CONSTITUTION OF

CENTRAL MULTITRACK BEHAVIOR ANALYSIS ASSOCIATION (CMBAA)

Adopted December 1, 2014

PREAMBLE

The CMBAA at Central Michigan University is an organization to promote the interests of Behavior Analysis at Central Michigan University. The purpose of this organization shall be to create a population of undergraduate and graduate students who actively participate in the study, practice, and dissemination of behavior analysis; both applied and experimental. The mission of this organization is to promote the study of Behavior Analysis by providing its members with the opportunity to learn more about the career and research opportunities in the field through social networking, workshops, conferences and guest lecturer events. ¹

ARTICLE I

Name

The name of the organization shall be Central Multitrack Behavior Analysis Association (CMBAA) at Central Michigan University.

ARTICLE II

Membership

Section A. Types of Membership

Active Members: Active members will be designated by their status as students enrolled at Central Michigan University who have paid dues. Active members will be invited to attend all meetings and events. Active members will have voting privileges and may exercise their voting privileges when present at meetings or via email as to the CMBAA President. Active members may receive discounted or free admission to certain CMBAA-hosted events. Active members may also qualify for assistance with conference related fees such as posters, travel, and lodging fees.

Inactive Members: Inactive members will be designated by their status as students enrolled at Central Michigan University who have not paid their dues. Inactive members will be invited to attend all meetings and events, however inactive members will not have voting privileges. Inactive members will not qualify for assistance with conference related fees such as posters, travel, and lodging fees.

Section B. Membership Qualifications

Active and inactive members of CMBAA must be actively enrolled student at Central Michigan University and have an interest in Behavior Analysis. No individual will be denied membership

¹ Parts of this constitution were modeled after BAGSO’s constitution at Western Michigan University.
in CMBAA because of race, sex, religion, color, height, weight, age, handicap, national origin, sexual orientation, or veteran status.

Section C. Selection of Members

Undergraduate students in the BCaBA Program at Central Michigan University shall automatically become inactive members of CMBAA. These students shall become active members upon payment of yearly CMBAA dues.
Graduate students in the BCBA Program at Central Michigan University shall automatically become inactive members of CMBAA upon matriculation. All graduate students in the BCBA Program at Central Michigan University shall become active members upon payment of yearly CMBAA dues. Students shall be notified of their active member status by an officer of CMBAA, upon confirmation of payment of yearly CMBAA dues.

All other Central Michigan University students who wish to become active members of CMBAA can do so via payment of yearly CMBAA dues. All students who wish to become inactive members may do so by contacting an officer of CMBAA.

Section D. Voting Privileges

Active members will be entitled to vote on any issues brought forth for a vote through CMBAA, including the annual selection of CMBAA officers, the amount of CMBAA dues, the spending of CMBAA funds for social and educational events, and the selection of speakers for CMBAA educational events.

Voting will occur through one of two methods. At meetings of CMBAA, voting will occur through either a secret ballot or a simple show of hands. The CMBAA President will also send an email ballot after the aforementioned meeting. The voting results will be announced at the next CMBAA meeting.

Section E. Termination of Membership

Both types of membership in CMBAA will be terminated in the event that a student leaves Central Michigan University, either through graduation or voluntary or involuntary removal of active student status. Active membership status will be changed to inactive membership status in the event that an active member of CMBAA fails to pay CMBAA annual dues. Active members who are in jeopardy of becoming inactive members due to failure to pay CMBAA annual dues will be notified by the treasurer of CMBAA and provided with a time frame during which they can pay annual dues and maintain active member status.

ARTICLE III

Officers

Section A. Elected Officers

All elected officers of CMBAA shall be responsible for the following:
- Attending and participating in all CMBAA meetings.
- Attending and participating in all CMBAA Officers’ meetings.
- Aiding in the transfer of roles to the next elected officer in their position.

The President of CMBAA shall be responsible for the following:
- Designing and posting fliers to advertise organizational events, outlining a general agenda for the coming year, specifying windows of meeting times, to lead organizational meetings, and to communicate via e-mail the specific times, locations, and goals of meetings.
- Organizing, planning, and chairing meetings of CMBAA and CMBAA officers.
- Determining appropriate actions regarding student concerns, issues, and/or items for discussion brought forth at CMBAA meetings or in other relevant venues.
- Coordinating the welcome of new students to the RSO.
- Overseeing the activities of other CMBAA officers.

