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Association for Behavior Analysis International

**SPECIAL
INTEREST GROUP
HANDBOOK**



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As ABAI is home to many of us, how do you get involved with a group within the association that shares your interest in behavior science or application? How can you form a group with a unique interest that doesn't yet exist within ABAI? Could you manage an interest group? Could we help you in this process? This handbook provides answers to these questions. Join our efforts by creating a community to continue advancing the science of behavior and its countless applications.

WHAT ARE AND ARE NOT SIGs?

SIGS ARE....

Since 1978, ABAI has encouraged the formation of groups inside the organization that pursue goals consistent with ABAI's mission, *To contribute to the well-being of society by developing, enhancing, and supporting the growth and vitality of the science of behavior analysis through research, education, and practice*. These special interest groups (SIGs) currently total 36 and cover topics ranging from theory, to history, to types of research and application. Appendix A provides a list and objectives of ABAI SIGs.

SIGs are entities formed by ABAI members who share a desire to be involved in activities related to a common topic within behavior science, theory, education, or application. SIGs provide a forum for members' information exchange, engagement, and advancement, thereby increasing the value of ABAI membership. In addition, SIGs make major contributions to ABAI events, publications, and networks.

SIGs are mainly composed of ABAI members, but SIG members are also welcome from outside the organization to expand the reach of our science and to disseminate to and recruit members not yet part of ABAI. Together, SIGs and ABAI encourage membership while expanding the breadth of interests of behavior scientists, educators, and practitioners.

SIGs organize activities for their members and have substantial leeway in internal operations. For example, some SIGs have publications, others communicate mainly through listservs, and many help to enrich the annual convention program by working with the Program Committee.

The SIG Committee, established under the auspices of the Membership Board, hosts the SIG leaders' listserv, previews SIG applications and makes recommendations for approval by the Council, and assists in the organization and delivery of the SIG leadership training sessions. In addition, the ABAI office provides ongoing support to SIGs and all those interested in forming one.

SIGS ARE NOT....

SIGs are not independent organizations, with their own legal status. Instead, they are part of ABAI's structure and operate within the parameters of ABAI's non-profit status, policies, and regulations.

SIGs are not for-profit entities, the main objectives of which are to generate profits.

SIGs are not affiliates of other organizations; they are created mainly by members of ABAI who share a common interest. For ABAI SIGs to affiliate elsewhere sends a confusing, often contradictory, message. ABAI SIGs are not, therefore, permitted to affiliate with third-party organizations or to organize in other ways that affect the constituent relationship with ABAI.

SIGs are not representatives of positions of ABAI members. ABAI's policy on position statements is defined by the ABAI bylaws. Statements of official positions on societal, professional, and other issues can be issued on behalf of ABAI only if the position has been approved by a vote of the Full members of ABAI. Members of SIGs, like members of ABAI (including board members), cannot make public statements on behalf of ABAI. If a SIG wishes to issue a statement or guideline on an issue specific to that group's field of interest, the statement must include a disclaimer stating that the policy does not reflect the position of ABAI, its Executive Council, or its members. If a SIG issues

a position statement or guideline, the ABAI office must be informed in writing before the document is disseminated and should receive a copy of the document and disclaimer.

SIGs are not entities that compete with the resources and services of ABAI. Instead, they use those resources to enhance the values of their members.

WHAT DOES ABAI OFFER SIGs?

As ABAI considers SIGs such an important part of our association, we have arranged a substantial list of services to enrich the experience of SIG members, to share their activities and values with the rest of ABAI's members, and to facilitate the management of their groups.

FORUMS TO ENRICH MEMBERS' EXPERIENCE

Co-Sponsor Continuing Education Opportunities

SIGs can offer continuing education to members through ABAI. ABAI is approved by the American Psychological Association (APA) to sponsor continuing education (CE) for psychologists. ABAI maintains responsibility for this program and its content. ABAI is also approved by the Behavior Analyst Certification Board (BACB) to offer CE credits for certified behavior analysts. ABAI sponsors its own CE events and co-sponsors CE events with other organizations or individuals throughout the year.

We will co-sponsor CE workshops for APA credit with SIGs and serve as the provider for BACB CE. SIGs interested in offering workshops for CE credit should contact us for more information. We are always looking to expand our CE offerings, to reach people with credentials in various disciplines. As more opportunities are developed, when possible ABAI will extend them to our SIGs.

Arrange Business Meetings

SIGs are invited to hold annual meetings for their membership at the ABAI annual convention, where most of our members come to network and exchange new work. ABAI provides space and schedules meetings at no charge and invites all SIGs to take advantage of this opportunity. We are happy to provide all the logistical support regarding rooms and help organize technology needs for these meetings. To facilitate meeting planning between ABAI and SIGs, an electronic submission form accompanies the ABAI call for papers, which is posted on our website in September of each year. Additionally, the convention offers a wide variety of events for SIGs and their members. ABAI boards and committees also hold open meetings at the convention and often address issues of interest to SIGs.

Recruit Presenters for the Annual Convention

The annual convention is the major ABAI event at which SIG members have the opportunity to share papers and research in their interest areas. Topics of interest to SIG members typically fall within identified program areas, organized as follows:

Applied Animal Behavior (AAB). Includes the dimensions of applied behavior analysis as they pertain to matters of importance for non-human animals. Topic areas may include (but are not limited to) issues related to enrichment, welfare and management, conservation, training, and treatment of problem behavior. Theoretical discussions related to these topics are also included.

Autism (AUT). Includes work specifically related to the assessment and treatment of learning and behavioral characteristics of individuals diagnosed with autism spectrum disorders (ASDs) and related symptomatology. This work may be analytical in nature (research incorporating experimental controls), or it may illustrate practice or ethical issues specific to treatment of individuals with ASDs.

Behavioral Pharmacology and Neuroscience (BPN). Includes research on the behavioral effects of drugs and other neurobiological manipulations as well as research on the neurobiological substrates of behavior.

Clinical/Family/Behavioral Medicine (CBM). Includes the integration of behavior analytic strategies, methods, and theory into areas traditionally encompassed by clinical psychology, family therapy, and behavioral medicine. Content relevant to the area includes the application of behavioral principles and behavior analytic basic research relevant to these domains.

Community, Social, and Sustainability Issues (CSS). Includes conceptual analyses, empirical research, and service-delivery projects related to larger-scale community, sociocultural, and sustainability issues, including work supporting social and environmental justice.

Developmental Disabilities (DDA). Includes research and activities in the care of persons with neurodevelopmental, intellectual, and related disabilities other than those presentations fitting within the autism program area. These reported activities include basic research, applied research, service delivery, and theory/conceptual topics.

Behavioral Development (DEV). Includes research and theory designed to identify environmental variables that establish and interact with behavioral development, and show how these variables relate to behavioral principles and instructional procedures in other areas, and how they can be manipulated to promote desirable developmental outcomes.

Experimental Analysis of Behavior (EAB). Includes experimental analyses of human and animal behavior in laboratory and field settings. EAB research involves experimentally manipulated independent variables and addresses questions related to the fundamental nature of behavior-environment relations.

Education (EDC). Includes presentations addressing variables that impact students' learning of academic content, management of student behavior within a variety of educational settings, and the practices of educators.

Organizational Behavior Management (OBM). Includes workplace applications derived from behavior analytic principles. The focus is typically on direct interventions to improve employee performance through behavior change, as well as large-scale systemic analyses and interventions to address work processes and other environmental and social factors that may influence organizational behavior.

Practice (PRA). Designated for presentations that pertain to professional issues of behavior analysts related to credentialing (i.e., certification and licensing), insurance coverage, program evaluation, systems-level analyses, and ethical issues in practice. Other dimensions of direct evidence-based practice not covered in other program areas may also be included.

Philosophical, Conceptual, and Historical Issues (PCH). Includes theoretical/conceptual, applied research, and service delivery presentations related to teaching the science and practice of behavior analysis, including to individuals, academic/university faculty, clinical staff, parents, other professionals, and the broader community.

Science (SCI). Includes basic science presentations invited by the Science Board only.

