

CONSTITUTION

THE HITDJS (HitDjs)

June 18, 2017

ARTICLE 1

- 1.1 We, the undersigned, have formed a public service Disc Jockey Association. This Association (also referred to herein as Group or Organization) shall be nonprofit and we enact this Constitution as our governing law.
- 1.2 This Association shall be known as THE HITDJS (Abbreviated, HIDJS) and shall operate under this name.

ARTICLE 2 - PURPOSE AND OBJECTIVES

The purpose of HIDJS shall be, but not limited to:

- 2.1 To unite all persons and concerns to provide a forum for professional disc jockeys to meet and deal with issues and matters of mutual importance to the profession and industry.
- 2.2 To provide a platform for the consumers to deal directly with the disc jockeys and their services.
- 2.3 To provide benefits and fellowship for members.
- 2.4 To assist members in developing their skills and business with a goal of improving the standards, efficiency and profitability of the industry as a whole.
- 2.5 To promote the disc jockey industry to the general public as a viable entertainment concept and value.
- 2.6 To establish a minimum quality standards and Code of Ethics for member disc jockeys to follow.
- 2.7 To promote International music and culture under a Non Profit Status thereby providing much avenues for the group to leverage its potential

ARTICLE 3 - MEMBERSHIP

- 3.1 Any Disc Jockey who provides pre-recorded audio or video musical entertainment to the general public and who complies with the requirements outlined in Articles 4 and 16 of these By-laws may become a Full Member of the HitDjs. All intended membership will be required to fill out a physical application to be reviewed and approved by the Executive Committee.
- 3.2 Membership Categories:
 - A. Full Member
 - B- Affiliate Member
- 3.3 Full Members: are members who have demonstrated consistent participation in the group and activities organized by HitDjs. They must have been a member for at least one year in good standing with regards to dues and obligatory contributions. They have voting rights and all full members are to be approved following an application and are subject to the review and approval of the Executive Committee and are eligible to run for office
- 3.4 Affiliate Member: Any business, hotel, club, lounge, or wedding planners, etc., who has associated products, services or facilities that could benefit the Association and its membership, and who shares the interests and goals of the Association may become a "non- voting" Affiliate Member. Such application is subject of approval of the Executive Committee.
- 3.5 The Executive Committee shall have the authority to appoint honorary membership which will be "non-voting" and "non-participating" individuals or companies that have made significant and continuous contributions toward the improvement and growth of the DJ industry.
- 3.6 The Executive Committee shall have the power to appoint a LIFETIME MEMBER, which will be an active member who has made significant contribution to the Association and its objectives. Lifetime Members will retain their voting rights and privileges.
- 3.7 Group benefits will be reserved **ONLY FOR PAYING MEMBERS** i.e. members who have paid their Annual membership dues of \$100 and are in good standing

**NON PAYING MEMBERS WILL NOT BE ENTITLED TO ANY
HITDJS BENEFITS INCLUDING:**

- a- Receive any “LIFE EVENTS” benefits from the group (weddings, Death benefit from deceased family members, etc.)
- b- Any group discounts like discounts on equipment purchases (still to be negotiated with some equipment vendors)
- c- Access to our online record pool to with direct link to some of the top artists in the industry
- d- A dedicated profile on the www.thehitdjs.com where the public can go and book djs for their events
- e- Promotions and shout outs on HITDJS social media pages, or their Bio on the Hitdjs website client portal for exposure
- f- Performing/playing at events organized by Hitdjs for example Afrobeat Festival and other big events
- g- Hitdjs Group Insurance as some high end venues will require a Dj to provide Limited Liability Insurance before they can play music on their premises
- h- Free entrance to some venues where some of our member Djs are playing as negotiated between Hits Djs and those venues
- i- Tax free purchases from music stores once the group finally acquires its Tax Exempt Status
- j- Participate in any elections and cannot stand for any office in the organization
- k- Participate in some of HitDjs workshops organized to engage the public on key technical aspects with regards to the fostering of the Dj or musical career.
- l- To The Association’s Identity Card. The identity card is produced out of the member’s dues paid.
- m- May not host Hitdjs monthly meetings
- n- HitDjs meetings will be rotational to member’s homes. The group will draw up a roster for hosting meetings. Our host is not obligated to provide food or dinks during our meetings.