The Vice-President of BAGSO is responsible for the following:
- Organizing, planning, and chairing meetings of CMBAA officers, in the event that the President of CMBAA is unable to do so.
- Determining appropriate actions regarding student concerns, issues, and/or items for discussion brought forth at CMBAA officers meetings or in other relevant venues.
- Coordinating the welcome of new students to the RSO.
- Overseeing the activities of other CMBAA officers.
- Assuming the role of President of CMBAA in the event that the President of CMBAA is unable to complete his or her duties.

The Secretary of CMBAA is responsible for the following:
- Taking minutes at CMBAA meetings and distributing them to all members of CMBAA.
- Taking minutes at CMBAA Officers’ meetings and distributing them to all members of CMBAA.
- Completing the registration and reactivation processes for active Registered Student Organization status, as set forth by Student Activities and Involvement Programs.
- Designing and updating CMBAA website and any social networking website CMBAA officers decide to have to disseminate information to members and the community.

The Treasurer of CMBAA is responsible for the following:
- Collecting dues from CMBAA members.
- Maintaining a list of CMBAA members and their status.
- Monitoring and updating CMBAA treasury.
- Creating and submitting proposals to the student budget allocation committee for operational and event expenses.
- Distributing a bi-annual budget to CMBAA members.

The Event and Research Committee of CMBAA is responsible for the following:
Taking an active role in planning and execution of all CMBAA events
• Reserving rooms for CMBAA officer meetings, general assembly meetings, and special events
• Creation and distribution of promotional materials for CMBAA events.
• Evaluating events and recording strengths and weaknesses of planning and execution of events to the benefit of future CMBAA events.
• Keeping an updated list of research projects and contact information of research investigators responsible for those projects.
• Being a point of contact between undergraduate students looking for research experience, graduate students looking for research collaboration, CMBAA, and the general student body.

Section B. Qualifications for Holding Office

Officers must be active members of CMBAA. Therefore, they must be currently enrolled students at Central Michigan University who have paid CMBAA dues. Officers and committee members of CMBAA must also hold at least a 3.0 GPA to be elected and to continue their appointment.

Section C. Selection of Officers

Timing: Elections for CMBAA officers shall be held no later than May 1st of each academic year. Officers shall assume newly elected positions no later than September 1st of the new term of service.

Nominations: All active members of CMBAA shall be eligible to nominate an individual to serve as a CMBAA officer. Nominations may occur at CMBAA meetings or via e-mail submitted to the current CMBAA President. Before elections occur, the CMBAA President shall notify each nominated individual of their nomination. Each nominated individual shall have the opportunity to accept or decline the nomination.

Voting: Voting for officers of CMBAA will occur via an e-mail or paper ballot with the nominees’ names and positions clearly specified. The CMBAA President will send a ballot via e-mail to all active members, with a clearly specified deadline by which all votes are to be received. To preserve anonymity, active members shall have the option of submitting an anonymous paper ballot to CMBAA President.

Supervising the Election: The current CMBAA President and CMBAA Vice-President will be responsible for supervising the election, collecting votes, tallying votes, notifying each elected individual of their new position, and notifying the membership of CMBAA of the newly elected officers.

Assuming Officers’ Duties: Officers will assume their new duties no later than September 1st of the term in which they will serve. Outgoing officers will be responsible for the transfer of roles to the newly elected officers. Outgoing officers will make themselves available to the best of their ability before, during and after elections to ensure a smooth transition to the new officers.
The RSO website will be updated with the new officers’ names, and the outgoing treasurer will transfer ownership of the bank account to the new treasurer.

Length of Term: All CMBAA Officers will serve for one calendar year, September to August. Reelection to the same position is permissible.

Section D. Filling Vacancies

In the event that a vacancy is created, a special election will be held immediately to fill the vacant spot. Regular nomination and voting rules will apply. Should the President’s position become vacant, the Vice-President will assume presidential duties until the vacancy has been filled.

Section E. Recall of Officers

In the event that an officer is not fulfilling his or her responsibilities, the CMBAA President will be responsible for meeting with this officer to offer feedback and give the officer an opportunity to correct his or her behavior within a specified time frame. Should the officer in question be the CMBAA President, the CMBAA Vice-President will meet with the president to offer feedback and give him or her the opportunity to correct his or her behavior within a specified time frame.

