

TABLE OF CONTENTS

BYLAWS OF THE RDA/NE 3

ARTICLE I 3
 Name 3

ARTICLE II 3
 Objectives..... 3
 Section A. Description 3
 Section B. Implementation..... 3
 Section C. Not-for-Profit..... 3

ARTICLE III..... 3
 Geographic Area..... 3

ARTICLE IV 4
 Office..... 4

ARTICLE V 4
 Fiscal Year..... 4

ARTICLE VI 4
 Membership 4
 Section A. Classes of Membership 4
 Section B. Responsibilities of Membership 5
 Section C. Qualification for Membership 6
 Section D. Evaluation 6
 Section E. Reevaluation 6
 Section F. Adjudication..... 6
 Section G. Withdrawal of Membership 7

ARTICLE VII 7
 Meetings..... 7

ARTICLE VIII..... 8
 Board of Directors 8

ARTICLE IX 8
 Executive Board..... 8

ARTICLE X 9
 Committees..... 9

ARTICLE XI 9
 Festivals..... 9
 Section A. Performances 9
 Section B. Choreographic Works..... 10
 Section C. Festival Expenses and Administration 10

ARTICLE XII 11
 Adoption..... 11

ARTICLE XIII..... 11
 Amendment..... 11

ARTICLE XIV 11
 Dissolution..... 11
 Section A..... 11
 Section B..... 11
 Section C..... 11
 Section D..... 12

Regional Dance America/Northeast

RDA/NE GUIDELINES	13
ARTICLE I	13
<i>Name</i>	13
ARTICLE II	13
<i>Objectives</i>	13
ARTICLE III	13
<i>Geographic Area</i>	13
ARTICLE IV	13
<i>Office</i>	13
ARTICLE V	13
<i>Fiscal Year</i>	13
ARTICLE VI	13
<i>Membership Guidelines</i>	13
Section A. Classes of Membership	13
Section B. Responsibilities of Membership	14
Section C. Qualification for Membership	15
RDA/NE MEMBERSHIP REGULATIONS.....	15
<i>Qualifications for membership</i>	15
RDA/NE Guidelines	15
Section D. Evaluation	15
Section E. Reevaluation for Membership	17
Section F. Adjudication	18
Section G. Withdrawal	20
ARTICLE VII	20
<i>MEETINGS</i>	20
ARTICLE VIII	20
<i>BOARD OF DIRECTORS</i>	20
ARTICLE IX	20
<i>EXECUTIVE BOARD</i>	20
Section A.	20
Section B.	20
Section C.	21
Section D.	21
Section E. Duties of Officers	21
ARTICLE X	23
<i>Committees</i>	23
ARTICLE XI	24
<i>Festivals</i>	24
Section A.	24
Section B.	24
Section C. Festival Expenses and Administration.....	24
ARTICLE XII	27
<i>Adoption</i>	27
ARTICLE XIII	27
<i>Amendment</i>	27
ARTICLE XIV	27
<i>Dissolution</i>	27
ARTICLE XV	27
<i>RDA Related Matters</i>	27
A. RDA Membership Regulations	27
B. RDA Choreography Conference	28

BYLAWS OF THE RDA/NE

(ACCEPTED BY THE BOARD OF DIRECTORS ON MAY 22, 2008)

ARTICLE I.

Name

The name of the Association is Regional Dance America/Northeast (RDA/NE).

ARTICLE II.

Objectives

Section A. Description

The objectives of this Association are to educate its members and the public in the art of dance, including but not limited to ballet and modern dance; to encourage the exchange of ideas and information for its members and the public in the art of dance; to encourage and develop high artistic standards of dance among its members; to "encourage" and foster new choreography; and to combine the knowledge, talent and information of its member companies in order to further their education as well as that of the public.

Section B. Implementation

For the purpose of furthering the preceding objectives, the Association will organize, establish, produce, direct, and/or stage dance festivals and conferences and other dance events on a non-profit basis.

Section C. Property

In accordance with these objectives, the Association will hold, own, occupy, lease, mortgage, sell, purchase, and/or convey real and personal property.

Section D. Not-for-Profit

No member of the Board of Directors will financially profit from any income of the Association.

ARTICLE III.

Geographic Area

The area to be covered and encompassed by the activities of this Association include the States of Pennsylvania, New Jersey, New York, Maine, Ohio, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island, Delaware, Maryland, Washington, D.C. and the bordering provinces of Canada.

Regional Dance America/Northeast
ARTICLE IV.

Office

The principal office of the Association is located in the city of Scranton, County of Lackawanna, State of Pennsylvania, U.S.A.

ARTICLE V.

Fiscal Year

The fiscal year of the Association is from September 1st through August 31st.

ARTICLE VI.

Membership

Section A. Classes of Membership

1. Intern

A company may be admitted as an Intern Member according to the vote of the RDA/NE Board of Directors at its evaluation. An intern company participates in and benefits from all Association activities. An Intern company director is not allowed to vote at any meetings or at Evaluation for membership, does not qualify to adjudicate for Festival performances (except as specified in Guidelines/Membership: Adjudication), may not hold office in the Association, and may not host a Festival. An Intern Company must re-evaluate to retain its membership within two years of receiving its Intern Membership. Evaluation and Reevaluation procedures are defined in Guidelines/Membership: Evaluation and Reevaluation.

2. Performing

Performing:

A company may be admitted as a Performing Member according to the vote of the RDA/NE Board of Directors at its Evaluation. A Performing company has full membership privileges. Performing Membership is retained through Adjudication (see Guidelines/Membership: Adjudication) and Reevaluation (see Guidelines/Membership: Reevaluation).

