

CAPCSD POLICY AND PROCEDURES MANUAL

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1. CAPCSD MISSION AND VISION STATEMENTS

A. Mission: The mission of the Council on Academic Programs in Communication Sciences and Disorders (CAPCSD) is to promote quality, accessibility, and innovation in communication sciences and disorders in higher education by supporting the highest standards in pedagogy, clinical education, and research.

B. Vision: CAPCSD is the definitive source of leadership, education, and advocacy for academic programs in communication sciences and disorders.

2. GENERAL INFORMATION REGARDING THE BOARD OF DIRECTORS

A. Board of Directors Membership/Officers:

1. Membership in the Board of Directors will be the elected officers (President, President Elect, Past President, Secretary, and Treasurer) and the appointed officers (Vice Presidents for Communications; Professional Development; Standards, Credentials and Clinical Education; Research and Scholarship; and Academic Development) for a total Board voting membership of 10. It is expected that the Executive Director or a designated representative of CAPCSD's current Association Management Company (AMC) will be in attendance.
2. 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 of Directors from speech-language pathology/speech-language science and audiology/hearing science and from member programs across the educational continuum.
3. All Board members will be expected to thoroughly read the CAPCSD Articles of Incorporation, Bylaws, and Policies and Procedures prior to taking office.
4. All Board members will provide suggested edits to CAPCSD Policies and Procedures by December of each year. Changes to Policies and Procedures will be made through majority vote of the Board.
5. Unless otherwise stated, terms of office will coincide with the fiscal year, July 1 to June 30.
6. By March of every year, all Board members will submit a budget for the upcoming year for the position currently held.
7. 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., oversight of Ad Hoc committees and Task Forces).

B. Procedural Rules:

1. Board meetings: The Board of Directors will meet at least four times per year: 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). Site selection for the winter and summer meetings will be made by the Past President in coordination with the Executive Director with approval of the President. Every attempt will be made for these meetings to be held at a potential future Annual Conference site (see Annual Conference site selection procedures in Appendix A). 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 of Directors' elected positions for the upcoming fiscal year.
2. Conference calls: Board members will be expected to participate in monthly telephone or web-based conference calls during each month when there is not a face-to-face Board meeting, with the exception of the month of August, when there is no face-to-face meeting or conference call. Additional conference calls may be scheduled as needed.
3. Business meetings: The President 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 B.

C. General Information

1. The Federal Employer's Identification Number (FEIN) is 93-0928364 and 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.
2. The seal of incorporation is maintained in CAPCSD's AMC office.

3. PRESIDENT

- A. Responsible to: The President will be responsible to the Board and the membership of CAPCSD.
- 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's Office 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 of Directors.

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 of Directors.

F. Contractual Authority: The President will be the only officer empowered to sign contracts entered into by CAPCSD on behalf of the Board of Directors.

G. Appointed Members of the Board of Directors: The President will appoint open positions for the Vice President (VP) positions including the VPs of Communications; Research and Scholarship; Standards, Credentials and Clinical Education; and Academic Development. These appointments require confirmation by a majority vote of the Board of Directors. The appointment and confirmation process will occur prior to the beginning of the President's year in office.

H. Additional Responsibilities/Authority: The President will:

1. Call and preside at meetings of the general membership and of the Board of Directors; set time and location of such meetings (e.g., the fall meeting, the winter meeting, and the Annual Conference); prepare agendas for such meetings after soliciting appropriate input from Board members. The President will facilitate meetings or assign a facilitator for specific topics as appropriate according to guidelines for CAPCSD meetings described in this manual([Appendix B](#)). This responsibility will begin with the first Board of Directors meeting (summer) held during the presidency.
2. With the assistance of the Executive Director, modify existing standard letters. These include but are not limited to letters recommending membership for programs that are not members, welcoming new member programs, and addressing concerns about dues.
3. Prepare an Annual Report to the member program representatives at the CAPCSD Annual Conference.
4. Prepare Status Reports to go out to the general membership, typically three to four times yearly (the Executive Director will provide formatting instructions, a sample of Status Report letterhead, and samples of previous Status Reports); ensure Board input regarding content of such reports; and forward an electronic copy to the Executive Director to post on the CAPCSD website and to send out via email blast 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).

5. Determine the need for additional communications with the CAPCSD membership, based on emerging issues, and expedite such communications with assistance of the Executive Director.
6. Contact member programs and NSSLHA every year in January to remind all parties to adhere to the April 15 deadline for financial aid and graduate admittance acceptance.
7. Monitor all activities of committees and working groups, including:
 - a. 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.
 - b. Providing ad hoc and working committee chairs with information from this Policies and Procedures Manual.
 - c. Monitoring committee activities, ensuring that committees and working groups are fulfilling responsibilities outlined in the Bylaws and/or assigned by the President or Board of Directors, and ensuring that reports are made to the Board of Directors and general membership at appropriate intervals.
 - d. Overseeing the generation of 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., Conference Chair, Assistant Conference Chair, Task Force membership). Tickler files will be maintained by the Executive Director to generate such correspondence.
9. 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.
10. Coordinate the CAPCSD portion of the annual Board of Directors' meetings between CAPCSD and other professional associations.
 - a. The November CAPCSD-ASHA combined Board of Directors meeting is convened by the President of ASHA (with minutes kept by the ASHA secretary and shared with CAPCSD).
 - b. At the Annual Spring CAPCSD Conference combined meetings are convened by the CAPCSD President with ASHA and AAA (with minutes kept by the CAPCSD Secretary and shared with ASHA and AAA).

