



MISSOURI ACADEMY OF AUDIOLOGY BYLAWS

Written by Kelly Gessert, MAA President and Douglas Beck, MAA Past-President 1997.

Revised October 22, 1997. Approved by Barbara Beck, Douglas Beck, Kelly Gessert, Pam Isaacson, and Joanne Slater.

Revised June 1999. Effective January 2000. Approved by A.U. Bankaitis, Steve Brown, Brenda Diebold, Pam Isaacson, and Mary Lewis.

Revised September 2001. Effective January 2002. Approved by Kelly Gessert, Larry Mazzeo, Pam Isaacson, Carol Bergman, and Janet Napoli.

Revised March 16, 2006. Effective April 3, 2006. Approved by Roanne Karzon, Clay Franklin, Steve Brown, Lisa Guillory, and Kathleen Sinks.

Revised January 20, 2010. Effective unknown. Approved by unknown.

Revised October 10, 2012. Effective unknown. Approved by Margaret Jeulich, Diane Duddy, Sue Marshall, and Carole Mange.

Revised November 12, 2014. Effective April 7, 2015. Approved by Nancy McManus, Amanda Ortmann, Wafaa Kaf, Jennifer Listenberger, Sue Ekstam, and Erin Desmarais.

Revised November 4, 2022. Effective January 2023. Approved by Ali Hunt, Liz Fuemmeler, Lauren Felton, Sarah Barber, Haley Nichols, Edith Bobbit-Boyce, and Sarah Jones.

Revised September 8, 2023. Effective January 1, 2024. Approved by Liz Fuemmeler, Lauren Felton, Sarah Jones, Haley Nichols, Edith Bobbit-Boyce, and Stephanie Tittle.

Table of Contents

Article One: Purpose and Intention	3
Article Two: Official Address	3
Article Three: Membership	3
Article Four: Meetings	5
Article Five: Board of Directors	5
Article Six: Elections	8
Article Seven: Amendment of Bylaws	9
Article Eight: Board of Directors Liability	9
Article Nine: Dissolution	9
Article Ten: Miscellaneous Issues	9

Article One: Purpose and Intention

1.1 The Missouri Academy of Audiology, “MAA”, is an organization of, by, and for audiologists that was initiated to serve the people of Missouri with hearing and/or balance disorders through the education, professional growth, development and promotion of the profession of audiology.

1.2 The bylaws herein are not exhaustive and, therefore, will not address every potential situation. Rather, the intention of the bylaws is to provide general guidelines to the Board of Directors when making decisions, amendments, rulings and/or judgments that arise and that pertain to the best interest of the MAA.

Article Two: Official Address

2.1 The official mail address of the MAA will be that of the Treasurer elected for his/her term. At the end of his or her term, the newly elected Treasurer will be responsible for the change of the mailing address.

2.2 The registered agent and agents address will be that of the President Elect and will change at the end of that person’s term as Past President, therefore, change every 3 years to the incoming President Elect.

Article Three: Membership

3.1 Members. The membership of MAA shall be comprised of Founders, Members, Student Members and Professional Affiliates.

3.2 Definitions.

3.2.1 Founders will be audiologists who provided the initial financial backing required to establish the MAA in 1994. Founder status can only be maintained with consecutive renewal of annual membership dues. The Board of Directors maintains the right to deny or reinstate founder status.

3.2.2 Members will be comprised of audiologists who hold a Masters or Doctoral degree.

3.2.3 Student Members shall be enrolled full time or part time in a residential audiology program and in pursuit of a graduate degree. Audiologists pursuing post-Master's education including but not limited to the Au.D. or Ph.D. do not qualify as student members.

3.2.4 Professional Affiliates will be comprised of non-audiology professionals including but not limited to physicians, speech-language pathologists, hearing instrument specialists, and the like who wish to participate in the MAA. As an organization of, by, and for audiologists, student and professional affiliate status does not entitle individuals to voting privileges or other privileges made available to Members and Founders.

3.4.5 Lifetime membership will be awarded to MAA members who have had 25 years of consecutive membership or 35 years of cumulative membership prior to age 65. Lifetime members will have dues set at 50% of the current membership rate.

