

CAPCSD POLICY AND PROCEDURES MANUAL  
Approved by the Board of Directors November 7, 2017

TABLE OF CONTENTS

1. [CAPCSD Mission and Vision Statements](#)
2. [General Information Regarding the Board](#)
3. [President](#)
4. [President Elect](#)
5. [Past President](#)
6. [Treasurer](#)
7. [Secretary](#)
8. [Vice President for Communication](#)
9. [Vice President for Professional Development](#)
10. [Vice President for Research and Scholarship](#)
11. [Vice President for Standards, Credentials and Clinical Education](#)
12. [Vice President for Academic Development](#)
13. [Nominations Committee](#)
14. [Honors and Awards Committee](#)
15. [Communication Sciences and Disorders Centralized Application Services \(CSDCAS\) Committee](#)
16. [Financial Advisory Committee](#)
17. [Communication Committee](#)
18. [Media Strategy Committee](#)
19. [Conference Planning Committee](#)
20. [Committee for Clinical Educator Resources](#)
21. [Inter-Professional Education/Inter-Professional Practice Committee](#)
22. [Travel and Reimbursement Guidelines](#)

- 23.. [Expenses Above and Beyond the Budget and Budget Line](#)
24. [Use of the CAPCSD Website](#)
25. [Resolutions Process](#)
26. [Membership](#)
27. [Appendix A Conferences](#)
28. [Appendix B CAPCSD Meeting Guidelines and Ground Rules](#)
29. [Appendix C Honors and Awards](#)
30. [Appendix D CAPCSD Membership Guidelines](#)
31. [Appendix E CAPCSD Directory and Website Management](#)
32. [Appendix F Guidelines for Annual Conference Proceedings](#)
33. [Appendix G Meeting Space Policy for Requests from Allied Organizations](#)
34. [Appendix H Annual Conference Invited Speaker Reimbursement Guidelines](#)
35. [Appendix I Records Retention Policy](#)
36. [Appendix J Social Media Policy](#)

## 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

### A. Board Members/Officers:

1. Members of the Board 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 ten. 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 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 on an annual basis. Changes to Policies and Procedures will be approved through an affirmative 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:

a. Face-to-face meetings: The Board will meet at least four times per year face-to-face: 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 elected positions for the upcoming fiscal year.

b. Conference calls: During months when there is not a face-to face meeting, the Board will be expected to participate in monthly telephone or web-based conference calls. The exception to this is the month of August, when there is no face-to-face meeting or conference call. Additional conference calls may be scheduled as needed.

2. 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. 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 CAPCSD membership.

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 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.

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.

F. Contractual Authority: The President will be the only officer empowered to sign contracts entered into by CAPCSD on behalf of the Board. The President Elect is designated back-up in the event the President is not available.

G. Appointed Members of the Board: The President will appoint open positions for the Vice President positions including the Vice Presidents of Communication; Research and Scholarship; Standards, Credentials and Clinical Education; and Academic Development. These appointments require confirmation by a majority vote of the Board. 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 board and business meetings; set time and location and prepare agendas after soliciting input from the Board. The President will facilitate meetings or assign a facilitator for specific topics in accordance with the meeting guidelines described in [Appendix B](#). The responsibility will begin with the first summer board meeting held during the presidency.
2. Prepare an Annual Report to the member program representatives at the CAPCSD conference. Provide a welcome letter for the conference program.
3. Prepare Status Reports to the general membership, typically three to four times yearly. Ensure Board input regarding content of such reports and forward an electronic copy to the Executive Director to post on the CAPCSD website and send 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 in January to remind all parties to adhere to the April 15 deadline for financial aid and graduate admission 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, and ensuring that reports are made to the Board 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., committee chairs and members, Task Force members and other volunteers). Executive Director will manage 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 meetings between CAPCSD and other professional associations.
  - a. The November CAPCSD-ASHA combined board meeting is convened by the President of ASHA with minutes kept by the ASHA secretary and shared with CAPCSD.
  - b. During the spring Annual 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. 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 business meeting at the CAPCSD Annual Conference and the business meeting conducted during the ASHA convention in November. The President Elect will oversee the part of the board meeting and the corporate business meeting in which resolutions are considered.
2. Collect, incorporate, and prepare recommendations for revisions to the 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 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](#) and in the description of the Honors and Award Committee in this document

D. Responsibilities/Authority:

The Past President will:

