

CAPCSD POLICIES AND PROCEDURES MANUAL

Approved by the Board of Directors July 28, 2020

Table of Contents

1.CAPCSD MISSION AND VISION STATEMENTS	3
2.GENERAL INFORMATION REGARDING THE BOARD	3
3.PRESIDENT	4
4.PRESIDENT ELECT	6
5.PAST PRESIDENT	7
6.TREASURER	8
7.SECRETARY	10
8.VICE PRESIDENT FOR PROGRAM RESOURCE DEVELOPMENT	11
9.VICE PRESIDENT FOR CLINICAL EDUCATION RESOURCE DEVELOPMENT	12
10. VICE PRESIDENT FOR ACADEMIC AFFAIRS AND RESEARCH EDUCATION	13
11.VICE PRESIDENT FOR ORGANIZATIONAL ADVANCEMENT	14
12. VICE PRESIDENT FOR STRATEGIC INITIATIVES	14
13. GENERAL COMMITTEE ROLES and RESPONSIBILITIES	15
14.NOMINATIONS COMMITTEE	15
15.HONORS AND AWARDS COMMITTEE	17
16.COMMUNICATION SCIENCES AND DISORDERS CENTRALIZED APPLICATION SERVICE (CSDCAS) COMMITTEE	18
17.MEDIA STRATEGY COMMITTEE	19
18.CONFERENCE PLANNING COMMITTEE	20
19.CLINICAL EDUCATOR RESOURCES COMMITTEE	23
20.INTER-PROFESSIONAL EDUCATION/INTER-PROFESSIONAL PRACTICE (IPE/IPP) COMMITTEE	23
21.SCHOLARSHIP COMMITTEE	24
22.MEMBERSHIP COMMITTEE	24
23.TRAVEL AND REIMBURSEMENT GUIDELINES	25
24.EXPENSES ABOVE OR BEYOND THE BUDGET AND BUDGET LINES	27
25.USE OF THE CAPCSD WEBSITE	27
26.RESOLUTIONS PROCESSES	28
27.MEMBERSHIP	28

APPENDIX A:CONFERENCES	30
APPENDIX B:CAPCSD MEETING GUIDELINES AND GROUND RULES	32
APPENDIX C:HONORS AND AWARDS	35
APPENDIX D:CAPCSD MEMBERSHIP GUIDELINES	36
APPENDIX E:CAPCSD DIRECTORY AND WEBSITE MANAGEMENT	37
APPENDIX F:GUIDELINES FOR ANNUAL CONFERENCE PROCEEDINGS	38
APPENDIX G:MEETING SPACE POLICY FOR REQUESTS FROM ALLIED ORGANIZATIONS	39
APPENDIX H:ANNUAL CONFERENCE INVITED SPEAKER REIMBURSEMENT GUIDELINES	40
APPENDIX I:RECORDS RETENTION POLICY	41
APPENDIX J:SOCIAL MEDIA POLICY	43
APPENDIX K:POLICY AND PROCEDURES FOR NEW INITIATIVES	46
APPENDIX L:CAPCSD ANNUAL REVIEW OF MANAGEMENT SERVICES	48
APPENDIX M:CAPCSD OPERATING GUIDELINES FOR COMMITTEES	54
APPENDIX N: ANNUAL REVIEW OF ROLES & RESPONSIBILITIES OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS	57

1. CAPCSD MISSION AND VISION STATEMENTS

Mission: Our mission is to promote quality, accessibility and innovation in Communication Sciences and Disorders in higher education. We advance the highest standards in pedagogy, clinical education and research. The Council facilitates the recruitment, education and retention of both faculty and students to meet the public need.

Vision: CAPCSD has evolved into an organization whose vision it is to be the definitive source of leadership, education and advocacy for academic programs in Communication Sciences and Disorders.

2. GENERAL INFORMATION REGARDING THE BOARD

a. Board Members/Officers:

- i. Members of the Board will be the elected officers (President, President Elect, Past President, Secretary, and Treasurer) and the appointed officers (Vice Presidents for Program Resource Development; Clinical Education Resource Development; Academic Affairs and Research Education; Organizational Advancement; and Strategic Initiatives). The number, qualifications, terms of office and manner of selection will ensure through the nomination and/or appointment process that there is representation on the Board from speech-language pathology/speech-language science and audiology/hearing science and from member programs across the educational continuum.
- ii. All Board members will be expected to thoroughly read the CAPCSD Articles of Incorporation, Bylaws, and Policies and Procedures prior to taking office.
- iii. All Board members will provide suggested edits to CAPCSD Policies and Procedures on an annual basis. Changes to Policies and Procedures will be approved through an affirmative majority vote of the Board.
- iv. All Board members will complete a conflict of interest form on an annual basis to be kept on file with the management company.
- v. Unless otherwise stated, terms of office will coincide with the fiscal year, July 1 to June 30.
- vi. By June of every year, all Board members will submit a budget for the upcoming year for the position currently held.
- vii. In addition to responsibility areas defined in the current Policies and Procedures Manual, Board members may be assigned other duties as defined by the President (e.g., serve as Monitoring Officer providing oversight of standing, Ad Hoc committees and/or Task Forces).
- viii. As Monitoring Officer, VPs will present recommendations regarding committee appointments to the Board no later than the spring meeting or as needed.
- ix. Upon completion of the term of office and prior to the first board meeting of the new term, VP will develop a final written report to the Board summarizing major recommendations for specific monitoring activities and policy positions of the Board

and/or CAPCSD at large. This report will include status and recommendations of any working groups or sub-committees appointed by the Board.

b. Procedural Rules:

i. Board Meetings:

1. Meetings: The Board will meet at least four times per year F2F, once at the Annual Conference, once in the summer (typically in July), once in the fall, and once in the winter (typically January or February). Tentative dates for the summer board meeting in particular should be determined by the end of January and should consider the availability of all approved candidates for Board elected positions for the upcoming fiscal year.
2. Conference calls: In addition to F2F meetings, the Board is expected to participate in monthly conference calls, with the exception of August. Additional conference calls may be scheduled as needed.
3. Business meetings: The President (or designee) will preside over all board meetings and business meetings for member program representatives. Business will be conducted in an organized, efficient, and respectful manner with a focus on consensus building. Detailed guidelines for conduct of meetings are provided in [Appendix A](#).

c. General Information

- i. CAPCSD is exempt from Federal income tax under a subsection 501c guidelines of the Internal Revenue Code. CAPCSD was originally incorporated in the State of Alabama in 1979. CAPCSD was registered in the states of Minnesota and Colorado in 2013 when a new management firm was hired.
- ii. The seal of incorporation is maintained in CAPCSD's association management company (AMC) office and in digital record.

3. PRESIDENT

- a. Responsible to: The President will be responsible to the Board and the CAPCSD membership.
- b. Term of Office: The office consists of a three-year sequence: one year as the President Elect, one year as President and one year as Past President.
- c. Chief Executive Officer of CAPCSD: As the Chief Executive Officer of CAPCSD, the President will serve as the primary spokesperson for CAPCSD. The President will maintain communication with the President Elect and the Past President to ensure smooth transition and continuity of association initiatives. All correspondence from the President will be copied to both the President Elect and the Past President.
- d. CAPCSD Management Firm Oversight: The President will provide the major oversight of and communication with CAPCSD's Executive Director and the Association Management Company (AMC) and will have the final authority for prioritizing work and administrative support of all contracted services of CAPCSD consistent with directives of the Board.

- i. Together with the Past President and President Elect, the President will provide an annual evaluation of the AMC, Executive Director, and other pertinent AMC personnel (i.e., Director of Meetings and Continuing Education, Director of Centralized Admissions). Feedback from Board members will be obtained at the spring Board meeting, and the President/President Elect/Past President will then complete the review with the AMC in May. The outcome of the evaluation will be shared with the Board at the July meeting. Please see [Appendix L](#) for the evaluation form.
- e. Budgetary Responsibility: The President will work closely with the Treasurer and any contracted management/accounting service representatives as the chief fiscal officer of CAPCSD to ensure compliance with fiduciary responsibilities of the Board.
- f. Contractual Authority: The President is the officer empowered to sign contracts entered into by CAPCSD on behalf of the Board. The President Elect is designated back-up in the event the President is not available. (Exception: The AMC's Director of Meetings and Continuing Education is authorized to sign Banquet Event Orders (BEOs) on behalf of CAPCSD when a signed contract is in place with an event venue.)
- g. Appointed Members of the Board: The President will appoint open positions for the Vice President positions including the Vice Presidents for Program Resource Development; Clinical Education Resource Development; Academic Affairs and Research Education; Organizational Advancement; and Strategic Initiatives) These appointments require confirmation by a majority vote of the Board. The appointment and confirmation process will occur prior to the beginning of July 1 terms of office.
- h. Coordinate requests for resolutions from the membership and oversee the part of the board meeting and the business meeting in which resolutions are considered.

Additional Responsibilities/Authority: The President will:

- i. Call and preside at board and business meetings; set time and location and prepare agendas after soliciting input from the Board. The President will facilitate meetings or assign a facilitator for specific topics in accordance with the meeting guidelines described in [Appendix B](#). C The responsibility will begin with the first summer board meeting held during the presidency.
- ii. Prepare an Annual Report to the member program representatives at the CAPCSD conference. Provide a welcome letter for the conference program.
- iii. Prepare Status Reports to the general membership, typically three to four times yearly. Ensure Board input regarding content of such reports and forward an electronic copy to the Executive Director to post on the CAPCSD website and distribute to the membership. Typical times for distribution of Status Reports are early fall, early spring (following completion of elections), and early summer (immediately following completion of resolutions balloting).

- iv. Determine the need for additional communications with the CAPCSD membership, based on emerging issues, and expedite such communications with assistance of the Executive Director.
- v. Contact member programs and NSSLHA in January to remind all parties to adhere to the April 15 deadline for financial aid and graduate admission acceptance.
- vi. Monitor all activities of committees and working groups, including
 - 1. Provide ad hoc and working committee chairs with information from this Policies and Procedures Manual.
 - 2. Ensure that committees and working groups are fulfilling responsibilities outlined in the Bylaws and/or assigned by the President or Board, and ensure that reports are made to the Board and general membership at appropriate intervals.
- vii. Notify all candidates for office of the outcome of elections and inform the membership of the outcome of any membership votes on resolutions or other actions.
- viii. Coordinate the CAPCSD portion of the annual board meetings between CAPCSD and other professional associations.
 - 1. The November CAPCSD-American Speech-Language-Hearing Association (ASHA) combined board meeting is convened by the President of ASHA with minutes kept by the ASHA secretary and shared with CAPCSD.
 - 2. During the spring Annual Conference, combined meetings are convened by the CAPCSD President with ASHA and American Academy of Audiology (AAA), with minutes kept by the CAPCSD Secretary and shared with ASHA and AAA.
 - 3. Additional meetings with other associations may be convened at a time and location approved by both boards. The hosting association will convene the meeting and provide shared minutes.

4. PRESIDENT ELECT

- a. Responsible to: The President Elect will be responsible to the President and the Board.
- b. Term of office: The office consists of a three-year sequence: one year as President Elect, one year as President, and one year as Past President
- c. Incoming Chief Executive Officer: As the incoming chief executive officer of CAPCSD, the President Elect will facilitate close communication with the President and Past President and will be included in all correspondence and meetings with external and/or internal constituents.
- d. Responsibilities/Authority:
 - i. The President Elect will:

1. Collect, incorporate, and prepare recommendations for revisions to the Policies and Procedures and By-Laws as requested by the board. Present changes to the Board annually for approval, typically at the spring meeting.
2. Oversee the collaborative development and implementation of the annual ASHA-CAPCSD CSD Education Survey which populates EdFind. Preside over meetings in accordance with the Policy and Procedures when designated by the President.
3. Coordinate with the Past President on matters regarding resolutions from the membership.

