



AFFILIATE HANDBOOK

REVISED DECEMBER 2006

## TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>3</b>
<b>PURPOSE OF THE AFFILIATES.....</b>	<b>3</b>
AFFILIATE OBJECTIVES .....	3
<b>RELATIONSHIP OF THE AFFILIATES TO NBASLH.....</b>	<b>4</b>
THE BASICS: BY-LAWS AND POLICY .....	4
USE OF THE NBASLH MARK (LOGO).....	4
REPORTING REQUIREMENTS .....	5
<b>HOW TO START AN NBASLH AFFILIATE .....</b>	<b>6</b>
<b>AFFILIATE MEETINGS AND ACTIVITIES/EVENTS.....</b>	<b>8</b>
<b>FINANCES .....</b>	<b>9</b>
PLANNING ACTIVITIES AND EVENTS .....	9
PLANNING THE YEARLY CALENDAR.....	120
<b>PUBLICIZING AFFILIATE EVENTS.....</b>	<b>12</b>
MEDIA .....	12
NBASLH WEBSITE (WWW.NBASLH.ORG) .....	12
PHOTOGRAPHS: .....	12
<b>APPENDIX A CHARTER APPLICATION FOR AFFILIATE STATUS. ....</b>	<b>133</b>
<b>APPENDIX B AFFILIATE RECERTIFICATION FORM/ANNUAL REPORT ...</b>	<b>15</b>
<b>APPENDIX C FINANCIAL REPORT.....</b>	<b>17</b>
<b>APPENDIX D HISTORICAL LIST OF AFFILIATES OF NBASLH.....</b>	<b>18</b>

## **Introduction**

This handbook provides information on the purpose of the affiliates, the relationship of the affiliates to NBASLH, starting an affiliate of NBASLH, planning meetings and events, publicizing events, and the following forms in Appendixes A – C: charter application for affiliate status, annual report form, and annual financial report form. Further, a list of affiliates of NBASLH since its inception is included in Appendix D.

Students and professionals in audiology and speech-language pathology can benefit from involvement in an NBASLH affiliate. Being a member of such a group allows individuals to meet for social interaction, professional development, continuing education, community service, student advising and mentoring, and/or professional networking.

Establishing a viable affiliate will require time and effort. NBASLH Executive Staff and Board of Directors are available for support, answers, advice, and encouragement!

## **Purpose of the Affiliates**

Affiliates are the grassroots of the National Black Association for Speech, Language, and Hearing (hereinafter called “the Association”). Affiliates are local organizations closely associated with the Association. Affiliates provide members of the speech-language pathology and audiology professions with opportunities to come together to identify common interests and achieve common goals.

## **Affiliate Objectives**

The broad objectives of an affiliate, like those of the Association itself, are to

1. PROMOTE an increase in the number of certified black speech-language and hearing professionals,
2. PROMOTE improvement in the quality of speech, language, and hearing services to black individuals with communication disorders,
3. PROMOTE the research and development of a body of knowledge of the identification, diagnosis, and treatment of communication disorders in black individuals,
4. SOLICIT and provide financial support for the training of black students in the fields of speech-language and hearing,
5. ADVOCATE for black individuals with communication disorders at the local, state, and national levels, and
6. DISSEMINATE information among the professions and to the public on communication differences and disorders among black individuals.

More specifically, the objective of an affiliate is to increase the unity and effectiveness of all those in its local or regional area who are interested in or concerned with the needs and interests of black speech-language and hearing professionals and students, appropriate service delivery to black individuals with communication disorders, and

research in culturally and linguistically diverse populations. To this end, the affiliate may engage in activities that are similar to those of the Association. These include holding meetings, producing publications, providing community service, and participating in educational efforts for its members and for various public groups.

## **Relationship of the Affiliates to the Association**

Affiliates and the Association are partners in meeting the needs of speech-language and hearing professionals and students. The affiliates' link with the Association gives members a stronger voice in broader communication sciences and disorders issues pertaining to the black community.

The Association strives to provide affiliates with the information and support they need to be effective. The Association also seeks affiliate feedback regularly on member needs—through communication via the website, contact with the board members and national office staff, and through information exchange at national conventions.

