

ILLINOIS SPEECH - LANGUAGE - HEARING ASSOCIATION
POLICY AND PROCEDURES MANUAL
6-10

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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".

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.
- 1002.05 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 Budget 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.
- 1003.91 ISHA members invited to attend meetings of the Executive Board shall be reimbursed for expenses as set forth in Policy 1002.93.
- 1004.91 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 1002.93.
- 1005.07 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 3000.93.
- 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.

1. 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.
2. 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.
3. 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.
- 1016.99 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.
- 1017.95 All Association Committees shall meet during the Annual Convention. Effective 9-1-95.
- 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.

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.

PRESIDENT-ELECT

- 1040.91 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 Committee on Committees 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.

PAST PRESIDENT

- 1050.91 The President-Elect 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.
- 1053.10 The Nominations Committee will consist of current EB members. The Past-President will serve as Chair of the Committee.
- 1054.10 The Chair will solicit names of potential candidates from EB members on the Sunday meeting of the Board at ISHA Convention. (The rationale being EB members will have just had an opportunity to interact with potential candidates at committee meetings and at convention.)
- 1055.10 The Chair will solicit names of potential candidates by placing a "Call for Nominations for ISHA Officers" article in the May 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.
- 1056.10 Prior to the June EB meeting, the Chair emails EB members with a reminder of the list of EB positions to be filled for the next year and solicits names of potential candidates.
- 1057.10 The names of potential candidates are made available in an information item for discussion at the June meeting.
- 1058.10 Over the summer, the Chair begins contacting candidates.
- 1059.10 At the September EB meeting, the Chair provides the final slate of candidates for approval.

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.
- 1064.93 Fees for use of the Employment Referral Service shall be pre-paid. Fees shall be recommended by the Budget Committee and approved by the Executive Board for the following services:
1. Requests for "Position Wanted" or "Position Vacancy" compiled lists. A fee shall be charged for each request.
 2. A "Position Wanted" or "Position Vacancy" listing on file. Listing shall be made for ninety (90) days, after which time the listing shall be removed unless requested to continue. Requests to continue a listing shall incur additional fees.
 3. Employment Referral Center at Annual Convention. Current "Position Wanted" and "Position Vacancy" lists will be available for review. Prospective employers may make arrangements to interview at the Employment Referral Center. Fees and interview times at the Annual Convention will be established by the Employment Referral Service Committee.
- 1065.91 The President-Elect shall be responsible for distributing the Policy Manual to Executive Board members and committee chairs by September 1 of each year.

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.
- 1076.93 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 Annual Business Meeting. The Executive Board may approve or revise the budget, subject to approval thereafter by the Association members at the Annual Business 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.
- 1080.08 The Executive Director shall be responsible for monthly reviews and updates to the Association website, including changes to news/events, calendar, and links.
- 1081.08 The Executive Director 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.
- 2001.91 The Vice President for Association Affairs shall annually recommend a stipend to be approved by the Executive Board for each ASHA Legislative Councilor who attends the Annual ASHA Convention and who is an ISHA member.
- 2002.91 The audit and Association Annual Report shall be made available through the Association Office with a condensed report distributed through a Newsletter insert.
- 2003.93 The Budget Committee shall submit to the Executive Board the final draft of the budget for the subsequent fiscal year no later than sixty (60) days prior to the close of the fiscal year. The final draft shall include recommendations for the following:
1. rates for reimbursement of automobile travel;
 2. amount of stipend for ASHA Legislative Councilors;
 3. rates for rental of membership lists;
 4. rates for advertising in the ISHA Newsletter;
 5. rates for Newsletter subscription;
 6. fees for Employment Referral Service requests for "Position Vacancy" and "Position Wanted";
 7. rates for sale of ISHA Membership Directory;
 8. rates for copies of non-promotional brochures;
 9. rates related to Division for Education Development delineated in Policies 5002.91, 5003.91, 5008.91, 5014.91.
- 2004.93 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

The Investment Policy Statement has been adopted by the Executive Board of the Illinois Speech-Language-Hearing Association to provide guidelines for the long term investment of Association funds.

2005.99 **Procedures**

To insure that this policy is consistent with the current mission of ISHA and accurately reflects the current financial conditions:

1. The investment policy will be reviewed annually by the VP for Association Affairs and an operational committee to determine the need for revisions.
2. Recommendations for revisions or modifications to this policy will be made by the VP for Association Affairs to the Executive Board as directed by the Executive Board annually.
3. Pursuant to multi-year cash flow projections, management may transfer funds to/from long term investments.