5. PAST PRESIDENT

- a. Responsible to: The Past President will be responsible to the President and the Board.
- b. Term of office: After serving a one-year term as President, the President will accede to the position of Past President and serve in that role for one year.
- c. Monitoring Officer of the [Nominations Committee](#) and the Honors and Awards Committee: See description of Honors and Awards Committee process in [Appendix C](#) and in the description of the [Honors and Award Committee](#) in this document
- d. Responsibilities/Authority:
 - i. The Past President will:
 1. In consultation with the President and Past President, present nominations for appointed Board positions, to the full Board for approval prior to the spring board meeting.
 2. Identify the elected offices to be filled: President Elect each year; Treasurer in even-numbered years; and Secretary in odd-numbered years.
 3. In consultation with the Nominations Committee Chair, ensure through the nomination and/or appointment process includes persons with diverse backgrounds, identities, and abilities that represent speech-language science/speech-language pathology and hearing science/audiology, that there is a balance of research/science, education and clinical backgrounds among members, and that there is representation from member programs across the educational continuum.
 4. Conduct election of slate of officers according to the schedule and report to the Board. As part of the election process, the Past President will:
 - a. Promote membership knowledge of nomination and election process by devising timelines so that the process of and calls for nomination are well publicized to the membership.
 - b. Contact former board members regarding nominations.
 - c. Present the board approved slate of officers to all program directors via electronic notification on CAPCSD's website and email. For further description, refer to [Nominations Committee](#).

- d. Oversee CAPCSD elections to ensure that:
 - i. The preparation and distribution of electronic ballots, including instructions and links for web-based voting, are sent to program directors within 14 days after the spring meeting.
 - ii. Electronic elections remain open for 14 days and that all ballots are tallied.
 - iii. The slate will be approved by a majority of votes received.
 - iv. Board members and all candidates are notified of election results before the spring meeting.
- 5. Monitor member applications by overseeing the administration of the Corporation's membership applications and approvals process.
- 6. Prepare/update slides and conduct New Board Member orientation (via GotoMeeting or similar) in collaboration with President and President Elect. The orientation will be held prior to the first Board meeting in July.
- 7. To ensure fair and adequate ongoing management of the CAPCSD organization, the Past President will announce and solicit Requests for Proposals (RFPs) from Association Management Companies once every 5 years in the month of January. Together with the President and President Elect, recommendations will be made to the Board for selection and approval at the spring board meeting.
- 8. Present nominations for the vacant appointed board positions to the board by the spring meeting. These nominations will be made in consultation with the president and past-president. Such nominations will take into consideration the diversity to the governing board.

6. TREASURER

- a. Responsible to: The Treasurer is responsible to the President.
- b. Term of office: The Treasurer will serve a two-year term, with the position terms rotating in even numbered years. The Treasurer may serve for a maximum of two consecutive terms.
- c. Responsibilities/Authority:
 - i. The Treasurer will:
 - 1. Shortly after election and prior to beginning the term, confer with the Executive Director, the current Treasurer, and if available the President, to review the overall coordination of the financial activities of CAPCSD. Initiation of the budget planning process will be done at this time by the current Treasurer.
 - 2. Exercise leadership in assuring that the Board is in compliance with its fiduciary responsibilities to the membership and that the affairs of the office

are executed in compliance with generally acceptable principles of accounting and non-profit financial organizations.

3. Provide guidance to the board for quality financial reporting, sound risk management and ethical practices in relation to CAPCSD's purpose, mission, vision and goals and the current strategic plan.
4. Coordinate the maintenance of all routine bookkeeping, monthly statement reconciling, and necessary banking and accounting functions on behalf of CAPCSD with the AMC.
5. In consultation with the President, prepare an annual budget for CAPCSD to be presented to the Board at the July Board meeting.
6. Monitor the issuing of credit cards and ensure that card authorizations and cancellations are current.
 - a. Credit cards for CAPCSD are issued to the Treasurer, Executive Director, Director of Meetings and Continuing Education, and one designee of the AMC, and have a \$30,000 credit limit.
7. Monitor check writing and ensure that check writing authorizations are current and implemented.
 - a. The Treasurer, Executive Director, and Director of Meetings and Continuing Education have check writing authority.
 - b. One other designee of the AMC has check writing authority to be used only when the Executive Director is not available.
 - c. Checks over \$1,000 that have a contract signed by the President can be written by the Executive Director and Director of Meetings and Continuing Education without prior approval.
 - d. Checks over \$1,000 used to pay off credit card charges can be written by the Executive Director without prior approval and the credit card statement is provided to the Treasurer with the monthly financials.
 - e. Checks over \$1,000 where there is no contract previously signed by the President require the Treasurer's approval, which is typically done via email.
8. Coordinate with the Executive Director to develop appropriate financial reports for presentation at each Board meeting and ensure that appropriate accounting reports for required Internal Revenue Service filings are completed in a timely fashion.
 - a. Capitalization Policy - All items purchased for CAPCSD that have a life (i.e., a projector, a computer, a banner, etc.) and are \$1,000 or more will be capitalized such that they will be tracked in the CAPCSD financial records and will be depreciated throughout the life of the item.

9. At each board meeting provide a report and review CAPCSD's financial position vis-à-vis investments.
10. At the spring board meeting present a report regarding performance during the past year and recommendations for any changes in the overall financial management process.
11. Distribute budget status reports to Board and Committee chairs outlining the status of their budgets for that fiscal year at each board meeting and make recommendations to the Board for mid-year changes in the approved annual budget should contingencies arise meriting such changes.
12. Ensure an annual review of the CAPCSD's financial activity is executed and an audit at least every five years or as needed. The review and audit will be conducted by an external firm.
13. Develop a five-year budget history, including the current year, for presentation at the corporate business meeting at the Annual Conference.
14. Coordinate an annual review of the CAPCSD's investment strategies and portfolio with the investment firm to ensure maximum return on investments and recommend any modification to existing investment policies to the Board for review.

7. SECRETARY

- a. Responsible to: The Secretary is responsible to the President.
- b. Term of office: The Secretary will serve a two-year term with the position terms rotating in odd numbered years. The Secretary may serve for a maximum of two consecutive terms.
- c. Responsibilities/Authority: The Secretary will:
 - i. Ensure that an accurate record of the board meetings, CAPCSD business meetings, and the April CAPCSD-ASHA and CAPCSD-AAA combined Board of Director meetings is maintained for CAPCSD. The actual recording of the minutes may be a function of the AMC staff or the Secretary. It is, however, the responsibility of the Secretary to ensure that CAPCSD maintains an accurate record of meeting minutes and resolutions. The minutes will follow the agenda format and include an action item section organized by board member positions. Further details regarding the Secretary's role during business meetings are given in the section on meeting guidelines in [Appendix B](#).
 - ii. Post drafts of board meeting minutes to shared file hosting service (Dropbox) for review by Board members within a reasonable time period following each board meeting, usually within two weeks. Responses from the board and subsequent approval will be returned to the Secretary in a reasonable time period, usually within two weeks.
 - iii. Maintain the current list of committee members with terms of appointment and contact information.

- iv. Provide approved minutes and updated committee rosters with terms and photos to the Executive Director for the website.
- v. Oversees the Strategic Planning Process, leading the documentation and monitoring of this process.
- vi. Oversee the Salary Survey development, execution, analysis, and dissemination of data every five years. Specifically, the Secretary will:
 - 1. Interface with appropriate personnel to establish a contract for implementation and analysis.
 - 2. Oversee the data collection, maintenance, analysis and dissemination of data from the Salary Survey.
 - 3. Communicate updates regarding deadlines via CAPCSD's website, social media platforms and email blasts.

8. VICE PRESIDENT FOR PROGRAM RESOURCE DEVELOPMENT

- a. Responsible to: The Vice President for Program Resource Development is responsible to the President.
- b. Term of office: The Vice President for Program Resource Development holds office for two years with a maximum of two consecutive terms. The Vice President for Program Resource Development is appointed in even numbered years.
- c. Selection: The Vice President for Program Resource Development is appointed by the President with approval of the Board of Directors.
- d. Responsibilities/Authority: The Vice President for Program Resource Development will:
 - i. Serve as Monitoring Officer of the [Conference Planning Committee](#) with five members: the Conference Chair and four Members-At-Large.
 - ii. Interface with VP for Clinical Education Resource Development and Conference Chair on planning Clinical Director Symposium.
 - iii. Attend the Conference Planning Committee Meeting (typically held in May or June) and update the Board on the conference plans throughout the year.
 - iv. Coordinate with the Executive Director, Director of Meetings and Continuing Education, and the Conference Planning Committee Chair to monitor:
 - 1. The Conference budget.
 - 2. The status of conference-related equipment and technology (e.g., projectors; mobile conference program app; conference submission software, etc.)
 - 3. AMC execution of conference-related tasks
 - 4. Publication of the annual Conference Proceedings. See [Appendix F](#) for Guidelines for Annual Conference Proceedings.
 - 5. The peer review process for selection of any components of the annual Conference for which submissions are solicited

- v. Provide leadership and/or monitoring of CAPCSD committees and/or task forces related to Professional Development (e.g., Leadership Academy, webinars related to Program Resources) and coordinate with the Executive Director for managing those responsibilities.
- vi. Upon completion of the term of office and prior to the first face-to-face board meeting of the new term, develop a final written report to the Board summarizing major recommendations for specific monitoring activities and policy positions of the Board and/or CAPCSD at large. This report will include status and recommendations of any working groups or sub-committees appointed by the Board.
- vii. At the end of the term, the Vice President for Program Resource Development will brief the incoming Vice President and provide a copy of relevant reports/documents for consideration.

9. VICE PRESIDENT FOR CLINICAL EDUCATION RESOURCE DEVELOPMENT

- a. Responsible to: The Vice President for Clinical Education Resource Development is responsible to the President.
- b. Term of office: The Vice President for Clinical Education Resource Development holds office for two years with a maximum of two consecutive terms. The Vice President for Clinical Education Resource Development is appointed in odd numbered years.
- c. Selection: The Vice President for Clinical Education Resource Development is appointed by the President with approval of the Board.
- d. Responsibilities/Authority: The Vice President for Clinical Education Resource Development will:
 - i. Ensure that CAPCSD is current and has input to the major standards and credentialing bodies affecting the practice and clinical education of speech-language pathologists and audiologists. To this end, the Vice President for Clinical Education Resource Development will serve as liaison or will assign a designee to whatever councils and/or boards may have certification powers affecting the professions. The Vice President will develop and implement a proactive plan to ensure representation of CAPCSD to other standards bodies as appropriate.
 - ii. Provide the board with minutes of meetings attended with councils and/or standards bodies.
 - iii. Develop a budget based on recommendations in consultation with the President for presentation to the Treasurer.
 - iv. Provide leadership and/or monitoring of CAPCSD committees and/or task forces related to standards and credentials
 - v. Provide leadership and/or monitoring of committees and task forces related to clinical education, the clinical education eLearning modules, and webinars related to clinical education resources. (More information regarding the [Clinical Educator Resources Committee](#) can be found later in this document.)

- vi. Collaborate with other Board members regarding initiatives that interface with other Board member responsibilities (e.g., continuing education for eLearning courses).
- vii. Upon completion of the term of office and prior to the first board meeting of the new term, develop a final written report to the Board summarizing major certification issues affecting CAPCSD membership. Recommendations for specific monitoring activities and policy positions of the Board and/or CAPCSD at large also will be made at this time. This report will include status and recommendations of any working groups or sub-committees appointed by the Board.
- viii. At the end of the term, the Vice President for Clinical Education Resource Development will brief the incoming Vice President and provide a copy of relevant reports/documents for consideration.

