



Southern Association of Dance Masters, Inc
501-C3 Non-profit corporation
By-Laws

Article I

Name

Section 1. The name of the Association shall be known as the SOUTHERN ASSOCIATION OF DANCE MASTERS, Inc., a non-profit corporation.

Article II

Membership

Section 1. The membership of the association shall consist of such individuals as may be eligible under the various classifications described in this Article.

Section 2. There shall be four classifications of membership as follows: Certified Teacher, Honorary, Certified Student Teacher, and Junior Ambassador.

Section 3. Certified Teacher membership shall be extended to individuals who are qualified teachers of dance. At least 18 years of age, who have been actively engaged as teachers or assistant teachers of dance for a period of not less than two years prior to the date of their application for membership in this Association, and upon their passing of examination in one or more subjects, are found to be proficient teachers of dance.

Section 4. Honorary membership may be granted to those individuals who by their artistic work have done much for an in the interest of the Association, and/or who have gained outstanding recognition in the associated arts. Honorary members shall be exempt from the payment of dues.

Section 5. A Commemorative Award shall be given to members of the Association who have completed 25 years of membership, and who have paid dues for that length of time.

Section 6. Three negative votes of the members present at any regular meeting shall be sufficient to reject any application for membership upon giving valid reasons and reviewed by the ethics committee.

Section 7. Voting upon applications for membership shall be a secret ballot.

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Section 8. Application for Certified Teacher membership in this association:

1. Must be made in writing and proposed by one member of the association in good standing or two letters of recommendation by professionals in the field of dance who can vouch for the applicant's good moral character, together with his or her qualifications as a teacher of the dance.
2. And all perspective applicants must be voted on by the general membership immediately following the examination session for active applicants.
3. The Chairman of the Examining Board shall introduce them to the President, Officers, and Members of the Association by reading the following ceremony.

"I (state your name) do hereby promise to comply with all rules, policies, and by-laws of the Southern Association of Dance Masters. As a duly qualified member, I pledge my time and talents toward maintaining the highest standards of professional conduct in the field of dance.

(Chairman of Examining Board shall confirm membership)

"It is now my pleasure to inform you that you are duly accepted into membership of Southern Association of Dance Masters."

"SADM President and colleagues, it is with much pleasure that I present you_____."

Section 9. Applicant for Certified Student membership in this association:

1. Must be 16 or 17 years old.
2. Must be actively engaged as a teacher or assistant teacher of dance for no less than two years prior to the date of application.
3. Must meet application requirements of SADM sponsorship or recommendation by two dance professionals can vouch for the applicant's good moral character, together with his or her qualifications as a teacher of dance.
4. All perspective applicants must pass one or more examinations and be voted on by the general membership prior to obligation.

ARTICLE III

Dues and Convention Fees, Registration Fees

Section 1. The board shall determine all workshop and convention fees and the amount of and manner of payment of annual dues.

Section 2. A Certificate of Membership signed by the President and Secretary, the Code of Ethics described in Article IX, and a copy of the By-Laws shall be given to each new member



upon their election to membership at time of their presentation to the Association.

Section 3. Any member of the Association who has been suspended for non-payment of dues may be reinstated by making a written application for such reinstatement and upon payment of such fee as may be determined by the Board of Directors.

ARTICLE IV Meetings

Section 1. At least two regular meetings of this Association will be held each year.

Section 2. Special meetings of this Association will be held each year.

Section 3. Twelve members of this Association present at any regular or special meeting shall constitute a quorum for the purpose of transacting the business of the Association.

Section 4. Seven members of the Board will constitute a quorum for the Board business, providing all members have been duly notified at least ten (10) days prior to the meeting.

Section 5. A regular meeting of the Board of Directors will be held at all regular meetings of the Association.

Section 6. A Board meeting must be held after the election of new Board members before returning home from the annual convention.

ARTICLE V Board of Directors

Section 1. The Board of Directors of the Association shall consist of Five (5) duly elected Members, two (2) for a period of three (3) years, three (3) for a period of two (2) years and the duly elected officers.

Section 2. It is the duty of the Board to take charge of all property of the Association.

Section 3. It is the duty of the Board to provide a meeting place for the conventions.



ARTICLE VI

Officers

Section 1. The Officers of the Association shall be the President, Vice President, Second Vice President, Executive Secretary, Treasurer, Sergeant of Arms, Five Directors and Immediate Past President.

Section 2. (a) Officers for the office of President, First Vice President, Second Vice President, Secretary, and Treasurer shall be elected annually and may not be elected more than three times consecutively, with the exception of the Secretary and Second Vice President. (b) Only those who have had an active membership for at least two years are eligible to an elective office.

Section 3. it shall be the duty of the President to preside over all meetings of the Board and the Association; to designate the time and place for special meetings of the Board; to cause the Secretary to issue the call and to direct the activities of the Association in the manner prescribed by the Board including the signing of contracts and agreements made by and between the Association and all other associations, corporations, and individuals, said contracts and agreements also to be signed by the Secretary.

Section 4. The Immediate Past President, when present at any meeting of the Association may sit at the right hand of the presiding officers and council with and advise the presiding officer on any matter of importance that may rise at the meeting of the Association.

Section 5. The First Vice President shall perform the duties of the President during the President's absence or inability to serve and in case of vacancy caused by death or resignation he/she shall become President of the Association for the unexpired term. The First Vice President shall be chairman of the Coordinating committee.

