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Association for Behavior Analysis International

**SPECIAL
INTEREST GROUP
HANDBOOK**



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WHAT ARE SIGS AND What Aren't They?

SIGS ARE....

Since 1978, ABAI has encouraged the formation of groups of its members to 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. There are now almost 40 of these special interest groups (SIGs), and they cover topics ranging from theory, to history, to types of research and application.

SIGs are entities formed by ABAI members who share a desire to be involved in activities related to a particular area in 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 prospective ABAI members. 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 thought listservs, and many help to enrich the annual convention program by working with the Program Committee.

The SIGs Committee, established under the auspices of the Membership Board, hosts the SIG leaders' listserv, previews SIG applications and makes recommendations for approval by the Executive 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 policies and regulations.

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

SIGs are not permitted to affiliate with third-party organizations or to organize in other ways that affect the constituent relationship with ABAI. For ABAI SIGs to affiliate elsewhere sends a confusing, often contradictory, message.

SIGs are not representatives of positions of ABAI members. ABAI's policy on position statements is defined by its 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 its field of interest, the statement must include a disclaimer 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 are able to access those resources to enhance their value to their members.

WHAT DOES ABAI OFFER SIGS?

As ABAI considers SIGs to be such an important part of the 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 their management.

FORUMS TO ENRICH MEMBERS' EXPERIENCE

Co-Sponsor Continuing Education Opportunities

SIGs can offer continuing education (CE) opportunities to members through ABAI. ABAI is approved by the American Psychological Association (APA) to sponsor 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 PSY 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 members at the ABAI annual convention. ABAI provides space and schedules meetings at no charge. 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 submissions, which is posted on our website in September of each year. Additionally, the convention offers a 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](#).

SIG members who wish to make invited presentations or recommend guest speakers are encouraged to reach out to program area coordinators (ACs), 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. 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 its website for [information about every SIG](#). ABAI collects this information from SIGs through their annual reports (see Appendix C for a sample report form). SIG representatives may contact the ABAI office at any time at mail@abainternational.org to request that information be added or updated on its web page. Most requests can be accommodated in just a couple of business days.

Reach Members Through ABAI Social Media

ABAI's Facebook, Twitter, and LinkedIn 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. 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.

- The 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.

Text will be edited for style and content, and sent back for approval. 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.

Include Content in *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 with more than 9,000 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.
- September 15: Fall IBA, issue 3.

Articles accompanying SIGs' annual reports (due March 1) to the Executive Council are also included in IBA.

From time to time SIGs express an interest in reproducing an article from IBA. We encourage this use of articles, but we ask that SIG liaisons first email the ABAI office. Additionally, SIGs are requested to identify the source of any reprint from an ABAI publication.

Recruit Members at the ABAI Expo

The Expo is the 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 attendees. Several thousand people pass through the Expo, making it a prime venue for SIGs to network and recruit new members. We provide complimentary space and strongly encourage all SIGs to participate. Expo submission forms are available from September through late October via the annual convention call for submissions.

MANAGEMENT RESOURCES

Let ABAI Manage Your Membership List and Dues Collection

SIGs can, of course, 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 missions. ABAI offers online enrollment (see example image below) and takes 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 as access reports and tools to manage your SIG.

Crime, Delinquency, and Forensic Behavior Analysis

The mission of this SIG is to ensure that those in the criminal justice fields have access to appropriate, evidence-based behavior analytic therapy to reduce crime and delinquency.

This SIG has much to offer behavior analysts interested in prevention and treatment of offenders to prevent recidivism, lessen the burden on prison systems, save society money, and overall reduce crime and the damage it does to families.

Quantity: 1 **ADD TO CART**

ABAI can now even set up checking accounts for SIGs using our nonprofit status to facilitate payables and receivables; website development; and record-keeping, marketing, and administrative/technical support. These accounts are in ABAI’s name, but designated for individual SIGs. SIGs can access the funds in their own subaccounts, use their own checkbooks, and see their own transactions.

To develop a system tailored to your needs, provide office and tech support, and cover credit card fees, an annual fee of \$12 per registered SIG member is assessed to offset

some of ABAI’s development, labor, infrastructure, and hardware costs; this is a fraction of what other providers charge for the management of receivables and membership. ABAI will collect this membership fee (whether \$12 or more; if more, the additional money will be paid by ABAI 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 introductory online meeting to discuss scope, timeline, and expectations. Next we 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

There is a SIG listserv (sig-leaders@abainternational.org) to support networking. The email addresses of two officers per SIG, including the SIG liaison to ABAI, can be added to the listserv.

Attend Leadership Seminars

The ABAI president meets with SIGs annually, during the SIG leadership training at the ABAI 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. SIG officers may 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. 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.

