

# CODE OF REGULATIONS

## OHIO DANCE MASTERS

### TABLE OF CONTENTS

PAGE 1:	CODE OF REGULATIONS	TABLE OF CONTENTS
PAGE 2:	STANDING RULES	TABLE OF CONTENTS
PAGE 3:	ARTICLE I ARTICLE II ARTICLE III	NAME OBJECT AND MISSION CODE OF ETHICS
PAGE 4:	ARTICLE IV	MEMBERSHIP
PAGE 7:	ARTICLE V	DUES, COLLECTION, FIFTY-YEAR MEMBERS, ASSESSMENTS
PAGE 8:	ARTICLE VI	GRIEVENCES
PAGE 9:	ARTICLE VII	DISCIPLINARY ACTION, SUSPENSION, TERMINATION
PAGE 10:	ARTICLE VIII ARTICLE IX	RESIGNATION, REINSTATEMENT, REAPPLICATION HONORARY CERTIFIED STATUS
PAGE 11:	ARTICLE X ARTICLE XI	JUNIOR MEMBERSHIP AFFILIATION
PAGE 12:	ARTICLE XII	OFFICERS, GENERAL DIRECTORS AND DUTIES
PAGE 13:	ARTICLE XIII	EXECUTIVE BOARD
PAGE 14:	ARTICLE XIV	NOMINATIONS AND ELECTIONS
PAGE 15:	ARTICLE XV	MEETING, QUORUM, VOTING, FISCAL YEAR COMMITTEES
PAGE 16:	ARTICLE XVII ARTICLE XVIII ARTICLE XIV	PARLIAMENTARY AUTHORITY DISOLUTION LIMITATION OF LIABILITY IN DAMAGES AND INDEIFICATIONS
PAGE 18:	ARTICLE XIX	AMENDMENTS
PAGE 19:	OBLIGATIONS	OFFICER, MEMBERS

**STANDING RULES**  
**OHIO DANCE MASTERS**  
**TABLE OF CONTENTS**

PAGE 20:	1. MEMBERSHIP 2. DUES 3. MEETINGS 4. DUTIES OF OFFICERS AND DELEGATES
PAGE 23:	5. ETHICS COMMITTEE, GREIVENCEWS, CHARGES, ACTIONS, DEPOSITION, APPEALS, ALLEGED VIOLATIONS
PAGE 25:	6. COMMITIES 7. COMPENSATION
PAGE 25:	8. SCHOLARSHIP

## ARTICLE I: NAME

This organization shall be known as Ohio Dance Masters (here referred to “ODM”), and is affiliated as Chapter #16 with Dance Masters of America, Inc. (here referred to (“ODM”), a non-profit educational organization incorporated in the state of Maryland.

## ARTICLE II: OBJECT AND MISSION

### Section 1: Object

The object of this organization shall be to represent and promote the common business interests, and to improve the business conditions, of dance educators, including:

1. Enabling danceeducators’ and their students to meet for cooperative-operative and collective studies of their profession.
2. Advancing the art of dance and elevate its teachings.
3. Striving for fraternal cooperative-operation.
4. Aiding young dancers and dance teachers by awarding them educational dance scholarships to accredited colleges, private dance schools, and/or ODM educational workshops and conventions.

### Section 2: Mission

The Ohio Dance Masters is a professional organization of artists, certified educators and academically degreed members, Professional Members, committed to the elevation of the art of dance and to provide innovative artistic experiences for the advancement of dance worldwide.

## ARTICLE III: CODE OF ETHICS

This Code of Ethics shall apply to all members of Ohio Dance Masters and the term “teacher” and/or “educator” as used in this code includes all members of ODM. This code seeks to set standards for members and to provide guidelines for the development of desirable conduct which will promote the dignity, integrity and public and professional image of the dance profession, ODM and its members. The creation and maintenance of a professional image imposes on the member teacher several professional and ethical responsibilities.

- A. A member teacher’s first professional responsibility is to enhance the quality of dance education provided to the students in his/her charge. In furtherance thereof, the educator shall strive to improve his/her techniques for teaching all types of dance, especially as modified or revised in accordance with the progress of dance education by ODM. Teachers shall make a constant and consistent effort to improve professionally through continual study, knowing that “*Dance is a Living Art*”.
- B. The member teacher shares a collective responsibility to work for the good of ODM, to uphold its educational goals and standards, and to abide by and uphold its Articles of Incorporation, Code of Regulations, Code of Ethics, Standing Rules and other policies.
- C. ODM recognizes that a higher standard of personal behavior is expected of its members therefore:
  1. A member shall not make derogatory comments about or against others in the dance profession;
  2. A member shall not knowingly solicit another teacher’s students;
  3. A member or group of members shall not make unauthorized representations to other individuals or organizations on behalf of ODM.
- D. It is the member teacher’s responsibility to maintain relationships with students, assistants and employees on a professional basis. ODM recognizes the trust placed in as well as the unique power of the student-teacher relationship. The teacher-student relationship also shall include the member teacher’s assistants and employees. The teacher-student relationship involves a power of imbalance; therefore, the teacher shall not engage in harassment, abusive words or actions.
- E. All forms of sexual behavior or harassment with students are unethical, even when students invite or consent to such behavior involvement. Sexual behavior is defined as, but not limited to, all forms of overt and covert seduction speech, gestures, and behavior, such as physical contact of a sexual nature. Harassment is defined, but not limited to comments, gestures or physical contacts of a sexual nature.
- F. The students, assistants and employees perceive the member teacher as an example of integrity. The personal behavior of a teacher shall be legal, ethical and moral. Appropriate assistance shall be sought by the member

teacher for personal problems and conflicts which may affect the teacher's public and professional image. The member teacher's behavior shall always reflect that the member teacher is aware that he/she is considered an example to students, assistants and employees.

- G. The member teacher and his or her agents shall be willing to work with his/her colleagues, regardless of age, sex nationality, ethnic origin, status, religion or political affiliation, qualification or personal differences. The member teacher and his or her agents shall not knowingly solicit another teacher's students.
- H. Any advertising, verbal or written, including but not limited to announcements, public statements and promotional activities, shall not misrepresent professional qualifications, or contain any false, fraudulent, misleading, deceptive or unfair statements.
- I. Fees and financial arrangements should always be disclosed in writing without hesitation or equivocation before the commencement of dance instruction. All fees charged shall be of a standard, which upholds the dignity of the dance profession. All fiscal affairs shall be conducted with due regards to recognized business and accounting procedures.
- J. No unethical communications through social media.

## **ARTICLE IV: MEMBERSHIP**

### **Section 1 – Classifications of Membership**

All classification of membership shall be maintained through membership in ODM. Only Certified Active Members, Certified Active C.E. Members, Honorary – Certified Active Members, Honorary – Certified Active C.E. Members, and Life Members shall exercise the rights and privileges and have the responsibilities of members under the Ohio not for profit Corporation Law. Therefore, only Certified Active Members, Certified Active C.E. Members, Honorary – Certified Active Members, Honorary – Certified C.E. Members, and Life Members are counted as members for voting and quorum purposes.

#### **A. Certified Active Membership**

- 1. To be eligible for certified active membership, the applicant shall:
  - a. be at least eighteen (18) years of age;
  - b. have studied dance;
  - c. have taught dance as a teacher or assistant teacher (without supervision by any other dance teacher in the classroom) for a period of not less than three (3) years out of five (5) years immediately prior to the submission of the membership application;
  - d. be actively engaged in the dance education;
  - e. be reviewed by the ODM Ethics Committee to determine membership eligibility or continued eligibility of membership if the applicant has been found guilty of a crime.
- 2. A permanent membership certificate shall be issued to all Certified Active Members.
  - a. The certificate shall specify the original date the member joined ODM.
  - b. Dance subjects satisfactorily passed shall be indicated on the membership certificate.
  - c. The membership certificate shall be returned to the DMA National Office or the ODM Secretary if the membership is terminated.
- 3. Upon payment of dues and oath of obligation, membership identification cards shall be issued.

#### **B. Certified Active C. E. Membership (Continuing Education)**

- 1. To be designated as a Certified Active C.E. (with continuing dance education) Member in DMA and ODM, a member must participate in ten (10) hours of dance education per year. This may be accomplished through private or class instruction, or by active participation at convention, or workshop attendance. The Chapter must approve acceptable venues. Continuing Education Certificates are provided by DMA National Office and administered and presented by the Chapter.

#### **C. Degreed Membership**

- 1. Eligibility - To be eligible for Degreed Membership, the applicant shall:
  - a. be eighteen (18) or older;
  - b. have studied dance;
  - c. be actively engaged in dance education for a minimum of three (3) out of five (5) years immediately prior to the submission of the membership application;
  - d. be reviewed by the ODM Ethics Committee to determine membership eligibility or continued eligibility of membership if the applicant has been found guilty of a crime;
  - e. submit a copy of their earned Degree in Dance from one or more of the Chapter 16 approved institutions of higher education.

2. Degreed Members shall be entitled to attend Grand Body meetings, but they shall not be counted as members for voting and quorum purposes.

D. Degreed C.E. (Continuing Education) Membership

1. To be designated as a Certified Active C.E. Member in ODM, the degree member must participate in a minimum of ten (10) hours of dance education per year. This may be accomplished through private or class instruction, or by active participation at conventions and workshop attendance. Acceptable venues must be approved by the ODM. Continuing Education Certificates are provided by DMA National Office and administered and presented by ODM.

