



AFFILIATE HANDBOOK
& RESOURCE GUIDE

REVISED JANUARY 2022

National Black Association for Speech-Language and Hearing

701 Exposition Place, Suite 206, Raleigh, North Carolina 27615
Phone/Fax: (919) 661-0820 • Email: nbaslh@nbaslh.org • www.nbaslh.org

TABLE OF CONTENTS

INTRODUCTION.....	3
PURPOSE OF THE AFFILIATES.....	3
AFFILIATE OBJECTIVES.....	3
RELATIONSHIP OF THE AFFILIATES TO NBASLH.....	4
THE BASICS: BY-LAWS AND POLICY.....	4
USE OF THE NBASLH MARK (LOGO).....	4
REPORTING REQUIREMENTS.....	5
HOW TO START AN NBASLH AFFILIATE.....	5
AFFILIATE MEETINGS AND ACTIVITIES/EVENTS.....	7
AFFILIATE OF THE YEAR SELECTION.....	8
FINANCES.....	9
PLANNING ACTIVITIES AND EVENTS.....	9
PLANNING THE YEARLY CALENDAR.....	10
PUBLICIZING AFFILIATE EVENTS.....	12
MEDIA.....	12
NBASLH WEBSITE (WWW.NBASLH.ORG).....	12
PHOTOGRAPHS.....	12
APPENDIX A APPLICATION FOR AFFILIATE STATUS.....	13
APPENDIX B PRINCIPLES OF AFFILIATE COOPERATION.....	15
APPENDIX C AFFILIATE ANNUAL REPORT FORM.....	20
APPENDIX D FINANCIAL REPORT.....	22
APPENDIX E HISTORICAL LIST OF AFFILIATES OF NBASLH.....	23

Introduction

This handbook provides information on the purpose of the NBASLH affiliates, the relationship of the affiliates to NBASLH, starting an affiliate of NBASLH, planning and publicizing meetings and events, as well as the following forms in Appendixes A – E:

- Application for Affiliate Status
- Principles of Affiliate Cooperation
- Annual Report Form
- Annual Financial Report Form
- Historical List of NBASLH Affiliates
(*since its inception to the revised date of this handbook*)

Students and professionals in audiology and speech-language pathology can benefit from involvement in an NBASLH affiliate. Being a member of such a group allows individuals to meet with others from their local area for social interaction, professional development, continuing education, community service, student advising, mentoring, and/or professional networking.

Establishing a viable NBASLH affiliate will require time, effort, and commitment. NBASLH Executive Staff and Board of Directors are available for support, answers, advice, and encouragement!

Purpose of the Affiliates

Affiliates are the grassroots of the National Black Association for Speech, Language, and Hearing (hereinafter called “the Association”). Affiliates are local organizations closely associated with the Association. Affiliates provide members of the speech-language pathology and audiology professions with opportunities to come together to identify common interests and achieve common goals that closely align with the purpose, mission, and vision of the Association.

Affiliate Objectives

The broad objectives of an affiliate, like those of the Association itself, are to:

1. PROMOTE an increase in the number of certified black speech-language and hearing professionals,
2. PROMOTE improvement in the quality of speech, language, and hearing services to black individuals with communication disorders,
3. PROMOTE the research and development of a body of knowledge of the identification, diagnosis, and treatment of communication disorders in black individuals,
4. SOLICIT and provide financial support for the training of black students in the fields of speech-language and hearing,
5. ADVOCATE for black individuals with communication disorders at the local, state, and national levels, and
6. DISSEMINATE information among the professions and to the public on communication differences and disorders among black individuals.

More specifically, the objective of an affiliate is to increase the unity and effectiveness of all those in its local or regional area who are interested in or concerned with the needs and interests of black speech-language and hearing professionals and students, appropriate service delivery to black individuals with communication disorders, and research on culturally and linguistically diverse populations. To this end, the affiliate may engage in activities that are similar to those of the Association. These include holding meetings, producing publications, providing community service, and participating in educational efforts for its members and for various public groups.

Relationship of the Affiliates to the Association

Affiliates and the Association are partners in meeting the needs of speech-language and hearing professionals and students. The affiliates' link with the Association gives members a stronger voice in broader communication sciences and disorders issues pertaining to the black community.

The Association strives to provide affiliates with the information and support they need to be effective. The Association also seeks affiliate feedback regularly on member needs—through communication via the website, contact with the board members and national office staff, and through information exchange at national conventions.

The following sections explain how the Association and its affiliates are organized, guidelines for using the NBASLH mark (logo), and reporting requirements.

