

***DRAFT***  
**ASSOCIATION OF  
CAROLINA SHAG  
CLUBS (ACSC)  
REFERENCE  
MANUAL**

*September 2025*



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## **Chapter 1: Association of Carolina Shag Clubs (ACSC)**

The Association of Carolina Shag Clubs, Inc. (ACSC) is an organization of autonomous shag clubs. Its purpose is to provide for communications among the clubs, to serve as a coordinating body for club activities, to provide education to the Shag Club Officers, to sponsor activities of mutual interest to all clubs, and to own, manage and operate the Society of Stranders, Inc. (hereafter known as SOS).

The goal of the ACSC is to promote and preserve the heritage of beach music and shag dancing, to inform its members of beach music and shagging activities of wide interest, and to help diminish schedule conflicts among its members' activities. The Association will also assist groups that wish to establish shag clubs.

### **Early History of A.C.S.C.**

#### *A SWINGING PAST AND A SHAGGING FUTURE*

By Phil Sawyer

The ASSOCIATION OF CAROLINA SHAG CLUBS (ACSC) was founded in 1984. Ken Hudspeth, then President of the Rock Hill Shag Club, gathered the Presidents of the Clubs attending the 2nd Annual Columbia Invitational in October, 1983, at Pine Island on Lake Murray and suggested a low key organization of Clubs in South Carolina and the one in Atlanta to share ideas, exchange information and to sponsor a party for the Clubs at the beach in January. Harold Bessent (Fat Harold) also met with us and endorsed the idea.

Ken and the Rock Hill Shag Club arranged for the first of what was to become the MID-WINTER BEACH CLASSIC in January of 1984. Participating Clubs were Columbia, Charleston, Greenville, Shag Steps, Rock Hill and Winnsboro. The Presidents of local Clubs continued their efforts to form an organization. Earlier, Ken Hudspeth and Phil Sawyer, then President of the Columbia Shag Club, had met several times to formulate the concept and to develop a Charter. The representatives of these Clubs met again in February 1984, in Columbia, to formally establish the Organization.

The Presidents agreed that the Organization would be named THE ASSOCIATION OF CAROLINA SHAG CLUBS. Since Atlanta was a Charter Member, it is immediately obvious that there was no intention on the part of the Founders to limit membership to the Carolinas. Carolina in the name of the Association refers to the dance and not to the geography. The original Charter provided for the Association to be governed by a Board of Advisors to be presided over by a Chairman. Ron Whisenant was elected Chairman, the first, and served for two years.

The local Clubs continued to sponsor statewide parties, always with Atlanta included, and soon Columbia, Charleston, Atlanta, Greenville, Rock Hill, and Winnsboro were having regular weeklong events to which all other Clubs were invited.

The first major effort by the fledgling Association, still less than one year old, was a cruise. Over 150 Shaggers boarded the S.S. Galileo (now the Meridian) on March 3, 1984, for a five-day Caribbean Holiday. This was the first of what was to be many cruises to South America and the Grand Caymans, the Virgin Islands, Mexico, the California Coast, and the never-to-be-forgotten weeklong fantasy on Waikiki

Beach in Honolulu. Trips became the forte of the Association. Always exciting, affordable, and filled with Beach Music and Shagging, the travels are the highlight of many a Shagger's life.

News of the success of this little Association soon spread. Ken Hudspeth followed Ron as Chairman, and the Metrolina became the first North Carolina Club to become a member. All the while, SOS, contests, invitational weekends, and other events at the beach began to flourish. The second Mid-Winter Shag Meet (still not named) was in January 1985, at where else, Fat Harold's. The late and very much loved Richard Nixon was the D.J.

The Clubs and statewide parties continued to grow and prosper. There was another cruise, and S.O.S. was becoming a bigger and bigger event. No Shagger worthy of the name of the dance would have missed it for anything. Cities all over both North and South. Carolina, Florida, Georgia, and Virginia were forming Clubs, and their first order of business was to become a member of the Association. The Association was inducted into the BEACH SHAGGER'S HALL OF FAME in 1986. This little known honor is one of our most distinctive.

The flag was passed from Ken Hudspeth to Phil Sawyer, 3rd Chairman, an office he would hold for three years. Phil designated themes for each of his years as Chairman: The "Year of the Club" 1987; the "Year of the Trip" 1988; and the "Year of the Bold Leap Forward" 1989. In the "Year of the Club," order and structure were stressed and the Winter and Summer Workshops were begun. In the "Year of the Trip," Hawaii became the all-time favorite shag vacation of over 200 Shaggers, and the "Year of the Bold Leap Forward" saw the Association acquire S.O.S. This might be equated to jumping off Grandfather Mountain on a hang glider. During these years Member Clubs increased from 18 to 45.

Bob Wood, then President of the Atlanta Shag Club, immediately became involved with Phil, Larry Taylor, and others in the SOS. There was much to do in order to organize and develop a plan for restoring SOS to the place it once occupied. The potential of this fortunate union was too great to allow it to fail, and Bob Wood was one of the first to see this.

Thus, Bob was elected Chairman in 1990 and continued to lead the Association, having been re-elected in 1991 and 1992, until 1993. Under Bob's leadership, the Association grew to unprecedented levels. Workshops, which once attracted forty to fifty participants, now regularly attract well over 200. Serious business related to Association expansion, development, and benevolence, can occupy the most committed people in the Shag World for hours: All the while, serious parties are underway, often just next door.

### **ACSC of today**

The ACSC continued to grow over the years with more clubs joining. Our membership includes about 90 clubs that are located in the following 10 States: Alabama, Georgia, Florida, Maryland, North Carolina, Pennsylvania, South Carolina, Tennessee, Virginia and West Virginia.

Over the years, we have greatly improved our ability to communicate with Shag Clubs around the country by using our website located at: <https://www.shagdance.com> and our SOS Society of Stranders Facebook page. <https://www.facebook.com/groups/41293702070>. These two communication tools allow Clubs to gain access to a multitude of information about our member Shag Club's and Events that member Clubs are conducting. Recently the ACSC/SOS also completed a Society of Strander app. This app lists all the happenings at SOS events and becomes a handy tool to know where your favorite

ABSCDJ's & Bands are playing during SOS. If you go to the Shagdance homepage you can get the instructions for how to download this app to your phone.

We have continued to offer educational workshops through the years to assist individual Shag Club's. We also provide a network of people who can assist clubs on specific areas of interest.

### **ACSC Structure & Purpose**

A diagram is provided below to help you understand the Structure and Purpose of the ACSC. The ACSC owns, manages and operates the SOS which is a for profit corporation that helps ACSC keep our dance alive and vibrant. The SOS Corporation will be described in the next chapter.

#### **ACSC Executive Committee**

The ACSC is managed by an Executive Committee which are elected by the Board of Advisors (which is discussed later). The positions include a Chairman, Vice Chairman, Secretary, Treasurer and Past Chairman.

#### **ACSC Membership**

There are three types of members of the ACSC.

- A Full Member is a Club entitled to all rights and privileges within the association.
- An Associate Member is a club that has been accepted for membership but has not yet met the qualifications to become a Full Member or does not desire to become a Full Member. Associate Members shall have no voting rights and shall receive no direct monetary compensation from the Association.
- A Subscriber Member is a membership status that is designed solely for the sharing of information. Subscriber Members shall have no voting rights and shall receive no direct monetary compensations from the Association. These members typically include for profit Dance Venues and other associated organizations.

#### **ACSC Board of Advisors**

The Board of Advisors shall be composed of:

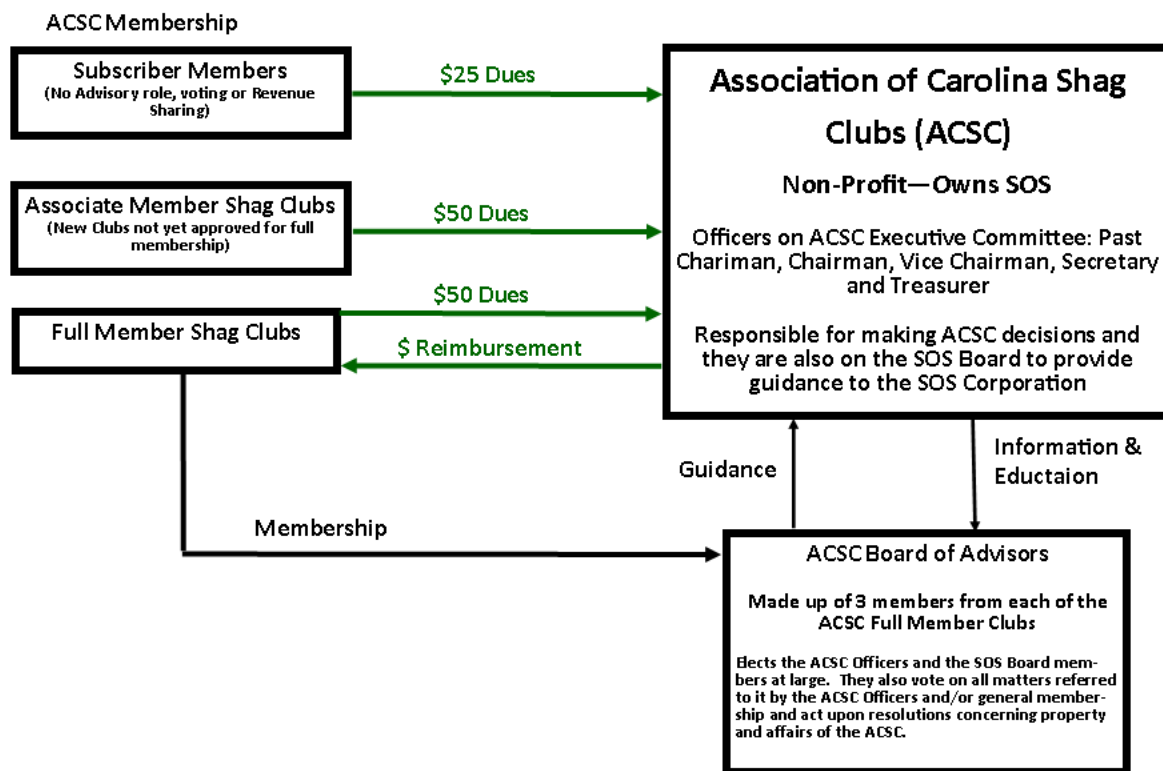
- The President of each full member local shag club.
- The immediate past President of each full member local shag club. If any immediate past President is unable to serve, the local club may designate a person to serve the term.
- One additional member from each local shag club designated as a "member at large".

While the Association recognizes up to three representatives as described above, each shag club is entitled to only one (1) vote on any matter brought forth.

The duties of the ACSC Board to Advisors is to elect the officers who make up the ACSC Executive Committee and to elect the 5 at large members of the S.O.S Board. They shall also

vote on all matters referred to it by the Officers and/or general membership and act upon resolutions concerning property and affairs of the ACSC and SOS.

The ACSC Board of Advisors will meet at the call of the ACSC Chairman, but not less than three times per year. Regularly scheduled meetings shall include Mid-Winter, Spring SOS, Summer Workshop, and Fall SOS.



## **Chapter 2: Society of Stranders, Inc (The Corporation)**

The Society of Stranders, Inc. SOS is owned by the Association of Carolina Shag Clubs, Inc. (ACSC). Its purpose is to promote the birthplace and tradition of the Carolina Shag Dance, and to generate funds through membership card sales for the preservation of the tradition of S.O.S.

### **Early History of SOS**

Gene Laughter, an ex-lifeguard from the Fifties nicknamed “Swink”, was a mischievous and creative man. He used to entertain his family on summer vacations by writing notes and putting them into bottles, then casting these into the ocean. This practice became elaborate and got out of hand in 1978. A note on aged parchment found in an antique bottle wound up at the offices of the Charlotte Observer newspaper.

The note was supposed to have been written by marooned sailors on a whaling vessel that had sunk in 1887. The Charlotte Mint Museum authenticated the find and the story went out over the wire services, gathering a bit of national coverage. The Whaling Museum of New Bedford, Massachusetts promptly reported that the discovery must be a hoax, for the supposed ship, the Ann Alexander had gone down to Davey Jone’s locker thirty years before the date of the note.

No money had changed hands on account of the hoax, so the prankster did not go to jail. However, Swink Laughter’s name became familiar to the Charlotte newspaper columnists, Kays Gary and Jerry Bledsoe.

When Laughter decided to hold a reunion of old beach bums in 1980, he convinced Bledsoe to feature the story. Several articles appeared on the history of the Shag and Laughter’s effort to get the beach bums together. Laughter spent a great deal of time and energy tracking down old acquaintances. About a month before the party was set to kick off, a second antique bottle containing a note was found on the Carolina shore.

Once again, Laughter had struck. This time the Sumter, South Carolina Dailey Item was duped. After the story ran locally, it was picked up by the Associated Press. For several days maritime archivists all over the country scrambled, either to verify the authenticity or expose a fraud.