10. VICE PRESIDENT FOR ACADEMIC AFFAIRS AND RESEARCH EDUCATION

- a. Responsible to: The Vice President for Academic Affairs and Research Education is responsible to the President.
- b. Term of office: The Vice President for Academic Affairs and Research Education holds office for two years with a maximum of two consecutive terms. The Vice President for Academic Affairs and Research Education is appointed in even numbered years.
- c. Selection: The Vice President for Academic Affairs and Research Education is appointed by the President with approval of the Board.
- d. Responsibilities/Authority: The Vice President for Academic Affairs and Research Education will:
 - i. Foster the basic, applied and pedagogical research bases of the professions and the highest level of academic standards for education in communication sciences and disorders.
 - ii. Oversee the CAPCSD's initiatives to address the Ph.D. shortage
 - iii. Serve as the CAPCSD representative to the ASHA Academic Affairs Board.
 - iv. Oversee the CAPCSD [Scholarship Committee](#), [IPE/IPP \(Inter-Professional Education and Inter-Professional Practice\) Committee](#), and Critical Thinking Task Force.
 - v. Coordinate other research and scholarship initiatives.
 - vi. The Vice President will develop and implement a proactive plan to ensure representation of CAPCSD to the other accreditation bodies as appropriate.
 - vii. Prepare reports for the Board regarding proceedings of meetings attended with accreditation bodies.
 - viii. Upon completion of the term of office and prior to the first face-to-face board meeting of the new term, develop a final written report to the Board summarizing major accreditation issues affecting CAPCSD membership. Recommendations for specific monitoring activities and policy positions of the Board and/or CAPCSD at

large will be made at this time. This report will include status and recommendations of any working groups or sub-committees appointed by the Board.

- ix. At the end of the term, the Vice President for Academic Affairs and Research Education will brief the incoming Vice President and provide a copy of relevant reports/documents for consideration.

11. VICE PRESIDENT FOR ORGANIZATIONAL ADVANCEMENT

- a. Responsible to: The Vice President for Organizational Advancement is responsible to the President.
- b. Term of office: The Vice President for Organizational Advancement holds office for two years with a maximum of two consecutive terms. The Vice President for Organization Advancement is appointed in odd numbered years.
- c. Selection: The Vice President for Organizational Advancement is appointed by the President with approval of the Board.
- d. Responsibilities/Authority: The Vice President for Organizational Advancement will:
 - i. Serve as the Monitoring Officer of the [Centralized Application Service in Communication Sciences and Disorders \(CSDCAS\) Committee](#).
 - ii. Communicate updates regarding deadlines via CAPCSD's website, social media platforms and email blasts.
 - iii. Upon completion of the term of office and prior to the first face-to-face board meeting of the new term, develop a final written report to the Board summarizing major recommendations for specific monitoring activities and policy positions of the Board and/or CAPCSD at large. This report will include status and recommendations of any working groups or sub-committees appointed by the Board.
 - iv. At the end of the term, the Vice President for Organizational Advancement will brief the incoming Vice President and provide a copy of relevant reports/documents for consideration.

12. VICE PRESIDENT FOR STRATEGIC INITIATIVES

- a. Responsible to: The Vice President for Strategic Initiatives is responsible to the President.
- b. Term of office: The Vice President for Strategic Initiatives holds office for two years with a maximum of two consecutive terms. This position is appointed in even numbered years.
- c. Selection: The Vice President for Strategic Initiatives is appointed by the President with approval of the Board.
- d. Responsibilities/Authority: The Vice President for Strategic Initiatives will:
 - i. Oversee current strategic initiatives of CAPCSD.
 - ii. Coordinate with the association management company to oversee the CAPCSD website and membership directory databases [See Appendix E](#).
 - iii. Oversee the Media Strategy Committee and update Social Media Policy (appendix G) and its activities related to social media.

- iv. Review and coordinate processing of new initiative requests (see Appendix K).
- v. Upon completion of the term of office and prior to the first face-to-face board meeting of the new term, develop a final written report to the Board summarizing major recommendations for specific monitoring activities and policy positions of the Board and/or CAPCSD at large. This report will include status and recommendations of any working groups or sub-committees appointed by the Board.
- vi. At the end of the term, the Vice President for Strategic Initiatives will brief the incoming Vice President and provide a copy of relevant reports/documents for consideration.

13. GENERAL COMMITTEE ROLES and RESPONSIBILITIES

- a. The ongoing work of CAPCSD and its Board members is supported by a number of standing committees, ad hoc committees, and task forces. Standing committee meets the recurring need within an organization, gives advice, recommendation and/or makes decisions. Ad Hoc Committee addresses short-term, non-recurring needs, makes recommendations and is dissolved after work is complete. A task force is formed to accomplish major, complex issues, project when the task requires intensive, focused, long term effort and special expertise and representation, and makes complex and consequential recommendations. A set of Operating Guidelines for all standing committees, ad hoc committees and task forces is outlined in [Appendix M](#). All committee chairs and committee/task force members should refer to these guidelines to understand their general roles and responsibilities.
- b. The Monitoring Officer for each committee will review the roles and responsibilities of the chair and other committee members as well as the performance of current chairs and committee members for each standing and ad hoc committee they oversee on an annual basis, as described in [Appendix N](#).
- c. Following approval by the Board, formally appointing committee members and writing acknowledgement of appointment with committee charge, timeline of service and outcomes as well as designation of Monitoring Officer.
- d. A standing committee can be dissolved with a majority vote of the Board
- e. Monitoring Officer will work with the AMC to provide written acknowledgement of committee member contributions when members leave a committee or their term of appointment expires as well as other letters to thank people for their contributions (e.g., committee chairs and members, Task Force members and other volunteers).
- f. A set of Operating Guidelines for all standing committees, ad hoc committees and task forces is outlined in [Appendix M](#). All committee chairs and committee/task force members should refer to these guidelines to understand their general roles and responsibilities.

14. NOMINATIONS COMMITTEE

- a. Responsible to: The Nominations Committee is responsible to the President and monitored by the Past President.

- b. Term of office: The term of office will be three years, staggered such that one new member is added to the committee each year. In each member's third year, that individual will serve as the Chair of the committee. There will be three members on the committee serving no more than two consecutive terms.
- c. Selection: The President upon recommendation of the Past President will appoint the committee with approval from the majority of the Board. As early as the summer meeting, the Past President, serving as Monitoring Officer, will confer with the Board to identify potential new members. The President will contact those individuals, according to rank order, until one person agrees to serve on the new Nominations Committee.
- d. The President, President Elect, Past President, and the Nominations Committee Chair will meet in July to discuss the strategic direction of the CAPCSD Board of Directors, inclusion and diversity and leadership needs.
- e. The Past President will provide a group training for the Nominations Committee to ensure knowledge of the nominating process and procedures, committee expectations, confidentiality, long range plan, and interview preparation.
- f. Responsibilities/Authority: Chair of Nominations Committee:
 - i. Present the general criteria and specific responsibilities for the offices to be filled by election (President-Elect each year, Secretary and Treasurer in alternate years).
 - ii. Outline the nomination process, including documentation required for each nominee.
 - iii. Ensure the Call for Nominations is emailed to the membership by September and also appears in the Fall Status Report via the President.
 - iv. Collect and actively solicit nominations from member programs during the fall.
 - v. Announce the final "Call for Nominations" at the fall business meeting. The deadline for receipt of nominations is December 15th.
 - vi. Contact all nominees within one week of the deadline for nominations.
 - vii. Confirm each nominee's willingness to accept the nomination.
 - viii. Request that the candidacy form for the election slate be completed and submitted to the Chair of the Nominations Committee within ten days.
 - ix. Communicate frequently with the Past President regarding the status of nominations.
- g. Responsibilities/Authority (Nominations Committee):
 - i. Actively solicit nominations from program representatives who possess the desired characteristics and experience needed for the open CAPCSD board positions.
 - 1. Match the organizational needs and individual strengths to a balanced, diverse and inclusive leadership team that supports the whole organization and demonstrates those particular leadership skills, qualities, experiences and behaviors that contribute to CAPCSD's mission.
 - 2. Select candidates who meet eligibility criteria of the job descriptions and leadership competencies.

- 3. Ensure that the best-qualified person is slated through an objective evaluation of his/her skills and experience.
 - ii. Vet the individuals to be on the slate by gathering information from the potential candidates including a description of the candidate's experiences, credentials, and qualities that demonstrate the individual's abilities to carry out the duties for the position. CVs will be required for nominations.
- h. Create a preliminary slate of officers for presentation by the Chair to the Past President prior to the winter board meeting Responsibilities/Authority: Past President will:
 - i. Communicate frequently with the Nominations Committee Chair regarding the status of nominations.
 - ii. Ensure prior approval of nominees has been obtained before submission of recommendations to the Board.
 - iii. Present preliminary slate of officers from the Nominations Committee to the Board for approval.
 - iv. Upon approval of the slate by the Board of Directors, notify the individuals who will appear on the final slate.
 - v. Provide official notice to nominees who were not selected by the Board to appear on the slate.
- i. Responsibilities/Authority - The Board will:
 - i. Discuss and evaluate the list of candidates from the Nominations Committee and finalize nominations and descriptions of nominee qualifications at the winter Board meeting.

15. HONORS AND AWARDS COMMITTEE

- a. Responsible to: The Honors and Awards Committee is responsible to the Past President.
- b. Term of office: The Honors and Awards Committee terms of office will be three years staggered such that one new member is added to the committee each year. In each member's third year, that individual will serve as Chair of the committee. Members may serve a maximum of two consecutive terms.
- c. Selection: Members of the Honors and Awards Committee will be appointed by the President upon recommendation of the Past President with the approval of the majority of the Board. As early as the summer meeting, the Past President, who is the new monitoring officer, will confer with the Board to list potential new members to complete the Honors and Awards Committee.
- d. Responsibilities/Authority - The Honors and Awards Committee will:
 - i. Make a call for nominations for CAPCSD Honors and Awards in the fall Status Report via the President and reiterate the call at the CAPCSD business meeting held in conjunction with the ASHA Convention. Additionally, committee members will confer with members of the Board and others active in CAPCSD to consider potential nominees.

- ii. Recommend potential award recipients to the Past President prior to the winter Board meeting, so that Board approval of recommendations can be obtained at that meeting and/or additional suggestions can be made to the Honors and Awards Committee. Recommendations for award nominations must include a detailed explanation of why the nominee meets the spirit and criteria of the award. Additional information, such as curriculum vitae, may be offered but will not be required. The decision to make an award to each individual/group nominated will be decided by majority vote of the Board. In any given year, any particular honor or award may not be presented due to a lack of nominations or to a lack of Board approval of those nominated.
- iii. Those receiving Honors of the Council may receive travel support of up to \$1,500. Any other travel support will be at the discretion of the Board. The committee will ensure that a letter signed by CAPCSD President, notifying the honorees' employers of the award, will be sent.
- iv. The Past President will be responsible for a) notifying awardees of their selection b) conferring with the Executive Director to ensure plaques and certificates are prepared in time for the Annual Conference, and c) overseeing preparation for presentations of the awards at the Annual Conference. Typically, presentations of awards are made by the Past President, members of the Honors and Awards Committee, and/or individuals who have nominated the awardees. For specific honors and awards, please see [Appendix C](#).

