



POLICIES AND PROCEDURES

TSHA Executive Board

Updated/Approved: December 2024

Contents

Executive Board	4
Executive Board Member Responsibilities	4
Term Limits and Information	4
Emergency Replacement of an Executive Board member	5
Requirements of Elected Executive Board Members.....	5
Elections.....	6
Guidelines for Elections and Campaigning for TSHA Offices	6
Officer Duties.....	8
Voting	10
Bringing Action Items to the Executive Board	11
Policies and Procedures.....	12
Transition from Old to New Executive Board.....	12
Elected Members of the Executive Board.....	12
Appointed Members of the Executive Board.....	13
Graduate Student Representatives: Application, Appointment, and Responsibilities	13
Minutes of the Executive Board	14
CSAP Meetings-Officer Attendance	14
Executive Council	15
Definition of Executive Council	15
Transition from Old to New Executive Council.....	15
Term of Appointment	15
Policy and Procedure Manual	15
Orientation Meeting	15
Quarterly Meetings	16
Reimbursement Policies	16
Committees, Task Forces and Workgroups	17
Membership Requirements	17
Committee and Task Force Creation, Definition, Appointment and Dissolution	17

TSHA Call for Volunteers	20
Chair Responsibilities	21
Goals.....	22
Quarterly Reports	22g
Archiving Reports	23
Products of Committees/Task Forces-Guidelines	23
Standing Committees.....	25
Financial Advisory Committee	26
Honors and Awards Committee	28
Nominations and Elections Committee.....	30
ASHA Liaisons	32
Political Action Committee (PAC).....	32
Convention	36
Registration Policies	36
Travel Reimbursement and Usage of Amenities.....	42
Sponsorship, Advertising, and Exhibition	43
Convention Logistics	44
Committee and Ancillary Meetings	45
Convention Planning.....	45
Speaker and Education Policies.....	46
Membership	49
Member Types.....	49
Member Dues.....	50
Waived Memberships and Discounts	50
TSHA Honors and Awards	51
General Policies	58
Advertising.....	58
Ethics	61
ASHA Annual Convention Attendance Coverage	61

Donation to the TSH Foundation	61
Contract Personnel Position Policy	61
Professional Development Speaker Compensation.....	63
Memorial Contributions	64
Endorsement of Grants	64
CE Provider Unit Policies and Procedures	64
Response to Natural Disasters	65
Social Media Policy	65
TSHA Privacy Policy	68
Fiscal Management	79
Annual Budget Policies	79
Banking and Investment Policies	81
Reimbursement Eligibility.....	81
Travel Reimbursement Guidelines	81
Reimbursement Procedures.....	83
Annual Budget Procedures	84
Use of Credit Cards	86
TSHA’S Investment Policy.....	87
Publications Board Policies and Procedures	95
TSHA Talk Submission Guidelines	95
Publications Board	96
<i>Communicologist</i> Procedures	97

Executive Board

Executive Board Member Responsibilities

The Executive Board shall be chaired by the President and shall be composed of the elected and ex-officio officers of the Association. When an officer's elected or appointed term of office expires, his/her membership on the Board is automatically terminated. The Executive Board will have general supervision of the affairs of the Association between annual business meetings of the membership.

- Per the bylaws: The elected officers of the Association shall be the President, who serves as President-elect and Past President, and six Vice Presidents. The six Vice Presidents shall be:
 - the Vice President for Advocacy
 - the Vice President for Audiology
 - the Vice President for Educational and Scientific Affairs
 - the Vice President for Member Engagement
 - the Vice President for Professional Services
 - the Vice President for Research and Development
- Ex-officio officers of the Association are non-voting officers who are appointed by the TSHA Executive Board. Ex-officio members of the Executive Board include:
 - the Financial Advisory Committee Chair
 - the Publications Board Chair
 - the Director for Governmental Affairs
 - the Legal and Legislative Counsel
 - the TSH Foundation President
 - two Graduate Student Representatives
 - the Executive Director

Term Limits and Information

- These officers shall hold office as follows:
 - President, two (2) years;
 - President-elect, one (1) year;
 - Past President, one (1) year.
 - Vice Presidents, two (2) years plus time served as an Elect between the election and taking office

- These officers, outlined above, shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.
- No member shall serve more than three (3) terms as an elected officer or serve more than two (2) consecutive terms on the Executive Board.
- Any Executive Board member can be removed from office for failing to meet the responsibilities of the office in an ethical manner. Removal from office requires a majority vote of the Executive Board.
- Two student representatives shall be appointed for a two-year term as non-voting members of the TSHA Executive Board. Appointments will be made each year by the President in consultation with the Executive Board after a thorough review of each student's resume or portfolio. Appointments will be made on a rotating basis so that one student is named each year. Student representatives to the TSHA Executive Board will complete their two-year term even if they have graduated from their university prior to the end of the term.

(October 2018) (December 2024)

Emergency Replacement of an Executive Board member

As stated in the bylaws, Article VII, Section 3, if an Executive Board member is unable to complete his/her term of office, the Board shall appoint an officer pro tem. As soon as possible after notification of the vacancy, the President, or other appropriate officer, will convene a meeting of the Executive Board. This meeting may be held by conference call. Minutes will be recorded. The Executive Board will appoint a new officer by a simple majority. The newly appointed officer's term will be for the remainder of the term of the vacated office. Any Executive Board member removed from office forfeits the rights and privileges of recognition by the Association for that term in office. (April 2012) (October 2018)

Requirements of Elected Executive Board Members

- **Experience:** Candidates for the office of Vice President shall have been members of TSHA for at least three years and have at least two years of experience at the TSHA task force/committee or Executive Council level, serving in the capacity as chair or councilor for one of those years. An exception can be granted at the discretion of the Nominating Committee and when approved by the Executive Board. In those cases, in lieu of TSHA experience, candidates may have previous experience as a committee chair or councilor from a similar professional organization. For example: served as a chair on an ASHA committee or at another state association.

- **Membership:** All TSHA Executive Board members must be current active members of TSHA in good standing.

Elections

Elections for officers will be held every year. The Vice Presidents for Educational and Scientific Affairs, Advocacy, and Research and Development will be elected on odd numbered years. The President-elect and the Vice Presidents for Member Engagement, for Professional Services and for Audiology shall be elected on even numbered years.

Guidelines for Elections and Campaigning for TSHA Offices

These procedures (guidelines) were developed in order to ensure fairness and equality of opportunity in seeking to be elected to an office of the Texas Speech-Language-Hearing Association. Members of the Association may nominate themselves to serve as a Vice President or President or members can be nominated by another member to serve as Vice President or President provided that the nominated member has been notified and is agreeable to serve if elected. Members who are willing to serve at a future date may indicate the year in which they would like to run for an office in order to be added to a pool of potential candidates. These procedures shall apply to all aspects of the election process including but not limited to nominations, campaigning, and elections. A copy of the guidelines will be sent to all candidates and they will be asked to abide by these guidelines.

1. A member can be a candidate for only one elective Executive Board office at a time. No more than 2 candidates will be selected for each office. Every candidate will be vetted by the Nominations and Election Committee.
2. The Executive Board of TSHA, as the governing body of the Association, should be viewed as nonpartisan. Board members may not endorse candidates for any TSHA office.
3. Within 4 weeks of being notified by the Chair of the Nominations and Elections Committee of his/her nomination for office, each candidate will submit to the Chair the following: a. Biographical data in a format prescribed by the committee. b. A position statement of no more than 500 words and a 50-word synopsis, which will be used on the Convention poster. c. An electronic photograph which may be used on the voting ballot, the website, the convention poster and the keynote PowerPoint presentation.
4. The Chair of the Nominations Committee and the President will be aware that some candidates may have more visibility than their opponents and will work to make this

as equitable as possible. To increase the visibility of each candidate, TSHA will provide the following opportunities for campaigning during the Annual Convention.

1. Each candidate will be given a special identifying ribbon that can be attached to his/her convention badge.
2. Each candidate will be introduced to the membership at the annual business meeting at the annual Convention and at the Opening Session. To save time, pictures of candidates may be displayed on the same PowerPoint presentation on which Executive Board members are introduced.
5. If they wish, a forum to allow interested members to “Meet the Candidates” may also be provided. Each candidate may be scheduled for an exclusive time at an election table and allowed to respond to questions from members during that time period. Times of those scheduled meetings will be posted on the election easels and on other flyers distributed throughout the Convention area.
6. Following the Convention the information gathered from each candidate (biographical data, position statement) and picture will be made available electronically to voting members with the election ballots.
7. Candidates for office may purchase the TSHA mailing list for \$50.00.
8. Election ballots will be distributed to the voting membership no later than 3 weeks following the end of the Annual Convention, and the election will cover a period of at least 4 weeks from the date the ballots are distributed. The Chair of the Nominations Committee and the President should set the dates in conjunction with the State Office. Members should be instructed to review biographical information on the TSHA website.
9. Voting should take place electronically with every effort to ensure that the voting website is State Office secure. The Chair of the Nominations Committee and the President should work with the State Office to make sure that this is accomplished.
10. Email blasts to remind members to vote should be emailed on the day that the electronic voting is open; follow-up email blasts should be sent at intervals as a reminder to vote. A final reminder the day or week before the electronic voting closes should be sent to the membership.
11. It is the President’s responsibility to report the results of the election to each nominee and to ensure that the results of the election are published in the next Communicologist. It is recommended that within 2 weeks the President write a personal note to each candidate (elected and not elected) thanking him/her for being willing to serve. (JUNE 1990) (JUNE 1992) (OCTOBER 1994) (OCTOBER 1995) (JUNE 1998) (JANUARY 2008) (JULY 2010) (FEBRUARY 2014) (October 2018) (February 2020)

Officer Duties

President

- appoints chairs of those standing committees that report to the President;
- serves as the chief executive officer of the Association with final decision, authority, and responsibility;
- presides over all Board and Council meetings, communicating with Councilors primarily through the coordinating Vice Presidents;
- makes recommendations to the Vice Presidents regarding Council appointments and other appropriate appointments for the proper dispatch of Association business;
- represents the interests of the Association;
- keeps the Executive Board informed of all matters regarding the business of the Association;
- informs committee members of open chair positions and asks for statement of interest;
- ensures onboarding of committee volunteers.

President-elect (alternating with Immediate Past President)

- serves as Parliamentarian;
- serves as Secretary for the Association;
- serves as chief financial officer for the Association;
- coordinates Long Range Planning for the Association;
- performs other duties as assigned by the President.
- Should the President temporarily be unable to fulfill the duties of the office, the President-elect shall serve in that capacity.

Immediate Past President (alternating with the President-elect)

- serves on the Executive Board in any capacity designated by the President;
- serves as Parliamentarian;
- serves as Secretary for the Association;
- serves as chief financial officer for the Association;
- coordinates Long Range Planning for the Association;
- performs other duties as assigned by the President.

- Should the President temporarily be unable to fulfill the duties of the office, the Past President shall serve in that capacity.

Vice President for Member Engagement

- is responsible for promoting public awareness and influencing public opinions concerning the professions of speech-language pathology and audiology and the needs of individuals with communication disabilities;
- is responsible for encouraging affiliation and cooperation between the Association and/or persons or organizations having mutual interests and objectives;
- informs committee members of open chair positions and ask for statement of interest.
- appoints chairs of designated standing committees;
- ensures onboarding of committee volunteers.

Vice President for Advocacy

- is responsible for activities relating to legislation and regulation;
- is responsible for coordinating activities of the Legislative Consultant and the Director of Legislation;
- is responsible for encouraging affiliation between the Association and other persons or organizations having similar legislative interests and objectives;
- informs committee members of open chair positions and ask for statement of interest.
- appoints chairs of designated standing committees;
- ensures onboarding of committee volunteers.

Vice President for Professional Services

- is responsible for the identification and promotion of issues related to the advancement of clinical practice;
- is responsible for the development and maintenance of member services.
- informs committee members of open chair positions and ask for statement of interest.
- appoints chairs of designated standing committees;
- ensures onboarding of committee volunteers.

Vice President for Educational & Scientific Affairs

- appoints chairs of designated standing committees, whose responsibilities include planning and coordinating all educational offerings, student involvement, community engagement and career development;
- is responsible for developing, coordinating, and implementing educational programs occurring at the annual convention for the membership;
- ensures onboarding of committee volunteers;
- is responsible for providing forums for the presentation of scientific endeavors of Members through the Annual Convention. Examples include, but are not limited to: hosting a posters session; and hosting committee forums for the presentation of scientific data and discussion at the Annual Convention.

Vice President for Research and Development

- is responsible for the development of new topics of interest and ideas leading to the advancement of speech-language pathology and audiology;
- is responsible for the promotion of selected areas of interest which may include technology, administration, clinical technique, research, and education in the fields of speech-language pathology and audiology;
- informs committee members of open chair positions and ask for statement of interest;
- appoints chairs of designated standing committees;
- ensures onboarding of committee volunteers.

Vice President of Audiology

- is responsible for identification of needs of audiology constituency;
- is responsible for coordinating with other VP positions to address needs for engaging audiologists in the association;
- informs committee members of open chair positions and ask for statement of interest;
- appoints chairs of designated standing committees;
- ensures onboarding of committee volunteers.

Voting

Parliamentary Authority: A quorum of the Executive Board is majority of all voting members of the Executive Board. A quorum of voting members is required in order to complete a vote. A majority vote of present voting members is required for a motion to pass. Voting members of the Executive Board include:

- Vice President for Advocacy
- Vice President for Audiology
- Vice President for Educational and Scientific Affairs
- Vice President for Member Engagement
- Vice President for Professional Services
- Vice President for Research and Development
- Past President/President-elect
- The President will vote only in the case of a tie to serve as the tie-breaker.

Electronic Voting: A member of the Executive Board may make a motion via email for consideration of the entire Board. The motion must be seconded in the same format. If a second is obtained, the President will then email the Executive Board for discussion and call for a vote. The results of the vote will be attached to the next set of minutes. (April 2003) (September 2015) (December 2024)

Bringing Action Items to the Executive Board

It is important that each Vice President provide as much transparency as possible to the members of the Executive Board, and it is encouraged to share information with the Executive Board regularly. The following criteria guide a Vice President on when to bring actions and decisions before the Executive Board for a vote. VP should bring actions to the Executive Board if...:

1. Fiscal impact is beyond the current approved budget for that particular office or activity.
2. A change occurs in the structure of the organization, such as the addition or dissolution of a committee or vice presidency.
3. There will be public dissemination in the name of the TSHA. This includes, but is not limited to:
 - a. TSHA's logo being used by a partner organization
 - b. A public policy statement
 - c. A publication bearing TSHA's name
4. An alteration in the long-range goals or strategic plan of TSHA will occur.
5. Other circumstances at the advisement of the TSHA President and/or Executive Director. (January 1984) (December 2024)

Policies and Procedures

TSHA policies and procedures are available on the TSHA website. The President and Past President or President-Elect, and the Executive Director will be responsible for monitoring the implementation of TSHA's policies and procedures during Executive Board meetings. The Policies and Procedures manual should be reviewed annually. A task force consisting of the Past President/President-elect and three other Executive Board members should be created every 5 years to complete a thorough examination and review of the bylaws. (June 1987) (October 1987) (September 2000) (September 2015) (October 2018) (December 2024)

Transition from Old to New Executive Board

In order to maintain continuity and maximize efficiency in the transition between current and newly elected/appointed members of the Executive Board, an orderly process must be followed. It is recommended that each Vice President create a series of process documents and/or notes that can be given to the incoming Executive Board member, in addition to in-person or virtual training.

Elected Members of the Executive Board

Once a member has been elected to an office of the Executive Board, the officer being replaced by that member will begin to inform that member of the duties and responsibilities of the office. The outgoing officer will also consult with the newly elected officer on all matters relating to the responsibilities of the office. Such informing and consulting will include, but is not limited to, a sharing of all correspondence initiated or received by the outgoing officer and personal contact between the outgoing officer and the newly elected officer. Near the conclusion of the term of office, outgoing Executive Board members will budget for and schedule a transitional meeting with incoming officers. This meeting will include an update of the strategic plan to be reported by the new officer at the annual budget meeting. Newly elected officers will be invited to become participants in the activities of the Executive Board effective with the new fiscal year. They serve as non-voting members of the Board until they officially assume their respective offices at the start of the new fiscal year (January 1). (May 1998) (June 2001) (September 2015) (October 2018) (December 2024)

Appointed Members of the Executive Board

Individuals appointed to membership on the Executive Board include the Association Executive Director and other State Office personnel, as needed. Additional members may be invited to selected board meetings or portions thereof at the discretion of the board. Should a member be appointed to the board membership prior to completion of the appointed term of a current appointed board member, the transitional process shall be as described in the above section, entitled Elected Members of the Board. (October 1984) (October 2018)

Graduate Student Representatives: Application, Appointment, and Responsibilities

Student representative qualifications shall include:

- Membership in TSHA and local and national NSSLHA
- Available to serve a 2-year term
- Must be a student in an accredited speech-language pathology or audiology program at the time of appointment

Applicants must complete the designated application process during the application cycle.

Student representatives' responsibilities shall include:

- Establishing and maintaining contact with one student representative from each university program. Student representatives must contact each university a minimum of two times per year.
- Helping to solicit student volunteers for TSHA events at Convention.
- Attending all Executive Board meetings, fully prepared to give an oral report and provide a written report outlining current activities and issues of concern to students.
- Writing two articles each year for the Communicologist with news that pertains to students.
- Creating university contacts in the appropriate geographic region and encouraging students to volunteer.
- Assisting with the student competition at the Annual Convention. (July 2012) (September 2015) (October 2018) (December 2024)

Minutes of the Executive Board

The minutes for the Executive Board meetings and the Executive Council meetings will incorporate the following procedures:

1. The Executive Board will meet a minimum of three times per year with additional meetings scheduled on an as-needed basis.
2. The actions/decisions of the Executive Board will be recorded in meeting minutes.
3. Any motions, amendments, or policy changes voted on by the Executive Board between formal meetings, (i.e., conference call or email conference) will be recorded by the State Office to be incorporated as an attachment to the published minutes of the last scheduled meeting.
4. These minutes will be sent out in final form to the Executive Board for their subsequent review and amendment as appropriate.
5. An executive summary of the minutes of the Executive Board will be made available to a member in good standing upon request. (January 1984) (March 2001) (June 2006) (October 2018) (December 2024)

CSAP Meetings-Officer Attendance

The TSHA will pay expenses for the President and President-Elect, President-Elect Elect, or Past-President to attend the bi-annual meetings of the Council of State Association Presidents (CSAP) as follows:

1. Expenses for the President and President-Elect, President Elect-Elect or Past-President to attend both the fall and spring meetings.
2. Expenses not covered by CSAP for the TSHA Past President to attend the fall and spring meetings if the TSHA Past President is a Committee Chair or officer of the CSAP.
3. President and President-Elect, President Elect-Elect, or Past-President will be reimbursed for one night lodging at the ASHA Convention for one night preceding the CSAP meeting. NOTE: Reimbursement will be subject to TSHA policy on reimbursement for meeting/travel expenses. (October 1988) (June 1991) (March 2001) (June 2006) (September 2015) (October 2018)

Executive Council

Definition of Executive Council

Executive Council members consist of all individuals serving on the Executive Board, as well as those serving in a committee or task force chair role and/or councilor role for TSHA. See appropriate sections on **page 17** for Committee Chair, Councilor, and Executive Board responsibilities (December 2024).

