

CALIFORNIA SPEECH-LANGUAGE HEARING ASSOCIATION STANDING RULES

Updated September 3, 2013

I. PURPOSE

These Standing Rules are meant to provide procedures to be followed by Board members and staff in the Association office as they conduct the business of the Association.

II. AMENDMENTS

These Standing Rules may be amended or suspended at any meeting of the Board of Directors by a majority vote of the Board of Directors.

III. GEOGRAPHICAL DISTRICTS

A. There will be ten (10) districts in CSHA.

1. District One shall consist of the following counties: Del Norte, Humboldt, Mendocino, Sonoma, Marin, and San Francisco.
2. District Two shall consist of the following counties: Siskiyou, Modoc, Trinity, Shasta, Lassen, Tehama, Plumas, Glenn, Butte, Sierra, Lake, Sutter, Yuba, Nevada, Yolo, Colusa, Napa, Solano, Sacramento, El Dorado, Amador, Calaveras, Alpine, Tuolumne, and Mono.
3. District Three shall consist of the following counties: Alameda, Contra Costa, San Joaquin, and Stanislaus.
4. District Four shall consist of the following counties: Santa Clara, Santa Cruz, and San Mateo.
5. District Five shall consist of the following counties: Monterey, San Benito, Merced, Mariposa, Madera, Fresno, Kings, Tulare, San Luis Obispo and Kern.
6. District Six shall consist of the following counties: Santa Barbara, Ventura, and the portion of Los Angeles County designated by zip codes.
7. District Seven shall consist of the following counties: The portions of Los Angeles County designated by zip codes beginning with 91 and 93.
8. District Eight shall consist of the following County: Orange.
9. District Nine shall consist of the following counties: San Diego and Imperial.
10. District Ten shall consist of the following counties: Inyo, San Bernardino, and Riverside.

B. Timeline for Formation of a New District

Any new districts approved by the Board of Directors must follow the same cycle as stated in the Standing Rules (See Term of Office: District Director). When a new district is formed, the incoming district director will be mentored by the President-Elect and the directors in the neighboring districts for a period of one to two years from the inception of the new district.

IV. OFFICERS-ROLES AND RESPONSIBILITIES

A. The President shall

1. Be Chief Executive Officer of the Association.
2. Develop an agenda for all Board and plenary business meetings, and preside over all meetings of the Association and the Board of Directors.
3. Call emergency meetings of the Association, the Board of Directors, or any of its Commissions.
4. Review and approve special requests prior to dissemination to the CSHA membership.
5. Review and approve quarterly Board meeting minutes.
6. Write the published highlights of the quarterly Board meetings.
7. Write the President's message to the CSHA membership for each magazine issue.
8. Make appointments as specified in the Bylaws and the Standing Rules.
9. Be an ex-officio member of all Commissions and Committees.
10. Represent and promote the interests of the Association.
11. In collaboration with the Administrative Director and President-Elect, recommend time and place of future conventions.
12. In collaboration with the President-Elect and Association Advisory Committee, conduct performance reviews of Administrative Director and Legal Counsel every two years.
13. Act as a liaison between CSHA and ASHA.
14. Assist CSHA with maintaining the state recognition standards required for ASHA.
15. Submit a written report at each meeting of the Board of Directors.

B. The President-Elect shall

1. Preside over meetings of the Association and the Board of Directors in the absence of the President.
2. Perform such duties as may be designated by the President.
3. Succeed to the Presidency in the event of the resignation or incapacity of the President.
4. Succeed to the Presidency upon completion of the term as President-Elect.
5. Serve as Ex-Officio of the Honors and Convention Program Committees.
6. Serve as Coordinator of Special Interest Groups (SIGs) and Related Professional Organizations (RPOs).
7. In collaboration with the Administrative Director and President, recommend the time and place of future state convention.
8. In collaboration with the President and Association Advisory Committee, conduct performance reviews of Administrative Director and Legal Counsel every two years.
9. Submit a written report at each meeting of the Board of Directors.

C. The Secretary shall

1. Record the proceedings of business meetings of the Association and the Board of Directors.
2. Upon approval of the President, submit meeting minutes and motions from business meetings to CSHA office for placement on website.
3. Conduct electronic voting of resolutions at the direction of the President.

4. Maintain voting records of business meetings on an annual basis and submit to CSHA office upon completion of the fiscal year.
5. Maintain records of motions on annual basis and submit to CSHA office upon completion of the fiscal year.
6. Review records, reports, correspondence, papers, and official documents of the Association as designated by the CSHA Administrative Director and/or CSHA President.
7. Inform the members of the Association of the actions of the Board of Directors as specified in the Standing Rules.
8. In conjunction with the Commission of Association Services, ensure the currency of the Bylaws and Standing Rules.

D. The Treasurer shall

1. Review all monies, dues and gratuities bestowed upon the Association.
2. Review and/or approve disbursement of monies as specified in the Fiscal Policy.
3. Review the maintenance of certifiable current accounts of the Association.
4. Review the preparation and submission of a financial report at the annual business meeting.
5. Review the preparation and submission of such additional reports as are requested by the Board of Directors.
6. Review the quarterly district budget breakdowns for the board meetings.
7. Review all records and accounts for annual audit and report thereof.
8. Review the submission of such reports, such as those required by local, state, and federal government.
9. Review the Association's audit and fiscal policies, a minimum of twice a year, with the Association's Accountant.
10. Review the Association's audit and fiscal policies, a minimum of twice a year, with the Association's accountant. Meetings are to occur prior to, or during, the state convention and prior to, or during, the fiscal meeting.
11. Review the budget procedure with the board of directors annually at the January board meeting.
12. Report the Association's financial status at each board meeting.
13. Report the financial standing of the PAC (Political Action Committee) funds at each board meeting.
14. Chair all Fiscal Committee meetings.
15. Chair all PAC committee meetings/financial reviews.
16. In conjunction with the Association's Administrative Director, notify the board of any fiscal emergencies as determined by the Association's accountant.
17. Review District Budgets, including conference planning worksheets, prior to the fiscal meeting.

E. The District Director shall

1. Attend Board meetings and represent the district constituency through writing, voting on, and discussing resolutions and providing input during Board discussions.
2. Become familiar with the CSHA Board Handbook, including the Fiscal Policy, the Honors Handbook, Bylaws and Standing Rules.

3. Represent the district constituency and provide district members with information about Association activities.
4. Promote and recruit CSHA membership through District activities including, but not limited to, District social events, workshops, educational offerings, and student NSSHLA activities.
5. Increase local retention and recognition by nominating District members for District and State Level awards and honors.
6. Encourage leadership and participation of CSHA members by assigning members to projects and opportunities related to District membership activities, workshops and/or the State Convention.
7. Report District concerns and recommendations to the Board of Directors and Commissions.
8. Preside over district advisory meetings prior to each Board Meeting and represent the District constituency at CSHA board meetings as a voting member.
9. Appoint an Advisory Committee as specified in the Standing Rules.
10. Submit a written report at each meeting of the Board of Directors.
11. Plan, submit and manage the annual District budget.
12. Appoint members to each Commission as Liaisons.
13. Provide mentorship for Director-Elects.
14. Plan, organize and update the District Web Page.
15. Consult with, and support, the Director-Elect on the process of nominations.
16. Provide local leadership, responding to questions and concerns from District members through electronic or telephonic communications.
17. Contribute to fund-raising for the Political Action Committee.