Teaching Behavior Analysis (TBA). Includes theoretical/conceptual, applied research, and service delivery presentations related to teaching the science and practice of behavior analysis, including to individuals, academic/university faculty, clinical staff, parents, other professionals, and the broader community.

Verbal Behavior (VRB). Includes conceptual, experimental, and applied presentations with roots in Skinner's (1957) analysis of verbal behavior. Topics may include mands, tacts, intraverbals, echoics, textual, listener behavior, autoclitics, multiple control, self-editing, and problem solving/thinking. VRB presentations emphasize analysis of controlling variables for verbal responses of humans and nonhumans.

SIG members who wish to make invited presentations or recommend guest speakers are encouraged to reach out to program Area Coordinators (ACs), who can be found listed on the ABAI website. ACs, in conjunction with the Program Board coordinator and Program Committee chair, are responsible for the selection of invited speakers and B. F. Skinner lecturers, and welcome input from SIGs and the membership. SIGs are also encouraged to support the submission of proposals for presentations in appropriate interest areas.

DISSEMINATION OPPORTUNITIES

Be Part of the ABAI Website

ABAI provides space on the website for information about every SIG. The pages link from <http://www.abainternational.org/constituents/special-interests/special-interest-groups.aspx> and include:

- Contact details
- Mission/objectives
- Description of membership
- Annual or recurring events
- Publications/newsletters and subscription details
- Links to the SIG website, listserv, and/or social media sites (as applicable)

ABAI collects this information from SIGs through the annual reports provided each year (see Appendix C for a sample report form) and also links to other information from SIG web pages, including membership and event registration forms. SIG representatives may contact the ABAI office at any time at mail@abainternational.org to request that information be added to or updated on the web page. Most requests can be accommodated in just a couple of business days.

Reach Members Through ABAI Social Media

ABAI's Facebook (more than 11,000 followers), Twitter (nearly 4,500 followers), and LinkedIn (more than 3,000 connections) accounts are terrific places to disseminate information about your activities and events. Send your announcements to mail@abainternational.org for review and posting.

Communicate via Email

To assist in advertising events and other initiatives sponsored by SIGs, we will send emails on your behalf. Interested SIGs may send a text email, subject line, return address, and deadline for emailing. (Please give us some lead time, as emails cannot always be sent the day they are received.) In the spirit of reciprocity, we will also ask SIGs to help us spread the word to your members about events, news, or other opportunities available through ABAI.

We will contact SIGs twice annually with invitations to submit an email announcement to ABAI members who have indicated they would like to receive information.

- The email audience is those who have expressed an interest in receiving information about the SIG on their ABAI membership form.
- SIGs may send two emails annually.

We are interested in supporting the communications of SIGs, and therefore will offer editing services as necessary or requested for style and content. Emails sent on behalf of SIGs by ABAI are intended to be largely informational and promotional in nature. Specifically, we do not send SIG emails that:

- Attempt to resolve internal SIG conflicts or controversies.
- Contradict ABAI positions or policies.
- Impugn SIG leaders, members, or ABAI in any way.
- Are otherwise likely to cause offense, as determined by ABAI.

Write a Regular Column for *Inside Behavior Analysis*

ABAI's member publication, *Inside Behavior Analysis* (IBA) is published three times annually and provides a regular opportunity for SIGs to share information to more than 6,000 behavior analysts. We provide complimentary space for any SIG wishing to contribute an article, conference information, or other SIG-related news, and encourage you to submit material up to twice a year for the dates indicated below:

- June 15: Summer IBA, issue 2 (mails July 30). Articles accompanying SIGs' annual reports (due April 1) to the Executive Council are typically included in this issue.
- September 15: Fall IBA, issue 3 (mails October 30).

From time to time SIGs express an interest in reproducing an article from IBA in their newsletters. We encourage this use of articles, but we ask that SIG liaisons first email the ABAI office and indicate the SIG's interest in reprinting or otherwise using a published article. Additionally, SIGs are requested to identify the source of any article reprinted from an ABAI publication.

Recruit Members at the ABAI Expo

The Expo is our opening exhibition at the annual convention; it provides a forum for SIGs, chapters, academic programs, and other organizations to share their missions and activities with convention attendees. Several thousand people pass through the Expo, making it a prime venue for SIGs to network with colleagues and recruit new members. We provide complimentary space and strongly encourage all SIGs to participate and display the wealth of information compiled by the SIG members. Expo submission forms are available from September through late October via the annual convention call for papers.

MANAGEMENT RESOURCES

Let ABAI Manage Your Membership List and Dues Collection



The screenshot shows a web form titled "Join or Renew Membership in the Crime, Delinquency, and Forensic Behavior Analysis SIG". Below the title, there is a paragraph of text explaining the SIG's mission and the purpose of the form. The form includes a blue box with the text "Crime, Delinquency, and Forensic BA Special Interest Group Membership 2017". Below this box, there is a "Quantity:" label and a text input field containing the number "1". At the bottom of the form, there is a red button labeled "ADD TO CART".

SIGs, of course, can manage their own member lists and dues collection, but ABAI also offers this service. Our Membership Dues Program encourages growth and operations development by providing needed technology and membership services. By eliminating operational challenges, SIGs can focus on their mission and membership growth. We offer online enrollment: members join on the web (Figure 1). We take care of hosting data and tracking transactions. You can view members' profiles and update information at any time using our single sign-on feature; as well, you are able to access reports and tools to manage your SIG.

Figure 1: SIG online membership interface.

ABAI can now even set up checking accounts for SIGs under our non-profit status to facilitate payables and receivables; website development; and record-keeping, marketing, and administrative/technical support. These accounts would be in ABAI's name, but are designated for individual SIGs. With this plan, individual SIGs can access the funds in their own subaccount. Each SIG can have its own checkbook and see its own transactions.

To develop a system tailored to your needs, provide office and tech support, and cover the costs of credit card fees, an annual fee of \$12 per registered SIG member is assessed. Although this may sound like a lot, it only offsets *some* of ABAI's development, labor, infrastructure, and hardware costs; and it is a fraction of the cost that providers will charge for the management of receivables and membership. Pilot programs have not seen a reduction in their membership, even with the addition of the fee, which can be rolled into your individual membership price. We will collect this membership fee (whether \$12 or more; if more, the additional money will be paid by us to the SIG) as part of our yearly membership application; anyone becoming a member of ABAI will be prompted to become a member of SIGs.

We believe this is a valuable program for SIGs of all sizes. Please contact us for more information at 269-492-9310 or associategroups@abainternational.org. We will send you an information packet and develop a letter of agreement and timeline, following which we will begin the onboarding process.

Onboarding

ABAI's onboarding process allows for smooth implementation of your dues program. We start with an online introductory meeting for everyone involved to discuss the scope, timeline, and expectations. We then gather necessary information (e.g., member types, fees, administrator contact information) to document specifications for your review and approval. We then develop a prototype for SIG review, training, and testing. Once approved, your interface and supporting environment are implemented for use.

Share With Other SIG Leaders

We have a SIG listserv to encourage and support networking. The email addresses of two of each SIG's officers can be added to the listserv—the SIG liaison to ABAI and another member of the SIG's executive committee. The listserv address is sig-leaders@abainternational.org.

Attend Leadership Seminars

The ABAI president meets with SIGs annually, during the SIG Leadership Training at the ABAI annual convention.

Share Management Information in Web Archives

The ABAI office functions as a repository of SIG information, including SIG bylaws, annual reports, and other pertinent items. To that end, SIG officers are strongly urged to forward copies of SIG documents to the office for safe-keeping and historical continuity. We will make key documents that SIGs are willing to share available to SIG leaders on the SIG resources website. SIG liaisons may send copies of current versions of bylaws, handbooks, or other materials that could be of help to other SIGs. SIGs who participate in our Membership Dues Program also have access to a cloud-based Sharepoint system to archive internal documents, policies, photographs, and other information.

SAMPLE POLICIES

As organized groups within ABAI, SIGs have access to other helpful policies and documents. The following are included as Appendix B at the end of this manual.

