

## **Arkansas Association of Behavior Analysis Bylaws**

### **Article I—Name**

The name of this organization shall be the Arkansas Association for Behavior Analysis, also known as ArkABA. ArkABA is a not-for-profit membership organization whose purpose is to promote the specific interests of its members, within the scope of these bylaws. The principal office of the organization shall be at such place in the State of Arkansas as the Executive Committee shall from time to time determine.

### **Article II—Purpose**

The Arkansas Association for Behavior Analysis was created with the mission to advance the science and application of behavior analysis. We are committed to promoting research, education, and practice based on the principles of behavior analysis. ArkABA strives to disseminate knowledge from the science of behavior analysis to the public and to professional behavior analysts. Specifically, ArkABA 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) Organize networking and continuing education events for members.
- (e) Maintain a web page or listserv for postings, announcements, and events.

### **Article III—Membership**

#### ***1. Categories of Membership***

Membership is open to all persons interested in or actively engaged in behavior analysis. Membership shall be in one of three classes:

**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 members may vote on membership decisions of the chapter.

**Affiliate Member:** Any individual with an interest in behavior analysis who does not meet criteria for Full Membership or Student Membership, may apply for this class of membership.

**Student Member and Behavior Technician/Paraprofessional:** Any individual pursuing formal training in the discipline of behavior analysis but not yet gainfully employed therein on at least a half-time basis may apply for membership in this category. Individuals employed as a behavior technician or paraprofessional in an applied setting may apply for membership in this category. Such application must be accompanied by documentation certifying the applicant's student or employment status.

Membership is by the calendar year from the date of original membership.

***2. Admission of Members; Term; Expulsion.***

The power to admit members shall be vested solely in the Executive Committee. A person who wishes to become a member must submit a completed application form and pay annual membership dues (if any) as established by the membership committee. Applicants shall also submit such additional information, including transcripts, diplomas, references, and other documents that the Executive Committee may require to verify they meet the requirements for membership. Each Member shall be a Member for an initial term commencing on the date such person is approved for membership and continuing for one calendar year. Membership shall be renewed for the period annually. Any Member who has not paid his or her yearly dues by the date of ArkABA's annual membership meeting shall not be allowed to vote at the annual meeting. 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.

***3. 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. Voting may occur electronically.

**Article IV—Officers**

***1. Officers***

The officers of the Arkansas Association for Behavior Analysis shall be the President, the President-Elect, the Past President, and Vice President.

***2. Terms of Office***

The term of office of the President shall be one year to commence at the conclusion of the meeting presided over by the current President, who shall then assume the office of Past President. The President and Past President shall not be eligible for nomination for the office of President-Elect. The Vice President is elected to serve a one-year term.

***3. Duties***

The President shall preside at all Board and annual member meetings. The President also is responsible for the counting of nomination and election ballots, as well as the ballots in any referenda submitted to the voting membership and shall exercise general supervision over the affairs of the chapter. If the President is unable to preside over a meeting, that responsibility shall fall to the Past President. If he or she is unable to preside, the President-Elect shall assume the responsibility.

***4. Replacement***

In the event of death, incapacity, or resignation of any of these officers, the Board shall, by majority vote, appoint a successor to serve until the conclusion of the term of the replaced member.

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

## **Article V—Executive Committee and Board**

### ***1. Composition***

There shall be an Executive Committee consisting of the President, President-Elect, Past President, Vice President, Secretary, and Treasurer. The Board shall consist of the Executive Committee and at least three additional members at large (i.e., faculty representative, regional representative, etc.) elected for staggered three-year terms. None of the officers shall serve simultaneously as members at large of the Board.

The Board shall promulgate policies regarding chapter functioning that are not specified in the bylaws. Appointed members are non-voting members of the Executive Committee.

The Secretary and Treasurer shall be appointed by the Board for an initial term of three years. During the year prior to assuming office, the designated replacement for the office of Secretary and Treasurer may attend any or all Board or committee meetings. Officers may not hold more than two (2) successive full terms in office, not including any service as an officer elected to fill a vacancy for an unexpired term.

### ***2. Vacancies.***

If a position on the Executive Committee becomes vacant, the Executive Board may appoint an individual to fill the unexpired term if the remaining term of office is less than one (1) year, including the Student Representative. If the remaining term extends Past one year, a vote to members will be required.

### ***3. Removal.***

Any member of the Executive Board may be removed from office for violation of ArkABA policies by a majority of officers present at any meeting. Notice of violation of policy will be communicated to the Executive Officers prior to the meeting. Such removal shall be without prejudice to the contract rights, if any, of the person so removed.

### ***4. Conflicts of Interest.***

The Executive Committee shall resolve any question regarding any conflict of interest. All Executive Committee officers and members shall sign a confidentiality agreement.

### ***5. Non-Voting Members***

The Secretary and Treasurer are non-voting members of the Executive Committee and shall attend all of the meetings. The Secretary shall keep the records of the chapter and the Board; conduct official correspondence; serve ex officio as a member of all committees as deemed necessary by the Board and issue programs of meetings; and receive applications for membership and give notice of all inductions into membership.

