

Handbook for
Affiliated Chapters
of the Association for
Behavior Analysis International

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INTRODUCTION

The mission of the Association for Behavior Analysis International (ABAI) is to contribute to the well-being of society by developing, enhancing, and supporting the growth and vitality of the science of behavior analysis through research, education, and practice. ABAI affiliated chapters share this mission in the geographical areas of their reach.

This handbook is intended to provide guidance to both new and well-established affiliated chapters as well as those interested in creating a chapter. Included in the handbook are guidelines for the formation of chapters and the nature of the relationship between chapters and ABAI. In 2012, ABAI had 81 affiliated chapters, 44 in the USA and 37 non-U.S.A. chapters. Appendix A includes a list of all ABAI affiliated chapters.

CHAPTER FORMATION AND DISCONTINUATION

Affiliated Chapter Formation

Any group of 10 or more active ABAI members in a discrete, definable location may apply to establish a chapter, provided that another chapter of the same type does not already exist. Chapters are one of four types: national, state/provincial, regional, or local. National and state chapters are defined by the legal boundaries of their areas, and ABAI restricts new national and state chapters to those countries and states where no other national or state ABAI affiliated chapter exists. Local chapters may be similarly restricted, as appropriate.

All chapters are required to clearly state their geographical boundaries in their bylaws and on printed and web publications. It is required that chapters include in their names a reference to their geographic boundaries (e.g., Four Corners Association for Behavior Analysis, French ABA, Mid-American ABA).

All ABAI affiliated chapters are expected to:

- Share the mission of ABAI.
- Submit a brief annual report to the Executive Council by April 15 each year, updating on officers, recent events and activities, and goals and plans for the coming year. See Appendix D for an outline of the data and other information you will be asked to update on an annual basis.
- Contribute annually to the summer issue of *Inside Behavior Analysis*, to inform ABAI members of work in the field and to promote activities.
- Organize an annual business meeting to conduct the business of the chapter and allow input from chapter members. ABAI provides space for this purpose at its annual convention, and will include notice of the meeting in the convention program and on the ABAI website.
- Link their websites to the ABAI website.
- Comply with the policies and guidelines defined in this handbook.

If you are interested in forming a new affiliated chapter, please submit a completed application form, bylaws, a copy of the most recent issue of the chapter's publication (if applicable), and the signatures of **10 current ABAI members** who support the formation of the chapter (the person making the application can be one of the signatories). The Affiliated Chapters Board provides initial review of applications and materials and makes recommendations to the Executive Council, which meets twice a year.

The 10 signatories must all have at least a master's degree and must all live and/or work in the area to be served by the proposed chapter. If any signatory does not live within the geographic boundaries of the chapter, justification must be given for why that person's signature should be included in the application. Signatures may be faxed or mailed, or they may be sent from the individual e-mail addresses of the signatories, each with a simple line to the effect of, "I support the formation of XX chapter."

Part of the review of chapter applications will be consideration of whether the area to be served will be able to support a chapter. Analysis of population, infrastructure, and other characteristics may be made, and applicants may be asked to supply further information.

Deadlines for receipt of the application materials are April 1 for the spring council meeting and September 1 for the fall council meeting. Appendix B provides the necessary forms and guidelines to apply for affiliated chapter status. This application may also be completed on the ABAI website at <http://www.abainternational.org/Chapters/chapterapplication/onlineform.asp>.

Discontinuation of Chapters

On occasion, a chapter may become inactive. The dissolution of a chapter may arise either as a decision of the chapter membership or from insufficient interest or support. Notification of withdrawal should be made in writing to the ABAI Executive Council and to all chapter members. In addition, the dissolution of a chapter affiliate may arise from a decision of the Executive Council upon recognition that the chapter has not provided an annual report for two consecutive years or has otherwise demonstrated a level of inactivity. These decisions are not made lightly and occur after a period of investigation, discussion, and deliberation.

GUIDELINES ON CHAPTER ACTIVITIES, ADMINISTRATION, AND OPERATIONS

Every affiliated chapter is different in size and type of organization, and ABAI respects the choices each chapter makes regarding its own administration. Some chapters have a few members and meet only at the ABAI convention. Others engage in multiple activities, such as conducting an annual conference, collecting fees, and distributing newsletters. The following guidelines and policies have been developed to clarify the role of chapters in the association.

Legal Status of Chapters

Chapters are typically organized as membership organizations. Chapters have substantial leeway in how they serve their members' needs. If a U.S.A. chapter wants to incorporate as an organization to align with the mission of ABAI, it could do so as a charitable organization. Outside the USA, chapters might incorporate based on the regulations of their respective countries. ABAI does not recognize for-profit organizations as affiliated chapters.

Chapters affiliated with ABAI may affiliate with other organizations, as long as their missions are compatible with ABAI's. ABAI has the right to accept, reject, or rescind affiliation status based on incompatible chapter affiliations.

IRS Return for Tax Exempt Organizations (Form 990)

In the USA, the Internal Revenue Service (IRS) requires filing Form 990 for tax-exempt organizations and recommends that organizations have policies as a sign of good corporate governance; although those policies are not *required* by law, chapters are recommended to have the following policies—which can be useful for chapters outside the United States as well:

- *Minutes Preparation.* Defines the chapter's procedures for recording, reviewing, and accepting minutes. The minutes are distributed for review to all board members before the following meeting. Members have the opportunity to accept minutes as written, accept them upon revision, or reject them. Minutes are approved upon a vote of the board of directors.
- *Review IRS Form 990 or Other Tax Documents.* Describes the process by which the board of directors reviews, requests revisions of, and approves tax reporting information prior to submission to the relevant government agency.
- *Conflict of Interest.* Defines the requirements for full disclosure by chapter board members and other interested parties to ensure that decisions are free of favoritism and in the best interests of the chapters.
- *Whistleblower.* Provides for the protection of chapter employees, independent contractors, officers, or board members who, in good faith, make confidential reports of a suspected violation of law or policy.
- *Document Retention and Destruction.* Outlines rules and schedule for the retention and destruction of documents to prevent the unauthorized destruction of documents that may be needed to establish fraud or wrongdoing.
- *Expense Reimbursement.* Defines the conditions under which board and committee members and employees are reimbursed for expenses incurred while performing the duties of the chapter.
- *Gift Acceptance.* Describes the conditions within which gifts may be made to and accepted by the chapter.