16. COMMUNICATION SCIENCES AND DISORDERS CENTRALIZED APPLICATION SERVICE (CSDCAS) COMMITTEE

- a. Responsible to: The Communication Sciences and Disorders Centralized Application Service (CSDCAS) Committee is responsible to the President. The Vice President for Organizational Advancement will serve as the Monitoring Officer of the CSDCAS Committee.
- b. Term of office: The term of office for members of the CSDCAS Committee will be two years, with appointments staggered such that approximately half rotate off of the committee each year. Members may serve a maximum of two consecutive terms.
- c. Selection: The Vice President for Organizational Advancement will recommend members to the President, who will appoint members with approval of the Board. The committee will consist of no more than 15 members in addition to the Vice President for Organizational Advancement. The committee may be split into subcommittees as needed to advance CSDCAS goals and objectives, as needed. The Director of Centralized Admissions is an ex-officio member.
- d. Required qualifications for service on the CSDCAS Committee:
 - i. Be employed at a CSDCAS participating program in either a faculty or admissions focused role
 - ii. A working knowledge of CSDCAS

- iii. A working knowledge of graduate admissions, including student applicant perspective
- iv. Comfort networking with professional peers and serving in a mentorship role
- e. Responsibilities/Authority: The VPOA will:
 - i. Develop the agenda of the monthly CSDCAS Committee meetings
 - ii. Attend regular meetings with the Director of Centralized Admissions
 - iii. Attend and oversee CSDCAS Committee meetings
 - iv. Oversee and manage CSDCAS Committee work on items such as posters, presentations, webinars, etc.
 - v. Engage in ongoing communication with the corporate agency overseeing CSDCAS, Liaison International, Inc.
- f. Responsibilities/Authority: The CSDCAS Committee will:
 - i. Be active and working members as part of this committee
 - ii. Advocate and provide education for the service and users of the service
 - iii. Recruit programs to participate in use of CSDCAS services
 - iv. Participate in monthly meetings and additional meetings as needed
 - v. Attendance and participation in the annual CAPCSD Annual Conference is encouraged
 - vi. Participate and/or present at conferences or selected webinars as needed
 - vii. Lead information sessions for students and participating programs
 - viii. Consider enhancement options and changes to CSDCAS
 - ix. Contribute to CSDCAS web content as needed
 - x. Engage in ongoing communication with the CSDCAS corporate partner, Liaison International, Inc.

17. MEDIA STRATEGY COMMITTEE

- a. Responsible to: The Media Strategy Committee is responsible to the President with the Vice President for Strategic Initiatives serving as the monitoring officer.
- b. Term of office: The term of office for Media Strategy Committee members will be two (2) years. Members may be reappointed for multiple terms. In consideration of the Media Strategy Committee's responsibilities, it is important to maintain some long-term members balanced with newer members who are knowledgeable about a variety of social media platforms.
- c. Selection: Members of the Media Strategy Committee will be appointed by the President with the approval of the majority of the Board. The committee is comprised of a chair and up to four (4) members in addition to the Vice President for Strategic Initiatives. The committee members will select a nominee for chair who will have served on the committee for at least one year and will serve as chair for a two-year term. Term of service will start over when service as chair begins. Individuals may be elected for a second term as chair.
- d. Responsibilities/Authority: The Media Strategy Committee will:

- i. Communicate CAPCSD's vision, mission and core values, connect members with each other and with resources, and advance the professions' and members' professional development through website and social media interfaces.
- ii. Recommend social media guidelines and stay abreast of advances in social media strategies. Appendix G for social media policy and guidelines
- iii. Regularly post relevant information and topics via the organization's social media platforms.

18. CONFERENCE PLANNING COMMITTEE

- a. Responsible to: The Conference Planning Committee is responsible to the Vice President for Program Resource Development; The Conference Planning Committee will consist of five members including a chair and four members-at-large.
- b. Terms of office: The chair serves a two-year term. The members-at-large will also serve a two-year term and rotate off in alternating years.
- c. Selection: The Conference Planning Committee will be selected as follows:
 - i. The current chair will submit recommendations for the next chair and members-at-large to the Vice President for Program Resource Development before the winter board meeting. The current Chair will consult with the Vice President for Program Resource Development with regard to the qualifications of those recommended for the incoming chair position.
 - ii. The Vice President for Program Resource Development will present the list of incoming committee members to the Board at the winter meeting for confirmation.
- d. Responsibilities/Authority (Chair): The Chair will:
 - i. Coordinate with the Director of Meetings and Continuing Education to schedule a Conference Planning meeting to be held in May or June of the year preceding the one in which that individual will chair the conference.
 - ii. Develop an agenda for the Conference Planning meeting including: (a) distributing Conference evaluations/suggestions to the Conference Planning Committee; (b) contacting the Board to solicit ideas for topics/speakers; (c) developing a committee contact list; (d) making a list of recurring presentations, as needed (e.g., CSDCAS, CAA/CFCC, ABA/ABAE, CSD Education Survey, newcomers, facilitators/recorders, committee reports).
 - iii. Interface with the Vice President for Clinical Education Resource Development to share resources for Clinical Director Basic Training planning.
 - iv. Communicate with the Vice President for Program Resource Development and submit a proposed conference plan to be presented at the summer board meeting.
 - v. Update the on-line Call for Papers (CFP) to reflect conference themes, dates, and other information as needed prior to the site going live on August 1.
 - vi. Make modifications to the conference plan in response to feedback from the Board following the summer meeting as communicated by the Vice President for Program Resource Development.

- vii. Schedule a Conference Planning Committee teleconference for late July/early August to assign tasks and review needed changes.
- viii. Work with the Director of Meeting Planning and Continuing Education for implementing the program graphic.
- ix. Submit suggested information to the Vice President for Program Resource Development for the program, website updates and email blasts.
- x. Monitor responses to the Call for Papers prior to the closing date of September 30.
- xi. Confirm invited speaker terms, email addresses, and phone numbers with the Executive Director and Director of Meetings and Continuing Education.
- xii. Schedule an early October teleconference to discuss submissions in the CFP and the rating process. Send instructions for rating the CFPs no later than September 30.
- xiii. Compile ratings from Conference Planning Committee. Send emails to accepted/denied authors by November 1 with assistance from the Executive Director and Director of Meetings and Continuing Education.
- xiv. Confirm final space needs and program plan with the Director of Meetings and Continuing Education. See [Appendix G](#) Meeting Space Policy for Requests from Allied Organizations.
- xv. By November 15, review the conference registration form with the Executive Director and Director of Meetings and Continuing Education and provide needed changes for the website.
- xvi. Develop initial draft of the program in conjunction with the Executive Director and Director of Meetings and Continuing Education.
- xvii. Prepare “At-A-Glance” draft in conjunction with Executive Director and Director of Meetings and Continuing Education and post to the CAPCSD website by January 1.
- xviii. Ensure that all disclosure statements have been obtained from all authors by January 1, managed by the Executive Director and Director of Meetings and Continuing Education.
- xix. Executive Director and Director of Meetings and Continuing Education prepare the final draft of the conference program by February 1.
- xx. With Executive Director and Director of Meetings and Continuing Education, prepare a plan for conference evaluations to be collected (e.g., items; on-line form)
- xxi. Works with the Vice President for Program Resource Development to solicit applications for the following year’s incoming chair.
- xxii. Determine which sessions will be invited for inclusion in the Annual Conference.
- xxiii. Assist the Director of Meetings and Continuing Education with CEU documentation for ASHA and AAA.
- xxiv. Update forms as needed.
- xxv. In January, send an email to the membership asking for volunteers for the following year’s committee and review by February 15.

- xxvi. In March, send welcome messages to new Conference Planning Committee members for the following year.
 - xxvii. Work with Executive Director, Director of Meetings and Continuing Education, and Treasurer to compile a list of speaker honoraria and reimbursement. See [Appendix H](#).
 - xxviii. Attend the conference planning meeting with hotel staff and review the program.
 - xxix. Write thank you letters to all speakers/presenters by the end of April.
 - xxx. Post conference proceedings on the website by June.
- e. Responsibilities/Authority (Members at Large)
- i. Assist the Program Chair with the development of the Conference program.
 - ii. Assist the Program Chair with development of the call for papers, distribution and rating of proposals submitted in response to the call for papers, scheduling those papers, and informing those who submit proposals of the outcome of the process.
 - iii. Work with the Chair to plan and implement arrangements for the Honors & Awards Reception. The President will be responsible for the overall format and programming of the Honors & Awards Reception and will work with the Vice President for Program Resource Development and Conference Planning Committee in the implementation of the program.
 - iv. Select and contact individuals to serve as discussion group facilitators and recorders, if applicable.
 - v. Prepare Conference evaluation forms with the Program Chair.
 - vi. Assist the Program Chair in monitoring all activities of the Conference.
 - vii. Serve as a facilitator to the Leadership Academy and Clinic Director Basic Training, as needed, during the meetings.
 - viii. Work with the Program Chair to collate and summarize results of evaluations and present a summary report to Committee and to Board prior to summer meeting of Board.
 - ix. Work with the Program Chair to collect and summarize recorders' notes and submit them electronically to the Vice President for Program Resource Development for publication in the Proceedings, if applicable.
 - x. Work with the Program Chair to contact speakers and presenters for the Conference and pre-Conference.
 - xi. Work with the Director of Meeting Planning and Continuing Education in development of CEU documentation for the Conference.
- f. Conference attendance and reimbursement for committee members
- i. The Chair and Members at Large will arrive at the conference venue prior to the pre-conference sessions.
 - ii. The Chair and Members at Large will be reimbursed for the following conference-related expenses:
 1. RT Airfare (booked via CAPCSD selected travel agent)

2. Complimentary Registration
3. Up to 6 nights Hotel (Mon or Tues through Sat or Sun, if needed)
4. Ground Transportation
5. Additional meals not included with the conference

19. CLINICAL EDUCATOR RESOURCES COMMITTEE

- a. Responsible to: The Clinical Educator Resources Committee is responsible to the President with the Vice President for Clinical Education Resource Development serving as the Chair of the committee and as the monitoring officer.
- b. Term of office: The term of office for Clinical Educator Resources Committee members will be two years. Members may be reappointed for two consecutive terms.
- c. Selection: Members of the Clinical Educator Resources Committee will be appointed by the President with the approval of the majority of the Board. The Committee has up to five members in addition to the Vice President for Clinical Education Resource Development.
- d. Responsibilities/Authority: The work of the committee will serve as a quality control check on the materials and design of the web-based resources. The work will result in evidence-based, dynamic professional development opportunities utilized by our member programs.
- e. The Clinical Educator Resources Committee will:
 - i. Participate in the review of newly created online professional development courses in clinical education
 - ii. Assist in development of materials per the request of the committee chair.
 - iii. Provide ongoing review and updating of the clinical educator professional development materials and design on an annual basis.
 - iv. Assist in recruiting and identifying appropriate content matter experts; making recommendations to the Board.
 - v. Assist in dissemination of eLearning access information across member programs.

20. INTER-PROFESSIONAL EDUCATION/INTER-PROFESSIONAL PRACTICE (IPE/IPP) COMMITTEE

- a. Responsible to: The IPE/IPP Committee is responsible to the President with the Vice President for Academic Affairs and Research Education serving as the Monitoring Officer.
- b. Term of Office: The committee will have a chair and at least two additional members. The term of office for members will be two years with staggered appointments such that only one or two committee members rotate off each year. Members may serve a maximum of two consecutive terms.
- c. Selection: The Vice President for Academic Affairs and Research Education will recommend to the President, who will appoint members with approval of the Board.
- d. Responsibilities/Authority:
 - i. To help member programs understand IPE and their role in it, and;
 - ii. To help member programs break into IPE activities within their institutions, or in some cases, across institutions.

21. SCHOLARSHIP COMMITTEE

- a. Responsible to: The Scholarship Committee is responsible to the President with the Vice President for Academic Affairs and Research Education serving as the Monitoring Officer.
- b. Term of Office: The committee will have five members. The term of office for members will be two years with staggered appointments such that only one or two committee members rotate off each year. Members may serve a maximum of two consecutive terms.
- c. Selection: The Vice President for Academic Affairs and Research Education will recommend to the President, who will appoint members with approval of the Board.
- d. Responsibilities/Authority:
 - i. To help support the research and scholarship mission of CAPCSD by reviewing scholarship applications, and;
 - ii. To assist the Vice President for Academic Affairs and Research Education with the coordination of the scholarship application and review process as needed.

22. MEMBERSHIP COMMITTEE

- a. Responsible to: The Membership committee is responsible to the President with the Vice President for Strategic Initiatives serving as Monitoring Officer.
- b. Term of Office: The committee will have a chair and at least three additional members. The term of office for members will be two years with staggered appointments. Members may serve a maximum of two consecutive terms.
- c. Selection: The VP for Strategic Initiatives will recommend to the President, who will appoint members with the approval of the board.
- d. Responsibilities/Authority:
 - i. Develop new and innovative ways to connect with members.
 - ii. Evaluate the needs of current members
 - iii. Represent the member's interests and concerns.