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. Monitoring Officer of the Global Engagement Committee: The President Elect will serve as the Monitoring Officer of the Global Engagement Committee.
- E. Responsibilities/Authority:

The President Elect will:

1. Coordinate requests for resolutions from the membership, which are to be sent to the President Elect at least one month before the annual business meeting held at the Annual Conference, and the business meeting conducted during the ASHA Convention in November. The President Elect will oversee the parts of the Board meeting and the corporate business meeting in which resolutions are considered.
2. Collect, incorporate and prepare recommendations for revisions to Policies and Procedures as requested by Board and committee members, and present these changes to the Board by the winter meeting.
3. Present nominations for open appointed Board member(s) prior to the spring Board meeting. The President Elect will consult with the current President and Past President with regard to these appointments.
4. In consultation with the Board, develop recommendations regarding committee appointments to present to the Board at the spring meeting, and when needed.

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](#).
- D. Responsibilities/Authority:

The Past President will:

1. Identify the offices to be filled (President Elect each year plus Treasurer in even-numbered years and Secretary in odd-numbered years).
2. In consultation with the Nominations Committee Chair, ensure through the nomination and/or appointment process that there is representation on the Board of Directors from 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.
3. Conduct election of officers according to schedule and report to the Board of Directors. As part of the election process, the Past President will:
 - a. Promote membership knowledge of nomination and election process by devising time lines so that the process of and calls for nomination are well publicized to the membership. Contact former BOD members regarding nominations.
 - b. Present approved nominations to the membership and all program representatives via electronic notification on CAPCSD's website and via an email message. For further description, please refer to [Nominations Committee](#)
 - c. In collaboration with the AMC, oversee CAPCSD elections to ensure that:
 1. The preparation and distribution of electronic ballots, including emails with instructions and links for web-based voting, are sent to program representatives within 14 days of the winter meeting.
 2. Electronic elections remain open for 14 days and that all ballots are tallied.
 3. The individuals who receive the majority of votes are elected.
 4. Board members and all candidates are notified of election results before the Annual Spring Meeting.
4. Oversee Annual Conference Site Selection with administrative support and assistance from the AMC. The past president and AMC will provide progress reports to the Board of Directors at each Board meeting. CAPCSD may contract for professional conference site selection assistance upon the recommendation of the Past President and with the approval of the Board of Directors. For further information regarding this matter, please refer to [Appendix A](#).

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:

The Treasurer will:

1. Shortly after election and prior to beginning the term, confer with the Executive Director, and, if available, the President and the current Treasurer, 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 of Directors 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. Coordinate the maintenance of all routine bookkeeping, monthly statement reconciling, and necessary banking and accounting functions on behalf of CAPCSD with the AMC.
4. In consultation with the President, prepare an annual budget for CAPCSD to be presented to the Board of Directors at the July Board meeting.
5. 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 and the Executive Director and have a \$30,000 credit limit.
6. Monitor check-writing and ensure that check-writing authorizations are current and implemented
 - a. The Treasurer and the Executive Director 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. A single signature on a check suffices for amounts up to \$1,000
 - d. Checks over \$1,000 that have a contract signed by the President can be written by the Executive Director without prior approval.

e. 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

f. 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.

7. 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 \$1000 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.

8. At each Board meeting provide a report and review CAPCSD's financial position vis-à-vis investments.

9. At the spring Board of Directors meeting present a report regarding performance during the past year and recommendations for any changes in the overall financial management process.

10. Distribute budget status reports to Board of Directors and committee chairs outlining the status of their budgets for that fiscal year at each Board meeting and make recommendations to the Board of Directors for mid-year changes in the approved annual budget should contingencies arise meriting such changes.

11. Coordinate dues notices and collections by ensuring that the Executive Director sends annual dues notices in a timely manner and that appropriate records of income from dues are recorded. The Treasurer also will ensure that the Executive Director contacts any non-renewing programs to ascertain the reasons therefore and that this information is included in the next Membership report delivered to the Board of Directors by the Executive Director.

12. Monitor membership applications by overseeing the administration of the CAPCSD membership applications and approvals processes. The Treasurer also will ensure that a written procedure for processing of all dues notices, late dues policies, applications for membership, and all other related procedures are developed with the AMC. The membership policy appears in [Appendix D](#) of the Policies and Procedures manual. The Treasurer will review the policy and procedures annually. Additionally, the Treasurer will make recommendations for changes or continuance of procedures at the summer Board of Directors meeting.

13. Ensure that a biennial audit of the CAPCSD's financial activity is executed.

14. Develop a five-year budget history, including the current year, for presentation at the corporate business meeting at the Annual Conference.
15. Coordinate an annual review of the CAPCSD's investment strategies and portfolio to ensure maximum return on investments and recommend any modification to existing investment policies to the Board of Directors for review.
16. Oversee the Centralized Application Service in Communication Sciences and Disorders (CSDCAS) Committee. See details further below in content related to the roles and responsibilities of this [committee](#).

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:

1. Ensure that an accurate record of the Board of Directors meetings, CAPCSD Business meetings, and the April CAPCSD-ASHA and CAPCSD-AAA combined Boards of Directors meeting 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 office. (Further details regarding the Secretary's role during business meetings are given in the section on meeting guidelines in [Appendix B](#)).
2. E-mail copies of Board of Directors meeting minutes to Board members for review within a reasonable time period following each Board meeting (usually within two weeks); responses from the Board of Directors and subsequent approval will be returned to the Secretary in a reasonable time period (usually within two weeks).
3. Maintain the current list of committee members with terms of appointment and contact information.

8. VICE PRESIDENT FOR COMMUNICATIONS

- A. Responsible to: The Vice President for Communications is responsible to the President.
- B. Term of office: The Vice President for Communications holds office for two years with a maximum of two consecutive terms. The Vice President is appointed in odd numbered years.

