

KANSAS ASSOCIATION FOR BEHAVIOR ANALYSIS

Special Interest Group By-Laws Template¹

Instructions

1. All Article numbers below must be included in the by-laws with required information.
2. All by-law numbers accompanied by an asterisk (*) must be included exactly as stated.

Article I: NAME

1. Provide the SIG's name

Article II: MISSION

1. State the SIG's vision, mission, and goals. Its mission must complement KansABA's mission²

ARTICLE III: OFFICERS

1. Minimally, a president and a secretary. A treasurer would be a separate officer. The SIG's officers comprise the SIG's Executive Council
2. Criteria for serving as an officer. Minimally, they are being a full member of KansABA
3. Officers' position descriptions (e.g., responsibilities, activities)

Article IV: NOMINATIONS AND ELECTIONS

1. Describe the officer nomination and election policies and procedures

Article V: MEMBERSHIP

1. Membership categories and membership criteria. SIGs members must be members of KansABA, but not necessarily full members (e.g., student or affiliate members)

Article VI: ACTIVITIES

1. Describe the SIG's annual and ongoing activities (e.g., membership meetings, officer meetings, meetings at the KansABA conference, continuing education, colloquium series, website, newsletters, state legislative review). They must complement the SIG's and KansABA's missions

Article VII: PUBLICATIONS/COMMUNICATION

1. *The SIG and its members will not present SIG statements, positions, and policies as representing those of KansABA or ABAI unless the statements, positions, and policies have been approved by KansABA's and ABAI's Executive Councils
2. Describe what publications, if any, will be distributed and how often
3. Describe how communication will occur between (a) SIG members (e.g., phone, e-mail, newsletters), (b) SIG officers, and (c) SIG officers and KansABA's Executive Council

Article VIII: ETHICS and DIVERSITY

1. Describe the SIG's ethics standards. These must complement ABAI's and KansABA's ethics standards.³
2. Describe the SIG's diversity standards. These must complement ABAI's and KansABA's diversity policy.⁴

Article IX: FINANCES

1. *The SIG maintains accurate and up-to-date financial records, available to the public, and submitted annually to KansABA's Executive Council
2. Describe how funds will be maintained (e.g., in a bank account separate from KansABA's)
3. Describe how funds will be disbursed (e.g., cash, checks) and by whom (e.g., signatories)
4. Fund-raising activities, if any. Include any dues structure and any other anticipated revenue generating activities. If these are not included in the SIG's by-laws, KansABA's Executive Council must approve all fund-raising activities

Article X. MEETINGS

1. The SIG's Executive Council must meet at least twice a year in person or on-line. If the SIG holds a business meeting, KansABA provides space and time for the annual KansABA conference

ARTICLE XI. REPORTS

1. The SIG files an annual reports with the KansABA Executive Council within 30 days after the annual KansABA conference. Minimally, the report includes the SIG's financial records, updates its officers, describes its activities and events in the past year, and proposes activities and events for the next year.

Article XII: AMENDMENTS

1. Describe how amendments to the by-laws, if necessary, are made

Article XIII: ASSURANCES.

1. *The SIG complies with KansABA's Executive Council's requirements for SIG formation and operation⁵
2. *The SIG complies with the policies and guidelines in ABAI's *Handbook for Special Interest Groups*, as feasible⁶
3. *The SIG's by-laws and activities are subject to review and approval by KansABA's Executive Council.

Footnotes

1. Adopted and adapted from the Texas Association for Behavior Analysis (see <http://www.txaba.org/about.php>)
2. For KansABA's mission, see <http://www.kansaba.org/>.
3. For these standards, see <http://www.kansaba.org/>.
4. For these standards, see <http://www.kansaba.org/>.
5. For these requirements, see <http://www.kansaba.org/>.
6. For ABAI's *Handbook for Special Interest Groups*, see https://www.abainternational.org/media/114178/sig_handbook_2016.pdf.