

**AMERICAN DANCE THERAPY ASSOCIATION  
PROCEDURAL GUIDELINES FOR ADTA CHAPTERS AND REGIONS**

**I. Statement of Purpose**

**A. Regions:**

1. (From Bylaws Article XVI Section II)  
A region is defined as a large geographic area of the United States. Three geographic regions have been established by the Board of Directors: Eastern Region, Central Region and Western Region. Geographic regions are established by the Board.
2. Regional Boundaries
  - a. The Eastern Region includes Connecticut, Delaware, District of Columbia, Florida, Georgia, Massachusetts, Maryland, Maine, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont and Virginia.
  - b. The Central Region includes: Alabama, Arkansas, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, West Virginia, Wisconsin, and Texas.
  - c. The Western Region includes: Arizona, Alaska, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, and Wyoming.

**B. Chapters:**

1. (From ADTA Bylaws Article XVI-Section I)  
The ADTA encourages the formulation of local Chapters and regions according to the guidelines herein and consistent with the purposes of the National Association (ADTA). Chapters should function in a manner consistent with the national Association and in conformity with the Articles of Incorporation of the Association and its By-Law. The National Association retains the right to grant and withdraw Chapter charters.
2. A Chapter is defined as a group of ADTA members who have been granted a charter by the Board of Directors of the Association and who have been incorporated as a domestic corporation within their state.

**II. Working Procedures for Regions**

Preamble

These National procedural guidelines for Chapters are intended to assist Chapters in their activities. In addition to the required development and adoption of Chapter bylaws, individual Chapters may develop their own sets of procedural guidelines. However, these National Policies and Procedures for Chapters shall supersede any Chapter guidelines, and locally developed guidelines for Chapter procedures and operations shall be in concordance with procedures given herein.

**A. Relationship and communication with the ADTA Board of Directors**

Leadership of the region will be provided by the MAL for that region. Policies and Procedures for MALs detail the activities of the MAL in relation to his/her region of responsibility.

**B. Relationship to Chapters**

Chapters within a region must affiliate with that region and shall be considered part of it for all purposes.

**C. Meetings and Communication:**

Regional caucuses will be held at the annual conference of the Association to discuss regional issues and to suggest names for nominees for open board positions to be submitted to the National Nominating Committee.

**III. Policies and Procedures for Chapters**

**A. Procedures for Chapter Formation**

1. A minimum of eight (8) professional members of ADTA within a region sign and submit a petition to the National Office requesting authorization to become a Chapter.
2. The Board of Directors shall review the petition and vote to authorize the formation of the Chapter by the petitioning group.
3. The charter members draw up By-Laws that conform to state regulations and are consistent with the By-Laws of the Association. The Member-at-Large for that region will be available to assist in this process. Sample By-Laws are available upon request from the Vice President.
4. Upon authorization from the Board of Directors, the group incorporates as a domestic corporation within their state as a Chapter of ADTA. Those applying for incorporation should contact the Department of Commerce within the state for specific procedures.
5. The charter members agree in writing to be bound by the standard dues assessment as set forth by the National Association.
6. Submit the Articles of Incorporation, the By-Laws, and the dues agreement to the Vice President and the Members-at-Large for review. When the materials are reviewed to be ready for BOD approval, the Member at Large will present them to the BOD for approval.
7. Upon approval by the ADTA Board of Directors, a charter shall be granted.

**B. Working Procedures of the Chapters**

1. Chapter Leadership

- a. (from By-Laws, Article XVII, Section V) Upon being granted the charter, a Chapter or region shall provide in its By-Laws for a Board of Directors and for election of Officers by its membership.
- b. There shall be a minimum of three (3) elected officers. Although not mandatory, many Chapters have a President, Treasurer, Secretary, and Program Chairperson). Officers must be ADTA members in good standing.
- c. Additional chairpersons may be appointed in accordance with the Chapter's By-Laws. Examples include but are not limited to a: Newsletter Editor, Government Affairs Chairperson and/or a Creative Arts Therapy State Coalition Representative.
- d. Chapters are encouraged to appoint or elect a Government Affairs Chairperson (or member of the Chapter GAC Committee) who will serve as liaison between the National Government Affairs Committee and the Chapter.
- e. Chapters may encourage at least one member to monitor legislative and other activity in state organizations for counseling, social work, psychology, or other mental health professions, to stay informed of actions that may be of interest to the Chapter.

## 2. Chapter Membership

- a. Only members of the Association may become Chapter members. Each ADTA member shall have the option of selecting the Chapter(s) with which she/he wishes to affiliate.
- b. Chapters agree to accept any ADTA member.
- c. Chapters may wish to maintain a mailing list of "friends" in allied professions, who are not members, but who receive information and attend Chapter workshops.

## 3. Relationship and communication with BOD

- a. (From By Laws Article XVII Section VII)  
In seeking to have strong active Chapters, the National Association will provide all possible aid in establishing and developing each Chapter by serving in an advisory role, in Chapter functioning and budgetary consideration, as well as providing direct services such as keeping the Chapter up to date on its membership roster.
- b. The National Association retains the right to grant and withdraw charters.
- c. All Chapters must submit the following to the National Office at the end of each fiscal year (June 30<sup>th</sup>): a list of officers and committee chairperson, a report of the year's activities, a Chapter's Treasurer Form and tax documents for the preceding year. The National Office will inform the MAL when these documents have been received.
- d. The BOD may approve and provide initial "seed" money for the formation of a new Chapter.
- e. The Member-at-Large will serve as liaison between the Chapter and the Board of Directors. S/he will include a summary of Chapter activities, as well as present Chapter views and

issues to the Board. These will be incorporated in the written Member-at-Large report(s) to the Board of Directors.

