

TSHA Policies and Procedures

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Convention Policies

ANNUAL CONVENTION

AUDIO/VIDEO AND EXHIBITS AREAS

Solicitation of Bids–The Vice President of Educational and Scientific Affairs shall work in cooperation with the TSHA State Office to solicit bids for the exhibit decorator. A contract shall be negotiated with an audio/ video company or companies to cover needed audio/video equipment. Contractual taping of sessions for sale must be voted on by TSHA Executive Board. Digital recordings may be purchased through the contracted company if available. (June 1988) (May 1998) (January 2001) (May 2004) (October 2018)

COMPLIMENTARY ROOMS AT CONVENTION

Complimentary rooms will be provided at the Annual Convention for:

1. Vice President for Educational and Scientific Affairs
2. Vice President Elect for Educational and Scientific Affairs
3. Councilor for Convention

Complimentary rooms on a shared room basis for the following:

4. Hospitality Chair(s)
5. Program Committee Chair(s)
6. Exhibits Chair
7. Convention CE Chair
8. ASHA CE Processor
9. Job Placement Chair(s)
10. Volunteer Chair(s)
11. Spirit Day Chair(s)
12. Scholarship 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)

REIMBURSED HOTEL ROOMS AT CONVENTION

Each Program Strand Chair may be reimbursed one hotel night (on a shared room basis) and travel expense after the Annual Convention. Each will be responsible for making his/her own hotel arrangement and will need to complete and send his/her reimbursement form along with original receipts to the VP for Educational and Scientific Affairs. (July 2005) (June 2010) (October 2018)

EXECUTIVE BOARD CONVENTION TRAVEL REIMBURSEMENT

Executive Board Members, Executive Board-Elect Members, the Publications Board Chair, the Financial Advisory Committee Chair, and the Director of Governmental Relations may be reimbursed for travel as well as 100% of their hotel rooms for attendance at the TSHA Annual Convention. (June 1991) (July 1993) (May 1998) (January 2001) (June 2006) (June 2009) (June 2015) (October 2018)

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. 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 for such expenses before the meeting is scheduled. Meeting times assigned for groups will be non-competitive with official TSHA programming. (January 1985) (June 2010)

NON-MEMBER STUDENT CONVENTION AND TSHA HOSTED CE EVENTS

Non-member student fees for Convention and all TSHA hosted continuing education events will always be equal to the student member fee plus the annual student dues for that year. (June 1992) (May 2004)

PRE-CONVENTION BROCHURE

TSHA does not provide a Pre-Convention brochure via mail. A list of sessions will be available on the TSHA Convention website when registration opens. (October 1992) (October 1995) (May 2004) (July 2010) (June 2014) (October 2018)

REFUND OF PRE-REGISTRATION FEES

Pre-registration fees for all CEU activities will be refunded, less 25% of registration fee, when written request for refund is received no later than the published refund deadline on the website registration materials. (October 1984) (May 1998) (June 2007) (October 2018)

SPEAKER POLICY FOR CE CREDIT

Speakers who wish to receive continuing education (CE) credit for the courses they have presented must pay the daily fee for registration in order 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)

SPONSORSHIP OF EVENTS

The TSHA will permit sponsorship of TSHA events or products for a fee subject to Executive Board approval. (July 1993)

STUDENT REGISTRATION FEES

Student member and non-member registration fees for all TSHA sponsored continuing education events will be no more than 30% of active member/ non-member registration fees. Students may attend these activities with payment of costs associated with that activity. (October 1989) (June 1990) (October 1995)

VOLUNTEERS AT CONVENTIONS

Volunteer workers at the Annual Convention must be TSHA members. Volunteers may work at Convention without registering but may not participate in Convention events. Volunteers who wish to attend programming or participate in Convention events must register 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)

WAIVER OF REGISTRATION FEES FOR CONVENTION

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

1. Executive Board members
2. Executive Board-Elect members
3. Graduate Student Representatives
4. Publications Board Chair
5. Financial Advisory Committee Chair
6. Director of Governmental Relations
7. Convention Councilor
8. Program Committee Co-Chairs
9. Program Committee Strand Chairs
10. Hospitality Chair(s)
11. Job Placement Chair(s)
12. Volunteer Chair(s)
13. Spirit Day Chair(s)
14. Scholarship Chair(s)
15. NSSLHA Regional Councilor
16. Invited Speakers
17. Short Course 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)

WAIVER OF REGISTRATION FEE FOR IN-STATE SPEAKERS AT CONVENTION

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. (February 1987)

FLYERS AT ANNUAL 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. 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. (July 2002)

CONVENTION SESSIONS

Call for Papers that are a duplication of previously accepted papers will not be accepted unless the Program Committee and Chair 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. (October 2002)

EXHIBITS

EXHIBIT BOOTH CANCELLATIONS

Exhibitors who cancel their reserved booth space prior to October 1 of each year 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 October 1 of each year 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)

SPECIAL EXHIBITS AT CONVENTION

It is at the discretion of the Vice President for Educational and Scientific Affairs and the SO 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. Each additional badge will be assessed a fee in accordance of the Fee Schedule. If attending exhibitors wish to participate in Convention events, they must register for Convention on their own. (June 1989) (June 2007) (October 2018)

FUTURE CONVENTION PLANNING TASK FORCE

COMPOSITION

The TSHA Future Convention Planning Task Force shall be composed of 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. The Vice President of Educational and Scientific Affairs will serve as Task Force Chair. In the event the Vice President of Educational and Scientific Affairs is not available, then the current or past Program Chair will serve as Task Force Chair. (October 1989) (July 2004) (October 2018)

CONVENTION SITE VISITS

No more than five TSHA Future Convention Planning Task Force members should participate in Convention site visits. (October 1989) (October 2018)

CONVENTION PLANNING

CONVENTION TIMELINE

Under the direction of the Vice President of Educational and Scientific Affairs and with the State Office input, a Convention timeline will be established the summer prior to Convention and approved by the Executive Board. The Convention timeline will become part of the Policy & Procedure Manual. (August 2006) (October 2018)

CALL FOR PAPERS

Call for Papers may be submitted online. The deadline for submissions will be determined by the Vice President of Educational and Scientific Affairs. (August 2006) (October 2018)

KEYNOTE SPEAKER

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. The State Office will be responsible for coordinating travel and hotel arrangements for the speakers. A speaker agreement letter will be sent by the State Office outlining all criteria for CEs, travel, and honorarium. (August 2006) (October 2018)

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. A speaker agreement letter will be sent by the State Office outlining criteria for CEs and honorarium. (August 2006) (October 2018)

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 shall have their Convention registration fee waived (not to exceed two speakers per Short Course) and receive an honorarium not to exceed \$750 per Short Course (amount is decided per the annual budget). If there is more than one speaker for the Short Course, 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)

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. (October 1989)

EXHIBITOR PROSPECTUS

The State Office and the Vice President of Educational and Scientific Affairs will finalize the exhibitor brochure for mailing in the fall. (August 2006) (October 2018)

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) reserve 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 Convention. (August 2006)

CONVENTION SPONSORSHIPS

Convention sponsorships are developed based on Convention events and the budgetary needs each year. These needs are reviewed by the Vice President for Educational and Scientific Affairs and State Office manager to determine areas of sponsorship for the annual Convention. The sponsorships are reviewed at the preconvention planning meeting each year in preparation for the exhibitor prospectus deadlines. (Sept. 2011) (October 2018)

Executive Board Policies and Procedures

EXECUTIVE BOARD MEMBER RESPONSIBILITIES, ELECTIONS, AND TERM LIMITS

- All TSHA Executive Board members must be current Active Members of TSHA in good standing.
- Requirements
 - Candidates for the office of Vice President shall have been members of TSHA for at least three years and have had at least two years of experience at the TSHA task force/committee or Executive Council level, serving in the capacity as Chair or Councilor on at least one occasion. The Vice President has a two-year term, plus time served as an Elect between the election and taking office.
- 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 Member Engagement, the Vice President for Social and Governmental Policy, the Vice President for Educational and Scientific Affairs, the Vice President for Professional Services, the Vice President for Research and Development and the Vice President for Audiology. These officers shall hold office as follows: President, two (2) years; President-elect, one (1) year; Vice Presidents, two (2) years; Past President, one (1) year. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association.
 - Elections for officers will be held every year. The Vice Presidents for Educational and Scientific Affairs, Social and Governmental Policy, 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.
 - In the event that any Executive Board member is unable to complete his/her term of office, the Board shall appoint an officer pro-tem for the vacant position until the next regular election is held.
 - Ex-officio officers of the Association are nonvoting officers who are appointed by the TSHA Executive Board.
 - 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.

- The duties of the officers are as follows:
 - 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.
 - 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;
 - appoints chairs of designated standing committees.
 - Vice President for Social and Governmental Policy
 - 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;
 - appoints chairs of designated standing committees.
 - 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.
 - appoints chairs of designated standing committees.
 - Vice President for Educational & Scientific Affairs
 - appoints chairs of designated standing committees;
 - is responsible for developing, coordinating, and implementing educational programs for the membership;
 - is responsible for providing forums for the presentation of scientific endeavors of Members.
 - 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;
 - appoints chairs of designated standing committees.
 - 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.
- TERM LIMITS

- 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)

BRINGING ACTION ITEMS TO THE EXECUTIVE BOARD

It is not necessary for a Vice President to bring actions and decisions before the Executive Board for a vote unless any one of these four criteria occurs:

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.
3. There will be public dissemination in the name of the TSHA.
4. An alteration in the long range goals of TSHA will occur. (January 1984)

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)

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)

EXECUTIVE BOARD POLICIES AND PROCEDURES

The TSHA policies and procedures are available on the TSHA website under the member center. The President and Past President or President-Elect will be responsible for monitoring the

implementation of TSHA's policies and procedures during Executive Board meetings. (June 1987) (October 1987) (September 2000) (September 2015) (October 2018)

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.

