

# **Bylaws of the Nevada Association for Behavior Analysis**

October 16, 2022

(Revisions – February 20, 2007; October 11, 2009, February 15, 2010, October 17, 2010; October 13<sup>th</sup>, 2019, October 16, 2022)

## **Article I: Name and Purpose**

The name of this association shall be the Nevada Association for Behavior Analysis (NABA). NABA is a non-profit corporation incorporated in the State of Nevada. NABA is a state organization whose purpose is to promote intellectual exchange, facilitate professional development, and inform related public policy in the interest of advancing the field of behavior analysis. NABA maintains a P.O. Box and email address for correspondence.

## **Article II: Membership**

NABA shall have five classes of members: Full Members, Student Members, Affiliate Members, Sustaining Members and RBT Members. Membership shall be contingent upon the payment of NABA dues and fulfillment of the following conditions:

- Full Members shall hold a masters or doctoral degree or equivalent in a field related to behavior analysis. Full Members may vote on matters related to NABA.
- Student Members shall provide documentation of full time student status by an official transcript of their training institution. Student Members do not have voting privileges.
- Affiliate Members shall be those who do not meet the requirements of either Full or Student Members. Affiliate Members do not have voting privileges.
- Any member can support NABA financially by paying the fee of Sustaining Members and receive recognition as such. Any Sustaining Member that meets the qualifications of a Full Member may vote on all matters related to NABA and will be considered a Full Member.
- RBT Members hold the RBT credential through the BACB. RBTs who are also students may choose to enroll as either Student or RBT Members. RBT members do not have voting privileges.

Membership fees are to be posted on the NABA website. Voting members must meet the qualifications of Full Members (Masters or Doctoral degree in behavior analysis or related field) and pay Full Member fee. Fees will be annual and cover a 12 month period.

### **Article III: Activities and Services**

NABA should hold an event each year to provide educational opportunities to members. NABA shall maintain an informative Web Site.

### **Article IV: Dues and Fees**

Membership dues and convention registration fees shall be set by a unanimous vote of all voting members of the Council. Any increase in membership dues or convention registration fees, from a previous year, should be disseminated to members at least 60 days in advance of any change. Student and RBT Member dues and fees shall be set so as not to exceed 25% of Full Member dues and fees.

### **Article V: Officers and Governance**

NABA shall be governed by a Council made up of five officers, including: President, President-Elect, Secretary, Treasurer, and At- Large Representative. Other than the, student member, with master's degrees. The Officers must be Full Members of NABA (NABA (Student Representatives are Student Members) and members of the Association of Behavior Analysis International in accordance with their rules and regulations of chapter affiliates. All officers hold a two year term, with the exception of President. The President will hold a 3 year term, serving in the third year as Past-President, a non-voting, advisory member of the Council.

The President shall be elected for a three-year term, serving as President-Elect during the first year, President during the second year, and Past President during the third year. The Secretary, Treasurer and At-Large Representative shall be elected for two-year terms.

One Student Representative shall participate as a voting member of the Council. A student representative elect will serve on the council but will be a non-voting position. The student Representative must be a graduate student in Behavior Analysis at the time of his/her election. The Student Representative shall hold a two year term, the first year as the representative elect and during the second year as the current student representative.

The President shall preside over the Business Meeting held at the annual convention and submit an annual report on the activities of NABA to the ABAI Council. The President shall select the site of the convention and make appropriate arrangements for a convention to be held at this site.

The President shall form Standing Committees and Task Forces, as needed, and appoint their Chairs. The period in which such entities are in operation, and the terms of office of their Chairs, shall be determined by the President in consultation with the Officers of the Association.

The President-Elect shall provide assistance to the President in conducting the business of the association.

The Secretary is responsible for maintaining the Association's business records. The Secretary is responsible for documenting actions taken during board meetings and business meetings, recording votes of the Council and membership, maintaining rosters, and maintaining the organization's files and archives. The secretary shall make a report to the members at the annual business meeting."

The Treasurer is responsible for the financial management of the organization. The Treasurer is responsible for maintaining the organization's budget and financial records and prepares financial reports. The Treasurer shall make a report to the members at the annual business meeting."

The At-Large Representative shall be responsible for developing and maintaining the Association's Web Site, through which regular communications to the Association's members may be achieved.

In the event an officer vacates a position prior to the completion of their term, the role may be filled by the officer-elect, special election, or special temporary appointment at the discretion of board.

In the event an officer is unable to fulfill his/her duties or his/her actions have violated professional conduct standards, state or federal law, or engages in behavior that may have detrimental impact on the organization, the board may vote to have that board member removed. In this case, nominations and voting actions would follow the same course as if the position was vacant.

In the future event that NABA has at least 30 RBT members, at the Council's discretion, those members may choose to elect an RBT Representative to the NABA Council and may imbue that position with similar rights and responsibilities to the Student Rep.

Any expense exceeding \$200.00 must be approved by the board given the voting rights. Regular, recurring expenses required for the maintenance of the organization, do not require a board vote for approval for each payment.

## **Article VI: Voting Rights and Elections**

At the annual convention, the President, or a representative appointed by the President, shall convene a Business Meeting to conduct the affairs of the Association.

In all instances where a membership vote is required, remote electronic voting will be considered an acceptable alternative to mail, paper, or in-person voting.

Full members may vote at the Business Meeting. Initiatives proposed at the Business Meeting shall be enacted if endorsed by a majority of the voting Full Members.

Changes to the Bylaws shall be put to Full Members by any accepted means after the proposed changes have been disseminated to membership and on a timeline designated by the Council. Changes to the Bylaws shall be enacted by a two-thirds majority.

Annually, the President shall invite nominations and ask nominees if they are willing to stand for election. The call for nominations should be open for a period of not less than 1 week. Those who are willing to serve shall become candidates. Candidates are required to answer questions pertinent to the position for which they are running so that those answers may be disseminated to voting members at least 1 week prior to the start of voting. The period between the end of the nomination period and the close of the election should not be less than 4 weeks. Voting should remain open to members for a period of no less than 1 week. Voting may occur electronically.

The Student Representative shall convene a meeting of student members at the annual convention to conduct the affairs of the Association pertinent to Student Members. At the Student Meeting, the Student Representative shall invite nominations and ask nominees if they are willing to stand for election. Those who are willing to serve shall become candidates.

Student members present at the meeting shall select among the candidates by paper or electronic ballot. A candidate is elected if endorsed by a plurality of the student members. Nomination, and voting timelines may follow that of the other Council Positions.

Other meetings of the board may be scheduled from time to time apart from the membership of the organization and votes may be taken on items pertaining to the organization. A quorum at these meeting requires at least 3 of the 5 voting members of the board. Items are passed with a voting majority.

## **Article VII: Conflict of Interest**

Officers must immediately disclose any matters in which a conflict of interest may arise during a voting matter. Related to Internal Revenue Service (IRS) stipulations, unfair benefits to members, officers, or others may incur IRS penalties.