The Basics: By-Laws and Policy

The Association is made up of individual members, many of whom are also members of affiliates. The *Association By-Laws* establish and govern the structural relationship between the Association and its affiliates. Answers to questions about the affiliate-to-affiliate relationship and the national-to-affiliate relationship can generally be found in the by-laws and policies of the Association.

Affiliate By-laws govern the individual affiliates. Affiliates can adapt the by-laws of the Association to their own organizational structures; however, the bylaws of the affiliates shall be in conformance with the Association bylaws.

The NBASLH Office Team can be a resource for an Affiliate drafting or updating its By-Laws.

Use of the NBASLH Mark (Logo)

The Association developed and registered a unique trademark to identify its products and services. The NBASLH logo consists of the symbol from the former country of Zaire (now the Democratic Republic of Congo), with the following meaning “... *reach out with the echo of understanding and speak for all to hear.*”

The NBASLH logo may be used only to identify publications, materials, or services produced or endorsed by NBASLH or for other uses authorized by NBASLH in writing.

The NBASLH logo may be reproduced only in a solid color and may not have any other design element superimposed over it.

No words other than "NBASLH" may be used in connection with the logo except terms identifying affiliates, programs, or activities of the Association.

By law, the Association must strongly oppose the unauthorized and inappropriate use of its logo and will require organizations that use it in this manner to discontinue all improper use.

Each Affiliate is provided with an NBASLH Affiliate logo from the NBASLH Office that is 'affiliate specific'. It is expected that the NBASLH Affiliate logo will be used on official affiliate advertisements, materials, as well as program and activity communication. The affiliate logo provided by the NBASLH Office is not to be altered in font or color without the written approval of the NBASLH Office.

Reporting Requirements

Individuals interested in establishing an affiliate of NBASLH are required to complete an Application for NBASLH Affiliate Status. Refer to the next section for instructions on how to establish an NBASLH affiliate. A copy of the application is included in Appendix A.

Each affiliate is required to submit the following forms every year by February 15:

1. NBASLH Affiliate Annual Report
2. Annual Financial Report to the National Office

Copies of these reports are included in Appendixes C and D, respectively. Failure to submit an annual report will result in suspension of the Affiliate.

How to Start an NBASLH Affiliate

There are specific guidelines for the establishment of new affiliates of the Association. Each new affiliate must have by-laws that are consistent with the Association's By-Laws. Each affiliate's by-laws shall provide for:

1. Regular and special meetings
2. Officers' duties and election
3. Membership qualifications, duties, and dues
4. Committees
5. Procedures for amending the by-laws

Following is a step-by-step process for organizing and chartering an NBASLH Affiliate:

1. Form an ad hoc committee to start an NBASLH Affiliate
2. Publicize the initial (organizational) meeting
3. Hold the organizational meeting
4. Determine assignments for the Steering Committee
5. Apply for an NBASLH Affiliate Charter

STEP 1 - Ad Hoc Committee

Form an ad hoc committee of speech, language, and hearing professionals and/or students interested in supporting the goals of the National Black Association of Speech-Language and Hearing. Note that membership in the Association is required for membership in an affiliate.

The purpose of this ad hoc committee is to:

- Contact the National Office, either via e-mail, fax or letter, to express interest in forming an affiliate; and
- Organize, announce, publicize and conduct an organizational meeting(s) for affiliate formation.

STEP 2 - Publicity

Announce the intent to form a local NBASLH affiliate. Following is a list of announcement suggestions:

1. Distribute flyers within local university communication sciences and disorders programs and school systems.
2. Publish notice of organizational meetings in state and local speech, language and hearing associations' news publications and electronic bulletin boards.
3. Actively network with professional contacts of the Ad Hoc Committee members.
4. Provide the organizational meeting information to the National Office to present on the Association website or to members in the state of the proposed affiliate (www.nbaslh.org).

STEP 3 Organizational Meeting

Conduct the organizational meeting(s). The purpose is to accomplish the following:

1. Establish a Steering Committee to organize the affiliate.
2. Select a Steering Committee Chairperson and a Secretary.
3. Review NBASLH's mission, goals, and Affiliate Handbook.

STEP 4 Steering Committee

Appoint committees to draft affiliate by-laws and solicit members, and then hold officer elections.