- *Minutes Preparation.* Defines procedures for recording, reviewing, and accepting the minutes of the SIG. The minutes are distributed for review to all board members before the following meeting. Members have the opportunity to accept minutes as written, accept them upon revision, or reject them. Minutes are approved upon a vote of the board of directors.
- *Conflict of Interest.* Defines the requirements for full disclosure by SIG board members and other interested parties to ensure that decisions are free of favoritism and in the best interests of the SIG.
- *Document Retention and Destruction.* Outlines rules and schedules for the retention and destruction of documents to prevent the unauthorized destruction of documents that may be needed to establish fraud or wrongdoing.
- *Expense Reimbursement.* Defines the conditions under which board and committee members and employees are reimbursed for expenses incurred while performing the duties of the SIG.
- *Diversity Policy.* SIGs are expected to operate in alignment with our diversity policy: The Association for Behavior Analysis International seeks to be an organization comprised of people of different ages, races, nationalities, ethnic groups, sexual orientations, genders, classes, religions, abilities, and educational levels. ABAI opposes unfair discrimination.

HOW TO START A SIG

Starting a SIG is a simple process, and ABAI office staff are always available to assist and answer your questions. You must have the support of 10 current ABAI members who are willing to be founding SIG members; and you must submit an application for review by the SIG Committee, who will examine the application for merit and make a recommendation to the ABAI Executive Council for review and decision.

In considering whether or not to approve a new SIG, the Council determines that there is not another SIG with the same area of interest; that all the requirements defined in the handbook are met; and that the SIG's mission is compatible with ABAI's: "Contribut[ing] to the well-being of society by developing, enhancing, and supporting the growth and vitality of the science of behavior analysis through research, education, and practice."

Board Members

Each SIG should set its own policies and procedures for nominating, electing, or appointing board members. These can be defined in bylaws or as policies of the SIG. Typically the president, past president, president-elect, and secretary-treasurer form the executive committee of the board; these can be interim officers for new SIGs if the expectation is to hold elections after SIG approval. (Also, it is understood that newly formed SIGs will not have past presidents or presidents-elect in place.) Other board members' positions might exist to attend to the needs of the group's constituency. SIG officers are required to be Full members of ABAI, and their ABAI membership status should be indicated in the annual report.

Application

Groups interested in forming a new SIG, please use the application form available on the ABAI website at <http://www.abainternational.org/constituents/special-interests/sig-application.aspx>, and submit the requested information for review by the SIG Committee and the Executive Council. A copy of the form is included as Appendix E, for reference. Deadlines for application submission are April 1 for the spring council meeting and September 1 for the fall council meeting.

Bylaws

SIGs are not required but are encouraged to develop and operate within bylaws. Bylaws provide structure and continuity to the administration of a group, as well as operational transparency for leadership, nominations and elections, and other processes. See Appendix C for a bylaws template, which may be customized as needed.

HOW TO MANAGE A SIG

SIGs function in whatever way best suits their needs, keeping basic principles of democracy, respect, and compatibility with the mission of ABAI. Some SIGs have a few members and meet only at the ABAI convention. Others have evolved as more formal groups that sponsor workshops or conferences, collect fees, and distribute newsletters.

We recognize that every SIG is different in purpose, size, and type, and respect the choices each SIG makes regarding its own administration. However, in response to specific questions and requests for guidance, the following guidelines and policies have been developed to clarify the role of SIGs in the association.

ACTIVITIES

Financial Reporting

It is recommended that the secretary-treasurer report the financial status of the SIG to the board at least once a year. Financial statements include balance sheet, profit and loss, investment records, and budgets. The board should take time to discuss the income and expenses, budget, and financial trends. Summaries of the financial status of the SIG should be provided to its members.

Business Accounts

SIGs who have arranged with ABAI to collect SIG dues can open an account through ABAI's bank. For those who collect their own member fees, we recommended that cash assets be deposited into business bank accounts. SIG accounts should be separate from personal checking and savings accounts, as the SIG should be treated as an entity. This aids in better financial tracking of assets, income, and expenditures.

If the SIG handles financial transactions and needs bank accounts, ideally the SIG will have a business checking account and a business savings or money market account with two co-signers. The co-signers should have mutual accessibility to the funds so that in the event one co-signer is unavailable, the other can continue to act on behalf of the SIG. It is highly recommended that the institution in which the SIG deposits its cash be insured by a government agency—in the USA, this would likely be the Federal Deposit Insurance Corporation (FDIC); SIGs outside the USA should consider seeking an institution insured by a government agency in their home country.

Important Deadlines

The following calendar lists deadlines that pertain to all SIGs. Included are submission deadlines for the annual convention call for papers; the ABAI member publication, *Inside Behavior Analysis*; and the Executive Council agenda.

January	30 <i>Inside Behavior Analysis</i> convention issue mailed.
April	1 SIG annual reports due in ABAI office. (Annual reports are a requirement to maintain SIG status; accompanying articles for <i>Inside Behavior Analysis</i> should be submitted at this time as well.) 1 Deadline for applications for new SIGs, to go before the Executive Council at its May meeting. 15 Deadline to place items on the May ABAI Executive Council agenda.
May	Memorial Day Weekend ABAI annual convention. (Memorial Day in the United States is the last Monday of May; the ABAI annual convention begins the weekend preceding Memorial Day.)
June	15 Deadline for submissions: <i>Inside Behavior Analysis</i> summer issue.
July	30 <i>Inside Behavior Analysis</i> summer issue mailed.
September	1 Deadline for applications for new SIGs, to go before the Executive Council at its fall meeting. 15 Deadline for submissions: <i>Inside Behavior Analysis</i> fall issue. 15 Deadline to place items on the fall ABAI Executive Council agenda.
October	4th Week ABAI annual convention call for papers deadline. (Submissions due for SIG business meetings and Expo posters.) 30 <i>Inside Behavior Analysis</i> fall issue mailed.
December	15 Deadline for submissions: <i>Inside Behavior Analysis</i> convention (winter) issue.

HOW TO DISCONTINUE A SIG

On occasion, a SIG may need to disband. This can happen for several reasons, including shifting interests of the membership, the inability to fill leadership positions, or, very rarely, on the direction or at the request of the ABAI Executive Council. SIG members may recognize that they have insufficient interest or support to continue meeting minimum guidelines set forth in this handbook and decide to temporarily or permanently withdraw from active status. Notification of withdrawal should be made in writing to the ABAI Executive Council and to all SIG members. In addition, the dissolution of a SIG may arise from a decision of the Executive Council upon its recognition that the SIG has not provided an annual report for two consecutive years, or is otherwise inactive. These decisions are not made lightly and occur after a period of investigation, discussion, and deliberation.

APPENDIX A: SIG OBJECTIVES

Name	Mission
Applied Animal Behavior	The mission of the Applied Animal Behavior (AAB) SIG is to promote applied animal behavior analytic research, set high standards in methods and techniques of animal training, support those in the applied animal behavior field, and promote the well-being of animals in applied settings wherever they are found.
Autism	<p>The Autism SIG, affiliated with the Association for Behavior Analysis International, brings together individuals who specialize or have an interest in the application of behavior analysis to the education and treatment of those with autism across the lifespan. The Autism SIG has three primary purposes:</p> <ol style="list-style-type: none"> 1. To support consumers of applied behavior analysis services. 2. To advocate for and promote high standards in the application of behavior analytic treatments. 3. To disseminate information about behavior analytic research and foster the exchange of scientific information in the area of autism treatment.
Behavioral Development	The SIG missions are to promote a behavioral-developmental thrust within behavior analysis by bringing professionals from outside traditional behavior analysis to the ABAI meetings and forming collaborations, and to bring behavioral-developmental analysis to the wider world of child psychology, comparative psychology, evolution, economics, and so forth.
Behavioral Gerontology	The Behavioral Gerontology SIG (BGSIG) provides a forum for students, practitioners, and researchers who have an interest in applying the science, practice, and philosophy of behavior analysis to problems encountered by adults in later life, which typically refers to ages 65 and older. Our goal is to promote the development, implementation, and evaluation of behavior analytic approaches to a wide variety of topics of high public health significance in the older adult population. Among these are self-management for health promotion and disease prevention, functional assessments of and interventions for behavioral changes commonly associated with neurocognitive disorders (e.g., Alzheimer's disease), effective participation in inter- or multidisciplinary teams, or aging with a disability.

