

ALL UADC ACTS



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Capital Expenditure Act

An Act to provide for the methodical and rational purchase of capital materials.

1. Authority to approve purchase

- 1.1 The Treasurer may approve capital expenditures under \$200 up to a yearly maximum of \$2000.
- 1.2 The Executive Council may approve capital expenditures up to \$1000.
- 1.3 Capital Expenditures greater than \$1000 must be approved by the Executive Council and the assigned Auditor who was voted in at the latest AGM.
- 1.4 The Treasurer must be informed of any intended capital purchase and may delay the same until they have had the opportunity to ask for repeal at an Executive Council meeting.
- 1.5 The Treasurer or their designee will be responsible for the actual purchase of all capital items.

2. Standard Inventory

- 2.1 The club will maintain the following inventory, which will be purchased as a matter of course.
 - 2.1.1 Three sound systems that are fully adequate for the purposes of teaching dance classes.
 - 2.1.2 Eight speakers
 - 2.1.3 Three Microphones
 - 2.1.4 Two Laptops

3. Music Library

- 4.1 The official music library of the University of Alberta Dance Club (UADC) shall be stored on the designated UADC computer. This computer shall be present at all dance events and classes for use by the assigned DJ.
- 4.2 DJs may use a personal music library at UADC events only with prior approval from the Executive Committee.

Class Schedule Act

This act contains the possible times, locations, and levels of each dance class offered during each U of A academic session.

1. Class Scheduling

- 1.1 The scheduling of all classes shall be determined in coordination with the availability of the Executive and Instructors, and shall be finalized prior to the commencement of the designated academic term.
- 1.2 Efforts shall be made to maintain consistent class dates and times across academic semesters, in order to promote continuity and reliability for members.

2. Class Locations

- 2.1 All reasonable efforts shall be made to conduct regular classes at the University of Alberta campus, unless otherwise necessitated by exceptional circumstances.

3. Class Levels and Academic Sessions

- 3.1 Classes for Levels 1, 2, and 3 shall be offered during the Fall and Winter academic sessions.
- 3.2 Beginner and Intermediate level classes shall be offered during the Spring and Summer academic sessions.

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University of Alberta Dance Club Code of Conduct

The University of Alberta Dance Club (UADC) is committed to fostering a welcoming, respectful, and safe environment in which all members may enjoy ballroom dancing. All members are required to adhere to the Club's Code of Conduct at all events and classes organized by the UADC. The purpose of the Code of Conduct is to clearly define expected standards of behavior and to outline the procedures and consequences that shall follow any breach thereof.

1. Responsibilities of UADC Members

- 1.1 All members of the University of Alberta Dance Club (UADC) are expected to conduct themselves in a manner that upholds the values of respect, safety, and inclusivity.
- 1.2 Members shall:
 - 1.2.1 Respect the physical space and personal boundaries of others at all times;
 - 1.2.2 Obtain appropriate and affirmative consent before engaging in dance with another individual, and interact with courtesy and respect;
 - 1.2.3 Treat all individuals with dignity, regardless of background or experience;
 - 1.2.4 Refrain from bringing or consuming illicit drugs and/or alcohol at any UADC event;
 - 1.2.5 Refrain from smoking and/or vaping at UADC events;
 - 1.2.6 Respect all venues, equipment, and property belonging to the UADC;
 - 1.2.7 Abide by the University of Alberta Code of Conduct at all times;
 - 1.2.8 Promptly report any observed or experienced incidents of misconduct, including but not limited to verbal or physical harassment;
 - 1.2.9 Promote a welcoming atmosphere and contribute to the enjoyment of all participants.
- 1.3 The UADC maintains a zero-tolerance policy toward intimidation, harassment, assault, or abuse of any kind. Such behavior shall result in disciplinary action, which may include suspension or revocation of membership without refund.

2. Addressing Breaches of the Code of Conduct

- 2.1 Any individual who believes they have been subjected to, or have witnessed, conduct in violation of the University of Alberta Dance Club (UADC) Code of Conduct is strongly encouraged to report the incident. The UADC welcomes all reports, regardless of perceived severity, as each provides an opportunity to educate individuals on community standards and to foster a safer and more inclusive environment for all members. Reports of misconduct also enable the UADC to identify and address patterns of inappropriate behavior, whether by individuals or within the broader community, and to take appropriate corrective or disciplinary action where necessary.
- 2.2 All reports shall be treated with appropriate confidentiality and shall be addressed in accordance with established procedures.

3. Reporting

- 3.1 Members who find themselves, or observe another individual, in an uncomfortable or unsafe situation are encouraged to take appropriate steps to address the matter.
- 3.2 Where possible and safe to do so, the affected individual may directly inform the person responsible that their behavior is unwelcome and is contributing to an uncomfortable or unsafe environment.
- 3.3 If the behavior persists, or if the individual does not feel safe or comfortable addressing the situation directly, the incident should be reported through one or more of the following channels:
 - 3.3.1 Notifying a UADC Executive Member, Instructor, or Teaching Assistant at the relevant class or event;
 - 3.3.2 Submitting a report or concern via email to info@uadc.ca.
- 3.4 All reports shall be handled with discretion and in accordance with the UADC's established procedures for managing concerns and ensuring member safety. Reports will also be recorded and maintained on executive records.

4. Response

- 4.1 Upon receiving a report of misconduct, the University of Alberta Dance Club (UADC) Executive Committee shall assess the nature and severity of the incident and respond accordingly.
- 4.2 In cases involving harassment, threats, or other serious safety concerns:
 - 4.2.1 The individual(s) responsible for the conduct in question shall be required to leave the premises immediately. No refund of membership or event fees shall be issued.
 - 4.2.2 The UADC reserves the right to contact law enforcement where the nature of the incident warrants such action.
 - 4.2.3 The Executive Committee may, at its discretion, suspend or permanently revoke the individual's membership and deny participation in future UADC events or activities for a specified duration or indefinitely, depending on the severity of the incident.
 - 4.2.4 Affected individuals shall be informed of their right to appeal such decisions in accordance with the UADC Bylaws.
- 4.3 For all other incidents not involving serious safety concerns:
 - 4.3.1 A member of the UADC Executive Committee and/or an Instructor shall hold a private discussion with the individual(s) whose behavior prompted the report.
 - 4.3.2 If the individual acknowledges the behavior and takes immediate corrective action, the matter shall be deemed resolved.
 - 4.3.3 If the individual fails to take responsibility or refuses to correct their behavior, further disciplinary action shall be taken in accordance with Section 4.2 and/or UADC will proceed to section 5.

5. Resolution

- 5.1 In the event that an individual repeats behavior that has previously been addressed through verbal warnings, the University of Alberta Dance Club (UADC) reserves the right to respond in a manner appropriate to the nature and context of the infraction. Remedial or disciplinary actions may take various forms, including but

not limited to the following. At the discretion of the UADC Executive Committee, the individual responsible for the continued misconduct may:

- 5.1.1 Be required to leave the event or class immediately, without refund;
 - 5.1.2 Be suspended from participation in UADC activities for a specified period;
 - 5.1.3 Have their membership permanently revoked, without refund.
- 5.2 Such decisions, as those above, are subject to the appeal process outlined in the UADC Bylaws.
- 5.3 The individual harmed by the misconduct may choose whether or not to engage in a mediated discussion with the individual responsible. The purpose of such a discussion shall be to facilitate understanding of the harm caused and to establish mutual agreements for moving forward.
- 5.3.1 If such an agreement is reached and adhered to, the matter shall be considered resolved.
 - 5.3.2 If no agreement is reached, or if the terms are not upheld, the Executive Committee may impose further disciplinary measures, including permanent exclusion from the UADC and its events.
- 5.4 The individual harmed may also choose to pursue resolution outside of the UADC framework. This may include, but is not limited to:
- 5.4.1 Personal resolution through direct communication;
 - 5.4.2 Filing a report with University of Alberta Protective Services (UAPS);
 - 5.4.3 Contacting local law enforcement authorities.

