

# Policies & Procedures

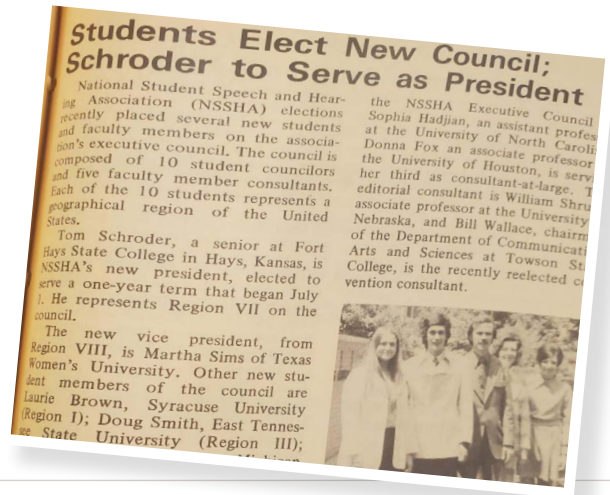
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# About NSSLHA

## History

The National Student Speech Language and Hearing Association (National NSSLHA) was established on July 1, 1972, through a merger of Sigma Alpha Eta and the ASHA Student Journal Group. National NSSLHA was an independent organization through 2010; however, in 2011, National NSSLHA entered a mutual collaboration with the American Speech-Language-Hearing Association (ASHA) and is now a semiautonomous organization.



## Our Mission

### Success starts with National NSSLHA.

We inspire, empower, and support students in the field of CSD. We give you the tools to navigate your academic career while preparing you for your professional one.

## Our Vision

Whether it's giving you unparalleled leadership opportunities, access to peer-reviewed academic journals, or giving you financial support as you start your professional career, National NSSLHA is the preferred home for students in CSD.

The work of National NSSLHA is governed by our [Bylaws](#) and [Strategic Plan](#).

## Our Core Values



Leadership



Collaboration



Integrity



Service



Diversity



Education

## *Our Benefits*

National NSSLHA brings students the tools to navigate their academic career while preparing them for their professional one. We support students by providing them with:

- Unparalleled leadership opportunities
- Mentorship and networking opportunities
- Scholarships and cash awards
- Tools to prepare students for grad school and clinical fellowships or externships
- Access to scientific journals and evidence-based resources
- Savings as they enter their profession

## *Desired Culture*

National NSSLHA aspires to be a place where CSD students feel that they are part of a supportive community that allows them to collaborate, grow, and develop into their professions.

We believe that audiologists and speech-language pathologists will be future colleagues and, therefore, we embrace both professions. Furthermore, our collaborative community is a place for undergraduate and graduate students alike.

## *Membership Eligibility*

National NSSLHA membership is available to any individual who meets the eligibility requirements as stated in Article III, Section 2 of this National NSSLHA's Bylaws.

## *Dues*

The annual dues for membership shall be determined by the NSSLHA Executive Council. The current dues rate is \$60 per year.

## *Termination Of Membership*

Under Article III, Section 4 of National NSSLHA's Bylaws, determines the termination of National NSSLHA membership. Members who fail to pay National NSSLHA membership dues by January 31 will move to "lapsed" status and will not receive member-exclusive benefits (e.g., scholarships, student leadership positions,

NSSLHA to ASHA Conversion discount) until their membership has been renewed.

## *Relationship Between National NSSLHA and ASHA*

National NSSLHA and ASHA are separate organizations that collaborate on key initiatives. National NSSLHA and ASHA have separate bylaws, strategic plans, brands, budgets, and staff. Through a memorandum of understanding, ASHA provides support for National NSSLHA's services for a fee. Examples of services provided are dues processing, audit and finance support, website hosting and maintenance, in-person event support, customer services, and others.

Members of ASHA's Board of Directors and staff serve on NSSLHA's Board of Directors, NSSLHA's National Advisor serves on ASHA's Board of Directors, and Executive Council members serve on ASHA committees.

## *Relationship Between National NSSLHA And Chapters*

While NSSLHA chapters may or may not be affiliated with National NSSLHA, they each operate independently of the national organization. They are separate and autonomous organizations with their own bylaws, policies, e-boards, membership dues requirements, and tax identification numbers. National NSSLHA Members may hold membership in a local chapter.