In reality, the note was a coded, open invitation to Swink Laughter’s reunion. Anyone familiar with the upcoming festivities, or with the rhythm and blues music, would have seen straight through the double entendres, Captains Earl Bostic and James Rick were rhythm and blues group leaders. Bostic’s ship, “Flamingo”, was the title of a hit record. “Raven” referred to Jimmy Ricks and the Ravens. Oak tree was the name of the motel which had been donated to house a number of revelers. And September 11<sup>th</sup> was the kick off date of the beach party.

The Association of Carolina Shag Clubs took control of S.O.S on April 1, 1998. S.O.S. membership has grown to approximately 10,000 members and expanded from three to ten days.

### **SOS Events Today**

The Society of Stranders (SOS) is owned and operated by the ACSC. They are generally considered the biggest and best Shag Events of the year. They are held at North Myrtle Beach 3 times a year in January (4 day party), Spring (10 day party) and Fall (10 day party). During these events, the SOS member Clubs

(Fat Harolds Beach Club, OD Arcade and Lounge, Duck's, Spanish Galleon Night Club, HOTO's Restaurant and Beach Bar) provide a wide range of Association of Beach and Shag Club DJ's and Bands to keep every Shagger on their feet dancing and listening to the music from noon to late night. In the Spring there is an S.O.S. Parade and in the Fall there is an outdoor Band event know as Fun Monday. These events are made possible by the sale of SOS membership cards which gives you free entrance to all of the clubs during the Events. It is generally referred to as a Spring Break for Seniors. If you go once, you will be bitten by the bug and have to come back multiple times a year to catch up with your friends at SOS.

### **SOS Membership Card Benefits**

Each Full member club is given the opportunity to sell the SOS membership card to their members at a \$5 discount. It is a great value for your members. These are just a few of the benefits of being a member of SOS. It provides you unlimited access to all the dance clubs during the 3 major events of SOS. (Typically entrance into a single club per day is \$10)

Mid-Winter - 4 day party  
Spring Safari – 10 day party  
Fall Migration – 10 day party

Additional Benefits of your SOS membership card:

- Free Food opportunities at the Dance Club's during SOS
- SOS Parade
- Fun Monday
- Free Shuttle Service during SOS
- Carefree Times 3 times a year.
- SOS Facebook page
- Shag Dance Website
- SOS App that gives you all the SOS Schedules
- SOS Photographers to take your pictures during SOS
- SOS Company Store
- Support for Junior Shaggers
- AEDs (Defibrillator & training in all SOS Clubs)
- Local Merchant Discounts – by showing your SOS Card in places such as: Golden Griddle, Southern Threads, Spiro's Pancake House, Deckerz (food Only), and other local merchants will get you usually 10% off during SOS.



The Membership Card is the Basic financial foundation for SOS. It is as simple as THAT: Without your support, there is no SOS. Help us keep the dance, the music and lifestyle alive.

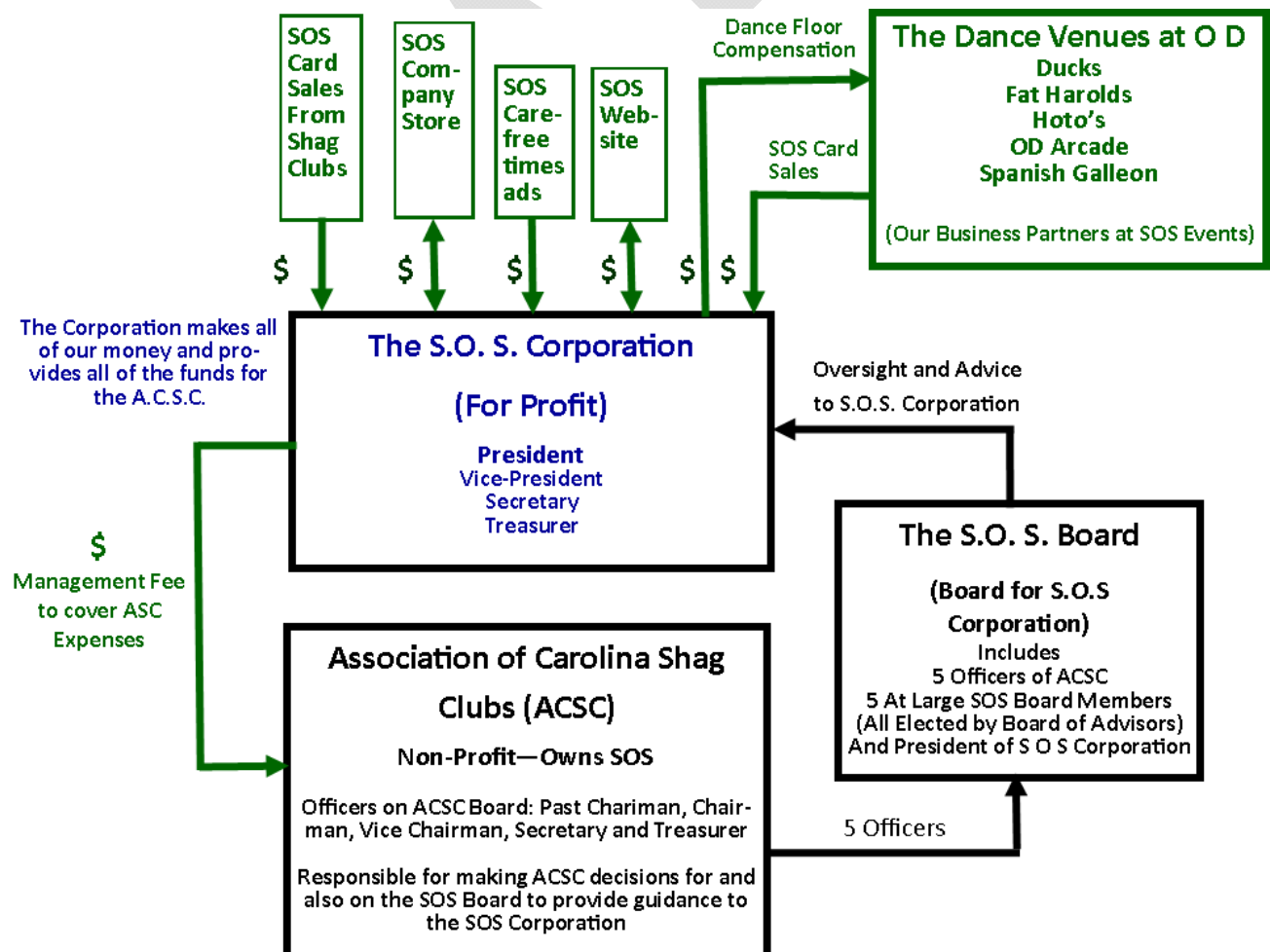
### SOS Structure

To understand SOS and its relationships a diagram has been provided below. SOS is a for Profit Corporation. It makes all our money and provides most of the funds for the ACSC. Day to day operations for SOS is run by 4 Officers, President, Vice President, Secretary and Treasurer.

There is an SOS Board that oversees the Corporations overall direction and strategy. They make major decisions, oversee the Corporations Officers, and ensure the Corporation operates in a proper manner. The SOS Board is made up of the 5 Officers of the ACSC Executive Committee and the 5 at large SOS Board members, and the President of the SOS Corporation.

The funds that are available to the corporation includes SOS Card sale revenue from Shag Clubs, profits for the SOS Company Store, SOS Carefree Times and the SOS Website. The Dance Venues at Ocean Drive are our business partners for the SOS Event. SOS provides Dance Floor compensation to each Venue and each venue helps sell the SOS membership cards for SOS.

SOS also provides a management fee to the ACSC to cover the ACSC Expenses.



## **Chapter 3: You Leadership Team over the Years**

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## **Chapter 4: Benefits of ACSC membership**

There are many benefits for individual Shag Club's to become a member of the ACSC. The cost of membership is only \$50 per year for each Full Member Shag Club. The benefits for each Shag Club are listed below:

1. As a member of the ACSC your club has ready access to a network of other Shag Clubs and ACSC Officers that can provide a wealth of knowledge relating to every aspect of club operation. Many times, individual Shag Clubs lose knowledge when members leave their club or become inactive. The ability to talk with other Shag Club's officers or the ACSC officers can help you fill in areas of knowledge. Most Clubs are willing to share their ideas with other clubs.
2. Membership to the Board of Advisors for the ACSC. 3 members (President, Past President and one other representative) of each ACSC full member Club becomes the Board of Advisors for the ACSC. The Board to Advisors elect the ACSC Officers and the SOS Board members at large. They also vote on all matters referred to it by the Officers and/or general membership and act upon resolutions concerning property and affairs of the ACSC.

The Board of Advisors meet during Mid-Winter, Spring SOS, Summer Workshop (when conducted), and Fall SOS. These meetings conduct the business of ACSC and provides informational and educational materials on different aspects of the Shag World. It also provides a networking opportunity for the Clubs

3. As a member of the ACSC your club can use the SOS Website at <https://www.shagdance.com>. Some of the most important uses for the website, are to let other Shaggers know about your Club.

The website allows you to communicate the following:

- Your President's name and contact information along with the Club's Address and other contact information like a website and/or Facebook Page. This listing can also be used by your Club if you would like to contact other Clubs in your area for information or to advertise a party.
- Your Club can let others know about your parties and major events, so shaggers from other areas can join you at your events.
- A list of venues that have our weekly dances are provided so everyone can see where dance opportunities are available when they are out of town.
- You can advertise any parties where you would like to have guests join your event. This can be especially helpful if you are having larger parties that are open to other Club's and Shaggers.

The website also provides a substantial amount of information that can be used by both Clubs and their members. Some of the topics that are covered in the website includes:

- SOS Parade

- Fun Monday Event
  - ACSC Board Members
  - SOS Board Members
  - Company Store
  - Calendars for Current and Future SOS Events
  - ICONS
  - The ACSC Reference Manual (Suggestion – This should be listed in the center section of the Home page – so it will be easier for people to find. Now it is hidden on the Site Map)
  - Links to other organizations Associated with Shag
  - Club Schedules for SOS Events.
  - Photographs of SOS Events
4. The ACSC Executive Board members are individuals that have been in the Shag World for an extended period, and they are happy to provide answers to many questions that you may have. Their contact information is included on the website so you can have easy access to them.
  5. The ACSC provides an Award program called ICONS to recognize and reward individuals who have made outstanding contributions within their own Full Member ACSC Shag Club. Nominees for this award have made significant efforts and contributions to their shag club & are clearly outstanding members of the shag community. Although some of these nominees may go on to be well known in the shag world (the ACSC or SOS, the CSA, the Association of Beach and Shag Club DJ Association, etc.) many of these individuals may not be known outside of their own club. This award has come to be one of the most highly prized awards that a shagger can attain. See Chapter XX for more information.
  6. As a member of the ACSC your club can use the SOS Facebook Page at <https://www.facebook.com/groups/41293702070> Some of the most important uses for the Facebook page, is to let Shaggers know about SOS Events and Events that your Club would like to advertise. Any Full Member ACSC Club can advertise events using the Facebook page.
  7. As an ACSC Club your members have access to the new SOS app that provides you a substantial amount of information that you can access on your phone about SOS sponsored events. The information on how to download this app is located on the Home Page of the Shagdance Website.
  8. As an ACSC Club you are allowed to sell SOS membership cards to your members at a \$5 discount.
  9. As an ACSC Full Member Shag Club, the ACSC makes some reimbursements to the individual clubs. This practice was halted during the COVID years since the SOS event was losing money, but with the attendance returning to normal levels this has been restarted in 2025.

## **Chapter 5: Requirements for ACSC Membership**

Membership in the Association is open to any shag or dance club with duly elected officers, membership dues, regularly scheduled meetings, and a written charter or bylaws that explicitly state that the purpose of the club is the promotion and preservation of shag dancing and beach music. Shag or dance clubs which seek membership shall have been in existence for six (6) months before submitting application for membership. A written application shall be submitted, accompanied by dues, for review by the Board of Advisors. The Board of Advisors shall appoint a sponsor club, located as close as possible to the applying club, to send one or more of its members to attend a function of the applying club. The Association will reimburse the sponsor for reasonable expenses for travel, meals, and lodging.

Applying clubs shall be voted upon at the next regularly scheduled meeting of the Association after these requirements have been met. The sponsor club's representative and a representative of the applying club must be present on the day the applying club is voted upon.