Name	Mission
Behavioral Medicine	<p>The Behavioral Medicine SIG of ABAI focuses on the application of behavior analytic methodology to the prevention and treatment of behaviors associated with chronic illness and disease, and the promotion of behaviors associated with improved health and treatment adherence. The role of behavior analysis is important in the field of behavioral medicine. It is the mission of the SIG to encourage interdisciplinary research in the area of behavioral health promotion, emphasizing the need for function-based and empirically validated treatments for chronic health disorders.</p> <p>The Behavioral Medicine SIG offers students, researchers, practitioners, and consumers opportunities to discuss issues related to public health promotion and disease prevention. All are welcome to join the Behavioral Medicine SIG. We hope that the SIG will help consumers and practitioners better understand the role of behavior analysis in the field of behavioral medicine, and provide an outlet for discussions of current and developing research within the field.</p> <p>The Behavioral Medicine SIG offers a student research award to a master's-level or doctoral student who has completed innovative research in the area of behavioral medicine. The award is given annually at the ABAI convention. Applications and nominations for the award may be submitted via email to bxmedsig@gmail.com. We encourage all students to apply for this award.</p>
Behavior Analysis and the Arts	<p>The purpose of the Behavior Analysis and the Arts Special Interest Group (BAARTs SIG) is to promote empirical exploration and understanding of the relation between behavior analysis and the arts. For the purposes of this SIG, the arts include visual, literary, and performing arts. The mission is to promote behavior analysis through networking, participation in special events, promotion of artistic activities, and dissemination of information.</p>
Behavior Analysis in Military and Veterans' Issues	<p>The MilVet SIG is devoted to the application of behavior analysis to supporting military service members and veterans of the United States and its allies.</p> <p>This group addresses issues concerning veterans of all wars. Governments have for some time been concerned about the number of veterans suffering from brain or spinal injuries, mental health problems, suicide, lack of access to social services, and addiction problems related to their active service. In each of these areas behavior analysis has offered solutions to developing effective interventions.</p>
Behavior Analysis and Selectionist Robotics	<p>Behavior analysis has contributed to the field of robotics since the 1990s. "Skinner bots" and operant conditioning theory applied to robotics development have helped to advance the field. This group is interested in developing grants for a special track at the annual convention for those interested in robotics.</p>

Name	Mission
Behavior Analysis for Sustainable Societies	<p>The mission of the Behavior Analysis for Sustainable Societies Special Interest Group (BASS SIG) is to advance applications of behavior analysis to environmental issues that contribute to the development of solutions to climate change, pollution, overconsumption of resources, and imbalances in environmental sustainability.</p> <p>Objectives include:</p> <ul style="list-style-type: none"> • To encourage and support research that promotes the application of behavior analysis to green/environmental issues. • To collaborate with environmental scientists, environmental groups, and other ABAI SIGs with an interest in addressing behavior change and sustainability/environmental issues. • To disseminate research and practices that support solutions to environmental issues through the application of behavioral interventions. • To develop curricula, textbooks, and additional educational resources that address sustainability and the application of behavior analysis. • To compile resources for individuals interested in behavior change and environmental issues. • To develop an information base of current effective practices/initiatives, government policies, and employment for behavior analysts interested in behavior change and environmental issues.
Behavior Analysis and Technology	<p>The Behavior Analysis and Technology SIG (BATech SIG) mission is to advance the science of behavior through the development, dissemination, and application of technology in basic and applied settings. Technology can refer to developments in behavioral science, as well as developments in computer science, information technology, and related fields. Technology is defined as "...the use and knowledge of tools, techniques, systems or methods in order to solve a problem or serve some purpose" (Twyman, 2011). The organization will also serve as an outlet for open-source hardware and software technologies relevant to behavioral research and application.</p>

Name	Mission
Behavior Analyst Online	<p>The organization will develop and deploy new resources, making them available on the Internet free of charge to the public. These resources will be dedicated to educating the public about behavior analysis as well as serving professionals involved in research and/or application of principles of behavior analysis.</p> <p>The organization will be responsible to its membership to develop resources useful in everyday research, education, and application of the science of behavior.</p> <p>The organization will operate under the guidance of its Senior Membership Board.</p> <p>The SIG provides information and articles on the following topics:</p> <ul style="list-style-type: none"> • Theory, basic and applied research based on behavioral principles, and behavioral practice. • Expectations and roles of behavior analysts, including clinical behavior analysts and behavior analysts working as behavior therapists. • Collaboration and communication with other stakeholders. • Assessment strategies, including functional assessment and analysis, curriculum-based measurement, and direct and analog assessment. • Behavioral interventions. • Laws, funding, and public policy. • Organizational behavior management-level strategies and interventions for mental health, developmental disabilities, educational interventions, and systems for intervening. • Training and professional standards.
Behaviorists for Social Responsibility	<p>The mission of Behaviorists for Social Responsibility (BFSR) is to act to expand applications of behavior analysis and cultural analysis addressing social issues, particularly those with social justice, human rights, and environmental implications. Activities of BFSR include expanding and strengthening the community of behavior analytic scientists working in areas of societal and global importance, providing mutual motive operations and reinforcement for this work, while supporting and challenging each other in deepening it; encouraging advances in the emerging subdiscipline of behavioral systems science/cultural analysis, in which many promising approaches to dealing with important societal and global issues are grounded; expanding access to current experimental, applied, and conceptual analyses related to social issues and behavioral systems analysis worldwide through publication of the scientific journal <i>Behavior and Social Issues</i>; encouraging behavior scientists and practitioners to take practical action challenging oppression, in solidarity with those who are most at risk; expanding public awareness of behavior analytic and cultural analytic principles and practices that can contribute to addressing social issues; and expanding presentations and programming related to social issues at the Association for Behavior Analysis International annual convention and other scientific and professional venues.</p>
Clinical	<p>The Clinical Special Interest Group (SIG) of ABAI is dedicated to facilitating collaboration among researchers and clinicians in further development and application of applied behavior analysis in clinical populations.</p>

Name	Mission
Crime, Delinquency, and Forensic Behavior Analysis	The mission of this special interest group of the Association for Behavior Analysis International is to ensure that those in the criminal justice fields have access to appropriate, evidence-based behavior analytic therapy to reduce crime and delinquency.
Direct Instruction	<p>To promote the science of behavior through research, education, and practice, specifically as the science pertains to the application and implementation of evidence-based instructional practices known as direct instruction (DI).</p> <p>The objectives of the Direct Instruction Special Interest Group (DI SIG) are as follows:</p> <ul style="list-style-type: none"> • To increase membership and active participation. • To contribute as individual members and as a group to the advancement of direct instruction education, training, practice, and research. • To provide direct instruction training and support for practitioners, parents, and other professionals who share a common interest in advancing evidence-based instructional practices.
Dissemination of Behavior Analysis	To disseminate the science of human behavior to the public at large, through the use of easy-to-understand explanations. Our goal is to promote behavior analysis in a positive and accurate light, and to help society realize the potential of our science.
Ethics and Behavior Analysis	The mission of the Ethics and Behavior Analysis (EBA) SIG is to enhance the current state of and provide recommendations for ethical conduct for all individuals who use the title "behavior analyst."