ARTICLE 4 - APPLICATION PROCEDURES

- 4.1 The Membership Secretary will provide an application form and guidelines for Membership to Disc Jockey or Disc Jockey Company requesting such information.
- 4.2 The applicant will return a completed application, as well as any dues established by the Executive Committee for a full year following the receipt of the application.
- 4.3 After the application is received by the Membership Secretary, the application will be reviewed for approval. Following approval by the Membership Secretary, the application will be forwarded to the Full Executive Committee for final approval.
- 4.4 Should any applicant complete and file any false statement on an application or re-application for membership, their statements will be investigated to determine if their application should be denied or revoked.

ARTICLE 5 - MEMBERSHIP DUES

- 5.1 Each member shall pay dues to the Association for membership with the exception of Honorary and Lifetime Members.
- 5.2 Annual membership dues is \$100
- 5.3 Established membership assessment will be due no later than February 28/29 of each year for existing members who wish to renew their membership.
- 5.5 Any member who fails to pay their dues by the required renewal date will be classified a **non-paying member** or terminated as a member. Any terminated member must remove from distribution any flyer, card or advertising wherein a claim of membership in the Association to the public is apparent. Failure to comply may result in legal action by the Association.

ARTICLE 6 - LOCAL CHAPTERS

- 6.1 The Chapter shall petition the National Association for membership in the

HITDJS in compliance with the National Constitution and By-laws. The petition shall contain the names of ten (10) qualified persons from the local chapter.

- 6.2 The Chapter shall maintain an independent mailing address. This will appear on all chapter letterhead and publications.
- 6.3 Chapter members in good standing may use the HITDJS logo and trademark on their forms, publications, advertising and other printed material.

ARTICLE 7 - ELECTIONS

- 7.1 The Association shall elect by secret ballot from the current membership a slate of officers that will form the Executive Committee. The Executive Committee will be comprised of a President, Vice President, Treasurer, Secretary, and P.R.O
- 7.2 The Association President will appoint an Election Committee to take charge of the election and to ensure that the election is held in accordance with the by-laws of the Association. The Election Committee will request two or more members in good standing be placed on the ballot for each office.
- 7.3 The President will present a slate of candidates at the first regular chapter meeting in July that has been approved by the Election Committee. At this time Nominations will be accepted from the floor.
- 7.4 Upon acceptance of a second by the membership of any candidate running for office, the nominations will be closed.
- 7.5 The Election Committee will prepare a ballot of name placed in nomination of offices and deliver a ballot to the membership at the first regular meeting of the Chapter in February for voting.
 - 7.5.1 Voting will be by private ballot only by members in good standing.
- 7.6 The Election Committee shall then tabulate the ballots. The person receiving the largest number of votes for an office shall be declared the winner.
- 7.7 The results of the election will be placed in the Association Minutes and publication. Results will also be sent to each member via Email.
- 7.8 Term Limits for Elected Officials:
 - The office of the President and Vice President is for two years while any other

officer is for a period of one year following the election year.

ARTICLE 8 – OFFICERS AND RESPONSIBILITIES

8.1 President

- A. Serves as leader of the Association.
- B. Calls all general and Executive Board or special meetings of the Association.
- C. Chairs, or appoints a chairperson for these meetings.
- D. Plans, organizes and controls the daily operations of the Association.
- E. Creates and dissolves committees and any special position required by the Association.
- F. Serves as the major signing officer of the Association for all contracts.
- G. Speaks on behalf of the Association.

8.1 Vice President

- A. Assists the President in duties of managing the Association business.
- B. Oversees all committees and task forces.
- C. Officially handles all internal and external complaints received by the Association.
- D. Performs the duties and carries out the responsibilities of the President in his/her absence.
- E. A signing officer of the Chapter.
- E. Carries out any other duties and responsibilities as outlined to him or her by the President.
- F. Endorses all expenses as approved by the Executive Board. A signing officer of the Association.

