

**BY-LAWS  
OF THE  
TENNESSEE ASSOCIATION FOR BEHAVIOR ANALYSIS**

**Article I - Name**

1. 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**

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

**Voting Members:**

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 and whose interest includes teaching, research, and/or the practice in behavior analysis.

**Non-Voting Members:**

**Affiliate Member:** Any individual who does not meet the qualifications of full membership. Affiliate members will enjoy all benefits of voting membership, except for the right to vote on matters of interest to the organization and the right to hold office.

**Associate Member (student, direct care, parent or consumer):** Any individual pursuing formal training in the discipline of or related to behavior analysis on at least a half-time basis may apply for membership in this category. Such application must be accompanied by an endorsement of an academic advisor and certification of applicant's student status. Student members may neither vote nor hold office, except in the capacity of Student Officer. Associate membership is also available to non-degreed persons working in a direct service role. Verification of employment at an agency is required for direct care membership. Parents of an individual with disabilities, as well as individuals with disabilities are also able to apply for this membership category.

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.

### **Conditions and Responsibilities of Membership**

To remain a member in good standing, an individual must be no more than 6 months in arrears with respect to Association dues.

Voting members in good standing shall be entitled to one vote on all matters brought before the Association. Proxy voting shall be allowed.

Persons desiring to apply for membership shall submit a completed application and application fee to the Director of Operations or designee. The Director of Operations shall make a determination and the Director of Operations shall inform the applicant in writing of the action within 90 days of the date of receipt. Decisions of the Director of Operations may be appealed to the Executive Committee in writing within 90 days of notification.

### **Article IV - Officers**

1. Each Officer of the Association must reside within the state of Tennessee throughout the term for which the officer was elected.
2. Each year, the voting members shall elect the number of TABA Executive Committee members necessary to complete the voting membership of the Executive Committee. The individual(s) elected shall assume office at the end of the Annual Business Meeting in the year of his or her election, and hold that office for a term specified in these By-Laws.
3. The officers of the Association shall be voting members of ABA and TABA. There will be five voting officers on the Executive Committee. These officers are the President, Regional Representatives residing in the West, Middle, and East Regions, respectively, and the Student Officer. The President Elect shall be a non-voting, affiliate member of the Executive Committee.

4. The officers of TABA shall constitute the TABA Executive Committee and shall serve as the Officers and the Board of Directors of the Organization for the times for which they are elected or appointed.

5. Each officer is entitled to vote as a member of the TABA Executive Committee at the TABA Executive Committee meetings in the year of his or her election or appointment. Executive Committee decision is determined by a majority of those executive committee members voting on a motion.

6. The TABA Executive Committee shall serve as the governing body of TABA, and conduct its business at meetings or by correspondence, and report its actions, or request the membership to take action, at the Annual Business Meeting or by correspondence.

**President:** Each year, at the Annual Business Meeting, the voting members shall elect a President who assumes the office of President at the end of the Annual Business Meeting in the year of his or her election. The President shall hold office for one year. A full member may be elected as President for up to four consecutive terms.

The President shall be certified by the Behavior Analyst Certification Board as a Behavior Analyst, conduct a semi-annual organization Status Report, present a Presidential Address at the annual conference, preside at all TABA Executive Committee Meetings and the Annual Business Meeting, supervise the counting of nomination and election ballots, as well as the ballots in any referenda submitted to the voting membership, announce election results, and exercise general supervision over the affairs of TABA.

If the President is unable to preside over a meeting, that responsibility shall fall to the non-voting Director of Operations or designee. If the three Regional Representatives are unable to participate in the meeting, the meeting shall be rescheduled.

**Regional Representatives:** Each year the voting membership shall elect a representative to the Executive Committee to represent each region. The Representative shall serve for one year. A full member may be elected for up to four consecutive terms. The Regional Representative shall attend or participate by phone conference in all Executive Committee meetings, represent the concerns of the region, assist in the planning of the Annual Convention, attend meetings as determined by the Executive Committee, and facilitate at least one annual meeting in his or her region.