6. Outside Incidents

- 6.1 For incidents that happen outside of the UADC, the club will support any actions and recommendations that are made by authorities of any kind, including but not limited to, the police services, the University of Alberta and the UAPS.

Complimentary Services Act

This act will ensure the orderly and controlled allocation of complimentary memberships and complimentary tickets.

1. Right to Issue

- 1.1 Only the VP External, or designate, may issue complimentary memberships.
- 1.2 Only the Social Director, or designate, may issue complimentary tickets.
- 1.3 The VP External is empowered to offer complimentary membership to;
 - 1.3.1 The Students' Union Executive Officers
- 1.4 The Social Director is empowered to grant complimentary tickets to:
 - 3.1 Chancellor of the University of Alberta + Guest
 - 3.2 President of the University of Alberta + Guest
 - 3.3 The Students' Union Executive Officers
 - 3.4 The Students' Union's Venues Manager + Guest
 - 3.5 Instructional Staff + Guest(s)
 - 3.6 Professional Disk Jockey + Guest
 - 3.7 Master of Ceremonies + Guest
 - 3.8 Event Sponsors
 - 3.9 Media Members
 - 3.10 UADC Volunteers in accordance with the Volunteer Appreciation Act
 - 3.11 Organizers for UADC Competitions
 - 3.12 DanceSport Alberta President + Guest

2. Prior to Issue

- 2.1 A complete list of all complimentary tickets and memberships is to be tabled at an Executive Council meeting and voted upon by the Executive team.

Curriculum Act

This act outlines the core curriculum and structure of all UADC dance classes.

1. Styles

- 1.1 The UADC core curriculum is primarily the International style of Ballroom and Latin dance complemented by other styles of social dancing.

2. Classes Offered

- 2.1 Level 1 (Fall & Winter Sessions)
- 2.2 Level 2 (Fall & Winter Sessions)
- 2.3 Level 3 (Fall & Winter Sessions)
- 2.4 Workshop Style (All Sessions)
- 2.5 TA Tryouts (Summer Session)
- 2.6 TA Class (Fall & Winter Sessions)
- 2.7 Beginner and Intermediate (Spring and Summer Sessions)

3. Dances

- 3.1 Level 1
 - 3.1.1 Fall Session: Waltz, Cha Cha, Social Foxtrot, Samba
 - 3.1.2 Winter Session: Jive, Quickstep, Tango, Rumba
- 3.2 Level 2
 - 3.2.1 Fall Session: Waltz, Cha Cha, Foxtrot, Samba,
 - 3.2.2 Winter Session: Jive, Quickstep, Tango, Rumba
- 3.3 Level 3
 - 3.3.1 Fall Session: Waltz, Viennese Waltz, Cha Cha, Foxtrot, Samba
 - 3.3.2 Winter Session: Jive, Quickstep, Tango, Rumba
- 3.4 Spring and Summer Sessions
 - 3.6.1 As decided by the Instructor(s) and the Executive.
- 3.7 TA Tryouts
 - 3.7.1 As decided by the Dance Professional(s), Instructor(s), and approved by the Executive.

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In House Dance Competitions Act

This act has been deemed obsolete.

Elections Act

In order to ensure a standard and non-partisan electoral process is followed, all UADC elections will be managed in accordance with this Act.

1. Amendment

- 1.1 The Judicial Authority and Elections Administration Board (JAEAB) is charged with the responsibility of periodically offering the Executive Council recommendations regarding the amendment of the Elections Act.

2. Date of Election

- 2.1 Nominations and general elections for the Executive and JAEAB shall be held at an Annual General Meeting within 90 days before the fiscal year end, at a time and place to be announced to all members at least twenty-one days in advance.
- 2.2 Whenever possible, the election segment of an Annual General Meeting shall be held during a social event.
- 2.3 The Executive shall determine the time of all by-elections and the time and place will be announced to all members at least 7 days in advance.

3. Qualifications

- 3.1 Any member in good standing may run for the Executive, subject to University and Students' Union regulations.
- 3.2 Three-quarters of the Executive shall be Students' Union members.
- 3.3 A member must disclose any conflict of interest they may have in becoming an officer.
- 3.4 A member contesting a student position on the Executive Committee must be a current member of the Students' Union.

4. Procedure

- 4.1 The Chair of the General Meeting at which the Elections are held will relinquish the chair to the Chair of the JAEAB.
- 4.2 The JAEAB Chair will explain the overall election procedure outlined in Section 4 of this Act.
- 4.3 The two other members of the JAEAB shall be identified and introduced as scrutineers; in their absence the chair of the JAEAB shall appoint temporary replacements.
- 4.4 Nominations and elections will be announced, accepted, and voted on in the following order: President, VP Internal, VP External, Secretary, Treasurer, Social Director, Workshops Director, Volunteer Director, Competitions Director.
- 4.5 Prior to opening nominations for each position, the duties of the position shall be read out to the members.
- 4.6 Upon receiving a nomination a candidate must:
 - 4.6.1 Declare if they are a student
 - 4.6.2 Disclose any conflicts they may have as an executive officer.

- 4.7 The Chair of the JAEAB will give each candidate contesting an office two minutes to make a brief speech.
- 4.8 The Chair of the JAEAB will allow questions to be put to the candidates contesting an office from the members of the assembly.

5. Voting

- 5.1 Voting shall be by show of hands.
- 5.2 If there is only one candidate contesting any given office, the candidate will not be acclaimed, rather, their candidacy will be put to a yes or no vote.
- 5.4 If a no vote should leave an office vacant, a by-election will be held to fill the position at the next meeting of the General Council.
- 5.5 If no nominations for a vacant office come forward, then a by-election will be held to fill the position, at the next meeting of the General Council.

6. Declaration of Results

- 6.1 The Chair of the JAEAB will announce the names of the successful candidates to the members at the Elections.

Electronic Act

This Act defines policy in regards to electronic communications and to the maintenance of the UADC Web page.

1. Means of Electronic Communications

- 1.1 Web page
- 1.2 Newsletter Email list
- 1.3 Club secretary email address
- 1.4 Facebook
- 1.5 Discord
- 1.6 Instagram
- 1.7 TikTok
- 1.8 UADC Google Drive

2. Authority

- 2.1 In the event of a dispute about electronic communications, the following individuals have the authority to settle the problem:
 - 2.1.1 President
 - 2.1.2 Media Manager
- 2.2 The Media Manager or an appointed Electronics Officer will oversee the maintenance of the web page

3. Use of the Web Page

- 3.1 The web page should display the most current information about UADC activities.
- 3.2 The web page should only display UADC information, with the following exceptions:
 - 3.2.1 Sponsors may have their logo and a link displayed in the “Sponsors” section
 - 3.2.2 Non-profit organizations may have a link displayed in the “Links” section
 - 3.2.2.1 Links to or information about commercial enterprises must be approved by the Executive Council

4. Use of the Secretary Email

- 4.1 The Secretary shall use the email list to keep members informed about UADC activities and information.
- 4.2 Newsletters should be sent out at least:
 - 4.2.1 Once per week during the Fall and Winter sessions
 - 4.2.2 As needed during the Spring and Summer sessions
- 4.3 The email system is for UADC related information only

Executive Officers' Responsibilities Act

In order to ensure that the operations of the club are carried out in an organised fashion, it is imperative for members of the Executive Council to know the duties for which they are responsible. This act outlines the duties and responsibilities of each officer.

