

**Handbook for the
Executive Board
Of the Kansas Speech-Language-Hearing Association**

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Powers and Duties of the Executive Board (EB)

The EB is the legally responsible body of the Association. It establishes the management policies of the Association and exercises all powers except those reserved to the Membership. (Article V Executive Board A and Article II B Rights Reserved to Full and Life Members)

The EB shall meet at least four times each year. A quorum shall consist of five or more of the officers. At the discretion of the President, business of the EB may be conducted by available technology. Minutes of each quarterly meeting will be available through the Central Office (CO) and a summary published in the *KSHA Connection*, which is the official publication of the Association. Known agenda items should be included in the *Connection* prior to each EB meeting. (Article V D Meetings of the EB)

Powers of the Executive Board (Article IV E 1-5)

1. Control, manage, invest, and disburse KSHA funds. Approve an annual budget prior to submitting it for approval by the voting membership. Approve all fees.
2. All actions of the EB shall be reported to the membership.
3. Establish liaison with organization when in the best interest of the Association.
4. Maintain close contact with the ASHA Advisory Council Members, SEAL, STAR, MICS, and other ASHA/KSHA liaisons that represent Kansas. They are invited to attend the EB meetings.
5. Members of the Board shall be assigned certain committees and Task Forces (TF). Committee/Task Force Chairs will be responsible for supervising, coordinating, monitoring and approving expenditures of their committees/TFs.

Committee Vacancies: Vacancies are filled by Presidential appointment. The membership of the Leadership Development Committee shall be partially appointed and partially elected. (Article VI B)

Task Forces: The President may appoint a TF with a specific charge at any time that is deemed necessary by the EB. Membership on a task force will be determined by the EB with consideration being given to the charge of the TF. At the time of appointment, the President shall name a chair and an officer responsible for the task force. The President shall inform the chair of the task force of the budget available for operation. (Article VI C)

General responsibilities:

1. Bring the KSHA Policy Handbook to all meetings. Pass the handbook to the incoming officer and share experiences and updated status on projects.
2. Submit a written report of official activities to the EB.

EB Calendar

October

- PP Make plans for strategic planning
- EB Set EB schedule for following year

November

- 15 EB Deadline for Connection articles
- CO Include request for ASHF nominees
- CO May include first call for papers
- CO Kansas ASHA presenters, conference highlights including awards
- CO Update officer and committee members at www.ksha.org
- CO Update calendar with dates for legislative day and EB meetings

December

- CO Send dues notices
- CO Holiday greeting at www.ksha.org

January

- 1 CO Happy New Year at www.ksha.org
- 15 EB Deadline for Connection articles
- PP Request nominees for ASHF awards/ KSHA officers
- CV Call for papers AND applications for scholarships – contact NSSLHA Advisors to help promote
- VPA Audiology Symposium – schedule February-May ASAP
- VPSLP Regional Conference – schedule dates ASAP
- EB Legislature convenes – begin to work on legislative day agenda, issues, flyer for legislators
- PE/VPC Coordinate materials for BHSM – Task Force – Connection, web, listserve
- EB Meeting: Location:
Time:
- PP Work on applications for ASHF and CSAP awards:
 - 1) Frank R. Kleffner Lifetime Achievement Award
 - 2) Rolland J. Van Hattum Award for Contribution in the Schools
 - 3) Louis M DiCarolo Award for Recent Clinical Achievement
 - 4) ASHA Nancy McKinley Leadership Award
 - 5) CSAP Nancy McKinley Leadership Award
- CO Submit 1099 information to accountant
- CE Long Term Sponsorship report due to KDADS HOC
- CO Update committee members online if not previously updated

February

- PE Membership – members removed April 1: follow-up –
Target non-KSHA licensed KS professionals
- CO Send second dues notice
- PP Continue search for ASHF nominees/KSHA officers
- PE/VPC Contact governor for BHSM proclamation or designate task force
Work with Central Office to disseminate materials as requested
- LG Send out legislative day information and RSVP request
ASHA Grants due – watch for deadline from Eileen Crowe

March

- 15 EB Deadline for Connection articles
Legislative Day / CE Activity in Topeka
- CO Publish information for student scholarships/send applications
Submit tax information to accountant
- PP Call for nominations for KSHA Awards
- PP Finalize applications for ASHF Awards

April

- CO Prepare directory PDF and make available to members
- CO Send list of those interested and eligible for office PP
- EB Executive Board Meeting / Annual Committee Workday (see committee responsibilities in by-laws) Location:
Time:
Finance committee prepares budget – recommends fees, dues, registrations etc.
Honors writes/reviews selection criteria/PR selects items
Ethical Practices reviews Code of Ethics and makes recommendations for updates
- PP EB approves slate of officers as proposed by Leadership Development Committee

- PP ASHF Award and CSAP nominees due
- EB Approves annual budget if completed
- CE Regional conferences -

May

- P/PE Attend ASHA Policy Workshop/CSAP –
College graduations and mother’s day weekend
- 15 EB Deadline for Connection articles
- CO-PP Solicit information for August Connection for ballot/nominees

June

- F Finance Committee submits budget if not already completed.
Budget must be sent to membership one month prior to annual meeting. VI A 3
Budget is printed in the **July-August** issue of the KSHA Connection.

July

- EB Meeting: maybe online / Location: Time:
- CE Regional conference
- AC Material to CO by July 1
- PP Invite nominees to attend fall EB meeting
- P Identify members to fill committee appointments
- 15 EB Deadline for Connection articles
Include request for anyone interested in licensure board
Include ballots in Connection
Include minutes of Annual Business Meeting in Connection
Include proposed budget in Connection (VI 3)

August

- 1 CO Mail annual conference registration no later than August 1 – earlier is preferred
Send postcards and/or email notice to OK, MO, NE, and IA state associations
- PE/CO Contact universities to schedule NSSLHA visits – recruit student EB representatives

September

- EB Meeting determined by annual conference / New board member orientation
Review budget requests
President Elect should submit committee members for 2015 Committee appointments
Identify Annual Conference chairs two-years in advance

September or October – Members prefer after 9.20

- AC **Annual Conference**
Annual Business meeting

President

1. Lead the organization as directed by the strategic plan for one year and provide oversight
2. Organize the board and meetings so that the actions of the board support the needs of the members and the strategic plan
3. Serve as executive office and representative of the Association.
4. Preside at all regular and special meetings of the Association; is pro tem of all committees/TFs
5. Communicate regularly with CO to assure timely completion of all responsibilities
6. Appoint one committee member to each of the committees: Honors, Finance, Ethical Practices (four-year terms) and Nominations, (three-year term and historically is person who was not elected. Term begins January 1 of following year. Appoint members to complete unexpired terms. Appointments should be presented to the EB no later than the fall meeting for approval. President should strive for diversity in committee membership. Members will have rotating membership on four-year terms.
7. Appoint task force chairperson and members (in consultation with task force chairperson). Include the charge/anticipated outcome, the deadline and the budget when seeking a chairperson. IV C1 / VI 4 C
8. When the VP for Finance is unable to perform the duties of office, the President is empowered to assume those duties.
9. Write six messages for the *Connection*. Deadlines are the 15th of the odd numbered months. January, March, May, July, September, November
10. Write letters in support of member activities on behalf of KSHA
11. As directed by EB, be responsible for negotiations and contract with the COEC as well as monitoring and evaluating the CO effectiveness and efficiency. May appoint a task force. Report should be made to the EB
12. Sign other contracts as directed by the EB

September-October

1. With the EB, set dates and locations for EB meetings for the following year. Dates are usually January, April, July and the Thursday of the annual conference. Great if meetings can be as close as possible to the 15th of the month so that message can follow meeting.
2. Sign the bank signature card at the annual conference
3. Thank speakers and present certificates to conference committee members at luncheon

November-December

1. First message due for the KSHA Connection. Messages should discuss matters covered by the EB, the strategic plan, issues of concern and other...
2. Attend Council of State Association Presidents (CSAP) meeting at the ASHA Annual Conference with the newly elected president elect