C. Selection: The Vice President for Communications is appointed by the President with approval of the Board of Directors.

D. Responsibilities/Authorities: The Vice President for Communications will:

1. Chair the Communications Committee

2. Oversee the collaborative development and implementation of the annual ASHA-CAPCSD Higher Education Data System (HES) Communication Sciences and Disorders (CSD) Education Survey, which populates EdFind. Specifically, the Vice President of Communications will:

a. Interface with ASHA staff including ASHA's Director of Academic Affairs and Research Education in preparation for and implementation of the annual ASHA-CAPCSD CSD Education Survey.

b. Monitor the collection, maintenance, analysis, and dissemination of data in coordination with ASHA staff and ASHA's Director of Academic Affairs and Research Education.

c. Monitor updates of the annual schedule on CAPCSD's website by the Executive Director and AMC.

d. Write email blasts to announce the launching of the survey and to remind programs to complete it in a timely manner. The email blasts will be sent out by the Executive Director.

e. Respond to queries regarding the ASHA-CAPCSD CSD Education survey content in collaboration with ASHA staff and ASHA's Director of Academic Affairs and Research Education.

f. Request that the Executive Director post announcements related to the ASHA-CAPCSD CSD Education survey (i.e., launch of survey; reminders to complete survey) and send emails to all program representatives with the link to the website

3. Oversee CAPCSD's Salary Survey development, execution, analysis and dissemination of data. Specifically, the Vice President of Communications will:

a. Obtain an estimate for updating and implementing survey and completing data analysis and submit estimates to the Board as part of the annual budget.

b. Oversee the Executive Director in the development and finalization of a contract for the implementation and analysis of the Salary Survey.

c. Oversee and work with the agency that develops and implements the system for collecting and analyzing the Salary Survey data.

d. Obtain input and make recommendations on any proposed actions related to the Salary Survey. Substantive changes that may result in additional costs (beyond that budgeted) must be pre-approved by the Board of Directors.

e. Write email blasts to announce the launching of the survey and to remind programs to complete the survey in a timely manner and submit them to Executive Director for posting on web site and sending via email to all programs offering CSD degrees (not just CAPCSD member programs).

f. Respond to queries about the Salary Survey in a timely manner.

g. Oversee and manage the Communication Committee write-up of the Salary Survey

h. Forward a copy of the Salary Survey Report to the Board for approval. Once approved, the Vice President of Communications will send as an electronic file to the Executive Director to post on CAPCSD's website.

i. Send approval to the Executive Director for payment for survey development, implementation and data analysis costs as defined in the contractual agreement with the agency.

j. Request that the Executive Director send emails to all program representatives alerting them to the addition of the CAPCSD Salary Survey report to the website.

k. Review and evaluate requests for information on file in the database repository and recommend action to the Board. Typically the only data shared are those that appear in the published Survey Report. Data shared will not be identifiable to any program; that is, only conglomerate data will be provided.

4. Prepare an annual report of activities for submission to the membership at the Annual Conference.

5. Oversee the CAPCSD Web site including

a. Interface with AMC in development and updating of website content helping to ensure that content is accurate and current. ([See Appendix E](#)).

b. Serve as the monitoring officer of the Web Committee ensuring that the committee has defined goals and meets those goals within the timelines developed.

6. At the end of the term, present a summary of the activities of the office and any committees that report to this office for consideration by the Board of Directors. The report should include recommendations for future activities of the office and serve as the major document for smooth transition to the newly appointed Vice President for Communication.

9. VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT

A. Responsible to: The Vice President for Professional Development is responsible to the President.

B. Term of office: The Vice President for Professional Development holds office for two years with a maximum of two consecutive terms. The Vice President for Professional Development is appointed in even numbered years.

C. Selection: The Vice President for Professional Development is appointed by the President with approval of the Board of Directors.

D. Responsibilities/Authority:

E. The Vice President for Professional Development will:

1. Be the monitoring officer of the Conference Planning Committee, which typically has five members: the Conference Chair, the Assistant Chair, and three At-Large Members.

2. Will attend the Conference Planning Meeting (typically held in May or June) and will update the board on the conference plans throughout the year.

3. Coordinate with the Executive Director and the Conference Chair to monitor:

i. The Conference budget

ii. The status of Conference-related equipment and technology (e.g., projectors; mobile conference program app; conference submission software, etc.)

iii. AMC execution of Conference-related tasks

iv. Publication of the annual Conference Proceedings (see [Appendix F](#) for Guidelines for Annual Conference Proceedings).

v. The peer review process for selection of any components of the annual Conference for which submissions are solicited

4. Provide leadership and/or monitoring of CAPCSD committees and/or task forces related to Professional Development (e.g., Leadership Academy) and coordinate with the Executive Director on managing those responsibilities

10. VICE PRESIDENT FOR RESEARCH AND SCHOLARSHIP

- A. Responsible to: The Vice President for Research and Scholarship is responsible to the President.
- B. Term of office: The Vice President for Research and Scholarship holds office for two years with a maximum of two consecutive terms. The Vice President for Research and Scholarships is appointed in odd numbered years.
- C. Selection: The Vice President for Research and Scholarship is appointed by the President with approval of the Board of Directors.
- D. Responsibilities/Authority: The Vice President for Research and Scholarship will:
 - 1. Ensure that CAPCSD's interests are represented in fostering the basic, applied and pedagogical research bases of the professions and the highest level of academic standards for education in communication sciences and disorders.
 - 2. At the end of the term, present a summary of the activities of the office and any committees that report to this office for consideration by the Board of Directors. The report should include recommendations for future activities of the office and serve as the major document for smooth transition to the newly appointed Vice President for Research and Scholarship.
 - 3. Collaborate with the VP of Academic Development on CAPCSD scholarship initiatives.

