

By-Laws of
THE MAINE SPEECH-LANGUAGE-HEARING ASSOCIATION

Revised 2005

ARTICLE I NAME

1.1 The name of this organization shall be the Maine Speech-Language-Hearing Association

ARTICLE II PURPOSE

2.1 The purposes of this organization shall be:

- (A) To encourage basic scientific study of the processes of individual human communication, with special reference to speech, language and hearing;
- (C) To foster improvement of clinical and educational procedures with such disorders;
- (D) To stimulate the exchange and dissemination of information among members and related organizations;
- (E) To advocate for the rights and interests of individuals with communication disorders; and
- (F) To promote the individual and collective professional interests of the members of the Association.

ARTICLE III MEMBERSHIP

3.1 Membership Classifications

- (A) A membership shall be divided into the four classes of Active, Associate, Student and Honor.

3.2 Eligibility

- (A) Active voting members must hold: (1) a Graduate degree or equivalent with major emphasis in speech-language pathology, audiology, or speech and hearing science; or (2) a Graduate degree or its equivalent, and present evidence of active research, interest and performance in the field of human communication.
- (B) Associate members must hold: (1) a Bachelor's degree and a school certificate as a Speech-Language Clinician; or (2) a Bachelor's degree and an interest in the field of speech, language and hearing disabilities.
- (C) Student members shall be: (1) majoring in speech, language and/or hearing at an accredited college or university, or (2) majoring in an allied area at an accredited college or university, and (3) be a current member of NSSLHA.
- (D) Honor members shall be individuals who meet the criteria of active members, who, having performed distinguished services in the speech, language and hearing professions or for the Association, are recommended for Honor membership by the Membership Development Committee, and approved for such membership by a two-thirds vote of the Executive Council.
- (E) Life members are those individuals who have reached the age of 65, been a member of the association for five years or more and will not be required to pay dues.
- (F) The requirements for membership may be waived in special instances by recommendation of the Membership Development Committee and a majority vote of the Executive Council.
- (G) The Association shall not discriminate on the basis of race, national origin, religion, age, sex, sexual orientation, or handicapping condition. All programs and activities of the Association shall be conducted in furtherance of this policy.

3.3 Privileges of Membership

- (A) An Active or Honor member will have the right to vote on all Association business; to hold elected office; and to serve as a committee member or as committee chair.
- (B) An Associate or Student member will have the right to participate (except voting) in all of the Association's regular and special business meetings; and to serve on committees.
- (C) All members in good standing will receive all publications of the Association.
- (D) All members will be entitled to special registration fees, as approved by the Executive Council, for Association sponsored conferences.

3.4 Termination or Suspension of Membership

- (A) Any member who is alleged to have violated the Code of Ethics of this Association shall be afforded a due process hearing on the allegations with the individual's membership being maintained, terminated, or suspended by a two-thirds vote of the Executive Council.
- (B) Any member who fails to pay dues in a timely manner as defined in Article IV. 4.3 will lose membership privileges.

ARTICLE IV DUES

4.1 Amount of Dues

- (A) The amount of dues shall be determined by the Executive Council with ratification by two-thirds of the Active membership present and voting at a regular or special business meeting.

4.2 Date Payable

- (A) Dues shall be payable by September 1 of each year. Dues paid between September 1 and September 30 shall be in the amount established by the Active membership as outlined in part 4.1 of this article.

4.3 Delinquent Dues

- (A) Members renewing their membership after September 31st will be assessed a late fee amounting to twenty percent of the dues.
- (B) Members who have not renewed membership by October 31st will lose all membership privileges (3.3) until their membership is renewed by payment of dues and any associated late fee.
- (C) Members renewing their membership after October 31st will not be assured inclusion in the membership directory.

ARTICLE V ORGANIZATION

5.1 The Elected Officers

- (A) This Association shall elect a President, President-Elect, Secretary, Treasurer, Membership Development Chair, and three members of the Continuing Education Committee.
- (B) The President-Elect will serve one year in that capacity, followed by a year as President, and then a year as Immediate Past President. All other officers shall serve 2-year terms of office except the Continuing Education Committee members who shall serve staggered three-year terms. All officers are eligible for reelection and may succeed themselves.
- (C) Elected officers will serve 2 or 3-year staggered terms to avoid complete turnovers in Executive Council members with each election.
 1. Elections for the position of President-Elect will happen annually, as will one Co-Chair of the Continuing Education Committee.
 2. Election of Treasurer will be held on even number years beginning with 1990.
 3. The Elections of Secretary and Membership Development Chair will be held on odd-number years beginning with 1991.

