

Illinois Speech-Language-Hearing Association

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POLICY AND PROCEDURES MANUAL 02-22

GENERAL POLICIES FOR ALL DIVISIONS.....	2
PRESIDENT.....	6
PRESIDENT-ELECT.....	6
PAST PRESIDENT.....	7
ASSOCIATION OFFICE.....	8
ASSOCIATION EXECUTIVE DIRECTOR.....	10
DIVISION FOR ASSOCIATION AFFAIRS.....	11
DIVISION FOR AUDIOLOGICAL AFFAIRS.....	13
DIVISION FOR EDUCATIONAL DEVELOPMENT.....	14
DIVISION FOR LEGISLATIVE & REGULATORY AFFAIRS.....	16
DIVISION FOR PROFESSIONAL AFFAIRS.....	16
DIVISION FOR PROFESSIONAL & CONSUMER COMMUNICATIONS.....	17
DIVISION FOR PROFESSIONAL SERVICES.....	19
REPRESENTATIVE COUNCIL.....	19

NOTES:

All policies are numbered according to the index above, followed by a two-digit number indicating the year in which the policy was adopted by the Executive Board.

All references to "ISHA" or "Association" contained herein refer to the "Illinois Speech-Language-Hearing Association".

All references to "ASHA" contained herein refer to the "American Speech-Language-Hearing Association".



Professionals Serving People with Communication Disorders

GENERAL POLICIES FOR ALL DIVISIONS

- 1000.91 No statement shall be considered a policy statement representing the views of ISHA without approval of the Executive Board. Exceptions to this policy may be deemed necessary by the President, in which case, the President must approve the statement.
- 1001.91 All requests for reimbursement shall be made on a "Request for Reimbursement" form accompanied by receipts and approved by the Divisional Vice President. All requests for reimbursement shall be sent to the Association Office within thirty (30) days of the date that expenses are incurred.
- 1002.18 Effective June 1, 2005, except for expenses incurred at the time of the Annual Convention, reimbursement shall be made for the following at rates recommended by the Finance Committee and approved by the Executive Board on an annual basis:
1. mileage greater than twenty-five (25) miles one-way;
 2. postage costs;
 3. telephone charges;
 4. meals during ISHA-related business meetings only
 5. 1 night hotel costs for persons traveling greater than 180 miles (one-way) to attend a single-day ISHA-related business meeting or multiple night hotel costs for persons traveling greater than 25 miles (one-way) for consecutive multi-day ISHA-related business meetings.
- 1003.11 ISHA members invited to attend meetings of the Executive Board shall be reimbursed for expenses as set forth in Policy 1002.05.
- 1004.11 The student representative to the Executive Board shall be reimbursed for all Executive Board meeting expenses, including the Annual Convention Executive Board meeting, in accordance with guidelines of Policy 1002.05.
- 1005.11 The Vice President of each Division shall be responsible for submitting the annual budget request to the Association Executive Director or Vice President for Association Affairs in accordance with Policy 2002.11.
- 1006.91 Each Division will operate within budgetary confines of its approved operating budget for the fiscal year. The Vice President of each Division, President, and President Elect will be responsible for monitoring the expenditures for activities within their respective jurisdiction. This shall include all Standing and Ad Hoc Committees.
- 1007.97 Any funds generated by a committee shall become part of the general fund of the Association with the exception of the ISHA Political Action Committee.
- 1008.91 Reimbursement for all expenditures that create a cost overrun within a Division shall not be made without Executive Board approval.
- 1009.06 Services or products requiring an expenditure of five thousand dollars (\$5,000) or more shall require submission to the Association Office for a minimum of three (3) verbal or written bids regarding the cost of said item.
- 1010.93 All monetary donations made or received by the Executive Board and/or an individual ISHA Division or Committee must be reviewed and approved by the Executive Board before such can be allocated to a specific line item in the existing budget. All proposed grants/contracts must be approved by the Executive Board.
- 1011.07 Procedures for Executive Board Meetings
1. Executive Board (EB) Meetings are scheduled one year out at the last EB meeting of the year. EB meetings are conducted face-to-face and all EB members are expected to make every effort to participate in person. On a case-by-case basis, requests for phone participation (rather than face-to-face participation) exceptions may be made with approval

by the ISHA President. Such requests should be submitted to the Association Office at least two weeks prior to the meeting.

2. Meeting Agenda: Action/Information Items are submitted to the President or Association Executive Director not less than fourteen (14) days prior to the Board meeting. Each item should be identified according to the committee(s) generating the item. Action items are statements of specified action upon which the Board is to vote or "act". These should be stated in the form of a motion and have supporting documentation attached for review. Information items are reviews that do not require action by the Board, but serve to keep Board members advised of committee activities. Meeting agendas will be prepared based upon the information supplied by Board members. The agenda and supporting materials will be mailed to Board members not less than seven (7) days prior to the meeting.
3. Materials required at Executive Board Meetings: Each Board member shall bring the following materials to each Board meeting.
 - a. Unapproved minutes from previous meeting;
 - b. Meeting agenda and supporting materials;
 - c. Additional information not distributed with Board packet;
 - d. Executive Board Manual. This should include Bylaws, Policy Manual, approved minutes, committee goals, etc.
4. Meeting Procedures: Board meetings shall follow a parliamentary system based upon Sturgis' *The Standard Code of Parliamentary Procedure* (most recent edition).