Transition from Old to New Executive Council

In order to maintain continuity and maximize efficiency in the transition between current and newly appointed members of the Executive Council, an orderly process must be followed. It is recommended that the transition for chairs is to have previously served on the committee or task force. The process described herein applies only to appointed Council members and does not apply to the elected officers of the Association or to the members appointed to the Executive Board. (October 2018)

Term of Appointment

Members appointed to the Executive Council will follow the same term as their appointment as Councilor or Chair of the Committee/Task Force. All appointed members shall be considered to have automatically resigned their appointment at the end of their chair or councilor term (May 1998) (October 2018) (December 2024).

The effective date of all appointments and reappointments to the Council shall coincide with the fiscal year of the Association, unless a committee is working on a unique annual calendar for appointments. (October 1984) (October 2018)

Policy and Procedure Manual

The TSHA Policy & Procedure Manual and forms are available on the TSHA website under the Member Center. (October 1993) (September 2015)

Orientation Meeting

An orientation meeting for the incoming Vice Presidents, Councilors, and Committee/Task Force Chairs (at the discretion of the Vice President) will be held with the outgoing and incoming Committee/Task Force Chair in the last quarter of the year. Items reviewed during the orientation meeting may include: budget planning process, task force planning, State Office support, task force/ councilor reporting procedures, and review of specific responsibilities. (April 1994) (July 2010) (December 2024)

Quarterly Meetings

The Executive Board, led by the President and President-elect/Past President, will hold 4 quarterly meetings for members of the Executive Council to ensure that Executive Council members have opportunities to provide feedback and hear about updates within TSHA. The following is a guide to these quarterly meetings, but the agendas may change over time:

- Q1: Expectations for the year. Welcome new chairs, review the strategic plan, discuss how to complete quarterly reports, and share procedures for the upcoming Annual Convention
- Q2: Call For Papers information, call for volunteers information
- Q3: Mid-year assessment of goals; How individuals can express interest in becoming a future chair
- Q4: Overview of what to expect in the future year. This includes an overview of discussion with VP regarding budget and committee goals for feedback. How to set strategies to accomplish those goals. (December 2024)

Reimbursement Policies

ASHA Networks

- State Advocate for Medicare Policy (StAMP)
- State Advocates for Reimbursement (STAR)
- State Education Advocacy Leader (SEAL)

When TSHA members, appointed by the President to serve on an ASHA Committee, go to an ASHA Convention or an ASHA-sponsored meeting, The TSHA STAR, StAMP, and SEAL, (ASHA and ASHA Schools), will be reimbursed, based on the approved budget, upon receipt of Request for Reimbursement form and receipts, as well as a report and action plan as a result of the meeting. These need to be received within 30 days of the event, to be reimbursed. (May 2004) (Mar 2005) (Sept 2011) (Oct 2013) (Sept 2015) (October 2018)

Executive Board Members Acting as Official Representatives at CE Activities

For those CE activities directly initiated by TSHA, a member of the Executive Board will participate on the program to provide welcoming and/or introductory remarks. The Board member(s) will be appointed by the President and expenses attendant to this representation will be reimbursed. Those CE activities held in conjunction with a scheduled meeting of the Executive Board are exempted from this procedure. (January 1988)

Officers, Councilors, Committees and Task Forces

Officers, Councilors, Task Force Chairs/members, and Committee Chairs/ members are entitled to reimbursement for certain expenditures they make on behalf of the TSHA, and/or travel accommodations for meetings. All reimbursements and expenditures by a Councilor, task force, or committee must be approved in writing by the appropriate Executive Board member. Questions about reimbursements should be directed to the Board member overseeing the activity. Reimbursement requests and expense receipts must be submitted within 30 days of being incurred. (October 1992) (July 2002) (September 2015) (October 2018)

See **page 81** in the Fiscal Management Policies and Procedures Section for reimbursement guidelines and processes.

Committees, Task Forces and Workgroups

Membership Requirements

All TSHA Task Force and Committee Chairs, Councilors, and committee members must be current members of TSHA in good standing. Public members and consultants may be invited as deemed appropriate. (July 2004) (October 2018) (December 2024)

Committee and Task Force Creation, Definition, Appointment and Dissolution

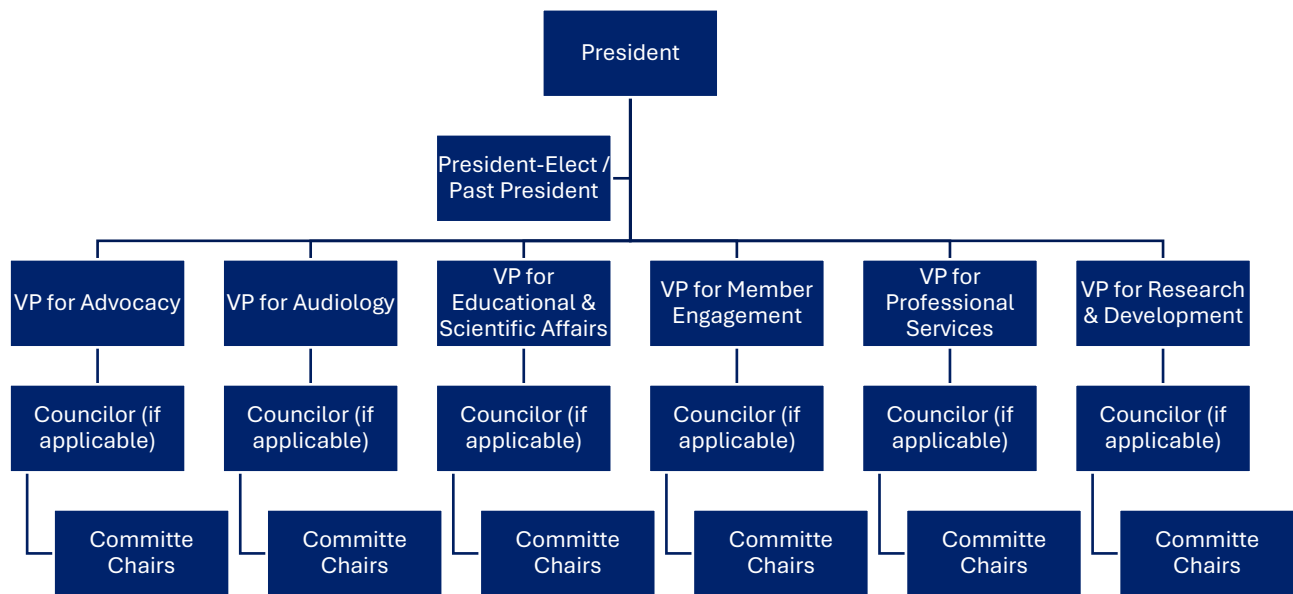
Each Vice President (VP) will oversee operating committees. Committees receive annual goals by the Executive Board and are responsible for tracking and reporting progress to the goals.

Each Vice President also will be given authority to generate new task forces and corresponding chairs in order to meet established goals of the Executive Board, provided that these additional appointments do not create new budget requirements with the added provision that no new Executive Councilors or Council positions be created.

Definitions

- **Operating Committees** – Committees assigned to perform the ongoing operations of the association. These include committees who receive annual goals from the Executive Board and aim to carry out functions of the strategic plan. Activities of these committees may vary year-over-year as we adjust to the work necessary to execute a strategic plan and respond to the association's needs.

- **Standing Committees** - Committees assigned to perform the ongoing operations of the association, specific to the operation and/or governance of the association, such as the Financial Advisory Committee. Standing Committee responsibilities likely will not differ significantly year-over-year.
- **Task Force/Ad Hoc Committees** - An activity group directed by a specific, time-ordered charge that is not provided for under charges specific to standing committees. As directed by the bylaws, “Ad hoc committees, special committees, and task forces carry out specific tasks of the Association and cease to exist upon the completion of the specified task.”
- **Councilor** - an individual designated by the VP to provide significant support to the Vice President, working with the VP to oversee committees, receive training on the VP role, and/or to mentor a Vice President into a new role.
- **Chair** - Individuals appointed by the monitoring Vice President who will serve as the lead for a committee or task force. Chairs are responsible for committee reporting, communication to the VP, and creation of an action plan for the committee/task force to meet goals set by the Executive Board.
- **Committee Member** - Individuals appointed to serve on a committee as general members. Committee members must be a current member of TSHA, unless an exception is made by a Vice President for a public member or consultant who may serve as a subject matter expert.
- **ASHA Liaisons** - These roles consist of the StAMP, SEAL, and STAR. They are appointed by the President for up to a two-year term, and serve at the discretion of the President.



Appointment

Appointment of Chairs – Vice Presidents should ask that interested individuals express interest in a chair position during the Annual Call for Volunteers. The declaration can be made through the Call for Volunteers form (recommended) or to the VP directly. The monitoring VP ultimately makes the selection of a committee chair.

Appointment of Committee Members – Interested TSHA members should submit their interest in a committee through the Annual Call for Volunteers process. The monitoring VP will work closely with the Chair of each committee to identify new committee members during the Call for Volunteers process. (See annual Call for Volunteers process on page 19 for more information)

Creation

Committee Creation – Voting members of the Executive Board can bring forth a motion to approve the creation of a new committee to the Executive Board for approval. The Executive Board should identify at the time of its creation, who the monitoring Executive Board officer for the committee will be.

Task Force Creation - Task forces are appointed by the monitoring Vice President following appropriate consultation between the Vice President and the Executive Board.

Dissolution

Committee Dissolution - At the discretion of the monitoring Executive Board members, a voting member of the Executive Board can make a motion and vote to dissolve an existing standing or operating committee.

Task Force Dissolution– Appointments automatically terminate at the end of the monitoring Vice President’s term of office. The incoming VP will have the right to re-appoint a current chair, appoint a new chair or dissolve the task force, depending on whether or not the work of the task force is deemed no longer necessary (December 2024).

Additionally, at the discretion of the monitoring Vice President, in consultation with or upon recommendation of the Executive Board, a task force may be dissolved. Dissolution is usually based upon completion of task force charges. Dissolution may also be based upon reasonable cause. Reasonable cause may include, but is not limited to: 1) failure to report to the Executive Council at its regularly scheduled meeting, and/or 2) inactivity for more than one calendar quarter (i.e., 3 months), and/or 3) failure to restrict activities on behalf to the TSHA to the specific charges of the task force or any other member(s) without notification to the Task Force Chair or task force member(s) involved of the specific concern(s) sufficiently in advance (i.e., one quarter) to allow for amelioration of the concern(s). (March 1983) (January 1984) (December 2024)

TSHA Call for Volunteers

A descriptive list of TSHA Committees and Task Forces is available on the TSHA website and should be updated annually prior to the Call for Volunteer process. A Call for Volunteers will be distributed annually via email to the TSHA membership and will include a reference to view a descriptive list of all committees and task forces.

1. The TSHA State Office will give notice to members of the opening of the Call for Volunteers around July of each year.
2. The Call will remain open for approximately one month.
3. Once the call closes, the full list of volunteer applicants will be distributed to the monitoring Executive Board officer.
4. Elected members of the TSHA Executive Board will review applicants, in coordination with committee chairs, and identify a list of volunteers who they would like to invite to each committee.
5. The State Office will review all committee member selections.

6. The State Office will confirm interested volunteers' TSHA membership. If a person is not a member, the state office will reach out to that person to offer membership before selection.
7. The State Office will reach out to any individuals who were selected for multiple committees to confirm their interest to support one or more committees.
8. The State Office will confirm committee member selections with elected Executive Board members and provide a final roster.
9. Any volunteers who are not selected will be kept in a listing by the State Office in case any new opportunities open. They will also be emailed with convention volunteer opportunities as those open up prior to the Annual Convention. (October 2018) (December 2024)

The TSHA State Office will keep a list of volunteers who expressed interest during the Call for Volunteers and/or year-round. If a monitoring VP or President is in need of a volunteer to fill an open slot outside of the Call for Volunteers window, they should reach out to the State Office to receive a copy of the volunteer list.

Student Volunteers

It is recommended, when appropriate, to include one student volunteer on each committee/task force. Students should be included during the Call for Volunteers process. If there are remaining student member positions, priority to fill those roles should be given to applicants for the Graduate Student Representative position that were not selected. (December 2024)

Chair Responsibilities

In conjunction with the monitoring vice president, responsibilities assigned to committee/task force Chairs include:

1. To create a plan of work designed to achieve designated goals and objectives given by the Executive Board. This includes steps for each activity, designating individual(s) responsible for each step, and a target completion date.
2. To work closely with the monitoring Executive Board officer to articulate any budget or resource needs, specifying the proposed activities, rationale, projected costs for each activity, and projected income, if any.
3. To work closely with the monitoring Executive Board officer to manage the committee's roster, including reviewing the submissions to the Call for Volunteers process and identifying new members to invite.

4. To submit quarterly reports summarizing the activities of the committee or task force by the deadlines published when requested by the State Office. Failure to complete quarterly reports in a timely manner constitutes reasonable cause for ‘review and possible dissolution of the task force.
5. To adhere to the budget allotted and to submit all expenses through the designated expense report form within 30 days of incurring the expense. A copy of the expense report should be submitted to the State Office via email (staff@txsha.org), copying the monitoring Executive Board officer for approval.
6. At the request of the monitoring Vice President, write an article for the Communicologist reflecting newsworthy accomplishments of the task force at least once during the fiscal year. Copies of this article should be submitted to the Councilor (if applicable) and monitoring Vice President simultaneously for editing and approval before being submitted to the Communicologist editor
7. Maintain consistent correspondence (recommended: minimum of quarterly correspondence) with the monitoring Executive Board officer and committee members.
8. Maintain records/process documents/guides/resources of the committee and participate in the training and onboarding of new chairs and committee members.
9. Attend and actively participate in Executive Council meetings and activities.
10. Apply for grants for TSHA as appropriate and available.

(February 1989) (October 1994) (October 2018) (December 2024).

Goals

Committee goals must address the purposes of the Association and/or long-range goals set out in the strategic plan. The Executive Board, in coordination with Executive Council members, will draft and approve a set of goals for each committee/task force annually, which address the strategic plan. See the annual Committee Goals document for more specifics on each year’s goals. (January 1988) (December 2024)

Quarterly Reports

Quarterly Report Forms are due each quarter (typically due April 15, July 15, October 15, December 15). The State Office (SO) will email the Councilors the quarterly report form to add comments where appropriate and make suggestions for Board actions. SO will route the completed forms (as one document per VP) to the Executive Board quarterly. compile all comments into one document and send to VP for approval. (October 2018) (December 2024)

Failure to complete quarterly reports in a timely manner constitutes reasonable cause for removal of the committee/task force chair. (October 2018) (December 2024)

Archiving Reports

1. State Office will reach out to all task force and committee chairs to fill out the quarterly report template.
2. State Office will compile information provided by task force and committee chairs and send to the corresponding VP for edits and approval.
3. State office will archive all reports and put them on the TSHA community site. (October 2018)

Products of Committees/Task Forces-Guidelines

Introduction

A result of committee/task force efforts may be the development of a product, presentation, or member resource. Regardless of the audience to which it is addressed, a committee/task force or State Office product is a representation on behalf of TSHA and its members.

Types of Products

In all instances, products must be consistent with the charge(s) to the committee/task force. It is the responsibility of the monitoring Executive Board member to (1) inform the committee/task force of its charge(s) and (2) determine that the proposed product is directly related to the charge(s).

Products of the organization typically fall within two categories (and some products may be both):

- (1) Business/Operational Products. This includes, but is not limited to items such as social media posts, email communications, annual reporting, quarterly reports, etc...
- (2) Specialized Content. This includes content that is created with the help of experts in a specific area and is often used as a resource or educational item. This includes, but is not limited to items such as educational presentations, determination guidelines manuals, practice resources, etc...

For products that fall in the category of Specialized Content, these products/resources must be presented by the monitoring Executive Board member and/or Publication Chair for a vote of approval before being published. For operational products, the State Office or

Committee members should use their best judgment when to seek approval from a monitoring Executive Board member. For example, if a social media post contains a position of the Executive Board or a response to a current event, an Executive Board member should be consulted to approve. The monitoring Executive Board member will use their discretion and the guidelines for when to bring items to the full Executive Board to determine a full Board of Directors vote is needed. (December 2024)

Author Credit

It is assumed that the product will be the result of the efforts of the entire committee/task force. The committee/task force will be listed as the author with detailing of members' names. Exceptions to the assumption shall receive prior approval of the monitoring Board member. Peer reviewers can be named within the document at the discretion of the committee/task force, in consultation with the monitoring EB member. (December 2024)

Ownership

All products developed by a committee/task force are the property of the Texas Speech-Language-Hearing Association. Applicable for all products, the materials should not violate the intellectual property rights of others (e.g. copyright, trademark, proprietary), should be factually accurate, and contain nothing defamatory or otherwise unlawful. The speaker has the full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material (e.g. text, photography) is included or used in his/her presentation. If a committee member is doing a presentation on behalf of TSHA, it is understood that the clinical techniques and other clinical material presented by him or her are the product of his/her own clinical experience, research and investigation.

All speakers/authors will be asked to indemnify and hold TSHA harmless against any claims (including attorney's fees and costs) that his/her presentation, handouts, or aspects of the product allegedly or actually violate the intellectual property rights of a third party. (December 2024)

Sale of Products

Committee/task force products which may be in long-term demand by persons in the professions or of potential value to those outside the professions, may be issued at a fee. Fees will be set by the Executive Board.

When a product is developed for a potential sale, speakers/authors will be given an option to **consent** for TSHA to record/publish a presentation in audio and/or visual form. If the speaker/author consents, they will acknowledge that TSHA is the sole copyright owner of

the recording and can distribute and sell it, along with any supporting materials. Speaker/author will be asked to grant TSHA a royalty-free license to use, reproduce and distribute this presentation/product (including all handouts and PowerPoint presentations) in any way in the future, with appropriate attribution to presenter. Speaker/author understands that this license does not change the fact that the presenter retains copyright ownership of presentation, and does not prohibit speaker/author from using this presentation in any way or from allowing others to use it. (December 2024)

Publication of Products

With the concurrence of the monitoring Executive Board member, committee/ task force products may be published in the Communicologist or in other publications. Approval by the monitoring Executive Board member is required prior to submitting papers for publication. (June 1987) (October 1994) (April 2010) (October 2018) (December 2024)

Communicologist Articles

Each task force/committee will submit at least one news article for possible publication in the Communicologist sometime during the fiscal year. The article should be emailed to the Councilor (when applicable), and the monitoring Executive Board member. The Councilor and/or monitoring Executive Board member will provide input if needed and approve. If approved, the committee/task force chair should confirm with the monitoring Executive Board member who will submit to the Publications Editor. Articles should not be submitted to the Publications Editor without approval of the monitoring Executive Board member.

Survey Development by Committees/Task Forces

Task forces or committees proposing a survey of all or a segment of TSHA members should seek approval by the Executive Board, and work with the TSHA State Office to compile and route the survey to the intended recipients. When approving or declining a survey for distribution, Executive Board members and the State Office should consider the frequency of surveys, quality control of the survey, redundancy of questions from other committees/task forces, and whether adequate information is requested. If there are any costs associated with the survey, such as incentives for completion or the contracting of an external partner to develop the survey, the costs must either be included in the budget or be approved by a vote of the Executive Board (January 1990) (December 2024).