We ask that chapters affiliate with National NSSLHA every year to maintain updated contact information so we can provide them with support. To affiliate, chapters must submit their chapter and officer information each academic year. The President and Vice President of the chapter must hold National NSSLHA membership, the chapter advisor must be an ASHA member, and the chapter should send a copy of their bylaws to be kept on file with the National Office.

All affiliated chapters are provided with custom logos for their use, for example, on marketing materials, swag, and social media. This helps create a separate yet distinct tie to the National NSSLHA brand.

## *Governance Structure*

The NSSLHA Board of Directors (BOD) is the single governing body of NSSLHA and shall actively promote the objectives of NSSLHA, operating in accordance with policies established by NSSLHA's bylaws and by the authority of the ASHA Board of Directors. The ASHA-appointed NSSLHA Board of Directors will be responsible for safeguarding NSSLHA and promoting the well-being of the organization through its ultimate legal accountability and financial authority for NSSLHA.

## *Boards, Committees, and Councils*

### **BOARD OF DIRECTORS**

The NSSLHA Board of Directors includes the NSSLHA President, President-Elect, Vice-President for Finance National Advisor, the ASHA President, ASHA Vice President for Academic Affairs in Audiology, ASHA Vice President for Academic Affairs in Speech-Language Pathology, ASHA's CEO, and Chief Staff Officer liaison to NSSLHA.

### **EXECUTIVE COUNCIL**

The NSSLHA Executive Council governs over the programmatic and administrative policies of NSSLHA and establishes operating policies and the budget. All programmatic responsibility for National NSSLHA is delegated to the NSSLHA Executive Council.

### **EXECUTIVE COMMITTEE**

The Executive Committee is comprised of the NSSLHA President, President-Elect, Vice-President for Finance, and National Advisor. As a committee of the Executive Council, the committee reports all of its actions to the Executive Council and serves as the nominating committee for all elections.

### **OTHER COMMITTEES**

The NSSLHA Executive Council may (a) establish and dissolve standing committees, special committees, and other entities necessary to conduct NSSLHA's business, and (b) may designate and change their charges as well as determine their size, member qualifications, and terms. The NSSLHA President, with approval of two-thirds majority of the NSSLHA Executive Council, shall appoint all committee chairs and members.

## **CURRENT COMMITTEES AND OTHER ENTITIES**

### **Inclusion, Diversity, Equity, And Action (IDEA)**

#### **Work Group**

The National NSSLHA IDEA Work Group is tasked with building a strong and diverse membership, increasing opportunities to engage and retain multicultural students, providing support for students from all intersectionalities, and increasing opportunities to educate members on cultural humility. They serve a 1-year term with terms beginning September 1. (Established via EC Motion 10-2020 and extended via EC Motion 03-2023).

### *Student State Officers*

According to Article VIII of National NSSLHA's Bylaws, each state shall have a student representative, a Student State Officer, who is a National NSSLHA Member. They serve for a 1-year term and their terms begin September 1.

An Audiology Student State Officer (A SSO) and a Speech-Language Pathology Student State Officer (SLP SSO) shall be appointed to serve the local chapters in their respective state. In addition, SSOs will identify and discuss issues of concern to National NSSLHA Members and provide advice to the VP for Student State Officers in their region. The SSOs shall not make any public statement or take positions on behalf of NSSLHA or the NSSLHA Executive Council without having obtained approval from the NSSLHA Executive Council.

Each SSO shall have the following responsibilities:

- A. Provide guidance to local chapters on NSSLHA matters.
- B. Identify, analyze, discuss, and prioritize issues of concern of National NSSLHA Members.
- C. Advise the Vice President for Student State Officers on issues that need to be considered as NSSLHA engages in planning to advance the purposes of NSSLHA.
- D. Provide advice to the Vice President for Student State Officers on issues of the SSOs.

E. Promote NSSLHA programs within their state and be the state liaison to the NSSLHA Vice Presidents for Student State Officers.

### *Role of The National Office*

NSSLHA shall maintain a National Office that shall constitute a permanent repository for NSSLHA records and shall carry out the procedures and policies of NSSLHA under the direction of the Executive Council. The National Office conducts the day-to-day business of the Association. Staff members work to implement the decisions and directions set for the Association by the NSSLHA Executive Council and to facilitate the implementation of volunteer, committee, and work group charges and projects. The National Office is led by the Senior Director.