The American Society of Association Executives (ASAE) has draft policy statements that can be reviewed and tailored to fit the needs of chapters. ASAE members can find these policies at

<http://www.asaecenter.org/PublicationsResources/modelslist.cfm?ItemNumber=37862>. Other sources for sample Form 990 policies may be found by searching the web.

Bylaws

Each chapter is encouraged to develop and operate within bylaws. Bylaws provide structure and continuity to the administration of any organization and provide transparency for leadership, membership, and management. A bylaws template is provided in Appendix C. This template may be customized to fit the needs of the chapter.

Article and Annual Report to the ABAI Executive Council

All chapters are asked to submit an article once annually to update the ABAI membership on chapter activities and accomplishments over the prior year. Both the article and the chapter's annual report are due (together) to the ABAI Executive Council by April 15 each year. The article and report serve to describe the chapter's activities and issues of concern and provide relevant data about the chapter. The annual report helps to inform members about the chapter. An outline of a typical annual report is included as Appendix D. Chapter liaisons will be prompted when it is time for the report and will also receive updates and correspondence on behalf of the ABAI Council. Chapter data can be found in Appendix E. Appendix F includes an overview of deadlines relevant to chapter communication with the ABAI office.

Officers

Each chapter should set its own policies and procedures for electing or appointing officers. Officers do not have to be Full members of ABAI. An officer structure including a president, president-elect, past president, and secretary-treasurer is recommended for consistency; these can be interim officers for new chapters if the expectation is to hold elections after chapter approval. (Also, it is understood that newly formed chapters will not have past presidents or presidents-elect in place.) The officers usually constitute the executive committee of the board. Other representative types may also be appropriate for chapter constituencies, including student, applied, and experimental representatives. Information concerning chapter officers should be included in the annual report to the ABAI Executive Council.

Financial Management

Dues and fees are collected at the discretion of each chapter, and the money generated by these dues stays with the chapter and is used to cover its expenses (such as newsletters, seminars, and social events). If a chapter charges dues, it has a responsibility to maintain sound financial procedures and make regular financial reports to its members. ABAI is not involved in the financial oversight of chapters, and chapters are not required to make financial reports to ABAI. Some basic recommendations for financial management are included in Appendix G for chapter considerations.

Leadership

ABAI expects that the leadership of chapters, however structured, will promote basic principles of good governance, due diligence, and care in the oversight and management of chapter operations. Chapters, like ABAI, are membership organizations and as such are expected to utilize democratic principles in their management. ABAI relies on and reflects the positions of its members; we hold a similar expectation of chapters and require that ABAI chapters also reflect the positions and needs of their membership.

Membership

Chapters are free to establish membership structures to best suit their needs. ABAI does not require that chapter members be members of ABAI, although it does encourage the practice. Full members of ABAI are eligible to participate in the nomination and election of ABAI officers. Requirements of Full membership are available on the ABAI website: www.abainternational.org.

Chapter/Adjunct Membership

A special membership category, chapter/adjunct member, was established for members of ABAI affiliated chapters. Chapter/adjunct members receive (1) a subscription to *Inside Behavior Analysis* and other mailings and e-mail notifications that keep them informed of activities and (2) reduced registration rates for the annual ABAI convention (lower than nonmembers). *The Behavior Analyst* is NOT included in this membership category and must be ordered separately. Individuals may apply for ABAI chapter/adjunct membership by sending dues along with evidence of chapter membership and an ABAI membership form to the ABAI office at mail@abainternational.org.

Communication

Each chapter should have an established method to keep its members informed of activities, upcoming elections, and other important information. Such information can be distributed via a newsletter, e-mail messages, a website, and/or at chapter business meetings. ABAI's office e-mail, mail@abainternational.org, should be included on the mailing lists and listservs for all chapter communications.

Position Statements and Public Policy Positions

ABAI's policy with regard to position statements of chapters is driven by ABAI bylaws. Statements of official position on societal, professional, and other issues can be issued on behalf of ABAI only if such positions have been approved by a vote of Full members of ABAI. Members of chapters, like members of ABAI (including Executive Council members), cannot make public statements on behalf of ABAI.

If a chapter wishes to issue statements or guidelines, these must include a disclaimer stating that they do not reflect the position of ABAI, its Executive Council, or its members. If a chapter issues a position statement or guideline, the ABAI office and Executive Council must be informed in writing before the document is disseminated. ABAI should receive a copy of the document with the disclaimer for its files.

On occasion, a chapter may craft a position statement that is relevant to the field as a whole and to all ABAI members. If the position is one that warrants consideration as an ABAI position, the procedure is as follows: (1) a draft position is proposed in writing to the ABAI Council for approval to convene an ad hoc task force; (2) the ABAI Executive Council decides if the appointment of a task force is warranted and, if so, invites members to serve on the task force; (3) the task force reviews or further develops the position and presents it to the council for consideration; (4) upon council approval, the draft position is presented to the Full members of ABAI for commentary; (5) a 3rd draft is made, with consideration of Full member commentary, and presented again to the ABAI Council, which then decides whether to put the position to a vote of the Full members of ABAI.