Standing Committees

As previously mentioned, descriptions of each committee are listed on the TSHA website. The following are committee specific policies.

Financial Advisory Committee

Description

The charge of the Financial Advisory Committee shall be to a) review the annual budget proposal of the TSHA Executive Board, b) recommend policies and procedures for increasing non-dues revenue, and c) review fiscal policies and procedures of the Association and recommend changes, including adjustments in dues, fees, investments and other charges. The Financial Advisory Committee will meet on an annual basis to approve the annual audit review.

Chair Terms

The Chair shall be appointed by the Executive Board and serve a four year term.

Member Makeup

Membership of the Financial Advisory Committee shall be composed of a Chair and seven appointed members, including one public member.

- The public member of the FAC shall be recommended by the Financial Advisory Committee and approved by the Executive Board.
- At least one of the remaining six members of the Financial Advisory Committee shall have served on the Executive Board, and all members are to be approved by the Executive Board.
- The committee shall consist of members with experience in financial management.
- Ex-officio members of the Financial Advisory Committee will include the President, President Elect/Past President, Association Executive Director, State Office Manager, and Student Member.
- Members of the Financial Advisory Committee who miss more than two consecutive meetings may be removed from the Committee pending notification and approval of the Executive Board.

Committee Member Terms

Each committee member will serve a staggered three-year term. Members are eligible to serve two consecutive terms at any given time, or, after a leave of absence for one or more years they may be eligible to serve one additional three-year term.

Policies

- The committee shall have at least one meeting each year.

- The Financial Advisory Committee will meet on an annual basis to approve the annual audit review.
- A full audit by an outside source will be conducted every three years.

(April 1994) (May 1998) (July 2005) (May 2007) (January 2008)(September 2015) (October 2018) (December 2024)

Procedures

The following procedures will serve as minimum guidelines for the Financial Advisory Committee in the execution of its charges:

1. The fiscal process of TSHA is an annually renewable cycle comprising three basic components: budget preparation, budget implementation, and budget monitoring. The Financial Advisory Committee participates primarily in phase three in an advisory capacity to the Executive Board
2. Executive Board members work with Committee/Board/Task Force Chairs to finalize goals, objectives, and action steps from the strategic plan and to develop initial budget requests.
3. Executive Board Members refine budget requests prior to the Executive Board budget meeting.
4. The Executive Board meets to review budget requests and develop a proposed budget.
5. The Financial Advisory Committee reviews the proposed budget and overall financial plan of the Association and submits a written report of the budget review in advance of the Fall Executive Board meeting. (August 2016)
6. The Executive Board receives the report of the Financial Advisory Committee, considers recommendations, if any, and votes on budget.
7. The Financial Advisory Committee will meet as needed during each fiscal year to review the annual audit review or full audit, income tax return, and annual report to the Executive Board.
8. Funds are to be managed according to TSHA's Investment Policy.
9. Any financial transactions not covered by TSHA's Investment Policy statements need to be presented to and voted on by the Financial Advisory Committee. (June 1990) (June 1991) (April 1994) (July 2002) (May 2007) (July 2010)(September 2015) (October 2018)

Honors and Awards Committee

Description

The Honors and Awards of the Association are intended to identify and recognize those whose contributions have been significant, outstanding, and excellent. The committee solicits nominations, reviews nominations and makes recommendations to the Executive Board for final selection of honorees.

Chair Terms

- The Honors and Awards Committee shall be composed of a chair appointed by the President.

Member Makeup

- Three additional committee members shall be invited to serve at the discretion of the Chair.

Member Terms

- The term for the Honors and Awards Committee members is from July 1 – June 30, annually. (February 2020)

Policies

- The Association will pay for the actual costs associated with honoring each recipient and one guest at an event. Expenses may include, but are not limited to, purchase of a physical award as well as the cost for seat of honoree and guest. Honorees may invite additional guests at the actual cost of the event, with approval of the President. (January 2001)

Procedures

1. Only members of TSHA may nominate, sponsor, or co-sponsor a nominee. A member may nominate himself/herself. Only one member of the Honors and Awards Committee may either sponsor or co-sponsor a nominee for a specified award. No other member of this committee may serve as a sponsor or co-sponsor of the same nominee.
2. A CALL FOR NOMINATIONS FOR HONORS AND AWARDS will generally be published in the fall issue of the Communicologist which will list the specific honors and awards of the Association, the requirements and qualifications for each award, the nomination procedure, the deadline for nominations, and the specific nomination

form(s) to be utilized. Upon receipt of the nominations and appropriate paperwork for the various Association awards, the Honors and Awards Committee will review the nominations according to the standards to be delineated below and by majority vote decide the year's recipients of honors and awards. The committee's decisions will be forwarded to the President of the Association to be presented to the Executive Board for final approval. The Executive Board will vote (by secret ballot if needed) to approve the nomination of each recipient. Any dissenting votes will be discussed between the President and the Nominations Chair. Executive Board members are not charged with verifying qualifications of nominees but are to ensure that no extenuating circumstances prevent the nominee from receiving the award.

Recipients of the honors and awards of the Association will be notified by the Chair of the Honors and Awards Committee. Method of notification will be at the discretion of the Chair. Recipients will also be notified of the time and place at the Annual Convention where the awards will be presented.

Collaboration between the Chair of the TSHA Honors and Awards Committee, the Vice President for Educational and Scientific Affairs, and the Chair of the TSHFoundation annual event is mandatory to establish the time, location, names/numbers of award recipients attending, and order of the awards presentations.

The Chair of the TSHA Honors and Awards Committee should provide a listing of all awardees to the Vice President of Educational and Scientific Affairs and the State Office for publication in relevant convention materials as per established deadlines. The Chair of the TSHA Honors and Awards Committee should also consult with the Chair of the TSHFoundation annual awards breakfast to determine the order of the TSHA awards portion, secure presentation medium (audiovisual requirements), and confirm names/guests of TSHA award recipients attending the event.

The State Office, upon the direction of the Chair, will be responsible for having the appropriate certificates and plaques made for each TSHA honoree. The State Office may also be directed to produce specific signage (in collaboration with the designated Convention Committee) to be displayed at the Annual Convention.

The State Office will also be directed to retain a photographer to photograph the recipients during the presentation of the awards. The State Office may also be directed to solicit audiovisual bids from the hotel/ Convention site (for audiovisual use during the awards presentations) at the request of the Chair of the Honors and Awards Committee.

The costs of plaques, certificates, signage, and photographer will be budgeted by the Honors and Awards Committee.

The Chair of the Honors and Awards Committee will write an article about recipients of honors and awards for the Communicologist published after the Annual Convention. (June 1990) (February 1992) (June 1992) (June 1998) (January 2001) (July 2002) (April 2010) (October 2018)

Nominations and Elections Committee

Description

Each year the Nominations Committee will solicit candidates for each TSHA office to be elected.

Chair Terms

- The Nominations Committee shall be composed of a chair, appointed at the discretion of the President.

Member Makeup

- Four additional Committee members shall be appointed by the Chair. (July 2001)

Member Terms

- The term for the Nominations Committee members is from July 1 – June 30, annually. (February 2020)
- Members serve a two-year term

Procedures

Each year the Nominations Committee will solicit candidates for each TSHA office to be elected. All candidates must meet the eligibility criteria specified below.

1. If nominations are not received by the original deadline set by the Nominations and Elections Committee and promulgated in the Communicologist, then the Nominations and Elections Committee will actively solicit suggestions for candidates from the membership, contact all persons suggested to advise them that they have been suggested for a particular office. If interested in being considered a candidate by the Nominations and Elections Committee, everyone contacted shall be asked to submit a letter indicating their interest in running for that office along with a vitae. The committee shall set a revised deadline for receipt of all documentation.
2. Current voting Executive Board members should not write nomination and support letters for candidates.

3. No more than two qualified candidates will be selected by the Nominations and Elections Committee for each office. If more than two candidates are nominated for an office, the committee will review the credentials of each possible nominee and by majority vote select the two most qualified candidates for that position.
4. After two candidates for each office are selected, the Nominating Committee Chair notifies the President, who notifies the Executive Board for approval. Once approved the Nominations Chair will notify the candidates.
5. The candidates selected by the committee will be notified prior to the Annual Convention and will be presented to the membership at the annual business meeting that occurs at Convention.
6. Nominations from the floor can be accepted during the business meeting at Convention. If nominations from the floor result in more than two candidates for a particular office, the Nominations and Elections Committee will review all candidates' credentials and provide the Executive Board with a slate of two candidates.
7. Eligibility for each office is as specified below:
 1. Candidates for office of Vice President shall have been a member of TSHA for at least 3 years and have had at least 2 years of experience at the TSHA Task Force or Council level. Special consideration may be made for individuals from other states to recognize reciprocal duties.
 2. Candidates for office of President shall have been a member of TSHA for at least 5 years and shall have served on the Executive Council with due consideration given to former Vice Presidents. Special consideration may be made for individuals from other states to recognize reciprocal duties.
8. Information for the ballots will be gathered by the Chair of the Nominations and Elections Committee or a designated representative on an Officer Nominee Vitae Form and submitted to the State Office, which is responsible for posting candidate Vitae Forms and Statements to the website, along with posting an electronic ballot.
9. Election ballots will be distributed to the voting membership no later than 3 weeks following the end of the Annual Convention, and the election will cover a period of at least 4 weeks from the date the ballots are distributed. If an outside source is not hired to handle elections, at least one member of the vote-counting committee shall be a member of the Executive Board or a designee of the Executive Board.

10. The Nominations and Elections Committee will write and publish the announcement of the winners of the elections in the next available Communicologist published after the election. (June 1990) (February 1992) (June 1992) (June 1998) (January 2008) (October 2018)

ASHA Liaisons

State Advocates for Reimbursement (STAR)

The State Advocates for Reimbursement (STARs) are ASHA-member audiologists and speech-language pathologists who advocate in their states for improved health care coverage and reasonable reimbursement.

State Advocates for Medicare Policy (StAMP)

StAMP participants are appointed by ASHA-recognized state speech-language-hearing associations. They advocate for Medicare coverage and reimbursement of audiology and speech-language pathology services in the states.

State Education and Advocacy Leaders (SEAL)

State Education Advocacy Leaders (SEALs) are appointed by ASHA-recognized state speech-language hearing associations to advocate on education issues. These issues may include caseload/workload, salary supplements, and maintenance of personnel standards in school settings.

Terms of Service and Appointment

- ASHA Liaisons are appointed at the discretion of the President.
- Liaisons serve a two-year term, aligned with the term of the President.

Political Action Committee (PAC)

Organization

The Texas Speech-Language-Hearing Association (TSHA) Political Action Committee, hereafter referred to as the TSHA-PAC, is a standing committee of TSHA and operates as a voluntary, nonprofit, unincorporated committee of individual speech-language pathologists and audiologists. It is not affiliated with any political party and it is not affiliated with or a subsidiary of any other political action committee, nor is it a subsidiary of any national, state or local speech-language-hearing association. The TSHA-PAC operates as a separate segregated entity of the Texas Speech-Language-Hearing Association, which may defray all costs and expenses incurred in the administration of the TSHA-PAC.

Purpose

The central purposes of the TSHA-PAC are to raise funds for political contributions and to attempt to influence the election of individuals to state offices in order to promote the interests and needs of the speech-language pathology and audiology professionals and of persons with communication disorders and other related disorders.

Board of Directors

The TSHA-PAC shall be governed by a Board of Directors hereinafter referred to as the “Board,” which shall have primary responsibility for fundraising. They shall also carry out the policies and activities of the TSHA-PAC; advocating for participation by TSHA members in the TSHA-PAC; assuring consistency with Association policies; and assuring compliance with state laws and regulations. The Board, in conjunction with the PAC Advisory Committee, and TSHA Vice President for Advocacy shall develop guidelines for selection of candidates for public office to receive contributions. The Board must approve all contributions to individual candidates of more than \$3000, and ratify contributions of \$3000 or less, made in a single year.

Contributions of \$3000 or less must be approved by the Chair of the Board and the TSHA VP for Advocacy upon recommendation of the PAC Advisory Committee. Contributions shall not be approved if funding is not in the treasury at time of approval. The PAC Treasurer shall notify the Board, and the TSHA Executive Board of all contributions.

Names for the TSHA-PAC Board should be submitted to the TSHA VP for Advocacy annually after the TSHA-PAC meeting at the Annual Convention and before the TSHA Executive Board Transition/Budget Meeting for Executive Board approval. (July 2002) (July 2005) (June 2007) (August 2010)

PAC Advisory Committee

A PAC Advisory Committee shall be established to serve in an ex-officio advisory capacity as non-voting members. The PAC Advisory Committee shall consist of: the VP for Advocacy, TSHA Director of Governmental Relations, TSHA Legal & Legislative Counsel, and the Treasurer. The PAC Advisory Committee shall receive all communications from the Board, and shall advise the Board regarding the current Texas political scene, TSHA political goals and activity, and make recommendations for political contributions. The Vice President for Advocacy shall act as the liaison between the Board, PAC Advisory Committee and TSHA Executive Board.

Treasurer

The Treasurer is appointed annually by the TSHA Executive Board and is responsible for all contributions made to and expenditures made by the TSHA-PAC. The Treasurer is responsible for filing all reports with the Texas Election Commission and the Internal Revenue Service as required by law; for maintaining records and accounts of TSHA-PAC activities; for recording all contributions made to the TSHA-PAC and for depositing all contributions in a separate account as required by law; for collecting and disbursing funds in accordance with these Bylaws, the policies of the Board, and state law, and for performing such other duties as may be assigned by the Board. The treasurer or his or her designee shall provide the Chair and PAC board members with quarterly written financial reports.

Meetings

1. At least one in person meeting will be held annually at such time as may be determined by the Chair.
2. Special Meetings. Special meetings of the Board shall be called by the Chair with concurrence of the Vice Chair and Vice President for Advocacy or upon written request of a majority of Board Members.
3. Quorum. Seven (7) Board members shall constitute a quorum necessary for conducting activities of the Board.
4. Method. Meetings other than the Annual Meeting may be held electronically, via conference calls or other mechanisms available to all members of the Board.

Annual Internal Review and Report

1. Internal Review. An internal review of the Board's books and records shall be conducted by the Board.
2. Investment Practices. The Board shall adhere to the investment policies and financial operations practice of TSHA.
3. Annual Report. An annual report of the financial activities of the TSHA-PAC shall be made to the TSHA Executive Board and shall be available to the members of the Association.
4. Audit. The TSHA Executive Board may request an audit at any time for which TSHA would be responsible for funding.

Contributions

1. Contributions may be solicited from and made by any members or employees of the Texas Speech-Language-Hearing Association, members of their families, and other individuals as allowed by Title 15 of the Texas Election Code.
2. All contributions to the TSHA-PAC shall be voluntary and no contribution to the Committee may be solicited or secured by force, intimidation, financial reprisal, as a condition of employment, or by any other means prohibited by state laws and regulations.
3. Contributions to candidates and other political expenditures made by the TSHA-PAC shall be in strict compliance with the methods and limitations prescribed by law.
4. All contributions to the TSHA-PAC shall be maintained as a separate segregated fund in one or more designated depositories. All contributions to the Committee shall be used as expenditures to carry out the purposes of the TSHA-PAC and for no other purpose.
5. Policies and decisions concerning political expenditures or distribution of all contributions by the Committee shall be the responsibility of the TSHA-PAC Board of Directors or its designees with approval by the VP for Advocacy.
6. No contribution shall be accepted and no expenditure shall be made at a time when there is a vacancy in the office of the Treasurer.

PAC Check Distribution Policy

1. The Director of Governmental Relations, Legal & Legislative Counsel, Vice President for Advocacy, and the PAC Board Chair will make recommendations to the PAC.
2. The PAC Board will review and make decisions on PAC support of candidates and/or incumbent legislators and the amount of the support.
3. The TSHA State Office will be notified of the individuals who will receive support and the amount of support they will receive. The Treasurer will cut the checks and distribute them accordingly.
4. The Director of Governmental Relations, Legal & Legislative Counsel, and Vice President for Advocacy will develop a mechanism for distribution. Where feasible, checks will be distributed at fundraisers for the candidate or legislator with a district speech-language pathologist or audiologist present.

5. When distribution at a fund-raiser with a constituent present is not possible, the Director of Legislation, Legal & Legislative Counsel, and Vice President for Advocacy will ensure personal delivery when possible.
6. The PAC Chair will ensure adherence to all statutes and Ethics Committee rules related to PAC donations.

Assistance from TSHA

TSHA shall:

1. provide the TSHA-PAC Board with exhibit space at the Annual Convention,
2. provide financial assistance for a fundraiser at the Annual Convention,
3. provide space for fundraising activities at the Annual Convention,
4. allow the TSHA-PAC to have at least two articles per year in the Communicologist,
5. include a request for TSHA-PAC contributions with the TSHA dues notice and publish in at least one Communicologist each year,
6. provide an operating budget for the TSHA-PAC.
7. provide support for the management of PAC funds, including monitoring bank accounts and preparing checks for disbursement. (October 1996) (April 1997) (June 1997) (June 2007)

PAC Report

The State Office will send copies of the PAC report to the PAC Committee Chair and the Vice President for Advocacy each time they are prepared and filed with the State Ethics Committee. (October 2018)

Convention

Registration Policies

Registration Terms and Conditions

Cancellation by TSHA

If for any reason beyond TSHA's control TSHA determines that TSHA Annual Convention & Exhibition must be cancelled, shortened, delayed, dates changed, or otherwise altered or changed. Participant understands and agrees that TSHA shall not refund the registration

fees paid and that all losses and damages that Participants may suffer as a consequence thereof are their responsibility and not that of TSHA or its directors, officers, employees, agents or subcontractors. Participants understand that it may lose all monies it has paid to TSHA for participation in TSHA Annual Convention & Exhibition, as well as other costs and expenses it has incurred, including travel, lodging, etc. If TSHA Convention happens as planned please see section titled “Cancellation by Individual” for cancellation policies.

Cancellation by Individual

TSHA will provide a full refund of registration fees, less an administrative processing fee of 25%, for any cancellations received in writing on or before [insert date annually, one month prior to conventions date]. Cancellations should be directed to registration@txsha.org. Telephone cancellations are NOT accepted for refunds. Participants must obtain confirmation of receipt of email from TSHA on or before the cancellation deadline. All refunds will be processed within 10 business days of date cancellation received to the original form of payment. After [designated date], there will be no refunds for registrations cancelled whatsoever. Substitutions can be made, without a fee, by contacting the registration team at registration@txsha.org.

Code of Conduct

We are committed to creating a safe, productive, and welcoming environment that is inclusive and free from discrimination, regardless of race, religion, color, national origin, sexual orientation, gender expression or identity, transgender status, age, disability, veteran or marital status, or any other protected categories under applicable law.

All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, service providers, and all others must abide by the following policy:

Expected Behavior

- Be considerate of those around you.
- Be respectful of others and their viewpoints that may be different from your own.
- Be collaborative with others.
- Be mindful of your words and actions.

Unacceptable behaviors may include, but are not limited to:

- Offensive or unwanted behavior or language related to, but not limited to, race, religion, color, national origin, sexual orientation, gender expression or identity,

transgender status, age, disability, veteran or marital status, or any other similar categories.