### *Legal Responsibilities of Boards/Committees/Councils/Members of Nonprofit Associations*

Serving on a board/committee/council of a nonprofit association carries with it the following fiduciary responsibilities:

- **Duty of Care** focuses on the level of diligence exercised by a member in carrying out their duties.
- **Duty of Loyalty** states that committee members are obligated to act in the association's best interests and not to use their authority to advance personal interests or the interests of related third parties.
- **Duty of Fidelity** states that the board of a nonprofit association must follow the association's purposes and goals as set out in the association's articles, bylaws, strategic plans, and mission statements.

### *Executive Council Operational Guidelines*

The Executive Council (EC) represents and is accountable to National NSSLHA Members. The EC works to fulfill its obligations to the membership, NSSLHA, and students in communication sciences and disorders.

The EC bases decisions on the following considerations:

- (a) how the issue fits into the Strategic Plan,
- (b) expected outcomes and performance measures,

- (c) the return on investment, and
- (d) whether it is the best use of NSSLHA's resources.

The EC also takes into account:

- (a) what it knows about the members' wants and needs,
- (b) what is happening in the academic settings and professions that is relevant,
- (c) what is the Association's capacity and
- (d) does the Association have the right strategic position to address the issue, and
- (e) the ethical implications of the EC's choices.

The operational guidelines below are designed to ensure that the EC's leadership of the Association is consistent and that the EC's communication with the membership is optimal.

### PLANNING

- Approving the Association's mission and vision statements and reviewing the Association's performance in achieving it.
- Assessing the ever-changing environment in which the Association operates and approving the Association's Strategic Plan in relation to it.
- Ensuring that adequate resources are in place to achieve the outcomes identified in the Strategic Plan.
- Reviewing and approving the Association's programs and offerings.
- Reviewing annually the performance of the EC and initiating steps to improve its performance.

### OPERATIONS

- Reviewing the results achieved by staff as compared with the Association's mission, the Association's program plans, and the Strategic Plan, as well as in comparison with those of similar organizations.
- Ascertaining that the financial position of the Association is adequate for its current needs and the implementation of the Strategic Plan by approving the Association's annual budget.
- Establishing the agendas for EC meetings and dates for conference calls.

- Identifying, establishing, and determining the need for alliances and/or liaison relationships with related professional organizations.

formation entrusted by NSSLHA to volunteer leaders and NSSLHA staff.

- Reviewing compliance with relevant regulations affecting the Association.

## AUDIT

- Ensuring that the EC and its committees are adequately and currently informed of the financial position of the Association through reports and other methods.
- Ensuring that published reports accurately reflect operating results and the financial position of the Association.
- Ascertaining that the Association has established and observes appropriate policies, including those required by law, to maintain the confidentiality of in-

## COMMUNICATIONS

- Supporting the majority decision publicly, regardless of an EC member's personal perspective on the issue.
- Recognizing the autonomy of individual EC members and respecting the right of each to independent thinking, expression of opinions, and votes.
- Providing candid and constructive criticism, advice, and comments to the President, other EC members, and the NSSLHA Senior Director.

## *Executive Council Roles*

There are 12 voting members of the Executive Council. Their terms begin on July 1 of each year.

### PRESIDENT

- Serve as chair of the EC, ensuring that the EC fulfills its responsibilities for the governance of National NSSLHA.
- Work in partnership with NSSLHA's National Advisor and Senior Director to
  - achieve National NSSLHA's mission;
  - prepare for, run, and participate in all EC meetings;
  - ensure that the EC resolutions are carried out.
- Serve as the official spokesperson for National NSSLHA.
- Maintain relationships with volunteer leaders of related organizations.
- Mentor and prepare the President-Elect to transition into leadership.

### PRESIDENT-ELECT

- Collaborate with the President to learn the role, become familiar with National NSSLHA's governance structure and programs, and develop and facilitate officer transition.
- Review the agenda and support materials prior to EC meetings, committee meetings, and conference calls.
- Support the President, as needed.
- Represent National NSSLHA on behalf of the President, as needed.

### VICE PRESIDENT FOR ACADEMIC AFFAIRS

- Identify and support issues regarding undergraduate and graduate education in audiology and speech-language pathology.
- Facilitate and report on NSSLHA scholarship programs.
- Serve as the EC liaison on ASHA's Academic Affairs Board.