Diversity Policy

ABAI operates under a diversity policy. Chapters are expected to operate in alignment with the ABAI Diversity Policy:

The Association for Behavior Analysis International seeks to be an organization comprised of people of different ages, races, nationalities, ethnic groups, sexual orientations, genders, classes, religions, abilities, and educational levels. ABAI opposes unfair discrimination.

ABAI CENTRAL OFFICE SERVICES TO AFFILIATED CHAPTERS

ABAI is committed to supporting each of its chapters with resources to help them communicate with ABAI members and does so by supporting the efforts of the ABAI Affiliated Chapters Board. The ABAI office and Affiliated Chapters Board Coordinator serve as liaisons between chapter officers and the ABAI Executive Council. The office communicates pertinent information to all chapters through regular correspondence to chapter officers. These communications provide updates on chapter activities, news, upcoming events, and opportunities. Advice and consultation are available as needed for activities such as recruiting new members, maintaining a mailing list, preparing a newsletter, and coordinating events. The following are some of the services that ABAI offers to its chapters.

Chapter Leadership Seminars/Orientation

ABAI hosts chapter leadership seminars, typically during its annual convention. These sessions are designed for chapter officers who are newly elected and for those continuing in their leadership positions. At each session, important information is distributed and the working “connections” between chapters, the council, and ABAI’s office are described. Time is provided for questions and discussion. Chapter officers are highly encouraged to attend these leadership seminars in order to learn, to share, and to gain an understanding of the benefit of relationships across chapters.

Clearinghouse Services

The ABAI office functions as a repository of chapter information, bylaws, and other pertinent items. To that end, chapter officers are strongly urged to forward copies of chapter documents to the office for safe-keeping and historical continuity. The ABAI office will file key documents that chapters are willing to share with other chapters needing assistance with development. Chapter officers should send copies of current versions of bylaws, handbooks, or other materials that may be of help to other chapters.

Web

The ABAI website is located at <http://www.abainternational.org>. From here, visitors can apply for membership; register for events; access the annual convention program, the call for papers, the ABAI membership directory, and journal information; and view affiliated chapters’ contact information, websites, e-mail links, and other details.

ABAI provides space on the ABAI website for an informational page about each chapter. The pages link from <http://www.abainternational.org/Chapters.asp>. ABAI includes the following information on its website as provided by each chapter:

- Chapter mission/objectives and contact information
- Description of membership
- Recurring annual events
- Publications/newsletters and subscription details
- Information specific to chapter of interest to behavior analysts
- Chapter membership form (MS Word file)
- Upcoming conference information (date, location, fees, continuing education offered)

ABAI would like your chapter to include similar information on your website concerning ABAI.

ABAI collects this information from chapters through the annual reports provided each year to the Executive Council. Additionally, ABAI can link other information from your chapter web page on the ABAI site, including the chapter’s own website or membership and event registration forms. Chapter representatives may contact the ABAI office at any time at mail@abainternational.org with a request that information be

added to or updated on the web page. Most requests can be accommodated in just a couple of business days.

Outreach and Networking

Business Meetings

Chapters are expected to hold, at a minimum, annual meetings for their membership. ABAI will schedule and provide space at the annual convention without charge for affiliated chapters to conduct business meetings. If you are interested in organizing a meeting, please follow the submission procedures for business meetings in the ABAI annual convention call for papers. The call for papers is available on the ABAI website by mid-August. Additionally, the convention offers a wide variety of events for chapters and chapter-member participants. ABAI boards and committees hold their meetings at the convention and often address issues of interest to chapters.

ABAI Expo

The Expo is ABAI's opening exhibition at the annual convention. It provides a forum for chapters; special interest groups; and academic, clinical, and research programs to communicate with convention attendees. Several thousand people pass through the Expo, making it a prime venue for chapters to share promotional information, answer questions from attendees, network with colleagues, and recruit new members. ABAI provides complimentary space and strongly encourages all chapters to participate. Expo submission forms are available from August through mid-October via the annual convention call for papers.

ABAI would also like to participate in your annual conference, if possible, with a booth or area to distribute information to chapter members. From time to time, we will be able to have representatives attend your events and continue in this way to strengthen the relationship between ABAI and its chapters.

Promotional E-mails

In order to assist in advertising conferences, events, and other initiatives sponsored by your chapter, ABAI will exchange e-mails. Interested chapters should send a text e-mail, subject line, return address, and deadline for e-mailing (please give us some lead time, as e-mails cannot always be sent the day they are received). In the spirit of reciprocity, ABAI will also ask chapters to help us spread the word to their members about events, news, or other opportunities available through ABAI. ABAI's e-mailing policy for chapters is as follows:

- Two e-mail invitations will be sent annually to chapters inviting them to submit an e-mail announcement to ABAI members who have indicated they would like to receive information about that chapter.
 - The e-mail audience is limited to those individuals who have expressed an interest in receiving information about the chapter on their ABAI membership form.
 - Chapters are limited to two e-mails annually.
 - Should a chapter wish to send more than two e-mails in a given year, ABAI may send additional e-mails, on a case-by-case basis, for a reasonable fee.
 - E-mailing will be reciprocal—ABAI to provide an e-mail to be distributed to chapter mailing lists, to promote ABAI, at the same time it sends e-mails on behalf of chapters.
- The ABAI e-mail list in part or its entirety will not be distributed to any group.
- ABAI's content policy is as follows:
 - ABAI is interested in supporting the communications of its chapters, and therefore reserves the right to edit chapter e-mails for style and content. Any substantive content changes will be sent back to appropriate chapter leaders for approval. E-mails sent on behalf of chapters

by ABAI are intended to be largely informational and promotional in nature. Specifically, ABAI does not send chapter e-mails that:

- Impugn chapter leaders, members, or ABAI in any way.
- Contradict ABAI positions or policies.
- Attempt to resolve internal chapter conflicts or controversies.
- Are otherwise deemed likely to cause offense to ABAI and/or chapter members, as determined by ABAI.

