# **NOTE: The highlighted text is not to be included in the bylaws of the proposed chapter. The information is either text to be replaced or instructions for completing the document.**

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# ABAI AFFILIATED CHAPTER BYLAWS TEMPLATE [This template must be adhered to closely. All the following article sections must be included. Failure to take into consideration language in the bylaws template may lead to rejection of the affiliated chapter application; an explanation should be provided if the proposed bylaws deviate from the template.]

# **Bylaws of the [XXX Association for Behavior Analysis] (Insert full name of the chapter)**

## **Article I—Name**

The name of this organization shall be the [XXX Association for Behavior Analysis]. [XXX ABA] is a not-for-profit membership organization whose purpose is to promote the specific interests of its members, within the scope of these bylaws.

## **Article II—Purpose**

The [XXX Association for Behavior Analysis] shares the mission of ABAI and has the specific mission to \_\_\_ [Insert the mission or purpose for which the chapter was formed, explicitly encompassing all aspects of and domains within behavior analysis—research, practice, etc.]. Specifically, the organization shall:

(a) Serve as a scientific and professional reference and networking group for its members.

(b) Disseminate information to promote its mission to a wider audience.

(c) Organize an annual business meeting to provide a forum for discussion of the affairs of the chapter.

(d) Adhere to the requirements and expectations of ABAI Affiliated Chapters as outlined in the “Handbook for Affiliated Chapters of the Association for Behavior Analysis International”

## **Article III—Membership**

### 1. Categories of Membership

Membership is open to all persons interested in or actively engaged in behavior analysis. [Membership must include all types of behavior analysts and not be limited to, for instance, practitioners or researchers.] Membership shall include at least the following three membership categories:

Full Member: Any individual holding a graduate degree in a discipline directly related to or involving behavior analysis and whose professional commitment includes teaching, research, and/or practice in behavior analysis may apply for membership in this category. [Full member criteria may be modified based on regional standards and requirements for practice as a behavior analyst, which may not require graduate training (e.g., regions in which behavior analysts can fully practice at the bachelors level.)] Full members may vote on membership decisions of the chapter.

Affiliate Member: Any member evidencing interest in the discipline of behavior analysis, but lacking graduate-level formal training therein, may apply for this class of membership.

Student Member: Any individual enrolled in formal training in the discipline of behavior analysis may apply for membership in this category. Such applications must be accompanied by documentation certifying the applicant’s student status.

The Membership term is (specify duration and dates)

A person wishing to become a member must submit a completed application form and pay the annual membership dues established by the executive committee. Applicants shall also submit any additional information, such as transcripts, diplomas, or references, as requested to verify they meet the requirements for membership.

The executive committee, by a two-thirds majority vote, may suspend or expel any member for cause after appropriate notice and hearing. By a two-thirds majority vote, the committee may also reinstate a former member on such terms as it deems appropriate.

### 2. Voting

Full members in good standing shall be entitled to one vote on all matters brought before the chapter. There shall be no proxy voting.

## **Article IV—Board**

### 1. Composition

The board shall consist of a combination of elected officers, appointed officers, and at least three additional members at large. Elected board members shall serve staggered \_\_\_\_\_ year terms. None of the officers shall serve simultaneously as members at large of the board. (Chapters may decide to hire or appoint administrative support personnel or an Executive Director position as needed.)

The board shall promulgate policies regarding chapter functioning that are not specified in the bylaws.

2. Officers

The officers of the [XXX Association for Behavior Analysis] shall be… (for example, President, President-elect, Past-president, Secretary, Treasurer).

(It is recommended that at least two officers be Full members of ABAI. Some chapters may consider these officers to be an “executive committee” of the board, which, at their discretion, may serve to discuss issues that are not deemed necessary or appropriate for the full board to discuss. If this is the case, chapters should outline responsibilities and boundaries of the executive committee.)

3. Duties of Officers

(Duties must be specified for each officer position outlined in Article IV, section 2. See below for sample officer duty descriptions. Duties, however, may be at the discretion of the chapter.)

President: The president shall exercise general supervision over the affairs of the chapter and preside at all board and member meetings, to the extent possible. If the president is not available to attend a meeting, the responsibility shall fall to \_\_\_\_\_\_\_\_\_\_. (Further specify specific duties of the President individualized to the chapter).

Secretary: The Secretary shall keep the records of the chapter and the board and conduct official correspondence as directed by the board. The secretary should be present at all board and chapter meetings or designate an alternate board member to perform the secretarial duties. (Further specify specific duties of the Secretary individualized to the chapter).

Treasurer: The Treasurer shall have the responsibility for all chapter funds and shall have authority to disburse these funds for purposes authorized by the board. The Treasurer shall keep a record of all money received and all disbursements made and submit an annual report of the chapter’s financial status. (In order to avoid financial conflicts of interest, it is highly suggested that the Treasurer be a non-voting member of the executive committee.)

(NOTE: Some chapters prefer to combine the secretary and the treasurer duties into one board position. When that is the case, the secretary-treasurer should be a non-voting member of the board.)

