

SHAGATLANTA

POLICIES & PROCEDURES

Association Meetings

ShagAtlanta (The Club) will pay the expenses for one representative to attend any required Association of Carolina Shag Club (ACSC) meetings. The club will cover the entire room rate for two (2) nights, not to exceed \$225.00 per night. The representative will be reimbursed for food expenses at the rate of \$50.00 per day. Mileage will be reimbursed at the allowable IRS mileage rate.

Benevolent Fund

In the event of the death of a member, The Club will honor that death at a maximum amount of \$100.00. The manner of the honor will be based on the wishes of the deceased member's family. It will be at the discretion of the Executive Committee (EC) to modify the amount or the manner of remembrance.

Board of Directors

The purpose of the Board of Directors is to be available to the EC in the event there is an issue that needs to be addressed that requires additional input and votes to resolve the issue. There are two (2) directors with Emeritus status and will serve for life. The most immediate past president and five (5) at large members in good standing are elected by the general membership at the same time incoming EC members are voted on at the 4th quarter membership meeting in November. On even numbered years, three (3) members will be elected. On odd numbered years, two (2) members will be elected. In the event a board member is unable or ineligible to serve, the President will select someone from the membership to fill the position. If a past President is unable or ineligible to serve, the President will fill that position with a former past President.

Camp Sunshine - The Club's Designated Charity

Camp Twin Lakes, located in Rutledge, GA hosts Camp Sunshine, a camp for children struggling with cancer. The Club accepts donations throughout the year. Monies raised are remitted to Camp Sunshine at the end of the year.

Christmas Party

The Christmas Party will be held early in December.

Club Affiliations

1. Association of Carolina Shag Clubs
2. American Bop Association

Membership satisfies our responsibilities related to music royalties. Through this membership we are covered through ASCAP, BMI and SESAC.

Club Colors

Peach and Green.

Dance Lessons

The Club attempts to offer dance lessons to increase The Club's membership and foster a love for the dance. When lessons are offered, they will be on Saturday nights before our regular dance night. Lessons are free to members.

Dues

Annual membership dues are \$45.00. This includes the yearbook and the expense of paying The Club's DJs. Renewals are due by March 1 of each calendar year and increase by \$5.00 after that date. If a renewal is not received by March 1, the member will be dropped from the membership roster, Weekly Newsletter and Member Lottery list. However, if/when the members' dues are received, they will be reinstated. From October 1 through December 31, membership dues will be one quarter (1/4) of the annual membership fee for NEW MEMBERS. If a past member wants to join in the last quarter, they can do so if they have not been a member in the past two (2) years. Members joining during this period will not be added to the Member Lottery list during these months.

Elections

The Nominating Committee will present a slate of officers and Board Members to the membership at the fourth (4th) quarterly business meeting. The President will then call for nominations from the floor. Any member nominated from the floor will have to have consented to the nomination.

Executive Committee VP's

There are three (3) committees headed by Vice Presidents (VP) voted on by the membership. The VP will appoint one or more members from the membership to assist with the responsibilities their committee is responsible for. The **VP of Communications** is responsible for Facebook, Photographer, Webmaster and Weekly Newsletter. The **VP of Membership** is responsible for Door Registrations and Split-the-Kitty. The **VP of Social** is responsible for the Christmas Party, the monthly birthday cake and The Club's traditional parties.

Executive Committee Meetings

The EC meets the first Saturday of the month at 6pm prior to the regular Saturday night dance. Members are invited and encouraged to attend but are not participants in the meeting. If a member has an agenda item they would like to have come before the EC, the item must be received by the President four (4) days prior to the meeting to have the item(s) considered and

the item added to the agenda. The member must be present at the meeting to present their agenda item. If the item requires a vote the member will not be entitled to a vote.

Expenditure of Club Funds

The EC, at its discretion and with The Club's best interest being the foremost consideration, will determine when a major expenditure will be placed before the members for a vote.

General Membership Meeting

A General Membership meeting will be held the second Saturday of November. A Slate of Officers and a Board of Directors will be presented for a vote. The individuals going on the Preservation Hall of Fame Wall will be announced at this meeting as well. The EC will schedule additional General Membership meetings as needed. The purpose of the meetings is to conduct the business of The Club. An agenda will be provided to the EC four (4) days prior to the meeting. If a member desires to have an item added to the agenda, the member must make the request to the President no later than seven (7) days prior to the meeting.

