

# CONSTITUTION 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 September 1 to August 31.

### Section 1 – Voting Members:

- A. 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.
- B. 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.

#### Section 2 – Non-Voting Members:

- A. 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.
- B. 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.
  - d. 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.
- C. 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.

#### Article IV – Officers, Executive Committee, and Executive Committee Affiliate Members

The Executive Committee shall consist of the elected officers of the Association and Executive Committee Affiliate Members. The Executive Committee shall:

- A. serve as the governing body of TABA, and
- B. conduct its business at meetings or by correspondence, and
- C. report its actions, or
- D. request the membership to take action at the Annual Business Meeting or by correspondence.

#### Section 1 – Executive Committee Officers

- A. The Executive Committee Officers of TABA shall be voting members of TABA. There will be seven votes from officers on the Executive Committee. These seven officer votes are
  - a. President
  - b. President-elect
  - c. one Regional Representative from each of the regions (West, Middle, and East Regions)
  - d. three Student Officers, one from each region (West, Middle, and East), who share one vote on the EC.
- B. 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:

- a. the Director of Operations and
- b. Chairpersons of the Committees (Publications, Professional Standards, Membership, Continuing-Education, Social Media, Public Policy and Practice, and chairs of future committees created by the Executive Committee).

#### Section 2 – 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.

#### Section 3 – Voting

- A. 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.
- B. Executive Committee decision is determined by a majority of those executive committee members voting on a motion.

#### Section 4 – Quorum

If the President (or designee) and two of the three Regional Representatives are able to participate in the Executive Committee meeting, then the meeting can be held.

#### Section 5 – Terms of Office

- A. 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.
- B. 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 the Bylaws.
- C. The President has a limit of 4 consecutive 1-1-1 year terms, cycling from President-elect, President, Past-President.
- D. The Regional Representatives have a limit of 4 consecutive 1-year terms.
- E. The Student Representatives have no limit on 1-year terms.
- F. The Executive Committee Affiliate Members are appointed to a 1-year term each year by the Executive Committee at the Annual Business Meeting.

#### Article V – Meetings

- A. 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.
- B. A conference will be held once per year at a time determined by the Executive Committee.
- C. Voting can occur at any time throughout the year. Members must be given sufficient time to review any proposal and the vote will be carried out digitally.

- D. Elections are carried out during the Annual Business Meeting at the Annual Conference except if new positions are adopted.

#### Article VI - Parliamentary Authority

Robert's Rules of Order, in its most recent edition, shall govern the Association in all cases in which it is applicable and in which it is not inconsistent with the Constitution and Bylaws.

#### Article VII - Dues

- A. The fiscal year for the organization runs one calendar year from September 1 to August 31.
- B. 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.
- C. Dues shall be payable in the time and manner prescribed by the Executive Committee. Membership is September 1 to August 31.

#### Article VIII - Amendments

The Constitution may be amended by two-thirds vote of the voting members. The President must provide proposed amendments to the Constitution to all members for consideration and discussion prior to voting. Amendments may originate either by simple majority vote of the Executive Committee at any time during the year or by voting members introducing 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 goes into effect immediately upon ratification by the membership. Officers, Executive Committee, committee chairpersons, and all other persons in elected or appointed offices of the Association shall continue to serve until their terms of office expire as prescribed under the former Constitution.

# BYLAWS OF THE TENNESSEE ASSOCIATION FOR APPLIED BEHAVIOR ANALYSIS

## Article I – Duties of Executive Committee Officers

### Section 1 – Elected Officers

#### A. President: The President shall:

- a. be certified by the Behavior Analyst Certification Board as a Behavior Analyst;
- b. be required to become a member of and/or maintain membership in the Association for Behavior Analysis International;
- c. present a status report;
- d. present a Presidential Address at the annual conference;
- e. preside at all TABA Executive Committee Meetings and the Annual Business Meeting;
- f. supervise the counting of nomination and election ballots, as well as the ballots in any referenda submitted to the voting membership;
- g. announce election results;
- h. exercise general supervision over the affairs of TABA.
- i. If the President is unable to preside over a meeting, that responsibility shall fall to the non-voting Director of Operations or designee.