Regional Honor:

A Performing company automatically receives Regional Honor status when it has appeared on three of the five most recent Gala performances.

3. Honorary

The following founding members, as individuals, are made Honorary Members of RDA/NE:

Regional Dance America/Northeast

Josephine Schwarz (Dayton Ballet), Alexi Ramov (Ballet Guild of Lehigh Valley), E. Virginia Williams (Boston Ballet), Barbara Weisberger (Wilkes-Barre Ballet), Marjorie Hassard (Detroit City Ballet), and Nesta Toumine (Ballet Imperial of Ottawa, Canada). The following persons are made Honorary Life Members in Perpetuity of RDA/NE: Jeraldyne Blunden (Dayton Contemporary Dance Company), Alice Reid (Ithaca Ballet), Doris Hering and other individuals as voted on by the membership.

4. Special Conditions¹

A company which is the second company, apprentice or civic wing of a professional company which is a performing member of the corporation may be adjudicated in lieu of its parent company and must have its status evaluated during its performance at that festival.

Section B. Responsibilities of Membership

1. Meetings

Each member company must be represented at all Board of Directors Meetings in their entirety by the Artistic Director or his/her official delegate. The only excusable absences will be for Acts of God or life/death situations, of which a member of the Executive Board has received notification.

Attendance may be required at other meetings as defined in Guidelines/Membership: Responsibilities. A company failing to comply automatically forfeits its membership.

2. Administration

Each member company is responsible for being familiar with and adhering to the RDA/NE Bylaws and Guidelines. Each member company is also responsible for adhering to the Bylaws and National Policies of the RDA. When a member company through laxity of correspondence or cooperation in administrative matters incurs added expense for the RDA/NE, this member company will be responsible for said expense.

3. Hosting a Festival

It is an obligation of member companies of this Association to host a Festival. It is, therefore, required that all companies that have been Performing Members for at least five (5) years are committed to host a Festival in their community, or pay an assessment per year as determined by the Executive Board. Such assessments will be deposited in the general fund to be disbursed at the discretion of the Executive Board.

4. Dues and Assessments

Each member company must pay annual membership dues; the amount will be determined by the Board of Directors of the Association. Notification of dues payable will be sent by the Treasurer.

Failure to comply with this deadline will result in a fine. Special assessments will be fixed

¹ Special Conditions are as per the National Regional Dance America Guidelines.

Regional Dance America/Northeast

and/or assessed by the Executive Board from time to time as it deems necessary.

5. *Ethics*

Each member company shall comply with the RDA/NE Code of Ethics as defined in Guidelines/Membership Responsibilities: Ethics.

Section C. Qualification for Membership

Qualification for membership is made through the Membership Chairman. Qualification procedures are defined in Guidelines/Membership: Qualifications.

Section D. Evaluation

Evaluation procedures are defined in Guidelines/Membership: Evaluation.

Section E. Reevaluation

Re-evaluation procedures are defined in Guidelines/Membership: Reevaluation.

Section F. Adjudication

1. Only performing member companies in good standing may adjudicate for Festival performances. Intern companies may adjudicate works for the Emerging Choreographers Workshop.
2. The Festival host will choose the Festival Adjudicator as specified in Guidelines/Membership: Adjudication.
3. The Festival host will send-out adjudication forms to each company wishing to be adjudicated. Said forms are to be filled out for each ballet, and returned to the Festival Host by the deadline specified.
4. Each adjudicating company will pay an Adjudication Fee to the RDA/NE. To assure reasonable conformity among Regions, the amount of the fee is recommended by the RDA Coordinators. A separate adjudication fee for Intern companies is defined in Guidelines/Membership: Adjudication.
5. All adjudicators will make a full written report on all ballets offered for adjudication. This report will be given to all directors offering ballets for adjudication. Those parts of the report which concern their own ballets and/or companies may be shared with their own company dancers and Board Members at the Artistic Director's discretion, but may under no circumstances be used for publication or reproduction. Those parts of the report which refer to other companies and/or ballets are to be considered strictly confidential.
6. Companies which adjudicate for Festival but do not accept the adjudicator's decision as to the work chosen or the place designated on Festival programs and thereby refuse to appear will be

Regional Dance America/Northeast

ineligible for adjudication for the following Festival.

Section G. Withdrawal of Membership

1. Withdrawal of membership must be in writing, filed with the Secretary of the Association by July 1st.
2. A member company that withdraws from the Association and later wishes to renew its membership must follow the same procedures as stated above for new applicants.
3. This procedure may be waived at the discretion of the Executive Board.

ARTICLE VII.

MEETINGS

Section A.

The Association will hold its Annual Board of Directors Meeting during the annual festival.

Section B.

There will be a second mandatory Board of Directors Meeting held in the fall of each year.

Section C.

Special meetings will be called by the President of the Board whenever he/she deems it to be necessary, or whenever he/she is called upon to do so by a majority of the Board of Directors.

Section D.

Notice of all above meetings will be in writing and sent with a working agenda by the Secretary of the Association not less than ten (10) days nor more than twenty (20) days before the date of the meeting. All notices of any special meeting must state the purpose of the meeting.

Section E.

A simple majority of the members of the Board of Directors will constitute a quorum for the transaction of business.

Section F.

A vote will carry by a simple majority of the members present of the Board of Directors except for a vote to amend bylaws or dissolve the corporation. The Artistic Director or company representative of each Performing Member company in good standing will have one vote.

Section G.

All reports must be submitted to the Secretary in writing at the close of each meeting.

Regional Dance America/Northeast

Section H.

Roberts Rules of Order will normally be used in conducting each meeting.