23. TRAVEL AND REIMBURSEMENT GUIDELINES

- a. Travel expenses for CAPCSD business, including for board meetings, approved committee meetings and meetings with CAPCSD partners (e.g., ASHA's Clinical Doctorate Committee, CAA, CFCC) are covered but should be pre-approved by the Monitoring Officer and/or the Board. Receipts for expenses are required for reimbursement.
- b. Air Travel
 - i. The Board, committee members, conference presenters, and other authorized travelers' airline reservations will be made through CAPCSD's designated travel service. Travel may be arranged through other travel vendors if costs are comparable to or less expensive than the CAPCSD travel agent's fares. In such cases, reimbursement will be requested on the reimbursement expense form following the trip.
 - ii. The CAPCSD office will provide the traveler with the contact information for the CAPCSD travel agent. A first-time traveler will provide the travel agent with the following: full legal name for traveling, date-of-birth, seating preference, frequent

flyer numbers (if any), travel dates, and to/from destination. Travelers should make arrangements as soon as possible and be flexible with scheduling for the most economical fares. If a purchased ticket is changed for a traveler's personal reason, extra charges will be the responsibility of the traveler. Travelers will be reimbursed for guaranteed/preferred/economy plus seats. Ideally, seats should be purchased at the time of booking.

- iii. Travelers will be reimbursed for in-flight Wi-Fi service.
- iv. Travelers will be reimbursed for one checked bag in each direction.
- v. Questions about air travel will be directed to the CAPCSD office.
- c. Travel by Automobile
 - i. When a private car is used for transportation to meetings (prior approval necessary), mileage will be reimbursed at the rate stated on CAPCSD reimbursement expense form, not to exceed airfare rate as determined by CAPCSD's travel agent at the time reservations are made. Reimbursement for other automobile rental costs will be made only if prior approval has been obtained from the President and/or the Treasurer. The Treasurer must be kept informed in advance of the expense regarding any such decisions.
- d. Ground Transfers and Parking
 - i. CAPCSD will reimburse individuals for ground transportation to and from the airport and for airport parking.
- e. Meal Expenses
 - i. Reasonable meal expenses not already provided by the meeting/conference will be reimbursed.
- f. Lodging
 - i. Hotel rooms for those attending meetings will be paid by CAPCSD through a direct billing arrangement with the hotel. Only room charges and tax will be transferred to CAPCSD's account. The traveler will pay for all other charges (e.g., meals, phone calls) and seek reimbursement for the appropriate items. CAPCSD will reimburse actual lodging expenses for meetings not directly billed to CAPCSD upon presentation of a copy of the paid hotel bill. In instances where lodging is selected by the individual traveler, the traveler seeks adequate accommodations at the lowest possible rates.
- g. Other
 - i. Reasonable expenses incurred in the course of conducting CAPCSD business while traveling will be reimbursed, including daily Internet access charges. Travelers will provide an explanation for claims that appear unusual. Items such as maid service, dry-cleaning, movies, and personal telephone calls will not be reimbursed. Adjustments will be made in reimbursement by the Treasurer for listed expenses that do not conform to CAPCSD travel policies.
- h. Reimbursement Expense Form

- i. To expedite reimbursement, travelers will attach their airline ticket stub to their reimbursement expense form. Completed and signed forms with all receipts will be sent electronically or via hard-copy to the CAPCSD office within 30 days of completion of the travel. The reimbursement expense form is available from the CAPCSD office.
 - ii. When reimbursement receipts have been lost or are unavailable, a statement in lieu of receipt should be submitted. For each transaction to be reimbursed, a description should be submitted including the date and dollar amount of the request along with a statement detailing the purpose of the expense and the reason for the missing receipt.
- i. CAPCSD Conference-Related and Board Travel
- CAPCSD will use a travel service for speakers and designated guests for the conference. The Conference Planning Committee will determine conference travel policies within the parameters of CAPCSD's travel and expense guidelines and procedures. Reimbursement for the CPC will follow the guidelines outlined in the *Conference Planning Committee* section above.
- i. The Board will meet face-to-face four times annually at CAPCSD expense. All allowable expenses will be reimbursed for the winter and summer Board meetings.
 - 1. Board expenses for the April board meeting and the November board and business meetings will be partially reimbursed. CAPCSD will reimburse up to two nights' hotel charges and associated travel expenses (e.g., economy airfare/mileage; parking) accrued for attending the April board meeting and November board and business meetings prior to the ASHA convention.
 - 2. Meals not provided by CAPCSD the day of the meetings will be covered.
 - 3. In those cases when the board member does not attend ASHA following the Board and business meetings, but cannot arrange reasonable same day return travel, expenses will be reimbursed a second night of lodging, dinner and breakfast.

24. EXPENSES ABOVE OR BEYOND THE BUDGET AND BUDGET LINES

- a. Significant changes in the budget must be approved by the Board.
 - i. This includes adding line items or increasing any line item above 110%.
 - ii. Although the Board, or committees within a given Vice President's oversight, may recommend spending to the Board, the Board must approve all spending for any line item above 110% of the previously budgeted amount.
- b. Individual or committee spending that has not been pre-approved by the Board may not be reimbursed.

- c. Unless determined otherwise by the Board, Vice Presidents/Committees can spend only from their Board approved committee budget. Other spending must first be authorized by the Board.

25. USE OF THE CAPCSD WEBSITE

- a. The CAPCSD website (www.capcsd.org) is intended to facilitate communications among representatives of academic programs that are members of CAPCSD and also to promote dissemination of information to anyone with interests related to the mission of CAPCSD. Postings of academic positions on the website will be limited to academic positions in communication sciences and disorders, deans, and other administrative positions of member programs.
 - i. CAPCSD members and affiliate members have exclusive access to CAPCSD's membership directory, the Discussion Forum, and right to post academic positions in communication sciences and disorders programs.
 - ii. Member programs may not post announcements of position openings for non-member programs.
 - iii. Non-member organizations may wish to post position announcements for CSD-related postdoctoral research positions on the CAPCSD job site. Organizations with available postdoctoral research positions should send a request and a job description to the CAPCSD Vice President for Research and Scholarship for consideration. The decision for approval will be based on the appropriateness of the request and its fit with CAPCSD goals of furthering the science of the disciplines.

26. RESOLUTIONS PROCESSES

- a. The CAPCSD resolutions process allows program representatives to propose specific actions related to ideas and concerns they believe to be of importance to the membership.
- b. The Board, ad hoc or standing committees, working groups, member institutions, or individual representatives of member programs, may propose resolutions.
- c. Resolutions will be written and include the following four headings: Title, Background, Resolved, and Sponsored By. See the CAPCSD website for examples of past resolutions.
 - i. Title: Brief descriptive title for the resolution.
 - ii. Background: A sequence of logically ordered "Whereas" statements.
 - iii. Resolved: Detailed description of proposed position, action, investigation, initiative, etc. that the resolution sponsor(s) would like CAPCSD to pursue.
 - iv. Sponsored by: Name(s) and Program Affiliations of the resolution sponsor(s).
- d. Proposed resolutions can be submitted via email or postal mail to the President or Executive Director at any time during the year. Resolutions submitted to the Board will be discussed at the next regularly scheduled conference call or face-to-face meeting. A one-third favorable vote of the Board will be required to submit the resolution to the membership for a vote. Wording of resolutions will be edited in light of discussions and recommendations during

the Board meeting. Resolutions approved by the Board for distribution to the membership will not become official until ratified by a majority vote by the member program representatives voting.

- e. Resolutions for discussion at the spring of fall business meetings must be received at least 30 days in advance of the meeting. Resolutions will be submitted directly to the President or Executive Director.
- f. Emergent resolutions (those not previously considered by the Board) will be considered at any meeting of the membership if presented in writing in the prescribed format. Emergent resolutions will be approved for further consideration by at least two-thirds (2/3) of voting member program representatives at the meeting.
- g. Voting on passage of resolutions will be accomplished through a web-based system, with emails from the Executive Director indicating means for accessing the voting site and a due date for responses.
- h. The email online voting process will be initiated within ten days of approval of a resolution by the Board or following the end of the spring or fall business meetings. Ratification by member programs will be by a simple majority vote of member programs votes received by the due date specified in the call for vote.
- i. Ratification of a resolution will cause the Board to act as directed by the resolution.

27. MEMBERSHIP

- a. Regular membership is open to all academic programs that prepare students for professions in communication sciences and disorders. Membership is granted to one program at an academic institution. Programs that are housed in different schools within a University may seek separate memberships (e.g., SLP program is School of Education; AuD program in Allied Health Sciences). Each member program has one vote, which is executed by the program chair or their designee. New members must submit an application for membership, to be approved by the Past President. If approved, the applicant will be provided with a payment form and provided a welcome letter from the Past President after the payment is received.
- b. Affiliate membership is open to academic programs who are in the planning phase of creating a program. Once the program enters a class of students, the Affiliate membership is no longer valid and the program must apply to become a regular member of CAPCSD.
 - i. Affiliate membership entitles programs to the following benefits:
 - 1. Membership rate to the CAPCSD Annual Conference for up to two participant registrations
 - 2. Access to the CAPCSD Job Posting site
 - 3. Access to specific restricted CAPCSD resources as determined by the Board
 - ii. Notwithstanding any provision of these Bylaws to the contrary, Affiliate membership does not include the following:
 - 1. Any voting rights
 - 2. Eligibility to serve on the CAPCSD Board of Directors or committees

3. CAPCSD Scholarship nominations
4. CAPCSD Honors and Awards nominations
5. Eligibility for specialized academies and forums

c. Dues

- i. Annual membership dues will be determined by a two-thirds (2/3) vote of the board members voting by mail or electronic ballot. Affiliate membership dues will be at a reduced rate determined by the board.
- ii. Dues are assessed by July 1 of each fiscal year. See [Appendix D](#) for full process.
- iii. Dues are payable upon receipt of the first notice.
- iv. Member and Affiliate member programs that have not paid dues by September 15th:
 1. Lose access to the member's-only portion of the website.
 2. Will be charged a non-member registration rate for the Conference
 3. Are ineligible for CAPCSD special offerings such as: Leadership Academy, Clinic Director Symposium, and scholarships/grants.
- v. Membership will be reinstated upon receipt of all unpaid dues.

APPENDIX A: CONFERENCES

1. CAPCSD may contract for professional conference site selection assistance upon the recommendation of the Past President (or designee) and with the approval of the Board. Determination of time and location of conferences will include:
 - a. Verification of preferred dates.
 - b. Selection of geographic and potential facilities.
 - c. Site visits. When possible the winter and summer Board meetings will be arranged at a potential Annual Conference site.
 - d. Negotiations through completion of necessary contract(s).
2. Ideally, time and location of an Annual Conference will be determined five years in advance, with one conference being arranged each year except when contract years fall below five years, in which case additional contracts may need to be negotiated.
3. The general flow of site selection will be as follows:
 - a. The VP for Program Resource Development will review with the Executive Director and Director of Meetings and Continuing Education all site selection contracts that have been executed, making note of the geographic location.
 - b. At the summer board meeting, the VP for Program Resource Development and Director of Meetings and Continuing Education will discuss possible venues for future conference years to be contracted and receive general approval of the locations from the Board.
 - c. If CAPCSD is contracting with a site selection firm, contact with the firm for database search of the general areas will be made immediately after the summer board meeting.
 - d. Following the Board's endorsement of the site selections, approval to negotiate the contract will be granted. If there is some reason that the particular site is unacceptable, decisions will be postponed until the next board meeting/conference call.
 - e. CAPCSD's AMC Director of Meetings and Continuing Education will negotiate the contract for the year under consideration. The AMC Director of Meetings and Continuing Education also will review all proposed contracts and provide feedback to the Past President in this regard. Guidelines for effective conference property contract negotiations are included at the end of this section.
 - f. The AMC Director of Meetings and Continuing Education will represent CAPCSD in communications with local agencies and facilities. It will be to the benefit of CAPCSD as well as facilities to have only one responsible contact person.
4. General guidelines for conference site selection follow:
 - a. Timing, month of year: Traditionally, CAPCSD's first choice is late March/early April.
 - b. Preferred meeting time is the week immediately following Easter unless too late.
 - c. Avoid conflict with all major religious holidays, which may occur during March or April.
 - d. CAPCSD, AAA, and ASHA meetings must not conflict.
 - e. Avoid locations of ASHA conventions.

