

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 \$115.00 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 15th** 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 1st.
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 1st, 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, enter 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 dismissal 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) – OMIT???
 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 or National Title Holders during their reign
 - 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:

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 Maters 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