- (D) All elected officers shall assume office on the first of July following an orientation program arranged by the Executive Council.

5.2 Duties of Officers

(A) The President will:

1. Chair all meetings of the Association and the Executive Council.
2. Call emergency meetings of the Association or the Executive Council.
3. Appoint standing and special committees and their chairs, with the exception of elected committee members, with the approval of the Executive Council.
4. Be an Ex-Officio member of all standing and special committees.
5. Coordinate the work of the Communications Committee.
6. Administer the Awards and Recognition activities of the Association as defined in Article X.
7. Prepare Executive Council meeting agenda for timely distribution by the Secretary.
8. Deliver agenda for Business Meetings to Continuing Education Committee in time for inclusion in Program Brochure.
9. Fill all vacancies of the elected offices and committees with the appointments subject to majority approval of the Executive Council.
10. Write checks and make payments on behalf of the Association.
11. Receive and file the copies of officer reports and committee minutes and reports.
12. Work with the Treasurer in preparing annual budget and other duties as deemed necessary.
13. To serve the EC in an advisory capacity for a period of one year following the completion of their term of office.

(B) The President-Elect will:

1. Coordinate the work of the Continuing Education Committee, Audiology Committee, Clinical Services Committee, the School Practice Committee, and the Membership Development Committee.
2. Assist with the awards and recognitions and other matters, plus chair special committees of the Association at the request of the President.
3. Be the officer responsible for recruiting and retaining members in the Association and assisting the President in all Association activities.
4. Serve as a voting member of the EC and attend all meetings.
5. Assume the responsibilities of President in the event of vacancy of the Office of the President and the Immediate Past President is unable to assume the role.
6. Aid the President in promoting the interests of the Association.
7. Submit a written report at meetings of the EC delineating activities of any committee(s) under the jurisdiction of the President-Elect including any business requiring action by the EC.
8. Provide such information as may be requested by the EC in evaluating and planning Association activities.
9. Assume the role of President following a year as President-Elect.

(C) The Immediate Past-President will:

1. Coordinate the work of the Legislative Action Committee and the Public Relations Committee.

2. Be the officer responsible for the election process of the Association, the presentation of Honors and increasing public awareness of the fields of speech-language pathology and audiology.
3. Assist with the awards and recognitions and other matters, plus chair special committees of the Association at the request of the President.
4. Encourage member involvement in State and Federal legislation and public policy issues.
5. Serve as a voting member of the EC and attend the meetings.
6. Assist the Treasurer and President with development of annual budget.
7. Coordinate the review of past goals and assist with the establishment of future goals for the Association.
8. Submit a written report at meetings of the EC delineating activities of any committee(s) under the jurisdiction of the Past President including any business requiring action by the EC.
9. Provide such information as may be requested by the EC in evaluating and planning Association activities.
10. Serve as President in the event of vacancy of that position.
11. Serve the EC in an advisory capacity for a period of one year following the completion of their term of office.

(D) The Secretary will:

1. Record, file, and keep on a computer disk detailed minutes of all regular and special meetings (including retreats) of the Association and Executive Council.
2. Prepare correspondence as directed by the Executive Council or the President necessary to the proper performance of official duties and keep on a computer disk.
3. E-mail Executive Council minutes, agenda, and notices to each member of the Executive Council at least ten days in advance of each Executive Council meeting and keep on a computer disk.
4. Keep an updated version of the Bylaws on a computer disk.
5. Maintain an organized archive of the Association's papers and publications.
6. Serve as a voting member of the EC.

(E) The Treasurer will:

1. Develop a budget for the fiscal year July 1 to June 30 to be approved by the Executive Council.
2. Implement new budget and fiscal procedures as described in Financial Operations Area of the Comprehensive Plan.
3. Receive dues forwarded from the Membership Development Chair.
4. Sign checks for the Association.
5. Pay bills and keep records of all financial transactions.
6. Administer the Association's financial matters with on-going assistance from a professional accounting firm contracted by the Association.
7. Report all financial matters which are required by the State and Federal governments.
8. Report at least annually to the membership.
9. At the discretion of the Executive Council the Treasurer will submit financial records for: a.) an audit; b.) a review; or c.) a compilation.
10. Serve as a voting member of the EC.