- Voting for membership shall be by secret ballot by the Board of Advisors.
- A two-thirds affirmative vote by the Board of Advisors present shall be necessary for acceptance.
- If an application is not approved all prepaid dues will be refunded.
- Each new club accepted for membership will be considered an Associate Member with no voting rights and with no monetary compensations or benefits from the Association for a period of one year. An Associate Member becomes a Full Member after one year if all dues have been paid, and they have met the attendance requirements.
- Any shag club who has been approved for Full Membership may at any time elect to become an Associate Member by notifying the Association in writing of this desire. These Associate Members are not required to attend meetings but shall have no voting rights and shall receive no direct monetary compensation from the Association.
- Shag clubs who have chosen to be an Associate Member may upgrade to Full Member status by notifying the Association in writing of this desire. Upgrade shall only be allowed if all Full Member requirements (i.e., meeting attendance, etc.) have been met.
- In order to maintain membership in the Association, a club must pay their dues in a timely manner and have a representative at both the summer and winter meetings as well as one other called meeting: Failure to do so will result in being placed on probation for a period of one year during which time the club shall have no voting rights, and shall receive no monetary

compensations from the Association. If the club fails to meet membership requirements during that period, it will be dropped from membership in the Association and must reapply for membership if it desires to do so. Consideration of absence will be made if cause is submitted in writing (prior to the meeting, except in emergency situations) to the Chairman, and approved by the Board of Advisors.

- Subscriber memberships shall be available to groups and organizations that share the purposes of the Association that do not meet the requirements of Full Membership. Subscriber Members shall have no voting rights and shall receive no monetary compensations from the Association.
- Full Members status is not open to lounges, restaurants, bars, or private clubs.
- Membership may be revoked by a two-thirds vote of the Board of Advisors at any regularly scheduled meeting for the following reason:
  1. Nonpayment of dues
  2. Any just or proper reason voted by the Board of Advisors
  3. Any club having membership revoked may reapply after ninety (90) days.

The Board of Advisors shall establish dues. Dues notices will be sent out to member clubs by December 31st. Dues are payable by January 31st. Member clubs who are more than 60 days delinquent will have voting, and other privileges deferred until dues are paid. Member clubs more than 90 days delinquent will be presented to the Board of Advisors at the next general membership meeting for review and possible revocation of membership.



## **Chapter 6: Club By-Laws**

The A.C.S.C. requires that Full Member shag clubs have bylaws. The following pages include a sample set. But there is no intention to mandate that this exact set be used by clubs. The purpose of this sample is to provide new clubs with an example, and to provide existing clubs with ideas that might be used to upgrade or improve their existing document. The A.C.S.C. also recommends that Full Member shag clubs be incorporated.

### **BYLAWS (SAMPLE)**

*INSERT NAME OF CLUB*

#### **ARTICLE I PREAMBLE**

1. Name. The name of the club is *insert Name of Club*
2. Principal Office. The principal office or address of the club is at *insert address of club*.
3. Purposes. The business and purpose of the Club shall be: to promote and preserve the heritage of beach music and shag dancing; to educate and teach others the art of shag dancing; to provide its members and guest with dance opportunities; to inform its members of beach music and shag dancing activities.
4. Governing Body. The Club shall be governed by a Board of Directors as further provided and defined in these Bylaws.

#### **ARTICLE II MEMBERS**

1. Classes of Members. The members of the Club shall be one undivided class. Any member of an A.C.S.C. club will be granted the same social privileges as the Club members.
2. Voting Rights. Each member of the Club in good standing as of the date and time of any vote shall be entitled to one vote on each matter submitted for a vote to the members.
3. Election of Members. Any person may become a member of the Club by submitting a written and signed application on a form approved by the Board, together with payment of first year's membership dues, to the Club's secretary. Applicants shall be considered members of the Club for one full calendar year or fiscal year as appropriate.
4. Annual Dues. From time to time, the board shall determine the amount of annual dues for membership in the Club.
5. Membership Cards. The Board of Directors shall provide for the issuance of membership cards evidencing membership in the Club or maintain a membership roster as may be determined by the Board.

6. Membership Renewal and Automatic Termination.

- A. Membership Renewal. Persons who are members in good standing of the Club as of last day of the year of their membership may reapply for membership in the Club for the next twelve (12) months by filing with the Club's Secretary, no later than thirty (30) days following their anniversary date, an application for renewal membership together with payment of the annual membership dues for the new year. Upon the timely receipt of such application and dues by secretary, said member shall, without other or further action, be a member of the Club for the ensuing year.
- B. Automatic Termination. The membership of any member of the Club, who fails to renew his or her membership in the Club, as provided above, shall be automatically terminated.
- C. Reinstatement. A former member whose membership has automatically terminated for non-payment of dues, will be reinstated effective upon his or her delivery to the Secretary of the Club a completed application for membership in the Club, together with payment of the annual membership dues. Such a reinstated former member, for purposes of serving as an Officer or director of the Club, shall be considered to be a new member.

7. Disciplinary Action.

- A. Censure, Suspension, or Expulsion. A member may be censured, suspended or expelled from membership in the Club for good cause. For purposes of this Section, "good cause" shall include, without limitations, the following behavior at Club dances, functions or meetings or at the dances, functions or meetings of any other affiliated dance Club: assaultive behavior against any person; disorderly conduct tending to promote a breach of the peace; open and notorious illegal or grossly immoral public conduct; and any other personal conduct adverse to the best interests and purposes of the Club.
- B. Required Hearing on Complaint. A member may be censured, expelled, or his or her membership rights in the Club may be suspended for a period of not more than two (2) months only by the affirmative vote of not less than two-thirds (2/3) of the members of the Board of Directors present, with at least three (3) Board Members voting for said censure or suspension, provided that: (i) the member concerned is given written notice, at least two (2) weeks prior to the Board meeting at which the complaint is considered, that a complaint has been filed with the Board of Directors, said notice to explain the general nature of the complaint; and (ii) the member concerned is given an opportunity to appear before the Board of Directors to confront his or her accuser and to present witnesses and otherwise respond to said complaint.
- C. Reinstatement. A member who has been expelled from membership in the Club may reapply for membership in the Club at any time after twelve (12) calendar months following the date he or she was expelled.



### ARTICLE III - MEETINGS OF MEMBERS

1. Annual and Periodic Meetings. The members shall meet quarterly in open meetings to transact such business as may come before the membership. The first of such meetings shall be held during the month of January and shall be the annual meeting of the members at which new Directors and new Officers are elected and installed. At each meeting the date for the next meeting shall be determined and such date shall be published in the Club's Newsletter.
2. Special Meetings. Special meetings of the members may be called by the Club's President, the Board of Directors, or by written petition of at least ten percent (10%) of the Club's members in good standing.
3. Notice of Meetings. Notice of any regular meeting of the Club's members shall be deemed given by the publication of the date of the meeting in the Club's Newsletter mailed or emailed to all members in good standing at their mailing (email) address as it appears on the records of the Club as of the date of mailing, provided that said Newsletter is emailed or deposited in the U.S. mail, postage prepaid, not less than ten (10) days prior to the date of the meeting. In the case of any special meeting of members called, or required by statute or these Bylaws, the notice of such meeting shall state the purpose (s) of the meeting and shall be delivered to the Club's members entitled to vote at said meeting either personally, by telephone, **by email** or by mail not less than ten (10) days prior to the date of said meeting. If mailed, the notice of the meeting shall be deemed to have been given to the member on the date that the notice is deposited in the U.S. mail, addressed to the member at his or her mailing address as it appears on the records of the Club, first class postage prepaid.
4. Quorum. Members totaling five percent (5%) of the members in good standing of the Club as of the date of the meeting shall constitute a quorum for any meeting of the members.
5. Motions Tabled. Any motion brought before the meeting of the membership may be tabled until the next membership meeting by the affirmative vote of a majority of the members present or upon the recommendation of the Board of Directors.
6. Rules of Procedure. "Roberts Rules of Order" shall determine parliamentary procedure and practice in all cases to which they apply, excepting solely where inconsistent with the Club's Bylaws or the laws of the State of *NAME OF STATE*.
7. Proxies. Provided that members have been timely notified of the questions to be decided at an upcoming meeting, members who are unable to be personally present at that meeting may vote by proxy properly executed in writing by the member, or by his or her duly authorized attorney-in-fact. Any such proxy shall be valid only for the particular meeting and the particular questions for which they have been prepared and in no event shall be valid for more than three (3) months from its date of execution.

### ARTICLE IV - BOARD OF DIRECTORS

1. General Powers. The business and affairs of the Club shall be managed by its Board of Directors.
2. Number, Tenure and Qualifications. The Club shall have seven (7) Directors consisting of the Club's President, Vice President, Secretary, Treasurer, and three (3) Directors-at-large. Directors-

at-large shall be elected by the members as provided hereinafter for a term of one (1) calendar year ending December 31 of the year in which he or she was elected, provided that a Director - at-large shall continue to serve past the end of his or her one-year term until his or her successor is elected. A Director at-large may be nominated for re-election and succeed himself or herself. A Director at-large must have been a member in good standing of the Club for a period of at least one (1) year prior to taking office, and, at all times during their term of office, must remain a member in good standing of the Club.

3. Regular Meetings. A regular meeting of the Club's Board of Directors shall be held, without notice other than this Bylaw, immediately after and at same place as the annual meeting of the Club's members. The Board of Directors may provide, by resolution, the time and place for holding additional regular meetings without other notice than such resolution.
4. Special Meetings. Special meetings of the Club's Board of Directors may be called by or at the request of the Club's President, or at the call of not less than two (2) Directors, and shall be held at the Club's principal office or at such other place as the Directors may determine.
5. Notice. Notice of any special meeting shall be given at least forty-eight (48) hours before the time fixed for the meeting, written notice delivered personally, by telephone, by email, or by mail. If mailed, said notice shall be deemed to have been duly given only if mailed first class not less than four (4) days prior to said meeting.
6. Quorum. A majority of the number of Directors fixed by these Bylaws shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but if less than such majority is present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.
7. Board Decisions. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless a greater number is required by these Bylaws.
8. Vacancies. Any vacancies occurring in the Directors-at-large of the Board of Directors may be filled by the affirmative vote of a majority of the remaining Directors though less than a quorum. A Director-at-large elected to fill a vacancy shall serve the unexpired term of his or her predecessor in office.
9. Removal. A Director-at-large who, as a member, is suspended or expelled by the board, may be removed from the Board of Directors by the affirmative vote of a majority of the remaining Directors whenever in their judgment the best interests of the Club would be served thereby. In the case of any such removal, the remaining Directors by majority vote shall elect a member to fill the remaining term of the removed Director-at-large.

#### **ARTICLE V – OFFICERS**

1. Number. The officers of the Club shall be a President, a Vice President, a Secretary, and a Treasurer, each of whom shall be elected by the members, and shall serve a term of one (1) calendar year ending December 31 of the year in which he or she was elected, provided that an officer shall continue to serve past the end of his or her one year term until his or her successor is elected. An Officer may be nominated for reelection and succeed himself or herself. An Officer

must have been a member in good standing of the Club for a period of at least one (1) year prior to taking office, and, at all times during their term of office, must remain a member in good standing of the Club. The Board may appoint or elect such other officers of the Corporation as the Board deems necessary or advantageous, such as, without limitation, a Parliamentarian, or one or more Assistant Secretaries, or Assistant Treasures. The duties of all such officers shall be defined by resolution of the Board and such officers shall serve at the pleasure of the Board. Each officer of the Club shall be a member, and no one (1) person shall hold more than one(1) office at the same time.

2. General Duties and Responsibilities of Officers. The officers of the Club shall have such powers and shall perform such duties as are set forth in these Bylaws, or as may be specified from time to time by the Board of Directors. Each officer shall have the duty to preserve and to transmit to his or her successor all records, documents and other papers received in the course of the Club's business.
3. Duties of the President. The President shall be the principal executive officer of the Club, and shall preside at all meetings of the members and of the Board of Directors at which he or she is present. The President shall also have and exercise general supervision over the affairs of the Club, and shall also have and perform such other duties as custom, parliamentary usage, or the Board may prescribe.
4. Duties of Vice President. The Vice President shall have the duty to discharge all of the duties of the President in the event of the President's death, absence, disability, or refusal to act, and when so acting shall act with all of the powers of and be subject to all the restrictions on the President. The Vice President shall also perform such other duties as may be assigned by the President or the Board of Directors.
5. Duties of the Secretary. The Secretary of the Club shall have the following powers and duties: to keep the minutes for the meetings of the members and the Board of Directors; to see that all notices are duly given, in accordance with these Bylaws or as required by law; to be custodian of the Club's records and the seal of the Corporation; to see that the seal of the Corporation is affixed to all documents duly authorized for execution under seal on behalf of the Club; to keep a register of the post office address or email of each member whose address shall be furnished to the Secretary by the member; and to perform all duties incidental to the office of Secretary and such other duties as may be assigned to the Secretary by the President or the Board of Directors.
6. Duties of the Treasurer. The Treasurer of the Club shall have the following powers and duties: to be custodian and take charge of and be responsible for all funds and property of the Club; to receive and give receipts for money due and paid to the Club from any source whatsoever; to deposit all such monies paid to the Club in the name of the Club in such banks, trust companies or other depositories as shall be selected in accordance with these Bylaws; to perform all the duties incidental to the office of treasurer and such other duties as may be assigned to the Treasurer by the President or the Board of Directors.
7. Removal. Any officer may be removed by the Board of Directors whenever in its judgment the best interests of the Club would be served thereby. In the case of any such removal the Board of Directors shall elect a member to fill the remaining term of the removed officer, except where

the President is removed, in which case the Vice President shall become President, and the Board shall elect a new Vice President.

