



**As approved by the BOD on April 10, 2018**

**The targeted start date for student and community chapters is August/September of 2018.**

### **PAVA's Mission**

<https://pava24.wildapricot.org/Code-of-Ethics>

The mission of the Pan-American Vocology Association is to advance the scientific study of vocalization across species toward improvement of professional and recreational voice use. PAVA fosters vocology in all countries of the Western Hemisphere through research, dissemination of knowledge, training, and the creation and development of professional standards and credentials in voice habilitation, while promoting the enhancement of established credentials in rehabilitation across countries.

Throughout the guidelines, some differentiations are made between student chapters and community chapters.

### **Statement of Purpose:**

Community and student groups provide outlets for PAVA members to connect and thrive under the larger umbrella of PAVA. Chapters connect people to resources and experiences that support PAVA's mission of advancing vocology.

Chapters may utilize in-person or online gatherings to educate, network, and ultimately create stronger interdisciplinary relationships among colleagues. Chapter meeting content/plans must include *educational and experiential* components over time. Examples may include:

- Educational session regarding vocal fold pathology followed by tour of voice clinic
- Observations at local voice clinic
- Educational session regarding vocal styles for medical professionals by voice teachers
- Concert given by local voice colleagues with attendance by medical colleagues
- Educational session regarding research techniques for voice teachers
- Educational session regarding correspondence among voice team professionals
- Informal sessions for professional networking
- Community outreach, for example voice education for teachers, singers, and other professional voice users

## Chapter Organization

### Chapter Geographical Organization

A chapter is a geographically-based sub-organization within PAVA. Student groups may draw from a maximum of three institutions. Members may draw their own geographical boundaries, however only one chapter is allowed per city, and state boundaries are generally recommended.

### Leadership

- **Student Groups:**
  - Both a faculty advisor and student leader are required, both must be PAVA members in good standing
  - Faculty and student leadership may determine how to allocate roles and duties. Decisions regarding allocation of duties must be documented at the founding of the chapter and updated when there are changes in leadership
  - Leadership will program, organize, advertise and report on meetings
- **Community Groups:**
  - At least one PAVA member in good standing will serve as chapter leader
  - Chapter leader(s) will program, organize, advertise and report on meetings
  - Members interested in starting a community chapter should contact the appropriate regional governor for an application
  - Leadership may determine how to allocate roles and duties. Decisions regarding allocation of duties must be documented at the founding of the chapter and updated when there are changes in leadership
  - Community groups must have 4 founding applicants, who are considered “leadership”
  - Tenure for chapter leadership is 3 years and is renewable indefinitely. After each term, chapters may choose to hold an election.

### Meeting Times

Meetings should be held approximately 2-6 times per year. Special events or workshops may be scheduled in addition to meetings as determined by chapter leadership. Meeting times are at the discretion of the chapter leadership, but establishing a regular meeting time is recommended.

### Meeting Format

Chapter leadership is encouraged to think creatively about the content of their meetings. Ideas such as educational workshops, meet and greets, interdisciplinary dialogues, special guests, special topics, or mentoring meetings are all examples of appropriate meeting topics. **Meeting content should support PAVA’s mission, and should be inclusive of professionals from the field of vocology.**

### **Membership**

- Leaders of PAVA Student Groups are required to be PAVA members in good standing.
- Any interested persons can attend their first PAVA community meeting without joining the organization, but must then join PAVA to participate in future meetings.
- Chapter members shall adhere to the PAVA code of ethics:  
<http://pavavocology.wixsite.com/pava/code-of-ethics>

### **Attendance**

- Attendance will be recorded in the meeting minutes for each meeting. First time participants should be recorded as such and email information should be provided by these attendees.
- Attendance will be monitored by the Regional Governor in order to encourage people to join PAVA and track data on levels of participation.