1012.91 The Vice President and Vice President-Elect of each Division shall submit goals for the upcoming fiscal year to be included in the Executive Board packet prior to the last Executive Board meeting of the current year.

1013.91 Committee chairs shall provide the Divisional Vice President with written progress reports of committee activities no later than three (3) weeks prior to each Executive Board meeting.

1014.91 Committee chairs shall submit written goals for the upcoming fiscal year to the Division Vice President.

1015.91 Year-end written reports shall include a complete chronology of committee activities and shall be submitted to the Division Vice President by August 1 of each year.

1016.11 Committees shall be composed of a minimum of 2 to 3 regular members. Committee members shall be appointed for a period of three years. Members may be appointed to consecutive terms upon approval of the Executive Board. Committee members shall be added to their rosters as soon as they express interest and accept the role.

1017.15 All Association Committees shall meet during the Annual Convention. Committee members are expected to attend the face-to-face meeting at the Annual Convention but will notify another member if they are unable to attend. Committee members will participate in a minimum of one exchange annually related to committee business.

1018.98 The fiscal year of the Association shall be from September 1 to August 31.

1019.98 All elected officers shall begin their term of office on September 1.

1020.15 The following ISHA Committees are expected to submit, each year, a 1-hour Committee Update Session for the ISHA Annual Convention:

- Audiology Committee
- Legislative & Regulatory Affairs Committee
- Billing & Reimbursement Committee
- Diversity, Equity, & Inclusion (DEI) Committee
- Ethics Education Committee
- Evidence-Based Practice Committee
- Multicultural Issues Committee
- Early Intervention Committee
- Medical Practice Issues Committee

Division VPs will communicate with their respective committees on their responsibility to present a 1 hour submitted session on their respective area. Committees are encouraged to work collaboratively, as appropriate, on proposals.

1021.17

SEXUAL HARASSMENT POLICY

PROHIBITION OF SEXUAL HARASSMENT

It is the policy of the Illinois Speech-Language-Hearing Association (ISHA) to promote a workplace that is free of sexual harassment. This policy applies to all employees at all levels of the association. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the company/association. To achieve the association's goal of providing a workplace free from sexual harassment, the association will not tolerate the harassing conduct that is described in this policy, and has provided a procedure to remedy inappropriate conduct.

Because ISHA takes allegations of sexual harassment seriously, the association will respond promptly to reports of sexual harassment, and where it is determined that such inappropriate conduct has occurred, the association will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Please note that while this policy sets forth the association's goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit the association's authority to discipline or take remedial action for workplace conduct deemed unacceptable, regardless of whether that conduct meets the definition of sexual harassment.

DEFINITION OF SEXUAL HARASSMENT

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. For the purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

EXAMPLES OF SEXUAL HARASSMENT

The definition of sexual harassment is broad and other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Direct or implied requests by a manager or supervisor, whether male or female, of sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits;
- Sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities; and
- Sexting (electronically sending messages with sexual content), or otherwise utilizing other forms of electronic communication to transmit sexually explicit messages.

REPORTING SEXUAL HARASSMENT

If any employee of ISHA believes that he or she has been subjected to sexual harassment, whether by a manager, a supervisor, a co-worker, or any other person in the work environment, that employee has the right to report the incident. A report may be made in writing or orally. A report should be made by contacting the ISHA Executive Director. In the case of a report alleging sexual harassment by an employee who is a registered lobbyist, the report may be made to the person listed as the association's Authorized Agent pursuant to the Lobbyist Registration Act. A report may be made confidentially.

SEXUAL HARASSMENT INVESTIGATION

When a report alleging sexual harassment is received, the association will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Confidentiality may be waived by the person making the report. The association will strive to release information arising out of a reported incident or investigation only on a need-to-know basis.

The investigation will include (but is not necessarily limited to) private interviews with the person initiating the report and any witnesses. The association will also interview the person alleged to have committed sexual harassment. When the investigation is completed, the results of the investigation will, to the extent appropriate, be provided to the person filing the report and the person alleged to have committed sexual harassment.

If it is determined that inappropriate conduct has occurred, the company/association will act promptly to eliminate the offending conduct, and where it is appropriate, impose disciplinary action.

RETALIATION

Retaliation against an individual who reports sexual harassment and retaliation against individuals who cooperate with an investigation of sexual harassment is unlawful, prohibited, and will not be tolerated by the association. A person who reports sexual harassment is entitled to the protections afforded by applicable Illinois law, including but not limited to, the Whistleblower Act (740 ILCS 174/5) and the Illinois Human Rights Act (775 ILCS 5).

DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed by an association employee, the association will take such action as is appropriate under the circumstances.

Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as deemed appropriate under the circumstances.

FALSE COMPLAINTS

It is also a violation of this policy for a person to knowingly make a false report of sexual harassment. Any person who knowingly makes a false report alleging sexual harassment shall be subject to any and all penalties under Illinois law for filing such a report, including the Illinois Lobbyist Registration Act, if the false report is filed by a registered lobbyist.