#### **ARTICLE VI - ELECTION OF DIRECTORS AND OFFICERS**

1. Procedure. Directors and Officers of the Corporation shall be elected by the members of the Corporation as follows:
  - (A) No later than (60) sixty days prior to the annual meeting of each year, the President shall appoint a Nominating and Elections Committee composed of seven (7) members no more than two (2) of whom shall be then members of the Board or Officers.
  - (B) The Nominating and Elections Committee shall meet as necessary and shall prepare a list nominating one member for each of the four (4) offices of the Club and one member for each of the three (3) at large Directorships, said list to constitute the Committee's report and the names set forth therein, without further motion, shall be nomination for the respective positions set forth.
  - (C) At the fourth quarterly meeting of the members, the Nominating and Elections Committee shall present its list of nominations to the members. Thereafter, any member may place in nomination for any office or directorship the name of any other member in good standing, provided that said nominee has consented to his or her nomination.
  - (D) All nominees for Director or Officer, whether nominated by the Nominating and Elections committee or from the floor, must be a member in good standing at the time of their nomination, and must have been a member in good standing for the entire year prior to the year in which they will serve if elected. Nominees for President and Vice President must have served as a Director or Officer for at least one (1) term prior to the year in which they will serve if elected.
2. Vacancies. Any vacancy occurring during the year in the Officers or Directors of the Club shall be filled by election of the Board of Directors, provided that in the event a vacancy occurs in the Presidency, the Vice President shall automatically become President and the Board shall elect a new Vice President. An Officer or Director appointed to fill a vacancy shall serve for the unexpired term of the person replaced.

#### **ARTICLE VII – COMMITTEES**

1. Standing Committees. The Club shall have a Nominating and Elections Committee and such other Standing committees as the Board of Directors may direct. The President shall appoint a member to be the chairperson of each Standing committee, such chairperson to appoint such other members to serve on the committee as the chairperson deems appropriate, provided that, the Nominating and Elections Committee shall have not less than seven (7) members, including the chairperson, no more than two (2) of whom may be Directors or Officers of the Corporation.
2. President as Ex Officio Member of Standing Committees. The President shall be an ex officio member of every Standing Committee, excepting solely the Nominating and Elections

Committee. The President may delegate the duty to serve ex officio on any Standing Committee to the Vice President.

3. Special Committees. From time to time, the President shall appoint such other ad hoc Special Committees, as may be necessary or desirable, and shall determine the composition and purposes of such Committees.

#### **ARTICLE VIII - FUNDS, EXPENDITURES, CONTRACTS AND CORPORATE MANAGEMENT**

1. Fiscal Year. The fiscal year of the Club shall be the calendar year beginning as 12:01a.m. on January 1 of each year and ending at midnight on December 31 of the same year or another 12 month period as appropriate.
2. Income. The Club's operating funds shall be raised by annual member's dues as fixed from time to time by the Board of Directors, voluntary contributions and gifts and such income as may come to the Club through the collective efforts of its members. No financial obligation of the Club may be incurred by any member or group of members, excepting solely upon the prior written authorization of the Board of Directors, provided that the President may authorize expenditures of one hundred and fifty dollars (\$150.00) or less.
3. Contracts. The Board of Directors may authorize, on such terms and conditions as the Board deem necessary, one or more officers or agent of the Club, in addition to any officers authorized by these Bylaws, to enter into any contract, or execute and deliver any instrument in the name of, and on behalf of the Club.
4. Disbursements. Disbursements of the Club's funds or property may be made only to further or facilitate the purposes and aims of the Club. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness made in the name of the Club shall be signed by the Treasurer, or Assistant Treasurer, and at least one (1) other officer of the Club as shall from time to time be determined by resolution of the Board of Directors. In the absence of any resolution, any such evidence of indebtedness shall be signed by the Treasurer, or an Assistant Treasurer, and countersigned by the President or the Vice President of the Club.
5. Deposits. All funds of the Club shall be deposited promptly following their receipt to the credit of the Club in such federally insured banks, trust companies, or other depositories as the Board of Directors may select.
6. Gifts. The Board of Directors, for and on behalf of the Club, may accept or decline to accept gifts, bequests or devised made to the Club. If accepted, such gifts shall be used only for Club purposes.
7. Books and Records. The Club shall maintain accurate and complete books and records of account and minutes of the proceedings of its members, its Board of Directors, and every committee having and exercising any authority of the Board, and shall keep at the Club's principal office a list of the names, addresses and anniversary dates of all members entitled to vote. Officers of the Club shall keep such book and records as are required for their office, shall make such books and records available to the Board of Directors upon request and shall turn them over to their successors in office when leaving the office they occupy. All official books and records of the Club may be inspected by any member, or his or her authorized agent or

attorney-in-fact, for any proper purpose upon prior written notice during regular business hours. All request to inspect the Club's books and records shall be made in writing and delivered to the Club's Secretary.

8. Verification of Financial Records., The Treasurer, or, if applicable, an Assistant Treasurer, shall make available to the Board of Directors, or its agent, all books and financial records of the Club for such periodic audits and verifications as the Board may determine. Whenever a Treasurer leaves his or her office, an audit committee, consisting of at least three (3) members who are not Directors or Officers of the Club appointed by the President from the general membership, shall perform an independent audit of the Club's financial books and records and file a written report of their findings with the Board.

#### **ARTICLE IX - WAIVER OF NOTICE**

Whenever any notice is required to be given to any member or Director of the Club under the provisions of these Bylaws, or under the provisions of the Corporation's Articles of Incorporation, or by operation of law, a waiver thereof in writing, signed by the person entitled to such notice, whether given before or after the time stated therein, shall be deemed equivalent to the giving of the required notice.

#### **ARTICLE X - AMENDMENTS**

The Club's Board of Directors may amend, rescind, repeal or alter these Bylaws, and adopt new Bylaws from time to time, provided, however, that no such amendment or addition shall be of any force and effect unless and until it is submitted to the members at their next regular meeting, or at a special meeting called for the express purpose of amending, rescinding, or repealing or altering the Club's Bylaws, and approved by a majority of those members present.

## **Chapter 7: Communications**

Club communications can help you grow and maintain your Club Membership. Below numerous ideas for different communication methods will be discussed. They may not all be useful for your club and you will need to tailor a plan that meets your Club's needs. We will cover Communications under the following topics. Flyers, Weekly Communication Notes, Newsletters, Electronic Distribution methods, Facebook Pages and Websites.

With the advent of the Internet and email many more relatively free communication methods exist. Since most members have email addresses, it is easy to provide routine electronic communications for your Club members.

### **Flyers**

Flyers are a great way to spread the word about your events. They can be distributed at a variety of local events, left in restaurants and clubs, put on community bulletin boards, and emailed to both your members and other Shag Clubs in the Association. Below are some points to remember to make the best use of your fliers.

1. Put the following information on each flyer (Required):

- Name of the event
- Date and time of the event
- Venue name
- Location of the event
- Cost of the event
- Name of sponsoring shag club
- Name, Phone number, email address, etc. to get more information
- Registration form or information
- Make sure to include information on how to obtain Hotel reservations (if applicable)

2. Put the following information on each flyer (Optional)

- Name of Association of Beach and Shag Club DJ's
- Name of Shag Workshop instructors
- Menus
- Free pour, BYOB, or cash bar information

- Agenda
  - A map or directions to the event
3. To make your flyer stand out Add some color or designs to the Flyer ...but make sure it is easy to read. There are many commercial applications that can help you with putting together flyers together like "Word", "Power Point" and "Publisher". If you want to get a little fancier there are also many online applications like "Canva" that will give you numerous graphical formats to choose from. It can really spice up your flyers.
  4. To have the flyer ready for inclusion in yours or other shag club's communications provide the Club with a pdf or jpeg file electronically. PDF files work for emails, but a JPEG file is needed of communication methods such as Facebook. Many Club's will share your flyer at their events or include in their own communications. A flyer is also great to have available for your own Communication locations such as Weekly Notes, Newsletters, Facebook pages, Websites, etc.
  5. If this flyer is to be used for guests other than your own Shag Club members, use the SOS Facebook page to advertise your event. Also have your event posted on the Shagdance Website.

#### **Weekly Email Communications**

A simple idea is to provide a weekly update for your club members that let them know what Shag activities are available for their enjoyment in the next few weeks. This allows you to keep Shag at the forefront of their everyday lives. This can include weekly dance opportunities, your upcoming parties, any special member items (get well, sympathy, etc) These updates can be sent to members and potential future members.

#### **Newsletters**

A newsletter can provide a longer-term outlook for your club. It is how you keep your members informed and interested in the club and its activities. Club's typically send out Newsletter anywhere from once a month to once a quarter. Newsletters typically include the following types of Items:

- Event recaps sometimes including photos
- Current Parties & Events
- Future Parties & Events,
- Committee opportunities for member involvement
- Shag lessons
- Board Member and committee chairs' contact information
- Membership and party application forms



- Members' birthdays and other significant personal announcements (get well, sympathy, etc)
- Other items of interest

The Editor needs to be someone with a commitment to do the job, writing talent, free time, organizing skills, and a computer.

- Spelling And Grammar: Double check it. This is what the shag world sees about your club.
- Keep it positive. The newsletter is your club's face to the world, both inside your Club and for potential new members.
- Solicit articles and ideas from the membership.
- Use humor and graphics to keep it light, entertaining, and motivating.
- Set a deadline for submissions that is workable for you.
- Make sure the month and year are on the newsletter (or months and year if you do it bi-monthly) or the quarter and year if you do it quarterly. The dates help determine what is "current".
- If your club has a website, be sure that it includes your newsletter in a visible place.
- Consider breaking up the space. Text going from side to side of a full sheet of paper is not inviting to read.
- Choose an easy-to-read font.
- Give kudos to your members for the work they do, competitions they enter (even if they do not place) and special occasions. It's the best way to encourage participation.

Recognize and appreciate your Association of Beach and Shag Club DJ's, dance instructors and the facility where you meet and dance.

- Include a calendar of events. Be sure to include SOS Events for your members. Also you can refer your members to the SOS website [www.shagdance.com](http://www.shagdance.com) and the SOS Facebook page which provides a lot of good information about Shag Club's and events.
- Some Club's sell ad space in their newsletters.
- Have someone other than yourself proof the newsletter prior to publishing. Don't count on your computer's spell-check to pick up all problems.

## **Electronic Methods Available for Communications**

There are several methods that can be used to send out Flyers, Weekly Communications and Newsletters.

- The first information that is needed is to obtain the email addresses of all your Club's members. You can also add any other people who may become members in the future. You can also add Other Club President's in your area or their communications chair who may share some of you information in their communications.
- The simplest way to distribute your communications is to have an individual from your club send the communications out using their individual email address. The drawback to this method is that the number of addresses on each email must be limited to about 20 people. There is also a higher level of bounce backs using this method. This method can become burdensome especially for larger Clubs
- Recently Email Applications have been developed to simplify the process of sending out communications. Some examples of these are "MailChimp" and "Constant Contact". These applications allow you to load in all of your email addresses once, develop your communications directly in the application or copy it into it and schedule the delivery of each bulk email. The application will also give you information on what percentage of your population that you are reaching and help you keep your email list current by letting you know if current emails are currently bouncing back. The cost of these applications are not expensive for the value they provide.

## **Facebook Pages**

Many Clubs now use Facebook Pages to get their communications out. A Facebook page can be set up at no cost to the club. The Club will need to set up one or more Administrators for the Facebook page. Typically, Club's post flyers for their events and photos from their events on the page. It does require someone dedicated to ensuring that information is posted routinely and any comments that are addressed if needed.

This provides a method for Club's to let others know what they do. It allows others to see the fun that we have in the Shag World and can bring new potential members to your doorstep.

## **Websites**

Many the Clubs in the Association also have websites. These sites provide a good location for information on your club and is accessible to anyone who chooses to search out information on your club. Websites require a substantial amount of work to develop, and they can be expensive. Over the years simpler applications have become available, like "WIX" so you may be able to get someone in your Club to be your webmaster. Some Club's pay a Webmaster when they do not have in house expertise.

If you decide to take this project on, it is recommended that you go to [www.Shagdance.com](http://www.Shagdance.com) and look at other Club's websites. They are listed on the Club information Page. Then go to those websites and see if there are a few that you like and think something similar would meet your needs. Then call the Club's webmaster and see if they would provide you with some guidance and recommendations on how to set up a website. There are also numerous tutorials on-line.