ELECTED MEMBERS OF THE 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)

APPOINTED MEMBERS OF THE 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)

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 submit a cover letter specifying their interest in serving on the Board and include a current resume. Two letters of recommendation from faculty members are also required.

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)

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 printed set of minutes. (April 2003) (September 2015)

EMERGENCY REPLACEMENT OF 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)

TSHFOUNDATION YOUNG LEADERSHIP AWARD

The Texas Speech-Language-Hearing Association (TSHA) Foundation's Young Leadership Award was created in 2010 by the Executive Board of the TSHA in order to foster leadership within the professions of speech-language pathology and audiology. This award is intended to recognize current students or young professionals in speech-language pathology and audiology who have demonstrated leadership abilities and who show potential to become leaders of the TSHA. The TSHFoundation gives out this award with funding from TSHA (per the annual budget). (October 2018)

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 of the Executive Board will be transcribed.
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 posted to the website. (January 1984) (March 2001) (June 2006) (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. (June 2014)

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. **Suggested 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
-
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 Member includes the presiding Vice President, the President, and Publications Board Chair.*

Suggested Schedule for Contract Personnel:

October – Budget for contract personnel

November – Conduct annual review of contract personnel

December – Sign agreement with contract personnel (Sept. 2011) (Sept 2015) (October 2018)

PARLIAMENTARY AUTHORITY

A quorum of the Executive Board is majority of all members of the Board of Directors. (October 2018)

Executive Council/Task Force Policies and Procedures

POLICIES

MEMBERSHIP REQUIREMENTS

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

TRANSITION FROM OLD TO NEW EXECUTIVE COUNCIL

- a. 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

- b. Members appointed to the Executive Council shall serve a term of 2 years. All appointed members shall be considered to have automatically resigned their appointment at the end of the 2-year term. It is recommended that a member may be reappointed to the same Council position once for a total term of service of 4 years. (May 1998) (October 2018)

APPOINTMENT/REAPPOINTMENT TO EXECUTIVE COUNCIL

- c. The effective date of all appointments and reappointments to the Council shall coincide with the fiscal year of the Association. (October 1984) (October 2018)

EXECUTIVE COUNCIL

RESPONSIBILITIES

Responsibilities assigned to the Executive Council are:

1. To work with the task forces in developing and refining goals and objectives and related activities.
2. To assist the task forces in establishing a time line for completion of particular objectives.
3. To assist the task forces in formulation of a budget request; to help them be as accurate, realistic and complete as possible in the amounts requested.
4. To submit a list of task force members, home addresses and home and work telephone numbers, with the budget request form for each task force, to the Vice President, no later than one month prior to the budget meeting. (See administrative calendar- GI-1.)

5. To develop a Councilor budget, including a) projected expenses for correspondence with Task Force Chairs and the Vice President, and b) projected expenses for the Councilor to travel to the Executive Council meeting(s).
6. To contact each Task Force Chair monthly by phone or email.
7. To receive and reproduce quarterly reports and expenditure logs from Task Force Chairs and to develop a composite report to submit with each task force report to the Vice President, according to dates designated in the calendar.
8. To monitor task force expenses via receipt of expenditure logs and the accountant's budget report on a quarterly basis. (This report will be sent to by the Vice President.)
9. To solicit and submit a report from each task force to the Vice President for possible publication in the Communicologist at least once during the fiscal year. (February 1989) (October 2018)

TASK FORCES

CREATION, DEFINITION, APPOINTMENT, & DISSOLUTION

Each Vice President 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.

Definition—An activity group directed by a specific, time-ordered charge that is not provided for under charges specific to standing committees.

Appointment—Task forces are appointed by the monitoring Vice President upon recommendation of the responsible Councilor and following appropriate consultation between the Vice President and the Executive Board. Appointments automatically terminate at the end of the monitoring Vice President's term of office.

Dissolution—At the discretion of the monitoring Vice President, in consultation with or upon recommendation of the Councilor and/or 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)

CHAIR'S RESPONSIBILITIES

Responsibilities assigned to Task Force Chairs are:

1. To develop activities designed to achieve designated goals and objectives.
2. To establish a time line which delineates steps for each activity, designates the individual(s) responsible for each step, and specifies a completion date.
3. To formulate a budget request which specifies the proposed activities, rationale, projected costs for each activity, and projected income, if any. This information must be entered on

- a Task Force/Committee Budget Request Form [See Forms] and submitted to the Councilor and VP, according to the date specified on the Task Force Chair calendar.
4. To submit with the Budget Request Form, the following information: (a) a list of task force members' names, home addresses, home and work telephone numbers, fax number, and email address; (b) projected travel expenses for the Task Force Chair to attend the Executive Council meeting.
 5. To submit quarterly reports summarizing the activities of the task force to the Councilor and VP by the deadlines published in the calendar. Failure to complete quarterly reports in a timely manner constitutes reasonable cause for review and possible dissolution of the task force. PP-8 2014-2015 Policy & Procedure Manual Executive Council/Task Force Policies
 6. To adhere to the budget allotted and to maintain an accurate expenditure log documenting all task force expenses. A copy of the log should be submitted with each quarterly report.
 7. 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 and monitoring Vice President simultaneously for editing and approval before being submitted to the Communicologist editor.
 8. To submit a reimbursement form with receipts directly to the Vice President. (February 1989) (October 1994) (October 2018)

GOALS

Task force goals must address the purposes of the Association and/or long-range goals. (January 1988)

PRODUCTS OF COMMITTEES/TASK FORCES-GUIDELINES

Introduction

A result of committee/task force efforts may be the development of a product. The product may be in the form of a required periodic report. Some products may have a more public disclosure, as in the case of a position paper or a media presentation. Regardless of the audience to which it is addressed, a committee/task force product is a representation on behalf of TSHA and its members. It is useful, therefore, to establish guidelines for products of TSHA committee/task forces so that members' efforts can be efficiently directed and quality review be insured prior to dissemination.

Types of Products

In all instances, products must be consonant 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 will generally fall into one of these three categories, reports, papers, and presentations.

Reports are written summaries of the activities of the committee/task force. As such, they are submitted by the chair through the Councilor (where appropriate) to the monitoring Executive

Board member. Reports do not require approval by the Executive Board. There are several types of reports.

- a. Annual Report—Each committee/task force chair is required to submit a written report annually of its activities and recommendations. This report is ultimately received by the Executive Board and the recommendations are considered in terms of future actions needed.
- b. Progress Report—This report provides specific information usually related to one topic or event. The committee's purpose is to apprise the Executive Board, Executive Council, a specific group, or the membership-at-large of a particular event or the current status of a project in progress.
- c. News Article—This article provides newsworthy information on ongoing task force activities or accomplishments and may be published in the *Communicologist*. The purpose of this article is to inform members about interesting activities and accomplishments that are relevant to the charge. Articles of this nature must be approved by the monitoring Executive Board member prior to submission to the *Communicologist*.

Papers represent the interest of the committee/task force to bring particular professional issues to the attention of the membership. These generally represent an assimilation of ideas and/or data on matters of professional policy and/or practice. Because a paper will likely have public dissemination, both the proposal to develop a paper and the paper itself require approval by the Executive Board. The monitoring Executive Board member will serve in an editorial role of the committee/task force prior to a paper being submitted for the Executive Board approval. A paper approved by the Executive Board that is submitted for publication is still subject to the editorial review process and policies of the *Journal*. There are three types of papers:

- d. Technical Paper: A committee/task force may develop a manuscript on a particular professional issue, as requested or as needed, with the intent to publish in a professional journal or distribute to the membership. This type of paper is typically a creative effort that includes a database from which inferences are made.
- e. Tutorial Paper: This type of paper is often exemplified by state-of-the-art reports. The usual format is to summarize comments focusing upon a given issue. The intent is to inform an audience by organizing information in a topical area, summarizing the salient ideas and practices, and/or proposed specific recommendations.
- f. Position Paper: Occasionally, matters of professional concern may be voiced with differing perspectives. The perspectives reflect diverse opinions that usually are not supported by systematic data. The intent of a position paper is to advocate a particular position with regard to the issue of concern.

Presentations, like papers, reflect the intent of the committee/task force to bring matters of professional concern to members. Unlike written papers, presentations are usually delivered orally to a limited number of individuals. Presentations are subject to the same procedures for prior approval and final product approval as are described for papers.

1. There are three types of presentations:
 1. Workshop: Task forces may determine that a product in the form of a workshop is the most appropriate means of fulfilling their charge. If so, they may recommend such, along with suggested areas of workshop content, through their councilor to the monitoring Executive Board member. The board member will bring the suggestions to the Executive Board. The task force may/may not wish to develop the workshop into a final product. If they wish to do so, they must request permission to proceed once the Executive Board has approved general content. The task force may be directed to present quarterly progress reports to the monitoring Executive PP-9 2014-2015 Policy & Procedure Manual Executive Council/Task Force Policies Board member. A final workshop product should be realized within 12 months. After 12 months, the Executive Board will reconsider the approval to continue.
 2. Media Package: This form of presentation should be considered only when (1) there is a need to inform the general public on a particular professional issue or (2) it is determined that there will be a demand for recurring distribution (e.g., rental and/or loan). While a committee/task force may recommend the development of a media package including specific content, this type of product, if approved by the Executive Board, will be completed by the State Office under the supervision of the Vice President for Public Information and Marketing.
 3. Convention Presentations: Products of this type are actually paper (i.e., technical or tutorial) or workshops given as part of a professional meeting program. As such, they follow the characteristics of papers and workshops and are subject to both prior and final product approval by the Executive Board. Additionally, upon Executive Board approval, they are submitted to the Program Committee of the particular meeting and subject to its separate review process.

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 author with detailing of members' names. Exceptions to the assumption shall receive prior approval of the monitoring Board member. Individuals who provide select and widespread peer review are not named in the final document but are provided with letters of appreciation by the chair of the task force.