#### B. President-elect: The President-Elect shall:

- a. serve a one-year term before assuming the role of the President;
- b. be certified by the Behavior Analyst Certification Board as a Behavior Analyst;
- c. the President-elect duties include assist the President;
- d. oversee committee actions;
- e. assist in the planning of the annual conference;
- f. assist regional representatives in planning regional conferences.

#### C. Past-President: The Past President shall:

- a. serve a one-year term immediately following serving in the role of the President;
- b. serve as an advisor to the President and President-elect;
- c. promote membership involvement in TABA committees;
- d. recruit nominations for elected positions;
- e. work to promote the continuation of goals from the previous year.

#### D. Regional Representatives: The Regional Representative shall:

- a. attend or participate in all Executive Committee meetings (e.g., virtually, email, phone conference);
- b. represent the concerns of the region;
- c. assist in the planning of the Annual Convention;
- d. attend meetings as determined by the Executive Committee;
- e. facilitate at least one annual meeting in his or her region;
- f. participate in subcommittees as needed;
- g. provide regional updates for each newsletter, as requested by the Publications Committee.

E. Student Representatives:

- a. at least one of the three Student Representatives shall attend or participate in all Executive Committee meetings (e.g., virtually, email, phone conference);
- b. represent the concerns of the students within the regions;
- c. facilitate communication among two other Student Representatives and provide assistance with the regional meeting if needed;
- d. collaborate with the two other regional student representatives via email and other communication;
- e. promote student member recruitment throughout the year;
- f. attend all Executive Committee meetings and discussions (in person, phone conference, emails) to provide updates on your region;
- g. participate in the executive committee voting process. The majority student representative vote equals one Executive Committee vote. Should only two student representatives vote with opposing votes, the third student representative will be required to vote to break the tie;
- h. represent the concerns of the students within the regions when needed.

Section II – Committee Chairpersons:

A. Committee Chairpersons shall:

- a. chair the assigned committee and report progress to the Executive Committee;
  - b. be non-voting affiliates of the Executive Committee;
  - c. be appointed by the President;
  - d. be a full member in good standing;
  - e. serve a one-year term that shall be renewable without limit at the discretion of the President;
  - f. appoint at least two additional members with the advice and consent of the Executive Committee;
  - g. report Committee activities to the Director of Operations or designee at least quarterly, or more frequently as determined by the Executive Committee;
  - h. record and forward minutes of the Committee's actions will be to the Director of Operations or designee, as well as the Executive Committee;
  - i. update the Executive Committee regarding activities;
  - j. present a status report at the Annual Business Meeting.
- B. Nothing herein shall be construed to preclude an Executive Committee member from serving on an Association Committee besides TABA. Unless otherwise required by these Bylaws, an elected Executive Committee member may not be a Committee Chairperson.

Article II – Director of Operations

A. The Director of Operations:

- a. The roles and responsibilities of the Director of Operations shall be arranged by the Executive Committee through a contract with the individual appointed for the position.
- b. The Director of Operations shall be appointed by the Executive Committee on at

- least an annual basis renewable without limit.
- c. Nothing herein shall be construed to preclude the Director of Operations from appointing individuals to assist in the duties mentioned below:
  - d. The Director of Operations shall:
    - i. be a non-voting affiliate of the Executive Committee;
    - ii. report membership and actions of the Committees to the Executive Committee;
    - iii. receive all applications for membership;
    - iv. review membership applications;
    - v. give notice of all inductions into membership;
    - vi. send notices of annual membership renewals;
    - vii. present to the Executive Committee a proposed budget and for monitoring all funds;
    - viii. have the authority to disburse budgeted funds for purposes authorized by the TABA Executive Committee;
    - ix. keep a record of all money received and all disbursements made;
    - x. submit an annual report of the financial status of TABA to the membership at the Annual Business Meeting;
    - xi. keep the records of TABA and the TABA Executive Committee;
    - xii. send requests for nominees for all Executive Committee vacancies;
    - xiii. count the nominations and election ballots, as well as the ballots in any referenda submitted to the voting membership;
    - xiv. maintain records of Committee memberships and actions.

### Article III: Committees

The Committees of TABA shall consist of the following standing committees as may be provided by these Bylaws and such special committees as may be established by vote of the Executive Committee:

- A. Membership
- B. Continuing Education
- C. Publications
- D. Professional Standards
- E. Social Media Management
- F. Public Policy and Practice

#### Section 1 – Responsibilities of Appointed Committees

- A. Membership Committee
  - a. Except for the Chairperson, membership on the Membership Committee is not limited by category of membership.
  - b. Shall be responsible for recruiting new members and public relations.
  - c. Shall be responsible for keeping the mailing list up to date as membership status changes occur.