## **Chapter 8: Negotiating with Dance Venues**

One of the biggest problems facing many shag clubs is finding a good place to meet and dance. This section is designed to help give you some ideas on locating a facility. There are three options: Local Bars/Lounges or Restaurants, civic/fraternal facilities (like Shrine Clubs, VFW's, Moose Clubs, and American Legion) or Large Venues for Special Events.

### **Bars/Lounges or Restaurants**

The easiest choice for a venue is a local bar/lounge or restaurant that has a dance floor. I have seen some that don't have dance floors bring them in for shag groups and also known some Shag Club's that have helped a venue with the expense of a dance floor. Look for a place that is safe, with no bad neighborhoods or dark parking lots.

### **Civic/Fraternal Locations**

Civic/Fraternal organizations (like Shrine Clubs, VFW's, Moose Clubs, and American Legion) typically have locations that they will rent out to you for a very reasonable price. Talk to them and see what they have to offer. If there is nothing there, then consider building your own club house. If you can't do that, then meet every Saturday night at your club President's house. Soon, he will find you a place to meet!

### **Larger Venues for Special Events or Monthly/Quarterly Parties**

You may consider another venue that will support larger crowds for your special events, monthly or quarterly dances. If you are looking for larger venues, you may be able to find a rental location that supports weddings or you may be able to find a Hotel that can provide Ballroom Space. Again, in these venues you will need to be able to have access to a dance floor. These types of facilities are normally used to being governed using contracts. Make sure before you commit that you have someone who is used to dealing with contracts to ensure that you are getting what you need at a price that you can afford.

### **Tips that will help you secure a Venue:**

- If you find a place where your club would like to meet, you must show them that you will make money for the facility. This is the fun part. If you are looking at a place where the business is booming every night, you may have a big problem. You will have to work your way in slowly by taking whatever night they will offer. Normally mid-week times are easier to obtain for routine dance nights, take what you can get and work your way into a better night or time. Remember, this can only happen if you have a good turnout.
- Determine what the venue can provide for your event (A Cash Bar, In-house Food, and Music.) Whatever they provide make sure your members use it. Drink, drink, drink, and I don't mean water! Also order food at the venue if they provide it. If the venue doesn't make money, you will not be there long.
- Civic/ Fraternal Organizations are typically Charitable Organizations and can become part of your Club's Charitable causes. They also typically charge very minimal rent amounts and provide a cash bar.

- Offer to have someone teach shag lessons. This tends to increase attendance and can also increase your membership.
- Offer to pay for an Association of Beach and Shag Club DJ's to play your music or line up Association of Beach and Shag Club DJ's that are willing to play for tips. This is a plus because that will save the venue money right off the bat.
- Make sure you take care of the bartenders. Make them happy to see you. They have a lot to say about what happens in a venue!
- Learn never to be a snobby group in a venue. The regulars can make life miserable. But, if they like you, they can help you.
- Help your venue advertise their location in Club communications.
- Recognize that your club President may not be the best person to negotiate on behalf of your club. (There may be someone in your club who is good at this type of thing, or who knows the venue owner or manager. Remember every venue owner/manager is different and you have to approach them differently. Never demand anything from them and make a big fuss over anything they do for you. You can run into a wall with any venue. If that happens, look for another.

### **Get Ready for Change**

It is not unusual for a venue to no longer be available for your use, so get used to repeating the process.

## **Chapter 9: How to plan a Dance or Special Event**

Many years ago, there were only a few large shag parties, and they were scattered throughout the year. Now there are about 90 shag clubs, and there are usually several parties to choose from every weekend. The SOS website, [www.shagdance.com](http://www.shagdance.com) gives everyone the opportunity to find out about most of these parties. This also means that potential guests have choices. It is up to the host club to make their party appealing if they expect to attract attendees or new members. Some of the older, and more successful parties have continued to prosper due to hard work, planning, and good advertising. Whether you are hosting a one night, a four-hour party, or a full weekend event, here are some things that might help you when planning or hosting your own parties.

### **1. Weekly Dance Opportunities**

Weekly dance opportunities are easy to plan. They typically consist of a 3 -4 hour open dance event. Many weekly dance venues offer food and beverage for purchase. If your venue does not offer food, your Shag Club will need to decide if they want to have food. (Some Club's provide the meat and have their members bring sides while other Club's recommend that their members bring table snacks and some dance without having food at the event.)

If your venue does not have a DJ or Band, then the Club will need to decide how they are going to get DJ's or Bands. (Options for DJ's and Bands include: the Venue paying for a DJ/Band, the Shag Club paying for a DJ/Band or the Shag Club lining up DJ's who are willing to play for tips. If the latter option is used the Shag Club must encourage their members to tip the DJ.)

The Shag Club then needs to decide what fundraising options they wish to use: 1) let dues pay for the event, 2) collect a cover charge or party fee for entrance, 3) 50/50 raffles or 4) Member Raffle to encourage attendance.

### **2. Monthly/Quarterly/Special Events – 1 Day Duration**

These events are normally a bit more special than the weekly dance opportunities but follow the same guidelines as the weekly dance opportunities. These events are great places for more of your members to gather. Normally it may require a larger venue to host these events. Sometimes clubs use the same fundraising options that work for weekly dance opportunities or add other options like Silent or Chinese Auctions, Beverage Wagons for Raffle, Laptops or TV's to raffle. Make sure that the fundraising ideas that you use are sized to the level of attendance that you expect. In other words, make sure that the money you spend for your raffle item will not be greater than the amount of money that you expect to raise.

### **3. Weekend Parties – 2-3 Day Events**

Weekend Parties are normally done as fundraisers for a Shag Club. These parties typically have much larger attendance and invite members of other Shag Clubs to attend. These parties require the most planning. First put a structure together for the event that you want to have. Dance Periods, Hospitality Periods, Shag & Line Dance Lessons, Pool Parties etc. Once you have an overall structure, then start making decisions on whether you want Association of Beach and Shag Club DJ's

or Bands or a mix of the two for the event. To give you some ideas of how other clubs have done these types of events, Go to the Shagdance website and look for weekend parties. You can normally access a flyer for these events and get some good ideas. Also, consider going to several weekend events to get an idea of what works.

### **Planning your Event**

Once you have a pretty good idea of the structure of the event you want to have, then there are numerous things that you need to consider.

- How many people are you planning to have at the event? Do you plan to have out of town Shaggers?
- Consider the size of your club. Can you get enough volunteer support to accomplish the event that you have planned. It takes more volunteers than you would initially anticipate. Volunteer positions that you will need to cover include: Venue Management, Accommodations Management, Registration and Event Check-in, Decorations, Food & Beverage Service, 50/50 Sales, Auction Sales, and other special activities included in the Weekend. Typically, a Weekend Party needs 40 – 100 volunteers working 1 or more hours during the event. If you do not think that your Club can't support it alone, consider doing the event with a sister Club in your area.
- Scheduling your party is also very important. Look at what other activities and events are held around the time you want to have your party. Try to avoid other major shag club parties, and anything that may be held in your local area at the same time. If you plan to make this an annual event, keep in mind the dates of other yearly parties. You can't always avoid every event, but you can make smart choices that will help you draw a bigger crowd.
- Venue Choice – There are two general types of Venues for Weekend Parties. Ones that Offer Park and Party options and those that offer a Venue with offsite lodging.
  - **“Park & Party” Options for Weekend Parties** – This would require you to select a hotel that has adequate ballroom and lodging space to support your event. You will need to find a hotel that will work to suit your needs for food, drinks, and other items. See if they will allow you to bring your own beverages and food into some areas of the hotel for a hospitality room. (This normally is much less expensive than using the Hotel's Food and beverages for all parts of the event.) Make sure they have a sufficient number of rooms available for your use. See if you can get a free breakfast meal included in the room rate. This will help you provide value to your guests. Work hard to define everything you need in the contract before you commit to the hotel. Once the contract is signed you have very little leverage. Start with general discussions with the venue, but do not sign the contract yet!!!!!!
  - **Venue with off-site lodging for Weekend Parties** – Some parties are held at large Venues and then transportation is provided to and from the lodging facilities. Again, it is important to work out the details of the contracts with

both the Venue and the Lodging location before you commit. It is typically a better deal if you can concentrate your lodging to one facility so you can get discounts on the lodging rates for your event. If you must use more than one lodging location, ensure that you list them in your order of priority and make it clear if there is a "party headquarters" on your flyer.

- Regardless of the location you select, try to ensure there is plenty of dance floor space, and sufficient fresh air, heating or air conditioning.

With so many parties, there is competition for guests. Your Association of Beach and Shag Club DJ's selection can be the determining factor of whether people come to your event. Consider the geographic area and the shag clubs that you hope to gain participation from and then evaluate the ability of different DJ's to attract and satisfy the musical taste of that group. Typically, clubs use their Club DJ's for a portion of the party but they make sure that they have some well know DJ's or Bands during "prime time".

Association of Beach and Shag Club DJ's will be much cheaper and may offer more songs at speeds suitable for dancing. You must decide whether a Association of Beach and Shag Club DJ's or a band is more suitable for the crowd you want to attract to your event.

- Dance Lessons are a typical event to have at your weekend party. Many include both a Shag Workshop and Line Dance Lessons. There are numerous Pro Instructors that you can get to teach the workshops.
- Consider whether you want to get some Juniors to Dance for Dollars so you can support our Junior organizations.
- Setting the Budget for the Event – Once you have a concept of the party, then you need to set a rough budget and decide what your ticket price should be. Make sure to give this proper attention to make sure that you have adequate funds to cover your event. Also, look to see what other similar parties are charging within the Association. You should be able to keep your price similar to other events.
- Now it is time to start detailed negotiations with your venue and lodging locations. These two steps (Budget/Ticket Price and Negotiations with the venues will be iterative.) Only when you get a completed contract should you set your final ticket price.
- You can choose two options to start negotiations with venues. You can handle them yourself if you have someone in your club who is familiar with contracts or you can contact your convention and Visitors Bureau and or your Chamber of Commerce and see if they will help. When you contact them, ask for the director of sales for Groups and Meetings and tell that person you need assistance in bidding for an Weekend Party. Tell them how many people will be attending, food and beverage needs Dance floor space, meeting space, etc. In some areas, this group will take your requirements and send them to area hotels. These hotels will have the option of bid for your business.

- After choosing the best possible site, sit down with the Hotel/Venue representative and talk about every single contract item that you can think of at the time. The following are some areas to address when negotiating your contract.

#### **For Hotels used for a Park & Party**

1. Guest room rates can be negotiated. The number of guest rooms is generally determined by each separate night of the event, i.e. normally there will be more attendees on Friday and Saturday than on Thursday.
2. Based on the number of paid room nights, your club will receive concessions such as complimentary room nights which you may use for DJ's, dance instructors or any others of your choosing.
3. Learn what the consequences are if you club fails to meet any portion of performance of the contract, or if the event has to be cancelled. Club's along the East Coast must be concerned about hurricanes. Have a clause that neither party will be held responsible for circumstances beyond their control.
4. Decide how much space is needed for all the various functions you plan, such as meetings, Dance Spaces, Dance Workshops, vendors, hospitality, pool parties, etc.
5. The hotel almost without exception will require a minimum food and beverage revenue. The hotel will give you a menu in which the prices may look exorbitant. Give them a price your budget will allow, say for a buffet dinner and tell them to come back with some options that will fit in your budget.
6. For hotels with a restaurant, they will sometimes balk at bringing in food and beverages for a hospitality room. Be upfront. Tell them it's a deal breaker, that this issue is important and necessary to the success of your event. Determine if the facility can provide ice for your hospitality space or if you will need to bring it in.
7. Check to see if they have parking fees and if so, see if they can be negotiated.
8. Dance floor: compare the cost and quality of a dance floor provided by the hotel to one rented from an outside dance floor vendor.
9. Security is often provided by the hotel, but some do require it to be provided by local law enforcement and that can be an additional cost that you may not have included in your budget.

#### **For Separate Venue & Hotel Events**

1. Make sure that hotel or the separate venue can provide space for any necessary meetings.
2. Set up a Company to handle Shuttles to and from your hotel and Party Venue.



3. Check with your venue to ensure that they can provide all needed equipment like tables, chairs, communications equipment (unless provide by the DJ or Bands.) etc.
  4. Make security arrangements.
  5. Decide if you will do your own bar or secure a Bar Service. If you will be charging for bar service, make sure that you obtain the proper licenses. Determine what you will pay bartenders and what hours you will run the bar.
  6. Determine how you will provide food for the event. Catered or member provided. Determine if the venue requires you to use a particular caterer.
  7. Determine if the facility can provide ice or if you will need to bring it in.
  8. Determine if you will need to provide a dance floor or if the venue has an adequate wooden floor.
- Good planning can help ensure a successful event, while also ensuring that your ticket price is attractive to party goers. Make sure you provide a value for their money.