- f. The Member-at-Large will maintain on-going contact with the Chapter President regarding Board meetings and Association policies.
- g. Chapters are encouraged to invite their regional Member at-Large to attend a Chapter meeting or regional conference. When fiscally possible, the National Association budget will provide 50% of travel expenses for the Member-at-Large to attend a Chapter meeting or regional conference in the capacity of Board representative.
- h. The Member-at-Large shall be advised in advance of Chapter and regional conferences.
- i. The Member-at-Large shall send a summary of all minutes of meetings of the Board of Directors to the Chapter President and Study Group Coordinators.
- j. All members of the Board of Directors of the Association shall be included on the Chapter mailing list and receive the Chapter Newsletter(s).

#### 4. Relationship with the National Office

- a. Chapter dues will be standardized and collected by the National Office. A percentage of dues will remain with the Association. The National Treasurer will forward the balance to the Chapter Treasurer.
- b. The National Office will provide updated membership rosters to Chapters
- c. The National Office will provide the Chapter with mailing labels for a photocopying and mailing fee and/or an electronic copy of Chapter members.
- e. A copy of any changes to Chapter By-Laws or incorporation papers be forwarded to the the National Office annually. The Chapter Treasurer Form, tax documents and other legally binding documents shall be provided to the National Office annually (June 30<sup>th</sup>). The National Office will inform the Member-at-Large when these documents have been received.
- g. An updated list of Chapter officers and committee chairpersons shall be submitted to the Member-at-Large annually and/or as they change and the Member-at-Large will forward these to the National Office.

#### 5. Communication with Membership

Chapters are encouraged to submit Chapter reports to the National Newsletter.

#### 6. Budgetary Matters

- a. The fiscal year of the Chapter is recommended to coincide with the fiscal year of the Association (July 1 – June 30)

- b. (From By Laws Article XVII Section VI)  
Chapter dues will be standardized and collected along with the national dues assessment for those who wish to join the Chapter. A percentage will remain with the Association, the balance forwarded by the National Treasurer to the Chapter Treasurer.
- c. Before a Chapter is even formed, the charter members shall agree in writing to be bound by the standard dues assessment set by the National Association.
- d. Chapter officers will maintain a local bank account in the name of the Chapter. The treasurer and president must be co-signers on the account.
- e. All Chapter income and disbursements shall be recorded according to standardized bookkeeping procedures.
- f. Member and non-member fees for attendance at workshops and Chapter-sponsored events is left to the discretion of the Chapter.
- g. Money raised at Chapter functions such as workshop would accrue to the Chapter sponsoring the event.
- h. Procedures for committee expenditures and reimbursements should include provisions for approval by both the Chapter President and Chapter Treasurer, prior to the actual expenditure.
- i. Members of the Chapter shall not be paid for committee work. Honoraria for workshop presentations or special administrative services are left to the discretion of the Chapter.
- j. Tax exempt status cannot be provided by the Association, due to differences among state regulations. Chapters seeking tax-exempt status must apply within their state of incorporation.

#### 7. Legal Considerations for Chapters

- a. No indebtedness or obligation shall be incurred by a Chapter or its officers in the name of the ADTA and the National Association shall not be responsible for any indebtedness or obligation incurred by the Chapter or by any of its officers.
- b. The position of treasurer needs to be bonded in order to protect both the individual and the Chapter.
- c. National does not provide any liability coverage to Chapters. Thus, it is important for Chapters to be aware of liability issues when presenting a conference or workshop and to consider obtaining liability insurance and/or creating a release for participation.
- d. Chapters will assume responsibility for their stand on controversial issues when different from those of the Association (Article XVII (Section IV) of the Association By-Laws). It is recommended that Chapters not take positions on legislative issues that would impact National without first consulting the National Government Affairs Chairperson, and if necessary, the National Board of Directors.

### **IV. Timetable of Chapter Tasks in Relation to the National Association**

#### 1. Annual Reporting

a. At the close of the fiscal year (June 30<sup>th</sup>), the Chapter Treasurer shall forward the year-end Chapter Treasurer report and tax documents to the National Office.

b. At the end of the fiscal year, the Chapter shall forward a summary of the Chapter's main activities to the National Office. This report should list all Chapter officers, the incumbents for those offices, and their terms of office.

## 2. Semi Annual Reporting

Twice yearly the MAL will contact the Chapter president for an update on Chapter activities. This is in preparation for the MAL's report to the Board of Directors. The Chapter president is expected to provide an update when requested.

## 3. Reporting on an needed basis

a. Whenever there is a change to Chapter By-laws, tax documents, or other official materials of the Chapter, the Chapter is responsible for sending the revised materials to the National Office who will notify both the MAL and the Vice President of the changes.

b. Whenever new Chapter officers are elected or appointed, the Chapter is responsible for reporting the changes to the MAL who will notify the National Office.

## V. Guidelines for Chapter Dissolution

### A. Decision to Dissolve

1. A Chapter representative (who is a former Chapter officer and is in possession of the Chapter documents including the bank account) should first poll the members of the Chapter to see if there is any interest in maintaining and revitalizing the Chapter.

2. If the majority of the members do not wish to maintain the Chapter, the representative must contact the MAL, Vice President, and the National Office of the intent to dissolve.

3. 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.

### B. Financial Procedures for Dissolution of a Chapter

1. The Chapter representative must pay any outstanding bills from 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.

2. If Chapter by laws do not specify how remaining Chapter funds should be liquidated, 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.

### C. Documents

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

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

**Approved, October 1982**  
**ADTA Board of Directors**  
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**Revised January 2004**  
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