1. Appoint a By-Laws Committee and Chair to draft the affiliate By-Laws.
2. Appoint a Membership Committee and Chair to solicit members for the affiliate. Note that affiliate dues cannot be collected until after an NBASLH Affiliate Charter has been granted. However, it is recommended that a minimal amount be collected from attendees at committee meetings to defray expenses of such things as meeting refreshments, preliminary publicity, etc.
3. Establish rules for slated affiliate members' acceptance of the proposed affiliate by-laws and election of initial affiliate officers. The rules are for quorum, percentage needed for acceptance, modifications to by-laws, and officer nominating procedures.
4. The By-Laws Committee submits proposed by-laws for approval according to established rules.
5. Hold officer elections for the offices specified in the affiliate by-laws. Following are examples of officers:
 - President
 - Vice-President (President-Elect)
 - Secretary
 - Treasurer.

STEP 5 Apply for Charter

Complete the Charter Application for NBASLH Affiliate Status. A copy of this application is included in Appendix A.

1. Submit the Charter Application, the list of chartering members, and a copy of the approved Affiliate By-laws to the Association Office for approval and processing.

2. The National Office will process the application and return an Affiliate Charter.
3. Upon receipt of the Affiliate Charter, hold the first formal meeting to install officers.
4. Start Affiliate operations and establish committees. Following are examples of committees:
 - By-Laws
 - Career
 - Executive

Fundraising

- Historian
 - May is Better Hearing and Speech Month (Screenings)
 - Membership
 - Newsletter
 - Recruitment/Marketing
 - Scholarship
 - Social
 - Workshop/Training/Professional Development
5. The new Affiliate leadership will also be responsible for ensuring that all proper federal and state regulations are met for a new organization, including nonprofit status filing and securing a federal tax identification number (EIN). The NBASLH Office Team can be a resource for an Affiliate filing for these items.

Affiliate Meetings and Activities/Events

Regular meetings of affiliate leaders can be held with or without general members. Though frequent participation encourages strong members, it is not necessary to work through governing business with all members, as they might lose interest and enthusiasm.

At meetings, specifically address:

- The establishment and continuation of general affiliate policies (i.e., type of events that the affiliate envisions, finances, etc.)
- Plans for upcoming events and meetings.
- The positive *and* negative features of previous events. Actively discuss problems and setbacks in order to learn from them.

To avoid member burnout, *share* organizational duties, and *delegate* as much as possible.

- Assign *specific* tasks to various members. Carefully specifying a task makes it manageable; the members can see a discrete beginning and end to it.
- Continually re-evaluate the affiliate's objectives and interests of affiliate members in order to keep up with changing needs.
- Use several membership recruiting tactics, as different people respond to different types of encouragement.
 - Sponsor a lunch or cocktail hour if these events are preferable to an evening organizational meeting. Allow time for networking.
 - Center an event on a notable speaker who has some relevance to your particular affiliate.
 - Attend a special lecture, performance or event as a group. Make time afterwards to chat and answer questions. Though casual, this type of activity encourages group enthusiasm and cohesion.
 - Use face-to-face contact to advertise upcoming affiliate events. If possible, advertise a second event as the first event ends so that people remain

actively engaged in the group. Follow up with at least one reminder closer to this next event.

Remember...

- These are just suggestions. Be creative with recruiting.
- Appoint members early (after they join the affiliate) to specific recruiting tasks to encourage these members' involvement and feeling of personal responsibility towards the group.
- Network with existing affiliates. Contact the National Office for contact information for affiliates.

AFFILIATE OF THE YEAR SELECTION

NBASLH recognizes affiliates for their outstanding achievements as the Affiliate of the Year at the Annual Convention. The selection is made from those affiliates that submit their annual reports by the February 15th deadline and have achieved a Gold level status of the annual activities outlined below.

Bronze Level - Completing 5 or more total activities in any of the 4 areas.

Silver – Completing 5 or more total activities in 3 of the 4 areas

Gold – Completing 7 or more total activities across all 4 areas

AFFILIATE ACTIVITIES - STUDENTS

1. Advocacy (1 activity)

- a. State and Federal level government outreach
- b. Resource – NBASLH GAPP Committee

2. Community Outreach (2 per year)

- a. Community service project that meets the needs of Black communities
- b. Resource – NBASLH Cares Committee

3. Student Preparation (2 per year)

- a. Workshops or activities to prepare affiliate members for the profession with content like applying to graduate school, securing a CF, preparing for interviews, etc.
- b. High school career recruitment activities must be done in conjunction with an NBASLH professional member who commits to being present for the high school career recruitment activity.
- c. Resource – NBASLH Cares, NBASLH members, University faculty/staff, nearest NBASLH Affiliate

4. Peer Support (2 per year)

- a. Social activities like study groups, peer mentoring, social gatherings

AFFILIATE ACTIVITIES - PROFESSIONALS

1. Advocacy (1 activity)

- a. State and Federal level government outreach
- b. Resource – NBASLH GAPP Committee

