

Asia Pacific Society of Speech, Language, and Hearing (APSSLH) Bylaws

Table of Contents:

Article I. General

Article II. Purposes

Article III: Organization in General

Article IV. Membership and Sponsorship

Article V. General Assembly

Article VI. Composition of the Executive Committee and the Board

Article VII. Powers and Duties of the Executive Committee

Article VIII. Powers and Duties of the Officers

Article IX. Nomination and Election

Article X. The APSSLH Website and Bank

Article XI. Conference & Other Scientific Events

Article XII. Amendments

Seal:



Article I. General

- 1.1. The Asia Pacific Society of Speech, Language, and Hearing (abbreviated APSSLH) is a nonpolitical, nongovernmental, and nonprofit organization. The APSSLH adopts a non-discrimination policy with respect to national origin, race, gender, gender identity, sexual orientation, religion, and disabling conditions.
- 1.2. The organization shall be a public and social purpose association, working for the benefits of Asian and Pacific individuals with speech, language, hearing, and swallowing disorders, and empowering and supporting Asian and Pacific speech-language pathology and audiology professionals in the world.
- 1.3. The official language of the organization is English.

Article II. Purposes

The APSSLH is served throughout the Asia Pacific Region. The purposes are:

- 2.1. To promote standards and development of diagnosis, therapy, and prevention in speech, language, hearing, and swallowing disorders.
- 2.2. To encourage research and provide education in the fields of speech, language, hearing, and swallowing disorders and to acquire new knowledge and skills within the disciplines.

- 2.3. To organize periodic international conferences, symposia, and lectures to exchange current theoretical and practical knowledge in the field of speech, language, hearing, and swallowing disorders.
- 2.4. To establish contact and encourage the exchange of information with scientific, professional, and clinical organizations concerned with speech, language, hearing, and swallowing disorders.
- 2.5. To promote international recognition of Asian Pacific professionals and scientists working within the field of speech, language, hearing, and swallowing disorders.
- 2.6. To provide continuing education for professionals who can contribute to the evaluation and management of speech, language, hearing, and swallowing disorders.
- 2.7. To promote high standards and ethical practice for the academic and clinical preparation of individuals entering the discipline of human communication sciences and disorders.
- 2.8. To inform the public about communication sciences and disorders, and related service-providing professionals.
- 2.9. To advocate on behalf of underserved and unserved populations with communication and related disorders.

Article III. Organization in General

- 3.1. The organization may change its name and seal by a vote of its members.
- 3.2. The constitution of the organization is specified below in respect of its General Assembly, its Board, its Executive Committee, and its other committees.
- 3.3. It is necessary for an individual to become an Individual Member of the organization to serve on the Executive Committee, the Board, or a committee even if they are a member of an Affiliated Society.
- 3.4. Members may withdraw from the organization at any time or may be suspended or expelled by the Society for any cause prejudicial to the best interests of the organization.
- 3.5. No officer of the Executive Committee or the Board shall receive any salary or compensation. Exceptions may include compensation for disbursement of related expenses made upon instruction of the Board. The Editor-In-Chief may receive compensation from the Speech, Language, and Hearing journal.
- 3.6. No officer shall use their official position in APSSLH or information learned by virtue of their position for their benefit or for the benefit of the clinical practice with which they are personally associated.

Article IV. Membership & Sponsorship

The members of APSSLH are divided into the following three classes: individual membership, affiliate membership, and corporate sponsorship.

