

STANDING RULES
REGIONAL DANCE AMERICA/PACIFIC
May 15, 2011

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I GENERAL

1 ROSTER

Members shall indicate any change in name, address, phone number or membership status at the time dues are paid. The Membership Chairman shall update the membership roster at each meeting, if necessary. A copy of the roster will be submitted to the office of RDA on an annual basis.

2 MINUTES

Minutes are to be mailed to RDA/P members and RDA, preferably six (6) weeks, no later than four (4) weeks, prior to the following meeting. A copy of all motions shall be sent out no later than two weeks after each meeting.

3 NOTICE OF BOARD MEETINGS

All RDA/P members shall receive notice of the date and location of Board meetings through the minutes of the preceding meeting, and are free to attend or call and inquire about the agenda.

4 CHECKING ACCOUNT MINIMUM BALANCE

A minimum balance of \$5000 shall be maintained in the RDA/P checking account.

5 PERFORMANCE DOCUMENTATION

At the beginning of the season, members should send a full performing schedule to the RDA/P Membership Chairman. This material should be regularly brought up to date. Press releases, brochures, reviews and other printed materials should be sent as usual to RDA and RDA/P Historian.

6 RDA ANNUAL MEETING SUPPORT

RDA/P will provide transportation and lodging costs of the Presiding Officer and the Coordinator to the annual RDA meeting.

7 SUNDAY MEETINGS

All Sunday fall meetings shall end at 2 PM.

II ETHICS

In the event that a charge of violation of the Code of Ethics is brought against any Company, the following process shall apply in addressing the charge(s). The object at all times is to conduct a full and fair hearing of all sides, operating at all times in a manner that affords due process. Personality clashes or petty

get-even situations are to be avoided.

1 FILING A COMPLAINT

The reporting party shall provide a written report with specificity and any tangible evidence to the Executive Committee. The reporting party should be advised that they would be named to the reported on party.

2 NOTIFICATION OF COMPLAINT

The reported on party shall be presented with the substance of the reported unethical act(s) and a copy of the complaint giving the reported on party an opportunity to confess or contest the substance of the complaint.

3 HEARING

The Executive Committee shall conduct a hearing at a time and place that is convenient to all parties (members of the Executive Committee, reporting person, reported on parties, and witnesses).

4 DECISION

Following the hearing but within ten days of the hearing, the Executive Committee shall render a written decision stating therein the appropriate action to be taken.

III MEMBERSHIP

1 APPLICATION

Companies requesting evaluation shall receive, upon payment of a \$25 application fee, a membership packet to include: copies of the Membership and Application Procedures booklet, By-Laws Standing Rules, Adjudication Guidelines, and the RDA/P Membership Video.

- A** If the company is not yet ready for evaluation, they may request that an Artistic Director of a Member Company come to teach, watch teachers, and watch classes. This visit will be paid for by the applicant company.
- B** Since there are arbitrary evaluation dates, there may be a two months variance within the one year of incorporation, but the incorporation should be in effect two months following the evaluation, complete with state and federal tax exempt status.

2 EVALUATION

- A** Evaluation time date and place is set by the Evaluating Company and the Membership Chairman in conjunction with the RDA/P representative(s) chosen to attend the Evaluation.
- B** Evaluation expenses shall be paid by the Evaluating Company. Travel expenses paid by the

Evaluating Company will be full round-trip air, bus, or train fare, or mileage by automobile at the going rate established by the Internal Revenue Service for the RDA/P representative(s). All expenses of Evaluation including theater rental, special lighting equipment, crew, etc., are the responsibility of the Evaluating Company.

C Evaluations may take place in a studio.

D Applicant companies are allowed a maximum of ninety (90) minutes during which time they shall show a company warm-up class and at least two (2) but not more than three (3) ballets or excerpts therefrom. This time limit shall include all costume changes, etc. and, in the case of three or more companies evaluating on the same day, may be shortened to sixty (60) minutes per company.

E The evaluation/re-evaluation class must be taught by the company's Artistic Director.

G The Company shall provide a videotaping of the actual Evaluation. The entire Membership Committee will then review this tape before a decision is reached.

F New Companies and New Companies who have been accepted as Performing Members will be announced at the annual Festival Gala banquet by the membership chairman.

3 MENTORING

A Requirements to Become an RDA/P Mentor

- i. Performing RDA/P Member Company in good standing for a minimum of 5 years.
- ii. Interested in taking the time/energy to help.
- iii. Organized and efficient enough to take the responsibility of helping another Company.
- iv. Believes in the RDA/P process and overall mission to elevate dance in the pre-Professional venue.

B Procedure

- i. After being admitted to RDA/P as a New Company, Membership and Standards Chairmen assign a mentor from the current RDA/P mentor list, taking into consideration the New Company's circumstances along with the Dew Company Artistic Director's input.
- ii. Mentor Artistic Director contacts the New Company Artistic Director to introduce themselves and offers their assistance. They will also decide on how they will communicate (telephone, email, in person).
- iii. Official mentoring will conclude after the New Company attains Performing Company status. An informal relationship may continue if both parties choose.