2. Community Outreach (2 per year)

- a. Community service project that meets the needs of Black communities
- b. Resource – NBASLH Cares Committee

3. Student Mentoring (2 per year)

- a. Hosting workshops or activities to prepare local high school and college students for the profession;
- b. Host High school recruitment activities at school with a high percentage of underrepresented minority students
- c. Resource – NBASLH Cares, NBASLH members, nearby university and NBASLH student affiliate

4. Peer Support (2 per year)

- a. Social activities like outings, ‘paint & sip’, cookouts

Finances

An affiliate must be financially viable. A group may finance the affiliate in one or more ways:

1. Admission for an event may be charged to cover the cost of that event or other affiliate costs.
2. Dues may be charged for membership. Affiliate membership dues are set by each affiliate. (Affiliates complete an Annual Report each year, noting the amount of dues to be charged for specific categories of membership in the affiliate. The affiliate is not required to send a portion of the affiliate dues to the National Office.)
3. It is recommended that the Affiliate craft a budget to help guide their financial decisions. The NBASLH Office Team can be a resource for budget models.

Planning Activities and Events

There are many factors to consider when planning an event.

Before the event:

- The *speaker* or *event* should be appropriate to your group’s interest.
- Establish definite *costs* so that no surprises occur close to the event. Then, confirm the *time* well in advance.
- Find and confirm a *location*. View the location, if possible, to make certain that the size, resources, cleanliness and services are appropriate for your group. Try to book a location that is central to your group.
- Carefully consider *pricing* to create a great event while maintaining attendance. Be sure to always cover the cost of the event.

- *Publicize, promote and announce!* Actively encourage people to attend.
 1. *Announce* your event at an earlier affiliate meeting or event. Be positive and enthusiastic. Have specific details to share: price, location, type of event.
 2. *Mail* an invitation to all members three to four weeks in advance. Encourage members to bring like-interested friends/colleagues.
 - Invitations should be attractive, interesting, and to the point.
 3. *Contact* your speaker to confirm that he/she knows the time, location, and directions a couple days prior to the event. Ask for biographical information so that you may appropriately introduce the speaker.

At the event:

- *Bring* name tags, felt tip pens, cash box, receipts, etc.
- *Assign* someone to act as Host or Hostess for the Speaker.

Following the event:

- Write *thank you* letters (i.e., speaker, event location, etc.)
- Send a *thank you* letter to anyone who was actively involved in making the event a success.
- *Document* any positive or negative ideas, feelings and feedback concerning the event, so that you may present your findings at a future meeting.

Following is a list of activities and events that have been completed by affiliates:

- Career fairs
- Recruitment activities
- African American art give-a-ways
- Scholarship awards
- Newsletter development and mailings
- Storytelling at libraries
- Invitational Rodeo sponsorship
- Black Christmas card fundraisers
- Annual Christmas Socials
- Distributing literature at the New Orleans Black Heritage Festival and Essence Music Festival
- Wellness fairs
- Essay contests for students in communication sciences and disorders
- Annual fundraisers to sell NBASLH shirts
- Group attendance at annual state speech and hearing association meetings; hosting Special Interest Forums
- Speech, language, and hearing screenings
- Workshops, training sessions, and professional development seminars

Planning the Yearly Calendar

A yearly planning meeting is important to outline basic ideas and time frames for events. Writing out a calendar of proposed plans accomplishes the following:

- Keeps the affiliate *on track* throughout the year.
- Creates *continuity* for the affiliate, with planned regular events rather than events occurring in discrete instances.

- Allows early consideration of optimal *timing* for events (i.e., around work schedules, holidays, etc.)
- Forces a reasonable *overview* of what is possible or necessary within the confines of a year.

Create a calendar that is suitable and sustainable by the group. Scheduling too many events will simply overwhelm members. Scheduling too few events will contribute to a loss of member involvement with the affiliate.

- Plan a limited number of initial events. Several *excellent* events draw more repeat attendees than many average ones.
- The best months for involvement are in the lulls between summer and the Thanksgiving–Hanukah–Christmas–Kwanzaa holiday season (i.e., October, the first part of November, February, March and April).

Here are some suggestions for planning the yearly calendar.

FALL:

- Election of new leaders for the next calendar year. To build strong, continuing leadership, elect affiliate leaders for two-year terms (per your by-laws).
- Take the pulse of current members' enthusiasm, commitment and ideas. Once your affiliate has been established for at least one year, use this time to evaluate the previous year's enthusiasm and activities as well.
- Prepare a 'year in brief' calendar of scheduled events.
- Plan and hold initial scheduled events.
- Invite appropriate individuals to events (including area students in communication sciences and disorders).

