

Bylaws of the  
KANSAS ASSOCIATION FOR BEHAVIOR ANALYSIS  
An Affiliate Chapter of the  
ASSOCIATION FOR BEHAVIOR ANALYSIS INTERNATIONAL

Association's Notes

KansABA's web site is [www.kansaba.org](http://www.kansaba.org)

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An Affiliate Chapter of the  
ASSOCIATION FOR BEHAVIOR ANALYSIS: INTERNATIONAL

## **ARTICLE 1: NAME**

1. The name of this organization shall be the Kansas Association for Behavior Analysis (or KansABA), an affiliated chapter of the Association for Behavior Analysis International (ABAI). Throughout the Bylaws, the organization shall be referred to as KansABA.

## **ARTICLE II: MISSION**

1. KansABA's mission is to (a) advance the science and practice of behavior analysis, as well as its education and training; (b) address issues relevant to the science, practice, education, and training in behavior analysis; (c) maintain disciplinary, professional, and ethical standards in the science, practice, education, and training in behavior analysis; and (d) recruit and enhance interest in behavior analysis throughout the State of Kansas and the Kansas City metropolitan area – including Clay, Jackson, and Platte counties.

## **ARTICLE III: MEMBERSHIP**

1. KansABA shall have five categories of Members -- Full, Adjunct, Student, Stakeholder, and Lifetime -- and others, as needed and as established by KansABA's Executive Council. The members in each category are entitled to the rights and privileges of the Association as appropriate to their membership category.
  - a. Full Members shall reside or practice in Kansas or the Kansas City metropolitan area – including Clay, Jackson, and Platte counties Full members shall possess the minimum of a master's degree in behavior analysis, psychology, or a related discipline. Master's degrees in these fields will be accepted from an accredited or nonaccredited program and do not require a thesis component to be accepted. This may include but is not limited to board certified behavior analysts – doctoral level (BCBA-D), board certified behavior analysts (BCBAs), master's level autism specialists, professors, clinicians, psychologists, or consultants.
    1. When applying for full membership, applicants will be asked to submit documentation of a degree that meets the qualifications for membership.
    2. Anyone not meeting the qualifications stated in this Article III, Section (a) may petition for Full Member status by submitting pertinent information to the KansABA Executive Council.
    3. A Full Member shall have the right to vote for the President-Elect and for the Full Member Representative-Elect to the Executive Council.
  - a. Adjunct Members shall reside or practice in Kansas or the Kansas City Metropolitan area – including Clay, Jackson, and Platte counties. Adjunct members shall include any practicing professionals in the field of behavior analysis, psychology, or related discipline who possess any degree below a

master's degree or who have not completed higher education. This may include but is not limited to registered behavior technicians (RBTs), board certified assistant behavior analysts (BCaBA), line therapists, bachelor's level autism specialists, intensive individual support providers (IIS), or bachelor's level professionals.

1. Anyone not meeting the qualifications stated in this Article III, Section (b) may petition for Adjunct Member status by submitting pertinent information to the KansABA Executive Council.
  2. A Full Member shall have the right to vote for the President-Elect and for the Adjunct Member Representative-Elect to the Executive Council.
- b. Student Members shall reside in Kansas or the Kansas City Metropolitan area – including Clay, Jackson, and Platte counties or be enrolled in a relevant educational program that resides in Kansas or the Kansas City Metropolitan area - – including Clay, Jackson, and Platte counties. Student members shall include any individual who is currently enrolled in an undergraduate or graduate academic degree program, internship, certification program, or resident program relevant to a career in behavior analysis, psychology, or other related discipline. This may include but is not limited to students seeking an associates, bachelors, masters, or doctoral degree.
1. When applying for Student membership, applicants will be asked to submit proof of enrollment in an academic degree program, internship, or residency program.
  2. Anyone not meeting the qualifications stated in this Article III, Section (c) may petition for Student Member status by submitting pertinent information to the KansABA Executive Council.
  3. A Student Member shall have the right to vote for the President-Elect and for the Student Member Representative-Elect to the Executive Council.
- c. Stakeholders shall reside in Kansas or the Kansas City Metropolitan area – including Clay, Jackson, and Platte counties. Stakeholder shall include any individual who has a stake in the field of behavior analysis but is not practicing behavior analysis as a professional. This may include but is not limited to caregivers, parents, or guardians of individuals consuming or affected by behavior analytic services, individual consumers of services, teachers, or paraprofessionals.
1. Anyone not meeting the qualifications stated in this Article III, Section (d) may petition for Stakeholder status by submitting pertinent information to the KansABA Executive Council.
  2. A stakeholder shall have the right to vote for the Stakeholder Member Representative-Elect to the Executive Council.
- d. The category of Lifetime Members shall be individuals who provide considerable support for KansABA far above the required amount. Lifetime Members receive

free membership and conference registration indefinitely. Lifetime Members are awarded membership by the executive council.