C Mentor Responsibilities

- i. Make the initial contact with assigned New Company Artistic Director. This may be only via telephone/email until Festival when you will meet them in person unless in the general vicinity and can make on-site visit.
- ii. Make sure New Company is aware of all RDA/P obligations and remind them of upcoming deadlines in a timely manner.
- iii. Offer help/advice as needed during the Adjudication process.
 1. Make sure New Company understands all rules/regulations.
 2. Advise Artistic Director on showing the Company in the best light.
- iv. Offer help/advice as needed for Festival participation.
 1. Explain the purpose of Festival.
 2. Help the New Company understand what happens at Festival.
 3. Help with the paperwork/deadlines for attending Festival.
 4. Help the New Company understand the obligations of a Company Artistic Director at Festival.
- v. Offer help/advice as needed with artistic choices when it comes to presenting the New Company for RDA/P Adjudication/Festival:choreography,costuming,other production values.
- vi. Offer help/advice as needed with teaching/technique issues.
- vii. Make sure the New Company is included on all communications.

4 PROOF OF PERFORMANCES

Each year all member companies are required to furnish proof of two paid performances, and to send them to the Membership Chairman prior to Festival.

IV DUES

1 MEMBER COMPANIES

The dues for all Member Companies of this corporation shall be \$600 per year plus \$5 per company dancer.

2 ASSOCIATE MEMBERS

The dues for all Associate Members of this corporation shall be \$100 per year.

3 DUES DURING LEAVE OF ABSENCE

Any member company on leave of membership must pay \$500 to the Festival Host Company in addition to the regular dues paid to RDA/P.

4 NATIONAL ASSOCIATION DUES

The dues paid to RDA shall be \$100 per Member Company and \$100 for each of the Regional Representatives.

V ADJUDICATION

All aspects of the Adjudication process are governed by the Adjudication Guidelines of this corporation.

VI FESTIVALS

1 FESTIVAL HOSTS

The following rules should be observed by the festival host in carrying out the RDA/P festival.

A Application to Host: Any performing member company wishing to host a festival should submit an application to the general membership containing the following items:

- i** A general description regarding facilities including the number of movement classrooms, seminar classrooms, meeting rooms, and theatre specifications.
- ii** A hotel description including the costs and limitations.
- iii** A general description of airport facilities and carriers.
- iv** A sample budget.

B Reporting: The festival host company should observe the following requirements for reporting to the RDA/P board of directors and general membership.

- i** One year out from hosting a festival the host company should:
 - a** Present a revised budget to the RDA/P board for approval.
 - b** Announce kit and hotel costs to the general membership.
 - c** If the proposed Adjudicator is on the National Adjudicator List, announce adjudicator selection.
- ii** Six months out from hosting a festival the host company should:
 - a** Update budget information if necessary.
 - b** Announce faculty.
 - c** Present the Adjudication Schedule to the membership.

One dancer is to be selected by the Adjudicator and a second dancer is to be selected by the Artistic Director. If the Adjudicator chooses not to participate, the Artistic Director shall select the two (2) dancers.

E Junior Classes: Junior classes may be offered at the Festival for dancers ages 10 through 13 who are attending as observers. There will be a \$5 fee for each junior class.

4 GENERAL

A RDA/P Board meetings and evaluations are to be scheduled before Festival events commence.

B There shall be no auditions except for RDA/P activities.

C There shall be a Craft of Choreography audition held at the annual Festival.

D The fee for the Craft of Choreography audition and the Open audition at Festival is \$15 per audition.

E One full RDA/P Craft of Choreography scholarship will be named in honor of Josephine Schwartz. A history of Ms. Schwartz will be provided to each year's scholarship recipient.

F One full RDA/P Craft of Choreography scholarship will be named in honor of Lieutenant Colonel Frederick W. Shadle. A history of LTC Shadle will be provided to each year's scholarship recipient.

G RDA/P scholarships to the Craft of Choreography Conference are to be used only by RDA/P dancers.

H One full scholarship to the Craft of Choreography Conference shall be given to each Member Company in rotation to be awarded by their Artistic Director(s) to a worthy recipient within their Company. In order to receive the RDA/P scholarship, the recipient Company must offer a matching dancer scholarship for one of their company dancers. The number of dancer scholarships in the annual rotation will be proposed at the fall meeting by the Scholarship Chair and voted on by the general membership.

I The RDA National Choreography Recognition Award shall be chosen at the Festival by the Adjudicator and two (2) impartial, knowledgeable individuals who are chosen by the Chairman. Only works that were originally choreographed on an RDA company are eligible for the RDA National Choreography Recognition Award.

J The Monticello scholarships to the Craft of Choreography Conference shall be awarded by the Adjudicator or by a committee appointed by the Chairman.

