

Bylaws Of The Oregon Association for Behavior Analysis

ARTICLE 1: Name

The name of the organization shall be The Oregon Association for Behavior Analysis, abbreviated as ORABA.

ARTICLE 2: Mission

The Oregon Association for Behavior Analysis is an organization for professionals, parents, caregivers, educators, researchers and others who are interested in promoting the field of behavior analysis within the community. The association plans on fulfilling this purpose by the following:

- a. Encourage the understanding of all aspects of behavior analysis (e.g., the experimental analysis of behavior, applied behavior analysis, and radical behaviorism) in universities, schools, and community settings by encouraging competent practice, providing a forum for behavior analysts to gather and share information, and disseminating information on behavior analysis to the community.
- b. Supporting the design and application of evidence based practices to improve the quality of life of the citizens of Oregon.
- 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. Promote the Behavior Analyst Certification Board as the appropriate body for credentialing practitioners of Applied Behavior Analysis in the state of Oregon.
- f. Maintaining a website containing information about the organization as well as resources pertaining to behavior analysis.

ARTICLE 3: Membership

Membership is open to all people interested in or actively engaged in teaching, research, or application of the principles of behavior analysis. ORABA shall consist of seven classes of membership.

- a) **Professional**— any person holding a bachelor's degree or above in any field and who works full or part time in behavior analysis.
- b) **Certified** – any person that meets the criteria of Professional member who is also certified by the Behavior Analyst Certification board as a Board Certified Behavior Analyst or Board Certified associate Behavior Analyst.
- c) **Student** — Student membership is for any person classified as a student in a program of study leading to a degree in behavior analysis or affiliated degree and/or enrolled in coursework requirements to meet the BACB certification

standards. Verification of student status must be provided by the student and an administrator at the home institution.

- d) **Registered Behavior Technician or Behavior Analyst Interventionist** - any person bearing the title of Registered Behavior Technician (RBT) through the Behavior Analysis Certification Board (BACB) or Behavior Analysis Interventionist (BAI) from the Behavior Analysis Regulatory Board (BARB) of Oregon. Those applying for RBT/BAI may be asked to provide evidence of their certification.
- e) **Associate**— any person holding a bachelor's degree or higher in any field other than behavior analysis and who works full or part time in a field other than behavior analysis.
- f) **Affiliate**— any individual interested in behavior analysis that does not qualify for the other membership categories.
- g) **Business**— a business providing full or part time behavior analytic services. An owner of the business must choose to purchase the business membership. Membership tiers are based on the number of employed BCBAAs, BCaBAs, BCBA-Ds, RBTs or RBAs within the entire organization, including out-of-state/country employees.
 - a. Tier 1 (1-25 employees) 2 complimentary members, \$10 off additional employee memberships
 - b. Tier 2 (26-50), 4 complementary memberships, \$10 off additional employee memberships
 - c. Tier 3 (51+), 6 complementary memberships, \$10 off additional employee memberships

Conditions and Responsibilities of Membership

- a. 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 membership committee. 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.
- b. Each member shall be a member for an initial term commencing on the date the person is approved for membership and continuing until the next December 31st. Membership shall be renewed for the period January 1st through December 31st of any year if a member pays dues for such year. Membership paid on or after September 1st of each year will qualify the member for membership through the end of the following fiscal year.
- c. Any member who has not paid his or her yearly dues by the date of Oregon's annual membership meeting shall not be allowed to vote at this meeting. This meeting will occur in the first quarter of the membership year. 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.
- d. There shall be a meeting of the members held at the annual ORABA conference.

- e. Unless a greater or lesser quorum is provided in a Bylaw adopted by the members, the presence of not less than ten percent of the total number of full and associate members shall constitute a quorum and shall be necessary to vote on all matters brought before a meeting of the members.
- f. Each member, regardless of classification, is entitled to one vote on each matter submitted to a vote.
- g. 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.
- h. The Board of Directors, by a two-thirds majority vote, may suspend or expel any Oregon member for cause after appropriate notice and hearing. On written request to the Secretary, the Oregon 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: Board Members

- A. The officers of ORABA shall be an elected President, Vice President, Secretary, Public Policy Chair and Treasurer who are elected by the annual meeting during the first quarterly meeting of the year and lasting for at least two years.
- B. Officers will be elected by ballot. Nominations will be submitted during the last quarter and will be presented to the members during the first quarterly meeting. Voting will commence at the close of the first quarterly meeting
- C. The outgoing president shall collect and count incoming ballots and announce the new board to the members.
- D. All board members shall be professional or certified members of ORABA.
- E. President, Vice-President and Public Policy Chair will be elected in even numbered years. Treasurer and secretary will be elected in odd numbered years.

