



COLORADO ASSOCIATION FOR BEHAVIOR ANALYSIS

ORGANIZATIONAL BYLAWS

Article I—Name

The name of this organization shall be the Colorado Association for Behavior Analysis. It shall be chartered and exist as an organization under the laws of Colorado. It shall be represented by the initials COABA.

Article II—Mission

To advance awareness, development, and access to the science and practice of behavior analysis in the state of Colorado by:

- Encouraging the understanding of behavior analysis in academic, research, and natural environments.
- Supporting the design and application of effective and evidence-based behavioral procedures to improve the quality of life of the citizens of Colorado.
- 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.
- Informing political, legislative, and policy-making bodies with respect to all matters pertaining to behavior analysis.
- Organizing colloquia, symposia, and workshops that shall serve as forums for the presentation of scientific and technological achievements, clinical practice, and discussion of the affairs of the organization.
- Publishing and distributing information on behavior analysis.
- Developing a culture to support ethical problem-solving and decision-making for scientists or practitioners in disciplines that embrace the principles and practices of behavior analysis.

Article III—Membership

Membership is by the calendar year and 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) a graduate degree in a discipline directly related to or involving behavior analysis and whose professional commitment includes teaching, research, and/or practice in behavior analysis or (b) BACB certification (BCBA-D, BCBA, and BCaBA) may apply for membership in this category. Full members in good standing shall be entitled to one vote on all matters brought before the chapter with the exception of voting for the student representative to the Executive Board (hereafter referred to as “the Board”).

Affiliate Member: Any individual 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 verifying the applicant’s student status. Student members in good standing shall be entitled to one vote for student representative to the Board.



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

The Board, by a five-sevenths majority vote (quorum), may suspend or expel any member for cause after appropriate notice and hearing. By a five-sevenths majority vote the Board may also reinstate a former member on such terms as it deems appropriate.

Article IV—Executive Officers

1. Officers

The officers of the Colorado Association for Behavior Analysis shall be the president, the president-elect, the secretary, the treasurer, and three directors. During the first year of operation there will only be a president. The President, President-elect, three directors, secretary and treasurer are voting positions.

2. Terms of Office

The term of office of the president-elect shall be one year to commence at the announcement of election results, ending when the office of president is assumed. This position is allowed one vote on executive business (all business conducted by the board, and voting issues presented to the membership).

The term of office of the president shall be two years to commence at the conclusion of the one-year president-elect term. The president shall not be eligible for nomination for an additional presidency (starting with president-elect) until after one year has passed since the conclusion of his or her service as president. This position is allowed one vote on executive business.

The term of office for the directors shall be three years, with the exception of two of those elected the first year. One director shall be selected each year, except the first year, when (1) one director shall be selected for a three-year term, (2) one director shall be selected for a two-year term, and (3) one director shall be selected for a one-year term. Directors are not be allowed to vacate a position as director for another elected executive position. Each director is allowed one vote on executive business.

If applicable, the student representative shall be a student member serving a one-year term. This is a non-voting position on executive business (all business conducted by the Board, and voting issues presented to members). The student representative and other student members may vote in electing the next student representative (if applicable).

The term of office of the secretary shall be three years beginning the inaugural year of the chapter, after which the term will be two years. The secretary is not eligible for nomination as president-elect until after completing his or her service as secretary. This position is allowed one vote on executive business.

The term of office of the treasurer shall be two years. The treasurer is not eligible for nomination as president-elect until after completing his or her service as treasurer. This position is allowed one vote on executive business.

3. Duties

The *president-elect* shall attend and participate in all Board and member meetings, observe, and assist in the administration duties of the president.



The *president* shall preside at all Board and member meetings. The president shall exercise general supervision over the affairs of the chapter.

If the president is unable to preside over a meeting, that responsibility shall fall to a director. If he or she is unable to preside, the president-elect shall assume the responsibility.

The *secretary* shall keep the 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. The secretary is also responsible for the counting of nomination and election ballots, as well as the ballots in any referenda submitted to the voting membership.

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 shall keep a record of all money received and all disbursements made and submit an annual report of the chapter's financial status. The treasurer shall bring to the attention of the Board and the members such matters as are deemed necessary for the appropriate operation of the organization.

Replacement: In the event of death, incapacity, or resignation of any of these officers, the Board shall, by majority vote (quorum), 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 voting members.

Article V—Executive Board

Composition: There shall be an Executive Board consisting of the president, president-elect, three directors, and (if available) one student representative. Additionally, the Board may appoint a committee or individual to assist with the operation of the association. The committee members may attend meetings and provide recommendations but may not vote on Board business. The roles and responsibilities of the committees shall be arranged through a contract with the individuals appointed to the positions.

Meeting: 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.

Quorum: For purposes of transacting the business of the chapter, a quorum shall consist of five-sevenths of the members of the Board.

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. 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 business meeting of the chapter.

Article VI—Nominations and Elections

1. Nominations

Each year, the president or his or her designee shall mail and/or email to all Full members a paper or link to a secure electronic nomination ballot for president-elect, either secretary or treasurer (whichever year the position is to be vacated) and for the number of representative members of the Board necessary to complete the voting membership of the Board. Additionally, each year, the president or his or her designee shall mail and/or email to all Student members a paper ballot or link to a secure electronic nomination ballot for the student representative.



For each office that appears on the nominating ballot, each Full member may propose up to four names. Full members 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 no more than three 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.

The president and/or person designated by 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. Online solicitation of ballots shall include only voting members and shall indicate the time, date, and place where ballots must be submitted in order to be counted.

Members of the Board shall be elected by a plurality of the votes cast in an election to be held during the annual business meeting of the association.

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 took place. Officers shall hold office until their elected successors assume office in their stead.

Article VII—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 a quorum vote of the Board. Committees shall be appointed as the Board deems necessary to fulfil the mission of COABA.

Article VIII—Dues

Dues: Dues for the various categories of membership shall be established by a simple majority vote of the Board (quorum). 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.

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 IX—Amendments

These bylaws may be amended only by two-thirds vote of the voting members. Amendments may be passed by a quorum of the Board.