The services of a registered investment counselor will be used to manage portions of ISHA funds. The following procedure will be used to secure a new or replace a registered investment counselor.

1. The VP for Association Affairs will recommend the engagement or replacement of the investment counselor to the Executive Board.
2. The Executive Board will review the candidates presented by the VP for Association Affairs, and make the final determination.

2006.99 **Review**

Performance Reporting:

The investment counselor shall provide a monthly report of all activities of the portfolio to the VP for Business Affairs and Executive Director. On a quarterly basis the investment counselor shall provide a performance report to include a comparison of results achieved with various standard indices. The investment counselor will meet with the Executive Board at the annual session to discuss portfolio content, performance, proposed changes, investment strategies, and determine percent of assets available for investment.

2007.99 **Objectives**

The objectives of the investment reserve fund shall be pursued as a long term goal designed to maximize the returns without exposure to undue risk. It is understood that fluctuating rates of return are characteristic of the securities markets. The major objective is longer term appreciation of assets and consistency of total portfolio returns.

Short term markets may fluctuate and cause variations in performance. Given these variations the account will achieve the following over a three to five year time period:

1. The target return on the investment portfolio will be an annualized real rate of total investment return of 8% (the income from interest and dividends plus realized and unrealized capital gains and losses).
2. The total expected return on the account will exceed the increase in the Consumer Price

- Index by 4% annually. (There is fluctuation on a quarter to quarter basis.)
3. The total expected return on the account will exceed the increase in the US Treasury Bill Index by a minimum of 2% annually. (There is fluctuation on a quarter to quarter basis.)

There exists a correlation between performance risk and expected returns in the securities markets. Therefore, the portfolio should be invested to minimize the likelihood of low negative return, defined as a one year return worse than negative 10%.

2008.99

Guidelines and Restrictions

Guidelines:

These guidelines are designed to maximize investment potential at a level of risk deemed acceptable, minimize interfering with efforts to attain overall objectives, and to prevent exclusion of appropriate investment opportunities.

Fiduciary Standards: The assets of the portfolio shall be invested in a manner consistent with generally accepted standards of fiduciary responsibility. The safeguards that would guide a prudent person will be observed. All transaction utilizing long term assets of the portfolio will be undertaken for the sole benefit of the portfolios.

Securities Trading: Securities trading will be taken on at agreed upon commission rates.

Cash Income Requirements: The investments of the Portfolios shall provide adequate liquidity to meet the criteria stated in the Long Term Investment Policy.

Measurement Period: With the fluctuations during market cycles it is recommended that evaluation of performance objectives be every 3-5 years.

Permissible Investments: Portfolio assets may be invested in publicly traded common and preferred stocks, convertible bond and fixed income securities, whether interest-bearing or discount instruments, including money market instruments. No other securities are permissible investments without the specific approval of the Executive Board.

Asset Allocation: A balanced investment approach is required and the portfolios must have the following asset allocation guidelines:

<u>Type of Asset</u>	<u>Percentage Range</u>
Equity	30% - 65%
Fixed Income	15% - 45%
Cash Equivalents	5% - 25%
(Percentages based on fair market value)	

Equity Investments: This portion of the portfolio should contain the following:

1. Focus on long term equity performance (not short term trading opportunities).
2. Diversification is necessary to minimize risk and no more than 10% of the market value of the Portfolio may be invested in the stock of any one user. Broad industry diversification should be maintained.
3. An emphasis on financially sound common stocks paying dividends.
4. A preference for large capitalization equities.

Fixed Income Investments: This portion of the portfolio will emphasize intermediate-maturity bonds.

1. The weight-average maturity of fixed income investments should be less than 10 years at all times. The maximum maturity on an individual issue will be 15 years.
2. The maximum duration of the portfolio should be 6 years.
3. Fixed income investments should be "A" rated or better.
4. Adequate diversification by issuer and sector should be maintained. This diversification does not apply to US Treasury and Agency obligations. The maximum investment in any individual corporation's debt shall not exceed 10% of the fixed income portion of the

portfolio.

Cash and Cash Equivalents: The investments include money market funds, US Government and Agency issues, and corporate issues of one year or less, certificates of deposit, commercial paper, and repurchasing agreements.