1. Identify the offices to be filled: President Elect each year; 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 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 the schedule and report to the Board. 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 board members regarding nominations.
- b. Present approved nominations to the membership and all program representatives via electronic notification on CAPCSD's website and email. 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 spring meeting.
- 4. Oversee Annual Conference site selection with administrative support and assistance from the AMC. The Past President (or designee) and AMC will provide progress reports to the Board 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. 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, the current Treasurer, and if available the President, 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 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 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 \$1,000 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 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 and Committee chairs outlining the status of their budgets for that fiscal year at each board meeting and make recommendations to the Board for mid-year changes in the approved annual budget should contingencies arise meriting such changes.
12. Ensure an annual review of the CAPCSD's financial activity is executed and an audit at least every five years or as needed. The review and audit will be conducted by an external firm.
13. Develop a five-year budget history, including the current year, for presentation at the corporate business meeting at the Annual Conference.
14. 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 for review.
15. Monitoring Officer for 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.
18. Serve as Monitoring Officer for Financial Advisory Committee. See further details related to the roles and responsibilities of this committee under the [Financial Advisory 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 meetings, CAPCSD business meetings, and the April CAPCSD-ASHA and CAPCSD-AAA combined Board of Director meetings 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 meeting minutes to Board members for review within a reasonable time period following each board meeting, usually within two weeks. Responses from the Board 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.
4. Approved minutes and updated committee rosters with terms and photos will be provided to the Executive Director for the website.

#### 8. VICE PRESIDENT FOR COMMUNICATION

- A. Responsible to: The Vice President for Communication is responsible to the President.
- B. Term of office: The Vice President for Communication 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 Communication is appointed by the President with approval of the Board.
- D. Responsibilities/Authorities: The Vice President for Communication will:
  1. Chair the Communication Committee. See further details below related to the roles and responsibilities of this committee.
  2. Serve as the Monitoring Officer of the Media Strategy Committee including:
    - a. Recommending a Chair and members to the Board for approval.
    - b. Ensuring that the committee has defined goals and meets those goals within the timelines developed. See Appendix J for Social Media policies and procedures.
  3. 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 Communication 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 and social media platforms.
- d. Write email blasts to announce the launching of the survey and to remind programs to complete it in a timely manner.
- 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 and the Chair of the Media Strategy Committee 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.
- g. Collaborate with ASHA staff including ASHA's Director of Academic Affairs and Research Education in preparation for and presentation of the annual ASHA-CAPCSD CSD Education Survey report at professional meetings.

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

- a. Obtain an estimate for updating and implementing the 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.

e. Write email blasts to announce the launching of the survey and to remind programs to complete the survey in a timely manner by sending via email to all programs offering graduate 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's dissemination of the Salary Survey report.

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.

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

6. 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.](#)

7. At the end of the term, present a summary of the activities of the office and committees that report to this office for consideration by the Board. 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: The Vice President for Professional Development will:

1. Serve as Monitoring Officer of the Conference Planning Committee, with five members: the Conference Chair and four Members-At-Large.
2. Attend the Conference Planning Committee Meeting (typically held in May or June) and update the Board on the conference plans throughout the year.
3. Coordinate with the Executive Director, Meeting Planner and the Conference Planning Committee 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, Clinic Director Symposium) and coordinate with the Executive Director for 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 Scholarship 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.
- 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 committees that report to this office for consideration by the Board. 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 Vice President for 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.

D. Responsibilities/Authority: The Vice President for Standards, Credentials, and Clinical Education will:

1. 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.
2. Prepare reports for the Board regarding proceedings of meetings attended with standards and accreditation bodies.
3. Develop a budget based on recommendations in consultation with the President for presentation to the Treasurer.
4. 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 online courses (more information regarding the Committee for Clinical Educator Resources can be found later in this document).
5. Collaborate with other Board members regarding initiatives that interface with other Board member responsibilities (e.g., continuing education for clinical educator courses).
6. Upon completion of the term of office, develop a final report to the Board summarizing major accreditation and/or certification issues affecting CAPCSD membership. Recommendations for specific monitoring activities and policy positions of the Board 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.

7. At the end of the term, the Vice President for Standards, Credentials and Clinical Education will brief the incoming Vice President 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.

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 the CAPCSD representative to the ASHA Academic Affairs Board.
3. Oversee the CAPCSD IPE/IPP (Inter-Professional Education and Inter-Professional Practice) Committee.
4. Collaborate with the Vice President of Research and Scholarship on CAPCSD scholarship initiatives.

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

## 13. 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 the President upon recommendation of the Past President with approval from the majority of the Board. As early as the summer meeting, the Past President, who is the new Monitoring Officer, will confer with the Board 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 business meeting.
5. Announce the "Call for Nominations" at the fall business meeting. The deadline for receipt of nominations is January 15th.
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 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 will:

1. Obtain prior approval of nominees before submission of recommendations to the Board.
2. Present nominees for elected officers to the Board for approval.