STATE AND FEDERAL REMEDIES

In addition to the remedies provided by the policy, if you believe you have been subjected to sexual harassment, or retaliation for reporting sexual harassment, you may file a formal complaint with the Secretary of State Inspector General (if the allegation involves a company/association employee who is a registered lobbyist), the Illinois Department of Human Rights, or the local EEOC office. Using the company's/association's reporting process does not prohibit the filing of a complaint with these agencies. Note that each of the agencies has a specific time period to file a complaint. You may contact IDHR, the Illinois Human Rights Commission and the EEOC by calling the following phone numbers:

Illinois Department of Human Rights (IDHR)
Chicago: 312-814-6200 or 800-662-3942
Chicago TTY: 866-740-3953
Springfield: 217-785-5100
Springfield TTY: 866-740-3953
Marion: 618-993-7463
Marion TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)
Chicago: 312-814-6269
Chicago TTY: 312-814-4760
Springfield: 217-785-4350
Springfield TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)
Chicago: 800-669-4000
Chicago TTY: 800-869-8001

**ACKNOWLEDGEMENT OF RECEIPT OF
ABC, INC. SEXUAL HARASSMENT POLICY**

I, _____, an employee of (insert name of lobbying entity),
acknowledge receipt of the sexual harassment policy adopted by (insert name of lobbying entity)
pursuant to the Illinois Lobbyist Registration Act.

BY: _____

NAME: _____

DATE: _____

PRESIDENT

- 1030.93 The President shall be responsible for representing the Association in professional and public capacities.
- 1031.93 The President shall provide direct supervision and performance evaluation of employees of the Association (e.g., legal counsel, financial advisor).
- 1033.06 The President, with the Vice President for Association Affairs, shall complete an annual performance evaluation for the Association Executive Director. This evaluation shall include both written comments and personal communication. The written evaluation must be signed by the President, Executive Director and filed in the Association Office prior to the anniversary date of the employment contract.
- 1034.14 The President will familiarize him/herself with the Nominations Committee process and responsibilities, listed under Past President (1054 – 1056), at the beginning of their presidential year to ensure compliance with the nominations process timeline.

PRESIDENT-ELECT

- 1040.11 The President-Elect shall confer with Division Vice Presidents when establishing committee chairs. All chairs and vice chairs for the subsequent year shall be presented to the Executive Board for

approval.

1041.93 The President-Elect shall monitor committee size, composition and confirm that members of all committees are ISHA members in good standing.

1042.14 The President-Elect shall serve as Chair of the Long Range Planning Committee.

PAST PRESIDENT

1050.18 The Past President shall review annually the ISHA Policy Manual. Revisions of the Policy Manual shall be approved by the Executive Board.

1051.91 The Past President shall be responsible for conducting nominations and elections in a manner consistent with the current Association Bylaws.

1052.91 The Past President shall make a tally of votes available to any Association member in good standing upon request.

1053.11 The Nominations Committee will consist of current Executive Board (EB) members; for elections on ODD numbered years these include but are not limited to President-Elect and Vice Presidents in Divisions for Audiological Affairs, Legislative & Regulatory Affairs, Professional & Consumer Communication and Professional Services and for elections on EVEN numbered years, these include but are not limited to President-Elect and Vice Presidents in Divisions for Association Affairs, Educational Development and Professional Affairs. The Past President will serve as Chair of the Committee. It is recognized that the activities and timeline outlined below will require the leadership and activity of the current President, prior to their term as immediate Past President and Chair of the Nominations Committee.

1054.18 The Current President will solicit names of potential candidates from the Nominations Committee and EB members during the February EB meeting.

1055.17 The Current President will also solicit names of potential candidates by placing a "Call for Nominations for ISHA Officers" article in the April ishail.org newsletter. It will contain a description of the offices and space to nominate individuals and the reason why the individuals are being nominated.

1056.11 Prior to the June EB meeting, the Current President emails the Nominations Committee and EB members with a reminder of the list of EB positions to be filled for the next year and solicits names of potential candidates.

1057.11 The names of potential candidates are made available in an information item for discussion at the June meeting.

1058.11 Over the summer, the Current President begins contacting candidates. If a candidate declines, the current President will contact the Nominations Committee and EB Members to solicit additional potential candidate names

1059.18 At the September EB meeting, the immediate Past President, as Chair of the Nominations Committee provides the names and brief bios for the final slate of candidates to the EB for approval. No individual nomination will be considered final until approved by the ISHA Executive Board.

The approved slate of candidates shall be presented to the membership through an Association publication in advance of the Annual Convention.

The Membership is given at least 30 days to provide additional voting member nominations, which must be supported by a written petition signed by at least 2 1/2 percent of voting members of ISHA. If there are nominees by petition, the Nominations Committee submits a ballot to the voting

members at least 30 days after the conclusion of the Annual convention identifying those nominated by the Committee and those nominated by petition. If there are no nominees by petition, the approved slate of candidates submitted by the Nominations & Elections Committee is automatically elected.

ASSOCIATION OFFICE

- 1060.93 The Association shall have and continuously maintain in the State of Illinois a registered office and a registered agent whose office is identical with such registered office.
- 1061.93 All ISHA business records shall be kept on file at the Association Office.
- 1062.93 Services or products requiring an expenditure of five thousand dollars (\$5,000) or more shall require submission to the Association Office for a minimum of three (3) verbal or written bids regarding the cost of said item.
- 1063.93 The Association Office will solicit advertising for Association publications. ISHA shall accept paid advertisement that is relevant to the field of speech/language pathology and audiology and that is consistent with ISHA's professional standards. Ads must be submitted camera ready and payment must be received prior to publication. The Association reserves the right to reject advertising copy and does not accept responsibility for the accuracy of statements made by advertisers.
- 1064.14 The Executive Director shall be responsible for distributing the Policy Manual to Executive Board members and committee chairs each fall.

