

# Operations Act

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

## 1. Finances

- 1.1 The Treasurer may pay for budgeted expenses without the consent of Executive Council.
- 1.2 The UADC will not employ a petty cash system to handle small transactions.
- 1.3 Surplus funds will be invested in the Money Market at the Treasurer's discretion.
- 1.4 Long term investments will be made at the discretion of the Executive Council on the advice of the Treasury Board in accordance with section 10 G of the UADC Bylaws.
- 1.5 Budgeted expenses incurred on behalf of the UADC accompanied by an appropriate receipt will be refunded by the Treasurer.
- 1.6 Budgeted expenses incurred on behalf of the UADC not accompanied by an appropriate receipt will not be refunded unless approved by a majority vote of the Executive Council.
- 1.7 Unless accepted by the Treasurer, a credit card slip is not an acceptable substitute for a receipt.
- 1.8 The Treasurer shall determine cash-out, deposit and cheque requisition procedures.
- 1.9 Proceeds from replacement and temporary nametags and membership cards will be donated to the U of A Food Bank.

## 2. Sales

- 2.1 Ticket Sales
  - 2.1.1 Member priced tickets for UADC events will only be sold upon presentation of a valid UADC membership card.
  - 2.1.2 Only members may purchase workshop tickets.
  - 2.1.3 Member priced tickets will be offered to:
    - 2.1.3.1 University of Calgary Dance Club members
    - 2.1.3.2 University of Saskatchewan Dance Club members
    - 2.1.3.3 University of Regina Dance Club members
    - 2.1.3.4 University of British Columbia Dance Club members
    - 2.1.3.5 University of Victoria Dance Club members
    - 2.1.3.6 DanceSport Alberta Executive Officers
  - 2.1.4 When possible, tickets will be available for sale at least two weeks prior to the event.
  - 2.1.5 Ticket sales of non-UADC events are not permitted.
  - 2.1.6 Tickets shall include the following information: date(s), time, event name, venue name & address, serial numbering system if possible, risk management policy on back, ticket price(s), instructor(s) if applicable, the club name, and the club logo.
  - 2.1.7 In the event that a physical ticket entails multiple purchasable options, the options which have not been purchased shall be marked on the ticket at time of purchase (eg, crossed out with indelible marker, punched out, etc).
- 2.2 All ticket and merchandise sales are final. No refunds will be issued.
- 2.3 Only members may attend OPDS.

## 3. Operations

- 3.1 Class Operations
  - 3.1.1 There will be only one shift of volunteers (6:30 PM to 8:30 PM) to sell tickets at classes.
  - 3.1.2 When necessary, a taxi may be used to move needed equipment to and from classes.
- 3.2 Communications & Protocol
  - 3.2.1 The UADC will maintain a telephone answering service, if practical to do so.
  - 3.2.2 The UADC will maintain a membership e-mail list.
  - 3.2.3 A supply of generic club business cards will be printed as required.
  - 3.2.4 All UADC minutes and reports for the current year will be kept in binders in the office.
  - 3.2.5 Weekly announcements will be prepared by the President and announced at each class by the Executive-on-Duty.

Approved: June 25, 1998  
Revised: August 10, 1998  
Revised: September 3, 1998  
Revised: December 20, 1998  
Revised: August 2, 1999  
Revised: September 5, 1999

Revised: September 12, 1999  
Revised: November 9, 1999  
Revised: December 22, 1999  
Revised: April 14, 2000  
Revised: October 22, 2000  
Revised: February 3, 2001

Revised: May 28, 2001  
Revised: November 10, 2001  
Revised: November 9, 2002  
Revised: March 30, 2003  
Revised: May 4, 2005  
Revised: June 2, 2013

- 3.2.6 Only the Secretary, President, Administration Assistant, or delegate may use the UADC e-mail list and respond to UADC e-mail.
- 3.2.7 The UADC will maintain a website, which will be serviced by the club's Webmaster.
- 3.2.8 An information folder will be sent to each class containing all necessary documentation.
- 3.2.9 Advertisement of non-UADC events is permitted on the website provided that:
  - 3.2.9.1 The event does not fall on the same day as a UADC event;
  - 3.2.9.2 When possible, reciprocal advertising will be provided;
  - 3.2.9.3 The advertisement is approved by the Executive.
- 3.2.10 Advertisement of non-UADC workshops in class is permitted provided that:
  - 3.2.10.1 They are part of the club announcements as set forth by the President;
  - 3.2.10.2 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;
  - 3.2.10.3 They do not fall on the same day as a UADC event;
  - 3.2.10.4 No tickets to the workshop are sold during a UADC event or class;
  - 3.2.10.5 Reciprocal advertising of a UADC workshop is provided at the external workshop;
  - 3.2.10.6 When possible, a limited number of private lessons with the instructor may be booked by UADC members through the club administration.
- 3.2.11 Advertisement of non-UADC competitions by e-mail is permitted provided that:
  - 3.2.11.1 They are DSAB sanctioned;
  - 3.2.11.2 They do not fall on the same day as a UADC event;
  - 3.2.11.3 No tickets to the competitions are sold during a UADC event or class;
  - 3.2.11.4 If possible, reciprocal advertising of the UADC is provided.
- 3.3 Hiring
  - 3.3.1 Staff contracts will be arranged by the President, VP Internal and Treasurer and approved by the Executive Council.
  - 3.3.2 When possible, all contracts should be approved at the Executive Council changeover meeting.
- 3.4 Insurance
  - 3.4.1 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 nametags may attend classes.
  - 3.5.2 Replacement and temporary class nametags may be purchased for an amount no more than \$5 to be donated to the Campus Food Bank..
  - 3.5.3 Temporary nametags are required for forgotten nametags and class switches.
  - 3.5.4 Replacement membership cards may be purchased for \$5.
- 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, Portfolio Volunteers and Administration Assistant will receive access to the office.
  - 3.7.2 Keys are not to be taken off campus and should be stored in the locker when not in use.
  - 3.7.3 Only the Social Director shall have charge of the club's Costco cards.

Approved: June 25, 1998  
 Revised: August 10, 1998  
 Revised: September 3, 1998  
 Revised: December 20, 1998  
 Revised: August 2, 1999  
 Revised: September 5, 1999

Revised: September 12, 1999  
 Revised: November 9, 1999  
 Revised: December 22, 1999  
 Revised: April 14, 2000  
 Revised: October 22, 2000  
 Revised: February 3, 2001

Revised: May 28, 2001  
 Revised: November 10, 2001  
 Revised: November 9, 2002  
 Revised: March 30, 2003  
 Revised: May 4, 2005  
 Revised: June 2, 2013

- 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 copy centre and 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).

Approved: June 25, 1998  
 Revised: August 10, 1998  
 Revised: September 3, 1998  
 Revised: December 20, 1998  
 Revised: August 2, 1999  
 Revised: September 5, 1999

Revised: September 12, 1999  
 Revised: November 9, 1999  
 Revised: December 22, 1999  
 Revised: April 14, 2000  
 Revised: October 22, 2000  
 Revised: February 3, 2001

Revised: May 28, 2001  
 Revised: November 10, 2001  
 Revised: November 9, 2002  
 Revised: March 30, 2003  
 Revised: May 4, 2005  
 Revised: June 2, 2013