The following sections explain how the Association and its affiliates are organized, guidelines for using the NBASLH mark (logo), and reporting requirements.

### **The Basics: By-laws and Policy**

The Association is made up of individual members, many of whom are also members of affiliates. The *Association By-laws* establish and govern the structural relationship between the Association and its affiliates. Answers to questions about the affiliate-to-affiliate relationship and the national-to-affiliate relationship can generally be found in the by-laws and policies of the Association.

*Affiliate By-laws* govern the individual affiliates. Affiliates can adapt the by-laws of the Association to their own organizational structures.

### **Use of the NBASLH Mark (Logo)**

The Association developed and registered a unique trademark to identify its products and services. The NBASLH logo consists of the symbol from the former country of Zaire (now the Democratic Republic of Congo), with the following meaning “... *reach out with the echo of understanding and speak for all to hear.*”

The NBASLH logo may be used only to identify publications, materials, or services produced or endorsed by NBASLH or for other uses authorized by NBASLH in writing.

The NBASLH logo may be reproduced only in a solid color and may not have any other design element superimposed over it.

No words other than "NBASLH" may be used in connection with the logo except terms identifying affiliates, programs, or activities of the Association.

By law, the Association must strongly oppose the unauthorized and inappropriate use of its logo and will require organizations that use it in this manner to discontinue all improper use.

## **Reporting Requirements**

Individuals interested in establishing an affiliate of NBASLH are required to complete a Charter Application for NBASLH Affiliate Status. Refer to the next section for instructions on how to establish an NBASLH affiliate. A copy of the application is included in Appendix A.

Each affiliate is required to submit the NBASLH Affiliate Recertification Form/Annual Report and Annual Financial Report to the National Office every year by February 28. Copies of these reports are included in Appendixes B and C, respectively.

## How to Start an NBASLH Affiliate

There are specific guidelines for the establishment of new affiliates of the Association. Each new affiliate must have by-laws that are consistent with the Association's by-laws. Each affiliate's by-laws shall provide for:

1. Regular and special meetings
2. Officers' duties and election
3. Membership qualifications, duties, and dues
4. Committees
5. Procedures for amending the by-laws

### **Following is a step-by-step process for organizing and chartering a local NBASLH Affiliate.**

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

#### **STEP 1 Ad Hoc Committee**

Form an ad hoc committee of speech, language, and hearing professionals interested in supporting the goals of the National Black Association of Speech-Language and Hearing. Note that membership in the Association is required for membership in an affiliate.

The purpose of this ad hoc committee is to:

- Contact the National Office, either via e-mail, fax or letter, to express interest in forming an affiliate; and
- Organize, announce, publicize and conduct an organizational meeting(s) for affiliate formation.

#### **STEP 2 Publicity**

Announce the intent to form a local NBASLH affiliate. Following is a list of announcement suggestions:

1. Distribute flyers within local university communication sciences and disorders programs and school systems.
2. Publish notice of organizational meetings in state and local speech, language and hearing associations' news publications and electronic bulletin boards.
3. Actively network with professional contacts of the Ad Hoc Committee members.
4. Provide the organizational meeting information to the National Office to present on the Association website ([www.nbaslh.org](http://www.nbaslh.org)).

### **STEP 3 Organizational Meeting**

Conduct the organizational meeting(s). The purpose is to accomplish the following:

1. Establish a Steering Committee to organize the affiliate.
2. Select a Steering Committee Chairperson and a Secretary.
3. Review NBASLH's mission, goals, and Affiliate Handbook.

### **STEP 4 Steering Committee**

Appoint committees to draft affiliate by-laws and solicit members, and then hold officer elections.