3.3 Application for Membership. Candidates for membership will submit an application and application fee that will be established by the MAA Board of Directors. Annual dues cover twelve months of membership. Applications will be reviewed by the Treasurer to ensure that appropriate fees and membership status have been issued. In the event of a discrepancy, the Treasurer will consult with the Board of Directors to assess application status. Candidates denied membership may appeal to the Board of Directors for second and final review of candidacy.

3.4 Annual Renewal. Annual membership dues will be determined by the Board of Directors. Members may renew or new members may apply at any time during the calendar year.

3.5 Termination of Membership. Members who do not renew their membership within thirty days of their designated renewal date will automatically have their membership terminated. Any member of MAA may submit a resignation in writing to the Board of Directors. The membership shall expire on the date the resignation is accepted by the Board of Directors and dues that have been paid are not refundable. If at any time the MAA Board is made aware of a member's unprofessional conduct, the Board of Directors

reserves the right to discontinue membership for that individual. If this occurs, the member will forfeit the remaining dues paid for that year and will not be eligible for reinstatement as a member for a minimum period of one year, at which time the individual may re-apply. The MAA Board reserves the right to approve or deny the reinstatement application.

Article Four: Meetings

4.1 Time and Locations of the MAA Meetings. The MAA shall hold meetings either within the state of Missouri or virtually for the general membership. The Board shall schedule board meetings at their discretion on an as needed basis.

4.2 Time and Location of Continuing Education Unit (CEU) Meetings. The Board will be responsible for one annual meeting, which will offer CEUs. The Board of Directors will determine the time and location of this meeting. Additional opportunities for CEU's will be offered throughout the calendar year upon the discretion of the Board of Directors. Advance notification of all educational meetings will be sent to all members.

Article Five: Board of Directors

5.1 Board of Directors. The MAA shall be governed by the Board of Directors, "the Board" or "board member/s", who shall initiate and establish policies governing the MAA. Duties shall begin January 1 and end December 31 of the designated term limit. The Board shall be responsible for the executive, financial and managerial affairs of the MAA including the following: 1) addressing state and federal legislative issues and policies affecting audiology, 2) interacting with other organizations and the public in the interest of audiology, 3) managing and maintaining the MAA website, and 4) planning and conducting the annual conference and any additional CEU conferences. The Board may establish committees and task forces as needed to guide and assist the mission of the MAA. Board members will have MAA conference registration fees and hotel expenses paid for by MAA.

5.2 Board Meeting. Any meeting that is called or attended by the Board shall consist of a quorum. A quorum consists of at least four Board Members who are present either in

person or by telephone conference call. If no quorum is present, the meeting shall not be held. Actions of the Board require the approval of at least three board members.

5.3 Board action without a meeting. The Board may act without a meeting with the written consent of at least four Board Members.

5.4 Composition. As of January 1, 2024, the Board shall be comprised of eight members consisting of: President, President-Elect, Past-President, Secretary, Treasurer, and three Members-At-Large to oversee the annual conference, other continuing education events, and manage social media and the MAA website. Board member nominations will be sent to the MAA membership for approval via email communication. An administrator of the MAA may be appointed or hired by the Board to attend administrative functions of the MAA and/or those in which the MAA is involved. The administrator shall not have Board voting privileges, nor will the administrator be considered a Board member.

5.5 Term Limits. The President, President-Elect, and Past-President shall serve a one-year term. The Secretary, Treasurer, and Members-At-Large shall serve a two-year term. An individual may not serve on the Board for greater than five consecutive years. In the event there are not enough nominations for the Board, the Board may appoint an individual, including a current board member, to the needed position until the next election.

5.6 President. The President of the MAA shall serve as the chair of the Board and preside over all the meetings of the general membership of the MAA. The President assumes the progression to Past-President. The duties of the President will include acting as the primary spokesperson for the MAA. If the President is unable to fulfill his or her duties as President, the President-Elect shall assume the responsibilities of the President.

5.7 President-Elect. The President-Elect assumes the progression to President followed by Past-President. The President-Elect shall assist the President in his or her responsibilities as deemed necessary by the President and will fulfill the responsibilities of the President when the current President can no longer fulfill his or her duties. The President-Elect collaborates with the President in a year long orientation to better

understand the following years roles and responsibilities. Duties shall include, 1) implementing the current year's strategic plan while drafting a plan for the next year, 2) supporting all other board members as needed, and 3) facilitating the Board transition.