E. Professional Membership

1. Eligibility - To be eligible for Professional Membership, the applicant shall:
  - a. be eighteen (18) or older;
  - b. have studied dance;
  - c. be actively engaged in dance education for a minimum of three (3) out of five (5) years immediately prior to the submission of the membership application;
  - d. submit documentation as proof of having danced professionally for a period of not less than three (3) years in any one or more of the following: on or off Broadway Production, in commercials, aboard a cruise line, at a theme park, or as part of a touring, industrial, national or regional theatre or dance company, MTV video, etc.
  - e. be reviewed by the ODM Ethics Committee to determine membership eligibility or continued eligibility of membership if the applicant has been found guilty of a crime.
2. Professional Members shall be entitled to attend Grand Body meetings, but they shall not be counted as members for voting and quorum purposes.

F. Professional C.E. (Continuing Education) Membership

1. To be designated as a Professional C.E. Member in ODM, the Professional member must participate in a minimum of ten (10) hours of hours of dance education per year. This may be accomplished through private or class instruction, or by active participation at conventions and workshop attendance. Acceptable venues must be approved by the ODM. Continuing Education Certificates are provided by DMA National Office and administered and presented by ODM.

G. Honorary-Certified Active Membership

1. An ODM member who has served as a National DMA President shall have ODM Honorary-Certified Active membership conferred at the expiration of the term of office.
2. Honorary – Certified Active Members shall be exempt from the payment of DMA dues and ODM dues and workshop fees. This privilege shall not include any food functions.

H. Honorary-Certified Active C.E. Membership (continuing Education)

1. To be designated as an Honorary - Certified Active C.E. (with continuing dance education) Member in DMA and ODM, a National DMA Past President must participate in ten (10) hours of dance education per year. This may be done through private or class instruction, convention, or workshop attendance.

I. Life Membership

1. Life membership may be conferred on any member who has been an active member in good standing for a minimum of twenty-five (25) years and has retired from the dance profession. Any member who receives compensation from any dance related activity, such as owning an interest in a dance studio, teaching, choreographing, coaching, adjudicating or entering competition, as a Teacher of Record, Teacher of Recognition or Choreographer shall not be eligible for Life Membership.
2. The member or ODM shall present requests for Life Membership in writing to the DMA National Office for verification of eligibility. If all qualifications are met, Life Membership shall be granted.
3. Life Membership shall automatically cease and active status resumed should the Life Member again become active in the dance profession.
4. Life Members shall be exempt from the payment of DMA dues and ODM dues and workshop fees. This privilege shall not include any food functions.
5. Life Members shall be exempt from the payment of the National Convention Registration Fee. This privilege shall not include any food function.
6. Life Members are not entitled to 50-year membership status.

#### J. Associate Membership

1. A DMA member in good standing of another affiliated chapter may join ODM as an Associate Member.
2. ODM shall reserve the right to set dues and fees.
3. ODM shall also have the right to determine the chapter's privileges for Associate Members.
4. Associate Members shall be entitled to attend Grand Body meetings, but they shall not be counted as members for voting and quorum purposes.

#### Section 2 – Privileges

- A. All members in good standing may participate in study programs, workshops, scholarships, competitions and meetings and shall be entitled to the floor for discussion.
- B. Only Certified Active, Certified Active C.E., Certified Honorary Active, and Certified Honorary Active C.E. members shall;
  1. Participate in the transaction of business and have the privilege of voting and holding office.
  2. Be a Chapter or National Examiner
  3. Use the DMA official (oval) logo that states "Certified By Test To Teach" and or the DMA commercial logo.
- C. Degreed, Degreed C.E., Professional and Professional C.E. shall;
  1. Have the privilege of using the DMA Commercial logo.

#### Section 3 – Good Standing

A member in good standing is one who has *taken the oath of obligation*, paid all dues, fees and assessments and who is not under suspension by the Chapter or the National organization

#### Section 4– Application for Membership

Application for membership in DMA shall be made through ODM, the DMA National Office, a DMA national convention, DMA Teacher's Training School, or through a special course sponsored by DMA.

#### Section 5 – Processing

- A. If ODM receives an inquiry for information or membership, ODM shall:
  1. send to the inquirer **the** information and/or Membership Application immediately;
- B. The ODM Secretary shall handle all inquiries for information and/or membership within fifteen (15) Days.
- C. ODM must approve and process all Membership Applications, Transfers, Life Memberships and Reinstatements of Memberships.
- D. Names of all eligible applicants shall be presented to the ODM Executive Board and membership (here referred to as the "Grand Body") for their approval.
  1. Two-thirds (2/3) majority vote.
  2. The Ethics Committee of ODM will handle any grievance.
- E. After the applicant has completed all ODM and DMA requirements, the ODM Secretary shall send to the National Secretary, the completed Membership Application, a Chapter check to cover the applicant's National dues payment and submission of one of the following:
  1. For Certified Active Membership – each examination the applicant passed; or a transcript of their passing grades from the DMA Teachers Training School; or a transcript of their passing grades from any DMA approved organization or institution.
  2. For Degreed Membership a copy of their earned Degree from one or more of the Affiliated Chapters approved institutions of higher education as published by DMA and shall not be subject to further examinations.
  3. For Professional Membership, a copy of Affiliated Chapter approved documentation substantiating that the applicant has danced professionally for a period of not less than three (3) of the last five (5) years.
- F. One (1) of the three (3) permanent Membership Certificates shall be issued by the National Executive Secretary; the Certified Active Membership Certificate will display the subjects they have been certified by test to teach by DMA.

#### Section 6 – Membership Transfers

Transfers of membership from one (1) Affiliated Chapter to another Affiliated Chapter may be granted to members with the following conditions:

- A. The member is in good standing of both the DMA and the Affiliated Chapter and that all dues and payments are current. This includes the payment of the current fiscal years' dues which are due on September 1<sup>st</sup> of each year.
- B. The member may request a Transfer of Membership by submitting a letter or email directly to the National

- office or by obtaining a "Transfer of Membership Form" from the National Website.
- C. Upon receipt of transfer request, the National Executive Secretary will check the National Records to insure the membership is current and in good standing.
  - D. Upon receipt of transfer request, the National Executive Secretary will check the National Records to insure the membership is current and in good standing. The National Office will then contact the receiving Chapter's Secretary for the Chapter's approval of the transfer or the Chapter's requirements that must be met by the member before approval. The National Office will notify the Secretary of the departing Chapter of the pending transfer of membership.
  - E. Upon approval of the Transfer of Membership by the receiving Chapter, the National Office will advise the departing and receiving Chapter.
  - F. The National Office will update the National Records and notify the National Treasurer.

### **Section 7 – Examinations**

All applicants for membership, other than applicants for Degreed, Degreed C.E., Profession and Professional C.E. memberships are required to examine. Certification shall be offered in ballet, tap, jazz, modern and acrobatics and shall adhere to the minimum guidelines as stated below:

- A. Applicants shall pass an examination of dance with a grade of at least 75% in:
  - 1. One (1) subject of dance the applicant teaches if applicant teaches only one (1) subject.
  - 2. A minimum of two (2) subjects of dance the applicant teaches, if the applicant teaches more than one (1) subject.
  - 3. If only one (1) examination is taken upon joining DMA and, if at a future date, the applicant should teach more than one (1) subject, an examination in one (1) additional subject they teach shall be required.
- B. A minimum of two (2) DMA Nationally Certified or Chapter Certified Examiners shall give the membership examination. An examiner may test only in the subject he/she has passed and been certified to examine in.  
Exception: if an examiner joined prior to an exam being offered, they shall be considered “grandfathered” in that subject, but still must be certified to examine.
- C. Applicants who have passed the Cecchetti Teachers Elementary Examination (formerly known as Grade V) or the Elementary Level of the Royal Academy of Dance shall not be required to take the DMA ballet examination for membership. **A copy of the Cecchetti and/or RAD exam certificate shall be included with the application.**
- D. Applicants who have passed the Teachers Training School examination(s) may become members without further examinations in the same subjects of dance. **A copy of certification shall be included with the application.**
- F. At any DMA sponsored function, ODM examinations shall only be given according to the requirement and procedures of the chapter.
- G. ODM examinations may not be administered by anyone who has any affiliation with the applicant
- H. An examiner shall not test an applicant who is a student or former student of that member or if they have sponsored the applicant.**
- I. ODM examiners must be Certified Active, Certified Active C. E., Honorary Certified Active, and / or Honorary Certified Active C. E.

## **ARTICLE V: DUES, COLLECTION, FIFTY-YEAR MEMBERS, AND ASSESSMENTS**

### **Section 1 – Dues**

- A. Annual dues for Certified Active, Certified Active C.E., Degreed, Degreed C.E., Professional and Professional C.E. Members shall be provided in the Standing Rules.
- B. Annual dues for Active Member Certified Active, Certified Active C.E., Degreed, Degreed C.E., Professional and Professional C.E. Members shall be made payable upon application for membership and on September 1st of each year thereafter.
- C. Life, Honorary Certified Active, and Honorary Certified Active C.E. Members shall be exempt from the payment of dues and workshop fees. This privilege does not include any food functions.
- D. DMA Members in good standing, who are in the Armed Services, upon written request to the DMA Executive Secretary, shall be exempt from the payment of dues and shall be extended all privileges of Certified Active Membership during active duty.

### **Section 2 – Collection**

All dues shall be collected by the ODM Secretary and forwarded within thirty (30) days to the ODM Treasurer's

Office.

