

VtABA Bylaws

Article I – Name and Purpose

Section 1: Name

The name of the organization shall be “Vermont Association for Behavior Analysis.”

Section 2: Purpose

Vermont Association for Behavior Analysis (hereinafter referred to as “VtABA”) is organized as a chapter of the Association for Behavior Analysis International (ABAI) for professional, scientific, and education purposes.

The purpose of this association is:

- to promote the development of behavior analysis services within the state of Vermont;
- to support the development of professional credentialing for the practice of behavior analysis within the state of Vermont;
- to support the development of standards of practice for behavior analysis within the state of Vermont;
- to provide and promote educational opportunities regarding behavior analysis on both a professional and general information level to the membership of VtABA and to the public at large;
- to promote and support the conduct of behavior analytic research within the state of Vermont.

Article II - Membership

Section 1: Eligibility

Application for voting membership shall be open to any individual that supports the purpose statement in Article I, Section II. Membership is granted after completion and receipt of a membership application and annual dues.

Section 2: Annual Dues

The amount required for annual dues shall be determined by a majority vote of the board on an annual basis, every January. Continued membership is contingent upon being up-to-date on membership dues.

Section 3: ABAI Membership

Status Membership in a chapter does not include membership in ABAI and vice versa. VtABA members who are not full or affiliate members of ABAI may, however, apply for Chapter/Adjunct membership in ABAI.

Section 4: Rights of Members

- VtABA members may vote in annual elections of board members electronically

as candidates of interest are identified through their submission, nomination and identification by board members.

- Discounted rate for the Annual Conference.
- Announcement of open seats will be sent via email by the vice chair two (2) weeks prior to the annual meeting.
- Nominations may be submitted by any current member and are due prior to the annual meeting.
- Members have the right to request board meeting dates and minutes.

Section 5: Resignation and Termination

Any member may resign by not renewing their membership. Resignation shall not relieve a member of unpaid fees, or other charges previously accrued. A member can have their membership terminated by a majority vote of the board and an official letter stating the reason.

Article III: Meetings of Members

Section 1: Regular Meetings

An annual meeting of the members shall take place at the beginning of the calendar year. The specific date, time, and location of which will be designated by the board members.

Section 2: Special Meetings

Special meetings may be called by the chair or a simple majority of board members.

Section 3: Notice of Meetings

Printed or electronic notice of the annual meeting shall be given to each voting member, by mail, or through email, not less than two weeks prior to the meeting.

Members have the right to request board meeting dates and minutes.

Section 4: Quorum

The members present at any properly noticed meeting shall constitute a quorum.

Section 5: Voting

All issues to be voted upon will be decided by a simple majority of those present at the annual meeting in which the vote takes place.

Article IV – Board Members

Section 1: Board Role, Size, and Compensation

Board Role

The board is responsible for all decisions regarding the policies, procedures, and direction of VtABA and delegates responsibility for day-to-day operations to the officers and committees.

Size

The board shall have up to thirteen (13) voting members but no fewer than four (4) members, in addition to no more than 3 students, appointed by the board for a one year term, if possible.

Board Members shall include (term commitments in parentheses):

Chair Emeritus (past year's acting chair) (1 year)

Acting Chair (past year's vice chair) (1 year)

Vice Chair (1 year)

Treasurer (past year's vice treasurer) (1 year)

Vice Treasurer (1 year)

Secretary (2 year)

General Board Members (2 year)

Student Member (1 year)

Compensation

- The board will receive paid membership dues to ABAI for the duration of their term.
- The board receives reimbursement for reasonable expenses.
- The fee for the Annual Conference will be waived for board members who actively participate in planning and work the event.
- The Annual Meeting will be waived for board members who actively participate in planning and work the event
- Board members will have free VtABA annual memberships for the duration of their term on the board based on their position.
- VtABA members will have access to free CEU's for the annual meeting and conference so long as they actively participate in the event (this does not include set up or organization of the event and speaks specifically to engagement in the content). Access to any CEU's may be revoked if members are deemed to not have been actively engaged by the ACE provider.

