



# 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](mailto:nbaslh@nbaslh.org) • [www.nbaslh.org](http://www.nbaslh.org)

## 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.