Name	Mission
Experimental Analysis of Human Behavior	<p>The mission of the Experimental Analysis of Human Behavior Special Interest Group (EAHB SIG) is to promote basic, experimental, and translational research with human participants. The EAHB SIG works toward this mission by the following means:</p> <ul style="list-style-type: none"> • Sponsoring an annual Student Paper Competition. The goal of the paper competition is to encourage basic experimental and translational research by recognizing the best exemplars from the work of students. Student submissions receive journal-style reviews from established researchers in the field. The winners are recognized at the annual meeting of the EAHB SIG, held during the ABAI annual convention, where they are asked to present their experiments to the audience. • Sponsoring an annual Distinguished Contributions Award. The goal of this award is to recognize the contributions of behavioral scientists whose work has helped to define EAHB as an interesting and viable area of study. Prior recipients have included Alan Baron, Joe Brady, A. Charles Catania, Murray Sidman, Joe Spradlin, David Schmitt, Grayson Osborne, Travis Thompson, Jack Michael, Howard Rachlin, and Harry Mackay. • Sponsoring the <i>Experimental Analysis of Human Behavior Bulletin</i>. The <i>EAHB Bulletin</i> is an ongoing online journal dedicated to the publication of original, peer-reviewed empirical articles, notes on research in progress, technical notes, and descriptions of other activities related to human operant research. Thanks to the efforts of Richard Serna and Jennifer O'Donnell, the <i>EAHB Bulletin</i> is now registered with the Library of Congress (ISSN 1938-7237). • Sponsoring an annual meeting at the ABAI annual convention. The goal of this meetings is to discuss the business of the EAHB SIG; the <i>EAHB Bulletin</i>; and the state of affairs in EAHB, EAB, behavior analysis, and the world generally. The meeting is also used to recognize our Student Paper Competition winners and to deliberate and decide upon the next recipient of the EAHB Distinguished Contributions Award.
Gambling	<p>To foster the growth of gambling research in behavior analysis through collaborative research efforts, the coordination of researchers and ideas, and the sharing of resources for the mutual benefit of the field, its adherents, and those who are impacted by such endeavors.</p>
Health, Sport, and Fitness	<p>The mission of the ABAI Health, Sport, and Fitness Special Interest Group (HSF SIG) is to support research and application of behavior analytic methods, practices, and principles to human challenges in health, sports, and fitness.</p>
History of Behavior Analysis	<p>Our aim is to advance behavior analysis nationally and internationally through its history and historiography. Our mission is to cultivate and nurture, enrich and improve, and disseminate the field's history and historiography. Our objectives are to enhance teaching—course content and pedagogy; research—presentations, publications, and workshops; and service—leadership, governance, and communications. Our purview is the field's long past, short history, and recent origins. Our audience includes behavior analysts, other scientists and humanists, and the public at large.</p>

Name	Mission
Multicultural Alliance of Behavior Analysts	To connect behavior analysts who have interest and/or experience in serving multicultural/minority populations—whether they be ethnic, religious, geographic, socioeconomic, or linguistic. The hope is to create a network of behavior analysts who speak a language or have a skill set relevant to a given population with people who need those services, as well as to connect behavior analysts with others who share common interests.
Neuroscience	<p>The Neuroscience SIG brings together researchers, academics, clinicians, and students interested in the intersection of behavior analysis and neuroscience as it relates to basic research, clinical interventions, or general neurological dysfunction.</p> <p>The Neuroscience SIG has four primary missions:</p> <ol style="list-style-type: none"> 1. To introduce behavior analytic research to the neurosciences and introduce neuroscience research to behavior analysis. 2. To serve as both a meeting place and training environment for students and professionals alike interested in basic and applied neuroscience research. 3. To serve as a forum for collaborative relationships, funding applications, and the sharing of best practices. 4. To advocate for and promote high standards in the application of behavior analytic treatments for individuals with neurological dysfunction.
Organizational Behavior Management Network	The Organizational Behavior Management (OBM) Network exists to develop, enhance, and support the growth and vitality of organizational behavior management through research, education, practice, and collaboration.
Pediatric Feeding Disorders	The mission of the Pediatric Feeding Disorders SIG is to generate interest; foster collaborative research; share clinical information; and impact training, practice, and reimbursement for pediatric feeding disorders.
Positive Behavior Support	The Positive Behavior Support Special Interest Group (PBS SIG) is dedicated to promoting research-based strategies that combine applied behavior analysis (ABA) and biomedical science with person-centered values and systems change to increase quality of life and decrease problem behaviors.
Practitioner Issues in Behavior Analysis	As applied behavior analysis continues to grow and form into a unified profession, we are faced with myriad challenges, from effective intervention issues to funding matters including insurance, public, school, and private funding sources. The profession is finding challenges regarding application of behavior analytic methods and technologies with different populations and settings, including the educational system, mental health system, and developmental disabilities system. This SIG is dedicated to the establishment of behavior analysis as a distinct clinical practice with evidence-based methods that can address and improve socially significant behaviors. We support federal, local, and state initiatives including but not limited to the licensing of behavior analysts.

Name	Mission
Rehabilitation and Independent Living	The Rehabilitation and Independent Living SIG provides opportunities for education, advocacy, and networking for professionals in behavior analysis with an interest in rehabilitation.
Sexual Behavior: Research and Practice	The Sexual Behavior: Research and Practice SIG of ABAI exists to help promote empirically verifiable sex education and therapy techniques and materials, and to promote behavior analytic research in human sexuality.
SIG Español	El SIG Español tiene como intención proveer una comunidad para aquellos miembros de ABAI que hablan español para colaborar e intercambiar ideas sobre el trabajo que realizamos en países de habla hispana, así como promover el análisis aplicado del comportamiento en esos mismos países. [SIG Español intends to provide a community for ABAI members who speak Spanish to collaborate and exchange ideas about the work we do in Spanish-speaking countries, as well as to promote the applied analysis of behavior in those same countries.]
Speech Pathology	The Speech Pathology SIG's mission is to promote (1) dissemination of behaviorally oriented speech and language research and (2) application of evidence-based practices relevant to the full range of services provided by speech and language professionals. This collaboration between speech pathologists and behavior analysts has strong benefits for consumers of our services to treat speech, language, and swallowing disorders. In addition, it enhances communication between our related professions through conference presentations, collaborative research, workshops, publication of treatment protocols and materials, social media, and many other venues.
Standard Celeration Society	The mission of the Standard Celeration Society (SCS) is to uphold and advance the defining features and conventions of the standard celeration chart. The SCS aims to be a friendly and enduring forum, supporting application and dissemination of standard celeration charting across an expanding range of practitioners and other stakeholders.
Teaching Behavior Analysis	The Teaching Behavior Analysis (TBA) SIG's purpose is to improve the teaching and learning of the principles and applications of behavior analysis in any setting in which those activities occur.
Theoretical, Philosophical, and Conceptual Issues	The mission of the Theoretical, Philosophical, and Conceptual Issues Special Interest Group (TPC-SIG) is to develop interest, support efforts, and promote advances in theoretical, philosophical, and conceptual issues in behavior analysis specifically and the sciences generally with respect to our understanding of our subject matter.
Translational Research	To foster discussion and encourage engagement in translational research in the field of behavior analysis.

Name	Mission
Verbal Behavior	<p>The Verbal Behavior (VB) SIG supports a behavioral approach to the study of language, especially as explored by B. F. Skinner. It serves to do the following:</p> <ul style="list-style-type: none"> • Support research efforts to improve our understanding of verbal behavior. • Connect students, researchers, and practitioners analyzing and applying the analysis of verbal behavior. • Disseminate theoretical, empirical, and practical information about verbal behavior. • Contribute to the teaching of verbal behavior to undergraduate and graduate students. • Communicate with other organizations making use of Skinner’s verbal behavior.

APPENDIX B: POLICIES

MINUTES PREPARATION POLICY

Objective

Have a procedure for recording the minutes of the SIG.

Policy

The _____ SIG board meets a minimum of once a year. For these and any other meetings, the secretary-treasurer will record the minutes.

The minutes are distributed for review to all the board members before the following meeting. Members will have the opportunity to accept them as written, accept them upon revision, or reject them.

Discrepancies in the first draft of minutes and corrections by any member of the board are discussed at the subsequent meeting, when discrepancies are resolved. The minutes are approved upon a vote of the board. The approved minutes are retained permanently as official records of the SIG.

CONFLICT OF INTEREST POLICY

This policy is designed to disclose conflicts of interest involving persons who may enter into contracts or receive other types of financial benefits from the _____ SIG. It also applies to benefits to family members and business entities that they control. It is recommended that any person (including family members) who will benefit from the transaction not be present during the discussion or vote.