8.3 Secretary

- A. Takes the minutes of all Executive Board and General Membership meetings.
- B. Prepares those minutes in written form for publication to the membership.
- C. Keeps records of all Association communications.
- D. Keeps any and all official records.
- E. Reports when required to the President.
- F. Keeps an up to date list of Chapter members in good standing.
- G. Takes attendance and roll call at each general membership or special meeting to determine if a quorum is present.
- H. Keeps records of all guests and guest speakers at each meeting.
- I. Prepares and distributes information for new member inquires.
- J. Prepares and distributes all information including membership certificate, membership card, renewal stickers, pins and other related membership information to all new members.

8.4 **Publicity Secretary /PRO**

- a- Writing newsletters, press releases, interviews for the group
- b- Posting bulletins, preparing all mailing,
- c- Writing and arranging all meetings with radio, TV, and newspapers.
- d- Writes press releases to bloggers and other media outlets
- e- Works in maintaining social media handles while constantly propagating the image of the groups in a positive and consistent manner
- f- Responsible for taking down meeting minutes and publishing them on a timely manner
- g- Responsible for advertising meetings, events, publications, seminars organized by the group

8.5 **Financial Secretary**

- a- Responsible for collecting all membership dues
- b- Send out periodic emails on reminding members for payment of their dues

- c- Collects and coordinates collections for any emergency situations like LIVE events, hands collections to the treasurer with all records to be delivered appropriately
- d- Maintains receipts and authorize payments on any third party with regards to cash flowing in and out of the organization
- e- Keeps records of all financial transactions and updates the executive body with periodic reports
- f- Works with the treasurer in ensuring record keeping and maintain receipts of all transactions
- g- Administers the collection of all dues, special assessments and levies from the Association Membership

8.6 Treasurer

- a- Maintains and updates records from Financial Secretary
- b- Make timely deposits into HitDjs bank account and reconcile account with Bank Statement
- c- Receives bank statement and make sure amounts in bank statements reflect amounts on books
- d- Maintains group debit card for online payments and disbursement as authorized by the executive
- e- Maintains and provide bank and income statements for proper accounting and tax filing at year end
- f- Works closely with the Financial Secretary to maintain all records of the organization
- g- Keeps accurate and comprehensive financial records of accounts payable and receivable by the Association.
- a- Working with the President and Secretary, shall prepare Annual Budget for the Association.

8.7 Creative Director/Event coordinator:

- a- Works in creating opportunities / Coordinating events in line with the mission and objectives of the HitDjs

No Association Officer shall be personally responsible for any of the debt or contracts incurred by the Association.

8.6 Removal of Association Officers

Any Executive Committee Member of the Association may be removed from

office by the membership when the request is in written form signed by not less than 60% of the active members of the Association. This request will be presented to the other members of the Executive Committee. The remain officers must make a decision to produce or not to produce with the action within thirty (30) days of the receipt of such duly completed and authorized request of the membership, after an investigation of the reason for the request. The Executive Committee may have the right to immediately suspend an officer who is under such investigation, until the charges have been cleared or removal has been completed.

ARTICLE 9 - MEETINGS AND BUSINESS

- 9.1 The Association will hold at least one Executive Board meeting per month to discuss the business of the Association.
- 9.2 The Association will hold General Membership meetings at least once per month at a place and time determined by the President.
- 9.3 General memberships meetings shall be open to all members and guests or persons having business with the Association. Guests must be sponsored by a member and sign in with the Membership Secretary.
- 9.4 Guests may attend a maximum of Five (5) meetings in a calendar year before membership is required.
- 9.5 Typed minutes, under a standard agenda, will be kept for each Association membership meeting by the Secretary of the Association, and such minutes must be published and distributed to all members for membership review.
- 9.6 If a quorum for any General Meeting is not obtained, or the quorum is lost before the order of business has been completed, all business related to the General Meeting in question shall be referred to the next General Meeting.
- 9.7 All meetings of the Association shall be conducted in professional manner with all members given equal rights, and under the direction of the President.
- 9.8 Unless the President otherwise allows, all reports shall be made in writing at a meeting.

ARTICLE 10 - DISCIPLINARY ACTION

The HitDJs will appoint a Watchdog and Assistant Watchdog to actively engage members in line with the mission and vision of the organization.