January-February

1. Prepare agenda for EB meeting in conjunction with EB and CO –formulate reports to follow the Strategic Plan
2. Preside at the board meeting
3. Write second president's message – following EB meeting
4. Write letter to KDADS for Advisory Board recommendations
5. Schedule legislative day in Topeka
6. Write letter to Governor requesting BHSM proclamation signing on legislative day

March

1. Write third message for the Connection

April

1. Prepare agenda for EB meeting in conjunction with EB and CO
 - a. Schedule committee workday

2. Preside at the board meeting

May-June

1. Confirm with COEC that external audit has been completed for tax preparation in May
2. Write fourth message for the Connection

July

1. Write fifth message for the Connection
2. Confirm board members visits to the universities to invite students to join KSHA

August

1. Inform all nominees of election results and invite them to new board member orientation, the fall EB meeting and the annual meeting of the association. The new board orientation may be scheduled in the morning prior to the fall afternoon EB meeting.
2. Appoint a parliamentarian to serve at the annual meeting.
3. Appoint one committee member to each of the committees: Honors, Finance, Ethical Practices (four-year term) and Nominations, (three-year term; historically is the person who was not elected. Terms follow the (calendar or EB year). IV C

September

1. Write final President's Message for the Connection
2. Prepare a State of the Association message for the annual business luncheon and meeting
The address might be included in the November-December Connection
Invite members to participate in the Annual Meeting.
 - a. Prepare an agenda for the annual business meeting. The following is a suggested agenda.
1. Welcome and introductions – new Life members, speakers, STATE OF THE ASSOCIATION MESSAGE BY PRESIDENT
2. Outgoing officers recognized – certificates presented
3. Outgoing task force chairs recognized - certificates presented
4. Outgoing committee members recognized – certificates presented
5. Student scholarships awarded – may be presented by president or Scholarship Chair
6. Election results announced and new members recognized
7. ASHF Award recognition
8. Special service awards
9. KSHA Awards – Audiologist / SLP of the Year
10. KSHA Honors of the Association (VI A 2a)
11. Annual meeting minutes are printed in the September-October issue of the Connection and available on the tables – usually not read – NEED MOTION TO APPROVE
12. VP for Finance presents report - NO MOTION – FILED FOR AUDITOR
13. Committee/Task Force reports with membership impact are presented and discussed; no motion if already approved by the EB. If action is required it should be done under new business.
14. Old business
15. New business – VP for Finance presented Proposed Budget which has been completed by the Finance Committee, approved by EB and printed in the KSHA Connection
16. Outgoing president is recognized
17. Adjournment; MOTION NEEDED

Past-President

1. Bring the KSHA Policy Handbook to all meetings. Pass this handbook to the incoming officer.
2. Submit a written report of official activities to the EB.
3. Advise committee members and President of all committee meetings.
4. Shall serve as Chair for the Honors Committee and Leadership Development Committee.
5. Shall serve as chair of strategic planning for the association.
6. Consults with the President on matters of the Association.
7. Completes assignments as designated by the President.
8. In conjunction with the president, select members for specific task forces.
9. A working/evolving list of potential nominees for EB shall be maintained in the PP's handbook. (9-02)
10. Refer other requests for nominations to KDADS Licensure Board and makes recommendation to the EB for approval (July mtg.)
11. Makes recommendation(s) to the Secretary of KDADS at direction of the EB. Deadline to KDADS is January 10. The Board consists of five persons appointed by the Secretary and includes two SLPs, one A, one MD and one member of general public who is not a health care provider. Members serve two-year terms and are eligible for reappointment to a second two-year term. Nomination must include vita, brief cover letter from nominee expressing interest in serving and a brief statement of reasons for endorsement of this nominee.

Working Committee: Honors

1. Four-member committee. Members should represent regional areas when possible and should have rotating membership on four-year terms. Past president serves as chair.
2. This committee shall invite nominations for Honors of the Association, SLP of the Year, Audiologist of the Year and Special Service Awards as well as other honors that may be coordinated by the Association. Also ASHF awards. Nominations must be received within the year of the award. (Committee decision 9-02)
3. The Honors and the Leadership Development Committees will select the recipient of the Dixie Heinrich Servant Leadership Award from the winners of the Margaret Byrne Sarricks Scholarship, if the applicant submitted the additional application requirements.
 - a. **Honors of the Association** is presented by the President after approval of the EB. This award recognizes Members who have made distinguished contributions and service to the field and to the Association. It is the highest honor awarded by the Association to A/SLP who have been members (Texas requires 10 years) and have contributed significantly to KSHA and demonstrated outstanding leadership in the profession while providing an example of professional excellence. The Committee shall review submitted credentials and, if any are indeed worthy of receiving Honors, this recommendation shall be presented and approved by the EB and presented by the President. The Honors Committee reviews nominations and submits names to EB in August for approval. Two-thirds vote of approval by EB required.
 - b. **SLP/AUD of the Year** is presented to an individual(s) who have demonstrated exceptional clinical work in the area. The Honors Committee reviews nominations and selects the nominees. The names are presented to the EB in August. Nominations may be by colleague, administrator, parents, clients or other. May want to tap these resources for nominations. How can be delineated by PP.
 - c. **Special Service Awards** are presented to those individuals who have made a specific contribution to the Association or the profession.
 - d. **Dixie Heinrich Servant Leadership Award** – requires award of Margaret Byrne Sarricks Scholarship and completion of additional application for this award. The Honors and the Leadership Development Committees will select the recipient of the Dixie Heinrich Servant Leadership Award from the winners of the Margaret Byrne Sarricks Scholarships. Past President serves as chair.
 - e. Secures nominations and necessary documentation for the awards of the **American Speech Language Hearing Foundation**
 - I. **ASHF – Clinical Achievement Award / Louis M. DiCarlo Nominee** (May look to SLP/A of the Year) Nomination due to ASHFoundation by March 31.

Each state association is asked to select an individual from within the state to receive an award for demonstrated contributions to the advancement of knowledge in clinical practice in speech-language pathology and/or audiology.

This individual will:

1. Receive the state's Clinical Achievement Award
 2. Receive a certificate from the ASHF
 3. Receive a recognition plaque at the Annual Conference for the Clinical Achievement Award
- From among the state award winners, one individual will be chosen as recipient of the Louis M. DiCarlo Award for Recent Clinical Achievement

Criteria for selection of the Clinical Achievement Award / DiCarlo

1. Achievement with a single client or group of clients
2. Program development
3. Achievement in a state or local organization or government agency activity
4. Clinical service programming
5. Clinical teaching, research or administration

II. ASHF – Rolland J. Van Hattum Award (Look to SLP/A of the Year) Recognized as Kansas Nominee - **Nomination due to ASHF Foundation by March 31.**

Made to one individual in recognition of exemplary commitment and contribution to the delivery of Audiology and/or speech-language pathology services within a school setting. The ASHF Recipient of the Rolland J. Van Hattum Award will receive a plaque and a monetary award from the ASHF. In addition, a monetary award may be given to the school system that the recipient represents, to further the work for which she/he is being honored. (Somehow let administrations know.)

Eligible activities or achievements for which the Award will be given could include, but would not be limited to:

1. The conduct of exemplary clinical services, supervision, or research in a school setting
2. The development of an innovative program (e.g. clinical, training) in a school setting with an emphasis on those that are replicable; or
3. The promotion or enhancement of public or private support for Audiology and speech-language pathology services in the schools

III. ASHF – The Frank R. Kleffner Lifetime Clinical Career Award (Look to Honors recipient) Recognized as Kansas Nominee - **Nomination due to ASHF Foundation by April 1.**

Honors an individual's exemplary contributions to clinical science and practice over a period of no less than 20 years. Awarded to John C. Rosenbek in 1997.