### **Implementing Your Plan**

Now that you have a Plan it is time to get it moving down the road to success.

- Advertise your event Early and Often. Use the information in Chapter 6 to develop a flyer for your event. Be sure to keep it up to date, for example if you run out of space at your host hotel then update the flyer with other options close by. Use communications methods like your Club's Weekly Communications, Newsletters, Facebook Page and Website. If you are planning to have out of town shaggers attend, then it is time to start working on communicating your event on the Shagdance Website and the SOS Facebook page to advertise your event. The Carefree times can also be used to advertise your event.
- Consider emailing your flyer to your local sister Club's or better yet to all the Club Presidents in the ACSC. Try to ensure that you send your flyers out in several formats, pdf and jpeg. Different formats are required to be sent in email communications versus an online post like Facebook. Typically, it will take repeated efforts to sell your event. Sometimes a personalized message to a club will help and also offer them a table at your event if they can bring a whole table of guests.
- Some Club's post their flyers on their website and include the ability to buy the seats online. This can help highlight your event and make it easy to sign up.
- If you have a radio station that plays beach and shag music, see if you can get some free publicity for your event. Don't forget to mention that your club is a non-profit group. If your event helps raise funds for charity, local media (newspapers, radio and TV) may be willing to offer free publicity. Take advantage of all opportunities.

## **Set up your Committees and Volunteers**

Get your committees defined and moving early.

- Depending on the size of the event, and what is included, you may need to establish various committees. Here is a listing of some you may want to create:
  - Bar - Handles all beverages, and obtains permits as needed
  - Clean-up - Handles clean up during the event (emptying trash, cleaning up spills, etc.) unless this is covered by your venue.
  - Decorations - Handles decorations, signs, posters, etc. Many times a decorations theme can add interest for your event.
  - DJ's And Music - Picks and schedules Association of Beach and Shag Club DJ's, bands, etc.
  - Entertainment - Handles any entertainment you may include
  - Flyers - Designs the flyer, and helps with distribution (other clubs, past guests, etc.)
  - Food - Handles food plans, caterers, etc. If you have more than one meal, you may want to break this down into each individual meal.
  - Hospitality – Coordinates your Hospitality events.
  - Photography - Takes photos of members and guests for your newsletter, Facebook and website.
  - Fundraising – This can be broken into sub-committees such as Auction Set up and Sales, 50/50 Sales, Raffle sales (i.e. liquor wagons, Lap tops, TV's), Shirt Sales, etc.
  - Registration – Handles Door Check in (may or may not include pre-registrations)
  - Setup and Tear Down - Ensures tables, chairs, dance floor, DJ booth, raffle, etc. are all in the right place prior to the event (Some venues will provide the labor for this activity) then takes care of removing all Club items after the event.
  - Vendor – Consider whether you want to include vendors. If so this group would line up vendors for the event and manage the vendor locations and set up and break down. This normally adds a little excitement to the event if a guest can buy Shag Shoes or go home with some special jewelry. Make sure you charge a vendor fee to cover the cost of having them at the event.

- Venue & Accommodations Management - Deals with the hotels, negotiates room rates, etc.

After you decide what committees you need, appoint committee chairperson. It is ok to have more than one person chair a committee, especially if your event lasts more than one day. This allows the chairs to "rotate" times of being responsible. Remember, you need good people to lead your committees. Otherwise, the entire effort may turn out to be less than adequate. Some large parties have detailed work assignments for each committee. You can make a listing showing the committee, and the things that must be done by each group before, during, and after the event is over. Be sure to ask and encourage chairperson to provide input to your listing as soon as possible after the event is over (while it is still fresh in their minds).

### **Event Chair**

It is important to have an overall Event Chair who can make decisions based on unexpected issues and problems. There will be some unexpected issues or problems that arise during your party. Expect that this will happen and do your best to handle whatever comes up. It's not really the problems that you have to worry about. It is how you respond to them. Make sure your club members know who to go to for various issues or decisions. This cuts down on the response time.

Let the Event Chair decide what authority each committee chairperson has. As examples, can a person working registration let a walk-in person pay and come into the party or are no walk ins allowed. Who can ask an unruly guest to leave the event? Who is allowed to tell the DJ to turn down the music? If there is a disagreement between chairpersons, let your Event Chair handle the issue.

### **Volunteers**

After you have a chairperson assigned, work on the membership support. Typically, members are willing to work an hour or two. It is helpful to keep a listing of all volunteer work slots by time slots, so the different chairpersons know who is already lined up to work. Try to spread the workload out so you don't overwork a few members. The listing of the volunteer work slots is also useful to be used at weekly dance locations to gain your volunteer work force for the event. But make sure that the Chairperson is comfortable with each volunteer. The list can also be used during the event to let your volunteer know who will be relieving them when they are finished.

One of the toughest jobs to get people to do is cleanup after the event is over. Make sure you have a committee for this. Or, if it is an alternative, consider paying the facility or some outside business to do the cleanup.

Finally, your members must have the attitude that they are putting on the event for the benefit of the guests, not for themselves. They should feel that it is their obligation to the club to work at the event, and to make sure your guests have a good time. Of course, you do want your own members to have fun.

### **Venue Set-Up**

Arrange your venue, to have open and easy access to popular spots (the bar, restrooms, etc.), and plenty of dance floor space. People don't like to feel crowded, so watch the spacing of tables and chairs. Leave room to walk between them, even when people are "spreading out" and getting comfortable.

If you have a facility that you use regularly, particularly for yearly events, it may help to take measurements and draw a map of the building showing where key items are, distances between tables, etc. Keep this for future reference.

Most people our age will want a chair where they can sit between dances. In general, people use tables as a place to put their drinks and personal items.

### **DJ Input**

Get input from your DJ Coordinator if there are options of where to put the dance floor or the DJ booth. Sound quality is important and can be very bad if the DJ has to set up in an unfavorable area. If you have options of where to put your bar or food areas, try to put them out of the way of normal traffic or dance areas. You may find it good to split up where you put the DJ booth, bar, etc. because it helps keep the crowd dispersed around the Venue rather than having everyone standing around in one spot.

### **Lighting**

Lighting will never be right for everyone, no matter what level you choose. Someone will always think it is too light or too dark. Pick a level you like and go with it. You can always turn on additional lights when announcing raffle ticket winners, etc.

### **Shuttles And Transportation (if it is not a Park and Party)**

With the emphasis and concern over drinking and driving, it is almost certain that you will have to provide transportation to and from your event if your party is not held in a hotel. The quality of your shuttles can make or break your party. Two of the most important things to keep in mind are the number of vehicles, and the size of the vehicles. Most people don't mind waiting for a vehicle if they are running continuously, and they are big enough to handle the crowd. But show up with an eight-passenger vehicle when 20 or 25 are waiting, and they don't come back for another 15 minutes or so and you have already upset your guests before the party even starts. Shuttles can be expensive but having more than enough service is well worth the money. Be sure to post shuttle schedules, drop off locations, etc. at the hotels and the party location.

### **Giveaways**

If you decide to give away free items to everyone who attends (keychains, koozies, fans, cups, etc.) consider getting your logo put on it to advertise your club. You may want to consider asking local businesses for items or try to get a sponsor. The Chamber of Commerce or local Tourism Council may be helpful, too. If you do get items or a sponsor, be sure to acknowledge the donation. The easiest way is to post a sign at your event. Also, send a letter of thanks, if the donation is significant.

## **Items For Sale**

If you decide to have one or more items for sale at your event, remember that most guests are bombarded with these types of things at every event. If you buy shirts, koozies or other items to sell, order less than you think you can sell. You are better off having some people wanting more, than being stuck with a box full of extras (and a big bill to pay). It may also help to have more "generic" items, rather than items specific to your club. As an example, you might buy a koozie that says "shag" on the side of it, but might not buy one with some other shag club's name on it! This is especially important if you have more guests than your own club members at your party.

## **Raffles (50/50, Silent Auctions, Chinese Auctions)**

Raffle items can be a great source of income, if handled correctly. If you give away cash, great. Everyone likes a 50/50, and the income is pure profit. Plus, you don't have to worry about your raffle income exceeding the cost of the prizes. If you give away items, we suggest no more than two or three. Remember, any time you are raffling off items, the party is STOPPED. Any break in the action is bad and stops the "flow" of the event. Some of the worst breakdowns ever witnessed at parties took place when a lot of items were given away (most worth \$20 or less) and it took forever.

One way to avoid this is to use a Chinese Auction. In this type of Auction, you sell 25 tickets for a certain dollar amount. Then at a specified time you draw the winners. You can then put the winning numbers on a poster board and let your guests come by to see if they have won. That way there is no interruption to the DJ and dance floor.

Don't spoil an otherwise great event by boring people with a long drawing. Remember, there will be people waiting who didn't buy any raffle tickets, too. They will be even more anxious for the music to start back up. If you absolutely must give away a lot of things (donations or whatever), consider using them as "door prizes" and post ticket numbers where people can check to see if they have won anything.

## **Welcome Your Guests**

Talk to all of your volunteers and members and remind them to welcome your out of town guests. Make them feel at home and they will want to return to your event in the future.

## **Record Keeping**

One of the most important things you can do is keep detailed and accurate records. No detail is too small to record. Keep a manual about your biggest events, and have committee chairs and others provide input. The little things you learn will make you better next time... if you remember them and address them at future events.

We've already mentioned keeping a manual to describe the duties of each committee. This can be detailed. You can also keep other types of records. Some clubs can tell you everything about past events: how many people attended, how much food was ordered, what type of beverages were needed for the hospitality bar, how much profit was made, what was spent on each item in the budget, how many tickets were sold for 50/50. No detail is too small to write down. We

can't stress enough. It will make planning the next event so much easier. It is very productive to have a discussion with each committee before and after your party.

### **Don't Loose Heart**

I know that putting on a weekend party is a lot of work but accomplishing one can be a great fundraiser for your club and give you a lot of pride that you managed a successful Weekend Party. Obviously, you don't have to include all the items that were discussed above and many of the items such as having a manual would not be expected for the first time you host an event but would make it easier to accomplish if you chose to continue to host events in the future.

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## **Chapter 10: How to plan an ACSC Workshop (Refer to Chapter 8)**

### **Considerations**

- Provide lunch for the Board of Advisors attendees.
- Provide adequate space for the Board of Advisors meeting.
- Provide adequate Party and Dance Floor space.
- Provide meeting space for SOS/ ACSC Board Meeting.

### **Meeting Food Expenses**

The ACSC will reimburse up to \$25.00 per meeting attendee, with a maximum of three representatives per club. Invoice is required. (A.C.S.C. Workshop Reimbursement Form found in the Attachments section)

### **Selection of Hosts**

Full Member shag clubs are encouraged to announce their intention to bid on the upcoming Summer Workshop early in the year, preferably at the Mid-Winter Workshop Meeting in January in North Myrtle Beach. Actual presentations and voting will occur at the Summer Workshop or Fall SOS meeting. Generally, each club's presentation should be no more than 10 to 15 minutes in length. After presentations, the Board of Advisors (Member Clubs) will vote and award the bids. Summer Workshop cannot be combined with an annual event or party of the hosting club, unless hotel accommodations are approved by the A.C.S.C. Executive Board.

### **Required Weekend Date:**

The Summer Workshop occurs on the 2nd Full Weekend in July each year. The Board of Advisors voted these specific weekends at the 1992 Summer Workshop Meeting. They were reaffirmed in 1998 and updated in 2016.

### **Bid Presentations:**

Bid Presentations should run no more than 10 to 15 minutes per presenting club and as a minimum should cover.

**Accommodations:** Describe Hotel/Motel accommodations and have a hotel room rate.

**Venue Description:** Describe capacity of meeting room, party room, and dance floor space/ballroom space at the Party Venue.

**Party Ticket Price:** Describe what a participant will get for their money (i.e. food, adult beverages, dance instruction, entertainment, hospitality, etc.)

Ensure that when you are negotiating your initial contract with your venue that you make the contract contingent on your Club winning the bid for the Workshop.

### **Sponsoring Club is expected to:**

**Contact the ACSC/SOS Board:** The ACSC/SOS Board will need to reserve numerous hotel rooms at your event. Ensure that you communicate with the ACSC Chairman and Treasurer to determine their needs. Also ensure that you understand the amount of meeting space and the meeting times that these spaces need to be provided.

**Board of Advisors Meeting Lunch:** The sponsor club should provide Coffee for the Board of Advisors meeting on Saturday morning. The sponsor club shall also provide lunch for the Board of Advisors meeting attendees. The ACSC will reimburse \$25 to the Sponsor Club for up to 3 attendees from each ACSC Full Member club. (Typically 220 – 300 lunches)

**Provide adequate Meeting Space:** There are 3 major event spaces required: A smaller location for ACSC/SOS Meeting (approximately 15 people), The Board of Advisors meeting (approximately 220 – 300 people) and your Party Space for Dancing, Hospitality, etc.