- Visual harassment, such as sexual images OR sexual language including in presentations, PowerPoint, etc...
- Sexual harassment of any kind, such as unwelcome sexual advances or words/actions of a sexual nature.
- Wearing attire that includes harmful or offensive language or imagery that is not appropriate for a professional setting.
- Disruption of presentations during sessions or events organized by TSHA throughout the TSHA Annual Convention & Exhibition.
- Abusive action directed at an individual, such as threats, intimidation, or bullying.
- Sharing your TSHA registration credentials with any other person(s).
- Making event content available to a competitor of TSHA.
- Possession of a weapon or something that could be construed as a weapon.
- Possession or mention of illegal substances both online and/or in-person.
- Inappropriate comments or stalking of fellow attendees.
- Nudity is prohibited.
- Any other illegal activity not already covered above.

TSHA has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you are the subject of, or witness to any violations, you can contact us by sending an email to convention@txsha.org.

Consequences of Unacceptable Behavior

Unacceptable behavior will not be tolerated and could result in debarment from current, and/or any future TSHA events. If a participant is found or reasonably believed to be engaging in unacceptable behavior, TSHA may take any action they deem appropriate, up to and including expulsion from the event without warning or refund. If appropriate, local law enforcement may get involved.

Lead Retrieval

By allowing an exhibitor to scan your badge you consent to TSHA sharing your contact information with such exhibitors for the purpose of contacting you during or after the event and sending marketing communications. You will be subject to their communications and privacy policy and must opt-out with them directly if you choose not to receive

communications. You are under no obligation to have your badge scanned by TSHA's exhibitors if you do not wish to receive such communications.

Liability Waiver & Release

In consideration of being allowed to register for, and participate in TSHA Annual Convention & Exhibition, you hereby warrant and represent that you are age 18 or above (or have parental permission if you are under 18) and freely waive, release from liability, assume all risks, and covenant not to sue TSHA or its members, employees, board members, agents, or volunteers for any expense, loss, damage, personal injury, including loss of life, illness, disability, property damage, or property theft or actions of any kind that you may hereafter suffer or sustain before, during, or after the event, unless said expense, loss, damage, personal injury, including loss of life, illness, disability, property damage or property theft or actions of any kind is caused by the sole, gross negligence of TSHA. This Liability Waiver & Release is specifically binding upon your heirs and assigns and is knowingly given.

Photography/Video

On occasion, you may be photographed, video-taped, or audio-taped in connection with the TSHA Annual Convention & Exhibition activities. As a participant of TSHA Annual Convention & Exhibition, you agree that TSHA is the sole owner of all rights in and to the resulting photographs, video footage and recordings, for all purposes related to TSHA's business (both now and in the future). Your name and likeness may be used by TSHA in advertising and promotional materials. Participants shall receive no compensation or royalties for appearance in any materials.

Data Privacy

As part of your registration for the TSHA Annual Convention & Exhibition, TSHA will share the data you provide TSHA with third party vendors in order to process your registration, to make you aware of goods and services you may be interested in, to perform analytics on behalf of TSHA, in connection with TSHA Annual Convention & Exhibition and for such other purposes as TSHA may approve from time to time.

For more information regarding your personal data rights, please review the [TSHA Privacy Policy](#).

General

TSHA reserves the right to change, amend, add or remove any of the Terms & Conditions in its sole discretion and without prior notice. If one or more of the conditions outlined in

these Terms & Conditions should become invalid, the remaining will continue to be valid and apply. These Terms & Conditions apply to all event participants (attendees, speakers, sponsors, exhibitors).

The views expressed by any attendee, speaker, exhibitor, or sponsor are not necessarily those of TSHA. All attendees, speakers, exhibitors, and sponsors are solely responsible for the content of all individual or corporate presentations, marketing collateral, and/or advertising.

Important notice re COVID-19: Pursuant to Texas law, TSHA may implement COVID-19 screening and infection control protocols in accordance with state and federal law to protect public health. Additionally, TSHA may require attendees to comply with local laws/mandates.

By clicking register, you are acknowledging that any interaction with the general public poses an elevated risk of being exposed to COVID-19. You further acknowledge that you will undertake all measures to protect your own health and well-being and those of others in attendance at TSHA Annual Convention, such measures may include (a) wearing masks/ facial coverings; (b) maintaining social distance; (c) washing/sanitizing hands frequently; (d) adhering to [Centers for Disease Control guidelines](#), and laws, ordinances and mandates in the [locale of the convention](#) and (d) following TSHA's published COVID-19 safety guidelines for the event. By attending TSHA Annual Convention, you and any guests voluntarily assume all risks related to exposure to COVID-19 and agree not to hold TSHA; [location of meeting]; Smithbucklin or any of their members, affiliates, directors, officers, employees, agents, contractors, or volunteers liable for any illness or injury.

Convention Cancellation and Refund Policy

Cancellation requests must be submitted in writing to registration@txsha.org by a date to be set three weeks prior to the start of the TSHA Annual Convention. All cancellation requests are subject to a cancellation fee equal to 25% of registration cost. No refunds will be given for cancellations after the designated date, inclusive of cancellations for weather-related or other force majeure events/ "acts of God", including, but not limited to credible threats of a hurricane in the geographic vicinity of the meeting, war, curtailment or interruption of transportation facilities, threats or acts of terrorism or similar acts, United States governmental travel advisory, a United States governmental elevation of the terrorism alert level to imminent or elevated, civil disturbance, health advisory, or any other cause beyond the parties' control within 30 days of the commencement date of the Meeting and make it illegal, impossible, or commercially impracticable to host the meeting.

TSHA is not responsible for any airfare, hotel, or other costs incurred by registrants. Speakers are subject to change without notice. (October 1984) (May 1998) (June 2007) (October 2018) (December 2024)

Individuals requesting a refund for emergency cancellations will be considered on a case-by-case basis following the Annual Convention. (December 2024)

Waiver of Registration Fees for Convention

The following will receive a waiver of registration fees for Convention:

1. Current Executive Board members (Elected and ex-officio)
2. Executive Board-Elect members (if elected at the time of the Convention)
3. Convention Councilor
4. Program Committee Co-Chairs
5. Program Committee Strand Chairs
6. Education Innovation Chair(s)
7. Community Integration and Development Chair(s)
8. Scholarship/Volunteer Chair(s)
9. Spirit Day Chair(s)
10. Invited Speakers as designated by their speaker contract
11. MasterClass Speakers (not to exceed two per short course)

The individuals mentioned above must submit a Convention registration form to the State Office signifying their exemption. (Jan 2001) (July 2001) (July 2002) (May 2004) (July 2005) (Mar 2006) (June 2006) (Aug 2008) (Sept. 2011) (Mar 2012) (June 2015) (October 2018) (December 2024)

Volunteer Registration at Convention

Volunteer workers at the Annual Convention must be TSHA members. Volunteers may work at Convention if they have registered for the Convention in the appropriate category. Consumers may assist at Conventions in registration, hospitality desk, etc. without registering for the Convention. (September 1991) (May 1998)

Student Registration Fees

Student member and non-member registration fees for all TSHA-sponsored continuing education events (not inclusive of on-demand or virtual learning activities) will be no more than 30% of active member/ non-member registration fees. Non-member student fees for Convention and all TSHA hosted continuing education events will always be at a minimum

equal to the student member registration fee plus the annual student dues for that year. (October 1989) (June 1990) (June 1992) (October 1995) (May 2004) (December 2024)

Travel Reimbursement and Usage of Amenities

Executive Board Convention Travel Reimbursement

Executive Board Members, Executive Board-Elect Members (if already elected at the time of the meeting), the Publications Board Chair, the Financial Advisory Committee Chair, TSH Foundation President, Graduate Student Representatives, the Director of Governmental Relations and Legal and Legislative Council may be reimbursed for travel as well as their hotel rooms for attendance at the TSHA Annual Convention. Travel expenses include: Hotel room stay (up to 4 nights), flight and ground transportation to/from the Annual Convention, and meals up to a designated per diem (defined by annual published federal [General Services Administration rates](#)). It is encouraged for Executive Board members to share rooms (aim to be fiscally responsible with TSHA funds), but is not required. (June 1991) (July 1993) (May 1998) (January 2001) (June 2006) (June 2009) (June 2015) (October 2018) (December 2024)

Strand Chair Hotel Room Coverage

Each Program Strand Chair may be reimbursed one hotel night. If a Strand Chair chooses to room with another Stand Chair, TSHA will reimburse two (2) hotel room nights (on a shared room basis). Travel expenses, such as mileage or a flight, are also reimbursed after the Annual Convention. The State Office will provide instructions for hotel bookings to the Strand Chairs on an annual basis. Strand Chairs are responsible for sending his/her reimbursement form along with original receipts to the State Office by the designated date to receive full reimbursement. (July 2005) (June 2010) (October 2018)

Complimentary Rooms at Convention

Based on availability and complimentary rooms, inclusive of upgraded suites, if the association receives based on the hotel contract are given to the following:

1. TSHA President
2. Vice President for Educational and Scientific Affairs
3. TSHA Past President/President-elect (as available)

A complimentary room will be provided at the Annual Convention for:

1. Vice President-Elect for Educational and Scientific Affairs/Councilor

Complimentary rooms on a shared room basis for the following:

- Community Integration and Development Chair(s)
- Programming Committee Chair(s)
- Education Innovation Chair
- Scholarship/Volunteer Chair(s)
- Spirit Day Chair(s)

If complimentary rooms are not available, room expenses will be paid from the budget of the Vice President for Educational and Scientific Affairs. (June 1991) (October 1994) (May 1998) (Jan 2001) (March 2006) (Aug 2006) (Aug 2008) (January 2009) (June 2010) (Sept. 2011) (June 2015) (October 2018) (December 2024)

Sponsorship, Advertising, and Exhibition

Sponsorship of Events

TSHA will permit sponsorship of TSHA events or products for a fee subject to Executive Board approval. The State Office will review data and sponsorship package availability on an annual basis and will present any recommended changes to the Executive Board, with final approval of the sponsorship opportunities to be approved by the VP for Educational and Scientific Affairs (July 1993) (December 2024)

Flyers at Convention

Individuals and companies that wish to distribute flyers during the Annual Convention may do so by paying a fee, as designated in the fee schedule. Said flyers will be placed on the “Take One Table” in the Exhibit Hall or near the registration desk. TSHFoundation, TSHA-PAC, and ASHA will not be charged a fee. Distribution of flyers by these groups will be by a method approved by the TSHA Executive Board. Flyers must be provided by individuals and companies. TSHA will not take responsibility for the production or distribution. (July 2002) (December 2024)

Special Exhibits at Convention

It is at the discretion of the Vice President for Educational and Scientific Affairs and the State Office to determine the acceptability and the fee schedule for such special exhibits as allied health associations, regional speech-language-hearing associations, local day schools for the deaf, or other special interests. These responsible persons may elect to assess a minimal fee (i.e., a catalog table fee, or no charge at all). (October 2018)

Representation of Exhibitors at Convention

Booth fees paid by TSHA commercial exhibitors will not include Convention credentials for representatives of the exhibiting company. Each company will receive four name badges per purchased booth, which includes exhibit hall-only registration. Each additional badge will be assessed a fee in accordance with the Fee Schedule. If attending exhibitors wish to participate in Convention events, including CE presentations, they must register for Convention on their own. (June 1989) (June 2007) (October 2018) (December 2024)

Exhibitor Prospectus

The State Office and the Vice President of Educational and Scientific Affairs will finalize the exhibitor prospectus on an annual basis. (August 2006) (October 2018) (December 2024)

Exhibit Booth Cancellations

Exhibitors who cancel their reserved booth space 21 weeks prior to convention will receive a full refund of their exhibit fees, less a processing fee (For Profit: \$275, Non Profit: \$150, ISD: \$100). Exhibitors who cancel after eight weeks prior to the start of convention will receive no refund and be responsible for paying 100% of their booth fees. Booth fees are nontransferable and cannot be put toward future TSHA Conventions. No exceptions will be made as this is a binding agreement. (June 1989) (June 2007) (October 2018) (December 2024)

Convention Logistics

Audio/Video and Exhibits Areas

Solicitation of Bids–The TSHA State office shall work in cooperation with the Vice President of Educational and Scientific Affairs to solicit bids for the exhibit decorator and an audio-visual company to provide services at the Annual Convention. Contracts are negotiated and executed. Annually, the TSHA Executive Board, with the recommendation of the VP for Educational and Scientific Affairs, can review if they would like to offer recordings of convention sessions (and if so, the recording process will also be contracted). (June 1988) (May 1998) (January 2001) (May 2004) (October 2018) (December 2024)

Committee and Ancillary Meetings

Meeting Space at Conventions

It is the policy of the TSHA to provide meeting space at the Annual Convention to groups of members with special interests who request such space in writing through the completion of an ancillary and committee meeting form. The meeting rooms will be provided at no charge to the groups if TSHA does not incur expenses in the provision of such space. If cost is incurred, the groups requesting the space will be informed and must pre-pay the Association or have an approved budget line for such expenses before the meeting is scheduled. Potential costs of the meeting space may include meeting room rental, food and beverage, and/or audio-visual needs. Meeting times assigned for groups will be non-competitive with official TSHA programming. (January 1985) (June 2010) (December 2024)

University Reunion Events at Convention

Universities looking to hold a reunion for SLP or AuD alum in conjunction with the Annual Convention will receive the following support from the TSHA State Office:

- Promote the reunion on the TSHA website and in the TSHA mobile app
- Provide a list of venue referrals

Universities are required to cover the costs associated with room rentals and any other expenses for their events. Programs are also required to complete all event planning, the State Office staff can provide referrals but does not handle the event logistics. (December 2024)

Convention Planning

Site Visits

No more than four TSHA Future Convention Planning Task Force members should participate in Convention site visits. It is recommended that the Vice President of Educational and Scientific Affairs, the Councilor, and two Programming Chairs, along with representatives of the State Office participate in the site visit. (October 1989) (October 2018) (December 2024)

Project Plan

Under the direction of the Vice President of Educational and Scientific Affairs and with the State Office input, a Convention timeline/project plan will be initiated one year in advance

of the next Convention and approved by the Vice President of Educational and Scientific Affairs. August 2006) (October 2018) (December 2024)

Future Events and Site Searches

Future convention planning is conducted by the Vice President for Educational and Scientific Affairs, Vice President-Elect for Educational and Scientific Affairs or the Immediate Past Vice President for Educational and Scientific Affairs, and a representative from the State Office.

Future Convention planning includes, but is not limited to:

- Identifying potential dates for a future Convention
- Participating in the site search process, making a recommendation for a final venue location for a future Convention.

The final recommendation for a Convention future site and its dates will be presented to the full Executive Board for approval. (October 1989) (July 2004) (October 2018) (December 2024)

Speaker and Education Policies

Call for Papers

Call for Papers will be through an online submission form. The deadline for submissions will be determined by the Vice President of Educational and Scientific Affairs in conjunction with the State Office on an annual basis. (August 2006) (October 2018) (December 2024)

Program Committee Meeting

The Vice President of Educational and Scientific Affairs with the Program Co-Chairs and Strand Chairs will meet 4-6 weeks after the deadline for Call For Paper submissions and evaluate each submission using a rating scale that assesses each paper on completeness of information, use of well-described evidenced-based material and is appropriate for the Convention audience. The Program Committee (Vice President, Co-Chairs for Convention and Strand Chairs) reserves the right to deny a presentation if the above criteria are not met. (August 2006)

Speaker Selection and Notification

Speaker selections will be sent to the State Office no later than 4 weeks following the Program Committee meeting and 8-10 weeks following submission. The State Office will be responsible for notifying all selected speakers by email or letter. All speaker agreements must be signed by the speaker by the deadline. If the speaker agreement is not received by the State Office, the Program Committee will delete the presentation from the Convention. (August 2006)

Convention Sessions

Call for Papers submissions that are a duplication of previously accepted papers at a TSHA Annual Convention will not be accepted unless the VP of Educational and Scientific Affairs and/or Program Committee and Chair(s) have requested a repeat session. The purpose of a paper presented at the TSHA Annual Convention should be for treatment, assessment, research, or professional reasons. The paper or poster may not be intended to sell a specific product or service unless clearly disclosed and identified as such in the Call for Papers submission. (October 2002) (December 2024)

Speaker Benefits, Travel, Honoraria and Reimbursement Policies

Keynote Speaker(s)

The Vice President of Educational and Scientific Affairs with the Councilor and Convention Program Chair(s) shall have the authority to identify topics and speakers for Convention. The Councilor for Convention will be responsible for following up with all confirmed speakers and providing assistance as needed, in coordination with the Education Innovation Chair. The State Office will be responsible for coordinating travel and hotel arrangements for the speakers. A speaker contract will be sent by the State Office outlining all criteria for CEs, travel, and honorarium. (August 2006) (October 2018) (December 2024)

Invited Speakers

The Vice President of Educational and Scientific Affairs with the Councilor and Convention Program Chair(s) shall have the authority to identify short courses, focused topics, and speakers for Convention. The Councilor and/or Convention Program Chair(s) will be responsible for following up with all confirmed speakers and providing assistance as needed, in coordination with the Education Innovation Chair. A speaker contract will be sent by the State Office outlining criteria for CEs and honorarium. (August 2006) (October 2018) (December 2024)

Speaker Honoraria

The Vice President for Educational and Scientific Affairs shall have the authority to negotiate the honorarium for Convention speakers. Additionally, speakers asked to present a Short Course or Master Class shall have their Convention registration fee waived (not to exceed two speakers per Short Course/Master Class) and receive an honorarium not to exceed \$750 per Short Course/Master Class (amount is decided per the annual budget). If there is more than one speaker for the Short Course/Master Class, it is up to the speakers to decide how to divide this honorarium. (June 1988) (July 10, 1993) (May 1998) (May 2004) (June 2007) (June 2010) (October 2018) (December 2024)

Honoraria for Member Presentation at Annual Convention

An invited in-state member of the professions who presents a minimum of six hours at the Annual Convention may, with the approval of the Executive Board, receive an honorarium. Speakers who have presentations accepted through the Call for Papers process (“concurrent sessions” - not invited or keynote speakers) generally do not receive honoraria, unless an exception is granted by the Vice President for Educational and Scientific Affairs. (October 1989) (December 2024)

Invited Speaker Reimbursement Policy

Speakers who were invited at the request of the Programming Committee and/or VP of Educational and Scientific Affairs receive travel coverage in part or full for travel associated with the TSHA Annual Convention. Invited speakers will receive contracts, as approved by the VP of Educational and Scientific Affairs (and signed by the Executive Director) outlining their specific travel, registration, and honorarium benefits.

Cancellation: If the speaker or organization is forced to cancel the presentation, travel penalties, replacement costs for booking another speaker, and other basic fees will be reviewed for reimbursement by the VP of Educational and Scientific Affairs in consultation with the program committee. (December 2024)

CE Credit for Speakers

Speakers who wish to receive continuing education (CE) credit for the courses they have presented must pay either the daily fee for registration or a full registration to be eligible to receive TSHA or ASHA credit for their presentation(s). Non-paying presenters will not be eligible to receive CE credit. (June 2001) (December 2024)

Waiver of Registration Fee for Speaker-only Registrants

Speakers at the TSHA Annual Convention who do not attend any presentations, sessions, or functions other than their own will not be required to pay registration fees for the Convention, regardless of whether they are in-state or out-of-state speakers. Speakers should notify the State Office and request a waiver for a speaker-only registration if they do not plan to attend any other convention activities. (February 1987) (December 2024)

Membership

Member Types

As designated in the TSHA Bylaws.