Board of Directors

- A. President
 - a. The President shall arrange for the annual meeting, which includes appointing a program chair for that conference, as well as preside at all Board of Directors meetings and the annual member meeting.
 - b. The President is responsible for the counting of nomination and election ballots, as well as the ballots in any referenda submitted to the voting membership.
 - c. The President shall exercise general supervision over affairs of interest in Oregon.
 - d. The President shall serve a two year term and cannot serve consecutive terms.
- B. Vice President
 - a. If the President is unable to preside over a meeting, that responsibility shall fall to the Vice President.
 - b. The Vice President shall assist the President in affairs as necessary.
 - c. The Vice President shall serve a two year term.
 - d. The Vice President may be re-elected for additional terms of office, including consecutive terms, without restriction.
- C. Secretary

- a. The Secretary will keep the records of ORABA and the ORABA Executive Board, conduct official correspondence, update the newsletter, communicate with members about upcoming meetings and voting opportunities.
 - b. The Secretary will serve a two year term.
 - c. The Secretary may be re-elected for additional terms of office, including consecutive terms, without restriction.
- D. Treasurer
- a. The Treasurer shall have the responsibility for all funds of ORABA and will have authority to disburse these funds for purposes authorized by the ORABA Executive Board.
 - b. The Treasurer will keep a record of all money received and all disbursements made and provide an oral financial report at each organization meeting.
 - c. The treasurer will receive applications for membership and give notice of all inductions into membership
 - d. The Treasurer will submit an annual report of the financial status of ORABA to the membership at the annual meeting.
 - e. The Treasurer will serve a two year term.
 - f. The Treasurer may be re-elected for additional terms of office, including consecutive terms, without restriction.
- E. Public Policy Chair
- a. The Public Policy Chair will keep the Board and Members informed of public policy issues that may affect the practice of behavior analysis, and assist the Board in achieving goals related to public policy issues.
 - b. The Public Policy Chair shall serve a two-year term and cannot serve consecutive terms.
- F. Advisory to the Board
- a. Previous members of the ORABA board have the option to join board meetings in an advisory capacity.
 - b. Advisory board members will not vote on board issues.
- G. Student Representative
- a. The student representative will assist with admin duties, such as taking minute notes at board meetings, conducting research on ORABA's behalf, and correspond with local student groups to provide support, collaboration, and share information.
 - b. This position may be shared by up to 3 student members concurrently and a student may leave this position by submitting a written notice of the change at least two weeks prior.
 - c. Student representative board members will not vote on board issues.

ARTICLE 5: Meetings

Meetings may be called by the board. One meeting will be held during each quarter of the fiscal year for a minimum of 4 annual meetings. The annual conference will count as one meeting each year.

Meeting information will be distributed to the members at least 3 weeks prior to the meeting date. In the event that a meeting needs to be rescheduled, members will be given notice of the cancellation and rescheduling of the meeting as soon as possible via email.

Board Members will meet independent of the organizational members as needed to discuss organizational business and to plan meetings and the conference. Board meetings are open to anyone interested in attending them and will be posted on the website or other organizational tool being used by the organization to communicate with its members.

Board members may meet via telephone or video conference if necessary. At least three board members must be attend (in person or via teleconferencing) fo any meeting to count as a board meeting.

ARTICLE 6: Representation of the Organization

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

ARTICLE 7: Fiscal Year

The fiscal year of Oregon Association for Behavior Analysis shall close on December 31st.

ARTICLE 8: Amendments

Amendments or changes to these bylaws may be proposed by a majority vote of the full members. Changes proposed to the bylaws will be distributed to the members for discussion and the board can take member ideas into consideration during voting.

ARTICLE 9: Dissolution of the Organization

A decision to dissolve the organization must be made by two successive votes of a 2/3 majority of the full members.

ARTICLE 10: Indemnification

All officers, former officers, and officers-elect, or any person who may have served at the request of the President, shall be indemnified against legal liability and from expenses actually and necessarily incurred in connection with the defense of any action, suit, or proceeding in which such person is made a party by reason of being, or having been, such officer or person, except in relation to matters as to which such person shall be adjudged in such action, suit, or proceeding, to be liable for intentional misconduct in the performance of duty. Furthermore, all officers, former officers, officers-elect, or any person who may serve or have served at the request of the President shall be indemnified from legal liability from any of the actions of any member of ORABA purporting to act for the chapter, acting without its official approval or recognition, or who improperly uses the property of ORABA.

President

Date

Vice President

Date

Secretary

Date

Treasurer

Date

Public Policy Chair

Date

Amendments:

3/19/14 Added “The Vice President r may be re-elected for additional terms of office, including consecutive terms, without restriction.”

3/19/14 Added Public Policy Chair

7/21/15 Changed “OR-ABA” to “ORABA”

7/21/15 Removed “Membership lasts one year from June 1 to May 31 of each year.” From Article 3 since it is redundant with Conditions and Responsibilities of Membership section B which states that “Each member shall be a member for an initial term commencing on the date the person is approved for membership and continuing until the next December 31st. Membership shall be renewed for the period January 1st through December 31st of any year if a member pays dues for such year.”

7/21/15 Removed from secretary’s job description due to redundancy in treasurer’s job description. “Will receive applications for membership and give notice of all inductions into membership.

9/5/16 Changed election procedure to nominations at last quarterly meeting and election at first quarterly meeting. Added business and RBAI/RBT membership categories.

12/10/17 Added information about Student Representative Board Member. Added information about membership dues. Added information about “Membership paid on or after September 1st of each year will qualify the member for membership through the end of the following fiscal year.” To set a firm date rather than the current procedure of having membership paid for at or after the last quarterly meeting of the year to count through the following fiscal year, as these dates vary widely and the start of the fall semester is an appropriate time to encourage student membership.

2/9/19 Revised description of Student Representative board member to remove voting rights and clarify shared position, as well as terms of discontinuation for students. Added information about how many members necessary to hold a board meeting.