- f. Timing, days of week: Traditionally, CAPCSD's first choice is Thursday-Saturday, with Wednesday pre-Conference activities.
 - g. Traveler Accessibility - This is a major consideration for CAPCSD, as attendees come from all over the country. It is an important budgetary influence for attendees and CAPCSD (i.e., in terms of outside speakers brought in), as well as for the Board, which will have at least one meeting and perhaps more at the site. The more difficult travel is to a location, the more travel costs in time and expense. Locations with airports that accommodate most major airlines are most economical. A tier 1 city accommodates most airlines, and the less accessible are tier 2 and tier 3 cities. Cost and distance for ground transportation is also a consideration. Some facilities offer complimentary transportation to and from the airport.
 - h. Room Rates: Consideration should be given to keeping the room rate as reasonable as possible. The total cost to CAPCSD and attendees is dependent on many factors that need to be considered in the contract negotiations.
 - i. Restaurant Accessibility: If a facility is in an isolated location, it should have at least one low to moderately priced restaurant on the premises, plus shops and other interesting sights available.
5. The following materials will be maintained in the archives:
- a. CAPCSD Conference Schedule Plan
 - b. CAPCSD Conference Site and Facility Record
 - c. CAPCSD Conference Sites Considered and Rejected

APPENDIX B: CAPCSD MEETING GUIDELINES AND GROUND RULES

1. In these guidelines, the term “members,” in the context of actual face-to-face meetings, refers to representatives of CAPCSD member programs participating in business meetings. “Group” refers to the body of those attending CAPCSD business meetings.
2. The mission and vision of CAPCSD will be shared broadly with all members and considered in light of each decision to be made at face-to-face meetings and through online voting.
3. The President will provide an agenda with consideration of time to be allocated to each agenda item.
4. Members will be presented an explicit set of ground rules prior to each meeting. The ground rules will be as follows:
 - a. Keep in mind the mission and vision of CAPCSD in considering each topic.
 - b. Disagreements are welcome. Disagree without attacking. Commit to cooperation and conflict resolution. Express concerns or disagreements constructively.
 - c. Disassociate yourself from the specific details of a proposal you may have worked hard to create. Respect that the proposal once presented becomes CAPCSD’s proposal to consider and possibly approve, modify, or reject.
 - d. Do not insult people or ideas. Respect each individual’s input whether you agree with it or not.
 - e. Listen carefully to what others are saying.
 - f. Do not speak when someone else is speaking.
 - g. Raise your hand to indicate a desire to speak.
 - h. Speak only when called upon by the facilitator.
 - i. Do not speak more than once on a topic unless you have important new content to provide.
 - j. Do not repeat what someone else has already said.
5. The President will serve as facilitator of all Board of Director and general membership meetings, except when the President designates someone else to facilitate the meeting. Different agenda items may have different facilitators, according to whom the President considers to be the appropriate facilitator for a given topic or item. The President consistently will make clear who is facilitating consideration of any given topic or agenda item. To accept the role of facilitator, one must agree to remain neutral to the outcome of the discussion and any eventual vote regarding that topic. The facilitator will be responsible for ensuring adherence to the ground rules.
6. A facilitator will provide the proposal to be considered regarding a specific topic. Members then will have an opportunity to help shape the wording of one or more proposals to be considered regarding that topic. A single proposal then will be created through member discussion until the facilitator articulates a clear proposal. Those who do not agree with a particular aspect of the wording for the proposal will be given the opportunity to present facts, explanations, or opinions. The proposal may be modified as the discussion proceeds.

7. The secretary will note key points made during the discussion. Names of individuals making those points will not be recorded, unless there is a specific request to record a speaker's name for a particular reason.
8. The secretary will write the wording of the proposal as it is modified and restate it as requested by any member. Once general consensus is reached on the proposal, the facilitator will ask if anyone objects to the wording of the proposal. The secretary will revise wording as agreed upon by the group.
9. The facilitator then will call for a discussion of the merits of the proposal. This will not necessarily be distinct from the discussion of the wording of the proposal and members will not repeat arguments or discussion points already presented. Anyone will be able to speak briefly about the strengths or weaknesses of the proposal. The facilitator will remain neutral during the discussion.
10. Those wishing to speak will raise a hand to indicate a desire to speak. The facilitator will designate when a member may speak. If several members wish to speak at any given time, the facilitator will select a sequence of speakers (e.g., indicating by name or pointing to speakers and designating in what order they are to speak). Those who have not yet spoken will be given highest priority to speak. Repeated comments from the same individual on the same topic will not be encouraged.
11. Once the facilitator believes that the group has reached consensus on the proposal, or come as close to it as possible, the facilitator will test for consensus by asking the group for a show of hands to get a general idea of whether most agree. Alternatively, the facilitator will request to see the hands of those who do not agree. Further discussion will be allowed to occur, with a focus on attempting to resolve differences among points of view being expressed. At this point, the facilitator will test consensus for the possibility that there is a need for additional information before a decision may be made and may suggest that the decision be held for another meeting. The secretary will record the reasons given for why a decision is postponed. The secretary will note any dissention to the postponement of a vote.
12. Once maximal consensus has been reached within the given time constraints, the facilitator will call for a vote.
13. Only one individual per member program will vote. Individuals representing the same program will be encouraged to sit together during business meetings so that they may confer about the desired vote on behalf of their own program.
14. The secretary will record the outcome of the vote. If a majority is clear, then there will be no need to count the number of votes for and against the proposal. If there appears to be close to an even number of people for or against an item, then votes will be counted.
15. Anyone objecting to a proposal may overtly express non-support, reservation, or a wish to stand aside.
 - a. Expressing non-support means that the individual does not completely agree but will go along with the group.
 - b. Expressing reservation indicates that the individual has doubts about the proposal or certain aspects of it but that these are not so critical as to block the decision.

- c. Standing aside indicates that the individual disagrees with the proposal but will not stand in the way of having the group approve it.
 - d. Anyone wishing to have a note of objection recorded in the meeting minutes may request this action at the time of the vote.
 - e. Unlike in some consensus process, no individual may “block” a decision or vote.
16. With respect to time allotted for an item and the degree of apparent consensus, the facilitator will decide when a vote is to be taken regarding a specific proposal.
 17. The secretary will read the specific wording for the proposal before a vote is taken.
 18. Minutes will be kept as a formal record. Anyone may indicate to the facilitator concerns about the meeting process (e.g., that timing of the discussion is of concern due to time allocated, that another individual’s comments or behavior are unacceptable in terms of the ground rules, or that someone has been trying to speak but not called upon).
 19. If any individual becomes disrespectful and disruptive and does not stop this behavior at the request of the facilitator, the facilitator will call for a temporary adjournment of the meeting and allow anyone in the group to convince the individual to stop the undesirable behavior. If the behavior does not stop, the facilitator will ask the individual to leave.
 20. Recommendations for enhanced education of facilitators and/or participants will be made by anyone in the group to any member of the Board.

APPENDIX C: HONORS AND AWARDS

1. Honors of the Council: The Honors of CAPCSD is the highest honor bestowed by CAPCSD. It is presented to those individuals whose contributions to CAPCSD and/or to graduate education in communication sciences and disorders have been of such magnitude that their impact on CAPCSD - or on the education of scientists or clinicians in communication sciences and disorders - through clinical practice, teaching, research, administration, service, or legislative activity - is recognized throughout the professional community.
2. Distinguished Contributions Award: Presented to individuals, committees, agencies, businesses, or organizations in recognition of significant and sustained contributions to CAPCSD that have enhanced CAPCSD's ability to serve its membership or which have effectively enriched education in communication sciences and disorders. No more than two individuals and no more than two agencies, businesses, or organizations may be nominated to be recipients of the Award for Distinguished Contributions.
3. Excellence in Diversity Award: Presented to the individual, individuals, or academic program making significant contributions to achieving diversity in the field of communication sciences and disorders. Recipients of this award are individuals or academic programs that have made a significant contribution to increasing the presence of under-represented populations in the field of communication sciences and disorders. May be awarded to an individual or academic program only once.
4. Nominees may not include current members of the CAPCSD Board or the Honors and Awards Committee.

APPENDIX D: CAPCSD MEMBERSHIP GUIDELINES

1. Membership is open to all academic programs that prepare students for professions in communication sciences and disorders (CSD) including those that are developing programs in CSD. Applications for membership are reviewed by the Board to determine whether the program's rationale for requesting CAPCSD membership is consistent with CAPCSD's Mission and Vision (e.g., the institution is regionally accredited, follows anti-discrimination policies, etc.). A majority of the board must vote in favor of the application for membership to be granted. Membership is granted to one program at an academic institution – except in extenuating situations where an institution has made a written appeal to the board. Each member program has one vote, which is typically executed by the program chair.
2. Affiliate membership is open to academic programs who are in the planning phase of creating a program. Once the program enters a class of students, the Affiliate membership is no longer valid and the program applies to become a regular member of CAPCSD.
 - a. Affiliate membership entitles programs to the following benefits:
 - i. Membership rate to the CAPCSD Annual Conference for up to two participant registrations
 - ii. Access to the CAPCSD Job Posting site
 - iii. Access to specific restricted CAPCSD resources as determined by the Board
 - b. Notwithstanding any provision of these Bylaws to the contrary, Affiliate membership does not include the following:
 - i. Any voting rights
 - ii. Eligibility to serve on the CAPCSD Board of Directors or committees
 - iii. CAPCSD Scholarship nominations
 - iv. CAPCSD Honors and Awards nominations
 - v. Eligibility for specialized academies and forums
3. Member and affiliate member programs will receive a first dues notice in May. Dues are payable upon receipt of the first notice. Notices continue to be sent to programs that have not renewed in June and July. In August, programs that have not renewed receive an emailed letter from the Past President. Programs that have not renewed by the September 15 deadline will receive phone calls, first from the AMC and then from a Board member.
4. Programs that have not paid membership dues by September 15th will:
 - a. Lose access to the "member's only" section of the website.
 - b. Be charged a member registration rate for the Annual Conference only if the program membership is renewed prior to, or at the time of, registration to the Annual Conference. The CAPCSD membership will not be prorated.
 - c. Be ineligible for CAPCSD special offerings such as Leadership Academy, Clinic Director Symposium and student scholarships/grants.
5. Membership will be reinstated upon receipt of all unpaid dues.

6. All CAPCSD memberships run from July 1 through June 30; CAPCSD does not prorate annual membership dues.

APPENDIX E: CAPCSD DIRECTORY AND WEBSITE MANAGEMENT

1. CAPCSD Directory

- a. The Executive Director will oversee production of the document. The purpose of the directory will be to facilitate members' communications with each other. The directory will include all material except the actual database listing of programs.
- b. The Directory Database will be housed and maintained by the AMC. The database will:
 - i. Include a listing of programs for which the Executive Director is responsible.
 - ii. Be reviewed and updated as needed. The Executive Director consults with the President and Board as appropriate regarding changes.

2. Website Management

- a. On an on-going basis, the Executive Director, Director of Meetings and Continuing Education, and the CSDCAS Manager review the CAPCSD website identifying aspects which need to be updated. These suggestions will be sent in writing to the Vice President for Strategic Initiatives for approval.
- b. The Vice President for Strategic Initiatives, Executive Director, Director of Meetings and Continuing Education, and the CSDCAS Manager will work together to ensure that updates are completed in a timely manner.
- c. When the Board or CAPCSD member program representatives wish to post information on the CAPCSD website (not job postings), the information will be sent to the Executive Director with notification to the Vice President for Strategic Initiatives for approval.

