

BY-LAWS OF THE TENNESSEE ASSOCIATION FOR BEHAVIOR ANALYSIS

Article I - Name

The name of this organization shall be The Tennessee Association for Behavior Analysis. It shall be chartered and exist as an organization under the laws of the State of Tennessee. It shall be represented by the initials TABA.

Article II – Mission

To advance awareness, development, and access to the practice of behavior analysis in the State of Tennessee by:

- a) Encouraging the understanding of behavior analysis in academic, research, and the natural environments;
- b) Supporting the design and application of effective behavioral procedures to improve the quality of life of the citizens of Tennessee;
- c) Serving as a professional reference group for those who identify themselves as scientists or practitioners in disciplines that embrace the principles and practices of behavior analysis;
- d) Advising political, legislative, and policy-making bodies with respect to all matters pertaining to behavior analysis;
- e) Organizing an annual conference that shall serve as a forum for the presentation of scientific and technological achievements, clinical practice, as well as for discussion of the affairs of the organization;
- f) Publishing and distributing information on behavior analysis.

Article III - Membership

TABA shall consist of two groups of members, voting and non-voting. Members of both groups are entitled to the rights and privileges of TABA as are appropriate for their membership category. Membership is one calendar year from January 1 to December 31.

Voting Members:

Full Member: Any individual holding at least a Bachelor's degree in behavior analysis, psychology, education or related field, with training or professional experience in behavior analysis as it relates to teaching, research, and/or the practice of behavior analysis AND currently holds certification as a BCBA-D, BCBA, or BCaBA.

Non-Voting Members:

1. *Affiliate Member:* Any individual who does not meet the qualifications of full membership. Affiliate members will enjoy all benefits of Full membership, except for the right to vote on matters of interest to the organization and the right to hold office. Affiliate members are often Speech and Language Pathologists, Occupational Therapists, and other professionals.

2. *Associate Member (Direct Care, Parent, or Consumer):*

A) Non-degreed persons working in a direct service role, including Registered Behavior Technicians (RBT). Verification of employment at an agency is required for direct care membership or

B) Parents of an individual with disabilities, as well as individuals with disabilities or

C) Other consumers of Applied Behavior Analysis services who do not meet the criteria as Full or Affiliate.

Associate members will enjoy all benefits of Full membership, except for the right to vote on matters of interest to the organization and the right to hold office.

3. *Student Member:* Any individual pursuing formal training in the discipline of or related to behavior analysis may apply for membership in this category. Must be a registered student and submit verification of student status with application. Student members may neither vote nor hold office, except in the capacity of Student Officer, but will otherwise enjoy all the benefits of Full membership.

4. *Sustaining Member:* Any individual meeting the qualification of Full Membership. Sustaining members take a special interest in TABA's mission to protect the field of ABA in TN. By choosing to be a sustaining member, you provide funds to support TABA's professional lobbyist team that advises political, legislative, and policymaking bodies with respect to all matters pertaining to behavior analysis. Sustaining members enjoy all benefits of Full membership plus receive special invitations to political events and recognition annually at TABA's conference.

Conditions and Responsibilities of Membership

Membership is one calendar year from January 1 to December 31st. Any member not renewing by January 31st each year will no longer be entitled to member benefits until their membership is renewed.

Article IV – Executive Committee Officers and Executive Committee Affiliate Members

1. *Executive Committee Officers:* The officers of TABA shall be voting members of TABA. There will be five voting officers on the Executive Committee. These five officers are the President, one Regional Representative from each of the regions (West, Middle, and East Regions), and three Student Officers, one from each region (West, Middle, and East), who share one vote on the EC. The TABA Executive Committee shall serve as the governing body of TABA, and conduct its business at meetings or by correspondence, and report its actions, or request the membership to take action, at the Annual Business Meeting or by correspondence. Because TABA is an affiliate of the Association for Behavior Analysis International (ABAI), the President of TABA will be required to become a member of and/or maintain membership in ABAI.
2. *Executive Committee Affiliate (Non-voting) Members:* The Executive Committee shall have members who are affiliated with the TABA Executive Committee and participate in Executive Committee meetings but do not vote on Committee motions. These Executive Committee Affiliate Members include the Director of Operations and Chairpersons of the Committees (Publications, Professional Standards, Membership, Continuing-Education, Social Media, and chairs of future committees created by the Executive Committee).
3. *Residence Requirement:* Each Executive Committee Officer of the Association must reside within the state of Tennessee throughout the term for which the officer was elected.
4. *Term of Office:* Each year at the Annual Business Meeting, the voting members shall elect the number of TABA Executive Committee members necessary to complete the voting membership of the Executive Committee with the exception of the President who has a two year term. The individual(s) elected shall assume office at the end of the Annual Business Meeting in the year of his or her election, and hold that office for a term specified in these By-Laws. The President has a limit of 4 consecutive 2-year terms. The Regional Representatives have a limit of 4 consecutive 1-year terms. The Student Representatives have no limit on 1-year terms. The Executive Committee Affiliate Members are appointed to a 1-year term each year by the Executive Committee at the Annual Business Meeting.
5. *Quorum:* If the President (or designee) and a two of the three Regional Representatives are able to participate in the Executive Committee meeting, then the meeting can be held. The President will be responsible for contacting the Representative not present to vote on topics addressed during the Executive Committee meeting.
6. *Majority Vote:* Each Executive Committee Officer is entitled to vote as a member of the TABA Executive Committee at the TABA Executive Committee meetings in the year of his or her election or appointment. Executive Committee decision is determined by a majority of those executive committee members voting on a motion.