## VICE PRESIDENT FOR FINANCE

- Serve as National NSSLHA's treasurer; responsible for monitoring financial operations, including annual income and expenditures.
- Report on the financial position of NSSLHA at EC meetings, and/or when called upon.
- Present the annual budget to the EC for approval.
- Assist in developing non-dues revenue offerings for NSSLHA members.
- Serve as co-chair of the IDEA Work Group
- Serve as the EC liaison to ASHA's Financial Planning Board.

These tasks will be accomplished through a close working relationship with the National NSSLHA Senior Director and ASHA National Office staff.

## VICE PRESIDENT FOR GOVERNMENT AFFAIRS AND PUBLIC POLICY

- Assist in developing student advocacy activities concerning the welfare of students, professionals, and those being served in the professions of audiology and speech-language pathology.
- Promote education, understanding, and support among members of NSSLHA regarding the needs and rights of individuals with communication disorders.
- Coordinate and facilitate legislative and advocacy activities for the National NSSLHA EC.
- Serve as the EC liaison to ASHA's Governmental Affairs and Public Policy Board.

## VICE PRESIDENT FOR PLANNING

- Monitor various operations, activities, and performances of National NSSLHA to ensure compliance with the strategic plan and achievement of National NSSLHA's mission.
- Facilitate the infusion of multicultural issues and populations in National NSSLHA's programs.
- Assist in developing programs for National NSSLHA members.
- Serve as co-chair of the IDEA Work Group
- Serve as the EC liaison to ASHA's Multicultural Issues Board.

## VICE PRESIDENT FOR PROGRAMMING

2 Positions: 1 for Audiology; 1 for Speech-Language Pathology

- Identify issues and forecast needs and trends of students enrolled in audiology or speech-language pathology programs.
- Plan and execute NSSLHA events at the ASHA Convention and virtually.
- Serve as the EC liaison to ASHA's Council for Clinical Certification in Audiology and Speech-Language Pathology.



## VICE PRESIDENTS FOR STUDENT STATE OFFICERS, FORMERLY REGIONAL COUNCILORS

4 Positions: Central Region, Northeastern Region, Southern Region, Western Region

- Collaborate with other Vice Presidents for Student State Officers
- Facilitate monthly calls with Student State Officers (SSOs) about current initiatives and tasks.
- Work closely with SSOs in their region to disseminate information about National NSSLHA to chapters and members.
- Track SSO contributions and accomplishments.
- Recognize exceptional SSOs for their contributions and hard work.
- Facilitate discussion, rank, and inform the EC and/or National Office about issues of concern from Student State Officers, chapters, and/or members.
- Serve as the EC liaison to ASHA's Committee of Ambassadors, ASHA's Board of Special Interest Groups Coordinators, ASHFoundation's Board of Trustees, and/or other committees.

## NATIONAL ADVISOR

The National Advisor is an audiologist or speech-language pathologist who teaches at a university and serves as a local chapter advisor. Their unique perspectives make them an ideal mentor as you navigate your academic and early professional career.

The National Advisor works closely with the:

- President and Senior Director to develop and implement goals,
- VP for Planning to develop and monitor the Strategic Plan, and
- each Executive Council member on personal and professional goals, for example, supporting the annual Executive Council ASHA Convention presentation submission.

The National Advisor sits on the ASHA and NSSLHA Board of Directors and is a non-voting member of the NSSLHA Executive Council.

### *Meetings*

Article VI of the National NSSLHA Bylaws governs Executive Council meetings. The Executive Council shall meet at least annually, as determined by the Executive Council. A majority of voting members of the Executive Council shall constitute a quorum. All officers, except the National Advisor, shall have voting rights on the Executive Council. Special meetings of the NSSLHA Executive Council may be called by the President, and such meetings shall be called upon the written request of three members of the Executive Council, with notice given at least 24 hours before the meeting.

All NSSLHA entities may conduct business by electronic or non-electronic means. Meetings of the Executive Council may occur electronically or in person.

### *Travel And Reimbursement*

National NSSLHA pays the travel and reimbursements

of Executive Council members to ASHA Convention in accordance with its Travel Policy. National NSSLHA does not pay for the travel of Student State Officers or committee members. Certain Executive Councilors or their designee may have travel paid for or reimbursed for NSSLHA activities related to the Strategic Plan.