3. Provide official notice to nominees who were not selected by the Board to appear on the ballot.

G. Responsibilities/Authority - The Board will:

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.

#### 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 terms 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. As early as the summer meeting, the Past President, who is the new monitoring officer, will confer with the Board 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 and others active in CAPCSD to consider potential nominees.

2. Recommend potential award recipients to the Past President prior to the winter Board meeting, so that Board 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. 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 \$1,500. 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 ensure 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. 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 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. The committee will be comprised of a chair and up to seven (7) members in addition to the Treasurer. A staff member of the management company is an ex-officio member. The Treasurer will recommend a chair to the Board for approval. Term of service will start over when service as chair begins. Individuals may be elected for a second term as chair. The Treasurer recommends the chair-elect to the Board for approval.

D. Required qualifications for service on the CSDCAS Committee:

1. Faculty member from a program that is a participating member of CSDCAS
2. A working knowledge of CSDCAS
3. A working knowledge of graduate admissions, including student applicant perspective
4. Comfort networking with professional peers and serving in a mentorship role

E. Responsibilities/Authority: The Chair of the CSDCAS Committee will:

1. Develop the agenda of the monthly CSDCAS Committee meetings
2. Attend regular meetings with the CSDCAS leadership team
3. Attend annual face-to-face CSDCAS Committee meetings
4. Be involved in planning recruitment efforts

5. Coordinate production of the CSDCAS newsletter

F. Responsibilities/Authority: The CSDCAS Committee will:

1. Be an advocate for the service and users of the service
2. Recruit programs to participate in use of CSDCAS services
3. Participate in monthly conference calls and one face-to-face meeting in early fall each year. Costs associated with this meeting will be covered by CAPCSD
4. Attendance and participation in the annual CAPCSD Annual Conference is encouraged
5. Consider possible enhancement options for the new cycle and recommend (or approve) as appropriate
6. Recommend modification to CSDCAS website content as needed
7. Engage in ongoing communication, coordinated through the CAPCSD Treasurer with the corporate agency overseeing CSDCAS, Liaison International

## 16. FINANCIAL ADVISORY COMMITTEE

- A. Responsible to: The Financial Advisory Committee (FAC) is responsible to the President with the Treasurer serving as the Monitoring Officer.
- B. Term of office: The term of office for members of the FAC will be two years, with staggered appointments such that only one (1) or two (2) committee members rotate off the committee each year. Members may serve a maximum of two consecutive terms. The committee will have a chair and two additional members. A staff member of the management company is an ex-officio member.
- C. Selection: The Treasurer will recommend members to the President, who will appoint members with approval of the Board.
- D. Responsibilities/Authority: The Financial Advisory Committee will:
  1. Provide guidance to the board for quality financial reporting, sound risk management and ethical practices in relation to CAPCSD's purpose, mission, vision and goals and the current strategic plan.
  2. Consider its charge as reasonably flexible to enable necessary responses to changing conditions and circumstances. FAC's specific target areas will be evaluated and if necessary, be refined by the Board at least annually.
  3. Maintain guidelines for developing CAPCSD's annual budget in relation to the strategic plan, such as:
    - i. Create guidelines for projecting expenses for typical ongoing CAPCSD activities/expenses (e.g., management company contract; conference costs; maintenance of website).
    - ii. Create guidelines for developing budgets in line with current financial assets.
    - iii. Create guidelines for the amount of funds to be kept in reserve, given industry standards.
    - iv. Create guidelines for requested budget modifications during a fiscal year.
    - v. Create guidelines for use of funds for special projects.

4. Review the budget and provide input in relation to current CAPCSD finances (including checking, saving, & investment accounts) and projected expenses and income.
5. Ensure that CAPCSD conducts an annual review and an audit at least every five years.
6. Develop, monitor and update investment policies (e.g., recommending an investment advisor, creating investment policies for CAPCSD with input from the investment advisor to help guide CAPCSD's management of the funds and expenditures of the organization).
7. Complete other charges related to financial input at the request of the Treasurer and/or the Board.

## 17. COMMUNICATION COMMITTEE

A. Responsible to: The Communication 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 Communication Committee members will be two (2) years. Members may be reappointed for multiple terms. In consideration of Communication Committee responsibilities, it is important to maintain some "long-term" members balanced with newer members.