### 4. Meetings

The board shall meet at least once annually at a time and location deemed appropriate by the president. A meeting of the board may also be called by action of three members of the board who shall notify the remaining members at least two weeks in advance of the proposed meeting, though in an emergency the two weeks’ requirement may be waived. Meetings may occur virtually.

Records of meetings and board activities shall be permanently retained.

### 5. Quorum

For purposes of transacting the business of the chapter, a quorum shall consist of a simple majority of voting members of the board.

6. Voting

Board members in good standing shall be entitled to one vote on all matters brought before the board. There shall be no proxy voting.

### 7. Removal and Replacement

Members of the board may be removed from service for the following reasons:

1. failing to maintain membership in good standing in the chapter;
2. failing to attend \_\_\_\_ consecutive meetings of the board;
3. engaging in behavior that are in conflict with the chapter mission, bylaws, and rules promulgated by the board.

A board member may be removed by a majority vote of the remaining members of the board. A board member subject to removal will be given an opportunity to provide explanation for the issues before occurrence of a vote to replace them. A majority or tie-vote shall be construed as affirmation for removal.

Positions vacated for any reason (i.e., resignation, incapacity, removal, or death) shall be replaced by a majority vote of the remaining board members. Successors will serve until elections occur at the annual business meeting of the chapter.

### 8. Chapter Finances

Annually, formal financial reporting shall be made to the membership. All officers and board members shall declare and ensure that they do not profit financially from chapter operations or otherwise have conflicts of interest related to the chapter.

### 9. Terms of Office

### The term of office of all elected board members shall be \_\_\_\_ year(s). (In addition to duration of position, the chapter’s bylaws must specify when the terms of office begin and terminate. Chapters may specify limits on consecutive terms of service.)

### (Start and end dates for board terms will be staggered by year to facilitate continuity and stability of service, i.e., vary the duration of initial terms for officers.)

10. Replacement

Any officer may be removed at any time by vote of a majority of members entitled to vote.

## **Article V—Nominations and Elections**

At the end of a chapter year in which board positions are expected to be vacated, the president or their designee shall send to all voting members a nomination form for opening board positions. Forms may be electronic. (The board shall specify the number of nominations that can be submitted for each office and whether the same person may be nominated for more than one office.) The president and/or their designee shall review and count the nominations and shall ask those nominees receiving the largest number of nominations for each office if they are willing to stand for election. They shall proceed through the list in the order of number of nominations received until at least \_\_\_ candidates for each office have been obtained. No one may hold two offices at the same time, so if a voting member receives enough nominations for two offices, the president shall request that the individual choose the office for which he or she wishes to be a candidate.

After the list of candidates has been determined, the president shall send to all voting members whose membership dues are paid a ballot for all matters to be voted upon, together with a statement on which the names of the candidates for each office are listed in alphabetical order with brief biographical descriptions.

Members of the board shall be elected by a plurality of the votes cast at an election.

All nominations and votes shall be made by secret ballot.

## **Article VI—Meetings**

### 1. Annual Business Meeting

There shall be at least one annual business meeting of the chapter. Initial notice of the annual business meeting shall be given to all members in good standing not less than \_\_\_\_ prior to the scheduled date. Annual meetings may occur in person, remote, or in a hybrid format.

Any motions and decisions made at the annual business meeting may be passed only by a simple majority of the votes cast.

### Quorum: (The chapter must determine and specify what would be considered a quorum for the annual business meeting. If a board is to conduct business at the annual meeting, the board must have a quorum of the board present at that meeting.)

### Reports: The annual business meeting shall include board, committee, and financial reports outlining activities over the year.

### 2. Other meetings

### Additional meetings may be held throughout the chapter year as needed by the board. Chapter members may submit a written request to the board requesting a meeting outside of the annual business meeting. Board members will consider all requests and schedule a meeting as deemed warranted. All called meetings are at the discretion of the board.

## **Article VII—Committees**

All committees are constituted by and operate under the direction and at the discretion of the board.

The committees of the chapter shall consist of such standing committees as may be provided by these bylaws and such special committees as may be established by vote of the board. (The bylaws must outline the composition, appointment procedure, purpose, terms, duties, etc. for each committee.)

(Committees may include, but are not limited to, the following examples:

* membership committee
* conference committee
* public policy committee
* fundraising committee)

## **Article VIII—Dues**

### 1. Dues

Dues for the various categories of membership shall be established by a simple majority vote of the board. This action can be rescinded by a three-fifths majority vote of those present and voting at the annual business meeting of the association. In this case the board shall propose an alternate schedule of dues for approval by a simple majority of those present and voting.

2. Collection

Dues shall be payable in the time and manner prescribed by the board and published to the membership at large at least six months prior to the due date. Any member who has not paid his or her annual dues shall not be allowed to vote on any matter presented to the members.

## **Article IX—Amendments**

These bylaws may be amended only by two-thirds vote of the members voting in a vote specifically pertaining to amending the chapter bylaws. Amendments may be proposed by simple majority vote of the board. All chapter members may propose amendments to the board. The board will then determine what action, if any, to take on the proposed amendment.