### *Desired Behavior*

Whether interacting with your mentor, attending an ASHA Committee or external meeting, or chatting with a member, we aspire to embody the following behaviors:

- **We are present**, which means leaving phones behind and being an engaged and active listener.
- **We are respectful of others' schedules**, which means we meet deadlines, arrive on time, and end promptly.
- **We share an appropriate level of information**, always remembering that NSSLHA's business is

conducted among its student governance and should not be over- shared to others.

- **We are open to being mentored**, learning from others, and absorbing information.
- **When in meetings, we observe and learn best practices** so we can become better facilitators, leaders, and colleagues.
- **We follow-through on commitments** and are honest and realistic about time constraints.
- **We address issues with the appropriate person** rather than discussing issues with others.
- **We value different personalities, cultures, perspectives, and communication styles** and proactively work to appreciate differences.
- **We are young pre-professionals who represent NSSLHA** and behave in a manner that leaves the organization in a positive light.
- **We are students**, and school always comes first.

## *Conflict of Interest and Confidentiality Policy*

### APPLICATION OF POLICY

This policy is intended to supplement, but not replace, federal and state laws governing conflicts of interest applicable to nonprofit corporations. It applies to the National Student Speech Language Hearing Association's (NSSLHA) Executive Council (EC), Student State Officers (SSOs), work group and subcommittee members, and National Office staff, as well as their relatives and associates, and to who are hereinafter referred to as "interested parties."

### DEFINITION

The phrase "conflict of interest" describes any circumstances that would cast doubt on a volunteer leader's ability to act in National NSSLHA's best interest. The variety of situations that raise conflict of interest concerns include, but are not limited to, the following:

1. Financial Interests: A conflict may exist where an interested party directly or indirectly benefits or

profits as a result of a decision, policy, or transaction made by National NSSLHA.

Examples include:

- Having a financial interest, or a family member/domestic partner with a financial interest in an outside company from which National NSSLHA purchases goods or services.
- Influencing National NSSLHA's policies or practices in a manner intended to result in personal gain or special benefit for the volunteer leader or for a volunteer leader's family member/domestic partner.
- Serving in an advisory, technical, or managerial capacity for any nonaffiliated business organization that does significant business with or is a competitor of National NSSLHA, without first advising the National Office and EC.

2. Operational Interests: A conflict also may exist where an interested party obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with National NSSLHA.

Examples include:

- An interested party seeks to make use of confidential information obtained from National NSSLHA or a National NSSLHA client for his/her own benefit (not necessarily financial).
- National NSSLHA adopts a policy that provides a significant nonfinancial benefit to an interested party.
- Serving in an advisory, technical, or managerial capacity for any nonaffiliated business organization that does significant business with or is a competitor of National NSSLHA, without first advising the National Office and EC.

## *Confidentiality*

Volunteer leaders must maintain the confidentiality of information entrusted to them by National NSSLHA or its members except when disclosure is either expressly authorized by National NSSLHA or required by law. Confidential information includes all nonpublic information, including information that might be harmful to National NSSLHA or its members if disclosed.

National NSSLHA expects that each volunteer leader will preserve National NSSLHA's confidential information even after their relationship with the organization ends. Volunteer leaders shall not disclose the statements, positions, or votes by any board or committee member on actions taken by the EC or its committees, including statements or positions that appear through the National NSSLHA Community online.

As a member of National NSSLHA's student leadership team, you will:

- Fulfill your position's duties, as outlined in National NSSLHA's bylaws, to the best of your ability.
- Remain informed about National NSSLHA's mission, strategic plan, bylaws, policies, and programs.
- Monitor National NSSLHA's activities, see that its mission and strategic plan are being met, and guard its financial resources.
- Attend all meetings by phone or in person. Notify the meeting facilitator ahead of time with any scheduling conflicts.
- Review meeting agendas and support materials prior to meetings.
- Participate in votes and discussions.
- Represent National NSSLHA within the community, and with professionals and key stakeholders.
- Serve on committees and fulfill responsibilities associated with those committees.
- Take on and fulfill special assignments (as needed).
- Provide support and advice to National Office staff but avoid interfering in operational activities.

### *Code of Conduct*

As a member of National NSSLHA's student leadership team, you will:

- Avoid conflicts of interest.
- Keep confidential information confidential.
- Represent the organization in a positive, supportive, and professional manner at all times.
- Act with honesty and integrity.
- Carry out the purposes of the organization and comply with the law.