Life Member Qualification

Life Member qualification is assessed by the bylaws definition. Members who would like to receive Life Member designation should apply through the procedures listed on the TSHA website. After an application is received, the State Office will acknowledge in writing life member status. (January 2001) (December 2024)

Student Members

Membership Requirements

Student status in TSHA shall be limited to students enrolled for a minimum of 6 hours. (June 1990) (August 2008)

Membership Incentives

Students who have been members of the Association for 1 year will receive a 25% discount on their first year active or associate member dues. Students who have been members for 2 years will receive a 100% discount on their first year active or associate member dues, beginning the January after their graduation date (June 1989) (January 2000) (February 2008)

Participation Incentives for NSSLHA Chapters

TSHA will present student incentive awards to NSSLHA chapters at Convention as follows: Membership Awards Two awards (\$100 each) will be awarded to the universities with the first and second highest percentage of representation/membership in the TSHA. Two awards (\$50 each) will be awarded to the universities with the third and fourth highest percentage of representation in TSHA.

Reciprocity of Student Membership

The Association will grant reciprocity for student membership in other state associations with verification of membership. (January 2001)

Member Dues

Dues Increase Proposals

The membership will be notified a minimum of 8 weeks prior to a dues increase with the annual dues notice. (April 1994) (July 2010) (June 2015) (September 2015)

Dues Invoice

Dues invoices will contain a statement to the effect that payment of TSHA dues indicates the member's agreement to abide by the bylaws and code of ethics of the Association. Dues invoices will be sent by email. The State Office can issue invoices for all members at the start of the membership renewal process, typically beginning in October of the prior year (October 1991) (July 1993) (October 2001) (August 2006) (June 2007) (September 2015) (December 2024)

TSHA membership is not refundable. (September 2009)

Waived Memberships and Discounts

Disability

TSHA will waive membership dues for 1 year for individuals who can show proof of permanent disability. After the first year of dues waiver, the TSHA members will be asked to consider an affiliate membership with the TSHA. (January 2007)

Clinical Fellowship (CF) Year Incentive

Potential members in or during their CF who were not student members of TSHA will receive a 25% active membership discount on their dues with documentation from the CF Supervisor stating that they are supervising the CF. (February 2008)

Regional Associations

A Regional Association is an established volunteer association with bylaws which represent the interests of speech-language pathologists and audiologists and which is recognized by the Texas Regional Association Coalition. (April 2007)

Each Regional Association may request one complimentary Convention registration and one complimentary membership certificate per year for their use. (January 2008)

TSHA Honors and Awards

Policies

The Association will pay for the actual costs associated with honoring each recipient, including a ticket for the honoree and one guest for the Foundation event at Annual Convention.

Procedures

Nominations

Only members of TSHA may nominate, sponsor, or co-sponsor a nominee. A member may self-nominate. Only one member of the Honors and Awards Committee may either sponsor or co-sponsor a nominee.

The call for nominations for TSHA Honors will generally be published in the fall issue of the Communicologist (around October 1), which will list the specific honors and awards of the Association, the nomination procedure, the deadline for nominations, and the specific nomination form(s) to be utilized. Upon receipt of the nominations and appropriate paperwork for the various Association awards, the Honors and Awards Committee will review the nominations according to the standards to be delineated below and by majority vote decide the year's recipients of honors and awards.

Approval

The committee's decisions will be forwarded to the President of the Association to be presented to the Executive Board for final approval. The Executive Board will vote (by secret ballot if needed) to approve the nomination of each recipient. Any dissenting votes will be discussed between the President and the Honors and Awards Committee Chair. Executive Board members are not charged with verifying qualifications of nominees but are to ensure that no extenuating circumstances prevent the nominee from receiving the award.

Any questions regarding TSHA's Honors and Awards may be directed to the current chair of the Honors and Awards Committee.

Notifying and Recognizing Honorees

Recipients of the honors and awards of the Association will be notified by the Chair of the Honors and Awards Committee. Method of notification will be at the discretion of the Chair. Recipients will also be notified of the time and place at the Annual Convention where the awards will be presented. Collaboration between the Chair of the TSHA Honors and Awards Committee, the State Office, the Vice President for Educational and Scientific Affairs, and the Chair of the TSH Foundation annual event is mandatory to establish the time, location, names/numbers of award recipients attending, and order of the awards presentations.

The Chair of the TSHA Honors and Awards Committee should provide a list of all awardees to the Vice President of Educational and Scientific Affairs and the State Office for publication as per established deadlines. The Chair of the TSHA Honors and Awards Committee should also consult with the Chair of the TSH Foundation annual awards event to determine the order of the TSHA awards portion, secure presentation medium (audiovisual requirements), and confirm names/guests of TSHA award recipients attending the event. The State Office, upon the direction of the Chair, will be responsible for having the appropriate physical award type (acrylic award, certificate, etc.) made.

The State Office will also be directed to retain a photographer to photograph the recipients during the presentation of the awards. The State Office may also be directed to solicit audiovisual bids from the hotel/ Convention site (for audiovisual use during the awards presentations) at the request of the Chair of the Honors and Awards Committee, Vice-President of Educational and Scientific Affairs or the President of the TSH Foundation. The costs of the physical awards presented to recipients will be budgeted by the Honors and Awards Committee.

The Chair of the Honors and Awards Committee will write an article about recipients of honors and awards for the Communicologist published after the Annual Convention.

The Nomination Process

All nominations for TSHA Honors and Awards will be completed online.

Definitions:

Nomination Letter: The nominator writes a letter of recommendation clearly stating why the nominee deserves the award and meets the award requirements. The Nomination Letter should include a description of the significance of the achievement(s); and an explanation of the nominee's role in the achievement.

Supporting letters: Co-sponsors write letters of recommendation clearly stating why the nominee deserves the award. The letter should explain the outstanding achievement(s).

Other supporting items (when applicable): The sponsor is responsible for also submitting the nominee's vitae.

Nomination form: This is an online form that indicates who the nominator is, who they are nominating, and answers the required questions as determined by the Honors Committee.

Submission Details:

The nomination must be made on the appropriate form and the form, letters, and vitae must be submitted electronically to the Chair by the deadline established and published by the Honors and Awards Committee.

Awards

Award	Focus	Nominated By	Nomination Requirements
Rising Star Award	First time volunteers or committee/task force member for outstanding commitment/work	Executive Council member(s) Can be more than one nomination per year	<ul style="list-style-type: none"> • Completed nomination form. • One nominations letter
Executive Council Member of the Year	Any Executive Council member (chairs, councilors) and/or TSHA liaison for outstanding work in the areas of task accomplishments, leadership qualities, and engaging their committee or task force chairs and members.	Executive Board member(s) Up to three nominations per year	<ul style="list-style-type: none"> • Completed nomination form • One nomination letter
Award of Honors	Speech-language pathologists and/or audiologists who have been members of TSHA for 10 or more years, contributed significantly to TSHA, and demonstrated outstanding leadership		<ul style="list-style-type: none"> • Completed Nomination form • One nomination letter • Two supporting letters

	and exemplary professional excellence		<ul style="list-style-type: none"> • Nominee’s vitae
Hall of Fame	Individuals or groups of professionals who have demonstrated exemplary commitment and contribution in serving those with communication disorders.		<ul style="list-style-type: none"> • Completed Nomination form • One nomination letter • Two supporting letters • Nominee’s vitae
Jack L. Bangs	Speech-language pathologist and/or audiologists who has been members of TSHA for 10 or more years, contributed significantly to TSHA and ASHA, and demonstrated outstanding leadership and exemplary professional excellence		<ul style="list-style-type: none"> • Completed Nomination form • One nomination letter • Two supporting letters • Nominee’s vitae

<p>Special Commendation Award</p>	<p>Individual or group of speech-language pathologists and/or audiologists and/or related professionals in recognition of an outstanding contribution to the mission of the association within a designated time frame</p>	<p>TSHA President and/or TSHA Executive Board</p>	<ul style="list-style-type: none"> • Completed Nomination form • One nomination letter
<p>Public Service Award</p>	<p>Individuals <i>other than</i> speech-language pathologists and/or audiologists in recognition of outstanding committee work or other Associational activity and to persons other than speech-language pathologists and/or audiologists who have supported the professions in a way that has added strength and visibility to TSHA and its goals in the last year.</p>		<ul style="list-style-type: none"> • Completed Nomination form • One nomination letter
<p>Legislator of the Year</p>	<p>Texas legislator who has contributed significantly to the association and the professions</p>	<p>TSHA legislative team</p>	<ul style="list-style-type: none"> • Completed Nomination form • One nomination letter

<p>TSHA Advocacy Award/Advocator of the Year</p>	<p>Consumer(s) of speech-language or audiological services and/or their families, students in COMD Communication Sciences and Disorders programs, members of the professions of speech-language pathology or audiology, and/or members of TSHA have promoted awareness of the professions and supported advocacy at the local and/or state level in Texas. The award may be given to individuals or groups have successfully advocated for the professions within the state of Texas.</p>		<ul style="list-style-type: none"> • Completed Nomination form • One nomination letter
--	---	--	--

The TSHA Honors and Awards Committee may also facilitate nominations of TSHA members for specific ASHA Foundation clinical achievement awards. For details, see <https://www.ashfoundation.org/apply/#Awards>.

Award	Focus	Nominated By
<p>TSHA NOMINEE for the ROLLAND J. VAN HATTUM AWARD</p>	<p>Established to advance the work of school-based professionals in serving persons with communication disorders. Criteria for Selection: A nominee for the Rolland J.</p>	<p>Suggestions may be submitted to the TSHA Honors and Awards Committee. The TSHA Honors and Awards Committee determines the TSHA nominee and forwards all</p>

	Van Hattum Award should demonstrate outstanding commitment and specific contribution to the delivery of audiology or speech-language pathology services in a school setting.	required data to the ASH Foundation prior to the national deadline.
TSHA NOMINEE for the LOUIS M. DICARLO AWARD FOR OUTSTANDING RECENT CLINICAL ACHIEVEMENT	A nominee for the Louis M. DiCarlo Award for Outstanding Recent Clinical Achievement should demonstrate significant recent accomplishment within the past 6 years in speech-language pathology and/or audiology.	Only state associations are eligible to nominate one individual per designated state for the Louis M. DiCarlo Award for Recent Clinical Achievement Award. TSHA members interested in nominating an individual for consideration as the TSHA Nominee for the Louis M. DiCarlo Award for Outstanding Recent Clinical Achievement should contact the chairperson of the TSHA Honors and Awards Committee.
TSHA NOMINEE for the FRANK R. KLEFFNER CLINICAL CAREER AWARD	A nominee for the Frank R. Kleffner Clinical Career Award should demonstrate outstanding contributions to clinical science and practice in communication science and disorders over a 20-year or longer period under the specific conditions.	TSHA members interested in nominating an individual for consideration as the TSHA Nominee for the Frank R. Kleffner Clinical Career Award should contact the chairperson of the TSHA Honors and Awards Committee.

TSHFOUNDATION YOUNG LEADERSHIP AWARD

This award was created by the Executive Board (EB) of the Texas Speech-Language-Hearing Association (TSHA) in order to foster student leadership within the professions of speech-language pathology and audiology.

Two awards, one for a student and one for an emerging professional, may be given per year.

The awards are intended for students and/or emerging professionals who have demonstrated leadership abilities and who show potential to become leaders of TSHA and their profession. The definition of an emerging professional is an individual who has graduated and completed three or less years of work as an audiologist or speech-language pathologist.

Nominations from the TSHA EB or EC and/or self-nominations are accepted. Applications will be posted on the TSHA website, and a call for applications should be emailed to the membership annually. A completed nomination form, and a nomination letter are required for each candidate. Questions regarding the TSHA Young Leadership Award may be emailed to the TSHA President at president@txsha.org or the TSH Foundation tshfoundation@gmail.com (October 2018) (December 2024)

General Policies

Advertising

TSHA recognizes the importance of advertising and marketing to the professions of speech-language pathology and audiology. In order to maintain professional standards, TSHA will use the following guidelines in the pursuit of public information, public announcements, marketing, and advertising:

TSHA Advertising Standards and Conditions

1. TSHA endorses equal employment opportunity practices and accepts only ads that are not discriminatory on the basis of race, national origin, religion, age, ethnicity, gender, gender expression/gender identification, sex, sexual orientation, disability, or veteran 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 Texas Speech-Language-Hearing Association.

3. TSHA 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 TSHA's endorsement of the product or service advertised. TSHA is not responsible for any claims made in an advertisement in any TSHA publication.
4. Speech-language pathologists MAY NOT be referred to as therapists, speech teachers, speech therapists, or speech pathologists.
5. All camera-ready copy, artwork, photographs, and negatives received will be stored for 1 year and then destroyed, unless otherwise specified by the advertiser. TSHA assumes no responsibility for lost or damaged art.
6. All advertising should be reviewed to ensure it meets the above criteria, as well as efficacy claims and language use. Advertisers making efficacy claims will be asked to provide research data to substantiate the claim. If advertisement does not meet or it is unsure if the advertisement meets the criteria, approval is needed by the Executive Director, Publications Board and/or monitoring Executive Board member.
7. Sponsors, advertisers, and advertising agencies assume responsibility for the content of their advertisements. Advertisers represent that they are fully authorized and/or licensed to publish the entire contents and subject matter contained in their advertisements including:
 1. the names, portraits, and/or pictures of living persons;
 2. any copyrighted material;
 3. any testimonials contained in any advertisement submitted to and published by TSHA. Advertiser and agency will also indemnify and save harmless TSHA, 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.
8. Position specifications stipulated on insertion orders will be treated as a request only and will not be binding on the publication.
9. The word "Advertisement" will be placed with a copy that in the publisher's opinion resembles editorial matter.
10. Rates, conditions, editorial calendar, and space units may change without notice.
11. 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 Statement, Public Announcements, and Public Statements. (May 2004)

Adapted from the American Speech Language Hearing Association (ASHA) Advertising Standards and Conditions, the ASHA Code of Ethics (2016, March 1) and the Issues in Ethics Statement “Public Announcements and Public Statements” (ASHA Supplement 22, 2018)

Membership Mailing Lists

TSHA may exchange mailing labels or lists on a reciprocal basis with other states no more than once per state, per calendar year. (June 1989)

An electronic mailing list of current members will be available to the Executive Board members at no charge, upon request. (January 2001)

Sale of TSHA membership database - invoices or statements will be included with the distribution of TSHA membership database clearly indicating that the purchase of the database limits the purchaser to a one-time use only. This statement must be signed by the purchaser and returned to the State Office. (January 2001)

Member Email Address Usage Guidelines with Advertising

Member email addresses will not be distributed or sold. Annual membership invoices will indicate that providing an email address grants the Association permission to use the email address for Association business. (January 2001)

TSHA email blasts will be limited to specific activities of the Association and the TSHFoundation upon the request of an Executive Board Member. (January 2008)

The TSHA email distribution lists are to be kept and maintained by the TSHA State Office. The TSHA State Office can sell eblasts to advertisers/sponsors, but the email is to be distributed by the State Office. No member email lists will be shared with or purchased by any sponsors/exhibitors (only one-time use of mailing lists are available to be provided to advertisers/sponsors). Distribution lists should not be used for personal advertising, promoting, campaigning, or any other business that might be conveyed as such. The State Office Executive Director will review and approve any purchased e-blasts prior to distribution, and will consult a member of the TSHA Executive Board as needed regarding approval of an eblast. Pursuant to Texas and Federal law, every contact, combination, or conspiracy in restraint of trade or commerce is unlawful. Unlawful activities include price fixing, market allocations, and illegal boycotts. Therefore, discussions among email distribution list participants about fees for services, individual contract fees, market allocations, and illegal boycotts are strictly prohibited. (June 2009, September 2009)

Ethics

TSHA Executive Board members and volunteers are expected to abide by the ASHA Code of Ethics and any and all TDLR laws, regulations and statutes.

TDLR Laws and Rules: <https://www.tdlr.texas.gov/slpa/laws-rules.htm>

ASHA Code of Ethics: <https://www.asha.org/siteassets/publications/code-of-ethics-2023.pdf> (December 2024)

ASHA Annual Convention Attendance Coverage

The TSHA will pay expenses for the President and President-Elect, President-Elect Elect, or Past-President to attend the annual meetings. Attendance of other TSHA representatives is determined on an annual basis based on budget funds available and the role that the member/liaison will serve in at the ASHA Annual Convention. (December 2024)

Donation to the TSH Foundation

The FAC will put forward a recommendation for EB approval for a potential donation to the TSHFoundation annually. Amounts will be calculated based on TSHA revenue from the previous year and in kind support to the TSHF. (October 2018)

Contract Personnel Position Policy

Hiring Contract Personnel

The following procedures should be given consideration when the Association is in need of hiring of contract positions to assist in completion of the duties of the Association.

1. Request for proposal (RFP) or notice is sent to the membership electronically.
2. The Executive Director, monitoring EB member and Committee Chair responsible for the position reviews the proposals or resumes identifying three candidates to forward to the EB for review.
3. If three or fewer RFPs/resumes are received then the person responsible for the position sets the interviews with at least two of the candidates.
4. Potential candidates are interviewed by the person directly responsible for the position, at least one current Executive Board Member and a third person with knowledge of the position.
5. Recommendation is presented to the EB for vote. (Sept. 2011)

Agreements with Contract Personnel

1. All contract personnel will have an Agreement that specifies the duties and expectations of the contract personnel. Contract personnel may be asked to identify goals and duties to include in the Agreement.
2. The Agreements are signed by the contract personnel and the Executive Director.
3. The contract personnel keeps a signed copy of the agreement. A signed electronic copy of the Agreement is kept by the Executive Director.
4. Regular ongoing agreements are signed following the annual review of the contract personnel.
5. Revisions to the Agreements, when needed, are completed following the annual review of the contract personnel. The Executive Board should receive a copy of any revised contracts. (June 2014) (December 2024)

Review of Contract Personnel

1. All contract personnel will participate in an annual review with the appropriate monitoring Executive Board Member and if possible one other officer of the board.
2. **Annual review:**
 1. Management Firm/State Office – President and President-Elect/Past President - this should be done at least bi-annually during the President’s second term.
 2. Executive Director – President and President-Elect/Past President with input from Executive Board
 3. Director of Governmental Affairs – VP for Social and Governmental Policy and President
 4. Legal & Legislative Counsel – VP for Social and Governmental Policy and President
 5. Communicologist Editor and Designer – Publications Board Chair and President

Guidance of Annual Review Process

1. Reviews of contract personnel may be made face-to-face or by conference call.
2. The review will be signed by all parties who attended the review.
3. A copy of the review is given to the contract personnel, the Executive Director and the President.

