# BYLAWS OF THE

**LOUISIANA BEHAVIOR ANALYSIS ASSOCIATION (LABAA)**

C/o 483 Stanford Avenue Baton Rouge, LA 70808

# ARTICLE I: NAME

**1.** The name of this organization shall be the Louisiana Behavior Analysis Association (LABAA). LABAA 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: MISSION STATEMENT AND PURPOSE

1. ***Mission Statement.*** LABAA is a nonprofit membership organization with the mission to contribute to the well-being of society by developing, enhancing, and supporting the growth and vitality of the science of behavior analysis (BA) through research, education, and practice, and to promote access to responsible BA services by professionals sufficiently trained in the discipline of BA and compliance with relevant ethics standards.
2. ***Purpose***. The purpose of LABAA is to promote the advancement of BA as a science, and to ensure competency, professionalism, and ethics compliance in the delivery of BA services. LABAA also shall:
	1. Serve as a scientific and professional reference and networking group for its members;
	2. Disseminate information to promote its mission; and
	3. Organize at least two meetings annually that provide a forum for member discussion of LABAA affairs.

# ARTICLE III: MEMBERSHIP AND VOTING

1. ***Membership*** consists of three classes:
	1. ***Full Membership*.** Full members must be board certified in BA by a nationally recognized certifying agency (i.e. BACB) as a Board Certified Behavior Analyst and/or licensed as a behavior analyst, and/or a Full voting member of ABAI and/or meet one of ABAI’s criteria for Full Voting status.Full members in good standing shall be entitled to one vote on all matters brought before LABAA as governed by these Bylaws.
	2. ***Affiliate Membership.*** Individuals demonstrating interest in the discipline of BA but lacking formal training in BA may apply for affiliate membership. Affiliate members will have such privileges as granted by a majority of voting members of the LABAA Board of Directors (Board), subject to approval by a majority of voting members, but excluding the right to vote with the exception of any affiliate member appointed to the LABAA Board of Directors to represent the parents of children receiving BA services by or in collaboration with LABAA full members.
	3. ***Student Membership.*** Students displaying an interest in behavior analysis may apply for student membership. Student membership shall exclude voting privileges, with the exception of any student member appointed to the Board to represent the student membership as a whole. Such appointments and accompanying privileges, including voting privileges, will be granted at the discretion of and through a majority of voting members of the Board, subject to approval by a majority of voting members.

## Voting:

* 1. All voting privileges must be exercised within twenty-four hours from the time notice of a matter subjected to a vote is issued via email communication. It is the responsibility of those with voting privileges to maintain updated email contact information with LABAA and to remain vigilant of voting notices.
	2. Proxy voting procedure: Board members may assign a Full LaBAA member to serve as his/her proxy provided the board member notifies the president in writing 24 hours prior to the board meeting.
	3. A two-thirds majority of voting members is needed to change bylaws, and a simple majority for other issues
	4. A quorum for members is 51% of the voting members
	5. A quorum of the board is two-thirds.

# ARTICLE IV: OFFICERS AND BOARD MEMBERS

1. ***Officers.*** The Officers of LABAA shall consist of President, Past -President, President –Elect, Secretary, and Treasurer. The duration of each term for these positions shall be a maximum of two years, and no member may serve in the same Officer position more than two terms

consecutively, but may serve in the same position thereafter if elected by a majority of voting members. Officers who serve two consecutive terms in the same position may be nominated and elected to serve in another officer position or otherwise on the Board upon the vacancy of such a position.