Purpose

The ability of the _____ SIG to carry out its mission is enhanced by the involvement of its Board members, Officers, and Volunteers. Their collective knowledge and business contacts are invaluable in guiding the SIG in its programs and in making it more efficient as a business.

The _____ SIG provides this Conflict of Interest Policy to ensure that there is full disclosure SIG Board members, Officers, and Volunteers in connection with: (a) awarding grants and entering into relationships with organizations in which they are involved, and (b) entering into any transaction that may provide an economic benefit to a Board member, Volunteer, employee, or any person or entity with whom they are related or have a financial interest. This will ensure that decisions are free of favoritism and based entirely on merit.

This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest relating to nonprofit and charitable organizations.

Definitions

Interested Person. An Interested Person is an individual, who, within five (5) years preceding any event or transaction in which such person has a Financial Interest or a Duality of Interest (defined below), is or has been a director, principal officer, or committee member of an organization or who was in a position to exercise substantial influence over it, or the decisions of its Board or any committee. A person is in a position to exercise substantial influence if such person is in a position to review and present to the Board or a committee a recommendation on whether it should approve a transaction or any other material matter.

Financial Interest. An Interested Person has a Financial Interest if: (a) the Interested Person, directly or indirectly, is involved in any transaction with the SIG that will result in any economic

benefit or payment being exchanged between the SIG and such Interested Person; (b) the spouse of the Interested Person, or any brother, sister, in-law, ancestor (including parents and grandparents), child, grandchild or great grandchild of such Interested Person, and the spouse of any child, grandchild, or great grandchild of such Interested Person (each of the preceding persons is referred to as a "Family Member") is directly or indirectly involved in a transaction with THE SIG that will result in any economic benefit or payment being exchanged between the SIG and such Family Member; or (c) any corporation, partnership, estate or trust in which the Interested Person or any Family Member, directly or indirectly, owns or controls (including through other entities) 35% or more of the voting power or 35% or more of the profits interest or 35% or more of the beneficial interest (each of the preceding entities is referred to as a "Related Entity") is directly or indirectly involved in a transaction with the SIG that will result in any economic benefit or payment being exchanged between the SIG and such Related Entity.

An economic benefit includes: compensation paid by the SIG; direct and indirect remuneration for the payment of goods and services, and gifts or favors that are substantial in nature. An economic benefit also includes allowing an Interested Person or any Family Member to participate in any events sponsored by the SIG or to use the SIG's facilities on terms that are more favorable than those offered to other persons.

Duality of Interest. A Duality of Interest exists when an Interested Person serves as a director, officer or employee of another organization, or volunteers more than 60 hours per year for another organization, or donates \$5,000 or more per year to another organization, or is in a position with another organization that may make it likely that the Interested Person will interact with on behalf of such other organization (e.g., reviewing grant applications, providing awards and recognition). Positions of Duality of Interest can establish conflict of interest between individuals, groups and organizations, even though the transaction does not involve a direct Financial Interest.

Procedures for Conflicts of Interest

Duty to Disclose. Each year, before the annual meeting, each Interested Person shall complete and submit the Conflict of Interest Disclosure Statement attached hereto, or in such other form as the Board may hereafter adopt.

Even if an Interested Person has completed a Conflict of Interest Disclosure Statement, if the SIG proposes to enter into any transaction in which an Interested Person has a Financial Interest or a Duality of Interest, before the SIG's Board of Directors or any committee considers the transaction, the Interested Person, shall disclose to the SIG's Board the existence of such Financial Interest and/or Duality of Interest together with a statement of the facts that describe and explain this.

Transactions Involving a Financial Interest. If the SIG proposes to enter into any transaction with an Interested Person that involves a Financial Interest, before the Board or any committee of the SIG votes to approve this: (a) the Board shall attempt to obtain data as to comparability from which it can determine if the amount being paid (including compensation) or the amount being received, in its entirety, is reasonable and at fair market value; (b) the Chairperson of the Board or committee shall, if he/she believes it to be appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement and report on whether the SIG could achieve at least the same results by entering into a transaction with someone who does not have a Financial Interest; and (c) the Board may request that someone other than the Interested Person review the proposed transaction and make a recommendation on whether this should be approved.

Procedures for Addressing the Conflict of Interest. Procedures to Address a Conflict of Interest are as follows:

- a. In a situation involving a Financial Interest, an Interested Person may attend a meeting of the Board or committee which is considering the transaction for the limited purpose of answering any questions asked by such Board or committee that is considering the transaction, but after such questions are answered, the Interested Person shall leave the meeting and not participate in the discussion of, and abstain from voting on, the transaction or arrangement involving the basis of the Financial Interest.

If the issue does not involve a Financial Interest, but still represent a conflict due to a Duality of Interest, the Interested Person will not be allowed to be present at the meeting and participate in discussions and debate if this could result in the private or confidential information being discussed that Interested Person should not hear. The Interested Person will also not be present during the voting for the transaction and must abstain from voting on the transaction or arrangement involving the Duality of Interest.

Any vote regarding a transaction in which an Interested Person has a Financial Interest or a Duality of Interest in order to be approved must receive the number of votes required by the SIG's Bylaws. If the Bylaws require that the vote must be approved by a majority of the Board members present at the meeting, then this number of votes must be obtained. In determining how many Board or committee members are present at the meeting, the Interested Person shall be counted as being present if he/she is present for the meeting (even though he/she is to abstain from voting and not be present during discussion or voting) and is a member of the Board or committee. For example, if the SIG Board has 9 members present at the meeting (including one who is to abstain), then the vote on the matter must be approved by the affirmative vote of five (5) disinterested members (a majority of 9).

- b. Before approving any transaction involving a Financial Interest, the Board or committee shall review any appropriate data of comparability that has been obtained—so it can determine if the amount being paid or received is reasonable and at fair market value.
- c. The Board or committee which is to review and approve the transaction involving a Financial Interest or a Duality of Interest shall discuss this and vote on it.
- d. The Board or committee which is to review and approve the transaction involving a Financial Interest or Duality of Interest shall prepare minutes to evidence the deliberations regarding the transaction and its decision. The minutes of the Board and of a committee shall contain:
 - (i) The names of the persons who disclosed or otherwise were found to have a Financial or Duality of Interest in connection with any transaction or matter, the nature of the Financial or Duality of Interest, any action taken to determine whether a conflict of interest existed.
 - (ii) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including discussion of any data of comparability reviewed and relied upon by the Board or committee to determine if a financial transaction is fair and reasonable and any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.
 - (iii) The results of the vote to approve the transaction; and
 - (iv) The names of those persons who abstained from voting and whether they were present for the discussion regarding the matter to be voted upon.

- e. Interested Persons shall not lobby any Director, officer or employee of the SIG on behalf of another organization; however, they may, when requested by the Board, present information on behalf of another organization.
- f. Individuals with knowledge of any grant application or other transaction which may involve an entity or organization in which an Interested Person holds a position or has an interest shall disclose this information to the Board or to such person as the Board may appoint to receive this.

Violations of the Conflicts of Interest Policy. Violations of the Conflict of Interest Policy are to be addressed as follows:

- a. If the Board or committee has reasonable cause to believe that an Interested Person has failed to disclose actual or possible conflicts of interest, it shall inform the Interested Person of the basis for such belief and afford him/her an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the Interested Person and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the Interested Person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Disclosure. Each Board member, principal officer and committee member shall, when entering in office, sign a statement which affirms that such person:

- a. Has received a copy of this conflict of interest policy;
- b. Has read and understands the policy;
- c. Agrees to comply with the policy; and
- d. Understands that the SIG is an organization exempt from taxation, and that in order to maintain its federal tax exemption, it must engage in activities which accomplish one or more of its tax-exempt purposes.

The affiliation of each Board member that might be a potential for conflict of interest should be listed in the agenda items of each Board meeting. As well, annual reports from Boards and committees must include disclosure of duality of roles with groups within and outside of the SIG.

DOCUMENT RETENTION AND DESTRUCTION POLICY

Objective

This Policy is intended to establish rules for the retention and destruction of documents to prevent the unauthorized destruction of documents that may be needed to establish fraud or wrongdoing.