### Section 3 – Fifty Year Members

- A. A Certified Active, Certified Active C. E., Honorary Certified Active and Honorary Certified Active C.E. Members, Degreed, Degreed C.E., Professional, Professional C.E. who has been in good standing for at least fifty (50) years shall be exempt from the payment of DMA Dues and ODM dues and workshop fees and may attend the National Conventions without payment of the registration fees. This privilege shall not include any food functions.
- B. On the fiftieth (50<sup>th</sup>) year of membership, the member will be the luncheon and banquet guest of ODM.
- C. On the fiftieth (50<sup>th</sup>) year of membership, all Certified Active, Certified Active C.E., Honorary Certified Active and Honorary Certified Active C.E. Members, Professional, Professional C.E. Degreed and Degreed C.E. will be a guest at a DMA food function during that year.

### Section 4 – Assessment

The following may be levied: An equal assessment not to exceed the amount of yearly dues, may be levied on all Active Members upon recommendation of the Executive Board and upon approval of two thirds (2/3) of the members present and voting at a special meeting called for this purpose, or at a Grand Body Meeting.

## ARTICLE VI – GRIEVENCES

- A. National against a ODM or a member of ODM  
The National Executive Committee shall have the right to file a grievance with the National Grievance Committee, against ODM or a member of ODM if, in the opinion of the National Executive Committee, ODM or a member of ODM has failed to abide the By-Laws, Code of Ethics, or rules of this corporation. The **National Executive Committee** shall approve all disciplinary actions taken by the National Ethics Committee.
- B. **Affiliated Chapter against another Affiliated Chapter:**  
Any affiliated chapter shall have the right to file a written grievance against affiliated chapter to the National Executive Committee. The National Executive Committee shall send a written report of the alleged violation to the National Ethics Committee for investigation and determination of the alleged violation to the National Ethics Committee for investigation and determination of the charges. The National Executive Co9mmittee shall approve all disciplinary actions taken by the national Ethics Committee.
- C. Ohio Dance Masters Member against Ohio Dance Masters  
Any ODM member or group of members shall have the right to file a written grievance against ODM. The ODM Board of Directors shall forward the grievance and a report to the ODM Ethics Committee for review and determination of the charges. If, in the event that ODM's Ethics Committee fails to begin deliberation within thirty (30) days, the grievance shall be sent to the National Executive Committee who will forward the grievance and a report to the National Ethics Committee for review and determination of the charges. The National Executive Committee shall approve all disciplinary actions taken by the National Ethics Committee and shall send a written report to the ODM member(s) and the ODM Board of Directors.
- D. Ohio Dance Master's against a member of Ohio Dance Masters  
ODM Board of Directors shall have the right to file a written grievance against an ODM member. ODM's Board of Directors shall forward the grievance and a report to ODM's Ethics Committee for review and determination of charges. All appeals must be sent to the ODM Ethics Committee for review. The ODM Executive Committee shall approve all disciplinary actions taken by the **National ODM** Ethics Committee.
- E. Ohio Dance Masters Member against an Ohio Dance Masters Member  
Any ODM member or group of ODM members shall have the right to file a written grievance against another ODM member or group of ODM members to the ODM Board of Directors. The ODM Board of Directors shall forward the grievance and a report to the ODM's Ethics Committee for review and determination of charges. All appeals must be sent to the National Ethics Committee for review. The National Executive Committee shall approve all disciplinary actions taken by the National Ethics Committee.
- F. Ohio Dance Masters Member against any Member of a Chapter other than Ohio Dance Masters  
Any ODM member or group of ODM members shall have the right to file a written grievance against another member or group of members of any Affiliated Chapter, other than their own, to the National Executive Committee. The National Executive Committee shall send a written report of the alleged violation to the National Ethics Committee for investigation and determination of the charges. The National Executive Committee shall approve all disciplinary actions taken by the National Ethics Committee.



- G. Ohio Dance Masters against a Member of another Chapter  
Ohio Dance Masters shall have the right to file a written grievance against a member of another Affiliated Chapter to the National Executive Committee. The National Executive Committee shall send a written report of the alleged violation to the National Ethics Committee for investigation and determination of the charges. The National Executive Committee shall approve all disciplinary actions taken by the National Ethics Committee.
- H. All grievances must be filed within 90 days of the action against which the complaint is filed.

## **ARTICLE VII: DISCIPLINARY ACTION, SUSPENSION, TERMINATION,**

### **Section 1 – Disciplinary Action**

- A. Infraction of the Code of Regulations will result in one or more of the following actions:
  1. monetary fine
  2. a minimum of one (1) year suspension from all Membership activities
  3. expulsion

The penalty assessed shall be at the discretion of the ODM’s Ethics Committee.

C. If a member is charged with a crime and/or indicted of a crime, the procedure for handling ethics violations as set

forth in Article III of this Code of Regulations shall be suspended until after the charges are dismissed and/or a

court of law renders a final decision in the criminal case. When the DMA’s or ODM Board reports

the violation to ODM, the ODM Board shall include in the reports the outcome of the charges and/or

indictment.

D. The ODM Executive Board may, by a majority vote of all the ODM Executive Board members, remove any officer (elected or appointed) if, in the opinion of the ODM Board, said officer has been negligent in fulfilling the responsibilities of his/her office.

### **Section 2 – Suspension**

- A. Any member who has been found guilty, by the DMA or ODM Ethics Committee, of any violation of the Code of Regulations or Code of Ethics, ~~or Competition Rules~~ shall be suspended. The Ethics Committee shall determine the length of the suspension. The ODM Executive Board Members shall approve all disciplinary actions taken by the ODM Ethics Committee.
- B. Any member whose dues are unpaid by December 1st shall be considered suspended and shall be denied all privileges of the organization.
- C. Suspension for delinquency of dues, fees and/or assessments, is retracted automatically upon full payment before the end of the current fiscal year.
- D. Delinquent notices shall be sent by the ODM Secretary ninety (90) days after September 1st of each to each member whose dues are not current.
- E. When the ODM Ethics Committee deems it necessary to suspend a member, the ODM Executive Board shall approve the length of the suspension.

### **Section 3 – Termination**

- A. Any member who has been suspended by the ODM Ethics Committee, two (2) times shall be dropped from membership.
- B. Any member whose dues remain unpaid for one (1) year shall have their membership terminated.
- C. Any member who issues a bad check, that is not honored with full payment, including all fees, within thirty (30) days from date of notice by the ODM Treasurer, shall be suspended until issues resolved.
- D. Any member who files or threatens in writing to file a law suit against ODM, its members or officers without first going through the procedures for handling grievances or ethics violations set forth in Article III of these Code of Regulations shall have their membership terminated.

## **ARTICLE VIII: RESIGNATION, REINSTATEMENT AND REAPPLICATION**

### **Section 1 – Resignation**

- A. All letters of resignation shall be directed to the ODM Secretary by November 1<sup>st</sup>. Resignations received at the National Office after December 1<sup>st</sup> will not be approved without payment of the current year's dues.
- B. A member who has resigned may rejoin DMA only (1) time with payment of current year's dues.
- C. The DMA Executive Secretary shall be notified within thirty (30) days by the ODM Secretary.
- D. After a statement from the DMA Treasurer that all records are clear, ODM shall accept the resignation, at which time it shall become effective.
- E. Applications for reinstatement shall be directed to the ODM Secretary. Upon approval and payment of dues, reinstatement shall be granted.
- F. The DMA Executive Secretary shall be notified within thirty days by the ODM Secretary.

### **Section 2 – Reinstatement**

- A. Any member who has been terminated from membership due to non-payment of dues for a period of less than seven (7) years may be reinstated one (1) time with payment of the current year's dues and one (1) year's back dues.
- E. Applications for reinstatement shall be directed to the ODM Secretary. Upon approval and payment of dues, reinstatement shall be granted.
- F. The DMA Executive Secretary shall be notified within thirty days by the ODM Secretary.

### **Section 3 – Reapplication**

Those who reapply for membership must first meet the requirements of Article IV and be approved by the National Advisory Committee and if approved, must re-take the necessary membership examinations. Reapplication is required when:

- A. A former member whose membership has been terminated by the ODM Ethics Committee may reapply after a lapse of seven (7) years with the approval of the **National Advisory**
- B. A former member who has already used their one (1) time reinstatement may reapply, thus qualifying for new membership.
- C. Any member who was terminated from membership or resigned their membership for a period of seven (7) or more years

## **ARTICLE IX: HONORARY MEMBERSHIP STATUS**

A person who made a significant contribution to this organization or the dance profession may be granted Honorary ~~Certified~~ Status in ODM.

- A. Request for Honorary Membership Status shall be presented in writing to the ODM Secretary.
- B. The name of the nominee shall be presented to the Executive Board and Grand Body for approval.
- C. Honorary Membership Status may be approved by a majority vote of the Executive Board and the Grand Body.
- D. Honorary Membership Status shall be exempt from the payment of all ODM dues and workshop fees. This privilege shall not include any food functions.

## **ARTICLE X: JUNIOR MEMBERSHIP**

### **Section 1 – Junior Membership**

- A. Junior Membership gives students of ODM members the opportunity to further their studies in dance with the interest of being a "Future Dance Master of America Teacher." Junior Members develop positive social relationships and learn about the Dance Masters organization through an established curriculum and through volunteering at ODM conventions.
- B. Junior Members are governed by the Junior Members Standing Committee. This Committee, among other things, sets the application process, meetings, and dues of the Junior Members.
- C. Junior Members shall not be considered members under this Code of Regulations or Ohio not for profit Corporation Law. Junior Members shall not be entitled to attend Grand Body meetings or be counted as members

for voting and quorum purposes.

