



**MINNESOTA NORTHLAND ASSOCIATION FOR BEHAVIOR ANALYSIS**  
**A CHAPTER OF THE ASSOCIATION FOR BEHAVIOR ANALYSIS INTERNATIONAL**  
**2022 Revision**

**ARTICLE I: NAME**

The name of this organization shall be the Minnesota Northland Association for Behavior Analysis (MNABA). MNABA is an affiliated chapter of the Association for Behavior Analysis International (ABAI).

**ARTICLE II: PURPOSE**

The purpose of MNABA shall be to provide a forum for:

- A. Disseminating information about the science and practice of behavior analysis, and education and training programs therein;
- B. Discussing issues relevant to the science and practice of behavior analysis;
- C. Maintaining disciplinary, professional and ethical standards in the science and practice of behavior analysis;
- D. Enhancing interest in behavior analysis;
- E. Supporting and encouraging students and others to become behavior analysts;
- F. Increasing public awareness and understanding of behavior analysis.

**ARTICLE III: MEMBERSHIP**

- A. MNABA shall have three categories of members: 1) Full, 2) Student, and 3) Affiliate, as well as others established by the MNABA Executive Board. The members in each category are entitled to the rights and privileges of MNABA as are appropriate for their membership category, which includes voting for all positions on the MNABA Executive Board and Full Board.
  1. Full Members shall meet the requirements for full membership in ABAI but do not need not be full members of ABAI. Full Members shall possess the minimum of a master's degree in behavior analysis, psychology, or a related discipline and demonstrate competence in either the experimental or applied analysis of behavior.
    - a. Applicants may demonstrate competence in the experimental analysis of behavior by indicating on their application that their training included a) a minimum of one year's supervised laboratory research and b) that their graduate project, thesis, or dissertation was an investigation based in the analysis of behavior.
    - b. Applicants may demonstrate competence in the applied analysis of behavior by providing evidence that their training included a) a minimum of one year's supervised practicum in applied behavior analysis and b) that their graduate project, thesis or dissertation was an investigation based in behavior analysis.



- c. Applicants whose formal training does not include the above experiences may demonstrate their competence in behavior analysis by a) submitting evidence of one or more years supervised experience in the experimental or applied analysis of behavior, or by b) making significant contributions to knowledge in behavior analysis as evidenced by research publications or any such other means as may be determined by the membership board.
      - d. Anyone not meeting the qualifications stated in this article may petition for full member status by submitting all pertinent information to the MNABA membership board.
      - e. For all membership categories, the Executive Board reserves the right to request proof of information on the application.
    2. Affiliate Members shall express an interest in the science or practice of behavior analysis, or education and training therein.
    3. Student members shall be enrolled in an undergraduate or graduate academic degree program, internship, or resident program that is relevant to a career in behavior analysis. Applications for Student member status must be accompanied by proof of enrollment in an academic degree program, internship, or residency program.
  - B. A person who is eligible for membership and who wishes to become a member must submit a completed application form containing such information as the Executive Board may approve and pay annual membership dues established by the Executive Board. Applicants shall also submit such additional information including transcripts, diplomas, references, and other documents, as the Executive Board may require, verifying that they meet the requirements for membership.
    1. A member may be expelled from MNABA with cause, by vote of a majority of officers of the Executive Board. "Cause" includes but is not limited falsifying an application, loss of degree or certification due to ethical violations of the governing board, felony conviction, or other material breach of professional ethical standards, and failure to pay dues.
    2. Any member expelled for cause or who resigns shall not be entitled to a refund of dues paid in the year they are expelled or resign or for any year prior.
  - C. Members who have not paid their yearly dues shall not be allowed to vote at the annual meeting or in any other voting matter. 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 physical or email address, shall be removed from membership. Thereafter, a member may be reinstated by paying the dues for the year in which reinstatement is requested.
  - D. There shall be a meeting of the members held at the annual conference.
  - E. The presence of not fewer than 12 MNABA members (Full, Affiliate or Student) or ten percent of the MNABA membership, whichever number is smaller, shall constitute a quorum and shall be necessary to vote on all matters brought before a meeting of the members.



For the purpose of determining members entitled to notice of, to vote on, or to express consent or dissent from a proposal without a meeting, or for the purpose of determining members entitled to allotment of a right, or for the purpose of any other action, the Executive Board may fix, in advance, a date as the date-of-record for any such determination. If a member is entitled to notice of and to vote on an issue, such member shall not be permitted to vote at the membership meeting unless his or her membership dues have been paid prior to the date of the meeting.

