1

ASSOCIATION OF VA AUDIOLOGISTS

BY-LAWS AND CONSTITUTION

Amended July 2017

**TABLE OF CONTENTS**

Article I: Name

Article II: Purpose and Goals

Article III: Membership

Article IV: Officers

Article V: Term of Office

Article VI: Committees

Article VII: Focus and Special Interest Groups

Article VIII: Dissemination of Information

Article IX: Elections

Article X: Meetings

Article XI: Financial Support

Article XII: Amendments

2

**ARTICLE I – NAME**

The name of the organization is the ASSOCIATION OF VA AUDIOLOGISTS, hereafter

referred to as the Association or the AVAA.

**ARTICLE II – PURPOSE and GOALS**

The purpose of the Association is to address the professional needs and concerns of audiologists

within the Veterans Health Administration of the U.S. Department of Veterans Affairs (VA). The

goal is to achieve and maintain the highest quality of patient care, services, training, and research

by individual audiologists and the programs in which they are housed. It is also the purpose of

the AVAA to promote Audiology within the VA and outside the VA at regional, state and

national levels and to establish professional and working ties with other related governmental

and/or professional groups.

**ARTICLE III – MEMBERSHIP**

The membership of the AVAA includes all audiologists who are employed by the VA at the time

of adoption of these by-laws (charter members) and all audiologists who become employed by

the VA at subsequent times. Membership in the organization assumes subscription to all tenets of

the Codes of Ethics of the American Academy of Audiology and/or the American Speech-

Language-Hearing Association as dictated by the licensing laws of the state in which licensure is

held.

There are seven categories of members: **Member, Contributing Member, Associate Member,**

**Adjunct Member, Honorary Member, and Emeritus Member**.

**Member.** Active membership is given to all audiologists employed by the VA who (1) hold a

current, unrestricted license to practice audiology in a US State, Territory or the District of

Columbia and/or (2) who have been evaluated and deemed qualified by a VA Audiology

Professional Standards Board. Active members are entitled to vote, to hold office, and to

participate in all business and other meetings of the AVAA. A person may remain an active

member until such time (s)he ceases to be employed by VA.

**Contributing Member.** A contributing member is an active member who has submitted

voluntary dues payment for the current fiscal year as defined in these by-laws.

**Associate Member.** Associate membership is granted to any legally-appointed audiology

student, trainee, or fellow who is not eligible for full Member status during terms of their

appointments, any fee-basis audiology employees, any provider participating through care in the community program, or those class of individuals whom the executive board deems appropriate. Membership is given for purposes of education and information, but associate members cannot vote or hold office. Audiologists who leave VA employment who are not eligible for Emeritus Member status may request associate membership, but may neither vote nor hold office.

**Adjunct Member.** Adjunct membership is granted, upon application, to Department of Veterans

Affairs employees who are not audiologists, but are directly or indirectly involved in the

provision of hearing healthcare or hearing instruments to Veterans. Membership is given for

purposes of education and information, but adjunct members may neither vote nor hold office.

**Honorary Member.** Honorary membership is granted to persons who have distinguished

themselves in promoting the purposes of the AVAA, or who have distinguished themselves in

Audiology and/or related areas, and who are nominated for such membership by an active

member. Such nominations are considered and acted on by the Executive Board. Honorary

members can participate in the activities of the AVAA, but they may neither vote nor hold office.

**Emeritus Member.** Individuals who were the AVAA members for at least three years can

request emeritus status when they retire. Emeritus status can also be awarded for exemplary

service to the profession. The Executive Board grants such status to retirees and to others on

nomination by the AVAA members. Emeritus members may neither vote, hold office, nor attend

the business meetings of AVAA.

Applications for Adjunct, Affiliated or Emeritus membership status may be submitted in writing

to the Executive Board for consideration.

**ARTICLE IV – OFFICERS**

The Executive Board will include the following voting members: President, President-Elect,

Past-President, Secretary, Treasurer, and a Members-at-Large.

The **President** will preside at all meetings of the AVAA and of the Executive Board and is

empowered to conduct or have conducted all ordinary and necessary business of the AVAA

between meetings. The President also will be responsible for all procedures for the

nomination of candidates for the elective offices of the AVAA and the election process. These

candidates arise from nominations by the AVAA members or from a slate of possible candidates

generated by the Executive Board. The elections will be completed by the annual meeting where

the newly-elected officers will be announced.

The **President-Elect** will act as understudy to the President to become acquainted with the

business and operation of the AVAA in preparation for assuming the duties of the presidency. In

the absence of the President, the President-Elect will assume the duties of the President. If the

President, for any reason, cannot serve out a full term of office, the President-Elect will become

President for the remainder of that term and also his/her regular term. In the event that the

President-Elect also cannot serve out the full presidential term for any reason, the remaining

officers shall cause an election for that office to take place. The President-Elect will chair the Awards Committee.

The **Past-President** will chair the Program Committee for the Joint Defense Veterans Audiology Conference? and serve as consultant and advisor to the President and President-Elect.

The **Secretary** of the AVAA will attend and record minutes at all meetings. In addition the

Secretary will: maintain a historic record of the minutes that will be available to the members of

the Executive Board through the AVAA website; arrange and schedule meetings for the Executive Board; develop the agenda for the meetings; continue action items on the agenda until they are resolved; manage and update the AVAA website, attend to all correspondence through AVAA email account, and record the minutes of the debriefing after each yearly program.

The **Treasurer** of AVAA will make or authorize deposits and disbursements to and from the

Association’s account(s) with any amount over $100 needing to be authorized by at least 2 members of the Executive Board; prepare an annual budget; maintain a paid membership database; send acknowledgements to all paid members, provide a regular budget report at

each Executive Board meeting; advise the President and President-Elect on budget status if there

are any adverse developments and complete and submit yearly tax statements to the IRS. In

the absence of both the President and the President-Elect, the Treasurer will preside at meetings.