- 4.1. Individual Membership: Individual membership has the following two categories: full membership or student membership.
 - 4.1.1. Full membership shall be granted to professionally educated and trained individuals within the field of Communication Sciences and Disorders or any areas that are closely related to the field of Communication Sciences and Disorders.
 - 4.1.2. Student membership shall be granted to those enrolled as undergraduate, graduate, or doctoral students in an accredited college or university degree program majoring in Communication Sciences and Disorders or any related areas.
- 4.2. Affiliate Membership
Affiliate membership shall be granted to colleges and/or university programs that offer undergraduate or graduate level preparation in speech, language, swallowing, and hearing disorders. The affiliate membership shall also be granted to multinational, national, regional, and local organizations (e.g., association, society) in speech, language, hearing, and swallowing disorders having individual members among their membership.
- 4.3. Corporate Sponsorship
Any corporation or company relevant to the study of speech, language, hearing, and swallowing disorders may become corporate sponsors through submission of the application form and required fees to the APSSLH. Corporate sponsors are entitled to advertising opportunities on the APSSLH website.
- 4.4. Annual Fees/Sponsorship
 - 4.4.1. Annual fees of individual members, student members, affiliate members, and corporate sponsorship shall be determined by the Executive Committee with consent of the Board. Members shall pay membership or sponsorship fees in US dollars or exact fees in their currency equivalent to the US dollar.
 - 4.4.2. Personal information of registered members shall be kept by the Executive Committee and Outreach/Membership Committee only.
- 4.5. Benefits of Membership
 - 4.5.1. Individual membership – Full members have the right to vote or hold an office position in APSSLH. Members receive electronic access to the organization’s journal, *Speech, Language, and Hearing* and other Affiliated society journals and reduced fees if they wish to attend any APSSLH and Affiliated Society conferences and scientific events. Members are entitled to inclusion in APSSLH and Affiliated Society scientific events as presenters. Members’ benefits are extended to various volunteering, mentoring and networking opportunities.
 - 4.5.2. Student membership – Student members may not vote or hold an office position in APSSLH. Student members receive electronic access to the organization’s journal, *Speech, Language, and Hearing* and other Affiliated Society journals and reduced fees if they wish to attend any APSSLH and Affiliated Society Conferences and scientific events. Student members’ benefits are extended to various volunteering, mentoring and networking opportunities.
 - 4.5.3. Affiliate membership – Affiliate members may not vote or hold an office position in APSSLH. Affiliated members receive electronic access to the organization’s journal, *Speech, Language, and Hearing* and reduced fees if they wish to attend any APSSLH

Conferences and scientific events.

4.5.4. Corporate sponsorship – Corporate members may not vote or hold an office position in APSSLH. Corporate members receive electronic access to the organization’s journal, *Speech, Language, and Hearing* and reduced fees if they wish to attend any APSSLH Conferences and scientific events.

4.6. Rights Reserved to Members

The following rights are reserved to the individual members of the Society:

4.6.1. Election of the Executive Committee and Officers (see 9.2.)

4.6.2. Privilege of removal of the Executive Committee and Officers (see 9.7.)

4.6.3 Voting of amendments to these Bylaws (see Article X.)

Article V. General Assembly

5.1. The General Assembly shall be held via a teleconferencing platform or at the end of each international conference held biennially. The General Assembly shall elect members of the Board, receive and discuss reports, and decide upon other relevant business.

5.2. Email notice of the General Assembly shall be sent to each member no later than 30 days before the meeting is held. Such notice shall state the purposes for which the meeting is called, the process of voting and the time and place where it is to be held.

5.3. Special meetings may be called by the Executive Committee at any time upon the written request of at least 5 voting members. Notice of Special Meetings shall be dispersed in the same manner as prescribed for the General Assembly. Special meetings shall have the same powers as the General Assembly being a meeting of the Members.

Article VI. Composition of the Executive Committee and the Board

6.1. Composition of the Executive Committee

6.1.1 The Executive Committee is comprised of the President, two Vice Presidents, two Treasurers, and two General Secretaries.

6.1.2. The Executive Committee Members shall be elected by the General Assembly. When any positions are unfilled, the position may be appointed by the President. The appointed members should be composed of members representing diverse nationalities.

6.1.3. Meetings of the Executive Committee

The Executive Committee shall meet once a month via an online platform that the President will determine. If necessary, any other officers and members shall be invited to the Executive Committee Meeting. Meeting minutes shall be prepared by the secretary and saved online.

6.2. Composition of the Board

6.2.1. The Board is comprised of the Executive Committee, Officers, and Advisory Board Members. The Executive Committee members and officers should be composed of members representing diverse nationalities.

6.2.2. The Officers, except for the Publication Officer and Ethics Committee members, shall be elected by the General Assembly. When any positions are unfilled, the Officers may be

appointed by the President. The appointed Officers should be composed of members representing diverse nationalities.