1. President

1.1. Bylaws

- 1.1.1. Coordinate all club activities.
- 1.1.2. Have one of the three required signing authorities for all club vouchers.
- 1.1.3. May appoint any committee for any purpose within the objectives of the club.
- 1.1.4. Shall be an ex-officio member of all committees.
- 1.1.5. Preside at all club meetings.
- 1.1.6. Chair, and administer the Presidential advisory board.

1.2. Executive Policy

- 1.2.1. Ensure all signing authorities are transferred to new executives each year.
- 1.2.2 Co-review employee contracts with the VP Internal and the Treasurer.
- 1.2.3 Renew the website and domain each year.
- 1.2.4 Review and sign all contracts entered into by the UADC.
- 1.2.5 Responsible for all facility bookings with the exception of the TA corp.
- 1.2.6 Maintain the master timeline in the UADC Google Drive.
- 1.2.7 Prepare weekly in-class announcements.
- 1.2.8 Ensure the Treasurer submits all finances and the yearly tax return is done.
- 1.2.9 Delegate tasks fairly to all executives.
- 1.2.10 Assign the eclass training given by the SGS to each executive.
- 1.2.11 Create EAP's and RAP's for events, designate to the Workshop and/or Social director if needed.
- 1.2.12 Ensure all acts and bylaws are followed.

2. Vice-President Internal

2.1. Bylaws

- 2.1.1. Such powers and duties as may be assigned by the President.
- 2.1.2. Coordinate the volunteer activities of the Teaching Assistants.
- 2.1.3. Perform the duties of the President in their absence.

2.2. Executive Policy

- 2.2.1. Arrange volunteer bonding night at the beginning of the year
- 2.2.2. Act as the liaison between the Instructional staff and the Executive Council.
- 2.2.3. Co-review employee contracts with the President and the Treasurer.
- 2.2.4. Review and sign all contracts entered into by the UADC.
- 2.2.5. Set up a new folder for the next year of Executives in the shared drive.
- 2.2.6. Administer semester-end class evaluations and prepare a report.
- 2.2.7. Prepare and maintain the teaching assistant records.
- 2.2.8 Coordinate the volunteer activities of the Teaching Assistants

- 2.2.9 Maintain accurate club contacts and organize within the shared drive.
- 2.2.10 Maintain the TA Google Calendar.
- 2.2.11 Maintain the TA group chat and Instructor group chat.
- 2.2.12 Make effort to attend TA practices and tryouts.
- 2.2.13 Book all venues the TAs will need.
- 2.2.14 Ensure you know the class syllabus.
- 2.2.15 Maintain payments for TA related costs.
- 2.2.16 Create a volunteer schedule for the TA corps.

3. Vice-President External

3.1. Bylaws

- 3.1.1. Such powers and duties as may be assigned by the President.
- 3.1.2. Coordinate the recruitment and registration of general members.
- 3.1.3. Maintain and foster relations between the club and external dance organisations.
- 3.1.4. Have one of the three required signing authorities for all club vouchers.
- 3.1.5. Perform the duties of the President in the absence of both the President and VP Internal.

3.2. Executive Policy

- 3.2.1. Establish and maintain contact with other dance clubs.
- 3.2.2. Representative and contact for DanceSport Alberta (DSAB).
- 3.2.3 Apply for storage and office space.
- 3.2.4 Re-register the group with SGS.
- 3.2.5 Submit waivers for events and classes.

4. Secretary

4.1. Bylaws

- 4.1.1. Attend all club meetings and keep accurate minutes of the same.
- 4.1.2. Have charge of the seal of the club.
- 4.1.3. Responsible for the records of all members of the club.
- 4.1.4. Notify all members of club meetings as required.
- 4.1.5. Responsible for all internal/external correspondence.
- 4.1.6. Maintain and update all official club documents.

4.2. Executive Policy

- 4.2.1. Maintain accurate Executive emails tied to the UADC email account and shared Drive.
- 4.2.2 Maintain the UADC calendar and Exec calendar.
- 4.2.3 Organize Executive meetings and notify all members accordingly.
- 4.2.4 Respond to emails.
- 4.2.5 Send out information and newsletters via the email list.
- 4.2.6 Collect the mail and ensure the Executive responds accurately.
- 4.2.7 Collect and organize all meeting minutes.
- 4.2.8 Maintain and organize the filing system and Google Drive.
- 4.2.9 Maintain the mailchimp newsletter subscriptions.
- 4.2.10 Create a membership list to submit to SGS each year.
- 4.2.11 Maintain a UADC inventory.

5. Treasurer

5.1. Bylaws

- 5.1.1 Custodian of all official property and financial records of the club.
- 5.1.2 Have one of the three required signing authorities for all club vouchers.
- 5.1.3 Deposit all funds of the club in a bank or trust company designated by the Executive.
- 5.1.4 Collect all monies and keep complete accounts.
- 5.1.5 Arrange for payment of all approved indebtedness of the club.
- 5.1.6 Keep proper vouchers for such payments.
- 5.1.7 Submit an annual financial report and any other financial reports as required.

5.2. Executive Policy

- 5.2.1 Maintain the UADC square.
- 5.2.2 Co-review employee contracts with the President and the VP Internal.
- 5.2.3 Review and sign all contracts entered into by the UADC.
- 5.2.4 Prepare and update the annual budget.
- 5.2.5 Update the club's insurance policies.
- 5.2.6 Make purchases needed for the day-to-day operations of the club, excluding capital expenditures.
- 5.2.7 Maintain regular bookkeeping, and make sure it is up to date and accurate.
- 5.2.8 Organize meetings with the bank and maintain all correspondence.

6. Social Director

6.1. Bylaws

- 6.1.1 Organise all social events sanctioned by the Executive.

6.2. Executive Policy

- 6.2.1 Coordinate all logistics for social events.
- 6.2.2 Coordinate with VP External and other Executives to create social events that expand the club.

7. Workshops Director

7.1. Bylaws

- 7.1.1. Organise all workshops sanctioned by the Executive.

7.2. Executive Policy

- 7.2.1. Choose the best instructor for the style of dance in each workshop.
- 7.2.2. Coordinate with the VP external if you wish to hire outside instructors.
- 7.2.3. Discuss with other executives regarding venue bookings long before you plan and advertise a workshop.

8. Volunteer Director

8.1. Bylaws

- 8.1.1. Organise all activities of the Volunteer Assistants sanctioned by the Executive.

8.2. Executive Policy

- 8.2.1. Organise the year-end volunteer appreciation event.

- 8.2.2. Prepare and maintain the volunteer records excluding TA corps.
- 8.2.3 Create a volunteer schedule for the Executive.
- 8.2.4 Seek for extra volunteers and manage benefits for volunteering (see volunteer appreciation act).
- 8.2.5 Organize for a DJ to be at each UADC event and class.
- 8.2.6 Organize for someone to photograph events.
- 8.2.7 Create a “Volunteer of the Month” award or fun award system.