Ownership

All products developed by committee/task force are the property of the Texas Speech-Language-Hearing Association. When a product is developed for a potential sale, written and signed acknowledgment of such will be obtained from the authors.

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.

Publication of Products

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

PROCEDURES

ORIENTATION PROCEDURE FOR INCOMING VICE PRESIDENTS, COUNCILORS, AND TASK FORCE CHAIRS

POLICY & 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 Task Force Chairs (at the discretion of the Vice President) will be held with the outgoing officer prior to the budget Executive Board meeting. Items to be 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)

PRODUCTS OF TASK FORCES

*See Product of Task Force Form [See Forms]

CHAIR'S RESPONSIBILITIES

1. Fill out Part I and attach an outline of the proposed content of the product. Return one copy to your Councilor and one to your Vice President. The Vice President will, in turn, distribute copies to the Executive Board at least 30 days prior to the Executive Board meeting.
2. Following Executive Board meeting, Councilors and Task Force Chairs will receive feedback regarding the product.
3. If the idea is approved, the Executive Board will ask the Task Force Chair to submit more specific information about the content of the product and about estimates on the cost (Part II of the form).
4. The task force will then receive written feedback from the Executive Board with final approval and/or with recommended changes.
5. Upon completion of a product by a task force, a synopsis regarding the product should be submitted, through the monitoring Vice President, for publication in the Communicologist. (June 1987) (March 1990)

SURVEY DEVELOPMENT BY TASK FORCES

Task forces proposing a survey as a product of task forces should, after approval by the Executive Board, seek professional assistance in designing the survey and budget accordingly. (January 1990)

REPORTS/ARTICLES BY TASK FORCES AND COUNCILORS

COMMUNICOLOGIST ARTICLES

Each task force will submit at least one news article for possible publication in the Communicologist sometime during the fiscal year. Deadlines for submission appear in the Task Force Chair calendar. The report should be typed on the Task Force Communicologist Reporting form [See Forms], one copy sent to the Councilor, and one copy sent to the Vice President. The Councilor will provide input if needed and then send the report to the Vice President for approval. If approved, the Vice President will send the report to the Communicologist editor. The information should be sent via email.

COUNCILORS' REPORTS

Councilors' Quarterly Report Forms are due to the monitoring Vice President for each quarter. Specific dates are provided in the Annual Administrative Calendar (see GI-1). SO will email the Councilors the quarterly report form to add comments where appropriate and make suggestions for Board actions. SO will compile all comments into one document and send to VP for approval. (October 2018)

TASK FORCE REPORTS

Task Force Quarterly Report Forms [See Forms] are due to the Councilor approximately one month before each meeting of the Executive Board. The Board/Council/Task Force Chair calendar provides specific dates. Complete one quarterly report form for each activity. The long-range goal, objectives, and activities should be the same as those submitted on the Budget Request Form (unless revisions were requested by the Board.)

Process Steps: Delineate the steps necessary for the activity, the person responsible for each step, and a projected completion date. **Progress:** Briefly review progress made toward completion of the activity during that quarter.

For the June, September and December reports, SO will email each Task Force the quarterly report form to add the progress notes for the quarter to a copy of the progress report. Attach a copy of an up-to-date Task Force Expenditure Log [See Forms] with each quarterly report and send back to the SO. SO will compile all notes into one document to send to the VP for approval. It will be necessary to submit a new Task Force Quarterly Report Form [See Forms] for the upcoming fiscal year when submitting the Task Force/Committee Budget Request Form [See Forms].

Failure to complete quarterly reports in a timely manner constitutes reasonable cause for review and possible dissolution of the task force. (October 2018)

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 on the TSHA community site.
(October 2018)

TSHA PRINTING AND MAILING

The following guidelines have been prepared to help TSHA Councilors, Task Force Chairs, and Committees produce and mail materials on TSHA's behalf. All costs are estimates and may change based on the nature of the printed materials, cost of paper, postage increases, or other variables.

These guidelines are primarily intended for printed materials to be distributed to the entire TSHA membership. For other printed materials needed in smaller quantities for limited distribution (such as continuing education brochures), please call the TSHA State Office. These guidelines are divided into the following sections: general guidelines, time frames, cost guidelines, typesetting, size standards, and seminar brochures. If you have any questions about these guidelines, contact the TSHA State Office. (October 2018)

GENERAL GUIDELINES

Who does the printing and mailing? The TSHA Executive Board has directed that all printing and mailing must be done through the TSHA State Office if TSHA is expected to pay for it. (Only the Board has authority to grant permission to do otherwise for a valid reason.) The TSHA State Office should be contacted about any planned printing or mailing after you receive Board approval of your product.

What permission is required? Any information printed or distributed on behalf of TSHA must have the express authorization of the TSHA Executive Board. To request this authorization, submit a completed Products of Task Force form to the monitoring Board Member who will then submit the Product of Task Force request to the Executive Board on your behalf. After the Board has granted permission to print and distribute your product, contact the TSHA State Office to coordinate printing and distribution.

Who pays for the printing and mailing? Your task force or committee is responsible for budgeting to cover all costs related to preparing, printing, and mailing. Payment will be made directly from the TSHA State Office for authorized printing and mailing projects and the expense charged back to your task force or committee budget.

How many members does TSHA mail to? If your task force or committee is providing materials to be mailed, call the TSHA State Office to determine the exact quantity needed. The TSHA State Office maintains all TSHA mailing lists and prints mailing labels for all TSHA mailings. Smaller sub-groups can be sorted or targeted according to the criteria you select such as membership status, work setting, etc. (October 2018)

TIMEFRAMES

To avoid last-minute rushes, the Board has established deadlines for printing and mailing. The deadlines may need to be extended for complicated printing work or during exceptionally busy printing and mailing seasons (Convention, Christmas, etc.). Deadlines depend on what work is to be done: i.e., printing only, printing and mailing, typesetting and printing, etc. When planning your deadlines, permit sufficient time for postal delivery of your piece. First class mail is

generally delivered in 1-5 working days, bulk mail generally is delivered in 7-10 working days. Work to be done must be in the TSHA State Office 7 days before desired mailing date for mail-only, 15 days prior to desired mailing date for print & mail, and 30-40 days before desired mailing date for typeset, print, and mail. (October 2018)

COST GUIDELINES

Printing, labels, and postage costs will be determined based on the parameters of the request. The TSHA State Office should be contacted to obtain actual pricing. NOTE: Task forces and committees will have the cost of printing charged back to their budget. (August 2006) (October 2018)

SIZE STANDARD

Paper sizes have a considerable effect on the cost of printing. Use of standard paper sizes (legal or letter) will be the most economical in almost every instance. Preferred sizes are shown: For self-mailing brochures/forms: 3-2/3" x 8-1/2" (letter size tri-fold) or 3-1/2" x 8-1/2" (legal size folded twice) For insertion into a #10 (business) envelope: same as above For Communicologist inserts: 5-1/2" x 8-1/2" (letter size folded in half)

TSHA VOLUNTEER FORM

The TSHA Volunteer Form and descriptive list of TSHA Committees and Task Forces is available on the TSHA website and will be included in the Communicologist published immediately following the TSHA Convention. (October 2018)

Fiscal Management Policies and Procedures

POLICIES

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)

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 POLICIES

ASHA ADVISORY COUNCIL MEMBERS

Members of the ASHA Advisory Council who were TSHA members at the time of their nomination to the council may receive a stipend approved/budgeted by the Executive Board not to exceed \$600 in a fiscal year for lodging, meals, transportation, and/or registration expenses not otherwise reimbursed that were incurred as a result of attendance at meetings. ASHA Advisory Council Members who are non-members of TSHA but join the Association after elected to office are eligible for TSHA reimbursement after renewing their membership for each subsequent year. (ASHA Advisory Council is a 3-year term, so non-members who join would be reimbursed for their second and third year.) Advisory Council substitutes will be eligible for up to \$600 reimbursement for the spring meeting. TSHA reimbursement guidelines must be

followed. (Jan 1989) (Oct 1990) (July 1993) (July 2002) (May 2004) (Jan 2007) (Aug 2008) (October 2018)

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)

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)

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)

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)

PROCEDURES

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

See Task Force/Committee Budget Request Form [See Forms] 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

The Task Force Chair should request funds for general postage, telephone, and copying costs. The requested amount should cover the costs of at least monthly contact (by phone and/or mail) with task force members and the Councilor, and the copying and mailing costs for quarterly correspondence with the Vice President.

For each activity, estimate the costs involved (rounded up to the nearest \$10 increment). Almost all activities will necessitate expense for mail and telephone contact between task force members and costs or copying materials for task force members, the Councilor, and the Vice President. Depending upon the nature of the activity, other costs may need to be included (e.g., expense for special supplies; development of a media package). If the task force activities include the development of printed materials, refer to the Procedure for Printing and Mailing in the Policies and Procedures section of this handbook.

Because the cost of travel is prohibitive, task forces should try to accomplish assigned objectives without a meeting of the entire task force. Alternatives include meetings of smaller subcommittees and the use of conference calls. (Information about conference calls can be obtained by calling the TSHA State Office.) If a meeting of the entire task force seems crucial, present a written explanation to the monitoring Vice President (through the Councilor) for consideration by the Executive Board.

The Budget Request Form must be submitted to the Councilor approximately 1 month prior to the Executive Board's budget meeting. Consult the administrative calendar for exact dates. With the Budget Request Form, submit the following information: (a) a typed list of task force members' names with addresses; and (b) projected travel for the Task Force Chair to attend the fall Executive Council meeting (do not include these travel PP-16 2014-2015 Policy & Procedure Manual Fiscal Management Procedures expenses in the task force budget).