- G. Any member desiring to resign shall either refrain from paying dues or submit a written resignation to the Conference Director. Membership may be reinstated by paying the dues for the year in which reinstatement is requested.
- H. By a majority vote, the Executive Board may deny membership, suspend, or expel any member for cause after appropriate notice and hearing.
- I. On written request to the Conference Director and by a majority vote, the Executive Board may reinstate a former member on such terms, as the Executive Board may deem appropriate.

#### **ARTICLE IV: FULL MNABA BOARD**

- A. There shall be a Full Board consisting of the Executive board and additional MNABA board members including Website Director, Legislative Chair, Member-At-Large (Conference Assistant), Member-At-Large (Administrative Director Assistant), Member-At-Large (Public Relations Assistance), and Student Member-At-Large (Public Relations/Website Apprentice) who vote on matters of business for the organization. The Full Board shall meet at least once per year, not including the annual conference, but it is recommended they meet quarterly.
- B. Meetings of the Full Board shall be open to all members. A notice shall be posted for all members ahead of each full board meeting. Those members who intend to attend a Full Board meeting should reply to the notice to ensure sufficient space is available.
- C. The meeting of the Full Board at the MNABA convention shall be held without other notice than by these by-laws. Regular and special meetings of the Full Board shall be held pursuant to notice of the time, place, and purpose thereof, either delivered personally or sent by e-mail, telephone, facsimile machine or national overnight delivery service to each officer and member of the Full Board and the general membership not less than two weeks prior to the meeting. A confirmation of receipt by email, telephone, facsimile machine, or national overnight delivery service shall be received from all members of the Full Board.
- D. A member of the Executive or Full Board may resign by giving written notice to the President of MNABA, which notice shall be immediately forwarded to the Full Board. 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.
- E. Any member of the Full Board may be removed from office at any time, with cause, by vote of a majority of officers of the Full Board. "Cause" includes but is not limited to missing 50% or more scheduled



meetings, loss of degree or certification due to ethical violations of the governing board, felony conviction, or other material breach of professional ethical standards, and failure to complete their duties and responsibilities to MNABA.

- F. If any member of the Full Board, because of death, resignation, Student member graduation or other reasons cannot perform the duties of the office; the Full Board shall be empowered to fill the vacancy by any method, which in its judgment will best reflect the goals and purposes of MNABA. The person appointed shall serve until the next regularly scheduled election. Special consideration should be given to the appointment of a qualified: female member, a minority member, a member with experimental analysis of behavior interest, an out of state (Minnesota) member, and/or a member who would give more diversity of interests and from different locations, if none of these are elected members of the existing Executive Board.
- G. A majority of the total of the Full Board shall constitute a quorum for the transaction of business. In the absence of a quorum a majority of the officers present may reschedule the meeting. Notice of the rescheduled meeting shall be given pursuant to the terms of these bylaws.
- H. The vote of a majority of the officers of the Full Board present at a meeting at which a quorum is present shall be the act of the Full Board unless a greater vote is required by these by-laws. Each officer present shall have one vote.
- I. Members of the Full Board may change over time based on the needs of the organization and as determined by a majority vote by current board members.

#### **ARTICLE V: EXECUTIVE BOARD**

- A. Executive Board officers must have proof of degree and licensure or certification (if applicable) on file with the board.
- B. Except as specifically provided in MNABA's bylaws, all rights, powers, duties, and responsibilities relative to the management and control of MNABA's property, activities, and affairs are vested in the Executive Board. In addition to the power and authority expressly conferred upon it by these bylaws, the Executive Board may take any lawful action on behalf of MNABA, which is not by municipal, state, or federal law or by these Bylaws required to be taken by some other party.
  - 1. The Executive Board shall make day to day decisions in regard to managing the annual convention, budget, membership, and communication activities.
  - 2. Actions that require a vote will be brought to the Full Board at the quarterly meetings.
- C. The Executive Board shall consist at minimum of five elected officers of MNABA: President, President Elect, Administrative Director, Conference Director, and Public Relations Director.
- D. There shall be a Conference Director who will hold the duties of Membership Chair to the Executive Board, and who shall be a full member of MNABA. The Conference Director shall hold office for two years, and under duties as Membership Chair shall represent the full and affiliate members of MNABA.



