Dance Arts Council By-Laws
Updated: April 4, 2017

I. Purpose

1. The Dance Arts Council subcommittee shall consist of all PAC groups whose primary mission is performing shows in the dance genre of the performing arts.
2. The main purpose of the Dance Arts Council (DAC) shall be to:
   a. Coordinate auditions, rehearsals, and performances of dance groups.
   b. Resolve any issues pertaining to dance groups.
   c. Maintain a sense of community among all dance groups.

II. Dance Arts Council Chair

1. The DAC Chair is the liaison for the Dance Arts Council to the Performing Arts Council. He or She sits on the Performing Arts Council Executive Board and is the main advocate for all dance related initiatives, projects, and issues presented to PAC.
2. The DAC Chair will be elected in February concurrent with the PAC elections.
3. To be DAC Chair, you must meet the following criteria:
   o Be a member of a DAC constituent group.
   o Be a current sophomore or junior.
   o Have attended at least two (2) DAC meetings during the PAC term preceding the election.
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   o Have been an Emily Sachs Dance Benefit Chair or DAC Social Media Manager
4. The DAC Chair’s duties shall consist of (but are not limited to) the following:
   o Coordinating auditions for the beginning of the Fall and Spring semesters.
   o Mediating disputes between DAC groups, including audition and rehearsal/performance space concerns.
   o Attending all PAC meetings.
   o Coordinating at least one (1) monthly DAC meeting, if necessary.
   o Assisting at all PAC Performing Arts Nights (Freshmen, Family, etc.).
   o Assisting at all PAC community events (Bacchanal, etc.).
   o Overseeing the Emily Sachs Dance Benefit
   o Creating the rehearsal schedule for all DAC groups.
   o Keeping track of rehearsal space that is released or bumped.
   o Coordinating space for pre-semester bootcamps.
   o Planning events to promote community among DAC members.
   o Working with PAC Exec to create a semesterly performance schedule.
   o Attending a weekly PAC Exec Meeting.
   o Working with PAC Exec to solve any issues that arise concerning PAC in general.
   o Responding to DAC/PAC emails in a timely manner.
   o Managing the DAC/PAC listserv.
   o Reaching out to incoming freshmen interested in dance.
5. Before running for DAC Chair, eligible candidates must consult with the current DAC Chair, as well as the Director of Platt Performing Arts.
6. To be elected DAC Chair, eligible candidates will give a short (2-3 minutes) speech to the DAC body stating why they desire to be DAC Chair, what they hope to accomplish, and why they think they are qualified. The DAC body will then have the opportunity to ask questions after the speech. The body will then discuss and vote. A candidate needs a majority vote to become Chair.

III. Auditions

1. Fall Auditions for DAC groups will take place the week following Freshmen Performing Arts Night, from Sunday to Saturday.
2. Before the semester begins, all groups must submit their ideal auditions schedule to the DAC Chair, including dates, times, length, number of open auditions, callbacks, etc.
3. The DAC Chair will create an auditions schedule to best accommodate groups’ request and ensure no overlap of groups with similar styles.
4. Auditions and callbacks must be scheduled such that all interested in persons can attend auditions/callbacks for all groups they are interested in (within DAC.).
   a. If in the extreme circumstance an auditioner cannot attend all the auditions they would like, the auditioner should contact the DAC Chair so he or she can make accommodations with the prospective groups.
5. All prospective dancers must audition for any and all DAC groups through the official audition process in order to become a member of a group. This is to maintain fairness and integrity for any interested performers.
   a. Former students who have graduated and returned to Philadelphia/campus also have to audition for their respective groups if they wish to rejoin upon returning to campus.
6. Groups must submit a callback list to the DAC chair after their open auditions. This will be distributed to all groups to create transparency around dancers that groups are interested in taking.
7. New members invited to join a group need not accept or reject the invitation until they have heard the audition results for all DAC groups they auditioned for.
   a. Groups have until 8pm on Saturday to let auditioners know of their membership status, and prospective members have until 8pm Saturday to either accept or reject an invitation.
   b. If there are no time conflicts in rehearsal and performance times, dancers may belong to more than one group. In the case that there is a conflict, the member will have to choose in which group he or she will participate.
8. By Saturday at 9 PM, a full roster of each DAC group must be submitted to the DAC Chair
9. Any auditions after the initial Fall Auditions are at the discretion of the individual group.
   a. A group wishing to have mid-semester auditions (in the Fall OR Spring) must consult the DAC Chair before holding auditions.
      i. After consulting with the DAC Chair, the group can use their regular rehearsal space to hold auditions/callbacks. If regular rehearsal space does not work, the DAC Chair will work with the group to make accommodations.
   b. Any groups wishing to have auditions in the beginning of the Spring semester should send their ideal audition times and dates to the DAC Chair. He or She will coordinate with the available space, times, and dates to ensure each group has space for auditions.

IV. Rehearsal Space

1. The DAC Chair will coordinate with Platt Performing Arts House, Perelman Quad, Harnwell and Pottruck to create a semesterly rehearsal schedule for all DAC groups.
2. Important terminology regarding rehearsal space:
a. Bump - a “bump” means that a group normally scheduled to rehearse in a certain space may not use it for that specific date or time. The DAC Chair will communicate bumps as they arise, and will work with the individual group to alleviate the stress of the bump, if necessary.

b. Release – to “release” space means to give back space you are not using to the DAC Chair. Groups can release space weekly if they know they will not require rehearsal on a specific day in a given week.

c. Bootcamp – “bootcamp” space is rehearsal space before the semester starts (typically during NSO or Winter Break).