7. *Replacement and Removal:* If any officer, because of death, resignation, or other reason, cannot perform the duties of the office, the TABA Executive Committee shall be empowered to take action that, in its judgment, will best reflect the goals and purposes of the Association.

Any Officer of the Association or Member of the Executive Committee may be recalled in accordance with the following procedure:

- a) A petition for recall bearing the names of at least 20% of the Full members in good standing at the time of submission shall be presented to the Executive Committee.
 - b) The Director of Operations shall certify the petition with respect to the validity of the signatures.
 - c) Upon validation of the petition, the President or his designee shall cause a mail ballot to be prepared and distributed to the voting membership. The ballots shall be received and tabulated by the Director of Operations who shall certify each as valid.
 - d) The officer whose incumbency is under challenge shall be recalled only by two-thirds vote of those members eligible to vote.
 - e) If any officer is recalled, the TABA Executive Committee shall be empowered to take action that, in its judgment, will best reflect the goals and purposes of the Association.
8. *Duties:*

President: The President shall be certified by the Behavior Analyst Certification Board as a Behavior Analyst. Present a Status Report, present a Presidential Address at the annual conference, preside at all TABA Executive Committee Meetings and the Annual Business Meeting, supervise the counting of nomination and election ballots, as well as the ballots in any referenda submitted to the voting membership, announce election results, and exercise general supervision over the affairs of TABA. If the President is unable to preside over a meeting, that responsibility shall fall to the non-voting Director of Operations or designee.

Regional Representatives: The Regional Representative shall attend or participate by phone conference in all Executive Committee meetings, represent the concerns of the region, assist in the planning of the Annual Convention, attend meetings as determined by the Executive Committee, and facilitate at least one annual meeting in his or her region.

Student Representatives: At least one of the three Student Representatives shall attend or participate by phone conference in all Executive Committee meetings, represent the concerns of the students within the regions, and facilitate communication among two other Student Representatives.

The Director of Operations: The Director of Operations shall be a non-voting affiliate of the Executive Committee. He or she shall be appointed by the Executive Committee on at least an annual basis renewable without limit. The roles and responsibilities of the position shall be arranged through a contract with the individual appointed for the position. He or she shall receive all applications for membership, review membership applications, give notice of all inductions into membership, and will send notices of annual membership renewals. The Director of Operations shall have the responsibility of presenting to the Executive Committee a proposed budget and for monitoring all funds. The Director of Operations shall have the authority to disburse these funds for purposes authorized by the TABA Executive Committee. The Director of Operations shall keep a record of all money received and all disbursements made and submit an annual report of the financial status of TABA to the membership at the Annual Business Meeting. He or she shall keep the records of TABA and the TABA Executive Committee. The Director of Operations shall send requests for nominees for all Executive Committee vacancies. He or she will count the nominations and election ballots, as well as the ballots in any referenda submitted to the voting membership. The Director of Operations shall maintain records of Committee memberships and actions. Nothing herein shall be construed to preclude the Director of Operations from appointing individuals to assist in the aforementioned duties.

9. *Committee Chairpersons:* The Chairpersons of the Publications Committee, the Professional Standards Committee, the Membership Committee, Social Media Management, and the Continuing-Education Committee shall be non-voting affiliates of the Executive Committee. The Committee Chairpersons will chair the assigned committee and report progress to the Executive Committee. Nothing herein shall be construed to preclude an Executive Committee member from serving on an Association Committee besides TABA. Unless otherwise required by these By-Laws, an elected Executive Committee member may not be a Committee Chairperson.

Article V - Meetings

1. The Executive Committee and Committee Chairs or designees will meet at least twice a year with one meeting occurring at the Annual Conference at the Annual Business Meeting. Other meeting times will be determined by the Executive Committee.
2. A conference will be held once per year at a time determined by the Executive Committee.

Article VI - Nominations and Elections

1. Prior to or at the Annual Conference, the Director of Operations or designee shall send a request for nominations to all voting members. The two voting members in good standing who receive the most nominations for each office will be contacted by the President to determine their willingness to serve. Persons nominated for more than one Office can accept the nomination for only one Office. If, following this procedure, any office has less than two nominees; the Executive Committee will seek additional candidates until there are enough to fill the ballot. Those willing to serve will be listed on a ballot sent to all voting members by the Director of Operations or designee.
2. The election ballot will contain the names of all candidates for each office listed in alphabetical order. The Director of Operations will co-count the ballots with an Executive Committee member or affiliate member whose name was not on the ballot. Tabulation of votes will be concluded at the Annual Conference before commencement of the Annual Business Meeting. The winner in each election shall be determined by a simple majority vote. The President shall announce the newly elected Officers at the Annual Business Meeting.
3. The Student Officer is elected by the student members in a manner consistent with that for the Voting members.