C. Selection: Members of the Communication Committee will be appointed by the President with the approval of the Board. The Committee will be comprised of up to five (5) members in addition to the Vice President of Communication.

D. Responsibilities/Authority: The Communication 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 and social media platforms with the links to the survey access point on the ASHA web site.
3. Develop and implement the CAPCSD Salary Survey every two years, including recruiting program participation, analyzing data, writing and publishing a report.
4. Review and help update the CAPCSD database 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 website.

b. CAPCSD's AMC will maintain an archive file that consists minimally of one digital copy of past publication.

#### 18. MEDIA STRATEGY COMMITTEE

A. Responsible to: The Media Strategy Committee is responsible to the President with the Vice President of Communication serving as the monitoring officer.

B. Term of office: The term of office for Media Strategy Committee members will be two (2) years. Members may be reappointed for multiple terms. In consideration of the Media Strategy Committee's responsibilities, it is important to maintain some long-term members balanced with newer members who are knowledgeable about a variety of social media platforms.

C. Selection: Members of the Media Strategy Committee will be appointed by the President with the approval of the majority of the Board. The committee will be comprised of a chair and up to four (4) members in addition to the Vice President of Communication. The committee members will select a nominee for chair who will have served on the committee for at least a year and will serve as chair for a two-year term. Term of service will start over when service as chair begins. Individuals may be elected for a second term as chair.

D. Responsibilities/Authority: The Media Strategy Committee will:

1. Communicate CAPCSD's vision, mission and core values, connect members with each other and with resources, and advance the professions' and members' professional development through website and social media interfaces.
2. Recommend social media guidelines and stay abreast of advances in social media strategies.
3. Regularly post relevant information and topics via the organization's social media platforms.
4. Submit a committee member's name to attend the annual conference and use social media to send members and attendees information about the conference (e.g. schedule changes, interesting topics). Funding support is dependent upon annual board approval.

#### 19. 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 five members including a chair and four members-at-large.

B. Terms of office: The chair serves a two-year term. The members-at-large will also serve a two-year term and rotate off in alternating years.

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

1. The current Chair will submit recommendations for the next chair and members-at-large to the Vice President of Professional Development before the winter board meeting. The current Chair will consult with the Vice President of Professional Development with regard to the qualifications of those recommended for the incoming chair position.
2. The Vice President of Professional Development will present the list to the Board at the winter meeting for confirmation. While there is a strong presumption that the Board will accept the recommendations of the Vice President 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 and Director of Meeting Planning and Continuing Education 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 Board to solicit ideas for topics/speakers; (c) developing a committee contact list; (d) making a list of recurring presentations, as needed (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 Vice President of Professional Development and submit a proposed conference plan to be presented at the summer board meeting.
5. Update the on-line Call for Papers (CFP) 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 Board following the summer meeting as communicated by the Vice President of Professional Development.
7. Schedule a Conference Planning Committee teleconference for late July/early August to assign tasks and review needed changes.
8. Work with the Director of Meeting Planning and Continuing Education for implementing the program graphic.
9. Submit suggested information to the Vice President of Professional Development for the program, website updates and email blasts.
10. Monitor responses to the Call for Papers prior to the closing date of September 30.
11. Confirm invited speaker terms, email addresses, and phone numbers with the Executive Director.
12. Schedule an early October teleconference 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 with assistance from the Executive Director and Director of Meeting Planning and Continuing Education.
14. Confirm final space needs and program plan with the Director of Meeting Planning and Continuing Education. See [Appendix G](#) Meeting Space Policy for Requests from Allied Organizations.

15. By November 15, review conference registration form with the Executive Director and Director of Meeting Planning and Continuing Education and provide needed changes to the webmaster.
16. Develop initial draft of the program in conjunction with the Executive Director and Director of Meeting Planning and Continuing Education.
17. Prepare "At-A-Glance" draft in conjunction with Executive Director and post to the CAPCSD website by January 1.
18. Ensure that all disclosure statements have been obtained from all authors by January 1, managed by the Executive Director and Director of Meeting Planning and Continuing Education.
19. Executive Director and Director of Meeting Planning and Continuing Education, prepare final draft of conference program by February 1.
20. With Executive Director and Director of Meeting Planning and Continuing Education, prepare a plan for conference evaluations to be collected (e.g., items; on-line form)
21. Works with Vice President of Professional Development to solicit applications for the following year's incoming chair.
22. Determine which sessions will be invited for inclusion in the Annual Conference.
23. Assist the Executive Director and Director of Meeting Planning and Continuing Education with CEU documentation for ASHA and AAA.
24. Update forms as needed.
25. In January, send an email to the membership asking for volunteers for the following year's committee and review by February 15.
26. In March, send welcome message to new Conference Planning Committee members for following year.
27. Work with Executive Director and Director of Meeting Planning and Continuing Education and Treasurer to compile list of speaker honoraria and reimbursement. See [Appendix H](#).
28. Attend pre-conference planning meeting with hotel staff and review the program.
29. Write thank you letters to all speakers/presenters by end of April.
30. Post conference proceedings on the website by June.

