

CONSTITUTION OF SPEECH PATHOLOGIST AND AUDIOLOGISTS IN LOUISIANA SCHOOLS (SPALS)

ARTICLE I: Name

This organization shall be known as Speech Pathologists and Audiologists in Louisiana Schools.

ARTICLE II: Purpose

The purpose of this organization shall be to promote the professions of speech pathology and audiology to help speech pathologists and audiologists stay current on the latest professional practices and legal issues, relating to student performance, and to enhance the professional image of speech pathologists and audiologists.

ARTICLE III: Membership

Section 1- Active membership shall be open to all speech pathologists and audiologists who are employed or have been employed by the public or private schools in Louisiana. An active member must also hold a current LBESPA license. Active members shall have all the privileges of the association including the right to vote and hold offices.

Section 2- Affiliate membership shall be open to other recognized professionals involved in education and involved in training speech pathologists and audiologists, to graduate students pursuing certification in speech pathology or audiology and parents. Affiliate members shall have the privileges of the Association except the right to vote or hold office.

Section 3- Questions of eligibility for membership shall be determined by the Executive Committee.

ARTICLE IV: Relationships with other organizations

Section 1- The Association shall provide opportunity for professional relationships with other organizations associated with education and speech pathology and audiology in the state and nation.

Section 2- The Association shall participate with other educationally oriented groups and other speech pathology and audiology agencies involved in organizing, developing and promoting activities important to the educational progress of Louisiana and the nation.

ARTICLE V: Dues

Section 1- Annual dues for all members of the Association shall be determined by the Executive Committee and approved by the majority of active members.

Section 2- The membership shall be from September 1 to August 31 of the following calendar year.

ARTICLE VI: Officers and Duties

Section 1-A - The elected officers of the Association shall be President, a President-Elect, a Secretary, a Treasurer, a Parliamentarian, a Historian, and a Continuing Education Administrator (CEA). An Executive Committee shall consist of President, the President-Elect, the immediate Past President, the Secretary, the Treasurer, the Parliamentarian, the Historian, the Continuing Education Administrator (CEA), and a representative from each of the eight special education regions. The regional representatives shall be elected from and by, the membership of their respective regions. There may be a maximum of two (2) regional representatives for each region with both representatives sharing one vote.

Section 1-B – All Executive Committee Members shall serve for a two year term.

Section 2-A – The President shall preside at all meetings of the Association and of the Executive Committee and shall be an ex-officio member of all committees, which may be appointed for special services. In case of a tie vote in the Executive Committee, the President shall cast the deciding ballot.

Section 2-B – As the chief executive officer, the President shall be charged with the task of the Association leadership in matters relating to the purposes of this Association. He/She shall make recommendations in the Executive Committee on all matters of Association policy or position.

Section 3- In the absence of the President or in case of the President's inability to serve, the President-Elect shall assume the duties of President.

Section 4 – The President-Elect shall be in charge of the membership rolls of the organization and shall campaign for active membership of speech pathologists and audiologists as outlined in Article III of the Association's Constitution. Duties also include but are not limited to being program chair for SPALS Conference.

Section 5-A – The Secretary shall keep the current official records of the proceedings for each member of the Association and of the Executive Committee.

Section 5-B – The Secretary will attend to the general correspondence of the Association at the direction of the President.

Section 6 – The Treasurer shall receive all moneys belonging to the Association, shall disperse the same when properly authorized, shall keep an itemized account of receipts and disbursements and shall make a yearly report of the same. The written report shall be filed in the permanent records of the Association.

Section 7 - The Parliamentarian will assist the president in coordinating activities at meetings, assist the Past President with the Association By Laws, count ballots for the election of officers at convention and shall be familiar with the rules contained in parliamentary laws by General Henry M. Robert and current edition of Roberts Rules of Order-Newly Revised.

Section 8 – The Historian shall maintain all previous official records of the Association, shall collect all information pertinent to the history of the Association and maintain and assemble items of interest in the archives. The Historian will compile a newsletter regarding current events of the Association; articles submitted by members and any pertinent information regarding the Association at least two times a year and provide all members a copy.

Section 9 – The Past-President shall be in charge of maintaining and updating the Association's By Laws.