11. VICE PRESIDENT FOR STANDARDS, CREDENTIALS AND CLINICAL EDUCATION

- A. Responsible to: The Vice President for Standards, Credentials, and Clinical Education is responsible to the President.
- B. Term of office: The Vice President for Standards, Credentials, and Clinical Education holds office for two years with a maximum of two consecutive terms. The Vice President of Standards, Credentials and Clinical Education is appointed in odd numbered years.
- C. Selection: The Vice President for Standards, Credentials, and Clinical Education is appointed by the President with approval of the Board of Directors.
- D. Responsibilities/Authority: The Vice President for Standards, Credentials, and Clinical Education will:
 - 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 Standards, Credentials, and Clinical Education will serve as liaison or will assign a designee to whatever councils and/or boards may have accrediting and/or certification powers affecting the professions. The

Vice President will develop and implement a pro-active plan to ensure representation of CAPCSD to the autonomous ASHA's Council of Academic Accreditation (CAA) and Council for Clinical Certification (CFCC), and other standards/accreditation bodies as appropriate.

Prepare reports for the CAPCSD Board regarding proceedings of meetings attended with standards and accreditation bodies.

Develop a budget based on recommendations in consultation with the President for presentation to the Treasurer.

Provide leadership and/or monitoring of CAPCSD committees and/or task forces related to standards, credentials and clinical education including for example, the Clinical Education Training website.

Collaborate with other Board members regarding initiatives that interface with other Board member responsibilities (e.g., continuing education for clinical educator training).

Upon completion of the term of office, develop a final report to the Board of Directors summarizing major accreditation and/or certification issues affecting CAPCSD membership. Recommendations for specific monitoring activities and policy positions of the Board of Directors 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.

At the end of the term, the VP for Standards, Credentials and Clinical Education will brief the incoming VP and provide a copy of relevant reports/documents for consideration.

12. VICE PRESIDENT FOR ACADEMIC DEVELOPMENT

A. Responsible to: The Vice President for Academic Development is responsible to the President.

B. Term of office: The Vice President for Academic Development holds office for two years with a maximum of two consecutive terms. The Vice President for Academic Development is appointed in even numbered years.

C. Selection: The Vice President for Academic Development is appointed by the President with approval of the Board of Directors.

D. Responsibilities/Authority: The Vice President for Academic Development will:

1. Oversee the CAPCSD's initiatives to address the Ph.D. shortage
2. Serve as liaison to the National Association of Pre-professional Programs (NAPP)
3. Serve as the CAPCSD representative to the ASHA Academic Affairs Board.

4. Oversee the CAPCSD IPE (Inter-Professional Education) Committee.
5. Collaborate with the VP of Scholarship and Research on CAPCSD scholarship initiatives.

E. At the end of the term, the VP for Academic Development will brief the incoming VP and provide a copy of relevant reports/documents for consideration.

13. COMMUNICATIONS COMMITTEE

A. Responsible to: The Communications Committee is responsible to the President with the Vice President of Communication serving as the Chair of the committee and as the monitoring officer

B. Term of office: The term of office for Communications Committee members will be 2 years. Members may be reappointed for multiple terms. In consideration of Communications Committee responsibilities it is important to maintain some “long term” members balanced with newer members.

C. Selection: Members of the Communications Committee will be appointed by the President with the approval of the majority of the Board of Directors. The Committee will be comprised of up to five members in addition to the Vice President of Communications.

D. Responsibilities/Authority: The Communications Committee will:

1. Provide input annually for the administration and analysis phases of the ASHA CAPCSD CSD Education Survey.
2. Ensure that while the ASHA CAPCSD CSD Education Survey is running that there are announcements on the CAPCSD web site with the links to the survey access point on the ASHA web site.
3. Develop and implement the CAPCSD Salary Survey, including recruiting program participation, analyzing data, writing and publishing a report.
4. Review and help update the CAPCSD data base of “current” programs in order to finalize the mailing and recruitment list for the Salary Survey and to facilitate accurate analysis of the Salary Survey data.
5. Ensure Salary Survey publication accessibility:
 - a. The CAPCSD Salary Survey will be posted on the CAPCSD Web site.
 - b. CAPCSD’s AMC will maintain an archive file that consists minimally of one digital copy of past publication.

14. 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's 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 Chair of the committee.
- 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 of Directors. As early as the summer meeting, the Past-President, who is the new monitoring officer, will confer with the Board of Directors to list potential new members to complete the Honors and Awards Committee.
- D. Responsibilities/Authority: The Honors and Awards Committee will:
1. 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 of Directors and others active in CAPCSD to consider potential nominees.
 2. Recommend potential award recipients to the Past President prior to the winter Board of Directors meeting, so that Board of Directors 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 of Directors. 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.
 3. Those receiving Honors of the Council may receive travel support of up to \$1500. 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.
 4. The Past President will be responsible for a) notifying awardees of their selection b) conferring with the Executive Director to make sure that the 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](#).

15. CONFERENCE PLANNING COMMITTEE

A. Responsible to: The Conference Planning Committee is responsible to the Vice President for Professional Development; The Conference Planning Committee will consist of 5 members typically including a chair, assistant chair, and three at large members.

B. Terms of office: The Chair serves a one-year term. The Assistant Chair will ascend to the Chair of the subsequent Conference. The assistant chair will have a one year term. One Member at Large will rotate off on odd years; the other two Members at Large will rotate off in even years. The Members at Large will serve a two-year term.