WINTER:

- Remember not to schedule major events close to the winter holidays unless your group confirms attendance.
- Hold regular meetings to maintain momentum of the group.
- Plan and hold events as laid out in your affiliate calendar.

SPRING:

- Hold wind-up events in April or May. (Consider information shared at the NBASLH Annual Convention with affiliate members who were unable to attend the Convention.)
- Have a *fun* final event to end the year on a positive note.
- Gauge members' impressions of the year (e.g., conversations, quick polls or surveys).
- Make notes on possible changes for the next year.

SUMMER:

- It is generally best not to have any scheduled events, unless it is associated with a local festival or other pre-arranged activity.
- Send e-mail reminders of events prior to the first meeting scheduled in the fall.

Publicizing Affiliate Events

Media

Small weekly papers welcome good news copy on interesting activities and people. If possible, try to find an affiliate member who is a good writer.

The news story must include all the needed information, factually correct, and with all names spelled correctly. Who, What, When, Where, Why, and How is the standard formula.

A brief, factual story will have the best chance of publication. Is your invited speaker a newsmaker? Is your event the First? The only? The biggest? The more news value, the better the chance for extended coverage.

Radio and television are also powerful tools in motivating members to attend events and to support the affiliate. Radio and television stations typically have talk shows and community service announcements, and it would be valuable to establish personal contact with their representatives. To become properly informed about protocol and timetables plan on a contact at least four weeks before the event.

Submit information to the official publication of NBASLH, Resound))). Share your news and accomplishments with the association using this platform.

NBASLH Website (www.nbaslh.org)

NBASLH's Internet website is available twenty-four hours per day. The website contains information about the history and purposes of NBASLH, seminars, scholarships, and events. The website is continually updated to better serve the members. The website is also linked to other related resources on the Internet.

Affiliates who have the time and skill to create a website should contact NBASLH and request that a link be created from the NBASLH website to the affiliate site.

Photographs

Pictures are an excellent way to publicize past affiliate events and to recognize hard-working volunteers. For newspaper stories, some editors insist on their own photographs, while others are pleased that you are prepared to submit them. If you plan on this type of publicity, be sure to establish the rules before the event.

APPENDIX A

Application for NBASLH Affiliate Status (Revised January 2022)

The NBASLH members of _____
(Insert Name of Proposed Affiliate)
 are applying for recognition as an affiliate in the National Black Association for Speech-Language and Hearing (NBASLH) as:

Select Affiliate Status:

- University Affiliate: 75% of members or more are students and are required to have 50% of members pay students fee for membership in the Association.
- Professional Affiliate: 75% of members or more are professionals and are required to have each member pay for membership in the Association.

The guidelines for forming a chapter are as follows:

- * Any number of members can form an affiliate. Affiliate members are required to be members of NBASLH as outlined in the Affiliate membership guidelines. A list of the names of the chartering members to be submitted to the National Office with this application.
- * Local NBASLH affiliates operate autonomously, each with its own set of by-laws, regulations, and policies. A copy of the by-laws, regulations, and policies will be submitted to the National Office with this application. If these documents are not available, we will submit the application, and the National Office will assign chapter status as “pending” receipt of the requested items.
- * Affiliates operate only under the “general supervision” of NBASLH. Because of this loose relationship, NBASLH is not responsible for the debts of the affiliate and cannot be responsible for the indemnification of affiliate officers.
- * Once the affiliate is approved and established, the National Office requires the leadership to review and sign the Principles of Affiliate Cooperation agreement, submit annual status reports by February 15th of every following year to maintain their status as a recognized NBASLH affiliate. The affiliate understands that failure to comply will place the affiliate in an inactive status.

We have read the above guidelines for application as a recognized NBASLH Affiliate and agree to comply with these requirements:

Affiliate President

Affiliate Treasurer

Date

Date

Please provide the National Office with the following information:

Authorized Correspondent: _____

Address: _____

Phone # (home): _____ (work): _____

Fax # _____

E-mail address: _____ Website address: _____

Affiliate President: _____ Affiliate President-Elect: _____

E-mail address: _____ E-mail address: _____

Term: _____ Term: _____

Secretary: _____ Treasurer: _____

E-mail address: _____ E-mail address: _____

Term: _____ Term: _____

By-laws Adopted: _____ No _____ Yes (If yes, attach copy. Include date adopted.)

