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# **Georgia Association for Behavior Analysis**



**Bylaws**  
**Established 2001**  
**Last Update: PROPOSED October 2022**

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## Bylaws of the Georgia Association for Behavior Analysis

### Article I – Name

The name of this organization shall be the Georgia Association for Behavior Analysis. Georgia Association for Behavior Analysis (GABA) 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 Georgia Association for Behavior Analysis was created with the mission to (1) promote behavior analysis, both internally and externally; (2) provide [continuing] education opportunities for both behavior analysts and others; and (3) to provide networking opportunities for professional behavior analysts and those interested in behavior analysis in the state of Georgia.

Specifically, the organization shall:

- Serve as a scientific and professional reference and networking group for its members;
- Disseminate information to promote its mission and educational opportunities to a wider audience;
- **Promote and support equitable and inclusive practices within GABA and the wider application of behavior analysis in the state of Georgia;**
- Organize an annual conference.

### Article III – Membership

#### 1. Categories of Membership

Membership is open to all persons interested in or actively engaged in behavior analysis in the state of Georgia.

Membership shall be in one of three classes:

- **Professional Member:** Any individual holding a 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. Professional members may vote on membership decisions of the organization.
  - **Affiliate Member:** Any member evidencing interest in the discipline of behavior analysis, but lacking formal training therein, may apply for this class of membership. Affiliate members may not vote on membership decisions of the organization.
  - **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. Student members may only vote in student representative elections.
- Membership is by September 1 – August 31.

#### 2. Voting

Professional members in good and current standing shall be entitled to one vote on all matters brought before the chapter. There shall be no proxy voting. Voting may be conducted via electronic formats through a member's preferred email address.

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Student members in good and current standing shall be entitled to one vote on student representative elections.

## Article IV – Officers

### 1. Officers

The officers of the Georgia Association for Behavior Analysis shall be referred to as the Board and includes the President, President-Elect, Vice President of Events, Vice President-Elect of Events, Vice President of Communication and Marketing, Vice President-Elect of Communication and Marketing, Vice President of Membership and Finance, Vice President-Elect of Membership and Finance, Vice President of Public Policy, Vice President-Elect of Public Policy, Vice President of Student Affairs, Vice President-Elect of Student Affairs, Vice President of Diversity, Equity, and Inclusion, Vice President-Elect of Diversity, Equity, and Inclusion, and Past President.

### 2. Terms of Office

Annually the Professional members of GABA elect Board members to fill the offices of; President-Elect, Vice President-Elect of Events, Vice President-Elect of Communication and Marketing, Vice President-Elect of Membership and Finance, Vice President-Elect of Public Policy, Vice President-Elect of Student Affairs, Vice President-Elect of Diversity, Equity, and Inclusion. Each Officer-Elect begins the one-year term as Officer-Elect on February 1 following the election and assumes the one-year term in the Office at the end of the term as Officer-Elect. At the end of the one-year term of Office, the President assumes a one-year term as Past President.

### 3. Duties

The duties of the officers are as specified below:

|                |   |
|----------------|---|
| Past President | <ol style="list-style-type: none"><li>1. Meet with current president as needed to review GABA progress and advise on current issues</li><li>2. Guidance on direction of GABA</li><li>3. Resource for major organizational decisions</li><li>4. Power to remove an officer from their position if necessary</li><li>5. Attend GABA meetings</li><li>6. Provide ongoing support to current president</li></ol>              |
| President      | <ol style="list-style-type: none"><li>1. Ongoing coordination with Past President and all VPs</li><li>2. Oversight of conference location, date, speakers, and agenda</li><li>3. Oversight of official GABA communication; must be approved and sent/presented by the President</li><li>4. Ensure annual nominations and elections for board positions.</li><li>5. Develop monthly meeting schedule and agendas</li></ol> |
| VP of Events   | <ol style="list-style-type: none"><li>1. Work with GABA board for future conference locations</li><li>2. Acquire contract from conference location, meet with conference staff, present conference options to GABA board</li></ol>  |

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|  | <ol style="list-style-type: none"> <li>3. Develop proposed options for speakers for annual conference</li> <li>4. Present options to the board</li> <li>5. Develop rough draft schedule of the conference</li> <li>6. Work to secure vendors for the annual conference</li> <li>7. Work closely with th board relation to the budget, planning, schedule of annual conference</li> <li>8. Point person before, during, and after conference weekend for board, vendors, hotel staff, and speakers</li> </ol>                               |
| <p>VP of Communication and Marketing</p> | <ol style="list-style-type: none"> <li>1. Meeting minutes</li> <li>2. Manage ongoing communication with all relevant stakeholders through email and social media (e.g., emails, conference announcements)</li> <li>3. Regular website updates and maintenance</li> <li>4. Create all conference related materials (e.g., flyer, posters, exhibits)</li> <li>5. Manage and develop all GABA promotional material</li> <li>6. Manage GABA email account and forward on to relevant officers</li> </ol>                                       |
| <p>VP of Membership &amp; Finance</p>    | <ol style="list-style-type: none"> <li>1. Management of new membership applications, conference registration, and payment (including receipts)</li> <li>2. Tracking of new members and payment information via account management system</li> <li>3. Manage registration desk/table at annual conference</li> <li>4. Monitor and ensure GABA budget is followed</li> <li>5. Manage finances related to website advertisement and newsletter advertisement</li> <li>6. Maintain nonprofit status for GABA and file annual taxes.</li> </ol> |
| <p>VP of Public Policy</p>               | <ol style="list-style-type: none"> <li>1. Liaise with licensure board in GABA for licensed behavior analysts</li> <li>2. Remain informed about changes in Georgia law that pertains to practicing behavior analysts.</li> <li>3. Work with parent groups, lobbyists, insurance representatives, Medicaid representatives in regards to important public policy updates</li> <li>4. Communicate to stakeholders and members important changes that may impact stakeholders.</li> </ol>  |
| <p>VP of Student Affairs</p>             | <ol style="list-style-type: none"> <li>1. Act as a liaison between student members and the GABA board.</li> <li>2. Ensure 1 or more student events is held per annual conference.</li> <li>3. Provide ongoing support for student members, both professionally and financially through scholarships</li> </ol>   |