4. An electronic copy of annual reviews will be maintained by the State Office.
5. The review is to be completed by December 1.
6. The monitoring Executive Board Member conducting the annual review will match the areas of review with the agreement for contract services. *NOTE: Monitoring Executive Board Members includes the presiding Vice President, the President, and Publications Board Chair.*

Suggested Schedule for Contract Personnel Review and Contracting

- **October** – Budget for contract personnel
- **November** – Conduct annual review of contract personnel
- **December** – Sign agreement with contract personnel (Sept. 2011) (Sept 2015) (October 2018) (December 2024)

Professional Development Speaker Compensation

The following guidelines relate to TSHA-sponsored, non-convention professional development workshops provided through in-person or technology-based workshops. These guidelines should be reviewed annually and are based on the current TSHA budget.

Speaker Compensation

- Compensation is based on the current TSHA budget.
- Below are some guidelines for speaker compensation:
 - Baseline fee structure to be paid by TSHA to presenter: \$100/.5 hour for delivery of content
 - Full-day workshop fee: \$1500; fee negotiation can be considered and approved by the Professional Development Committee
 - Speaker fee is split evenly among multiple presenters
 - Travel/hotel/incidentals for in-person workshops: \$500 per speaker
 - Convention speakers who allow TSHA to record and sell sessions outside of Convention will be paid at the baseline rate of \$100/.5 hour of content presentation

Supplies and Materials for In-Person Workshops

- A proposal for copies of handouts and supplies needed for in-person workshops should be submitted to the Professional Development Committee at the time that the Speaker Agreement is returned to TSHA by the speaker.
- Costs shall not exceed those that could be provided by the State Office.

On-line/Technology-Based Workshops

- Topics and speakers will be chosen by the Professional Development Committee and/or Webinar Committee.
- On-line/technology based workshops will be subject to peer review of the content since the workshop slide deck and materials will be housed on the TSHA website.
- The TSHA Professional Development Committee and/or Webinar Committee will identify TSHA members who are content experts to serve peer reviewers
- When appropriate, speaker/s will submit the workshop slide deck and handouts to the Professional Development Committee at least four weeks in advance of the workshop for peer review of content.
- Peer reviewers will receive complimentary CE's (TSHA & ASHA where applicable) in exchange for their time.

Memorial Contributions

At the discretion of the President, first consideration for memorial contributions should be to the TSHFoundation. The President may make a \$50 donation without prior approval of the Executive Board. (June 1991)

Endorsement of Grants

At the discretion of the President, the Association will provide a letter of support for grant submissions by universities or other state entities. (January 2001)

CE Provider Unit Policies and Procedures

Online CE Application

- Applicant submits application with payment through TSHA CE Approval system for approval.
- The application then goes through a review process.
- Once the application is approved, the applicant will receive notification by email of approval and access to course documents.

- The course will be listed in the TSHA CE Calendar if applicable
- Applicants are to use course documents to retain information from the course.
- Applicants must submit participant roster to the CE Processor within 5 days after course date. (October 2018)

CE Registry

1. Course provider receives course roster form from CE Processor.
2. CE Processor receives completed roster form with name, TSHA membership number, State Board license number, and number of hours completed.
3. CE Processor checks for completeness and fills in omitted information (e.g., TSHA membership number, State Board license number).
4. CE Processor downloads information into the TSHA CE Registry on the TSHA website so that members may access and print out their TSHA approved continuing education credits.
5. Information is retained for 3 years on the website. (August 2006) (June 2007)

Response to Natural Disasters

In the event of a natural disaster that affects TSHA members, the President shall name an Ad Hoc Committee to give recommendations to the EB about TSHA's response to support members. The EB will vote on the appropriate response to take. (October 2018)

Social Media Policy

TSHA has social media profiles on Facebook, Instagram, and Twitter/X. These profiles are a communication medium utilized by the association to reach members and non-members. The purposes of TSHA's social media profiles are to market membership, education, events, products, and services and to provide content relevant to the practices of speech-language pathology and audiology.

These policy guidelines are subject to change, according to evolving standards and interaction.

TSHA's social media pages will not post or promote for-profit events, educational opportunities, or products unless TSHA has a specific relationship with the sponsor and the content is pre-approved by TSHA. However, TSHA may share relevant, informative, general content provided by individual TSHA members with prior approval. Other third-party content that is informative and industry-specific may be shared by request upon approval by the Vice President for Member Engagement. TSHA reserves the right to remove any post it believes is in violation of this policy.

A disclaimer must be added to all social media platforms related to TSHA.

Facebook Disclaimer: The TSHA Facebook Page is a place for TSHA members and the public to share information, ask for help, and network. TSHA staff maintain and monitor the Facebook page, but the nature of the discussion here is a reflection of all the people who take the time to be a part of the online community. The following guidelines are meant to provide a framework for participation. The Facebook Terms of Use (<http://www.facebook.com/terms.php>) provides additional terms for using the Page. These guidelines are subject to change, according to evolving standards and interaction. Any comments and messages that attack, ridicule, denounce, impugn a person's character, or impute immoral or dishonorable attributes to community members on the basis of age, disability, ethnicity, gender identity, national origin, race, religion, sex, sexual orientation, or veteran status will be deleted. Repeat offenders may be blocked.

Disclaimer: Any comments and messages that attack, ridicule, denounce, impugn a person's character, or impute immoral or dishonorable attributes to community members on the basis of age, disability, ethnicity, gender identity, national origin, race, religion, sex, sexual orientation, or veteran status will be deleted. Repeat offenders may be blocked.

Monitoring:

1. General content for social media is to be monitored by the State Office Staff, Executive Board, volunteers, and contracted employees. Content is to be updated by the State Office Staff and select volunteers who have been approved by the Vice President for Public Information and Marketing.
2. Social media should be monitored daily by the State Office, Executive Board, and volunteers to ensure that any SPAM or sales-related posts are removed in a timely fashion and that any comments or messages requiring a response are attended to promptly.

State Office Staff Roles:

1. Individual staff members work with the Social Media Committee to post content on a regular basis.

Response:

1. If a question is posted on a social media channel, the TSHA State Office should make every effort to respond to the inquiry within 72 hours. If the question is content-specific, the inquiry should be referred to an appropriate subject matter expert, and the inquirer should be advised that an answer will be forthcoming.

Frequency:

1. Content should be posted frequently enough to keep followers engaged and active but not too often to become overwhelming or obnoxious to the community.

Content:

1. Content should relate to current practices of speech-language pathology and audiology.

Responding to Negative Posts:

1. The TSHA State Office should use good judgment when deciding if and how to best respond to negative comments. In general, negative comments (unless they attack, ridicule, denounce, impugn a person's character, or impute immoral or dishonorable attributes to community members on the basis of age, disability, ethnicity, gender identity, national origin, race, religion, sex, sexual orientation, veteran status or violate privacy laws) may not be removed. If a response is required, the TSHA State Office may respond to the comment or inquiry within 72 hours. If the question is content-specific, the inquiry should be referred to an appropriate subject matter expert, and the inquirer should be advised that an answer will be forthcoming. If the State Office is uncertain of a response, the President and/or Executive Director should be consulted.

Social Media Group Administration:

1. Rights to TSHA social media platforms will be granted to staff or volunteers at the organization's discretion. Anyone monitoring or posting to TSHA's social media is expected to abide by the code of conduct outlined in this document and in TSHA's code of ethics. Status may be revoked by the Executive Board or Executive Director.
2. Prior approval from the EB is required for new social media platforms and groups.

Prohibited Content:

1. Confidential/Proprietary: Any confidential or proprietary information of TSHA should not be shared on social media platforms. This includes, but is not limited to, financial information, organization strategy, or official announcements yet to be made (embargoed information).
2. Copyrighted Information: Photos and content that TSHA does not own may be shared but should not be shared or copied without proper acknowledgment. Third-party copyrighted content should not be posted without written or legal permission.

Posters can refer directly to copyrighted material on websites or social media profiles that belong to the copyright holder.

3. Personal Information: It is not advised to share any personal or contact information. If a volunteer or staff member chooses to do so, it is at their own discretion. (October 2018)

TSHA Privacy Policy

The Texas Speech-Language-Hearing Association (“TSHA” “us,” “our,” or “we”) has created this privacy policy in order to demonstrate our commitment to your privacy and protection of personal information that we collect and process. The following discloses our information gathering and dissemination practices. Unless the context indicates otherwise, the terms “you” and “your” refer to both you individually and any entity on whose behalf you are accessing our Website (<http://www.txsha.org>).

This privacy policy applies to information we collect (our “Collection Places”):

- On this Website (including its integrated third party platforms);
- On other platforms we use to facilitate our management of the services we provide to you (e.g. convention registration sites); and
- In email, text, other electronic messages or by telephone or other communications between you and us and (if you are a member) between you and other members through the Website.

If you have questions or concerns regarding this policy, we welcome you to contact us at: Staff@TXSHA.ORG.

Acknowledgment of this Privacy Statement

Your use of any of our Collection Places signifies that you have read and understand all of the terms of this privacy policy.

Personal Information You Provide Voluntarily

We collect personal information at our Collection Places that include, but is not limited to, name, telephone number, email address, employer, professional title, date of birth, home or business and mailing address, gender, details regarding your entity and business, your job title, username and password, company contacts for corporate members, photographs, and education.

The personal information you are asked to provide (including whether its provision is mandatory or not) is needed so that we may facilitate your access, purchase, use and/or participation in our service offerings, such as (collectively “Services”):

- Membership;
- Conventions & Events;
- Educational programs;
- Online forums;
- Certification/accreditation activities;
- Volunteer opportunities;
- Products for sale;
- Career services;
- Surveys; and
- Any other services and products that are updates or extensions to our Services or relate to other member benefits.

If you choose not to provide us with your personal information, you may not be able to enjoy certain components of our Services.

Additionally, we will also collect personal information when:

- You request us to contact you via mail, e-mail, or telephone to provide information, updates, or promotions about our Services;
- We enter into agreements for affiliated partnerships (e.g., exhibitors, sponsors, advertisers).

We will provide you with the choice and means for limiting the use and disclosure of your personal information before we use or disclose the information for a purpose that is materially different than the purpose described below.

At other times, we may collect information that cannot be used to identify you. For example, we may aggregate non-personal information about you and other customers who visit our Websites. Aggregated information will not contain any information that can be linked directly back to you.

For those Website users located outside the United States including the European Economic Area, we advise you that your information may at times be accessible by individuals who are located worldwide or other geopolitical regions have not been determined to provide the same level of data protection as in your country, province, territory or geopolitical region. By providing us with your personal information, you are

consenting to our use of it in accordance with this privacy policy, including the transfer of your information across international boundaries to jurisdictions anywhere in the world as permitted by local law.

Personal Information We Collect Automatically

In addition to the Collection Places, we may use any number of tools to collect information about you, your computer access points, and the web browser that you use to connect to our Website. For example, cookies are tiny text files that we place on your computer's hard drive when you visit our Website. We may use cookies to personalize your interactions with our Websites. You do not have to accept our cookies and you may set your browser to restrict their use and you may delete them after they have been placed on your hard drive. If you do not accept or delete our cookies, some areas of our Website may take more time to work, or may not function properly.

Under the laws of various EU countries, cookies may be served, as long as individuals have provided their consent, having been given clear and comprehensive information, in particular about the purposes for which their personal data will be processed. In at least the above-referenced countries, effective consent may be provided by using browser settings, as long as you take positive action. Before using our Website, you are advised to check your current browser settings to ensure that the settings reflect your consent for us to place cookies on your devices.

We may also collect additional information from your web browser each time you visit our Website. We may collect information about the pages that you visit and the time spent on each web page or area of the Website, the promotions or advertisements that you click on, and other actions that you take while using our Website. This information may include your Internet Protocol ("IP") address, the type of browser, the time that your browser was used to access our Website, and the referring website's address. We may also use tools such Google Analytics.

We may also collect information that cannot be used to identify you. For example, we may aggregate non-personal information about you and other individuals who visit our Website. Aggregated information will not contain any information that can be linked directly back to you.

Our Service Providers (defined below) may also use other standard web-based technologies to analyze your movements while accessing our Websites. The technologies include web "beacons," "pixel tags," and "clear gifs." These technologies help us ascertain the effectiveness of our product and service campaigns and marketing programs, allow us to customize the services offered on or through our Website, and help determine the best

use for Website content, and product and service offerings. Some of this information, including the IP address, may be stored on our Internet service provider's server logs, and may be available for extended periods of time.

Our Use of Your Personal Information

TSHA may use your personal information to:

- Provide information about our Services and affiliate partnerships;
- Fulfill your member benefits;
- Facilitate your attendance/participation at our conventions and events (both in person and virtual);
- Track your attendance at conventions and trade shows (including exhibitor spaces);
- Prepare invoices and process payments;
- Respond to any of your questions or requests or other communications you send to us;
- Carry out our obligations and enforce our rights arising from any contract entered between you and us;
- Fulfill any other purpose for which you provide information to us;
- Present our Website effectively to you; or
- Perform any other legitimate purpose reasonably consistent with your membership or affiliated partnership.

Additional uses of your non-personal and personal information will allow us to tailor our Services specific to your needs, to help organize and manage our relationship with you or your business, to conduct business, to provide you with support, and to perform functions that are described to you at the time of collection.

In general, we will use the personal information we collect from you only for the purposes described in this privacy policy or for purposes that we explain to you at the time we collect your personal information. However, we may also use your personal information for other purposes that are not incompatible with the purposes we have disclosed to you (such as archiving purposes in the public interest, research purposes, or statistical purposes) if and where this is permitted by applicable data protection laws.

Our Disclosure of Your Personal Information to Third Parties

We may share your personal information with the following categories of recipients:

- **Third party service providers** ("Service Providers") who provide (without limitation) administrative/operational services; data processing; membership services;

marketing & communication services; meeting management services; website hosting services; membership database services; credit card processing; convention registration; convention mobile applications; convention/event hotels and venues; or who otherwise process personal information for purposes that are described in this privacy policy or notified to you when we collect your personal information;

- **Other TSHA members** may receive certain items of your personal information as part of a membership directory or through collaboration portals. In addition, if you sign up to attend a member meeting or other TSHA-sponsored event, all other TSHA members who sign up for the event will be notified of your intended attendance at the event and may be given your full name, address, company name, and email address. We are not responsible for other members use or misuse of your personal information; and
- **Affiliated partners**, such as exhibitors, sponsors and advertisers, may receive membership lists or event attendance lists that include your full name, address, company name, and email address. We are similarly not responsible for the use or misuse of your personal information by our affiliated partners.

We may also disclose your personal information as is necessary to: (a) comply with a subpoena or court order; (b) cooperate with law enforcement or other government agencies; (c) establish or exercise our legal rights; (d) protect the property or safety of our company and employees, contractors, vendors, suppliers, and customers; (e) defend against legal claims; (f) help with internal and external investigations; or (g) as otherwise required by law or permitted by law. We may disclose your information in connection with the sale or merger of TSHA or any transaction that involves the sale or assignment of some or all of our assets.

Information We Collect Automatically

Cookies, Web Beacons, Links, And Other Tracking Technologies: TSHA may keep track of how you use and interact with the Services through the use of cookies, web beacons, links, and other tracking technologies. We do this to help analyze the use of and improve the Services. Through these technologies we may automatically collect information about your use of the Services and other online activities, including our email correspondences, third-party services, and client applications, and certain online activities after you leave the Services. Link information is generally only analyzed on an aggregate basis. Some Services may not function properly if you disable cookies. Such data may include analytics information, sites visited before visiting the Services, browser type, operating system, and tracking of your interactions with our content and emails.

Unique Identifiers: When you use or access the Services, we may access, collect, monitor, store on your device, and/or remotely store one or more "Unique Identifiers," such as a universally unique identifier ("UUID"). A Unique Identifier may remain on your device persistently, to help you log in faster and enhance your navigation through the Services. Some features of the Services may not function properly if use or availability of Unique Identifiers is impaired or disabled.

Log File Information: When you use our Services, we may receive log file information such as your IP address, browser type, access times, domain names operating system, the referring web page(s), pages visited, location, your mobile carrier, device information (including device and application IDs), search terms, and cookie information. We receive log file data when you interact with our Services, for example, when you visit our websites, sign into our Services, or interact with our email notifications. TSHA uses log file data to provide, understand, and improve our Services, and to customize the content we show you. TSHA may link this log file to other information TSHA collects about you via the Services.

Public Information: TSHA may also collect information about you from publicly available sources. Information you make publicly available in any public or open forum, such as on a social network, may be considered public information for the purposes of this Privacy Policy, and may be accessed and collected by TSHA. Please be aware that any content or information you share with or provide to third parties using or related to your use of the Services is neither private, nor confidential. TSHA is not responsible for any content or information you post or share with third parties. If you do not wish for certain information to be public, please do not share it.

Data Storage and Security

We make reasonable efforts to ensure that our Service Providers have implemented physical, electronic, and procedural security measures to assist with safeguarding your personal information, and to help protect against unauthorized access and disclosure. Notwithstanding our efforts, the Internet has inherent security risks. We cannot promise, and you should not expect, that your personal information, personal searches, and other communications will always remain secure. You should take care with regard to how you handle and disclose your personal information or any username or password that you are required to use to access all of our Collection Places.

We will not keep your personal information longer than necessary for the purpose for which it was collected. We will securely destroy or erase personal information from our systems when it is no longer required to accomplish the purpose for which it was collected. We also will endeavor to ensure the deletion and destruction of personal information stored and

maintained by third parties. We may, however, retain some personal information in order to comply with applicable laws, regulations, rules and court orders.

Children and Data Collection

Our Website content is not directed toward children who are under the age of 16. We do not knowingly collect personal information from children. If we or our Service Providers become aware that a child has provided us with personal information without parental consent, that information will be deleted from our databases. If you have questions about personal information that may have been submitted by a child, please email us at Staff@TXSHA.ORG.

How You May Access and Change the Information that TSHA Collects

The first time that you provide us with registration information through our Website, you may be offered the opportunity to subscribe to and receive additional information about our products and services. Each commercial e-mail that we send to you will offer you the opportunity to opt-out of continuing to receive such messages. We may take up to 10 business days to process your opt-out requests. In some instances, we may have already shared your information with one of our authorized third parties before you changed your information preferences, and you may briefly continue to receive e-mail even after you have opted out. FTC e-mail compliance guidance allows us to send you transactional and relationship e-mail without offering you the opportunity to opt-out of receiving those types of e-mail.

For those Website users located in the European Union, we are required by law to advise you that your personal information may, at times, be accessible by individuals who are located worldwide including in countries that the European Commission has not determined to provide the same level of data protection as in your country. By providing us with your personal information, you are consenting to our use of it in accordance with our privacy policy, including the transfer of your personal information across international boundaries to jurisdictions anywhere in the world as permitted by local law, including, without limitation the United States.

In some cases, the United States may not be deemed to have data privacy laws that afford an equal level of protection for your personal information as those laws legislated at the direction of the European Union, however, please be assured that we will continue to adhere to the principles stated in this privacy policy and in applicable laws in connection

with any personal information. We will endeavor to preserve the integrity, confidentiality, and security of personal information and afford such personal information an adequate level of protection.

Rooms/Forums/Message Boards/News Groups

Our Website may make digital forums available to its users. Please remember that any information disclosed in these areas becomes public information, and you should exercise caution when deciding to disclose information through these areas of the Website.

Information Sharing

TSHA Personnel: TSHA's personnel may have access to your information as needed to provide and operate the Services in the normal course of business. This includes information regarding your use and interaction with the Services.