Section 6. The Second Vice President in the absence or inability of the First Vice President or President to act, shall assume the duties of the President and in the event that he/she may be unable to do so, the Association may elect a Chairman Pro Term, who shall have all the rights and powers of the President. The Second Vice president shall be the chairman of the Examining Committee.

Section 7. The Secretary shall attend all meetings of the Association, and all Board meetings and keep an accurate record thereof in the Official Record Book of the Association. She shall send out all notices of all meetings of the Association to its members; notify all members of all committees that may be appointed; notify the Board of Directors of all meetings.

Section 8. The treasurer shall receive all monies and securities which are the property of this Association from his/her predecessor. He/She shall keep an accurate account of all

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monies received from him/her and all monies deposited in the bank to the credit of the Association. He/she shall keep an accurate account of all expenditures of the Association. He/she shall issue receipts for all monies received by him/her and immediately deposit all monies received by him/her in a reliable banking institution designated by the Board of Directors in the name of the Association. Deposit slips shall be retained by the Treasurer for his permanent records.

Section 9. The Sergeant-At-Arms shall act as door keeper, execute such orders and deliver such messages to members of the Association as may be given to him/her by the Presiding Officer and assist in keeping order at all meetings of the Association. The Sergeant-At-Arms shall also coordinate with the audio-visual company prior to and during each convention.

Section 10. The President has the authority to appoint the Principal, who is authorized to execute contracts on behalf of the Association for the faculty.

Section 11. In the event that any officer or board member shall be unable to complete a term of office, the President shall declare a vacancy in the office and appoint, with consent of the Board, a member to serve until the next regularly scheduled election.

ARTICLE VII

Committees

Section 1. Standing committees shall consist of: Coordination, Publicity, Condolence, Constitution, Nominating, Examining, Finance, Hospitality, Registration, Exhibitors, Ethics, Scholarship, Ballet Forum, Volunteer Program, Junior Ambassadors, Competition, Certified Student Teachers, Website, Installing Officer, Entertainment, Banquet, Floor Show, and Advisory Council (Past Presidents).

ARTICLE VIII

Code of Ethics

Section 1. The following shall constitute the Code of Ethics, for Certified Teachers, Honorary, and Certified Student Teachers of the Association, and each such member shall signify his/her intension and willingness to abide by the same manner hereinafter provided.

1. I (we) will endeavor to enhance and enable the status of the dancing profession by maintaining a dignity of manner in my (our) behavior, in the presentation of my (our) teaching and dance services in the appearance of my (our) studio or place of business, and to all other forms of public conduct.

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2. I (we) will observe the highest standard of honesty in all my transactions, avoiding the use of false titles, confusing, or inaccurate technical terms of descriptions, and misleading terms or claims.
3. I (we) will at all times endeavor to produce only the highest types of teaching and dancing services that will enhance the prestige of the profession, to apply my (our) best efforts on behalf of the public, and to play my (our) part in raising the general standard of the art of dance.
4. I (we) will show a friendly spirit of cooperation with my (our) fellow dance teachers and assist them whenever possible should they be in trouble or difficulty.
5. I (we) will at all times avoid the use of unfair competitive practices.
6. I (we) will assist and give of my knowledge to the members of my (our) profession and will encourage them individually and collectively so that the quality of the dance may constantly be raised to higher standards.
7. In all manners relating to the interpretation of this Code, I (we) will recognize the authority of the Southern Association of Dance Masters.
8. In Witness whereof I (we) hereto append my (our) signature the (date) day of (month) (year)

Section 2. Upon acceptance of a candidate for Certified Teacher membership, a copy of the Code of Ethics shall be presented to such new member which he/she shall be required to sign and prominently display for the information to the public in or upon his/her studio premises or other place of business.

Section 3. All original applications for Certified Teacher membership shall be retained in a permanent alphabetical file by the Secretary.

Section 4. Every member of this Association shall be at liberty at all times and in every respect to conduct his/her business as he/she sees fit, providing that in doing so he/she does not violate the Code of Ethics.

ARTICLE IX

Violations of the Code of Conduct

Section 1. Upon receipt of a complaint in writing to the Secretary or any member of the Board that a member of the Association has violated the provisions of Article VIII (code of Ethics), the secretary shall submit the complaint and all evidence submitted to an appointed committee, which shall make a thorough investigation. If the complaint appears to have justification and indicates either a violation of Article VIII or other unethical or unfair methods of activities which tend to cast discredit upon the profession of dancing, the Chairman of the Committee shall submit the complaint together with all evidence and



correspondence to the Board for whatever action they deem advisable.

ARTICLE X

The order of Business

Section 1. The order of business of this Association shall be as follows:

1. Call meeting to order
2. The receiving of applications for membership and the introduction of new members.
3. The reading of the minutes of the previous meeting.
4. Treasurers Report
5. Receiving reports of committees
6. Disposing of unfinished business
7. Transacting new business
8. Adjournment

ARTICLE XI

Rules of Order

Section 1. In all questions of parliamentary practice not covered by these by-laws, Roberts Rule of Order (revised) shall prevail.

ARTICLE XII

Amendments

Section 1. The by-laws may be amended from time to time by a majority vote of the members of the grand body at any Annual or Special meetings after the amendment has been read at a previous meeting. Thus, the amendment would be read at a meeting and re-read and voted upon at the next meeting.

ARTICLE XIII

Section 1. In the event that Southern Association of Dance Master, Inc. shall be dissolved, all assets after all bills are paid shall be converted to scholarships in the field of dance. Said scholarships to be determined by the Board of Directors.