IV. CSAP Nancy McKinley Leadership Award

e. Life Members – Recognize members who become life members. Provide lunch and flower. (change from retirees to life members 1.09)

Working Committee: Leadership Development Committee

1. Six-member committee. Members should represent regional areas when possible. Past president serves as chair.
2. One member shall be elected to this committee annually by the membership for a three-year term.
3. One member is appointed to this committee annually by the president to serve a three-year term.
4. Nomination process should be a committee-decision process. Decisions can be made in meetings or through correspondence, by phone or other technology.
5. Contacts and obtains consent of the persons considered for nominations.
6. Prepares nominations for elective office and submits these nominations to EB for approval by April EB meeting.
7. Approved slate is sent to the membership via a ballot. Include reminder that only full and life members may vote.

Elected annually:

President-Elect

One member of Leadership Development Committee

Elected in even-numbered years for two year term:

Vice President for Audiology

- Vice President for Communication
- Elected in odd-numbered years for two year term:
- Vice President for Speech-Language Pathology
- Vice President for Finance
- Vice President for Professional Practices

4. The Honors and the Leadership Development Committees will select the recipient of the Dixie Heinrich Servant Leadership Award from the winners of the Margaret Byrne Sarricks Scholarship, if the applicant submitted the additional application requirements. Past President serves as Chair.

Strategic Planning – Responsible for planning strategic goals of the association with input from members, officers and others; may plan board retreat and facilitator (last updated March 2008) In the past a strategic planning retreat has been scheduled for the EB to facilitate the process. If EB decides a retreat is needed, the budget should reflect the projected expense.

Time Line for Past President

November-December

1. Write recommendations to the Secretary of Health and Environment at direction of the EB for members of the State Licensure Board. The Governor makes the appointments.
2. Include request for nominees for the American Speech-Language-Hearing Foundation Awards in *Connection* (ASHF Nominees due April 1 to ASHF).
3. Discuss strategic planning with EB

January-February

1. Include request for nominations for ASHF Awards in *Connection* – include form in the *Connection* and/or make available at the website
2. Continue to collect information for ASHF nominations.
3. Call for nominations for KSHA Awards.
4. Call for nominations for KSHA Officers.
5. Request a list of members interested in elected office from the CO.
6. Develop a timeline for committee members. Set up initial meeting to review candidates and develop officer slate in February or early March. Consider candidates re: profession, employment setting, geographical distribution, previous KSHA experience, and qualifications for office.
7. Committee will identify candidates on a rank-ordered basis and develop a strategy for moving through the candidates.
8. Final slate will be endorsed by the Leadership Development Committee and submitted to the EB at the Spring EB meeting.
9. Committee on Leadership Development may help to review qualifications for nominations for State Licensure Board.
10. Remind students of available scholarship opportunities through Notes, Connection, and direct communication with NSSLHA sponsors and/or universities.

March-April

1. Submit nominations to ASHF by April 1. Van Hattum due May 1.
2. Write letters of congratulations to ASHF Nominees. They are guests at the Association Luncheon. Request RSVP to Central Office.
3. Request nominees for KSHA Awards: Honors, SLP, AUD and Special Service Awards in the *Connection* – **Deadline is July 1.**
4. New Life members invited to luncheon. They are guests at Association Luncheon. Request RSVP. (chg 1.09 from retiree)
5. Present slate of nominees for KSHA Officers to EB for approval at the April meeting.
6. Committee should determine how/what information they want included with the ballots. CO will submit request for information to candidates at request of committee.

KSHA Awards/Recognition – not necessarily the format to follow

1. Honors for the Association
2. Audiologist and/or SLP of the Year Award

3. Special Service Awards
4. New life members
5. April 30 deadline for scholarship applications.

May-June

1. Write article for *Connection* announcing the ASHF nominees. **Deadline May 15.**
2. Request nominees for KSHA Awards: Honors, SLP, AUD and Special Service Awards in the *Connection*. Deadline July 1.
3. CO to identify members who have applied for life membership.

July-August

1. Review nominations for KSHA Awards.
2. Submit nominees for Honors to EB for approval at the August meeting.
3. Other nominations should be presented to EB at the August meeting.
4. Following the approval of EB, send a letter to those to be recognized. The letter should include reference to a complimentary luncheon during which the award is to be presented. The names of nominees not selected are to be kept confidential. Maintain a confidential pool of nominees. Nominations shall be maintained for two years following year of initial nomination.
5. Communicate with the Central Office to confirm flowers, plaques, and certificates will be available at the annual business meeting.

September-October

1. President will notify elected officers.
2. Present awards (President presents Honors of the Association).
3. EB needs to approve candidates recommended by KSHA for consideration by the Governor to the State Licensure Board.
4. Write article for *Connection* regarding KSHA awards presented at Annual Conference

President-Elect

1. Is responsible for any issues that deal with membership. VI C 2
2. Actively recruits new members to the Association working as co-chair with the VP for Communication and in cooperation with the CO. Serves as co-chair of Task Force on membership. Appoints members to the TF in consultation with the President.
3. Co-chairs the Task Force on Public Relations with VP for Communication.
4. Moves into the Presidency at the end of the term and when the president is absent.
5. Serves as ex officio member of the Finance Committee during year as president-elect.
6. Recruits Annual Conference chairs for the year in which he/she represents the Association as Past President. EB and COEC to assist.

November-December

Form Task Forces for Membership and Public Relations
Plan to attend the fall CSAP meeting at the ASHA Annual Conference
Invite the NSSLHA Chapters to submit articles for the KSHA Connection

January-February

Attend the January board meeting.
Connection articles are due January 15.
Plan activities/materials for BHSM.

March-April

Invite board members to visit the NSSLHA chapters at the four universities in the fall
Attend April EB meeting
Attend the Finance Committee meeting to help prepare the budget. May be scheduled during the committee workday at the spring EB meeting.

April-May

Attend the ASHA State Policy Workshop and CSAP in May with the President
Celebrate May is Better Hearing and Speech Month in Kansas

June-July

Individuals who have NOT been members of the association previously may join during the time period between September 1 and December 31 by paying one-half of the annual dues. May want to extend invitation to new members.

Attend July board meeting. Prepare Talking Points and other materials for NSSLHA visits to share with EB

August-September

Determine any membership question(s) to assess member satisfaction and obtain member input. These questions may be included on the Dues Notices or sent through online polling.

Plan EB orientation with the COEC

Begin to consider nominees for KDADS SLP/A Advisory Board – deadline for KSHA to submit name and vita is usually January 10. The Board consists of five persons appointed by the Secretary and includes two SLPs, one AUD, one MD and one member of general public who is not a health care provider. Members serve two-year terms and are eligible for reappointment to a second two-year term. Nomination must include vita, brief cover letter from nominee expressing interest in serving and a brief statement of reasons for endorsement of this nominee.

October

Submit grant to support legislative day if offered from ASHA or NSSLHA

Submit letter to welcome renewing and new members. Send to the Central Office ASAP following the Annual Conference.

1. Begin to consider nominees for ASHA LC, ASHF awards
Task Forces – co-chair with VP Communications
Membership
Public Relations

VP for Speech-Language Pathology

1. Supervises key speech-language policies of the Association
2. Guides continuing education matters involving SLP
3. Provides liaison with other organizations as directed by the President
4. Provides liaison with ASHA LC on SLP issues
5. Works in conjunction with the VP for Audiology and the Annual Conference program committee as requested to ensure a quality program is available. IV C 4.
6. Is responsible for overseeing the continuing education committee that includes scheduling and planning regional conferences for speech-language pathology. Consider two conferences per year: one for school based SLPs and alternating years between adult and early childhood.