C. Selection: The Conference Planning Committee will be selected as follows:

1. The current Assistant Chair will submit recommendations for the next Assistant Chair and Members At Large to the VP of Professional Development before the spring Board of Directors meeting. The current Assistant Chair will consult with the VP of Professional Development with regard to the qualifications of those recommended for the Assistant Chair position.

2. The VP of Professional Development will present the list to the Board of Directors at the April meeting for confirmation. While there is a strong presumption that the Board will accept the recommendations of the VP of Professional Development, the authority to appoint Board members is ultimately granted to the President with approval of the Board.

D. Responsibilities/Authority (Chair): The Chair will:

1. Coordinate with the Executive Director 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.

2. Develop an agenda for the Conference planning meeting, including: (a) distributing Conference evaluations/suggestions to the Conference Planning Committee; (b) contacting the Executive Board and soliciting ideas for topics/speakers; (c) developing a committee contact list; (d) making a list of recurring presentations (e.g., CSDCAS, CAA/CFCC, ABA/ABAE, HES, newcomers, facilitators/recorders, committee reports).

3. Work with the Conference Planning Committee to develop the Conference program and proposed budget.

4. Communicate with the VP of Professional Development and submit a proposed Conference plan to be presented to the Executive Board at the summer Board meeting.

5. Update the on-line call for papers to reflect Conference themes, dates, and other information as needed prior to the site going live on August 1.

6. Make modifications to the Conference Plan in response to feedback from the Executive Board following the summer meeting as communicated by the VP of Professional Development.
7. Schedule a Conference Planning Committee phone call for late July/early August to assign tasks and review needed changes.
8. Work with the Executive Director on ideas for the program cover design.
9. Submit suggested information to the VP of Professional Development for the brochure cover letter and status reports.
10. Monitor responses to the Call for Papers (CFP) prior to CFP closing date of September 30.
11. Confirm invited speaker terms, addresses, and phone numbers with the Executive Director.
12. Schedule an early October conference call to discuss submissions in the CFP and the rating process. Send instructions for rating the CFPs no later than September 30.
13. Compile ratings from Conference Planning Committee. Send emails to accepted/denied authors by November 1.
14. Confirm final space needs and program plan with the Executive Director (see [Appendix G](#) Meeting Space Policy for Requests from Allied Organizations).
15. By November 15, review Conference registration form with Executive Director, get needed changes to webmaster.
16. Develop initial draft of program brochure in conjunction with Executive Director.
17. Attend Board meeting at ASHA; share information about the program with the membership at the membership meeting at ASHA.
18. Prepare "At-A-Glance" draft in conjunction with Executive Director; submit to webmaster for loading on CAPCSD website by January 1.
19. Ensure that all disclosure statements have been obtained from all authors by January 1 as managed by the Executive Director.
20. With Executive Director, prepare final draft of Conference brochure to submit to the printer by February 1
21. With Executive Director, prepare plan for Conference evaluations to be collected (e.g., items; on-line form)

22. Work with Assistant Chair to solicit applications for the following year's Conference Assistant Chair.
23. Determine which sessions will be invited for inclusion in the Conference.
24. Assist the Executive Director with CEU documentation for ASHA, AAA.
25. Update any forms as needed/requested by Executive Director.
26. In February, send an email to the membership asking for volunteers for the following year's committee and review by February 15.
27. In March, send welcome message to new Conference Committee members for following year.
28. Work with Executive Director and Treasurer to compile list of speaker honoraria and reimbursement (See [Appendix H](#)).
29. Attend pre-Conference meeting with hotel staff, review program.
30. Write thank you letters to all speakers/presenters by end of April.
31. Begin posting proceedings after Conference, ensure that all are posted by the June

E. Responsibilities/Authority (Assistant Chair): The Assistant Chair will:

1. Assist the Program Chair and the At-Large members with the development of the Conference program and the proposed budget.
2. Assist the Program Chair and the At-Large members 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.
3. Work with the At-Large members to plan and implement arrangements for the banquet. The President will be responsible for the overall format and programming of the annual banquet and will work with the Assistant Program Chair and Members at Large, who will assist in the implementation of the banquet program.
4. Select and contact individuals to serve as discussion group facilitators and recorders.
5. Prepare Conference evaluation forms with the At-Large Members.
6. Assist the Program Chair and the At-Large Members in monitoring all activities of the Conference.
7. Collate and summarize results of evaluations, and present a summary report to Committee and to Board of Directors prior to summer meeting of Board of Directors.

8. Collect and summarize recorders' notes and submit them electronically to the Vice President for Professional Development for publication in the Proceedings.

F. Responsibilities/Authority (At-Large members)

1. Work with the Chair and Assistant Chair in the development of the Conference program and budget.
2. Work with the Assistant Chair to plan and implement arrangements for the banquet per the planning of the President.
3. Work with the Chair to contact speakers and presenters for the Conference and pre-Conference.
4. Work with the CAPCSD management staff in development of CEU documentation for the Conference.
5. Prepare Conference evaluation forms with the Assistant Chair.
6. Assist the Program Chair and Assistant Chair in monitoring all activities of the Conference.

16. 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.

C. Selection: The committee will be appointed by President upon recommendation of the Past President with approval from the majority of the Board of Directors. As early as the summer meeting, the Past-President, who is the new monitoring officer, will confer with the Board of Directors to list potential new members to complete the Nominations Committee. The President will contact those individuals, according to rank order, until one person agrees to serve on the new Nominations Committee.

D. Responsibilities/Authority: Chair of Nominations Committee:

1. Welcome the new members to the committee.
2. Present the general criteria and specific responsibilities for the offices to be filled.