1065.11 Document Retention and Destruction Policy

This Document Retention and Destruction Policy of Illinois Speech-Language-Hearing Association (ISHA) identifies the record retention responsibilities of staff, volunteers, members of the Executive Board, and outsiders for maintaining and documenting the storage and destruction of the Organization's documents and records.

Rules.

The Organization's staff, volunteers, members of the Executive Board (EB) and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**

1. **Terms for retention.**

a. Retain permanently:

- i. *Governance records* – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.
- ii. *Tax records* – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
- iii. *Intellectual property records* – Copyright and trademark registrations and samples of protected works.
- iv. *Financial records* – Audited financial statements, attorney contingent liability letters

b. Retain for ten years:

- i. *Pension and benefit records* -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
- ii. *Government relations records* – State and federal lobbying and political contribution reports and supporting records.

c. Retain for three years:

- i. *Employee/employment records* – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).
- ii. *Lease, insurance, and contract/license records* – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

d. Retain for one year:

- i. *All other electronic records, documents and files* – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

e. Exceptions. Exceptions to these rules and terms for retention may be granted only by the Organization's chief staff executive or President of the Executive Board.

1066.11

WHISTLEBLOWER POLICY

This Whistleblower Policy of Illinois Speech-Language-Hearing Association (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation; and (3) identifies where such information can be reported.

A. Encouragement of reporting.

The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization's policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Organization has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Organization's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

B. Protection from retaliation.

The Organization prohibits retaliation by or on behalf of the Organization against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious

- complaints, reports or inquiries or who otherwise abuse this policy.
- C. Where to report.
Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Organization's chief employed/contract executive or President of the Executive Board; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the President-Elect of the Executive Board. The Organization will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

ASSOCIATION EXECUTIVE DIRECTOR

- 1070.93 The Executive Director shall be the chief operating officer, administrator and manager of the Association and shall be employed or retained by the Executive Board under arrangement as approved by the Executive Board.
- 1071.93 The Executive Director may be removed from office by a majority of the Executive Board provided that at least two-thirds of the Board is represented in person or by written proxy.
- 1072.93 The Executive Director shall have the authority to execute contracts on behalf of the Association as approved by the Executive Board.
- 1073.93 The Executive Director shall manage the Association Office, collect and disburse funds, maintain bank accounts, maintain records and notices of meetings, and keep the minutes of meetings.
- 1074.93 The Executive Director shall serve as an ex officio non-voting member of the Executive Board.
- 1075.93 The Executive Director shall submit a statement of the financial condition of the Association and of all receipts and payments since the preceding statement at the Annual Business Meeting, or more often as required.
- 1076.11 The Executive Director shall draw up the budget for each fiscal year in conjunction with the Vice President for Association Affairs and submit it to the Executive Board prior to the September Executive Board Meeting. The Executive Board may approve or revise the budget at the September Executive Board Meeting.
- 1077.93 The Executive Director shall manage and direct all functions and activities of the Association and perform such other duties as specified by the Executive Board.
- 1078.98 The Executive Director shall be responsible for the following:
1. Recording the official minutes of the Executive Board meetings;
2. Completing and forwarding unapproved minutes of Executive Board meetings to only Executive Board Members within four (4) weeks;
3. Correcting and insuring distribution of approved minutes within four (4) weeks of the Executive Board meeting at which they were approved. The Executive Director shall distribute approved minutes to a) Executive Board Members and b) Committee Chairs.
- 1079.08 The Executive Director will be responsible for posting advertisements and other approved material on the Association website. Postings shall be completed within one week of receipt of approved request.
- 1080.18 The Executive Director and Social Media/Website Coordinator shall be responsible for monthly reviews and updates to the Association website, including changes to news/events, calendar, and links.
- 1081.18 The Executive Director and Social Media/Website Coordinator shall be responsible for coordinating

newsletter and website content, including newsletter archives and calendar entries.

DIVISION FOR ASSOCIATION AFFAIRS

- 2000.93 The Division for Association Affairs shall be responsible for honoring membership, determining membership status, fostering student involvement, and the following:
1. consulting with the Association financial advisor;
 2. assisting with preparation of audit and tax-related documents;
 3. establishing a time-table for all Executive Board officers and Association Executive Director for the submission of projected budgetary expenses and/or sources of revenue for the succeeding fiscal year;
 4. submitting final draft of the budget for the subsequent fiscal year to the Executive Board;
 5. directing day-to-day activities of the Association Executive Director.
- 2001.18 The audit and Association Annual Report shall be made available through the Association Office with a condensed report posted on the website.
- 2002.18 The Executive Director shall draw up the budget for each fiscal year in conjunction with the Vice President for Association Affairs and submit it to the Executive Board prior to the September Executive Board Meeting. The Executive Board may approve or revise the budget at the September Executive Board Meeting. The final draft shall include recommendations for the following:
1. rates for reimbursement of automobile travel;
 2. rates for rental of membership lists;
 3. rates for advertising in the ISHA Newsletter; and on ISHA web site;
 4. rates for Newsletter subscription;
 5. rates for copies of non-promotional brochures;
 6. rates related to Division for Education Development delineated in Policies 4002.08, 4003.08, 4008.08, 4014.09.
- 2003.18 Rental requests for ISHA membership lists must include a sample of the mailing and the following signed statement:

"We hereby guarantee that in accepting the use of a list of members from the Illinois Speech-Language-Hearing Association, the names are to be used for one mailing only, for professional activities related to speech-language-pathology and/or audiology, and that no part of the list shall be used more than once without the consent of the Illinois Speech-Language-Hearing Association."