1. Appoint a By-laws Committee and Chair to draft the affiliate by-laws.
2. Appoint a Membership Committee and Chair to solicit members for the affiliate. Note that affiliate dues cannot be collected until after an NBASLH Affiliate Charter has been granted. However, it is recommended that a minimal amount be collected from attendees at committee meetings to defray expenses of such things as meeting refreshments, preliminary publicity, etc.
3. Establish rules for slated affiliate members' acceptance of the proposed affiliate by-laws and election of initial affiliate officers. The rules are for quorum, percentage needed for acceptance, modifications to by-laws, and officer nominating procedures.
4. The By-laws Committee submits proposed by-laws for approval according to established rules.
5. Hold officer elections for the offices specified in the affiliate by-laws. Following are examples of officers:
  - o President
  - o Vice-President (President-Elect)
  - o Secretary
  - o Treasurer.

### **STEP 5 Apply for Charter**

Complete the Charter Application for NBASLH Affiliate Status. A copy of this application is included in Appendix A.

1. Submit the Charter Application, the list of chartering members, and a copy of the approved Affiliate By-laws to the Association Office for approval and processing.
2. The National Office will process the application and return an Affiliate Charter.
3. Upon receipt of the Affiliate Charter, hold the first formal meeting to install officers.
4. Start Affiliate operations and establish committees. Following are examples of committees:
  - o By-Laws
  - o Career
  - o Executive
  - o Fundraising

- Historian
- May is Better Hearing and Speech Month (Screenings)
- Membership
- Newsletter
- Recruitment/Marketing
- Scholarship
- Social
- Workshop/Training/Professional Development

## **Affiliate Meetings and Activities/Events**

Regular meetings of affiliate leaders can be held with or without general members. Though frequent participation encourages strong members, it is not necessary to work through governing business with all members, as they might lose interest and enthusiasm.

At meetings, specifically address:

- The establishment and continuation of general affiliate policies (i.e., type of events that the affiliate envisions, finances, etc.)
- Plans for upcoming events and meetings.
- The positive *and* negative features of previous events. Actively discuss problems and setbacks in order to learn from them.

To avoid member burnout, *share* organizational duties, and *delegate* as much as possible.

- Assign *specific* tasks to various members. Carefully specifying a task makes it manageable; the members can see a discrete beginning and end to it.
- Continually re-evaluate the affiliate's objectives and interests of affiliate members in order to keep up with changing needs.
- Use several membership recruiting tactics, as different people respond to different types of encouragement.
  - Sponsor a lunch or cocktail hour if these events are preferable to an evening organizational meeting. Allow time for networking.
  - Center an event on a notable speaker who has some relevance to your particular affiliate.
  - Attend a special lecture, performance or event as a group. Make time afterwards to chat and answer questions. Though casual, this type of activity encourages group enthusiasm and cohesion.
  - Use face-to-face contact to advertise upcoming affiliate events. If possible, advertise a second event as the first event ends so that people remain actively engaged in the group. Follow up with at least one reminder closer to this next event.

### **Remember...**

- These are just suggestions. Be creative with recruiting.



- Appoint members early (after they join the affiliate) to specific recruiting tasks to encourage these members' involvement and feeling of personal responsibility towards the group.
- Network with existing affiliates. Contact the National Office for contact information for affiliates.

## Finances

An affiliate must be financially viable. A group may finance the affiliate in one or more ways:

- 1) Admission for an event may be charged to cover the cost of that event or other affiliate costs.
- 2) Dues may be charged for membership. Affiliate membership dues are set by each affiliate. (Affiliates complete an Annual Report each year, noting the amount of dues to be charged for specific categories of membership in the affiliate. The affiliate is not required to send a portion of the affiliate dues to the National Office.)

## Planning Activities and Events

There are many factors to consider when planning an event.

*Before the event:*

- The *speaker* or *event* should be appropriate to your group's interest.
- Establish definite *costs* so that no surprises occur close to the event. Then, confirm the *time* well in advance.
- Find and confirm a *location*. View the location if possible to make certain that the size, resources, cleanliness and services are appropriate for your group. Try to book a location that is central to your group.
- Carefully consider *pricing* to create a great event while maintaining attendance. Be sure to always cover the cost of the event.
- *Publicize, promote and announce!* Actively encourage people to attend.
  1. *Announce* your event at an earlier affiliate meeting or event. Be positive and enthusiastic. Have specific details to share: price, location, type of event.
  2. *Mail* an invitation to all members three to four weeks in advance. Encourage members to bring like-interested friends/colleagues.
    - Invitations should be attractive, interesting, and to the point.
  3. *Contact* your speaker to confirm that he/she knows the time, location, and directions a couple days prior to the event. Ask for biographical information so that you may appropriately introduce the speaker.