3. Outline the nomination process, including documentation required for each nominee.
4. Ensure the call for Nominations from the membership appears in the fall Status Report via the President (emailed to membership prior to fall membership meeting).
5. Announce the "Call for Nominations" at the fall membership meeting. The deadline for receipt of nominations will be no later than January 10.
6. Collect nominations from members of the Nominations Committee and other program representatives between the fall membership meeting and the winter Board meeting.
7. Contact all nominees within one week following the winter Board meeting.
8. Confirm each nominee's willingness to accept the nomination.
9. Request that the candidacy form for elections be completed and submitted to the Past President within ten days.

E. Responsibilities/Authority (Nomination Committee):

1. Form and rank a list of candidates (preferably three or four for each office) for presentation by the Chair to the Past President prior to the winter Board of Directors meeting.
 - a. Each nomination will include 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 not be required for nominations.

F. Responsibilities/Authority: Past President:

1. Obtain prior approval of nominees before submission of recommendations to the Board of Directors.
2. Nominees for elected officers will be presented by the Past President to the Board of Directors for approval.
3. Provide official notice to nominees who were not selected by the Board of Directors to appear on the ballot.

G. Responsibilities/Authority: The Board of Directors:

1. Discuss and evaluate the list of candidates from the Nominations Committee and finalize nominations and descriptions of nominee qualifications at the winter Board meeting. Ideally, the Board will approve at least two potential candidates for each office.

17. 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 Treasurer will serve as the Chair and 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 Treasurer will recommend members to the President, who will appoint members with approval of the Board of Directors.
- D. Responsibilities/Authority: The CSDCAS committee will:
 - 1. Consider enhancements to the CSDCAS system and initiate appropriate enhancements to the CSDCAS system.
 - 2. Modify CSDCAS website content as needed.
 - 3. Revise the CSDCAS online manual as needed.
 - 4. Engage in ongoing communication, coordinated through the Treasurer, with the corporate agency overseeing CSDCAS.
 - 5. Develop strategies for increasing program participation in CSDCAS.
 - 6. Participate in regularly scheduled conference calls.

18. TRAVEL AND REIMBURSEMENT GUIDELINES

Travel expenses for CAPCSD business, including for Board meetings, approved Committee meetings and meetings with CAPCSD partners (e.g., ASHA's Clinical Doctorate Committee; CFCC Annual Meeting) are covered but should be pre-approved by the Monitoring Officer and/or the Board. Receipts for expenses are required for reimbursement.

A. Air Travel

- 1. Executive 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 Expense Voucher following the trip.
- 2. The CAPCSD-approved traveler will contact the CAPCSD travel office prior to travel. The office will contact the travel agent to approve travel. A first-time CAPCSD traveler

will provide the following information to the travel agent: email address, travel dates, and travel location. The CAPCSD travel agent will contact the traveler to complete arrangements. Travelers will be encouraged to keep scheduling flexible when possible for the most economical fares. If a confirmed and purchased ticket is changed for a traveler's personal reason, extra charges will be the responsibility of the traveler.

3. Questions about air travel will be directed to the AMC.

B. Travel by Automobile

1. When a private car is used for transportation to meetings (prior approval necessary), mileage will be reimbursed at the rate stated on CAPCSD expense voucher 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.

C. Ground Transfers and Parking

1. CAPCSD will reimburse individuals for ground transportation to and from the airport and for airport parking.

D. Meal Expenses

1. Reasonable meal expenses will be reimbursed.

E. Lodging

1. 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) 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.

F. Other

1. Reasonable expenses incurred in the course of conducting CAPCSD business while traveling will be reimbursed, including reasonable 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.

G. Expense Vouchers

1. To expedite reimbursement, travelers will attach their airline ticket stub to their expense voucher. Completed and signed expense vouchers with all receipts will be sent electronically or via hard-copy to CAPCSD office within 30 days of completion of the travel. Extra copies of the expense voucher will be available from the CAPCSD Office.

H. Annual Conference-related and Executive Board Travel

1. CAPCSD will use a travel service for speakers and designated guests at the Annual Conference. The Conference Planning Committee will determine Conference travel policies within the parameters of CAPCSD's travel and expense guidelines and procedures.

2. CAPCSD's Executive Board will meet four times annually at CAPCSD expense. All allowable expenses will be reimbursed for the winter and summer Executive Board meetings.

- a. Expenses for the April board meeting and the November business meeting will be partially reimbursed. CAPCSD will reimburse up to two nights' room charges and associated travel expenses (e.g., airfare/mileage; parking) accrued by CAPCSD Board members attending the Board meeting in April and the CAPCSD business meeting in November prior to the ASHA convention.

- b. Any meals that are not provided by CAPCSD the day of the meeting also will be covered.

- c. In those cases when the member does not attend ASHA following the Board of Directors meeting, but cannot arrange reasonable same day return travel, lodging and dinner will be reimbursed for a 2nd night.

19. EXPENSES ABOVE OR BEYOND THE BUDGET AND BUDGET LINES

A. Any significant changes in the budget must be approved by the Board of Directors.

1. Specifically, this includes adding line items or increasing any line item above 110%.

2. Although Board Members (or Committees within a given Vice President's oversight) may recommend spending to the Board of Directors, the Board of Directors 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 of Directors, Vice Presidents/Committees can spend only from their Board approved committee budget. Other spending must be first authorized by the Board.

20. 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. As soon as documents are posted on the site, a notice, via email, will be sent to all CAPCSD program representatives by the Executive Director. Postings of academic positions on the website will be limited to academic positions in communication sciences and disorders of member programs.

a. Members of CAPCSD have exclusive access to CAPCSD's Membership Directory, the Discussion Forum, and the right to post academic positions in communication sciences and disorders programs. Proceedings of Annual Conferences, surveys and postings of academic positions, CSDCAS information and other resources are available to the public.

b. Member programs may not post announcements of position openings for non-member programs.