Service Providers: TSHA works with various organizations and individuals to help provide the Services to you ("Service Providers"), such as website and data hosting companies and companies providing analytics information, like Google Analytics. We may share your personal information with our Service Providers for the purpose of providing the Services. The information we share to our Service Providers may include both information you provide to us and information we collect about you, including Personal Data and information from data collection tools like cookies, web beacons, log files, Unique Identifiers, and location data. TSHA takes reasonable steps to ensure that our Service Providers are obligated to reasonably protect your information on TSHA's behalf. If TSHA becomes aware that a Service Provider is using or disclosing information improperly, we will take commercially reasonable steps to end or correct such improper use or disclosure.

Business Transactions: TSHA may purchase other businesses or their assets, sell our business assets, or be involved in a bankruptcy, merger, acquisition, reorganization or sale of assets (a "Business Transaction"). Your information, including Personal Data, may be among assets sold or transferred as part of a Business Transaction.

Lawful Requests: We may be required to disclose User information pursuant to lawful requests, such as subpoenas or court orders, or in compliance with applicable laws. We generally do not disclose User information unless we have a good faith belief that an information request by law enforcement or private litigants meets applicable legal standards. We may share your information when we believe it is necessary to comply with applicable laws, to protect our interests or property, to prevent fraud or other illegal activity perpetrated through the Services or using the TSHA name, or to protect the safety of any person. This may include sharing information with other companies, lawyers, agents, or

government agencies. Nothing in this Privacy Policy is intended to limit any legal defenses or objections that you may have to a third party's, including a government's, request to disclose your information.

Your Rights and Choices Regarding Your Information

Your Rights

Relevant data protection laws provide you certain rights regarding the protection of your data, including:

- the right to access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to object to processing;
- the right to data portability;
- the right to complain to a supervisory authority; and
- the right to withdraw consent.

More information about your rights relating to TSHA and the Services is provided via this Privacy Policy.

Access To The Information TSHA Has Collected About You

TSHA provides certain tools and settings within the Services to help you access, correct, delete, or modify your personal information associated with the Services. TSHA welcomes you to contact us regarding the information we have collected about you, including regarding the nature and accuracy of the data that has been collected about you, to request an update, modification, or deletion of your information, to opt-out of certain Services uses of your information, or to withdraw any consent you may have granted to TSHA.

Please note requests to delete or remove your information do not necessarily ensure complete or comprehensive removal of the content or information posted, and removed information may persist in backup copies indefinitely. Please note that if you choose to delete your information or opt-out of the collection and use of your information, you understand that certain features, including but not limited to access to the Services, may no longer be available to you.

We may store the information we collect about you indefinitely, but information generally will be retained only for as long as necessary to fulfill the purposes for which the information was collected, or as otherwise required by law. Following termination or deactivation of an TSHA Account, TSHA may retain your information and content for a commercially reasonable time for backup, archival, and audit purposes.

Opting-Out Of Communications From TSHA

Users may opt-out of receiving certain communications from TSHA by following the unsubscribe process described in an email communication, or by contacting us using the contact information provided below. However, please note you may not opt-out of Services-related communications, such as account verification, changes or updates to features of the Services, or technical and security notices.

Do Not Track

TSHA does not currently employ a process for automatically responding to “Do Not Track” (DNT) signals sent by web browsers, mobile devices, or other mechanisms. Per industry standards, third parties may be able to collect information, including Personal Data, about your online activities over time and across different websites or online services when you use Services. You may opt out of online behavioral ads at <http://www.aboutads.info/choices/>. You also may limit certain tracking by disabling cookies in your web browser.

Information Security

Security Of Your Information

TSHA takes reasonable efforts to secure and protect the privacy, accuracy, and reliability of your information and to protect it from loss, misuse, unauthorized access, disclosure, alteration and destruction. TSHA implements security measures as we deem appropriate and consistent with industry standards. As no data security protocol is impenetrable, TSHA cannot guarantee the security of our systems or databases, nor can we guarantee that personal information we collect about you will not be breached, intercepted, destroyed, accessed, or otherwise disclosed without authorization. Accordingly, any information you transfer to or from Services is provided at your own risk.

Please do your part to help us keep your information secure. You are responsible for maintaining the confidentiality of your password and TSHA Account, and are fully responsible for all activities that occur under your password or TSHA Account. TSHA specifically reserves the right to terminate your access to the Services and any contract

you have with TSHA related to the Services in the event it learns or suspects you have disclosed your TSHA Account or password information to an unauthorized third party.

Additional Provisions Regarding The Services & Your Information

Transfer And Storage Of Your Information

Please note information TSHA collects about you may be transferred, processed and/or accessed by us in the United States, or another country where we, or our Service Providers operate. Please be aware Personal Data may be transferred to, and maintained on, computers located outside of your state or country where privacy laws may differ from and may not be as protective as those where you live. If you are located outside the United States and choose to allow us to collect information about you, please be aware that TSHA may transfer your Personal Data to the United States and process and store it there.

If you are located in the European Economic Area ("EEA") or other regions with laws governing data collection and use that may differ from U.S. law, please note that we may transfer information to a country or jurisdiction that does not have the same data protection laws as your jurisdiction, as disclosed in this Privacy Policy. It may also be processed by staff operating outside the EEA who work for us or for one of Service Providers, also as disclosed.

Website Hosting: TSHA works with Socious as its web hosting services provider. Socious is located at 1201 S. Alma School Rd. Ste. 11100, Mesa, AZ 85210 and the Websites are stored by Socious at 1201 S. Alma School Rd. Ste. 11100, Mesa, AZ 85210. TSHA shares your data, including Personal Data, with our website hosting Service Provider for the purposes of processing your data pursuant to your use of the Services.

Data Hosting: TSHA works with Socious as its data hosting services provider. Socious is located at 1201 S. Alma School Rd. Ste. 11100, Mesa, AZ 85210 and TSHA's data are stored by Socious at 1201 S. Alma School Rd. Ste. 11100, Mesa, AZ 85210. TSHA shares your data, including Personal Data, with our website hosting Service Provider for the purposes of processing your data pursuant to your use of the Services.

Safely Using TSHA's Services

Despite TSHA's safety and privacy controls, we cannot guarantee the Services are entirely free of illegal, offensive, pornographic, or otherwise inappropriate material, or that you will not encounter inappropriate or illegal conduct from other Users when using the Services. You can help TSHA by notifying us of any unwelcome contact by contacting us using the information below.

Your California Privacy Rights

Under California Civil Code Section 1798.83 (known as the "Shine the Light" law), TSHA members and customers who are residents of California may request certain information about our disclosure of personal information during the prior calendar year to third parties for their direct marketing purposes. To make such a request, please write to us at the address below or at Staff@TXSHA.ORG with "Request for California Privacy Information" on the subject line and in the body of your message. We will comply with your request within thirty (30) days or as otherwise required by the statute. Please be aware that not all information sharing is covered by the "Shine the Light" requirements and only information on covered sharing will be included in our response.

Changes to Our Privacy Policy

TSHA may modify this Privacy Policy from time to time. The most current version of this Privacy Policy will govern our use of your information and will be located at <https://www.txsha.org/Privacy-Policy>. You may contact us to obtain prior versions. We will notify you of material changes to this policy by posting a notice at the Services or by emailing you at an email address associated with your TSHA Account, if applicable, and provide an "at a glance" overview of any changes.

Contact TSHA

Data Protection Officer
Texas Speech-Language-Hearing Association
Staff@TXSHA.ORG (October 2018)

Fiscal Management

Annual Budget Policies

Approval for Expenditure Over Budget

Budget expenses for any unit listed on the approved budget cannot be exceeded without the approval of the monitoring Board member. (June 1985)

State Office shall notify monitoring board member of any expense which exceeds 20% or more of the budget amount. (January 2002)

Budget Posture

TSHA will maintain a budget posture in which annual income equals or exceeds annual expense. (January 1988)

Fiscal Year

TSHA's fiscal year will be from January 1 - December 31. (June 1989) (March 2016)

Legislative Initiative Fund

Money collected for the legislative initiative fund will be maintained by the PAC in a separate and restricted account and used solely for legislative activities during the legislative session. (July 1993) (October 2018)

Policy on Projected Budget Statement

A statement will be published in the October issue of the Communicologist that the approved budget is available upon request. (July 1986) (October 1995)

Restricted Operating Reserve Fund

TSHA's target range of reserves is to maintain the Net Asset to be equal to the Operating Expenses (excluding Non-Operations) between 80% and 100%, with a minimum of no less than 70% and a maximum of no greater than 110%. Maintaining the minimum target range is essential should an event or events take place that would have a significant negative financial impact to the Association. The Finance Advisory Committee (FAC) shall strive to always recommend a budget that is within the target range.

The TSHA Executive Board (EB) should be made aware and separately vote that they are approving a budget that is not within the target range. The FAC shall additionally notify the EB quarterly if the Annual Forecast (Estimated Projection) does not maintain the target range. Actions should be taken to ensure that the minimum and maximum amounts are never reached, and a plan should be in place and communicated to the EB should the Net Assets fall either below or above these levels. A five year plan for reserve spending should be maintained and adjusted by EB every two years.

Should the Net Assets increase to greater than 90%, the EB may approve spending up to one half of the excess and the funds would need to be used for strategic initiatives that would provide an added value back to the members of TSHA.

(October 1994) (January 2008) (December 2008) (January 2011) (October 2016)

Banking and Investment Policies

Banking

The TSHA President authorizes the State Office to handle banking transactions per the following procedures:

1. There shall be two operating accounts at TSHA's primary banks: a. Checking Account b. Money Market Account (interest bearing)
2. All funds received by the Association shall be deposited into the primary bank checking account.
3. In the event of reaching the federally insured amount for the combined accounts, the President shall authorize the State Office to transfer from the operating account into previously approved over flow bank accounts. (October 1992)(January 2011) (September 2015)

Investment of Funds

The TSHA Executive Board must give prior approval to the Executive Director and Investment Advisor to purchase, exchange, or sell investments and securities. Refer to 'Investment Policy Statement.' (June 1991) (June 2006) (January 2011)

TSHA Bank Account - Excess Over \$250,000

TSHA is to keep no more than the current FDIC insurance limit with any one bank, unless deemed necessary for business operations. TSHA is allowed to keep over the FDIC limit if the account is collateralized with US backed securities. (December 2008) (July 2010) (October 2016)

Reimbursement Eligibility

Contract Labor

Executive Board members should contact the President and Executive Director if they need to use contract labor to complete Association related activities provided they have funds available in their budget. (Oct 1991) (Oct 1995) (Aug 2008) (July 2010) (October 2018)

Travel Reimbursement Guidelines

Individuals serving in an official capacity for the conduct of TSHA activities are entitled to reimbursement for expenses incurred as a consequence of their travel and/or participation in scheduled meetings of TSHA Executive Board, Executive Council, and Task Forces/Committees. Reimbursement for travel and lodging will only be honored for those

who attend the Executive Council meeting in its entirety. Individual exceptions must be approved by the monitoring Vice President. Reimbursement allowances are made in accord with the following procedures:

Transportation:

- Automobile: Mileage reimbursed at the current federal tax allowance only to the driver of the car. Electronic mileage map must accompany request for mileage reimbursement. The current rate can be found at www.irs.gov. Mileage will be reimbursed up to \$600. Exceptions must be approved by the VP.
- Air Fare: Coach or discount fares only will be reimbursed. In addition, only 14-day (or earlier) advanced coach fares will be reimbursed for all previously scheduled meetings such as Executive Board, Council, or approved task force/committee meetings. Flight change costs will not be reimbursed except for emergency or unusual circumstances, or as approved by the monitoring Board Member.
- Ground Transfers: The Association will reimburse expenses for ground transportation to and from the airport. If a private car is used for ground transportation, mileage is reimbursed at the rate above.
- Parking/Airport parking will be reimbursed in long-term parking. (June 2001) (July 2002) (July 2005) (October 2018)

Lodging:

Hotel rooms for a TSHA-approved meeting that are arranged for by the State Office are paid by the TSHA through direct billing with the hotel. Only room charge and taxes will be transferred to the TSHA account. Other rooms not arranged through the State Office will be reimbursed at 50% of the available room rate including the proportionate share of taxes. Reimbursement for rooms not shared with another TSHA Council member will be reimbursed at 50% of the available room rate, including a proportionate share of the taxes. Incidentals (meals, movies, phone, etc.) charged to the room are to be paid by the individual. (October 2018)

Meals & Incidentals:

Meals and incidentals will be reimbursed based on federal per diem. An expense report and accompanying receipts must be provided. Per diem rates can be found on the GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>. (July 2005) (Sept. 2011) (June 2014) (September 2015)(January 2016) (October 2018)

Other:

Reasonable expenses incurred in the course of conducting Association business while traveling may be reimbursed. The volunteer shall provide an explanation for each claim that does not fit one of the above categories. Items such as dry cleaning and personal phone calls are not reimbursable. Adjustments will be made in reimbursement by TSHA for listed expenses that do not conform to travel policies. Reimbursed expenses require itemized receipts. (January 1990) (October 1995) (September 2000) (June 2001) (Sept. 2011)

Expense Documentation

State Office is authorized to deny payment of any expense report which does not provide complete receipts. Partial payment will be allowed for any expenses where appropriate documentation and/or receipts are provided. (June 2002) (October 2018)

Reimbursement Procedures

Payment Request Requirements

All requests for reimbursement or payment must be submitted within 30 days and within the same fiscal year. Reimbursement/ payment will not be made if these deadlines are not met.

Task Force Members/Committee Members Procedure to Request Reimbursement/Payment

To request reimbursement, utilize the Request/Authorization for Payment/Reimbursement Form.

1. Individuals requesting reimbursement should complete payee information at top of form.
2. Break down reimbursement into expense accounts as shown on the form; complete explanation and amount on corresponding lines.
3. Enter total amount for check to be issued.
4. Staple or scan and attach to email all receipts and/or invoices to the back of the form.
5. Send reimbursement form to the Task Force or Committee Chair in charge of your activity.

The Task Force/Committee Chair should verify the expenses, and send the reimbursement to the State Office for processing.

Task Force/Committee Chair and Councilor Procedure to Request Reimbursement/Payment

To request reimbursement, print the Request/Authorization for Payment/Reimbursement Form from the TSHA website. Follow procedures #1-4 specified above. Send the reimbursement form to the monitoring Board member to:

1. Verify the validity of the request and determine that funds have been budgeted to fulfill the request.
2. Complete the department column to designate the department to which the expense was budgeted and should be charged back.
3. Sign the approval line.
4. Mail or email completed form with receipts to TSHA State Office.

General Information

1. Use one form per payee - each form will generate one check.
2. Officers bear ultimate responsibility for funds disbursed and should take care to determine that requests are within established guidelines, within budget, not excessive, and for valid TSHA activities.
3. Keep “miscellaneous” expenses to a minimum. Please attribute all expenses to the expense account which most accurately reflects the expenditure.
4. Requests will not be processed that: a) are not submitted to the State Office within 30 days in which the expense is incurred, or b) reach the State Office with Executive Board approval following the end of the fiscal year.
5. Executive Board members will submit expenses directly to the State Office for reimbursement. (July 2002)

Annual Budget Procedures

Annual Budget Meeting

The budget meeting will be held on an annual basis so the Board will have access to the full 12-month financial statement for the prior fiscal year. (October 1992) (August 2006) (July 2010)

Preparation for Budget Meeting

The purpose of the budget meeting is to approve the annual budget for the association. To that end, it is imperative that each member of the Board have, prior to that meeting, specific dollar amounts in the following areas:

1. Dollars spent on each task force, office, contract, or committee for the previous year.
2. Projected costs for each task force, office, contract, or committee for the coming year.
3. Projected income for each task force, office, contract, or committee for the coming year.
4. Specific tasks, objectives, or rationale which justify the dollars requested. (March 1987) (July 2010) (September 2015)

Budget Requests-Committees/Task Forces

Committees and Task Forces should plan ahead for activities in the future year if any budget funds will be needed to carry out those activities. Committee/task force chairs should work with their VP to identify the project scope, and work with the State Office to get a quote for the committee activities. This broad goal for budgeted entities should come from one of the following specific objectives of the TSHA:

1. Strategy included in the TSHA long range goals.
2. Strategic/long range plan included in the TSHA Policy & Procedure Handbook.
3. Mission statement included in the TSHA Policy & Procedure Handbook.
4. Purposes of the Association as stated in the bylaws (e.g., to encourage affiliation and cooperation with other persons and organizations having similar interests and objectives).

Annual Goals or Task Force/Committee Objectives

The budgeted entity may be intended to satisfy an annual goal included in the TSHA long range goals, or a specific objective statement may be generated by the Executive Board or by the task force for the coming year.

Activities to Achieve Objectives

These are the projects which the task force designs to meet the objectives (e.g., develop a brochure regarding the benefits of public school employment).

Projected Use of Information or Products

Indicate ways in which the material developed or the information gathered might be used (use data to impact legislation; send to resource library). When the task force plans to develop a product for public dissemination (Annual Convention presentation, media package, brochure), the task force must submit a Product of Task Force Form [See Forms] to the Executive Board.

Budget Request

For each activity, estimate the costs involved (rounded up to the nearest \$10 increment). Depending upon the nature of the activity, project costs may need to be included (e.g., expense for special supplies;).

Because the cost of travel is prohibitive, task forces should try to accomplish the majority of their goals through email and phone/video conference calls. If a meeting of the entire task force seems crucial, present a written explanation to the monitoring Vice President for consideration by the Executive Board.

All budget requests for the following year must be submitted to the Vice President approximately 1 month prior to the Executive Board's budget meeting. Consult the administrative calendar for exact dates.

Projected Income

If the task force plans to develop a product which will be marketed, consult with the monitoring Vice President and State Office about establishing prices and distribution procedures. (October 2018) (December 2024)

Financial Reporting Procedures

Monthly financial reports will be prepared by the TSHA State Office. IRS reports, as well as an annual review, will be completed by a certified public accountant (CPA). The State Office will send monthly financial reports to the FAC Chair and Executive Board. (March 1989) (October 1992)(September 2015)

Use of Credit Cards

Each Executive Board member will be issued a TSHA credit card upon taking office. State Office will coordinate with officers for coding credit card expenses. Receipts are required at time of coding. Outgoing officers will relinquish the credit card to the State Office at the end of their term of office and the State Office will deactivate any credit cards for officers upon completion of their term. (April 1997) (January 2001) (May 2004) (September 2015) (October 2018)

TSHA'S Investment Policy

Introduction

This statement of Investment Policy has been adopted by the Executive Board of the Texas Speech-Language-Hearing Association (TSHA) to provide guidelines for the investment of funds held by the Association. For the purposes of managing investment risk and to optimize investment returns within acceptable risk parameters, the funds held will be divided into two separate investment pools. The process for determining the dollar amount in each pool is set forth in the "Procedures" section of this document. The two investment pools shall be called the "Short Term reserve Fund" and the Long Term Reserve Fund".

Roles and Responsibilities of the Financial Advisory Committee

The TSHA Financial Advisory Committee is responsible for ensuring that appropriate policies governing management of the investment portfolio are in place and that they are implemented and monitored. More specifically, responsibilities include:

- Identifying the purposes and objectives of the Investment Fund, establishing investment policies and an appropriate asset allocation for Fund assets
- Selecting/terminating the investment advisor and allowable investments as necessary to meet objectives of the Fund
- Setting performance objectives and monitoring performance of the Fund on at least a semi-annual basis.
- Annually reviewing the investment policy and recommending changes.
- Reporting to the Executive Board at least annually on the status of the Fund.