F. The District Director-Elect shall

1. Become familiar with the CSHA Board Handbook, including the Fiscal Policy, the Honors Handbook, Bylaws and Standing Rules.
2. Perform such duties as may be designated by the District Director.
3. Report District concerns and recommendations to the Director and District Advisory Board.
4. In conjunction with the District Director, assist in the planning, organizing and execution of District meetings and events.
5. Serve as Chair of the District Nominating Committee.
6. As a non-voting member, attend CSHA Board meetings regularly, in order to learn the procedures, roles and responsibilities of the Director at Board meetings.
7. Succeed to the Directorship in the event of the resignation or incapacity of the Director.
8. Succeed to the Directorship upon completion of the term of Director-Elect.

V. ELECTIONS

A. Voter Eligibility

In order to be eligible to vote in any election of the Association, an individual must have established clear, active membership status at least 14 calendars days prior to the date ballots are mailed.

B. Procedures for Nominations

1. These are described in Article IV, Section 2 of the Bylaws. Names of candidates and vita information must be in the CSHA Administrative Office before August 10th for the regular scheduled election.
2. District Directors from odd numbered districts (1, 3, 5, 7 and 9) will begin their two year term on the odd numbered years, and District Directors from the even numbered districts (2, 4, 6, 8 and 10) will begin their two year term on the even numbered years.

C. Holding Two Offices

1. No member of the Board of Directors shall serve in both an appointed and an elected position on the Board or two elected positions at the same time. Additionally, no member of the Board of Directors shall hold an elected position at the district or state level (including District and State Nominating Committee seats).
2. This restriction does not apply to a person who is appointed to Ad Hoc, Task Force or Standing Committees of the Board or Convention Committees, or other working groups of the Board.
3. This restriction applies to anyone holding an elected or appointed position on the Board of Directors (i.e. President, President-Elect, Treasurer, Secretary, District Director, Director-Elect, Commissioner, or Editor in Chief).

D. Election Procedures (Also see Article IV of the Bylaws)

1. Ballot Information
 - a. Vita Information: The following information on candidates for State and District offices shall be prepared by the Nominating Committee: present professional position; employing institution, educational degrees earned, institution granting the degree and date conferred; past offices, chairmanships, committees and other assignments in CSHA, in ASHA, or in related professional organizations. This information is to be included with the slate on the ballot.
 - b. Vision Statement: In addition to the Vita Information, each candidate for President-Elect, Secretary, Treasurer or District Director-Elect shall be allowed a maximum of 100 words to describe their vision if elected and/or reasons they wish to run for that office.
2. Ballots will be mailed first-class from the CSHA office to all voting members of the Association (excluding Paraprofessional, Student, and Associate members).
 - a. Ballots will be sent a minimum of 30 days prior to the postmark due date for ballots to be returned to the CSHA office.
 - b. The due date will be printed on the outside of the ballot envelope and on the return ballot envelope.
 - c. All ballots will be mailed on the same day.
 - d. Returned ballots are recorded, tallied and confirmed by the CSHA office_ and kept confidential until written notice is given to the Board.
 - e. Ballots are retained at the CSHA office for a period of one year.
 - f. Congratulatory and regret letters are sent under the President's signature immediately upon notification of the election results to the Board of Directors.
 - g. Election results are reported in the appropriate subsequent issue of the CSHA Magazine.

- h. In the event of a “tie vote” for any CSHA elected office, the voting members of the Board will, by mail ballot, vote in a run-off election. The outcome of this run-off election will determine the winner.

VI. COMMISSIONS AND OTHER APPOINTMENTS-ROLES AND RESPONSIBILITIES

A. General Commissioner Responsibilities

1. Commissioners are responsible to the President and the Board of Directors.
2. Acting within the policies established by the Board of Directors, the Commissioners shall be responsible for the implementation of the regular business of the Association.
3. Commissioners shall keep the President fully informed of the activities of their commissions.
4. Commissioners shall attend all regular meetings of the Board of Directors.
5. Each Commissioner shall submit a budget proposal, including present and future activities of the Commission for consideration and approval by the Fiscal Committee and possible action by the Board of Directors.
6. In the event of resignation or incapacity of a Commissioner, the President shall appoint, with the approval of the Board of Directors, a member to complete the unexpired term.
7. Provide a written report prior to each Board meeting.

B. The responsibilities of the Commission on Association Services shall include

1. Monitoring the Association office, elections, mailings, membership rolls, and files.
2. Overseeing the dissemination of information concerning the Association.
3. Overseeing the management of fiscal affairs.
4. Attending annual Fiscal Committee meetings as a member of the Fiscal Committee.
5. Reviewing and maintaining the Articles of Incorporation, the Bylaws and the Standing Rules.
6. Serving as Parliamentarian at Board meetings.
7. Overseeing the recruitment of new members through marketing efforts planned and designed in conjunction with other Commissions.
8. Monitoring geographical district boundaries.
9. Overseeing the use and development of products with the CSHA logo for sale at various association events.
10. Overseeing and monitoring use and development of the CSHA website.

C. The responsibilities of the Commission on Professional Development and Continuing Education shall include

1. Collaborating with the program and operations chairs to ensure the provision of an annual state convention and other continuing education opportunities for members.
2. Developing and/or revising criteria for continuing education programming.
3. Developing and maintaining relationships with other professionals and/or professional organizations, as well as with the public, especially for the purpose of presenting continuing education programs.

4. Creating opportunities to enhance public awareness of the value of human communication, and the resulting challenges, when an individual is presented with a communication disorder.
5. Assuring that continuing education programming is appropriately publicized.
6. Assuring that the publications of the Association create opportunities to enhance public awareness of the value of human communication and the resulting challenges when an individual is presented with a communication disorder.
7. Acting as a member of the Fiscal Committee.
8. Reviewing conference planning worksheets at the District level prior to the fiscal meeting.

D. The responsibilities of the Commission on Publications and Research shall include

1. Monitoring all Association publications.
2. Overseeing the peer review process for all documents developed by the Association.
3. Maintaining documents and the archives of the Association including all relevant materials, as well as procedural handbooks, position statements and manuals.
4. Facilitating the marketing of the Association and its services through its publications.
5. Overseeing and coordinating magazine publications with the CSHA Magazine Editor-in-Chief and CSHA editor.
6. In conjunction with the CSHA Magazine Editor-in-Chief, soliciting speech-language pathology, audiology and/or consumer stories from District Directors and/or CSHA members for publication in the CSHA Magazine and/or local newspapers.