Member Lottery

The Member Lottery Draw is held each Saturday night. Member must be present to win. Each member has a three (3) digit number assigned to them and numbers are drawn at random from three separate bags. Only one drawing is done that night. If no one wins, the monies roll over to the next week. The Members' three (3) digit numbers change as new members are added or dropped. At the end of the year if there are any "un-won" monies in the pot, the money will roll into the next calendar year.

Nominating Committee

The Committee's purpose is to interview candidates for the offices of President, Vice President, Secretary, Treasurer, Parliamentarian, VP of Communications, VP of Membership, and VP of Social and new Board members. The Committee is to be appointed by the President by July 15.

Parties

The Club's six (6) standard parties are New Year's Eve, Valentines, St. Patrick's, Fourth of July, Halloween, and Christmas. Additional parties may be added by the VP of Social.

Photographer

A photographer will circulate among the crowd whenever The Club has a function.

Policies & Procedures

Any changes to the Policies & Procedures will require a majority vote by the EC at a regularly scheduled meeting.

PRESERVATION HALL OF FAME

The purpose and criteria for the Preservation Hall of Fame is to recognize and honor past and present members of The Club who have made an extraordinary contribution to the preservation of The Club. A plaque which will have the names of all inductees, and the year of their induction will be displayed in a prominent location. The name of the inductees and the year of their induction will also be published in The Club's annual yearbook and on The Club's website. New inductees will receive free membership in ShagAtlanta and free access to all ShagAtlanta functions for the year following their induction.

Criteria for Nomination to the Preservation Hall of Fame **(Nominees must meet all 3 criteria)**

1. The Nominee has been a member in good standing with The Club for the past three (3) consecutive years.
2. The Nominee has attended ShagAtlanta club functions on a regular basis.
3. The Nominee has shown distinguished service in one (1) of the following criteria:
 - EC member
 - Standing committee chairperson
 - ACSC/SOS organization distinguished service.
 - Volunteer shag instructor.

Preservation Hall Nominating Committee Process and Procedures

1. The Preservation Hall chairman will be appointed by the President of ShagAtlanta by July 1 of each year.
2. The Preservation Hall committee will consist of a minimum of nine (9) of the previous Preservation Hall inductees (provided they are willing to serve) that are members in good standing.
3. Nomination letters, emails or documents should describe how the nominee has contributed to ShagAtlanta. Nominations will be sent to the committee chair.
4. Preservation Hall committee members may submit a nomination.
5. A maximum number of two (2) members will be inducted each year.
6. If no nominees meet the nomination criteria, then no induction will be held that year.
7. Nominations that do meet established criteria will be voted on by the entire Preservation Hall committee.
8. A majority of votes (5 votes) will be required for an individual to be inducted into the Preservation Hall. Voting committee members can vote for all, some, or none of the nominees.
9. The Preservation Hall induction will be conducted at the November business meeting.

Quorum

The EC requires a majority of members to be present. The General Membership meeting requires ten percent (10%) of the membership OR a minimum of 25 members.

Registration

A table will be set up at the door for the purpose of registering dance lesson participants, collecting the cover charge, accepting membership renewals, accepting new members, and the sale of SOS cards.

Shag Saturday Nights

The membership dances each Saturday night of the year. The club provides a DJ for each of these Saturday nights. On the first Saturday of each month, members' birthdays are celebrated with a cake and a birthday dance. A \$5.00 cover charge will be collected to cover the cost of the venue.

Split-the-Kitty

To increase the revenues of The Club, tickets are sold and drawn each Saturday night. One-half of the total collected is awarded to the winner. The other half is equally divided between The Club and Member Lottery.

Smoking

Smoking is not allowed at any club-controlled events.

Standing Committees

The regular recurring committees are Dance Lessons, DJs, Registration, Nominating, Yearbook, Equipment, Website and the Preservation Hall.

Visitors

All visitors to The Club will pay a \$10.00 cover charge.

Voting Rights

Each General and Lifetime member in good standing will be entitled to one vote on all matters brought before The Club's General Membership meetings.

Website

The Club's web address is www.shagatlanta.com.