10.1 All members, as a condition of membership, must operate their business in accordance with good business practices, the guidelines of the Association and the Association Code of Ethics.

10.2 Disciplinary Procedure - External

10.2.1 upon the receipt of a written complaint from a client against any member of the Association, the Vice President, with assistance from an independent member, shall investigate the complaint and present the facts to the Executive Committee. After hearing the member concerned, the Executive Committee shall determine whether the complaint is legitimate. All complaints shall be treated in a confidential manner.

10.2.2 Should the Executive Committee investigation find the client's complaint to be justified, the member will then be given thirty (30) days to resolve the problem complaint to the Executive Committee satisfaction.

10.2.3 If any member accumulates two (2) unresolved complaints on file in a membership year, membership can and may be suspended for not less than one (1) year, with all membership fees paid to date retained by the Association as penalty, and all privileges and benefits of membership suspended to that member.

10.2.4 Any member who has been suspended two (2) times shall not be re-accepted by the Association for membership.

10.2.5 All information concerning members Disciplinary Action will be reviewed by the Executive Committee for further action.

10.3 Disciplinary Procedure - Internal

10.3.1 Any member who, in the opinion of the Executive Committee, purposely conspires to undermine the objectives and purpose of the Association shall have his or her membership suspended until the Vice President carries out an investigation. The member shall be notified in writing of his or her suspension and investigation. Once the Vice President has completed their investigation, they shall report to the Executive Committee on the status of their finds, and the Executive Committee shall vote to either clear or permanently remove the member in question.

10.3.2 Should a member fail to comply with the Association By-laws or Code of Ethics, two neutral members in good standing, will be appointed by the President to determine the facts pertaining to the complaint, and report these facts to the Executive Committee.

10.3.3 on receipt of the report of the investigating members, and it is determined that the member has violated the Association By-laws or Code of Ethics, the member will

be given not more than thirty (30) days to comply with such By-laws or Ethics. The Association may provide assistance requested by the member in order to comply.

- 10.3.4 If the member fails to comply with the By-laws or Code of Ethics within the time period, membership may be suspended by the Executive Committee in accordance with Article 10.3.1 until such compliance is obtained.

ARTICLE 11 - AMENDMENTS TO THE CONSTITUTION

- 11.0 An amendment to this Constitution and By-laws of the Association can be proposed by any member by presentation to the Executive Committee at any time.
- 11.1 The proposed amendment, if approved by the Executive Committee, will then be presented to the General Membership for voting. If a majority of those voting approve the amendment(s), the constitution will be amended immediately and the membership notified through any and all Association publications. Email copies of the amended Constitution will be sent to the Association membership within thirty (30) days for approval.

ARTICLE 12 - RULES OF PROCEDURE

- 12.1 In the absence of the President, the Vice President shall chair all membership and Executive Committee meetings.
- 12.2 Every motion to be adopted may be moved and seconded by a member in good standing.
- 12.3 Any motion can be withdrawn by its mover with the consent of the seconded member. However, once debated, a motion can only be withdrawn if agreed upon by a majority of the members present at the meeting (defeated).
- 12.4 A motion shall be required to adjourn a meeting.

ARTICLE 13 - QUALIFICATIONS FOR MEMBERSHIP

- 13.1 Applicants for membership in this Association must meet the following pre-requisites in order to be considered for membership.
- 13.2 They must agree to promote themselves as a member of the HIDJS to the consumer and to exercise their best efforts to refer all overflow booking to other HIDJS members.
- 13.3 They must be presently working as an active disc jockey or disc jockey service and provide contracts and references from at least three (3) recent clients. Alternatively, they may provide online booking evidence for club or similar events.
- 13.4 They must agree to adhere to the standards of the Associations By-laws and Code of Ethics.
- 13.5 All registered DJ's at inception will be automatically qualified as full members not required to complete an application form.

We the undersigned to here by accept and approve this Constitution and By-laws of the HitDjs.

ARTICLE 14 - MEMBERSHIP BENEFITS

14.1 LIFE EVENTS team members (Full Members) are expected to support are as follows:

- Death of immediate family, including mother/father in-law
- Terminal Illness limited to member and spouse
- Weddings
- \$50 minimum of each member per life event for now