- Always act for the good of the organization and represent the interests of all people served by the organization.
- Positively support all actions taken by the Executive Council (EC), even when in a minority position on such actions.
- Work with and respect the opinions of others, and actively examine your personal prejudices during National NSSLHA discussions.
- Observe parliamentary procedures and display courteous conduct in all meetings (if applicable).
- Abide by all National NSSLHA policies and procedures.
- Notify National Office staff of any changes to National NSSLHA membership and/or academic/program standing.

### *Dismissal Policy*

Any National NSSLHA student leader may be removed from office (1) by a vote of two-thirds of the current members of the Executive Council, or (2) by a written petition signed by 2% of the members of the Association on the last annual count and approval of the petition by two-thirds of the members of the Executive Council voting (voting may occur by electronic or non-electronic ballot), or (3) if no longer a member in good standing of the Association. [Resolution Approved By The 2016 Executive Council]

### *Parliamentary Authority*

The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern NSSLHA in all cases to which these rules are applicable and in which they are not inconsistent with NSSLHA's bylaws and any special rules of order that NSSLHA may adopt.

### *Resolution Process*

#### **SOURCES OF RESOLUTIONS**

Most resolutions originate with the Executive Council, National Office staff, or other ad hoc committees or working groups. Resolutions may also originate with individual members of the Association. Resolutions are

directed to the National Office, with attention Senior Director.

Members may submit resolutions for Executive Council consideration by emailing [nsslha@asha.org](mailto:nsslha@asha.org).

Members should include:

1. Contact information,
2. An abstract,
3. The resolved statement(s), and
4. The rationale.

## RESOLUTIONS

Resolutions are submitted to an internal review team. The review team determines if there is an existing policy or mechanism in place or prepares the resolution. After adjustments resulting from the review process have been made, the resolution is submitted to the Executive Council for consideration.

## ACTION ON RESOLUTIONS

Resolutions for Executive Council consideration are posted on the Executive Council's Community Site. At the time of posting, a discussion period is defined, and a voting period is identified.

## PRINCIPLES FOR THE PREPARATION OF RESOLUTIONS

The following information is provided as guidance on the preparation of resolutions. The principles are applicable to all individuals or groups preparing resolutions for eventual Association action.

1. **NSSLHA's Purpose and the Purposes of the Resolution:** NSSLHA's Bylaws describe the purposes for which NSSLHA was organized. Resolutions proposed must be compatible with those purposes and, as appropriate, any applicable goals in our NSSLHA's Strategic Plan.
2. **Resolutions and Current Policy:** Only in the most unusual circumstances should a group or individual develop a resolution when the policy or practice recommended is already established or followed by the Association. Resolutions will be developed that propose actions that are possible and practical within the Association's current structure or policy.
3. **Resolutions Construction:** Insofar as it is possible, resolutions should be written in the active voice and should make clear "who does what to whom." Likewise, it is necessary to state "when" something is to be done or accomplished.
4. **Resolves Stand Alone:** The "resolved" statement must be able to stand entirely on its own without the necessity of being accompanied by explanatory statements. Therefore, the resolved statements should not contain such words as "information" or "such actions" or "that report," unless it is absolutely clear in the resolved statement what the information is, or what the action is, or what the report is.
5. **The Resolution Is the "Last Resort:"** The Association has established mechanisms for accomplishing many of its activities. The Association has established committees, boards, councils, and other working groups, some of which have authority to take actions and operate within the confines of established policy. Additionally, the Association has established a variety of communication vehicles that can be used to distribute information to members. As a general rule, if a committee, board, council, working group or member determines that an action can be accomplished through one of these existing structures, they are advised to deal with the issue through these avenues rather than through the mechanism of writing a resolution and presenting it for consideration.
6. **Content and Length of the Rationale Statement:** If the purpose for proposing a resolution is not generally understood and clear, the rationale statement on the resolution form should spell out, in a logical and positive sequence, both the statement of the problem and the reasoning which leads clearly and directly to the solution— the "resolved" statement. In many instances, however, the rationale for a resolved statement will be understood and accepted and, in these instances, the statements should be general and limited.
7. **Conformance to Policy:** The rationale statement must not misstate Association policy. That is, no

error of fact should exist within the statement.

