IN-ABC

Indiana Association of Behavioral Consultants

By-Laws

It is noted that the initial association By-Laws were adopted on 2/15/2002. It is further noted that subsequent amendments occurred on 11/22/2002, 1/16/2003, 3/21/2003, 05/21/2004, 8/1/06, 1/1/07.

I. Association/Group Operation

A. Association meetings will be held every other month. In general, meetings will be conducted on the third (3rd) Friday of each month, unless otherwise specified. Meetings will generally convene at 1:00pm, unless otherwise specified.

B. At least six meetings will be held each year. The exact number of meetings will be determined by the needs, as dictated by quorum at each scheduled meeting.

C. A quorum will generally consist of a simple majority of Executive board members and association members present at any given meeting. For a quorum to exist, at least 20 members of the association should be present. If less than 20 members are present at any given meeting (for continued group operation purposes, i.e., voting and progression of agenda items), quorum shall consist of the members present at such a meeting. In the event that quorum consists of less than twenty members present, voting regarding agenda items and other topics will be made available to members not present via proxy voting. Any voting by proxy shall be submitted to the Secretary <u>within 10 days</u>, in order to be considered. All votes cast are not subject to change once submitted to the Secretary. The Secretary will then tally the votes with verification of the results by the Executive Board, and disseminate the results to the membership.

D. Association consensus is meant to reflect the quorum decisions of each scheduled meeting.

E. For all measures, including the election of association officers, calling for an association vote, two requirements must be present in order for the measure to pass or for an officer to be elected or otherwise affirmed. First, 51% of all present voting members within the accepted quorum must vote to pass the measure or elect the officer, and second, 51% of all represented voting agencies within the accepted quorum must also vote to pass the measure or elect the officer.

F. The Executive Board will develop an agenda for each meeting.

G. Meeting sessions will be limited to approximately two to two and one-half hours. Roundtable meetings may be called at the discretion of the association, as determined by quorum at each previously scheduled meeting. The Executive Board may also call a Roundtable meeting if deemed necessary by events between association meetings. Roundtables will be scheduled during the morning prior to the formal association meeting and will generally be one hour to one and one-half hour in length.

H. Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.
I. The Secretary for each meeting will record meeting minutes.
J. The Secretary for each meeting will be responsible for the audit of all votes occurring during the meeting to affirm that first, 51% of all present voting members within the accepted quorum voted to pass the measure or elect the officer in question, and second, that 51% of all represented voting agencies within the accepted quorum also voted to pass the measure or elect the officer in question.
K. The meeting minutes will be distributed to each member and appropriate agencies within 2 weeks after the association meeting.
L. Emergency Meetings: the Executive Board may call emergency meetings of the association members, as needs dictate. No final voting is to take place at any Emergency Meeting. Members will be notified of Emergency Meetings and may vote on issues by proxy, if necessary. Procedures for tallying results and distributing such are described above in B.
M. Annual dues will consist of $100 per individual, $200 per agency with 1-9 consultants, and $300 per agency with 10 or more consultants. Dues shall be used for general administrative purposes (i.e., postage, office supplies, memberships in other professional organizations, website development & hosting, stipends, lawyer fees, etc.). Sub contractors for a provider of behavioral management services are not eligible for an agency membership via that agreement of services with the contract holder. An individual membership specific to the behavioral consultant would recognize association involvement.
N. Annual dues are to be received by the Treasurer no later than the second Association meeting of any given year. Allowances may be made, pending association consensus.
O. New members will be accepted at anytime throughout the year and be recognized as voting members only after annual dues are received. Individuals or agencies joining late in the calendar year may have dues prorated or waived, as agreed upon by the association.
P. The “by-laws may be amended from time to time as deemed necessary by association consensus. Such amendments will be made in writing and presented at the upcoming association meeting for review.

II. Executive Board Membership

A. An individual association member shall be eligible for nomination to the Executive Board after the individual has been an association member (either individually or as an agency employee, or any combination thereof) for a period of 24 months while also having been present at 66% of association meetings for the preceding 12 months.
B. Officers will be elected by a simple majority of all participating Association members, within the guidelines set in By-Law section I., subsection E.
C. Officers will serve a one-year term. If vacancies emerge, Executive Board Members shall be determined by the simple majority vote of “association/group” members.

