

## **Article I - Purpose**

The purpose of the organization 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 within the State of Nebraska.

To further this goal, NEABA will:

1. Serve as a scientific and professional reference and networking group for its members and for consumers, caregivers, service providers, and allied organizations in Nebraska.
2. Organize and sponsor training events that serve to disseminate behavior analysis.
3. Organize an annual business meeting to provide a forum for discussion of the chapter affairs.
4. Advise relevant political, legislative, and policy-making bodies with respect to all matters pertaining to the effective and ethical application of the principles of behavior analysis.
5. Inform stakeholders about the fundamental principles of behavior analysis and its application in areas such as intellectual disabilities, education, rehabilitation, business, and government.
6. Promote the Behavior Analyst Certification Board® as the appropriate body for credentialing practitioners of applied behavior analysis in Nebraska.

## **Article II - Membership**

1. Categories of Membership
  - 1.1. Full Member: Any individual holding a graduate degree in a discipline directly related to or involving behavior analysis or whose professional commitment includes teaching, research, and/or practice in behavior analysis may apply for membership in this category.
  - 1.2. Affiliate Member. Any member evidencing interest in the discipline of behavior analysis, but do not meet the qualification of a Full or Student member.
  - 1.3. 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.
2. Membership Status, Dues, and Fees
  - 2.1. The membership period is conference to conference.
  - 2.2. A person wishing to become a member must submit a completed application form included with the conference registration. The Board shall create procedure for people wishing to join in mid-cycle. Applicants shall also submit any additional information, such as transcripts, diplomas, or references, as requested to verify they meet the requirements for membership.

- 2.3. The Board, by a majority vote, may suspend or expel any member for cause after appropriate notice and hearing. The Board may also reinstate a former member on such terms as it deems appropriate by majority vote.
- 2.4. Other fees may be required as determined by the Board.
3. Voting. Full members in good standing shall be entitled to one vote for the elected members of the Board. There shall be no proxy voting.

### **Article III– Nominations and Elections**

#### 1. Nominations

- 1.1. Each year, the President or his or her designee shall send to all full members a nomination ballot for all Board positions expiring at the end of their term. 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.
- 1.2. The President and/or person designated by the President shall count the ballots and 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. 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.
- 1.3. 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. This will include a statement on which the names of the candidates for each office are listed in alphabetical order with brief biographical descriptions.
- 1.4. Members of the Board shall be elected by a plurality of the votes cast by full members at an election. In the event of a tie, the current Board members shall vote.
- 1.5. Nominations must be made by any NEABA member to the Secretary. The deadline for the nomination of officers will be 30 days prior to the annual conference or as designated by the Board. All nominations and votes shall be made by secret ballot.
- 1.6. If a Board position becomes vacant during the election year, the Board will appoint an individual with the required membership qualifications to fill that position for the remainder of the term.
- 1.7. Each officer shall be responsible for training his/her successor and turning over all records and materials in an up-to-date condition.

2. Terms. Officers and other members of the Board shall assume office on the first day after the close of the annual business meeting at which their election is announced. Officers shall hold office until their elected successors assume office in their stead.

**Article IV-NEABA Board & Executive Committee**

1. Identification of Officers

1.1. All Elected and Appointed Officers shall be members in good standing of NEABA. The table below indicates the office, the term of office, the membership requirement, and whether or not the position is elected or appointed and by whom. All Officers are member of the NEABA Board (herein referred to as the “Board”).

<b>Office</b>	<b>Term of Office (years)</b>	<b>Membership Requirement</b>	<b>Elected or Appointed</b>	<b>Executive Committee</b>
President	1	Full	Elected	Yes
Vice President	1	Full	Elected	Yes
Immediate Past President	1	Full	Elected	Yes
Secretary	2	Full	Elected	Yes
Treasurer	2	Full	Appointed*	Yes
Student	1	Student	Elected	No
Program Chair	1	Full	Appointed**	Yes
Legislative Chair	1	Full	Appointed**	Yes
Marketing Chair	1	Full	Appointed**	Yes
Caregiver Representative	1	Affiliate	Appointed*	No

\*These positions are appointed by the Board and may be re-appointed annually with no limits on the number of re-appointments.

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2. Composition of the Board. No more than 50% of the NEABA Executive Committee members may be employed from the same agency. “Agency” includes any and all divisions or programs that are related to the same controlling, oversight, or management organization.

3. Terms of Office.

3.1. President: The term of office of the President shall commence at the conclusion of the meeting presided over by the current President. The President will automatically move into the office of the Immediate Past President and then end their term as President.

3.2. Vice President: The term of the office of the Vice President shall commence at the conclusion of the meeting presided over by the current Vice President. The Vice President will automatically move into the office of the President at the end of the term as Vice President.

- 3.3. Immediate Past President: The term of office of the Immediate Past President will commence at the conclusion of the meeting presided over by the current Immediate Past President. The Immediate Past President cannot be elected into another position on the Board but is eligible to serve on an appointed committee.
  - 3.4. Secretary. This position may be renewed as deemed appropriate by the Board. Designated replacements for the office of secretary may attend any of all Board or committee meetings.
  - 3.5. Treasurer. This position may be renewed as deemed appropriate by the Board. Designated replacements for the office of treasurer may attend any of all Board or committee meetings
  - 3.6. Student Representative: The Student Representative must be a Student Member.
  - 3.7. Program Chair. This position serves at the pleasure of the President and may be removed at any time. The term is one year with no limit on the number of renewal appointments.
  - 3.8. Legislative Chair. This position serves at the pleasure of the President and may be removed at any time. The term is one year with no limit on the number of renewal appointments.
  - 3.9. Marketing Chair. This position serves at the pleasure of the President and may be removed at any time. The term is one year with no limit on the number of renewal appointments.
  - 3.10. Caregiver Representative: The term of office is one year.
4. Replacement. An elected officer may be removed at any time by vote of a majority of members entitled to vote.
5. NEABA Board & Executive Committee
    - 5.1. All Executive Committee officers are entitled to vote on matters brought before the Board.
    - 5.2. The Board shall conduct its business at meetings or by correspondence, and report its actions to the membership at regular business meetings. The Board shall ensure the operation of NEABA as stated in these bylaws and according to ABA guidelines outlined in the Chapter Handbook.
    - 5.3. The NEABA Executive Committee serves as the governing body of NEABA and must approve of all the organization's actions and policies.
    - 5.4. Votes of the Executive Committee will be decided by majority vote. In the case of a tie the President shall make the final decision.
6. Officer Duties
    - 6.1. President: The President shall preside at NEABA general member meetings, preside at Board meetings, appoint the Program, Legislative, and Marketing Chairs, certify election results, represent the chapter at the ABAI meetings (this may be delegated to another NEABA member), prepare the annual report for ABAI, and exercise general supervision over the affairs of NEABA.
    - 6.2. Vice President: The Vice President shall, perform all Presidential duties in the absence of the President and oversee the development and functioning of all NEABA committees. The Vice President is also the President-Elect and serves as President when

the President's term expires or if the President vacates the position before the end of the term.

- 6.3. Immediate Past President: The President shall serve as the Immediate Past President when the President's term expires, perform the duties of the President in the absence of the President and Vice President, and serve as an advisor to the Board.
- 6.4. Secretary. Secretary shall take meeting minutes, coordinate distribution of all minutes and keep a record of past minutes, keep an accurate record of the NEABA membership, and check the organization email at least weekly or more frequently as the need dictates.
- 6.5. Treasurer. The Treasurer shall distribute and keep an accurate record of all NEABA funds including written receipts for money received and paid; report funds received, paid, and account balances at all meetings of the membership; and be diligent in the collection of dues or other receivables.
- 6.6. Student Representative. The Student Representative shall coordinate any student activities, serve as a liaison to local colleges and universities, and represent the interests of NEABA's student members.
- 6.7. Committee Chairs. Committee Chairs operate under the guidance of the Board and must receive approval from the Board (or a designated Board member) for all activities.
  - 6.7.1. The Program Chair is responsible for all aspects of planning and coordinating NEABA's annual conference and other training activities. This includes, but is not limited to, selecting venues and incidentals, arranging speakers, coordinating with the Marketing Chair and other committees when appropriate, and arranging additional committee members and volunteers as needed.
  - 6.7.2. Legislative Chair. The Legislative Chair will be responsible for all legislative and other policy-making activities that promote the profession of behavior analysis in Nebraska. The guiding principle will always be the protection of individuals served by behavior analysis. The Chair will serve as a key contact regarding any activities relating to these efforts and arranging additional committee members and volunteers as needed.
  - 6.7.3. Marketing Chair. The Marketing Chair will be responsible for recruiting new members, keeping members informed of the organization's activities, promoting the annual conference and other activities sponsored by the organization, fundraising, and arranging additional committee members and volunteers as needed.
- 6.8. Caregiver Representative. With guidance and approval by the Board, the Caregiver Representative shall coordinate parent /caregiver activities, help recruit new Caregiver members, keep Caregivers informed of relevant information and activities, and otherwise represent the interests of NEABA's Caregiver members.

## **Article V - Board Functions**

1. Meetings.
  - 1.1. 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, though in an emergency the two weeks' requirement may be waived.

- 1.2. Records of meetings and Board activities shall be permanently retained.
2. Quorum. For purposes of transacting the business of the chapter, a quorum shall consist of five Board members. Board members may attend meetings remotely (e.g., phone or web conference).
3. Removal and Replacement.
  - 3.1. Members of the Board who fail to maintain membership in good standing in the chapter, who engage in unethical behavior (APA, BACB) 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.
  - 3.2. A Board member who has missed two consecutive meetings will be given opportunity to provide explanation for the absences.
  - 3.3. 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, with such successors to serve until selections occur at the annual business meeting of the chapter.

### **Article VI - Amendments**

Any NEABA member may propose amendments or changes to these bylaws to any Board member. If the Board approves moving forward with the amendment(s) by simple majority vote, the active members of NEABA must be notified of the pending change(s) to the bylaws and given 30 days for comment on the change. Once the comment period is over, the President will consider the comments and make any revisions to the proposed amendment(s). Once those revisions are made to the proposed amendment, the Executive Committee shall vote on that amendment. The Executive Committee must approve the proposed amendment by a majority vote. The membership will be notified of the results of the Executive Committee decision.