Newsletter

Inside Behavior Analysis is published three times annually and provides an opportunity for chapters to share their activities with ABAI members. ABAI provides newsletter space for any chapter wishing to contribute an article, conference information, or other chapter-related news. We encourage you to submit material up to twice a year for the dates indicated below:

- June 15: Summer newsletter, issue 2 (mails July 30)
 - Note: Articles accompanying chapters' annual reports (due April 15) to the Executive Council are typically included in this issue.
- September 15: Fall newsletter, issue 3 (mails October 30)

Additionally, from time to time chapters express an interest in reproducing an article from *Inside Behavior Analysis* in their newsletters. ABAI will permit the use of articles in this manner, but we ask that you first e-mail the ABAI office and indicate the chapter's interest in reprinting a published article. Chapters are requested to identify the source of any article reprinted from an ABAI publication. We would like to distribute basic information about ABAI for inclusion in chapters' publications as well.

Chapter Listserv

ABAI has a chapter listserv to encourage and support networking among chapters. The e-mail addresses of two of the chapter's officers can be added to the listserv. These will be the chapter liaison to ABAI and another member of the chapter's executive committee. The listserv is managed by the Chapter Board Coordinator. The listserv address is All-Chapters@abainternational.org.

Continuing Education

ABAI is approved by the American Psychological Association (APA) to offer continuing education (CE) credits for psychologists, and by the Behavior Analyst Certification Board (BACB) to offer CE credits for certified behavior analysts. The main goal of CE is to keep knowledge and skills current. In order to provide opportunities for CE, ABAI sponsors CE events and co-sponsors CE events with other organizations or individuals throughout the year.

ABAI will co-sponsor CE workshops for APA credit with interested chapters. Chapters interested in offering workshops for CE credit should contact the ABAI office for more information.

At the ABAI Annual Convention, ABAI offers workshops for CE credits for both the APA and the BACB. Workshops cover a wide variety of topics and range in intensity from introductory to advanced levels.

APPENDIX A: CHAPTER GROUPS OF ABAI

Contact information for ABAI chapters is available at <http://www.abainternational.org/Chapters.asp>.

U.S.A. Chapters (as of May, 2012)

Alabama ABA
Arizona ABA
Arkansas ABA
Behavior Analysis Association of Michigan
Berkshire Association for Behavior Analysis and
Therapy
California ABA
Connecticut ABA
Delaware ABA
Delaware Valley ABA
Florida ABA
Four Corners ABA
Georgia ABA
Hawai'i ABA
Heartland ABA
Hoosier ABA
Illinois ABA
Iowa ABA
Kansas ABA
Kentucky ABA
Lone Star ABA
Louisiana ABA
Maryland ABA
Massachusetts ABA
Mid-American ABA
Minnesota Northland ABA
Missouri ABA
Nevada ABA
New Jersey ABA
New York State ABA
North Carolina ABA
Northwestern ABA
Ohio ABA
Oregon ABA
Pennsylvania ABA
Rhode Island ABA
South Carolina ABA
Southeastern ABA
Tennessee ABA
Texas ABA
Tidewater ABA
Utah ABA
Vermont ABA
Virginia ABA
Wisconsin ABA

Non-U.S.A. Chapters (as of May, 2012)

ABA Colombia
ABA España
ABA India
ABA Switzerland
ABA of Brazil
ABA of Italy (IESCUM)
Albania ABA
Asociación Latinoamericana de Análisis y
Modificación del Comportamiento (ALAMOC)
Association for the Advancement of Radical
Behavior Analysis (AARBA)—Italy
Association Française d'ABA
Australian Association for Cognitive Behaviour
Therapy
Behaviour Analysis in Ireland
Bermuda ABA
British Columbia Association for Behaviour
Analysis
Central China ABA
Chinese ABA
Experimental Analysis of Behaviour Group UK and
Europe
French ABA
Hong Kong ABA
Icelandic ABA
Israel ABA
Japanese ABA
Jordanian ABA
Korean ABA
Korean Association of Child & Adolescent
Behavior Therapy
Manitoba ABA
Middle East ABA
New Zealand ABA
Norsk Atferdsanalytisk Forening
(Norwegian ABA)
Ontario ABA
Philippines ABA
Polish Association of Behavioral Therapy
Polish Society for Behavioral Psychology
Québec ABA
Sociedad Mexicana de Análisis de la Conducta
Swedish ABA
Taiwan ABA

APPENDIX B: GUIDELINES, REQUIREMENTS, AND PROCESS FOR ESTABLISHING A NEW CHAPTER

To establish a chapter, applicants must submit (1) a completed application form, following and also available online at <http://www.abainternational.org/Chapters/chapterapplication/onlineform.asp>; (2) the signatures of 10 current ABAI members who support the formation of the chapter, all of whom must have at least a master's degree and live in the area to be served by the chapter (if any signatory does not live in the area to be served, a justification must be made as to why that person should be included as a signatory); (3) a copy of the most recent issue of the chapter's publication (if applicable); and (4) a copy of the chapter bylaws, which must describe criteria for membership in the chapter. A bylaws template may be obtained from the ABAI office and is also included in this handbook, in Appendix C.

