

AMERICAN DANCE THERAPY ASSOCIATION
MEMBERS-AT-LARGE
PROCEDURAL GUIDELINES

I. STATEMENT OF PURPOSE

According to the ADTA By-Laws, the Members-at-Large representing geographical regions (see below), shall provide a liaison between regional areas and the Board and shall take responsibility in advising newly forming Chapters: they shall present these applications for approval to the Board.

II. POLICY AND PROCEDURE REVIEW:

These Policy and Procedures will be reviewed and updated by the Members-at-Large at least once annually, or more often as needed.

III. COMMITTEE STRUCTURE:

A. Composition: There are three Members-at-Large on the Board of Directors, representing the three geographical regions of the United States: Eastern Region, Central Region and Western Region.

1. **The Eastern Region** Member-at-Large shall represent: Connecticut, Delaware, District of Columbia, Florida, Massachusetts, Maryland, Maine, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia and Puerto Rico.
2. **The Central Region** Member-at-Large shall represent: Alabama, Arkansas, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, West Virginia, Wisconsin, and Texas.
3. **The Western Region** Member-at-Large shall represent: Arizona, Alaska, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, and Wyoming.

- B. Terms of Office: Members-at-Large shall be elected for two (2) year terms; East Coast Members-at-Large during even numbered years, Central and West Coast Members-at-Large during odd numbered years. As with all Directors, the Members-at-Large cannot serve more than two (2) consecutive terms in office.

IV. POLICIES AND PROCEDURES:

- A. The Members-at-Large assist and advise newly forming Chapters as follows:

1. Upon request of eight (8) Professional members of the American Dance Therapy Association from a particular region, the National Office will send the local group:
 - (a) An application for establishing a local Chapter of ADTA
2. The local group will be directed to the ADTA website to orient itself to the ADTA By-laws and By-laws from already established chapters
3. The National Office will notify the appropriate MAL of the request.
4. The Members-at-Large will assist the group in the formation of By-Laws.
5. The Members-at-Large will assist the local group to incorporate as a domestic corporation within their state as a Chapter of ADTA.
6. The Member-at-Large reviews the proposed By-Laws to ensure that they are consistent with ADTA By-Laws.
7. The Member-at-Large presents the final draft of the By-Laws to the ADTA Vice President for final review.
8. Upon final approval from the National By-Laws Committee, the Member-at-Large presents the final copy to the ADTA Board of Directors for charter approval.
9. The Member-at-Large informs the Chapter of Board decisions regarding its status.
10. The Member-at-Large follows up the procedure by making sure that all documents are filed in the National Office.

- B. The Members-at-Large facilitate Chapter development as follows:

1. Each Member-at-Large maintains communication with all Chapters and study groups within a geographical region.
 2. The Member-at-Large may suggest that a study group consider Chapter formation if there are at least eight (8) professional ADTA members in that group.
 3. The Member-at-Large may facilitate formation of study groups by acting as a liaison between ADTA members in their geographical area.
 4. Members-at-Large will notify the President-elect in the event that a Chapter needs to dissolve.
- C. The Members-at-Large maintain contact with and provide guidance to each Chapter and study group within their region as follows:
1. They receive minutes, newsletters and announcements of activities from all Chapters and study groups.
 2. They communicate directly with the group of designated representatives i.e. Chapter President or Secretary, on matters of ADTA policies, Board decisions, and special events.
 3. The Members-at-Large request direct feedback and input from the membership of a Chapter or study group regarding their professional needs, relationship with ADTA, and regional government affairs issues.
 4. The Members-at-Large maintain current lists of Chapter and study group membership; these are e-mailed quarterly directly from the National Office.
 5. Members-at-Large are responsible for updating Chapter leadership contacts and providing these to the National Office via the ADTA website spreadsheet as changes occur and/or annually.
 6. Members-at-Large assist Chapters in procedural conformance with By-Laws (National and Chapter).
 7. At the close of every fiscal year (June 30th), the Members-at-Large will notify Chapter leadership to send any changes in By-Laws to the National Office.

The National Office will contact the appropriate Member-at-Large when these materials are received.

- D. The Members-at Large maintain contact with all ADTA members in their geographic region, regardless of membership or non-membership in a Chapter or study group as follows:
1. They will get a membership roster by region e-mailed quarterly from the National Office in order to reach all ADTA members within their larger region.
 2. They submit a Members-at-Large report to the ADTA Newsletter. This report may be a summary of the Board minutes, or solicitation of input regarding a specific ADTA issue.
- E. The Members-at-Large act as liaison between the ADTA Board and the membership as follows:
1. They present membership concerns at Board meetings for discussion.
 2. They coordinate regional caucuses including at the National ADTA conference.
 3. When possible, they attend regional meetings as a Board representative.
 4. Members-at-Large maintain contact with regional government affairs representatives and coalitions and facilitate communication with the National GAC officer.
 5. They extend support to Chapter Multicultural and Diversity Committee liaisons.
 6. They provide a summary of all National Board meetings to local Chapter Presidents and Study Group Coordinators.
- F. The Members-at Large will serve the Board in several additional capacities as follows:
1. The Member-at-Large will serve as a member of the National Conference

Committee when the conference will be held in that member's geographical region.

2. The Member-at-Large will serve as a member of the National Program Committee when the conference will be held in that member's geographical region.
3. The Members-at-Large may assist with local arrangements when the conference is held within their region.
4. The Members-at-Large may take an active role in encouraging experienced Chapter members and officers to run for National Office.
5. The Members-at-Large serve as resource persons to the National Nominating Committee regarding potential candidates for the next term of office for the Member-at-Large position within their regions.

V. TIMELINE:

A. Annual Reporting

1. Near the close of every fiscal year (June 30th), the Members-at-Large will remind Chapters to send an electronic copy of the Annual Chapter Report including changes in By-Laws to the National Office.
2. The Members-at-Large lead Regional Caucus at Annual ADTA conference and additional regional meetings throughout the year as available.

B. Quarterly Reporting: Four times a year (January, April, July, October), the Members-at-Large will contact the Chapter leadership for an update on Chapter activities in preparation for the Members-at-Large's report to the Board of Directors.

C. Reporting on a needed basis

1. Whenever new Chapter officers are elected or appointed, the Chapter is responsible for reporting the changes to the Members-at-Large who will notify the National Office.

D. All other activities outlined in these Procedural Guidelines occur on an ad hoc basis.

Approved, October 1980, ADTA Board of Directors

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