D. Nominations for other calendar year applicable executive board positions will be open for nomination, voting, and consensus, as the calendar year progresses.

E. Officers will be nominated at the last meeting of each year, i.e, November of 2007. New officers will take their office during the first month of the new year. For fiscal and calendar years, each year shall begin in the month of January of each year.

F. Officers will include a President, Vice-President, Treasurer, Secretary, and an At-Large position. For the purposes of the first year, a "First year" member held the past-president position.

G. All five Executive Board members are to be elected to a one-year term each given year.

H. In order to be eligible for nomination to the At-Large position, a member must have previously served as an Executive Board member for at least one year.

I. The Executive Board may be occupied by no more two individuals employed by the same agency.

III. Committees

A. Standing committees were established as follows:

-Ethics Committee
-Professional Development Committee
- -Professional Credentialing Committee

B. Committees may consist of a minimum number of three members and a maximum number of seven members. However, ad hoc or time-limited committees may consist of any number of participants.

C. Each committee will have specific duties and tasks to accomplish throughout the year. Such duties and tasks are outlined in a separate document.

D. Committees will elect their own chairpersons.

E. Individuals joining a committee (due to a vacancy in the committee and expressed interest of the member) must complete an orientation to the committee prior to becoming an active member. The committee chairperson maintains this responsibility. This will include a review of the mission of the committee, goals, and current projects or tasks. It is not allowed that more than one employee of a given agency may join a committee in the same year. The new committee member will be eligible to be a voting member at the next scheduled committee meeting after the orientation.

F. Each committee must have at least one Executive Board member; however, this member cannot chair the committee.

G. Discussion to obtain consensus will be the prevailing procedure used at committee meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation

H. Each committee must take minutes and forward them to the Secretary of the Executive Board. Standing committees must notify committee members of scheduled meetings outside of the usual meetings prior to the association meeting.

I. "Committee" must meet at least every two (2) months (at their respective discretion) to discuss issues related to their specific committee, and communicate their minutes to the "Executive Board" after each meeting.

J. Established committees may disband when they have completed their task given Association membership approval. New committees must be formed as the Association membership determines based on needs.

IV. Committee Development /Protocol

A Each committee must have an Executive Board member present. However, this person cannot chair the committee.

B. Each Association member may only sit/serve on one committee.

C. Each Committee is to elect their own Chairperson.

D. An association member shall be eligible for nomination as chairperson of a committee after having been an association member for no less than 12 months while also having been present at 66% of association meetings during the preceding consecutive 12-month period.

E. The Chairperson of each Committee will be required to make Committee information available to any interested parties.

F. There shall be no limit in regard to how long a committee chair may serve providing the individual continues to be annually affirmed as the chairperson of the respective committee.

G. Due to potentially sensitive discussions and materials, a committee, at their discretion, may hold "closed" meetings which only respective committee members may attend. However, if a meeting is to be closed, the association president must also be in attendance.

H. Committee members must be present to vote, be nominated, etc.

I. In order to maintain membership on a committee, a committee member must attend 66% (2/3) of committee meetings for a consecutive 12-month period. Further, three consecutive missed meetings is grounds for dismissal from a committee.

J. Committees reserve the right to not accept voting, nominations, etc., by proxy or in absentia.

K. Each Committee must ensure that one-third (1/3rd) of the majority vote must not be representative of any one organization/agency/member.

L. Committees shall report any incident of a committee member that is disruptive or hostile in committee meetings to the Executive Board. Individual committees reserve the right to relieve any member of their membership to the committee based upon a majority vote of the particular committee. This will be done by the Executive Board

IV. Member Responsibilities

A. Any individuals or organizations providing behavioral consultation services to individuals with Developmental Disabilities in the State of Indiana are encouraged to join as members, at any time throughout the year.
B. Members are expected to attend Association meetings. Members must be present to vote, be nominated, etc.
C. Each member is expected to study the issues or problems, which come before the respective committees in order to contribute to the resolution process.
D. Members must agree, upon joining INABC, to the INABC Ethical Standards.
E. Ethics violations are to be reported, via the ethics complaint form available on the INABC web page, to the Ethics Committee Chairman. The procedure is also available on the INABC web page (www.inabc.org)

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Note revision dates per Director within that position per year.