9. Media Manager

9.1. Bylaws

- 9.1.1. The Media Manager shall organise and maintain all advertisement and media platforms of the club by themselves or through collaboration with other volunteers.

9.2. Executive Policy

- 9.2.1 Maintain the google photos account through the Executive email and share the photos appropriately after each event.
- 9.2.2 Maintain all online platforms and post regularly with UADC content, this includes Instagram, Facebook, TikTok, Website, and Discord.
- 9.2.3 Ensure the website remains up-to-date with all information.
- 9.2.4 Ensure the Executive team info is accurate on the website.
- 9.2.5 Advertise all events held by the UADC, including regular classes.
- 9.2.6 Create posters and pamphlets for the club when needed. Post appropriately.
- 9.2.7 Organize merchandise for the club.
- 9.2.8 Maintain general advertising on the UofA campus.
- 9.2.9 Responsible for creating, printing and distributing name tags each year (not for the TA corps) and ensuring there are enough for the club’s membership.

10. All Officers

10.1. Bylaws

- 10.1.1. Each Officer is accountable to the club for actions performed in the name of the club.
- 10.1.2. Each Officer shall make a reasonable attempt to:
 - 10.1.2.1. Attend as many classes that were agreed upon by the Executive to be fair.
 - 10.1.2.2. Submit a year-end report.
 - 10.1.2.3. Assist as required by the Executive.
- 10.1.3. In the event of a vacancy of one of the executive positions with signing authority as determined within 1.1.2, 3.1.4, and 5.1.2 of the Executive officers’ act, signing authority will be granted to an executive member as determined by a vote by the Executive council.

10.2 Executive Policy

- 10.2.1 Each Executive is required to make a reasonable attempt to attend all Executive meetings.
- 10.2.2 It is expected that all Executive members familiarize themselves with the UADC acts and bylaws throughout the term and correct any mistakes and/or items which are no longer valid.

Formations Fund Act

This act has been deemed obsolete.

Instruction Board Act

This act has been deemed obsolete.

Judicial Act

This act outlines the judicial process in UADC.

1. Jurisdiction

- 1.1. A committee styled the “Judicial Authority and Elections Administration Board” (JAEAB) shall be responsible for the interpretation of the club bylaws in accordance with the bylaws and Executive policy.

2. Procedure for Lodging a Complaint

- 2.1. Only a member may lodge a complaint.
- 2.2. Complaints and requests for a hearing must be received in writing or by e-mail.
- 2.3. Complaints must be sent to all JAEAB members, the Executive, and any member mentioned in the complaint.
- 2.4. A letter of complaint must follow the following format:
 - 2.4.1. List the complainants involved and how they may be contacted.
 - 2.4.2. Describe and explain the complaint.
 - 2.4.3. Describe the resolution requested.

3. Granting of a Hearing

- 3.1. Decisions to grant or deny a hearing must be made by two of the three JAEAB members.
- 3.2. Hearings will not be granted if the complaint is judged to be frivolous or if it does not fall under the JAEAB mandate, specifically, outside the interpretation of the club bylaws.
- 3.3. Whether a hearing is granted or denied, the complainants will be notified via e-mail or letter.
- 3.4. If a hearing is denied, the JAEAB will provide the complainants with a reason for denying the hearing request.

4. Hearings

- 4.1. A maximum of two people may represent a given complainant.
- 4.2. The Chair will start the hearing and introduce the parties and the complaint.
- 4.3. A meeting will not proceed unless the complainants are present. Should a complainant fail to attend, the complaint will be dismissed.
- 4.4. Each side has a maximum of 10 minutes to present their case.
- 4.5. Each side has 5 minutes to present a rebuttal.
- 4.6. The committee may ask questions after the presentations.
- 4.7. Hearings are open to all members of the club with the understanding that the JAEAB reserves the right to move in camera.

5. Judgments

- 5.1. A minimum of two JAEAB members must approve any decision.
- 5.2. The JAEAB decision will be presented in writing by the chair or the chair’s designee.
- 5.3. The JAEAB will make all rulings within a week of the hearing.
- 5.4. There will be no appeal from a ruling of the JAEAB.

Judicial Rulings Act

Different interpretations of the club's legislation will arise over time between members, officers, the executive and general council. To resolve these issues, the General Council has created the Judicial Authority and Elections Administration Board (Article XII of the bylaws). The rulings of the Judicial Authority and Elections Administration Board will be included in this bylaw and will be binding on all club members, officers, the executive and general council until such time as the law that the board defined in their ruling is changed by the appropriate legislative body.

1. Bylaw Rulings

2. Executive Policy Rulings

3. Other Rulings

Meeting Protocol Act

In order to provide for organised, efficient and effective conduct of business in meetings, the procedure followed in this act will be adhered to at all UADC Executive Council meetings.

1. Order of Business

- 1.1 Review duties from the latest meeting and discuss updates to actions.
- 1.2 Approve the agenda and allow time for all Executives to add to the agenda.
- 1.3 Make way through the agenda.
- 1.4 Allocate duties appropriately.

2. Recording of Executive Council Minutes

- 2.1 All votes and discussions made in meetings are to be accurately recorded within the meeting minutes that are to be stored within the shared Google Drive.
- 2.2 Motions passed by the Executive Council of a permanent nature will be recorded as new or in existing Acts.
- 2.3 All Executive Council motions pertaining to:
 - 2.3.1 Authorisation of the collection or expenditure of monies will be recorded in the budget
 - 2.3.2 Appointments of members to club positions will be recorded in the society annual returns document in the shared drive.

Music Policy Act

This act sets the standards for playing of music at all UADC events, including classes, open practice dance sessions, workshops, socials, and promotional events. Music played at UADC events will facilitate the practice and enjoyment of ballroom dancing.

1. Application

- 1.1 This Act shall apply to all music played for any UADC event.
- 1.2 For the purposes of instruction, instructors are exempt from the provisions of this Act.

2. UADC Types of Music

- 2.1 Primary
 - 2.1.1 Cha Cha, Rumba, Jive, Samba, Waltz, Foxtrot, Quickstep, Tango
- 2.2 Secondary
 - 2.2.1 Paso Doble, Viennese Waltz
 - 2.2.2 Any additional non-primary dance taught by the club in the current semester.
- 2.3 Line Dances
 - 2.3.1 Cadillac Ranch, Cha Cha Slide, and Macarena

3. Approved Music

- 3.1 UADC approved music
 - 3.1.1 Any music in the UADC music library that is a primary, secondary or line dance.
- 3.2 The Music Coordinator maintains the UADC music library.

4. Class Music

- 4.1 DJ's will only play UADC approved music with clear beats, standard tempos, and character appropriate to the dance.
- 4.2 DJ's must play any song specified by an instructor.

5. Socials

- 5.1 DJs should focus on the primary dances taught in that term.
- 5.2 DJs will play UADC approved music with clear beats, standard tempos, and character appropriate to the dance.
- 5.3 DJs may play up to two (2) non-primary songs non-consecutively per one (1) hour.
- 5.4 For the first social of the fall & winter semesters, when playing a primary dance, the DJ will play exactly two (2) in a row.
- 5.5 It is the DJs responsibility to maintain a well populated dance floor at all times.
 - 5.5.1 Any song that significantly reduces the number of active dancers on the dance floor can and should be skipped by the DJ.
- 5.6 Per one (1) hour DJs will include at least one (1) recent workshop dance(s).
- 5.6 DJs must play any selection specified by the Social Director.

