



BYLAWS OF THE ATLANTIC PROVINCES ASSOCIATION OF BEHAVIOR ANALYSIS

Article I—Name

The name of this organization shall be the "Atlantic Provinces Association for Behavior Analysis" (APABA), a not-for-profit membership organization.

Article II—Purpose

The Atlantic Provinces Association for Behaviour Analysis was created with the mission to provide leadership and support in the sharing and practice of the science of Applied Behaviour Analysis across the Atlantic Provinces. Specifically, the organization shall:

- (a) Serve as a scientific and professional reference and networking group for its members.
- (b) Disseminate information to promote its mission to a wider audience.
- (c) Organize an annual meeting to provide a forum for discussion of the affairs of the chapter.
- (d) Serve an advocacy role promoting ABA and evidence-based practices
- (e) Produce and share publications for professionals and to the public consumption
- (f) Encourage research and study in ABA across the Atlantic Provinces

Article III—Membership

Categories of Membership: Membership 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 terminal degree in a discipline directly related to or involving behavior analysis and whose full-time professional commitment includes teaching, research, and/or practice in behavior analysis may apply for membership in this category. Full members may vote on membership decisions of the chapter.

Affiliate Member: Any member evidencing interest in the discipline of behavior analysis, but lacking formal training therein, may apply for this class of membership. Interested parents, caregivers, individuals with autism, those receiving services, professionals who do not meet the criteria for a Full or Student membership, or any other interested party who would like to stay informed and be part of a supportive community may apply for membership in this category. .

Student Member: Any individual pursuing formal training in the discipline of behavior analysis may apply for membership in this category. A Student member shall be currently enrolled in a university or college

degree or diploma program in a field related to behavior analysis and provide proof of registration at the time of application.

Honourary member: Granted to individuals who have made significant contributions to ABA in the Atlantic Provinces.

The membership year is from November 1st to October 31st.

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

The executive committee, 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.

Article IV—Officers

Officers: The executive officers of the Atlantic Provinces Association for Behavior Analysis shall be the president, the president-elect, the past president, the secretary and the treasurer. Up to three additional members at large may be elected to constitute the Board of the Atlantic Provinces Association of Behavior Analysis.

Duties: The duties of the officers shall be specified in the bylaws. At the present time the duties of the four elected positions will be as follows:

- *President* – Provides leadership, chairs meetings, coordinates activities, and prepares the annual report for ABAI.
- *Past President* – Provides guidance to the executive and actively engages with executive projects and initiatives..
- *President Elect* – Assists the president and chairs the elections process.
- *Secretary* – Keeps minutes, maintains records, and oversees election notifications.
- *Treasurer* – Oversees finances, including collecting dues, preparing financial statements, and maintains records. The Treasurer should also retain copies of all financial records, as well as related correspondence to and from ABAI. These records should be kept for future reference for at least 7 years.

- *Members-at Large*- Provides general support to the executive board and represents the interests of the broader membership, ensuring that concerns and feedback from the general membership are communicated to the executive committee

Terms:

- The President, President-Elect, and Past President each serve one year terms
- The Secretary, Treasurer, and Members-at-Large each serve two year terms

In the event of a vacancy the board may appoint a replacement to serve the remainder of the term by majority vote.

Article V—Executive Committee and Board

Composition: As noted above, there shall be a board and executive committee consisting of the president, president-elect, past president, secretary and treasurer. The board of the association shall consist of the executive committee and at least one additional member at large elected for staggered terms as indicated above. None of the executive officers shall serve simultaneously as members at large of the board.

Frequency of Board Meetings: The board shall meet at least six times per year by teleconference or videoconference as deemed appropriate by the president. The first Executive meeting shall occur within 30 days of the AGM.

The board may motion and vote on new by-laws or modifications to the by-laws with a majority vote. The board will function in accordance to the new by-law until the revised by-law is voted upon by membership at the annual business meeting. Additional meetings 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: A quorum for board meetings consists of a majority of board members.

Removal: Officers who miss two consecutive meetings, fail to maintain membership in good standing, engage in criminal behaviour, fail to fulfill their duties, or otherwise act in a manner that negatively impacts the organization may be removed by a two-thirds majority vote of the executive committee after appropriate notice and an opportunity to respond.

Article VI—Nominations and Elections

Nominations:

- (a) The Secretary will issue a call for nominations for expiring positions at least two weeks prior to the nomination deadline.
- (b) Nominations must be accepted by the nominee and certified as full members in good standing.

Elections:

- (a) Ballots will be distributed electronically to all members in good standing.
- (b) Votes are counted by the secretary and the president-elect. .

- (c) A plurality of votes determines the winner. In case of a tie, additional ballots will be cast until a winner is selected.

Terms: Officers and other members of the board shall assume office on the first day after the close of the annual meeting. Officers shall hold office until their elected successors assume office in their stead (one year for each of the president, president-elect and past president and two years for the secretary, treasurer and members at large).

Article VII—Meetings

(a) *Annual Business Meeting:* Held once per year, as part of the Annual General Meeting (AGM).

Notice of the meeting must be provided three months in advance. **Quorum:** One-eighth of the members in good standing must be present for quorum.

The executive may approve travel reimbursement for the president to attend the AGM, up to a maximum of \$300, subject to available funds

(b) *Motions:* A majority vote of members present is required to pass motions. There shall be no proxy voting.

Article VIII—Teams

Teams: The teams of the chapter shall consist of such standing teams as may be provided by these bylaws and such special teams as may be established by vote of the board. Different teams to be created based on the vision and mission of the organization's strategic plan (e.g. research and advocacy, engagement etc...).

Each team will report to the Executive and is responsible for producing an annual report to be presented at the AGM, summarizing activities, decisions and outcomes. Standing teams include:

1. Education Team: The chair of this team shall be appointed by the board. The primary duties of this team shall be to provide opportunities for professional learning, which addresses diverse topics of interest to our membership across accessible platforms including: zoom, in person, Facebook live etc... and organize the AGM webinar.
2. Conference planning committee: Shall consist of at least 1 member from the executive. The primary role of this committee will be to: determine the date and location of the by-annual conference, conduct preference assessment to understand members' interests, reach out to potential speakers, book venues and make necessary logistical arrangements, organize the annual general meeting, and coordinate with the executive committee when needed for additional resources or support. The committee will provide regular updates to the executive and final report at the AGM.

ARTICLE IX—Code of Conduct

APABA members, officers, and board members are expected to adhere to the highest standards of professional conduct. Violations of the Code of Conduct will be addressed by the executive committee, which may issue warnings, suspensions, or expulsion from the organization after a fair process.

Article X—Dues

Dues: Membership dues shall be determined annually by a simple majority vote of the board. Members who have not paid dues by the due date will be considered inactive and may not vote.

Article XI—Amendments

Amendments to these bylaws may be proposed by the Board or by a petition signed by at least one-tenth of the membership. Proposed amendments must be submitted in writing at least six weeks prior to the AGM. A two-thirds vote of members in good standing is required for approval

Article XII—Incorporation

We will function as a non-profit organization. Canada allows nonprofits to be incorporated or unincorporated. Nonprofits may incorporate either federally (under Part II of the Canada Corporations Act) or provincially, by widely varying provincial legislation. After review of the incorporation requirements, the Executive recommends incorporating APABA and did so in January 2020. All applicable dues will be paid for annually by APABA.