K RDA/P will bear the cost of VIPs attending the Festival for the purpose of open auditions and the promotion of our region with a cap of \$3000/year. Festival VIP recruiters may teach a maximum of two classes with the teaching fee to be paid by the Festival Host.

L Dance-related vendors shall be allowed at RDA/P festivals at the discretion of the host company.

M Credit should be given in programs for works originating in Choreography Conferences or funded by

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State Arts Agencies, the National Endowment for the Arts, or by Regional Dance America Choreography Plan. It is the responsibility of company directors to give this information.

- N** All Festival hosts should identify former Monticello winners with an asterisk next to their names and the footnote “Monticello Award Winner” in the Festival program book.
- O** Emergency medical releases and hold harmless agreements shall be submitted to the Festival host company by all Festival participants. Dancers under the age of 18 shall be required to have these documents signed by a parent or legal guardian. Without a medical release and hold harmless agreement, dancers, observers, and company directors will not be allowed in the theaters or rehearsal halls used by the Festival host company. These medical releases and hold harmless agreements must be returned with the registration forms.
- P** A contract shall be entered into between RDA/P and each individual choreographer scholarship dancer or each individual scholarship conference choreographer. In the case of a minor, the contract will be made with the parent of the participant. With this contract the participant will agree to fulfill all obligations in regard to the conference as stated. This applies also to financial obligations if the contract is broken.
- Q** Financial loss to the Festival Host Company: Provided that the Host Company presents proof to the Board of Directors that it has suffered a financial loss in carrying out its logistical support obligation, this corporation may contribute a sum not to exceed the lesser of 25% of the loss or \$2500.00 to assist in defraying such costs.
- R** Facilities permitting, the Emerging Choreographers concert shall be a matinee.
- S** Every Member Company may perform only one work at Festival, excluding the Emerging Choreographers Concert.
- T** There shall be one (1) stage rehearsal for each program at Festival. It shall be a technical and dress rehearsal. Prior to the stage rehearsal, each company shall have a meeting with the technical director and/or stage manager. Each company’s time on stage shall be double the length of their piece. The Adjudicator shall attend every rehearsal and shall keep the rehearsal running on schedule.
- U** Each member company will sell a minimum of 120 raffle tickets.
- V** Each company will pay a fee to the host company of \$35 to defray the costs of the director’s party.
- W** A hospitality committee will be established each year prior to Festival whose function will be to assist the Membership Chairman in greeting guests and new directors at the Festival.

5 REQUIREMENTS

- A** The festival dress code must be adhered to by all dancers in all festival classes. The dress code is:

- i** Women must wear a solid black leotard with no color trim and pink, footed tights.
 - ii** Men must wear full-length black tights with a white t-shirt/leotard, or a black unitard.
 - iii** Black jazz pants or shorts or black tights with a black leotard may be worn during modern or jazz classes.
- B** Light plots for Festival programs shall be kept as simple as possible.
 - C** Tapes and photographs must be returned as soon as possible.
 - D** Rehearsal schedules must be honored.
 - E** In support of the Host Company, all member companies requiring hotel accommodations must stay in the designated Festival hotel(s).
- 6 CHAPERONES AND DANCERS**
- A** Each company must include one chaperone other than the director for every eight dancers under 18 years of age.
 - B** Appropriate dress is required for the type of locale and activity in which the Festival is held.
 - C** Some form of cover-up must be worn over leotards by dancers in hotel lobbies, halls, elevators, and between classes.
 - D** Directors should remind dancers to include adequate funds in their budgets for their meals, porters, or other services.
 - E** Chaperones are requested to prevent excessive noise in rooms or in the halls at night that could disturb other hotel guests.
 - F** Chaperones are expected to check their company's rooms and see that their dancers are in bed by a reasonable time following each evening's activities.
 - G** Male and female dancers must be chaperoned when visiting each other in bedrooms, and there must be no visits between male and female dancers in bedrooms after 10:00 PM.
 - H** When leaving the hotel, dancers should not be alone. Dancers must inform their chaperones regarding any departure from regular schedule.
 - I** Directors are asked to remind their dancers of theater etiquette.
 - i** During performances open to the public - do not leave seats before the last curtain call.
 - ii** No food in theaters.
 - iii** No theater makeup or costumes in public performance audiences.
 - iv** Cell phones must be turned off if brought to classrooms or the theatre.
 - J** Dancers must wear their badges to all classes and Festival functions.
 - K** Dancers should be reminded of the necessity of being on time.

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- L** Dancers are expected to attend all classes and activities planned for them unless personally excused by their director or chaperon.
- M** It is understood that no dancer may drink alcoholic beverages if he or she is under 21 years of age.
There shall be no alcoholic beverages in ANY dancers' rooms.
- N** The use of drugs by any Festival participant will not be tolerated. Offenders will be prosecuted.

These Standing Rules as revised and amended were approved by the General Membership, on May 5-6, 2009 in Provo, Utah.

Terri B. Miley
Chairman, By-Laws Committee