E. The responsibilities of the Commission on Legislation shall include

1. Overseeing governmental policies that affect the professions of speech-language pathology and audiology as well as policies affecting services to families with communication and related disorders. The CSHA Commissioner is involved with policies affecting all aspects of the professions, as well as, with a wide variety of professional settings.
2. Collaborating with, and assisting the CSHA Legislative Counsel in advising and implementing board policies in respect to the U.S. Congress, federal agencies, the State legislature, the state's agencies, interaction with other professional organizations and coalitions, as well as, interactions with professionals in the field.
3. Responding to questions from the membership, and provide information for members who contact the Administrative Office with questions regarding legislative, governmental and practice matters.
4. Collaborating with the Legislative Counsel, preparing and providing regular written updates on legislative actions and policies affecting CSHA members, such as the Capitol Update, the CSHA Magazine or newsletters.
5. Serving as a member of the Political Action Committee.

F. The responsibilities of the Commission on Professional Services for Speech-Language Pathology and Audiology shall include

1. Monitoring the Scope of Practice.

2. Reviewing and surveying clinical practice, including the development of peer-reviewed documents pertaining to practice issues in the professions regardless of work setting.
3. Monitoring the Audiology Committee, Diversity Committee, State Medicare Administrative Contractor (SMAC), State Education Advocacy Leader (SEAL), and State Advocate for Reimbursement (STAR).
4. Responding to CSHA members' inquiries as they concern professional issues.
5. Referring members who may have violated the Bylaws and/or Code of Ethics to CSHA's Board of Directors.
6. Providing input on issues of professional service to other CSHA commissioners.

G. The responsibilities of the Commission on Organizational Advancement and Outreach shall include

1. Identifying non-dues/non-convention revenues.
2. Identify sponsors and vendors in conjunction with the Administrative Office and Board of Directors.
3. Maintaining and updating a database of past and present sponsors and vendors.
4. Soliciting feedback via survey information regarding sponsor/vendor satisfaction.
5. Securing donations and building relationships via private or corporate sponsors in order to sustain CSHA's mission.
6. Overseeing and managing the Graduate Student Scholarship Program including promotion and distribution of funds.
7. Providing guidance and assistance for the student donation projects.
8. Assisting philanthropic organizations to meet our goals while furthering the mission of CSHA.
9. Developing and promoting opportunities for members to make contributions to the community through special projects.

H. The Editor in Chief

1. The President-Elect shall bring the name of the Editor in Chief of the CSHA Magazine for approval at the Board of Directors meeting held in conjunction with the Annual State Convention prior to taking office as President. This individual will serve under the Commissioner on Publications and Research and will start his or her term in the odd numbered years so as to stagger the Commissioner and Editor appointments.
2. Roles and responsibilities of Editor-in-Chief
 - a. Serve for a two (2) year term by appointment of the President.
 - b. Attend regularly scheduled Board meetings.
 - c. Submit a written report at each meeting of the Board of Directors.
 - d. Generate topics for publications and solicit guest editors for the CSHA Magazine. Provide direction and guidance for guest editors regarding responsibilities and due dates.
 - e. Collect and review papers from guest editors and edit submissions following APA guidelines.
 - f. Submit papers to the Administrative Director following CSHA office deadlines.
 - g. Review, edit and proof all copies of the CSHA Magazine after formatted.

- h. Review and provide input on the CSHA Magazine cover.

I. Student Representation to the Board

1. Appointments
 - a. The President in consultation with the President-Elect will appoint a Student Representative no later than May 1 (to be voted upon by the Board at the next Board meeting) of each year for a 2 year term and serves under the Continuing Education Commission.
 - b. Two (2) individuals will hold appointments; one from the South and one from the North. Such appointments will be made after a thorough review of resumes and/or portfolios submitted by each student. The appointment from the South shall be in the even numbered years, and the appointment from the North shall be made in the odd numbered years. These appointees must be members of CSHA and NSSLHA.
 - c. These individuals are non-voting members and begin their terms as of June.
2. Procedures for application to the Student Representative position
 - a. A solicitation for candidates for these Board positions will be announced at the January Board meeting, and will appear in the Program issue of the CSHA Magazine.
 - b. Candidates must submit resumes and/or portfolios for consideration not later than April 1 of each year.
3. Qualifications for Student Representative shall include
 - a. Membership in CSHA and ASHA.
 - b. Availability to serve a two year term.
 - c. Enrollment in an accredited SLP or AUD graduate program.
 - d. Submission of a statement of interest and current resume.
 - e. Letter(s) of recommendation from a faculty member/s.
4. Student Roles and Responsibilities
 - a. Attending the regularly scheduled CSHA Board Meetings. The representative from the South attends Board meetings from the South and the Student representative from the North is to attend the Board meetings from the North. If the appointed Student Representative is unable to attend the designated Board meeting in his/her area, the Student Representative from the alternate region may attend in his/her place.
 - b. Preparing a written report prior to the Board meetings outlining current activities or issues concerning students.
 - c. Presenting an oral report.
 - d. Identifying emerging issues for students and to act as liaisons between students in university programs and the CSHA board by establishing and maintaining contact with one student representative from each university program.
 - e. Contacting universities in their region a minimum of twice per year.
 - f. Creating posters, flyers, informational handouts, etc. in order to distribute information to students.
 - g. Soliciting student volunteers for ASHA and CSHA events.
 - h. Submitting a minimum of two (2) articles annually for publication in the CSHA Magazine. These articles should pertain to "student news."

- i. Attending the Annual State Convention. Both student representatives shall attend the Board meeting at the Annual Convention.
- 5. Student Responsibilities specific to the Annual Convention
 - a. Assisting the Page Chair in advertising the Page Scholarship program, and in planning and organizing pages for the convention.
 - b. Planning and organizing the NSSLHA student event, such as advertising and promoting the event, planning the agenda, and recognizing retiring faculty as appropriate.
 - c. Organizing, advertising and promoting a student fundraising event
 - d. Assisting the President with other student projects or events as necessary.

J. Paraprofessional Representation to the Board

- 1. Appointment/s
 - a. The President in consultation with the President-Elect will appoint a Paraprofessional Representative no later than May 1 of each year for a 2 year term and serves under the Continuing Education Commission.
 - b. Two (2) individuals will hold appointments; one from the South and one from the North. Such appointments will be made after a thorough review of resumes and/or portfolios submitted by each Paraprofessional. The appointment from the South shall be in the even numbered years, and the appointment from the North shall be made in the odd numbered years.
 - c. These individuals are non-voting members and begin their terms as of June 1.
- 2. Procedures for application to the Paraprofessional Representative position
 - a. A solicitation for candidates for these Board positions will be announced at the January Board meeting, and will appear in the Program issue of the CSHA Magazine.
 - b. Candidates must submit resumes and/or portfolios for consideration not later than April 1 of each year.
- 3. Qualifications of Paraprofessionals
 - a. Availability to serve a two year term as specified in paragraph #1 above.
 - b. Submission of a statement of interest and current resume.
- 4. Paraprofessional Roles and Responsibilities
 - a. Attending the regularly scheduled CSHA Board Meetings. The representative from the South attends Board meetings from the South and the Paraprofessional Representative from the North is to attend the Board meetings from the North. If the appointed Paraprofessional Representative is unable to attend the designated Board meeting in his/her area, the Paraprofessional Representative from the alternate region may attend in his/her place.
 - b. Preparing a written report prior to the Board meetings outlining current activities or issues concerning Paraprofessionals.
 - c. Presenting an oral report at each Board meeting.
 - d. Identifying emerging issues for Paraprofessionals and to act as liaisons between Paraprofessionals and Paraprofessional programs and the CSHA Board.
 - e. Submitting a minimum of two (2) articles annually for publication in the CSHA Magazine. These articles should pertain to paraprofessional news.

