

SHAGATLANTA
POLICIES & PROCEDURES

Association Meetings

ShagAtlanta will pay the expenses for one representative to attend any required Association of Carolina Shag Clubs (ACSC) meetings. The club will cover the entire room rate for two (2) nights, as long as the representative stays at the hotel(s) or motel(s) where the workshop is being held. If the representative chooses to stay at another location, or there is not a specified hotel for a workshop, the reimbursement rate will be \$50.00 per night. Additionally, the representative will be reimbursed for food expenses at the rate of \$30.00 per day for a maximum of two (2) days. 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 to modify the amount or the manner of remembrance.

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's minimum donation each year will be the current cost for one child to attend the Camp. A fundraiser is held each year to raise additional monies for the Camp. Periodically other monies are raised during the year and are combined with the club's commitment and the proceeds from the annual fundraiser.

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 offers dance lessons to increase the club's membership and foster a love for the dance. When lessons are offered, they will be Saturday night before our regular dance night. Lessons are free to members.

Decorum

Members and guests are expected to conduct themselves as ladies and gentlemen. Improper or inappropriate behavior brought to the attention of the Executive Committee will be addressed as needed.

DJs

The hourly rate for DJ services will be paid at the rate of \$37.50 per hour.

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 31st of each calendar year and increase by \$5.00 after that date. If a renewal is not received by March 31st, the member will be dropped from the membership roster, Weekly Newsletter and Member Lottery list. From October 1st through December 31st membership dues will be one quarter (1/4) of the annual membership fee.

Elections

A slate of officers and Board Members will be presented at the fourth (4th) quarterly business meeting. Nominations from the floor will be allowed if the member nominated has consented.

Executive Committee VP's

There are three (3) committees headed by VP's 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, Weekly Newsletter, and the Yearbook. The **VP of Membership** is responsible for Door Registrations and Split-the-Kitty. The **VP of Social** is responsible for the Camp Sunshine Fundraiser, the Christmas Party, monthly birthday cake and the club's traditional parties.

Executive Committee Meetings

The Executive Committee meets the first Saturday of the month at 6 PM prior to the regular Saturday night dance. Members are invited to attend but are not participants in the meeting. If a member has an agenda item they would like to have come before the Executive Committee, they are required to contact the President to have the item(s) considered and to have 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.

At the first meeting of the year, the former and current officers and committee chairs are required to meet for the purpose of transferring records from the “old” officer to the “new” officer.

Expenditure of Club Funds

The Executive Committee, 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

Each quarter the club holds a meeting of the membership. The purpose of these meetings is to conduct the business of the club. An agenda will be provided to the Executive Committee 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. 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. If no one wins, the monies roll over to the next week. The Members’ three (3) digit numbers change as new members are added to the club. 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. The committee is to be appointed by the President by July 15.

Parties

Traditionally the club celebrates New Year's Eve, Valentines, St. Patrick's, Fourth of July, Halloween, and the Christmas Party.

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 Executive Committee at a regularly scheduled meeting.

Preservation Hall¹

The purpose and criteria for the Preservation Hall is to recognize and honor present or past members of the club who have made an extraordinary contribution to the preservation of ShagAtlanta. 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 (Nominees must meet all 3 criteria)

1. The Nominee has been a member in good standing with ShagAtlanta for the past five consecutive years.
2. The Nominee has attended ShagAtlanta club functions on a regular basis.
3. The Nominee has shown distinguished service in one of the following criteria:
 - an Executive committee member
 - Standing committee chairperson
 - ACSC/SOS organization distinguished service.
 - Volunteer shag instructor.
 - Special contribution or special service to ShagAtlanta.

¹ Amended 09/07/19 – By majority vote, the Executive Committee voted to update the criteria for the Preservation Hall Inductees.

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. If a committee member cannot serve, a replacement will be named by the President of ShagAtlanta either from past Preservation Hall inductees or a general ShagAtlanta club member.
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 of three (3) 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 Executive Committee requires a majority of members 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.

Split-the-Kitty

As a method 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 and the Preservation Hall.