No matter how useful the proposed resolution, no affirmative action can be taken on a resolution if the statements supporting the resolution contain any error of fact. A resolution for action cannot be considered, however important, if the rationale statement includes expressions of personal emotion, bias, or attitude. Such personal expressions tend to lack objectivity and interfere with the presentation of a logical, factual, concise rationale for the resolution.

8. **Cost of Proposed Action:** Committees, boards, councils, other working groups, and members must consider and determine, as far as possible, the cost to the Association of the action proposed. The National Office is responsible for preparing budgetary information in consultation with committee/board/council chairs.
9. **Recognition of NSSLHA Programs or Activities:** If the resolution relates to past or present NSSLHA activity or policy, the rationale statements should give adequate recognition to the relationship as well as to the activity or policy. Unless the resolution takes cognizance of what has been done or is being done, the reader of the resolution may conclude that the writer of the resolution is not fully informed. In many instances, a resolution requests that more of something be accomplished by the Association. However, if the resolution only states that “something should be done,” without giving credit to that which has been done, a completely different view of the resolution may be taken than was intended by the writer.
10. **How Is Something to Be Accomplished:** Though the rationale statement may present the logic for a given resolution and though the outcome statement is appropriately stated, it may not be clear how a given resolution outcome could be accomplished. If the drafters of a resolution have an understanding of how their request may be accomplished or how they desire that it be accomplished, they should describe the mechanisms and procedures. Frequently

such details will be essential before the cost of the proposal can be determined. Resolution writers are urged to consider the mechanisms for accomplishing the task as well as the potential cost of the project. Such pieces of information should be provided whenever possible.

11. **Background Information:** If necessary, resolutions should be accompanied by appended background statements that make clear the need for the resolution. To develop a resolution, please use the documents in the Executive Council Community.

### *Amendment of Bylaws*

Any National NSSLHA Member or chapter advisor may send proposed amendments of these bylaws to the NSSLHA National Advisor and/or the NSSLHA President. These bylaws may be amended by a two-thirds majority vote of the NSSLHA Executive Council, provided that the amendment was submitted in writing to the Executive Council members in conjunction with the call to the meeting. Any amendment to these bylaws must receive a majority vote of the NSSLHA Board of Directors before it becomes effective. In the event of a tie vote, the NSSLHA National Advisor will make the decision based on NSSLHA's best interest.

### *Our Brand*

Being a NSSLHA brand ambassador is a part of everyone's role. To maintain the NSSLHA brand, we must follow our brand guidelines when sharing information with members and chapters, as well as externally.

Check the website for our most updated set of brand guidelines.

### *Social Media*

Social media is a crucial tool for engaging and interacting with our members. When posting from official NSSLHA social media accounts, interact in a manner that promotes NSSLHA's mission and strengthens our relationship with the public.

Keep the following guidelines in mind:

- Avoid controversial content that does not represent the opinion of NSSLHA.

- Do not portray personal opinions or beliefs as those of NSSLHA.
- Refrain from sharing internal information that has not been finalized for public release.
- Refrain from sharing operational information not relevant for public discussion.
- Do not violate any “local, state, federal and international laws and regulations, including but not limited to copyright and intellectual property rights laws regarding any content that you send or receive via this Policy; transmit any material (by uploading, posting, emailing, or otherwise) that is unlawful, disruptive, threatening, profane, abusive, harassing, embarrassing, tortuous, defamatory, obscene, libelous, or is an invasion of another’s privacy, is hateful or racially, ethnically or otherwise objectionable” (Cleveland Clinic Social Media Policy <http://bit.ly/OtECAw>).
- Exercise common sense in posting content. If the content or message appears questionable, collaborate with other Executive Council members or National Office for clarification.

- Share resources but do not endorse unless authorized by the National Office.

### *Disclaimer*

For the entirety of your term, please add the following disclaimer to all of your social media profiles:

*Postings on this profile are my own and do not necessarily represent the positions or opinions of any associations/ organizations I’m affiliated with.*

### *Advertising or Marketing Requests*

You may be contacted by marketers, recruitment agencies, or other providers. The ASHA Community has clear guidelines that job postings and other promotional material may not be posted on the community. Additionally, because of CAN-SPAM regulations, any messaging needs to come from the National Office. Please forward requests to the NSSLHA Senior Director, who will then forward the information to the internal marketing and sales teams.