Task Force: Annual Conference

1. May assist in finding candidates for conference chair and committee members
2. As stated in by-laws “shall work in conjunction with the VP for SLP and the Conference Committee in planning the program for the conference. (Article 4 C 4) Serves primarily as resource as needed by the conference co-chairs; which may include, but not be limited to the following:
 - Be available during the conference to deal with last minute adjustments
 - Write thank-you notes to KSHA members who helped in the staging of the conference in all areas other than speaking
 - The conference chair(s) will be responsible for finding committee members/chairs for programs, registration, exhibits, poster sessions, luncheon etc
3. Shall be the co-liaison to the EB for the Annual Conference Task Force

Task Force: Continuing Education

1. The task force shall be a minimum of 6 members. The VP for A and/or SLP shall identify and present to the President for appointment two members each year for three year terms so that membership is rotating. Consideration should be given to work setting and profession. The primary task of this task force is to facilitate regional conferences. Preferably two regional conferences are hosted for SLPs with topics that are applicable to various work setting. May want to determine a schedule for topic rotation.
2. Submits required information to the KSHA Coordinator for brochure preparation and submission to KDADS and ASHA for CE approval ASAP – no later than 60 days prior. Required information includes:
 - Learning outcomes
 - Instructor name, affiliation and a brief description of qualifications
 - Time-ordered agenda
 - Date, location, and other details related to the site
 - A brief course description for the registration brochure
 - Name, address and contact information for any co-sponsor
3. Tries to determine regional conference dates and topics at least one year in advance.
4. Shall review in even numbered years materials available through the Lending Library and make recommendations for new materials. (No audiologist has used the lending library to date.)
5. Consideration should be given to the VP for SLP becoming a member of the CE Task Force upon completion of term.

- **Task Force: Public School – Issue Driven**

Issues include continuation of workload/caseload statewide integration and salary supplement
SEAL – VP for Professional Practice is liaison. SEAL is invited to attend and participate in EB meetings. (2008)

- **Task Force: Hospital / Clinical Affairs / Private Practice – Issue Driven**

MICS - VP for Professional Practice is liaison. Liaison is invited to attend and participate in EB meetings. (2008)

STARS - VP for Professional Practice is liaison. Liaison is invited to attend and participate in EB meetings. (2008)

- **Task Force: Preschool – Issue Driven**

November-December

Begin to plan for CE activities – hopefully scheduling a year in advance

January-February

January 15 deadline for Connection

Attend January board meeting

Begin and maintain list of activities to include in year-end summary

March-April

Plan to attend annual legislative day in Topeka

March 15 deadline for Connection

Plan for committee workday

Attend April board meeting

May-June

May 15 deadline for Connection

July-August

July 15 deadline for Connection

Attend July board meeting

Provide names for new committee members, nominations, honors and/or special service awards

September-October

September 15 deadline for Connection

VP for Audiology

1. Supervises key Audiology and dispensing policies of the Association
2. Guides continuing education matters involving audiology
3. Provides liaison with other organizations as directed by the President
4. Provides liaison with ASHA LC on audiology issues
5. Works in conjunction with the VP for SLP and the Annual Conference program committee as requested to ensure a quality program is available. IV C 4
6. Is responsible for overseeing the continuing education committee that includes scheduling and planning regional conferences for audiology.

Task Force: Annual Conference

1. May assist in finding candidates for conference chair and committee members
2. As stated in by-laws “shall work in conjunction with the VP for Audiology and the Conference Committee in planning the program for the conference. (Article 4 C 4) Serves primarily as resource as needed by the conference co-chairs; which may include, but not be limited to the following:
 - Be available during the conference to deal with last minute adjustments.
 - Write thank-you notes to KSHA members who helped in the staging of the conference in all areas other than speaking.
 - Remind co-chairs or coordinator to provide the president with complete list of SLP speakers’ names and addresses and persons outside of the Association who helped with the conference
 - The conference chair(s) will be responsible for finding committee members/chairs for programs, registration, exhibits, poster sessions, luncheon etc
3. Shall be the co-liaison to the EB for the Annual Conference Task Force

Task Force: Continuing Education

1. The task force shall be a minimum of 6 members. The VP for SLP and/or A shall identify and present to the President for appointment two members each year for three year terms so that membership is rotating. Consideration should be given to work setting and profession. The primary task of this task force is to facilitate annual regional conferences. Usually one spring Audiology conference is hosted with varying topics.
2. Submits required information to the KSHA Coordinator for brochure preparation and submission to KDADS and ASHA for CE approval ASAP – no later than 60 days prior. Required information includes:
 - a. Learning outcomes
 - b. Instructor name, affiliation and a brief description of qualifications
 - c. Time-ordered agenda
 - d. Date, location, and other details related to the site
 - e. A brief course description for the registration brochure
 - f. Name, address and contact information for any co-sponsor
3. Tries to determine regional conference dates and topics at least one year in advance
4. Shall review in even numbered years materials available through the Lending Library and make recommendations for new materials
5. Consideration should be given to the VP for SLP becoming a member of the CE Task Force upon completion of term.

Liaison with KBHAE - AAA

Liaison with Educational Audiologists

Reimbursement issues may include

Task Force: Hospital / Clinical Affairs / Private Practice – Issue Driven

MICS - VP for Professional Practice is liaison. Liaison is invited to attend and participate in EB meetings. (2008)

STAR - VP for Professional Practice is liaison. Liaison is invited to attend and participate in EB meetings. (2008)

Task Force: Preschool – Issue Driven

November-December

Begin to plan for CE activities – hopefully scheduling a year in advance

January-February

January 15 deadline for Connection

Attend January board meeting

Begin and maintain list of activities to include in year-end summary

March-April

Plan to attend annual legislative day in Topeka

March 15 deadline for Connection

Plan for committee workday

Attend April board meeting

May-June

May 15 deadline for Connection

July-August

July 15 deadline for Connection

Attend July board meeting

Provide names for new committee members, nominations, honors and/or special service awards

September-October

September 15 deadline for Connection

VP for Professional Practices

1. Coordinates information related to licensure
 - a. Attends quarterly KDADS Advisory meetings or secures a representative to attend. Meetings are scheduled the same months as the KSHA EB meetings.
2. Requests and receives minutes from the KDADS Advisory Board meetings
3. Updates EB on KDADS Advisory Board meetings
4. Makes sure the EB is proactive rather than reactive to licensure issues
5. Coordinates information related to licensure in the schools. Monitors KSDE activities as related to highest qualified provider in all work settings.
6. Coordinates information related to ethical practices
 - a. Chairs Ethical Practice Committee. Committee is composed of four members serving rotating four-year terms
 - b. See Article II C 2. – Explains how ethical complaints are to be handled.
 - c. Inform membership concerning issues related to ethics
 - d. Educate members on the role of assistants
 - e. Review complaints submitted to the KDADS licensure board annually and make recommendations for action or inaction regarding membership or follow-up to the KSHA EB.
7. Monitor federal and state legislation and recommend appropriate course of action – the State of Kansas website is a good place to check on current state legislative activity. Dixie will forward updates from John Peterson to the EB.
8. Be involved in helping to form coalitions that support individuals with communication disabilities: Silver-haired legislators, KS Department of Aging, KDADS, AARP, Medicaid, Medicare, OT, PT, KSDE, Healing Arts Board, a Kansas Hearing Coalition, KCDHH, etc.
9. Liaison with KBHAE, KDADS, KSDE in conjunction with the COEC
10. Liaison with Kansas MICS representative. This ASHA network facilitates information and strategy sharing regarding compliance and advocacy related to coverage of Medicare payers. 2005 Ed Schulte appointed. Liaison is invited to attend and participate in EB meetings. (2008)
11. Liaison with Kansas STARs representative. This ASHA network advocates locally with legislators, state insurance commissioners, health plans, unions and employers on matters related to private health plan reimbursement. Liaison is invited to attend and participate in EB meetings. (2008)
12. Serve as the State licensing network representative for whichever profession the VP represents. ASHA recommends having one from each profession. This ASHA network is an information-sharing forum on the impact the decisions of licensure boards have on the professional lives of members. Contact Susan Pilch spilch@asha.org or call 301-897-77326 (added in 2003) (See role and responsibilities on the following pages.)

November-December –

November 15 deadline for Connection

January-February –

January 15 deadline for Connection

Attend January board meeting

Begin and maintain list of activities to include in year-end summary

March-April

Plan to attend annual legislative day in Topeka

March 15 deadline for Connection

Attend April board meeting – Committee workday may be scheduled this day. Contact/meet with Ethical Practice

Committee members – telephone meeting may be preferred.