Yearbook

At the end of each year The Club produces an annual yearbook showcasing the highlights of that year. Included is a listing of the members and their contact information. Yearbooks will be distributed at the Re-Up party in January. Anyone not in attendance will have a yearbook mailed to them. If there are yearbooks left over, one can be given to new members when they join.

OFFICER DUTIES AND RESPONSIBILITIES

President:

Duties and responsibilities include, but are not limited to:

1. Be the primary ambassador of The Club and assist the VP of Membership in recruiting new members.
2. Replace EC and/or Board members as needed.
3. Meetings:
 - Collaborate with the Secretary about agendas for any upcoming meetings.
 - In the event a Quorum is not, or will not, be met for a regularly scheduled meeting, reschedule the meeting.
 - Open meetings at the prescribed time and place.
 - Conduct the business placed before the EC or The Club.
 - Adjourn any meeting where order cannot be maintained.
4. Appoint:
 - A Nominating committee by July 15.
 - Chairs for special committees as needed.
 - Chairs for Standing Committees.
 - Chair for the Preservation Hall committee by July 1.
5. Troubleshoot.
6. Attend, or send a representative to attend, the required meetings for The Club's ACSC Membership. An ACSC representative will be known as Vice President, Treasurer or Secretary.
7. During Shag Saturday dancing, allot time for announcements, welcoming of visitors, drawing for Split-the-Kitty and the Member Lottery.

Vice President:

Duties and responsibilities include, but are not limited to:

1. Carry out the duties of the President in his/her absence.
2. Assist the President when needed.

Secretary:

Duties and responsibilities include, but are not limited to:

1. Compile agendas for all meetings and distribute them to the EC at least four (4) days prior to the meeting.
2. Poll the EC prior to a meeting to confirm their attendance at the meeting. If a quorum cannot be met, the meeting will be rescheduled for another time.
3. Notify the Board of Directors of any special called meetings.
4. Send a card to hospitalized members.
5. Record the minutes for the EC, Board of Directors, and General Membership meetings.
6. Establish and maintain a current list, including contact information, of the Officers of the EC and the members of the Board of Directors.

Treasurer:

Duties and responsibilities include, but are not limited to:

1. Make timely deposits of funds received by The Club.
2. Pay in a timely manner any bills owed by The Club.
3. Keep accurate records of monies received and bills paid.
4. Have a monthly report of account activities for each EC meeting.
5. Generate a Year-to-Date report for each General Membership meeting.
6. Pay American Bop Association dues.
7. Calculate and pay American Bop Association fees.
8. Pay invoice from ACSC for membership.
9. Collect monies received from the door reception proceeds.
10. Maintain financial records.
11. Update bank signature card with The Club's current President's signature.
12. Handle sales of SOS cards and Fun Monday tickets.
13. Send flowers to the family of a deceased member, if that is what the family has requested, or make a donation of \$100 to the charity of the family's choice.
14. Monitor monies received throughout the year and prepare a year-end report of monies to be donated. Send a letter and the donation to the Camp Sunshine director.

Parliamentarian:

Duties and responsibilities include, but are not limited to:

1. Maintain orderly meetings using Roberts Rules of Order as a guide.
2. Ensure the President is conducting the meeting according to the agenda.
3. Assist the President in keeping the meeting moving smoothly.

VP of Communications:

Duties and responsibilities can be performed by the VP of Communications or by a chair appointed by the VP of Communications. These duties include, but are not limited to:

1. Weekly Newsletter: Produce the weekly newsletter and email the update to all members. The weekly update may include pictures and results from the previous Saturday, such as winner of Split-the-Kitty and Member Lottery; highlight the DJ; post information for upcoming Saturday to include DJ and dance lesson information; post information about member issues such as illness or death; and include information about upcoming parties of other clubs.
2. Facebook: Post positive information about The Club and its events on Facebook. Advertise upcoming events.
3. ShagAtlanta Website: Maintain and keep accurate, updated information on The Club's website.
4. Photographer: Take photos of club events and social shag functions. Concentrate on pictures of winners of the Split-the-Kitty and Member Lottery along with photos of the sellers of Split-the-Kitty, registration table volunteers, the DJ and group/individual pictures of members and guests.
5. Update info on the SOS website (www.shagdance.com). Post upcoming parties and current president's information on SOS website.

