

How to Start an NBASLH Affiliate (Revised 10-31-06)

The purpose is to provide you with a step-by-step process for organizing and chartering a local NBASLH Affiliate.

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

STEP 1 Ad Hoc Committee

Form an ad hoc committee of speech, language, and hearing professionals interested in supporting the goals of the National Black Association of Speech-Language and Hearing.

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.

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 NBASLH website.

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

1. Appoint a Bylaws Committee and Chair to draft the Affiliate Bylaws.
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 Bylaws and election of initial Affiliate officers. The rules are for quorum, percentage needed for acceptance, modifications to Bylaws, and officer nominating procedures.
4. Bylaws Committee submits proposed Bylaws for approval according to established rules.
5. Hold officer elections for the offices specified in the Affiliate Bylaws.

STEP 5 Apply for Charter

1. Complete the Affiliate Charter Application.
2. Submit the Charter Application, the list of chartering members, and a copy of the approved Affiliate Bylaws to the NBASLH National Office for approval and processing.
3. The National Office will process the application and return an Affiliate Charter.
4. Upon receipt of the Affiliate Charter, hold the first formal meeting to install officers.
5. Start Affiliate operations.