Signature

Position

Organization

- 2004.18 The Executive Director and current investment advisor will provide an investment plan update at the September Executive Board Meeting. Any recommendations to change the plan will be submitted to the Executive Board prior to the September Executive Board Meeting. The Executive Board may approve or deny proposed changes to the plan at the September Executive Board Meeting.
- 2005.00 The nominees for the following awards of ISHA shall be reviewed and recommended to the Executive Board by the Honors Committee:

Honors of the Association: The highest award given by ISHA, it is designed to recognize

professionals who have demonstrated sustained contributions to the association and profession throughout their career. Only ISHA members who are Fellows are eligible.

Fellowship of ISHA: It is designed to honor individuals who have made significant sustained contributions to ISHA as well as two additional professional areas (teaching, research, supervision, clinical practice, administration).

Exemplary Practice: It is designed to recognize individuals or public school programs that are particularly innovative or effective in providing services to speech-language-hearing disabled individuals in a public school setting.

Distinguished Contributions: It is designed to honor individuals or organizations who have significantly assisted ISHA or individuals who have disabilities in a manner of significant impact.

Illinois Clinical Achievement: It is designed to honor a professional member of ISHA who has recently (within the last 6 years) engaged in some aspect of clinical practice that has significantly impacted the profession or individuals with disabilities.

- 2006.18 Members of the Honors Committee shall not serve as sponsor or write letters in support of a candidate during their tenure on the Honors Committee. Honors Committee members nominated for awards are required to recuse themselves from voting to avoid a conflict of interest.
- 2007.00 Nominations for any ISHA award shall not be self-initiated.
- 2008.98 The rights of regular membership shall be as follows:
1. To receive Association publications; and
 2. To participate in Association functions at membership rates; and
 3. To serve as committee chairpersons and/or members; and
 4. To vote in Association elections; and
 5. To vote for bylaw changes.
- 2009.16 Life Membership for previously approved Life Members as of June 4, 2016 shall remain unchanged. A letter from the President explaining the changes and benefits of their previously approved Life Membership will be drafted and sent out to each of them.
- As of June 4, 2016 Life Membership will now become a category of membership in which the following criteria are met:
1. Life Membership is an Honor reserved for those recognized through repeated committed service to the Association
 2. Upon receiving ISHA's most prestigious recognition of Honors of the Association, regardless of age or years of continuous membership in ISHA, members will automatically be considered Life Members.
 3. Those members who have previously been bestowed Honors of the Association as of June 4, 2016 will automatically become Life Members.
- 2010.16 Retired Membership is a category of membership in which the following criteria are met:
1. Documentation of a minimum age of 65. As ISHA does not collect birthdates, applying members must produce proof of age e.g., Driver's License
 2. At least 25 years of consecutive ISHA membership immediately prior to application.
 3. Must be retired from full time work, but may be working part-time.
 4. Deadline to submit written request to the ISHA office at executive@ishail.org for Retired Membership status is August 31 of each year to be considered for the current membership year. Any requests for Retired Membership status after August 31 will not be considered until the next membership year.

Benefits of Retired Membership

1. 50% reduction in annual Association dues
2. 50% reduction in annual convention registration fees (This does not include the cost of attending the luncheon).

2011.98 The rights of student members shall be as follows:

1. To serve as non-voting members of Association Committees;
2. To receive Association publications; and
3. To participate in designated Association functions.
4. To participate in student initiated presentations at the annual convention.

2012.11 The rights of Affiliate Members shall be as follows:

1. To receive Association Publications;
2. To participate in Association functions at membership rates; and
3. To participate as non-voting members of the Association and its Committees.

2013.11 Violation of the Bylaws or the Code of Ethics of the Association shall be cause for suspension of membership. Action against a member may follow an investigation and recommendation by the Ethics Education Committee and a 3/4 vote of the Executive Board.

2014.11 Any member whose membership has been terminated for other than ethical reasons may be reinstated by:

1. Payment of a reinstatement fee to be established by the Executive Board;
2. Payment of the current year's dues; and
3. Demonstration of those membership credentials required under Article IV, Section 1 of the ISHA Bylaws.

2015.11 Student Initiated Research & Clinical Application (SIRCA) Award

Students will submit proposals for ISHA as usual, due June 1. Submitted proposals will include a 750-1000 word summary and/or presentation material (i.e. PowerPoint slides) and will include background/introduction, method, results, and discussion, as deemed appropriate by the student's advisor.

Entries will be judged by the adequacy of literature review, significance of question/hypothesis, soundness of methodology, clarity of data/results, interpretation of results, and limitations.

The SIRCA Program Subcommittee Chair and the Vice President of the Division for Association Affairs will judge entries. Five to ten entries judged to best meet the above requirements will be chosen to present to the Honors Committee. Identifying information, such as student and advisor names and institution, will be removed from the documents to ensure unbiased judging. The finalist's entries will be submitted to the Honors Committee by August 1. Recommendation of Honors Committee will be submitted to the Executive Board by September 1. The Honors Committee will use the SIRCA Award Rubric and the project achieving the highest total numeric value will be determined the recipient of SIRCA Award. The award will consist of \$300.00 and a certificate for the student researcher(s). The monetary prize will be divided among the award recipients in the event that there are multiple student presenters for the winning project. The award will be presented during the annual business meeting held at Convention.