**The Director of Operations** shall be a non-voting affiliate of the Executive Committee. He or she shall be appointed by the Executive Committee on at least an annual basis renewable without limit. The roles and responsibilities of the position shall be arranged through a contract with the individual appointed for the position. He or she shall receive all applications for membership, review membership applications, give notice of all inductions into membership, and will send notices of annual membership renewals. The Director of Operations shall have the responsibility of presenting to the Executive Committee a proposed budget and for monitoring all funds. The Director of Operations

shall have the authority to disburse these funds for purposes authorized by the TABA Executive Committee. The Director of Operations shall keep a record of all money received and all disbursements made and submit an annual report of the financial status of TABA to the membership at the Annual Business Meeting. He or she shall keep the records of TABA and the TABA Executive Committee. The Director of Operations shall send requests for nominees for all Executive Committee vacancies. He or she will count the nominations and election ballots, as well as the ballots in any referenda submitted to the voting membership. The Director of Operations shall maintain records of Committee memberships and actions. Nothing herein shall be construed to preclude the Director of Operations from appointing individuals to assist in the aforementioned duties.

**The Chairpersons** of the Publications Committee, the Professional Standards Committee, the Membership Committee, and the Continuing-Education Committee shall be non-voting affiliates of the Executive Committee. Nothing herein shall be construed to preclude an Executive Committee member from serving on an Association Committee. Unless otherwise required by these By-Laws, an elected Executive Committee member may not be a Committee Chairperson.

There shall be one Student Officer of the Executive Committee who shall be a student member. Each year the student members shall elect one Student Officer to the Executive Committee for a one-year term beginning after the Business Meeting.

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.

10. 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 V - Meetings**

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

#### **Article VI - Nominations and Elections**

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

#### **Article VII - Committees**

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

1. The Membership Committee shall be responsible for recruiting new members and public relations. The Chairperson shall be appointed by the President. The Chairperson shall appoint at least two additional members with the advice and consent of the Executive Committee. The Chairperson of the Membership Committee shall be a full member in good standing and shall serve a one-year term that shall be renewable without limit at the discretion of the President. Except for the Chairperson, membership on the Membership Committee is not limited by category of membership.
2. The Continuing Education Committee shall be responsible for the organization and management of the Association's Annual Convention. It shall consist of the Director of Operations, and at least two members appointed to one-year-terms by the President with the advice and consent of the Executive Committee. The Chairperson of the Continuing Education Committee shall recommend to the President appointment of members to such sub-committees as are deemed appropriate. The President shall so appoint with the advice and consent of the Executive Committee.
3. The Publications Committee shall be responsible for the editing, publishing, and distribution of a periodic Bulletin of the Association, a Program of the Annual Conference, and such other items as shall be designated by the Executive Committee. The Chairperson of the Publications Committee shall be appointed by the President for a one-year term renewable without limit.
4. The Professional Standards Committee shall consist of a Chairperson appointed by the President for a one-year term, renewable without limit. The committee chair will recruit members sufficient to fulfill the obligations of the committee. These persons will be reviewed by the Executive Committee before sitting on the committee. The Professional Standards Committee will meet at least quarterly to develop, review and clarify standards of practice in behavior analysis. This committee serves as an advisory group to the Executive Committee regarding such questions as, but not limited to, the scope of practice, qualifications of practitioners, and issues regarding professional credentials.

### **Article VIII – Special Interest Groups**

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

### **Article IX - Dues**

1. The fiscal year for the organization runs one calendar year from January 1 to December 31.

2. Dues for the various categories of membership shall be established by simple majority vote of the Executive Committee. This action can be rescinded by a three-fifths majority vote of those present and voting at the Annual Meeting of the Association in which event the Executive Committee shall propose an alternate schedule of dues for approval by simple majority of those present and voting.
3. Dues shall be payable in the time and manner prescribed by the Executive Committee and published to the membership at large at least six months prior to the due date.
4. Any member who shall have failed to remit dues will, six months thereafter, be declared in arrears. That member shall be subject to suspension of privileges of membership in the Association, including, but not limited to, receipt of the Bulletin, eligibility for election to Association Office, and special member rates at the Annual Convention.

### **Article X - Amendments**

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

This Constitution was submitted for adoption by the Membership of the Association at the 1997 Annual Meeting. To be adopted, it shall have received the unanimous endorsement of the Executive Committee then sitting and shall be adopted by two-thirds vote of the Members present and voting. These By-Laws were amended on October 30, 1998. These By-Laws were amended on November 8, 2005.