5.8 Past-President. The President, upon completion of the term of office, shall serve in the capacity of Past-President. The Past-President may also, 1) assisting the President as needed 2) assisting in planning the annual Scope of Practice conference or regional events as needed, and 3) managing the Board elections process (as described in Article 6).

5.9 Secretary. The Secretary shall be responsible for record keeping of the MAA membership list. Duties shall include, 1) monitoring MAA membership directory, 2) completing CEU registration for state and national accounts including AAA and ASHA, 3) requesting and collecting speaker biographies, vitas and required paperwork for CEU approval, 4) preparing and distributing certificates of attendance, and 5) maintaining CEU attendance records in the event of an audit. The Secretary will also be responsible for the keeping of Board minutes and may also assist other board members as needed.

5.9 Treasurer. The Treasurer shall assume financial responsibility of the MAA. Duties shall include, 1) balancing of checkbook, 2) paying bills in a timely manner, 3) timely deposit of collected monies, 4) issuing honorarium checks to speakers and reimbursement to board members, and 5) overseeing and signing MAA issued checks. The Treasurer shall present monthly to the Board on transactions and expenditures. The treasurer shall also present annually to the Board and membership on the expected budget.

5.10 Members-At-Large. Three Members-At-Large are elected by the MAA membership but their responsibilities (listed below) will be appointed by the President.

5.10.1 Communication Chair. The Communication Chair will be responsible for upkeep and monitoring of the MAA website and social media accounts. Duties shall include, 1) maintaining our registered web name, 2) monitoring event registration, 3) uploading educational materials, job opportunities, or other documents as needed, 4) posting regularly on social media, and 5) assisting the secretary as needed for managing the email account.

5.10.2 Conference Chair. The Conference Chair will be responsible for planning the annual Scope of Practice conference for MAA members. Duties shall include, 1) booking speakers and sponsors for the event, 2) securing a location to hold the meeting, 3) booking all necessary vendors, and 4) supporting the Continuing Education and Events chair as needed.

5.10.3 Continuing Education and Events (CEE) Chair. The CEE chair will be responsible for planning and administering all non-conference related events. Duties shall include, 1) planning, at minimum, one CEU event per year; 2) planning, at minimum, one social event per year; 3) supporting the Conference Chair and Secretary (for CEU related needs) as needed.

5.11 Registered Agent. The Registered Agent shall serve a 3-year term concurrent with the position of President-Elect. Responsibilities will include electronic filing to the IRS and filing an annual registration report, on an annual basis.

5.12 Student Representative. The Student Representative will be appointed by the Board and shall be a current graduate student in an Doctor of Audiology Program in the state of Missouri and active member of the local SAA chapter. The Student Representative may attend MAA board meetings and assist in organizing student volunteers as needed.

Article Six: Elections

6.1 The Past-President shall oversee the nominations for the MAA Board of Directors. The Past-President shall seek qualified candidates for the Board by the annual Scope of Practice Meeting.

6.2 Election Process. The names of the Board qualified candidates (i.e., the member is in good standing) shall be compiled on an official ballot. Ballots will be distributed to MAA members via standard mail or email. Votes may be forwarded to the Past-President of MAA via email.

6.3 The results of the election will be tabulated by the Past-President and subsequently reviewed by the Board. The results will be announced on the website by November 30 of each year. The Past-President will notify each candidate regarding the

election results. The new slate of officers will assume their positions on the board as of January 1. Prior to this, but no later than December 15, the new and old officers will meet in order to transfer material and information for each office. The meeting date and place will be determined per the outgoing president's discretion.

Article Seven: Amendment of Bylaws

7.1 The Bylaws of the MAA may be altered, amended, or repealed as deemed necessary by a vote of at least three members of the Board of Directors.

Article Eight: Board of Directors Liability

8.1 The individual board members of the MAA assume no individual or personal liability for the actions of the Board or the MAA.

Article Nine: Dissolution

9.1 Upon dissolution of the MAA, the Board of Directors shall, after applying or making provision for payment of all the liabilities of the MAA, dispose of all the assets of the MAA exclusively for the purposes of the MAA in such a manner or to such organization or organizations organized or operated exclusively for the purpose which shall at the time qualify as an exempt organization or organizations under Section 501© of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

Article Ten: Miscellaneous Issues

10.1 Any issues and protocols not addressed by these bylaws can be denied and ruled or based on a majority vote of the Board of Directors.