Application Submission Dates

Applications for affiliated chapter status are reviewed twice each year by the ABAI Affiliated Chapters Board and the Executive Council. Those received by April 1 will be reviewed at the May meeting. Applications for review at the fall council meeting should be received by September 1.

Application Process

Return application and materials to:

Association for Behavior Analysis International
550 W. Centre Ave., Suite 1
Portage, MI 49024
E-mail: mail@abainternational.org
Fax: (269) 492-9316

Application

ABAI is a nonprofit membership organization with the mission to contribute to the well-being of society by developing, enhancing, and supporting the growth and vitality of the science of behavior analysis through research, education, and practice.

Name of Chapter (must include "Association for Behavior Analysis"):

Contact Person's Information:

Name: _____ Home Phone: _____
Mailing Address: _____ Work Phone: _____
Fax: _____
E-mail: _____

Chapter Officers:

List the name, office held, and membership status of each officer:

<i>Name</i>	<i>Office Held</i>	<i>ABAI Member Status*</i>
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*Verified by ABAI office staff against the ABAI membership database.

Type of Chapter (check one):

Local

Regional

State/Provincial

National

Describe the geographic boundaries of the chapter, as well as what needs will be filled in the proposed geographic area by an ABAI-affiliated chapter:

Chapter Information:

Chapter mission/objectives:

Description of membership:

Chapter journals and whether printed, e-mailed, or posted on the web:

Describe chapter activities (meetings, workshops, publications, etc.). Include meeting dates and time of year of publications.

Materials to include with this application:

- Signatures of 10 current ABAI members who support the formation of this chapter , all of whom must have at least a master’s degree and live in the area to be served by the chapter (if any signatory does not live in the area to be served, a justification must be made as to why that person should be included as a signatory)
- Bylaws for the chapter
- One copy of the chapter’s most recent publication, if applicable

Signatures of 10 current ABAI members who support the formation of the chapter:

	Name	Signature	ABAI Member Status*	Degree (at least master’s)	Residency
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

* Verified by ABAI office staff against the ABAI membership database.

APPENDIX C: BYLAWS TEMPLATE [CUSTOMIZE ARTICLES TO YOUR STRUCTURE]

Bylaws of the [XXX Association for Behavior Analysis] (Insert full name of the chapter.)

Article I—Name

The name of this organization shall be the [XXX Association for Behavior Analysis]. [XXX ABA] is a not-for-profit membership organization whose purpose is to promote the specific interests of its members, within the scope of these bylaws.

Article II—Purpose

The [XXX Association for Behavior Analysis] was created with the mission to XXX [Insert the mission or purpose for which the chapter was formed]. Specifically, the organization shall:

- (a) Serve as a scientific and professional reference and networking group for its members.
- (b) Disseminate information to promote its mission to a wider audience.
- (c) Organize an annual meeting to provide a forum for discussion of the affairs of the chapter.

Article III—Membership

1. Categories of Membership

Membership is open to all persons interested in or actively engaged in behavior analysis. Membership shall be in one of three classes:

Full Member: Any individual holding a terminal degree in a discipline directly related to or involving behavior analysis and whose full-time professional commitment includes teaching, research, and/or practice in behavior analysis may apply for membership in this category. Full members may vote on membership decisions of the chapter.

Affiliate Member: Any member evidencing interest in the discipline of behavior analysis, but lacking formal training therein, may apply for this class of membership.

Student Member: Any individual pursuing formal training in the discipline of behavior analysis but not yet gainfully employed therein on at least a half-time basis may apply for membership in this category. Such application must be accompanied by documentation certifying the applicant's student status.

Membership is by the calendar year.

A person wishing to become a member must submit a completed application form and pay the annual membership dues established by the executive committee. Applicants shall also submit any additional information, such as transcripts, diplomas, or references, as requested to verify they meet the requirements for membership.

The executive committee, by a two-thirds majority vote, may suspend or expel any member for cause after appropriate notice and hearing. By a two-thirds majority vote, the committee may also reinstate a former member on such terms as it deems appropriate.

2. Voting

Full members in good standing shall be entitled to one vote on all matters brought before the chapter. There shall be no proxy voting.

Article IV—Officers

1. Officers

The officers of the [XXX Association for Behavior Analysis] shall be [for example] the president, the president-elect, the past president, and the secretary-treasurer.

2. Terms of Office

The term of office of the president shall be one year to commence at the conclusion of the meeting presided over by the current president, who shall then assume the office of past president. The president and past president shall not be eligible for nomination for the office of president-elect.

3. Duties

The duties of the officers shall be specified in the bylaws.

4. Replacement

In the event of death, incapacity, or resignation of any of these officers, the board shall, by majority vote, appoint a successor to serve until the conclusion of the term of the replaced member.

Any officer may be removed at any time by vote of a majority of members entitled to vote.

Article V—Executive Committee and Board

1. Composition

There shall be an executive committee consisting of the president, president-elect, past president, and secretary-treasurer. The board shall consist of the executive committee and at least three additional members at large elected for staggered three-year terms. None of the officers shall serve simultaneously as members at large of the board.

2. Meetings

The board shall meet at least once annually at a time and location deemed appropriate by the president. A meeting of the board may also be called by action of three members of the board who shall notify the remaining members at least two weeks in advance of the proposed meeting.

3. Quorum

For purposes of transacting the business of the chapter, a quorum shall consist of four members of the board.

4. Removal and Replacement

Members of the board who fail to maintain membership in good standing in the chapter or who fail to attend two consecutive meetings of the board are subject to removal by a majority vote of the remaining members of the board. A tie-vote shall be construed as affirmation for removal. Positions vacated for any reason shall be replaced by a majority vote of the remaining members, such successors to serve until elections occur at the annual meeting of the chapter.