**Section 2 – Eligibility** To be eligible for Junior Membership, the applicant shall

- A. reach the age of thirteen (13) by December 31st of the current year and not exceed the age of twenty (20) by December 31st of the current year,
- B. be a student of an ODM member in good standing or be nominated by an ODM member in good standing,
- C. have completed at least one (1) year of dance training with the nominating ODM member

**ARTICLE XI: AFFILIATION**

**Section 1 – Requirements**

- A. The Code of Regulations, Standing Rules and Code of Ethics of ODM shall be patterned after and not in conflict with DMA By-Laws and Standing Rules and Code of Ethics and approved by the National Advisory Committee.
- B. The Competition Rules of ODM shall be patterned after and not in conflict with the National DMA Competition Rules.
- C. All members of ODM shall be required to maintain membership in DMA.
- D. ODM shall adhere to all classifications of membership authorized in Article IV, Section 1 of the ODM Code of Regulations and shall use the DMA membership applications and examinations forms supplied by the National Office.
- E. The ODM chapter shall select one (1) Certified Active, Certified Active CE, Honorary-Certified Active or Honorary-Certified Active CE member in good standing from the current ODM Board to serve as delegate and one (1) to serve as an alternate to the DMA Board of Directors.
  1. If ODM does not send a Delegate to the National Convention they must submit the required reports to the DMA National Office at least two (2) weeks prior to the National Convention. If the reports are not received as stated in the Standing Rules, ODM will not be eligible to receive any National Scholarships for the following year's National Convention.
- F. ODM may accept a DMA member in good standing of another Affiliated Chapter only as an Associate Member. ODM may reserve the right to limit the membership of Associate Members and set the dues and fees charged. ODM also has the right to determine the Chapter's privileges for Associate Members.
  1. Associate Members shall not be listed in the report to the National Board of Directors.
  2. Active DMA membership may be claimed only in the Affiliated Chapter through which the National dues are paid
- G. ODM shall not have the right to, or interest in, any assets of DMA; nor shall DMA have any rights to or interest in the assets of ODM.
- H. ODM shall not lose its identity to the DMA National organization, nor will the DMA national organization interfere with ODM's normal business affairs. However, DMA reserves the right to enter into disputes within or between Affiliated Chapters under the following conditions:
  1. when and if there is a dispute between Affiliated Chapters;
  2. when and if ODM or any member of ODM is subject to legal action by another member, group of members or by an Affiliated Chapter;
  3. when and if DMA is invited, as a non-binding arbitrator, to intercede by either or all parties in any matter.
- I. The National Advisory Committee members and the National Area Director assigned to ODM shall have the privilege of attending any Grand Body, Executive Committee or Board of Directors meeting of ODM.

**Section 2 – Suspension and Termination of Affiliation Agreement**

- A. DMA may suspend privileges or terminate its ODM affiliation if it;
  1. does not maintain 100% Active DMA Membership;
  2. does not maintain a minimum of fifteen (15) dues paying members;
  3. does not maintain Bylaws that comply with or are in direct conflict with the Bylaws of the National Organization with the exception that each Affiliated Chapter may use a standard that is higher but not lower than those of the National Organization for membership;
  4. does not uphold the Bylaws, Code of Ethics, Mission Statement, and Rules governed by the DMA National Board of Directors and upheld by the National Executive Committee.
  5. does not meet deadline dates for submitting Annual Reports to the National Office two (2) consecutive years;
  6. does not hold a minimum of two (2) grand body meetings a year;
  7. does not offer its membership at least ten (10) hours of educational sessions per year, excluding

competition. These hours may not overlap.

8. does not conduct Chapter business in the best interest of its members or DMA
- B. The affiliation agreement may be suspended or terminated upon the recommendation of the Advisory Committee and a two-thirds (2/3) vote of the Executive Committee.
- C. In the event that ODM wishes to terminate the Affiliation Agreement;
  1. ODM shall conduct a written poll of its complete membership and shall provide DMA with the names of those members who voted to terminate the agreement.
  2. A two-thirds (2/3) vote of the entire membership shall be required to implement termination.
  3. Should there fail to be a two-thirds (2/3) vote in favor of termination, the members who wish to remain as an Affiliated Chapter shall assume the right to hold the Affiliation Charter and the Chapter's assets, provided their number is fifteen (15) or more members.
  4. Should there be less than fifteen (15) remaining members but there are five or more who wish to work toward raising the number to a Chapter level, a grace period of one year may be granted. If the required fifteen (15) members have not been obtained after the grace period, the Chapter title and number shall be declared null and void and the charter returned to the DMA National Office
  5. The Affiliated Chapter shall give written notice of such intention to terminate within ten (10) days of the decision.
- D. In the event that DMA wishes to terminate the Affiliation Agreement, with the exception of the Chapter-at-Large the following guidelines shall apply:
  1. The National Office shall serve notice of the termination, to the membership of the former Affiliated Chapter who did not vote to remain in DMA to determine their interest in the establishment of a new Chapter.
  2. The National Office shall offer its services to establishing a new Affiliated Chapter.
  3. The National Office shall give written notice of such intention to terminate within ten (10) days of the Executive Committee's decision.

## **ARTICLE XII: OFFICERS, GENERAL DIRECTORS AND DUTIES**

### **Section 1 – Officers/General Directors**

- A. The officers of ODM shall be a:
  1. President;
  2. First Vice President;
  3. Second Vice President;
  4. Secretary;
  5. Treasurer;
  6. Financial Advisor;
  7. Principal;
  8. Rules Committee Chairperson;
  9. Parliamentarian.
  10. Immediate Past-President
- B. In addition to the officers, there shall be five (5) general directors elected by the membership at the second meeting of the Grand Body of each fiscal year (or annual meeting).
- C. Financial Advisor and Parliamentarian are President appointed offices with a voice and no vote.

### **Section 2 – Eligibility**

- J. Only Certified Active, Certified Active C. E., Honorary Certified Active, and Honorary Certified Active C. E.  
ODM members in good standing, who has been a member for two (2) years, and has registered and attended three (3) of the last four (4) consecutive Grand Body meetings shall be eligible to be elected to all offices, except President.
- B. Candidates for the office of President must have served on the Executive Board for a minimum of one (1) year.

### **Section 3 – Terms of Office**

- A. No person may hold more than one (1) office at a time.
- B. Term of office shall be one (1) year or until a successor is elected.

- C. The President may not serve more than three (3) consecutive years.

#### **Section 4 – Duties**

- A. The Officers shall perform the duties pertinent to their office and those described in the Code of Regulations, Standing Rules and the adopted parliamentary authority. All elected or appointed Officers of ODM shall serve on the Executive Board in the capacity of their specific office. They shall not represent the interest of any single member.

### **ARTICLE XIII: EXECUTIVE BOARD**

#### **Section 1 – Composition**

- A. The elected and appointed officers and the five general directors elected by the membership, as described in Article XIV, Section 2, shall together, with the immediate Past President and President Emeritus, constitute the Executive Board. The title of President Emeritus, with full privileges of membership, shall be conferred on any National Past President and they shall have a voice and vote on the Board.
- B. The members of the Executive Board must be registered for all ODM workshops and attend all Board and Grand Body meetings. Exception: The financial advisor must attend Board meetings as required by the President.
- C. For the purposes of any statute or rule of law relating to corporations, the members of the Executive Board shall be taken to be the Directors of the ODM, and they shall have all the rights and privileges of Directors under the Ohio Revised Code. Furthermore, for the purposes of Article II of this Code of Regulations and ODM's Articles of Incorporation, the Executive Board shall be considered the Board of Directors of ODM.

#### **Section 2 – Duties**

- A. The Executive Board shall have general supervision of the affairs of ODM between its membership meetings, fix the day, time and place of meetings, make recommendations to the membership and perform such other duties as specified in this Code of Regulations.
- B. The Executive Board shall supervise the financial affairs of ODM. They shall approve an annual audit, which shall then be submitted to the Grand Body for adoption.
- C. The Executive Board shall authorize any contingent expenditure of over \$1000.00.

#### **Section 3 – Meetings**

- A. The annual meeting of the Executive Board shall take place at such time and place and on such date each year as the Executive Board or the President may determine. The purpose of the annual meeting shall be to receive the reports of the officers and committees of the Executive Board and to transact such other business as may properly come before the meeting. Regular meetings of the Executive Board shall be held at all ODM workshops or conventions and/or at such time and place as the President may determine. The purpose or purposes of regular meetings of the Executive Board shall be to consider and act upon any matters that are proper subjects for action by the Executive Board.
- B. Any past ODM President may attend any Executive Board meeting with voice but no vote.
- C. (2) Special meetings of the Executive Board may be called by the President and shall be called upon the written request of five (5) members of the Executive Board. Notice of a special meeting shall be mailed to all members of the Executive Board at least ten (10) days in advance of the meeting. The purpose of the meeting shall be stated in the notice and no other business may be transacted at the special meeting. In emergencies, a special meeting may be called with twenty-four (24) hour's notice to every Executive Board member.
- D. Not less than ten (10) nor more than sixty (60) days before the date fixed for an annual organization, regular or special meeting of the Executive board, or, in the case of an emergency, twenty-four (24) hours before the (3) date fixed for an emergency special meeting, written notice stating the date, time, place, and, in the case of a special meeting, the purpose(s) of the meeting, shall be given by or at the direction of the President or the members of the Executive Board calling the meeting. The notice shall be given to members of the Executive Board by mail, personal delivery or facsimile at their respective addresses or facsimile numbers, as they appear on the records of ODM. Notice of the time, place, and purposes of any meeting of the Executive Board may be waived in writing either before or after the holding of the meeting. The attendance of any member of the Executive Board at any meeting (or participation in a meeting held through the use of telephone or other communications equipment) without protesting the lack of proper notice, prior to or at the

- commencement of the meeting, shall be deemed to be a waiver of notice of the meeting by the member of the Executive Board.
- E. The majority of members of the Executive Board shall constitute a quorum at any meeting. Except as otherwise provided in this Code of Regulations, each member of the Executive Board shall be entitled to one (1) vote upon any matter properly submitted to the Executive Board for vote, and no member of the Executive Board shall have veto power. Actions may be authorized or taken only by the affirmative vote or consent of at least a majority of the members of the Executive Board present at a meeting at which a quorum is present, except as otherwise expressly required by law, the Articles of Incorporation, or this Code of Regulations.
  - F. Meetings of the Executive Board may be held using any telephone or other communications equipment if all persons participating can hear each other, and participation with such communications equipment shall constitute presence at a meeting.
  - G. Voting by the Executive Board may be held through electronic means. Denise, this can not include grand body.