Restrictions:

Equity Investments: The following are not permissible investments:

1. Investment in non-public corporations
2. Short sales of any type
3. Letter or restricted stock
4. Buying or selling on margin
5. Penny stocks
6. Commodities or commodity contracts
7. Venture Capital (except as owned by ISHA)
8. Arbitrage
9. Individual options contracts
10. Investments in companies substantially involved in the production of tobacco products

Fixed Income Investments: The following are not permissible investments:

1. Tax-exempt bonds
2. Bonds or other indebtedness for which there is no public market (private placements) except medium term notes of high quality.
3. Corporate obligations not rated at least "A" by both Standard and Poor's and Moody's at the time of purchase. Un-rated corporate bonds are not permissible investments.
4. Direct placement of mortgage on real property.
5. Investments in companies substantially involved in the production of tobacco products

2009.00

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 Public School: 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.

2010.00

Members of the Honors Committee shall not be candidates for the Fellowship Award, Exemplary Public School Award, or Honors of the Association nor serve as sponsor or write letters in support of a candidate during their tenure on the Honors Committee.

2011.00

Nominations for any ISHA award shall not be self-initiated.

- 2012.98 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.
- 2013.98 Life members are exempt from payment of dues and shall continue to enjoy all the rights of regular membership. Any regular member may apply to the Membership Committee for life membership. Life Membership is automatically granted if the following conditions are met:
1. Has maintained membership in the Association for the ten (10) consecutive years immediately preceding application; and
 2. Becomes sixty-five (65) years old.
- 2014.98 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.
- 2015.98 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 Ethical Practices Committee and a 3/4 vote of the Executive Board.
- 2016.98 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.
- 2017.09 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.

DIVISION FOR AUDIOLOGICAL AFFAIRS

- 3000.91 The Division for Audiological Affairs shall represent audiological interests and concerns of the membership.
- 3001.93 The Audiology Committee shall be comprised of a chair, who shall be selected from the Committee Members, and at least ten (10) 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.
- 4001.09 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 Chair
 - d. Student Liaison Chair
 - e. Continuing Education Administrator
 2. Program Subcommittees:
 - a. Acquired Neurogenic Disorders
 - b. Dysphagia
 - c. Audiology
 - d. Child Language and Phonology
 - e. Fluency
 - f. Professional Affairs
 - g. School Affairs
 - h. Student Initiated Research and Clinical Applications (SIRCA)
 - i. Technical Applications and Advances
 - j. Voice and Motor Disorders of Speech
 - k. Multicultural Issues
- 4002.08 The Vice President for Educational Development, after conferring with appropriate committee chairs, shall submit annually to the Budget 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.

4004.07 ISHA shall offer complimentary registration for the Annual Convention as appropriate to the following:

1. Student Members who present within the SIRCA tract
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

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.

4006.91 A reciprocal agreement is established between ISHA and the following state speech-language-hearing associations: Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, and Wisconsin. 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.

4007.05 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 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 monitor legislative and reimbursement policies that pertain to the profession.
- 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.
- 5002.91 Each committee member shall be assigned to interact with a specific agency.
- 5003.96 Procedure for Activating the ISHA Legislative Tree
1. Only the President has the authority to activate the legislative tree.
 2. Person(s) requesting activation of the tree 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 activate the tree, the person(s) requesting activation prepares a brief text of the legislative 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 tree is being activated. After the text of the alert is received, this VP then contacts the appropriate person to activate the tree.

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.
- 6004.10 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. 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.
 3. 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.
 4. 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.
 5. 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.
 6. Fees for distribution shall be determined by the executive board.

DIVISION FOR PROFESSIONAL AND CONSUMER COMMUNICATIONS

- 7000.93 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-side 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.
- 7003.91 A Newsletter article is submitted to briefly inform the members of the Association. Article should not exceed 200-250 words. 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.
- 7006.06
- 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.
- 7007.91
- The ISHA Membership Directory shall be provided as a membership benefit to all paid regular members of the Association. Additional copies may be sold at a price recommended by the Budget Committee and approved by the Executive Board.
- 7008.06
- 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.
- 7009.06
- 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.
- 7010.06
- 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.
- 7011.06
- 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.
- 7012.06
- 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.

DIVISION FOR PROFESSIONAL SERVICES (DPS)

- 8000.07 The DPS shall address issues related to the provision of services in specific settings such as schools, medical and private practice, and early intervention.
- 8001.07 The DPS shall be composed of committees to monitor the following issues: early Intervention, medical and private practice, and school affairs. 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.

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.
- 9004.02 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 Budget 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.