*At the event:*

- *Bring* name-tags, felt tip pens, cash box, receipts, etc.
- *Assign* someone to act as Host or Hostess for the Speaker.

Following the event:

- Write *thank you* letters (i.e., speaker, event location, etc.)
- Send a *thank you* letter to anyone who was actively involved in making the event a success.
- *Document* any positive or negative ideas, feelings and feedback concerning the event, so that you may present your findings at a future meeting.

Following is a list of activities and events that have been completed by affiliates:

- Career fairs
- Recruitment activities
- African American art give-a-ways
- Scholarship awards
- Newsletter development and mailings
- Storytelling at libraries
- Invitational Rodeo sponsorship
- Black Christmas card fundraisers
- Annual Christmas Socials
- Distributing literature at the New Orleans Black Heritage Festival and Essence Music Festival
- Wellness fairs
- Essay contests for students in communication sciences and disorders
- Annual fundraisers to sell NBASLH shirts
- Group attendance at annual state speech and hearing association meetings; hosting Special Interest Forums
- Speech, language, and hearing screenings
- Workshops, training sessions, and professional development seminars

## Planning the Yearly Calendar

A yearly planning meeting is important to outline basic ideas and time frames for events. Writing out a calendar of proposed plans accomplishes the following:

- Keeps the affiliate *on track* throughout the year.
- Creates *continuity* for the affiliate, with planned regular events rather than events occurring in discrete instances.
- Allows early consideration of optimal *timing* for events (i.e., around work schedules, holidays, etc.)
- Forces a reasonable *overview* of what is possible or necessary within the confines of a year.

Create a calendar that is suitable and sustainable by the group. Scheduling too many events will simply overwhelm members. Scheduling too few events will contribute to a loss of member involvement with the affiliate.

- Plan a limited number of initial events. Several *excellent* events draw more repeat attendees than many average ones.

- The best months for involvement are in the lulls between summer and the Thanksgiving–Hanukah–Christmas–Kwanzaa holiday season (i.e., October, the first part of November, February, March and April).

Here are some suggestions for planning the yearly calendar.

### **FALL:**

- Election of new leaders for the next calendar year. To build strong, continuing leadership, elect affiliate leaders for two-year terms (per your by-laws).
- Take the pulse of current members' enthusiasm, commitment and ideas. Once your affiliate has been established for at least one year, use this time to evaluate the previous year's enthusiasm and activities as well.
- Prepare a 'year in brief' calendar of scheduled events.
- Plan and hold initial scheduled events.
- Invite appropriate individuals to events (including area students in communication sciences and disorders).

### **WINTER:**

- Remember not to schedule major events close to the winter holidays unless your group confirms attendance.
- Hold regular meetings to maintain momentum of the group.
- Plan and hold events as laid out in your affiliate calendar.

### **SPRING:**

- Hold wind-up events in April or May. (Consider information shared at the NBASLH Annual Convention with affiliate members who were unable to attend the Convention.)
- Have a *fun* final event to end the year on a positive note.
- Gauge members' impressions of the year (e.g., conversations, quick polls or surveys).
- Make notes on possible changes for the next year.

### **SUMMER:**

- It is generally best not to have any scheduled events, unless it is associated with a local festival or other pre-arranged activity.
- Send e-mail reminders of events prior to the first meeting scheduled in the fall.

## **Publicizing Affiliate Events**

### **Media**

Small weekly papers welcome good news copy on interesting activities and people. If possible, try to find an affiliate member who is a good writer.

The news story must include all the needed information, factually correct, and with all names spelled correctly. Who, What, When, Where, Why, and How is the standard formula.

A brief, factual story will have the best chance of publication. Is your invited speaker a newsmaker? Is your event the First? The only? The biggest? The more news value, the better the chance for extended coverage.