## **ARTICLE XIV: NOMINATIONS AND ELECTIONS**

### **Section 1 – Nominations**

- A. The First Vice President shall oversee the nominations.
- B. Initial Nominations. At the **second** Grand Body meeting of the fiscal year, the First Vice President shall present the name of one or more nominees for each eligible office. The First Vice President shall have obtained the consent of the nominee prior to presentation. Nominations from the floor shall be allowed at this meeting.

### **Section 2 – Nominations and Elections**

- A. Nomination, election and installation of officers and general directors shall take place at the annual meeting or the **second** ODM meeting of the fiscal year.
- B. The First Vice President shall read its report consisting of all nominations to date, and additional nominations from the floor will be allowed. In case there is only one (1) candidate nominated, it shall be asked three (3) times, “Are there any further nominations?” Nominations shall open and close for President, First Vice President, Second Vice President, Secretary, Treasurer, Principal, and Five (5) General Directors.
- C. Any member of ODM in good standing, who has been a member for two (2) years, and has **registered and** attended three (3) of the last four (4) consecutive Grand Body meetings may be nominated and elected to office.
- D. The officers and general directors shall be elected by ballot.
  - 1. The First Vice-President and two (2) tellers to tally the votes and present results.
  - 2. A plurality of all votes cast shall be required to elect a candidate to any office.
  - 3. The ballots shall be destroyed.
  - 4. If only one (1) candidate is nominated, a motion from the floor is made and seconded for the President to instruct the Secretary to cast a unanimous ballot for the said candidate.
- E. Officers shall be installed and take office at the close of the convention at which they are elected.
  - 1. All officers must run for election each year.
  - 2. The President is to hold office no longer than three (3) years.

## **ARTICLE XV: MEETING, QUORUM, VOTING, FISCAL YEAR**

### **Section 1 – Membership Meetings**

- A. There shall be three (3) two (2) day workshops scheduled during the fiscal year.
- B. There shall be a Grand Body meeting at each scheduled workshop. Written notice stating the date, time, and place of such meetings shall be made not less than thirty (30) nor more than sixty (60) days before the date fixed for such meetings by the Secretary at the direction of the Executive Board or President.
- C. Emergency and/or special meetings of the Grand Body may be called by the President or the Executive Board and shall be called upon the written request of ten (10) members. Notice of a special meeting shall be mailed to all members at least ten (10) days in advance of the meeting. The purpose of the meeting shall be stated in the notice and no other business may be transacted at the special meeting. In emergencies, a

- special meeting may be called with twenty-four (24) hours' notice to every member.
- D. Meeting notices shall be given to members of the Grand Body by mail, personal delivery, email or facsimile at their respective addresses, emails or facsimile numbers, as they appear in the ODM records. Notice of the time, place, and purposes of any meeting of the Grand Body may be waived in writing either before or after the holding of the meeting. The attendance of a member at any such meeting (or participation at a meeting held using telephone or other communications equipment) without protesting the lack of proper notice prior to or at the commencement of the meeting shall be deemed to be a waiver of notice of the meeting by such individual.
  - E. Meetings of the Grand Body may be held using any telephone or other communications equipment if all persons participating can hear each other. Such participation in a meeting shall constitute presence at such meeting

**Section 2 – Membership Quorum.** A quorum of the ODM Grand Body, for the purpose of approving or disapproving all business for the good of ODM, shall be the members entitled to vote who are present at the meeting. Each member entitled to vote shall be entitled to one (1) vote upon any matter properly submitted to the members for their vote, and no such member shall have veto power. Any action may be authorized or taken by a two-thirds (2/3) vote or consent of the members present at the meeting entitled to vote. However, at no time may any action required by law, the Articles of Incorporation, or this Code of Regulations to be authorized by or taken by a designated proportion or number of the members be authorized or taken by a lesser proportion or number.

**Section 3 –Grand Body voting by Mail.** Except as otherwise may be provided by law or the Articles of Incorporation, the voting upon all matters required or permitted to be voted upon by the Grand Body may be conducted by mail, with the same effect as voting at a meeting of the Grand Body duly called and held and at which a quorum of the members of the Grand Body is present.

**Section 4 –Executive Board voting.** Except as otherwise may be provided by law or the Articles of Incorporation, the voting upon all matters required or permitted to be voted upon by the Executive Board may be conducted by mail or email, with the same effect as voting at a meeting of the Executive Board duly called and held and at which a quorum of the members of the Executive Board is present.

**Section 5– Fiscal Year.** The fiscal year of this organization shall be from September 1st through August 31st.

## **ARTICLE XVI: COMMITTEES**

### **Section 1 – Standing Committees**

- A. Awards – orders and provides all awards for all ODM competitions.
- B. Code of Regulations – presents recommended changes to the membership and keeps code of regulations updated.
- C. College Scholarship – organizes and oversees the selection process that generates ODM college scholarship winners.
- D. Convention Facilitator – contracts and communicates with all facilities affiliated with specific workshops and competitions.
- E. Ethics – governed by the past presidents to review all disciplinary actions taken against our members in accordance to our Code of Regulations and Code of Ethics.
- F. Examinations – files current exams, schedules examinations, assigns examiners and collects, registers and sends exams to ODM secretary.
- G. Finance – creates yearly budget.
- H. Friendship/Condolence – corresponds with membership for recognition of special events that occur.
- I. Historical
- J. Junior Members – organizes and oversees all communications, meetings and activities of the Junior Members.
- K. Membership/Hospitality – strives to increase membership, welcome, inform and serve as a liaison for all new members.
- L. Nominating – considers the qualifications of and presents to the members the persons who would be suitable to serve as the officers and general directors elected by the members.
- M. Performing Arts Competition – organizes, oversees and administers all activities concerning the performing

- arts competition.
- N. Publicity – collects and distributes news about ODM members and their students and provides newsletters and supplies information for any media purposes.
- O. Rules – addresses all violations of rules and regulations and recommends disciplinary actions accordingly.
- P. Scholarship – organizes, oversees and administers all activities concerning the scholarship auditions.
- Q. Scholarship Fund – sells t-shirts and various apparel for subsidizing ODM scholarships. These funds are put into the General Account.
- R. Solo Title Competitions – organizes, oversees and administers all activities concerning the solo title competitions

## Section 2 – Special Committees

The Executive Board may create special committees as needed to perform specific tasks. They shall be appointed by the Presidents and shall automatically cease to exist when the assigned task is completed.

## ARTICLE XVII: PARLIAMENTARY AUTHORITY

“The current edition of Robert’s Rules of Order, Newly Revised, shall govern ODM in all cases to which applicable and not inconsistent with this Code of Regulations and any special rules of order ODM may adopt.”

## ARTICLE XVIII: DISSOLUTION

**The Association shall use its funds only to accomplish the objectives and purposes specified in these Code of Regulations, and no part of said funds shall inure, or be distributed to the members of the Association. On dissolution of the Association, any funds remaining shall be distributed to one or more non-profit organizations to be selected by the Executive Board, who will be guided by the rules of 501 c (6) of the Internal Revenue Service Code and any of its amendments.**

## ARTICLE XIV: LIMITATION OF LIABILITY IN DAMAGES AND INDEMNIFICATION

**Section 1 – Limitation on Liability in Damages of a Member of the Executive Board.** Other than in connection with an action or suit in which the only liability asserted against a member of the Executive Board is for voting for or assenting to a statutorily proscribed assets distribution or loan (a “Statutorily Proscribed Act”), a member of the Executive Board shall be liable in damages for any action he or she takes or fails to take as a member of the Executive Board only if it is proved by clear and convincing evidence in a court of competent jurisdiction that his or her action or failure to act involved an act or omission either undertaken with deliberate intent to cause injury to ODM or undertaken with reckless disregard for the best interests of ODM.

**Section 2 – Third Party Action Indemnification.** ODM shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed civil, criminal, administrative, or investigative action, suit, or proceeding, including all appeals (other than an action, suit, or proceeding by or in the right of ODM), by reason of the fact that he or she is or was a member of the Executive Board or officer of ODM, or is or was serving at the request of ODM as a trustee, director, or officer or another domestic or foreign not for profit. corporation or corporation for profit, or a partnership, joint venture, employee benefit plan, trust, or other enterprise, against expenses (including attorneys’ fees), judgments, decrees, fines, penalties, and amounts paid in settlement actually and reasonably incurred by him or her in connection with the action, suit, or proceeding, unless it is proved by clear and convincing evidence in a court of competent jurisdiction that his or her action or failure to act involved an act or omission undertaken with deliberate intent to cause injury to ODM or undertaken with reckless disregard for the best interests of ODM and that, with respect to any criminal action or proceeding, he or she had reasonable cause to believe that his or her conduct was unlawful; the termination of any action, suit, or proceeding by judgment, order, settlement, or conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, constitute such proof.