21. 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. Members of the Board of Directors, ad hoc or standing committees, working groups, member institutions, or individual representatives of member institutions, may propose resolutions.

C. Resolutions will be written and will include the following four headings: Title, Background, Resolved, and Sponsored By. See the CAPCSD website for examples of past resolutions.

1. Title: Brief descriptive title for the resolution.

2. Background: A sequence of logically ordered "Whereas" statements.

3. Resolved: Detailed description of proposed position, action, investigation, initiative, etc. that the resolution sponsor(s) would like CAPCSD to pursue.

4. 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 Elect or to the CAPCSD office at any time during the year. Resolutions submitted to the Board of Directors will be discussed by the Board during its next regularly scheduled conference call or face-to-face meeting. A one-third favorable vote of the Board of Directors 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 of Directors 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 fall or the Annual Conference business meetings will be received at least 30 days in advance of the meeting. Resolutions will be submitted directly to the President Elect or to the CAPCSD office.

F. Emergent resolutions (those not previously considered by the Board of Directors) will be considered at any meeting of the membership if they are 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 of accessing the voting site and a due date for responses.

H. The email online voting process will be initiated within 10 days of approval of a resolution by the Board of Directors or following the end of the fall business meeting or the Annual Conference. Ratification by member institutions will be by a simple majority vote of member institution votes received by the due date specified in the call for vote.

I. Ratification of a resolution will cause the Board of Directors to act as directed by the resolution.

22. MEMBERSHIP

A. Membership is open to all academic programs that prepare students for professions in communication sciences and disorders. Membership is typically 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 typically executed by the program chairs, or their designee.

B. Dues

1. Annual membership dues will be determined by a two-thirds (2/3) vote of the members voting by mail or electronic ballot.
2. Dues are assessed by July 1 of each fiscal year. Member programs will receive a first dues notice on or about March 15 and a second notice will be sent on or about May 15.
3. Dues are payable upon receipt of the first notice.
4. Member programs that have not paid membership dues by September 15:
 - a. Will lose access to the member's-only portion of the website.
 - b. Will be charged a non-member registration rate for the Annual Conference.
5. Membership will be reinstated upon receipt of all unpaid dues.

APPENDIX A

CONFERENCES

A. CAPCSD may contract for professional conference site selection assistance upon the recommendation of the Past President and with the approval of the Board of Directors. Determination of time and location of conferences will include:

1. Verification of preferred dates.
2. Selection of geographic and potential facilities.
3. Site visits. When possible the winter and summer Board of Directors' meetings will be arranged at a potential Annual Conference site.
4. Negotiations through completion of necessary contract(s).

B. Ideally, time and location of a Conference will be determined four years in advance, with one Conference being arranged each year except when contract years fall below four years, in which case additional contracts may need to be negotiated.

C. The general flow of site selection will be as follows:

1. In July, the Past President will review with the Executive Director all site selection contracts that have been executed, making note of the geographic location.
2. At the summer Board meeting, the Past President will discuss possible venues for the next conference year to be contracted and receive general approval of the locations from the Board.
3. 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 of Directors meeting.
4. The Past President will review responses of CAPCSD's AMC, select possible sites for on-site visits. As per previous sections, arrangements for the winter and/or summer Board meetings will be made in August or September.
5. Following the winter Board meeting, if the Past President recommends and the Board endorses the selection of the location at that time, 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 summer meeting.
6. Either the Past President directly, through CAPCSD's AMC, or through a contracted service of an outside agency, will negotiate the contract for the year under consideration. The CAPCSD's AMC 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.

7. Following execution of the contract (note that the President is the official signatory on all contractual documents of CAPCSD), the Past President then will provide copies to the AMC and to the President and Treasurer and provide the appropriate contact information to both the contracted property and the AMC. Note that CAPCSD may choose to subcontract on site conference management and/or maintain this service as a part of their general management contracts.

8. The Past President will be responsible for ensuring that from that point on the critical communication links are established and maintained. Typically, AMC staff 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.

D. General guidelines for conference site selection follow:

1. Timing, month of year: Traditionally, CAPCSD's first choice is late March/early April.

2. Preferred meeting time is the week immediately following Easter unless too late.

3. Avoid conflict with all major religious holidays which may occur during March or April.

4. CAPCSD, AAA, and ASHA meetings must not conflict.

5. Avoid locations of ASHA conventions.

6. Timing, days of week: Traditionally, CAPCSD's first choice is Thursday-Saturday, with Wednesday pre-Conference activities. These are highest-demand booking days for groups. We have been told on occasion that early week days may be more available and that costs may be more negotiable. The 1995 Conference in Savannah, Saturday-Tuesday, brought no negative comments. However, Conference evaluation comments consistently favor later week days.

7. Location and Geographical Considerations: CAPCSD prefers a southern location and sunshine. Consistent input from members reflects preference for warm climate locations. Typically, attempts have been made to cycle from east to central to west and repeat but the specific location is more important than the region.

8. 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.

9. 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.

11. 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.

