



AMERICAN
SPEECH-LANGUAGE-
HEARING
ASSOCIATION

Guidelines and Procedures for Recognition of State Associations

I. Introduction

The Bylaws (Article XII) of the American Speech-Language-Hearing Association (ASHA) provide for the affiliate recognition of other organizations, including state speech-language-hearing associations (SSLHAs), audiology associations (AAs), or speech-language pathology associations (SLAs). Such recognition officially establishes collaborative relationships between ASHA, SSLHAs, AAs, and SLAs that are based in mutual respect, interdependence, and shared responsibilities and that permit these associations to optimally promote and advocate for the professions, their association members, and consumers of audiology and speech-language pathology services.

These guidelines and procedures for recognition of SSLHAs—and the corresponding affiliation agreement identifying a SSLHA, AAs, or SLAs as the only ASHA affiliates in the state or other designated geographic area—are developed by the Joint Committee on State and National Association Relationships, with input from appropriate ASHA committees and boards, for review and adoption by the ASHA Board of Directors (Board).

II. Guidelines & Procedures for Recognition

A. ASHA Bylaws: Method and Basis of Recognition

1. The SSLHA, AA, or SLAs desiring recognition from ASHA must apply in writing to the ASHA president and submit an agreement form, signed by the president of the SSLHA, AA, or SLAs at the time recognition or renewal is sought. The SSLHA, AA, or SLA president is responsible for
 - a) verifying the accuracy of the information;
 - b) determining that the purposes, membership requirements, code of ethics, and nondiscrimination policy of the SSLHA, AA, or SLA are consistent with those of ASHA; and
 - c) establishing an ongoing communication system whereby the SSLHA, AA, or SLA assists ASHA in publicizing and promoting SSLHA, AA, or SLA activities and events by providing information to ASHA through one or more vehicles, such as minutes of meetings, newsletters, or promotional documents.

SSLHA, AA, or SLA presidents may wish to establish a bylaws and code of ethics committee early in the review process. This will allow the SSLHA, AA, or SLA sufficient time to present any needed updates to the membership for a vote.

2. Recognition will be granted (and maintained) by the Board only to those SSLHAs, AAs, or SLAs that have purposes and membership requirements consistent with those of ASHA and that are independent and not controlled, directly or indirectly, by any other organization.
3. Up to two associations will be recognized in any state, country, or territory as approved in the 2016 Board of Directors Resolution:

“A state association that desires recognition shall petition in writing to the Board of Directors. Recognition shall be granted and maintained at the discretion of the Board of Directors to (a) one association that represents both professions of speech-language pathology and audiology (b) two associations, one representing speech-language pathology and one representing audiology, with a

formalized agreement to collaborate and jointly represent the interests of both professions within the state; or (c) two associations, one representing speech-language pathology as well as audiology, and one representing audiology, with a formalized agreement to collaborate and jointly represent the interests of both professions within the state. Recognition shall be available only to those state associations with purposes and membership requirements that are consistent with those of the Association and that are independent and not controlled, directly or indirectly, by any other organization.”

4. Associations following models b and c above must each have a liaison on their board of directors representing the other association. This liaison will attend board meetings and report quarterly to the board which they liaison with on organizational activities of their originating association.
5. The identifier SSLHA, AA, or SLA applies to the Overseas Association of Communication Sciences and the District of Columbia Speech-Language-Hearing Association.

B. Guidelines for Interpreting ASHA Bylaws, Article XII, Section 12.1.2

1. Purposes consistent with ASHA’s

The SSLHA’s, AAs, or SLA’s statement of purposes must be consistent with, but need not be identical to, the purposes specified in ASHA Bylaws that are specific to the professions they are representing. The SSLHA, AAs, or SLAs may have additional purposes, provided that they do not conflict with or negate ASHA’s purposes.