ARTICLE VIII.

Board of Directors

Section A.

The governing body of the Association is a Board of Directors.

Section B.

The Board of Directors consists of the Artistic Director or company representative of each member company in good standing.

Section C.

The Board of Directors will elect its Officers/Executive Board from among the Artistic Directors or representatives of Performing Member companies in good standing. These Officers comprise the Executive Board.

ARTICLE IX.

Executive Board

Section A.

The Executive Board consists of the following nine officers:

- 1) President; 2) Vice-President (immediate past president); 3) Festival Host; 4) Secretary;
- 5) Treasurer; 6) Membership Chairman; 7) Parliamentarian; 8) Coordinator to RDA; 9) Alternate Coordinator to RDA.

Section B.

The Executive Board must have a minimum of two mandatory meetings each year.

Section C.

All officers or their representatives must attend both yearly board meetings in their entirety or vacate office.

Section D.

All duly elected Executive Board officers take office at the beginning of the next fiscal year.

Section E.

Regional Dance America/Northeast

Executive Board official job descriptions shall be included in the Guidelines/Executive Board, to be amended as necessary by the Executive Board.

Section F.

Should any vacancy occur by death, resignation, or otherwise, the same will be filled without undue delay by the Executive Board.

ARTICLE X.

Committees

Section A.

Committees and Committee Chairmen shall be designated and members appointed by the President of the Board.

Section B.

The Nominating Committee prepares a slate of officers after having contacted each individual to find out if he is willing to serve. The slate is presented to the Board of Directors at its Annual Meeting in the spring for ratification and/or further nominations.

Section C.

The Chairman of the Nominating Committee will send ballots to Directors of Performing Member companies at least ten (10) days prior to the Annual Board of Directors Meeting in the spring.

ARTICLE XI.

Festivals

There will be an Annual Festival held at the host's convenience with the approval of the Board of Directors.

Section A. Performances

The following performance programs, selected by the Festival Adjudicator, will be included at each Festival:

1. The *Gala performance*, normally held on Saturday evening, is open to the public. *Concert* and *Festival* performances may be open to the public at the discretion of the host company and the adjudicator. A work performed by the host company and chosen by the adjudicator will appear on the GALA performance, unless the host company elects not to be seen on that program. The Festival Adjudicator will determine performing membership status by deciding, at adjudication, on which program the host company would have been placed were

Regional Dance America/Northeast

it not for this section. This determination shall be recorded in the Adjudication Report of the Festival Adjudicator.

2. The *Concert performance* is normally held on Friday evening.
3. The *Festival performance* is normally held on Thursday evening.
4. The *Emerging Choreographers Workshop performance* will be held at a suitable time.

Section B. Choreographic Works

1. There will be a **17 minute** time limit for each work offered; works for the emerging choreographers' program are limited to **10 minutes**.
2. Dancers below the age of thirteen may be included in festival performances only if roles for children are required for that context.
3. Professional dancers may not be hired to perform principal roles in festival performances, unless they are on the normal payroll or are former members of the performing company, or unless special permission is obtained from the Executive Board.
4. Each adjudicating company will perform on the Gala, Concert, or Festival performance(s). Works in standard repertoire will be accepted for adjudication provided two other works of original choreography, excluding emerging choreography, are also adjudicated.

Section C. Festival Expenses and Administration

1. Responsibilities of the Festival Host.

- a. The host company will be financially responsible for all Festival facilities, guest teachers, lecturers, workshops, etc. It is not financially responsible for expenses incurred by directors, dancers or observers.
- b. The host company will receive all surpluses from the Festival and will assume all losses, if any.
- c. The Festival host will adhere to Guidelines/Festival: Host.

2. Responsibilities of Member Companies

- a. Each member company will be financially responsible for its own transportation, room and board, dancer's kits, and all other expenses incurred by it.
- b. Each member company will adhere to Guidelines/Festival: Member Companies.
- c. Companies which do not meet deadlines set for adjudication forms, music, program materials, light plots, and all things pertinent to festival performances will be subject to a fine set by the Executive Board.

3. Responsibilities of the RDA/NE.

- a. The Association will assume Festival-related expenses as defined in Guidelines/Festival: RDA/NE. The Executive Board will have prior approval of each amount.
- b. The Association will not be held responsible for any losses incurred by the Festival.

Regional Dance America/Northeast

ARTICLE XII.

Adoption

These Bylaws shall be effective upon their adoption by a majority of the Board of Directors.

ARTICLE XIII.

Amendment

These Bylaws of the Association may be amended by at least two-thirds of the members present at a Meeting of the Board of Directors, provided that the quorum exists, and that notice of said meeting shall contain a summary of the amendment(s) to said Bylaws.

ARTICLE XIV.

Dissolution

Section A.

The Association may be dissolved by a three-fourths vote of the members of the Board of Directors.

Section B.

Dissolution must be specifically considered by the Board of Directors and placed by them on the agenda of a subsequent meeting. Notice of that meeting must be distributed to all members not less than ten days nor more than twenty days before the date of the meeting.

Section C.

The Board of Directors will continue in existence as the Association until it is legally dissolved and will be responsible for carrying out the dissolution, if voted.

Section D.

After paying or making provision for the payment of all liabilities of the Association exclusively for the purposes of the Association, the Board of Directors upon dissolution will dispose of any remaining assets to organization(s) which are organized and operated exclusively for objectives similar to of this Association and which at the time qualify as exempt organization(s) under Section 501(c)3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors determines.

Regional Dance America/Northeast

Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization(s) as said Court shall determine.