1. ***Executive Committee.*** Collectively, the Officers shall serve as the Executive Committee of the LABAA Board, and shall meet as necessary in proceedings chaired by the President or Vice President. The Executive Committee shall have the authority to make staff and other administrative decisions related to the day-to-day functioning of LABAA, and to bring matters before the full Board and full membership consistent with these bylaws. The Executive Committee also shall have the authority to act in an interim manner on behalf of LABAA on an emergency basis when significant matters necessitate immediate attention (when time is of the essence) and meetings of the full Board and full membership are not practicable. However, thereafter, the Executive Committee shall bring such matters to the attention of the full Board and the full membership eligible to vote consistent with these bylaws.
2. ***Board of Directors***. The Board shall consist of no fewer than twelve members and shall include: The Board shall consist of up to 13 members and shall include: (i) the five Officers; (ii) up to 6 representatives from the six regions in Louisiana as defined in Appendix A, to the extent practical; (iii) a representative of the parents of children receiving BA services by or in collaboration with LABAA full members; and (iv) a representative of the student membership. The Executive Committee, either on its own accord or upon nomination from a LABAA member, may nominate additional members to the Board. Such nominations shall be subject to approval by a majority of voting members of the Board, and then approval by a majority of the voting members before becoming official. Such nominations may be made at any time. Each Board member will serve a term with a maximum duration of two years subject to reappointment by a majority of the voting membership, but without a limitation on total service. To the extent practicable, voting for all appointments and term commencement shall be coordinated with LABAA’s biannual meetings.
3. ***Removal.*** Officers and other Board members who fail to maintain membership in good standing, fail to attend two consecutive Board meetings in person or by proxy, or engage in activity that discredits the professional reputation and mission of LABAA, violates ethics norms, or otherwise conflicts with the functioning of LABAA, as determined by a majority of the voting Board, shall be subject to removal by a majority of the voting membership. A tie vote by either the Board or full voting membership shall be construed as affirmation for removal.
4. ***Replacement.*** In the event of death, incapacity, resignation, or removal of any of these Officers or Board members, the Board shall nominate a successor by a majority vote, and

such appointment shall be official upon confirmation by a majority of the full voting membership.

## Meetings.

* 1. LABAA shall hold at least two business meetings annually. Notice of said meetings shall be given to all members in good standing not less than two months prior to the scheduled meeting dates.
	2. All Board meetings for the purpose of conducting business will be chaired by either the President or the Vice President.
	3. A quorum shall consist of six members of the Board.
	4. Votes, whether on matters before the Board or membership eligible to vote, may be taken by secret ballot when deemed necessary by a majority of the Executive Committee.

# ARTICLE V: COMMITTEES

1. ***Standing Committees***. The Board may establish any standing committee to conduct the business of LABAA it deems necessary by a majority vote. The existence and operation of such committees will be at the discretion of the Board, but the Board shall give the membership eligible to vote notice of its intention to establish such committees and accept nominations. The final slating of such committees shall be subject to approval by a majority of the voting members.
2. ***Ad Hoc Committees.*** The President may establish ad hoc committees for a period not to exceed one year unless approved otherwise according to these bylaws.

# ARTICLE VI: DUES

1. **Dues**.
	1. ***Schedule.*** The dues schedule for the categories of membership identified above under Article III shall be established by a majority of the voting members of the Board. The Board has the authority to recognize circumstances that justify the reduction and waiver of dues.
	2. ***Modification.*** The dues schedule shall be reviewed on an annual basis and may be modified pursuant to a majority of voting members of the Board, subject to approval by a majority of the voting LABAA members.
	3. ***Collection.*** Dues shall be payable at the time and manner prescribed by the Board and published to the membership at least six months prior to the due date.

# ARTICLE VII: DISCIPLINARY ACTIONS

1. ***Failure to Pay Dues.*** Any member, voting or non-voting, who fails to pay yearly dues in full within three months from the time they are due will be removed from membership. Thereafter, a member may be reinstated by paying dues outstanding during the previous period of membership and for the year in which reinstatement is requested.
2. ***Resignation and Reinstatement.*** A member, voting or non-voting, may resign by sending a notice of resignation to the President or, if appointed, to a staff administrator. Former members who are qualified in accordance with these bylaws may apply for reinstatement.
3. ***Misconduct.*** The Board, subject to confirmation by a majority of voting members, shall establish policies and procedures.

# ARTICLE VIII: AMENDMENTS

Amendments or changes to these bylaws may be proposed at any time by any member eligible to vote. Such proposals will first be considered by the Board. In the event a majority of voting members of the Board approve, the proposed amendments shall be made available to all members eligible to vote for consideration. Such amendments shall be adopted if approved by a two-thirds majority of voting LABAA members and if they are in compliance with the laws of the State of Louisiana.

# APPENDIX A: LABAA REGIONS