May-June

May 15 deadline for Connection

July-August

July 15 deadline for Connection

Attend July board meeting

Provide names for new committee members, nominations, honors and/or other awards

September-October

September 15 deadline for Connection

Attend fall EB meeting and Attend Annual Business Luncheon and meeting

Check records from KDADS – individuals with revocation of license should be identified.

VP for Finance

1. Shall be responsible for the collection and safeguarding of the Association's lawful funds. Article IV C 8
2. Authorized to draw funds from the Association funds and make approved expenditures
3. Chair of the Finance Committee (Article VI 3) (oversees Article IV 8)
 - a. In cooperation with the Finance Committee prepares an annual budget for consideration
 - b. Four-member committee with four year rotating terms. President appoints members c. President elect is ex officio member
 - d. COEC is ex officio member
 - e. Reviews and makes recommendations for all association fees: dues, exhibitor, lending library, CE activities, legislative councilor and SEAL financial aid, advertising, i.e.
 - f. Periodically review refund policy: If received in writing at least one day before program begins, KSHA will refund registration fee after a \$30.00 administrative charge. Cancellations not received by the date required will not be eligible for a refund. No-shows will be billed. (Fi1096ec)
4. President may assume duties when VP for Finance is unable to perform the duties of office.
5. 2008 EB approved using online payment. VP for Finance receives monthly reconcile report and profit and loss vs budget report, and other reports as requested from the COEC.
6. Reviews quarterly reports from the COEC and submits information to board for update
7. Requests budget items from the EB prior to preparing annual budget
8. Works in conjunction with any other VP or the COEC to secure sponsors for association events or fund raisers planned by the EB (2001)
9. Makes recommendation for managing accumulated funds and funding of special projects

November-December

November 15 deadline for Connection

January-February

January 15 deadline for Connection

Attend January board meeting

Request items for annual budget preparation

Begin and maintain list of activities to include in year-end summary

March-April

Plan to attend annual legislative day in Topeka

March 15 deadline for Connection

Plan for committee workday. Make want to prepare the a proposed annual budget

Make recommendations to the President for committee members

Attend April board meeting

May-June

May 15 deadline for Connection

July-August

July 15 deadline for Connection – publish the proposed budget (Article VI 3)

Attend July board meeting

Provide names for new committee members, nominations, honors and/or special service awards

September-October

September 15 deadline for Connection

Attend fall EB meeting

Attend Annual Business Luncheon and meeting and present the proposed budget for approval by the membership

VP for Communications

1. Actively recruits news members to the Association working as co-chair with the President-elect and in cooperation with the CO. Serves as co-chair of Task Force on membership. In consultation with the president appoints members to the TF.
2. Co-chairs with the VP for Communication the Task Force on Public Relations. Work with the President-Elect and the Central Office to update public relations materials. May appoint Task Force.
3. Records and files the minutes of the Executive Board meetings
4. Records and files the minutes of the Annual Membership Business meeting
5. Reports election results at the Annual Membership Business meeting
6. Oversees all publications of the association - including monthly review of some aspect of www.ksha.org and emails feedback to ksha@ksha.org
7. Works with the COEC to develop bio information for the nominees to be included in the Connection
8. Prepares a summary of each EB meeting to be printed in the Connection
9. Updates Motion Summary following each EB meeting (12.31.14) previously completed by Coordinator
10. Work with EB on KSHA Notes – provide information to Centric for dissemination

November-December –

November 15 deadline for Connection – gather information for publication in cooperation with EB

January-February –

January 15 deadline for Connection – gather information for publication in cooperation with EB

Attend January board meeting

Begin and maintain list of activities to include in year-end summary

March-April

Plan to attend annual legislative day in Topeka

March 15 deadline for Connection – gather information for publication in cooperation with EB

Plan for committee workday

Attend April board meeting

May-June

May 15 deadline for Connection – gather information for publication in cooperation with EB

July-August

July 15 deadline for Connection – gather information for publication in cooperation with EB

Attend July board meeting

Provide names for new committee members, nominations, honors and/or special service awards

September-October

September 15 deadline for Connection – gather information for publication in cooperation with EB

Attend fall EB meeting and Annual Business Luncheon and meeting

Central Office Executive Coordinator - COEC

Contract for an Independent Contractor to Serve as Executive Coordinator of the KSHA Central Office with performance expectations. Will complete in a timely manner the duties as specified below including, but not limited to:

1. Serve as a RESOURCE for KSHA members:

- Provide information, answer questions, or make appropriate resource referrals in a timely manner
- The CO will have an 800 phone number for members to use and an e-mail address
- Phone or e-mail messages will be answered in 24 hours except in unusual circumstances
- Information from ASHA, KDADS, KBHAE and other sources will be forwarded to members in a timely manner in formats developed by the COEC

2. COORDINATE activities of the KSHA

- COEC will support the work of the KSHA officers
- Keep the officer handbooks current
- Publish a list of actions taken by the EB in the Connection in cooperation with the VP for Communications
- Provide EB orientation in conjunction with the President-elect
- COEC will act as liaison with other associations
- Maintain contact with the KSHA attorney/legislative representative and accountant
- Maintain contact with subcontractors as needed to complete responsibilities
- Disseminate information about continuing education activities, including printing and mailing brochures
- File annual report with KDADS regarding Long Term Sponsorship
- File continuing education report with ASHA (every four years) to maintain ASHA CE Provider status
- Make application to all identified CE providers as directed by EB for CE activities
- Maintain records of KSHA members who attend CE activities
- Coordinate resources for members using the lending library
- Maintain appropriate documentation for 1099s, tax reports and state reports.
- In January, work with the accountant to distribute 1099 Forms. Subject accounts and records to examination by the accountant, for compilation of information and preparation of the annual tax return.
- Keep account records current. Send monthly updates to the VP for Finance.
- Prior to the fall EB meeting, secure a bank signature card for the incoming VP for Finance and President to sign.
- Maintain the CDs in the Central Office and work with the EB to make appropriate recommendations for money management.

3. CLERICAL activities.

- Publish the Connection on a schedule determined by the EB.
- Mail/send ballots (leave a blank for write in candidate), dues notices, and other miscellaneous mailings as directed.
- Keep the membership database current.
- Publish a membership directory
- Determine the official KSHA Central Office address, with its principal place of business at 6001 Cherokee Drive, Fairway, KS 66205
- Act as organization historian and keep association records, turning them over to the historical archives as appropriate
- Update requests from ASHA and CSAP as required
- Complete documentation as requested from outside agencies
- Prepare thank you letters for conference speakers for president's signature

Membership:

Maintain a current membership listing.

Publish names of all new members in the KSHA Connection.
 Complete all duties regarding membership including: send dues notices; make deposits; record payments; send welcome letter.
 Publish names of life members in the Connection annually.
 Work with President-Elect and EB to determine input needed from the membership. A question(s) are included with the dues notice.

Public Relations:

Work with VP for Communication and President-Elect to advocate for professions and individuals with communication disabilities to the general public.
 Promote BHSM through proclamations, public service announcement, news releases etc
 Work to increase advocacy within the membership.