Procedures

Fiduciary Standards: The assets of the portfolio shall be invested in a manner that is consistent with generally accepted standards of fiduciary responsibility. The safeguards that would guide a prudent investor will be observed. All transactions that utilize the assets of the portfolios will be undertaken for the sole benefit of TSHA.

The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of the TSHA and accurately reflects the current financial condition.

- This investment policy shall be reviewed annually by the Financial Advisory Committee for any necessary revisions.
- Recommendations for any revisions or modifications will be made by the Financial Advisory Committee to the Executive Board for approval.

The following procedures will be used to determine the dollar amounts to be placed in the Short Term Reserve Fund. Dollars not specifically designated for the Long Term Reserve Fund will be restricted to investments designated in the “Investment Guidelines” for the Short Term Reserve Fund.

- The Financial Advisory Committee will recommend the dollar amounts and or the percentage ratio to be maintained in the Short Term Reserve Fund.
- The Executive Board will have final approval of the dollar amounts and or percentage ratio to be maintained in the Short Term Reserve Fund.

The following procedures will be used to determine the percentage ratio to be maintained in the Long Term Reserve Fund. Dollars not specifically designated for the Short Term Reserve Fund will be restricted to investments designated in the “Investment Guidelines” for the Long Term Investment Fund.

- The Financial Advisory Committee will recommend the dollar amounts and or percentage ratio of investments to be maintained in the Long Term Reserve Fund.
- The Executive Board will have final approval of the percentage ratio and/or the dollar amounts of investments to be maintained in the Long Term Reserve Fund.

It is anticipated that from time to time the services of a registered investment advisor may be sought to manage portions of TSHA funds. The following procedures shall be followed to engage a new or replace a current registered investment advisor. The same procedure shall apply for both individually managed accounts and mutual funds (with the exception of money market mutual funds.)

- The Financial Advisory Committee will recommend the hiring or replacing of an investment advisor to the Executive Board.
- The Executive Board will review the candidate(s) and shall have the final approval for the selection of the investment advisor.

It is anticipated that an independent auditor’s services will be needed to conduct periodic audits and reviews of TSHA’s books.

- The Financial Advisory Committee will recommend the hiring or replacing of an independent auditor to the Executive Board.
- The Executive Board will review the candidate(s) and shall have the final approval for the selection of the independent auditor.

Roles and Responsibilities of the Financial Advisor

- Adhering to the CFA Institute Code of Ethics and Standards of Professional Conduct, as presented in the Standards of Practice Handbook.
- Assisting the Financial Advisory Committee in setting investment objectives, asset allocation targets, and investment constraints.
- Selecting investments that conform to policy and report their portfolio activity, performance, and risk management analysis against pre-established objectives, to the FAC in an accurate and timely fashion.
- Evaluating the efficiency of the fund's investment and portfolio structures.
- Recommending rebalancing procedures and cash flow management.
- Benchmarking fees paid against established benchmarks.
- Assisting the TSHA staff in the day-to-day oversight of the fund.
- Proactively providing advice and counsel to the TSHA staff and the Financial Advisory Committee.
- Conferring with the TSHA staff and the Financial Advisory Committee no less than quarterly to review investment results and policy compliance as well as the capital markets outlook and other factors to be considered in achieving the investment objectives.
- Recommending investing in socially responsible companies and holding revenue from production or sale of tobacco or tobacco products to no more than 10% of total holdings.
- Voting proxies after careful assessment of the issues involved and consistent with the mission of TSHA.

Roles and Responsibilities of the TSHA Staff

The TSHA Staff is responsible for implementing investment processes and policies as directed by the Executive Board and the Financial Advisory Committee and include:

- Working directly with the Investment Advisor.
- Having signature authority to enter into investment agreements relative to the management of the funds that have been approved by the Executive Board.
- Periodically reviewing and reporting on expected net cash flow into/from the funds.
- Compiling information for the Financial Advisory Committee.
- Overseeing the day-to-day operations of the fund.

Short Term Reserve Fund

Purpose:

The purpose of the Short Term Reserve Fund is to provide sufficient cash to meet the financial obligations of the organization in a timely manner.

Investment Objectives:

The investment objectives of the Short Term Reserve Fund are:

- Preservation of capital;
- Liquidity; and
- To optimize the investment return within the constraints of the policy.

Investment Guidelines:

Allowable Investments: The Executive Board shall authorize the Executive Director and the investment advisor to invest the TSHA Short Term Reserve Funds as follows:

- Federally-insured certificates of deposit not to exceed \$250,000 including interest at commercial banks or savings and loans institutions;
- Money market funds that invest in government backed securities;
- Interest bearing checking accounts in federally insured banks and savings and loans not to exceed federally insured amounts;
- Direct obligations of the US government, its agencies and instrumentalities;
- Mutual funds, or

- Repurchase agreements collateralized by US government obligations with institutions whose senior debt rating is rated double A or better by Standard Poor's and/or Moody's or where physical delivery of the collateral is made to a third-party custodian.

Maturity:

The maturities on investments for the Short Term Reserve Fund shall be limited to 3 years or less. In the case of securities whose coupon resets on a periodic basis, the length of the reset period, or for mutual funds the average length of the reset period shall be used to determine compliance with this investment policy's maturity guidelines.

Reporting:

The Financial Advisory Committee Chair shall provide the following reports on an annual basis to the Executive Board:

- Schedule of Investments;
- Interest income year-to-date; and
- Current Yield.

Long Term Reserve Fund

Purpose:

The purpose of the TSHA Long Term Reserve Fund is to enhance the purchasing power of funds held for future expenditure, to maintain the financial stability of the Association, and to provide current income to be used during the current budget cycle.

Objectives:

The objectives of the account should be pursued as a long- term goal designed to maximize the returns without exposure to undue risk, as defined herein. It is understood that fluctuating rates of return are characteristic of the securities markets. The greatest concern should be long- term appreciation of the assets and consistency of total portfolio returns. Risk will be determined based on the benchmark established below and will be measured by the standard deviation of quarterly returns and/or by any other measures as determined by the Financial Advisory Committee.

Asset Allocation and Benchmarks:

The fund asset allocation is as shown. The Policy Benchmark for measuring comparative performance and risk will be the weighted sum of a combination of the target allocations listed with the corresponding index return for each period.

Asset Class	Target Asset Mix	Allocation Range	Benchmark
US Equities			
-Large Cap Equity	40%	30-50%	S&P 500
-Small/Mid Cap Equity	10%	0-20%	Russell 2000
International Equity	10%	0-20%	MSCI ACxUS
Real Return	8%	0-15%	CPI+4%
- 60% stocks/40% bonds			
Fixed Income	31%	20-6-%	Barclays'
			Intermediate
			Aggregate
Cash	1%	0-10%	90 Day T-Bills

Understanding that a long-term positive correlation exists between performance volatility (risk) and statistical returns in the security markets, the following short-term objective has been established:

- The portfolio should be invested to minimize the likelihood of low negative total returns defined as a 1-year return worse than negative 7%.

Investment Guidelines:

The investment policies and restrictions presented in this statement serve as a framework to achieve the investment objectives at a level of risk deemed acceptable. These policies and restrictions are designed to minimize interfering with efforts to attain overall objectives, and to minimize excluding any appropriate investment opportunities.

Prohibited Investments: The following investments and investment activities are prohibited:

- Private placements;
- Letter stock;
- Individual options contracts. However to the extent that mutual funds are used by TSHA, the mutual funds may buy or sell option contracts for the purposes of managing portfolio risk;

- Securities whose issuers have filed a petition for bankruptcy;
- Commodities or commodity contracts;
- Short sales;
- Margin transactions; and
- Any speculative investment activities.

Diversification:

Individual stocks are subject to a maximum 10% commitment at cost of the account's market value for an individual security and 25% for a particular industry. Individual bonds not guaranteed by the US government, its agencies or instrumentalities are subject to a maximum 5% commitment at cost.

Equities:

The equity asset classes should be maintained at risk levels roughly equivalent to the sectors of the market represented, with the objective of exceeding a nationally recognized index measuring the performance of the designated sector over a 3 year moving time period net of fees and commissions. Mutual funds conforming to the policy guidelines may be used to implement the investment program.

Definitions

The following definitions shall apply for the purposes of equity investments:

- **US Large Capitalization Stocks**

A portfolio of stocks comprised primarily of US based companies with the individual companies having a total market value exceeding \$3.0 billion and primary shares of which are traded on a major US exchange.

- **US Mid Capitalization Stocks**

A portfolio of stocks comprised primarily of US based companies with the individual companies having a market between \$500 million and \$3 billion.

- **US Small Capitalization Stocks**

A portfolio of stocks comprised primarily of US based companies with the individual companies having a market less than \$500 million.

- **International Stocks**

Stocks of non-US based companies, the primary shares of which are traded on exchanges outside the US American depository receipts are considered international stocks.

- **Real Return**

Real return investments are expected to utilize a combination of equity and bond securities, foreign and domestic, including currency and commodities.

- **Fixed Income**

Investments in fixed income securities will be managed actively to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums. Mutual funds conforming to the policy guidelines may be used to implement the investment program.

- **Federally Insured Certificates of Deposit**

Allowable in the Long Term Reserve Fund in case you want to enter into a CD with a maturity of 3 years or more.

The following definitions shall apply for the purposes of fixed income investment:

- **US Government/Corporate Intermediate Bonds**

A portfolio of fixed income securities denominated in US dollars issued by the US government or US corporations having a weighted average maturity of less than 10 years.

- **High Yield Corporate Bonds**

A portfolio comprised of bonds issued by US corporations with the majority rated below BBB/BAA.

- **International Bonds**

A portfolio of fixed income securities denominated in currencies other than US dollars. Issuers may be both governments and corporations.

- **Federally Insured Certificates of Deposit**

CDs that are issued by FDIC member institutions which include state banks, national banks, trust companies and state or federal savings associations.

Performance Reporting

The Long Term Reserve Fund will be evaluated by the Financial Advisory Committee Chair on a total return basis annually or more often as directed by the Executive Board. Returns will be compared to the benchmarks established.

Comparisons will show results for the latest quarter, year to date, and since inception. The report will be presented annually to the membership. (October 2018)

Publications Board Policies and Procedures

Annual Report

The TSHA Annual Report, for the preceding year, will be published by March and posted to the TSHA website under About Us. Each Executive Board (EB) member's report will be due to the President or Past President by December 31. The report will be written in past tense and will summarize the work of each vice president's task forces and committees for the past fiscal year. The President or State Office may provide a template for each officer. (July 1986) (July 1993) (July 2002) (June 2010) (June 2012) (September 2015) (December 2017) (October 2018)

Printed Material Approval

There are no recurring printed materials at this time. Printed pieces would need budget approval, and then would require approval by the monitoring Executive Board member. The monitoring Executive Board member will use their discretion to determine if the full Executive Board should approve the content of the material prior to print. Any unbudgeted printed requests would require EB approval for the unbudgeted request. (October 1992) (October 1995) (June 2010) (October 2018) (December 2024)

TSHA Talk Submission Guidelines

TSHA Talk is TSHA's bi-weekly e-newsletter that provides TSHA members with timely information related to association news, the latest in research breakthroughs, national and state policy updates, and mainstream media stories of interest to the professions.

When submitting TSHA Talk articles please refer to the following recommendations:

1. Keep articles brief by highlighting the main points in just three to four sentences.
2. Include links to relevant resources on the TSHA website.

3. Provide key dates if your submission is promoting an event or live education offering.
4. Include a title to be used along with your submission.
5. All articles must be submitted to the TSHA talk co-editors one week prior to the scheduled publication date.

Publications Board

1. Membership: The Publications Board shall consist of a minimum of five but no more than 18 members including the following: Publications Board Chair, *Communicologist* Editors (2), *TSHA Talk* Editor(s), Member at Large, TSHA President (Ex-Officio), and the TSHA Publications Editor (Ex-Officio). (July 2002) (July 2007) (June 2010) (July 2011) (October 2018)
2. Publications: The Association's publications may include but are not limited to the following: TSHA Talk, the *Communicologist*, and the Annual Report. (July 2002) (July 2007) (June 2010) (July 2011) (November 2015) (October 2018) (December 2024)
3. The Publications Board Chair is appointed by the President for a 2-year term that coincides with the TSHA Presidency. An incoming Publications Board Chair should be appointed by the TSHA President-elect and serve one year of training prior to assuming the role. Publications Chairs can serve additional terms at the pleasure of the TSHA President. Responsibilities include but are not limited to:
 1. Serving as the liaison between the Executive Board and the Publications Board.
 2. Presenting the Publications Board recommendations for editors for approval to the Executive Board.
 3. Maintaining communication with the Publications Board members and editors.
 4. Identifying proposed budget needs and submitting requests to the President and State Office. Any budget requests will be presented to the Executive Board for approval.
 5. Attending Executive Board meetings to present recommendations and plans for future publication issues. (November 2015) (December 2024)
 6. Scheduling, preparing an agenda, and chairing the Publications Board meetings.

7. Making arrangements for the preparation and distribution of Publications Board meeting minutes.
8. Attending or appointing a Publications Board member or editor to attend each Executive Board meeting. (June 1999) (March 2006) (June 2009) (June 2010)
9. Recommending and defining the publications of the Association that the Publications Board monitors.
10. Making recommendations to the Executive Board.
11. Reviewing and approving any awards developed by the editors.
12. Promoting all publications of the Association.
13. Serving as a resource for the editors.
14. Developing strategic plans for TSHA publications.
15. Serving in a quality assurance role by monitoring final publication products prior to going to print.
16. Recommending to the Executive Board the names of editors, which will be presented in a report to the Executive Board (at long-range planning or executive board meetings) by the Chair. (November 2015)
17. Approving the delay of any publication for time-critical issues or expediting the publication without needed material.
18. Following the guidelines set forth by TSHA Bylaws, Article XI, Section 2. (June 1999) (June 2010) (October 2018)

Editors

Each editor shall be initially approved for a two-year term, with an annual review for continuation or replacement each year thereafter. Editors are non-voting (ex-officio) members of the Publications Board. Each editor is responsible for informing the chair if they are unable to complete their duties so an alternative editor can be designated. (June 1999) (July 2007)(June 2010) (July 2010) (October 2018) (December 2024)

Communicologist

PURPOSE

The purpose of the Communicologist is to serve as

- A member benefit
- The official bi-monthly newsletter of TSHA
- A forum for distributing current information relevant to the practices of speech-language pathology and audiology

CONTENT

The content of the Communicologist can include:

- Latest news from the TSHA Executive Board, Committees, and Task Forces
- Highlights of activities of TSHA members across the state including, but not limited to:
 - University programs, including NSSHLA chapters
 - Grant recipients
 - Innovative programs
 - Regional associations
 - National Speech Language Hearing Month
 - TSHA Leadership Academy
 - Other information requested by the TSHA Executive Board
- Information on the TSHA Annual Convention and other CE events
- Information on TSHA Honors and Awards, and Nominations and Elections
 - Solicitation of nominees
 - Winners
- Products of TSHA
- Texas Speech-Language-Hearing Foundation
- TSHA Political Action Committee
- Names of ACE recipients
- Member obituary highlights

Communicologist Advertising

The Publications Board will accept and review paid advertising in the *Communicologist*. (July 1993) (September 2015) (October 2018)

The *Communicologist* will accept classified and display advertising from relevant advertisers. A limited amount of space will be devoted to advertising in each issue. Display and classified advertising may consist of ads from: 1) speech-language pathologists and/or audiologists seeking employment (“position wanted”); 2) employers with positions available; 3) speech-language pathologists and/or audiologists offering to sell and/or buy professional goods or services; 4) vendors servicing the practices of speech-language pathology and/or audiology; 5) universities or other educational/training entities offering programs or services relevant to the field of speech-language pathology and/or audiology. Advertisers will be invoiced prior to publication. All categories of ads can be submitted as display advertising. Issue dates must be specified. (See TSHA Fee Schedules on FS-1.) (December 1993) (July 2007) (November 2015) (October 2018)

Communicologist Featured Articles

Featured article assignments for the Executive Board (EB) will be prepared by the State Office and Publications Board Chair on a standard rotating basis. A schedule for the following year will be available in November for review of writing assignments for Executive Board members. Requests and reminders will be emailed to the EB by the TSHA Publications Editor. (June 1999) (June 2010) (September 2015) (November 2015) (October 2018) (December 2024)

Basic Guidelines/Responsibilities

1. The Publications Editor should confirm receipt of articles by replying via email to the Executive Board member who sent them.
2. Each issue of the *Communicologist* will be governed by a timeline to be set by our Publications Editor each year.
3. The Publications Editor emails the Executive Board a deadline reminder notice. This reminder will include specific assignments, required material pertinent to that issue, and the article template.
4. The Publications Editor emails a second reminder to the Executive Board. Articles, announcements, and other information are due to the Publications Editor.
5. The Publications Editor recommends and determines placement and priority of articles.

6. The Publications Editor emails all edited and proofed issue copy back to the Publications Board Chair, content editors and State Office.
7. The Publications Board Chair emails the proofed issue copy back to the Publications Editor.
8. Final copy must be approved by the Publications Board Chair before it is sent to the State Office for posting on the website and distribution. (June 1999) (July 2007) (June 2010) (September 2015) (October 2018)

Communicologist Editor Responsibilities

1. Each issue editor will coordinate his/her issue with the Publications Editor.
2. Each issue editor will follow Publication Policies and Procedures as set forth in TSHA's Policy & Procedures. (November 2015)
3. If a submission will be held until the next issue, the author will be informed by the issue editor.
4. Editors are authorized to edit submissions for length, grammar, spelling, style, redundancy, clarity, sensitivity, and content. When editors have questions about submissions, they should contact the author. If further information is needed, they should contact the Publications Board Chair and/or the responsible vice president.
5. The Publications Board Chair will proofread and approve a final draft of each issue prior to printing. (November 2015)
6. Graphic design is the responsibility of the Publications Editor and will be coordinated through the issue editor or Publications Board Chair. (June 1999) (July 2007) (June 2010) (September 2015) (October 2018)

State Office Responsibilities

1. The State Office will post the final approved issue of the *Communicologist* on the TSHA website and send it via email to the membership. (June 2010) (September 2015) (October 2018)

Formatting Guidelines

1. All names of TSHA members, major speakers, public officials, and notable colleagues are bold within text the first time they are used.
2. Author(s)' name(s) with credentials are printed under the article title. (June 1999) (July 2007) (June 2008) (June 2010) (October 2018)

Additional Notes

1. TSHFoundation news will receive space in each digital issue.

2. Obituaries for persons associated with the professions of speech-language pathology and audiology will be printed when submitted.
3. The TSHFoundation will receive complimentary articles in the *Communicologist*.
4. Refer to the timeline set by the Publications Editor for issue-specific listings of submissions and deadlines. Submissions by committee and task force chairs for publication in the *Communicologist* will be sent to the monitoring councilor and monitoring vice president at the same time. This should expedite approval of the article to help meet deadlines for publication. (July 1986) (October 1986) (July 1987) (April 1988) (1993) (June 1999) (July 2006) (July 2007) (November 2015) (October 2018)