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|                                       |   |
|---------------------------------------|---|
|                                       | 4. Manage call for posters and other student events throughout the annual conference.   |
| VP of Diversity, Equity and Inclusion | <ol style="list-style-type: none"><li>1. Continually review GABA policies, procedures, materials, and marketing efforts as they relate to diversity/inclusion and making recommendations for change and implementation where appropriate.</li><li>2. Developing policies, procedures, and/or events to create a more diverse student and professional GABA membership.</li><li>3. Actively promote events around the state of Georgia that target historically marginalized groups in behavior analysis</li><li>4. Raise funds for scholarships specifically aimed at historically marginalized individuals</li></ol> |

#### 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.

#### 5. Meetings

The Board shall meet at least once monthly 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. The meeting may take place via conference call or video conferencing.

#### 6. Quorum

For purposes of transacting business of the chapter, a quorum shall consist of four members of the Board.

#### 7. Removal and Replacement

Members of the Board who fail to maintain membership in good standing in the organization 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 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 are to serve until elections occur at the Annual Meeting of the chapter.

### Article V – Nominations and Elections

#### 1. Nominations

Each year, the President and/or his/her designee(s) shall provide all Professional members a nomination ballot for President-Elect, Vice President-Elect of Events, Vice President-Elect of Communication and Marketing, Vice President-Elect of Membership and Finance, Vice President-Elect of Public Policy, Vice President-Elect of Student Affairs, and Vice President-Elect for Diversity & Inclusion. For each office that appears on the nominating ballot, each Professional member may

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propose up to four names and may nominate the same person for more than one office.

For student representative positions, each year the President and/or his/her designee(s) shall provide all Student members a nomination ballot. Each student member may propose up to four names.

The President and/or person designated by the President, shall count the ballots/responses and shall ask those nominees receiving the largest number of votes for each office or student representative position if they are willing to stand for election, and shall proceed through the list in the order of vote count until at least one candidate for each office and student representative position has been obtained. No one may hold two offices concurrently, so if a voting member receives the requisite nomination votes for two offices, the President shall request that the individual choose the office for which he/she wishes to be a candidate.

## **2. Elections**

After the list of candidates has been determined, the President shall send to all Professional members 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 a brief biographical description of each nominee. Members of the Board shall be elected by a plurality of the votes cast at an election.

Ballots for student representative candidates only will be sent to all student members. The ballot shall include the names of the candidates listed in alphabetical order with a brief biographical description of each nominee. Student representatives shall be elected by a plurality of the votes cast in the election.

## **Article VI – Meetings**

### **1. Annual Business Meeting**

There shall be at least one annual business meeting of the chapter. Notice of the annual business meeting of the chapter shall be given to all members in good standing not less than three months prior to the scheduled date.

### **2. Quorum**

A quorum at the annual business meeting shall consist of not less than 55% members in good standing present and voting.

## **Article VII – Committees**

### **1. Committees**

At any time, the president and past president can call small group meetings and temporary committee groups as needed within the VPs. This might include budget meetings and other big picture tasks for GABA. The standing committees of the organization shall consist of:

#### **a) Events**

The Events Committee shall consist of the Vice President of Events and Vice President-Elect of Events, who may appoint additional members with the advice and consent of the Board. It is recommended to have an events committee with up to 6 non-board members to assist with the annual conference planning and execution of the event.

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## **b) Communication and Marketing**

The Communication Committee shall consist of the Vice President of Communication and Marketing and the Vice President-Elect of Communication and Marketing, who may appoint additional members with the advice and consent of the Board.

## **c) Membership and Finance**

The Membership Committee shall consist of the Vice President of Membership and Finance and the Vice President-Elect of Membership and Finance, who may appoint additional members with the advice and consent of the Board.

## **d) Public Policy**

The Public Policy committee shall consist of the Vice President of Public Policy and the Vice President-Elect of Public Policy, who may appoint additional members with the advice and consent of the Board.

## **e) Student Affairs**

The Student Affairs Committee shall consist of the Vice President of Student Affairs, the Vice President-Elect of Student Affairs, who may appoint additional members with the advice and consent of the Board. There shall be at least two Student Representatives, elected by student members, who shall serve a one-year term on this committee.

## **e) Diversity, Equity, & Inclusion**

The DEI Committee shall consist of the Vice President of DEI, the Vice President-Elect of DEI, who may appoint additional members with the advice and consent of the Board.

## **f) Ad Hoc Committees**

Board members may propose Ad Hoc committees to chair and support at any time throughout the year. Ad Hoc Committees must be chaired by a current board member. The board member who chairs the committee may appoint additional members with the advice and consent of the Board. It is recommended to have no more than 3 Ad Hoc Committees at any given time.

## **Article VIII – Dues**

### **1. Dues**

Dues for the various categories of membership shall be established by a simple majority vote of the Board. Membership runs from September 1 – August 31.

### **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.

## **Article IX – Amendments**

### **1. Process**

This constitution and bylaws may be amended by two-thirds vote of the members voting. Amendments may be proposed by simple majority vote of the Board.