### **Sponsoring Club Should:**

- Check with the ACSC Chairman to establish meeting time; Saturday at 10:00 A. M.
- Distribute registration flyer to all ACSC member clubs well in advance of the scheduled meeting date. These can be distributed at a prior ACSC meeting and should be emailed to each individual club. Also please post on the SOS Facebook page and the Shagdance website.
- Use the criteria in Chapter 6 to develop your flyer for the event.
- Request all clubs to notify you of the number of attendees from their club and to register each of those individuals in advance.
- The host club shall give a progress report to the ACSC Chairman every 3 to 4 months and apprise the Chairman of any issues in the planning of the workshop.
- Summer Workshop **cannot** be combined with an annual event or party of the hosting club, unless hotel accommodations are approved by the A.C.S.C. Executive Board.

### **Sponsor Club Reporting Requirements to the ACSC Board:**

1. The Sponsor Club will provide to the ACSC Board an Expense reimbursement Form, found in the Attachment Section of this manual. Prepare an invoice for the ACSC. The form includes space to provide the following information: Sponsor Club Name, Workshop date, Workshop location, number of people eating lunch, cost per person, and the total amount to be reimbursed.



2. The ACSC will reimburse the SPONSOR CLUB \$25.00 per participant for up to 3 attendees per club for the meeting luncheon.
3. ACSC shag clubs hosting the Summer Workshop are allowed to advertise the workshop in the two issues of the Carefree Times prior to the workshop at no cost. The hosting club gets 1/4 page ad in the Fall Migration and the Winter Carefree Times. The hosting club can opt to combine its two (2) free 1/4 page ads for a one(1) time ad of 1/2 page in the Fall Migration issue or Winter issue. If this option is exercised, all other advertising will be at regular ACSC shag club advertising rates.

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## **Chapter 11: Shag Club Business Models**

There appears to be two different basic business models that are used by Club's in the Association.

### **Pay as You Go Model**

The Clubs using this model typically have fairly low membership fees (\$20 – 35) which are used primarily to cover mostly administrative costs. Then they tend to charge for each weekly dance. Most Club's give a discount to their members for these weekly dances. The cost for the weekly dances range from \$5 - \$8 for members and \$10 - \$11 for non-members. Some of these Club's also have a few larger parties which tend to include food and either beverages or access to a cash bar at the venue. Typically, fees are \$25 - \$50 for one day parties according on what is provided to the members for these parties.

### **Larger Membership Fee Models**

The Clubs using this model typically have higher membership fees (\$40 - \$60) which are used to cover a number of larger parties. The larger parties typically include food and either beverages or have a cash bar at the facility. Most of these Club's tend to be larger clubs which also have a number of fundraiser type events that can help offset major party cost. Some of these clubs also charge entrance to their weekly events, and some don't charge, but ask attendees to tip the DJ.

Some of the larger Clubs have major 1 day parties that range in cost from \$50 - \$60. Some also sponsor Weekend Parties that range in cost from \$75 - \$150. Some of these Parties provide much more food, beverages and entertainment for their events. The best way to get an understanding of these types of parties is to go to the Club Party Page on the shagdance website and look at the summary of the write ups or look at the Flyers that are available in that location.

## **Chapter 12: Minimizing Financial Issues (Incorporation, Financial Records, Insurance)**

One of the challenges for Shag Clubs are to minimize the financial issues for their club. We will discuss 3 primary methods to reduce the financial issues for a club.

### **Incorporation**

A Shag Club can reduce their financial risks by becoming incorporated as a non-profit. Typically most Shag Clubs become either a 501 (c) (7) or a 501 (c) (3)

#### **Benefits of Non- Profit Incorporation**

Incorporating a nonprofit organization offers several key benefits, primarily centered around limited liability, enhanced fundraising, and legal recognition. Incorporation creates a separate legal entity, shielding individuals involved (founders, board members, etc.) from personal liability for the organization's debts and legal issues. It also makes the organization eligible for tax-exempt status, which can attract more donors and grants.

#### **How to become 501(c)(7)**

To become a 501(c)(7) social club, an organization must meet the following requirements and complete the application process:

##### **1. Meet the Requirements:**

- **Primary Purpose:** The club's activities must primarily serve the pleasure and recreation of its members, not the general public.
- **Membership-Based:** The club must have a defined and limited membership, primarily supported by membership fees, dues, and assessments.
- **Opportunities for Socialization:** The club should provide opportunities for members to interact and fellowship with each other.
- **No Private Benefit:** No part of the club's net earnings can benefit any private individual.
- **Non-Discrimination:** The club's written policies cannot discriminate based on race, color, or religion.
- **Income Limitations:** The club must be primarily supported by membership fees and dues. A limited amount of income from non-member sources and investment income is permitted, but exceeding certain thresholds can jeopardize the tax-exempt status. A 501(c)(7) may receive up to 35% of its gross receipts from non-member sources, including investment income. Within that 35%, no more than 15% can be from non-member use of facilities or services.

## **2. Follow the Application Process:**

- **Confirm Eligibility:** Review the IRS guidelines for 501(c)(7) social clubs to ensure your organization qualifies.
- **Establish Membership and Governance:**
  - Secure a membership base.
  - Organize a board of directors.
  - Draft articles of incorporation and bylaws that align with IRS regulations and state laws.
- **Obtain an Employer Identification Number (EIN):** Apply for an EIN for your organization through the IRS website.
- **Open a Bank Account:** Set up a separate bank account for your social club's finances.
- **File IRS Form 1024:** This is the application for recognition of exemption under Section 501(a).
  - You can file this form electronically through [Pay.gov](https://www.pay.gov).
  - Gather all necessary information and documents before starting the application, such as your EIN, officer/director information, financial statements, articles of incorporation, and bylaws.
- **Ongoing Compliance:** File annual Form 990 returns to ensure ongoing compliance.

### **Important Notes:**

- **Professional Assistance:** The Form 1024 application can be lengthy and complex. Consider seeking help from a legal expert or experienced professional if needed.
- **State Requirements:** Check for any state or city-specific requirements for social clubs.
- **Tax Implications:** Be aware that donations to 501(c)(7) organizations are generally not tax-deductible. Also, be mindful of unrelated business income, which may be subject to taxation.

## **How to become a 501(c)(3)**

501(c)(3) nonprofit is a type of organization that has been recognized by the Internal Revenue Service (IRS) as exempt from federal income tax. This designation is reserved for organizations that operate exclusively for specific purposes, including religious, charitable, scientific, educational, and other specified purposes.

### **Key characteristics of 501(c)(3) nonprofits:**

- Exempt purpose: Organizations must operate for one or more of the exempt purposes specified by the IRS, such as providing relief for the poor, advancing religion or education, or combating community deterioration.
- Non-profit operation: No part of the organization's earnings can benefit private shareholders or individuals.
- Asset dedication: Assets must be permanently dedicated to a charitable purpose.
- Limited political activity: 501(c)(3) organizations face restrictions on political campaigning and lobbying activities.
- Transparency: These organizations must file detailed financial information through IRS Form 990, which is publicly available.

### **Benefits of 501(c)(3) status:**

- Tax exemption: Exemption from federal income tax and, in some cases, state taxes.
- Tax-deductible donations: Donations to these organizations are tax-deductible for donors.
- Access to funding: Eligibility for grants from public and private foundations.
- Enhanced credibility: Public recognition of tax-exempt status can increase trust and facilitate fundraising.
- Limited liability: Generally, directors are not personally liable for corporate debts.

### **How to obtain 501(c)(3) status:**

- Establish a nonprofit corporation: This typically involves obtaining an Employer Identification Number (EIN) and filing articles of incorporation with the state.
- Form a board of directors: A governing body responsible for oversight and decision-making.
- Draft bylaws: Internal rules for the organization's operation.
- Apply for 501(c)(3) status: File either Form 1023 or Form 1023-EZ with the IRS.
- Maintain compliance: Ongoing recordkeeping and annual filings are necessary to maintain the status.

Note: The process of obtaining 501(c)(3) status can be complex. Seeking assistance from a tax professional is recommended.

### **Registering with your State**

Once the club is Incorporated you must also file with their state as a non-profit. Each States process is different. A web search can provide you with information you need to complete this process.

### **Financial Records (Accounting)**

It is important to keep clear and complete financial records. These records are needed to help you file your tax forms at the end of the year and to provide transparency to your members. Smaller club's may choose to set up a simple excel file to capture the income and expenses for the club. For larger clubs it may make sense to use accounting software such as Money Minder, Quick Books, Intuit, etc. It really helps to have a good handle on both your income and your expenses so you can determine if there is a way to reduce costs or increase income.

These records also provide the information that you need to file a 990 tax form.

### **Insurance**

Nonprofit organizations need a variety of insurance coverages to protect against potential risks. Essential policies include general liability, property insurance, and directors and officers (D&O) liability insurance. This type of insurance can be obtained by an Independent Insurance Agency in your area.

Here's a breakdown of the key insurance types:

- **General Liability:**

This is a fundamental policy that protects against claims of bodily injury and property damage arising from the nonprofit's operations. For example, it would cover a visitor who slips and falls at a fundraising event. Make sure that your general liability coverage has a specific Liquor liability clause if your club provides any alcoholic beverages. Ensure that this insurance lists all the events that you sponsor.

- **Property Insurance:**

This covers damage or loss to the nonprofit's physical assets, such as Dance Floors, Trailers, decorations, etc. due to events like fire, theft, or natural disasters.

- **Directors and Officers (D&O) Liability**

This policy protects the personal assets of board members and officers from lawsuits related to their decisions and actions made in their official capacity.

## **Chapter 13: Fundraising Ideas**

There are many ideas that are used by different Clubs in the Association to raise funds for their club. The most common are raffles which includes: 50/50 split pots and Raffles for merchandise. The Raffles for merchandise can be handled as:

- Silent Auctions are used to sell multiple items. This method requires a substantial amount of management since dollar bids are placed on each item and then to close out the auction someone must collect the bid amount prior to distributing the items.
- Chinese Auctions are used to sell multiple items. This method allows members/guest to purchase a group of tickets for a set amount and then place the tickets in containers for 1 or more items in the Auction. At the end of the Auction, tickets are drawn for each item and the person having the winning ticket number is given the item. This type of auction is easier to manage than a silent auction.
- Sell Raffle Tickets for Liquor Wagons, Liquor Baskets, Laptops, TV's, A Weekend Get Away, basically any item of value to your members or guests. Be creative. Just be sure that you can sell enough tickets to cover the cost of the merchandise.
- Do a Golf Cart Raffle - you must have a high traffic area with lots of interested parties to make this work.

Here are some additional ideas for fund raisers that have been used in the association.

- Hold Golf Tournament – Most golf courses will give discounted green and cart fees to help raise money. Many people play golf, both members and non-members. This can help get members of your community involved. Many businesses in your area will contribute prizes to be used as gifts for the participants. Don't forget to charge for Mulligans, and do overs. A great way to add to the fundraiser. Also many club's set up a beverage wagon to go around the course.
- Hold a Corn Hole Tournament. All you need is an open area and a few Corn Hole Games. Charge a fee to compete and off you go. Then you can crown the Corn Hole Champs of the Year.
- Have a Boston Butt Sale
- Have a garage sale. Most everyone has some excess "junk" in their garage or basement. A garage sale is an inexpensive way to raise funds since all your club members need to clean out their houses, and probably won't mind donating most of the items. You can hold this sale at a home, a shopping center, downtown, or any other suitable location.
- If you have Harley Davidson owners in your club, have them organize a "poker run". This will also encourage others in your community to get involved in your event.
- Don't forget to obtain any special permits that you may need for some of these methods.
- Soliciting Funds for a Charitable Cause. Soliciting is the hardest way to raise money. But, asking for money for charity can be good for both parties. You get the funds you are trying to raise, and they can get a lot of advertising by showing their support. Have a member of your club who is involved in

local business and has a lot of contacts approach firms or individuals to ask for donations.

Remember to list the names of sponsors on any flyers or advertisements that are distributed. Don't forget to confirm pledge amounts and send a written letter of appreciation to anyone making a significant contribution.

Events that you plan can also be used as fundraisers. For example a one Day or Weekend Party can be used to raise funds for your club. You can sell tickets to the event and the profit from that event can be used as fundraiser. Some fundraisers of clubs have been used in the past to support certain charities or used to support other needs for the club.

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## **Chapter 14: Increasing Membership**

The purpose of this section is to offer ideas on how to build club membership. Most clubs will experience a loss of members at renewal time. So, it is important to continue to build membership throughout the year so your club can grow and prosper. Remember, having a lot of names on a roster does not mean that you have a viable club. Look for potential members who are genuinely interested in helping your club prosper.