E. Responsibilities/Authority (Members at Large)

1. Assist the Program Chair with the development of the Conference program and the proposed budget.
2. Assist the Program Chair 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 Chair 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 Vice President for Professional Development and Conference Planning Committee in the implementation of the banquet program.
4. Select and contact individuals to serve as discussion group facilitators and recorders, if applicable.
5. Prepare Conference evaluation forms with the Program Chair.
6. Assist the Program Chair in monitoring all activities of the Conference.
7. Serve as a facilitator to the Leadership Academy and Clinic Director Symposium, as needed, during the meetings.



8. Work with the Program Chair to collate and summarize results of evaluations, and present a summary report to Committee and to Board prior to summer meeting of Board.
  9. Work with the Program Chair to collect and summarize recorders' notes and submit them electronically to the Vice President for Professional Development for publication in the Proceedings, if applicable.
  10. Work with the Program Chair to contact speakers and presenters for the Conference and pre-Conference.
  11. Work with the Director of Meeting Planning and Continuing Education in development of CEU documentation for the Conference.
- 

## 20. Committee for Clinical Educator Resources

- A. Responsible to: The Clinical Educator Resources Committee is responsible to the President with the Vice President for Standards, Credentials and Clinical Education serving as the Chair of the committee and as the monitoring officer.
- B. Term of office: The term of office for Clinical Educator Resources Committee members will be two years. Members may be reappointed for two consecutive terms.
- C. Selection: Members of the Clinical Educator Resources Committee will be appointed by the President with the approval of the majority of the Board. The Committee will be comprised of up to five members in addition to the Vice President for Standards, Credentials and Clinical Education
- D. Responsibilities/Authority: The work of the committee will serve as a quality control check on the materials and design of the web-based resources. The work will result in evidence-based, dynamic professional development opportunities utilized by our member programs.
- E. The Clinical Educator Resources Committee will:
  1. Participate in the review of newly created online professional development courses in clinical education
  2. Assist in development of materials per the request of the committee chair.
  3. Provide ongoing review and updating of the clinical educator professional development materials and design on an annual basis.
  4. Assist in recruiting and identifying appropriate content matter experts; making recommendations to the Board.

## 21. Inter-Professional Education/Inter-Professional Practice (IPE/IPP) Committee

- A. Responsible to: The IPE/IPP Committee is responsible to the President with the Vice President for Academic Development serving as the Monitoring Officer.
- B. Term of Office: The committee will have a chair and two additional members. The term of office for members will be two years with staggered appointments such that only one or two

committee members rotate off each year. Members may serve a maximum of two consecutive terms.

C. Selection: The Vice President for Academic Affairs will recommend to the President, who will appoint members with approval of the Board.

D. Responsibilities/Authority:

1. To help member programs understand IPE and their role in it, and;
2. To help member programs break into IPE activities within their institutions, or in some cases, across institutions.

## 22. 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, CAA, CFCC) 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. The 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 reimbursement expense form following the trip.
2. The CAPCSD office will provide the traveler with the contact information for the CAPCSD travel agent. A first-time traveler will provide the travel agent with the following: full legal name for traveling, date-of-birth, seating preference, frequent flyer numbers (if any), travel dates, and to/from destination. Travelers should make arrangements as soon as possible and be flexible with scheduling for the most economical fares. If a purchased ticket is changed for a traveler's personal reason, extra charges will be the responsibility of the traveler. The cost of upgrades will be the responsibility of the traveler.
3. Questions about air travel will be directed to the CAPCSD office.

### 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 reimbursement expense 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 not already provided by the meeting/conference 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 calls) 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 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. Reimbursement Expense Form

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

2. When reimbursement receipts have been lost or are unavailable, a statement in lieu of receipt should be submitted. For each transaction to be reimbursed, a description should be submitted including the date and dollar amount of the request along with a statement detailing the purpose of the expense and the reason for the missing receipt.

