



New York State Chapter

By-Laws

Article I – Organization

Section 1 - The organization shall be called the New York State Chapter of the American Dance Therapy Association.

Section 2 - The New York State Chapter of the American Dance Therapy Association, Inc. (hereinafter referred to as the "Chapter" shall be a subordinate unit of the American Dance Therapy Association, Inc. (hereinafter referred to as the "Association") subject to the general authority and jurisdiction of the Association.

Section 3 - 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 as the Chapter may require.

Section 4 - The Chapter shall be governed by the By-laws, as amended from time to time, as provided herein. The By-laws shall not conflict with the Articles of Incorporation or the By-laws of the Association.

Section 5 - The Chapter shall function in conformity with the Articles of Incorporation and the By-laws of the Association.

Section 6 - The Chapter shall maintain ongoing communication with the national office of the Association. The Chapter shall consider carefully the appropriateness of planned activities and workshops. The Chapter shall identify any public stand it may take on controversial issues as the position of the Chapter only and not the Association or its membership.

Article II – Purpose

The purpose of the Chapter shall be to support and maintain high standards of professional competence among dance therapists by promoting the education and training of dance therapists. The Chapter shall also endeavor to provide avenues of communication and research among dance therapists and those persons working in related fields and to increase the general public's awareness and acceptance of dance therapy.



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Article III – Membership

Section 1 - All Members of the Chapter must also be Members of the American Dance Therapy Association. A minimum requirement for the Chapter is eight Regular Members of the Association.

Section 2 - Any Member of the American Dance Therapy Association may become a Member of the Chapter with full voting privileges of membership, by paying annually in advance the requisite Chapter Membership fee. The Chapter Membership fee shall be in addition to the annual dues for Membership in the Association.

Article IV – Governance

Section 1 – There shall be a minimum of one annual business meeting for all Members of the Chapter, for the purpose of presenting Committee reports and transacting the regular business of the Chapter.

Section 2 – Notice of all the annual meetings shall be given by electronic mail or regular mail to the Members at least ten days prior thereto, but never more than thirty five days thereto.

Section 3 – A majority of the elected officers plus 20% of the Membership shall constitute a quorum for the annual business meeting.

Section 4 – Special meetings of the Members may be called at any time by the officers or upon written request (via email or mail) of six Members of the Chapter. The meetings must be called within forty days after such written request has been received by the Chairperson or other officers of the Chapter. The written request shall state the purpose of the meeting. Ten days notice, by mail, to all Members will be given of special meetings, and said notice shall state the purpose for which the special meeting is called.

Section 5 – The Elected Officers shall initiate and transact all business necessary for administration of the Chapter, including the approval of the annual budget of the Chapter.

Section 6 – The Chapter Membership shall vote all changes in the By-laws; elect officers, initiate such business as it deems desirable and exercise veto power over action taken by the Elected Officers by a 2/3 vote of Membership.

Article V – Officers [including Election of Officers]Election of Officers

Section 1 – A Nomination Committee composed of two persons elected by Chapter Membership and one person appointed by Chapter Chairperson shall be formed not less than six months prior to the installation of new officers. The Chairperson of the committee shall be elected by the committee members.

Section 2 – The Nominating Committee shall prepare a slate of officers to be presented to the general membership; accept additional nominations from the membership; prepare and email or mail ballots to voting members no less than one month prior to the deadline for the return of the ballot; count the ballots and notify candidates of results of election prior to reporting such results to the membership; and announce election results on the Chapter's website www.NYSADTA.org and at the next meeting of the membership.

Section 3 – No person shall hold more than one elective office at the same time, nor shall any person be a final slate candidate for more than one elective office during election meetings.

Section 4 – Individuals nominated for office must be Regular members of the Association.

Roles of Elected Officers

Section 1 - The elective officers of the Chapter shall be President, Vice President, Program Director, Treasurer, Secretary, Public Relations Chair, Fundraising Coordinator, Governmental Affairs Representative, and NYS-NYC Liaisons. Additional positions may be instituted by a majority vote of the Chapter via email.

Section 2 – The **President** shall preside at all meetings of the Chapter. S/he shall coordinate all business of the Chapter and be responsible for the agenda of the business meeting. S/he shall appoint Chairpersons of special committees and be ex-officio member of all committees. S/he shall coordinate work of all committees. S/he shall represent the Chapter at Regional and/or National meetings of the Association.

Section 3- The **Vice President** shall assume the above mentioned responsibilities of the President when the President is unavailable. S/he shall also perform delegated



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tasks from the President.

Section 4 – The **Program Director** shall coordinate Chapter activities such as annual workshops by arranging for scheduling, space for workshops, contacting presenters, securing their needs and thanking them for their services. S/he shall also design flyers/e-mails to be sent out to Chapter membership regarding the workshops by typing the information and sending it to the Corresponding Secretary.

Section 5 - The **Treasurer** shall maintain the records pertaining to Chapter finances and submit reports to the National Treasurer annually. S/he shall have the option of serving on the National Budget Committee which is chaired by the national treasurer. S/he shall perform all duties usually assigned to the office which shall include reimbursing Chapter members for debts incurred in relation to Chapter functions, i.e., workshops and conferences, communicating with Chapter President as to the Chapter fiscal status, maintaining a bank account and recording income and disbursements according to standardized bookkeeping procedure. (Checks are to be signed by the Treasurer and Chapter President if they are over \$200.00) and collecting money at Chapter workshops and conferences.