- D. Each odd-numbered year, the members shall elect a Conference Director who shall assume that office at the conclusion of the business meeting of the convention in the year of his or her election and succeed to the office of Conference Director at the conclusion of the business meeting at the end of the next business meeting.
- E. The Executive Board shall meet not less than once a year, but it is recommended to meet quarterly.
  1. The Executive Board may set the time and place for regular meetings as is necessary to conduct the business of the Association. The meeting may be held all or in part by email, instant messaging, phone, or video conferencing. These meetings may be held at any place(s) that are convenient to the officers of the Executive Board.
  2. At least one meeting of the Executive Board shall be held in conjunction with the MNABA conference.
  3. Special meetings of the Executive Board may be called upon the request of the majority of the elected officers in the Executive Board.

## **ARTICLE VI: EXECUTIVE BOARD OFFICERS**

### **A. President**

1. Each odd-numbered year, the members of MNABA elect a President, who assumes that office at the conclusion of the business meeting at the convention in the year of his or her election.
  - a. Each President after serving his/her term shall hold the title of Past President for one year. Past President should attend the first board meeting after the conference to assist with knowledge transfer.
2. The President presides at all Executive and Full Board meetings, conventions, and the annual member meeting during his or her presidential year. The President shall exercise general supervision over the affairs of MNABA.
3. If the President were unable to preside over an Executive and/or Full Board meeting, in his/her absence another member of the Executive Board shall chair the meeting.

### **B. President-Elect**

1. Each year
2. The President-elect shall attend the meetings of the Executive Board held in conjunction with the convention but shall have no voting privileges.

### **C. Administrative Director (Secretary, Treasurer)**

1. Each even-numbered year, the members of MNABA elect an Administrative Director who assumes that office at the conclusion of the annual business meeting at the convention in the year of his or her election or when appointed under special circumstances by the Executive Board. The Administrative Director shall be elected to a term of three years.
2. The Administrative Director shall have the responsibility for all funds and shall have authority to disburse these funds for purposes authorized by the Executive Board. The Administrative



Director shall keep a record of all money received and all disbursements made and submit an annual report of the financial status of MNABA to the members at the annual business meeting and when requested by a majority vote of the Full Board. The auditing procedure for the Administrative Director's office in relation to role as Treasurer will be determined by the Executive Board. The Administrative Director is responsible for the management of 501(c)6 non-profit status year-to-year and is responsible for filing the taxes annually.

3. The Administrative Director shall take the minutes for all Executive and Full board meetings.

D. Conference Director (Conference, Membership)

1. Each even-numbered year, the Conference Director shall be elected by the members and serve for 2 years. When a new Conference Director is elected, the past Conference Director shall attend an additional Executive or Full Board meeting to ensure effective knowledge transfer.
2. The Conference Director reports to the President and President-Elect.
3. The Conference Director shall oversee the planning and management of the annual conference (speakers, contracts, transportation, hotel, conference location, etc.). This includes scheduling and leading monthly Conference Committee meetings.
4. The Conference Director shall oversee the membership, including full, affiliate, and student members. The Conference Director will work with the representatives of MN, ND, and SD to ensure the needs of all members are being addressed. The Conference Director shall oversee the membership registry, membership dues, and membership renewal processes.
5. The Conference Director assigns, delegates, and oversees the Conference Aide and Conference Apprentice.

E. Public Relations Director (Social Media, Newsletters, Events)

1. Each odd-numbered year, the Public Relations Director shall be elected by the members and serve for 2 years. This position will attend Executive and Full Board Meetings.
2. The Public Relations Director shall oversee all of MNABA's communication efforts, including but not limited to:
  - a. The management of [info@mnaba.org](mailto:info@mnaba.org) email account,
  - b. The creation and distribution of monthly MNABA newsletter,
  - c. The creation and execution of MNABA membership events (not including the annual conference),
  - d. Outlining and delegates a plan for social media dissemination (LinkedIn, Twitter, Instagram, Facebook, etc.).
3. The Public Relations Director shall oversee the dissemination of behavior analysis to the community with the assistance of the Website Director and Member-At-Large (PR Aide) and Student Member-At-Large. This includes scheduling and leading monthly Communications Committee meetings.



## **ICLE VII: CONFERENCE**

- A. The conference shall be held in a place and at a time determined by the Executive Board. The number of conferences during a year is to be determined by the Full Board.
- B. The Full Board shall set conference registration fees.
- C. In determining where the annual conference may be held, the Full Board should consider facilities whose entrances, corridors, and rooms are accessible to the physically handicapped.

