicity Committee. This committee shall consist of three members and a chair, all of whom shall be appointed by the elected officials of the Association.
- B. Duties. The duties of this committee shall be
1. To disseminate information related to communication disorders via multiple media,
 2. To coordinate activities for Better Hearing and Speech Month,
 3. To manage Association services involving publications.

Section 5

- A. Scholarship Committee. This committee shall consist of three members and a chair, all of whom shall be appointed by the elected officials of the Association.
- B. Duties. The duties of this committee shall be
1. To plan scholarships for trainees in speech, language and hearing curricula,
 2. To publicize Association scholarships.

Section 6

- A. Legislative Committee. This committee shall consist of two members and a chair to include at least one speech-language pathologist and one audiologist. This committee shall be appointed by the elected officials of the Association.
- B. Duties. The duties of this committee shall be
1. To study proposed and/or needed state and federal legislation related to communication disorders,
 2. To disseminate information relative to legislative issues to the Association membership,
 3. To act as a liaison between Association members and individuals involved in legislative activities that may affect the Association.

No substantial part of the activities of the Association shall be the carrying of propaganda or otherwise attempting to influence legislation and the Association shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

Section 7

- A. Clinical Affairs Committee. This committee shall consist of at least three members and a chair, representing each quadrant of the state, all of whom shall be appointed by the elected officials of the Association.
- B. Duties. The duties of this committee shall be
 1. To promote the interests of patients served within the clinical setting of the state and local areas,
 2. To promote mutual understanding between the Association and available clinical services,
 3. To function as a medical liaison committee,
 4. To assist the President-Elect in securing speakers for the annual spring meeting.

Section 8

- A. School Affairs Committee. This committee shall consist of at least three members and a chair, representing each quadrant of the state, all of whom shall be appointed by the elected officials of the Association.
- B. Duties. The duties of this committee shall be
 1. To promote the interests of school age persons,
 2. To promote mutual understanding between the Association and school services,
 3. To function as a liaison between the Association and the Department of Public Instruction,
 4. To assist the President-Elect in securing speakers for the annual spring meeting.

Section 9

- A. Audiological Affairs Committee. This committee shall consist of four members, one representing each quadrant of the state and a chair. The chair shall be appointed by the elected officials of the Association. The chair shall appoint the committee members.
- B. Duties. The duties of this committee shall be
 1. To promote the interests of hearing impaired individuals,
 2. To promote mutual understanding between the Association and the availability of services,
 3. To function as a liaison between the Association and the medical community, the hearing aid fitting and dispensing practices, the North Dakota State Board of Hearing Aid Dealers and Fitters and the North Dakota Academy of Audiology.
 4. To assist the President-Elect in securing speakers for the annual spring meeting.

Section 10

- A. Budget Committee. This committee shall consist of up to three members and the chair who shall be the Treasurer of the Association. The chair shall appoint the committee members.
- B. Duties. The duties of this committee shall be
 1. To annually prepare the proposed budget for the following year,
 2. To manage the financial affairs of the Association,
 3. To make recommendations to the Executive Committee for membership dues, registration fees for the spring meeting, and other assessments.

Section 11

- A. Convention Committee. This committee shall consist of one member from each convention site and the President-Elect who shall serve as the chair.
- B. Duties. The duties of this committee shall be
 1. To assist in the planning of and preparation for the annual spring meeting,
 2. To assist the President-Elect with coordination of activities at the spring meeting.

Section 12

- A. Long Range Plan Committee. This committee shall consist of four members, one of whom shall be the Past-President and one of whom shall be the chair.
- B. Duties. The duties of this committee shall be
 1. To consider the future goals, objectives and policies of the Association,
 2. To consider how the Association can best meet the needs of its membership.

Section 13

- A. Nominating Committee. The officers shall appoint a nominating committee of three persons, one of whom shall be designated as the chair. The Past-President shall have an automatic seat on this committee. The names and addresses of the nominating committee shall be distributed with the minutes of the spring meeting.
- B. Nomination. Active members shall communicate to the nominating committee names of candidates for Association offices and nominees for the awards of the Association.
- C. Duties. The duties of this committee shall be
 1. To obtain from each candidate a brief biographical sketch and information relative to the nominee's interest in the purposes and activities of the Association.
 2. To submit by mail to the membership the ballot of candidates who are willing to serve, accompanied by the aforementioned supporting information, at least two weeks prior to the election.
 3. To submit to the American Speech-Language-Hearing Association the State's nominees for national awards.

Section 14

- A. Ad Hoc committees. These Ad Hoc Committees shall be appointed by the President.
- B. Duties. The charge to these committees shall be specified to the chairs in writing by the President. Each committee shall be dissolved upon completion of the charge.

Section 15

- A. Committee Review. All committees of the Association shall be reviewed periodically, at least every three years for continuation or alteration. Such review shall be conducted by the Executive Board. With the dissolution or alteration of a committee, the constitution shall be automatically revised to reflect such changes.

ARTICLE X
Meetings

Section 1

- A. Regular meetings shall be held annually at a time and place designated by the Executive Committee of the Association. Additional meetings may consist of only committee meetings as designated by the Executive Board.
- B. Special meetings may be called by the Association President or by petition of fifty-one (51) percent of the active members who shall be notified of such meetings in the same manner as they are notified of regular meetings.

ARTICLE XI
Voting Privileges

Section 1

- A. Active members shall exercise voting privileges during the time span consistent with the membership year.
- B. Absentee ballots may be cast for the election of Association officers, special assessments and such other issues as may be approved by the Executive Board.

ARTICLE XII
Amendments

Section 1

- A. Any proposal to amend this constitution shall be made in writing to the Executive Secretary for dissemination to all active members at least two weeks before the meeting at which the proposed amendment(s) is to be voted on. An affirmative vote cast by two-thirds of the active members present shall constitute passage of the amendment(s).

ARTICLE XIII
Discrimination

Section 1

- A. The Association has adopted, and members agree to follow, the nondiscrimination language in ASHA's Bylaws and Code of Ethics. All programs and activities of the Association shall be conducted in furtherance of this policy.

ARTICLE XIV
Dissolution

Section 1

- A. Upon the dissolution of the Association, the Association shall, after paying or making provisions for the payment of all liabilities of the Association, dispose of all assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, education, or scientific purposes as shall at the time qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the correspondence provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Tyler Ihmels
President

Joanne Ross
President-Elect

Renee Olson, Executive Secretary

Jeanne Kilzer, Treasurer