2016.11 Members will agree to abide by the ISHA Code of Ethics at the time of initial application for membership. Members may indicate their agreement by signing a paper statement or by selecting "I Agree" on an electronic form containing the terms of membership.

DIVISION FOR AUDIOLOGICAL AFFAIRS

3000.91 The Division for Audiological Affairs shall represent audiological interests and concerns of the

membership.

3001.18 The Audiology Committee shall be comprised of a chair, who shall be selected from the Committee Members, and other members who are representative of the clinical and research settings that comprise the ISHA audiology membership. The Divisional Vice President shall serve as an Ad Hoc, non-voting member of the Committee.

3002.91 The Audiology Committee shall hold an open meeting at the Annual Convention.

DIVISION FOR EDUCATIONAL DEVELOPMENT

4000.08 The Division for Educational Development shall offer activities for continuing professional education that include, but are not limited to, the following: Annual Convention, co-sponsored workshops, independent study, regional workshops, distance learning.

4001.11 The Division of Educational Development shall be divided into the following committees and subcommittees:

1. Coordination Committees:

- a. Convention Coordinator
- b. Program Chair and Co-Chair
- c. Registration & Student Liaison Chair
- d. Continuing Education Administrator (CEA)

2. Program Subcommittees:

- a. Acquired Neurogenic Disorders
- b. Dysphagia
- c. Audiology
- d. Child Language and Phonology
- e. Fluency
- f. Professional Affairs
- g. Student Initiated Research and Clinical Applications (SIRCA)
- h. Technological Applications
- i. Voice and Motor Disorders of Speech
- j. Bilingual Topics
- k. Student Day/College Bowl Coordinator

4002.18 The Vice President for Educational Development, after conferring with appropriate committee chairs, shall submit annually to the Finance Committee for consideration, with approval of the Executive Board, recommendations for the following fees and expenses:

1. rates for registration and pre-registration fees for all activities;
2. rates for honoraria for speakers;
3. rates for exhibit hall services;
4. rates for vendor space and surcharges on materials sold;
5. rates for reimbursement guidelines for speakers;
6. rates for processing CEU forms;
7. co-sponsorship surcharge.

4003.08 The Association shall offer speakers invited to participate in the Annual Convention or a regional workshop the following for their services as approved by the Executive Board:

1. travel arrangement, or reimbursement for travel expenses commensurate with expense information provided by Association's agent;
2. a per diem allowance for the day of a scheduled presentation only;
3. one night's accommodation for each day of actual presentation for speakers who must travel more than one hundred (100) miles one way to reach site;

4. reimbursement for mileage;
5. reimbursement for related and legitimate ground transportation expenses, e.g., trains, buses, taxis.

4004.13 ISHA shall offer complimentary registration for the Annual Convention as appropriate to the following:

1. Student Members who present within the SIRCA track or are on a panel in the College Bowl
2. Invited Speakers
3. Vice President for the Division of Educational Development and Vice President Elect
4. Convention Coordination Chairs and Co-Chairs
5. Convention Program Subcommittee Chairs and Co-Chairs
6. EB Members
7. Student Members who are members of the Student Involvement Committee
8. College Bowl Coordinator
9. Submitted speakers, who are not Speech-Language Pathologists or Audiologists, will have their registration fee waived for the day that they present at convention.
10. Web Site/Social Media Coordinator.
11. Continuing Education Administrator (CEA)

4005.08 The Vice President for Educational Development will submit to the Executive Board recommended time and place for future Annual Conventions and regional workshops. Convention time and place should be finalized two years in advance of the planned convention. Regional workshop time and place should be finalized at least six months in advance of the planned workshop. All contracts negotiated will be approved by the Executive Board prior to signing of the contract by the Executive Director.

4006.11 A reciprocal agreement is established between ISHA and the following state speech-language-hearing associations: Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, and Wisconsin and members of the Illinois Academy of Audiology. Members of these associations may pay the ISHA member pre-registration/registration rates when attending ISHA continuing professional education activities. ISHA members may attend conventions in these states at designated membership rates. Confirmation of membership will be made by attaching a photocopy of membership cards with pre-registration materials. This policy applies to both professional and student members.

4007.11 Complimentary accommodations at the Annual Convention shall be provided to the following individuals according to the following guidelines:

1. Association President
2. Vice President for Educational Development
3. Association Executive Director
4. Association Past President
5. Association Lobbyist

Additional room nights earned through the hotel contract will be used to offset the cost of complimentary rooms provided by ISHA to the Division for Educational Development Committee members, College Bowl Coordinator and invited speakers during convention. A Convention Program Subcommittee Chair who designates him/herself to be an invited speaker in the track that they are chairing will not be provided complimentary accommodations.

4008.08 Persons or organizations wishing to sell merchandise at Association sponsored educational activities must make arrangements with the Association Office.

4009.08 Independent study activities shall be arranged with the ISHA Independent Study CEA and completed in accordance with guidelines provided by the Continuing Education Board of ASHA.