Regional Conferences

Work with VP of SLP and Audiology in planning, organizing conferences
 Apply for continuing education – ASHA, KDADS, AAA, KBHAE
 Prepare, publish, post online and mail registration materials
 Send to other state association calendars
 Receive registrations, make deposits, prepare roster
 Prepare learner assessment, program evaluations, attendance roster, ASHA CE forms, Certificates of Attendance, roster, and bring to conference or send to organizer
 Submit continuing education to appropriate organizations
 Pay bills as submitted by facilities – food, site, speaker etc

Annual Conference

Annual Conference list - Central Office Tasks completed for annual conference

Publish the Annual Conference program as directed by the committee	Speaker Checks
Mail the program (secure mailing labels for OK, NE, MO and send postcards)	
Scholarship Checks	
Apply for ASHA, AAA, KBHAE continuing education hours	
Process all registrations.	Update EB listing
Maintain financial records, make deposits, invoice purchase orders	
Mail exhibitor letters as directed; make follow- up calls to previous exhibitors	
Annual Report/budget/minutes	
• Order and bring the following:	Agenda for luncheon
Receipt book	Strategic plan
Print name badges include ribbons, ACE stickers	
Include speakers, EB, committee and exhibitors	Print names for door prizes
Badge holders and extra name badges	Work with hotel on exhibits
Extra programs	
Copy handouts as numbers show	
Cash boxes	
Send emails to those bringing own handouts regarding numbers	
Baskets and tickets for door prizes	
Print and bring ASHA Forms	Prepare tentative luncheon agenda
Prepare, copy, and bring KDADS CE Forms	
Prepare & bring learner assessment	
Membership listing and membership forms	Prepare & bring Annual Conference evals
Annual Conference printout of attendees - 3	Write refund checks
Invoice purchase orders	
• Executive board meeting:	
KSHA Coordinator report	
Budget report	
Prepare speaker thank-you notes to include with checks	

Financial Status	Bring cash box
Annual Conference budget report	
Minutes business meeting - confer with VP for Communications	
By-laws proposals - confer with VP for PP and bring copies	
KSHA Certificates / Folders for outgoing committee members/officers	
Plaques for awards	
Flowers – Life Members/ president/awards	
Membership numbers	Update KSHA Handbooks for January meeting

From Past President to Central Office 1.07 (Handbook update)

- COEC orders plaques as directed by the chair.
- Plaques for individuals to be honored at the Annual Conference: (Also receive complimentary luncheon.)
- Honors of the Association
- SLP and or Audiologist of the Year
- Clinical Achievement Award
- KSHA Nominee for Van Hattum
- KSHA Nominee for Frank Kleffner
- Outgoing President’s plaque – in the past this plaque has had a gavel on it
- COEC makes certificates as directed by the chair
- Outgoing officers
- Outgoing working committee members
- Outgoing Task Force chairs
- Special Service Awards
- Scholarship winners
- Chair orders flowers, boutonnières for:
- Retiring President
- Honors
- SLP/A of the Year
- Special Service Award (may be multiple when appropriate)*
- Retirees *
- KSHA nominees for ASHF Awards
- (also receive a complimentary luncheon)

From VP for Communications to Central Office 1.07 (Handbook update)

Codes motions by indicating Committee/Task Force, month, year and whether it was membership or EB and keeps a summary of motions for easier reference. (For example: CE1088eb indicates Continuing Education October 1988 EB meeting.)

A Audiology	CE Continuing Education	EP Ethical Practices	Pu Publications
HN Honors	Lg Legislative	PS Public School	NM Nominations
Cv Annual Conference	Mb Membership	Fi Finance	Bl Bylaws
Pr Public Relations	CO Central Office	Hc Hospital/Clinical	Tm Time/Place

Updated 1.07 to better reflect the Strategic Plan:

A Audiology	AC Annual Conference	ASHA	AO Association Operations
BL By-laws	CL Collaboration/Liaisons	C Communication	EP Ethical Practices
LR Legislative and Regulatory Advocacy		Fi Finance	
MB/SP Membership Development/Student Participation		F Foundation	
BIPR Building Image/Public Relations		RC Regional Conferences	S Schools
SP Strategic Planning			

Code of Ethics of the Kansas Speech-Language Hearing Association

Preamble

The preservation of the highest standards of integrity and ethical principles is vital to the responsible discharge of obligations by speech-language pathologists, audiologists, and speech, language, and hearing scientists. This Code of Ethics sets forth the fundamental principles and rules considered essential to this purpose.

Every individual who is of the membership of the Kansas Speech-Language-Hearing Association shall abide by this Code of Ethics.

Any violation of the spirit and purpose of this Code shall be considered unethical. Failure to specify any particular responsibility or practice in this Code of Ethics shall not be construed as denial of the existence of such responsibilities or practices.

The fundamentals of ethical conduct are described by Principles of Ethics and by Rules of Ethics as they relate to the conduct of research and scholarly activities and responsibility to persons served, to the public, and to speech-language pathologists, audiologists, and speech, language, and hearing scientists.

Principles of Ethics, aspirational and inspirational in nature, form the underlying moral basis for the Code of Ethics. Individuals shall observe these principles as affirmative obligations under all conditions of professional activity.

Rules of Ethics are specific statements of minimally acceptable professional conduct or of prohibitions and are applicable to all individuals.

Principle of Ethics I

Individuals shall honor their responsibility to hold paramount the welfare of persons they serve professionally or participants in research and scholarly activities and shall treat animals involved in research in a humane manner.

Rules of Ethics

- A. Individuals shall provide all services competently.
- B. Individuals shall use every resource, including referral when appropriate, to ensure that high-quality service is provided.
- C. Individuals shall not discriminate in the delivery of professional services or the conduct of research and scholarly activities on the basis of race or ethnicity, gender, age, religion, national origin, sexual orientation, or disability.
- D. Individuals shall not misrepresent the credentials of assistants, technicians, or support personnel and shall inform those they serve professionally of the name and professional credentials of persons providing services.
- E. Individuals who are licensed shall not delegate tasks that require the unique skills, knowledge, and judgment that are within the scope of their profession to assistants, technicians, support personnel, students, or any nonprofessionals over whom they have supervisory responsibility. An individual may delegate support services to assistants, technicians, support personnel, students, or any other persons only if those services are adequately supervised by an individual who is licensed by the Kansas Department of Health and Environment.
- F. Individuals shall fully inform the persons they serve of the nature and possible effects of services rendered and products dispensed, and they shall inform participants in research about the possible effects of their participation in research conducted.
- G. Individuals shall evaluate the effectiveness of services rendered and of products dispensed and shall provide services or dispense products only when benefit can reasonably be expected.
- H. Individuals shall not guarantee the results of any treatment or procedure, directly or by implication; however, they may make a reasonable statement of prognosis.

- I. Individuals shall not provide clinical services solely by correspondence.
- J. Individuals may practice by telecommunication (for example, telehealth/e-health), where not prohibited by law.
- K. Individuals shall adequately maintain and appropriately secure records of professional services rendered, research and scholarly activities conducted, and products dispensed and shall allow access to these records only when authorized or when required by law.
- L. Individuals shall not reveal, without authorization, any professional or personal information about identified persons served professionally or identified participants involved in research and scholarly activities unless required by law to do so, or unless doing so is necessary to protect the welfare of the person or of the community or otherwise required by law.
- M. Individuals shall not charge for services not rendered, nor shall they misrepresent services rendered, products dispensed, or research and scholarly activities conducted.
- N. Individuals shall use persons in research or as subjects of teaching demonstrations only with their informed consent.
- O. Individuals whose professional services are adversely affected by substance abuse or other health-related conditions shall seek professional assistance and, where appropriate, withdraw from the affected areas of practice.

Principle of Ethics II

Individuals shall honor their responsibility to achieve and maintain the highest level of professional competence.

Rules of Ethics

- A. Individuals shall engage in the provision of clinical services only when they hold the appropriate license or when they are in the licensure process and are supervised by an individual who holds the appropriate license.
- B. Individuals shall engage in only those aspects of the professions that are within the scope of their competence, considering their level of education, training, and experience.
- C. Individuals shall continue their professional development throughout their careers.
- D. Individuals shall delegate the provision of clinical services only to: (1) persons who hold the appropriate license; (2) persons in the education or licensure process who are appropriately supervised by a licensed individual; or (3) assistants, technicians, or support personnel who are adequately supervised by an individual who is appropriately licensed.
- E. Individuals shall not require or permit any of their professional staff to provide services or conduct research activities that exceed the staff member's competence, level of education, training, and experience.
- F. Individuals shall ensure that all equipment used in the provision of services or to conduct research and scholarly activities is in proper working order and is properly calibrated.

Principle of Ethics III

Individuals shall honor their responsibility to the public by promoting public understanding of the professions, by supporting the development of services designed to fulfill the unmet needs of the public, and by providing accurate information in all communications involving any aspect of the professions, including dissemination of research findings and scholarly activities.

Rules of Ethics

- A. Individuals shall not misrepresent their credentials, competence, education, training, experience or scholarly or research contributions.
- B. Individuals shall not participate in professional activities that constitute a conflict of interest.
- C. Individuals shall refer those served professionally solely on the basis of the interest of those being referred and not on any personal financial interest.