APPENDIX F: GUIDELINES FOR ANNUAL CONFERENCE PROCEEDINGS

1. The Director of Meetings and Continuing Education will develop Proceedings for the Annual Conference. The immediate past conference chair and Vice President for Program Resource Development will assist as needed.
2. Proceedings:
 - a. The format of the Proceedings will remain consistent from year to year. The Proceedings will include, but are not limited to, a title page, list of CAPCSD officers, table of contents, preface, Conference program, President's opening remarks, Conference papers, resolutions (including whereas statements), honors and awards recipients, and list of conference participants.
 - b. The title will be standard from year to year and identify the conference by calendar year.
 - c. The format for formal papers and presentations will be included in the Proceedings following guidelines consistent with the Publication Manual of the American Psychological Association (APA) most recent edition.
 - d. Ensure by May 15 that each presenter emails an electronic copy of the presentation to the Conference Chair. This document may be the text of the presentation in a word processing format, or a PowerPoint (or similar) presentation. Text is strongly preferred in generating the final proceedings. References will be cited as appropriate using APA format.
 - e. The Executive Director and Director of Meetings and Continuing Education will submit a completed list of conference attendees.
 - f. Ensure distribution occurs as soon as possible after the conference, but at least one month prior to the fall business meeting. The Proceedings will appear on the CAPCSD website.

APPENDIX G: MEETING SPACE POLICY FOR REQUESTS FROM ALLIED ORGANIZATIONS

1. CAPCSD recognizes that allied organizations may wish to meet with interested constituents already attending the Annual Conference, and that the CAPCSD's bargaining power with a property may be beneficial to these organizations. As such, CAPCSD will accept requests for use of contracted meeting space for such organizations. The following policies apply to requests from allied organizations:
 - a. All requests for use of contracted meeting space must be submitted in writing to CAPCSD's Director of Meetings and Continuing Education. The Director of Meetings and Continuing Education will consult with the Conference Chair and Vice President for Program Resource Development to determine whether the request(s) can be accommodated.
 - b. Requests must be submitted by May 1 for the following year's conference. For example, if requesting meeting space for the 2020 Conference, requests must be submitted no later than May 1, 2019.
 - c. Requests for use of contracted meeting space will be accepted only for meetings that do not conflict with the following conference events:
 - i. The pre-conference workshop
 - ii. The formal conference program, including plenary and concurrent sessions
 - iii. The opening reception
 - iv. The business meeting
 - v. The banquet
 - d. CAPCSD will not honor requests to add sleeping rooms/extend the room block and assumes no financial responsibility for additional room nights. Typically, facilities will make the CAPCSD room rate available for several nights prior to and after the Annual Conference. Allied organizations are encouraged to contact the property to determine whether the conference rate is available.
 - e. Allied organizations are responsible for any costs (e.g., food/beverage, audiovisual) associated with their meetings. CAPCSD's Director of Meetings and Continuing Education will facilitate contacts with the property's sales staff and request that allied organizations are offered pricing concessions in line with those offered to CAPCSD.

APPENDIX H: ANNUAL CONFERENCE INVITED SPEAKER REIMBURSEMENT GUIDELINES

Compensation	Invited Member/Member-Eligible Programs	Invited: Non-CSD Professionals
Complimentary Conference Registration	X	X
Airfare OR mileage at standard CAPCSD mileage rate. Flights should be booked through CAPCSD travel arrangement, with airfare approval from the Executive Director.		X
Airport parking		X
Ground transportation		X
Meals during travel those are not included in Conference registration. Maximum expense of \$35/day for included travel days.		X
1 night hotel for each half-day of presentation		X
Honorarium	At Conference Planning Committee discretion; to be approved by Board.	\$500-1000.00 per presentation with exceptions approved by the Board.

APPENDIX I: RECORDS RETENTION POLICY

Organization records, particularly those that are bulky or voluminous, should be disposed of as soon as they outlive their usefulness. The following schedule is adapted from one used by business and is only meant as a guideline. Special circumstances can alter the retention period.

	<u>Retention Period</u>
Accident reports/claims	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports of accounts	Permanently
Bank reconciliations	7 years
Capital stocks and bonds records, ledgers, transfer registers	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Checks cancelled (exceptions below)	7 years
Check exceptions include important payments (i.e. taxes, special contracts)	Permanently
* Checks should be filed with papers pertaining to underlying transaction	
Contracts, notes, leases	7 years
Correspondence (general)	3 years
Correspondence (legal)	Permanently
Depreciation schedules	Permanently

Duplicate deposit slips	2 years
Employee personnel files (terminated)	7 years
Expense analyses & expense distribution schedules	7 years
Financial statements	Permanently
General/private ledgers including year-end trial balance	Permanently
Gifts, records of gifts	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies	3 years
Internal audit reports	3 years
Inventories of supplies and materials	7 years
Invoices	7 years
Minutes of directors' meetings, bylaws & charter	Permanently
Notes receivable and ledgers	7 years
Petty cash vouchers	3 years
Purchase orders	7 years
Tax returns and worksheets	Permanently

APPENDIX J: SOCIAL MEDIA POLICY

1. Social Networking for Council of Academic Programs in Communication Sciences and Disorders (CAPCSD)
 - a. The Council of Academic Programs in Communication Sciences & Disorders (CAPCSD) has embraced the use of social media as another means to communicate with those interested in learning more about the organization and its professions. As a result, this policy has been created to provide guidance when using all social media associated with CAPCSD, including those listed below.
 - i. CAPCSD Website: <http://www.capcsd.org/>
 - ii. Facebook: Council of Academic Programs in Communication Sciences and Disorders
 - iii. CAPCSD Twitter: Various Twitter handles may be used for conference updates
2. General Guidelines for CAPCSD-Authorized Posts
 - a. The guidelines below are general recommendations that should be followed by anyone posting on a social media site, whether they are personal posts or posts on behalf of CAPCSD.
 - i. **Be truthful about who you are:** You may denote that you are a member of CAPCSD but, unless given specific authority to do so, you may not state that you speak on behalf of, or for, CAPCSD.
 - ii. To make this point clear when posting opinions on social networks, it is suggested that you post a disclaimer, such as the following:
 1. *The (following/preceding) text represents my personal views and does not necessarily represent the views of CAPCSD.*
 - iii. **Never post under an assumed or stolen name:** Use your real name when posting. Using an “undercover” alias or someone else’s profile to keep yourself hidden in order to make inflammatory statements is not a good practice and shows that you do not want to stand behind your statements.
 - iv. **Be civil:** Discussions, even heated discussions, need not degrade into name calling laced with profanity. Postings using such language or posting defamatory messages reflect poorly on the messenger and can be harmful to the recipient.
 - v. **Exercise good judgment in what you post:** Once your words or images are posted to a social media site or service, they can be passed around from person to person ad infinitum and will last forever. Before you post something, make sure it will not have negative repercussions.
 - vi. **Respect confidentiality – especially with students:** Once posted, there is no such thing as confidentiality. The best policy is to not post anything you believe is to be held in confidence.
 - vii. **Be aware of your words and the law:** Slander and libel (false or unjustified injury of the good reputation of another in speech or in writing) laws extend to the Internet as well as into the social networks as do a myriad of laws covering divulged trade

secrets and other legal matters. Err on the side of caution if you are uncertain of legal ramifications.

- viii. **Be professional:** Employees of an organization should avoid making even generic negative statements about the institution, its students or other groups of employees.
 - ix. **Photography/copyright:** Copyright protection of personal images, text and other intellectual property extends to the Internet and must be respected. Just because an item is easy to download and repost does not mean that it may be done. As a rule of thumb, to avoid any copyright infringement, ask and receive permission before reposting any image or text found on the Internet or create the image or text yourself.
 - x. **Protect your information:** Posting information about where you are, when you will be away from home, or what new high-priced electronic items you just purchased can attract online and local thieves. Furthermore, posting a great deal of personal information can attract identity thieves. Be careful about what personal information you post.
- b. Additional Guidelines for CAPCSD-Authorized posts
- i. The following are guidelines to follow if your position allows you to post on behalf of CAPCSD. Overall, be thoughtful about what you post and know your words will remain posted long after you write them.
 - ii. **Notify the organization:** Problems, questions or concerns about social media and CAPCSD should contact CAPCSD's Executive Director.
 - iii. **Acknowledge who you are:** When officially representing CAPCSD on a social media platform, clearly state your role, your department or office.
 - iv. **Link back to the CAPCSD:** Posts should be brief, providing the needed information and directing a visitor to related CAPCSD web sites, as needed, for more information.
 - v. **Keep current:** Consider the messages, audiences, and goals, as well as a plan for keeping information up-to-date.
 - vi. **Protect confidential and proprietary information:** Maintain confidentiality and proprietary information about CAPCSD. Postings must follow applicable federal requirements (e.g., FERPA, HIPAA, NCAA regulations) and adhere to all applicable privacy and confidentiality policies.
3. Usage of CAPCSD Logos and Icons
- a. CAPCSD owns the rights to the use of its trademarked logos and name. To strengthen the identity of CAPCSD, use of the logos on accounts or pages that represent a CAPCSD posting is allowed; however, the following standards should be adhered to if they are used.
 - b. The Name "CAPCSD"

- i. In referring to CAPCSD, the name “Council of Academic Programs in Communication Sciences & Disorders” should be used on first mention. Use “CAPCSD” on any subsequent identification.
 - ii. In no case should CAPCSD’s name, its marks or identity be used to promote a commercial product, cause, political party or candidate.
 - c. The Logo
 - i. The construction of the logo may be changed only by CAPCSD. When enlarging artwork, care should be taken that the proportions, ratio of height to width, of the signature are not altered. It should never be altered, re-drawn, or augmented with additional type. It should only be reproduced from original artwork available from CAPCSD’s Executive Director.
 - ii. Any questions about use of the CAPCSD logo should be addressed to CAPCSD’s Executive Director.
- 4. Links to Existing CAPCSD Policies
 - a. The following links are official CAPCSD policies and as such should be seen as part of this Social Media Policy. The content identified below should be used to answer any questions not directly addressed in this document.
 - b. Related CAPCSD Information:
 - i. Vision, Mission and Core Values: <http://www.capcsd.org/about-capcsd-2/core-values/>
 - ii. Strategic Plan: <http://www.capcsd.org/about-capcsd-2/our-strategic-plan/>

APPENDIX K: POLICY AND PROCEDURES FOR NEW INITIATIVES

1. Proposals for new and revised initiatives must meet the following criteria to be considered:
 - a. Fit CAPCSD’s mission, core values and current strategic plan.
 - b. Meet cost-benefit expectations for immediate and projected timelines.
 - i. Costs include funds needed for planning, startup and maintenance of initiatives. Items such as contracts for outside services (e.g., consultants, web designers), work beyond CAPCSD’s contract with their AMC, and/or expenses related to face-to-face meetings held specifically for the initiative should be addressed in all proposals.
 - ii. Estimates of volunteers’ time as well as their availability and expertise for planning and implementing the initiative over the life of the project must be included as well. Volunteers typically should not receive stipends or in-kind payments for their work.
 - iii. Benefits relate to the initiative’s return on the investment of time and money and fit with CAPCSD’s mission and core values.
 - iv. Proposals must include a plan to evaluate the short- and long-term benefits for the membership and CSD education.
2. Proposals may be submitted by CAPCSD committees and/or by members of CAPCSD’s Board. Persons or committees proposing new and revised initiatives must complete the proposal request form and submit it to the Vice President for Strategic Initiatives or the Executive Director at least two weeks before the Board’s face-to-face meetings for consideration.
3. After consideration of the proposal, Board actions may include approval, a request for more information, request for revisions, or rejection of the proposal by a two-thirds majority of voting board members.

