

NORTH AMERICAN DRAMA THERAPY ASSOCIATION BY-LAWS

Last Amended: 2021

ARTICLE I **NAME**

The name of this corporation shall be The North American Drama Therapy Association, Inc. (here in after referred to as the Association). The association is a nonprofit corporation organized under the laws of the state of New York. Drama Therapy is a clinically recognized profession and is defined as the intentional use of drama/theatre processes to achieve the therapeutic goals of symptom relief, emotional and physical integration, and personal growth. Drama therapy is an active experiential approach that facilitates the client's ability to tell their story, solve problems, set goals, express feelings appropriately, achieve catharsis, extend the depth and breadth of inner experience, improve interpersonal skills and relationships, and strengthen the ability to perform personal life roles while increasing flexibility between roles.

ARTICLE II **PURPOSES AND OBJECTIVES**

The purposes and objectives of this Association shall be: to educate and promote public awareness and expansion of the field of drama therapy; to encourage a consciousness of cultural humility, equity, and diversity to establish and uphold high standards of training for drama therapists; to maintain a system of registration and peer review for those members meeting established qualifications; to encourage research; to provide forums for the connection and sharing of ideas among drama therapists, to sponsor meetings and publications promoting the development of professional training opportunities in drama therapy and all other activities pertaining to it.

ARTICLE III **MEMBERSHIP**

Section 1. The membership shall consist of persons who meet the designated application requirements, who remain in good standing and who pay the annual dues which have been set for membership. Membership in the Association shall be open to persons regardless of race, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, marital status, veteran status or any other characteristic protected under applicable federal or state law.

Section 2. Categories of membership shall be determined by the Board of Directors.

ARTICLE IV
DUES AND FEES

Section 1. Dues for the various classifications of membership shall be determined by the Board of Directors.

Section 2. Dues shall be paid annually, at a date which shall be set by the Board. Members shall be notified concerning payment of dues at least 30 days before membership payment is due. Failure to pay dues within 60 days of deadline shall result in loss of membership until such time that dues are paid in full and retroactively. If dues are not paid within 30 days of the second notice, all rights to membership shall be forfeited.

Section 3. The Board of Directors shall determine the non-refundable application fee and procedure for applicants to become a Registered Drama Therapist (RDT). If a member is notified of approval of their registration application, an annual maintenance fee must be paid. If unpaid for three (3) years, the member must re-apply consistent with Association policy.

Section 4. The Board of Directors shall determine the non-refundable application fee and procedure for applicants to become Board Certified Trainers (BCT). If a member is notified of approval of their BCT application, an annual maintenance fee, above and beyond the annual registry maintenance fee, must be paid. If unpaid for three (3) years, the member must re-apply to become a Board-Certified Trainer. Dues in arrears must be paid in full.

ARTICLE V
MEMBER MEETINGS

Section 1. The annual meeting of all members of the Association may coincide with the National Conference dates. The annual meeting shall be for the purpose of the induction of officers and chairpersons of the standing committees, for the presentation of committee reports, and for all other business deemed necessary by the Board of Directors. Notification of the date of the annual meeting shall be communicated by the Secretary to the membership at least 10, but not more than 50 days prior to the selected meeting date.

Section 2. Special meetings of the members may be held upon the call of the Board of Directors. Written notice of the time, date, place, and purpose of each special meeting shall be provided by mail, email or other appropriate digital means, not less than 10 days before each meeting.

Section 3. The annual meeting and special meetings may be held virtually, as circumstances warrant, and with the opportunity to connect provided with all notices for said meetings.

ARTICLE VI **BOARD OF DIRECTORS**

Section 1. The Board of Directors shall be composed of the officers of the Association, Regional Representatives, and Chairpersons of the standing committees (with the exception of the chairperson of the Registry Trainer Review, Appeals, and Student Committees). Board members shall be elected for a two-year term, for a maximum of 2 terms or 4 years, from the members who hold the RDT credential. No candidate may run for more than one position on the Board of Directors in any one election or hold more than one position on the Board of Directors in any one term. The Board of Directors shall carry out the purposes and objectives of the North American Drama Therapy Association. They shall have general charge and control of the affairs, funds, and endeavors of the Association as outlined in the Articles of Incorporation.

Section 2. In cooperation with the National Office, elections shall be overseen by the President-Elect and certified by the Secretary. Elections shall be held by mail, on-line voting, and/or e-mail in odd numbered years 60 days prior to the annual meeting. Election is determined by majority vote. Members eligible to vote for Officers, Regional Representatives, and Standing Committee Chairpersons shall be comprised of all membership categories (with the exception of Organization).

Section 3. The officers of the Association shall be President, President-Elect, Vice- President, Secretary, and Treasurer, and shall constitute the Executive Committee with such powers as designated by a majority of the Board of Directors.