1. Lifetime members shall not have voting privileges and the executive council will not include a Lifetime Member Representative.
1. A person who is eligible for membership in KansABA, and who wishes to become a member must submit a completed application form, containing such information as the Executive Committee may approve, and pay annual membership dues established by the Executive Council. Applicants may also be required to submit such additional information, including transcripts, diplomas, references, and other documents, as the Executive Council may require, to verify that they meet the requirements for membership.
2. Each Member shall be a Member for a term commencing on the date he or she is approved for membership and continuing until the next annual conference or their own resignation. Membership may be renewed during the period between annual conferences if the Member completes another application for their membership category for that year.
3. Members who have not paid their dues by the date of KansABA's annual conference shall not be allowed to vote on any KansABA business at that conference.
4. There shall be a Business Meeting, advertised as a TownHall Meeting, held at the annual conference.
  - a. The presence of not fewer than ten KansABA members (Full, Adjunct, Student, or Stakeholders) or five percent of KansABA's 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.
5. To determine 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 Council 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 Business Meeting unless such Member's dues have been paid prior to the business meeting.
6. Any Member desiring to resign shall either refrain from participating in the next conference or submit a written resignation to the Secretary. Membership may be reinstated at any time, as long as follows the above outlined processes.
7. After appropriate notice and hearing, the Executive Council may suspend or expel any member for cause by a majority vote.
8. On written request to the Secretary and by a majority vote, the Executive Council may reinstate a former member on such terms as the Executive Council may deem appropriate.

## ARTICLE IV: EXECUTIVE COUNCIL

1. Except as specifically provided in KansABA's Bylaws, all rights, powers, duties, and responsibilities relative to the management and control of KansABA's property, activities, and affairs are vested in the Executive Council. In addition to the power and authority expressly conferred upon it by these Bylaws, the Executive Council may take any lawful action on behalf of KansABA that is not required to be taken by some other party by municipal, state, or federal law or by these Bylaws.
2. The Executive Council shall consist, at minimum, of five elected officers – a President, a Full Member Representative, an Adjunct Member Representative, a Student Member Representative, and a Stakeholder Member Representative. A Secretary and Treasurer, who are not members of the Executive Council, but who are Officers of the Association, will attend the meetings of the Executive Council.
  - a. No KansABA Presidents, Full Member Representatives, Adjunct Member Representatives, Student Member Representatives, or Stakeholder Member Representatives may succeed themselves in office as long as at least two other nominees run for the same office.
3. There shall be a President who shall be a Full Member of KansABA elected by the Full, Adjunct, and Student Members of KansABA. The President shall hold office for three years, the first of which will be as President Elect, and shall vote on behalf of KansABA's interests on all issues before the Executive Council. While President Elect, this Officer shall attend the meetings of the Executive Council but shall have no voting privileges.
  - a. Every two years, the Full, Adjunct, and Student, Members shall elect an incoming President Elect, who shall assume that office at the conclusion of the Business Meeting at the annual conference in the year of their election,
  - b. Following one year as President Elect, this Officer shall assume the office of President at the conclusion of the Business Meeting at the annual conference in the year following their election.
  - c. The president shall succeed to the office of President at the conclusion of the three year's term at the Business Meeting at the conference.
  - d. After serving as President, this Officer shall become KansABA's Past-President and may attend the meetings of the Executive Council but shall have no voting privileges.
4. There shall be at least one Full Member Representative to the Executive Council who shall be a Full Member of KansABA elected only by Full Members of KansABA. The Full Member Representative shall hold office for three years, the first of which will be as the incoming Full Member Representative and shall vote on behalf of the Full Members' interests on all issues before the Executive Council. While incoming Full Member Representative, this Officer shall attend the meetings of the Executive Council but shall have no voting privileges.
  - a. Every two years, the Full Members shall elect an incoming Full Member Representative, who shall assume that office at the conclusion of the Business

