



Virginia Association for Behavior Analysis

A State Chapter of the Association for Behavior Analysis International

www.virginiaaba.org

Articles of Association and Bylaws of The Virginia Association for Behavior Analysis

ARTICLE 1: Name

1. The name of the organization shall be The Virginia Association for Behavior Analysis (VABA)

ARTICLE 2: Purpose

1. VABA is an organization for people interested in behavior analysis and is primarily an interest group. The mission of the VABA is to promote and support the practice, research and dissemination of behavior analysis through the Commonwealth of Virginia. VABA works to promote and support behavior analysis by:
 - a. arranging an annual conference for the discussion of research and conceptual issues in behavior analysis
 - b. maintaining a website and social media (i.e. Facebook and Twitter Account) containing up to date information about the organization and about behavior analysis in Virginia and elsewhere.
 - c. functioning as the Virginia contact for and representative of the Association for Behavior Analysis: International (ABAI)
 - d. promoting cooperation between behavior analytic organizations in other countries, regions, states and localities.

ARTICLE 3: Membership

1. ABA shall have four classes of Members: Full Members, Associate Members, Student Members, and Affiliate Members. Members of each class are entitled to the rights and privileges of VABA as are appropriate for their membership category.
 - a. Full Member status shall be granted to individuals who apply for membership in VABA and are Full Members of ABAI.
 - b. Associate Member status shall be granted to individuals who apply for membership in VABA and meet the requirements to become Full Members of VABA, outlined below, but currently are not Full Members of ABAI.
 - i. Associate Members of VABA shall possess the minimum of a master's degree in psychology, behavior analysis, or a related discipline and shall also demonstrate competence in either the experimental or applied analysis of behavior.
 - ii Applicants may demonstrate competence in the experimental analysis of behavior by submitting evidence that their training included a minimum of one year's supervised



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laboratory research and that their graduate project, thesis, or dissertation was an investigation based in the experimental analysis of behavior.

- iii. Applicants may demonstrate competence in the applied analysis of behavior by providing evidence that their training included a minimum of one year's supervised practicum in the applied analysis of behavior, and that their graduate project, thesis or dissertation was an investigation based in the applied analysis of behavior.
 - iv. Applicants whose formal training does not include the above experiences may demonstrate their competence in behavior analysis by submitting evidence of two or more years supervised experience in the experimental or applied analysis of behavior, or by making significant contributions to knowledge in behavior analysis as evidenced by research publications, or any such other means as may be determined by the VABA Board of Directors.
 - c. Student Member status shall be granted to individuals who apply for membership in VABA and are enrolled full-time in an academic degree program, internship, or resident program relevant to a career in behavior analysis. Applications for Student Member status must be accompanied by proof of full-time enrollment in an academic degree program, internship, or residency program. Students pursuing a graduate certificate in behavior analysis to pursue certification, who are not technically full-time can petition the Board of Directors for Student Membership. Decisions will be made on a case-by-case basis.
 - d. Affiliate Member status shall be granted to individuals who apply for membership in VABA and do not meet the criteria for Full, Associate, or Student Member status.
2. A person who wishes to become a member must submit a completed application form and pay annual membership dues (if any) as established by the Board of Directors. Applicants shall also submit such additional information, including transcripts, diplomas, references and other documents that the Board of Directors may require to verify they meet the requirements for membership.
 3. Each Member shall be a Member for an initial term commencing on the date such person is approved for membership and continuing until the next December 31. Membership shall be renewed for the period January 1 through December 31 of any year, if a Member pays the member dues for such year.
 4. Any Member who has not paid his or her yearly dues by the date of VABA's Annual Meeting of the Members held at the annual VABA conference shall not be allowed to vote at this meeting. Any Member whose yearly dues are not paid in full within five months after such payments are due, and to whom notice of delinquency has been sent to the last known address, shall be removed from membership. Thereafter, a Member may be reinstated by applying in writing to the Secretary and paying dues for the year in which reinstatement is requested.
 5. There shall be a Meeting of the Members held at the annual VABA conference.
 6. Unless a greater or lesser quorum is provided in a By-Law adopted by the Members, the presence of not less than twenty Full or Associate Members or ten percent of the total number of Full and



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Associate Members, whichever number is smaller, shall constitute a quorum and shall be necessary to vote on all matters brought before a meeting of the Members.