3. Before each semester, all groups are required to submit a rehearsal space request form, indicating their needs and preferences regarding space.

4. The DAC Chair will take all needs and preferences into consideration and will make a schedule most beneficial for the entire DAC community.

5. Each group has a cap of 22 reserved rehearsal hours per semester. This is to ensure extra space for bumps and any other emergencies that may arise.

6. After your scheduled semesterly performance, all groups are required to release whatever rehearsal space they are not using habitually.

7. If members of a group are non-Penn students or grad students, they will need to get on the access list for Pottruck. The DAC Chair will coordinate that.

8. The DAC Chair will send out an email regarding bootcamp space request, and he or she will coordinate the space as needed.

V. Membership

1. Each DAC group must have a minimum of 12 members, including only dancers and live musicians (technical and/or business staff are not included in the count). Groups must be able to verify membership for all members, if requested by the Performing Arts Council Executive Board. If this is violated for 1 semester, the group will be on PAC probation. If this is violated for 2 semesters within 2 academic years, the group’s PAC/DAC status is revoked.

2. If a group has less than 15 members, their space is maxed out at 15 hours of weekly rehearsal space. If a group has 16+ members, the maximum number of weekly hours requested is 22 hours.

3. Meet with each new DAC group board when they transition to orient them to DAC / PAC

4. ITEMS 4-10 ARE CURRENTLY IRRELEVANT BECAUSE PAC IS ON A MORATORIUM

5. For groups seeking DAC membership, a group must meet all requirements outlined in Article I, Section 2 of the PAC Constitution.

6. Upon meeting membership requirements, the group should reach out to the DAC Chair in September to begin the PAC/DAC membership process.

7. The DAC body will have a subcommittee meeting in October, where current DAC members will vote to give either a positive or negative recommendation to the general PAC body.

8. In order to receive a positive recommendation, a 2/3 affirmative vote is needed.

9. At the October PAC meeting, the DAC Chair will share with the PAC body the subcommittee recommendation and the reasoning for the recommendation.

10. As outlined in Article 1 Section 3 of the PAC Constitution, a group with a positive recommendation needs an affirmative majority vote of the PAC body to receive PAC/DAC membership. A group with a negative recommendation needs a 2/3 affirmative vote.

11. Any issues regarding new membership and maintaining membership not outlined here can be found in Article I (Membership) of the PAC Constitution.
VI. Emily Sachs Dance Benefit

1. The Emily Sachs Dance Benefit is an annual charity event to honor the life of Emily Sachs, a former Penn student and dancer in Arts House Dance Company. Emily passed away while attending Penn due to complications of asthma.
2. The dance benefit will take place at the end of January/beginning of February, depending on availability and the Penn calendar.
3. All DAC groups are required to participate in the show.
4. The DAC body will elect three (3) Emily Sachs Chairs in the November or December preceding the show. The election procedure will be similar to that of DAC Chair (See Section II).
5. The Emily Sachs Chairs responsibilities include (but are not limited to):
   - Assigning tasks to groups to help prepare for the show.
   - Creating a show order and obtaining all necessary tech information from groups.
   - Creating a program, including ads and group information.
   - Publicizing the show via various mediums.
   - Printing and selling tickets, organizing walkshifts.
   - Coordinating rehearsal and tech time for all groups in the theater.
   - Recruiting theater technicians (i.e. lights and sound).
   - Acting as liaison to the theater administration.
   - Informing DAC and the DAC Chair of all progress.
   - Inviting Emily Sachs’ family to the show.
   - Finding two charities to which to donate the proceeds.
   - Coordinating photoshoots, video shoots, and alternate fundraisers
   - Coordinating the DAC new member piece
6. The DAC Chair will oversee the production and coordination of the show and assist the Emily Sachs Chair with anything that may arise.

VII. DAC Meetings

1. DAC will hold at least one subcommittee meeting a month, at the discretion of the DAC Chair. The DAC Chair can choose not to have a meeting at least one month a semester.
2. DAC groups are required to send at least one representative to the meeting, preferably one of the top three board members.
3. If a group fails to send a member to the meeting, that will result in a PAC absence.
4. If a group fails to send a member to the meeting on time, that will result in a PAC tardy, or half-absence.
5. Consequences for missing too many DAC meetings can found in the PAC Constitution under Article I Section 6.

VIII. Space Release & Request Policies

1. Groups should release and request rehearsal space according to the following system:
   a. TECH WEEK & POST SHOW:
      i. Tech week space should be released by 11:59pm the Sunday before your load-in
      ii. Post show space should be releasing by 11:59pm the Sunday before your load-in. If you do not tell us that you need your post show space by this day, it will all be released and you may request it back on a weekly basis (see below).
   
   b. WEEKLY:
i. If you are releasing space, you will email DAC Chair by **Friday at 11:59pm** for the following **Monday-Sunday**

ii. If you are requesting space, you will email DAC Chair by **Saturday at 11:59pm** for the following **Monday-Sunday**

iii. By **Sunday**, the GCal will be updated with releases & requests for the following **Monday-Sunday**

c. **REMINDERS & NOTIFICATIONS**

   i. As this is rolled out, DAC Chair will send reminder emails, which you can respond to with requests & releases

   ii. Later on, you will receive GCal notifications as reminders to release & request space

d. **EMERGENCY OR UNCHANGING SPACE**

   i. **Unchanging space:** If you are not releasing or requesting space, you **do not** have to send an email. **However, if you are caught not using your space you will receive 1 demerit**

   ii. **Emergency Space:** If you are in urgent need, you can always request additional space throughout the week by emailing Nick & checking the GCal for availability. However, the less this happens the better, so try your best the follow the structure above!