4010.08 Requests for reimbursement of allowable expenses for speakers invited to participate in the Annual Convention or a regional workshop shall be sent to the Association Office and must include

appropriate receipts. Reimbursement checks shall be mailed within 45 days of receipt of documentation by the Association Office.

- 4011.08 The Association shall provide audio-visual equipment to all Annual Convention or regional workshop participants upon recommendation of the Program Chair or Co-Chair.
- 4012.91 The Association shall not offer reimbursement for meals, room service, or other miscellaneous expenses incurred by speakers invited to participate in the Annual Convention or a regional workshop.
- 4013.97 The requirements for SIRCA speakers include the following: 1) are a current student member of ISHA, 2) are currently enrolled as a part or full-time student in speech-pathology and/or audiology (Bachelor's, Master's or Doctoral).
- 4014.09 Parents of SIRCA track presenters may be permitted to attend their son's/daughter's presentation at the annual ISHA convention for a minimal registration fee of \$10.00. Parents shall not be permitted to attend other ISHA sessions without registering for the convention.
- 4015.09 All exhibitors who contract for space in the exhibit hall at the annual convention shall be subject to the same fee schedule, as approved by the ISHA Executive Board. ISHA members shall not receive a reduced rate for exhibit hall space.
- 4016.10 June 1st is the official deadline for SIRCA verbal presentations to be submitted, which allows for rooms arrangements and scheduling to occur throughout the Summer for the Division for Educational Development, and August 31st is the official deadline for SIRCA poster sessions to be submitted to the Division for Educational Development, allowing students more time to prepare throughout the Summer.

DIVISION FOR LEGISLATIVE & REGULATORY AFFAIRS

- 5000.91 The Division for Legislative & Regulatory Affairs shall be composed of committees to monitor the following issues: Legislative & Regulatory Affairs, Billing & Reimbursement.
- 5001.06 The Association President and Vice President of the Division for Legislative & Regulatory Affairs shall be the contacts with the Association Lobbyist. Other Vice Presidents seeking counsel with the Lobbyist shall do so through the Vice President of the Division for Legislative & Regulatory Affairs and the Association President.
- 5002.18 Procedure for Sending a Legislative Action Alert via E-Blast
1. Only the President has the authority to approve a Legislative Action Alert.
 2. Person(s) requesting a Legislative Action Alert contact the President to discuss the situation involved. The President at his/her discretion, may contact the appropriate persons for their input.
 3. If the President grants permission to send a Legislative Action Alert, the person(s) requesting the Action Alert prepares a brief text of the alert to be relayed. Having a text helps to reduce miscommunication during the relay.
 4. The President contacts the Vice President of Legislative & Regulatory Affairs in order to appraise him/her of the issue for which the Action Alert is being sent. After the text of the alert is received, this VP then contacts the appropriate person to send the Action Alert.

DIVISION FOR PROFESSIONAL AFFAIRS

- 6000.91 Division for Professional Affairs shall address concerns dealing with the general professional issues that impact the standards of practice within the disciplines of speech-language pathology and audiology. General professional issues may include topics such as ethics, evidence-based practice and clinical research, and multicultural issues.

- 6001.03 The Division for Professional Affairs shall be composed of committees to monitor the following issues: Ethics Education, Multicultural Issues, and Clinical Research. Each committee will have a chair, and membership will be composed of volunteers.
- 6002.03 The Vice President of the Division for Professional Affairs shall be the primary contact for issues related to committees in this division.
- 6003.03 Committees in the Division for Professional Affairs are required to meet at least one time annually, at the ISHA Convention.
- 6004.17 Requests for distribution of surveys or other information for research purposes to ISHA members via email shall be individually reviewed based on the following guidelines.
1. Requests should be submitted a minimum of three weeks prior to the desired distribution date.
 2. A maximum one-page description of the study. This one-page description is what will be sent to the members electronically. You must include the link to access the survey and must also include the researchers' contact information.
 3. The requesting individual or agency must provide the following:
 - a. A one-page summary of the project, including justification for distribution to ISHA members.
 - b. Copies of any document that will be distributed to members for research purposes (e.g., consent forms, surveys).
 - c. Proof of Institutional Review Board (IRB) approval from the appropriate agency must be provided before an email will be distributed.
 4. All requests must be reviewed and approved by the VP of Professional Affairs and the President. Members of the Evidence-Based Practice Committee may serve in an advisory capacity.
 5. Denied requests will be returned to the requesting individual with comments indicating reason(s) for denial from the VP of Professional Affairs and/or the President. Approved requests will be distributed to ISHA members via email by Bostrom. Only ISHA members who have consented to receive email for research purposes shall be included in the distribution list. ISHA will only send the survey one time (e.g., no follow-up reminders will be sent).
 6. Fees for distribution shall be determined by the executive board.

DIVISION FOR PROFESSIONAL AND CONSUMER COMMUNICATIONS

- 7000.11 The Division for Professional and Consumer Communications shall be responsible for the following:
1. establishing and maintaining networks with professional career counselors;
 2. facilitating the dissemination of recruitment information;
 3. developing and coordinating state-wide efforts to promote "Better Hearing and Speech Month";
 4. creating and updating all public relations and informational materials.
- 7001.91 The Division for Professional and Consumer Communications shall interact with existing ISHA committees and the Representative Council regarding public relations and recruitment materials and activities.
- 7002.93 The Division for Professional and Consumer Communications shall be responsible for Association publications, including the newsletter and website.
- 7003.18 A Newsletter article is submitted to briefly inform the members of the Association. Articles should not exceed one-page single spaced. All articles are subject to editing.
- 7004.93 A Newsletter INSERT is a full page article that is used when the topic requires extensive review.

