

Bylaws of the

*Academy of
Rehabilitative Audiology*

September, 2014

Article I Name

The name of this organization shall be the Academy of Rehabilitative Audiology.

Article II - Purpose

The Purpose of the Academy is to promote excellence in hearing care through the provision of comprehensive rehabilitative and habilitative services. This will be accomplished by:

- A. Providing a forum for the exchange of ideas, knowledge, and experiences with the audiologic habilitative and rehabilitative components of hearing care.
- B. Fostering and stimulating education, research, and interest in habilitation and rehabilitation for persons who are hearing-impaired.
- C. Expanding and improving delivery of services to and on behalf of individuals with hearing impairment.
- D. Receiving, holding and using gifts, bequests, and endowments for the organization to achieve its purposes.
- E. Serving as a public policy advocate for audiologic rehabilitative and habilitative services.

Article III - Membership

A.1. Member

Members shall hold a graduate degree in audiology, speech-language pathology, education of persons who are hearing-impaired or a related discipline as determined by the membership committee and shall have two years of post-degree involvement in habilitation, rehabilitation, or education of persons who are hearing-impaired. The Executive Board (see Article VII for definition and composition of the Executive Board) shall have final authority to grant membership upon recommendation of the Membership Committee.

A.2. Associate Member

Associate Members shall meet one of two criteria. (1) associate members may have a graduate degree in audiology, speech-language pathology, or education of persons who are hearing impaired or a related discipline as determined by the membership committee, with less than two years post- degree involvement in habilitation, rehabilitation, or education of persons who are hearing impaired; (2) associate members may also be those whose professional work is in a field related to habilitation, rehabilitation, or education of persons who are hearing impaired, with interest in those activities. Associate Members may not vote in general Academy elections, serve as committee chairs, or hold elected office. The Executive Board shall have final authority to grant associate membership upon recommendation of the Membership Committee.

A.3. Student Membership

Student Members shall be students enrolled at least half time in a program leading to a degree in audiology, speech-language pathology, or education of persons who are hearing impaired. They shall be in academic good standing, and their standing and enrollment

status shall be verified by the director of the academic program. Student Members may not vote in general academy elections, serve as committee chairs, or hold elected office. The Executive Board shall have final authority to grant student membership upon recommendation of the Membership Committee.

A..4 Life Members

Members reaching the age of 65, having been members for at least 5 years, shall become Life Members when they notify the Executive Board. This status shall be granted permanently or temporarily by the Executive Board to other members under extenuating circumstances. Life Members are released from the dues requirement but are accorded the full rights and benefits of membership.

- B.1. Persons in all membership categories shall be entitled to attend and participate in meetings, receive Academy publications, and serve on committees.
- B.2. The right to hold office or chair committees shall be reserved to those Members (Article III, Section A.1) who have maintained their membership in good standing for at least two years.
- B.3. Maintaining membership in good standing requires payment of dues or attainment of Life Member status.
- B.4. An individual whose membership has lapsed can make a re-application for membership by writing to the Executive Board. Each re-application for membership will be considered on an individual basis. The Executive Board shall determine the procedure and fees for reinstatement into the Academy on an individual basis.

ARTICLE IV - Elected Officers

Officers elected by the membership shall be the President, the President-elect, the Secretary, and the Treasurer. The term of office for the President and President-elect shall be for one year and for the Secretary and Treasurer shall be two years. The Secretary will be elected in even-numbered years and the Treasurer elected in odd-numbered years.

ARTICLE V - Duties of Elected and Appointed Officers

A. The President

- 1. Shall preside at all meetings of the membership and the Executive Board.
- 2. Shall appoint such committees as necessary to accomplish the goals of the Academy subject to approval of the Executive Board.
- 3. Shall be an ex-officio member of all committees.
- 4. Shall, subject to approval by the Executive Board, appoint or re-appoint a Parliamentarian, an Archivist, an Editor, and a Publications Manager.
- 5. Shall serve on the Executive Board for 3 years following the term of office.

B. The President-elect

- 1. Shall serve as presiding officer in the absence of the President,

2. Shall serve as a member of the Program Committee.
3. Shall succeed to the office of President the year following election.