Section 6 – The Secretary shall keep a record of the proceedings of Chapter and Board meetings and report minutes to the Chapter. S/he will send Chapter updates to the national newsletter. The Secretary shall oversee all physical and electronic mailings regarding Chapter functions to the Membership. This may involve electronic mail and regular mail, which may include xeroxing, affixing labels and stamps, stuffing envelopes, and making sure they reach the membership in a timely manner. Submit the following to the National Board at the end of each fiscal year: A current membership roster, a list of the officers and committee chairperson, and a record of the past year's activities.

Section 7 – The **Public Relations Chairperson** shall seek promotional resources in the community, establish and develop publicity contacts, and use communications media to generate a widespread network. S/he shall distribute press releases for planned chapter activities. The PR chairperson shall be responsible for maintaining the chapter website, www.nysadta.org: updating events posted and information presented when new it becomes available or at least bi-monthly, whichever comes first. S/he shall oversee the electronic mail communication of the chapter, maintain the Yahoo group account by adding or deleting members to the list upon the member's request, and oversee protocol and decorum amongst the users of said list. S/he will give the list of email addresses to the corresponding secretary. The PR Chairperson shall coordinate, edit, and present for publication (layout) all selected materials sent in by the membership. S/he shall arrange information and contents submitted and add graphics and design, as



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desired. Final draft shall be reviewed by President and/or Vice President for approval prior to publication. The PR chairperson can create a committee in order to help with projects.

Section 8 – The **Governmental Affairs Representative (GAR)** manages and coordinates legislative efforts by working as a liaison between state, local, and federal governments with the NYSADTA. The Governmental Affairs Representative will help this organization meet legislative and licensing goals by monitoring and sharing policy changes with the membership. The GAR will act as a liaison between the constituents of the NYSADTA with other state, local, federal governments and other ADTA GARs. This representative will be responsible for staying up to date with current policy, as well as policy changes, concerning LCAT licensure for the State of New York. The Governmental Affairs Representative will be responsible for pro-actively researching policies to see what changes could be advantageous to and could negatively impact this organization. The GAR will be a part of our monthly board meeting and may require additional time in communication with local, state, and federal institutions.

Section 9 – The **Fundraising Coordinator** shall be responsible for coordinating fundraising events, selecting committees for such events, determine budget and bring to the Board a proposed budget for vote, establish fundraising activities for the Chapter.

Section 10 – The **Liaison** position will consist of one or more individuals from outside of the NYC area who will act as the connection between a specific region of NYS to the region of NYC. The liaison will be asked to send agenda items and be in communication with membership in their specific region via email. Concerns, events, and feedback from membership outside of the NYC area will be communicated through the liaison in order to communicate and connect the State of New York with the City of New York. The liaison will be responsible for attending the Chapter's monthly, one-hour long meeting, while maintaining, at minimum, an email relationship with the membership. There will be multiple liaisons across the State of NY, preferably one per region and not limited to the follow examples, i.e. Hudson Valley, Albany, Rochester, Syracuse.

Article VI – Finances

Section 1 - The Elected Officers shall decide the amount of money required to conduct the business of the Chapter for the following year and this shall be kept on file with the National office.



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Section 2 - The fiscal year shall extend from July 1st to June 30th. National and Chapter dues must be paid by the annual meeting of the Association, or membership rights are forfeited. If a member joins three months prior to the fiscal year, his/her dues shall be credited through the end of the following fiscal year.

Section 3 - Chapter income shall be shared with the Association according to formulae approved by the Board of Directors.

Section 4 – No part of the net earnings of the Chapter shall be used for the benefit of, or to the advantage of, any member, sponsor, donor, creator, trustee, officer, employee, or, without limitation, any other private individuals. No part of the net earnings shall be used for the benefit of any corporation or organization in which any individual might benefit, or in which a substantial part of the activities of such corporation or organization is the carrying on of propaganda or otherwise attempting to influence legislation, provided that this restriction shall not prevent payment of reasonable compensation for services actually rendered to or for the Chapter in effecting its purpose.

Section 5 - A copy of the budget shall be on file with the Association.

Article VII – Rules of Order

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

Article VIII – Amendments

These By-laws may be amended at any official meeting of the Chapter provided members have been sent the proposed changes in writing, via mail or email, at least twenty-one days prior to the meeting at which action on the proposals will be taken, and further provided that a quorum as hereinbefore specified takes action. An affirmative vote equivalent to 2/3 of the votes cast as 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.

Article IX – Dissolution

On the dissolution of the Chapter, the Elected Officers after paying or making provisions for the payments of all liabilities of the Chapter, shall dispose of all its assets exclusively



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to the American Dance Therapy Association which qualifies as an exempt organization under S501 (C) (3) of the Internal Revenue Code of 1972, or, if the American Dance Therapy Association no longer so qualifies or is dissolved, to any other charitable, educational or scientific organization which qualifies as an exempt organization under S501 (C) (3) of the Internal Revenue Code of 1972.

List of dates indicating updates to the By-Laws:

09/26/2026

12/14/2020

01/23/2018

12/04/2017

2009

2008