

## **SHAGATLANTA**

### **POLICIES & PROCEDURES**

#### **Association Meetings**

ShagAtlanta 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, 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. In the event a member is hospitalized, a "Get Well" card will be sent on behalf of the club.

#### **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 annual Christmas Party will be held the first weekend in December. If, for whatever reason, that date is not available it will be held the second weekend of December. Gas expenses related to transport of the floor trailer and the large trailer to the party location will be reimbursed.

#### **Club Affiliations**

The Club is registered with the State of Georgia. Renewal and payment should be done in the first quarter of each calendar year, preferably January. The Club is a member of the Association of Carolina Shag Clubs. Invoices are mailed to the Club's President and are due by the end of

January. Annual membership in the American Bop Association is invoiced at the end of the calendar year and is due by the end of January. Membership includes satisfaction of our responsibilities related to music royalties. Through this membership we are covered through ASCAP, BMI and SESAC.

### **Club Colors**

Peach and Green.

### **Dance Floor**

The dance floor is not available for use by anyone other than ShagAtlanta.

### **Dance Lessons**

The Club offers free dance lessons as a means to increase the Club's membership and foster the love of the dance. Advanced and beginner lessons are offered each Saturday night before our regular dance night. Advanced lessons are free to members. Beginner's lessons are also free and consist of four (4) classes. If a non-member class participant wants to retake the beginner's class or participate in the advanced class the charge will be \$50.00.

### **Decorum**

Our members are expected to conduct themselves as ladies and gentlemen. In the event a member has a perception there has been a transgression, he/she can file a grievance with the Executive Committee. The Executive Committee will determine an equitable course of action.

### **DJs**

The hourly rate for DJ services will be paid at the rate of \$35.00 per hour. When a DJ plays for the Club's Christmas party they will be paid at the rate of \$35.00 per hour plus a complimentary hotel room for each day or night they are booked to play. A DJ will be compensated at the rate of \$150.00 for the Club's regularly scheduled Saturday nights.

### **Door Reception**

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

## Dues

Included in a member's \$45.00 dues are the annual yearbook and the annual expense of paying the Club's DJs. Renewals are due by March 31<sup>st</sup> of each calendar year and increase by \$5.00 after that date. If a renewal is not received by March 31<sup>st</sup>, the member will be dropped from the membership roster. From October 1st through December 31<sup>st</sup> membership dues will be one-fourth (1/4) of the annual membership fee.

## Elections

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

## Eligibility to Hold Office

Anyone who is a member of any other shag club in metropolitan Atlanta will be ineligible to hold an office in ShagAtlanta.

## 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. **VP of Communications** is responsible for the Calling Post, Facebook, Photographer, Webmaster, Weekly Update and the Yearbook. The **VP of Membership** is responsible for Door Registrations and Split the Kitty. **VP of Social** is responsible for the Camp Sunshine Fundraiser, the Renewal Party the Christmas Party, Jam Sessions, monthly birthday cake and the Club's traditional holiday parties.

## Executive Committee Meetings

The Executive Committee meets the first Saturday of the month at 6 PM prior to the regular Saturday night party. Members are invited and encouraged to attend. 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, more commonly referred to as the "Jam Session." 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.

### **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. 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, Renewal, Valentines, St. Patty's, Fourth of July, Halloween, four (4) Jam Sessions and the annual 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 two-thirds (2/3) vote by the Executive

Committee at a regularly scheduled meeting.

### **Preservation Hall Inductees**

The purpose and criteria for the Preservation Hall of Fame 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.

### **Quorum**

The Executive Committee requires a majority of the Committee. The General Membership meeting requires ten percent (10%) of the membership OR a minimum of 25 members.

### **Shag Saturday Nights**

The membership dances each Saturday night of the year excluding the weekend of the annual Christmas party. The location is selected by the Executive Committee and a special committee appointed to locate a suitable site for the Club members. 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. One half of the half goes into the Club's general fund and the other half is allocated to the Member Lottery.

### **Smoking**

Smoking is not allowed at any Club controlled events.

### **SOS Representative**

It will be the responsibility of this position to report to the Executive Committee any matters, concerns or actions needed to be undertaken by the Executive Committee.

## **Standing Committees**

The regular recurring committees are: Dance Floor, Dance Lessons, DJs, Nominating and the Preservation Hall of Fame.

## **Vendors**

Vendors will be charged \$50.00<sup>1</sup> to sell merchandise at any ShagAtlanta event. The Executive Committee, by a majority vote, can modify this amount on a case by case basis.

## **Visitors**

All visitors to the Club will pay a \$5.00 cover charge.<sup>2</sup> If the visitor is a beginner dance class participant, they will not be charged a cover and are invited to spend the rest of the evening with the Club members.

## **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](http://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.

## **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.

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<sup>1</sup> Amended 05/13/17 – By majority vote, the Executive Committee voted to charge vendors \$50.00 at the annual ShagAtlanta Christmas party.