RDA/NE GUIDELINES

(ACCEPTED BY THE BOARD OF DIRECTORS ON MAY 22, 2008)

ARTICLE I

Name

No guidelines.

ARTICLE II

Objectives

No guidelines.

ARTICLE III

Geographic Area

No guidelines.

ARTICLE IV

Office

No guidelines.

ARTICLE V

Fiscal Year

No Guidelines.

ARTICLE VI

Membership Guidelines

Section A. Classes of Membership

No Guidelines.

Regional Dance America/Northeast
Section B. Responsibilities of Membership

1. Meetings

- a. Each new member company must be represented at the orientation meeting in the fall following its admission.
- b. Any new or incoming artistic director must personally attend the semi-annual general board meeting for a three-year period after acceptance into membership.
- c. Meeting attendance of the Board of Directors: An artistic director is excused from the Board of Directors meeting, but must send a designee during the time the company is rehearsing in the theatre at Festival.

2. Dues and Assessments

- a. Annual Membership Dues: Annual Membership Dues will be \$300 per member.
- b. Assessments: All member companies who have never hosted a festival will be assessed \$75; if hosted three or more festivals will be assessed nothing. Hosting a Choreography Conference will count as hosting a festival. The above assessments will start after the fifth year after becoming a Member.
- c. Late Payment Penalties and Fines: The deadline for all fiscal responsibilities (membership dues, assessments, adjudication, raffle, and \$1,000 [10 kits] Festival seed money) will be due each year by the conclusion of the annual fall meeting. Failure to meet this deadline will mean that the company is considered a member not in good standing incurring a fine of \$100. An additional \$100 fee will be levied against those companies failing to meet a November 15 deadline. Membership will be forfeited if all financial obligations are not met by December 15.
- d. A \$50 fine will be imposed upon anyone who is up to 15 minutes late for a meeting. After that time, those not present will be considered absent.

3. Code of Ethics: Regional Dance America/Northeast Association

- a. We shall hold for the RDA/NE movement and those within our association the highest respect. To achieve this objective, our relationship with all companies shall be motivated by the highest ideals of fair play in all business practices.
- b. We shall, in our covenant with the public, establish a foundation of truth and integrity in all words and deeds.
- c. We shall deem as unethical solicitations of other member companies' dancers.
- d. We shall deem as unethical the use of misleading statements in all publicity and advertising media.
- e. If any unethical practices are brought forth, the Coordinator, the Parliamentarian and one other person appointed by President of the Board, providing they are not connected with or directly or indirectly affected by the particular case, will review the matter. They will present the findings to the Executive Committee for appropriate action.
- f. We shall honor our commitments as member companies of the Regional Dance America/Northeast Association to the Bylaws, including the Code of Ethics. Any serious infringement of the Bylaws, including the Code of Ethics, may be reviewed by the Executive Committee, and appropriate fines levied: \$100 for a first offense, \$150 for the

Regional Dance America/Northeast

second offense, and expulsion for the third offense. All fines to be paid within thirty (30) days of notification.

Section C. Qualification for Membership

RDA/NE Membership Regulations

1. Qualifications for membership²

- 1.1 A company must be domiciled and active in one of the States of Pennsylvania, New Jersey, New York, Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island, Delaware, Ohio, Maryland, Washington, D.C. and the bordering provinces of Canada.
- 1.2 Not less than one year prior to application for membership, a company must have been incorporated under the nonprofit corporation laws of the state of incorporation and must have been determined by the Internal Revenue Service to qualify under section 501(c)3 of the Internal Revenue Code as a charitable organization that is exempt from taxation and is not a private foundation within the meaning of section 509 (a). No company whose tax exempt or non-private foundation status has been revoked by the Internal Revenue Service or is in question shall be eligible for membership in the corporation.
- 1.3 A company must have at least eight (8) dancing members who are thirteen (13) years of age or older.
- 1.4 A company must appear in at least two annual public performances of differing repertoire and of at least 60 minutes duration each, for which admissions or fees are charged, exclusive of school performances or recitals, mini-performances and lecture demonstrations and exhibitions of technique as part of the promotion of the school of which the company may be a part or an extension. This requirement must be satisfied in the year preceding application for membership, as well as in all subsequent years during which the company is a member of the corporation.
- 1.5 A company must have sent its artistic director to attend an entire regional festival before making formal application for membership. The artistic director shall have been a registered festival participant.

RDA/NE Guidelines

A Big Brother-Big Sister policy is established with member companies being assigned to a new member company to help and guide them, especially during an Internship.

Section D. Evaluation³

RDA Membership Regulations

² Qualifications for members are as per the National Regional Dance America Guidelines.

³ Evaluations are as per NRDA Guidelines except 2.1.a., 2.3.a., 2.4.a.