2. Membership Consistent With ASHA’s

Membership requirements for voting members of the SSLHA must be consistent with the following ASHA membership requirements as noted in Article III, Section 3.1.1 of the ASHA Bylaws:

Members must hold: (1) a graduate degree with major emphasis in speech-language pathology, audiology, or speech, language or hearing science; or (2) a graduate degree and present evidence of active research, interest, and performance in the field of human communication (LC 14-2000).

For AAs, membership requirements for voting members must be consistent with the following:

Members must hold (1) a graduate degree with major emphasis in audiology or hearing science; or (2) a graduate degree and present evidence of active research, interest, and performance in the field of human communication.

For SLAs, membership requirements for voting members must be consistent with the following:

Members must hold (1) a graduate degree with major emphasis in speech-language pathology or speech, language or hearing science; or (2) a graduate degree and present evidence of active research, interest, and performance in the field of human communication.

The SSLHA, AA, or SLA can establish whatever requirements it chooses for nonvoting members. It is recommended, but not required, that the SSLHA, AA, or SLA use either the term *associate member* or *affiliate member* to refer to persons who are members of the state association but who do not meet the requirements for voting members of the SSLHA, AA, or SLA as stated above. Associate or affiliate status entitles the recipient to all privileges of the

SSLHA, AA, or SLA except voting and holding office (LC 29-77). The SSLHA, AA, or SLA may allow student representation on its governing body and grant full rights and privileges, including voting privileges.

All members, including voting and nonvoting (i.e., associate, affiliate, or student) members, shall abide by the bylaws and code of ethics of the SSLHA, AA, or SLA (LC 27-75).

3. Independent and Not Controlled, Directly or Indirectly, by Any Other Organization

The SSLHA, AA, or SLA may specify in its operating procedures that persons eligible for certification or licensure by another agency (such as the state education agency or the state licensure board) are eligible for voting membership in the SSLHA, AA, or SLA, provided that the other agency's requirements for certification or licensure are equivalent to requirements for membership in the SSLHA, AA, or SLA. However, persons "grandfathered" by the other agency (i.e., they do not meet current academic requirements) cannot be granted voting membership in the SSLHA, AA, or SLA. The SSLHA, AA, or SLA cannot require certification or licensure by another agency as a condition for membership in the SSLHA, AA, or SLA (EB 136-84).

4. Nondiscrimination Statement

The SSLHA, AA, or SLA bylaws or code of ethics must include a nondiscrimination statement. This language should pertain to the practice of individual members in the professions and the activities of the SSLHA, AA, or SLA. The nondiscrimination statement should be patterned after that provided in ASHA's Bylaws and Code of Ethics.

C. Guidelines for Interpreting ASHA Bylaws

ASHA will

1. provide eligible SSLHAs, AAs, or SLAs with a copy of the ASHA Bylaws no later than July 1 of the year preceding the expiration of the respective SSLHAs', AAs, or SLA's recognition
2. inform such SSLHAs, AAs, or SLAs that the application materials must be received by ASHA no later than November 1 of the same year and must include
 - a) the SSLHA's, AAs, or SLA's constitution and/or bylaws
 - b) the official, stated purpose(s) of the SSLHA, AA, or SLA if not specified in the constitution and/or bylaws
 - c) the SSLHA's, AAs, or SLA's membership requirements, if not specified in the SSLHA's, AAs, or SLA's constitution and/or bylaws or other such document
 - d) the SSLHA's, AA, or SLA's code of ethics, which bears the name of the SSLHA, AA, or SLA and no other organization, or a statement that the SSLHA, AA, or SLA has adopted the ASHA Code of Ethics
 - e) the SSLHAs, AAs, or SLA's nondiscrimination policy, if not specified in the SSLHAs, AAs, SLA's constitution and bylaws or other document listed above
 - f) a completed State Association Profile form, including the current names, addresses, and phone numbers of certain officers; annual meeting information; and governmental affairs information among other pertinent information
 - g) an affiliation agreement form, signed by the SSLHA, AA, or SLA president at the time

affiliate recognition is sought

- h) any addendums to the agreement form (including a joint collaborative agreement form, if applicable)
- 3. inform SSLHAs, AAs, or SLAs that those applying after November 1 may not have their materials reviewed and, subject to Board discretion, may have their recognition withdrawn
- 4. notify eligible SSLHAs, AAs, or SLAs of Board decisions regarding request for renewal of recognition by November 1 of the year in which recognition renewal expires
- 5. remind SSLHAs, AAs, or SLAs in the out years of the mutual responsibilities of ASHA and recognized state associations under the agreement signed at the time recognition was granted or renewed (This notification will include information on changes to ASHA Bylaw's language that would impact the language in an association's bylaws or code of ethics).