E. The following materials will be maintained in the archives:

1. CAPCSD Conference Schedule Plan
2. CAPCSD Conference Site and Facility Record
3. CAPCSD Conference Sites Considered and Rejected

APPENDIX B

CAPCSD MEETING GUIDELINES AND GROUND RULES

- A. 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.
- B. 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.
- C. The President will provide an agenda with consideration of time to be allocated to each agenda item.
- D. Members will be presented an explicit set of ground rules prior to each meeting. The ground rules will be as follows:
1. Keep in mind the mission and vision of CAPCSD in considering each topic.
 2. Disagreements are welcome. Disagree without attacking. Commit to cooperation and conflict resolution. Express concerns or disagreements constructively.
 3. 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.
 4. Do not make insults to people or ideas. Respect each individual’s input whether you agree with it or not.
 5. Listen carefully to what others are saying.
 6. Do not speak when someone else is speaking.
 7. Raise your hand to indicate a desire to speak.
 8. Speak only when called upon by the facilitator.
 9. Do not speak more than once on a topic unless you have important new content to provide.
 10. Do not repeat what someone else has already said.
- E. 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.

F. 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.

G. The secretary will note key points made during the discussion. Names of individuals making those points will not need to be recorded, unless there is a specific request to record a speaker's name for a particular reason.

H. 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 what the proposal is, the facilitator will ask if anyone objects to the wording of the proposal. The secretary will revise wording as agreed upon by the group.

I. 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 take care not to 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.

J. 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.

K. 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 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 dissent to the postponement of a vote.

L. Once maximal consensus has been reached within the given time constraints, the facilitator will call for a vote.

M. 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.

N. 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.

O. Anyone objecting to a proposal may overtly express non-support, reservation, or a wish to stand aside.

1. Expressing non-support means that the individual does not completely agree but will go along with the group.

2. 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.

3. Standing aside indicates that the individual disagrees with the proposal but will not stand in the way of having the group approve it.

4. Anyone wishing to have a note of objection recorded in the meeting minutes may request this action at the time of the vote.

5. Unlike in some consensus process, no individual may “block” a decision or vote.

P. 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.

Q. The secretary will read the specific wording for the proposal before a vote is taken.

R. 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).

S. 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 to leave.

T. Recommendations for enhanced education of facilitators and/or participants will be made by anyone in the group to any member of the Board of Directors.

APPENDIX C

HONORS AND AWARDS

A. Award of Appreciation: Presented to individuals in recognition of significant contributions to CAPCSD or to the discipline it serves. It acknowledges the importance of an individual's current or recent activities (within the previous five years) that have supported CAPCSD and its mission or the education of audiologists, speech-language pathologists, or speech and hearing scientists.

B. Award for Distinguished Contributions: 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.

C. Diversity Award: Presented annually 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.

D. Honors: 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.

E. Nominees may not include current members of the CAPCSD Board of Directors or the Honors and Awards Committee.

APPENDIX D

CAPCSD MEMBERSHIP GUIDELINES

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 – except in extenuating situations where an institution has two separate programs, oftentimes in two separate colleges within the institution. Each member program has one vote which is typically executed by the program chair.

Member programs will receive a first dues notice in March. Dues are payable upon receipt of the first notice. Notices will continue to be sent to programs that have not renewed at the end of April, May, June, July, and August. Programs that have not renewed by the September 15 deadline will receive phone calls, first from the AMC and then from a CAPCSD Board member.

Programs that have not paid membership dues by September 15 will:

- lose access to the member's only portion of the website.
- 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 pro-rated.

Membership will be reinstated upon receipt of all unpaid dues.

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

APPENDIX E

CAPCSD DIRECTORY AND WEBSITE MANAGEMENT

(Updated January 2015)

A. CAPCSD Directory

1. 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.

2. The Database will:

a. Include the actual database listing of programs for which the Executive Director is responsible.

b. Be reviewed and updated from member and non-member programs as needed. The Executive Director consults with the President and Board as appropriate regarding changes.

c. When a change in the Program Chair/Director occurs, the Executive Director will forward the update to ASHA's Director of Academic Affairs and Research Education (and vice versa) to facilitate accuracy.

B. Website Management

1. Every three months, based on the following suggested cycle: July, October, January, and April, the Executive Director will review the CAPCSD website identifying aspects which need to be updated. These suggestions will be sent in writing to the Vice President of Communications for approval.

2. The Vice President of Communications and the Executive Director will work together to ensure that the updates are completed in a timely manner.

3. When Board members or CAPCSD member program representatives wish to post information on the CAPCSD website (not job postings), the information will be sent to Vice President of Communications for a decision and then forwarded to the Executive Director.

APPENDIX F

GUIDELINES FOR ANNUAL CONFERENCE PROCEEDINGS

1. The Executive Director and AMC staff will develop Proceedings for the Annual Conference. The immediate past Conference Chair and Vice President for Professional 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 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 November CAPCSD business meeting. The Proceedings will appear on the CAPCSD website.

APPENDIX G

MEETING SPACE POLICY FOR REQUESTS FROM ALLIED ORGANIZATIONS

(Approved July 2014)

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:

1. All requests for use of contracted meeting space must be submitted in writing to CAPCSD's Executive Director. The Executive Director will consult with the Conference Chair and Vice President for Professional Development to determine whether the request(s) can be accommodated.
2. Requests must be submitted by May 1 for the following year's Conference. For example, if requesting meeting space for the 2016 Conference, requests must be submitted no later than May 1, 2015.
3. Requests for use of contracted meeting space will be accepted only for meetings that do not conflict with the following Annual Conference events:
 - a. The pre-Conference workshop;
 - b. The formal Conference program, including plenary and concurrent sessions;
 - c. The opening reception;
 - d. The business meeting; and
 - e. The banquet.
4. 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.
5. Allied organizations are responsible for any costs (e.g., food/beverage, audiovisual) associated with their meetings. CAPCSD's Executive Director will facilitate contacts with the property's sales staff and request that allied organizations be 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 of Directors.	\$1000.00 per presentation with exceptions approved by the Board of Directors.

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)	2 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