Projected Income-See Income Projection Form [See Forms]. If the task force plans to develop a product which will be marketed, consult with the monitoring Vice President about establishing prices and distribution procedures. List activities that are expected to generate income on the Income Projection Form; state the total, gross anticipated amount of revenue. Do not deduct expenses or costs from the revenue. Only revenue-generating activities should be listed on these forms. (October 2018)

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 a weekly payables report to the FAC Chair. The State Office will send monthly financial reports to the Executive Board. (March 1989) (October 1992)(September 2015)

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, photocopy the Request/Authorization for Payment/Reimbursement Form [See Forms] or print from the TSHA website.

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, record them in the Task Force Expenditure Log [See Forms], make a copy of the reimbursement form or print from the TSHA website, and send the originals to the monitoring Board member.

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)

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. (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 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 - 60% stocks/40% bonds	8%	0-15%	CPI+4%
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)

General Policies

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)

EMAIL ADDRESS USE

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 not to be used for advertising, promoting, campaigning, or any other business that might be conveyed as such. 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)

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)

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)

ONLINE CE APPLICATION

1. Applicant submits application with payment through [TSHA CE Approval system](#) for approval.

2. The application then goes through a review process.
3. Once the application is approved, the applicant will receive notification by email of approval and access to course documents.
4. The course will be listed in the TSHA CE Calendar if applicable
5. Applicants are to use course documents to retain information from the course.
6. Applicants must submit participant roster to the CE Processor within 5 days after course date. (October 2018)

CE REGISTRY

- A. Course provider receives course roster form from CE Processor.
- B. CE Processor receives completed roster form with name, TSHA membership number, State Board license number, and number of hours completed.
- C. CE Processor checks for completeness and fills in omitted information (e.g., TSHA membership number, State Board license number).
- D. 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.
- E. Information is retained for 3 years on the website. (August 2006) (June 2007)

REGIONAL ASSOCIATIONS

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

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. 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 Public Information and Marketing. 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)

Membership Policies and Procedures

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. (October 1991) (July 1993) (October 2001) (August 2006) (June 2007) (September 2015)

LIFE MEMBER QUALIFICATION

The State Office will acknowledge in writing life member status as designated in the bylaws when requested. (January 2001)

STUDENT MEMBERS

ASSOCIATION STATUS

Student status in TSHA shall be limited to students enrolled for a minimum of 6 hours. Each student member must provide contact information for a faculty advisory who can confirm student status. (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. (June 1989) (January 2000) (February 2008)

PARTICIPATION INCENTIVES

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)

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)

REFUNDS

TSHA membership is not refundable. (September 2009)

Standing Committees Policies and Procedures

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:

A. 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, color, sex, religion, age, national origin, sexual orientation, or physical handicap.
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. TSHA's editorial committee reviews all ads for efficacy claims and language use. Advertisers making efficacy claims will be asked to provide research data to substantiate the claim.
5. Speech-language pathologists may not be referred to as therapists, speech teachers, speech therapists, or speech pathologists.
6. 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.
7. 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:
 - a. the names, portraits, and/or pictures of living persons;
 - b. any copyrighted material;
 - c. 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 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)

Taken from the ASHA Code of Ethics:

Principle of Ethics III

Individuals shall honor their responsibility to the public when advocating for the unmet communication and swallowing needs of the public and shall provide accurate information involving any aspect of the professions.

Rules of Ethics

1. Individuals shall not misrepresent their credentials, competence, education, training, experience, and scholarly contributions.
2. Individuals shall avoid engaging in conflicts of interest whereby personal, financial, or other considerations have the potential to influence or compromise professional judgment and objectivity.
3. Individuals shall not misrepresent research and scholarly activities, diagnostic information, services provided, results of services provided, products dispensed, or the effects of products dispensed.
4. Individuals shall not defraud through intent, ignorance, or negligence or engage in any scheme to defraud in connection with obtaining payment, reimbursement, or grants and contracts for services provided, research conducted, or products dispensed.
5. Individuals' statements to the public shall provide accurate and complete information about the nature and management of communication disorders, about the professions, about professional services, about products for sale, and about research and scholarly activities.
6. Individuals' statements to the public shall adhere to prevailing professional norms and shall not contain misrepresentations when advertising, announcing, and promoting their professional services and products and when reporting research results.
7. Individuals shall not knowingly make false financial or nonfinancial statements and shall complete all materials honestly and without omission.

Taken from Issues in Ethics Statements, Public Announcements, and Public Statements 2018:

Issues in Ethics Statements: Definition

From time to time, the Board of Ethics (hereinafter, the "Board") determines that members and certificate holders can benefit from additional analysis and instruction concerning a specific issue of ethical conduct. Issues in Ethics statements are intended to heighten sensitivity and increase awareness. They are illustrative of the *Code of Ethics* (2016) (hereinafter, the "Code") and are intended to promote thoughtful consideration of ethical issues. They may assist members and certificate holders in engaging in self-guided ethical decision making. These statements do not

absolutely prohibit or require specified activity. The facts and circumstances surrounding a matter of concern will determine whether the activity is ethical.

General Principle

In the Code, *Principle of Ethics III* concerns the responsibility that professionals have to the public. It states that "individuals shall honor their responsibility to the public when advocating for the unmet communication and swallowing needs of the public and shall provide accurate information involving any aspect of the professions." Under this Principle, *Rule E* specifies that "Individuals' statements to the public shall provide accurate and complete information about the nature and management of communication disorders, about the professions, about professional services, about products for sale, and about research and scholarly activities."

Principle III, Rule F specifically addresses ethical concerns relating to advertising: "Individuals' statements to the public shall adhere to prevailing professional norms and shall not contain misrepresentations when advertising, announcing, and promoting their professional services and products and when reporting research results." Public communications, statements or announcements of services, products, or publications attributable to individuals should therefore serve to provide accurate and adequate information to aid the public in making informed choices in matters concerning the professions and the services rendered by their practitioners. This general principle and these specific rules must be observed as an affirmative ethical obligation of all individuals, whether they act independently or represent an institution, agency, or organization.

The Board has adjudicated ethics complaints against members who erroneously believed that they were allowed to use their practice setting or telepractice as a vehicle to communicate information about their professional services, which would otherwise not be ethically permitted. In those matters, the Board found members in violation of *Principle III* Rules in addition to *Principle IV, Rule D*, which states, "Individuals shall not engage in any form of conduct that adversely reflects on the professions or on the individual's fitness to service persons professionally."

General Guidelines

Announcement of Services in Print or Electronically

Generally, individuals may use as a guide the type of announcement customarily used by other professionals in their local communities. Professional announcements normally include the following:

- **Identification**, using appropriate titles. "Speech-language pathologist" and "audiologist" are the official titles of professionals in the field of communication disorders.
- **Fees**, listing fixed prices or a stated range of prices for specified professional services. When additional charges may be incurred for an integral part of the overall service, these additional fees should be stated.
- **Qualifications**, including certification, licensure, education, experience, and biographical data.
- **Services**, including specialties or restrictions.

- **Location, hours, and contact information** such as telephone number, e-mail address, or URL for websites.
- **Staff or associates' names** and qualifications.

In making information available to the public in print or electronically, to include social media (e.g., Facebook, Twitter, LinkedIn) and blogs, individuals are responsible for fairly and accurately representing their services and the professions; the public must be adequately informed and not misled about the practitioner's areas of competence or the services she or he provides. It is thus appropriate to list items such as certification, licensure, honorary awards, and accreditation of a graduate academic program by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA), but not to describe any particular expertise that supposedly results from any of those matters.

Additionally, individuals **should**

- describe services, credentials, qualifications, clinical specialty certification, facilities, staff, and products dispensed in a factual, nonevaluative manner; and
- use appropriate and accurate terminology.

Individuals **should not**

- misrepresent the nature or extent of services provided or products dispensed;
- guarantee the results of any treatment or procedure, directly or by implication (*Principle I, Rule L*);
- list fees in a misleading manner—for example, one level of service (diagnostic) may not be offered at a specified fee when, in fact, a lower level of service (screening) is provided;
- state or imply claims of unusual professional skills;
- compare their abilities with those of other individuals; or
- place "blind" listings (e.g., announcements that say, "Call this number for speech therapy services," omitting the name of the individual, agency, or corporate entity offering services) in the classified section of newspapers or other periodicals.

The question of whether it is ethical to use laudatory comments or testimonials from clients is a contested one. Consistent with prevailing HIPAA and other regulations protecting client confidentiality, the comments of a client should never be used without the client's explicit permission. There is no question that it is thoroughly unethical to coerce clients into offering laudatory comments, and in the practitioner–client relationship, forms of coercion can be subtle. Consequently, special care must be taken to ensure that clients understand their rights with respect to providing information concerning their treatment and their evaluation of that treatment.

Another ethical problem that arises in the use of laudatory comments is that the practitioner culls them from a mass of comments, many of which may be neutral and some of which may be quite negative. For that reason, the Board cautions professionals regarding the use of laudatory comments, as they are potentially misleading to the public. The Board recommends an approach

that involves collecting evaluations from a representative sample of all clients and providing a statistical picture from the aggregated evaluations.

Promotional Activities

- In representing their services or professional products to the general public, individuals accept the obligation to present information as objectively and accurately as possible and to avoid misleading the public by misrepresentation through implication or deception. Individuals offering free speech or hearing screening should give those who need further services a choice of referral sources.
- Individuals should avoid participation in any activities recommending to the general public the use of any single-source product or service.
- Individuals shall not use their affiliation with ASHA or the ASHA logo to endorse the marketing and promotion of their products or their employer's products, whether related or unrelated to the professions. ASHA members may use the approved ASHA logo to promote their ASHA certification credential.

Other Constraints on Advertising

The rules set out in this statement are offered only as general guidelines for application of the Code with regard to public statements and announcements. In addition, individuals may be subject to various state laws such as licensure laws and codes of ethics or conduct. Individuals may be subject also to the regulations of the Federal Trade Commission governing the use of endorsements and testimonials in advertising. Individuals must be aware, therefore, that there are other restraints in the area of professional advertising, which, indeed, may be greater than those set forth in this statement. If ASHA guidelines should prove less restrictive in any respect, individuals must adhere to any higher standards that might be applicable. This statement does not purport to give legal advice in this regard.

