

# North Dakota Association for Behavior Analysis

Bylaws of the North Dakota Association for Behavior Analysis

## Article I—Name

The name of this organization shall be the North Dakota Association for Behavior Analysis. ND 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 North Dakota Association for Behavior Analysis was created with the mission to disseminate information and provide education about the science and practice of behavior analysis, support and encourage students and others to become behavior analysts, and increase the public's awareness and understanding of behavior analysis. 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.

## 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 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 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. Such application must be accompanied by documentation certifying the applicant's student status.

Membership is by the calendar year.

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—Officers**

### **1. Officers**

The officers of the North Dakota Association for Behavior Analysis shall be the president, vice-president, secretary, treasurer, and three Members-At-Large. At least two officers shall be Full members of ABAI. Officers must be Full members of ND ABA.

### **2. Terms of Office**

The term of officer shall be three years to commence at the conclusion of the annual board meeting. The outgoing president shall then assist with the transition to the new president for up to one year.

The secretary and treasurer shall be elected to the board for an initial term of three years. During the year after assuming office, the outgoing treasurer may assist the incoming treasurer transition through sharing of financial information and if appropriate attend any or all board or committee meetings.

### **3. Duties**

The president shall preside at all board and 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 vice-president. If he or she is unable to preside, the treasurer shall assume the responsibility.

The secretary and treasurer are voting members of the executive board and shall attend the board 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 board. The secretary-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 shall act as the general executive officer of the chapter in consultation with and by direction of the president and the board. He or she shall bring to the attention of the board and the members such matters as are deemed necessary for the appropriate operation of the organization.

### **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 Board**

### **1. Composition**

There shall be an executive board consisting of the president, vice-president, secretary, treasurer, and three members-at-large. The board members shall be elected for staggered three-year terms.

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

### **2. 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.

Records of meetings and board activities shall be permanently retained.

### **3. Quorum**

For purposes of transacting the business of the chapter, a quorum shall consist of four members of the board. Board members may attend meetings remotely (e.g., via Skype).

### **4. 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 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.

### **5. 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.

## **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 the board member position based on the election cycle and any other 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 a candidate 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 after the close of the annual business meeting at which their election is announced. Officers shall hold office until their elected successors assume office in their stead. The outgoing officer may assist the incoming officer in the transition for up to one year.

## **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 10% of the ND ABA Membership or not fewer than 4 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:

#### **1. Membership**

The Membership Committee shall consist of a chair appointed by the president, who shall appoint at least two additional members with the advice and consent of the board.

#### **2. Program**

The Program Committee shall be appointed by the board. The primary duty of the Program Committee shall be organization and management of the chapter's annual business meeting.

#### **3. Publications**

The Publications Committee shall be appointed by the board. The role of the Publications Committee shall be to edit, publish, and distribute items designated by the board. The budget of the Publications Committee shall be submitted prior to the annual meeting of the executive board and shall be presented for approval and reviewed at that time.

#### **4. Public Policy**

The Public Policy Committee shall be appointed by the board. The role of the Public Policy 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.