

BYLAWS OF THE ASIAN INDIAN CAUCUS

ARTICLE I: NAME

The name of this organization shall be **Asian Indian Caucus** (hereafter called AIC).

ARTICLE II: OBJECTIVES

AIC is one of the multicultural constituency groups of the American Speech Language and Hearing Association. The AIC was established to address the professional, clinical and educational needs of persons of Asian Indian origin residing in the United States in the area of communication sciences and disorders. Asian Indians, otherwise known as South Asians, refer to persons who trace their origin to the Indian subcontinent, including, but not limited to the following countries (in alphabetical order): Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka.

AIC has the following objectives:

- To provide a forum for interaction and collaboration among clinicians, researchers, and students of Asian-Indian origin in the field of communication sciences and disorders.
- To promote initiatives to increase the body of knowledge pertaining to Asian Indian individuals as it relates to the field of communication sciences and disorders, and to compile and disseminate this body of knowledge.
- To enhance cultural competence among ASHA-certified professionals and increase cultural sensitivity regarding Asian Indians.
- To serve as a networking and mentoring resource for the general ASHA membership serving individuals of Asian-Indian origin with communication disorders
- To work closely with ASHA, it's Office of Multicultural Affairs (OMA), and it's Multicultural Issues Board (MIB) in initiatives pertaining to the above objectives.

ARTICLE III: MEMBERSHIP

Section 1: Eligibility. The membership shall include the following three categories:

- Professional members shall be Speech-Language Pathologists and Audiologists of Asian Indian origin who are professionally active in clinical and/or academic settings and hold the minimum graduate degree required for the field.
- Student members shall consist of individuals who are seeking professional qualification in the area of communication sciences and disorders and include those pursuing undergraduate and graduate degrees.

- Affiliate members include persons with an interest in communication disorders in Asian-Indians such as related professionals and clients with communication problems.

Section 2: Voting rights. All dues-paying professional and student members shall have the right to vote during that fiscal year. They will also have the right to hold office. Affiliates may not vote or hold office.

ARTICLE IV: DUES

Section 1: The membership dues shall be recommended by the Executive Board and approved by a two-thirds majority vote of members attending the annual meeting. The membership rate shall include a subscription to all the publications and documents prepared by the AIC, as well as priority in registering for instructional events hosted by the AIC.

Section 2: Dues are payable at the beginning of each fiscal year (January 1).

Section 3: Professional members can become life members by paying 20 years dues depending on the membership rate of that year.

ARTICLE IV: MEETINGS

The annual meeting shall be held every year at the venue of the ASHA convention. The exact time and date will be decided by the Executive Board and will be communicated to the membership via its official channels of publication.

The usual order of business at the annual meeting shall be as follows:

1. Call to Order, by the Presiding officer (President)
2. Roll Call, by the Secretary
3. Reading of the minutes of the previous meeting, by the Secretary, followed by the necessary questions and a vote for acceptance of the minutes
4. President's report, including annual budget
5. Reports of Committees, if any
6. Unfinished Business
7. New Business
8. Adjournment
9. Social

ARTICLE V: EXECUTIVE BOARD

Executive Board

Section 1: Officers. The members of the executive board shall be: a President, Past-President, Secretary/Treasurer, two Vice Presidents, and two co-editors.

Section 2: Duties. The Executive Board shall manage and control the business of the AIC. The duties of the officers shall be as follows:

- **President:** The President shall, in consultation with the executive board, set the goals and agenda of his/her two year term, ensuring that the goals are consistent with the mission of the AIC. The President shall be responsible for delegating, planning and monitoring activities as they pertain to the above-mentioned goals. The President shall preside over the annual meeting and all meetings of the executive board and shall be responsible for the general supervision of activities conducted by the AIC. The President shall have the right to make the final deciding vote in order to resolve issues where the executive board or general membership fails to show a majority vote. The President shall serve as ex-officio member of all committees of the AIC.
- **Past-President:** The Past-President shall advise the President on issues related to governance of the AIC and shall preside in meetings in the absence of the President. The Past President's participation in the executive board is deemed necessary for ensuring long-term continuity in goals and initiatives across terms.
- **Vice-President for Professional Practices:** The Vice-President for professional practices shall be involved in planning and coordinating activities to meet the professional needs of AIC members and increase the body of knowledge related to Asian Indians. These activities shall include, but are not limited to, facilitating networking and mentoring among professionals, identifying and compiling scholarly information related to Asian Indians, promoting research on Asian Indian issues, and working closely with the editors to disseminate relevant information.
- **Vice-President for Publicity & Recruitment:** The Vice-President for Publicity and Recruitment shall be involved in planning and coordinating activities related to public outreach, organizational growth and fund-raising. These activities shall include, but are not limited to, maintaining the website, recruiting new members, coordinating AIC's participation in the multicultural booth at the annual ASHA convention, identifying and working with potential donors, fundraising, and working closely with the editors to disseminate relevant information.
- **Secretary/Treasurer:** The secretary shall record and keep on file the minutes of all meetings of the executive board and the annual meeting, and shall send a brief summary of the minutes to the newsletter editor(s) for publication. In the event that the secretary is unable to be present at any meeting, he/she shall inform the executive board prior to the meeting and designate minutes taking to another officer. The secretary shall be responsible for all correspondence necessary for the conduct of the AIC activities. Membership dues will be handled by the secretary, who will submit a report to the President.
- **Editor(s):** Editor(s) shall compile and publish the bi-annual newsletter and be involved in publishing all other materials and resources published by the AIC, as deemed necessary.

Section 3: Election to office. The Officers shall be elected to serve for two-year terms. Elections to the Executive Board shall be staggered such that, in any election year, not more than the two-thirds of the Executive Board will be newly appointed. Newly elected

members shall begin their terms at the beginning of the fiscal year (January 1). Nominees for election shall be from among the current dues paying professional and student members. Members may self-nominate or nominate other dues paying members. Each nomination shall be seconded by one other current dues paying member. Nominations will be made at least sixty days prior to the annual business meeting and will be announced to the general membership through the official channels of communication. Voting shall be conducted at the Annual meeting by means of printed ballots. Absentee ballots will be accepted from dues paying members beginning fifty days prior to the scheduled business meeting and until 5 business days after. Results of the voting shall be communicated to the membership not later than 15 business days after the annual meeting.

Section 4: Filling vacancies: Mid-term vacancies on the board shall be filled temporarily by the President until the next election period. If, upon completion of a two-year term, there are no nominations for any executive board position, then the present serving member may continue to fill the position for a period not exceeding one year beyond the expiration of the current term. In the event that there are no nominations for this position beyond this one year term, the President shall appoint a member until the next election.

Section 5: Meetings: Officers of the executive board shall meet via teleconferencing at bimonthly intervals at least five times per fiscal year to conduct, plan, and coordinate AIC activities. The President shall convene these meetings. Executive Board members may not miss more than one teleconferencing meeting per two year term, and shall provide advance notification of their absence. Executive board members shall attend the annual business meeting, may not miss more than one annual meeting per two year term, and shall provide advance notification of their absence. Since the Past President's role is more advisory in nature, the meeting attendance requirements are flexible for the Past President, with the minimum attendance requirement being at least half of all meetings (annual and teleconferencing combined).

Section 6: Financial: No member of the AIC or its Executive Board shall receive any portion of the membership dues or net earnings, provided the compensation is for expenses incurred while performing the duties pertaining to the board, in which case adequate documentation of incurred expenses will be provided.

ARTICLE VI: OFFICIAL COMMUNICATION

The AIC shall use three official channels of communication. The primary publication of the AIC shall be the bi-annual e-newsletter, called ASHA KIRAN. It will be circulated to active members as well as other interested individuals. Information will also be communicated via the official website, www.asianindiancaucus.org and an email listserv.

ARTICLE VII: FISCAL YEAR

This will be the calendar year (January – December).

ARTICLE VIII: AMENDMENTS

Amendments to the bylaws may be initiated upon submitting a written proposal either by a member of the Executive Board or jointly by at least three at large members of the AIC. All proposals approved by the Executive Board shall be passed by a quorum (two-thirds majority) at the annual meeting before coming into effect.