Definitions

Individuals: Members and/or certificate holders, including applicants for certification.

Misrepresentation: Any statement by words or other conduct that, under the circumstances, amounts to an assertion that is false or erroneous (i.e., not in accordance with the facts); any statement made with conscious ignorance or a reckless disregard for the truth.

Public statement: Any direct or indirect statement, suggestion, or implication, including but not limited to one that is made orally, in writing, pictorially, electronically, or by any other audio or visual means, or by any combination thereof.

Announcement of services: Any written or oral communication, illustration, sign, notice, or depiction, in print or in an electronic medium, that is designed to inform the public about professional services or products related to the field. (October 2018)

GENERAL GUIDELINES

1. Announcement of Services: Generally individuals may use as a guide the type of announcement customarily used by other professionals in their local communities. Individuals are encouraged, however, to include a simple listing of such of the following items as they consider appropriate:
 - a. Identification, using appropriate titles: “speech-language pathologist” and “audiologist” are the official titles of professionals in the field of communication disorders.
 - b. Fees, listing fixed prices or a stated range of prices for specified professional services. When additional charges may be incurred for an integral part of the overall service, it shall be so stated.
 - c. Qualifications, including certification, licensure, education, experience, and biographical data.
 - d. Services, including specialties or restrictions.
 - e. Location, hours, and telephone number.
 - f. Staff, or associates’ names and qualifications.
2. In making information available to the consumer public, individuals are responsible for fairly and accurately representing their services and the professions so that the public is not misled about areas of competence. It is thus appropriate to list such items as certification, licensure, honorary awards, and accreditation of a service facility or training program by the Council on Professional Services Accreditation or Council on Academic Accreditation in audiology and speech-language pathology, but not to describe any particular expertise that supposedly results from any of those matters. Additionally, individuals should:
 - a. Avoid misrepresentations of the nature or extent of services provided.
 - b. Ensure that any fees and services listed are not misleading.
 - c. Not use laudatory comments or testimonials by implication or by quoting persons served professionally.
 - d. Not state or imply claims of unusual professional skills.
 - e. Not use comparisons between their abilities and those of other individuals.
 - f. Describe services, qualifications, facilities, staff, and products dispensed in a factual non-evaluative manner.
 - g. Use appropriate and accurate terminology, such as speech-language pathologist, audiologist, professional/clinical services, clinical management, and diagnosis and treatment.
 - h. Avoid “blind” listings in the classified section of newspapers or other periodicals. “Blind” listings are announcements that omit the name of the individual or agency offering services.

PROMOTIONAL ACTIVITIES

1. In representing their services or professional products to the general public, individuals accept the obligation to present information objectively and accurately and to avoid misleading the public by misrepresentation through implication, deception, exaggeration, half truths, or superficiality.
2. Individuals offering free speech or hearing screening should give those who need further services a choice of referral sources. Individuals should avoid participation in any

activities recommending to the general public the use of any single-source product or service.

3. Individuals shall not use their affiliation with any professional organization to endorse the marketing and promotion of products, whether related or unrelated to the professions.

OTHER CONSTRAINTS ON ADVERTISING

The rules set out in this statement are offered only as general guidelines for application of the Code of Ethics of the Association with regard to public statements and announcements. In addition, individuals may be subject to various state laws such as licensure laws. Individuals may be subject also to the regulations of the Federal Trade Commission governing the use of endorsements and testimonials in advertising. Individuals must be aware, therefore, that there are other restraints in the area of professional advertising, which, indeed, may be greater than those set forth in this statement. If ASHA guidelines should prove less restrictive in any respect, individuals must adhere to any higher standards that might be applicable. This statement does not purport to give legal advice in this regard.

Definitions

Individuals: All persons who are bound by the Code of Ethics.

Public statement: Any direct or indirect statement, suggestion, or implication, including but not limited to one that is made orally, in writing, pictorially, or by any other audio or visual means, or by any combination thereof.

Announcement of Services: Any written or oral statement, illustration, sign, notice, or depiction that is designed to inform the public about professional services or products related to the field.

1981; revised 2001. American Speech-Language-Hearing Association. (2002). Public Announcements and Public Statements. ASHA Supplement 22. Approved/Adopted TSHA Executive Board May 2004

FINANCIAL ADVISORY COMMITTEE

POLICIES

Membership of the Financial Advisory Committee shall be comprised of a Chair and seven appointed members, including one public member. The Chair shall be appointed by the Executive Board and serve a four year term. 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. 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. 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. The committee shall have at least one meeting each year. 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. 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 consider 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)

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 comprised of 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. Executive Board meets to review budget requests and develop proposed budget.
5. 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. Executive Board receives the report of the Financial Advisory Committee, considers recommendations, if any, and votes on budget.
7. 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

POLICIES

The Honors and Awards Committee shall be composed of a chair appointed by the President. Three additional committee members shall be invited to serve at the discretion of the Chair. The term for the Honors and Awards Committee members is from July 1 – June 30, annually. (February 2020)

The Association will pay for the actual costs associated with honoring each recipient and one guest. Honorees may include other guests at the actual cost of the event. (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. 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 the Onsite Convention Program as per established deadlines. The Chair of the TSHA Honors and Awards Committee should also consult with the Chair of the TSHFoundation annual awards dinner 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. 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)

AWARDS

The AWARD OF HONORS is given to 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 in the profession while providing an example of professional excellence. In addition to these qualifications, the Honors and Awards Committee will also consider areas such as, but not limited to, the following:

TSHA

- Committee Chair
- Task Force Chair
- Councilor
- Elected officer
- Ongoing contributions
- Publications (refereed)
- Publications Board awards
- Legislative leadership
- Significant professional presentations
- Other awards/recognition
- Invited speaker

Professional Services

- Leadership in ASHA
- ASHA Legislative Councilor
- Leadership in other professional org.
- Other awards of excellence and/or meritorious services

The Nomination Process: One sponsor writes a letter of recommendation clearly stating why the nominee deserves the award. Two co-sponsors write letters of recommendation clearly stating why the nominee deserves the award. The sponsor is responsible for also submitting the nominee's vitae. Nomination must be made on the appropriate form and the form, letters, and vitae must be submitted to the Chair by the deadline established and published by the Honors and Awards Committee.

The *JACK L. BANGS AWARD* is given to speech-language pathologists and/ or audiologists who have been members of TSHA for 10 or more years, have been a member of ASHA for 15 or more years, and have contributed significantly to TSHA and ASHA, and have demonstrated outstanding leadership in the professions while providing an example of professional excellence. In addition to these qualifications, the Honors and Awards Committee will also consider other areas such as, but not limited to, the following:

ASHA

- Committee/Board Chair
- Elected officer
- Invited speaker
- Publications (refereed)
- Fellow
- Professional presentations
- Research awards
- Honors recipient
- Legislative activity
- Editorial Board awards
- Professional exhibits awards
- ASHA Legislative Councilor
- Other

TSHA

- Committee Task Force Chair
- Councilor
- Elected officer
- Publications (refereed)
- Legislative leadership
- Publications Board awards
- Significant professional presentations
- Other

Professional Areas

- Awards of excellence and/or meritorious services
- Teaching excellence
- Outstanding clinical service
- Administrative excellence
- Research
- Publications
- Presentations

The Nomination Process: The nomination process is the same as for the Award of Honors.

The *CERTIFICATE OF APPRECIATION* is awarded to speech language pathologists and/or audiologists who are members of TSHA in recognition of outstanding TSHA committee work or other Association activities. The Certificate of Appreciation can also be given to persons other than speech-language pathologists and/or audiologists who have supported the profession in a way that has added strength and visibility to TSHA and its goals within the past year. In addition to these qualifications, the Honors and Awards Committee will also consider other areas such as, but not limited to, the following:

- Committee/Task Force work
- TSHA invited speaker
- Public relations (media relations)
- Publications
- Organizational accomplishments
- Interdisciplinary liaison
- Generating/implementing new ideas for the Association
- Participation in legislative affairs

The Nomination Process: The nomination process is the same as for the Award of Honors and the Jack L. Bangs Award, but a vitae is not required. If an Executive Board member is the sponsor of a nominee for a Certificate of Appreciation, no seconding letters are required.

The *HALL OF FAME AWARD* is given to speech-language pathologists and/or audiologists or groups of speech-language pathologists and/or audiologists (e.g., regional speech-language-hearing associations) and interdisciplinary groups who have demonstrated exemplary commitment and contribution in serving those with communication disorders. Individual nominees must be members of TSHA. Professional groups who are nominated should include a speech-language pathologist and/or audiologist and one or more TSHA members. In addition to these qualifications, the Honors and Awards Committee will also consider other areas such as, but not limited, to the following:

- a. The advancement of knowledge and the provision of exemplary services through clinical achievements, research study, teaching, supervision, or administration.
- b. Program development that promotes clinical achievement through an innovative and replicable design.
- c. Extraordinary service and exemplary contribution to TSHA for 10 or more years.
- d. Lifetime achievements in the fields of speech-language pathology and/ or audiology that have promoted excellence in clinical service.
- e. Commitment to the delivery of services must be evidenced by a specific activity or achievement of a series of related integrated activities resulting in the achievement of a common goal.

The Nomination Process: The nomination process is the same as for the Award of Honors and the Jack L. Bangs Award. A vitae is required for individual nominees, but is not applicable for groups.

The *PUBLIC SERVICE AWARD* is given to persons other than speech-language pathologists and/or audiologists who have consistently supported the goals and ideals of TSHA and whose outstanding contributions and efforts have resulted in significant improvement of the quality of life for the communicatively impaired.

The nomination process is the same as for the Certificate of Appreciation.