Article VI—Nominations and Elections

1. Nominations

Each year, the president or his or her designee shall mail to all full members a nomination ballot for president-elect and for the number of at-large members of the board necessary to complete the voting membership of the board. For each office that appears on the nominating ballot, each full member may propose up to four names and may nominate the same person for more than one office.

The president and/or person designated by the president shall count the ballots and shall ask those nominees receiving the largest number of votes for each office if they are willing to stand for election, and shall proceed through the list in the order of vote count until at least two candidates for each office have been obtained. No one may hold two offices at the same time, so if a voting member receives enough nominations for two offices, the president shall request that the individual choose the office for which he or she wishes to be a candidate.

After the list of candidates has been determined, the president shall send to all full members whose membership dues are paid a ballot for all matters to be voted upon, together with a statement on which the names of the candidates for each office are listed in alphabetical order with brief biographical descriptions.

Members of the board shall be elected by a plurality of the votes cast at an election.

2. Terms

Officers and other members of the board shall assume office on the first day after the close of the annual meeting at which their election took place. Officers shall hold office until their elected successors assume office in their stead.

Article VII—Meetings

1. Annual Business Meeting

There shall be at least one annual business meeting of the chapter. Notice of the annual business meeting of the chapter shall be given to all members in good standing not less than three months prior to the scheduled date.

2. Quorum

A quorum at the annual business meeting shall consist of not fewer than [XXX] members in good standing present and voting.

Article VIII—Committees

Committees

The committees of the chapter shall consist of such standing committees as may be provided by these bylaws and such special committees as may be established by vote of the board, and may include:

1. Membership

The Membership Committee shall consist of a chair appointed by the president, who shall appoint at least two additional members with the advice and consent of the board.

2. Program

The Program Committee shall be appointed by the board. The primary duty of the Program Committee shall be organization and management of the chapter's annual meeting.

3. Publications

The Publications Committee shall be appointed by the board. The role of the Publications Committee shall be to edit, publish, and distribute items designated by the board. The budget of the Publications Committee shall be submitted prior to the annual meeting of the executive committee and shall be reviewed and approved at that time

Article IX—Dues

1. Dues

Dues for the various categories of membership shall be established by a simple majority vote of the board. This action can be rescinded by a three-fifths majority vote of those present and voting at the annual business meeting of the association. In this case the board shall propose an alternate schedule of dues for approval by simple majority of those present and voting.

2. Collection

Dues shall be payable in the time and manner prescribed by the board and published to the membership at large at least six months prior to the due date.

Any member who has not paid his or her yearly dues shall not be allowed to vote on any matter presented to the members.

Article X—Amendments

Process

These bylaws may be amended only by two-thirds vote of the members voting. Amendments may be proposed by simple majority vote of the board.

APPENDIX D: SAMPLE OUTLINE FOR ANNUAL REPORTS

ABAI is a nonprofit membership organization with the mission to contribute to the well-being of society by developing, enhancing, and supporting the growth and vitality of the science of behavior analysis through research, education, and practice.

Fields marked with an asterisk are required.

Chapter Type*

Geographic Boundaries*

Article for the ABAI Newsletter*

Please provide an article for ABAI's newsletter, *Inside Behavior Analysis*, updating the ABAI membership about chapter accomplishments over the past year and your plans for the upcoming year. You may also wish to include information about becoming a chapter member, benefits of membership, upcoming workshops and/or conferences, etc. This article will be published after the ABAI Annual Convention, so references to the convention should be in the past tense. Articles should be no fewer than 500 and no more than 1,500 words to be appropriate for publication in the newsletter.

Newsletter Article Author(s)*

Please select the top three issues of importance to the chapter (promotion of ABA science/services, CE/professional development, website development, journal/newsletter development, higher education, membership, finances and fund-raising, public policy/legislation, insurance, licensure/certification, other):*

- 1.
- 2.
- 3.

Web Information

Please update the following. This information will be posted on the ABAI website for visitors interested in your chapter.

Mission Statement:

Description of Membership:

Annual or Recurring Events:

Newsletters/Publications:

Why is this chapter specifically of interest to behavior analysts?

Contact Person

Name:*

State/Province:

Country:

Phone:

Fax:

E-Mail:*

Chapter Officers

Who are your current officers, what are their roles, and what is the highest degree each has earned?*

Membership

How many members did the chapter have for your last completed membership year?*

Is this number actual or an estimate?*

How many of your members are not ABAI members?*

Is this number actual or an estimate?*

What are the annual membership dues? (If not entering amounts reflecting U.S. currency, please indicate the currency used.)*

Full Members

Student Members

Affiliate/Paraprofessional

Conference

Will the chapter hold a conference in the next 12 months?*

Date(s) of conference:

Location (city, state, and venue):

Does the chapter provide CE for behavior analysts and/or psychologists?

What does the chapter charge for CE?

What are the conference registration fees? (If not entering amounts reflecting U.S. currency, please indicate the currency used.)

Full Members

Student Members

Affiliate/Paraprofessional

Dissemination

Does the chapter publish a newsletter?*

If the chapter has a website, please provide the URL:

Does someone in the chapter monitor legislative issues for the chapter?

Comments

APPENDIX E: CHAPTER DATA

Figure 1 illustrates growth in the number of chapters over the past 32 years.

Figure 1. Number of Chapters From 1980 to 2012.

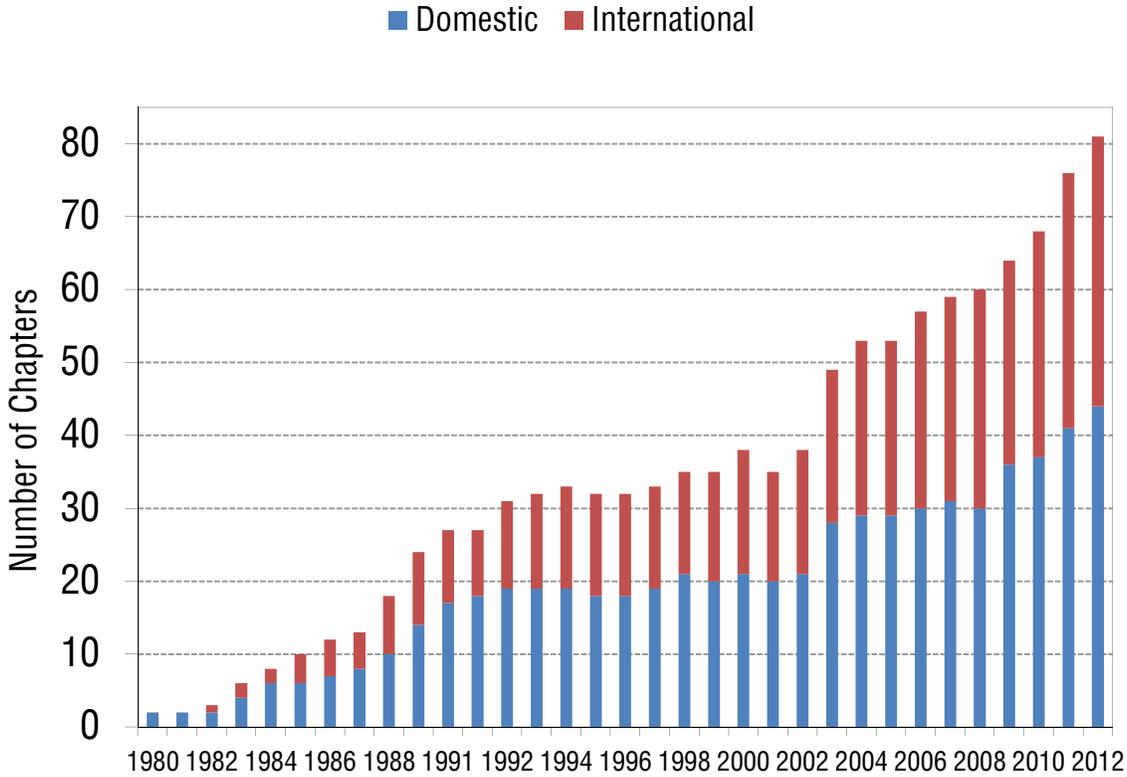
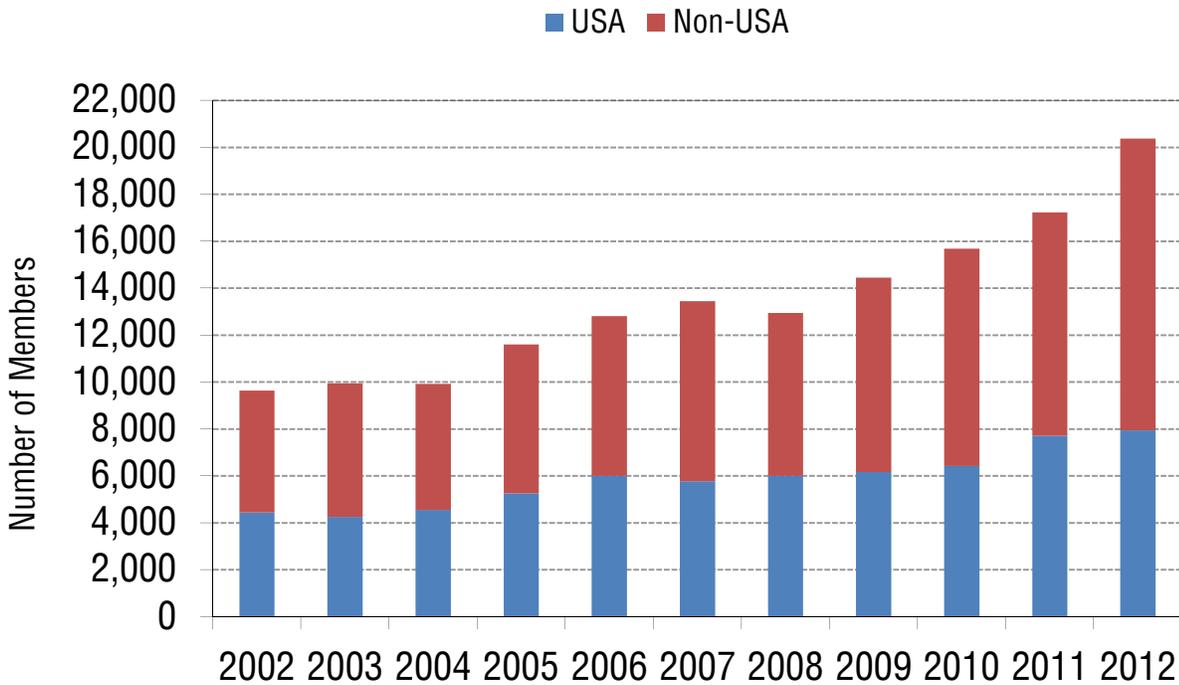


Figure 2 illustrates the total number of chapter members for chapters in and outside of the United States.

Figure 2. Reported Chapter Membership per Year From 2002 to Spring 2012.



APPENDIX F: ANNUAL CALENDAR OF EVENTS RELEVANT TO CHAPTERS

Annual Event Calendar

The following calendar lists deadlines that pertain to all affiliated chapters. Included are submission deadlines for the annual convention call for papers; the ABAI newsletter, *Inside Behavior Analysis*; and the Executive Council agenda.

January	30 <i>Inside Behavior Analysis</i> convention issue mailed.
April	1 Deadline for applications for new chapters, to go before the Executive Council at its May meeting. 15 Deadline to place items on the May ABAI Executive Council agenda. 15 Affiliated chapter annual reports due in ABAI office. (Annual reports are a requirement to maintain affiliated chapter status; accompanying articles for <i>Inside Behavior Analysis</i> should be submitted at this time as well.)
May	Memorial Day Weekend ABAI Annual Convention. (Memorial Day in the United States is the last Monday of May; the ABAI Annual Convention begins the weekend preceding Memorial Day.)
June	15 Deadline for submissions: <i>Inside Behavior Analysis</i> summer issue.
July	30 <i>Inside Behavior Analysis</i> summer issue mailed.
September	1 Deadline for applications for new chapters, to go before the Executive Council at its fall meeting. 15 Deadline for submissions: <i>Inside Behavior Analysis</i> fall issue. 15 Deadline to place items on the fall ABAI Executive Council agenda.
October	2nd Week ABAI Annual Convention call for papers deadline. (Submissions due for chapter business meetings and Expo posters.) 30 <i>Inside Behavior Analysis</i> fall issue mailed.
December	15 Deadline for submissions: <i>Inside Behavior Analysis</i> convention (winter) issue.

APPENDIX G: FINANCIAL MANAGEMENT

Getting Started

In the USA, many states offer small business development centers through colleges and universities, to provide free assistance with business plans, marketing strategies, finances, and other issues. There are chambers of commerce all over the world, and many of these offices can help with information about other businesses and services able to assist chapters. These organizations can also provide information about taxes and legal organizational status (such as partnership, corporation, etc.). They can be found through an on-line search or by contacting a local college or chamber of commerce. In the United States, contact information for small business centers can also be found through the Small Business Administration (SBA) in Washington, DC, at (800) 827-5722 or <http://www.sba.gov/>; in addition, answers to specific questions can often be found in the small business section of the IRS website: www.irs.gov. Finally, numerous on-line resources offer free examples of forms for financial tracking and legal agreements. One example is www.allbusiness.com.

Record Management

It is recommended that the governing board of the chapter elect a secretary-treasurer to maintain proper financial records and reporting. This officer should have experience in handling business accounts, including a basic knowledge of bookkeeping.

The chapter secretary-treasurer should keep copies of all materials filed with local, state, provincial, or federal governments. He or she should also make copies of all correspondence to and from ABAI, as well as to and from the chapter accountant and lawyer (if applicable). These records should be kept for future reference. In the United States, for the purpose of taxes, all financial records must be kept for 7 years.

Professional Resources

Chapters might consider contracting the services of a certified public accountant or other appropriate tax professional to prepare year-end tax reports and review any decisions that may have financial implications. An accountant is also a good resource when making financial decisions and can advise the chapter of tax benefits that may otherwise be overlooked. An attorney may be consulted to advise the chapter on, and to answer questions regarding, the legal status of the organization. Often professional service providers offer discounts to not-for-profit organizations.

U.S.A. Chapters—IRS Status

Chapters in the USA **may** be eligible for not-for-profit status under the Internal Revenue Code 501(c)(3) or 501(c)(6). It is recommended that the chapter seek legal assistance to file the appropriate forms. If the secretary-treasurer or a board member wishes to petition for not-for-profit status on behalf of the chapter, he or she should contact the IRS directly. The telephone number to order forms from the IRS is (800) 829-3676. The required documents are Form 8718 (User Fee Form), Pkg. 1023 and Pkg. 1024 (Application to Obtain Tax Exempt Status), and Publication 557. Chapters are prohibited from establishing for-profit status. More information about establishing tax exempt status may be found at <http://www.irs.gov/charities/nonprofits/index.html>.

Business Accounts

It is recommended that chapter cash assets be deposited into business bank accounts. These accounts should be separate from personal checking and savings accounts, as the chapter should be treated as its own entity. This aids in better financial tracking of assets, income, and expenditures.

If the chapter handles financial transactions and needs bank accounts, ideally the chapter will set up a business checking account and a business savings or money market account with two co-signers. The co-signers should have mutual access to the funds so that in the event one co-signer is unavailable, the other can continue to act on behalf of the chapter. It is highly recommended that the institution in which the chapter deposits its cash be insured by a government agency—in the USA, this would likely be the FDIC; chapters outside the USA should consider seeking an institution insured by a government agency in their home country.

Reporting

It is recommended that the secretary-treasurer report the financial status of the chapter to the board at least once a year. The minimum recommended reporting should consist of an income statement, a balance sheet, and a cash disbursements statement. The board should take time to discuss the spending and earning patterns of the chapter so those trends may be identified and used to the advantage of the organization. The use of budgets will help greatly in directing the future growth and services offered to chapter members. It is also advisable that the chapter share financial information with its membership.

Budgeting

It is recommended that the secretary-treasurer, along with the board, develop and adhere to an annual budget. The secretary-treasurer should use spending and earning information from the past 3–5 years to develop a budget. If this is the first year in which this information is to be tracked, estimate expenses based on anticipated activities.

Chapters Outside the United States

Laws regarding the founding, legal status, and financial management of organizations vary widely from country to country. ABAI recommends that all chapters, in all locations around the world, learn the laws and regulations that affect them. This may require soliciting the advice of attorneys, certified financial professionals, or other experts.