- Meeting at the annual conference in the year of their election.
- b. Following one year as the incoming Full Member Representative, this Officer shall assume the office Full Member Representative at the conclusion of the Business Meeting at the annual conference in the year following their election.
  - c. The Full Member Representative shall succeed to the office of Full Member Representative at the conclusion of the three year's term at the Business Meeting at the conference.
  - d. After serving as Full Member Representative, this Officer shall become KansABA's Past-Full Member Representative and may attend the meetings of the Executive Council but shall have no voting privileges.
5. There shall be at least one Adjunct Member Representative to the Executive Council who shall be an Adjunct Member of KansABA elected only by Adjunct Members of KansABA. The Adjunct Member Representative shall hold office for three years, the first of which will be as the incoming Adjunct Member Representative and shall vote on behalf of the Adjunct Members' interests on all issues before the Executive Council. While incoming Adjunct Member Representative, this Officer shall attend the meetings of the Executive Council but shall have no voting privileges.
- a. Every two years, the Adjunct Members shall elect an incoming Adjunct Member Representative, who shall assume that office at the conclusion of the Business Meeting at the annual conference in the year of their election.
  - b. Following one year as the incoming Adjunct Member Representative, this Officer shall assume the office Adjunct Member Representative at the conclusion of the Business Meeting at the annual conference in the year following their election.
  - c. The Adjunct Member Representative shall succeed to the office of Adjunct Member Representative at the conclusion of the three year's term at the Business Meeting at the conference.
6. There shall be at least one Student Member Representative to the Executive Council who shall be a Student Member of KansABA elected only by Student Members of KansABA. The Student Member Representative shall hold office for two years, the first of which will be as the incoming Student Member Representative and shall vote on behalf of the Student Members' interests on all issues before the Executive Council. While incoming Student Member Representative, this Officer shall attend the meetings of the Executive Council but shall have no voting privileges.
- a. Every year, the Student Members shall elect an incoming Student Member Representative, who shall assume that office at the conclusion of the Business Meeting at the annual conference in the year of their election.
  - b. Following one year as the incoming Student Member Representative, this Officer shall assume the office Student Member Representative at the conclusion of the Business Meeting at the annual conference in the year following their election.
  - c. The Student Member Representative shall succeed to the office of Student Member Representative at the conclusion of the two year's term at the Business Meeting at the conference.

7. There shall be at least one Stakeholder Member Representative to the Executive Council who shall be a Stakeholder Member of KansABA elected only by Stakeholder Members of KansABA. The Stakeholder Member Representative shall hold office for three years, the first of which will be as the incoming Stakeholder Member Representative. This Officer shall attend the meetings of the Executive Council and shall provide input on Executive Council decisions on behalf of the Stakeholder Members but shall have no voting privileges.
  - a. Every two years, the Stakeholder Members shall elect an incoming Stakeholder Member Representative, who shall assume that office at the conclusion of the Business Meeting at the annual conference in the year of their election.
  - b. Following one year as the incoming Stakeholder Member Representative, this Officer shall assume the office Stakeholder Member Representative at the conclusion of the Business Meeting at the annual conference in the year following their election.
  - c. The Stakeholder Member Representative shall succeed to the office of Stakeholder Member Representative at the conclusion of the three year's term at the Business Meeting at the conference.
  - d. After serving as Stakeholder Member Representative, this Officer shall become KansABA's Past-Stakeholder Member Representative and may attend the meetings of the Executive Council but shall have no voting privileges.
8. Beginning with KansABA's first business meeting, the appointed President, Full Member Representative, Adjunct Member Representative, Student Member Representative, and Stakeholder Representative shall serve no more than three-year term of office before they are succeeded by the first President-Elect, Full Member Representative-Elect, Adjunct Member Representative-Elect, Student Member Representative-Elect, or Stakeholder Representative-Elect. All subsequent Presidents and Full, Adjunct, Student, and Stakeholder Representatives shall serve three-year terms of office.
  - a. Within three years after KansABA's first business meeting, the Full, Adjunct, Student, and Stakeholder Members shall elect all successive Officers of KansABA, who shall be Full, Adjunct, Student, and Stakeholder Members of KansABA. The elected Officers shall assume their offices on the Executive Council immediately following the Business Meeting at the annual conference.
  - b. Within three years of KansABA's first business meeting, the proportional membership in KansABA's Full, Adjunct, Student, and Stakeholder Members shall be assessed, and the number of Full, Adjunct, Student, and Stakeholder Representatives to the Executive Council shall be adjusted to reflect those proportions. The means for determining proportional representation shall be decided by the Executive Council.
    - i. In achieving proportional representation, additional representatives shall be appointed by the Executive Council; they shall then be voting members of the Executive Council. Should this increased representation be continued in any subsequent year, then the Representatives shall be added to the Executive Council through the election process.