The *ADVOCATE OF THE YEAR/LEGISLATOR OF THE YEAR* awards will be given on years when nominations have been made. These awards may not be presented every year but on an as-needed basis with the purpose to create better public relations between professionals and those individuals who receive speech-language pathology or audiology services and in order to promote greater awareness of the professions. The Advocate of the Year will be given to an advocate/consumer of speech-language or audiological services. Recipients may be parents or spouses of communicatively handicapped individuals. The Legislator of the Year Award will be presented to a Texas legislator who has contributed significantly to the association and the professions.

The *TSHA NOMINEE FOR THE ROLLAND J. VAN HATTUM AWARD* for the American Speech-Language-Hearing Foundation. This award was established to advance the work of school-based professionals in serving persons with communication disorders.

Criteria for Selection: A nominee for the Rolland J. Van Hattum Award should demonstrate outstanding commitment and specific contribution to the delivery of audiology or speech-language pathology services in a school setting. Eligible activities or achievements for which the award will be given could include, but would not be limited to:

- f. The conduct of exemplary clinical services, supervision or research in a school setting.
- g. The development of an innovative program (e.g., clinical training) in a school setting with an emphasis on those that are replicable.
- h. The promotion or enhancement of public or private support for audiology and speech-language pathology services in the schools.

The following are specific criteria that should be addressed in the nomination:

- i. The nominee must be an audiologist or speech-language pathologist.
- j. The contribution for which the individual is nominated must have been made within a school system.
- k. The nominee's commitment to the delivery of services in the schools must be evidenced by a specific activity or achievement or a series of related, integrated activities resulting in the achievement of a common goal.
- l. The contribution of the nominee must reflect a direct, observable, and demonstrable impact.

- m. The nominee's commitment and contribution to the delivery of services in the schools must be clearly identified as outstanding (i.e., innovative, creative in utilization of resources, collaborative efforts).

Procedures for Nomination:

- n. TSHA members interested in nominating one or more individuals for consideration as the TSHA Nominee for the Rolland J. Van Hattum Award should contact the chairperson of the TSHA Honors/Awards Committee. The chairperson will provide interested nominators with the following award information: eligibility criteria, required nomination data, format, and submission deadline.
- o. The chairperson of the TSHA Honors/Awards Committee should contact the ASHFoundation after January 1 and request a current Rolland J. Van Hattum award form. The committee chairperson should send a current award nomination form to interested nominators for completion. Nominators may also contact the ASHFoundation directly for a current award nomination form.
- p. A TSHA Honors/Awards form, as well as a current ASHFoundation Rolland J. Van Hattum Award nomination form, must be completed and submitted to the TSHA Honors/ Awards Committee for award consideration on/before established submission deadline (unless otherwise specified by the committee chairperson).
- q. Nomination documents must include all information requested in the award nomination form provided by the ASHFoundation. Absence of required information will automatically exclude any potential candidate from consideration.

Required Information: (Refer to ASHFoundation Rolland J. Van Hattum Award form for complete information.) The nomination packet must include the following in this order.

A completed ASHFoundation nomination form which includes the following:

Section 1: nominee's name, degree, professional title, school system, preferred mailing address, summer address (if different), daytime/ evening/fax telephone numbers, e-mail address, and social security number.

Section II: nominator's name, degree, professional title, affiliation, preferred mailing address, summer address (if different), daytime/ evening/fax telephone numbers, and e-mail address.

Section III: summary statement (three sentences or less) why nominee was nominated and highlighting the specific achievement.

Format: Material in support of a nominee should be typed single spaced and may not exceed 12 numbered pages, including the nomination form and letters of support. Pages beyond this number should be removed before distribution to the TSHA Honors/Award Committee.

Required number of completed nomination packets: original and nine copies (five copies are required by the ASHFoundation). The TSHA Honors/ Awards Committee determines

the TSHA nominee and forwards all required data to the ASHFoundation prior to the national deadline.

The TSHA NOMINEE FOR THE LOUIS M. DICARLO AWARD FOR OUTSTANDING RECENT CLINICAL ACHIEVEMENT Awards: Only state associations are eligible to nominate one individual per designated state for the Louis M. DiCarlo Award for Recent Clinical Achievement Award. The TSHA Nominee for the Louis M. DiCarlo Award will be considered the ASHF State Clinical Achievement Award Winner and will receive a certificate from ASHF designating that individual as the State Clinical Achievement Award Winner (upon submission of completed nomination packet to ASHF).

Criteria for Selection: 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. Eligible activities or accomplishments include, but are not restricted to, the following examples:

- r. A single achievement with a client or group of clients.
- s. A specific clinical service or training program.
- t. A specific achievement in a state or local organization or government agency activity.
- u. A specific accomplishment in clinical teaching, research, or administration.

Procedures for Nomination:

- v. 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. The chairperson will provide interested nominators with the following award information: selection criteria, required nomination data, format, and submission deadline.
- w. The chairperson of the TSHA Honors and Awards Committee should contact the ASHFoundation after January 1 and request a current Louis M. DiCarlo award form. The committee chairperson should send a current award nomination form to interested nominators for completion. Nominators may also contact the ASHFoundation directly for a current award nomination form.
- x. A TSHA Honors and Awards form, as well as a current ASHFoundation Louis M. DiCarlo Award for Outstanding Clinical Achievement nomination form, must be completed and submitted to the TSHA Honors and Awards Committee for award consideration on/before established submission deadline (unless otherwise specified by the committee chairperson).
- y. Nomination documents must include all information requested in the award nomination form provided by the ASHFoundation. Absence of required information will automatically exclude any potential candidate from consideration.

Required Information: (Refer to ASHFoundation Louis M. DiCarlo Award form for complete information.) The nomination packet must include the following in this order:

- z. A completed ASHFoundation nomination form (Section 1 only) which includes the following: state association name, date of nomination, nominee's name, degree, professional title, affiliation, preferred mailing address, daytime/evening/fax telephone numbers, e-mail address, and social security number.
- aa. Summary: a summary form-included with the ASHF nomination form must be completed by the TSHA Honors and Awards Committee and submitted to ASHFoundation with the nomination format and all other required supporting materials. Form requirements:
 - i. Nominee's name, state
 - ii. Indicate period of recent achievement (within the past six years)
 - iii. Brief statement of nomination (three sentences or less) stating why the nominee was selected as the TSHA nominee for the ASHFoundation Louis M. DiCarlo Award
- bb. Narrative sections- rationale for why the nominee is being nominated:
 - i. Identification and description of the outstanding clinical achievement. Nomination documents should include information on when and where the specific achievement took place.
 - ii. Description of the significance of the recent achievement.
 - iii. Explanation of how the nominee's actions have advanced knowledge in the area of clinical practice. iv. Explanation of the nominee's role in the achievement.
- cc. The chairman of the TSHA Honors and Awards Committee should include a brief description of the process for selecting the nominee and preparation of the nomination documentation.

Format: Material in support of a nominee should be typed single-spaced and may not exceed 12 numbered pages, including the nomination form, summary form, and letters of support. Pages beyond this number should be removed before distribution to the TSHA Honors and Awards Committee.

Required number of completed nomination packets: original and 15 copies (11 copies are required by the ASHFoundation). The TSHA Honors and Awards Committee determines the TSHA nominee and forwards all required data to the ASHFoundation prior to the national deadline.

The TSHA NOMINEE FOR THE FRANK R. KLEFFNER CLINICAL CAREER

AWARD Criteria for Selection: 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 following conditions:

- dd. The individual's work could have been done anywhere in the world.
- ee. The contributions made by the individual must have been specific and multiple with significant impact on recipients of service.

- ff. The contributions made by the individual must have altered or accelerated the course of quality of clinical care in speech-language pathology and/or audiology.
- gg. The individual need not be a member of a professional association but should exemplify the ideals of ASHA and its advocacy for effective human communication.

Procedures for Nomination:

- hh. TSHA members interested in nominating one or more individuals 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. The chairperson will provide interested nominators with the following award information: selection criteria, required nomination data, format, and submission deadline.
- ii. The chairperson of the TSHA Honors and Awards Committee should contact the ASHFoundation after January 1 and request a current Frank R. Kleffner Clinical Career award form. The committee chairperson should send a current award nomination form to interested nominators for completion. Nominators may also contact the ASHFoundation directly for a current award nomination form.
- jj. A TSHA Honors/Awards form, as well as a current ASHFoundation Frank R. Kleffner Clinical Career Award nomination form, must be completed and submitted to the TSHA Honors/Awards Committee for award consideration on/before established submission deadline (unless otherwise specified by the committee chairperson).
- kk. Nomination documents must include all information requested in the award nomination form provided by the ASHFoundation. Absence of required information will automatically exclude any potential candidate from consideration.

Required Information: (refer to ASHFoundation Frank R. Kleffner Clinical Award form for complete information): The nomination packet must include the following in this order:

- ll. A completed ASHFoundation nomination form which includes the following:
 - i. Section I: nominee's name, degree, professional title, affiliate, preferred mailing address, daytime/evening/fax telephone numbers, email address, and social security number
 - ii. Section II: narrative sections (see below)
 - iii. Section III: nominator's name, degree, professional title, affiliation, preferred mailing address, daytime/evening/fax telephone numbers, and e-mail address
- mm. Narrative sections:
 - i. A summary of the nominee's education and career (including academic and professional honors received)
 - ii. A description of the nominee's specific contributions to clinical services (described in sufficient detail to distinguish them from generic activities)

and an indication of the corresponding significance of the effects of those contributions, especially as they relate to the points listed in “Criteria for Selection”

- nn. Statements to support the nomination from speech-language pathologists, audiologists, or related professionals and from a recipient of services (or his/her parent) where appropriate
- oo. Nominee’s vitae

Format: Material in support of a nominee should be typed single-spaced and may not exceed 20 numbered pages, including the nomination form and letters of support. Pages beyond this number should be removed before distribution to the TSHA Honors and Award Committee.