Section 4. The number of the Board of Directors may be changed at any regular meeting or at any special meeting, duly called for that purpose, provided that at no time shall the number of directors be less than eight (8) or more than twenty-one (21) directors. Upon just cause shown, any director may be removed by a two-thirds vote of the remaining directors at a special meeting of the Board of Directors, called for that purpose, and at which a quorum is met. The ousted member may constitute part of that quorum.

Section 5. The regular term of all officers shall begin December 1st of an election year. The announcement of their election and their introduction to the Membership shall have taken place at the annual meeting at the annual conference. No person shall serve more than two consecutive terms (4 years) in the same office and no person shall be a member of the Board of Directors for more than four (4) consecutive terms (8 years) at any time.

Section 6. In an election year, the outgoing board shall assemble at the annual conference to resolve unfinished business. The outgoing and incoming boards may assemble in joint session with the outgoing and incoming Presidents co-presiding for the duration of the meeting. The incoming board shall assemble at least once.

Section 7. The *President* shall preside at all regular and special meetings of the Board of Directors and all annual and special meetings of the membership. The President shall be an ex-officio member of all standing committees. The President may call special meetings of the Board with 1) the approval of the majority of the Executive Committee, or 2) majority of the Board of Directors. The President, with the approval of a majority of the Board of Directors, shall appoint chairpersons of special committees, such as Ad Hoc Committees, and make appointments for unexpired terms of office (with the exception of President-Elect). The President shall coordinate all business of the Association and shall be responsible to the Board of Directors. In the event that the President shall, for any reason, be unable to complete their term, a special election shall be held as soon as possible to fill the unexpired portion of the term.

Section 8. The *President-Elect* shall be a member of the Board of Directors and an ex-officio member of all standing committees, and shall perform the functions of the President in their absence or incapacity. Any member of the NADTA who has served as a member of the Board of Directors within the past five years shall be eligible for nomination to the office of President-Elect. The President-Elect shall automatically succeed to the Presidency upon completion of the President's term. In the event that the President-Elect shall, for any reason, be unable to complete their term, a special election shall be held as soon as possible to fill the unexpired portion of the term.

Section 9. The *Vice-President* shall assist the President as required. The Vice-President shall appoint and oversee the conference committee chairperson(s) of all annual conferences. The Vice-President shall be ex-officio member of all international, national, and regional conference committees. In the event of a vacancy of both the President and President-Elect positions, the Vice President would serve as the association's senior officer until special elections were held and a new President and President-Elect were installed.

Section 10. The *Treasurer* shall manage the funds of the Association. The Treasurer shall keep an itemized account of all bills and disbursements and present periodic financial reports to the Board of Directors and to the membership at the annual meeting. The Treasurer shall be the chairperson of the Budget and Finance Committee, and attend to grant and fund-raising projects for the Association.

Section 11. The *Secretary* shall handle all official correspondence as required by the Association and shall notify the membership of the agenda of annual meetings and of any special meetings. The Secretary, in cooperation with the National Office and the President-Elect shall be responsible for the mailing, recording, and certifying of ballots of elections and shall keep the minutes of the Board meetings and the annual meetings of the Association. The Secretary oversees the Association archives and the Archive Committee. The Secretary shall keep an up-to-date file of all officially adopted policy papers. These papers shall be sent to the Association archives.

Section 12. The Regional Representatives shall be elected from different geographical regions and shall provide liaison between those regions and the Board of Directors. They shall also serve on the Board of Directors and Board committees as needed, and are members of the Membership Committee. The Regional Representative shall be responsible for assisting with the development of chapters, regional conferences, and student associations within their region.

Section 13. The directors shall serve in such capacity without compensation, except for any approved out-of-pocket expenses incurred in performance of said duties.

Section 14. Directors may meet by tele-conference, video-conference or similar virtual mode, as long as all directors participating can effectively communicate with one another and be fully identified. Such participation shall constitute a meeting.

ARTICLE VII **STANDING COMMITTEES**

Section 1. The membership of each standing committee (with the exception of Registry, Trainer Review, Appeals and Student Committees in which the chairpersons are appointed) is inclusive of the elected chairperson who shall appoint committee members from among the Association's membership. Committee membership may be subject to the approval of the majority of the

Board of Directors. The President and President-Elect shall serve as ex-officio members of all committees.

A. *Communications Committee* shall consist of no fewer than three members who shall coordinate, publish and distribute a newsletter and/or other publications to the membership. The committee shall develop communications for the general public which shall explain the role, purpose, and objectives of the Association. Their responsibility shall be to increase public awareness and understanding of drama therapy.