Regional Dance America/Northeast

2. Evaluation

- 2.1 A company must submit a letter of application for evaluation, proof of tax-exempt status, two programs as evidence of performances of differing repertoire of at least 60 minutes duration for which admissions or fees were charged, proof of adequate liability insurance, and an application fee to the Membership Chairman.
 - a. The application fee is non-refundable or applicable to dues. (Fall deadline – July 1st; Spring deadline – February 1st.)
- 2.2 An applicant company must be evaluated by the Board of Directors of the corporation or its appointed representatives at specified times and places. The corporation may accept an applicant company as either a performing company or an intern company. The corporation is not obligated to accept an applicant company into its membership unless that company shows technical and artistic potential.
- 2.3 If an applicant company is to be evaluated at a meeting of the corporation, the company may be visited by a qualified member director or recognized dance expert appointed by the appropriate chairperson or officer to determine eligibility for evaluation and to eliminate unnecessary travel and expense for a company which may not yet meet the standards of the corporation. That appointee shall submit a letter of recommendation to the appropriate chairperson or officer and to the applicant company.
 - a. The fees for travel by that member would be reimbursed by the prospective company with a minimum of \$25.
- 2.4 The corporation may choose to qualify an applicant company for evaluation by means of video tape, provided that video tape presentations represent the company at its current stage of development and provide sufficient material to make the required determination.
 - a. A performance of two works not to exceed a combined total of twelve minutes, in costume with at least eight dancers. The video tape may be followed by a personal visit at the discretion of the membership chairman or by special request of the company evaluating.
- 2.5 Evaluation will consist of a warm-up class not to exceed forty-five (45) minutes conducted by appropriate person or persons and a performance of excerpts from the company's repertoire.
- 2.6 The evaluation class and performance shall be conducted in a space which is appropriate for such activities.
- 2.7 Applicant companies must show excerpts from at least two works in their repertoires.
- 2.8 At least eight (8) dancers, thirteen (13) years of age or older, must be shown in class and no fewer than eight dancers, thirteen years of age or older, must be shown in the works performed not to exceed a total of twelve minutes. Temporarily imported dancers may not be included by any company for purposes of evaluation.
- 2.9 Applicant companies will be evaluated on technique and execution, choreography, costuming and appearance and grooming of dancers.
- 2.10 The evaluation will be made by means of secret ballot. A sample ballot or a list of the criteria for judgment must be sent to each applicant company director upon receipt of formal application.
- 2.11 The results of the evaluation will be mailed to the applicant company director not later than two weeks after the evaluation. To assist the applicant company in understanding the results of the evaluation, a composite ballot of the ballots cast or a report explaining the results must be sent with the notification. The corporation may choose to make the results of the evaluation known to

Regional Dance America/Northeast

the company director immediately following the evaluation of all companies and may provide the applicant company director with the option of receiving constructive verbal critique by voting directors immediately following the evaluation of all companies.

- 2.12 Every effort shall be made by the corporation to conduct the evaluation in a manner which is consistent with the highest ideals of the regional dance movement and to provide a warm and supportive atmosphere for the applicant company.

RDA/NE Evaluation Guidelines

- a. Application Fee: The non-refundable Application Fee is set at \$150.
- b. Evaluation is presented at the biannual Board of Directors Meeting in the spring or fall.
- c. The performance of two works may not exceed a combined total of more than 12 minutes. One piece must show a cast of eight (8) dancers or more. Both pieces must be danced in costume.
- d. Professional dancers may not be hired to perform at Evaluation, unless they are on the normal payroll of the evaluating company, or unless special permission is granted by the Executive Board.

Section E. Reevaluation for Membership

RDA/NE Membership Regulations

3. Reevaluation⁴

- 3.1 Intern companies are given two years during which to work on strengthening their companies. They must be reevaluated after two years. They may request reevaluation at the end of the first year, but such reevaluation is encouraged only when remarkable progress has been made since the last evaluation.
- a. They may not be intern members longer than four years at which point they are dropped from membership.
- 3.2 Notification of the need to reevaluate shall be given to an intern company in writing by the membership officer not less than 90 days prior to the scheduled time for reevaluation and shall state the time and place of the reevaluation.
- 3.3 At their reevaluations, companies must show at least eight dancers thirteen years or older in excerpts from two works. The corporation may also require reevaluating companies to participate in a warm-up class not to exceed forty-five (45) minutes in length conducted by an appropriate person.
- a. Performing companies that need to be reevaluated for membership will be evaluated on the program that the adjudicator places them, and (if necessary) that they show a second piece during the evaluation for new companies.

⁴ Reevaluations are as per NRDA Guidelines except 3.1.a., 3.3.a., 3.5.a.,

Regional Dance America/Northeast

- 3.4 The reevaluation class and performance shall be conducted in a space which is appropriate for such activities.
- 3.5 The reevaluation shall be conducted in the same manner and under the same regulations as evaluation of applicant companies.
 - a. Companies will be charged a fee for reevaluation.
- 3.6 Every effort shall be made by the corporation to conduct the reevaluation in a manner which is consistent with the highest ideals of the regional dance movement and to provide a warm and supportive atmosphere for the applicant company.

Section F. ADJUDICATION

RDA/NE Membership Regulations

4. Adjudication⁵

- 4.1 To retain status as a performing company, a company must be adjudicated and appear on one (1) Gala performance or two (2) Concert performances within each three (3) year period of its membership. Any performing company which fails to meet this requirement must reevaluate under the regulations governing reevaluation of intern companies.
 - a. In the event that a region does not have enough members to have a third performance, the Standards Committee of the RDA will determine the number of performances which satisfy the requirement for maintenance of membership status.
- 4.2 Adjudicators must be chosen from the list of adjudicators provided by the RDA. A regional organization may request approval of an adjudicator who does not appear on the adjudicators list by making such a request in writing to the Chairman of the Adjudicators' Committee prior to any regular meeting of the Board of Directors of the RDA.
- 4.3 The adjudicator shall be responsible for selecting works for presentation on a Gala performance for viewing by the public and one or more Concert performances for viewing only by members of the corporation at the annual festival of the corporation.
 - a. The number of Concert performances in any region which shall serve to satisfy the requirement for maintenance of membership status shall be determined periodically by the Standards Committee of the RDA.
- 4.4 Any company which, in the opinion of the adjudicator, does not warrant appearance on required Gala or Concert performances shall not appear on those performances.