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

2. Meetings:
  - a. Consult with the Secretary about agendas for any upcoming meetings.
  - b. In the event a Quorum is not, or will not, be met for a regularly scheduled meeting, reschedule the meeting.
  - c. Open meetings at the prescribed time and place.
  - d. Conduct the business placed before the Executive Committee or the Club.
  - e. Adjourn any meeting where order cannot be maintained.
3. Appoint:
  - a. Representative for the American Bop Association.
  - b. A Nominating committee by July 15.
  - c. Chairs for special committees as needed.
  - d. Chairs for Standing Committees.
  - e. SOS representative.
  - f. Chair for the Preservation Hall committee.
4. Troubleshoot.
5. Attend, or send a representative, to attend the required meetings for the Club's ACSC Membership.
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. Create agendas for all meetings and distribute them 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 scheduled for another time.
3. Notify the Board of Directors of any upcoming meetings.
4. Send a card to hospitalized members.
5. Send flowers to the family of a deceased member, if that is what the family has requested.
6. Record the minutes for the Executive Committee, Board of Directors and General Membership meetings.
7. Establish and maintain a current list, including contact information, of the Officers of the Executive Committee 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 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. Sometime in January expect an invoice for dues from The American Bop Association.
8. Report to, and pay, The American Bop Association for any parties large enough to incur a charge.
9. Sometime in January expect an invoice from ACSC.
10. By September expect a check from the ACSC for satisfying meeting attendance requirements of the ACSC.
11. Reimburse the individual for gas expenses related to transport of the dance floor and the Club's trailer.
12. Watch for and pay tag registrations for the Club's dance floor trailer and transport trailer.
13. Christmas Party:
  - a. Record and maintain a listing of registrants.
  - b. Create an alphabetized list of Party attendees for the registration desk.
  - c. Collect, record and deposit monies received each night.
  - d. Make a final report after all bills are paid.
14. Collect monies received from the door reception proceeds.
15. 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.

### **Parliamentarian:**

Duties and responsibilities include, but are not limited to:

1. Ensure procedures are followed according to Roberts Rules of Order.
2. Ensure the President is conducting the meeting according to the Agenda.
3. Assist the President in keeping the meeting moving smoothly.

### **VP Communications:**

Duties and responsibilities include, but are not limited to:

1. Select a Chairman to take on the responsibility of producing the weekly update and the



Calling Post each week.

- Weekly Update: Posts pictures and results from the previous Saturday; highlights the DJ; posts information for upcoming Saturday to include DJ and dance lesson information; post information about member issues; and attach flyers for upcoming parties of other clubs.
  - Calling Post: Sends weekly update information to those members who do not have internet access.
2. Select a Chairman to take on the responsibility of posting positive information about the Club and its events on Facebook.
  3. Select a Chairman to take on the responsibility of maintaining and keeping accurate the information on the Club's website.
    - Posts the Weekly Update and any links to Club Flyers and activities.
  4. Select a Chairman to take on the responsibility of overseeing the production of the Club's yearbook.
    - Design and layout a yearbook annually, to include a listing of the members, including names, addresses and contact information, and individual pictures. Generate an updated listing of members' names, addresses and contact information bi-annually.
  5. Select a Chairman to take on the responsibility of Club photographer.
    - Takes pictures at the Club's social functions. Concentrates on pictures of winners of the Split the Kitty and Member Lottery along with shots of the sellers of Split the Kitty

### **VP 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. Select a member(s) from the Club to take on the responsibility of providing a birthday cake on the first Saturday of each month.
7. Select a Chairman to take on the responsibility of the Split the Kitty volunteers to sell tickets each Saturday night.
8. Ensure the web master 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 take on the responsibility of the Door Registration volunteers.
  - Greet and welcome guests. Record the names of dance class participants and visitors and record their home town. Collect cover charge. Accept member renewals and update their information if necessary. Accept new members and have them complete a registration form.

### **VP Social:**

Duties and responsibilities include, but are not limited to:

1. Plan the routine holiday parties to coincide with a regular Saturday night. Routine holiday parties are New Year's Eve, Renewal, Valentines, St. Patrick's, Fourth of July, Halloween and the annual Christmas party.
2. Plan the Club's Membership Renewal party held in January of each year. Plan and negotiate food to be served and the amount to be paid.
3. Plan each of the Club's Jam Sessions. Determine if the club will provide food or if the members will pay.
4. 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.
5. Early in the year determine the location for the Christmas Party. Negotiate a contract and plan the agenda for the event. Bring the plan to the Executive Committee for review. The Executive Committee, by a majority vote, will accept or deny the presentation. The Executive Committee, by a majority vote, will authorize the President, or another officer, to sign the contract on behalf of the Club. When it is time to book the DJs for the party the Social Committee will consult with the DJ committee to determine which DJs will be selected to fill the different time slots. If the Social Committee and the DJ committee cannot come to an agreement on DJs to be booked the Club President will make the final decision.
6. Plan the Club's annual Camp Sunshine Fundraiser.
7. Provide a birthday cake the first Saturday of each month to celebrate that month's birthdays.

### **STANDING COMMITTEE'S DUTIES AND RESPONSIBILITIES:**

#### **Dance Floor:**

Duties include, but are not limited to:

1. Coordinate with the Social Committee delivery and set up of the floor for the Christmas party.
2. Monitor the condition of the floor and make repairs as needed.

3. Monitor the condition of the trailer used to transport the floor. Make repairs as needed.

### **Dance Lessons:**

Duties include, but are not limited to:

1. Schedule teachers to conduct classes for the advanced and beginner classes.
2. Ensure teachers have the standardized outline for class instruction and those guidelines are being followed.
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 include, but are not limited to:

1. Book the DJ for each of the Saturday nights the club dances. If a General Membership Meeting/Jam Session is scheduled at a time other than a Saturday night, coordinate with the Social Committee on booking the DJ.
2. Assist, if necessary, the DJ with setup in the DJ booth.
3. Be available to trouble shoot in the event the DJ has technical problems.
4. Keep the Chairman of the Weekly Update informed about upcoming DJs and their play dates.

### **Nominating:**

Duties include, but are not limited to:

1. Recruit a member to fill the offices of President, Vice President, Secretary, Treasurer, Parliamentarian, VP of Communication, VP of Membership and VP of Social.
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 to the Executive Committee prior to the November meeting.

### **ShagAtlanta Shag Preservation Committee:**

Duties 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.