

# **2021-2022 POLICIES**

## **UKRAINIAN COMMITTEE OF PEACE RIVER**

### **MISSION**

The Peace River Ukrainian Committee's purpose is to actively support and collaborate with the parents/guardians, Instructor(s) and community to ensure that dancers receive an excellent dance experience with a strong cultural foundation in a fun, learning atmosphere. Our vision is to work together with families to promote the Ukrainian heritage through a dance experience.

### **1. REGISTRATION**

- a) To register for the first level of dancing, the dancer must be 4 years of age by the date dancing begins and a minimum of 3 dancers must be registered to form a group. This will be at the discretion of the executive and the instructor.
- b) To register beyond the first level of dancing, the dancer must be 6 years of age or in Grade 1 by the date dancing begins.
- c) The instructor shall establish the dance groups and determine how many hours of instruction per week each group will receive. The instructor, in cooperation with the Executive, is also responsible for placing and moving dancers from one group to another. The final decision regarding placement will be complete by the 4<sup>th</sup> week of dance.
- d) Any parents having concerns regarding the dance classes are to address the President or Vice President, who in turn shall bring the concerns to the Instructor or Executive.
- e) A copy of the Policies will be attached to the registration form.

### **2. REGISTRATION / FUNDRAISING FEES:**

- a) The registration fee for one dancing season shall be based on a flat rate per child, determined by amount of instruction time. The executive shall review a family rate on a yearly basis, at the annual general meeting.
- b) The registration fee is to be reviewed annually by the Annual General Meeting. 2021 registration fees are \$100 per 15 minutes of regular instructional time, a fee cap per class of \$800 is in effect. There will be no family rate, each dancer will pay full rate.

- c) From each family, three \$200 cheques, with the date left blank will be required at the time of registration. These cheques will be cashed in lieu of fundraising participation. One of the fundraising cheques will also be cashed if costumes are not returned in suitable condition. For further explanation see Policy #9-Costumes
- d) If a family member is willing to work the optional casino fundraiser, it may entitle the family member to a \$50.00 reimbursement off their costume rental fee, payable at the end of the dance season. If, after all members have had the opportunity to participate in the optional fundraiser, there are open positions, families may sign up for another shift. This may entitle the family to an additional \$50.00 reimbursement for each shift worked.
- e) If a member does any fundraisers above those required (excluding casino), they shall receive \$25 credit per fundraiser towards next season's dance year.
- f) As the casino fundraiser is in Grande Prairie, members participating in this fundraiser will be reimbursed fuel expenses. Members working a late shift, or if unsafe driving conditions prevail, they will be provided with pre-arranged overnight accommodations.
- g) All fees may be paid in full at the registration date or the fee may be divided into three equal payments. The first payment is due at registration, second due November 30, and final payment by December 31 of the current dance year. NSF charges will be the responsibility of the club member.
- h) Families with outstanding registration fees or fundraising cheques by December 31 will be suspended from dance until fees are paid. Costume and festival fees (if required) must be paid prior to festival or the dancer will not be allowed to participate.
- i) If a dancer withdraws from dance prior to October 31<sup>st</sup>, they are entitled to a full refund of their dance fees.

### **3. ATTENDANCE POLICY:**

- a) Attendance to all practices/rehearsals is mandatory. Dancer's absence for extraordinary circumstances such as severe illness and injury, wedding, or funeral or where attendance by the dancer is necessary, will be excused. Where minor injury or non-contagious illness prevents a dancer from practicing, attendance at practices/rehearsals is still expected.
- b) The Instructor will take attendance and alert President or Vice President of any attendance concerns.

- c) While in attendance at practices/rehearsals the dancer shall demonstrate appropriate behavior. Inappropriate behaviors include, but are not limited to, alcohol and drug consumption, disruptive behavior, use of cell phones, disrespect of instructors and other dancers, willful damage to property and inappropriate dance wear. Disciplinary action will be taken immediately.

#### **4. EXCUSED ABSENCE:**

- a) If a dancer knows he/she will be away, the dancer must notify the Instructor one week in advance and ask what dance(s) or steps must be practiced. Responsibility lies with the dancer to catch up on missed class content.
- b) Should unexpected circumstances arise and the dancer must be away, the President must be notified and the message relayed to the instructor.
- c) If a dancer misses 3 or more classes for an excused absence it is up to the Instructor and President to decide which dance(s), if any, the dancer can participate in.

#### **5. UNEXCUSED ABSENCE:**

- a) Unexcused absence is a grave concern. It has a negative effect on the remaining members of the group. It causes the instructor to use his/her valuable instruction time and the club's expensive class time, to teach the steps missed to the absent dancer (s).
- b) When a dancer has missed a class for no viable reason, the executive is to contact parent(s) by phone or send a note in writing.
- c) Any dancer missing 2 classes for no viable reason shall be required to attend a meeting with his/her parents, the Instructor and the President or delegate. Should dismissal from future dance classes result, there will be NO registration refund.
- d) Instructor is to be made aware of Attendance Policy and adhere to it strictly.