RDA/NE Adjudication Guidelines

- 4.5 Performing Company Status. Each member company must perform at least once at Festival. No member company will perform two times on the same program excluding the Emerging

⁵ Adjudication are as per NRDA Guidelines except 4.1.a., 4.3.a.,

Regional Dance America/Northeast

Choreographers Program. At a Festival in which there is only one (1) performance combining the Concert performance works and Festival performance works instead of the customary two, the Festival Adjudicator, in consultation with the Membership Chairman, will categorize all companies performing on that program into two levels, if necessary, for the purpose of reevaluating Performing Member companies; this distinction will be stated in the adjudication report.

- 4.6 Emerging Choreographers Workshop/Definition of “Emerging Choreographer”: The RDA/NE’s definition of “emerging choreographer” - an emerging choreographer is one whose work, in the opinion of the company director, warrants wider exposure and whose reputation as a choreographer is not established.
- 4.7 Adjudication of Intern Companies: Intern companies may adjudicate works for the Emerging Choreographers Workshop. Adjudication must be at the nearest adjudication site, and payment of a \$200 adjudication fee is required from the Intern Company.
- 4.8 Adjudication—Minimum Number of Works: For the purpose of sustaining quality, each adjudicating company must present at least two original works, excluding Emerging Choreographers works, at the adjudication. Companies that do not comply will be excluded from performing at Festival.
- 4.9 The Adjudicator should be invited to a warm-up class immediately preceding the adjudication.
- 4.10 A work previously shown at Festival may be re-adjudicated by the same company after a three-year period.
- 4.11 The Adjudicator, after viewing the Festival performances, may change his decision regarding concert placement as it affects membership. Any such change will be announced at the Gala Banquet and a letter stating this change will be sent from the adjudicator to the Membership Chairman.
- 4.12 The adjudicator may not teach or lecture during the tour.
- 4.13 All companies must adjudicate on the date given by the host company or forfeit the right to perform at Festival except in cases of emergency or Acts of God. If the adjudicator is available, the adjudication may be rescheduled with the adjudicating company responsible for all rescheduling expenses.
- 4.14 All companies will require that non-company dancers be clearly identified to the adjudicator at the time of adjudication and the adjudicator be given the right to place a company on one program for performance and another for membership credit based on the dancing of company members and not their guest artists. The program book shall identify non-company dancers as such with an asterisk.
- 4.15 **CHOREOGRAPHIC WORKS**
 1. There will be a **17 minute** time limit for each work offered; works for the emerging choreographers’ programs are limited to **10 minutes**.
 2. Dancers below the age of thirteen may be included in festival performances only if roles for children are required for the context.
 3. Professional dancers may not be hired to perform principal roles in festival performances, unless they are on the normal payroll or are former members of the performing company, or unless special permission is obtained from the Executive Board.

Regional Dance America/Northeast

4. Each adjudicating company will perform on the GALA, CONCERT, or FESTIVAL performances.
5. Works in standard repertoire will be accepted for adjudication provided two other works of original choreography are also adjudicated. (Excluding Emerging)
6. Member companies may adjudicate a maximum of four (4) full company and three (3) emerging works with adjudication not exceeding three hours, and intern companies a maximum of three (3) works with adjudication not exceeding one hour.

Section G. Withdrawal/Leave of Absence

A request for a one time leave of absence for a period of one year must be submitted in writing to the Secretary of the Association by July 1st. The Company is responsible to pay the \$1,000 seed money to the host company for festival at the fall meeting. The Company must pay all dues, 10 kits for festival, raffle fees, and the assessment fee. (The Company is not responsible for the adjudicator fee.) The Artistic Director or delegate must attend meetings during this one year leave of absence.

ARTICLE VII

MEETINGS

The fall meeting will be held in the host city with an evaluation class for new members offered at that time.

ARTICLE VIII

BOARD OF DIRECTORS

No guidelines.

ARTICLE IX

EXECUTIVE BOARD

Section A.

No guidelines.

Section B.

No guidelines.

Regional Dance America/Northeast

Section C.

No guidelines.

Section D.

No guidelines.

Section E. Duties of Officers

The following officers may serve no more than four consecutive terms in that office: 1) President; 2) Vice President (immediate past president); 3) Festival Host; 4) Secretary; 5) Treasurer; 6) Membership Chairman; 7) Parliamentarian; 8) Coordinator to RDA; 9) Alternate Coordinator to RDA.

1. The President of the Board

will be responsible for the overall supervision, direction, and control of business and affairs of this Association, including,

- a. call and chair all Board of Directors meetings of the Association;
- b. call and chair all Executive Board meetings;
- c. appoint all committees and committee chairmen;
- d. be an Ex-officio member of all committees;
- e. appoint a Nominating Committee;
- f. serves on the National Board of RDA, attending all meetings and serving on National committees;
- g. may designate a delegate to fulfill duties at the National meeting.

He or she will have other such powers and duties as may be prescribed from time to time by the Board of Directors. The President of the Board will serve for one (1) year and may be re-elected.

The RDA/NE will pay transportation and expenses for the Coordinator to attend two RDA Board Meetings per year except when one of the meetings is held at its own RDA/NE Festival. These expenses will be set each year by the Executive Board.

2. The Vice-President

will be the out-going President of the Association. In the absence of the President of the Board, or in the event of his inability to act, the First Vice-President will perform his duties.

3. The Festival Host

will be the current Festival Host and will assume all duties directly associated with the Festival.