Policy

This represents the _____ SIG's policies regarding the retention and disposal of records.

It is the intention of the SIG to maintain complete, accurate, and high quality records and information. The length of time for document retention is stated in Table 1. ("Record Retention Schedule") and is determined by either governmental regulations or advised as business practices.

All records either created or acquired by the SIG are considered the property of the SIG, which retains complete control and ownership over them.

Record Retention Schedule; Administration

The Record Retention Schedule in Table 1 is the initial retention schedule of physical records of the SIG. The SIG Board is authorized to approve modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws.

Applicability

Retention periods listed in Table 1 apply to information retained on all types of storage media (e.g., paper and electronic). It also applies to all storage locations owned by the SIG: computers, servers, PDA's, cell phones, and hard copy filing systems.

Suspension of Record Disposal in Event of Litigation or Claims

In the event the SIG is served with any subpoena or request for documents or any employee becomes aware of a governmental or administrative investigation or audit concerning the SIG or the commencement of any litigation against or concerning the SIG, such employee shall inform the SIG Board and any further disposal of documents shall be suspended until the SIG, with the advice of counsel, determines otherwise. The SIG Board shall take such steps as is necessary to promptly inform all relevant individuals of any suspension in the further disposal of documents.

Disposal of Records

Upon completion of the required retention period, the SIG shall develop a list of records that have been held for the required period of time and are eligible for destruction. Any records that are to be destroyed shall be destroyed using a reliable method, such as shredding.

Placing records in the office trash, a dumpster or other receptacle which renders the documents accessible in any manner is not an acceptable means of destruction of records for purposes of this Policy.

Applicability

This Policy applies to the list of documents included in Table 1.

Table 1. Record Retention Schedule

Record Type	Retention Period
Accounting and Finance	
Accounts payable and receivable ledgers and schedules	7 years from creation
Annual audit reports and financial statements	Permanent
Annual audit records, including work papers and other documents that relate to the audit	7 years after completion of audit
Bank statements and cancelled checks	7 years from creation
Depreciation Schedules	7 years from creation
Expense reports	7 years from creation
General ledgers	Permanent
Interim financial statements	7 years from creation
Investment Records	7 years after sale of investment
Contracts	
Contracts	7 years after the termination of the contract
Minutes	
Council meeting agendas and support materials.	10 Years
Publications	
Print publications (Journals, Print Event Programs, Newsletters, Print Calls for Papers)	2 Copies; permanent
Insurance Records	
Insurance Claims Files	Permanent
Insurance Policies	Permanent
Legal Files and Papers	
Litigation files	Discuss with counsel.

EXPENSE REIMBURSEMENT POLICY

Objective

This Policy establishes rules for reimbursing board members and volunteers for expenses they incur on behalf of the _____ SIG. It is intended to prevent these reimbursements from being taxable.

Policy

The _____ SIG recognizes that at times Board members and volunteers incur expenses when performing their duties on behalf of ABAI. These expenses may be reimbursed by the SIG when the following criteria are met:

1. Prior approval of the expense has been obtained by the SIG Board and aligned with the SIG budget.
2. The expenses must be reasonable and customary. For instance, the SIG will not reimburse business class travel or highly costly airline tickets due to last minute reservations.
3. Expense reports must be filed on the SIG Expense Reimbursement Form and include the person's name, date of the expense, purpose of the expenditure, and when applicable, the names of those included in the expense.
4. Original receipts or copies must be provided in order for the expenses to be reimbursed. If the person submitting the expenses has lost the receipt, it is his or her responsibility to obtain the receipt from the original source before submitting the expenses to the SIG.
5. The SIG does not reimburse for alcohol purchases.
6. The SIG has a per diem policy for lodging, meals, and incidental expenses. Domestic travel will be reimbursed using the rate established by the U.S. General Services Administration <http://www.gsa.gov/portal/content/104877>. Foreign travel will be reimbursed using the rate established by the U.S. State Department. http://aoprals.state.gov/content.asp?content_id=184&menu_id=78
7. For travel by car, the SIG will reimburse per mile at the IRS standard mileage rate.

Expenses reimbursed by ABAI are not tax deductible.

DIVERSITY POLICY

The Association for Behavior Analysis International seeks to be an organization comprised of people of different ages, races, nationalities, ethnic groups, sexual orientations, genders, classes, religions, abilities, and educational levels. The SIG opposes unfair discrimination.

APPENDIX C: SIG BYLAWS TEMPLATE

[SIGs may alter these bylaws to suit the needs of the organization.]

Bylaws of the [XXX Special Interest Group] (Insert full name of the SIG.)

Article I—Name

The name of this organization shall be the [XXX Special Interest Group]. [XXX SIG] is a membership group within the Association for Behavior Analysis International whose purpose is to promote the specific interests of its members, within the scope of these bylaws.

Article II—Purpose

The [XXX SIG] was created with the mission to XXX [Insert the mission or purpose for which the SIG was formed]. Specifically, the organization shall:

- (a) Serve as a scientific and professional reference and networking group for its members.
- (b) Disseminate information to promote its mission to a wider audience.
- (c) Organize an annual meeting to provide a forum for discussion of the affairs of the SIG.

Article III—Membership

1. Categories of Membership

Membership is open to all persons interested or actively engaged in [insert topic of the SIG]. Membership shall be in one of three classes:

Full Member: Any individual holding a graduate degree in a discipline directly related to or involving behavior analysis and whose professional commitment includes teaching, research, and/or practice in behavior analysis may apply for membership in this category. Full members may vote on membership decisions of the SIG.

Affiliate Member: Any member evidencing interest in the discipline of behavior analysis, but lacking graduate-level formal training therein, may apply for this class of membership.

Student Member: Any individual pursuing formal training in the discipline of behavior analysis but not yet gainfully employed therein on at least a half-time basis may apply for membership in this category. Such application must be accompanied by documentation certifying the applicant's student status.

Membership is by the calendar year.

A person wishing to become a member must submit a completed application form and pay the annual membership dues established by the executive committee. Applicants shall also submit any additional information, such as transcripts, diplomas, or references, as requested to verify they meet the requirements for membership.

The executive committee, by a two-thirds majority vote, may suspend or expel any member for cause after appropriate notice and hearing. By a two-thirds majority vote, the committee may also reinstate a former member on such terms as it deems appropriate.

2. Voting

Full members in good standing shall be entitled to one vote on all matters brought before the SIG. There shall be no proxy voting.

Article IV—Executive Committee and Board

1. Officers

The officers of the [XXX SIG] shall be [for example] the president, the president-elect, the past president, and the secretary-treasurer. SIG officers are required to be Full members in good standing in the Association for Behavior Analysis International.

Article V—Executive Committee and Board

1. Composition

There shall be an executive committee consisting of [for example] the president, president-elect, past president, and secretary-treasurer. The board shall consist of the executive committee and at least three additional members at large elected for staggered three-year terms. SIG board members are required to be Full members in good standing in the Association for Behavior Analysis International.

The board shall promulgate policies regarding SIG functioning that are not specified in the bylaws.

2. Terms of Office

The term of office of the president shall be one year to commence at the conclusion of the meeting presided over by the current president, who shall then assume the office of past president. The president and past president shall not be eligible for nomination for the office of president-elect.

The secretary-treasurer shall be appointed by the board for an initial term of three years; this appointment may be renewed as deemed appropriate by the board. During the year prior to assuming office, the designated replacement for the office of secretary-treasurer may attend any or all board or committee meetings.

3. Duties

The president shall preside at all board and member meetings. The president also is responsible for the counting of nomination and election ballots, as well as the ballots in any referenda submitted to the voting membership, and shall exercise general supervision over the affairs of the SIG.

If the president is unable to preside over a meeting, that responsibility shall fall to the past president. If he or she is unable to preside, the president-elect shall assume the responsibility.

The secretary-treasurer is a non-voting member of the executive committee and shall attend all of the meetings. The secretary-treasurer shall keep the records of the SIG and the board; conduct official correspondence; serve ex officio as a member of all committees as deemed necessary by the board and issue programs of meetings; and receive applications for membership and give notice of all inductions into membership.