(F) The Membership Development Chair will:

1. Request and receive membership applications, other information, and dues necessary to determine eligibility for membership. Forward dues to the Treasurer and make this information available to the Executive Council.
 2. Make recommendations to the Executive Council concerning membership status of applicants.
 3. Maintain a list of current and past members.
 4. Publish an annual membership directory by January 1st.
 5. Keep a list of all paid members and those eligible to vote.
 6. Provide membership information as requested by Association committees and by others with Executive Council authorization.
 7. Communicate with all members as outlined in Article IV of these bylaws.
 8. Recruit members for appointment by the President to the Nominating Committee.
 9. Coordinate the work of the Membership Development Committee in its nominating duties.
 10. Present a complete ballot of new officers to the Executive Council by February 1st.
 11. Serve as a voting member of the EC.
- (G) Members (3) of the Continuing Education Committee will:
1. Survey annually membership needs for Continuing Education.
 2. Coordinate activities and programs associated with the Association's conferences and business meetings.
 3. Serve a term of three years staggered so that there is one senior (Chair), one junior, and one new committee member each year.
 4. Chair, in turn, a Fall State-wide Conference, and then a Spring Statewide Conference.
 5. As Chair, write a conference proposal at least eight months in advance of the conference to be approved by the Executive Council with a majority vote.
 6. As the new member of the committee, update the conference manual for future committee members, summarize conference results for the Executive Council, and assist the two other committee members.
 7. Serve as voting members of the EC.

ARTICLE VI EXECUTIVE COUNCIL

6.1 Designation

- (A) The members of the Executive Council will be:
1. The elected officers: President, President Elect, Immediate Past President, Secretary, Treasurer, Membership Development Chair, 3 Continuing Education Committee Chairs and;
 2. The appointed Chairs of the Audiology, Clinical Services, Legislative Action, Communications, and School Practice Committees.

6.2 Meetings

- (A) Meetings of the Executive Council shall be called by the President.
- (B) Meetings of the Executive Council may also be convened upon petition of a majority of its members.
- (C) At least 6 Executive Council meetings will be held each year.

- (D) A quorum for Executive Council transactions will consist of a majority of its members.

6.3 Powers and Duties

- (A) Implement policies formulated by the membership of the Association.
- (B) Select time and place of Executive Council meetings.
- (C) Transact Association business between membership meetings.
- (D) Approve the creation and termination of such special committees as necessary.
- (E) Receive reports from all committees.
- (F) Report actions to the membership in a timely fashion.
- (G) Approve the planning of conventions and meetings.
- (H) Approve the annual budget proposed by the Treasurer.
- (I) Appoint a President Pro Tempore in the event of vacancy of the office of President.

6.4 Liability

- (A) The Maine Speech-Language-Hearing Association accepts full responsibility for the actions of the Executive Council when acting on behalf of the Association.

ARTICLE VII MEETINGS

7.1 Regular Meetings

- (A) There shall be at least one Business Meeting of the Association each year, in the spring, unless determined otherwise by the Executive Council.
- (B) Initial notification of the Business Meetings shall be mailed at least one month before the meeting.
- (C) At least ten days prior to the meeting an agenda shall be mailed to members.
- (D) The Association shall not discriminate on the basis of race, national origin, religion, age, sex, sexual orientation, or handicapping condition. All programs and activities of the Association shall be conducted in furtherance of this policy.

7.2 Special Meetings

- (A) Special meetings may be called by the President with the majority approval of the Executive Council.
- (B) Notification including the time, place and reason for the meeting shall be made clear to the membership by prior written notification—one prior to the special meeting.
- (C) Minutes of special meetings shall be reported to the membership in a timely manner, but no later than the next regular meeting.

ARTICLE VIII ELECTION OF OFFICERS

8.1 Elections

- (A) Election of officers shall take place annually at the Spring Business Meeting of the Association.
- (B) The Membership Development Committee shall act in accordance with provisions specified in Article IX (9.3.A.1) and Article V (5.1) of these bylaws provide the voting members with a slate of officers 10 days prior to the date of the Annual Spring Meeting.
- (C) Nominations from the floor will be entertained.
- (D) Voting shall be by secret ballot of the Active Members present with a simple majority of those present and voting required for election.

8.2 Quorum

- (A) A quorum at regular and special meeting of the Association shall consist of those Active Members voting.