- f. Attending the Annual State Convention. Both Paraprofessional Representatives shall attend the Board meeting at the Annual Convention.
- 5. Paraprofessional Responsibilities specific to the Annual Convention
 - a. Planning and organizing the Paraprofessional event, such as advertising and promoting the event and planning the agenda.
 - b. Organizing, advertising and promoting a Paraprofessional fundraising event.
 - c. Assisting the President with other Paraprofessional projects or events as necessary.

K. The responsibilities of the ASHA Liaisons appointed to the Board:

State Education Advocacy Leaders (SEAL), State Advocates for Reimbursement Network (STAR) and State Medicare Administrative Contractors Network (SMAC)

- 1. General responsibilities and appointments for ASHA Liaisons
 - a. ASHA liaisons can be speech-language pathologists or audiologists
 - b. Appointed by the President and approved by the CSHA Board of Directors for a two year position
 - c. May attend annual ASHA convention for training and education with respective ASHA network members.
 - d. May provide member education through news bulletins, electronic communications, web site and/or the CSHA magazine
 - e. May attend CSHA board meetings as indicated
 - f. Provide written report through the Commissioner for Professional Services in Speech-Language Pathology and Audiology
- 2. State Education Advocacy Leaders (SEAL)
 - a. General Description: SEALs are representatives and advocates for educational issues including caseload/workload, salary supplements and maintenance of personnel standards in school settings.
 - b. Mission of the SEAL network: to enhance and perpetuate the advocacy, leadership and clinical management skills of school-based ASHA members at the state and local levels.
- 3. State Advocates for Reimbursement Network (STAR)
 - a. General Description: STARs are representatives and advocates for improved coverage for speech-language and hearing services in the health plans of the Federal Employee health Benefits program.
 - b. STAR Mission: to develop strategies to convince decision-makers (employee benefit managers, union representatives, health plan officials, regulators and legislators) to add or increase coverage and reimbursement for speech-language and hearing services.
- 4. State Medicare Administrative Contractor Network (SMAC)
 - a. General Description: SMAC representatives monitor the local Medicare Contractors speech-language pathology and audiology policies.
 - b. SMAC Mission: To review local coverage determinations to assist in drafting documents to provide rationales for accepting or revising coverage requirements. Examples of recommendations may be in the expansion of diagnosis codes allowable for coverage, or advise CSHA members regarding claims denials based on familiarity with national and local coverage policies.

- c. ASHA currently holds regularly scheduled teleconference calls with the appointed SMAC representatives to discuss and review practices at the state level.

VII. COMMITTEES

A. Committee Appointments and Definitions

Voting Board Members appoint CSHA members to various committees:

1. **Standing Committees** are considered a permanent part of the organization. They consist of appointed persons constituted to monitor, review, and recommend actions for Board approval and implementation by the Association.
2. **Advisory Committees** are deliberative bodies that do not have autonomous or judicial responsibilities. Their function is to identify issues in which action by the Association or the CSHA Board is needed and to recommend actions for implementation by the Association.
3. **Commission Liaisons** are deliberative bodies or appointed persons serving as members of advisory panels to the various CSHA commissions. Their function is to assist the Commissioner in exploring and acting on ideas and issues raised by members for action by the Association. They help to identify and prioritize major issues, and to recommend and implement plans.
4. **Ad Hoc Committees** are committees that function for a very short term to address a specific issue. An Ad Hoc Committee is made up of voting and non-voting board members, and on report of its findings to the Board, the committee is dissolved.
5. **Task Forces** carry out specific time-limited charges. Upon completion of the specific charge, the Task Force is dissolved.

B. Ad Hoc Committee and Task Force Guidelines

1. As specific issues or concerns arise that may need to be researched and documented, members of the voting Board may approve an Ad Hoc Committee or Task Force to carry out a specific charge. A resolution that specifies the name of the Ad Hoc Committee or Task Force will be submitted for Board approval.
2. The President will appoint a chair and approve members of the Ad Hoc Committee or Task Force upon recommendations of the voting members of the Board and the Commissioners. A Commissioner/s will be appointed responsibility for overseeing the Ad Hoc Committee/Task Force.
3. The Ad Hoc Committee or Task Force shall complete its charge according to the procedures specified in the document entitled "Procedures for Approval of Position Statements and Papers," attached to these Standing Rules as Exhibit "A."
4. Following Board approval of the document, the document will be placed on the CSHA web site so that it is accessible to CSHA members. At this point the Ad Hoc Committee or Task Force will be dissolved.

C. Standing Committees

1. Audiology Advisory Committee
 - a. Chairmanship
The Chair of the Committee shall be selected by the President from the five (5) appointed members of the committee every two (2) years.

- b. Membership
 - i. The committee shall consist of five (5) appointed members.
 - ii. Two (2) members of the committee shall be appointed in odd-numbered years.
 - iii. Three (3) members shall be appointed in even-numbered years.
- c. Duties
 - i. Address emerging issues in Audiology policy and/or educational issues and communicate proposed action items to the CSHA Commissioner on Professional Services in Speech Pathology and Audiology and the CSHA Board.
 - ii. Facilitate implementation of CSHA position statement(s) relative to emerging issues.
 - iii. Develop training and resources to assure best practices in serving those with audiological disorders.
 - iv. Propose and/or facilitate joint educational opportunities for speech-language pathologists and audiologists.
 - v. Provide written report to the Commissioner of Professional Services for Speech Pathology & Audiology, who shall be responsible for administrative oversight, including but not limited to budgeting, personnel allocation, reporting progress to the Board, and other administrative matters related to the successful completion of the charge to this committee.
- d. Meetings

Meetings or teleconferences will be called by the Chair or at the request of members of the committee.
- 2. Diversity Committee
 - a. Chairmanship

The Chair of the Committee will be selected every two years by the President from the five (5) appointed members of the committee.
 - b. Membership
 - i. The committee shall consist of five (5) appointed members.
 - ii. Two (2) members of the committee will be appointed in odd-numbered years.
 - iii. Three (3) members shall be appointed in even-numbered years
 - c. Duties
 - i. Develop an action plan to identify professional needs and clinical issues related to diversity and multicultural issues.
 - ii. Facilitate implementation of CSHA's position statement(s) relative to those issues.
 - iii. Address emerging issues in diversity and multicultural affairs.
 - iv. Develop training and resources to assure best practices in serving diverse and multicultural populations.
 - v. Develop recommendations for future action.
 - vi. Provide written report to the Commissioner of Professional Services for Speech Pathology and Audiology who shall be responsible for administrative oversight, including but not limited to budgeting, personnel

allocation, reporting progress to the Board, and other administrative matters related to the successful completion of the charge to this committee.