Section 10 – The Continuing Education Administrator (CEA) is responsible for maintenance of the Association's ASHA Approved CE Provider status; to ensure that the standards and requirements of the ASHA Continuing Education Board are met in planning the courses offered to conference attendees.

Section 11 – The Regional Representatives shall represent their respective special education regions at the regularly scheduled Association meetings called by the President. They will also be members of the Nominations Committee.

ARTICLE VII: Meetings

Section 1 – At least one meeting of the general membership shall be held during each year, at a time and place designated by the Executive Committee.

Section 2 – Special meetings of the general membership may be called by the President upon request of the Executive Committee or upon a written request signed by 50 active members.

Section 3 – The Executive Committee shall meet at least once a year prior to the annual general membership meeting.

Section 4 – One-half (1/2) of the Executive Committee shall constitute a quorum at any meeting of the Committee, provided the President or the President-Elect is among the members present.

Section 5 – A quorum for the transaction of the business at a regular or special meeting of this Association shall consist of the general membership present after due notice of at least 30 calendar days.

ARTICLE VIII: Vacancies

Vacancies occurring in any elective office or committee of the Association for any cause shall be filled by appointment. The appointment shall be made by the President and approved by the Executive Committee. Such appointee, except the President and President-Elect, shall hold office until the next regularly scheduled election. A vacancy in the office of the President shall be filled by the President-Elect. An appointed President-Elect can hold the office of President only if elected by a majority of the active members of the Association.

ARTICLE IX: Election of Officers

Section 1 – The election of officers for the Association for the ensuing term shall take place at the annual meeting. The terms of all officers and members of the Executive Committee shall begin immediately following their election at the annual business meeting.

Section 2 – A Nominating Committee consisting of the eight regional representatives and a chairperson appointed by the Executive Committee, will convene to nominate officers for the following year, not less than 90 days prior to the annual meeting. They shall be instructed to prepare a list of officers to be voted upon at the annual meeting and a list of these nominees shall be sent to the active membership with notice of the scheduled annual meeting. All candidates being presented have given their consent to the nomination.

Section 3 – Additional nomination of any and all offices of the Association may be made from the floor at the general membership meeting.

Section 4 – Nominees for President-Elect must have previously served on the SPALS Board.

ARTICLE X: Committees

Standing committees shall be appointed by the President, with the approval of the Executive Committee. Duties of the committees of the Association shall be prescribed by the Executive Committee of the Association. The standing committees shall include: Program, Newsletter, Nominations, Membership, SPALS Liaison, and Political Action.

ARTICLE XI: Amendments

Amendments of this constitution may be made by two-thirds (2/3) vote of the active membership in attendance at a regular or special meeting of the general membership of the Association: provided written notice of such amendment shall be given by the President to all members of the Association at least 60 days before the meeting.

ARTICLE XII: Adoption of this Constitution

This Constitution shall become effective as soon as approved by a simple majority of the membership voting in a general assembly.

ARTICLE XIII:

Whatever provisions necessary for the effective management and operation of the organization, which are not contained in this Constitution, shall be declared and contained in the By Laws.

ARTICLE XIV: Amendments

The By Laws shall be written or changed by the Executive Committee and approved by a two-thirds (2/3) majority of the active membership.

ARTICLE XV: Dissolution Clause

If the Association is dissolved for any reason, any remaining assets shall be assigned to the American Speech and Hearing Foundation.

In accordance with Article XIV- Amendments – This document has been amended from its original form and has been approved in its entirety as reflected in the official minutes of the Board of Directors dated October 20, 2016.

Signature on File _____

Charlotte Delatorre
President

Signature on File _____

Jacqueline Gradinigo
Secretary

**BY LAWS
SPEECH PATHOLOGISTS AND AUDIOLOGISTS IN
LOUISIANA SCHOOLS (SPALS)**

ARTICLE I: Name

The name of this association shall be called Speech Pathologists and Audiologists in Louisiana Schools.

ARTICLE II: Purpose

The purpose of this organization shall be to promote the professions of speech pathology and audiology, stay current on the latest professional practices and legal issues related to student performance and to enhance the professional image of speech pathologists and audiologists.

ARTICLE III: Members

Section 1 - The membership of this Association shall never be limited by a specific number.

Section 2 – The membership of this Association shall consist of Speech Pathologists and Audiologists employed or have been employed by the public or private schools of Louisiana. Membership is also open to affiliate members in accordance with the SPALS Constitution, Section 2 and 3.

