

Bylaws of the Alberta Association for Behaviour Analysis (AltaABA)

Article I—Name

The name of this organization shall be the Alberta Association for Behaviour Analysis (AltaABA). AltaABA 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—Membership

2.1 Categories of Membership

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

2.1.1. Full Member: Any individual holding at least an under-graduate degree in a discipline directly related to, or involving behaviour analysis, and whose professional commitment includes teaching, research, and/or practice in behaviour analysis, may apply for membership in this category. A full member shall have been employed in a professional capacity (research, education or practice) and applying behaviour analysis principles for at least one year. Full members in good standing may vote in policy decisions and the election of the executive committee for the chapter. There shall be no proxy voting.

2.1.2. Student Member: Any individual pursuing formal under-graduate or post-graduate training in the discipline of behaviour analysis may apply for membership in this category. Such application must be accompanied by documentation certifying the applicant's student status. Student members may vote in policy decisions but not in the election of the executive committee for the chapter.

2.1.3. Affiliate Member: Any individual that shows interest in the discipline of behaviour analysis, but does not meet the criteria for Full or Student membership. Affiliate members may not vote in policy decisions or the election of the executive committee for the chapter.

2.2. Membership is by the calendar year.

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

2.4. The Board of Directors, 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.

2.5. Any member whom shall have failed to remit dues will, 90 days thereafter, be declared in arrears. That member shall be subject to suspension of membership in AltaABA, including, but not limited to, eligibility to AltaABA Office and loss of voting privileges.

2.6. Any member may resign by sending the Secretary a notice of resignation in writing. Membership may be reinstated by paying the dues for the year in which the reinstatement is requested.

Article III—The Board of Directors

3.1. *Officers*

3.1.1. There shall be an Executive Committee consisting of the President, President-Elect, past President, Secretary, Treasurer, and Public Relations Officer.

3.1.1.1. The board shall consist of the Executive Committee and at least two additional Members-at-Large elected for staggered two-year terms. A least one member-at-large shall be a student.

3.1.2. Each officer is entitled to vote as a member of the Board of Directors at such meetings held after the Business meeting in the year of his or her election or appointment.

3.1.3. The AltaABA Board of Directors shall serve as the governing body of AltaABA, and conduct its business at meetings (in person or remotely), or by correspondence, and report its actions, or request the membership to take action, at the AGM or by correspondence.

3.2. *Terms of Office*

3.2.1. 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.

3.2.2. The Secretary, Treasurer, Public Relations Officer and Member(s) at Large shall be appointed by the board for an initial term of two years; this appointment may be renewed as deemed appropriate by the board.

3.2.3. Student member(s)at Large shall serve one year.

3.2.4. No elected officer shall serve more than 2 consecutive terms in the same office.

3.2.5. Any member in good standing shall be eligible for nomination and election to any elective office. Student members may not hold the office of President or President-Elect.

3.2.6. The Board of Directors shall elect or appoint a President-Elect every year.

3.3 Duties

3.3.1. The President shall preside at all board and member meetings and present a Presidential Report at the AGM. The President also is responsible for the counting of nomination and election ballots, as well as the ballots in any referenda submitted to the voting membership, and shall exercise general supervision over the affairs of the chapter.

3.3.2. If the President is unable to preside over a meeting, that responsibility shall fall to the Past President. If he or she is unable to preside, the President Elect, the Secretary, then the Treasurer will respectively assume the responsibility.

3.3.3. The Secretary shall keep the minutes of all the meetings and shall forward the board meeting minutes to each Board member within 5 business days of the meeting.

3.3.3.1. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board. The Secretary shall keep all records of the chapter and the board; conduct official correspondence; serve ex officio as a member of all committees as deemed necessary by the board and issue programs of meetings; and receive applications for membership and give notice of all inductions into membership.

3.3.3.2. The Secretary shall have charge of the Seal of the society which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board.

3.3.4. The Treasurer shall attend to the financial affairs of the organization, ensuring proper financial records and procedures are maintained for the financial viability of AltaABA.

3.3.4.1. The Treasurer shall have the responsibility for all chapter funds and shall have authority to disburse these funds for purposes authorized by the board. The Treasurer will prepare financial reports, ensure accounts are prepared and audited as required, and provide support to the executive committee assisting them in their financial duties. The Treasurer shall keep a record of all money received and all disbursements made and submit an annual report of the chapter's financial status.

3.3.4.2. The books, accounts, and records of the Treasurer and Secretary shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual General Meeting.

3.3.4.2.1. The books and records of the society may be inspected by any member of the society at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers

having charge of same. Each member of the Board shall, at all times, have access to such books and records.

3.3.4.3. For the purpose of carrying out its objects, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

3.3.5 The Public Relations Officer shall act as the General Executive Officer of the chapter in consultation with and by direction of the President and the board.

3.3.5.1. The Public Relations Officer will hold account for all third-party communications and social media applications held by AltaABA, ensure social media is up to date and current to the mission of AltaABA. He or she shall bring to the attention of the board and the members such matters as are deemed necessary for the appropriate operation of the organization through social media.