9. The Executive Council shall meet not less than once a year.
  - a. The Executive Council may set the time and place for regular meetings as is necessary to conduct KansABA's business. These meetings may be held any place that is convenient to the Officers of the Executive Council.
  - b. At least one meeting of the Executive Council shall be held in conjunction with the annual conference.
  - c. Special meetings of the Executive Council may be called by KansABA's Secretary upon the request of one of the elected Officers in the Executive Council.
10. The meeting of the Executive Council at KansABA's annual conference shall be held without other notice than this Bylaw. Regular and special meetings of the Executive Council 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 of the Executive Council not less than forty eight hours prior to the meeting and, if by e-mail, telephone, or facsimile machine, confirmed in writing before or after the meeting. Notice may also be sent by first class mail to an Officer of the Executive Council at least four days before the day on which the meeting is to be held. The foregoing notwithstanding, no notice need be given to any person who submits a signed waiver of notice before or after a meeting, or who attends a meeting without protesting any lack of notice.
11. An Officer of the Executive Council may resign by giving written notice to the President of KansABA, which notice shall be immediately forwarded to the Executive Council. Unless otherwise specified in the resignation, the resignation shall take effect upon its receipt by the President; an acceptance of the resignation shall not be necessary to make it effective.
12. Any Officer of the Executive Council may be removed at any time, with cause, by vote of a majority of Officers of the Executive Council (e.g., attendance at Executive Council meetings).
13. If any Officer of the Executive Council cannot perform the duties of the office because of death, resignation, or other reason (e.g., attendance), the Executive Council shall be empowered to fill the vacancy by any method that, in its judgment, best reflects the goals and purposes of KansABA. The person thus appointed shall serve until the next regularly scheduled election. In the interests of diversity, special consideration will be given to the appointment of a member of an underrepresented group who is a member of the Association if none of the elected members of the existing Executive Council is a member of an underrepresented group.
14. The President, one Full Member Representative, one Adjunct Member Representative, one Stakeholder Representative, and one Student Member Representative, and a majority of the total number of Officers of the Executive Council, 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 or assign responsibility of the missing representative to the Historian, Treasurer, or Secretary, unless otherwise declined by the missing representative. Notice of the rescheduled meeting shall be given pursuant to the terms of these Bylaws.



15. The vote of a majority of the Officers of the Executive Council present at a meeting at which a quorum is present shall be the act of the Executive Council unless a greater vote is required by these Bylaws. Each Officer present shall have one vote.
16. In consultation with the Secretary and Treasurer, the Executive Council shall set the Association's annual membership fees.

## **ARTICLE V: OFFICERS**

1. The Officers of KansABA shall consist of, at least, the President, a Full Member Representative, an Adjunct Member Representative, a Stakeholder Representative, and a Student Member Representative. If additional representatives are added to the Executive Council, as required for proportionate representation, they too shall become Officers of KansABA.
2. All Officers shall be Full, Adjunct, Stakeholder, or Student Members of KansABA.
3. The KansABA President shall serve as a member of the Executive Council and represents the Association, as a whole at KansABA Executive Council meetings, Town Hall meetings, sponsored events, and other professional organization meetings (e.g., the Association for Behavior Analysis International, Behavior Analysis Certification Board) and Kansas governance and its committees and boards (e.g., the Kansas Behavioral Sciences Regulatory Board). This is a voting position. The specific duties of the President are:
  - a. Oversee the overall operation of KansABA as an association
  - b. Attend, chair, and preside at all Town Hall Meetings, and attend and chair all KansABA Executive Council Meetings.
  - c. If the President is unable to preside over a meeting, that responsibility shall fall to the Past-President. If they are unable to preside, the President Elect shall assume the responsibility.
  - d. Present opening and closing sessions of the KansABA conferences, as well as its receptions, unless otherwise delegated by this Officer
  - e. Deliver a Presidential Address (as necessary)
4. The KansABA Full Member Representative shall serve as a member of the Executive Council and represent those within the behavior analytic community that meet Full Membership criteria for KansABA at KansABA Executive Council meetings, Town Hall meetings, and sponsored events. This is a voting position. The specific duties of the Full Member Representative are:
  - a. Participate in determining the policies of the Association within the limits prescribed by the bylaws of the Association and the bylaws of the Association for Behavior Analysis International
  - b. Fill any vacancies that occur during the term of any Officer or Representative of the Association by electing another Officer or Representative to serve for the unexpired portion of the term.