4. The Secretary

Regional Dance America/Northeast

will conduct the correspondence of the Association, including,

- a. issue notices and agendas of all meetings not less than ten (10) days nor more than twenty(20) days before the date of the meeting;
- b. record minutes and guidelines from all meetings of the Board of Directors and Executive Board, and distribute within six (6) weeks to the appropriate members;
- c. be custodian of records, minutes, guidelines, bylaws, reports;
- d. record the roll of all members, assisted by the Membership Chairman;
- e. discharge such other duties as may be assigned by the Executive Committee of the President of the Board.

The Secretary will serve for one year and may be re-elected.

5. The Treasurer

will be responsible for the fiscal operations of the Association, including,

- a. collects all membership dues, assessments, and fines;
- b. has the care and custody of all the funds and property of the Association, which will be disbursed by him only upon the order of the Executive Board;
- c. sign all checks, drafts, and/or bank withdrawals;
- d. prepare and distribute two weeks prior to the fall meeting a budget for the current fiscal year, which shall be submitted for approval to the Executive Board and the Board of Directors at their fall meetings;
- e. submit a financial report for the preceding fiscal year to the Executive Board and the Board of Directors at their fall meetings;
- f. submit an interim financial report for the current fiscal year to the Executive Board and the Board of Directors at their spring meetings;
- g. render special reports whenever requested to do so by the Board of Directors or Executive Board;
- h. deposit all funds in the name of the Association in such banks as may be designated by the Executive Board;
- i. have the books of the Association audited annually.

The Treasurer will serve for one year and may be re-elected.

6. The Membership Chairman

will supervise all matters pertaining to applications and qualifications for membership in this Association, including,

- a. upon request, send out information and criteria for membership and supply application forms to any company or person applying for membership;
- b. investigate qualifications and encourage application for membership;
- c. arrange for Evaluation and Re-evaluation of Intern and Performing companies;
- d. maintain a list of companies appearing in Concert and Gala performances, for the purpose of reevaluation;

Regional Dance America/Northeast

- e. maintain a current list of members, classified by their types of membership, setting forth their names and addresses, and communicate this information to the Secretary and to the RDA;
- f. send a copy of the RDA/NE Bylaws and Guidelines to each new member;
- g. send a copy of all membership correspondence to the National Board of Directors;
- h. must conduct an orientation meeting for new members at the fall meeting of the Association;
- i. will assign Big Brother/Big Sister member companies to new members;
- j. will check with the Adjudicator after Festival to see if any change in decision regarding concert placement as it affects membership has been made.

The Membership Chairman will serve for one year and may be re-elected.

7. *The Parliamentarian*

will keep a copy of the Articles of Incorporation, Bylaws, Guidelines of this Association and Robert's Rules of Order. He will familiarize himself with the same and be prepared to quote any pertinent provisions there from should the need arise at any meeting of the Board of Directors or Executive Board. The Parliamentarian will serve for one year and may be re-elected.

8. *The Coordinator*

will be the liaison with the Regional Dance America (RDA) and,

- a. report to all member companies the needs and decisions of the National Board that relate to the Regional Associations;
- b. keep the National Board current on activities and needs of the Region.

The RDA/NE will pay transportation and expenses for the Coordinator to attend two RDA Board Meetings per year except when one of the meetings is held at its own RDA/NE Festival. These expenses will be set each year by the Executive Board.

Coordinator's Dues: It was voted to require each region to pay the \$50 RDA coordinator's dues. The coordinator will serve for three (3) years and may be re-elected for one consecutive term.

9. *The Alternate Coordinator*

will fulfill the duties of the Coordinator or President in his absence at the National RDA meetings. The Alternate Coordinator will serve for one year and may be re-elected.

ARTICLE X

Committees

The Historian will collect program and other pertinent information as it relates to RDA/NE.

Regional Dance America/Northeast
ARTICLE XI

Festivals

Section A.

No guidelines.

Section B.

No guidelines.

Section C. Festival Expenses and Administration

A. Festival Host Guidelines

1. Administration

- a. A fee "off the top" of each Festival kit will be given to the RDA/NE treasury. Festivals that lose money will be exempted. A surcharge per kit will also be held, in escrow, by the RDA/NE treasury to help defray the expenses of Northeast companies chosen to perform at Jackson.
- b. May require payment for Festival by certified check or money order prior to Festival arrival.
- c. Must provide security and security personnel for all festival activities.
- d. Must have a 24-hour emergency contact in the kit.
- e. Must provide Festival liability insurance for all participants.
- f. Host company must adhere to lists of adjudicators, teachers, and Standards Committee and Adjudication Committee. Host Company must reaffirm Festival plans with regional Executive Committee.
- g. The adjudicator must be well versed in the region's Guidelines By Laws and policies. Stage specifications and lighting plots must be given to the adjudicator prior to his tour.
- h. Board of Directors (and Committee) meetings must be scheduled during times when Artistic Directors are not required elsewhere.
- i. Must provide proper lighting of dais for the banquet.
- j. Outside auditions at Festival will be held after the close of Festival and auditors will be invited to view any existing class. If an auditor wishes to offer a scholarship to a dancer, the auditor may do so through that dancer's artistic director. All literature pertaining to outside programs may be displayed but not included in Festival kits.
- k. Host company is requested to hand out festival information packets at the fall meeting.
- l. Former RDA/NE members now turned professional may be invited to perform in the gala. No more than two former RDA/NE members—now professional companies—may be invited to appear on the festival's Gala program with the host company responsible for the financial arrangements.
- m. The Festival Host is responsible for the expense of copying and distributing the report in a timely fashion.