3.3.6. If all members of the AltaABA Board of Directors consent, a meeting of the Board or of a Board Committee may be held by such telephone, electronic or other communication means that permit all persons to participate and communicate adequately. Any Board or Committee member participating by such means is deemed to be present at the meeting for the purposes of these Bylaws.

3.4. Replacement

3.4.1 In the event of death, incapacity, or resignation of any of these officers, the board shall, by majority vote or appointment, be empowered to fill the vacancy until the conclusion of the term of the replaced member.

3.4.2 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 board member who has missed two consecutive meetings will be given opportunity to provide explanation for the absences.

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

3.5. All board members must be members of ABAI International at the time of assuming office and maintain membership throughout their term of office. Proof of membership should be forwarded to the AltaABA Secretary.

3.6. The minimum size of the Board is six (6) and the maximum size is ten (10) members.

Article IV—Meetings

4.1. Board Meetings

4.1.1. The Board of Directors shall promulgate policies regarding chapter functioning that are not specified in the bylaws.

4.1.2. The Board shall meet at least three (3) times 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.

4.2.1. For purposes of transacting the business of the chapter, a Quorum shall be present and consist of at least 50% of Board members present. Board members may attend meetings remotely (e.g., via Skype or phone).

4.2.2. In the absence of a Quorum, a majority of the Board Members present may reschedule the meeting.

4.3. Membership Meetings

4.3.1. General Meetings

4.3.1.1. An Annual General Meeting (AGM) shall be held in a place and time determined by the AltaABA Board of Directors within no less than 10 and no more than 15 months of the last AGM. General meetings are open to the public.

4.3.1.2. During the AGM only voting members may vote on matters brought before this meeting

4.3.1.3. A quorum at the annual business meeting shall consist of not fewer than 50% of Board Members or 62.5% of the members in good standing present and voting.

4.3.1.4. The annual business meeting shall include a report of officer and board activities over the year as well as a financial report.

4.3.1.5. Annually, formal financial reporting shall be made to the membership. All officers and board members shall declare and ensure that they do not profit financially from chapter operations or otherwise have conflicts of interest related to the chapter.

4.3.1.6. The Secretary shall mail or email a notice to all Members at least forty-five (45) days before the Annual General Meeting. This notice will state the place, date, and time of the Annual General Meeting.

4.3.2. Special Meetings

4.3.2.1. A special meeting may be called by, or at the request of, the President or any two (2) Board Members as an emergency provision to address specific matters which are time dependent, and cannot wait for the Annual General Meeting.

4.3.2.2. The person or persons requesting a Special Meeting shall provide notice of the time, date and place of the special meeting at least 48 hours prior to the meeting.

4.3.2.3. A special meeting may be held with less than 48 hours notice if 50% of the Board agrees to this in writing before the meeting.

4.3.2.4. The persons calling the special meeting should submit a detailed agenda describing what business will occur.

4.3.2.5. No other matter other than that stated in the notice calling the Special Meeting shall be transacted at the meeting.

4.4. Records of meetings and board activities shall be permanently retained.

Article V—Nominations and Elections

5.1. *Nominations*

5.1.1. Each year, the president or his or her designee shall send to all members a nomination ballot for President Elect, Secretary, Treasurer, Public Relations Officer and for the Members at-Large of the board, necessary to complete the voting membership of the board. Members of the board shall be elected by a plurality of the votes cast at an election.

5.1.2. 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.

5.1.3. 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.

5.1.4. After the list of candidates has been determined, the President shall send to all members in good standing, 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.

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

5.1.6. All nominations and votes shall be made by secret ballot.

5.2 *Terms*

5.2.1. 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 VI—Committees

6.1. All committees are constituted by and operate under the direction and at the pleasure of the board.

6.2. 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.

6.3. There are standing and Ad hoc committees. An ad hoc committee may be appointed by the president or with the consent of the AltaABA Board of Directors for a specific and limited purpose.

6.3.1. All chairs and members of standing and ad hoc committees must be in good standing with AltaABA.

6.3.2. Committee chairpersons shall provide a written annual report of activities at the AGM and a report for each meeting of the AltaABA Board of Directors.

6.3.3. Outgoing Committee Chairs must submit a final written report within 60 days after leaving office.

Article VII—Dues

7.1. *Dues*

7.1.1. 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.

7.1.2. All profits and income will be used to promote AltaABA's mission and objectives. No dividends will be paid to members.

7.2. Collection

7.2.1. 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.

7.2.2. 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 VIII—Amendments

8.1. The bylaws of the society shall not be rescinded, altered or added to except by “special resolution” of the society.

Date:

Signature:	Address
Print Name:	City Province Postal Code
Signature:	Address
Print Name:	City Province Postal Code
Signature:	Address
Print Name:	City Province Postal Code
Signature:	Address
Print Name:	City Province Postal Code
Signature:	Address
Print Name:	City Province Postal Code
WITNESS Signature:	Address
Print Name:	City Province Postal Code