- d. Meetings
Meetings or teleconferences will be called by the Chair or at the request of members of the committee.
- 3. Fiscal Committee
 - a. Chairmanship:
The Treasurer shall serve as the Chair of the Committee.
 - b. Membership
 - i. The Fiscal Committee shall consist of the President, President-Elect, Treasurer and the Commissioner on Association Services, who will serve during their elected terms of office.
 - ii. The Commissioner on Professional Development and Continuing Education shall also serve as an ex-officio member during his/her elected term of office.
 - iii. Two District Directors, one from an even numbered district and one from an odd numbered District to be appointed to two year terms by the President and approved by a 2/3 vote of the CSHA Board at the Board meeting held in conjunction with the State convention.
 - iv. The District Directors' terms of service on this committee will coincide with their elected term of office. (wording copied from PAC committee language to be uniform throughout the document).
 - v. The Legislative Counsel and the Administrative Director shall serve as ex-officio, non-voting members.
 - vi. The Chair of the Directors' Caucus shall be a member.
 - c. Duties
 - i. Develop an annual state budget for approval by the CSHA Board.
 - ii. Review and update CSHA State and District policies and procedures pertaining to fiscal matters on an annual basis.
 - iii. Review the annual audit and the recommendation from the outside auditor.
 - d. Meetings
The committee will meet annually at the beginning of each fiscal year.
- 4. Political Action Committee
 - a. Chairmanship
The Treasurer shall serve as Chair of the Committee.
 - b. Membership
 - i. The CSHA Board Treasurer and the Commissioner on Legislation will serve on the committee during their terms of office.
 - ii. Two District Directors, one from an even numbered district and one from an odd numbered District to be appointed to two year terms by the President and approved by a 2/3 vote of the CSHA Board.
 - iii. Appointments will be made at the convenience of the Board and no later than the annual State Convention.
 - iv. The District Directors' terms of service on this committee will coincide with their elected term of office.

- v. One Director-Elect appointed by the President and approved by a 2/3 vote of the CSHA Board, at the Board meeting held in conjunction with the Annual State Convention.
 - vi. The Director-Elect's term on the committee will be for a one-year term, starting immediately after the State Convention and ending with the State Convention the following year.
 - vii. Legislative Counsel will serve as an ex-officio, non-voting member of this committee.
 - viii. The Commissioner on Legislation will coordinate all other State and District activities and will provide support for the PAC Chairs from each District.
- c. Duties
- i. Develop, review and maintain procedures and guidelines for the disbursement of PAC funds.
 - ii. Ensure that all PAC funds received are placed in a separate interest-bearing account.
 - iii. Oversee the CSHA PAC and fundraising activities, including ongoing PAC donations.
 - iv. Approve campaign donations/expenses in excess of \$500.00.
 - v. PAC campaign donations/expenses of \$500.00 or less can be authorized by the Legislative Counsel for the Association.
 - vi. Hold a fundraiser each year at the State Convention. The Operations Committee Chair/Co-chairs of the Annual State Convention will confer with the Political Action Committee regarding the appointment of a PAC fundraiser Chair/Co-chairs for the State Convention.
- d. Meetings
- As needed, in conjunction with regularly scheduled Board meetings
5. State Nominating Committee
- a. Chairmanship
- i. The Chair of the State Nominating committee shall be appointed annually by the President from the final five (5) candidates on the committee.
 - ii. The Chair shall be in his/her second term of the committee, and approved by the Board at the January Board meeting.
- b. Membership
- i. The Nominating Committee shall be composed of 5 elected members, with a minimum of 2 members from Public Schools and the others from private practice or other settings.
 - ii. State Nominating Committee members must have previous Board experience. Members serve for two years and cannot serve for two successive terms.
- c. Duties
- i. Develop a slate of qualified candidates to run for vacant Executive Board Positions (Secretary, Treasurer, and President-Elect).
- d. Meetings

The State Nominating Committee meets via teleconference annually in the Spring, following the Annual Convention. Additional teleconference meetings may be scheduled by the Chair as needed.

6. Honors Committee

a. Chairmanship

- i. The Chair of the Committee shall be appointed annually by the President from the final five (5) candidates for the committee, approved by the Board at the January Board meeting.
- ii. The Chair shall be in his/her second term on the committee.

b. Membership

- i. The Honors Committee will consist of five (5) members, all of whom have been previously selected as a Fellow of CSHA, or who have been past recipients of the Honors of the Association, or recipient of the Distinguished Achievement award.
- ii. The appointments to this committee will be made by the President from a pool of nominees submitted by the District Directors as follows: Names will be submitted from each odd numbered district in the odd years, and names will be submitted from each even district in the even years.
- iii. The members of the committee shall be appointed for two-year terms, three in the odd years and two in the even years.
- iv. The terms will begin following the annual Convention in the spring of each year.
- v. President-Elect will act as an ex-officio, non-voting member of this committee and will report all actions to the Board.
- vi. The President-Elect will also make the award presentations at the annual convention.

c. Duties

- i. Review, oversee the selection of, and approve candidates for all State level awards (such as Honors of the Association, Fellows, Consumer of the Year, etc.) and student scholarships as described in the Board-approved Honors/Awards Handbook.
- ii. In conjunction with the Commission on Publications and Research, review and update the policies and procedures set forth in the Honors/Awards Handbook

d. Meetings

Meets via teleconference annually in the Fall, following the deadline for submission of District candidates. Additional teleconference meetings may be scheduled by the Chair if indicated.

D. Advisory Committees

1. State Association Advisory Committee

a. Chairmanship

President of CSHA

b. Membership

The Association Advisory Committee shall be composed of the President, President-Elect, Treasurer, Director of Government Relations, two District

Directors (one from the North and one from the South), and the Commissioner on Association Services.