- 6.2.3. The Committee Members, Chairs of Special Interest Groups, and country liaisons shall be appointed by the President among qualified volunteers.
- 6.2.4. Meetings of the Board
The Executive Board shall meet at least twice each year via an online platform that the President will determine. A quorum shall consist of two-thirds of the voting members.
- 6.3. Composition of the Advisory Board
 - 6.3.1. The Advisory Board is comprised of the former APSSLH Presidents who hold current membership of APSSLH and are in good standing in the Society.
 - 6.3.2. The Advisory Board shall supervise the practice of the Bylaws and Regulations and be responsible for making recommendations for changes. The Advisory Board members may attend any Executive Committee and Board meetings.
- 6.4. Composition of Committees
 - 6.4.1. Outreach and Membership Committee
This committee shall engage in recruiting new members and managing the membership status of the APSSLH members on the website. This committee shall be comprised of the Committee Officers and country liaisons in Asia Pacific region. Each country liaison shall be responsible for contacting and communicating with the members of their respective country and reporting information to the Membership Officer.
 - 6.4.2. Education Committee
This committee shall be comprised of Committee Officers, Chairs and members of Special Interest Groups. The Education Committee shall organize workshops and scientific and clinical events of the Special Interest Groups.
 - 6.4.3. Media/Public Relations Committee
This committee shall be comprised of Committee Officers and members. The Media/Public Relations Committee shall maintain the website, and update and coordinate communications via social media accounts (Facebook, Twitter, and Instagram) owned by the APSSLH.
 - 6.4.4. Mentoring Program Committee
This Committee shall organize a mentoring program for student members' career and educational development.
 - 6.4.5. Publication Committee
This committee shall be composed of Committee Officer and members. The Editor-In-Chief and the President shall have the authority to appoint the members of the Publication Committee. The Publication Committee shall be responsible for the newsletters and may serve on the editorial board of *Speech, Language, and Hearing* journal.
 - 6.4.6. Ethics Committee
This committee shall comprise Advisory Board members, senior members, and external members appointed by the President. The Ethics Committee is responsible for assisting in internal ethics and compliance issues among any member of the Society and facilitating

sound decisions to resolve ethics and compliance issues.

6.4.7. Audit Committee

This committee is responsible for overseeing financial reporting. The Audit Committee shall comprise the Immediate Past President and two non-board members who are finance experts. The two non-board members shall be recommended by the Immediate Past President and approved by the General Assembly. The audit should be conducted once every year. The Audit Committee should submit an audit report to the Board by February 28th.

6.4.8. If any other committee is necessary, a new committee shall be proposed and developed by the President or the Executive Committee. It shall require adoption by a two-thirds vote of the Board.

6.5. Composition of Members of Special Interest Groups

6.5.1. Members of Special Interest Groups shall be comprised of volunteers who demonstrate expertise in one of the following areas: adult language disorders; child speech, fluency, voice, and swallowing disorders; child language disorders; adult, speech, fluency, voice, and swallowing disorders; audiology and aural rehabilitation; speech and hearing sciences; and professional issues.

6.5.2. The Executive Committee and the Education Officers may develop additional Special Interest Groups or propose to change any existing Special Interest Group. It shall require adoption by a two-thirds vote of the Board.

Article VII. Powers and Duties of the Executive Committee

7.1. The powers and duties of the Executive Committee shall be as follows:

7.1.1. Executive Committee

The Executive Committee shall have control of the affairs of the association as provided in the Regulations. The Executive Committee shall organize committees, hold meetings, amend its policies, authorize proper expenditures, and take all necessary and proper steps to carry out the purposes of the association and promote its best interests.

7.1.2. President

The President represents the APSSLH. The President shall preside at all meetings of the Executive Committee and the Board, and at the General Assembly; call special meetings of the Executive Committee or any of its committees; appoint members of the Executive Committee and Officers when a position is unfilled; appoint members of the Publication Committee, Chairs of Special Interest Group, and country liaisons; promote the interests of the association in all ways; monitor the financial status of the association, and monitor website maintenance.

