

New England Chapter of the American Dance Therapy Association

Chapter By-Laws

November 2020

ARTICLE I - NEW ENGLAND CHAPTER

Section I

The title of this organization (which is hereinafter called the CHAPTER) is New England Chapter of the American Dance Therapy, Incorporated (which is hereinafter called the Association).

Section II

The principal office of the Chapter shall be located at the business office of the Association. However, the Chapter may establish and maintain such other offices, within the area of the Chapter, to facilitate ongoing business.

ARTICLE II - PREAMBLE AND PURPOSES

Section I

The purpose and aims of the Chapter shall be to support and maintain high standards of professional competence among dance/movement therapists by promoting the education and training of dance/movement therapists. The Chapter will also endeavor to provide avenues of communication among dance/movement therapists with those persons working in related fields and to increase the general public's awareness and acceptance of dance/movement therapy. The focus will be within the geographic area of New England.

Section II

The Chapter shall maintain ongoing communication with the national office of the Association.

Section III

The Chapter shall identify any public stand it may take on controversial issues as the position of the Chapter only and not of the Association or its membership.

ARTICLE III - MEMBERSHIP

Section I

All members of the Chapter must also be members of the Association. (A minimum of eight (8) professional members of the ADTA may apply to become a chapter of the Association, according to Article XII, Section II of the National By-Laws of the Association. Upon Association Board acceptance of the chapter by-laws, a chapter will be granted).

Section II

Any professional member of the Association may become a professional member of the Chapter with full voting privileges, by paying in advance the requisite Chapter membership fee. The Chapter membership fee shall be in addition to the annual dues for professional membership of the Association.

Section III

Any associate member of the Association may become an associate member of the Chapter with all the privileges of membership except voting for officers, voting for by-law changes and holding office, by paying annually in advance the requisite chapter membership fees. The chapter membership fee shall be in addition to the annual dues for associate membership of the Association.

Section IV

Any student member of the Association may become a student member of the Chapter with all the privileges of membership, except for holding office (with exception of Student Liaison position) and nominating for office, by paying annually in advance the requisite chapter membership fee. The chapter membership fee shall be in addition to the annual dues for student membership in the Association. Students may participate at

chapter board meetings, serve on committees, and take part in any voting opportunity.

Section V

There shall be an annual meeting of all members of the Chapter. Written notice of the annual meeting shall be given to the members at least 10 days prior thereto, but never more than 35 days thereto.

Section VI

Special meetings of the members may be called at any time by the Chapter officers or upon written request of six (6) professional members of the Chapter. These meetings must be called within forty days after such written request has been received by the President or other officers of the Chapter. The written request shall state the purpose of the meeting. Ten (10) days written notice to all members will be given of requested meeting and said notice shall state the purpose for which the meeting is called.

Section VII

The membership and fiscal year begins on July 1. Association and Chapter dues must be paid in accordance with Association guidelines, or membership rights are forfeited. If a new member joins within three (3) months prior to the end of the fiscal year, her/his dues shall be credited through the end of the following fiscal year. Chapter income shall be shared with the Association according to prescribed procedures of the Association.

ARTICLE IV - OFFICERS

Section I

The elective officers of the Chapter shall be a President, a Vice President, a Secretary, a Treasurer and additional officers the Chapter may prescribe. Officers are nominated by professional members of the Chapter, and referred to current officers to confirm nominees' interest in election. Voting will be held by email. Electronic survey ballots will be sent to all voting members of the Chapter.

Section II

The President shall preside at all meetings of the Chapter. She/He/They shall

coordinate all business of the Chapter and shall be responsible for the agenda of the business meetings. She/He/They shall appoint Chairpeople of special committees (such as Government Affairs, Public Relations, Newsletter, Membership), and be Ex-Officio member of all committees. She/He/They shall coordinate the work of all committees. She/He/They shall be responsible to the Board of Directors of the Association and shall represent the Chapter at regional and national meetings of the Association.

Section III

The Ex-Officios shall be the out-going President and Treasurer, and shall represent the previous board and act as liaison and advisory person between the outgoing and incoming board. She/He/They shall act as resources for information and procedures in order to insure an easier transition between the outgoing and functions, including finances and tax status. These positions will automatically be filled by the outgoing President and Treasurer. If these outgoing officers decide not to continue in this capacity, the outgoing members may appoint, by consensus, another officer of the outgoing board. The Ex-Officios may not have voting rights as a board member. The Ex-Officios will not have access to current board member email accounts. All board member account passwords will be changed when roles are transitioned. Term of office is for one year of the incoming board.

Section IV

Terms of elected office shall be for two fiscal years.

Section V

The Vice-President shall assist the president in special projects as assigned by the President and shall preside at meetings in the absence of the President.

Section VI

The Treasurer shall maintain the records pertaining to Chapter finances. She/He/They shall submit annual fiscal reports to the Chapter members and the Association Treasurer, who will incorporate the Chapter reports into the Association's annual fiscal statement to the Association's membership. The Treasurer shall prepare and propose a budget with Chapter Board approval. She/He/They shall perform all duties usually assigned to the office.

Section VII

Chapter officers as represented by the Treasurer shall maintain a local bank account and record income and disbursements according to a standardized bookkeeping procedure. The President's name shall be secondary on the Chapter's bank account.

Section VIII

The Secretary shall maintain an updated Chapter member list and manage the Chapter email account, acting as correspondent between Officers and the Chapter. The Secretary shall record minutes at each board meeting, documenting tasks lists. The Secretary shall assist in managing social media accounts as needed.

Section IX

If officer responsibilities are not being upheld, current officers have the right to vote for a change of officer before the next scheduled election. If a consensus among officers is reached, a special election will be held to replace the officer in question. This by-law will protect the board and the Chapter from potential officer's negligence and acts of self-interest.

Section X

Chapter officers must submit the following to the Association Board at the end of each fiscal year: a current membership roster, a list of the officers and committee chairpeople and a report of the year's activities. The fiscal year ends June 30.

Section XI

No indebtedness or obligation shall be incurred by the Chapter or its officers in the name of the Association, and the Association shall not be responsible for any indebtedness or obligation incurred by the Chapter or any of its officers.

ARTICLE V - DISSOLUTION

Section I

In the event of dissolution or liquidation of a chapter, the remaining assets after all the liabilities are paid are to return to the Association.

Section II

The Chapter may be dissolved by a majority vote of its members, or by revocation of the Chapter by the Association Board upon just cause, with proper review of the charges by the Board at a regular meeting.

ARTICLE VI - QUORUMS

A majority of the elected officers plus ten percent of the professional membership of the Chapter will constitute a quorum for any general meeting of record, including the annual business meeting.

ARTICLE VII - AMENDMENT

These by-laws may be amended at any official meeting of the Chapter provided members have been sent the proposed changes in writing at least 21 days prior to the meeting at which action on the proposals shall be taken, and further provided that a quorum hereinbefore specified shall be required for amendment. All amendments must be in conformity with the articles of Incorporation and the By-Laws of the Association and the Chapter. Written approval of the Association Board must be previously obtained.

ARTICLE VIII - RULES OF ORDER

Questions of procedure shall be decided according to Robert's Rules of Order Newly Revisited, unless otherwise provided in the by-laws.