

TxABA SIG Charter and Policies

The mission of the Texas Association for Behavior Analysis (TxABA) is to advance the science and application of behavior analysis to improve the world in which we live by disseminating knowledge from the science and providing resources to the behavior analytic community and the public in Texas in an ethical and high-quality manner. TxABA allows for the creation of Special Interest Groups (SIGs) to address specialized issues within the professional behavior analysis community.

Article I - Title

The title of the SIG is _____.

Article II – SIG Objectives

The primary objectives of the SIG are:

- 1.
- 2.
- 3.

Article III – SIG Membership

- A. All SIG Members must be members in good standing of TxABA.
- B. SIG Member responsibilities include creating opportunities for information sharing and open discussion of SIG issues, participating in SIG meetings, participating in working groups to accomplish SIG activities, and recruiting new SIG members.

Article IV – Officers

- A. The SIG may create certain officer positions as relevant to accomplish its goals. The SIG shall have a minimum of three officers, including a President, Secretary, and SIG Representative. Officers shall be existing members of the Steering Committee, and shall serve terms of one year. More than one office may be held by one person, except for the President may not simultaneously serve as Secretary. Officers may serve consecutive terms if re-elected.
- B. The SIG Representative shall serve on the TxABA SIG Committee, and shall be the liaison between the SIG and the TxABA.

C. Officer positions shall have the responsibilities typical for a given title. The SIG may designate additional responsibilities above and beyond the standard obligations for a specific Officer position, or create definitions for non-standard officer titles

D. The SIG shall call for nominations for Officer positions at least six (6) weeks prior to the annual meeting at which the election will be held. Members may self-nominate. The President shall be responsible for collecting all nominations, and for providing a list of nominees to all eligible voting members at least two (2) weeks prior to the annual meeting.

Article V – Steering Committee

A. The Steering Committee shall exist of all current Officers of this SIG. The Steering Committee shall be responsible for ensuring that all members are active members of TxABA, identifying long and short term goals, ensuring the goals are met, periodically reviewing and evaluating the SIG, ensuring the SIG is in compliance with all general TxABA policies, and implementing organizational and structural changes, as necessary.

Article VI – Meetings

A. The Steering Committee shall meet on a quarterly basis. Meetings may be held by telephone or video conference, so long as all intended participants have access to the chosen technology. Minutes shall be kept and maintained by the Secretary.

B. The SIG shall have general meetings at least twice per year, that may be held immediately prior to or following a Steering Committee meeting as addressed above. At the annual TxABA Conference, the SIG shall either host a meeting or maintain an exhibitor booth free of charge. Meetings may be held by telephone or video conference so long as all intended participants have access to the chosen technology. Minutes shall be kept and maintained by a chosen Steering Committee member.

C. The SIG may establish its own policies regarding meetings, voting, etc., however, the definition of a quorum shall be as defined in the TxABA bylaws.

Article VII – TxABA Policies

A. SIGs must abide by the policies and procedures indicated in the TxABA SIG Handbook. The SIG may set its own policies and procedures; however, in the case of a discrepancy between the SIG policies and the TxABA SIG Handbook, the TxABA SIG Handbook shall prevail.

B. The Steering Committee shall ensure that it regularly reviews all TxABA policies and documents, including the bylaws, and shall not take any action or make any statement that would violate any TxABA policy or bylaw, or would in any way jeopardize TxABA's exempt status.

C. TxABA shall have the right to determine if any SIG shall be disbanded or if any SIG charter should be revised; however, the SIG President and SIG Representative shall be given at least two (2) weeks notice before such an issue is added to any TxABA meeting agenda, and shall have the right to attend any such meeting.

D. The SIG and/or any member of the SIG or the Steering Committee shall not make any public statements on behalf of TxABA, including but not limited to on social media or to the press, or present themselves as representatives of TxABA, without board approval. Notwithstanding the foregoing, nothing shall prevent any SIG Member from disclosing his or her membership status, officer position, or other otherwise public information.

VIII. Finances

A. The SIG shall operate on the same fiscal year as TxABA.

B. The SIG shall prepare an annual budget, which will be submitted to the TxABA SIG Committee Chair, who will then submit all SIGs' annual budgets to the TxABA Executive Leadership Committee (ELC). Any financial requests should be made in a timely manner, and approval shall be in the sole discretion of the ELC. The annual budget is due two months prior to the start of the next fiscal year.

C. The SIG may require annual dues to be paid by all SIG members.

D. All SIG revenues will be managed in accordance with the policies outlined in the TxABA SIG Handbook. TxABA is not responsible for providing any funding to the SIG. SIGs shall seek their own sponsors and funding opportunities.