If the above procedures do not solve the problem of an officer who does not fulfill his or her duties, the officer in question may choose to resign or may be impeached following a 66% majority vote of all responding members of CMBAA present at a meeting of CMBAA or replying to a vote request via email. The officer in question will have the opportunity to attend the voting meeting and to speak on his or her own behalf. Following a vote, the officer in question will be notified of the decision of the active membership via e-mail and in the event that the officer has been impeached, the procedure for filling vacancies shall be enacted.

Section F. Elimination and Creation of Offices

Any offices, including those held by student members or faculty, can be created or removed at the discretion of the student membership.

ARTICLE IV
Finances

Section A. On-Campus Accounts

CMBAA will follow and be subject to all University policies, procedures, and practices regarding student organization accounts and finances.

Section B. Off-Campus Accounts

CMBAA will have an off-campus bank account maintained by the CMBAA treasurer where dues and money from sources other than CMU grant money will be deposited.
Section C. Dues, Assessments, or Initiation Fees

Dues will be agreed upon by a simple majority vote of active members present at the first CMBAA meeting of the fiscal year. The treasurer will be responsible for collecting dues and notifying inactive members who have not paid dues of their inactive member status. Members will be given the opportunity to raise any financial concerns they may have at any meeting.

Section D. Financial Policy

Financial books and records will be audited at least once a year.

Section E. Disposition of Non-University Funds in the Case of Inactivation

In the event that non-University funds are held in an off-campus account and CMBAA dissolves or becomes inactive, these funds shall be donated to a fund agreed upon via election at the last meeting of CMBAA.

ARTICLE V
Statement of Compliance

CMBAA will comply with all Student Activities and Involvement and University policies, procedures, and practices and all local, state, and federal laws. As a new organization, the CMBAA Secretary will be responsible for completing and following through on the registration process as set forth by Student Activities and Involvement Programs. Furthermore, the Secretary will be responsible for completing and following through on the annual reactivation process as set forth by Student Activities and Involvement Programs.

ARTICLE VI
Meetings

Section A. Frequency of Meetings

Meetings shall be held at least once a month, but may be as often as once every two weeks. Meeting times, dates, and locations shall be selected and publicized by the CMBAA President and CMBAA Vice-President. An officer meeting will be held at least every six weeks.

Section B. Special Meetings

Special meetings may be held to debrief about University or program events, to plan upcoming events, or for other reasons as needed. Special meetings may be called by the President of CMBAA or by petition of at least three active members of CMBAA. CMBAA President and CMBAA Vice-President shall notify members of special meetings’ time, location, and reason via e-mail.
Section C. Quorum

A simple majority vote of all active members present at a CMBAA meeting will be required for all official business.

Section D. Meeting Content

The content and structure of meetings will be determined by the CMBAA President; however, the CMBAA President must allow time for members to bring forth their own content during each meeting. If and when research articles are discussed, an equal number of research articles shall be chose from basic and applied literature each month.

Section E. Parliamentary Authority

No parliamentary authority has been selected for CMBAA. The CMBAA President or CMBAA Vice-President will be in charge of chairing meetings and maintaining order, unless designated otherwise.

ARTICLE VII
Advisors

The advisor of CMBAA can be a faculty or staff member at Central Michigan University that has sufficient knowledge of behavior analysis. A potential advisor will be agreed upon by a simple majority of responding members of CMBAA. This election will be held at the same time as officer elections. Once agreed upon by the active membership, the potential advisor will be invited to serve as advisor by CMBAA President and CMBAA Vice-President. If the elected advisor does not agree a second election will be held. If the membership feels that a faculty advisor is inadequate, he/she may be voted out, and another advisor may be voted in, if necessary.

ARTICLE VIII
Amendments

Section A. Constitution

Any active member of CMBAA may propose an amendment to this Constitution. Such a proposal may be made to the President for placement on the next meeting’s agenda or a meeting may be called to consider the proposed amendment. CMBAA member(s) proposing the amendment may speak on behalf of the proposed amendment at the meeting and the floor shall then be opened for discussion of the amendment. A proposed amendment will be adopted if agreed upon by 66% of responding members using regular voting procedures.