**Section 3 – Derivative Action Indemnification.** Other than in connection with an action or suit in which the liability of a



member of the Executive Board for voting or assenting to a Statutorily Proscribed Act is the only liability asserted, ODM shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action or suit, including all appeals, by or in the right of ODM to procure a judgment in its favor by reason of the fact that he or she is or was a member of the Executive Board or officer of ODM or is or was serving at the request of ODM as a trustee, director, or officer of another domestic or foreign not for profit corporation or corporation for profit, or a partnership, joint venture, employee benefit plan, trust, or other enterprise, against expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection with the defense or settlement of the action or suit unless it is proved by clear and convincing evidence in a court of competent jurisdiction that his or her action or failure to act involved an act or omission undertaken with deliberate intent to cause injury to ODM or undertaken with reckless disregard for the best interests of ODM, except that ODM shall indemnify him or her to the extent the court in which the action or suit was brought determines upon application that, despite the proof, but in view of all the circumstances of the case, he or she is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

**Section 4 – Determinations of Indemnification Rights.** Any indemnification under Sections 2 or 3 of this Article XV (unless ordered by a court) shall be made by ODM only as authorized in the specific case upon a determination that indemnification of the member of the Executive Board or officer is proper in the circumstances. The determination shall be made (a) by a majority vote of those members of the Executive Board who in number constitute a quorum of the Executive Board and who also were not and are not parties to or threatened with any such action, suit, or proceeding or (b), if such a quorum is not obtainable (or even if obtainable) a majority of disinterested members of the Executive Board so directs, in a written opinion by independent legal counsel compensated by ODM, or (c) by the court in which the action, suit, or proceeding was brought.

**Section 5 – Advances of Expenses.** Unless the action, suit, or proceeding is one in which the liability of a member of the Executive Board for voting for or assenting to a Statutorily Proscribed Act is the only liability asserted, expenses (including attorneys' fees) incurred by the member of the Executive Board or officer of ODM in defending any action, suit, or proceeding referred to in Sections 2 or 3 of this Article XV shall be paid by ODM, as they are incurred, in advance of the final disposition of the action, suit, or proceeding, upon receipt of an undertaking by or on behalf of the member of the Executive Board or officer in which he or she agrees both (a) to repay the amount if it is proved by clear and convincing evidence in a court of competent jurisdiction that his or her action or failure to act involved an act or omission undertaken with deliberate intent to cause injury to ODM or undertaken with reckless disregard for the best interests of ODM and (b) to cooperate with ODM concerning the action, suit, or proceeding.

**Section 6 – Purchase of Insurance.** ODM may purchase and maintain insurance or furnish similar protection, including, but not limited to, trust funds, letters of credit, and self-insurance, for or on behalf of any person who is or was a member of the Executive Board, officer, employee, agent, or volunteer of ODM, or is or was serving at the request of ODM as a trustee, director, officer, employee, agent, volunteer of another domestic or foreign not for profit corporation or corporation for profit, or a partnership, joint venture, employee benefit plan, trust, or other enterprise, against any liability asserted against him or her or incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not ODM would have the power to indemnify him or her against liability under the provisions of this Article XV or of the Ohio not for profit Corporation Law. Insurance may be purchased from or maintained with a person in whom ODM has a financial interest.

**Section 7 – Heirs; Non-Exclusivity.** The limitation of liability in damages and the indemnification provided by this Article XV shall continue as to a person who has ceased to be a member of the Executive Board or officer and shall inure to the benefit of the heirs, executors, and administrators of such person and shall not be deemed exclusive of, and shall be in addition to, any other rights granted to a person seeking indemnification as a matter of law or under the Articles of Incorporation, this Code of Regulations, any agreement, or any insurance purchased by ODM, or pursuant to any vote of the members or disinterested members of the Executive Board, or by reason of any action by the members of the Executive Board to take into account amendments to the Ohio not for profit Corporation Law that expand the authority of ODM to indemnify a member of the Executive Board or officer of ODM, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding an office or position.

**Section 8 – No Mandatory Indemnification of Volunteers.** Section 1702.12(E)(5) of the Ohio not for profit Corporation Law shall not apply to ODM to the extent that it requires the indemnification of volunteers (as that term is defined in Section 1702.1 of the Ohio not for profit Corporation Law) other than members of the Executive Board or officers of ODM or trustees, directors, or officers of another domestic or foreign nonprofit corporation or corporation for profit, or partnership, joint venture, employee benefit plan, trust, or other enterprise serving at the request of ODM.

**ARTICLE XIX: AMENDMENTS**

**Section 1 – Code of Regulations**

- A. This Code of Regulations may be amended at any regular meeting of the Grand Body by a two-thirds (2/3) vote of members present and voting, providing notice has been given at the previous meeting or by mail or EMAIL at least then (10) days prior to the meeting.

**Section 2 – Standing Rules**

- A. Standing Rules may be amended at any scheduled meeting of the ODM provided the rules have been:
  1. approved by the Executive Board, and
  2. approved by two-thirds (2/3) vote of the Grand Body members present and voting.

**OBLIGATION OF ODM OFFICER**

**(INSTALLATION CEREMONY)**

I (**NAME**) in accepting the office of (**TITLE**) in Ohio Dance Masters do pledge myself in the presence of Almighty God to accept the obligations and responsibilities of this office.

I further pledge myself, to advance the art of dance, and serve the interests of the members of this organization.

\*\*\*\*\*

The Presiding Officer shall then read the officers this preamble together with any further remarks he/she may wish to make:

In becoming an officer of Ohio Dance Masters, it is also your duty to see that the Bylaws and Standing Rules of this organization are upheld.

We welcome you as officers of this organization and to faithful adherence to the duties of such office.

**OBLIGATION OF ODM MEMBERS**

All candidates for membership in ODM shall be obliged to repeat the following obligation. Candidates must have passed all the requirements to be duly elected to membership. Candidates will be escorted to the President or Obligating Officer of ODM and the following ceremony will be performed. The Obligating Officer will read:

It is with pleasure that I inform you that you have been elected to membership in Ohio Dance Masters, but, before you can become a bona fide member, it will be necessary for you to repeat the oath of membership and verbal obligation to this organization.

Will you please repeat after me the following:

I, (**NAME**), pledge myself to conform to all rules and Bylaws of Dance Masters of America and Ohio Dance Masters. In proof of which I do hereby affirm that I will uphold the Code of Ethics and will do all in my power to be a worthy member of Dance Masters of America and Ohio Dance Masters.

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November 2018

## STANDING RULES OF OHIO DANCE MASTERS

### 1. MEMBERSHIP

- A. All candidates for membership in ODM shall also join DMA.
- B. Applications for membership in ODM shall be signed and presented to the ODM Secretary with payment of one (1) year's dues.
- C. The candidate must pass an examination in accordance with Article IV Section 3 of the ODM Code of Regulations.
- D. Candidates, upon acceptance in ODM, must take the ODM oath of obligation.
  - 1. A membership card shall be mailed annually upon payment of dues.

### 2. DUES

- A. Annual ODM dues for all Members shall be \$5.00 for ODM Friendship Fund, \$35.00 for ODM and \$75.00 for DMA, a total of \$110.00 due each September of the fiscal year.
- B. Associated membership dues for ODM are \$35.00.

### 3. MEETINGS

- A. There shall be three (3) two (2) day workshops during the fiscal year.
- B. Additional workshops may be scheduled by the ODM President with the approval of the Grand Body.
- C. The workshops are open to members, non-members, their assistants, and students.
  - 1. These workshops shall include dance instruction for teachers, their assistants, and students.
  - 2. The Executive Board, with approval of the Grand Body, shall schedule competitions and scholarship auditions during workshops.

### 4. DUTIES OF OFFICERS AND DELEGATE

- A. The President Shall:
  - 1. preside at all meetings of the Executive Board and Grand Body.
  - 2. sign all membership cards
  - 3. appoint all committees other than the Nominating Committee within thirty (30) days of election.
  - 4. be an ex-officio member of all committees.
  - 5. appoint, with approval of the Executive Board, a qualified member to fill any vacancy in the event of a death, resignation, or suspension of any officer for **the unexpired** term of office
  - 6. keep copies of all contracts and agreements.
  - 7. notify all candidates for membership of their acceptance or rejection
  - 8. be registered for all ODM workshops and attend all Executive Board and Grand Body meetings.
  - 9. receive hotel accommodations for all workshops,

10. be exempt from all ODM dues and workshop fees.

This privilege shall not include any food functions.

B. The First Vice President shall:

1. preside at all meetings in the absence of the President.
2. perform such other duties as may be assigned by the President or the Executive Board
3. be registered for all ODM workshops and attend all Executive Board and Grand Body meetings.
4. preside as chairman of Nominations
5. if a vacancy occurs in the office of President, the First Vice-president shall fill the office of president for the unexpired term.

C. The Second Vice President shall:

1. perform such other duties as may be assigned by the President or the Executive Board
2. be registered for all ODM workshops and attend all Executive Board and Grand Body meetings.

D. The Secretary shall:

1. keep minutes of all meetings of the Executive Board and Grand Body.
2. receive and answer all correspondence.
3. give notice of all meetings.
4. sign all membership cards
5. keep a current list of all members of ODM with their residence, phone numbers, and place of business
6. keep the account and collect fees, dues, and assessments of ODM and transmit the monies to the Treasurer, who shall give receipt to the ODM Secretary
7. have all records and accounts ready for examination and audit before the end of the fiscal year namely; September to **August**.
8. prepare and mail all workshop brochures.
9. keep copies of all contracts and agreements.
10. shall report to the National Office immediately upon:
  - a. transfer of members on the official form available on the website
  - b. suspension of membership of any member
  - c. termination of membership of any member including but not limited to disciplinary action or non-payment of dues.
  - d. denial of membership privileges
11. be registered for all ODM workshops and attend all Executive Board and Grand Body meetings.
12. receive an annual stipend for office rent of \$1,500.00 a year.
13. receive hotel accommodations for all workshops.
14. be exempt from all ODM dues and workshop fees.