7.1.3. Vice Presidents

The Vice Presidents shall assist the President with tasks related to the operation of the organization. The Vice President shall attend all meetings of the Executive Committee, the Board, and the General Assembly.

7.1.4. Treasurers

The Treasurers shall receive and deposit all the money of the association, maintain accurate accounting, compile the financial reports of the association and perform all other

customary duties of a treasurer. The Treasurers will be responsible for reporting the association's financial status at the Executive Committee and Board meetings and renewing the organization's website subscription and maintenance services as needed.

7.1.5. Secretaries

The Secretaries shall perform all the customary duties of a secretary. The Secretaries will be responsible for arranging the Executive Committee and Board meetings, recording and circulating minutes for all meetings, conducting correspondence of the organization, and recording and organizing documentation and information related to the members of the organization.

Article VIII. Powers and Duties of the Officers

8.1. The powers and duties of the Officers shall be as follows:

8.1.1. The Officers shall make planning and execution covering the details of each committee's tasks and business and hold meetings considered necessary for the best interests of the association.

8.1.2. Media/Public Relations Officers (two positions)

The Media/Public Relations Officer shall perform all duties related to updating the organization's social media platforms and managing the organization's webpage and other social media.

8.1.3. Outreach and Membership Officers (two positions)

The Outreach and Membership Officer shall perform all duties related to membership of the APSSLH. The Outreach and Membership Officer shall outreach and engage in recruiting new members and managing the membership status of the APSSLH members.

8.1.4. Education Committee Officers (two positions)

The Education Committee Officers shall perform all duties related to the development of continuing education programs. The Committee Chairs and Members shall participate in the programming of scientific and clinical events.

8.1.5. Publication Officer (one position)

The Publication Officer shall communicate with the Editor-In-Chief of the *Speech, Language, and Hearing* journal for any special issues and may serve as Editor-In-Chief or Associate Editor of the journal.

8.1.6. Mentoring Program Officers (two positions)

The Mentoring Program Officers shall perform all duties related to the development of mentoring programs for student members.

8.1.7. Ethics Committee Officers (seven positions)

The Ethics Committee Officers shall perform all duties related to ethics and compliance issues among the Board and the Society members.

8.1.8. Audit Committee Officers (three positions)

The Audit Committee Officers shall submit an annual audit report to the Board by February 28th.

8.1.9. The Committee Officers or a member shall call a meeting at any time for committee business if needed. Their meeting schedule shall be reported to the Executive Committee.

Meeting minutes shall be made and submitted along with any additional documents to the Executive Committee for review. The Officers shall provide reports to the Executive Committee regarding their activities. All minutes and reports shall be saved online.

Article IX. Nomination and Election

- 9.1. Any person with at least a 1 year individual membership may run and/or nominate a candidate for the President, Executive Committee and Officers. All nominees should hold an active membership of the Society. A former President may run to serve as President again. However, the same person shall not run or serve as the President more than two times. The nominees will be contacted by the election committee to confirm their intention to run for the position. Among the nominees, the election committee will finalize nominees for each position. The Election Committee shall be composed of the Advisory Board and volunteers from the Executive Committee members who are not running for an officer position.
- 9.2. The President, Executive Committee and Officers shall be elected by the two-thirds of the active members of the Society voting through either an electronic or nonelectronic ballot. When more than two individuals are nominated for a position, a majority vote for the position shall be required for election. When any positions are unfilled, the Executive Committee or Officers may be appointed by the President. The appointed Executive Committee or Officers shall be composed of members representing diverse nationalities.
- 9.3. Election for the President shall be conducted three months and election for the Executive Committee and Officers shall be conducted two months before the beginning of the new President's term. Election results shall be posted on the APSSLH website homepage and/or all members shall be notified via email. Election results shall be documented online.
- 9.4. The Executive Committee and Officer's term shall be for 2 years or until successors are appointed, and shall begin on January 1.
- 9.5. Committee members shall be appointed by the President among volunteers. The Committee term shall be for 2 years, or until successors are appointed, and shall begin on January 1.
- 9.6. Resignation/Vacancies: An officer may resign at any given time. The President may recommend a resignation to an Officer, a Chair or member of Special Interest Groups, and a country liaison if he/she is no longer a member in good standing of the Society or does not fulfill his/her roles and duties. A vacancy in any position shall be filled through an additional election or nomination process, as outlined above.
- 9.7. Removal from Positions: Any officer of the Board may be removed from positions if the Officer is no longer a member in good standing of the Society or the Officer does not fulfill their roles and duties (1) by a vote of two-thirds of the Board, or (2) by a written petition signed by 2% of the active members of the Society and approval of the petition by two-thirds of the members of the Society voting (voting may occur by electronic or nonelectronic ballot).
- 9.8. The Officer whose position is removed from the Board shall be notified of this in writing and shall have the right to appeal to the Board. The Board shall review the submitted documents and vote again. More than one appeal shall not be allowed.
- 9.9. Transfer of Duties: During the December meeting, transfer of duties shall be made. No new business shall be initiated and proposed by the current Executive Committee.