III. Period of Recognition

- A. Recognition of an SSLHA, AA, or SLA will be for a period of 5 years (see staggered schedule under IV).
- B. If the SSLHA, AA, or SLA changes its purpose(s), membership requirements, code of ethics, or nondiscrimination policy, it is required to notify ASHA as soon as these changes are adopted.
- C. The SSLHA, AA, or SLA will be notified of the need to renew its affiliate recognition 18 months before the expiration of current recognition. The SSLHA, AA, or SLA must submit application materials 14 months before expiration of recognition; it will be notified 12 months before expiration of recognition of the status of its application and the need for any modification in materials submitted.
- D. The SSLHA, AA, or SLA must forward to ASHA all needed revisions to its bylaws, constitution, or code of ethics. Such changes must have been approved (by vote) by the SSLHAs, AAs, or SLA's governing bodies and membership. Following receipt of these documents, the Board will vote on renewal of affiliate recognition.
- E. If the SSLHA, AA, or SLA cannot complete updates within the required time frame, it may request an extension from the Board. The request must include an explanation of the necessity for the extension and the time frame for completion.
- F. A certificate of affiliate recognition will be provided to the SSLHA, AA, or SLA upon completion of the recognition process.
- G. SSLHAs, AAs, or SLAs that do not meet the above deadlines or other criteria for affiliate recognition may, at the discretion of the Board, have their recognition denied or withdrawn.
- H. SSLHAs, AAs, or SLAs that do not wish to apply to ASHA for affiliate recognition must notify the ASHA president by November 1 of the year renewal application materials are due.

IV. Process Timeline and Schedule for State Recognition

- A. Following is a sample timeline an SSLHA, AA, or SLA can follow when renewing affiliate recognition slated to expire on 12/31/2018.

7/1/2017	Receive notice of need for application renewal from ASHA
9/1/2017	Determine need for establishment of bylaws and code of ethics review committee
11/1/2017	Submit application materials to ASHA
1/1/2018	Receive notice of any suggested modifications to materials
6/1/2018	Submit all revised documents to ASHA
10/2018	Expect decision from ASHA Board on recognition renewal
11/2018	Receive recognition award at CSAP meeting

- B. The staggered schedule for SSLHAs, AA, or SLA to renew recognition as ASHA affiliates follows.

Recognized through 12/31/2018	Recognized through 12/31/2019	Recognized through 12/31/2020
<u>Group I</u> <u>Applications Due 11/1/2017</u> Alabama Alaska Arizona Arkansas California Colorado Connecticut Delaware District of Columbia Florida Georgia Michigan	<u>Group II</u> <u>Applications Due 11/1/2018</u> Hawaii Idaho Illinois Indiana Iowa Kansas Kentucky Maine New York	<u>Group III</u> <u>Applications Due 11/1/2019</u> Louisiana Maryland Massachusetts Minnesota Mississippi Missouri Nebraska Nevada New Hampshire New Jersey New Mexico
Recognized through 12/31/2021	Recognized through 12/31/2017	
<u>Group IV</u> <u>Applications Due 11/1/2020</u> Montana North Carolina North Dakota Ohio Oklahoma Oregon Overseas Association of Communication Sciences Pennsylvania Rhode Island South Carolina	<u>Group V</u> <u>Applications Due 11/1/2016</u> South Dakota Tennessee Texas Utah Vermont Virginia Washington West Virginia Wisconsin Wyoming	