The Treasurer shall have the responsibility for all chapter funds and shall have authority to disburse these funds for purposes authorized by the Executive Committee. 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.

The Secretary and Treasurer shall act as a general executive officer of the chapter in consultation with and by direction of the President and the Board. They shall bring to the attention of the Board and the members such matters as are deemed necessary for the appropriate operation of the organization.

See Appendix for detailed job descriptions.

## **6. Meetings**

The Arkansas Association for Behavior Analysis shall meet at least once annually at a time and location deemed appropriate by the Executive Committee. Records of meetings and Board activities shall be permanently retained through electronic means.

**Regular Meetings.** Regular meetings of the Executive Board shall be held, at least monthly, at such times and places as the Executive Committee may provide by resolution. Meetings can be held online. No notice other than such resolution need be given.

**Special Meetings.** Special meetings of the Executive Committee may be called by or at the request of the President, Vice-President, or by twenty percent (20%) of the Officers then in office. The person or persons authorized to call special meetings of the Executive Committee may fix the place for holding any special meeting of the Executive Committee called by them.

**Notice.** The Secretary shall give notice of each meeting of the Executive Committee (for which notice is required) by electronic communication not less than ten days prior to the meeting. Cancellation or emergency change of location will be given electronically with as much advance notice as possible.

## **7. Quorum and Voting**

For purposes of transacting the business of the chapter, a quorum shall consist of three-fourths majority voting members of the Executive Board. Board members may attend meetings remotely (e.g., via video conferencing platform).

**Action Without Meeting.** Any action required or permitted to be taken at any meeting of the Executive Committee, or any committee designated thereby, may be taken if all the Officers or all of the members of the committee, as the case may be, sign a written consent setting forth the action taken or to be taken at any time before or after the intended effective date of such action. Such consent shall be filed with the minutes of the Executive Committee or committee, as the case may be, and shall have the same effect as a unanimous vote.

**Presumption of Assent.** An officer of ArkABA who is present at a meeting of the Executive Board at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless such voting Board member's dissent or refusal to vote is entered in the minutes of the meeting or unless the member either files a written dissent to such action with the person acting as the Secretary of the meeting

before the adjournment thereof. Such right to dissent shall not apply to a member who voted in favor of such action.

### ***8. Removal and Replacement***

Members of the Board who fail to maintain membership in good standing in the chapter or who fail to attend two consecutive meetings of the Board are subject to removal by a majority vote of the remaining members of the Board; a Board member who has missed two consecutive meetings will be given the opportunity to provide explanation for the absences. A tie-vote shall be construed as affirmation for removal. Positions vacated for any reason shall be replaced by a majority vote of the remaining members, such successors to serve until elections occur at the annual business meeting of the chapter.

### ***9. 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. The Treasurer will be responsible for documenting and communicating spending procedures for the Executive Committee, as noted in the Appendix.

## **Article VI—Nominations and Elections**

### ***1. Nominations***

Each year, the President or his or her designee shall send to all full members a nomination ballot for President-Elect and for the number of at-large members of the Board necessary to complete the voting membership of the Board. For each office that appears on the nominating ballot, each full member may propose up to four names and may nominate the same person for more than one office.

The President and/or person designated by the President shall count the ballots and shall ask those nominees receiving the largest number of votes for each office if they are willing to stand for election, and shall proceed through the list in the order of vote count until at least two 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 full 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.

### ***2. Terms***

Officers and other members of the Board shall assume office on the first day of the calendar year. Officers shall hold office until their elected successors assume office in their stead.

## **Article VII—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 three months prior to the scheduled date.

Any motions made at the annual business meeting may be passed only by a plurality of the votes cast.

### ***2. Quorum***

A quorum at the annual business meeting shall consist of not fewer than three-fourths members in good standing present and voting.

### ***3. Reports***

The annual business meeting shall include a report of officer and Board activities over the year as well as a financial report.

## **Article VIII—Committees**

### ***Committees***

All committees are constituted by and operate under the direction and at the pleasure 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, and may include the following:

#### **Events Committee**

The Events Committee Chair shall be appointed by the Board, who shall appoint at least two additional members with the advice and consent of the Board. The primary duty of the Events Committee Chair shall be organization and management of the chapter's annual conference and business meeting, as well as continuing education and social events.

#### **Marketing and Membership Committee**

The Marketing and Public Relations Committee shall be appointed by the Board. The role of the Marketing and Public Relations Committee shall be to edit, publish, and distribute items designated by the Board. The budget of the Marketing and Public Relations Committee shall be submitted prior to the annual meeting of the Executive Committee and shall be presented for approval and reviewed at that time.

#### **Legislative and Ethics Committee**

The Legislative and Ethics Committee shall be appointed by the Board. The role of the Legislative and Ethics Committee shall be to advise and assist the Board regarding matters involving behavior analysis and governmental entities.

**Article IX—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 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 yearly dues shall not be allowed to vote on any matter presented to the members.

**Article X—Amendments**

***Process***

These bylaws may be amended only by two-thirds vote of the members voting. Amendments may be proposed by simple majority vote of the Board.