New Initiative/Project Proposal

Please read the (hyperlink to) section for new initiative proposals in the Policy and Procedures Manual before completing this form. Submit requests for review to CAPCSD’s President at least two weeks before the start of CAPCSD’s face-to-face board meetings.

Date:

Name(s):

Board Position(s):

Committee:

Title:

Background (include relevant policies or past projects/practices):

July 2020

Purpose Statement and Description (include fit with CAPCSD's mission and current strategic plan):

Implementation Plan (list activities/steps and estimated timeline):

Estimated Budget (provide costs such as breakdown for face-to-face meeting expenses, additional JMS support, and outside services):

Estimated Volunteer Support (Include essential expertise needed and workload estimate):

Evaluation Plan (include proposed measurement of the short- and long-term benefits for the membership and CSD education).

Recommendation for Motion for Approval:

Note: This section will be completed by CAPCSD's Secretary and attached to the minutes.

Action Taken (check all that apply):

- Approval (outline rationale here):
- Request for more information (list here):
- Request for revisions (list here):
- Not Approved (outline rationale here):

APPENDIX L: CAPCSD ANNUAL REVIEW OF MANAGEMENT SERVICES

Purpose: To provide feedback on the performance of the JMS management association, to assist in maintaining clear expectations between the CAPCSD Board and the executive director and members of the management team, and to evaluate the overall service provided.

Instructions: Please score each item from 1 (low) to 5 (high), according to the following scale:

- 5 Exceeds expectations:** Superior performance that consistently exceeds expectations. Demonstration of measurable contributions to CAPCSD significantly above what is expected of a valuable Executive Director or Association Management team.
- 4 Above average expectations:** Excellent performance that often exceeds expectations. Demonstration of measurable contributions to CAPCSD above what is expected of a valuable Executive Director or Association Management team.
- 3 Meets expectations:** Performance consistently meets and sometimes exceeds expectations. Contributes to CAPCSD to the extent expected of a valuable Executive Director or Association Management team.
- 2 Below expectations:** Performance may meet some expectations for the position, but improvement is necessary to move expectation to a satisfactory level.
- 1 Does not meet expectations:** Performance is unsatisfactory and significant improvement is needed

EXECUTIVE DIRECTOR

Executive Director/Management and Leadership Qualities

	1	2	3	4	5	NA	Total
1. Possesses a good grasp of issues affecting the Council.							
2. Provides effective leadership and direction to volunteers.							
3. Performs functions within contracted scope of work and refers other matters appropriately.							
4. Demonstrates an action-oriented approach to management.							
5. Finds ways to surmount barriers.							
6. Handles volunteer issues and member concerns in a timely and professional manner.							
7. Cultivates an atmosphere that welcomes constructive suggestions and input.							
8. Anticipates problems and is resourceful in dealing with them.							

July 2020

9. JMS represents itself and the Council in the most ethical manner.							
10. JMS delivers the services contracted.							
Comments:							

Executive Director/Communication

	1	2	3	4	5	NA	Total
1. Communication with Board members and membership is timely.							
2. Oral communication is concise and clear.							
3. Quality and appearance of written communication (newsletters, email etc) is good.							
Comments:							

Executive Director/Personal Characteristics

	1	2	3	4	5	NA	Total
1. Reliable and meets deadlines.							
2. Expresses an ability and willingness to work with others.							
3. Deals effectively with pressure situations.							
4. Responds appropriately to advice and constructive criticism.							

5. Has the necessary knowledge and skills to be an effective Executive Director.							
6. Has the necessary personal characteristic to be an effective Executive Director.							
Comments:							

Executive Director/Financial

	1	2	3	4	5	NA	Total
1. Prompt reimbursement for Officer, Board, and Speaker expenses							
2. Timely payment of Council bills							
3. Works collaboratively with the Council Treasurer							
Comments:							

What have been the major achievements/shortcomings of the Executive Director over the past 12 months? (Provide specific examples if available)

MANAGEMENT ASSOCIATION

Management Association/Management and Leadership Qualities

	1	2	3	4	5	NA	Total
1. Possesses a good grasp of issues affecting the Council.							
2. Provides effective leadership and direction to volunteers.							

July 2020

3. Performs functions within contracted scope of work and refers other matters appropriately.							
4. Demonstrates an action-oriented approach to management.							
5. Finds ways to surmount barriers.							
6. Handles volunteer issues and member concerns in a timely and professional manner.							
7. Cultivates an atmosphere that welcomes constructive suggestions and input.							
8. Anticipates problems and is resourceful in dealing with them.							
9. JMS represents itself and the Council in the most ethical manner.							
10. JMS delivers the services contracted.							
Comments:							

Director of Meetings and Continuing Education/Management Association Meeting Services

	1	2	3	4	5	NA	Total
1. Expertise in meeting planning, logistics and operations (meeting space, sleeping rooms, food and beverage)							
2. Communication with Program Chair							
3. Coordination of registration							
4. Quality of onsite preparation							
5. Quality of on-site management							
6. Successfully manages ASHA and AAA continuing education.							
Comments:							

--

Management Association//Communication

	1	2	3	4	5	NA	Total
1. Communication with Board members and membership is timely.							
2. Oral communication is concise and clear.							
3. Quality and appearance of written communication (newsletters, email etc) is good.							
Comments:							

Management Association//Personal Characteristics

	1	2	3	4	5	NA	Total
1. Reliable and meets deadlines.							
2. Expresses an ability and willingness to work with others.							
3. Deals effectively with pressure situations.							
4. Responds appropriately to advice and constructive criticism.							
5. Has the necessary knowledge and skills to be an effective Executive Director.							
6. Has the necessary personal characteristic to be an effective Executive Director.							
Comments:							

July 2020

Management Association//Financial

	1	2	3	4	5	NA	Total
1. Prompt reimbursement for Officer, Board, and Speaker expenses							
2. Timely payment of Council bills							
3. Works collaboratively with the Council Treasurer							
Comments:							

What have been the biggest challenges in regard to performance of the management team in the past 12 months?

CAPCSD

OPERATING GUIDELINES FOR COMMITTEES

2019-2020

These guidelines shall apply to all standing committees, ad hoc committees and task forces.

Chair of Committee/Task Force

i	<p><i>The Chair is responsible for guiding the committee in its work as outlined in the Policies and Procedures manual under the direction of the associated Monitoring Officer.</i></p> <p><i>The Chair will:</i></p> <ul style="list-style-type: none">● <i>Communicate with the board via the designated Monitoring Officer</i>● <i>Support board decisions</i>● <i>Coordinate and schedule all committee meetings</i>● <i>Communicate with staff liaison to schedule Go To Meetings</i>● <i>Develop the committee meeting agenda in conjunction with the designated Monitoring Officer</i>● <i>Take meeting minutes for review by the Monitoring Officer prior to committee distribution</i>● <i>Have basic understanding of any related systems, e.g. WebAdmit, Cadmium, DropBox, to retrieve, track and input information as needed</i>● <i>Respond in a timely manner to Monitoring Officer and staff requests</i>● <i>Follow through on goals and outlines of committee in conjunction with the Monitoring Officer</i>● <i>Serve as facilitator during committee meetings</i>● <i>Tips for Chairs:</i><ul style="list-style-type: none">○ <i>Mentor committee members</i>○ <i>Start and end meetings on time.</i>○ <i>Establish mutual ground rules for committee meetings i.e. no cell phone interruptions</i>○ <i>Initiate and lead committee meeting discussions</i>○ <i>Ask open-ended questions to elicit dialogue</i>○ <i>Treat all opinions respectfully</i>○ <i>Seek consensus</i>
----------	--

	<ul style="list-style-type: none"> ○ <i>Be cognizant of committee members who are not participating and engage them in discussion</i> ○ <i>Recognize when committee members are shutting down and may need breaks</i> ○ <i>Keep topics on track</i> ○ <i>Review action items, assignments and set deadlines</i>

Committee Members

i	<p><i>The Committee member is tasked with work as outlined in the Policies and Procedures manual under the direction of the committee Chair and/or designated Monitoring Officer.</i></p> <p><i>The Committee member will:</i></p> <ul style="list-style-type: none"> ● <i>Report to the Chair</i> ● <i>Actively participate in the work of the committee</i> ● <i>Be accessible to the Monitoring Officer, Chair, CAPCSD staff, and other members of the committee</i> ● <i>Be knowledgeable in the committee work</i> ● <i>Work within the scope of the committee's charge</i> ● <i>Read necessary materials in advance of the meetings</i> ● <i>Attend meetings</i> ● <i>Notify the Chair if circumstances prevent participation on the committee</i> ● <i>Work as part of a team toward fulfilling the committee's goals</i> ● <i>Complete tasks as assigned by the Chair</i> ● <i>Respond to emails in a timely manner</i> ● <i>Treat others with respect</i> ● <i>Follow committee guidelines as outlined in the Policy and Procedure manual</i> ● <i>Disclose conflict of interests to the Chair</i>
----------	---

Monitoring Officer

i	<p><i>The Monitoring Officer is tasked with work as outlined in the Policies and Procedures manual under the direction of the President and Board of Directors.</i></p> <p><i>The Monitoring Officer will:</i></p> <ul style="list-style-type: none"> ● <i>Report to the Board of Directors</i> ● <i>Assist, review and approve committee agenda with the Chair</i> ● <i>Attend committee meetings</i> ● <i>Communicate to the committee Chair the strategic directions and goals as set by the Board of Directors</i>
----------	--

	<ul style="list-style-type: none"> ● <i>Work with the Chair to strengthen their leadership skills and meeting management</i> ● <i>Ensure appropriate involvement from new members</i> ● <i>Ensure succession planning for committee Chair</i> ● <i>Resolve issues between the Chair, committee and constituents</i> ● <i>Ensure appropriate transition of new Chair and committee members</i> ● <i>Ensure the committee meets deadlines and maintains integrity of its role</i>
--	---

Staff Liaison

i	<p><i>The Staff Liaison is tasked with work as outlined in the Policies and Procedures manual under the direction of the President and Board of Directors.</i></p> <p><i>The Staff Liaison will:</i></p> <ul style="list-style-type: none"> ● <i>Report to the Board of Directors and Executive Director</i> ● <i>Serve as a resource to the committee</i> ● <i>Develop informational materials for the Chair and committee as directed by the Board of Directors</i> ● <i>Serve as the primary communication point with other CAPCSD staff</i> ● <i>Work direction coming from the Chair and/or committee will be coordinated with the Executive Director and Monitoring Officer to ensure that human and financial resources are being effectively and efficiently utilized</i> ● <i>Be familiar with the committee's work</i> ● <i>Be familiar with CAPCSD Policies and Procedures</i> ● <i>Be knowledgeable regarding direction from the Board of Directors as it pertains to the committee activities</i> ● <i>Maintain contact with the Monitoring Officer and Chair as needed</i>
----------	---

**APPENDIX N: ANNUAL REVIEW OF ROLES & RESPONSIBILITIES OF COMMITTEE CHAIRS AND
COMMITTEE MEMBERS**

CAPCSD welcomes the many volunteers who give their time and talents to further the vision, mission, and core values of the organization. These valued volunteers serve as chairs and members of our many productive and essential standing and ad-hoc committees.

- For detailed guidelines that apply to all standing committees, ad hoc committees, and task forces, please refer to [Appendix M: CAPCSD Operating Guidelines for Committees](#).
- Annually, the Monitoring Officer for each committee will review the roles and responsibilities of the chair and other committee members as well as the performance of current chairs and committee members for each standing and ad-hoc committee they oversee.
- Should it be determined that the responsibilities of the chair and/or committees need to be revised or the performance of the current chair or any committee member is not adequate, the Monitoring Office will make a recommendation to the Board and obtain Board approval for the recommended changes. The Monitoring Officer will notify the chair or committee member affected by the revised responsibilities or performance evaluation both verbally and in writing prior to new terms beginning in July.
- All revisions to the chair or committee roles and responsibilities will be updated in the respective sections of the CAPCSD Policy and Procedures Manual.