HOW TO START A SIG

If you are interested in forming a new SIG, please use the [online application](#) and submit the requested information for review by the SIGs Committee and the Executive Council. Application

deadlines are April 1 for the spring council meeting and September 1 for the fall council meeting.

In considering whether to approve a new SIG, the council confirms there is not another SIG with the same area of interest, that all the requirements are met, and that the SIG's mission is compatible with ABAI's.

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.) SIG officers are required to be Full members of ABAI, and their ABAI membership status should be indicated in the annual report.

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 B for a bylaws template, which may be customized as needed.

HOW TO MANAGE A SIG

SIGs function in whatever way best suits their needs, within 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. In response to 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 its board at least once a year. Financial statements include balance sheets, profit and loss information, 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

For SIGs that 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. This aids in better financial tracking of assets, income, and expenditures.

SIG accounts should have two co-signers with the same access 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 US, this would likely be the Federal Deposit Insurance Corporation (FDIC); SIGs outside the US should consider seeking an institution insured by a government agency in their home country.

Important Deadlines

The following calendar lists approximate deadlines (subject to change) that pertain to SIGs.

| | |
|-----------|--|
| March | 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> are part of the report.) |
| April | 1 Deadline for applications for new SIGs, to go before the Executive Council at its May meeting. 1 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. |
| September | 1 Deadline for applications for new SIGs, to go before the Executive Council at its fall meeting. 1 Deadline to place items on the fall ABAI Executive Council agenda. 15 Deadline for submissions: <i>Inside Behavior Analysis</i> fall issue. |
| October | 4th Week ABAI annual convention call for papers deadline. (Submissions due for SIG business meetings and Expo posters.) |
| 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: SAMPLE POLICIES

MINUTES PREPARATION POLICY

Policy

The _____ SIG board meets a minimum of once a year. For all 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 and resolved at the subsequent meeting. 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.

The _____ SIG provides this conflict of interest policy to ensure full disclosure of SIG board members, officers, and volunteers regarding (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 to whom they are related or with whom they share 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 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. Such person is in a position to exercise substantial influence if able 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 sibling, in-law, parent, grandparent, child, grandchild, or great-grandchild of such interested person 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, profits interest, or beneficial interest (each of the preceding entities referred to below as a

“related entity”) or 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 substantial gifts or favors. An economic benefit also includes allowing an interested person or any family member to participate in events sponsored by the SIG or to use the SIG’s facilities on terms more favorable than those offered to others.

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 act on behalf of such other organization (e.g., reviewing grant applications, providing awards and recognition). Dualities of interest can establish conflicts of interest between individuals, groups, and organizations, even if a transaction does not involve a direct financial interest.

Procedures for Conflicts of Interest

Duty to Disclose. Every year, before the annual meeting, each interested person shall complete and submit a conflict of interest disclosure statement.

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 it.

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 it (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 chair of the board or committee shall, if 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 as to approval.

Procedures for Addressing a 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 considering the transaction for the limited purpose of answering questions, but must leave after doing so, must not participate in the discussion of the transaction or arrangement involving the basis of the financial interest, and must abstain from voting on it.

If the issue does not involve a financial interest, but still represents a conflict due to a duality of interest, the interested person will not be allowed to be present at the meeting or participate in discussions and debates if these will involve information the interested person should not hear. The interested person also must not be present during or participate in voting on the transaction or arrangement involving the duality of interest.

Any vote on a transaction in which an interested person has a financial interest or a duality of interest must receive the number of votes required by the SIG’s bylaws to be approved. Interested persons shall be counted as present if they are at the meeting—even if abstaining from voting and leaving during discussion—and are members of the board or committee. For example, if a SIG board

has nine members present at the meeting (including one who is to abstain), and bylaws state a majority of board members present at a meeting are required for approval, then a vote must be approved by five disinterested members.

- b. Before approving any transaction involving a financial interest, a board or committee shall review relevant data to determine whether the amount being paid or received is reasonable and at fair market value.
- c. A board or committee reviewing and approving a transaction involving a financial interest or duality of interest shall prepare minutes to evidence the deliberations and decision. These minutes shall contain the following:
 - (i) Names of persons who disclosed or otherwise were found to have a financial or duality of interest in connection with a transaction or other matter, the nature of the financial or duality of interest, and any action taken to determine whether a conflict of interest existed.
 - (ii) Names of persons present for discussions and votes relating to the transaction or other matter; the content of the discussion, including data and any alternatives; and a record of any votes taken.
 - (iii) The results of any relevant vote.
 - (iv) Names of persons who abstained from voting and whether they were present for the discussion regarding the matter to be voted upon.
- d. 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.
- e. Individuals with knowledge of any grant application or other transaction that 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.