Total Number of NBASLH Members (attach list) _____

_____ Professional _____ Associate _____ Student

Attachments:

** List of chartering members

** Copy of affiliate by-laws (and regulations or policies)

Please return this form to:

**National Black Association for Speech-Language and Hearing
701 Exposition Place, Suite 206
Raleigh, NC 27615**

Scan and Email to: [nbashl@nbashl.org](mailto:nbaslh@nbashl.org)

APPENDIX B

PRINCIPLES OF AFFILIATE COOPERATION

To be signed and agreed upon following review of Affiliate application.

This Agreement, entered into this ___ day of ___, 20_, by and between the National Black Association for Speech-Language and Hearing (NBASLH), a 501(c)3 corporation, and _____ (“Affiliate”), a 501(c)_(choice of “6” or “3” to follow “c”), shall form the basis of a cooperative working relationship between these parties.

RECITALS:

- a. NBASLH, an association of Black speech-language pathologists and audiologists, has entered into an agreement with the American Speech-Language-Hearing Association (“ASHA”) for the establishment of a special interest group.
- b. NBASLH, ASHA, and the Affiliates have the common purpose of serving the profession, the public, and their members in such areas as continuing professional education, public information on speech-language pathology, grassroots activities, membership recruitment, leadership development, and public relations.

TERMS AND CONDITIONS

Now therefore, in exchange of the mutual obligations of the parties to each other, as set forth below, the parties agree:

1) **Relationship**

This Agreement shall establish between NBASLH and the Affiliate a mutually cooperative relationship in which both parties may pursue their mutual interests. Depending upon whether Affiliate elects to be separately incorporated, Affiliate may function as an independent entity or a sub-part of NBASLH. If the latter, Affiliate shall be strictly accountable to NBASLH and governed by NBASLH’s by-laws and policies. **NBASLH Affiliates are all separately incorporated.**

2) **Membership**

- a) **Members of Affiliate:** The terms and conditions of membership in the Affiliate will be established by Affiliate, but shall not be inconsistent with the terms of conditions for membership in NBASLH.
- b) Membership for Affiliate Members in NBASLH:
 - i) All Professional affiliates (*75% of members or more are professionals*) are required to have each member pay for membership in the Association.
 - ii) All University affiliates (*75% of members or more are students*) are required to have 50% of members pay students fee for membership in the Association.

Both Professional and University Affiliate Members are required to pay for Association membership individually for convention membership rate, Association CEU Events, or to receive Association Perks.

- c) **Dues:** Affiliate may collect dues from its members for such purposes as it may reasonably and legitimately determine, but is not required to do so by this Agreement.
- d) **Financial Support:** NBASLH may, at its discretion, provide financial support to Affiliate in the nature of dues rebates or grants for various specific purposes. In addition, Affiliate may, from time to time, seek the financial assistance of NBASLH for general operational purposes or for specific programs, events, or undertakings. NBASLH shall consider any requests by Affiliate in good faith and shall, in its own sole discretion, determine whether some measure of assistance and support may be appropriate.

3) NBASLH's Obligations

- a) NBASLH shall work cooperatively with Affiliate to assist in conducting Affiliate's business and fulfilling its purpose and mission in such ways as Affiliate may reasonably request. NBASLH may, subject to a mutual arrangement with Affiliate, provide such services to Affiliate as leadership or board training, membership lists, management services, and review of Affiliate's bylaws and governing documentation. Where appropriate, as where aspects of the assistance may require NBASLH to incur additional costs, NBASLH may require Affiliate, subject to Affiliate's agreement, to compensate NBASLH for such assistance.
- b) NBASLH shall enable Affiliate, by virtue of their close relationship, to avail itself of NBASLH's license to use and reproduce the logo and name of NBASLH, as described in Section 5.
- c) NBASLH shall, if requested by Affiliate, provide assistance to Affiliate in its efforts to engage in activities that are consistent with the positions and interests NBASLH.

4) Affiliate Obligations

- a) **Legal Status:** If Affiliate elects to operate as a separately incorporated entity, Affiliate shall register and maintain Affiliate in good standing as a not-for-profit corporation with the Secretary of State, or another appropriate governmental agency, of the jurisdiction in which Affiliate operates. If Affiliate elects a different structure, Affiliate shall advise NBASLH of the legal form in which it wishes to function, and shall take any such steps as may be required to ensure that it is compliant with the laws of the state or jurisdiction where it is located. Affiliate shall comply in all respects with applicable law.
- b) **Federal Tax Exemption:** If separately incorporated, Affiliate shall obtain and maintain tax-exempt status from the United States Internal Revenue Service under Section 501(c) of the Internal Revenue Code ("IRC") and operate its affairs in accordance with the IRS and State tax laws, including annual filings of IRS Form 990, 990-EZ or 990 Postcard tax returns, and such other tax returns required by the State of its incorporation.