6. Practice Session Music

- 6.1 DJ's will play UADC approved music with clear beats, standard tempos, and character appropriate to the dance.
- 6.2 DJ's may play one (1) non-approved song per half-hour shift.
- 6.3 DJ's will focus on the primary dances taught that semester as discussed with the instructor/ executives.

7. Workshop Music

- 7.1 DJs will play UADC approved music with clear beats, standard tempos, and character appropriate to the dance.
- 7.2 DJs must play any song specified by an instructor.
- 7.3 Instructors for non-primary dances should be prepared to supply their own music.

8. Intellectual Property

- 8.1 The music library is the intellectual property of the UADC and shall only be used for UADC purposes.
- 8.2 The music library shall not be reproduced or distributed.

Operations Act

Club finances, sales, and operations will be carried out in accordance with this act.

1. Finances

- 1.1 All executives may pay for budgeted expenses without the consent of the Executive Council.
- 1.2 All executives must report expenses to the treasurer to ensure proper tracking.
- 1.3 Surplus funds each year will be invested as stated in the Bylaws.
- 1.4 Budgeted expenses paid by executives, incurred on behalf of the UADC, and accompanied by an appropriate receipt, will be refunded by the Treasurer.
- 1.5 The Treasurer shall determine cash-out, deposit and cheque requisition procedures.

2. Sales

- 2.1 Entry Sales
 - 2.1.1 Member priced entry for UADC events will only be sold upon presentation of a valid UADC membership card.
 - 2.1.1.1 An exception may occur for significant volunteers and members of the dance community upon approval of the Executive.
 - 2.1.2 Members and Non Members may purchase workshop and social tickets.
 - 2.1.3 Ticket sales of non-UADC events are not permitted.
- 2.2 All UADC sales are final. No refunds will be issued.

3. Operations

- 3.1 Communications & Protocol
 - 3.1.1 The UADC will maintain a newsletter email list.
 - 3.1.2 A supply of generic club business cards will be printed as required.
 - 3.1.3 All UADC minutes and reports will be sorted and stored appropriately in the shared Google Drive.
 - 3.1.4 In class announcements for UADC events will be made as needed by the Executive.
 - 3.1.5 Only the Secretary, President, or delegate may use the UADC email and respond to email.
 - 3.1.6 The UADC will maintain a website, which will be serviced by the club's Webmaster and Media Manager.
 - 3.1.7 Advertisement of non-UADC events in class is permitted provided that:
 - 3.1.7.1 They are approved by the Executive.
 - 3.1.7.2 They are of a quality equal to or above that which is usually provided by the UADC as determined by the Workshops Director, VP Internal and President;
 - 3.1.7.3 They do not fall on the same day as a UADC event;
 - 3.1.7.4 No tickets to the event are sold during a UADC event or class;
 - 3.1.7.5 Reciprocal advertising of a UADC event is provided at the external event;

Approved: June 25, 1998

Revised: September 12, 1999 - Revised: May 28, 2001 - Revised: August 10, 1998 - Revised: November 9, 1999 - Revised: November 10, 2001 - Revised: September 3, 1998 - Revised: December 22, 1999 - Revised: November 9, 2002 - Revised: December 20, 1998 - Revised: April 14, 2000 - Revised: March 30, 2003 - Revised: August 2, 1999 - Revised: October 22, 2000 - Revised: May 4, 2005 - Revised: September 5, 1999 - Revised: February 3, 2001 - Revised: June 2, 2013

3.2 Hiring

- 3.2.1 Staff contracts will be arranged by the President, VP Internal and Treasurer and approved by the Executive Council.
- 3.2.2 When possible, all contracts should be approved at the Executive Council changeover meeting.

3.3 Insurance

- 3.3.1 The club shall maintain miscellaneous commercial property floater insurance in an amount sufficient to cover all club property.
- 3.4.2 The club shall maintain a minimum of \$2,000,000 comprehensive commercial general liability insurance.
- 3.4.3 The club shall maintain a minimum of \$1,000,000 directors' liability insurance.

3.5 Nametag Policy

- 3.5.1 Only members wearing name tags may attend classes.
- 3.5.2 Replacement or Temporary class name tags may be purchased for an amount of \$5.
- 3.5.3 Temporary name tags are required for forgotten name tags.
- 3.5.4 Temporary name tag costs are included in the drop-in fee.

3.6 Property Guidelines

- 3.6.1 Use of UADC property by any member for anything except UADC activities is prohibited.

3.7 Security

- 3.7.1 The Executive Officers, Instructors and approved TA's will receive access to the locker.
- 3.7.2 The instructors will hold keys to TA Practice locations.

3.8 Signing Authority

- 3.8.1 The President, VP External and Treasurer shall have signing authority on all dance club accounts.
 - 3.8.1.1 In the event that one of the above positions is vacant, another executive officer shall have signing authority at the decision of the Executive Council.
- 3.8.2 All Executive Officers shall have signing authority at the SU post office.

3.9 University Alcohol Policy

- 3.9.1 A minimum of two executive officers must have valid Alcohol Awareness training, obtained by attending an Alcohol Awareness Seminar sponsored by the Students' Union and Ancillary Services.
- 3.9.2 The appropriate Ancillary Services form must be submitted to the university at least 10 working days prior to any event where alcohol is to be served (including the formal events held at off-campus venues).

Performance Act

All performances at the UADC will be regulated by this Act.

1. Authorised Performers and Performance Events

- 1.1 Performances are allowed at all UADC events excluding regular semester classes.
- 1.2 Authorised performers include all Teaching Assistants, Executive Officers, and individuals of the dance community.
- 1.3 All performances must be approved by the Dance Professional(s) and the Executive Council.

2. Choreography

- 2.1 Potential performers must have their routine choreography approved by the Dance Professional(s).

3. Compensation

- 3.1 As per the Volunteer Appreciation Act.

4. Application to Perform, Performance Timeline, Performance Approval

- 4.1 Requests to perform may be submitted to the VP Internal up to a minimum of eight (8) weeks prior to the requested performance date.
- 4.2 Submit the request to perform in writing for approval, containing the following information:
 - 4.2.1 Participant Names, Song Name, Requested Song Length, Dance Type, Performance Choreographer
- 4.3 Withdrawing a request to perform must be tendered to the VP Internal five (5) weeks prior to the requested performance date.
- 4.4 Final approval for all performances must be issued two (2) weeks prior to the requested performance date.
- 4.5 The Social Director will determine the time allotted for performances on a per event basis.

Performance and Promotions Act

This act has been deemed obsolete.

Prerogative Act

Whereas the Bylaws delegate responsibility for the various areas of club responsibility in a general fashion, the purpose of this act is to further define where authority lies.

1. Definition of Prerogative

- 1.1 Prerogative refers to a body or individuals' exclusive right or privilege to make decisions in a particular area.

2. Levels of decision making (in descending importance)

- 2.1 Constitutional (General Council)
- 2.2 Operations Manual (Executive Council)
- 2.3 Judicial Committee
- 2.4 Individual Executive Officers
- 2.5 Other officials (elected or appointed)
- 2.6 Presidential (separate from hierarchy)

3. Overruling prerogative

- 3.1 A higher decision making authority may overrule the decision-making prerogative of a lower authority.