VP of Membership:

Duties and responsibilities include, but are not limited to:

1. Recruit new members.
2. Keep accurate records of the membership to include names, addresses, phone numbers and email addresses.
3. Keep records of renewals of members. Notify non-renewals they will be dropped from the roll if their renewal is not received by March 1st.
4. Maintain the Lottery List.
5. Generate an updated listing of members' names, addresses, and contact information bi-annually to the membership.
6. Select a chairman to assume the responsibility of the Split-the-Kitty volunteers to sell tickets each Saturday night.
7. Ensure the webmaster has current and correct officer and board member information on The Club's website.
8. Select a chairman to assume the responsibility of the Door Registration volunteers.
 - Greet and welcome guests. Record their personal information and collect their cover charge.
 - Record the names of dance class participants and collect their lesson fees.
 - Accept member renewals and update their information if necessary.
 - Accept new members and have them complete a registration form.

VP of Social:

Duties and responsibilities include, but are not limited to:

1. Plan the traditional holiday parties to coincide with a regular Saturday night. Traditional Club parties are New Year's Eve, Valentines, St. Patrick's, Fourth of July, Halloween, and Christmas. At the discretion of the Social VP, additional parties may be added throughout the year (e.g. Mardi Gras, Kentucky Derby, ShagAtlanta Anniversary, Football tailgate, etc.).
2. Plan The Club's New Year's Eve party. If a New Year's Eve party falls on a night other than a regular Saturday night, coordinate with the DJ committee for the booking of the DJ.
3. On the first Saturday of each month, celebrate members' birthdays by providing cake, plates, forks, & napkins.
4. Organize any food and/or drink specials for specific events and coordinate with providers.

STANDING COMMITTEE'S DUTIES AND RESPONSIBILITIES:

Dance Lessons:

Duties and responsibilities include, but are not limited to:

1. Schedule teachers to conduct classes.
2. Ensure the Weekly Update Chairman has current information on upcoming classes, times, dates, instructors and what is being taught for that week.

DJs:

Duties and responsibilities include, but are not limited to:

1. Book the DJ for each of the Saturday nights The Club dances.
2. Assist, if necessary, the DJ with setup in the DJ booth.
3. Be available to troubleshoot in the event the DJ has technical problems.
4. Keep the Chairman of the Weekly Update informed about upcoming DJs and their play dates.

Door Registration:

Duties and responsibilities include, but are not limited to:

1. Set up and break down registration table each Saturday night.
2. Supply starting cash.
3. Register dance lessons participants and collect fee.
4. Collect cover charge.
5. Accept new/renewal memberships.
6. Accept name tag orders.
7. Monitor candy supply, office supplies, Split-the-Kitty tickets and cake supplies.
8. Recruit volunteers to work at the registration table.

Equipment Manager:

Duties and responsibilities include, but are not limited to:

1. Store club's equipment that is not currently in use.
2. Purchase and replace non-working equipment as needed.
3. Troubleshoot problems, as they arise, for DJ's

Nominating:

Duties and responsibilities include, but are not limited to:

1. Recruit a member to fill the offices of President, Vice President, Secretary, Treasurer, VP of Communication, VP of Membership, VP of Social, Parliamentarian and Board members.
2. Verify that the person who is recruited to run for President has actively served in a capacity on the EC for at least one year.
3. Submit the slate of nominees to the EC.

Preservation Hall of Fame Committee:

Duties and responsibilities include, but are not limited to:

1. Select committee members.
2. Solicit nominees for consideration.
3. Present nominees at November membership meeting.

Webmaster:

Duties and responsibilities include, but are not limited to:

1. Ensure current weekly update is posted to website.
2. Keep the memorial page of deceased members current.
3. Update EC members including their photos.
4. Add information, as needed, about dance lessons.
5. Keep the schedule of DJs for Saturday nights current.
6. Coordinate with VP of Communications any information that needs to be posted on the website.
7. Remove or replace, as requested, the Policies & Procedures and By-Laws.
8. Update Preservation Hall Wall of Fame recipients.

Yearbook:

Duties and responsibilities include, but are not limited to:

1. Design and layout a yearbook annually to be available at the Re-Up in January.
2. The Yearbook should include a listing of members, including names, addresses and contact information, and individual photos.
3. The Yearbook may also include photos from club events throughout the past year.