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

- a. If a board or committee has reasonable cause to believe 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 an opportunity for explanation of the alleged failure to disclose.
- b. If, after hearing the response of the interested person and making such further investigation as may be warranted, the board or committee determines the interested person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Disclosure. All board members, principal officers, and committee members shall, when taking office, sign a statement that affirms they have done the following:

- a. Received a copy of this conflict of interest policy.
- b. Read and understood the policy.
- c. Agreed to comply with the policy.
- d. If applicable, acknowledged the SIG is an organization exempt from taxation, and that in order to maintain its federal tax exemption, it must engage in activities that accomplish one or more of its tax-exempt purposes.

The affiliation of each board member that could present a conflict of interest should be listed in the

agenda items of each board meeting. Annual reports from boards and committees must also include disclosure of duality of roles in groups in and outside 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. See Table 1, "Record Retention Schedule" for document retention timelines, determined either by governmental regulations or advised as good business practices.

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

Record Retention Schedule Administration

The SIG board is authorized to approve modifications to the record retention schedule to ensure it is in compliance with applicable 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, PDAs, 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 a subpoena or request for documents, or a SIG official becomes aware of a governmental or administrative investigation or audit concerning the SIG or the commencement of litigation against or concerning the SIG, that person shall inform the SIG board and any disposal of documents shall be suspended until the SIG, with the advice of counsel, determines otherwise. The SIG board shall take such steps as necessary to promptly inform all relevant individuals of any suspension in the disposal of documents.

Disposal of Records

Upon completion of a 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. Records shall be destroyed using a reliable method, such as shredding.

Placing records in the office trash, a dumpster, or other receptacle that renders them accessible in any manner is not an acceptable means of destruction.

Applicability

This policy applies to the list of documents in the table below.

| Record Type | Retention Period |
|--|---------------------------------------|
| Accounting and Finance | |
| Accounts payable and receivables ledgers and schedules | 7 years from creation |
| Annual audit reports and financial statements | permanent |
| Annual audit records, including work papers and other documents related to the audit | 7 years after completion of audit |
| Bank statements and canceled 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 termination of contract |
| Minutes | |
| Meeting agendas and support materials | 10 years |
| Publications | |
| Print publications (journals, programs, newsletters, calls for papers) | permanent (2 copies) |
| 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 the SIG. 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 costly airline tickets due to last minute reservations.
3. Expense reports must be filed on the SIG Expense Reimbursement Form and include name, date and purpose of the expense, and, when applicable, names of others included in the expense.
4. Original receipts or copies must be provided for expenses to be reimbursed.
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 expenses will be reimbursed using the [rate established by the U.S. General Services Administration](#). Foreign travel expenses will be reimbursed using the [rate established by the U.S. State Department](#).
7. For travel by car, the SIG will reimburse per mile at the IRS standard mileage rate.

Expenses reimbursed by the SIG are not tax deductible.

ABAI DIVERSITY POLICY

The Association for Behavior Analysis International encourages diversity, equity, and inclusion in the field of behavior analysis broadly, and within the organization specifically. Diversity refers to differences in race, ethnicity, sexual orientation, gender identity, age, country of origin, religious or spiritual beliefs, ability, and socioeconomic class.

It is expected that all ABAI members as well as non-members who participate in ABAI events treat one another with respect.

APPENDIX B: SIG BYLAWS TEMPLATE

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

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

Article I—Name

The name of this organization shall be the [___ Special Interest Group]. [___ 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 [___ SIG] was created with the mission to ___ [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 [___ 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.

2. 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.

3. 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.

4. Duties

The president shall preside at all board and member meetings. The president is also responsible for counting 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 the past president 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, and shall bring to the attention of the board and the members such matters as are deemed necessary for the appropriate operation of the organization.

5. 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.

6. 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.

7. 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.

8. Quorum

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

9. 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 V—Nominations and Elections

1. Nominations

Each year, the president or a 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 one office for which to stand as 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 VI—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 [X] 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 VII—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 VIII—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 members who have not paid their yearly dues shall not be allowed to vote on any matter presented to the members.

Article IX—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 C: ANNUAL REPORT FORM

The Executive Council requires SIGs to provide an annual report by March 1. The report serves to describe the SIG's activities and issues of concern, and provide relevant data. An example outline of information that ABAI requests when it distributes its annual report form to SIGs is 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 council.

SIG Annual Report

Fields marked with an asterisk are required.

Please select the top three issues of importance to the SIG (promotion of BA 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 Members

Conference

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

Date(s) of conference:

Location (city, state/province, 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 Members

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.