

HLABA Bylaws

Article I- Name

The name of this organization shall be the Heartland Association for Behavior Analysis, herein referred to as HLABA. It shall be chartered and exist as a nonprofit corporation in and under the laws of the State of Nebraska.

Article II - Purpose

The purpose of the organization shall be to promote the analytical science of behavior and its associated technologies within the Heartland area (Nebraska, Iowa, So. Dakota, etc.) through the following means:

- ❑ Serve as a professional reference group for all in the Heartland whose work involves the principles and practices of behavior analysis.
- ❑ Promote research that will advance the understanding of human behavior.
- ❑ Identify and promote the use of effective treatment procedures in meeting the educational, therapeutic, and habilitative needs of persons in the Heartland within the ethical guidelines set forth by the Behavior Analyst Certification Board®, Inc.
- ❑ Organize and sponsor training events that serve as a forum for presentation of technological achievements in behavior analysis.
- ❑ Promote the development and expansion of education, training, and employment in the field of behavior analysis.
- ❑ Support efforts of allied organizations in providing behavior analytic services.

Article III - Membership

1. Categories of Membership

Membership is open to all persons interested in or actively engaged in teaching, research, and/or application of the principles and procedures of behavior analysis. Membership categories are:

- ❑ Full Member
 - Requirements: Must hold at least a masters degree in experimental or applied behavior analysis, be a Board Certified Behavior Analyst, have made contributions to the field of applied behavior analysis (e.g., professional publications), or hold a full time professional position that includes teaching, research and/or practice in applied behavior analysis.

- Privileges: May hold any office except Student Representative and vote in HLABA affairs.
- Affiliate Member 1:
 - Requirements: Anyone who has an interest in Applied Behavior Analysis but does not meet the requirements of a Full Member.
 - Privileges: May hold any office except President, Vice President, and Immediate Past President and vote in all HLABA affairs described below.
- Student Member
 - Requirements: Anyone who has an interest in Applied Behavior Analysis and is a student on at least a half-time basis. Student applications must be accompanied by an endorsement from a Full Member certifying the applicant's student status or by other documentation certifying such.
 - Privileges: May hold any office except President, Vice President, Immediate Past President, and Secretary-Treasurer and may vote in all HLABA affairs described below.

2. Membership Status

- To remain a member in good standing, annual membership dues shall be required. The membership year runs from conference to conference.

3. Voting

- Each Full, Affiliate, and Student Member shall be entitled to one vote on all matters brought before HLABA. There shall be no proxy voting.

4. Dues and Fees

- Dues for various categories of membership and any other fees shall be established by simple majority vote of the Executive Committee.

Article IV-Officers

1. Identification of Officers

- All Officers shall be members in good standing of HLABA. The officers are President, Vice President, Immediate Past President, Secretary-Treasurer, two Representatives-at-Large, and one Student Representative. If there are no student members at the time of annual elections, this position will be left vacant until it can be filled at the next annual election of officers.

2. Executive Committee

- ❑ The Officers of HLABA shall constitute the HLABA Executive Committee.
- ❑ No officer can hold more than one office at a time.
- ❑ Each officer is entitled to vote as a member of the HLABA Executive Committee at Executive Committee meetings.
- ❑ The HLABA Executive Committee shall serve as the governing body of HLABA, conduct its business at meetings or by correspondence, and report its actions to the membership at regular business meetings. The Executive Committee shall ensure the operation of HLABA as stated in these bylaws and according to ABA guidelines and determine the frequency of meetings of the membership (usually held monthly unless otherwise determined by the Executive Committee).