D. Individuals shall not misrepresent diagnostic information, research, services rendered, or products dispensed; neither shall they engage in any scheme to defraud in connection with obtaining payment or reimbursement for such services or products.

E. Individuals' statements to the public shall provide accurate information about the nature and management of communication disorders, about the professions, about professional services, and about research and scholarly activities.

F. Individuals' statements to the public—advertising, announcing, and marketing their professional services, reporting research results, and promoting products—shall adhere to prevailing professional standards and shall not contain misrepresentations.

Principle of Ethics IV

Individuals shall honor their responsibilities to the professions and their relationships with colleagues, students, and members of allied professions. Individuals shall uphold the dignity and autonomy of the professions, maintain harmonious interprofessional and intraprofessional relationships, and accept the professions' self-imposed standards.

Rules of Ethics

A. Individuals shall prohibit anyone under their supervision from engaging in any practice that violates the Code of Ethics.

B. Individuals shall not engage in dishonesty, fraud, deceit, misrepresentation, sexual harassment, or any other form of conduct that adversely reflects on the professions or on the individual's fitness to serve persons professionally.

C. Individuals shall not engage in sexual activities with clients or students over whom they exercise professional authority.

D. Individuals shall assign credit only to those who have contributed to a publication, presentation, or product. Credit shall be assigned in proportion to the contribution and only with the contributor's consent.

E. Individuals shall reference the source when using other persons' ideas, research, presentations, or products in written, oral, or any other media presentation or summary.

F. Individuals' statements to colleagues about professional services, research results, and products shall adhere to prevailing professional standards and shall contain no misrepresentations.

G. Individuals shall not provide professional services without exercising independent professional judgment, regardless of referral source or prescription.

H. Individuals shall not discriminate in their relationships with colleagues, students, and members of allied professions on the basis of race or ethnicity, gender, age, religion, national origin, sexual orientation, or disability.

I. Individuals who have reason to believe that the Code of Ethics has been violated shall inform the Kansas Department of Health Environment and/or the American Speech-Language Hearing Association.

J. Individuals shall comply fully with the policies of the Kansas Department of Health and Environment (see Kansas Administrative Procedure Act in the Kansas Statute) and/or the ASHA Board of Ethics in its consideration and adjudication of complaints of violations of the Code of Ethics.

RESOLVED, that the revised Code of Ethics be effective as of April 26, 2003. (Executive Board)

Bylaws of the KSHA

Article I.

- A. The name of the association shall be the Kansas Speech-Language-Hearing Association (KSHA).
- B. The mission of the KSHA is to empower and support audiologists, speech-language pathologists, and speech, language, or hearing scientists and to advocate for persons with communication disorders and related disorders.

Article II.

A. Classifications of Membership

- 1. KSHA membership shall consist of four classes: Member, Life, Associate and Student
 - a. Member: Full membership may be granted to persons who have earned a graduate (master's or doctoral) degree with major emphasis in speech-language pathology, audiology, or speech, language, or hearing science from an accredited University or college and/or be appropriately licensed in speech-language pathology or audiology or (2) hold a graduate (master's doctoral) degree and present evidence of active research, interest, and performance in the field of human communication.
 - b. Life: Life Membership is granted upon written application to the Executive Board when a previous full member reaches 62 years of age providing the individual has been a full Member in good standing for at least ten consecutive years prior to this age or application.
 - c. Associate: Associate Membership may be granted to persons who may be involved with assisting with the delivery of speech-language pathology and/or audiology services, but are not eligible as a full member. This classification would be appropriate for educators of the deaf and hard of hearing and for assistants who do not meet the requirements for full membership.
 - d. Student: Student membership may be granted to any person who is actively pursuing a degree in speech-language pathology, audiology, and/or speech and hearing science in an accredited university or college. This membership category is appropriate for students earning a bachelor's degree or master's degree. It is not intended for doctoral students who would qualify for full membership class.
- 2. Members in each class must support the mission of KSHA as stated in Article I.
- 3. Members in each class must agree to the Code of Ethics of the Association.
- 4. The right to vote and hold office shall be limited to full Members only.
- 5. Members must affiliate at the highest level of membership for which they qualify.
- 6. Decisions as to the eligibility of the application for membership shall be the responsibility of the President-Elect or designee. All contested memberships will need three fourths (3/4) vote of approval by the Executive Board.

B. Right Reserved to Full and Life Members

The following rights are reserved to the Full and Life Members of the Association.

- 1. Election of the voting members of the Executive Board.
- 2. Eligibility to hold office on the Executive Board.
- 3. Privilege of recall of voting members of the Executive Board, according to procedures outlined in Article V. of these Bylaws.
- 4. Approval of all proposed amendments to the Bylaws of the association, according to the procedures outlined in Article VII of these Bylaws.
- 5. Approval of annual budget of the Association during the annual business meeting which would include the annual dues of the Association.

C. Termination/Suspension of Membership

- 1. Membership in any class will be suspended when dues for a current year are in arrears on April 1. Reinstatement will be allowed upon payment of the dues in addition to a reinstatement fee as recommended

by the Finance Committee and approved by the Executive Board.

2. Complaints of ethical practice violations must be made in writing to the American Speech-Language-Hearing Association and/or the Kansas Department of Health and Environment (KDADS) (see Kansas Administrative Procedure Act in the Kansas Statute through the KDADS). By law, these complaints must remain confidential throughout the investigation. If a violation is adjudicated with sanctions, that information becomes part of public record. Any member in any class who has violated the Code of Ethics of the Association will be suspended from membership by a three-fourths (3/4) vote of the Executive Board (EB). Reinstatement of a suspended individual is at the discretion of the Executive Board. In no case shall reinstatement be granted before at least one year has elapsed and then only after a three-fourths (3/4) vote of the EB. All ballots pertaining to suspension and reinstatement shall be secret.
3. Repeated violations of Article II. C.1-2 may result in termination of membership.

D. Meetings of the Association

There shall be one regular meeting of the Association each year. This is usually held during the Annual Conference and arranged by the President. Additional meetings could be scheduled at the request of the membership by submitting a petition with 100 signatures of full members.

E. Dues

1. The annual dues for all membership classes of the Association shall be recommended by the Finance Committee, approved by the Vice President for Finance, Executive Board, and by the members present at the annual business meeting.
2. Dues for all classes of membership are paid on a calendar year basis.
3. Individuals who have not been members of the association previously and who wish to join during the time period between September 1 and December 31, may do so by paying one-half (1/2) of the annual dues for full members.
4. Applicants and payments for student affiliation submitted and received between January 1 and August 31 will be processed for the year in which they are received. Students applying for KSHA membership between September 1 and December 31 will receive complimentary membership benefits for the remainder of the year in which they are received, and payments will be applied to the following year's membership.
5. Life members will receive privileges of the full members for a period of two years after life membership status is awarded. After this time, the life member must request to continue receiving privileges and pay a maintenance fee as established by the Finance Committee.

Article III. Code of Ethics

The Kansas Speech-Language-Hearing Association and all its membership classes subscribe to the Code of Ethics of the Kansas Speech-Language-Hearing Association. The Association shall not discriminate on the basis of race, national origin, religion, age, sex, sexual orientation, or handicapping condition. All programs and activities of the Association shall be conducted in furtherance of this policy.

Article IV. Officers of the Association

- A. There shall be eight elected officers of the Association. They shall be the President, President-Elect, Past President, Vice President for Speech-Language Pathology, Vice President for Audiology, Vice President for Professional Practices, Vice President for Communication, and Vice President for Finance.
- B. Eligibility. Only full members can hold office.
- C. Duties.
 1. The **President** shall be the chief executive officer of the Association. The President shall preside at all regular meetings of the Association and Executive Board. The President shall appoint chairpersons, and in consultation with the chairperson, the members of all working committees and Task Forces. The President moves to Past-President at the end of time served.
 2. The **President-Elect** shall be responsible for any issues dealing with membership and actively recruit new members to the Association. The President-Elect moves into the Presidency at the end of the time

served. The President-Elect is an ex-officio member of the Finance Committee.