7. Each Full and Associate Member is entitled to one (1) vote on each matter submitted to a vote, except the election of the Student Representative. Student Members shall have the right to vote only for the election of the Student Representative.
8. Any Member desiring to resign shall submit a written resignation to the Secretary. Membership may be reinstated by paying the dues for the year in which reinstatement is requested.
9. The Board of Directors, by a two-thirds majority vote, may suspend or expel any VABA member for cause after appropriate notice and hearing. On written request to the Secretary, the VABA Board of Directors, by a two-thirds majority vote, may reinstate a former member on such terms as the Board of Directors may deem appropriate.

ARTICLE 4: Officers

1. The officers of VABA shall be an elected President-Elect, President, a Secretary and a Treasurer.
2. All Officers shall be Full Members of VABA.
3. Every other year the Full and Associate Members elect a President-Elect, who assumes that office at the conclusion of the annual conference in the year of his or her election, and succeeds to the office of President at the conclusion of the second VABA annual conference. The President holds office for two years
 - a. The President shall arrange for the annual conference, which includes appointing a program chair for that conference, as well as preside at all Board of Directors Meetings and the Annual Member Meeting during his or her presidential year. 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 VABA.
 - b. If the President is unable to preside over a meeting, that responsibility shall fall to the President-Elect. If he or she is unable to preside, the Secretary shall assume the responsibility.
4. Every other year the Full and Associate Members elect a Secretary, who assumes that office at the conclusion of the annual conference in the year of his or her election, and holds office for two years, completing his or her term when the new Secretary succeeds to this office.
 - a. The Secretary shall keep the records of VABA and the Board of Directors; conduct official correspondence, and process applications for membership.
 - c. The Secretary may be re-elected for additional terms of office, including consecutive terms, without restriction.
5. Every other year the Full and Associate Members elect a Treasurer, who assumes that office at the conclusion of the annual conference in the year of his or her election, and holds office for two years, completing his or her term when the new Treasurer succeeds to this office.



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- a. The Treasurer shall have the responsibility for all VABA funds and shall have authority to disburse these funds for purposes authorized by the Board of Directors. The Treasurer shall keep a record of all money received and all disbursements made and submit an annual report of the financial status of VABA to the Members at the Annual Business Meeting.
- b. The treasurer shall submit a form 990N to the federal government on an annual basis in order to fulfill the requirements of non-profit status.
- c. The Treasurer may be re-elected for additional terms of office, including consecutive terms, without restriction.

ARTICLE 5: Board of Directors

1. The Board of Directors shall consist of the elected officers of VABA, the elected Student-Representative, and two or three (2 or 3) elected At-Large Representatives.
2. There shall be one Student Representative to the Board of Directors who shall be a Student Member elected by the Student Members. The Student Representative shall vote on behalf of student interests on all issues before the Board of Directors.
 - a. The Student Members shall elect a Student Representative each year, who shall assume that office at the conclusion of the VABA annual conference in the year of his or her election, and hold office for one year completing his or her term at such time as a new Student Representative succeeds to this office.
3. There shall be two (2) elected At-Large Representatives who shall be Full or Associate Members and elected by Full and Associate Members.
 - a. Each At-Large Representative shall assume office at the conclusion of the annual conference in the year of his or her election and hold office for two years. Terms for the two (or three) At-Large representatives shall be begin and end in alternating years.
 - b. A Member of the Board of Directors may resign by giving written notice to the President of VABA which notice shall be immediately forwarded to the Board of Directors. Unless otherwise specified in the resignation, the resignation shall take effect upon receipt by the President, and the acceptance of the resignation shall not be necessary to make it effective.
 - c. Any Member of the Board of Directors may be removed at any time, with or without cause, by vote of a majority of Members entitled to vote at an election of Members of the Board of Directors.
 - d. If any member of the Board of Directors, because of death, resignation, or other reason, cannot perform the duties of the office, the Board shall be empowered to fill the vacancy by any method that, in its judgment, will best reflect the goals and purposes of VABA. The person thus appointed shall serve until the next regularly scheduled election for that position.
4. Representatives may be re-elected for additional terms, including consecutive terms, without restriction.



