



# Bylaws of the New Mexico Speech and Hearing Association

(Revised October, 2016)

## **ARTICLE I — NAME**

The name of this organization shall be the New Mexico Speech-Language and Hearing Association, hereinafter called “the Association.”

## **ARTICLE II — VISION AND MISSION**

### **2.1. Vision Statement**

The New Mexico Speech-Language and Hearing Association will be recognized as the statewide authority in audiology and speech-language pathology.

### **2.2. Mission Statement**

The mission of the New Mexico Speech-Language and Hearing Association is to promote the interests of and provide the highest quality support services to audiologists and speech language pathologists and to promote the prevention and treatment of communicative disabilities for the people of New Mexico.

## **ARTICLE III — PURPOSES**

### **3.1. Purposes of the Association**

- 3.1.1. To encourage basic scientific study of the processes of individual human communication with special reference to speech, language, and hearing.
- 3.1.2. To promote investigation, prevention and the diagnosis and treatment of disorders of human communication.
- 3.1.3. To provide a forum for the exchange of information, methods, and techniques related to speech, language, and hearing among persons and organizations, to disseminate such information, and to foster educational opportunities for association members, interested professionals and professionals in related disciplines.
- 3.1.4. To advocate the rights and interests of persons with communication disorders; and
- 3.1.5. To promote the individual and collective professional interests of the members of the Association.
- 3.1.6. To promote appropriate academic and clinical preparation of individuals who are entering the discipline of human communication sciences and disorders and promote the maintenance of current knowledge and skills of those within the discipline.
- 3.1.7. To foster improvement of clinical services and intervention procedures concerning such procedures.

### **3.2 Ethics of the Association**

The Association shall not discriminate on the basis of race, national origin, religion, age, gender, gender identification, sex, sexual orientation, or handicapping condition. All programs and activities of the Association shall be conducted in furtherance of this policy.

## **ARTICLE IV — MEMBERSHIP**

### **4.1. Classification**

- 4.1.1. There shall be five classes of membership: Professional Members, Student Members, Associate Members, Professional Life Members and Professional Disability Life Members.
- 4.1.2. The right to vote and to hold office shall be limited to Professional, Professional Life Members, Professional Disability Life Members and one student.

#### **4.2. Eligibility of Professional Members**

- 4.2.1. Professional Members must hold a master's or doctoral graduate degree with major emphasis in speech-language pathology, audiology, and/or speech, language, or hearing science; or a master's graduate degree and present evidence of active research, interest, and performance in the field of human communication.
- 4.2.2. Professional Members, Life Members, Disability Life Members, Associate Members, and Student Members must agree to abide by the Code of Ethics of the New Mexico Speech-Language and Hearing Association
- 4.2.3. The requirements for membership may be waived in special instances by majority vote of the Board of Directors.
- 4.2.4. Any Professional Member who has attained the age of 65 and who has held membership for at least ten years may apply for and automatically receive Life Membership or Disability Life Membership with all privileges of a Professional Member without payment of annual dues for any years subsequent to the year in which age 65 is attained.

#### **4.3. Eligibility of Association Members**

- 4.3.1. Associate Members shall be those who are interested in disorders of human communication.
- 4.3.2. Any Associate Member who has attained the age of 65 and who has held membership for at least ten years' may apply for and automatically receive Life Membership or Disability Life Membership without payment of annual dues for any years subsequent to the year in which age 65 is attained.

#### **4.4. Eligibility of Student Members**

- 4.4.1. Student Members shall be those who are actively pursuing a degree in communication disorders.
- 4.4.2. Student Members may be asked to provide a letter of verification of active course of study from their department Chairperson.

#### **4.5. Privileges**

- 4.5.1. The following privileges are reserved for the Professional Members of the Association:
  - (a) The right to vote
  - (b) The right to hold office in the Association
  - (c) The right to hold chairs of committees
  - (d) The right to initiate amendments to these bylaws by written petition to the Executive Board. Such petitions must be signed by ten members.
  - (e) The right to nominate individuals for Association Awards
- 4.5.2. Associate Members and Student Members may serve on committees and enjoy all privileges other than those reserved for Professional Members as specified in 4.5.1.