4. Bylaw prerogative

- 4.1 General Council may with a 75% majority amend the Bylaws in any way.
- 4.2 The Executive Council interprets the Bylaws.

5. Operations Manual prerogative

- 5.1 The Executive Council may amend the UADC acts in any way that does not conflict with the Bylaws.
- 5.2 The Executive Council interprets the UADC acts.

6. Committee prerogative

- 6.1 The Judicial Committee prerogative is delegated and defined by the Executive Council in the UADC Acts.
- 6.2 All decisions not specifically delegated to the Judicial Committee for resolution must be referred to the Executive for approval.

7. Other Officials (elected or appointed)

- 8.1 May make decisions as delegated by the UADC acts or by Executive Officers that fall within their respective prerogatives.

9. Presidential

- 9.1 General
 - 9.1.1 The President's prerogative covers any area not assigned by the constitution or operations manual to another Executive Officer
- 9.2 Emergency

9.2.1 The constitution states that the President "shall co-ordinate all club activities". (7. H) In areas where a decision must be made, but the prerogative to make the decision is not being exercised or two or more prerogatives conflict, the President may make a 'prerogative' decision which will have authority unless otherwise decided by the Executive Council by means of an Act or Order-in-Council in the Operations Manual.

Presidential Advisory Board Act

This act has been deemed obsolete.

Registration Act

1. Registration Sessions

- 1.1 Spring Registration
- 1.2 Summer Registration
- 1.3 Fall Registration
- 1.4 Winter Registration

2. Definitions

- 2.1 A student is anyone with a valid undergraduate student University of Alberta One Card.
- 2.2 A grad student is a person with a valid graduate student University of Alberta One Card.
- 2.3 An alumnus is a graduate of the University of Alberta.
- 2.4 A faculty member is someone who works for the University of Alberta with a valid One Card.
- 2.5 An Enthusiast is anyone not considered to be a student, faculty, or alumnus.
- 2.6 Students of other Edmonton Post Secondary Schools, and individuals who graduated post secondary under 1 year prior will be offered student pricing.

3. Registration Dates

- 3.1 Individuals may register for regular semester classes anytime during the semester in question.

4. Membership Eligibility

- 4.1 U of A students regardless of age may purchase a UADC membership.
- 4.2 Non-U of A students must be 18 years of age or older in order to purchase a UADC membership.

5. Class Registration Limitations

- 5.1 Only UADC members may purchase classes, excluding drop-ins.

6. Refunds

- 6.1 No refunds will be provided for memberships.
- 6.2 No refunds will be provided for classes unless a member makes a written appeal outlining exceptional medical circumstances that will make it impossible for the member to attend classes. The Treasurer shall grant or deny all appeals of this nature.

7. Advertising

- 7.1 Posters
 - 7.1.1 The UADC will place posters around campus.
- 7.2 Demonstrations
 - 7.2.1 During Orientation, the club will register with Student Groups and perform as many dance demonstrations as possible.

8. Information Sheets

8.1 Two information sheets will be located at advertising tables:

8.1.1 An advertising document to sell the club to prospective members

8.1.2 An information document that will be given to new members after they sign up, focused on providing them with the information they will need as members of the club

Social Committee Act

This act has been deemed obsolete.

Social Events Act

To provide our members with an opportunity to practice and enjoy the art of dance, social events will be held in accordance with this act.

1. Socials

- 1.1 Frequency: approx. 2 per dance session/academic term or 6 to 8 per year.
 - 1.1.1 Not including UADC Open House, which is to be held at the beginning of the Fall and Winter sessions.
- 1.2 Location: One to be held at Dinwoodie Lounge each academic semester if available.
- 1.3 Logistics: To be decided and organized by the Social Director.
 - 1.3.1 There should be a larger social to end each Fall and Winter session.

2. Budgeting

- 4.1 Items set by the Executive in the budget
 - 4.1.1 Entry prices
 - 4.1.2 Number of people predicted to be present
 - 4.1.3 Subsidy or profit to be made by event (bottom line)
- 4.2 Although the UADC budget contains suggested guidelines, the social director may rearrange their budgets on an event by event basis, excluding the items enumerated in 2.1 as they deem appropriate.
- 4.3 Budget surpluses (if any) are returned to the general revenues of the UADC.

3. Ticket Sales

- 5.1 All socials will be open to the general public as well as UADC members, unless the social event coincides with the Annual or Special General Meetings.
 - 5.1.1 In the event that a social event coincides with the Annual or Special General Meetings, the general public will still be allowed to participate in the social, though will have to remain outside until the commencement of the Meeting.

6. Dates

- 6.1 Dates for all events will be set by the Executive in the UADC annual calendar.

Staff Act

Employees will be hired in accordance with the constitution. These employees will be styled the Dance Professional(s). The Dance Professional(s) will lead weekly training sessions for the Teaching Assistant (TA) Corps throughout the Fall and Winter semesters and Tryouts during the Summer. Training times will be coordinated collaboratively between the Instructor, TA Corps, and the VP Internal. The Professional(s) will also attend periodic meetings to provide professional input, scheduled in alignment with their availability.

1. Dance Professional(s)

1.1 Duties

- 1.1.1 Selection of Teaching Assistants (TAs) through collaboration with previous UADC Instructors and VP Internal.
- 1.1.2 Selection of Class Instructors in conjunction with the VP Internal.
- 1.1.3 Deliver structured weekly instruction to the TA Corps, aligned with the club's syllabus and teaching goals.
 - 1.1.3.1. Guide the TA Corps through skill development, performance techniques, self-instruction methods, teaching strategies, and social dance etiquette.
 - 1.1.3.2 TA training sessions are designed to prepare teaching assistants for the upcoming weekly club syllabus. Each session will focus on the specific material to be taught in the following week to the general club membership.
- 1.1.4 Prepare a syllabus for each UADC dance class in accordance with the Curriculum Act.
- 1.1.5 Provide professional insight and feedback at meetings as needed.
- 1.1.6 Provide the Executive Council with choices of instructors for workshops if needed.
- 1.1.7 Provide year end evaluations, at the end of winter term, of the TA corps to the VP Internal.
- 1.1.8 Perform such other duties as mutually agreed upon by the Dance Professional(s) and the VP Internal.
- 1.1.9 Co-develop the TA Tryouts syllabus with previous UADC Instructors and submit the final version to the VP Internal.
- 1.1.10 Maintain authority over TA training sessions while present. After your departure, UADC Instructors will continue to support the TAs.
- 1.1.11 Demonstrate expertise in ballroom and social dance, along with a professional, approachable presence.

1.2 Hours

- 1.2.1 The Dance Professional(s) are responsible for tracking their hours appropriately and reporting them to the VP Internal or to the UADC Executive Team via uadcexecs@gmail.com or uadc.secretary@gmail.com at the end of each UADC session that is applicable.

- 1.2.2 Attend weekly TA Corps training sessions (3 hours each). Instructor participation is only required for 1–2 hours per session up to a maximum listed below.
- 1.2.3 The Dance Professional(s) will be paid for a maximum of 8 hours of attendance at the TA Tryouts and 16 hours of attendance at TA Training each UADC session/semester. This cutoff is here to allow effective budgeting to be made by the executive team of the UADC.
- 1.2.4 Optional: Attendance at weekly club practices, socials, and workshops is encouraged but not mandatory. Dance Professional(s) receive complimentary access to these events.