H. CAPCSD Conference-Related and Board Travel

1. CAPCSD will use a travel service for speakers and designated guests for the conference. The Conference Planning Committee will determine conference travel policies within the parameters of CAPCSD's travel and expense guidelines and procedures.
2. The Board will meet face-to-face four times annually at CAPCSD expense. All allowable expenses will be reimbursed for the winter and summer Board meetings.
  - a. Board expenses for the April board meeting and the November board and business meetings will be partially reimbursed. CAPCSD will reimburse up to two nights' hotel charges and associated travel expenses (e.g., economy airfare/mileage; parking) accrued for attending the April board meeting and November board and business meetings prior to the ASHA convention.
  - b. Meals not provided by CAPCSD the day of the meetings will be covered.
  - c. In those cases when the board member does not attend ASHA following the Board and business meetings, but cannot arrange reasonable same day return travel, expenses will be reimbursed a second night of lodging, dinner and breakfast.

#### 23. EXPENSES ABOVE OR BEYOND THE BUDGET AND BUDGET LINES

- A. Significant changes in the budget must be approved by the Board.
  1. This includes adding line items or increasing any line item above 110%.
  2. Although the Board, or committees within a given Vice President's oversight, may recommend spending to the Board, the Board 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, Vice Presidents/Committees can spend only from their Board approved committee budget. Other spending must first be authorized by the Board.

#### 24. USE OF THE CAPCSD WEBSITE

- A. The CAPCSD website ([www.capcsd.org](http://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. Postings of academic positions on the website will be limited to academic positions in communication sciences and disorders, deans, and other administrative positions of member programs.

- a. CAPCSD members have exclusive access to CAPCSD’s membership directory, the Discussion Forum, and right to post academic positions in communication sciences and disorders programs.
- b. Member programs may not post announcements of position openings for non-member programs.
- c. Non-member organizations may wish to post position announcements for CSD-related postdoctoral research positions on the CAPCSD job site. Organizations with available postdoctoral research positions should send a request and a job description to the CAPCSD Vice President for Research and Scholarship for consideration. The decision for approval will be based on the appropriateness of the request and its fit with CAPCSD goals of furthering the science of the disciplines.

## 25. 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. The Board, ad hoc or standing committees, working groups, member institutions, or individual representatives of member programs, may propose resolutions.
- C. Resolutions will be written and 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 Executive Director at any time during the year. Resolutions submitted to the Board will be discussed at the next regularly scheduled conference call or face-to-face meeting. A one-third favorable vote of the Board 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 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 spring or fall business meetings must be received at least 30 days in advance of the meeting. Resolutions will be submitted directly to the President Elect or Executive Director.

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

H. The email online voting process will be initiated within ten days of approval of a resolution by the Board or following the end of the spring or fall business meetings. Ratification by member programs will be by a simple majority vote of member programs votes received by the due date specified in the call for vote.

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

## 26. MEMBERSHIP

A. 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. Programs that are housed in different schools within a University may seek separate memberships (e.g., SLP program in School of Education; AuD program in Allied Health Sciences). Each member program has one vote, which is executed by the program chair or their designee. New members must submit an application for membership, to be approved by the Past President. If approved, the applicant will be provided with a payment form and provided a welcome letter from the Past President after the payment is received.

### 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. See [Appendix D](#) for full process.
3. Dues are payable upon receipt of the first notice.
4. Member programs that have not paid dues by September 15th:
  - a. Lose access to the member's-only portion of the website.
  - b. Will be charged a non-member registration rate for the Conference

c. Are ineligible for CAPCSD special offerings such as: Leadership Academy, Clinic Director Symposium, and scholarships/grants.

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 (or designee) and with the approval of the Board. 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 meetings will be arranged at a potential Annual Conference site.
4. Negotiations through completion of necessary contract(s).

B. Ideally, time and location of an Annual Conference will be determined five years in advance, with one conference being arranged each year except when contract years fall below five 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 (or designee) 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 (or designee) 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 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 will then 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. 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 to ensure 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. CAPCSD has been told on occasion that early weekdays may be more available and that costs may be more negotiable.

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.

10. 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 insult 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 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 the proposal, 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 not 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 dissention 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 the individual 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.

## APPENDIX C

### HONORS AND AWARDS

A. Honors of the Council: 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.

B. Distinguished Contributions Award: 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. Excellence in Diversity Award: Presented 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. Nominees may not include current members of the CAPCSD Board 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 (CSD) including those that are developing programs in CSD. Applications for membership are reviewed by the Board to determine whether the program's rationale for requesting CAPCSD membership is consistent with CAPCSD's Mission and Vision (e.g., the institution is regionally accredited, follows anti-discrimination policies, etc.). A majority of the board must vote in favor of the application for membership to be granted. Membership is granted to one program at an academic institution – except in extenuating situations where an institution has made a written appeal to the board. Each member program has one vote, which is typically executed by the program chair.