Article X: The APSSLH Website and Bank

- 10.1 The domicile website shall be located in the US and the domicile bank shall be located in Korea. One Treasurer from Korea and one Media/Communication Officer from the US should be elected or appointed by the President with the approval of the Election Committee.
- 10.2 The Society website and bank may be changed to another country by a vote of two-thirds of the members of the Board.
- 10.3 Review of the balance of the bank and PayPal accounts shall be requested by any member of the Board with approval by the Executive Committee.

Article XI. Conferences and Other Scientific Events

- 11.1 The Asia Pacific Society of Speech, Language, and Hearing shall hold an International and Regional conference, and Symposia among the Members and other interested parties for the exchange of the most recent scientific, theoretical, clinical, and practical knowledge in the field of human Communication Sciences and Disorders.
- 11.2 The APSSLH international Conference shall be held once every two years. Its name shall be the Year or number Asia Pacific Society of Speech, Language, and Hearing Conference.
- 11.3. The Regional Conference or Symposia may be held at any time.
- 11.4 An International Conference Organizing Committee and the Conference Organizing Chair shall be appointed by the President and/or Executive Committee to organize the Conference.
- 11.5 The Executive Committee may regulate the planning and procedures of the International and Regional Conference, and Symposia by specific regulations in writing.
- 11.6. The International, Regional Conference, or Symposia Organizing Committee may hire a professional agency to assist in preparing the Conference or Symposia. The cost of hiring an agency should be covered by the Conference or Symposia income or funds raised by the President and the Organizing Committee. When the Organizing Committee administers the Conference or Symposia without hiring an agency, the Organizing Committee Chair may request the Board to reimburse or compensate the administration effort and expenses of the Organizing Committee members. The amount of reimbursement or compensation should be at most 10% of the total conference expenses.
- 11.7 All expenses of an International Conference shall be covered by the Conference registration fees, donations, or funds raised by the Conference Organizing Committee. The President and the Conference Chair shall call a Board meeting to request financial support if any financial support is needed for the International Conference. Approval shall require a two-thirds vote of the Board.
- 11.8 When a national organization and the APSSLH co-host the Conference or Symposia with financial support from APSSLH, the surplus should be returned to the APSSLH. When the Conference or Symposia is co-hosted by a national organization and the APSSLH without any financial support from APSSLH, the surplus of the Conference or Symposia shall be equally divided by the national organization and the APSSLH.

- 11.9 The International, Regional Conference, or Symposia Organizing Committee Chair or the President shall compile a report including finances in written form and submit it to the Board within two months after the event is completed.
- 11.10 The official language of the Conference and Symposia is English. Any other language shall be used if necessary.

Article XII. Amendments

These Bylaws may be amended, repealed, or changed by a two-thirds vote of the Board or by written petition by 2% of the active members of the Society. The amendment or changes would be submitted to members for a vote at any General Assembly or special meeting called for that purpose. A copy of the proposed change should be provided electronically to the individual members at least 15 days before voting takes place. Adoption shall require a two-thirds vote of active members. Voting may occur by electronic or nonelectronic ballot.

Amendment History

Version 2021-1. Amendment approved by the General Assembly: January 20th, 2024.