

## Performance and Promotions Act

Whereas the University of Alberta Dance Club uses the volunteer efforts of many individuals, this act will govern the functioning of the group of experienced dancers known as the Performance and Promotions corps (P&P corps).

1. Membership
  - 1.1. The P&P corps consists of ballroom dancers of a sufficient level to represent the club in venues as assigned by the V.P. External.
  - 1.2. The Dance Professionals(s) will submit a list of Dancers for approval by the Executive, prior to the first week of regular session dance classes.
  - 1.3. The Executive will determine membership of the P&P corps through recommendations and invitations.
  - 1.4. Membership in the P&P corps shall be from time of appointment until the Executive Council changeover meeting.
2. Compensation
  - 2.1. Compensation will be allocated in accordance with the *Volunteer Appreciation Act*.
  - 2.2. Any and all compensation shall end immediately upon loss of membership as set out in section 6 of the UADC Bylaws.
3. Presentation
  - 3.1. Dress code for Performances and Promotions:
    - 3.1.1. Business casual dress is the minimum requirement. Clothing must present a professional image and be of moderate taste and style. Tops, pants, and skirts must be a comfortable fit and length.
    - 3.1.2. Competitive Dance costumes are acceptable in such situations as are agreed to by the dancers AND the V.P. External
  - 3.2. Dancers must have a professional appearance whenever representing the UADC.
    - 3.2.1. Men & Ladies: Hair styled, clean hands and nails
    - 3.2.2. Men: Clean shaven or neat mustache and/or beard
    - 3.2.3. Use discretion when applying cosmetics, scents and when styling hair.
  - 3.3. Longer than shoulder length hair must be securely fastened to avoid injuring a dance partner.
  - 3.4. Dance shoes are required and must be worn whenever representing the UADC.
4. Ethics and Responsibilities
  - 4.1. Advise the V.P. External if you are able/unable to attend any performances or promotions you are informed of a minimum 48 hours before the event takes place.
    - 4.1.1. Exceptions to 4.1 as dictated by extenuating circumstances.
  - 4.2. Maintain a level of dance ability commensurate with that of the P&P corps
  - 4.3. Musical selections must be approved, or provided by the V.P. External
  - 4.4. Dancers are responsible for their own costumes and transportation
  - 4.5. Dancers must arrive early enough to change, put dance shoes on and be on the floor ready to warm up for performances and promotions
  - 4.6. Must abide by the *Code of Ethics Act*.
5. Grievance and Dismissal Procedures
  - 5.1. If a member of the P&P corps has reason to believe that unfair treatment has taken place, the following procedures must be initiated.
    - 5.1.1. The member of the P&P corps will contact the VP External and work with them to resolve the conflict.
    - 5.1.2. If 5.1.1 is unsuccessful, the P&P member will write a formal letter to the Executive Council outlining the inappropriate action or behavior and documenting the failed attempts at reconciliation with said individual/group.
      - 5.1.2.1. The Executive Council will attempt reconciliation.
      - 5.1.2.2. The Executive Council ruling is final.

Approved: April 22, 2012

Revised: June 2, 2013

Revised: Sep 3, 2017

- 5.2. If members of the P&P corps exhibit inappropriate behavior during representation of the UADC, the following procedures will be initiated to ensure due diligence and fairness.
  - 5.2.1. Verbal Warning – A verbal warning will be issued to the individual in question, within a reasonable time period, discussing the behavior and necessary actions.
    - 5.2.1.1. The individual will be informed that this is an official warning and that it will be documented.
    - 5.2.1.2. The event will be documented to the VP External within one (1) week of the infraction.
  - 5.2.2. Written Warning – If inappropriate behavior continues beyond a reasonable period following 5.2.1, a dated written warning will be issued to the individual in question, noting the date of the verbal warning and the behavior in question and corrective measures needed.
    - 5.2.2.1. A copy of the written warning will be kept on file for reference by the Executive Council.
  - 5.2.3. Dismissal – If inappropriate behavior continues beyond a reasonable period following 5.2.2, the member of the P&P corps exhibiting the behavior will be released from volunteer responsibilities to the UADC.
    - 5.2.3.1. All Volunteer Appreciation privileges are rescinded thereafter.
    - 5.2.3.2. Appeals must be submitted in writing to the Executive Council.
    - 5.2.3.3. The Executive Council ruling is final.