

**BY-LAWS  
OF THE  
CALIFORNIA CHAPTER OF THE  
AMERICAN DANCE THERAPY ASSOCIATION**

**ARTICLE I**

**ORGANIZATION**

Section 1. The organization shall be called the California Chapter of the American Dance Therapy Association.

Section 2. The California Chapter of the American Dance Therapy Association (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 these 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. Questions of procedure shall be decided according to *Robert’s Rules of Order Newly Revised* unless otherwise provided in the By-Laws.

Section 5. 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 among dance therapists and those persons working in related fields and to increase the general public's awareness and acceptance of dance therapy.

### **ARTICLE III**

#### **MEMBERSHIP**

Section 1. All members of the Chapter must also be members of the American Dance Therapy Association.

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

Section 3. Any Associate Member of the American Dance Therapy Association may become an Associate Member of the Chapter with all privileges of membership except voting privileges with respect to By-Law amendments and election of officers, by paying annually in advance the requisite Chapter membership fee. The Chapter membership fee shall be in addition to the annual dues for Associate membership in the Association.

Section 4. Any Student Member of the American Dance Therapy Association may become a Student Member of the Chapter with all privileges of membership except voting privileges with respect to By-Law amendments and election of officers, 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.

### **ARTICLE IV**

#### **MEETINGS**

Section 1. The California Chapter will hold two meetings per year, one in the Fall and one in the spring, alternating locations in the Northern and Southern parts of the State, to facilitate one membership meeting a year in each region of California. Notice of the time and place of both meetings shall be announced via written communication electronically and/or postal service.

Section 2. Other Chapter meetings may be scheduled throughout the year at the discretion of the Executive Committee. Written notice of the time and place of these meetings shall be given in the same manner as for the annual meetings (via email and/or postal serviced).

Section 4. The transaction of business requires a quorum. A quorum for any meeting of the members shall be a majority of the officers of the Chapter plus twenty percent (20%) of the Regular Members.

Section 5. The Regular 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 officers by a simple majority vote of the membership.

## **ARTICLE V**

### **OFFICERS**

Section 1. The elective officers of the Chapter shall be a President, a Vice-President, a Program Director, a Treasurer, and a Secretary. They shall constitute the Executive Committee. No person shall hold more than one elective office at the same time.

Section 2. The officers shall be elected annually by those who hold membership. The officers shall be elected to a one year term. Each officer shall hold office until said officer shall resign, be removed from office, or otherwise be disqualified to serve, or until said officer's successor shall be (duly) elected by the membership.

Section 3. An officer can be elected to no more than 4 consecutive terms for the same office.

Section 4. If the office of the President becomes vacant, the Vice-President shall assume the presidency until the next general election. In the event of any other vacancy the Executive Committee shall appoint a successor who shall hold office until the next general election by the membership.

Section 5. Upon just cause shown, any officer may be removed, by a two-third (2/3) vote of quorum of Regular Members, at a regular or special meeting called for that purpose.

Section 6. 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 meetings. S/he shall appoint Chair of special committees and be ex-officio member of all committees. S/he shall be responsible to the Board of Directors of the Association and shall represent the Chapter at regional or national meetings of the Association.

Section 7. The Vice-President shall serve as parliamentarian and maintain parliamentary procedure as outlined in *Robert's Rules of Order Newly Revised*. If the By-Laws need change, this officer, with the assistance of a committee shall propose such

changes for review by the By-Laws Committee of the Association and ratification by the Chapter membership. This officer shall have other duties as assigned by the President.

Section 8. The Program Director shall coordinate Chapter program activities and shall have such other duties as shall be assigned by the President, i.e. such as developing fliers. Ideally, there will be two Program Directors, once for the North and one for the South.

Section 9. The Treasurer shall plan a Chapter budget, maintain the records pertaining to Chapter finances, and record income and disbursements according to a standardized bookkeeping procedure; checks shall be signed by the Treasurer or the President, unless over \$200 in which case both signatures are required. Both officers will have access to electronic bank statements and be on the bank account. The Treasurer shall submit annual fiscal reports to the Chapter members and Association Treasurer.

Section 10. The Secretary shall keep a record of the proceedings of Chapter and Executive meetings.) The Secretary shall perform all duties usually assigned to the office as designated by the President.

Section 11. Chapter officers must submit the following to the Board of Directors of the Association at the end of each fiscal year: a list of the Chapter officers and committee Chair, and a report of the past year's activities and budget report.

## **ARTICLE VI**

### **BOARD OF DIRECTORS**

Section 1. The Board of Directors shall consist of the five officers comprising the Executive Committee whenever possible. A minimum of three elected officers will be maintained. A Student Representative may be appointed.

Section 2. Three members of the Board of Directors of the Chapter shall constitute a quorum for the transaction of business at an Executive Committee meeting.

Section 3. Subject to the limitations of the Articles of Incorporation, other sections of the By-Laws, and of the California law, all corporate power of the Chapter shall be exercised by or under the authority of, and the business and affairs of the Chapter shall be controlled by the Board of Directors. Without limiting the general powers, the Board of Directors shall have the following powers: to conduct, manage, and control the affairs and business of the Chapter and to make rules and regulations not inconsistent with law, The Articles of Incorporation, or the By-Laws.

## **ARTICLE VII**

### **STANDING COMMITTEES**

Section 1. Government Affairs Committee shall consist of a Chairperson, to be appointed by the Executive Committee every year, and committee members. This committee shall be responsible for being a resource regarding legislation and regulations affecting dance therapy, coordinating efforts of regional groups around legislation and state requirement matters, to work in liaison with the Chairperson of the Association Government Affairs Committee on matters of legislative advocacy so to insure that Association standards and policies relative to these matters are adhered to at all times.

Section 2. Communications Committee shall consist of a Chairperson, to be appointed as needed by the Executive Committee,. This committee shall be responsible for press releases, advertising, brochures, and other materials to be developed, subject to Executive Committee approval, and any other work that falls within the scope of public relations. Multimedia, database, list serve, and website capacities will be the responsibility of this committee.

## **ARTICLE VIII**

### **NOMINATING COMMITTEE**

Section 1. A Nominating Committee shall be composed of one person elected by the Chapter Membership and one person appointed by the Executive Committee. The Chairperson of the Committee shall be elected by the membership. If no one runs for this office, the Executive Committee will appoint a Nominating Chair.

Section 2. The Nominating Committee shall prepare a slate of officers to be presented to the general membership, and is to follow written guidelines established for proper procedure. The term of office for a Nominating Committee member shall be one year.

Section 3. Elections shall be by mailed ballot.

## **ARTICLE IX**

### **FINANCE**

Section 1. The Executive Officers shall review and approve a proposed budget submitted by the Chapter Treasurer, and this shall be kept on file.

Section 2. The fiscal year shall extend from July 1 to June 30, inclusive. National and Chapter dues must be paid by the annual meeting of the Association, or membership rights forfeited. If a new 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 dues shall be shared with the Association according to a formula specified by the Board of Directors of the Association. Monies raised at Chapter functions will remain in the Chapter Treasury.

Section 4. At the beginning of each fiscal year the Chairperson of each standing committee i.e. Website, Communications, Programming, Budget shall submit a proposed budget to the Executive Committee for approval.

Section 5. 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.

Section 6. No person who is now, or who later becomes a member of the Chapter shall be personally liable to its creditors for any indebtedness or liability, and any and all creditors of the Chapter shall look only to the assets of the Chapter for payment.

## **ARTICLE X**

### **INSPECTION OF BY-LAWS**

The Chapter shall keep the original or a copy of the By-Laws, as amended or otherwise altered to date, certified by the Secretary, which shall be available to the members at all times. As the Chapter Website is developed, the By-Laws will be posted in a Member's Only area.

## **ARTICLE XI**

### **AMENDMENTS**

Proposed By-Laws changes or amendments must be submitted to the By-Laws Committee of the Association for review. Following notification of conformity with Association By-Laws, Chapter By-Laws may be amended by mail or at any official meeting of the Chapter, provided members have been sent the proposed changes in writing at least twenty-one (21) days prior to the meeting at which action on the proposals will be taken, and further provided that a quorum as hereinabove specified takes action. An affirmative vote equivalent to a majority of the votes cast by Regular Members 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 XII**

### **DISSOLUTION**

Dissolution of the Chapter will result if there are less than eight Regular Members. On the dissolution of the Chapter, the elected officers, after paying or making provision for the payments of all liabilities of the Chapter, shall dispose of all its assets exclusively to the American Dance Therapy Association which qualifies as an exempt organization, under 501(c) (3) of the Internal Revenue Code of 1954, or if 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 501 (c) (3) of the Internal Revenue Code of 1954.