This privilege shall not include any food functions.

E. The Treasurer shall:

1. be the custodian of the funds and deposit them as directed by the organization.
  - a. General Account
  - b. Saving Accounts
  - c. Scholarship Funds
2. pay all bills which have been authorized by ODM Executive Board and Grand Body within 60 days from the date of submission.
3. have all records and accounts ready for examination and audit before the end of the fiscal year namely; September to August.
4. keep an accurate itemized account of all receipts and disbursements for audit.
5. each year, and when audited, make a full report to all members present at the next meeting of the ODM Executive Board and Grand Body.
6. make a Treasurer's report at every meeting.
  - a. In the absence of the Treasurer, the report shall be sent to the Secretary.
7. **send financial statement to audit chairman for review by the fall teacher's education workshop**
8. pay taxes as instructed by the Financial Advisor
9. keep copies of all contracts and agreements.
10. be registered for all ODM workshops and attend all Executive Board and all Grand Body meetings.
11. receive hotel accommodations for all workshops.
12. receive an annual stipend for office rent of \$900.00 a year.
13. be exempt from all ODM dues and workshop fees.

This privilege does not include any food functions.

F. The Financial Advisor

1. be the custodian of all investments
  2. **must receive all documentation necessary for filing annual taxes from the auditing committee by November 1st**
  3. prepare and file all taxes and submit to Treasurer for payment before the **November 15<sup>th</sup>** deadline
  4. prepare reports for all Grand Body and Board meetings
  5. must attend the August planning meeting and the teacher's educational workshop and be available via electronic means for all other meetings
  6. consults and advises Treasurer, Finance Committee and ODM Board
  7. receive hotel accommodations for the teacher's educational workshop
  8. receive an annual stipend of \$900.00 a year
  9. be exempt from all ODM dues and workshop fees.
- This privilege does not include any food functions.

G. The Principal shall:

1. facilitates the completion of the workshop schedule
2. secure contracts for all ODM faculty and judges.
3. arrange flights and transportation to and from the hotel for all ODM faculty and judges
4. be registered for all ODM workshops and attend all Executive Board and Grand Body meetings.
5. be exempt from all and workshops fees.
6. receive hotel accommodations for all workshops.

This privilege does not include any food functions.

H. The General Directors shall:

1. perform the duties assigned by the President and/or Executive Board.
2. be registered for all ODM workshops and attend all Executive Board and Grand Body meetings.

I. The Rules Committee Chairman shall:

1. appoint four (4) members to serve on the Rules Committee.
2. have a vote along with the four (4) other members whenever a ruling is necessary on any infractions.
3. be responsible to update all rule changes and modifications.
4. be responsible to notify all members of all rule changes and modifications.
5. be the contact person for all members concerning all rules and their interpretations.
6. be responsible to inform members of any rule infractions and oversee that the correct procedures are followed.
7. be registered for all ODM workshops and attend all Executive Board and Grand Body meetings.

J. The Parliamentarian shall:

1. serve at all meetings of the Executive Board and Grand Body and/or at such time and place as the President may determine.
2. may not make motions, participate in debate or vote on any question, except in the case of a ballot vote.
3. be registered for all ODM workshops and attend all Executive Board and Grand Body meetings.

I. ODM Delegate:

1. ODM shall elect or appoint one (1) Delegate and one (1) Alternate to the National Board of Directors. Only certified Active, Certified Active C.E., Honorary Certified Active, or Honorary Certified Active C.E. members in good standing are eligible to serve as a Delegate or Alternate.
2. The name and contact information of both the Delegate and the Alternate must be submitted to the National Executive Secretary and the National Second Vice-President by the deadline date of March 1<sup>st</sup>.
3. Any eligible member who is an elected or appointed Officer, Director or Committee Chairman of any other national dance teachers' organization, association or corporation doing business as an educational or competition venue or whose business practices can be construed as being in direct conflict with DMA, other than holding a position within ODM, may act as an ODM Delegate upon approval of the National Executive Committee.
4. Prior to the start of the National Affiliation Meeting, if the Delegate cannot serve, the Alternate shall fill the vacancy with notice given to the National Executive Secretary and the National Second Vice-President.

5. An Alternate may replace a Delegate up until the time of the start of the Affiliation Meeting at the National Convention. The Alternate shall then become the official Delegate and will assume all duties, responsibilities and privileges of said office. If an Alternate is seated after the start of the Affiliation Meeting they shall be seated on the National Board of Directors with voice and no vote.
6. If both the Delegate and the Alternate originally submitted by ODM cannot serve, a letter of authorization written by ODM'S President and/or Secretary naming ODM's new representative will be required. This letter is to be presented to the National Executive Secretary and approved by the National Executive Committee before the Delegate is granted permission to be seated on the National Board of Directors.
7. Any replacement Delegate seated after the National Affiliation Meeting will be granted voice and no vote.
8. The duties of the ODM Delegate shall include but not be limited to;
  - a. be knowledgeable about the workings and opinions of ODM;
  - b. submit the required annual report;
  - c. attend all National Board of Directors meetings from Roll Call to Adjournment;
  - d. attend all National Grand Body meetings from Roll Call to Adjournment
  - e. serve as liaison between the National Board of Directors and ODM members in attendance at the National Convention;
  - f. serve as liaison between the National Board of Directors and ODM throughout their term;
  - g. provide the Affiliated Chapter and the National Second Vice-President with a written report of all National Board of Directors and National Grand Body Meetings;
  - h. perform such duties assigned by the National President, National Board of Directors or the National Executive Committee;
  - i. The ODM delegate shall submit the following to the National Executive Secretary at the mandatory Delegates Affiliation meeting:
    - 1). A separate ODM Activities Report for each event ODM will be sponsoring for the upcoming DMA fiscal year.
      - a). ODM's Activities Report shall be downloaded from the website.
      - b). The report shall be typewritten.
      - c). The report shall include the name of the activity, the date, time, place and contact person with contact information (Telephone-Fax-Email)
    - 2). ODM's chapter list of all officers including their name, address, home phone, cell phone, fax and email address (to be published). When changes occur in the officers the National office must be notified within fourteen (14) days.
    - 3). A Memorial Service Report of those who passed on during the previous year. The report should include the name of the deceased, relationship, and the name and address of the person to receive the sympathy acknowledgement.
  - j. On or before but no later than December 1<sup>st</sup>, a new revised copy of the Chapter's Bylaws and Rules must be submitted to the National Executive Secretary, National First Vice-President and National Area Director. The revised edition must include all amendments passed at the National Convention.

**5. ETHICS COMMITTEE - GREIVENCES – CHARGES – ACTIONS – DEPOSITION-APPEALS- ALLEGED VIOLATIONS-CONDUCT OF BUSINESS**

**Section 1 - ETHICS COMMITTEE, CHARGES AND NOTIFICATION**

- A. Ohio Dance Masters must have an Ethics Committee. This Ethics Committee shall consist of at least three ODM Past Presidents. If there are not enough Past Presidents to serve, then the current President shall appoint members to serve provided those members appointed are not currently serving on the Executive Board.

**Charges and Notification:**

1. Violations of the National or ODM Bylaws and/or Competition Rules shall be reported in writing to the ODM Executive Board.
2. If any member is reported to have violated any of the Bylaws and/or Competition Rules, by any other member, the ODM Executive Board promptly shall send a written report of the alleged violation to its ODM Ethics Committee for investigation and a determination of the charges.
3. A copy of the written report shall also be sent to the complainant and the accused so that all parties are informed of the charges preferred and ODM Board of Directors has taken the appropriate action.

4. All reports of alleged violations involving sexual behavior or harassment by a member of a minor child (as defined by applicable laws) shall be immediately reported to appropriate law enforcement agencies. In addition, the member involved shall be immediately suspended until the alleged violations are fully resolved and ODM, Dance Masters of America, Inc. if applicable, and a Court of Law, if applicable, render a final decision not subject to appeal. The aforesaid suspended member may not be present and/or participate in any meeting, convention, competition, program, or any activities where minor children are present.