Required number of completed nomination packets: original and 15 copies (11 copies are required by the ASHFoundation). The TSHA Honors and Awards Committee determines the TSHA nominee and forwards all required data to the ASHFoundation prior to the national deadline. (June 1998) (January 2001) (July 2002)

NOMINATIONS AND ELECTIONS COMMITTEE

POLICIES

The Nominations Committee shall be comprised of a chair, appointed at the discretion of the President. Four additional Committee members shall be appointed by the Chair. (July 2001) The term for the Nominations Committee members is from July 1 – June 30, annually. (February 2020)

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 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 suggested 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. If nominations from the floor during the business meeting result in one or two candidates for a particular office, the Nominations and Elections Committee will review the credentials for any person nominated from the floor to determine eligibility for office, and provide the Executive Board with a slate of one or two candidates for approval.
7. Eligibility for each office is as specified below:
 - a. 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.
 - b. 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 [See Forms] and submitted to the State Office, which is responsible for formatting, printing, and mailing the ballots.
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. 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)

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 power point 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.
 - a. Each candidate will be given a special identifying ribbon that can be attached to his/her convention badge.
 - b. 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 power point 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 to voting members with the election ballots.
7. Candidates for office may purchase the TSHA mailing list for \$50.00.
8. Two weeks following Convention, the dates for the election should be set and members should be notified of the dates of the election and the slate of officers for consideration. The voting period should be two-three weeks long and the Chair of the Nominations Committee and the President should set the dates. 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)

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 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 Social and Governmental Policy (VPS&GP) 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 VPS&GP 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 VPS&GP 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 VPS&GP, 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 VPS&GP 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 VPS&GP 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 VPS&GP.
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 Social and Governmental Policy, 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 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 Social and Governmental Policy 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 Social and Governmental Policy 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 fund raiser 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 Social and Governmental Policy each time they are prepared and filed with the State Ethics Committee. (October 2018)

Publications Board Policies and Procedures

POLICIES

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 may provide a template for each officer. (See Forms) (July 1986) (July 1993) (July 2002) (June 2010) (June 2012) (September 2015) (December 2017) (October 2018)

COMMUNICOLOGIST ADVERTISING

The Publications Board will accept and review paid advertising in the *Communicologist*. (July 1993) (September 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. Requests and reminders will be emailed to the EB by the TSHA Publications Editor. (June 1999) (June 2010) (September 2015) (November 2015) (October 2018)

PRINTED MATERIAL APPROVAL

All published materials not requiring Executive Board approval will be approved for content by the responsible Executive Board member before being submitted for publication to the Publications Board. (October 1992) (October 1995) (June 2010) (October 2018)

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 Tammy Gibson 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: a newsletter, annual report, and electronic bulletin. (July 2002) (July 2007) (June 2010) (July 2011) (November 2015) (October 2018)
3. The Publications Board Chair is appointed by the President for a 3-year term that coincides with the TSHA Presidency. Responsibilities include but are not limited to:
 - a. Serving as the liaison between the Executive Board and the Publications Board.
 - b. Presenting the Publications Board recommendations for editors for approval to the Executive Board.
 - c. Maintaining communication with the Publications Board members and editors.
 - d. Drafting a proposed budget and submitting it to the President. The budget will be presented to the Executive Board for approval.
 - e. Monitoring and approving the Publications Board budget.
 - f. Attending the Executive Board long-range planning meeting to present recommendations and plans for future publication issues. (November 2015)
 - g. Scheduling, preparing an agenda, and chairing the Publications Board meetings.
 - h. Making arrangements for the preparation and distribution of Publications Board meeting minutes.
 - i. Attending or appointing a Publications Board member or editor to attend each Executive Board meeting. (June 1999) (March 2006) (June 2009) (June 2010)
 - j. Recommending and defining the publications of the Association that the Publications Board monitors.
 - k. Making recommendations to the Executive Board through the Publications Board Chair.
 - l. Reviewing and approving any awards developed by the editors.
 - m. Promoting all publications of the Association.
 - n. Serving as a resource for the editors.
 - o. Reviewing and approving the publications budget prior to submission by the Chair to the President.
 - p. Developing strategic plans for TSHA publications.
 - q. Serving in a quality assurance role by monitoring final publication products prior to going to print.
 - r. 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)
 - s. Attending Publications Board meetings as set by the Chair.
 - t. Approving the delay of any publication for time-critical issues or expediting the publication without needed material.
 - u. 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 publication editor must submit a contingency plan for emergency situations involving his/her inability to perform duties to the Publications Board Chair within three months of the editorial appointment. (June 1999) (July 2007)(June 2010) (July 2010) (October 2018)

COMMUNICOLOGIST PROCEDURES

6. Basic Guidelines/Responsibilities

- a. The Publications Editor should confirm receipt of articles by replying via email to the Executive Board member who sent them.
- b. Each issue of the *Communicologist* will be governed by the following [timeline](#).
- c. 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.
- d. The Publications Editor emails a second reminder to the Executive Board. Articles, announcements, and other information are due to the Publications Editor.
- e. The Publications Editor recommends and determines placement and priority of articles.
- f. The Publications Editor emails all edited and proofed issue copy back to the Publications Board Chair, content editors and State Office.
- g. The Publications Board Chair emails the proofed issue copy back to the Publications Editor.
- h. 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)

7. Communicologist Editor Responsibilities

- a. Each issue editor will coordinate his/her issue with the Publications Editor.
- b. Each issue editor will follow Publication Policies and Procedures as set forth in TSHA's Policy & Procedures. (November 2015)
- c. If a submission will be held until the next issue, the author will be informed by the issue editor.
- d. 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.
- e. The Publications Board Chair will proofread and approve a final draft of each issue prior to printing. (November 2015)
- f. 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)

8. State Office Responsibilities

- a. 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)

9. Formatting Guidelines

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

10. Contents

- a. Each issue will include: TSHFoundation news; phone number, address, and email address of State Office; CE processors; and a list of the TSHA Executive Board members. (November 2015)
- b. Obituaries for persons associated with the professions of speech-language pathology and audiology will be printed when submitted.
- c. The TSHFoundation will receive one complimentary article in a *Communicologist* to promote its event at the Annual Convention. Additionally, the TSHFoundation may receive one article in subsequent issues.
- d. Refer to the [Communicologist Timeline](#) 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)

11. Advertising

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 after 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)

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.
- 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 will identify TSHA members who are content experts to serve peer reviewers
- 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.
- Speaker/s and peer reviewer/s will coordinate any needed changes so that the final version of the slide deck and handouts are completed at least one week before the workshop.
- Peer reviewers will receive complimentary CE's (TSHA & ASHA where applicable) in exchange for their time.

TSHA Privacy Policy

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 as 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 <http://www.txsha.org/page/policies-and-procedures>. 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)

TSHA Writing Style Guide

Executive Board Decision Regarding Use of the Abbreviation “TSHA”

Use the article “The” in front of “Texas Speech-Language-Hearing Association” when it is first mentioned in an individual article or section of a brochure. Follow it with the acronym in parentheses. In the remainder of the article or brochure, use “TSHA” without the article in front of it.

GENERAL STRATEGIES

TAKE YOUR TIME

Allow yourself some time between writing and proofing. Many errors are made and overlooked by speeding through writing and proofreading. Taking the time to carefully review your writing will help you catch errors you might otherwise miss. Always read through your writing slowly. If you read at a normal speed, you won’t give your eyes sufficient time to spot errors.

READ ALOUD

Reading a paper aloud encourages you to read every word.

GET OTHERS INVOLVED

Ask a friend or colleague to read your paper. A fresh reader will help you catch mistakes that you might have overlooked.

COMMON ERRORS

Although everyone will have different error patterns, the following are issues that come up for many writers. When proofreading your paper, be on the lookout for these errors.

ABBREVIATIONS

1. Spell out all acronyms/abbreviations the first time they are used in an article.
2. Use the following abbreviations for degrees: PhD, AuD, MS, BS, MA, BA
3. Use the following abbreviations for certifications: CCC-SLP, CCC-A, CCC-SLP/A, SLP Assistant for the first reference and SLPA for the second reference.

SPELLING

1. Do NOT rely on your computer’s spell check—It will not catch everything!
2. If necessary, check a dictionary to see that each word is spelled correctly.
3. Be especially careful of words that are typical spelling nightmares, such as “ei/ ie” words and homonyms such as your/you’re, to/too/two, and there/their/they’re.

COMMONLY MISUSED OR MISSPELLED WORDS

- accept/except
- principal/principle
- adverse/averse

- stationary/stationery
- affect/effect
- assure/ensure/insure
- capital/capitol
- complimentary/complementary

WORD USAGE

1. Reading the paper aloud (and slowly) can help you make sure you haven't missed or repeated any words.
2. Underline the first few words of every clause. Is there a consistent series of related topics?
3. Avoid professional jargon when appropriate.
4. Use varied sentence length.

SENTENCE FRAGMENTS

1. Make sure each sentence has a subject.
2. Make sure each sentence has a complete verb.
3. Remember that a dependent clause, i.e., a sentence with only a subject or only a verb, cannot stand on its own.

Example:

Keeping in mind the needs of a wise consumer.

Edited version:

Vendors will be keeping in mind the needs of a wise consumer.

RUN-ON SENTENCES

1. Review each sentence to see whether it contains more than one independent clause.
2. If there is more than one independent clause, check to make sure the clauses are separated by the appropriate punctuation.
3. Sometimes, it is just as effective (or even more so) to simply break the sentence into separate sentences instead of including punctuation to separate the clauses.

Example:

Medical necessity is determined by state medical agencies and CMS can only "urge" states to define and publish their definition of "medically necessary."

Edited version:

Medical necessity is determined by state medical agencies. CMS can only "urge" states to define and publish their definition of "medically necessary."

QUICK GUIDE TO COMMAS

1. Use commas after introductory a) words, b) phrases, or c) clauses that come before the main clause, especially if they are five or more words long.