ARTICLE IX COMMITTEES

9.1 Standing Committees

- (A) The standing committees of the Association will be: Membership Development, Continuing Education, Legislative Action, Communications, Audiology, Clinical Services, and School Practice.
- (B) Standing committees shall make timely reports (oral and/or written) to the Executive Council and the membership.

9.2 Special Committees

- (A) Special committees may be appointed by the President, with Executive Council approval, to meet a specific Association purpose or need.
- (B) Special committees will be discharged by the President, with Executive Council approval, upon completion of their assignment.
- (C) Special committees shall make timely reports (oral and/or written) to the Executive Council and the membership.

9.3 Purpose of the Standing Committees

- (A) The Membership Development Committee will:
 1. Prepare by February 1 a slate of officers to be elected at the Spring Business Meeting, suggesting at least two active members for each elective office.
 2. Manage the annual Association Membership Campaign, including recruitment of new members, renewal of present members, determination of eligibility, and other duties as outlined in Articles III and IV.
 3. Publish and distribute by January 1 of each year a membership directory.
 4. Develop activities to promote member participation in the Association as approved by the Executive Council.
 5. Be responsible to the President-Elect.
- (B) The Continuing Education Committee will:
 1. With Executive Council approval, implement the goals of the Comprehensive Plan in the Program and Continuing Education areas to address the professional education needs and interests of Association members.
 2. Base Association sponsored Continuing Professional Education on annual surveys of members.
 3. Comply with Section 5.2.G. of the Association Bylaws, as well as recommend revisions in Continuing Education areas of the Bylaws and the Comprehensive Plan.
 4. Be responsible to the President Elect.
- (C) The Communications Committee will:
 1. With Executive Council approval, implement the goals of the Comprehensive Plan in the Public Relations area to increase public awareness and interest in the Association's purposes.

2. Recommend revisions in the Comprehensive Plan and/or Bylaws with reference to its area of responsibility.
 3. Consist of the Editor appointed by the President and other members recommended by the Editor for appointment by the President.
 4. Serve as contributing editorial staff of the Association's newsletter and facilitate the production of that newsletter.
 3. Be responsible to the Past President.
- (D) The Legislative Action Committee will:
1. With Executive Council approval, implement the goals of the Comprehensive Plan in the Legislative and Public Policy area to increase the Association's influence on local, state and federal legislation and policy related to the Association's purposes.
 2. Recommend revisions in the Comprehensive Plan and/or Bylaws with reference to its area of responsibility.
 3. Be responsible to the Past President.
 4. With the Executive Council approval, implement the goals of the Comprehensive Plan in the Professional Affairs area to foster social responsibility and professionalism of the members as they strive to assure quality of services.
 5. Recommend revisions in the Comprehensive Plan and/or By-laws with reference to its area of responsibility.
- (E) The Audiology Committee will:
1. Consist of members appointed by the President, with an active member designated by the President to be the chair, and a member of the Executive Council.
 2. Consider issues affecting services to individuals with speech, language and hearing disabilities, as well as the practice of the profession of Audiology in all settings.
 3. Recommend to the Executive Council Actions the Association might take to improve services and practices of audiologists in all employment settings.
 4. Carry out actions approved by the Executive Council that affect the profession of Audiology in all settings.
 5. Be responsible to the President Elect.
- (H) The Clinical Services Committee will:
1. Consist of members appointed by the President, with an active member designated by the President to be the chair, and a member of the Executive Council.
 2. Consider issues affecting services to individuals with speech, language and hearing disabilities, as well as the practice of the profession in hospitals, clinics, rehabilitation centers and private practice.
 3. Recommend to the Executive Council actions the Association might take to improve services and practice of and speech language pathologists and audiologists in hospitals, clinics, rehabilitation centers and private practice.
 4. Carry out actions approved by the Executive Council that affect professional practice in hospitals, clinics, rehabilitation centers and private practice.
 5. Be responsible to the President Elect.
- (J) The School Practice Committee will:
1. Consist of members appointed by the President, with an active member designated by the President to be the chair, and a member of the Executive Council.

2. Consider issues affecting services to individuals with speech, language and hearing disabilities, as well as the practice of the profession in schools.
3. Recommend to the Executive Council actions the Association might take to improve services and practices of speech language pathologists/clinicians and audiologists in schools.
4. Carry out actions approved by the Executive Council that affect professional practice in schools.
5. Be responsible to the President Elect.