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5. Individuals may not simultaneously occupy two positions on the Board of Directors.
6. The Board of Directors will meet when necessary
 - a. The Board of Directors will attempt to arrive at its conclusions through a process of discussion and consensus. However, any member can request that an issue be put to a vote. In this event, each Board Member shall have one vote and quorum will be defined as greater than 50% of the Board Members voting (where members absent from a physical meeting will be permitted to vote electronically). A resolution will be considered passed of greater than 50% of those who voted did so in the affirmative.

ARTICLE 6: Nomination and Elections

1. Each voting year, the Secretary shall electronically mail to all Full and Associate Members a nomination ballot for President-Elect, Secretary, Treasurer, and the number of the number of At-Large Representatives necessary to complete the Voting membership of the VABA Board of Directors. For each position that appears on the nominating ballot, each Full and Associate Member may propose up to four names and may nominate the same person for more than one office.
2. The President and/or person designated by the President shall count the ballots and notify the Secretary of the names of the Voting Members who have received the largest number of votes for each position.
 - a. From the list, the Secretary 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 received enough nomination votes for two offices, the Secretary shall request that the individual choose the office for which he or she wishes to be a candidate.
 - b. After the list of candidates has been determined, the Secretary shall send to all Full and Associate 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 a brief biographical description of each nominee.
3. Each year, the Secretary shall electronically mail to all Student Members a nomination ballot for the Student Representative to Council. Each Student may propose four names for this office. The President and/or person designated by the President shall count the ballots, and notify the Secretary of the names of the Students who have received the largest number of nominations for the office.
 - a. From the list, the Secretary shall ask those nominees receiving the largest number of votes for this office if they are willing to stand for election and shall proceed through the list in order of vote count until at least two candidates have been obtained.
 - b. After the list of candidates has been determined, the Secretary shall send to all Student Members, whose membership dues are paid, a ballot listing the candidates for Student Representative,



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together with a statement on which the names of the candidates are listed in alphabetical order with brief biographical descriptions of each nominee.

4. Members of the Board of Directors, including the Student Representative, shall be elected by a plurality of the votes cast at an election.

Article 7: Committees

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

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 business meeting.

3. Public Policy

The Public Policy Committee shall be appointed by the board. The role of the Public Policy Committee shall be to advise and assist the board regarding matters involving behavior analysis and governmental entities.

ARTICLE 8: Annual Conference

1. An annual conference shall be held at a location in Virginia at a time determined by the President. The purpose of the annual conference shall be to promote behavior analysis and to disseminate research findings through formal sessions and such other program activities as the Board of Directors and the Members shall deem appropriate.
2. The Board of Directors shall set conference registration fees.
3. In determining where the annual conference may be held, the President shall be bound by the following:
 - a. VABA shall convene only in locations in which the conference hotels, restaurants, and related facilities are accessible to the physically handicapped.

ARTICLE 9: Representation of the Organization



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1. Documents issued in the name of the organization shall be signed with the name of the organization and at least one officer.

ARTICLE 10: Fiscal Year

1. The fiscal year of VABA shall close on December 31st through 2014 and beginning in 2015, the fiscal year of VABA shall close on June 30th.

ARTICLE 11: Amendments

1. Amendments or changes to these Bylaws may be proposed by the VABA Board of Directors or by a majority vote of the Full Members.

ARTICLE 12: Dissolution of the Organization

1. A decision to dissolve the organization must be made by two successive votes of a 2/3 majority of the Full Members.
2. In the event of dissolution, the assets of the organization shall be donated to the Society for the Advancement of Behavior Analysis.