c) **Reporting Requirements:**

- (i) All Affiliates, whether operating as part of NBASLH or as an independent organization, should submit this signed agreement by the President of Affiliate by _____.
- Affiliate shall submit to NBASLH the following information and reports by February 15 of each year:
 - Certification from the Department of State, or from the Affiliate President to the effect that the Affiliate has complied with all legal requirements to operate within the state or appropriate jurisdiction.
 - A copy of federal (IRS form 990, 990 EZ or 990 Postcard filing) and state income tax filings for affiliate and foundation (if applicable).
- d) **Bylaws:** Subject to the requirements of the laws governing the Affiliate's operations, Affiliate shall adopt bylaws consistent with the bylaws of NBASLH, including those related to the bylaw provisions: relating to categories, definitions, rights and privileges of membership, or shall consent to be bound by the bylaws of NBASLH.
- e) **Registered Agent:** Affiliate shall, to the extent required by the State in which it operates, appoint a responsible individual or entity which shall be authorized to receive official correspondence, formal notifications and service of process on behalf of Affiliate and its foundation (its "Registered Agent"). Where necessary and appropriate, Affiliate shall take such steps as are required by state law to register the registered agent with the Secretary of State or other appropriate agency of the State. Where, owing to the form in which Affiliate operates and the state in which it is located, no such Registered Agent is required, Affiliate shall ascertain that fact and advise NBASLH accordingly.
- f) **Government Affairs:** Affiliate shall take no position in such efforts that is inconsistent with NBASLH publicly stated positions and interests.

5) **Intellectual Property**

- a) Affiliate acknowledges that NBASLH is the exclusive owner of the NBASLH name and corresponding logo. NBASLH has authorized NBASLH to grant Affiliate a non-exclusive, royalty free right to use and reproduce the NBASLH Logo in combination with the name of Affiliate in a manner acceptable to NBASLH. The affiliate name must include the extension: Affiliate of NBASLH. For example: Houston Affiliate of NBASLH; University of Houston Affiliate of NBASLH.
- b) Affiliate's use of the NBASLH Logo or name shall be solely for purposes consistent with the purpose and mission of NBASLH, which can include its authorized publications, web pages, stationery and literature. No participant, member or agent of Affiliate shall use or otherwise be authorized to reproduce the NBASLH Logo or name for any individual

purpose, or for the benefit of a third party, except as may be expressly authorized by NBASLH. Affiliate may not license, authorize, or otherwise grant to any individual or entity a right to use the NBASLH Logo or name. Other than set forth in this Section, NBASLH grants no other rights in its other intellectual properties to Affiliate.

6) **General Terms**

- a) **Separate Corporate Entities:** Affiliate and NBASLH expressly acknowledge and agree that they may be, at Affiliate's discretion, be separate and independent corporate entities; as such shall not purport to represent the other, or incur any liability, obligation or expense on behalf of the other, except as specifically provided for in this agreement; and shall not therefore be entitled to act as the agent or legal representative of the other.
- b) **Indemnification:** Affiliate and NBASLH agree to indemnify and hold each other harmless, including their respective officers, directors, and employees, from and against any suit, claim, obligation, cost or expense which may arise by reason of the act or omission of the indemnifying party.
- c) **Effect:** This Agreement shall be deemed to have been made in the [Enter] State and shall be construed according to the law of that state.
- d) **Execution of Documents:** Affiliate agrees to have all documents required under this Agreement executed by an authorized officer or representative.
- e) **Cooperation:** Affiliate and NBASLH agree to take all actions necessary to effectuate the purposes of this Agreement and to refrain from any activities that may frustrate the purposes hereof.

7) **Term and Termination**

The term of this Agreement shall extend for fifteen (15) months from the effective date set forth in the opening paragraph of this Agreement, or until a subsequent comparable agreement between NBASLH and Affiliate is executed during the last three months of this term, whichever comes first. In the case of a breach by either party of its obligations hereunder, the non-breaching party may terminate the Agreement by giving written notice of the breach, and cease performance of its own obligations, provided that the breaching party shall have thirty (30) days after such written notice to cure any breach. The Agreement shall also terminate immediately in the event that either party shall cease operations.

8) **Whole Agreement**

This Agreement shall be the entire agreement between the parties and may be modified or amended only in writing as approved and executed by both parties.

The parties hereto have caused this Affiliate Agreement to be executed by their duly authorized officers, effective as of the day and year first written above.