B. *Budget and Finance Committee* shall consist of no fewer than three members and no more than six members who shall oversee the financial activities of the organization, including periodic review of financial statements, annual budget and independent financial reviews as appropriate or required. An independent accountant/bookkeeper who is not a member of NADTA may also be a member of this committee. The chairperson of the Budget and Finance Committee shall be the Treasurer.

C. *Educational Committee* shall consist of no fewer than three members who shall clarify the standards of University training programs and encourage the establishment of qualified education and alternative training programs in drama therapy. The committee shall develop and recommend guidelines by which programs can be reviewed for NADTA approval and shall create a sub-committee for the purposes of implementing the reviews. The committee shall collect data to identify teachers and courses taught in drama therapy, design alternative training methodologies and criteria for certifying trainers and acceptable facilities. In conjunction with the National Office and the Communications Committee, the Education Committee shall keep up-to-date the bibliography of all books, periodicals, research studies, etc. dealing with drama therapy.

D. *Ethics Committee* shall consist of no fewer than three members who shall be responsible for encouraging the maintenance of professional standards according to NADTA Standards of Ethical Practice, and for developing and implementing a procedure for peer review. Members of the Board of Directors, with the exception of the Ethics Chair, may not serve on this committee. The chairperson of the Ethics Committee shall serve as a non-voting, ex-officio member of the Registry Committee, Trainer Review Committee, and Appeals Committee.

E. *Membership Committee* shall include the Chairperson, the Regional Representatives, delegates from the Student Committee, and others as needed. The committee shall have the responsibility for developing and implementing membership procedures. The committee shall be responsible for recruiting new members and increasing member retention.

F. *Government Affairs Committee* shall consist of no fewer than three members who shall gather information on current and pending regulations and legislation pertaining to the employment of drama therapists. The Chairperson of the Government Affairs Committee, at the direction of the Board of Directors, shall represent the Association on appropriate state, national and international bodies concerned with issues of job classification, career opportunities, licensing and other matters directly affecting the professional status of drama therapists.

G. *Registry Committee* shall consist of three to five appointed Registered Drama Therapists who are not current members of the Board of Directors. Committee members shall serve two year terms which may be renewed twice. The Standard and Ethics Chairperson shall be an ex-officio, non-voting member, but may vote in the instance of a tie vote by the committee. The committee members shall be appointed by the President and approved by majority vote of the board. A minimum of one member must be alternatively trained and a minimum of one member must be a graduate of an NADTA approved MA program in drama therapy. The Chairperson shall be selected by the President and approved by majority vote of the board; they shall not serve on the Board of Directors. The committee shall be responsible for reviewing applications for professional registry as a drama therapist and for notifying applicants of its decisions.

H. *Trainer Review Committee* shall consist of three to five Board Certified Trainers who are not current members of the Board of Directors. Committee members shall serve two year terms which may be renewed twice. The Standards and Ethics chairperson shall be an ex-officio, non-voting member, but may vote in the instance of a tie vote by the committee. The committee members shall be appointed by the President and approved by majority vote of the board. The Chairperson shall be selected by the President and approved by majority vote of the Board; they shall not serve on the Board of Directors. The committee shall be responsible for reviewing applications for Board Certified Trainer and for notifying applicants of its decisions.

I. *Appeals Committee* shall consist of three Board Certified Trainers who are not current members of the Board of Directors, the Registry Committee, or the Trainer Review Committee. The Standards and Ethics Chair shall be an ex-officio, non-voting member of this committee, but may vote in the instance of a tie vote by the committee. The committee members shall be appointed by the President and approved by majority vote of the board. The Chairperson shall be selected by the President and approved by majority vote of the board; they shall not serve on the Board of Directors. The committee shall be responsible for reviewing appeals on registry and board certified trainer decisions and for notifying those seeking the appeal of their decision. Committee members shall serve two year terms which may be renewed twice.

J. *Student Committee* shall consist of at least two student representatives from each NADTA approved MA program, comprised of a first year and second year student, and at least one alternative training student from each geographical region, if available. The Membership Chair shall be an ex-officio member of the committee. The Chairperson shall be one of the student members, appointed by the President. The student committee members shall be recruited by the Chairperson with assistance from the Membership Chair and Regional Representatives. The committee shall provide liaison between the student body and the Association. A representative from the committee shall submit a report to the NADTA Board at each semi-annual Board meeting.

K. *Cultural Humility, Equity, and Diversity Committee* shall consist of no fewer than three members. The Cultural Humility, Equity, and Diversity Committee is charged with the promotion of cultural competency in drama therapy training and practice within the membership of the NADTA. The Cultural Humility, Equity, and Diversity Committee promotes dialog around diversity and social justice in all aspects of the organization as well as cultural sensitivity, cultural competence and cultural humility in the practice and profession of drama therapy. The Chairperson of the Cultural Humility, Equity, and Diversity Committee shall be the Cultural Humility, Equity, and Diversity Chair.