## **Section 2 – ACTIONS AND DEPOSITION**

- A. After an investigation, if ODM's Ethics Committee determines the alleged violation does not constitute a violation of the Code of Regulations and/or Competition Rules, then the Ethics Committee shall promptly notify, in writing, the ODM's Board of Directors, the complainant and the accused of the dismissal of the alleged violation.
- B. After an investigation, if ODM's Ethics Committee determines the alleged violation does constitute a violation of the Code of Regulations and/or Competition Rules, then the Ethics Committee shall promptly notify, in writing, the ODM's Board of Directors, the complainant and the accused of the charges preferred against the member. The charges preferred shall set forth the Bylaws and/or Competition Rules violated by the member.
- C. Notification of the charges shall be presumed to have been received by the complainant and the accused three days after being mailed by both U.S. Postal Service certified mail, return receipt requested and by regular mail with proof of service ("presumed member receipt date"). This notification shall include a time and date on which ODM's Ethics Committee shall hear the charges, testimony and review of documentation brought by the complainant and defense of the charges, testimony and review of documentation brought by the accused. The date to hear such charges shall not be less than two (2) weeks from the presumed member receipt date. However, an extension of the date to hear such charges shall be within the sole discretion of ODM's Ethics Committee and not to exceed an additional two (2) weeks.
- D. The penalty imposed on the member shall be determined by the ODM's Ethics Committee and approved by the ODM's Board of Directors. The punishment may include but not be limited to sanctions, fines, suspension from events or activities, suspension of membership, termination of membership or any combination thereof.
- E. The ODM's Ethics Committee shall send a written decision to the ODM's Board of Directors, the complainant and accused within two (2) weeks after the conclusion of the accused defense. The written decision shall set forth all the evidence ODM's Ethics Committee relies upon to render its decision. The written decision of ODM's Ethics Committee shall be presumed to have been received by the member on the presumed member receipt date, if the decision was mailed in accordance with the requirements

## **Section 3 – APPEALS**

- A. Within two (2) weeks from the presumed member receipt date, the complainant and/or the accused may appeal the decision of ODM's Ethics Committee to the ODM's Board of Directors with a copy sent to the ODM's Ethics Committee. The appeal shall be in writing and set forth any evidence, which refutes the decision of the ODM's Ethics Committee. The appeal and copy thereof must be mailed in accordance with the mailing requirements set forth in SR 55H as found in the DMA National Standing Rules.
- B. Within three weeks after the Affiliated Chapter's Board of Directors receives the member's written appeal, it shall either uphold or reverse the decision of the Affiliated.
- C. The decision of the ODM's Board of Directors shall be final with no further right of appeal.
- D. The ODM's Board of Directors' final decision shall be in writing and set forth the reasons why the decision was upheld or reversed.
- E. The final decision shall be mailed in accordance with the requirements set forth in Standing Rules #6 Section 2.

## **Section 4 – ALLEGED VIOLATIONS BY MEMBERS OF THE ODM'S BOARD OF DIRECTORS OR ETHICS COMMITTEE**

- A. If any member of the Board of Directors or the Ethics Committee of ODM is alleged to have violated any Bylaws and/or Competition Rules, then the remaining members of either the Board of Directors or the Ethics Committee shall proceed to resolve the alleged violation in the same manner as it is required to proceed against other members. Except for the presentation of a defense, the member of the Board of Directors or Ethics Committee who is alleged to have violated the Bylaws and/or Competition Rules shall not be present at any meeting wherein the Board or Committee is carrying forth its obligation to resolve the violations.
- B. If the alleged violation is dismissed or after a final decision is rendered, including any applicable appeal decisions of the Affiliated Chapter's Board of Directors, the initial report of the Board of Directors and the decision of the Ethics Committee and, if applicable, the appeal decision of the Board of Directors shall be forwarded to the National Ethics Committee Chairman for review. The purpose of the final review by the National Ethics Chairman is to prevent an inference of any undo influence on the final decision on the part of the Affiliated Chapter's remaining members of the Board of Directors and the Ethics Committee.

1. The report and decision must be sent to the National Executive Secretary by the ODM's Board of Directors within one (1) week of the final decision or admissal of the violation.
2. The National Board of Directors may uphold or reverse the final decision of decision of the National Ethics Committee. The National Ethics Committee's decision shall be in writing and sent to all parties in accordance with the mailing procedures set forth in SR 55H.
3. The final decision of the National Ethics Committee shall set forth the evidence relied upon to render its decision. The National Ethics Committee's decision shall be final.

**Section 5 – ETHICS COMMITTEE CONDUCT OF BUSINESS**

- A. The Ethics Committee may conduct its business, whenever possible, by telephone, tele-conference, mail, fax and E-mail
- B. All documents relative to ethics complaints shall be sealed and held at the DMA Headquarters in strict confidence. All documents shall be retained in the office indefinitely to retain a constant record of all proceedings.

Appropriate officers may be given such information regarding a disciplinary proceeding as is necessary and proper

The Ethics Committee may be given such information as is required for a hearing and/or appeal.

**6. COMMITTEES**

- A. The President shall appoint a chairman for the following committees.
  1. Awards
  2. Code of Regulations
  3. College Scholarship
  4. Convention facilitator
  5. Examination
  6. Finance
  7. Friendship/Condolences
  8. Historical Committee
  9. Junior Membership
  10. Membership/Hospitality
  11. Performing Arts Competition
  12. Publicity
  13. Rules Committee
  14. Scholarship
  15. Scholarship Fund
  16. Solo Title Competition
    - a. Miss Dance
    - b. Mr. Dance
    - c. Teen Miss Dance
    - d. Teen Mr. Dance
    - e. Junior Miss Dance
    - f. Junior Mr. Dance
    - g. Petite Miss Dance
    - h. Master Dance
- B. Ethics Committee
  1. Chaired by the Immediate Past President and governed by all active Past Presidents
- C. Nominating Committee
  1. Chaired by the First Vice-President

**7. COMPENSATION**

All issued checks must be cashed within six (6) months after issued date. No checks will be reissued.

- A. The following officers shall receive compensation of their rooms during the workshops:
  1. President.



2. Secretary.
3. Treasurer.
4. Principal.
5. PAC Chairman (participating conventions).
6. Solo Title Chairman (participating conventions).
7. Scholarship Chairman (participating conventions).
8. Facilitators (participating conventions)
9. Financial Advisor (teacher's educational workshop)

Any rooms compensated by the hotel will be used for the above rooms.

B. The following rooms will be compensated by ODM:

1. Faculty
2. Judges
3. Invited National officers
4. Invited National title holders (one night only)
5. Any invited guest selected by the ODM Officers
6. 2 rooms for the "Member of the Year" at the convention of the banquet they are awarded (one night only)

C. The following officers shall receive free conventions without food functions

1. President.
2. Secretary.
3. Treasurer.
4. Principal.
5. National Past Presidents
6. PAC Chairman (participating conventions).
7. Solo Title Chairman (participating conventions).
8. Scholarship Chairman (participating conventions).
9. Facilitators (participating conventions)
10. Financial Advisor

D. The following receive the stated compensation:

1. Miss/Mr Dance Winners
  - a. Tuition and food functions for the next four (4) workshops
2. Miss/Mr. Dance First and Second Runner-ups
  - a. Tuition only to the next four (4) workshops
  - b. No food functions
4. Younger Title Winners
  - a. Tuition and food functions for the next three (3) workshops
5. Younger Title First and Second Runner-ups
  - a. Tuition only to the next three (3) workshops
  - b. No food functions
6. The Member of the Year
  - a. 2 rooms for one night at the convention they are awarded ~~of the banquet they are awarded~~
  - b. 4 complementary meal tickets at the convention they are awarded
7. Members receiving their 50-year pin
  - a. One complimentary food function at the ODM workshop within that fiscal year
8. Members receiving 25-year pins who were not able to attend the National Convention
  - a. One complimentary food function at the ODM workshop within that fiscal year
9. Any invited guest selected by the ODM Officers
  - a. Room for the number of nights needed to fulfill their obligation
  - b. One complimentary food function
  - c. Workshop

## 8. SCHOLARSHIPS

A. **The Marjorie Sellers Memorial Award:**

1. Recipient is the Miss Dance contestant with the highest accumulative score achieved in the audition classes.
2. The \$150.00 award is funded from donations from Ohio Dance Master members, donations from the Junior Membership and the general fund.

B. **The Etta Mae Smith Memorial Tap Scholarship:**

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1. Recipient is the teacher of record with the highest tap score at each PAC, up to three scholarships per fiscal year (a \$300.00 max) in the amount of \$100.00 each.
  2. If there is a tie of the highest score, the scholarship shall be divided among the recipients.
  3. Funded by donations. If donations and contributions do not totally finance the Etta Mae Smith Memorial Scholarship, funds will come from the general account.
- C. The Bettene Winch Scholarship:**
1. Recipient is the student with the highest ballet score in the non-title Scholarship audition class in the 17-25 year old age division.
  2. The monetary amount awarded \$300.00 and a certificate will be given to the recipient. The monies will come from the General fund, if there are sufficient funds available to support the said Scholarship.
  3. The monetary winnings are to be used for the Ballet intensive at the Dance Masters of America summer National Convention of that year. If the Ballet intensive is not offered at Dance Masters of America's Summer National Convention it can be used for the Jazz intensive at the above said organization. If the winning recipient is unable to attend the said D.M.A. National Summer Intensive then the Scholarship will be given to the next participant who is able to attend and has the next highest score that fits the above criteria.
  4. The funds will be released to the recipient at the DMA National Summer Convention after the Intensive is over and proof of attendance is verified. The transaction is to be handled by the ODM Delegate and or the ODM Secretary, Treasurer.
- D. Mary Louise Megert Scholarship:**
1. Recipient will have a full scholarship to Dance Masters of America's National Convention
  2. It must be used the year that it was received
  3. Recipient is chosen from submitted names at the March Ohio Grand Body meeting.
- E. General Tuition Scholarship:**
1. Recipient will have a full scholarship to either Dance Masters of America's National Convention or Teacher's Training School of DMA.
  2. It must be used the year that it was received
  3. Recipient is chosen from submitted names at the March Ohio Grand Body meeting.
- F. TTS National funded scholarship tuition:**
1. Recipient will have a scholarship for tuition of Teacher's Training School of DMA.
  2. Ohio Dance Masters will pay for the room and board of Teacher's Training School of DMA.
  3. Recipient is chosen from submitted names at the March Ohio Grand Body meeting.
- G. Past President Educational Scholarship:**
1. Recipient will receive a full scholarship for tuition to DMA Nationals for that fiscal year.
  2. Awarded to the member teacher who brings the most students to the open scholarship auditions.
  3. This award is non-trans fundable and paid directly to DMA