Example:

When you arrive at Convention in San Antonio you will be amazed at the fun activities and networking opportunities.

Edited version:

When you arrive at Convention in San Antonio, you will be amazed at the fun activities and networking opportunities.

2. Use a pair of commas instead of parentheses in the middle of a sentence to set off clauses, phrases, and words that are not essential to the meaning of the sentence. Use one comma before to indicate the beginning of the pause and one at the end to indicate the end of the pause.

Example:

Sessions for previously trained eligibility templates (like the Articulation Eligibility Template) will be open to Convention attendees for the first time.

Edited version:

Sessions for previously trained eligibility templates, such as the Articulation Eligibility Template, will be open to Convention attendees for the first time.

3. Do not use commas to set off essential elements of the sentence, such as clauses beginning with that (relative clauses). That clauses after nouns are always essential. That clauses following a verb expressing mental action are always essential.

Example:

The Task Force will work on creating a position paper, that will include the role of speech-language pathologists and audiologists.

Edited version:

The Task Force will work on creating a position paper that will include the role of speech-language pathologists and audiologists.

4. Use commas to separate two or more coordinate adjectives that describe the same noun. Be sure never to add an extra comma between the final adjective and the noun itself or to use commas with non-coordinate adjectives.

Example:

The only way I am able to keep up with the fast pace of these fantastic, industrious, volunteers is through the support of my councilors.

Edited version:

The only way I am able to keep up with the fast pace of these fantastic, industrious volunteers is through the support of my councilors.

5. Use commas to set off all geographical names, items in dates (except the month and day), addresses (except the street number and name), and titles. Regarding titles and names, a person's name is an essential element and must be within a title at the beginning of a sentence without using commas or preceding the person's title/position, thereby making the title/position a non-essential element that is offset by commas.

Example 1:

The Executive Board meeting preceded the Council meeting and began on Thursday September 27, 2007 at 12:00 p.m. with a working lunch.

Edited version:

The Executive Board meeting preceded the Council meeting and began on Thursday, September 27, 2007, at 12:00 p.m. with a working lunch.

Example 2:

Donise Pearson, Vice President for Public Information and Marketing said that the committee began work last Fall.

Edited version 1:

Vice President for Public Information and Marketing Donise Pearson said that the committee began work last Fall.

Edited version 2:

Donise Pearson, Vice President for Public Information and Marketing, said that the committee began work last Fall.

6. Use commas to separate items in a series, including a comma before the word “and” or “or.”

Example:

Please direct any comments about presented topics, questions or topics you would like to discuss to your task force chair.

Edited version:

Please direct any comments about presented topics, questions, or topics you would like to discuss to your task force chair.

7. Look at the sentences that have commas. Check to see if the sentence contains two main clauses. If there are two main clauses, they should be connected with a comma and a conjunction. Always use commas to separate independent clauses when they are joined by any of these seven coordinating conjunctions: and, but, for, or, nor, so, yet. Other options include taking out the comma and inserting a semicolon instead, as well as creating two separate sentences.

Example:

The information has been reviewed by the TOT committee, two pilot presentations have taken place.

Edited version:

The information has been reviewed by the TOT committee, and two pilot presentations have taken place.

SUBJECT/VERB AGREEMENT

1. Find the subject of each sentence.
2. Find the verb that goes with the subject.
3. The subject and verb should match in number, meaning that if the subject is plural, the verb should be as well and vice versa.
4. Watch plural nouns of foreign origin that may appear to be singular and sound awkward with the plural verb.

5. Collective nouns are treated as a single unit and therefore as a singular noun.
6. If a singular and plural noun are conjoined by *and* or *nor*, the verb agrees with the noun that is closer.

Example:

The board are in discussion on how to improve the website to provide more exposure for our members.

Edited version:

The board is discussing how to improve the website to provide more exposure for our members.

MIXED CONSTRUCTION

1. Read through your sentences carefully to make sure that they do not start with one sentence structure and shift to another. A sentence that does this is called a mixed construction.
2. Use active voice as much as possible.
3. Use verb tenses consistently. A past tense verb is usually best for literature, TSHA Writing Style Guide review, and description of the procedure. Use the present tense to discuss the results and present the conclusions.
4. Use *would* with care.

Example:

Specifically, the proposed regulations would define practitioners of the healing arts, put forth in regulatory language the definition of “under the direction of,” define qualified providers of rehabilitation services and would require a rehabilitation plan of care in which goals are set and measures of service effectiveness could be evaluated.

Edited version:

Specifically, the proposed regulations will define practitioners of the healing arts, put forth in regulatory language the definition of “under the direction of,” define qualified providers of rehabilitation services, and require a rehabilitation plan of care in which goals are set and measures of service effectiveness can be evaluated.

MISPLACED AND DANGLING MODIFIERS

1. Place an adjective or an adverb as close as possible to the word it modifies.
2. Limiting the use of passive voice will decrease dangling modifiers.

Example:

On the benefits afforded to us by our profession I find myself reflecting with the holiday season approaching.

Edited version:

With the holiday season approaching, I find myself reflecting on the benefits afforded to us by our profession.

RELATIVE PRONOUNS AND SUBORDINATE CONJUNCTIONS

Be cautious when using the following word combinations.

1. That vs. which
 - a. Always use “which” in question format; “that” is never interrogative.
 - b. “That” is used to refer to specific, definite (often distinctively located) things; “which” is never demonstrative.
 - c. Both “which” and “that” may be used in restrictive clauses, but only “which” may be used in non-restrictive clauses when you are giving useful but not necessary information.

Example:

These are all areas which ASHA administrators and Center for Medicare and Medicaid Services (CMS) officials are working to clarify and define.

Edited version:

These are all areas that ASHA administrators and Center for Medicare and Medicaid Services (CMS) officials are working to clarify and define.

2. While vs. since
 - a. “Since” can be an adverb, a preposition, or a conjunction and usually means “in the period following the time that...”
 - b. “While” is a conjunction whose primary meaning is “during the time that...”

Example:

The patient has not regressed while being dismissed from therapy.

Edited version:

The patient has not regressed since being dismissed from therapy.

3. While vs although
 - a. “Although” means “in spite of the fact...”
 - b. “While” means “at the same time that...”

Example:

While he did not have difficulty with speech before he began wearing dentures, he speaks more articulately with his dentures.

Edited version:

Although he did not have difficulty with speech before he began wearing dentures, he speaks more articulately with his dentures.

4. Since vs. because
 - a. "Since" can function as a conjunction meaning "in as much as" or "because."
 - b. "Because" is often more clear than "since" because the primary definition of "since" has to do with time and "because" demonstrates a cause/effect relationship.

Example:

Bobby seems to get frustrated since people do not understand him.

Edited version:

Bobby seems to get frustrated because people do not understand him.

PARALLELISM

1. Look through your paper for series of items and make sure these items are in parallel form, including coordinating conjunctions used in pairs, e.g., between/and; both/and; neither/nor; either/or; not only/but also, and elements in a series.
2. When listing items in a series, omit needless words.

Example:

The STAR Network met via conference call on September 20, 2007, to discuss a proposed Medicaid rehabilitation benefit regulation revision, exchange ideas about business training and advocacy in the private practice arena and to plan the semi-annual meeting during the ASHA Convention in Boston this November.

Edited version:

The STAR Network met via conference call on September 20, 2007, to discuss a proposed Medicaid rehabilitation benefit regulation revision, exchange ideas about business training and advocacy in the private practice arena, and plan the semi-annual meeting during the ASHA Convention in Boston this November.

PRONOUN REFERENCE AGREEMENT

1. Skim your paper, stopping at each pronoun.
2. Search for the noun that the pronoun replaces.
3. If you can't find any noun, insert one beforehand or change the pronoun to a noun.
4. If you can find a noun, be sure it agrees in number and gender with your pronoun.

5. Reduce bias by using clear terminology regarding gender, sexual orientation, racial and ethnic identity, disabilities, and age. Avoid using terms such as “afflicted with” or “victim of” and adjectives such as crippled, deformed, invalid, mentally retarded, deviant, crazy, and deaf and dumb. Do not label in groups, such as “the disabled.” Instead, use “persons with disabilities.”

Example:

The Telepractice Task Force has grown to five members and is planning their first meeting online.

Edited version:

The Telepractice Task Force has grown to five members and is planning its first meeting online.

APOSTROPHES

1. Skim your paper, stopping only at those words which end in “s.” If the “s” is used to indicate possession, there should be an apostrophe.
2. Look over the contractions, such as ‘you’re’ for ‘you are,’ ‘it’s’ for ‘it is,’ etc. Each of these should include an apostrophe.
3. Remember that apostrophes are not used to make words plural. When making a word plural, only an ‘s/es’ is added, not an apostrophe and an ‘s/es.’

Example:

No two client’s present with the same needs providing an opportunity to take an analytical look at meeting each clients’ needs.

Edited version:

No two clients present with the same needs, providing an opportunity to take an analytical look at meeting each client’s needs.

NUMBERS

1. Numbers in series and statistics should be consistent.
2. Write out numbers beginning sentences.
3. Spell out numbers under 10 and use digits for 10 and above in text.
4. When numbers of fewer than 10 are grouped with numbers of 10 or above, use digits for all.
5. Use digits for units of measure, time, date, sample population sizes, scores, points on a scale, and exact sums of money.
6. Always insert a comma after a year.

Example:

The Sixty-second Annual TSHA Convention will be held March 1-3, 2018 at the George R. Brown Convention Center in Houston, Texas. Come meet, greet, and attend meetings with over one hundred fifty presentations and two hundred exhibits.

Edited version:

The 62nd Annual TSHA Convention will be held March 1-3, 2018, at the George R. Brown Convention Center in Houston, Texas. Come meet, greet, and attend meetings with over 150 presentations and 200 exhibits.

EXCLAMATION POINTS

1. Avoid overuse of exclamation points.
2. Use a comma after mild interjections and end mildly exclamatory sentences with a period.