C. The immediate Past-President

1. Shall serve as Chair of the Program Committee,
2. Shall serve as Chair of the Nominations Committee.

D. The Secretary

1. Shall record and disseminate minutes of all business meetings of the general membership and of the Executive Board.
2. Shall carry on correspondence deemed necessary by the President or the Executive Board.
3. Shall distribute to the Archivist minutes, correspondence and other information deemed appropriate by the Executive Board.

E. The Treasurer

1. Shall prepare statements of money owed the organization and receive all income which shall belong to the organization.
2. Shall maintain financial records of receipts, expenditures, and balances and provide a written report of same to the Executive Board whenever they meet.
3. Shall notify the Publications Manager of the current dues status of all members.
4. Shall serve as Chair of the Finance Committee.
5. Shall prepare an annual budget which will be submitted to the Executive Board.

F. The Parliamentarian

1. Shall assist the President in the orderly conduct of meetings using the current edition of Robert's Rules of Order as the final authority.
2. Shall be familiar with the By-laws of the Academy and responsible for their interpretation.
3. Shall provide advice to any elected or appointed official concerning the conduct of business.
4. Shall serve as Chair of any By-law Revision Committee.
5. The term of office shall be one year which may be renewed annually upon recommendation of the Executive Board.

G. The Editor

1. Shall be responsible for publishing the *Journal of the Academy of Rehabilitative Audiology* and any other publications authorized by the Executive Board.
2. Shall nominate to the President, subject to Executive Board approval, a Publications Manager, and Editorial Board and any other assistants deemed necessary. The duties of these assistants shall be determined by the Editor with advice from and consent of the Executive Board.
3. Shall develop editorial policy and procedures for review of manuscripts. Changes of

policy must be approved by the Executive Board before implementation.

4. Shall serve as a member of the Program Committee.
5. The term of office shall be one year which may be renewed annually upon recommendation of the Executive Board.

H. The Archivist

1. Shall organize and keep presidential correspondence, committee reports, minutes, and other documents which form the history of the Academy.
2. Shall periodically write, or cause to be written, an historical summary of the Academy.
3. Shall consider all records in the archives as public information.
4. Shall keep, disseminate the and revise, as necessary, a Policies and Procedures Manual for the Executive Board.
5. Shall coordinate duties with the secretary and be responsible to the Executive Board.
6. The term of office shall be one year which may be renewed annually upon recommendation of the Executive Board.

ARTICLE VI - Dues and Fees

- A. Annual membership dues shall be determined by the Executive Board. Membership dues are payable on or before January 1 for that calendar year.
- B. Members whose dues have not been paid shall be informed by the Treasurer that their membership has been terminated (with the exception of life-members who shall pay no dues). Re-instatement shall be accomplished as described in Article III B.4.
- C. In the case of new members accepted into membership at the time of Institute registration or after October 1, payment of dues will be for the next membership year.
- D. Non-member subscription rates for the *Journal of the Academy of Rehabilitative Audiology* and any other publications shall be determined by the Executive Board.
- E. Registration fees for programs and activities sponsored by the Academy shall be determined by the Executive Board.
- F. Fees for any other goods or services shall be approved by the Executive Board.

ARTICLE VII - Executive Board

- A. The Executive Board shall be composed of the four elected officers (President, President-elect, Secretary, and Treasurer); the three most recent Presidents of the Academy (each serving for three years beginning at the time of retirement from office); the Parliamentarian; and the Editor.
- B. The general management of the Academy shall be vested in the Executive Board. The Executive Board shall perform regularly the duties of a Board of Directors and an Executive Board of a non-profit corporation.
- C. The Board may delegate certain operations of the Academy to a management firm.