The secretary-treasurer shall have the responsibility for all SIG funds and shall have authority to disburse these funds for purposes authorized by the board. The secretary-treasurer shall keep a record of all money received and all disbursements made and submit an annual report of the SIG's financial status.

The secretary-treasurer shall act as the general executive officer of the SIG in consultation with and by direction of the president and the board. He or she shall bring to the attention of the board and the members such matters as are deemed necessary for the appropriate operation of the organization.

4. Replacement

In the event of death, incapacity, or resignation of any of these officers, the board shall, by majority vote, appoint a successor to serve until the conclusion of the term of the replaced member.

Any officer may be removed at any time by vote of a majority of members entitled to vote.

5. Removal

Members of the board who fail to maintain membership in good standing in the SIG or who fail to attend two consecutive meetings of the board are subject to removal by a majority vote of the remaining members of the board; a board member who has missed two consecutive meetings will be given opportunity to provide explanation for the absences. A tie-vote shall be construed as affirmation for removal. Positions vacated for any reason shall be replaced by a majority vote of the remaining members, such successors to serve until elections occur at the annual meeting of the SIG.

6. Meetings

The board shall meet at least once annually at a time and location deemed appropriate by the president. A meeting of the board may also be called by action of three members of the board who shall notify the remaining members at least two weeks in advance of the proposed meeting, though in an emergency the two weeks' requirement may be waived.

Records of meetings and board activities shall be permanently retained.

7. Quorum

For purposes of transacting the business of the SIG, a quorum shall consist of four members of the board.

8. SIG Finances

Annually, formal financial reporting shall be made to the membership. All officers and board members shall declare and ensure that they do not profit financially from SIG operations or otherwise have conflicts of interest related to the SIG.

Article VI—Nominations and Elections

1. Nominations

Each year, the president or his or her designee shall send to all full members a nomination ballot for president-elect and for the number of at-large members of the board necessary to complete the voting membership of the board. For each office that appears on the nominating ballot, each full member may propose up to four names and may nominate the same person for more than one office.

The president and/or person designated by the president shall count the ballots and shall ask those nominees receiving the largest number of votes for each office if they are willing to stand for election, and shall proceed through the list in the order of vote count until at least two candidates for each office have been obtained. No one may hold two offices at the same time, so if a voting member receives enough nominations for two offices, the president shall request that the individual choose the office for which he or she wishes to be a candidate.

After the list of candidates has been determined, the president shall send to all full members whose membership dues are paid a ballot for all matters to be voted upon, together with a statement on which the names of the candidates for each office are listed in alphabetical order with brief biographical descriptions.

Members of the board shall be elected by a plurality of the votes cast at an election.

All nominations and votes shall be made by secret ballot.

2. Terms

Officers and other members of the board shall assume office on the first day after the close of the annual meeting at which their election is announced. Officers shall hold office until their elected successors assume office in their stead.

Article VII—Meetings

1. Annual Business Meeting

There shall be at least one annual business meeting of the SIG. Notice of the annual business meeting of the SIG shall be given to all members in good standing not less than three months prior to the scheduled date.

2. Quorum

A quorum at the annual business meeting shall consist of not fewer than [XXX] members in good standing present and voting.

3. Reports

The business meeting shall include a report of officer and board activities over the year as well as a financial report.

Article VIII—Committees

Committees

All committees are constituted by and operate under the direction of and at the pleasure of the board. The committees of the SIG shall consist of such standing committees as may be established by vote of the board. Chairs of standing committees are appointed by the board.

Article IX—Dues

1. Dues

Dues for the various categories of membership shall be established by a simple majority vote of the board. This action can be rescinded by a three-fifths majority vote of those present and voting at the annual business meeting of the SIG. In this case the board shall propose an alternate schedule of dues for approval by simple majority of those present and voting.

2. Collection

Dues shall be payable in the time and manner prescribed by the board. Any member who has not paid his or her yearly dues shall not be allowed to vote on any matter presented to the members.

Article X—Amendments

Process

These bylaws may be amended only by two-thirds vote of the members voting. Amendments may be proposed by simple majority vote of the board.

APPENDIX D: ANNUAL REPORT FORM

Each year, the Council requests and SIGs provide an annual report by April 1. The report serves to describe the SIG's activities and issues of concern, and provide relevant data. An outline of information that ABAI requests when it distributes its annual report form to SIGs is included below. Each SIG's liaison to ABAI will be prompted when it is time to submit the report and will also receive updates and correspondence on behalf of the ABAI Council. An overview of deadlines relevant to SIG communication with the ABAI office is below.

SIG Annual Report

Fields marked with an asterisk are required.

Please select the top three issues of importance to the SIG (promotion of ABA science/services, CE/professional development, website development, journal/newsletter development, higher education, membership, finances and fund-raising, public policy/legislation, insurance, licensure/certification, other):*

- 1.
- 2.
- 3.

Web Information

Please update the following. This information will be posted on the ABAI website for visitors interested in the SIG.

Mission Statement:*

Description of Membership:*

Annual or Recurring Events:*

Newsletters/Publications:*

Why is this SIG specifically of interest to behavior analysts?*

Contact Person

Name:*

State/Province:

Country:

Phone:

Email:*

SIG Officers (Complete for each office)

Who are your current officers, and what are their roles?*

Membership

How many members did the SIG have for your last completed membership year?*

Is this number actual or an estimate?*

How many of your members are not ABAI members?*

Is this number actual or an estimate?*

What are the annual membership dues? (If not entering amounts reflecting U.S. currency, please indicate the currency used.)*

Full Members

Student Members

Affiliate/Paraprofessional

Conference

Will the SIG hold a conference in the next 12 months?*

Date(s) of conference:

Location (city, state, and venue):

Does the SIG provide CE for behavior analysts and/or psychologists?

What does the SIG charge for CE?

What are the conference registration fees? (If not entering amounts reflecting U.S. currency, please indicate the currency used.)

Full Members

Student Members

Affiliate/Paraprofessional

Dissemination

Does the SIG publish a newsletter?*

If so, is it printed or published online?

If the SIG has a website, please provide the URL:

Does someone in the SIG monitor legislative issues for the SIG?

Comments

Please provide any other comments or relevant information for the Executive Council.

Article for Inside Behavior Analysis

All SIGs are asked to submit an article annually to update the ABAI membership about SIG activities and accomplishments over the prior year. The article is requested in the Annual Report to the Executive Council and is included in the summer issue of ABAI's member publication, *Inside Behavior Analysis*.

You may also wish to include information about becoming a SIG member, benefits of membership, upcoming workshops and/or conferences, etc. This article is published after the ABAI annual convention, so references to the convention should be in the past tense. Articles should be no fewer than 500 and no more than 1,500 words to be appropriate for publication in IBA.

APPENDIX E: SIG APPLICATION FORM

Application for [Name of Special Interest Group]

ABAI 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 through research, education, and practice. This application is made to establish a special interest group within ABAI.

Send support materials to mail@abainternational.org.

Contact Person

Name:

Mailing Address:

Home Phone:

Work Phone:

Email Address:

Officers

List the name, office held, and ABAI membership status (must be Full) for each of the SIG officers:

NAME	OFFICE HELD	ABAI MEMBER STATUS*
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*Verified by ABAI office staff against the ABAI membership database.

SIG Information

Provide the SIG's mission/objectives:

Describe the SIG membership:

List all publications, and whether they are printed, emailed, or posted on the web:

Describe the general interest area to be specifically addressed by the SIG:

Describe the SIG activities (meetings, workshops, publications, etc.). Include meeting dates and time of year of publications.

ABAI Members Supporting SIG Formation

Signatures of 10 current ABAI members who support the formation of the SIG. Statements of support may also be made by email to mail@abainternational.org.

	Name (typed or printed)	Signature	ABAI Member Status*
1.			
2.			
3.			
4.			
5.			
6.			

-
- 7.
 - 8.
 - 9.
 - 10.
-

*Verified by ABAI office staff against the ABAI membership database.

Materials to include with this application:

- One copy of the SIG's most recent publication, if applicable.
- Copy of the bylaws under which the SIG operates, if applicable.