Section 3 – Speech Pathologists or Audiologists who have retired from the Louisiana Educational System, but maintain current licensure, are eligible for membership.

Section 4 – Any professional Speech Pathologist or Audiologist meeting the requirements in Article II of the Constitution are eligible for membership into the organization at any time.

Section 5 – Other professionals and parents are eligible for membership as an affiliate member.

Section 6 – Students pursuing certification in speech pathology or audiology are eligible for membership as a student member.

Section 7 - Membership shall consist of those members who have paid current membership dues.

ARTICLE IV: Relationships with other organizations

Section 1 – For as long as the organization entitled the Louisiana Speech Language and Hearing Association (LSHA) exists, the President, and/or President-Elect may appoint someone to attend the meetings of the alliance in substitution of their presence.

Section 2 - Regarding actions/positions proposed by LSHA, a majority vote from the Executive Committee of SPALS would be necessary.

ARTICLE V: Dues

Section 1 - The amount of the annual dues shall be levied yearly by the Executive Committee.

Section 2 – The membership year shall be from one annual business meeting to the next annual business meeting.

Section 3 - A membership drive will be initiated at the end of each school year and prior to the annual general membership meeting through the conference promotional materials.

Section 4 – Any member may pay his/her dues at any time during the year with the understanding that dues paid during or after the annual meeting will expire on September 1 of the next year. Dues paid in August, prior to an annual meeting will be accredited from September 1 to August 31 of the next year.

Section 5 – Any member desiring to resign from the association shall submit his resignation in writing to the Secretary, who shall proceed it to the Executive Committee.

Section 6 – Dues are not refundable.

ARTICLE VI: Officers and Duties

Section 1 – The officers shall consist of those described in the SPALS Constitution. These officers shall perform the duties described by these By Laws and by the parliamentary authority adopted by the Association.

Section 2 – Active members in good standing are eligible to hold office and/or chair committees.

Section 3 – In addition to those duties outlined in the SPALS Constitution, the President shall be responsible for:

- management and productivity of the Association.
- providing an outline of the specific duties of each office and each regional representative for that specific year of service.
- providing job responsibilities for the Association’s Executive Committee for that particular term of service.
- Developing or dismissing any committee.

Section 4 – In addition to those duties outlined in the SPALS Constitution, the President-Elect shall be responsible for:

- serving as Chairperson for any committee or assisting the President in serving the Association as requested.
- receiving requests from regional members and reporting the same to the Executive Committee at large.
- enhancing the Association’s membership by appealing to retired professionals and those eligible for affiliate memberships.
- conducting a precise plan of action as to how fees shall be collected in accordance with the Treasurer’s consent.

Section 5 – In addition to the responsibilities outlined in the SPALS Constitution, the Secretary shall be responsible for:

- keeping minutes of all meetings of the Executive Committee as well as the regular Association meetings.
- developing a system of communicating among regions and monitoring its success or problems.
- keeping an accurate list of regional representatives and contact people in every region.
- Submitting an oral report at regular and executive meetings.

Section 6 – In addition to the responsibilities outlined in the SPALS Constitution, the Treasurer will be responsible for:

- locating a state bank and opening a checking account in the name of the organization.
- each newly elected Treasurer will submit in writing to the Executive Board, his/her procedures he/she will abide by in conducting financial transactions for the service year. The Executive Committee will approve or disapprove.

Section 7 – In addition to the responsibilities outlined in the SPALS Constitution, the Parliamentarian will be responsible for:

- assisting the President in coordinating activities at meetings.
- counting ballots for the election of officers at convention.
- being familiar with the rules contained in parliamentary laws by General Henry M. Robert and the current edition of Robert’s Rule of Order-Newly Revised.

Section 8 - In addition to the responsibilities outlined in the SPALS Constitution, the Historian will be responsible for:

- maintaining all previous official records of the Association.
- collecting all information pertinent to the history of the Association.
- maintaining and assembling items of interest in the archives.
- compiling a newsletter regarding current events of the Association, articles submitted by members and any pertinent information regarding the Association, at least two times a year and providing all members a copy.