Article VII - Committees

The Committees of TABA shall consist of such standing committees as may be provided by these By-Laws and such special committees as may be established by vote of the Executive Committee. Committee Chairpersons report Committee activities to the Director of Operations or designee at least quarterly, or more frequently as determined by the Executive Committee. Minutes of the Committee's actions will be recorded and forwarded to the Director of Operations or designee, as well as the Executive Committee. The Director of Operations has the responsibility to report membership and actions of the Committees to the Executive Committee. Committee Chairpersons are responsible for updating the Executive Committee regarding activities and for presenting a status report at the Annual Business Meeting.

1. *The Membership Committee* shall be responsible for recruiting new members and public relations. The Chairperson shall be appointed by the President. The Chairperson shall appoint at least two additional members with the advice and consent of the Executive Committee. The Chairperson of the Membership Committee shall be a full member in good standing and shall serve a one-year term that shall be renewable without limit at the discretion of the President. Except for the Chairperson, membership on the Membership Committee is not limited by category of membership.
2. *The Continuing Education Committee* shall be responsible for the organization and management of the TABA's Annual Convention. It shall consist of the Director of Operations, Chairperson of Continuing Education, and at least two members appointed to one-year-terms by

the Chairperson with the advice and consent of the Executive Committee. The term shall be renewable without limit at the discretion of the President.

3. *The Publications Committee* shall be responsible for the editing, publishing, and distribution of a periodic Bulletin of TABA, a Program of the Annual Conference, and such other items as shall be designated by the Executive Committee. The Chairperson of the Publications Committee shall be appointed by the President for a one-year term renewable without limit.

4. *The Professional Standards Committee* shall consist of a Chairperson appointed by the President for a one-year term, renewable without limit. The committee chair will recruit members sufficient to fulfill the obligations of the committee. These persons will be reviewed by the Executive Committee before sitting on the committee. The Professional Standards Committee will meet at least quarterly to develop, review and clarify standards of practice in behavior analysis. This committee serves as an advisory group to the Executive Committee regarding such questions as, but not limited to, the scope of practice, qualifications of practitioners, and issues regarding professional credentials. The Professional Standards Committee will be responsible for monitoring the implementation of the By-laws and appointing a licensure point person.

5. *Social Media Management Committee* shall manage the social media sites. It shall consist of a Chairperson appointed by the President for a one-year term renewable without limit. The Chairperson shall recruit members, if necessary, to fulfill the obligations of the committee.

Article VIII – Special Interest Groups

At the discretion of the Executive Committee, Special Interest Groups (SIG's) may be formed.

Article IX - Dues

1. The fiscal year for the organization runs one calendar year from January 1 to December 31.
2. Dues for the various categories of membership shall be established by simple majority vote of the Executive Committee. This action can be rescinded by a three-fifths majority vote of those present and voting at the Annual Meeting of the Association in which event the Executive Committee shall propose an alternate schedule of dues for approval by simple majority of those present and voting.
3. Dues shall be payable in the time and manner prescribed by the Executive Committee.
4. Any member who shall have failed to remit dues by January 31st will be declared in arrears. That member shall be subject to suspension of privileges of membership in the TABA, including, but not limited to, receipt of the Bulletin, eligibility for election to Association Office, and special member rates at the Annual Convention until the dues are paid.

Article X - Amendments

This Constitution may be amended only by two-thirds vote of the members present and voting at the time of the Annual Meeting of TABA. Amendments may originate either by simple majority vote of the Executive Committee or by introduction from the floor at the Annual Meeting. In the latter event, the proposed amendment shall have first been endorsed by a petition bearing the signatures of at least one third of the Full members. In the event of such petition reaching the floor, the President or designee shall declare the meeting in recess for the purpose of validating the signatures. The President or designee shall then reconvene the meeting, announce the result of the validation process, and dispose of the issue. The meeting will then resume in accordance with the result of the Amendment vote.

This Constitution was submitted for adoption by the Membership of the Association at the 2015 Annual Meeting. To be adopted, it shall have received the unanimous endorsement of the Executive Committee then sitting and shall be adopted by two-thirds vote of the Members present and voting. These By-Laws were amended on the following dates:

- October 30, 1998
- November 8, 2005
- November 8, 2008
- October 23, 2010 to increase Presidential term from one year to two years.
- October 18, 2013 to increase term limits from three consecutive terms to four consecutive terms.
- October 23, 2015 revised Full Membership to require BACB certification, add student and sustaining membership levels. Revised the annual membership grace period through January 31st of the following year. Revised Student Officer to include three positions to fill each state region. Revised that the President must be a member of ABAI. Revised to specify the President's appointed Continuing Education Chair then appoints at least two committee members. Revised to specify the Professional Standards Committee will be responsible for monitoring the implementation of the By-laws and appointing a licensure point person. Revised to add the Social Media Management Committee.