- e. Shall provide information regarding current membership as requested by the Executive Committee or Director of Operations.
- B. Continuing Education Committee
- a. Shall be responsible for the organization and management of the TABA's Annual Conference.
  - b. 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.
  - c. The Committee Chairperson will be responsible for all activities related to continuing education unit provision and coordination, as indicated by the Behavior Analysis Certification Board.
  - d. The term shall be renewable without limit at the discretion of the President.
- C. Publications Committee
- a. Shall be responsible for the editing, publishing, and distribution of
    - i. a periodic bulletin of TABA,
    - ii. a Program of the Annual Conference,
    - iii. such other items as shall be designated by the Executive Committee.
- D. Professional Standards Committee
- a. Will clarify standards of practice in behavior analysis.
  - b. 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.
  - c. Advise the appointment of a licensure point person.
  - d. Shall be responsible for monitoring the implementation of the Bylaws.
  - e. Prepare proposals for amending the Constitution and Bylaws;
  - f. Present proposed amendments to the Executive Committee for action by the body.
- E. Social Media Management Committee
- a. Shall manage the social media sites with information that is consistent with TABA's mission.
  - b. The Social Media Chair will assist the Publications Chair in taking photographs during the Conference and Regional Meetings to include in the newsletter, and for social media use.
  - c. Shall consist of a Chairperson appointed by the President for a one-year term renewable without limit.
- F. Public Policy and Practice Committee
- a. Shall consist of Chairperson appointed by the President for a two-year term (to coincide with the legislative session), renewable without limit.
  - b. Shall consist of members of the TABA that choose to volunteer their time toward legislative and other public policy issues that may arise over the course of the year.
  - c. Committee members are eligible to serve the two-year term or may choose a one-year option.
  - d. Shall coordinate with the Executive Committee of the TABA in attending



legislative events, such as Disability Day on the Hill, written materials, email blasts for urgent issues, etc.).

- e. Will work with and coordinate efforts with the hired lobbyist for the TABA.
- f. Shall address such issues such as developing educational talking points and other informed statements that the TABA and its members can share with elected officials and other State Agency personnel around applied behavior analysis in Tennessee (e.g. licensure facts, scope of practice, funding sources, access to applied behavior analysis across the State of Tennessee and any responses to proposed legislation that may have an impact (positive, negative or neutral) on applied behavior analysis in the State of Tennessee.

#### Article IV – Special Interest Groups

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

#### Article V – Vacancies in Office

##### A. Vacancies

- a. The President-Elect shall assume the office of the President should it become vacant.
- b. Whenever any other elected office becomes vacant between elections the President, with consent of the Executive Committee, shall appoint all vacancies until the next election.
- c. Whenever the offices of both President and President-Elect shall become vacant between elections, the remaining members of the Executive Committee shall choose one of their numbers to serve as President pro tempore until the Association membership can fill the vacancies.
- d. 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.

#### Article VI - Removal of Officers

- A. 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.

#### Article VI – Elections

- A. 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.
- B. 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.
- C. The Student Officer is elected by the student members in a manner consistent with that for the voting members.

#### Article VI – Amendments to the Bylaws

The Bylaws may be amended by two-thirds vote of the members. The President must provide proposed amendments to the Bylaws to all members for consideration and discussion prior to voting. Amendments may originate either by simple majority vote of the Executive Committee at any time during the year or may be introduced 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.

These Bylaws go into effect immediately upon ratification by the membership. Officers, Executive Committee, committee chairpersons, and all other persons in elected or appointed offices of the Association shall continue to serve until their terms of office expire as prescribed under the former Bylaws.

These Constitution and Bylaws 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 the Association for Behavior Analysis

International. 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.

October 27, 2017: (1) the Past-President and President-Election positions were added with each and the President a 1-year term, (2) a Public Policy Committee was added, (3) the membership dates were changed to September 1st to August 31st to coincide more closely with the conference date, and 3) voting was changed to be allowed any time during the year.

February 14, 2024: Overall formatting was revised for consistency. The Public Policy committee was renamed the Public Policy and Practice Committee.