



**Bylaws of the KSHA**  
**Updated 10/2018**

**Article I.**

- A. The name of the association shall be the Kansas Speech-Language-Hearing Association (KSHA).
  
- B. The mission shall be as follows: KSHA provides innovative professional development, advocacy, leadership, and networking for current and future speech, language, and hearing professionals to enhance service delivery for those with communication 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/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 when a previous full member reaches 65 years of age providing the individual has been a Full Member in good standing for at least fifteen consecutive years prior to this age. Life member status will be granted upon a written request sent to the EB.
  - 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 and Life 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 for Aging and Disability Services (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. Life member status will be granted upon written request sent to the Executive Board. Life members 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, gender, gender identification, ethnicity, disability, culture, language, or dialect. 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 and 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 Conference Task Force in planning the program for the Annual Conference and be the liaison to Executive Board for the 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 Conference Task Force in planning the program for the Annual Conference and be the liaison to Executive Board for the 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. The **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.
2. Elected in Odd-Number Years for two-year terms: Vice President for Speech-Language Pathology, Vice President for Professional Practices.
3. Elected in Even-Numbered Years for two-year terms: Vice President for Audiology, Vice President for Communication, Vice President for Finance.
4. The Honors and 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 Executive Director 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 Legislative Councilors 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 Legislative Councilors 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, and approving expenditures of their committees.

#### **Article VI. Committees / Task Forces**

**A.** There shall be three working committees that report to a member on the Executive Board. These committees should have regional representation when possible and should have rotating membership on three-year terms. These committees shall be: Honors and Leadership Development, 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.

1. **Honors and Leadership Development Committee:** This committee shall be a six-member committee. The President shall appoint two members to this committee annually to serve a three-year term. The committee 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. The committee shall invite nominations for the following awards as well as other honors coordinated by the Association: Honors of the Association, SLP of the Year, AUD of the Year, the Dixie Heinrich Servant Leadership Award, and Special Service Awards. The Honors and Leadership Development 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. The Dixie Heinrich Servant Leadership (DHSL) Award is presented to an outstanding student who received the Margaret Byrne Sarricks Award and submitted an application for the DHSL Award.
  - d. Special Service Awards are presented to those individuals who have made a specific contribution to the Association or the professions.
2. **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.
3. **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.

**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 effect on January 1, 1999. Approved  
1997. Updated 2002.  
Updated 2004.  
Updated 2008.  
Updated 2015.  
Updated 2017.  
Updated 2018.