#### **6. SUPERVISION OF DANCE CLASSES:**

- a) If Parent supervisors are necessary, the Parent supervisor(s) shall remain outside the door of the dance studio or rehearsal gym, unless otherwise asked to do so by the Instructor or executive. It is requested that small children or siblings waiting with supervisors are not allowed to wander the halls. Disturbances may interrupt the dance classes in progress, and the janitors/staff who may be working at the time. Supervision schedules are made available in the club newsletters.

#### **7. FESTIVALS & COMPETITIONS**

- a) Festivals and competitions are an important part of our club mission. It is expected that dancers attend two out of town festivals as agreed upon at the beginning of the season.
- b) Members will pay for instructional time when involved in private instruction. Members are also responsible to reimburse the club for festival fees.
- c) Responsibility for festival fees (whether the club or the individual member pay) will be determined by the club's financial position and will be decided by the executive prior to December 31<sup>st</sup> of the dance year. If the club is paying festival fees, fees for group instruction and enrichment classes will be paid. If it is decided that members are to pay for their own festival fees, they will be invoiced in January.
- d) The distribution of any festival awards or prizes shall be decided through discussion at the monthly meeting following the receiving of the funds.
- e) If a dancer(s) withdraw(s) from a competition causing a group to withdraw from a dance, then that family or families shall reimburse the club the entire group entry fee. Exceptions may be made at the discretion of the Executive.
- f) The club will advise the instructor of the time limitations for competition/festival entries. Any fines incurred by the club as a result of exceeding time limits will be the responsibility of the instructor.

## **8. COSTUMES**

- a) The club shall have on hand a costume book depicting all the costumes owned by the club and how they should fit.
- b) A costume description shall be given to all new members, depicting the costumes rented to the dancer (peasant Poltava girls and boys costume). Standards regarding lengths, hair and makeup are included.
- c) All club costumes/accessories shall be distributed and a rental contract signed for each costume on an annual basis. A rental fee will be paid per costume as stated on the costume rental agreement. Fee is to be paid as soon as the number of dances is determined by the instructor.
- d) If costumes are not returned by required date, a \$200.00 fundraiser cheque will be cashed. Or if a costume is "special ordered" for a dancer, and said dancer withdraws after costume is ordered, a \$200 fundraiser cheques will be cashed.

- e) If the costume is returned and is deemed unrepairable by the costume coordinator and executive, the parent will be required to pay the replacement cost in full.

## **9. FUNDRAISERS**

- a) All families must contribute to the allotted annual fundraisers, as determined at the first meeting of the year prior to the registration date. It is mandatory to participate in one perogy bee. Malanka and Vesna are separate fundraisers, when held participation is mandatory.
- b) On a year where the club has a casino the mandatory fundraising commitment will reflect the needs of the club.

## **10. VOTING PROCEDURES**

- a) Ideally, decisions at monthly meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting. The President should be a voting member, **only** in the case of a tie.
- b) The quorum for voting shall be five with a parent majority overriding the four executive positions (President, Vice President, Treasurer and Secretary).
- c) If there is no quorum for voting, then attendance by telephone or electronic meetings is acceptable. Alternatively, the voting will be tabled until the next meeting, as deemed necessary by the executive committee.
- d) For any voting, the item will be listed in the meeting agenda prior to the set meeting date whenever possible. This will allow all club members the opportunity to attend the meeting.

## **11. MEETINGS**

- a) The quorum for meetings of the Ukrainian Committee shall be four with a majority of parents. The next meeting date will be set and advertised in the newsletter.
- b) The executive committee will hold regular meetings monthly during the dance year calendar, or as deemed necessary.

## **12. ANNUAL MEETING**

- a) The annual meeting of the Ukrainian committee shall be held not later than 60 days after the last instructional day of the dance year, and prior to the new dance season.

- b) Notification of the AGM will be given at least 10 days in advance.
- c) The quorum shall be five with parent majority overriding the four executive positions (President, Vice President, Treasurer and Secretary).
- d) Election for executive positions will take place at the annual meeting. All parents or guardians of dancers are eligible for election.
- e) The business of the annual meeting may include:
  - i. the election of committee representatives
  - ii. any proposed policy amendments
  - iii. financial statement of the previous year
  - iv. minutes of prior annual general meeting
  - v. review of annual reports from selected committees
  - vi. plans and budget items for the upcoming year
  - vii. discussion of any major issue in which all parents should have input such as: registration fees, fundraising, festivals, supervision policy; or other changes in the dance program.

### **13. OFFICERS**

- a) The officers of the Ukrainian Committee shall consist of a President, a Vice-President, Treasurer and Secretary. In the event of decreased membership, the position of secretary and treasurer would be combined into one position.
- b) Terms of the office shall run from Annual General Meeting to Annual General Meeting.