Radio and television are also powerful tools in motivating members to attend events and to support the affiliate. Radio and television stations typically have talk shows and community service announcements, and it would be valuable to establish personal contact with their representatives. To become properly informed about protocol and timetables plan on a contact at least four weeks before the event.

### **NBASLH Website ([www.nbaslh.org](http://www.nbaslh.org))**

NBASLH's Internet website is available twenty-four hours per day. The website contains information about the history and purposes of NBASLH, seminars, scholarships, and events. The website is continually updated to better serve the members. The website is also linked to other related resources on the Internet.

Affiliates who have the time and skill to create a website should contact NBASLH and request that a link be created from the NBASLH website to the affiliate site.

### **Photographs**

Pictures are an excellent way to publicize past affiliate events and to recognize hard-working volunteers. For newspaper stories, some editors insist on their own photographs, while others are pleased that you are prepared to submit them. If you plan on this type of publicity, be sure to establish the rules before the event.

## APPENDIX A

### Charter Application for NBASLH Affiliate Status (Revised 12-1-06)

The NBASLH members of \_\_\_\_\_  
**(Insert Name of Proposed Affiliate)**  
 are applying for recognition as an affiliate in the National Black Association for Speech-Language and Hearing (NBASLH).

The guidelines for forming a chapter are as follows:

- \* Any number of members can form an affiliate. Affiliate members are required to be members of NBASLH. A list of the names of the chartering members will be provided to the National Office with this application.
- \* Local NBASLH affiliates operate autonomously, each with its own set of by-laws, regulations, and policies. A copy of the by-laws, regulations, and policies will be submitted to the National Office with this application. If these documents are not available, we will submit the application, and the National Office will assign chapter status as “pending” receipt of the requested items.
- \* Affiliates operate only under the “general supervision” of NBASLH. Because of this loose relationship, NBASLH is not responsible for the debts of the affiliate and cannot be responsible for the indemnification of affiliate officers.
- \* Affiliates may elect their own officers and officers must be members of NBASLH. The NBASLH membership number of each officer will be provided with this application.
- \* Once the affiliate is established, the National Office requires that the affiliate submit annual status reports by February 28th of every following year to maintain their status as a recognized NBASLH affiliate. The affiliate understands that failure to comply will place the affiliate in an inactive status.

We have read the above guidelines for application as a recognized NBASLH Affiliate and agree to comply with these requirements:

\_\_\_\_\_  
 Affiliate President

\_\_\_\_\_  
 Affiliate President-Elect

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Please provide the National Office with the following information:

Authorized Correspondent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # (home): \_\_\_\_\_ (work): \_\_\_\_\_

Fax # \_\_\_\_\_

E-mail address: \_\_\_\_\_ Website address: \_\_\_\_\_

Affiliate President: \_\_\_\_\_ Affiliate President-Elect: \_\_\_\_\_

NBASLH Membership # \_\_\_\_\_ NBASLH Membership # \_\_\_\_\_

E-mail address: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Term: \_\_\_\_\_ Term: \_\_\_\_\_

Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

NBASLH Membership # \_\_\_\_\_ NBASLH Membership # \_\_\_\_\_

E-mail address: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Term: \_\_\_\_\_ Term: \_\_\_\_\_

By-laws Adopted: \_\_\_\_ No \_\_\_\_ Yes (If yes, attach copy. Include date adopted.)

Total Number of NBASLH Members (attach list) \_\_\_\_\_

\_\_\_\_ Regular \_\_\_\_ Associate \_\_\_\_ Student

Attachments:

\*\* List of chartering members

\*\* Copy of affiliate by-laws (and regulations or policies)

Please return this form to:

**National Black Association for Speech-Language and Hearing**  
**800 Perry Hwy, Suite 3**  
**Pittsburgh, PA 15229**

**Fax Number: 412-366-8804**

## APPENDIX B

### NBASLH Affiliate Recertification Form/Annual Report (Revised 6-01-04)

As a recognized NBASLH affiliate, you are required to annually recertify your affiliate. **Please complete this form and return it to the NBASLH National Office by February 28th of the following year.** An affiliate will remain in good standing with the National Office if the local chapter officers maintain current membership in National NBASLH. Failure to comply with these requirements will place your affiliate in an inactive status.