Section 2: Eligibility for VtABA Board Membership

Membership on the board of VtABA is limited to members of VtABA in good standing.

Section 3: Meetings and Notice

The board shall meet in person or remotely every four (4) to six (6) weeks, at an agreed upon time and place. An official board meeting requires that each member have written or electronic mail notice at least 72 hours in advance.

Section 4: Vacancies

When a vacancy exists on the board mid-term and that vacancy reduces the total board membership to less than four (4), the chair will appoint a replacement to serve until an official nomination and election is held.

Section 5: Quorum

A simple majority of the board must be present at a scheduled meeting for business transactions to take place and motions to pass.

Section 6: Board Members and Duties (See Board Descriptions document for full details)

There shall be six (6) officers of the board, consisting of a chair emeritus, acting chair, vice chair, secretary, treasurer, and vice treasurer. Board Member duties are as follows:

- The Chair Emeritus The chair emeritus will help the acting chair with appointed tasks through mentorship, as needed.
- The Acting Chair will convene regularly scheduled board meetings, shall set the agenda for and preside at those meetings, or shall arrange for other officers of VtABA to preside at such meetings in the following order: chair elect, secretary, chair emeritus, treasurer, and general board member.
- The Vice Chair will help the acting chair with appointed tasks and receive mentorship, as needed.
- The Secretary will be responsible for keeping records of board actions including taking minutes at all board meetings and distributing copies of minutes outlining individual to-do tasks.
- The Treasurer will maintain financial records and will make a finance report at each board meeting. The treasurer shall take lead in preparation of the budget and make financial information available to the board and the members.
- The Vice Treasurer will support and assist the treasurer in all duties. The vice treasurer shall begin taking the lead on financial responsibilities at board member meetings beginning two months prior to transitioning into the role of Treasurer.
- The General Member is a voting member who leads and participates in sub-committees as well as completes duties as delegated by the board.

- The Student Member is enrolled in a training program designed for BCBA or associate, or completing an internship/mentorship/supervision. They participate in sub-committees and complete duties as delegated by the board.

Section 7: Board Nominations and Elections

1. The board will announce upcoming vacant board positions at the annual conference and begin gathering nominations. The board will verify the VtABA membership status of nominees.
2. After nominated, candidates will submit a brief statement/biography which will be posted online for the election and all members in good standing will be invited to view the statements and cast ballots.
 - a. *If there is a tie between new board members being elected, the board shall make a decision by majority vote as to who will be chosen.*
3. Elections will be held in the end of April/beginning of May and remain open for a two week period.
4. New board members will be announced by the end of May.
5. Newly elected board members will attend the June board meeting.
6. Board members will vote on open seats and new board members will assume positions based on a majority vote.

The board attempts to be made up of a diverse group of individuals from a variety of agencies and sub disciplines of behavior analysis. The VtABA board shall not be made up of more than 50% of members from the same agency/school/system unless in upholding this rule it would mean that the board would dissolve.

Section 7: Resignation, Termination, and Absences

Resignation from the board must be in writing and received by the secretary. A board member may be terminated at the discretion of board members following any two (2) consecutive absences or a total of four (4) absences within one calendar year from noticed meetings. A board member may be removed for other reasons by a majority vote of the remaining board members with the chair casting the deciding vote in the event of a tie.

Section 8: Special Meetings:

Special meetings of the board shall be called upon the request of the chair, or by any two (2) board members. Notices of special meetings shall be sent out by the secretary at least 24 hours in advance.

Article V - Committees

Section 1: Committee Formation:

The board may create committees as needed, such as fundraising, education, legislation, etc. Committees shall appoint one committee chair who reports out to the board as needed.

Article VI – Amendments

Section 1: Amendments

These bylaws may be amended, when deemed necessary, by a majority of the board members at any noticed meeting. Proposed amendments must be submitted to the secretary to be sent out with regular board meeting announcements.

Certification: These bylaws were unanimously approved by the current VtABA board members on May 31, 2020.