



CalABA Special Interest Group Guidelines

Rev. 10.23.18

Purpose of Special Interest Groups

Special Interest Groups (SIGs) are created and maintained by CalABA members with a common interest or specialty in a specific area of behavior analysis or related policy. The purpose of each SIG is to network and exchange information through meetings, publications, or other organized activity.

SIG Formation

Any group of 10 or more active CalABA members can form a SIG if, (a) the SIGs mission and activities are consistent with CalABA's mission to advance, promote, and protect the science and practice of behavior analysis and, (b) the subject area of the SIG is not within the scope of any existing SIG.

An application, containing the following, should be submitted in writing to CalABA's Executive Director for review and vote by the Board of Directors.

- SIG name and acronym (if relevant)
- Name and signature of at least 10 members
- Name, address, phone, and email of contact person
- A list of officers for the proposed SIG
- A brief description of the SIG mission, including scope of interest.

SIG Bylaws

It is recommended that all new SIGs establish and adhere to bylaws that establish procedures for elections, meetings, membership and other essential SIG operations.

SIG Membership Eligibility

SIG membership is open to all CalABA members. Non-members of CalABA are, under no circumstances, permitted to be members of SIGs. Any CalABA member whose membership is terminated (e.g., membership not renewed) will be removed from SIG membership. A member of the CalABA Board of Directors may be assigned as a liaison between the Board and the SIG.

SIG Activities

SIGs enjoy a great deal of latitude in planning their activities and determining the types of activities they will conduct if they are compatible with CalABA's mission and vision, but all CalABA SIGs are expected to do the following:

1. Meet at least annually to conduct SIG business. CalABA provides space for this meeting at the Western Regional Conference given 90 days advance notice in writing and will include notice of the SIGs business meeting in the convention program. At this meeting, the chair of each SIG

should present the annual activities report for the year just ended, present plans for the upcoming year, and conduct any other SIG business that might be necessary.

2. Promote the basic principles of good governance, due diligence, and care in the oversight and management of SIG operations and resources.
3. File a brief annual report for the CalABA Board of Directors by September 1 of each year, providing an update on officers, recent activities or events, and plans for the coming year.
4. Comply with the policies outlined in this document
5. Link CalABA's website to the SIG website, if applicable.
6. All officers of the SIG must be a Certified member of CalABA
7. SIGs may not release any position paper or policy statement in the name of CalABA. A SIG may submit a proposal for position paper or policy statement to CalABA's Executive Director for consideration and vote by the CalABA Board of Directors.

CalABA Name and Logo Usage Policy

The California Association for Behavior Analysis (CalABA) name and logo is a valuable brand asset and a form of intellectual property. Permission is required for use of any form of the CalABA name and/or logo.

In general, the name and logo should only be used on materials created or sanctioned by CalABA. Use of the logo by SIGs on materials for their individual use is not permitted without prior approval.

Please note that the following uses will not be permitted:

1. any use of the name or logo suggesting or implying a certification or seal of approval for activities, services and/or products
2. any use of the name or logo as a component of an organization's own logo, trademark or other branding elements
3. any use of the name or logo for the promotion or advertising of products, services and other activities intended to solicit business
4. any use of the name or logo as a permanent graphical element of stationery, business cards, websites, or other variably utilized print or online materials

In any case, for all proposed uses of the CalABA name or logo, permission must be sought in advance. Please email the Executive Director and provide a sample of your document and indicate where on the sample document you would like the logo to appear. Please also provide details on the full document or website and its publication: name, context and purpose, planned publication and distribution date(s) and intended audience.

SIG Dissolution

Recommendations for dissolution can come from the SIG's leadership or membership, with the final decision to dissolve a SIG made by the CalABA Board of Directors. Dissolution may be considered for several reasons, including, but not limited to SIG inactivity for one or more years, inability to fill leadership positions, the SIG is unable to retain members, or at the request of the CalABA Board of Directors. Notification of dissolution should be made in writing to the CalABA Executive Director and to all SIG members.