Inserts may be included in the body of the Newsletter or as a separately inserted page. Charges will be made to the originating committee for the proportion of the actual printing and postage costs based on the total number of pages in the Newsletter.

- 7005.03
1. Any ISHA Committee submitting an article may determine who is eligible to contribute.
 2. Articles submitted by ISHA Committees will be listed as submitted by the committee.
 3. Author names will be listed in a subsequent line.
 - a. If the author is a member of the submitting committee, this will be designated with a line saying, "contributed by ____."
 - b. If the author is not a member of the committee, this will be designated with a line saying, "____, invited author."
 4. A person who is not an ISHA member may not be the primary author of regular feature articles; however, occasional invited submissions from non-members may be accepted.
 5. The Publications Committee and Editor reserve the right to review all submissions, edit all articles and advertising, and to determine whether any item submitted for publication will be published.
- 7006.11
- The Website Committee and Executive Director will establish a schedule for submission of content additions, changes and updates. Such content must be communicated to the Executive Director through a Division Vice President or Committee Chair.
- 7007.11
- Division Vice Presidents and Committee Chairs may submit content for the website by the first of each odd-numbered month. These dates will be placed in the directions for Vice Presidents.
- 7008.11
- Vice Presidents and Committee Chairs will be responsible for monitoring and reviewing website content associated with the division for currency and accuracy, and for soliciting changes from relevant parties.
- 7009.11
- Requests for advertising should be submitted to the Executive Director. The Executive Director will act in accordance with the Advertising Standards and Conditions established by the Website Committee. The Website Committee will advise the Executive Director in implementation of the Advertising Standards.
- 7010.11
- ISHA ADVERTISING STANDARDS AND CONDITIONS
1. ISHA endorses equal employment opportunity practices and accepts only ads that are not discriminatory on the basis of race, religion, creed, color, gender, age, disability, ethnic origin, sexual orientation, or marital status.
 2. The acceptability of an ad for publication will be based upon legal, social, professional, and ethical considerations and must be in keeping with the professional policies of the Illinois Speech-Language-Hearing Association.
 3. ISHA reserves the right to refuse, reject, or cancel any ad for any reason at any time without liability, even though previously acknowledged or accepted. Acceptance of an ad does not imply ISHA's endorsement of the product or service advertised. ISHA is not responsible for any claims made in an ad.
 4. ISHA's editorial committee reviews all ads for efficacy claims and language use. Advertisers making efficacy claims will be asked to provide research data to substantiate the claim.
 5. Advertisers and advertising agencies assume responsibility for all contents of advertisements printed and each represents that it is fully authorized and/or licensed to publish the entire contents and subject matter contained in its advertisements including: the names, portraits, and/or pictures of living persons; any copyrighted material; any testimonials contained in any advertisement submitted to and published by ISHA. Advertiser and agency will also indemnify and save harmless ISHA, publisher, against all loss, liability, damage, and expense of any nature arising out of the copying, printing, or

publishing of its advertisement, including without limitation reasonable attorney's fees resulting from claims or suits for libel, violation of rights or privacy, plagiarism, copyright, and trademark infringement.

6. Position specifications stipulated on insertion orders will be treated as a request only and will not be binding on the publication.
7. The word "Advertisement" will be placed with copy that in the publisher's opinion resembles editorial matter.
8. Rates, conditions, editorial calendar, and space units may change without notice.
9. Advertisements must adhere to the ethical principles and guidelines detailed in the American Speech-Language-Hearing Association's Code of Ethics and Issues in Ethics Statements.

7011.18 The appropriate copyright assignment and permission documents must be completed by the author(s) and on file with ISHA for all content written for any ISHA publication, including but not limited to: the ISHA website and ISHA newsletter.

DIVISION FOR PROFESSIONAL SERVICES

- 8000.14 The DPS shall address issues related to the provision of services in all settings.
- 8001.14 The DPS shall be composed of committees to monitor the following issues: early Intervention, medical and private practice, school affairs, and telepractice. Each committee will have a chair and membership will be composed of volunteers.
- 8002.07 The VP of the DPS shall be the primary contact for issues related to committees in this division.
- 8003.07 Committees in the DPS are required to meet at least one time annually, at the ISHA convention.
- 8004.22 Chairs/Co-Chairs of committees falling under the DPS must have recent clinical experience in the setting they are representing.

REPRESENTATIVE COUNCIL

- 9000.91 The Representative Council shall be the vehicle for communication between the membership and Executive Board.
- 9001.00 The Representative Council shall be governed by a plan for Organizational Structure as approved by the Executive Board of ISHA.
- 9002.00 The Representative Council shall recommend new area groups for approval by the Executive Board.
- 9003.00 The Representative Council shall recommend termination of area groups for approval by the Executive Board.
- 9004.18 Except for the meeting held during the Annual Convention, members of the Representative Council shall be reimbursed for mileage to Representative Council meetings at a rate recommended by the Finance Committee and approved by the Executive Board.
- 9005.02 Members of the Representative Council shall be reimbursed for postage, printing, telephone charges, and supplies related to Representative Council business.
- 9006.98 In the event that a representative councilor is elected to an executive board position, the

representative shall resign from the Representative Council.