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

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

- Lose access to the “member's only” section 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.
- Be ineligible for CAPCSD special offerings such as Leadership Academy, Clinic Director Symposium and student scholarships/grants.

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

#### 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 Directory Database will be housed and maintained by the AMC. The database will:
  - a. Include a listing of programs for which the Executive Director is responsible.
  - b. Be reviewed and updated as needed. The Executive Director consults with the President and Board as appropriate regarding changes.

#### B. Website Management

1. On an on-going basis, the Executive Director reviews the CAPCSD website identifying aspects which need to be updated. These suggestions will be sent in writing to the Vice President of Communication for approval.
2. The Vice President of Communication, Executive Director, and webmaster will work together to ensure that updates are completed in a timely manner.
3. When the Board or CAPCSD member program representatives wish to post information on the CAPCSD website (not job postings), the information will be sent to the Executive Director with notification to the Vice President of Communication for approval.



## 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 fall business meeting. The Proceedings will appear on the CAPCSD website.

## APPENDIX G

### MEETING SPACE POLICY FOR REQUESTS FROM ALLIED ORGANIZATIONS

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 2017 Conference, requests must be submitted no later than May 1, 2016.
3. Requests for use of contracted meeting space will be accepted only for meetings that do not conflict with the following 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
  - 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 are 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.	\$500-1000.00 per presentation with exceptions approved by the Board.

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)	3 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

## APPENDIX J

### SOCIAL MEDIA POLICY

#### **Section I: Social Networking for Council on Academic Accreditation Programs in Communication Sciences and Disorders (CAPCSD)**

The Council of Academic Programs in Communication Sciences & Disorders (CAPCSD) has embraced the use of social media as another means to communicate with those interested in learning more about the organization and its professions. As a result, this policy has been created to provide guidance when using all social media associated with CAPCSD, including those listed below.

CAPCSD Website: <http://www.capcsd.org/>

Facebook: <https://www.facebook.com/Council-of-Academic-Programs-in-Communication-Sciences-and-Disorders-293603020681413/>

CAPCSD Twitter: #CAPCSD2017

#### **Section II: General Guidelines for CAPCSD-Authorized Posts**

The guidelines below are general recommendations that should be followed by anyone posting on a social media site, whether they are personal posts or posts on behalf of CAPCSD.

**Be truthful about who you are:** You may denote that you are a member of CAPCSD but, unless given specific authority to do so, you may not state that you speak on behalf of, or for, CAPCSD.

To make this point clear when posting opinions on social networks, it is suggested that you post a disclaimer, such as the following:

*The (following/preceding) text represents my personal views and does not necessarily represent the views of CAPCSD.*

**Never post under an assumed or stolen name:** Use your real name when posting. Using an “undercover” alias or someone else’s profile to keep yourself hidden in order to make inflammatory statements is not a good practice and shows that you do not want to stand behind your statements.

**Be civil:** Discussions, even heated discussions, need not degrade into name calling laced with profanity. Postings using such language or posting defamatory messages reflect poorly on the messenger and can be harmful to the recipient.

**Exercise good judgment in what you post:** Once your words or images are posted to a social media site or service, they can be passed around from person to person ad infinitum and will last forever. Before you post something, make sure it will not have negative repercussions.

**Respect confidentiality – especially with students:** Once posted, there is no such thing as confidentiality. The best policy is to not post anything you believe is to be held in confidence.

**Be aware of your words and the law:** Slander and libel (false or unjustified injury of the good reputation of another in speech or in writing) laws extend to the Internet as well as into the social networks as do a myriad of laws covering divulged trade secrets and other legal matters. Err on the side of caution if you are uncertain of legal ramifications.

**Be professional:** Employees of an organization should avoid making even generic negative statements about the institution, its students or other groups of employees.

**Photography/copyright:** Copyright protection of personal images, text and other intellectual property extends to the Internet and must be respected. Just because an item is easy to download and repost does not mean that it may be done. As a rule of thumb, to avoid any copyright infringement, ask and receive permission before reposting any image or text found on the Internet or create the image or text yourself.

**Protect your information:** Posting information about where you are, when you will be away from home, or what new high-priced electronic items you just purchased can attract online and local thieves. Furthermore, posting a great deal of personal information can attract identity thieves. Be careful about what personal information you post.

### **Section III: Additional Guidelines for CAPCSD-Authorized posts**

The following are guidelines to follow if your position allows you to post on behalf of CAPCSD. Overall, be thoughtful about what you post and know your words will remain posted long after you write them.