- c. Selection of the District Directors to the Advisory Committee:
 - i. New District Directors shall be selected by the Board at the last meeting of the fiscal year prior to their commencement on the Board.
- d. Duties
 - i. Maintain a liaison with the Commissions and the District Directors between regular meetings of the Board of Directors.
 - ii. Serve as the Personnel Committee of the Board of Directors.
 - iii. Provide special consultation with the Commissions as requested, or needed, and make recommendations to the Board of Directors.
 - iv. Review and approve recommendations for the State Convention program.
 - v. Assure currency of the Articles of Incorporation, By-laws and Standing Rules of the Association, and make recommendations to the Board of Directors.
 - vi. Assume specific tasks on behalf of the Board of Directors by request of that body.
 - vii. In conjunction with the President, provide performance review of the Administrative Director and Legislative Counselor every two years, based on performance criteria and goals provided in writing at the beginning of the period under review. This review is to be completed by May 31 and documentation submitted to the permanent personnel file.
- e. Meetings
 - i. Meetings or telephone conferences shall be called by the President or at the request of three members of the committee.
 - ii. A quorum shall consist of a majority of the members of the committee.
- 2. District Advisory Committees
 - a. Chairmanship
 - District Director
 - b. Membership
 - i. Each District Director shall appoint a minimum of six (6) individuals to the District Advisory Committee.
 - ii. The Director should select a committee that will represent as many work settings as possible, and, when possible, have individuals from both professions. (See following section for District Committees.)
 - iii. The District Director must verify membership with the CSHA office prior to the appointment of members to the Advisory Committee and to the Commissions.
 - iv. The District Director must inform the President of all persons named to the Advisory Committee and to the Commissions.

E. Commission Liaisons

- 1. Appointments to the Commissions:
 - a. Directors shall also appoint individuals to serve on the various Commissions as liaisons. (These do not require Board approval.)

- b. Those appointed to each Commission shall be a local resource to their respective CSHA Commissioner, and may be called upon to assist in Task Force meetings or other working groups for their respective Commission, if needed.
 - c. These individuals may be appointed separately from the District Advisory Committee or as part of the District Advisory committee.
- 2. Appointments to District Chairs
 - a. Directors may also appoint a News Bulletin Chair, a Local Conference Chair, a Better Hearing and Speech Month Chair, a Political Action Committee Chair, Membership Recruiting Chair.
 - b. These individuals may be part of the Advisory committee or in addition to members of the Advisory committee.
- 3. Duties

See Article II, Section 2D of Bylaws.
- 4. Meetings

District Advisory Committee meetings are recommended to be held within one (1) month prior to regularly scheduled Board meeting.

VIII. BOARD OF DIRECTORS

A. Responsibilities

- 1. All activities of the Association, including those occurring within each of the Districts, are functions of the State Association. As such, they are sponsored by and conducted with the full knowledge and consent of the Board of Directors.
- 2. All monies accruing from activities of the Association, from whatever source, shall accrue to the state treasury except as stated under District Conference income in the Fiscal Policy.
- 3. Should financial emergencies arise between Annual Business Meetings of the Association, the Board of Directors must submit a plan for special assessment(s) to the membership.
- 4. Approval of this plan shall require a simple majority of those members casting their votes within thirty (30) days of the time the ballots are mailed or delivered by email for electronic vote.

B. Board Meetings

- 1. Meeting Dates and Times
 - a. At each January board meeting, the President, or incoming President during the final year of the current President's term, will set the dates for the next year's board/budget meetings: June, September and January.
 - b. The March/April meetings will be in conjunction with the Annual State Convention; therefore, those dates are predetermined.
- 2. Board Reports
 - a. District reports and Commissioner reports are to be sent to the CSHA office for posting on the board protected web site at least ten (10) days prior to the Board meeting.
 - b. Format of reports

District Advisory Committee or Commission Liaison members should be listed with contact information at the top.

- c. The contents of the report should be divided between
 - i. Information
 - ii. Discussion
 - iii. Action
- 3. Voting Records
 - a. A written voting record from each voting CSHA board member will be kept by the CSHA Board Secretary, showing all motions voted on by each Board member. These written records must reflect a verbal or standing vote for all motions.
 - b. A summary of the written voting record and copy of the resolution(s) will be attached to the original minutes of each Board meeting, and will be filed at the CSHA office.
 - c. Such records will be maintained for a period of at least 5 years and will be posted on the CSHA website.
- 4. Board Resolutions
 - a. All resolutions shall be typed when possible, or neatly printed on a “Board Resolution Form,” and shall include the name of the person submitting the resolution.
 - b. Manner
 - i. Resolutions may be submitted by a CSHA member to their District Director, or any other elected member of the Board of Directors.
 - ii. That individual will help put the information in proper form for inclusion in the Board agenda.
 - iii. A voting Board member must move the resolution so it can be debated by the Board.
 - c. Time
 - i. Resolutions may be submitted at any time prior to a scheduled Board meeting, but no later than the deadline specified for inclusion in the Board packet.
 - ii. Time sensitive issues may be added to the agenda and considered by the Board if the resolution is determined emergent by the President.
 - d. As Chair of the Board, the President shall not present motions.
 - e. Minutes
 - i. The minutes of the Board meetings shall include a report of all actions taken and may include discussion and information presented regarding each topic discussed at the Board meeting.
 - ii. The Secretary of the Board will forward the proofed and typewritten minutes to the CSHA administrative office for electronic dissemination within six (6) weeks following the Board meeting.
 - iii. Prior to this six-week period, the minutes will have been proofed by the President and corrected, if necessary, by the Secretary of the Board.
 - f. Voting outside of a regularly scheduled Board meeting
 - i. If the President determines that policy decisions must be made between regularly scheduled meetings of the Board, the President shall ascertain the position of the Board by calling a special meeting, or by polling the Board by electronic (e.g. email) or regular mail.

- ii. The Board may consider issues outside of regularly scheduled Board meetings by either electronic vote (e.g. email) or by regular mail ballot. Electronic business procedures are attached as Exhibit B to this document.
- iii. Balloting will be conducted electronically (e.g. email), unless a member notifies the CSHA Administrative Office of a preference to receive ballots by regular mail.
- iv. Rules governing quorum and voting shall be in accordance with the By-laws.
- v. Voting responses obtained by email and by regular mail must be included in the minutes of the next regularly scheduled meeting of the Board, so that the action of the Board is clearly documented.
- vi. The following conditions must be considered when deciding whether to use email or regular mail ballot for voting:
 - 1) The action requires a certain timeline that needs to be in place prior to the next regularly scheduled meeting.
 - 2) The rationale must be indicated on the motion.
 - 3) The decision to use email or mail ballots must be made prudently.

C. Terms of Office

- 1. The terms of office of all elected and appointed positions are two (2) years, with the exception of the Chairs of the State Nominating Committee and the Honors Committee, which are one (1) year terms.
- 2. District Directors from odd numbered districts (1, 3, 5, 7 and 9) will begin their 2 year term in the odd numbered years.
- 3. District Directors from the even numbered districts (2, 4, 6, 8 and 10) will begin their 2 year term in the even numbered years.

D. Removal from Office

- 1. Removal from office will be determined on a case by case basis following discussion/s between the President or Executive Board designee and said individual.
- 2. A written petition from the majority of the voting Board members may be submitted to the Executive Board for consideration.
- 3. If there is no improvement in behavior or response to discussions with the President or Executive Board designee, the individual will be provided with written notification of removal from office.
- 4. Following written notification for removal from office, the individual will have 30 calendar days to provide a written response to the notice.
- 5. Thereafter, the President or Executive Board designee may call for a closed meeting of the voting members of the Board (Executive Session) to discuss the petition and member response, and to take any action, including confidential vote to remove the member.
- 6. If a vote is taken to remove a member, the division of the vote and voting record of members will remain confidential. (Please refer to Bylaws, Article III, Section 4, for additional information.)

IX. ANNUAL STATE CONVENTION

A. Co-Sponsorships and Continuing Education Units

The major program effort of the State Association shall be the Annual State Convention.

1. District conferences shall not duplicate the unique features of this annual convention by including exhibits, awarding honors, or presenting public service awards.
2. No other programs funded through or co-sponsored by the Association shall be offered at times that will conflict four (4) weeks prior and two (2) weeks following the Annual Convention without prior approval of the Board of Directors.
3. During the six (6) weeks prior to, and two (2) weeks following the Annual State Convention there will be no mailings or announcements of other Association meetings or District level workshops.

B. Program Committee

1. The President and President-Elect, in consultation with the Commissioner on Professional Development and Continuing Education, will appoint a Program Chair or Co-chairs.
2. The President-Elect will serve as an ex-officio member of the Program Committee for the CSHA Annual State Convention.

C. Operations Committee

1. The President and President-Elect, in consultation with the Commissioner on Professional Development and Continuing Education, will appoint an Operations Chair or Co-chairs and a Social Chair or Co-chairs.
2. The Audio-Visual Chair will serve under the Operations Chair.
 - a. This individual shall be appointed by the President and approved by the Board of Directors.
 - b. The AV chair will serve a term of two (2) consecutive years.

D. Other committees such as Graphics, Registration and Marketing

1. Shall be appointed by and serve under the Operations Chair.

X. PUBLICATIONS/ADVERTISING

The Association may issue such publications as are recommended by the Commission on Publications and Research and approved by the Board of Directors.

A. CSHA Magazine

1. The magazine will be published four (4) times per year, with one of these issues primarily devoted to the Convention program.
2. There will be an Editor-in-Chief to serve under the Commissioner on Publications and Research for a term of two (2) years.
 - a. This individual will start his or her term in the odd numbered years so as to stagger the Commissioner and Editor appointments.
 - b. Prior to taking office as President, the President-Elect shall bring the name of the Editor-in-Chief of the CSHA Magazine for approval of the Board of Directors to the Board of Directors meeting held in conjunction with the Annual State Convention.

B. CSHA Logo

1. The CSHA Board shall approve any and all wording in which CSHA's name and/or logo appears on posters, flyers, brochures, etc.

C. CSHA Directory

1. The CSHA Directory shall be published at the direction of the Board.
2. The membership directory will appear on the web-site.
 - a. The membership directory shall be accessed only by CSHA members using their membership ID number.
3. Members may request a printed copy of the directory at a fee established each year by the Fiscal Committee.

D. Membership Privacy Policy

1. Membership information shall be neither sold nor shared with third parties.
2. Mailing labels may be sold to or shared with third parties.

XI. RELATED PROFESSIONAL ORGANIZATIONS (RPOs) & SPECIAL INTEREST GROUPS (SIGs)

A. Related Professional Organizations (RPOs)

1. Definition:
 - a. RPOs are defined as those organizations whose primary function is to provide a structured and continuous forum for the professions of Speech-Language Pathology and Audiology and the consumers of their services in a particular geographic area of California.
 - b. Such forums are separate and apart from those provided by CSHA.
 - c. RPOs are organizations of no fewer than thirty (30) members.
 - d. Fifty percent (50%) of its members must be members of CSHA.
 - e. RPOs may register as an RPO with CSHA, provided that a copy of the RPO's bylaws and membership list are on file with the Association office.
2. Procedure for Registration:
 - a. Application:
 - i. Send a letter to CSHA requesting registration.
 - ii. The letter must state the organization's name, purpose and principal officers.
 - iii. Include a copy of the organization's current by-laws.
 - iv. Include a copy of the current membership list.
 - b. Registration shall be maintained, provided that the RPO membership is received by the CSHA office annually by May 31st and that 50% of its members are members of CSHA.
 - c. Registration is reviewed annually by the President-Elect and updated as needed.
3. Probation/Suspension:
 - a. Any RPO failing to meet the above requirements shall be on probation for one year.
 - b. Failure to comply after the probationary year shall be cause for suspension.
 - c. Once suspended, an RPO must re-apply to CSHA following the procedures described above.

B. Special Interest Groups (SIGs)

1. Definitions:
 - a. SIGs are defined as those groups whose primary function is to provide a forum in a professional area, or specialty clinical forum, for members of the professions.
 - b. Fifty (50%) of its members must be members of CSHA.
 - c. SIGs of no fewer than fifteen (15) members may register with the CSHA provided that a copy of the statement of purpose or the focus of the group and the SIG's membership list are on file with the CSHA office.
2. Procedures for Registration:
 - d. Application:
 - v. Send a letter to CSHA requesting registration.
 - vi. The letter must state the group's name, focus, and primary contact person.
 - vii. Include a copy of the current membership list.
 - e. Registration shall be maintained, provided that the SIG membership list is received by the CSHA office annually by May 31st of each year, showing that 50% of its members are members of CSHA.
 - f. Registration is reviewed annually by the President-Elect and updates as necessary.
3. Probation/Suspension:
 - a. Any RPO failing to meet the above requirements shall be on probation for one year.
 - b. Failure to comply after the probationary year shall be cause for suspension.
 - c. Once suspended, an RPO must re-apply to CSHA following the procedures described above.

C. Privileges and Board Representation for RPOs and SIGs

1. Privileges
 - a. A formal liaison with a standing invitation to attend both CSHA Board of Directors and District Advisory meetings.
 - b. Access to electronic bulletin boards for timely updates/communication/action alerts for all members that are also CSHA members.
 - c. Receipt of a Board agenda and designated support documentation prior to the Board meeting IF REQUESTED by one representative of each RPO or SIG.
 - d. Meeting space at the CSHA convention as approved and designated by the Program Committee.
 - e. An invitation to make program suggestions for the State Convention and for local conferences.
 - f. An invitation to submit articles for the CSHA Magazine.
 - g. Use of CSHA's web site to link to the RPO's or SIG's internet site.
2. Board Representation
 - a. District Directors will be responsible for
 - i. Representing the RPOs and SIGs in their districts and at the CSHA Board meetings.
 - ii. Requesting information from the RPOs and SIGs to be included in the CSHA Magazine and in the appropriate District newsletter.
 - iii. Inviting a representative from the RPO and SIG to attend district advisory meetings.

- iv. Soliciting nominations from RPOs and SIGs for Honors and elections.
- b. The President-Elect will be responsible for:
 - i. On an annual basis, maintaining the structure of the RPO and SIG.
 - ii. Soliciting from the District Directors the names of potential qualified RPOs and SIGs for official representative for the group.
 - iii. Contacting each qualified nominated organization and inviting them to submit an application as an RPO or SIG.
 - iv. Reviewing all requests for acceptance as an RPO or SIG and submitting names of qualified nominated organizations for Board approval in a timely manner.
 - v. Conducting a periodic review of viability of the RPOs and SIGs and their structure within CSHA.
 - vi. Notifying each District Director of the RPOs and SIGs in their districts.