## **ARTICLE VIII: NOMINATIONS AND ELECTIONS**

- A. Each year before the conference, the Conference Director shall announce to the membership the open positions for the Full and Executive Boards and the instructions for submitting their nominations. This process should occur within 3 months of the annual conference. Each member may propose up to two names for each office. Members may also nominate themselves.
  1. If multiple nominations are received for the open positions, the Executive Board will review the nominations and select the nominees based on the largest number of nominations.
  2. The Executive Board shall designate a board member to finalize the nominations. This board member shall ask the nominees if they are willing to stand for election, and if so, to provide information for the ballot, such as the nominee's educational and professional background and what they would bring to the board.
  3. At the annual conference, members will be asked to vote on the open positions using ballots available in the conference program by the designated time. Once all votes have been submitted, the designated board member shall tally the votes.
- B. All Board Members shall be elected by a plurality of the votes cast in an election. Any tied votes will be broken by a vote of all the officers on the Executive Board.

## **ARTICLE IX: STATEMENTS OF THE POSITION OF MNABA**

- A. Statements of MNABA's official position on professional, social, and other issues shall be approved by a vote of the Full Members in accordance with procedures adopted by the Full Board. Thereafter, dissemination of such position statements shall be considered official only if made by an officer of the association and, in the event of publication, if accompanied by a statement of endorsement as a position statement.
- B. Position statements of the Full Board shall be prepared by the Full Board in accordance with the procedures adopted by that Full Board. Thereafter, dissemination of such position statements shall be considered official only if made by a current Full Board member of MNABA and, in the event of publication, if accompanied by a statement of endorsement as a MNABA Full Board position statement.
- C. MNABA explicitly disclaims any implication of ABAI endorsement of any MNABA position statement that it might adopt unless such statement has been formally approved in writing by ABAI.

## **ARTICLE X: BOARDS, COMMITTEES, TASK FORCES, ADVISORY GROUPS, AND SPECIAL**

### **INTEREST GROUPS (SIGs)**

- A. The Executive Board shall create those boards, positions, committees, task forces, and advisory groups that are deemed necessary to accomplish the purposes of the organization. The goals and performance objectives of each of the above-mentioned groups should be defined by the MNABA Executive Board in written form. The products of any of these above-mentioned groups must have explicit review and endorsement by the Executive Board.
- B. The coordinator of each board or committee shall be appointed by the Executive Board for a term of no more than three years.
  1. The coordinator of each board/committee shall be responsible for the functions of the committee.
  2. The budget of each of these boards/committees shall be determined by Executive Board.
  3. All MNABA meetings shall be held open to all members.
- C. The Executive Board shall approve Special Interest Groups (SIG's) that are deemed in agreement with purposes of the organization. The products of any of these above-mentioned groups must have explicit review and endorsement by the Full Board.
  1. To form a SIG (special interest group), there must be five people of least one of whom is a MNABA member, who in writing, indicate interests in a topic that is in accordance with the interests of the MNABA. The names and purpose of the SIG should be submitted to the Executive Board.
  2. SIGs will have no special voting or decision-making interests in MNABA. Individuals not members of MNABA could be members of the interest group.
  3. SIGs shall be of no expense to MNABA.
  4. As economic status permits and convenience allows, rooms at conferences and/or events could be made available for meetings of SIGs, if so requested.

## **ARTICLE XI: FISCAL YEAR**

- A. The fiscal year of MNABA shall begin on May 1<sup>st</sup>, and close on April 30<sup>th</sup> of the following year.

## **ARTICLE XII: AMENDMENTS**

- A. Amendments or changes to these bylaws may be proposed by the Executive Board. The proposed amendment shall then be submitted to the members for approval. The Conference Director shall send to all members, whose membership dues are paid, a ballot describing the proposed amendments or changes. To be approved, an amendment or change requires the affirmative vote of two thirds of those members voting.
- B. Members, by petition, may recommend changes in these by-laws to be considered by the Executive Board.





## **ICLE XIII: INDEMNIFICATION OF OFFICERS, DIRECTORS, AND STUDENT**

### **REPRESENTATIVE, EMPLOYEES, AND AGENTS**

- a. MNABA may, at the discretion of the Full Board, indemnify in full or in part any person who was or is a party to, or is threatened to be made a party to, any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative and whether formal or informal by reason of the fact that he or she is or was an officer of the Full Board, an employee or agent of MNABA, or is or was serving at the request of MNABA as an officer, or employee or agent of another corporation, business corporation, partnership, joint venture, trust, or other enterprise, whether for profit or not for profit, against expenses, including attorney's fees, judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit, or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of MNABA or its members and, with respect to any criminal action or proceeding, if he or she had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not of itself create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of MNABA or its members and, with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.