

# **Georgia Association for Behavior Analysis**



**Bylaws**  
**Established 2001**  
**Last Update: January 2021**

**TABLE OF CONTENTS**

Article I – Name .....3

Article II – Purpose .....3

Article III – Membership.....3

    1. Categories of Membership .....3

    2. Voting.....4

Article IV – Officers .....4

    1. Officers.....4

    2. Terms of Office .....4

    3. Duties.....4

    4. Replacement .....5

    5. Meetings .....6

    6. Quorum.....6

    7. Removal and Replacement.....6

Article V – Nominations and Elections.....6

    1. Nominations .....6

    2. Elections .....6

Article VI – Meetings.....7

    1. Annual Business Meeting .....7

    2. Quorum.....7

Article VII – Committees.....7

    1. Committees.....7

        a) Events.....7

        b) Communication and Marketing .....7

        c) Membership and Finance .....7

        d) Continuing Education.....7

        e) Student Affairs .....7

Article VIII – Dues.....8

    1. Dues .....8

    2. Collection .....8

Article IX – Amendments.....8

    1. Process .....8

## **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;
- 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.
- **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 vote in student representative elections.

Membership is by calendar year.

**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.  
 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 Continuing Education, Vice President-Elect of Continuing Education, Vice President of Student Affairs, Vice President-Elect of Student Affairs and Advisory Council (consisting of the two Past Presidents).

**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 Continuing Education, and Vice President-Elect of Student Affairs. 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 two-year term on the Advisory Board.

**3. Duties**

The duties of the officers are as specified below:

Advisory Board	<ol style="list-style-type: none"> <li>1. Meet twice a year 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> </ol>
President	<ol style="list-style-type: none"> <li>1. Ongoing coordination and communication with all VPs</li> <li>2. Establishing conference location, date, speakers, and agenda</li> <li>3. Speaking engagements</li> <li>4. Annual nominations and elections</li> <li>5. Ongoing coordination with advisory board</li> </ol>

	6. Establishing/maintaining nonprofit status for GABA
VP of Communication and Marketing	<ol style="list-style-type: none"> <li>1. Newsletter</li> <li>2. Photographs</li> <li>3. Meeting minutes</li> <li>4. Conference flyer</li> <li>5. Conference tech support</li> <li>6. Regular website and social media maintenance</li> <li>7. Mass email of conference invitations</li> <li>8. Conference posters/exhibits</li> </ol>
VP of Membership & Finance	<ol style="list-style-type: none"> <li>1. Check email for new membership applications and payment</li> <li>2. Add new members and payment information to spreadsheet</li> <li>3. When payment received send confirmation letter and add member to contacts in gmail as paid member</li> <li>4. Conference <ol style="list-style-type: none"> <li>a. Cross reference membership to conference payments to determine rates.</li> <li>b. Registration desk/table (list of pre-registered participants, sign in sheets, name tags, registration and payment at the conference, distributions of conference packets)</li> </ol> </li> <li>5. Conference registration and payment</li> <li>6. Conference cost and profit</li> <li>7. Management of monies related to website advertisement and newsletter advertisement</li> </ol>
VP of Continuing Education	<ol style="list-style-type: none"> <li>1. Organization of CEU forms for conference</li> <li>2. CEU completion certificates</li> <li>3. Evaluation forms for CEU events</li> <li>4. Communication with BACB</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 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. 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 Continuing Education, and Vice President-Elect of Student Affairs. For each office that appears on the nominating ballot, each Professional member may 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**

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.

#### **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) Continuing Education**

The Continuing Education committee shall consist of the Vice President of Continuing Education and the Vice President-Elect of Continuing Education, 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.

**Article VIII – Dues**

**1. Dues**

Dues for the various categories of membership shall be established by a simple majority vote of the Board.

**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.