The **Member-at-Large** of the AVAA will attend all board meetings to shares ideas, guidance,

and expertise, serve on the newsletter committee and assisting with social media as requested by the board.

**ARTICLE V – TERM OF OFFICE**

The term of office of the President shall be one year, with the year before that served as

President-Elect, and the year following that as Past-President. The President may not serve

successive terms in this office.

The term of office of the Secretary is three years. The Secretary may serve no more than two

successive terms in this office.

The term of office of the Treasurer is three years. The Treasurer may serve no more than two

successive terms in this office.

The term of office of the Member-at-Large is one year. The Member-at-Large may serve no

more than two successive terms in this office.

An individual may hold only one office at a given time in the AVAA.

All terms of office are held June 1-May 31.

**ARTICLE VI – COMMITTEES**

The Organization has three standing committees: the **Executive Board**, which governs the

affairs of the AVAA; the **Awards Committee**, which oversees and administers awards

determined by the AVAA. In addition, special ad hoc committees may be established if the President, with the advice and consent of the Executive Board, determines such need.

The **Executive Board** will include the President, President-Elect, Past-President, Secretary,

Treasurer, and Member-at-Large. The Executive Board may add additional non-voting members

to its body to perform specified functions or duties of the AVAA, e.g., information

dissemination, public relations, and others.

The **Awards Committee** is chaired by the President-Elect and includes three active members of

the AVAA, appointed by the President-Elect, who are not members of the Executive Board. The

Awards Committee will solicit nominees for consideration for awards established by the

Association from the membership. Term of Committee membership is for one year, renewable

for a second term. The Awards Committee also will be responsible for soliciting nominations for

special awards, and for presenting such awards.

**ARTICLE VII – FOCUS and SPECIAL INTEREST GROUPS**

The Executive Board may appoint members to serve as an AVAA representative on committees within the audiology community. These appointments will be renewable every three years. These representatives will provide reports to the Executive Board for AVAA meetings.

The formation of Special Interest Groups (SIGs) within the AVAA serves as a means to involve

the membership in solving problems or exploring and monitoring topics of ongoing interest.

Special Interest Groups (SIG) consider topics and developments of long-term interest to subsets

of the AVAA membership, and receive official approval from the Executive Board. To be

recognized as an official undertaking of the AVAA, members interested in forming an SIG

should petition the Executive Board by furnishing the topic area, rationale, and proposed

membership of the SIG. The Executive Board can dissolve any group for cause or because the

assigned task is completed. SIGs will furnish status reports to the Executive Board on request.

Individuals who are not members of the AVAA may be affiliate members of a SIG when

expertise and interest so dictate. Affiliate members may not comprise more the 49% of total

membership, may not vote in matters concerning SIG recommendations, nor chair the SIG. SIGs

will be governed in a manner determined by Executive Board approval.

Problem focused work groups and committees will address issues requiring relatively short

resolution periods of less than a year. Impetus to form such groups can come from the

membership or the Executive Board. Work group Chairs and specific charges to the groups will

be made by the Executive Board. Membership will include at least four members of the AVAA.

They will submit progress reports as requested and a final report by or prior to the designated

deadline.

**ARTICLE VIII - DISSEMINATION OF INFORMATION**

No actions shall be taken or made public in the name of the AVAA or implying AVAA

concurrence or involvement without the express written approval of the Executive Board. One or

more members of the Executive Board may refer appropriate matters to membership for a vote.

**ARTICLE IX – ELECTIONS**

Annually, the President, will inform the membership of the offices to be filled during that year

and solicit nominations from members for designated positions. Each nomination will be made

by one active member of the AVAA and seconded by another active member. Potential

candidates may self-nominate, but required seconding by two active members of the AVAA. The

nominee will indicate to the President his/her ability and willingness to serve for the term of

office. Persons with valid nominations will be placed on the ballot for consideration. The

President shall submit a ballot containing at least two candidates for each position to the

membership via electronic ballot. The ballots will be returned to the President for tallying. The

voting period will be 15 calendar days from the date of the announcement. The ballots will be

counted and their authenticity checked by the President and an independent person chosen by the

President. The results will be announced at the annual meeting, approximately three months prior

to onset of the term of office. Rules and regulations governing the election process will be

established by the President and furnished to each member 15 calendar days in advance of the

onset of the election cycle.

**ARTICLE X – MEETINGS**

Meetings of the AVAA will be held annually at JDVAC unless rescinded and amended by vote

of the membership. The place, date, and occasion of meetings will be considered by the

Executive Board.

**ARTICLE XI – FINANCIAL SUPPORT FOR AVAA**

Financial support for the organization such as dues, unrestricted contributions, and other

financial considerations will be discussed by the Executive Board of the AVAA on an annual or

as-needed basis and recommended to the general membership for consideration. For fiscal and

other purposes, the AVAA year will coincide with the officer terms, June 1 to May 31.

Voluntary payment of dues will be solicited from the membership. Dues payments received will be deposited in the AVAA accounts to be utilized for the provision for appropriate board activities. The amount of the voluntary dues will be established by the Executive Board.

**ARTICLE XII – AMENDMENTS**

Motions to adopt, amend, or repeal bylaws bearing the signatures of at least ten (10) active

members of the AVAA and/or a majority of the Executive Board shall be submitted for

publication to the membership. Active members of the AVAA shall be allowed 15 calendar days

to return their votes on such motions. A three/fifths majority of members voting on the item(s) in

question is required to adopt, amend, or repeal by-laws. The adoption, amendment, or repeal of a

by-law shall take effect immediately upon its passage.