3. Executive Officer Duties

- ❑ **President.** The president shall preside at HLABA general business meetings, preside at Executive Committee meetings, certify election results, represent the chapter at the ABA meetings whenever possible (this may be delegated to another HLABA member), prepare the annual report for ABA, and exercise general supervision over the affairs of HLABA. The President must be a Full Member of HLABA and the term of office is one year.
- ❑ **Vice President.** The Vice President shall serve as a member of the Executive Committee, perform all presidential duties in the absence of the President, oversee the development and functioning of all HLABA committees, and coordinate any chapter newsletters or publications. The Vice President is also the President-Elect and serves as President when the President's term expires or if the president vacates the position before the end of the term. The Vice President must be a Full Member of HLABA and the term of office is one year.
- ❑ **Immediate Past President.** The President shall serve as the Immediate Past President when the President's term expires, serve as a member of the Executive Committee, oversee any conferences or training activities, perform the duties of the President in the absence of the President and Vice President, and serve as an advisor to the Executive Committee. The Immediate Past President's term of office is one year. For HLABA's first year, the President shall appoint a Full Member to the Executive Committee to serve the function of the Immediate Past President.
- ❑ **Secretary-Treasurer.** The Secretary-Treasurer shall serve as a member of the Executive Committee; coordinate distribution of all minutes; keep an accurate record of all HLABA meetings and activities; receive, distribute, and keep an accurate record of all HLABA funds including written receipts for money received and paid; report funds received, paid, and account balances at all meetings of the membership; and be diligent in the collection of dues or other receivables. The Secretary-Treasurer may be a Full or Affiliate Member. There is no limit to the number of terms the Secretary-Treasurer may hold.

- Representatives-at-Large. The Representatives-at-Large shall serve as a member of the Executive Committee, oversee HLABA's membership activities, coordinate the distribution of newsletters, publications, and workshop or conference announcements, maintain the HLABA website, and represent the interests of general HLABA membership. The Representative-at-Large may be a Full or Affiliate Member and the term of office is two years, with the second position beginning in October 2010.
- Student Representative. The Student Representative shall serve as a member of the Executive Committee, coordinate any student activities, serve as a liaison to local colleges and universities, and represent the interests of HLABA's student members. The Student Representative must be a Student Member and the term of office is two years.

1. Election of Officers

- Qualifications of officers are noted above. Deadline for the nomination of officers will be September 30th. Nominations must be made by a HLABA Member to the Secretary-Treasurer.
- Election of HLABA officers shall be held at the annual conference at a meeting of the membership. Officers will be elected by a simple majority vote (by secret ballot) of the members. In the event of a tie, the members present will continue to vote among the tied candidates until a simple majority is reached.
- If a Board position becomes vacant during the election year, the Board will appoint an individual with the required membership qualifications to fill that position for the remainder of the term.
- Each officer shall be responsible for training his/her successor and turning over all records and materials in an up-to-date condition.

Article V – Amendments

- Amendments or changes to these bylaws may be proposed by any HLABA member to the Executive Committee. If the Executive Committee approves to move forward with the amendment by simple majority vote, it will be brought before the membership for consideration. The Secretary must make all HLABA members aware of a proposed amendment to these bylaws at least two weeks before a vote is to be taken. To amend the bylaws, at least two thirds of the membership must vote to approve the amendment.

Amendments

1. Amendment 1: Enacted October 2009, the bylaws are amended to:
 - 1.1. Include a second Representative-at-Large position. This position will begin with the election at the next conference and will be for a term of two years which will be staggered with the other Representative-at-Large position.
 - 1.2. Add “Secretary-Treasurer” to the list of positions that a Student Member is not eligible to hold.
 - 1.3. Move the responsibility to prepare the annual report to ABA from the Secretary-Treasurer to the President.
 - 1.4. Move the responsibilities of coordinating the distribution of newsletters, publications, workshop or conference announcements from the Secretary-Treasurer to a Representative-at-Large and adding the duty of maintaining the HLABA website to a Representative-at-Large.
 - 1.5. Change the Student Member term to two years.
 - 1.6. Change the procedure for filling a vacant position from a special election to an appointment by the Board for the remainder of the term.
2. Amendment 2: Enacted October 2009, the bylaws are amended to:
 - 2.1. Change the membership term from “November 1st to October 31st” to “conference to conference”.
 - 2.2. Change the election of officers from October of each year to “the annual conference.”

2.3. ABA Members Supporting the Formation of the Heartland Association for Behavior Analysis:

<u>Name</u>	<u>Signature</u>	<u>Date</u>
1. Steven Taylor	_____	_____
2. Joe Evans	_____	_____
3. Torri Smith	_____	_____
4. Bobby Buckner	_____	_____
5. Anney Fahrenholz	_____	_____
6. Connie Taylor	_____	_____
7. Kristin Helm	_____	_____
8. Tami McDowell	_____	_____
9. Holly Filcheck	_____	_____
10. Kristin R. Purington	_____	_____