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Bylaws of the New Hampshire Association of Behavior Analysis (NHABA)

ARTICLE I NAME

The name of this organization shall be the New Hampshire Association for Behavior Analysis (NHABA). NHABA is a not-for-profit membership organization whose purpose is to promote the specific interests of its members, within the scope of these bylaws.

ARTICLE II PURPOSE

The NHABA was created with the mission to accomplish the following in the State of New Hampshire:

- Promoting the development and awareness of behavioral services
- Supporting the development of standards of practice for behavior analysis
- Promoting and supporting the conduct of behavior analytic research
- Promoting research, education and practice-based principals of behavior analysis
- Promoting and supporting professional development for behavior analysis
- Raising awareness of the association and it's services

ARTICLE III MEMBERSHIP

1. Categories of Membership

Membership is open to all persons interested in or actively engaged in behavior analysis.

Membership shall run January through December.

Membership shall be in one of three classes:

Full Member: Any individual holding a BCBA, BCBA-D, or BCaBA with 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. Affiliated members may not vote on membership decisions of the chapter.

Student Member: Any individual pursuing formal training in the discipline of behavior analysis on at least a half-time basis but not yet gainfully employed therein may apply for membership in this category. Such an application must be

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accompanied by documentation verifying the applicant's student status. Student members may vote on membership decisions of the chapter.

Organizational Discount: Purchased by an organization on behalf of their employees. This discount shall be valid for groups of employees. Each organization assigns one individual representative and the organization must maintain their own employee membership list.

- Companies with 51 employees or more;
- Companies with 21 – 50 employees;
- Companies 20 or fewer employees

The membership level for each individual within the organization shall be determined by the qualifications of the individual (i.e. full, affiliate, or student) and the voting rights reflected for each membership level.

The Executive Board reserves the right to change the fee structure for all membership levels with a 60-day notice which shall be provided to all NHABA members.

A person wishing to become a member must submit a completed application form and pay the annual membership dues established by the executive committee.

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.

2. Voting

Full members in good standing shall be entitled to one vote on all matters brought before the chapter. There shall be no proxy voting.

ARTICLE IV OFFICERS

1. Officers

The officers of the NHABA shall be:

- Jodie Deming-President
- Danielle Tibert-Vice President
- Ally Dube- Past President
- Erin Norris-Treasurer
- Nicole Fragala-Secretary
- Kassy Coleman- Member-at-Large
- _____ - Member-at-Large
- _____ - Member-at-Large
- Savannah Arnold- Student Member-at-Large

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Update each term period with updated board members and send all NHABA members the bylaws on a bi-annual basis.

2. Terms of Office

The term of office shall be two years for the President, Vice-President, Secretary, Treasurer, Student Representative, and Members-at-large. To ensure continuity of leadership, the President-Elect and Past-President will serve a term of one year.

3. Duties

The duties of the officers shall be specified in the bylaws.

4. Replacement

In the event of death, incapacity, or resignation of any of these officers, the board shall, by majority vote, appoint a successor to serve until the conclusion of the term of the replaced member. The replacement may be a member of the executive committee, board or a member of the organization in good standing. Should any member of the board wish to resign from their current position, they are required to provide a notice of at least 30-days to the board to ensure a smooth transition occurs.

Article V-Executive Committee and Board

1. Composition and Tenure

There shall be an executive committee consisting of the President, Past President, Vice President Secretary, and Treasurer. In the event the organization's membership increases significantly, the executive committee will request that members vote to establish a board.

The board shall consist of the executive committee and at least three additional members at large elected for staggered three-year terms.

The majority of the board shall be comprised of behavior analysts in good standing. None of the officers shall serve simultaneously as members at large of the board. In the event that there is no board, the executive committee shall assume the responsibilities of the board described in these bylaws.

2. Meetings

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.

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3. Quorum

For purposes of transacting the business of the chapter, a quorum shall consist of four members of the board. If there is an executive committee only, a quorum shall consist of three members of the committee.

4. 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. A tie-vote shall be construed as affirmation for removal. 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 meeting of the chapter.

5. Board Member Benefits & Expenses

- NHABA is represented at the annual ABAI conference, the current elected NHABA President and Vice-President shall attend the conference on behalf of NH. The cost of the conference ticket will be reimbursed by the board. Travel, food and lodging fees are not reimbursable expenses.
- NHABA Executive Board members may also allocate a pool of complimentary annual NHABA conference tickets for conference planning committee members. However, the committee members must be present for the majority of the planning meetings and complete all assigned committee tasks in order to receive any benefits/perks of conference planning. The board reserves the right to determine any committee member who has not met this requirement.
- Executive Board members may override this policy with a full majority vote.

ARTICLE VI NOMINATIONS AND ELECTIONS

1. Nominations

Each year, the president or his or her designee shall mail or email to all full members a nomination ballot for president-elect and for the number of at-large members of the board necessary to complete the voting membership of the board. For each office that appears on the nominating ballot, each full member may propose up to four names and may nominate the same person for more than one office.

The president and/or his or her designee 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. The president/designee shall proceed through the list in the order of vote count until at least two or more candidates for each office have been obtained.

If two candidates are not nominated for each office, only one name or no names will appear on the ballot with a write in option.

No one may hold two offices at the same time. 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. After the list of candidates has been determined, the president shall send to all full members in good standing 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. Members of the board shall be elected by a plurality of the votes cast at an election.

Each election year, the president or his or her designee shall email or notify through other electronic or paper means a nomination ballot to all full members seeking nominations for board positions necessary to complete the voting membership of the board. For each office that appears on the nominating ballot, each full member may propose up to four names and may nominate the same person for more than one office.

2. Terms

Officers and other members of the board shall assume office on the first day after the close of the annual meeting at which their election took place. Officers shall hold office until their elected successors assume office in their stead.

ARTICLE VII MEETINGS

1. Annual Business Meeting

There shall be at least one annual business meeting of the chapter. Notice of the annual business meeting of the chapter shall be given to all members in good standing not less than three months prior to the scheduled date.

2. Quorum

A quorum at the annual business meeting shall consist of not fewer than 5 members in good standing present and voting.

3. Authorities, Scope, and Voting

The Board shall have the authority to transact the business of the organization, including entering into contractual arrangements and performing financial transactions using the organization's resources. The Board shall carry the responsibility of approving policy for the organization, with a vote needed to ratify policy.

Members of the organization shall be entitled to:

- Vote on an annual plan including goals and estimated revenue and expenditures for the year

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- Vote on the election of the officers of the organization
- Vote on changes to the bylaws of the organization, excluding addendums and policies
- Vote to establish a board with at-large members

ARTICLE VIII 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 vote of the board, and may include:

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 meeting.

ARTICLE IX DUES

1. Dues

Dues for the various categories of membership shall be established by a simple majority vote of the board. 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.

2. 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

3. Dissolution Provision

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

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ARTICLE X AMENDMENTS

These bylaws may be amended only by two-thirds vote of the members voting. Amendments may be proposed by simple majority vote of the board.

Jodie Demmy

President Signature

6/12/23

Date

Nirde Lynch

Secretary Signature

6/12/2023

Date