### **Advertising**

- Facebook-make FB events for meetings, workshops, etc.
- PAVA website
- PAVA email communications
- Graphic/print announcements

## **Outcome Measures/Reporting**

### **Reporting and Accountability**

In order to keep track across the globe, each Chapter leader will record the meeting minutes in a Google doc to be shared with their Regional Governor. From there, the Regional Governor will collect data on the meetings and report it back to the Board of Directors.

If possible, meetings should be recorded by audio or video. Zoom meetings can be recorded, and should be archived with the Regional Governor.

### Information to include in minutes:

- Participants names and email addresses
- Location of meeting
- Date and Time, including time meeting was called to order and time adjourned
- Meeting agenda
- Notes from Meeting
- Comments from participants (if available)

- General impressions of the meeting from leadership
- Questions, concerns, or suggestions from leadership
- Action plan and action assignments, with deadlines (when indicated)

### **Outcome Measures**

As part of the reporting and accountability for each student group, outcome measures should be taken. A brief survey will be provided to participants to determine satisfaction with the event via a likert rating scale of 1-5 (1 not at all to 5 very much). Each community and student chapter of PAVA will be required to submit an annual report to the BOD at a time to be determined by the regional governor.

1. To what extent did this event meet the objective of connecting with vocology colleagues?
2. To what extent did this event meet the objective of learning something new?
3. To what extent was this topic useful to your professional needs?
4. To what extent will you be using this knowledge in your area of work/profession?
5. Please rate your experience with the technology/meeting logistics?
6. Please rate the meeting organizer's communication and leadership of this meeting.
7. Optional: Feel free to leave your name and any additional comments or questions.

### **Starting/terminating a Chapter**

#### **Application to Start a Chapter**

To start a chapter, gather the names and contact information of a least 4 people (including the organizer) who are committed to becoming PAVA members and starting a PAVA chapter. Then:

1. Contact your regional governor to receive an online application form (google survey/doc)
2. Submit:
  - a. Organizer's contact information
  - b. Names and contact information of other members (3)
    - i. Name
    - ii. Email
    - iii. Phone
    - iv. Affiliation and Title

- v. PAVA member? (yes or no - if no, projected join date)
  - c. Region to be served
  - d. An outline of proposed dates and meeting subjects
  - e. Statement of Purpose
  - f. Indicate school or community group focus
  - g. Agree to abide by the PAVA's mission and code of ethics (yes or no)
3. Submissions will be collected by the Regional Governor and voted on by the Board of Directors
  4. Once the Board Approves the application, meetings may start

### **Application Review Procedure**

Once a chapter application is submitted, the Regional Governor for that state will review the application and submit it to the Board for approval at the next monthly meeting. The Regional Governor will report back to the chapter leader within a week of the Board's decision.

Applications must be received one week before a Board meeting to be added to that month's agenda.

### **Termination of Chapters**

Either the PAVA Board of Directors or the Chapter may choose to dissolve a chapter.

In order for a Chapter to dissolve itself, written notice must be given to the Regional Governor 3 months in advance of termination.

In order for the Board to dissolve a chapter, two-thirds of the Board must vote in favor of the dissolution. The chapter will be notified of its impending dissolution and has the right to appeal within one month of notification.

Revocation of a chapter's charter by the Board may result from:

- Failure to comply with PAVA's Code of Ethics or Mission Statement
  - <https://pava24.wildapricot.org/Code-of-Ethics>
- Failure to observe the limitations on chapters set forth in the organization's bylaws
- Membership reaches fewer than 4 members in the local chapter

### **Regional Governor Quarterly Responsibilities**

- Add PAVA approved Chapters to Website
- Review attendance against active memberships
- Review Chapter minutes
- Be available to meet with Chapter leaders if they have questions
- Monitor meeting content for adherence with PAVA's Code of Ethics

**Changes to Guidelines**

Changes to these guidelines can be made and require two-thirds vote for amendment. Chapter leaders must be notified of changes to the guidelines within a week of amendment.