3. The **Past-President** shall be responsible for the Honors Committee, Leadership Development Committee, and the long range planning of the association.
4. The **Vice President for Speech-Language Pathology** shall be responsible for supervising key policies of the Association and for guiding continuing education matters involving speech-language pathology including liaison with other organizations. The VP: SLP shall work in conjunction with the Vice-President for Audiology and the Annual Conference Task Force in planning the program for the Annual Annual Conference and be the liaison to Executive Board for the Annual Conference Task Force.
5. The **Vice President for Audiology** shall be responsible for supervising key policies of the Association and for guiding continuing education matters involving audiology including liaison with other organizations. The VP Audiology shall work in conjunction with the Vice-President for Speech-Language Pathology and the Annual Conference Task Force in planning the program for the Annual Annual Conference and be the liaison to Executive Board for the Annual Conference Task Force.
6. The **Vice President for Professional Practices** shall coordinate information related to licensure, certification in education, credentialing and Ethical Practices. This person shall chair the Ethical Practice Committee.
7. The **Vice President for Communication** shall record and file the minutes of the annual membership meeting as well as meetings of the Executive board. The VP: Communication will oversee all publications of the Association.
8. **Vice President for Finance** shall be responsible for the collection and safeguarding of the Association's lawful funds. The VP: Finance shall be authorized to draw money from the Association funds and to make approved expenditures. When the VP: Finance is unable to perform the duties of the office, the President is empowered to assume those duties. The VP: Finance shall oversee the Finance Committee.

Article V. Executive Board

- A. The Executive Board is the legally responsible body of the Association. It establishes the management policies of the Association and exercises all powers except those reserved to the Membership. The Executive Board of the Association shall consist of the eight elected officers of the association.
- B. Elections.**
 1. Elected Annually: President-elect; A member of the Leadership Development Committee.
 2. Elected in Odd-Number Years for two-year terms: Vice President for Speech-Language Pathology; Vice President for Finance; Vice President for Professional Practices.
 3. Elected in Even-Numbered Years for two-year terms: Vice President for Audiology, Vice President for Communication
 4. The Leadership Development Committee shall submit a slate of nominees who are to be approved by the Executive Board. The ballot shall be mailed during the first week of August each year. Requirement for election shall be a plurality of the votes cast by members within 21 days of the date of the mailing of ballots.
 5. Vacancies. The Executive Board shall be empowered to appoint a member to fulfill the office for the unexpired term.

C. Removal from Office.

Any officer may be removed from office by a three fourths (3/4) vote of the membership through a mail ballot. The officer may request a fair hearing before the membership at a regular or special meeting.

D. Meetings of the Executive Board.

The Executive Board shall meet at least four times each year at such times and places as the President may determine. A quorum shall consist of five or more of the officers. At the discretion of the President, business of the Executive Board may be conducted by available technology. If any member of the Executive Board does not approve of action without membership approval, then these issues must be moved to a

general membership meeting. All meetings of the Executive Board shall be open to observation by the Membership except for matters pertaining to alleged ethical practice violations or personnel issues. Minutes of each quarterly meeting will be available through the Central Office and an executive summary published in the *KSHA Connection*, which is the official publication of the Association. Known agenda items would be included in the Connection prior to each Executive Board meeting.

E. Powers of the Executive Board.

1. The Executive Board will have discretion in the control, management, investment, and disbursement of KSHA funds. The Board shall approve an annual budget, prior to submitting it to approval by the voting membership. The Board may establish whatever operating policies necessary to conduct business.
2. All actions of the Board shall be reported to the membership.
3. When in the best interest of the Association, the Board shall establish liaison with organizations having direct or peripheral interest in the field of speech-language pathology, audiology, or speech and hearing science and report these interests to the membership.
4. The Board shall maintain close contact with the ASHA Advisory Council Members who represent the State of Kansas on the Legislative council of the American Speech-Language-Hearing Association. The Board shall provide partial funding for the ASHA meeting for those ASHA Advisory Council Members who are members of the Association.
5. Members of the Board shall be assigned certain committees and Task Forces. Committee/Task Force Chairs will be responsible for supervising, coordinating, monitoring approving expenditures of their committees.

Article VI. Committees / Task Forces

- A.** There shall be four working committees that report to one of the Vice Presidents on the Executive Board. These committees should have regional representation when possible and should have rotating membership on four-year terms, except for the Leadership Development Committee, so that every committee will have one new person each year. These committees shall be: Nomination, Honors, Finance, and Ethical Practices. Members are appointed to these Committees by the President with approval from the Executive Board. At the time of appointment, the President shall inform the committee chair of the committee budget. The Leadership Development Committee shall have a combination of appointed and elected positions described below.
1. **Nominations:** This committee shall be a six-member committee and will prepare the nominations for each elective office and submit these nominations to the Executive Board for approval prior to submitting to the membership via a ballot. One member shall be elected to this committee annually by the membership for a three-year term. The President shall appoint one member to this committee annually to serve a three-year term. The Past President shall serve as chair of this committee.
 2. **Honors:** The committee shall invite nominations for Honors of the Association, SLP of the Year, Audiologist of the Year, and Special Service Awards as well as other honors which may be coordinated by the Association. The Honors Committee is chaired by the Past President.
 - a. Honors of the Association are presented by the President after approval of the Executive Board. This award recognizes members who have made distinguished contributions and service to the field and to the Association. This is the highest honor awarded by the Association. The Committee shall review the submitted credentials and, if any are indeed worthy of receiving Honors, this recommendation shall be presented and approved by the Executive Board and presented by the President.
 - b. SLP and AUD of the Year are presented to individuals who have demonstrated exceptional clinical work in the area.
 - c. Special Service Awards are presented to those individuals who have made a specific contribution to the Association or the professions.
 3. **Finance:** this committee shall function to assist in the development of an annual budget of the

Association and make recommendations for managing accumulated funds, to make recommendations for special projects, and to supervise the business management of the Association. The proposed budget should be made available to the membership at least one month prior to the annual business meeting. This committee is chaired by the Vice President for Finance.

4. **Ethical Practices:** This committee shall be responsible for any revisions in the Code of Ethics. In addition, this committee shall play a part in educating members about ethical practices. This committee is chaired by the Vice President for Professional Practices.

- B. **Committee Vacancies.** Vacancies are filled by Presidential appointment. The membership of the Leadership Development Committee shall be partially appointed and partially elected.
- C. **Task Forces.** The President may appoint a task force with a specific charge at any time that it is deemed necessary by the Executive Board. Membership on a task force will be determined by the Executive Board with consideration being given to the charge of the task force. At the time of appointment, the President shall name a chair of the task force and an officer responsible for the task force. The President shall inform the chair of the task force of the budget available for operation.

Article VII. Amendments.

Amendments to these bylaws may be initiated by the Executive Board or in a written proposal signed by twenty-five members. Proposed amendments are first passed by the Executive Board and shall be presented to the membership at the next business meeting and published within the next KSHA Connection.

Voting shall be by the members. A two-thirds vote of those members voting within 21 days from the mailing or the electronic posting of the ballot will be needed for adoption.

Article VIII. Publications

The association shall publish and distribute to all classes of membership a newsletter, the KSHA Connection. The Connection shall be published on a scheduled basis. Other publications may be printed and distributed at the discretion of the Executive Board, which will include an annual directory.

Article IX. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the association where applicable and in which they are not inconsistent with these bylaws, with any special rules that the association may adopt.

Article X. Liquidation

In the event of the liquidation and dissolution of KSHA, any properties, funds or monies, securities, or other assets belonging to KSHA shall be disposed of as follows: (1) all liabilities and obligations of KSHA shall be paid and discharged; (2) all remaining assets shall be disposed as deemed appropriate by the existing Executive Board.

Article XI. Effective Date for these Bylaws

These Bylaws shall be implemented on January 1, 1998 and shall take full affect on January 1, 1999. Approved 1997.

Updated 2002.

Updated 2004.

Updated 2008.