ARTICLE X AWARDS AND RECOGNITIONS

10.1 Awards of the Association

- (A) The Association may establish annual awards for members, students, or others to acknowledge their contributions or performance in the field of speech, language, or hearing.
 1. The Mary K. Brandt Scholarship will be awarded annually to a Maine resident for graduate study in communication disorders according to established policies administered by the Executive Council.
 2. The Roberta Hansen Individual with Communication Impairment Achievement Award may be given annually to a Maine resident who has demonstrated outstanding effort to improve their communication ability and/or quality of life, according to established policies administered by the Executive Council.
 3. The American Speech Language Hearing Foundation nominations for the DiCarlo and Kleffner Awards shall be made annually according to procedures established by the ASLHF and administered by the Executive Council.
- (B) An award may be established by recommendation of a majority of the Executive Council members and upon a majority of the members present and voting at a regular or special business meeting.
- (C) Awards shall be accompanied by a stipend to be determined annually by the Executive Council.

10.2 Recognitions of the Association

- (A) The Association may from time to time recognize individuals or organizations outside the profession for public actions or services on behalf of individuals with speech, language or hearing disabilities.
 1. The Distinguished Public Service Recognition may be given to an individual or organization for their contribution to public understanding of individuals with speech, language or hearing disabilities.
 2. The Outstanding Contribution Recognition may be given to a person or organization for their contribution to the development of public policy that positively influences persons with speech, language or hearing disabilities.
- (B) Recognition may be established by recommendation of a majority of the Executive Council members.
- (C) Recognition may be accompanied by an appropriate plaque (without stipend).

10.3 Administration of Awards and Recognitions

- (A) The President shall be responsible for the administration of all Award and Recognition procedures.
- (B) Procedures to be followed are outlined in the Association Policy Handbook.
- (C) The President Elect and Past President shall assist the President in the Award and Recognition processes.

ARTICLE XI PARLIAMENTARY AUTHORITY

11.1 Rules

- (A) The rules contained in the current edition of Robert's Rules of Order Newly Revised, as it may be amended from time to time, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or with special rules of order the Association may adopt, or by State or Federal law.

ARTICLE XII AMENDMENTS

12.1 Amendment Procedures

- (A) Amendments to these Bylaws may be initiated by: the Executive Council; or the membership at large through a written proposal signed by ten Active Members.
- (B) Proposed amendments must be submitted to the Executive Council thirty days in advance of the date of the business meeting at which the amendments are to be first considered by the membership.
- (C) Proposed amendments must be mailed to the membership at least 10 days prior to that meeting.
- (D) A vote on an amendment may be either at the business meeting following the meeting at which it is introduced or by mail ballot of the entire membership.
- (E) The decision to employ a mail ballot procedure requires the support of two-thirds of the members present and voting at the business meeting at which the amendment is first presented.

MAINE SPEECH-LANGUAGE-HEARING ASSOCIATION

CODE OF ETHICS

The preservation of the highest standards of integrity and ethical principles is vital to the responsible discharge of obligations to the professions of speech-language pathology and Audiology. This Code of Ethics sets forth the fundamental principles and rules considered essential to this purpose.

Every individual who is a member of the Maine Speech-Language-Hearing Association shall abide by this Code of Ethics. Any action that violates the spirit and purpose of this Code shall be considered unethical. Failure to specify any particular responsibility or practice in this Code of Ethics shall not be construed as denial of such responsibilities or practices.

The fundamentals of ethical conduct are described by Principles of Ethics and by Rules of Ethics as they relate to the responsibility to persons served, to the public, and to the professions of speech-language pathology and Audiology. Principles of Ethics, aspirations and inspirational in nature, form the underlying moral basis for the Code of Ethics. Individuals shall observe these principles as affirmative obligations under all conditions of professional activity. Rules of Ethics are specific statements of minimally acceptable professional conduct or of prohibitions and are applicable to all individuals.

Principal of Ethics I

Individuals shall honor their responsibility to hold paramount the welfare of persons they serve professionally.

Rules of Ethics

- A. Individuals shall provide all services competently.
- B. Individuals shall use every resource, including referral when appropriate, to ensure that high-quality service is provided.
- C. Individuals shall not discriminate in the delivery of professional services on the basis of race, sex, age, religion, national origin, sexual orientation, or disability.