1.3 Compensation

- 1.3.1 \$120 per hour plus GST.
- 1.3.2 Payment will be issued via e-transfer to the email address on file.

1.4 Hiring Limitation

- 1.4.1 The Dance Professional(s) shall not be a Club Member under any class of membership.

2. Evaluations

- 2.1 The UADC Executive Council will conduct an annual employee evaluation prior to March 1.

Teaching Assistant Act

Whereas the University of Alberta Dance Club uses the volunteer efforts of individuals designated as Teaching Assistants, this act will govern the functioning of the group of Teaching Assistants known as the TA corps.

1. Membership

- 1.1. The TA corps consists of Teaching Assistants and Class Instructors.
- 1.2. Upon initial appointment, a minimum of 25% must be students, subject to bona fide applicants.
- 1.3. The VP Internal, Dance Professional(s), and previous UADC Instructors will determine membership of the TA corps through TA Tryouts. The Dance Professional(s) and VP Internal will be selecting the Class Instructors.
- 1.4. Total membership of the TA corps is not to exceed twenty (20) Teaching Assistants.
- 1.5. Membership in the TA corps shall be from time of appointment until the Executive Council changeover meeting.
- 1.6. The Dance Professional(s) will submit a list of recommended Class Instructors for approval by the VP Internal, prior to the first week of regular session dance classes.
- 1.7. Members of the Executive Council may not be members of the TA corps.

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 Teaching Assistant membership stated above.

3. Presentation

- 3.1. Dress code for TA Training class and the night(s) assisting regular classes:
 - 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, skirts and skorts must be a comfortable fit and length.
- 3.2. Teaching Assistants 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. Dance shoes are required and must be worn whenever representing the UADC.

4. Ethics and Responsibilities

- 4.1. Attend all TA Training classes.
 - 4.1.1. Exceptions to 4.1 as granted by the VP Internal or extenuating circumstances.
 - 4.1.2. Excessive or unexcused tardiness and/or absences will prompt a review of TA status by the VP Internal, Dance Professional(s), and Class Instructors.
- 4.2. Attend all scheduled regular night classes.
 - 4.2.1. Attempt to find a replacement if unable to assist on a scheduled night(s).

- 4.2.2. Inform the Class Instructor(s) and VP Internal as soon as possible if unable to assist on a scheduled night(s).
- 4.3. Teaching Assistants will be assigned to help students at dance socials as required and scheduled by mutual agreement and the VP Internal.
- 4.4. Teaching Assistants must arrive early enough to change, put dance shoes on and be on the floor ready to warm up for TA Training classes and the scheduled assistance night(s) fifteen (15) minutes before the start of the class.
- 4.5. Teaching Assistants must be capable of demonstrating the patterns to the Class Instructor(s) who will then decide if the TA's are able to participate in demonstrations that evening.
- 4.6. Be actively involved in the recruitment process of future Teaching Assistants by encouraging members to attend the annual TA Tryouts. This should be done from the start of the year and followed up until the tryout dates.
- 4.7. Teaching Assistants and Class Instructors play a key role in dealing with Volunteer Assistants. All VA's should be treated with respect, given positive feedback and encouragement and allowed to do their assigned duties. Any other feedback will be given to the Volunteer Director.
- 4.8. Abide by the Code of Ethics Act and UADC Code of Conduct.

5. Grievance and Dismissal Procedures

- 5.1. If a Teaching Assistant has reason to believe in unfair treatment, the following procedures must be initiated.
 - 5.1.1. The TA will approach the individual in question, where possible, and attempt to reach an amicable solution through normal conflict resolution.
 - 5.1.2. If 5.1.1 is unsuccessful, the TA will contact the VP Internal and work with them to resolve the conflict.
 - 5.1.3. If 5.1.2 is unsuccessful, the TA will write a formal letter to the Executive Council outlining the inappropriate action or behaviour and documenting the failed attempts at reconciliation with said individual.
 - 5.1.3.1. The Executive Council will attempt reconciliation.
 - 5.1.3.2. The Executive Council ruling is final.
- 5.2. If Teaching Assistants exhibit inappropriate behaviour 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 behaviour 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 Internal within one (1) week of the infraction.
 - 5.2.2. Written Warning – If inappropriate behaviour 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 behaviour 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 behaviour continues beyond a reasonable period following 5.2.2, the TA exhibiting the behaviour 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.

5.3. If a Teaching assistant is late for TA class or their scheduled class by more than 15 minutes the following measures will be taken (subject to the V.P. Internals discretion)

5.3.1. Verbal Warning – A verbal warning will be issued to the individual in question, within a reasonable time period, discussing the behavior and necessary actions.

5.3.1.1. The individual will be informed that this is an official warning and that it will be documented.

5.3.1.2. The event will be documented to the VP Internal within one (1) week of the infraction.

5.3.2. 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.

5.3.2.1. A copy of the written warning will be kept on file for reference by the Executive Council.

5.3.3. Dismissal – If inappropriate behavior continues beyond a reasonable period following 5.2.2, the TA exhibiting the behavior will be released from volunteer responsibilities to the UADC.

5.3.3.1. All Volunteer Appreciation privileges are rescinded thereafter.

5.3.3.2. Appeals must be submitted in writing to the Executive Council.

5.3.3.3. The Executive Council ruling is final.

5.4. Absence from TA class without notifying the V.P. Internal will result in the following actions (subject to the V.P. Internals discretion).

5.4.1. Verbal Warning – A verbal warning will be issued to the individual in question, within a reasonable time period, discussing the behavior and necessary actions.

5.4.1.1. The individual will be informed that this is an official warning and that it will be documented.

5.4.1.2. The event will be documented to the VP Internal within one (1) week of the infraction.

5.4.2. 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. In addition, privileges such as participation in the formation team will be revoked.

5.4.2.1. A copy of the written warning will be kept on file for reference by the Executive Council.

5.4.3. Dismissal – If inappropriate behavior continues beyond a reasonable period following 5.2.2, the TA exhibiting the behavior will be released from volunteer responsibilities to the UADC.

- 5.4.3.1. All Volunteer Appreciation privileges are rescinded thereafter.
- 5.4.3.2. Appeals must be submitted in writing to the Executive Council.
- 5.4.3.3. The Executive Council ruling is final.

Teaching Assistant Representative Act

This act has been deemed obsolete.

Treasury Board Act

This act has been deemed obsolete.

Volunteer Appreciation Act

Whereas the University of Alberta Dance Club consists of volunteers without whom it cannot function, the club's volunteers will be recognized for their efforts on behalf of the club in the manner outlined in this act.