#### **4.6. Termination of Membership and Privileges**

- 4.6.1. Any Professional Member, Associate Member or Student Member, whose dues for the year are not paid by August 31st, shall be dropped from the rolls of the Association.
- 4.6.2. Membership may also be terminated by majority vote of the Executive Board following fair hearing as outlined in 6.11.3.

### **ARTICLE V — DUES**

- 5.1. The annual dues of the Association shall be recommended by the Executive Board and approved by the membership.
- 5.2. Membership dues are payable for the fiscal year beginning June 1st.

### **ARTICLE VI — EXECUTIVE BOARD**

#### **6.1. Powers and Duties of the Executive Board**

- 6.1.1. The Executive Board shall conduct all business (between annual business meetings) of the Association, formulate and submit policies for the approval of the Association, and fill all vacated offices which occur between elections.

- 6.1.2. The Executive Board shall function as a liaison between the Association and state, national and local licensing and accrediting agencies.
- 6.1.3. The Executive Board is empowered to authorize expenditures as appropriate.
- 6.1.4. The Executive Board must obtain membership approval for non-budgeted expenses exceeding 10% of the annual budget.
- 6.1.5. Statements of official positions of the Association shall receive prior approval by the Executive Board or by majority vote of the membership at the discretion of the Executive Board.
- 6.1.6. The Executive Board may invite student liaisons from each New Mexico Communication Disorders Graduate Program to attend Executive Board meetings in addition to the one voting student member of the Executive Board.
  - (a) Student liaisons must be a student member of NMSHA or NSSLHA.
  - (b) Student liaisons should be appointed or elected by the University Student Association
- 6.1.7. Specific duties and responsibilities of each elected Executive Board officer are defined in the Policy and Procedure manuals.

## **6.2. Composition**

- (a) The President shall serve as chair of the Executive Board and Business Meetings of the association, as liaison with the American Speech-Language and Hearing Association and the licensing boards, as coordinator of the functions of the Executive Board and the Association, as spokesperson for the Association, as supervisor of the NMSHA web site, and shall automatically become Past President at the end of their term as President.
- (b) The President-Elect shall assist the president for the duration of the term of the president, perform the duties of the President in the absence of the President, chair the Nominating Committee and the Committee on Honors, serve as a liaison with the licensing boards, and shall automatically become President at the end of the term of President-Elect.
- (c) The Past President shall serve as advisor for the first term of the president, perform the duties of the President in the absence of the President, chair the Nominating Committee and the Committee on Honors, and serve as liaison with the licensing boards.
- (d) The Vice President(s) for Conventions shall appoint committee chairs and oversee the convention planning.
- (e) The Vice President(s) for Governmental Affairs shall oversee activities of NMSHA lobbyist, determine, prioritize, and present to the Executive Board current legislative issues and appoint committee chairs as needed.
- (f) The Vice President for Administration and Planning shall oversee the operations of the Association's office, conduct the annual membership drive, publish the membership directory, serve as treasurer, and shall appoint committee chairs as needed.
- (g) The Vice President for Public Information shall determine, prioritize and present to the Executive Board public information plans and shall appoint committee chairs as needed.
- (h) The Vice President for Professional Affairs shall communicate to the Executive Board educational opportunities and related professional issues, and shall appoint committee chairs as needed.
- (i) The Vice President of Communications shall record the minutes of the Executive Board, business meetings of the Association and other meetings at the President's request, and oversee the website.
- (j) A student representative from a New Mexico Communication Disorders Program shall represent the interests of fellow students in New Mexico Communication Disorders Programs.
- (k) The Vice President for Audiology shall represent the needs of New Mexico audiologists, and appoint committee chairs as needed.

## **6.3. Nominations**

Nominations shall be made by an ad hoc committee at least three months prior to elections at the annual business meeting. Further nominations of members who have agreed to accept nominations may be made from the floor at the annual business meeting.

## **6.4. Elections**

Voting will be by written ballot at the annual business meeting. Absentee ballots may be obtained prior to elections upon request. The requirement for election shall be the majority of the votes cast by the Professional Members.

**6.5. Terms of Office**

6.5.1. All officers shall be elected for one year-terms beginning at the first executive board meeting following the annual business meeting at which the elections are held.