XII. EXHIBITS Included hereto:

Exhibit A –Procedures for Approval of Position Statements and Papers

Exhibit B- CSHA Electronic Meeting Procedures

Exhibit C- Ambassador Program

EXHIBIT A

CALIFORNIA SPEECH-LANGUAGE-HEARING ASSOCIATION Guidelines for Position Statements and Papers

A position statement sets forth, in clearly written language, the official position of the California Speech-Language-Hearing Association as approved by the governing body of the Association. It is based upon the collective knowledge and experience of its membership and serves to unify the membership in thought and action and is retained on record for general public perusal and future reference.

A position statement should be no longer than one or two pages and should be clear and concise. It begins with the words: "It is the position of the California Speech-Language-Hearing Association that..."

The position paper, upon which the position statement is based, should be referenced in this statement. The position paper should also be concise and limited to no more than eight (8) pages.

Acknowledgment of those responsible for development of the position statement and referenced position paper should be given in *italics* following the body of the statement.

Procedures

1. Discussion by the Board of Directors is required to determine a perceived need.
2. Board approval of proposed position statement and assignment of a task force or committee chair is required.
3. Development of initial draft is completed by a task force committee.
4. Drafts of the position papers will be distributed for selected peer review. The Commissioner of Research, Publications, and Documents will review all drafts of position statements/papers to edit for form and clarity.
5. Notice to membership will be published in the CSHA Magazine as soon as possible. (The Board will determine whether the timeliness of this notice is due to the publication cycle of CSHA Magazine).
6. Legal checks are made as appropriate.
7. Board review and approval are required for the final draft. Approved position statement/paper will be typed according to APA format (See ASHA Supplement No. 11, March 1993).
8. Position papers will be published in CSHA or by electronic means as soon as possible, but no more than one year after Board approval.
9. Review of position statement/paper will be determined by appropriate Commissioner no more than three (3) years from original CSHA Board approval to determine current needs.

CSHA Ambassador Benefit/Rewards Program

Ambassador Benefits

We appreciate all that you do as a member of your professional association. Recruiting new members as an Ambassador is one of those activities that we can track and appropriately thank you for.

We have come up with some great ways to give thanks. This is the first year of the Ambassador Program, and we are developing the program as we go. Below is a list that is always in process, so feel free to give us your feedback - Robert Hanyak is happy to hear what you think.

Ambassador Rewards Program

Every time you recruit a new member, you earn points:

Recruit a Student, Paraprofessional or Professional Member and you earn 10 points.

In order to receive credit for a member's recruitment, you must be listed on their member application. If your name is not included on the member's application, the recruited member will need to contact a Member Services Representative and give written confirmation that you recruited them in to CSHA.

Sample E-mail Message:

To:
Subject:

Heather@csha.org
My Membership Ambassador

Hello,
Please note that CSHA member and Ambassador John Doe should receive credit for my joining the CSHA. My member number is XXXXXXXX.

Thank you,

Your Name

Once you earn 30 points, you can be redeeming them for a variety of thank you gifts. Once you know what you want, please contact us at Heather@csha.org to redeem your points.

Rewards Program

The Ambassador CSHA Rewards Program is as follows:

Redemption Level

30 points

Option #1 CSHA logo T-shirt or CSHA logo baseball cap

Option #2 \$20 Materials Gift Certificate (SuperDuper, Thinking Publications, or Linguisystems)

40 points

Option #1 CSHA logo sweatshirt or CSHA logo polo shirt

Option #2 \$40 Materials Gift Certificate (SuperDuper, Thinking Publications, or Linguisystems)

50 points

Option #1 1 year CSHA Membership or Registration at CSHA District Workshop

Option #2 \$80 Materials Gift Certificate (SuperDuper, Thinking Publications, or Linguisystems)

100 points

Option #1 CSHA Convention Registration

Option #2 \$250 Materials Gift Certificate (SuperDuper, Thinking Publications, or Linguisystems)

EXHIBIT B**CSHA ELECTRONIC MEETING PROCEDURES**

These procedures are to be followed during the conduct of electronic business of the Association, and they become a part of the Standing Rules by being attached thereto as Exhibit B.

1. The President of the Board, or in his or her absence the President-Elect, shall serve as the presiding officer (hereinafter referred to as "Chair") of electronic meetings of the CSHA board.
2. The Rules contained in Robert's Rules of Order, Newly Revised, shall govern the proceedings of all electronic meetings.
3. A proposed timeline for discussing and acting on a resolution/motion shall be established by the Chair, if appropriate, and communicated to the board at the beginning of the processing of any resolution/motion based on the following considerations:
 - a) The content of the resolution/motion
 - b) The urgency for acting on the resolution/motion, and
 - c) internal and external timing demands.

NOTE: the proposed timeline can be modified by the Chair based on the complexity and number of secondary motions that need to be discussed and voted upon.

4. The process for discussing and acting on resolutions/motions shall include the following:
 - a) The resolution/motion shall be posted and discussion shall begin.
 - b) Discussion on the main motion and secondary motions shall be presented and acted upon.
 - c) The resolution in its final form shall be posted for voting.
5. Proposed secondary motions must be submitted to the Chair via the Board listserv within the required time limits. Each secondary motion will be considered by the Chair and the Directors who serve on the Association Advisory Committee. They are authorized to reword, and/or to consolidate with other similar secondary motions. Each secondary motion will be considered individually.
6. Any voting member may move to postpone a resolution/motion to the next face to face meeting of the CSHA Board. The Chair may also determine that it is in the best interest of CSHA to postpone taking action on the resolution/motion. The voting members would then vote on whether to postpone.

CSHA ELECTRONIC MEETING PROCEDURES (Continued)

7. Any voting member wishing to post an electronic message related to a resolution or motion shall use a format that includes:
 - a) a heading indicating the resolution number, whether they are speaking for the motion (pro), in opposition to the motion (con), or whether they are asking for information (point of information);
 - b) a closing for each message that includes the board member's name and position on the board.
8. Each message posted by a voting Board member shall be a message written by that board member. Forwarding messages from non-voting board members is prohibited.
9. Voting shall be conducted only during the voting period, which shall be a minimum of one week
10. For those resolutions/motions that address issues related to specific CSHA commissions, committees, and/or task forces, the Commissioner or Chair of the committee or task force shall be permitted to contribute information for the period of discussion of that resolution/motion. Chairs of committees or task forces will provide clarification and information to the board through the Chair of the Board (President or President-Elect) since these individuals are not subscribed to the board listserv. As members of the board listserv, Commissioners can respond directly to the board. Otherwise these individuals may not enter into debate or vote.
11. A quorum shall be 51% of the members of the CSHA board eligible to vote.
12. The Secretary shall maintain a written record from each voting member, and the actions taken by the board will be reflected in the minutes of the next regularly held board meeting.