- D. Individuals shall fully inform the persons they serve of the nature and possible effectiveness of services rendered and of products dispensed.
- E. Individuals shall evaluate the effectiveness of services rendered and of products dispensed, and shall provide services and or dispense products only when benefit can reasonably be expected.
- F. Individuals shall not guarantee the results of any treatment or procedure, directly or by implication; however, they may make a reasonable statement of prognosis.
- G. Individuals shall not evaluate or treat speech, language, or hearing disorders solely by correspondence.
- H. Individuals shall maintain adequate records of professional services rendered and products dispensed and shall allow access to these records when appropriately authorized.
- I. Individuals shall not reveal, without authorization, any professional or personal information about the person served professionally, unless required by law to do so, or unless doing so is necessary to protect the welfare of the person or of the community.
- J. Individuals shall not charge for services not rendered, nor shall they misrepresent*, in any fashion, services rendered or products dispensed.
- K. Individuals shall use persons, in research or as subjects of teaching demonstrations only with their informed consent.
- L. Individuals whose professional services are adversely affected by substance abuse or other health related conditions shall seek professional assistance and, where appropriate, withdraw from the affected areas of practice.

*For purpose of this Code of Ethics, misrepresentation includes any untrue statements or statements that are likely to mislead. Misrepresentation also includes the failure to state any information that is material and that ought, in fairness, to be considered.

Principle of Ethics II

Individuals shall honor their responsibility to achieve and maintain the highest level of professional Competence.

Rules of Ethics

- A. Individuals shall engage in the profession of clinical services only when they hold the appropriate Certificate of Clinical Competence or when they are in the certification process and are supervised by an individual who holds the appropriate Certificate of Clinical Competence.
- B. Individuals shall engage in only those aspects of the professions that are within the scope of their competence, considering their level of education, training and experience.
- C. Individuals shall continue their professional development throughout their careers.
- D. Individuals shall delegate the provision of clinical services only to persons who are certified or to persons in the education or certification process who are appropriately supervised. The provision of support services may be delegated neither to persons who are certified nor in the certification process only when a certificate holder provides appropriate supervision.
- E. Individuals shall prohibit any of their professional staff from providing services that exceed the staff member's competence, considering the staff member's level of education, training, and experience.
- F. Individuals shall insure that all equipment used in the provision of services is in proper working order and is properly calibrated.

Principle of Ethics III

Individuals shall honor their responsibility to the public by promoting public understanding of the Professions, by supporting the development of services designed to fulfill the unmet needs of the public, and by providing accurate information in all communications involving any aspects of the professions.

Rules of Ethics

- A. Individuals shall not misrepresent their credentials, competence, education, training or experience.
- B. Individuals shall not participate in professional activities that constitute a conflict of interest.
- C. Individuals shall not represent diagnostic information, services rendered, or products dispensed or engage in any scheme or artifice to defraud in co with obtaining payment or reimbursement for such services or products.
- D. Individuals' statements to the public shall provide accurate information about the nature and management of communication disorders, about the professions, and about professional services.
- E. Individual's statements to the public; advertising, announcing and marketing their professional services, reporting research results, and promoting product, shall adhere to prevailing professional standards and shall not contain misrepresentations.

Principle of Ethics IV

Individuals shall honor their responsibilities to the professions and their relationships with colleagues, students, and members of allied professions. Individuals shall uphold the dignity and autonomy of the professions, maintain harmonious inter-professional and intra-professional relationships, and accept the professions' self-imposed standards.

Rules of Ethics

- A. Individuals shall prohibit anyone under their supervision from engaging in any practice that violates the Code of Ethics.
- B. Individuals shall not engage in dishonesty, fraud, deceit, misrepresentation, or any form of conduct that adversely reflects on the professions' or on the individual's fitness to serve persons professionally.
- C. Individuals shall assign credit only to those who have contributed to a publication, presentation, or product. Credit shall be assigned in proportion to the contribution and only with the contributor's consent.
- D. Individuals' statements to colleagues about professional service, research results, and products shall adhere to prevailing professional standards and shall contain no misrepresentations.
- E. Individuals shall not provide professional services without exercising independent professional judgment, regardless of referral source or prescription.
- F. Individuals shall not discriminate in their relationships with colleagues, students, and members of allied professions on the basis of race or ethnicity, gender, age, religion, national origin, sexual orientation or disability.
- G. Individuals who have reason to believe that the Code of Ethics has been violated shall inform the Ethical Practice Board.
- H. Individuals shall cooperate fully with the Ethical Practice Board in its investigation and adjudication of matters related to this Code of Ethics.