Visitors

All visitors to the club will pay a \$5.00 cover charge.²

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. Each member, whether renewing or joining as a new member, receives a yearbook.

² Amended 08/05/17 – By majority vote, the Executive Committee voted to charge all non-members a \$5.00 cover charge.

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. 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 Executive Committee or the club.
 - Adjourn any meeting where order cannot be maintained.
3. 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.
4. Troubleshoot.
5. 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.
6. 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 Executive Committee at least four (4) days prior to the meeting.
2. Poll the Executive Committee 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 upcoming meetings.
4. Send a card to hospitalized members.
5. Record the minutes for the Executive Committee, Board of Directors, and General Membership meetings.
6. Establish and maintain a current list, including contact information, of the Officers of the Executive Committee and the members of the Board of Directors.
7. Maintain records pertaining to the By-Laws and Policies & Procedures.

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 Executive Committee meeting.
5. Generate a Year-to-Date report for each General Membership meeting.
6. By the end of January each year, update and pay the Club Corporate registration.
7. Pay dues from The American Bop Association.
8. Report to, and pay, The American Bop Association for fees due.
9. Pay invoice from ACSC for membership.
10. By September expect a check from the ACSC to satisfy meeting attendance requirements of the ACSC.
11. Collect monies received from the door reception proceeds.
12. Camp Sunshine: Monitor through the year monies received, prepare a report from the results of the fundraiser, and create a letter to the Camp Sunshine director along with the club's donation.
13. Maintain financial records.
14. Update bank signature card with club's current president's signature.
15. Handle sales of SOS cards and Fun Monday tickets.
16. Send flowers to the family of a deceased member, if that is what the family has requested.

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.
4. Maintain records pertaining to the By-Laws and Policies & Procedures.

VP of Communications:

Duties and responsibilities can be performed by the V.P. of Communications or by a chair appointed by the V.P. 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 31.
4. Maintain the Lottery List and provide an updated list to the President when there is a change to the list.
5. Keep the Yearbook Chairman informed of new members and their contact information.
6. Generate an updated listing of members' names, addresses, and contact information bi-annually.
7. Select a chairman to assume the responsibility of the Split-the-Kitty volunteers to sell tickets each Saturday night.
8. Ensure the webmaster has current and correct officer and board member information on the club's website.
9. Ensure the Yearbook Committee has current and correct officer and board member information for publication of the Yearbook.
10. Select a chairman to assume the responsibility of the Door Registration volunteers.
 - Greet and welcome guests.
 - Record the names of dance class participants and visitors and record their hometown.
 - Collect cover charge.
 - 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 include but are not limited to: New Year's Eve, Valentines, St. Patrick's, Fourth of July, Halloween, and Christmas. At the discretion of the Social V.P. the parties listed may be added throughout the year (e.g. Mardi Gras, Kentucky Derby, ShagAtlanta Anniversary and Football) any parties added (except the traditional parties) need to be approved by the Executive Committee.
2. Plan any additional parties that are added by majority vote of the Executive Committee.
3. 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.
4. Plan the club's annual Camp Sunshine Fundraiser.
5. On the first Saturday of each month, celebrate members' birthdays by providing cake, plates, forks, & napkins.
6. 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 teachers have the standardized outline for class instruction.
3. 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 membership.
6. Accept name tag orders.
7. Monitor candy supply.
8. Recruit volunteers to work registration table.

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 and Parliamentarian.
2. Verify that the person who is recruited to run for President has actively served in a capacity on the Executive Committee for at least one year.
3. Submit the slate of nominees to the Executive Committee.

Yearbook:

Duties and responsibilities include, but are not limited to:

1. Design and layout a yearbook annually to be available at the re-up party 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.

Preservation Hall Committee:

Duties and responsibilities include, but are not limited to:

1. Select committee members.
2. Solicit nominees for consideration.
3. Schedule and supervise meetings.

Amended 08/2015 – By majority vote, the members of ShagAtlanta voted to no longer host the USA Grand National Dance Championship.