1. Classes of Volunteers

There shall be 11 classes of volunteers:

- 1.1 Executive Officers
- 1.2 Judicial Authority and Elections Administration Board Members
- 1.3 Teaching Assistants
- 1.4 DJ (class, socials, workshops)
- 1.5 Class Volunteers
- 1.6 Event Volunteers (Socials and Workshops)
- 1.7 Special Volunteers

2. Recognition

- 2.1. Executive Officers
 - 2.1.1. All services of the UADC free of charge
 - 2.1.2. Classes and membership free of charge for one year after the executive term ends, subject to current executives approval.
- 2.2. Judicial Authority and Elections Administration Board Members
 - 2.2.1. Free membership
 - 2.2.2. Free admission to election socials.
- 2.3. Teaching Assistants
 - 2.3.1. Free membership
 - 2.3.2. Free classes and TA training
 - 2.3.3. Free workshop if the teaching assistant brings a minimum of 1 non-member
 - 2.3.4. Free admission to open house and socials for those who volunteer, as specified by the VP Internal.
- 2.4. DJ (Class, social, workshops), Event Volunteers and Class Volunteers
 - 2.4.1. These volunteers may enter the event for which they are volunteering for free.
 - 2.4.1.1 If these volunteers fail to complete their duties as expected at the UADC event, they will not be asked to return and/or will be expected to pay in advance the next time they volunteer.
- 2.7. Special Volunteers
 - 2.7.1. As decided by the Volunteer Director

3. General

- 3.1. Subject to Executive approval, there will be an event hosted by the Executive for all UADC volunteers at the conclusion of the academic year.

4. Placement

Approved: Aug 2, 1999

Revised: May 28, 2000 - Revised: Feb 18, 2001 - Revised: Apr 15, 2005 - Revised: Jan 9, 2015 - Revised: Sep 5, 1999 - Revised: Jun 18, 2000 - Revised: Jun 21, 2001 - Revised: Jul 23, 2006 - Revised: Sep 3, 2017 - Revised: Nov 9, 1999 - Revised: Aug 7, 2000 - Revised: Nov 9, 2002 - Revised: Jun 3, 2012 - Revised: May 21, 2000 - Revised: Aug 27, 2000 - Revised: Aug 30, 2003 - Revised: Jun 3, 2013 - Revised: Sep. 2, 2024

4.1. The Volunteer Director shall assign each volunteer to a particular event and location.

6. Restriction of Benefits

6.1. In the event that a volunteer does not complete their agreed upon duties, their benefits may be restricted or withheld.

6.2. Any volunteer who wishes to contest the decision of the Volunteer Director regarding the allocation of benefits can submit a written report explaining the situation, and further action will be decided upon by executive vote.

Volunteer Code of Ethics Act

Whereas the University of Alberta Dance Club uses the efforts of individuals designated as volunteers, this act will outline the ethics to be used by designated volunteers when representing the Club.

1. University of Alberta Volunteer Code of Ethics

- 1.1 Volunteers shall;
 - 1.1.1 Recognize the importance of their position in representing the UADC;
 - 1.1.2 Respect all UADC property, volunteers and staff;
 - 1.1.2.1 5. UADC representatives are responsible for the business use of any UADC hardware or software. These assets are for UADC use only. Using them for any unauthorized or unlawful purpose is strictly prohibited.
 - 1.1.3 Strive to foster spirit and excitement about the UADC as a whole;
 - 1.1.4 Cooperate with all other volunteers and maintain a helpful and kind composure;
 - 1.1.5 Use sound judgement and maturity when working with others;
 - 1.1.6 Ensure the safety and well being of all;
 - 1.1.7 Follow the UADC Code of Conduct and act in accordance with the Code of Student Behaviour of the University of Alberta;
 - 1.1.8 Promote the UADC and all of its volunteers in a positive manner both in remarks and actions;
 - 1.1.9 Protect UADC funds and report any loss of money or property owned or under the control of the UADC;
 - 1.1.10 Accept this obligation and responsibility willingly.

2. Outside Dealings

- 2.1 All dealings between UADC representatives (volunteers and employees) and outside parties must be conducted in a manner that will not compromise the integrity or damage the reputation of any outside parties, the UADC or its representatives.
- 2.2 UADC representatives must not use their UADC status to obtain personal gain from those doing or seeking to do business with the UADC.

Volunteer Portfolios Act

*Volunteers are to be appointed to specific portfolios of responsibility by the UADC Executive.
This act will outline the regulation and responsibilities of UADC Volunteer Portfolios.*

1 List of Volunteer Portfolios

- 1.4 Webmaster
- 1.6 Photographer

2 Appointment of Volunteers Portfolio

- 2.1 Volunteers for portfolios are to be appointed by the UADC Executive.
- 2.2 All volunteer portfolio positions are held for a term of up to one year, commencing the date of appointment, and ending on the day of the UADC Executive changeover meeting.
- 2.3 A volunteer or UADC Executive member may be appointed to more than one volunteer portfolio concurrently.

3 Volunteer Portfolio Responsibilities

3.1 Chief Technology Officer

- 3.1.1 To provide recommendations for the purchase of computer hardware and software, and other technologies used by the UADC.
- 3.1.2 To provide maintenance of all computer hardware and software, and other technologies purchased and used by the UADC.

3.2 Equipment Coordinator

- 3.2.1 To provide recommendations for the purchase of sound equipment used by the UADC.
- 3.2.2 To provide maintenance of all sound equipment purchased and used by the UADC.
- 3.2.3 To provide or ensure the timely transport of all sound equipment to UADC class and special event locations.

3.3 Music Coordinator

- 3.3.1 To provide recommendations for the purchase of music CD's used by the UADC.
- 3.3.2 To maintain the UADC music CD library.

3.4 Webmaster

- 3.4.1 To provide UADC website enhancements and updates as requested by the UADC Executive.
- 3.4.2 To maintain the UADC main e-mail distribution list.

3.5 Special Events Coordinator

- 3.5.1 To assist in the coordination and logistical organization of UADC special events, as requested by the UADC Executive.

3.6 Photographer

- 3.6.1 To take photos of UADC classes and events as directed by the UADC Executive.

3.6.2 Photo equipment used by the photographer is to be provided by the volunteer.

3.6.3 All photos taken by the photographer, while performing the role of UADC photographer, become the property of the UADC to be stored, used, altered, displayed, and published as directed by the UADC Executive.

3.7 Marketing Director

3.7.1 Responsibilities of the Vice President External, excluding signing authority and performing the duties of the President or Vice President Internal.

4 Compensation

4.1 Compensation will be allocated in accordance with the Volunteer Appreciation Act.

4.2 Any and all compensation shall end immediately upon the release of the volunteer from his / her assigned portfolio by the UADC Executive or upon the vacating of a volunteer portfolio by the volunteer.

Workshop Act

This act ensures that the Workshops Director organizes workshops within specific parameters.

1. Entry Sales

- 1.1 Workshops will be open to both members and the general public.

2. Workshops Director Authority

- 2.1 The Executive, within the parameters outlined in this act, delegates to the Workshops Director the prerogative to determine the following logistical details for each workshop;

- 2.1.1 Date

- 2.1.1.1 A minimum of two weeks of class advertisement is required.
 - 2.1.1.2 Must not conflict with another UADC event.
 - 2.1.1.3 If the workshop will occur within a social, the Social Director must grant approval.
 - 2.1.1.4 A minimum of two weeks must separate all workshops.
 - 2.1.1.5 The number of workshops to be held will be set out in the annual budget.

- 2.1.2 Location

- 2.1.3 Syllabus

- 2.1.5 Terms of Compensation for Instructor(s)

3. Budget

- 3.1 The Workshops Director will be responsible for ensuring that UADC workshops remain within budget.
- 3.2 The Workshops Director will be responsible for all logistics of the workshops.
- 3.3 Budget surpluses (if any) shall be returned to the general revenues of the UADC.

4. Evaluations

- 4.1 The Workshops Director will ensure a written evaluation is available at all workshops to allow the members to provide feedback to the Executive.