5. The KansABA Adjunct Member Representative shall serve as a member of the Executive Council and represent all those within behavior analytic community who meeting Adjunct Member criteria for KansABA at KansABA Executive Council meetings, general business meetings, and sponsored events. This is a voting position. The specific duties of the Adjunct Member Representative are:
  - a. Participate in determining the policies of the Association within the limits prescribed by the bylaws of the Association and the bylaws of the Association for Behavior Analysis International
6. The KansABA Student Member Representative shall serve as a member of the Executive Council and represent all those within the behavior analytic community who meet Student Member criteria for KansABA at KansABA Executive Committee meetings, general business meetings, and sponsored events. This is a voting position. The specific duties of the Student Member Representative are:
  - a. Participate in determining the policies of the Association within the limits prescribed by the bylaws of the Association and the bylaws of the Association for Behavior Analysis International
  - b. Serve on the Conference Committee
  - c. Coordinate with the University of Kansas' Graduate Student Organization for help with events (e.g., annual conference, CEU events)
  - d. Take on additional tasks as necessary

#### **ARTICLE VI: BOARD OF KANSABA - BOARD MEMBERS**

1. The Board of KansABA shall consist of, at least, the President, the Historian, the Secretary, and the Treasurer.
2. The Historian is a lifetime member who has participated in KansABA for more than 5 years, serving in more than one elected or volunteer position. This individual is appointed by the Executive Council and serves until resignation. This is a non-voting position, but is encouraged to provide context for previous decisions made by KansABA to guide decision making.
3. The Secretary and Treasurer shall be appointed, initially, to a term of three years, by the beginning of the Town Hall at KansABA's first annual conference. All subsequent appointments shall be made by the Executive Council and shall also be for terms of three years. All subsequent Secretaries and Treasurers shall take office at the conclusion of the Town Hall at the conference in the year of their appointment. The Secretary's and Treasurer's appointment may be renewed as deemed appropriate by the Executive Council.
  - a. The KansABA Secretary is responsible for the organization of KansABA Executive Committee meetings (e.g., email reminders, creation of meeting agenda, online meeting agendas) and the organization of Google Drive materials. The Secretary attends all general business meetings. The specific duties of the Secretary are:

- i. Take notes during executive council meetings
  - ii. Send out meeting minutes to all members of KansABA Executive Committee, committee chairs, and those in attendance
  - iii. Update and maintain membership list of all KansABA members and their contact information
  - iv. Keep KansABA records
  - v. Count nomination and election ballots, as well as the ballots in any referenda submitted to the voting membership
  - vi. Recruit new members to KansABA through emails, arranging a presentation for new ABS students in the fall of each year, and by sending KansABA fliers to events that might be attended by potential members
  - vii. Facilitate the production of the annual conference
  - viii. Act as the general executive officer of KansABA in consultation with and under the direction of the President and the other Officers of the Executive Council. They shall bring to the attention of the Executive Council and KansABA's Members such matters as are deemed necessary for the appropriate operation of the organization
- b. The KansABA Treasurer is responsible for maintaining the finances of KansABA in support of the KansABA Executive Committee. The Treasurer attends all Executive Committee meetings and general business meetings. The specific duties of the Treasurer are:
- i. Maintain financial records for all KansABA transactions, including the bank account and the PayPal account
  - ii. Complete non-profit annual filings
  - iii. Maintain paypal, business bank account, and annual budget.
  - iv. Make payments on behalf of KansABA
  - v. Submit a financial report for review at the annual business meeting
  - vi. Take on additional tasks as necessary

## **ARTICLE VII: CONFERENCE**

1. A conference shall be held in a place and at a time determined by the Executive Council. The purpose of the conference shall be to advance behavior analysis as a science and a practice and its education and training, and to disseminate research findings through formal sessions and such other program activities as the Executive Council and the Members shall deem appropriate (e.g., workshops).
2. In consultation with the Board of KansABA the Executive Council shall set the Association's conference registration fees.
3. In determining where the annual conference may be held, the Executive Council shall be

bound by the following:

- a. KansABA shall convene only in cities whose sidewalks and streets are accessible to people with physical handicaps in those areas in which the conference hotels, restaurants, and related facilities are located, and to which travel arrangements are also accessible.
- b. KansABA shall schedule activities and accommodations in those hotels, restaurants, and related facilities whose entrances, corridors, and rooms are accessible to people with physical handicaps.

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

1. Each year at the annual conference and for the three weeks after the conference, the Secretary shall distribute to all voting members a nomination ballot for the upcoming open positions. Each voting member may propose up to two names for each office that is opening.
  - a. The Secretary will work in conjunction with the IT Chair and shall count the nomination ballots and list the names of the individuals who have received the largest number of nominations for office and will be reviewed for appropriateness for the positions by the Board and Executive Council.
  - b. From this list, the Secretary shall email those members receiving the largest number of nominations for each office if they are willing to stand for election and shall proceed through the list in the order of the nomination count until at least one candidate has been obtained for each office.
  - c. After the list of candidates has been determined, the Secretary shall send to all voting members who are currently active members, a ballot listing the nominees to be voted on in alphabetical order for each office, along with each nominee's brief biographical information. There will be a two week voting period from the time they are sent out to the collective.
2. The President-Elect, Full Member-Elect, Adjunct Member Representative-Elect, and Student Member Representative-Elect shall be elected by a plurality of the votes cast in an election. Any ties will be broken by a vote of the Executive Council, plus the Past-President in case of another tie.

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

1. Statements of the Association's official positions can be submitted to the Board for consideration, and will be developed by a selected board member for review before submitted to the active members
2. Statements of the Association's official position on professional, social, and other issues shall be approved by a vote of all active members in accordance with procedures adopted by the Executive Council.
  - a. Thereafter, dissemination of such Position Statements shall be considered official

only if made by an Officer of KansABA and, in the event of publication, if accompanied by a statement of endorsement as a KansABA Affiliate Chapter Position Statement.

3. Position Statements of the Executive Council may be issued by the Executive Council. These Statements shall be prepared by the Executive Council in accordance with the procedures adopted by that Executive Council.
  - a. Thereafter, dissemination of such Position Statements shall be considered official only if made by an Officer of KansABA and, in the event of publication, if accompanied by a statement of endorsement as a KansABA Executive Council Position Statement.
4. The Association explicitly disclaims any implication of ABAI endorsement of any KansABA Position Statement it might adopt unless such Statement has been formally approved by ABAI through the mechanisms described in ABAI Articles IX1 and IX-2.

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

1. The Executive Council shall create those Committees, Task Forces, and Advisory Groups that are deemed necessary to accomplish the purposes of the organization. The goals and performance objectives of each Committee, Task Force, and Advisory Group shall be defined by KansABA's Executive Council in written form. The products of any Committee, or Task Force must have explicit review and endorsement by the Executive Council. Each Committee, and Task Force shall be subject to those limitations that Kansas law imposes on Committees and Task Forces.
2. The Chair of each Committee shall be appointed by the Executive Council in consultation with the committee members for a term of no more than three years.
3. Task Forces may be appointed by the President or the Executive Council to fill specific, short term needs of the Association. The normal life of each Task Force shall be one year. At the recommendation of the Executive Council, however, a Task Force might be granted successive one year extensions.
4. KansABA may, upon a vote from all board members and executive council, develop Professional Advisory Board from which the Executive Council draws recommendations and guidance. The advisory board shall be appointed by vote of the Executive Council and serve at its pleasure. To assure full representation from across the State of Kansas, the Professional Advisory Board members shall, as much as possible, be drawn from all regions in the State (e.g., Hutchinson, Kansas City, Lawrence, Manhattan, Parsons, Topeka, Wichita) and from diverse, but related professional and special interest groups (e.g., corrections, community mental health, education, clinical psychology, the law).

#### **ARTICLE XI: SPECIAL INTEREST GROUPS**

1. KansABA members may create Special Interest Groups (SIGs) as befit their range of interests in the science and practice of behavior analysis and its education and training.
2. KansABA assists its SIGs with recruitment, promotion, and dissemination; publishes SIG news and announcements on the KansABA website and in its conference program; hosts SIG business meetings at the KansABA conferences; co-sponsors continuing education events; and maintains links between the SIG's and KansABA's websites.
3. KansABA SIGs may be formed by minimally five KansABA members. They do not have to become SIG members.
4. Applications must include:
  - a. A completed application form
  - b. Proposed by-laws
5. The e-mailed signature lines of five founding SIG members, accompanied by the message: "I support the formation of a KansABA SIG for [the name of the interest]." These are submitted at any time to [kansasaba@gmail.com](mailto:kansasaba@gmail.com). They are reviewed at KansABA's Executive Council's next in-person meeting, usually within two months
6. KansABA allows its SIGs flexibility in their by-laws and governance, but has requirements for every SIG
7. Each SIG has interests distinctly different than those of other KansABA SIGs
8. SIG officers promote basic principles of good governance, due diligence, and care in the oversight and management of its operations
9. SIGs cannot affiliate formally with other organizations. The SIGs are created by KansABA members for KansABA members, with whom they share common missions, interests, and policies. Affiliating with other organizations may send conflicting messages about their and KansABA's missions, interests, and policies
10. SIGs cannot be for-profit organizations. SIGS may apply for nonprofit status with the U.S. Internal Revenue Service (e.g., 501(c)(3) or 501(c)(6) status). For suggestions about financial management, see ABAI's Frequently Asked Questions about its special interest groups.
11. SIG application forms and By-Laws templates are available from KansABA's secretary.

## **ARTICLE XII: ETHICS**

1. KansABA expects its members to uphold the highest standards of personal and professional behavior in the conduct of their work and the advancement of behavior analysis (see J. S. Bailey & M. Burch [2016]. *Ethics for Behavior Analysts* [3rd ed.]. New York: Routledge). KansABA embraces the diversity of professions within its membership; thus KansABA members should adhere to the ethical standards that have been defined for their professions. Examples include, but are not limited to the American Psychological Association's Ethical Principles of Psychologists and Code of Conduct, the Association for Clinical Researchers' Code of Ethics, the Association for Institutional

Research's Code of Ethics, the Behavior Analyst Certification Board's Professional and Ethical Compliance Code, the National Association of School Psychologists' Professional Conduct Manual, the National Association of Social Workers' Code of Ethics, and the National Education Association's Code of Ethics of the Education Profession.

### **ARTICLE XIII: DIVERSITY**

1. KansABA seeks to be an organization of people of different ages, races, nationalities, ethnic groups, sexual orientations, genders, classes, religious and spiritual beliefs, abilities, country of origin, socioeconomic class, and educational levels. KansABA opposes discrimination against the foregoing groups. It is expected that all KansABA members as well as non-members who participate in KansABA events treat one another with dignity and respect.

### **ARTICLE XIV: FISCAL YEAR**

1. The Association's fiscal year shall close at the conclusion of its annual conference each spring.

### **ARTICLE XV: AMENDMENTS**

1. Amendments or changes to these Bylaws may be proposed by the Executive Council or by a majority vote of Members at the annual Town Hall. The proposed amendments or changes shall then be submitted to Members for approval. The Secretary 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 not fewer than ten KansABA members or five percent of KansABA's membership, whichever number is smaller.

### **ARTICLE XVI: INDEMNIFICATION OF OFFICERS, DIRECTORS, AND Student Member Representative, EMPLOYEES, AND AGENTS**

1. At the discretion of the Executive Council, KansABA may 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 Executive Council, the Secretary or Treasurer of KansABA, an employee or agent of KansABA, or is or was serving at the request of KansABA as an Officer, Secretary or Treasurer, 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 the Association 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 KansABA or its members and, with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.

2. At the discretion of the Executive Council, KansABA may 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 by or in the right of KansABA to procure a judgment in its favor by reason of the fact that he or she is or was an Officer of the Executive Council, the Secretary or Treasurer of KansABA, an employee or agent of KansABA, or is or was serving at the request of KansABA as an officer, Secretary or Treasurer, 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 the 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 KansABA or its members and, with respect to any criminal action or proceeding, had reasonable cause to believe that the 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 KansABA or its members and, with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.