Regional Dance America/Northeast

2. Performances

- a. Stage specifications must be given to all directors at the fall meeting.
- b. Stage size for all performances should be at least 25' deep by 35' wide.
- c. A professional technical director must be in charge of all performances.
- d. The host will provide a qualified professional lighting designer, stage manager, and technical director and each company will supply a person to call cues for their piece(s).
- e. At performances in which recorded sound is used, the host will provide professional equipment and engineers.
- f. Music must be provided in a quality format as requested by the festival host company. *Live music is also an option.*
- g. It is each Company's responsibility to procure rights to music for its performances. If rights are not procured, the performing company will bear sole responsibility for all penalties, fees and fines. Signatures will be required.
- h. Sufficient stage preparation time must be provided for each company to ensure higher technical standards—minimum two times plus ten minutes the length of each dance.
- i. A standard lighting plot will be used.
- j. A meeting between the festival technical director and each company representative will take place at Festival.

3. Classes

- a. Participation in Festival Classes: Only member companies who have paid their membership fees or companies who have paid their evaluation fees may participate in Festival classes, as participation in Festival classes is a privilege of membership. RDA/NE voted to allow potential member companies to attend Festival, take class, and pay a higher non-company kit fee for one Festival only. They will be treated as potential members by the membership chairperson.
- b. Must provide adequate dance floors in each dance class. Cement floors may only be used as a last resort and must be covered. Studios of adequate size and with sufficient barres to accommodate the number of students in class must be provided.
- c. Classrooms must be acoustically sound.
 - d. Must provide very professional accompanists.

4. Evaluation

- a. The host company must provide all facilities and technical equipment necessary to run a proper evaluation. Sound systems must be provided for evaluation class and such information must be known to membership chairman one month prior to Festival.
- b. If possible, the evaluation shall be conducted on stage.

5. Housing

- a. Housing must be clean and sanitary for all participants.
- b. Companies must provide designated chaperones for all dancers 18 years of age and under.

Regional Dance America/Northeast

- c. Chaperones, when used, must be housed in the immediate area of their dancers.
- d. Male and female dancers should be separated.
- e. Food should be fresh, nutritious and available in sufficient quantities to feed all participants.
- f. Company tables should be provided at Gala Banquet.

Member Companies Responsibilities to Festival

- a. Young Dancers: Dancers below the age of thirteen may participate in Festival activities at the discretion of the Executive Committee following a written or verbal request from the dancer's artistic director regarding the participant's age, dance level, experience and maturity.
- b. Festival Kits: All dancers in attendance at Festival must be registered and pay for at least a one-day kit except for male guest artists and for female dancers used on an emergency basis. These dancers will not participate in any other Festival activities (except for rehearsals and performances).
- c. Minimum Number of Dancers Kits: All RDA/NE Companies are responsible for the purchase of 10 full kits, not one-day kits, to the Festival, and this includes intern members.
- d. Member companies are required to pay a minimum of \$100 per dancer's kit (\$1,000 seed money) by the fall meeting of the Festival year. Companies failing to pay by that time will not be allowed to adjudicate.
- e. Each performing company must furnish to the Festival host, in advance of Festival, its own sound recording(s) of work(s) to be performed.

RDA/NE Responsibilities to Festival

The Association will assume the following related expenses. The Executive Board will have prior approval of each amount:

- 1) The Festival Adjudicator's travel expenses and per diem for his adjudication trip, and the Festival Adjudicator's travel expenses and stipend for Festival.
 - a) The Festival Adjudicator's travel will be paid from the point of departure and return to the point of departure. First-class travel is not permissible. This is paid by the RDA/NE.
 - b) The adjudicator receives on tour \$200 per adjudicating company for their expenses.
 - c) Festival Adjudicator's Stipend at Festival - The Festival Adjudicator is to be paid a stipend of \$200 per working day at Festival. An additional \$250 will be paid to the adjudicator for preparing the report. The host company bears any expense of copying and distributing the adjudication report.
 - d) Housing - The adjudicator shall receive on tour housing in a hotel or a director's home at the discretion of the adjudicator. This housing will be arranged and paid for by the adjudicating company.
- 2) Scholarship Audition
 - a) The Host will be obliged to pay the teacher and pianist for the Scholarship Audition Class ONLY for their services in the audition class(es), but NOT for room and board and festival kit. It is recommended that the above teacher and pianist be chosen by the

Regional Dance America/Northeast

Scholarship Chair, gratis when possible, from those already attending Festival.

- b) An audition fee is required to help defray the cost of auditions, with any excess to be used for Scholarships.
- c) The age for students attending scholarship class must be 13 by June 15th of that year.

3) Selection of Monticello Award Committee

The Monticello Award Committee will include the adjudicator and two others chosen by the RDA/NE presiding officer. The Monticello Award can be awarded to the same choreographer no more than two consecutive years.

4) Selection of Monticello Award Committee

The National Choreography Award committee will include the adjudicator and two others chosen by the RDA/NE presiding officer not to be the same as the Monticello Award Committee.

ARTICLE XII

Adoption

No guidelines.

ARTICLE XIII

Amendment

No guidelines.

ARTICLE XIV

Dissolution

No guidelines.

ARTICLE XV

RDA Related Matters

A. RDA Membership Regulations

1. It was voted to accept the RDA Membership Regulations.
2. The RDA Board's vote (consisting of one coordinator and one presiding officer from each

Regional Dance America/Northeast

region) will determine issues to be taken to the region for their input. When the responses from the five regions are tallied, the majority will rule, and all regions will abide by the decision of the majority.

B. RDA Choreography Conference

RDA/NE - E. Virginia Williams Scholarship

The RDA/NE will establish an RDA/NE E. Virginia Williams Scholarship to the RDA Choreography Conference with private and, possibly, corporate donations.

Regional Dance America/Northeast

NOTES: