

BY-LAWS FOR THE NEW JERSEY CHAPTER OF
THE AMERICAN DANCE THERAPY ASSOCIATION, INC.

ARTICLE I

ORGANIZATION

Section 1

The name of this organization, hereinafter also referred to as "the Chapter", is the New Jersey Chapter of the American Dance Therapy Association.

Section 2

The New Jersey Chapter of the American Dance Therapy Association, a regional organization, incorporated as a non-profit in the State of New Jersey, shall be a subordinate unit of the American Dance Therapy Association, hereinafter also referred to as "the Association" or "ADTA", subject to the general authority and jurisdiction of the Association.

Section 3

The principal office of the New Jersey Chapter shall be located at the business office of the American Dance Therapy Association. However, the Chapter establishes and maintains such other office, within the area of the Chapter, to be that of the current President of the Chapter, or as the Executive Committee of the Chapter shall designate.

Section 4

The Chapter shall be governed by these By-laws, as amended from time to time, as provided herein. These By-laws shall not conflict with the Articles of Incorporation nor with the By-laws of the American Dance Therapy Association.

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

PURPOSES AND OBJECTIVES

Section 1

The Chapter shall support and maintain high standards of professional competence among dance/movement therapists, as established by the ADTA, by promoting the education and training of dance/movement therapists.

Section 2

The Chapter shall provide a common meeting ground where dance/movement therapists can become informed of current developments, share professional interests and support the purposes and functions of the Chapter and the Association.

Section 3

The Chapter shall endeavor to provide avenues of communication and collaboration among dance/movement therapists and those persons working in related fields and to increase awareness and acceptance of dance/movement therapy in healthcare, educational and other settings, and among the general public. To further these objectives, the Chapter shall support in-services and other presentations by members and engage in community education and public relations efforts.

Section 4

The Chapter will also explore and work to enhance the legal status of the dance/movement therapist in the State of New Jersey.

ARTICLE III

MEMBERSHIP

Section 1

All members of the Chapter must be members of the Association. Voting privileges will conform to those of the Association.

Section 2

Any Professional Member of the American Dance Therapy Association may become a Professional Member of the New Jersey 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 Professional Membership to the American Dance Therapy Association. A minimum of eight Professional Members of the Association shall constitute a Chapter.

Section 3

Any Associate Member of the American Dance Therapy Association, open to professionals in associated fields and other interested individuals, may become an Associate Member of the Chapter with all the privileges of membership except voting privileges with respect to By-law amendments and election of local 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 American Dance Therapy Association.

Section 4

Any Student Member of the American Dance Therapy Association may become a Student Member of the Chapter with all the privileges of membership except voting by paying annually in advance the requisite Chapter membership fee. The New Jersey Chapter membership fee shall

be in addition to the annual dues for Student membership in the American Dance Therapy Association.

ARTICLE IV

GOVERNMENT

Section 1

There shall be a minimum of one annual business meeting for all members of the Chapter, for the purpose of electing officers, presenting committee reports, and transacting the regular business of the Chapter.

Section 2

Notice of all the annual meetings shall be given by mail and/or e-mail to the members at least twenty 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 membership may be called at any time by the officers or upon mailed, faxed or e-mailed written request of six Regular Members of the Chapter to the Executive Committee. The 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 days notice by mail and/or e-mail or five days notice by telephone to all members shall 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 the administration of the Chapter, including the approval of the annual budget of the Chapter.

Section 6

The Chapter membership shall effect all changes in the By-laws; elect officers; initiate such business as it deems desirable; and exercise veto power of action taken by the elected officers by a 2/3 vote of the membership.

ARTICLE V

ELECTION OF OFFICERS

Section 1

A nominating committee shall be elected by the Chapter membership not less than six months prior to the installation of new officers. The committee shall be made up of one elected officer and at least two other Regular Members in good standing. The Chairperson of the committee shall be selected by the committee members.

Section 2

Duties of the nominating committee shall include:

1. Prepare a slate of officers to be presented to the general membership;
2. Accept additional nominations from the membership;
3. Prepare and mail and/or e-mail ballots to voting members no less than one month prior to the deadline for return of ballot;
4. Count ballots and notify candidates of results of election prior to reporting such results of election to the membership;
5. Announce election results at the next meeting of the membership.

Section 3

Voting shall be by mail and/or e-mail with ballots sent to all Regular Members. Unless the majority of the votes cast shall be indicated for one person, the two persons with the highest number of votes shall be again voted upon.

Section 4

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. The officers shall be elected for a term of two years and for not more than three consecutive terms in one position. If any office becomes vacant, the remaining officers shall solicit and appoint a successor to fill that office for the remaining of the term.

Section 5

Individuals nominated for office must be Professional Members of the Association.

ARTICLE VI

OFFICERS

Section 1

The elected offices of the Chapter shall be a President, a Vice President, a Treasurer and a Secretary, and they shall be Professional members of the Association. Additional positions may be instigated by a majority vote of the Chapter.

Section 2

For the purpose of fulfilling the Chapter's Articles of Incorporation, Executive Committee officers shall also serve as the Board of Directors of the Chapter.

Section 3

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 Chairpeople of special committees and be ex-officio member of all committees. S/he shall coordinate the work of all committees. S/he shall be responsible to the Board of Directors of the Association.

Section 4

The Vice President shall coordinate Chapter activities and shall have such other duties as shall be agreed between the Vice President and the President. S/he shall preside over meetings in the absence of the President.

Section 5

The Treasurer shall maintain the records pertaining to Chapter finances, maintain a local bank account, record income and disbursements according to a standardized bookkeeping procedure, keep records of membership fees paid and current members according to type of membership. S/he shall submit annual fiscal reports to the Chapter members and to the national Treasurer of the Association who will incorporate Chapter reports into national fiscal statement to the Association's membership. S/he shall submit records to State and Federal government as required to maintain Incorporation and Non-Profit status. S/he shall perform all duties usually assigned to the office. The position of Treasurer needs to be bonded in order to protect both the individual and the Chapter.

Section 6

The Secretary shall keep a record of the proceedings of Chapter and Executive Committee meetings and shall submit a written summary for publication in a Chapter newsletter or make otherwise available to the membership. S/he shall keep a membership mailing/e-mail list and shall notify all members of the Chapter at least ten days prior to proposed meetings. The Secretary may have other duties as shall be agreed to between the Secretary and the President.

Section 7

Chapter officers must 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 members; and a report of the year's activities.

ARTICLE VII

FINANCE

Section 1

The elected officers shall prepare a budget for the amount of money required to conduct the business of the Chapter for the following year.

Section 2

Checks shall be signed by the Treasurer and one other officer.

Section 3

The fiscal year shall extend from September 1 to August 31, inclusive. National and Chapter dues must be paid by the annual meeting of the Association, or membership rights are 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 4

An additional fee, set by and at the discretion of the Executive Committee, may be charged to members and/or non-members for attendance at Chapter meetings or functions that include presentations. This fee is not a membership fee.

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. No part of the net earnings shall be used for the benefit of any organization or corporation in which private individuals may 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 6

The Chapter will submit an annual fiscal report, a copy of the budget and other relevant data to the Association Treasurer in accordance with the Association. See Article VI, Section 4.

ARTICLE VIII

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 IX

AMENDMENTS

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 twenty-one days prior to the meeting at which action on the proposals shall 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. Absentee ballots may be requested and must be returned seven days before the membership meeting. The results of the vote shall be published in the next publication of the Chapter following the vote. All amendments must be in conformance with the Articles of Incorporation and the By-laws of the Association.

ARTICLE X

DISSOLUTION

Section 1

A Chapter representative (who is a former Chapter officer and is in possession of the Chapter documents including the bank account) shall first poll the members of the Chapter to see if there is any interest in maintaining and revitalizing the Chapter. If the majority of the members do not wish to maintain the Chapter, the representative must contact the Association's Member-at-Large (MAL), Vice President, and the National Office of the intent to dissolve.

Section 2

All Chapter members must be notified in writing by the Chapter representative of the intent to dissolve the Chapter. At this time, members should be offered the opportunity of joining other Chapters that may be nearby.

Section 3

The Chapter representative must pay any outstanding bills from the Chapter funds and then notify the State Taxation Board of dissolution. Any taxes required by the State Taxation Board must then be paid from the account. After payment of all liabilities the entire amount of remaining funds in the bank account or any other financial holdings of the Chapter should be presented as a cashier's check payable to the ADTA National Office.

Section 4

Copies of state and bank account records documenting dissolution should be sent to the National ADTA Office.

Section 5

Chapter documents and archives (paper and electronic) should be sent to National ADTA Office.

* Adapted by the New Jersey Chapter from the By-laws for the Northern California Chapter Oct. 1975 and the Carolina Chapter 11/02 updated by the New Jersey Chapter upon re- Incorporation March 2006.