NATIONAL BLACK ASSOCIATION OF SPEECH-LANGUAGE HEARING

By _____
NBASLH President

Date _____

AFFILIATE ATTESTATION

By: _____
Affiliate President

Affiliate Treasurer

Date

Date

APPENDIX C

NBASLH Affiliate Annual Report Form (Revised January 2022)

As a recognized NBASLH affiliate, you are required to submit an annual report. **Please complete this form and return it to the NBASLH National Office by February 15th of the following year.** Failure to comply with these requirements will place your affiliate in an inactive status.

Select Affiliate Annual Status:

- University Affiliate: 75% of members or more are students, and are required to have 50% of members pay students fee for membership in the Association.
- Professional Affiliate: 75% of members or more are professionals and are required to have each member pay for membership in the Association.

Affiliate Name: _____

Authorized Correspondent: _____

Address: _____

Phone # (home): _____ (work): _____

Fax # _____

E-mail address: _____ Website address: _____

Affiliate President: _____ Affiliate President-Elect: _____

E-mail address: _____ E-mail address: _____

Term: _____ Term: _____

Secretary: _____ Treasurer: _____

E-mail address: _____ E-mail address: _____

Term: _____ Term: _____

Note: If your affiliate is inactive, please check the box below and return this form to the National Office.

- This Affiliate is inactive. Please remove us from the active list.

Include the following in your annual report:

1. NBASLH Affiliate Report Form
2. List of committees and chairs
3. Membership roster of affiliate
4. List of membership dues charged
5. Summary of activities (by month, if possible) completed by affiliate. Include the following – fund raising activities, community activities, scholarships, public programs, etc.
6. Calendar of projected activities for the upcoming year.
7. Recommendations:
Please include recommendations for your affiliate and/or for the national organization.
8. Attach a copy of your financial report.

THANK YOU FOR COMPLETING THIS ANNUAL REPORT AND SUBMITTING IT TO THE NATIONAL OFFICE BY FEBRUARY 15th. Please note that reports received by the deadline will be considered for the Affiliate of the Year award. Failure to submit an annual report will place your affiliate in an inactive status. Two years or more of inactivity may result in suspension of the affiliate.

Please retain a copy of your annual report for your records.

Return this completed form to:

**National Black Association for Speech-Language and Hearing
701 Exposition Place, Suite 206
Raleigh, NC 27615**

Scan and Email to: nbashl@nbashl.org

APPENDIX D

Annual Financial Report

Financial Report for _____ (Name of Affiliate) Report Date: _____

Previous Balance: \$ (insert previous balance a year ago) December 31, xxxx	
Receipt since last report:	
Previous Balance	\$
For the fiscal year which ended December 31, xxxx (insert the previous year)	
Membership Income	
Membership Dues	
Total Membership Income	
Conferences, Conventions, Seminars	
Registration Income	
Exhibit Income	
Other Income	
Total Conferences, Conventions, Seminars Income	
“Other” Income	
Contributions	
Fundraising Activities (not dues or refunds)	
Other Income (please list)	
Total “Other” Income	
Total Income	
Expenses	
Printing & Copying	
Postage	
Supplies	
Honoraria	
Authorized Travel Expenses	
Other Expenses (please list)	
Total Expenses	
December 31 – Balance on Hand	

APPENDIX E

Historical List of Affiliates of NBASLH

1980s

Mississippi Affiliate, chartered in 1980 as the first affiliate of NBASLH
 Bay Area California Affiliate
 Connecticut Affiliate
 Southern California Affiliate, chartered in 1986
 Atlanta Affiliate, chartered 1989
 Ohio North Coast Affiliate, list of officers provided in 1989
 South Carolina Affiliate, applied for affiliate status in 1989

1990s

West Palm Beach, Florida Affiliate, 1992
 Virginia Affiliate, first meeting in 1994
 Philadelphia Affiliate, acceptance of By-Laws in 1994
 New York Downstate Affiliate

2000 and beyond

New Orleans Affiliate, reorganized in 2000
 Chicago Affiliate, reorganized in 2001
 Proposed New York 10 Affiliate, expressed interest in starting an affiliate in 2003
 Greensboro Consortium Student Chapter (North Carolina A&T and UNCG)

Currently Active Affiliates

Adelphi University
 AR-NBASLH
 The Houston Affiliate
 Loyola University
 Memphis Area Affiliate Chapter
 Northeast Affiliate (Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, and Pennsylvania)
 Nova Southeastern University
 The Ohio Affiliate
 Old Dominion University
 Penn State
 Southern Illinois University Carbondale
 Southern Illinois University of Edwardsville
 Southern Louisiana University
 The Black Diaspora (New York)
 The University of Central Florida
 The University of Houston
 Milwaukee Affiliate
 Tennessee Affiliate

Handbook Revision History:

January 2022
 December 2006