Section 9 - In addition to the responsibilities outlined in the SPALS Constitution, the Continuing Education Administrator (CEA) shall be responsible for and required to:

- meet ASHA standards for recognition as a CE administrator.
- provide the attendee’s continuing education documentation to ASHA of units earned during the conference.
- monitor standards and changes in CE policies and requirements.
- coordinate with conference planning activities to assure adherence to standards.
- Maintain CEU records.
- adhere to ASHA timelines when providing information on conference approved courses, ASHA Logo, attendees earned Continuing Education Units and any additional information required by ASHA.

Section 10 - In addition to the responsibilities outlined in the SPALS Constitution, the Regional Representatives shall be responsible for:

- serving as Chairperson or appointing a Chairperson for each Committee outlined by the Executive Committee.
- contacting the President-Elect to request permission to conduct a meeting revealing details of where, when, and why the meeting is needed to the President-Elect.
- submitting a written report of the region or committee's activities to the President-Elect to be filed whenever a meeting is conducted.

ARTICLE VII: Meetings

Section 1 – A quorum for the transaction of business at a regular or special meeting of this Association shall consist of the general membership present after due notice of at least thirty (30) calendar days as stated in Article VII of the SPALS Constitution.

- A quorum for the Executive Committee is defined in Section 4 of Article VII of the SPALS Constitution.

Section 2 – The annual meeting date and other special meeting dates shall be determined by the Executive Committee in accordance with stipulation in the SPALS Constitution. In the event that the Committee cannot come to a consensus on a particular meeting date, the President shall set the date.

Article VIII: Vacancies

Section 1 – Section of officers shall follow proceedings described and outlined in the SPALS Constitution, Article IX, Sections 1, 2, and 3.

Section 2 – The Nomination Committee will convene during a meeting held in the spring to prepare a list of officers to be voted upon at the annual meeting.

Article IX: Election of Officers

Section 1 – Election of officers shall follow proceedings prescribed and outlined in the SPALS Constitution, Article IX, Sections 1, 2, and 3.

Section 2 – The Nomination Committee will convene during a meeting held in the spring to prepare a list of officers to be voted upon at the annual meeting.

Article X: Committees

Section 1 - The “Program Committee” shall be a committee that plans and organizes the actual fall conference. This includes making decisions about the time, location and agenda for the conference. This committee shall include at least one past member of the program committee and planning should be initiated at the close of the previous conference.

Section 2 – The “Newsletter Committee” shall be a committee designed to develop a newsletter to be disseminated to all members of the Association. This committee shall be headed by the Historian who will present dissemination dates of the Newsletter.

Section 3 - The “Nomination Committee” shall be a committee designed to function as outlined in the SPALS Constitution under Article IX, Section 2.

Section 4 - The “Membership Committee” shall be a committee designed to campaign for active membership of all speech pathologists and audiologists as outlined in Article III of the SPALS Constitution. This committee shall be headed by the President-Elect and shall also seek to enhance the Association’s membership by appealing for affiliate memberships as provided in Article III, Section 2 of the Constitution of the Association. This committee shall conduct a precise plan of action as to how fees shall be collected in accordance with the Treasurer’s consent.

Section 5 – The “SPALS Liaison Committee” shall be a committee who will be responsible for corresponding with other related organizations/agencies to help promote the Association’s welfare. This committee shall consist of at least one speech pathologist and one audiologist.

Section 6 – The “Political Action Committee” shall be a committee designed to actively participate in all legislation that directly involves the Association. This committee is responsible for keeping abreast and informing the Executive Committee of all details of legislation pertaining to our professional positions.

Section 7 – Such other committees, standing or special, shall be required by the President as the Association shall, from time to time, deem necessary to carry on the work of the Association. The President shall be an ex-officio member of all committees.

Article XI: Parliamentary Authority

The rules contained in the current edition of “Robert’s Rules of Order- Newly Revised” shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By Laws and any special rules of order the Association may adopt.

Article XII: Amendments

The By Laws may be amended at any regular meeting of the Association by two-thirds (2/3) vote, provided that the amendment has been submitted in writing at a previous regular meeting.

In accordance with Article XII-Amendments- This document has been amended from its original form and has been approved in its entirety as reflected in the official minutes of the Board of Directors dated October 20, 2016.

Signature on File _____

Charlotte Delatorre
President

Signature on File _____

Jacqueline Gradnigo
Secretary