6.5.2. All committee chairs shall be appointed for one-year terms.

6.5.3. Officers excluding the president elect, president, and past president shall serve no more than five consecutive terms in the same position.

6.5.4. The president shall be elected for a one year term beginning at the general business meeting.

**6.6. Vacancies**

Vacancies shall be filled for the remainder of the term by action of the Executive Board.

**6.7. Removal From Office**

Any officer may be removed from office by three-fourths vote of the Executive Board or by majority vote of the members.

**6.8. Voting Members**

The voting members of the Executive Board shall be the officers.

**6.9. Meetings**

Regular meetings of the Executive Board shall be held a minimum of four times a year. Executive Board meetings shall be open to all members of the Association. Board members are expected to attend Board meetings through the various identified means. Failure to attend 50% of the Board meetings will result in a vote of the Board to be removed as a Board member.

**6.10. Quorum**

A quorum of a simple majority (1 more than half) of the Executive Board is required to conduct business. When it is impractical to hold meetings of the Executive Board, issues may be voted upon by mail, phone or electronically including but not limited to e-mail or video conference.

**6.11. Ethical Practice**

The Executive Board shall serve as the Ethical Practice Committee for the Association.

6.11.1. Individuals may report in writing to the Executive Board any concerns regarding violation of the New Mexico Speech-Language and Hearing Association's Code of Ethics. Written complaints must be signed. The name of the member submitting the complaint shall not be disclosed outside the Executive Board without written consent.

6.11.2. Members charged with unethical practice shall be notified in writing by the Executive Board of the alleged violation and shall be given a reasonable opportunity to defend themselves.

6.11.3. The Executive Board shall take appropriate action, which may include suspension of the alleged offender from the Association.

**ARTICLE VII — COMMITTEES**

**7.1. Purpose**

The purpose of the committees is to carry out the regular business of the Association.

**7.2. Committees**

7.2.1. The Executive Board or the President may establish interim standing or ad hoc committees, designating their charges, size, composition and terms. Any such committee shall function as long as needed.

7.2.2. The committee chairs shall be appointed by the designated Vice President with approval of the Executive Board.

7.2.3. Members of the committees shall be appointed by the chairs.

7.2.4. Specific duties and responsibilities of each committee are defined in the Policy and Procedure manuals.

**ARTICLE VIII — MEETINGS AND CONVENTIONS**

8.1. **Business Meeting**

The Association shall hold at least one business meeting of the membership per year.

8.2. **Convention**

There shall be at least one convention per year.

8.3. **Conducting Business**

8.3.1. Those Professional Members present at any business meeting of the membership shall constitute a quorum.

8.3.2. A simple majority vote shall be necessary to transact Association business.

8.4. **Special Meetings**

Special meetings may be called by the Executive Board or President as deemed necessary.

**ARTICLE IX — ASSOCIATION AWARDS**

9.1 **Honors of the Association**

The Honors of the Association is an award recognizing distinguished contribution to the fields of speech, language and audiology and is the highest honor the Association can give. It may be presented to a Professional Member upon recommendation of the Honors Committee and approved by 75% vote of the Executive Board.

9.2 **Fellowship of the Association**

The Fellowship of the Association is an award recognizing professional or scientific achievement or outstanding service to the Association. It may be given to a Professional Member upon recommendation of the Honors Committee and approval by 75% vote of the Executive Board.

9.3 **Community Service Award**

The Community Service Award recognizes individuals or organizations who have made outstanding contributions in the areas of communication disorders and/or service to the Association. This award is reserved for nonprofessional members of the Association. Recommendations are made by the Honors Committee and require approval by majority vote of the Executive Board.

**ARTICLE XIV — AMENDMENTS**

These bylaws may be amended by either of the following procedures:

14.1.1. By written petition of ten Professional Members of the Association submitted to the Executive Board and approved by either a two-thirds vote of the Professional Members voting at a business meeting or by two-thirds vote of Professional Members voting by mail ballot to be returned within 30 days from the mailing of the ballot.

14.1.2. At the request of the majority of the Executive Board and approved by either a two-thirds vote of the Professional Members voting at a business meeting or by two-thirds vote of Professional Members voting by mail ballot to be returned within 30 days from the mailing of the ballot.