**Notify the organization:** Problems, questions or concerns about social media and CAPCSD should contact CAPCSD's Executive Director.

**Acknowledge who you are:** When officially representing CAPCSD on a social media platform, clearly state your role, your department or office.

**Link back to the CAPCSD:** Posts should be brief, providing the needed information and directing a visitor to related CAPCSD web sites, as needed, for more information.

**Keep current:** Consider the messages, audiences, and goals, as well as a plan for keeping information up-to-date.

**Protect confidential and proprietary information:** Maintain confidentiality and proprietary information about CAPCSD. Postings must follow applicable federal requirements (e.g., FERPA, HIPAA, NCAA regulations) and adhere to all applicable privacy and confidentiality policies.

### **Section IV: Usage of CAPCSD Logos and Icons**

CAPCSD owns the rights to the use of its trademarked logos and name. To strengthen the identity of CAPCSD, use of the logos on accounts or pages that represent a CAPCSD posting is allowed; however, the following standards should be adhered to if they are used.

### **The Name “CAPCSD”**

In referring to CAPCSD, the name “Council on Academic Programs in Communication Sciences & Disorders” should be used on first mention. Use “CAPCSD” on any subsequent identification.

In no case should CAPCSD’s name, its marks or identity be used to promote a commercial product, cause, political party or candidate.

### **The Logo**

The construction of the logo may be changed only by CAPCSD. When enlarging artwork, care should be taken that the proportions, ratio of height to width, of the signature are not altered. It should never be altered, re-drawn, or augmented with additional type. It should only be reproduced from original artwork available from CAPCSD’s Executive Director.

Any questions about use of the CAPCSD logo or should be addressed to CAPCSD’s Executive Director.

### **Section V: Links to Existing CAPCSD Policies**

The following links are official CAPCSD policies and as such should be seen as part of this Social Media Policy. The content identified below should be used to answer any questions not directly addressed in this document.

#### **Related CAPCSD Information:**

Vision, Mission and Core Values: <http://www.capcsd.org/about-capcsd-2/core-values/>

Strategic Plan: <http://www.capcsd.org/about-capcsd-2/our-strategic-plan/>



## Appendix K

### Policy and Procedures for New Initiatives

Proposals for new and revised initiatives must meet the following criteria to be considered:

1. Fit CAPCSD's mission, core values and current strategic plan.
2. Meet cost-benefit expectations for immediate and projected timelines.
  - a. Costs include funds needed for planning, startup and maintenance of initiatives. Items such as contracts for outside services (e.g., consultants, web designers), work beyond CAPCSD's contract with their AMC, and/or expenses related to face-to-face meetings held specifically for the initiative should be addressed in all proposals.
  - b. Estimates of volunteers' time as well as their availability and expertise for planning and implementing the initiative over the life of the project must be included as well. Volunteers typically should not receive stipends or in kind payments for their work.
  - c. Benefits relate to the initiative's return on the investment of time and money and fit with CAPCSD's mission and core values.
  - d. Proposals must include a plan to evaluate the short- and long-term benefits for the membership and CSD education.

Proposals may be submitted by CAPCSD committees and/or by members of CAPCSD's Board. Persons or committees proposing new and revised initiatives must complete the proposal request form and submit it at least two weeks before the Board's face-to-face meetings for consideration.

After consideration of the proposal, Board actions may include approval, a request for more information, request for revisions, or rejection of the proposal by a two-thirds majority of voting board members.

#### New Initiative/Project Proposal

Please read the (hyperlink to) section for new initiative proposals in the Policy and Procedures Manual before completing this form. Submit requests for review to CAPCSD's President at least two weeks before the start of CAPCSD's face-to-face board meetings.

---

Date:

Name(s):

Board Position(s):

Committee:

Title:

Background (include relevant policies or past projects/practices):

Purpose Statement and Description (include fit with CAPCSD's mission and current strategic plan):

Implementation Plan (list activities/steps and estimated timeline):

Estimated Budget (provide costs such as breakdown for face-to-face meeting expenses, additional JMS support, and outside services):

Estimated Volunteer Support (Include essential expertise needed and workload estimate):

Evaluation Plan (include proposed measurement of the short- and long-term benefits for the membership and CSD education).

Recommendation for Motion for Approval:

---

Note: This section will be completed by CAPCSD's Secretary and attached to the minutes.

Action Taken (check all that apply):

- Approval (outline rationale here):
- Request for more information (list here):
- Request for revisions (list here):
- Not Approved (outline rationale here):