- D. Regular meetings of the Executive Board shall be held immediately before meetings of the membership of the Academy. Special meetings may be held upon call of the President or upon petition of the majority of the Executive Board.
- E. Only those members of the Executive Board elected by the membership shall have voting privileges on the business before this Board.
- F. The Executive Board shall honor outstanding achievement of members in furthering the programs and purposes of the Academy through the presentation of a certificate or plaque at an annual meeting of the membership. The nominating process and criteria for the award shall be specified by the Executive Board.
- G. The Executive Board shall review and approve appointments annually to all committees, the Editor for JARA, the Parliamentarian, and the Archivist.
- H. The Executive Board shall develop procedural and policy guidelines to facilitate the operation of the Academy in accordance with the tenets of the by-laws of the Academy.

ARTICLE VIII - Committees

- A. The standing committees of the Academy shall be:
 - 1. **Program Committee.** The immediate Past-President shall serve as Chair. The President-elect and the Editor shall be members with such additional members appointed by the President for a term of one year. This Committee is responsible for planning programs of interest to the membership at all meetings of the Academy.
 - 2. **Nominating Committee.** Shall be composed of three members: two designated by the President and approved by the Executive Board, and the immediate Past-President who will serve as Chair. All of the Nominating Committee members shall have been members of the Academy for no less than two years. Further, no members may serve on the Nominating Committee for two consecutive years. The Nominating Committee shall prepare a slate of candidates for each office. With the approval of at least four members of the Executive Board, individuals can be run unopposed for office. The Nominating Committee shall honor nominations from the membership for any office when supported by five members of the Academy, providing such nominations are submitted to the committee at least 60 days prior to the annual election. No member's name may be placed in nomination without the person's prior approval.
 - 3. **Membership Committee.** The Chair of the Membership Committee will be a former member of the Executive Board. The Committee will be composed of at least three, but no more than seven active members. The Chair will be appointed by the Executive Board for a three-year term of office and the Committee members will be appointed annually by the Executive Board. The Committee shall evaluate new applications according to the provisions of Article III and such other regulations established by the Executive Board; and shall annually disseminate a roster of members. The Committee shall also be responsible for an active recruitment program.
 - 4. **Time and Place Committee.** Shall consist of one of the Past-Presidents serving on the Executive Board, and at least two other members of the Academy appointed by the President, one of whom will serve as the Chair. The Time and Place Committee will make recommendations to the Executive Board concerning sites and dates of future

meetings of the membership.

5. **Finance Committee** Shall be chaired by the Treasurer and shall consist of at least two other members of the Academy appointed by the President. The Finance Committee shall:

- a. Prepare and recommend to the Executive Board a budget for the up-coming fiscal year.
- b. Prepare and recommend to the Executive Board a set of policies concerning reimbursements.
- c. Work with the President and the Executive Board in serving as a liaison to any management firm chosen to work with the Academy.
- d. Identify and recommend additional sources of Academy revenues.

6. **Public Advocacy Committee** Shall be appointed by the Executive Board to:

- a. Monitor proposed public policy changes that may have an impact on the rehabilitative and habilitative components of hearing care;
- b. Mobilize the membership of the Academy and consumers to advocate for public policy that positively impacts upon the rehabilitative and habilitative components of hearing care.

B. Ad Hoc Committees

The President shall appoint from time to time with the approval of the Executive Board, such committees deemed necessary, with such powers, purposes, and deadlines, as may be designated by the President and the Executive Board.

ARTICLE IX - Elections

Officers shall be elected by a plurality of those casting ballots. Ballots shall be mailed out no later than November 15. Ballots shall be returned no later than December 15. Elected officers shall take office at the beginning of the next calendar year.

ARTICLE X - Meetings

The Academy shall hold an Institute at least every other year, at which time a business meeting of the Academy shall be held. Special meetings of the members shall occur as called by the President or upon request of the majority of the Executive Board.

ARTICLE XI - Amendments

A. Proposed amendments to the By-laws may be submitted to the membership by the Executive Board or by any member in good standing. Amendments submitted at any business meeting will be voted upon by mail and returned to the Secretary within 3 months of the date of the business meeting. A simple majority of those ballots returned will be required to pass an amendment. The Parliamentarian will assume responsibility for directing the amendment process.

- B. Dissolution of the Academy and disposal of the assets of the organization shall be accomplished with the general procedures contained in the current revision of Robert's Rules of Order.