

Chapter Application Checklist

Before you send your chapter [application](#) materials to ABAI (mail@abainternational.org), please use the checklist below to make certain your application is complete and in line with ABAI Executive Council expectations.

- The geographic boundaries of the proposed chapter do not conflict with those of existing chapters. (See the lists of existing [chapters in the United States](#) and [chapters in other countries](#).)
- I have at least 10 signatories who (1) are current members of ABAI, (2) have at least a master's degree, and (3) live in the area to be served by the proposed chapter (if any signatory does not live in the area to be served, a justification must be made as to why that person should be included as a signatory). Signatures may be sent electronically, each from the individual email address of the signatory, with a simple line to the effect of "I support the formation of [chapter name]"; signatories should also indicate their highest degree and where they live.
- I have sent ABAI one copy of the chapter's most recent publication, *if applicable*.
- I have thoroughly described the activities of the proposed chapter.
- At least two of the proposed chapter's officers are Full members of ABAI (recommended).
- The chapter's mission and activities encompass all aspects of behavior analysis—practice and research; applied, basic, and conceptual work.
- The chapter's membership is intended to include all types of behavior analysts—educators, practitioners, researchers, and others.
- The chapter's mission is to promote behavior analysis not just generally but specifically in the geographic area proposed.
- I have sent ABAI a copy of the chapter's bylaws. (See a bylaws template [here](#). The template must be adhered to closely. Failure to take into consideration language in the bylaws template may lead to rejection of the affiliated chapter application; an explanation should be provided if the proposed bylaws deviate from the template.)

The bylaws include the following:

- Membership levels are thoroughly described, as well as requirements for each level. (Consider some provision for membership of those living outside the proposed chapter's geographic boundaries.)
- Officer duties are thoroughly described.
- Officer terms are staggered. (Many chapters stagger the start and end dates of terms of office to promote continuity and stability.)
- Voting members should have graduate degrees.
- Definition of what is "good cause" for member/officer expulsion is specified.
- Specific* dates for chapter activities/meetings to occur are *not* indicated.
- The chapter's board or executive committee should include members representing the different regions covered by the proposed geographic area, *if applicable*.