

Texas Association for Behavior Analysis Special Interest Group By-laws (Template)

INSTRUCTIONS:

- 1. All Articles must be included in the order shown and all specified information provided.*
 - 2. All statements accompanied by an asterisk (*) must be included as stated in the template.*
 - 3. Completed proposed SIG By-laws are to be submitted with the SIG Application to the current TxABA President.*
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Article I: PROPOSED SPECIAL INTEREST GROUP (SIG) NAME

Article II: PURPOSE

1. State SIG Purpose
2. State SIG Mission

Article III: MEMBERSHIP

1. Include all parameters of membership.
2. Include all proposed officer meetings

ARTICLE IV: OFFICERS

1. Include all criteria for serving as an officer as described by the TxABA Council Requirements.
2. State the purpose of the SIG's officers and list any positions including position descriptions.

Article V: NOMINATIONS AND ELECTIONS

Describe how nominations and elections will take place, complying with TxABA Council Requirements.

Article VI: ACTIVITIES

State activities in which the SIG will engage (such as quarterly membership meetings, bi-monthly officer meetings, research review activities, social activities, annual meeting at TxABA conference, training workshops, newsletter preparation and distribution, maintaining website with indication of anticipated contents, and public service activities).

Article VII: PUBLICATIONS/COMMUNICATION

1. *The SIG and its individual members will not represent its statements and positions as representing those of TxABA unless the statements and positions have been approved by the TxABA Council.
2. Describe what publications will be distributed and how often.
3. Describe how communication will take place between:
 - a. The members of the SIG (such as by e-mail notices, newsletter, phone-tree)
 - b. The Officers of the SIG
 - c. The Officers of the SIG and TxABA Council

Article IX: ETHICS

Describe the SIG's commitment regarding ethics.

Article X: FINANCES

1. *The SIG maintains accurate financial records that are kept up to date, available to the public to view and submitted to the TxABA Council according to the TxABA Council Requirements
2. State how funds will be maintained (such as a separate bank account)
3. State how funds will be disbursed (include how decisions will be made and by whom, who will actually disburse funds such as write check and what signatures will be required).
4. Fund raising activities, if any. Include dues structure and any other anticipated revenue generating activities. NOTE: if not included in the SIG By-Laws approved by TxABA Council, Council approval will be required for any other fund-raising activities.

Article XI: AMENDMENTS

Describe how amendments to the by-laws, if necessary, will be made

Article XI: ASSURANCES

1. *Establishment and operation of the SIG will comply with SIG Requirements specified by the TxABA Council.
2. *The SIG's activities are subject to review and approval by the TxABA Council.