CONSTITUTION OF THE DANCE ABERDEEN FESTIVAL COMMITTEE

Last Reviewed and Approved:September 24th, 2025

ARTICLE 1 – NAME

The name of this group shall be the Dance Aberdeen Festival Committee.

ARTICLE 2 – PURPOSE

a) The purpose of the Festival Committee is to plan, organize, and host the annual Dance Aberdeen Festival, providing opportunities for youth from communities like ours to perform in a low competitive atmosphere and celebrate dance.

b) The Festival Committee is made up of volunteers from the Dance Aberdeen community

c) The Committee's goal is to ensure that the festival is run smoothly and with a collective effort for a successful event; it is our number one fundraiser to keep our dance fees low, and dance accessible and welcoming for all dancers and families.

ARTICLE 3 – COMMITTEE STRUCTURE

a) The Festival Committee shall consist of a group of volunteers. Roles may include: Festival Chair, Co-Chair, Secretary, and Members at Large.

b) The Festival Chair and Co Chair will bring forth information to the Committee in order to make decisions together when possible, i.e. admission pricing, sessions etc. Some decisions cannot be brought forth to the entire committee. But when it applies to the committee it will be brought forth.

c) Additional volunteers may be recruited as needed to assist with specific tasks or subcommittees.

ARTICLE 4 – PARTICIPATION

a) Participation on the Festival Committee is open to all interested volunteers from Dance Aberdeen

b) Volunteers agree to contribute time and effort toward planning and carrying out the annual festival and when signing up for a task are required to have the task completed by the date indicated.

c) All volunteers shall uphold the values and guidelines of Dance Aberdeen. Including Dance Aberdeen Code of conduct.

ARTICLE 5 – ROLES

- Festival Chair: Leads the committee, coordinates planning, ensures volunteers jobs are completed on time, and serves as the main contact. The Festival Chair is also responsible for registration of clubs as well as making the schedule. Festival Chair and Co-Chair will be responsible to complete any tasks that are not volunteered for.

- Co-Chair: Supports the Chair and steps in if the Chair is unavailable. Co-Chair is responsible for Music.
- Secretary: Takes minutes at meetings and distributes meeting minutes to committee members in a timely manner.
- Members at Large (as many as desired): Oversee specific areas such as fundraising, sponsorships, vendors/raffle table, setup , rehearsal etc

ARTICLE 6 – MEETINGS

a) The Festival Committee will meet as often as needed during the planning season, with more frequent meetings as the festival date approaches.
b) A planning meeting at the start of each season will establish roles, tasks, responsibilities, and timelines.
c) Decisions shall be made by group agreement (majority vote if necessary).

ARTICLE 7 – FINANCES

a) Festival Chair presents a proposed budget to Dance Aberdeen Board, and gets approval for any expenses outside of normal Festival operating expenses.
b) Festival Chair manages festival funds per festival budget.
c) Festival Chair submits receipts and invoices to Board Treasurer to submit and file.
d) All funds raised shall be deposited into a designated Dance Aberdeen account.
e) A financial report shall be presented to the committee after the completion of festival

ARTICLE 8 – OPERATIONAL RESPONSIBILITIES

a) Festival Chair and Co-Chair are responsible for registration, scheduling, music, finding adjudicators, and communication with clubs.
b) Volunteers will be given the opportunity to sign up for the follow tasks (overseen by the Festival Chair and Co-Chair): securing sponsorship, securing vendors, acquiring raffle prizes, shift coordinator for parent shifts at festival, setup manager, social media posting, ordering and picking up flowers, shopping/ordering/booking, instructor bags, That's Sweet awards.
c) All festival records, contacts, and procedures should be documented so they can be passed on to future volunteers.