Affiliate Name: \_\_\_\_\_

Authorized Correspondent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # (home): \_\_\_\_\_ (work): \_\_\_\_\_

Fax # \_\_\_\_\_

E-mail address: \_\_\_\_\_ Website address: \_\_\_\_\_

Affiliate President: \_\_\_\_\_ Affiliate President-Elect: \_\_\_\_\_

NBASLH Membership # \_\_\_\_\_ NBASLH Membership # \_\_\_\_\_

E-mail address: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Term: \_\_\_\_\_ Term: \_\_\_\_\_

Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

NBASLH Membership # \_\_\_\_\_ NBASLH Membership # \_\_\_\_\_

E-mail address: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Term: \_\_\_\_\_ Term: \_\_\_\_\_

*Note:* If your affiliate is inactive, please check the box below and return this form to the National Office.

This Affiliate is inactive. Please remove us from the active list.

Include the following in your annual report:

1. NBASLH Affiliate Recertification Form
2. List of committees and chairs
3. Membership roster of affiliate
4. List of membership dues charged
5. Summary of activities (by month, if possible) completed by affiliate. Include the following – fund raising activities, community activities, scholarships, public programs, etc.
6. Calendar of projected activities for the upcoming year.
7. Recommendations:  
Please include recommendations for your affiliate and/or for the national organization.
8. Attach a copy of your financial report.

THANK YOU FOR COMPLETING THIS ANNUAL REPORT AND SUBMITTING IT TO THE NATIONAL OFFICE BY FEBRUARY 28th.

Please retain a copy of your annual report for your records.  
**Return this completed form to:**

**National Black Association for Speech-Language and Hearing  
800 Perry Hwy, Suite 3  
Pittsburgh, PA 15229**

**Interim Fax Number: 412-366-8804**



## APPENDIX C

### Annual Financial Report

Financial Report for \_\_\_\_\_ (Name of Affiliate) Report Date: \_\_\_\_\_

<b>Previous Balance:</b> \$ (insert previous balance a year ago) <b>December 31, xxxx</b>	
<b>Receipt since last report:</b>	
<b>Previous Balance</b>	<b>\$</b>
<b>For the fiscal year which ended December 31, xxxx (insert the previous year)</b>	
<b>Membership Income</b>	
Membership Dues	
<b>Total Membership Income</b>	
<b>Conferences, Conventions, Seminars</b>	
Registration Income	
Exhibit Income	
Other Income	
<b>Total Conferences, Conventions, Seminars Income</b>	
<b>“Other” Income</b>	
Contributions	
Fundraising Activities (not dues or refunds)	
Other Income (please list)	
<b>Total “Other” Income</b>	
<b>Total Income</b>	
<b>Expenses</b>	
Printing & Copying	
Postage	
Supplies	
Honoraria	
Authorized Travel Expenses	
Other Expenses (please list)	
<b>Total Expenses</b>	
<b>December 31 – Balance on Hand</b>	

## **APPENDIX D**

### **Historical List of Affiliates of NBASLH**

#### 1980s

Mississippi Affiliate, chartered in 1980 as the first affiliate of NBASLH  
Bay Area California Affiliate  
Connecticut Affiliate  
Southern California Affiliate, chartered in 1986  
Atlanta Affiliate, chartered 1989  
Ohio North Coast Affiliate, list of officers provided in 1989  
South Carolina Affiliate, applied for affiliate status in 1989

#### 1990s

West Palm Beach, Florida Affiliate, 1992  
Virginia Affiliate, first meeting in 1994  
Philadelphia Affiliate, acceptance of By-Laws in 1994  
New York Downstate Affiliate

#### 2000 and beyond

New Orleans Affiliate, reorganized in 2000  
Chicago Affiliate, reorganized in 2001  
Proposed New York 10 Affiliate, expressed interest in starting an affiliate in 2003  
Proposed North Carolina Affiliate, expressed interest in starting an affiliate in 2003  
Greensboro Consortium Student Chapter

#### Other Affiliates

Milwaukee Affiliate  
Tennessee Affiliate