L. *Research Committee* shall consist of no fewer than three members who shall gather and promote information on current research in the field of drama therapy and are charged with encouraging a culture of inquiry amongst the membership. The committee will identify and make recommendations around trends and gaps in research and share this information with members of the Association. The committee will coordinate with the editorial leadership of the NADTA sponsored drama therapy journal and with other Board members as needed. The Chairperson of the Research Committee shall be the Research Chair.

ARTICLE VIII **AD HOC COMMITTEES**

Section 1. *Nominating Committee* shall consist of no fewer than three Registered Drama Therapist members, at least one of whom should be a current member of the Board of Directors. The committee shall be elected by majority vote of the Executive Committee of the Board of Directors. This committee must present to the Board of Directors a slate of one or more names for each elective office no fewer than 30 days before the opening of the Association's election cycle. All nominees must hold the credential of Registered Drama Therapist. Persons nominated for the office of President-Elect must have served at least one term on the Board of Directors within the past five years. No board member may serve more than (2) consecutive terms or 4 consecutive years in the same position. No board member may serve more than (4) consecutive terms or 8 consecutive years on the Board.

Section 2. The President may appoint additional ad hoc committees as needed, with the approval of a majority of the Board of Directors.

ARTICLE IX
QUORUMS

A majority of the members of the Board of Directors shall serve as a quorum for Board of Directors meetings. All voting members who are present shall constitute a quorum for the annual meeting or any special meeting that has been duly announced to the membership. Absentee ballots for voting on by-law revisions may be requested one month before the annual meeting by members who are unable to attend the meeting. Ballots must be received directly by the National Office no later than one week before the scheduled annual meeting.

The quorums of the association are determined as follows:

Type of Meeting	Quorum for Said Meeting
Board of Directors Meeting (Regularly Scheduled or Special Meeting of the Board)	A majority of the members of the Board of Directors shall serve as quorum.
Annual Meeting of the Membership	All voting members who are present shall constitute a quorum.
Special Meeting of the Membership (Duly Announced)	All voting members who are present shall constitute a quorum.

Absentee ballots for voting on by-law revisions may be requested one month before the annual meeting by members who are unable to attend the meeting. Ballots must be received directly by the National Office no later than one week before the scheduled annual meeting.

ARTICLE X
BOARD OF ADVISORS

Section 1. The Board of Directors may nominate and vote upon members of a Board of Advisors who shall consist of responsible individuals who support the purposes and endeavors of the Association. The number of members of the Board of Advisors shall be decided upon by a majority vote of the Board of Directors.

Section 2. The members of the Board of Advisors shall serve at the discretion of the Board of Directors and their duties and responsibilities shall be directed by the Board of Directors.

Section 3. No such sponsor of the Corporation shall receive any salary, compensation or emolument for any service rendered to the Corporation by such advisors, except that the Board of Directors may authorize part of expenditures reasonably incurred on behalf of activities for the benefit of the Corporation.

ARTICLE XI **BYLAWS**

Section 1. A Bylaws Committee must be constituted by a majority vote of the Board of Directors as deemed necessary. The President-Elect shall serve as chairperson of the Bylaws Committee.

Section 2. Any changes in the Bylaws shall be approved by a majority of the Board of Directors and ratified by two-thirds of the votes received from the Membership at the annual meeting in person and by absentee ballot, or another designated opportunity held virtually.

Section 3. Association members of all membership categories may vote on By-Law revisions (with the exception of Organization).

ARTICLE XII **ANTI-MONOPOLY CLAUSE**

Nothing contained in the Certification of Incorporation or these Bylaws shall authorize or empower the Corporation to perform or engage in any act or practice prohibited by section 340 of the general business law of any other anti-monopoly statute of the State of New York and of the United States of America.

ARTICLE XIII **INDEMNIFICATION**

The Corporation named may indemnify, hold harmless and insure any person named, or threatened to be, a party of any action or proceeding by reason of the fact that they are or were a director, officer, employee or agent of the Corporation, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorney's fees and costs of suit if the person has acted lawfully and ethically according to the NADTA Code of Ethics.

ARTICLE XIV
RULES OF ORDER

The latest edition of Robert's Rules of Order, and the nonprofit law of the state where the association is incorporated shall be the authority for all questions of procedure not covered by these Bylaws.

ARTICLE XVI
REGIONS

The Association shall establish Regions pursuant to Association guidelines as posted on the Association website and consistent with the purposes of the Association as stated in Article II and within these Bylaws. The Association reserves the right to both authorize and rescind regional designations, with or without cause, at its discretion.

NADTA established 1979. Amended:

1994, 1996, 1999, 2001, 2002, 2011, 2013, 2016, 2017, 2019, 2021