### **Ideas for Increasing Membership**

- Offer shag lessons. This is the number one method of gaining new members. Consider giving free, or nearly free "beginner" level lessons. You may want to link up with the local recreation department or community college to offer shag dance lessons. Some clubs have a member go to the Dance lesson and discuss the Club and offer a reduced membership price to beginners.
- Work with your local recreation facilities that may already be giving Shag Lessons and see if they will allow you to discuss your Club at the end of a set of Shag Lessons. Some clubs offer a reduced membership for people in the shag class.
- Contact area shag instructors and invite their participants to join your club.
- Utilize a meeting facility that presently caters to "beach music" or bring your own Association of Beach and Shag Club DJ.
- Offer low or no cover charges on nights when your shag club is meeting.
- Try to stimulate attendance/new members by offering door prizes and 50/50 raffles or provide some food.
- Have a special "reunion" party/meeting to entice past members to return and rejoin.
- Send out special emails to invite old members to participate in club activities.
- Get involved with the local Chamber of Commerce and other organizations and volunteer to provide "demonstrations" at some of their events.
- At re-up time, send invoices/reminders to those that have not rejoined.
- Several times during the year send we miss you notes to encourage past members to rejoin.
- Get new members involved. Make them feel welcome at your events. Many times, new members volunteer but then are not utilized. They may be shy to begin with, so make them comfortable.
- Ask your members to bring guests with them. Word of mouth from your members normally works quite well in getting additional folks interested.
- Consider offering some dance lessons to kids and their parents to try to interest some younger members in your club.

- An active Junior Program can also bring parents of Juniors into your membership

## **Chapter 15: Common Problems**

There are a multitude of problems that effect most every club from time to time. This section is dedicated to listing these types of problems (generally not covered as major sections of this manual) and some of the possible solutions. It is our hope that this section will include many more problems and possible solutions in the future.

### **Common Problems and Solutions**

- **Problem: Lack of participation of club members.**

Solutions: Elect Board members that will promote the interests of the club. Make sure the President and committee chairpersons delegate duties to others. Ensure new members become involved in club committees. You may want to require signing up for a committee(s) as part of your club application. Use your communications methods to inform members of activities. Ask for Volunteers. Consider offering free or reduced price parties occasionally as a "reward" to club members who work on certain tasks. One club offers a \$5 discount on their membership if a member participates in specific volunteer activities.

- **Problem: Lack of organization or authority, particularly during club meetings.**

Solutions: Ensure all officers have a current copy of your club's Bylaws, and appoint a Parliamentarian to help you adhere to "Robert's Rules Of Order". Use an agenda to keep your meeting organized.

- **Problem: Lack of a sufficient number of new members:**

Solutions: Offer shag lessons, and use different methods of advertising. Have a "Welcoming Committee" to greet members and prospective members at club functions, beach nights, and parties. Post complimentary newsletters or flyers about your club at public locations, Post Offices, company bulletin boards, and within the venues you frequent. Put them anywhere that might be seen by the public.

- **Problem: Lack of attendance at club parties.**

Solutions: Promote the event with flyers and newsletters. Use free advertising options, the radio, websites, Facebook etc. Visit other shag clubs and build a reputation for mutual support of events. Use your website, e-mail, and other resources to communicate events to your members. Time the distribution of your newsletter to "remind" people of upcoming events. Use different Association of Beach and Shag Club DJ's from different areas. This encourages people to come to possibly hear some different songs or a different style of music.

- **Problem: Lack of sufficient funds in your treasury.**

Solutions: Hold a fundraiser or a raffle.

- **Problem: How to promote club activities and provide information.**

Solutions: (See sections on newsletters, flyers, parties, events, etc.)

- **Problem: How to deal with a major conflict, member fight, or other problem that may not be addressed in your bylaws.**

Solution: Establish a Grievance Committee to handle most issues. Let their work be outside of club meetings, so you don't bog down club meetings with negative issues. Allow them to make final decisions on most issues. They can then make "recommendations" to the board.

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## **Chapter 16: How to become a Full Member of the ACSC.**

It is quite beneficial for a Shag Club to join the ACSC as a full member. Below, we have outlined the requirements that a Club must meet to be qualified to become a full member and the process that must be completed to obtain membership.

### **1. Requirements**

Membership in the Association is open to any shag or dance club with duly elected officers, membership dues, regularly scheduled meetings, and a written charter or bylaws that explicitly state that the purpose of the club is the promotion and preservation of shag dancing and beach music. Shag or dance clubs which seek membership shall have been in existence for six (6) months before submitting application for membership.

### **2. Process to become a Full Member Club**

A written application shall be submitted, accompanied by dues, for review by the Board of Advisors. The Board of Advisors shall appoint a sponsor club, located as close as possible to the applying club, to send one or more of its members to attend a function of the applying club. The Association will reimburse the sponsor for reasonable expenses for travel, meals, and lodging. Applying clubs shall be voted upon at the next regularly scheduled meeting of the Association after these requirements have been met. The sponsor club's representative and a representative of the applying club must be present on the day the applying club is voted upon.

1. Voting for membership shall be by secret ballot by the Board of Advisors. A two-thirds affirmative vote by the Board of Advisors present shall be necessary for acceptance.
2. If an application is not approved all prepaid dues will be refunded.
3. Each new club accepted for membership will be considered an Associate Member with no voting rights and with no monetary compensations or benefits from the Association for a period of one year. An Associate Member becomes a Full Member after one year if all dues have been paid, and they have met the attendance requirements.

### **3. Dues**

The Board of Advisors shall establish dues. Dues notices will be sent out to member clubs by December 31st. Dues are payable by January 31st. Member clubs who are more than 60 days delinquent will have voting, and other privileges deferred until dues are paid. Member clubs more than 90 days delinquent will be presented to the Board of Advisors at the next general membership meeting for review and possible revocation of membership.

### **4. Maintaining Membership**

In order to maintain membership in the Association, a club must pay their dues in a timely manner and have a representative at both the summer and winter meetings as well as one other called meeting: Failure to do so will result in being placed on probation for a period of one year

during which time the club shall have no voting rights, and shall receive no monetary compensations from the Association. If the club fails to meet membership requirements during that period, it will be dropped from membership in the Association and must reapply for membership if it desires to do so. Consideration of absence will be made if cause is submitted in writing (prior to the meeting, except in emergency situations) to the Chairman and approved by the Board of Advisors.

## **5. Changing Membership Levels**

Any shag club who has been approved for Full Membership may at any time elect to become an Associate Member by notifying the Association in writing of this desire. These Associate Members are not required to attend meetings but shall have no voting rights and shall receive no direct monetary compensation from the Association.

Membership may be revoked by a two-thirds vote of the Board of Advisors at any regularly scheduled meeting for the following reason:

- a) Nonpayment of dues
- b) Any just or proper reason voted by the Board of Advisors

Any club having membership revoked may reapply after ninety (90) days.

## **Chapter 17: Awards (A.C.S.C. Shagging Icon Award and Past Presidents Pin)**

The ACSC sponsors two types of awards, the ACSC Shagging Icon Award and the Past Presidents pin.

### **ACSC Shagging Icon Award**

The purpose of the Icon Award is to recognize individuals who have made outstanding contributions within their own (Full Member, A.C.S.C.) shag club. Nominees for this award have made significant efforts and contributions to their shag club and are clearly outstanding members of the shag community. Although some of these nominees may go on to be well known in the shag world (the A.C.S.C. or S.O.S., the C.S.A., the Association of Beach and Shag Club DJ Association, etc.) many of these individuals may not be known outside of their own club. This award has come to be one of the most highly prized awards that a shagger can attain.

To nominate a shagger for this award the president of an A.C.S.C. club must submit the completed Shagging Icon Award Nomination form by November 1st. of the current year. The Nomination must be approved by the Club's Board and signed by the Club's current President.

The Icon Award Nominations are evaluated and scored based on predetermined criteria by a 9 member evaluation team. The evaluation team consists of volunteers from past Icon award recipients who are selected by random drawing at the ACSC Summer Workshop. The team's evaluation scores are submitted to the Icon Committee Co-Chairs who tally the end results. Names of the new Icons are announced in January at the Mid-Winter Workshop. The forms must be mailed to Novelene Powell.

To nominate a member of your Club, the ACSC Shagging Icon Award Nomination Form must be completed for the individual. The current version of the form is located on the SOS Website under the ICON page.

### **A.C.S.C. Presidents Pin**

The ACSC provides a recognition to all Past President's in Full member Club's. To receive a pin, a person must have served one (1) full year term as President of a Full Member A.C.S.C. shag club, The form must be completed and submitted to the A.C.S.C. Secretary. Only one Past President Pin and Certificate will be given to each qualifying Past President.

## **Chapter 18: A.C.S.C. Bylaws**

# **Association of Carolina Shag Clubs Bylaws**

## **ARTICLE 1 - PURPOSE**

The Association of Carolina Shag Clubs, Inc. (hereafter known as A.C.S.C. or as the Association) is an organization of autonomous shag clubs. Its purpose is to provide for communications among the clubs, to serve as a coordinating body for club activities, to sponsor activities of mutual interest to all clubs, and to manage and operate the Society of Stranders, Inc. (hereafter known as S.O.S.).

The goal of the A.C.S.C. is to promote and preserve the heritage of beach music and shag dancing, to inform its members of beach music and shagging activities of wide interest, and to help diminish schedule conflicts among its members' activities. The Association will also assist groups that wish to establish shag clubs.

## **ARTICLE 2 – MEMBERSHIP**

### **Section 1 – Definitions**

1. Full Member---A club entitled to all rights and privileges within the association.
2. Associate Member---A club that has been accepted for membership but has not yet met the qualifications to become a Full Member or does not desire to become a Full Member. Associate Members shall have no voting rights and shall receive no direct monetary compensation from the Association.
3. Subscriber Member---A membership status that is designed solely for the sharing of information. Subscriber Members shall have no voting rights and shall receive no direct monetary compensations from the Association.
4. Club---A group of individuals who gather for the causes shown in Article 1. The meaning of this word in this document is not to be confused with a business or facility.

### **Section 2 – Requirements**

Membership in the Association is open to any shag or dance club with duly elected officers, membership dues, regularly scheduled meetings, and a written charter or bylaws that explicitly state that the purpose of the club is the promotion and preservation of shag dancing and beach music. Shag or dance clubs which seek membership shall have been in existence for six (6) months before submitting application for membership. A written application shall be submitted, accompanied by dues, for review by the Board of Advisors. The Board of Advisors shall appoint a sponsor club, located as close as possible to the applying club, to send one or more of its members to attend a function of the applying club. The Association will reimburse the sponsor for reasonable expenses for travel, meals, and lodging. Applying clubs shall be voted upon at the next regularly scheduled meeting of the Association after these requirements have been met.

The sponsor club's representative and a representative of the applying club must be present on the day the applying club is voted upon.

1. Voting for membership shall be by secret ballot by the Board of Advisors. A two-thirds affirmative vote by the Board of Advisors present shall be necessary for acceptance.
2. If an application is not approved all prepaid dues will be refunded.
3. Each new club accepted for membership will be considered an Associate Member with no voting rights and with no monetary compensations or benefits from the Association for a period of one year. An Associate Member becomes a Full Member after one year if all dues have been paid, and they have met the attendance requirements.
4. Any shag club who has been approved for Full Membership may at any time elect to become an Associate Member by notifying the Association in writing of this desire. These Associate Members are not required to attend meetings but shall have no voting rights and shall receive no direct monetary compensation from the Association.
5. Shag clubs who have chosen to be an Associate Member may upgrade to Full Member status by notifying the Association in writing of this desire. Upgrade shall only be allowed if all Full Member requirements (i.e., meeting attendance, etc.) have been met.
6. In order to maintain membership in the Association, a club must pay their dues in a timely manner and have a representative at both the summer and winter meetings as well as one other called meeting: Failure to do so will result in being placed on probation for a period of one year during which time the club shall have no voting rights, and shall receive no monetary compensations from the Association. If the club fails to meet membership requirements during that period, it will be dropped from membership in the Association and must reapply for membership if it desires to do so. Consideration of absence will be made if cause is submitted in writing (prior to the meeting, except in emergency situations) to the Chairman, and approved by the Board of Advisors.
7. Subscriber memberships shall be available to groups and organizations that share the purposes of the Association that do not meet the requirements of Full Membership. Subscriber Members shall have no voting rights and shall receive no monetary compensations from the Association.
8. Full Members status is not open to lounges, restaurants, bars, or private clubs.
9. Membership may be revoked by a two-thirds vote of the Board of Advisors at any regularly scheduled meeting for the following reason:



a) Nonpayment of dues

b) Any just or proper reason voted by the Board of Advisors

10. Any club having membership revoked may reapply after ninety (90) days.

### **Section 3 – Dues**

The Board of Advisors shall establish dues. Dues notices will be sent out to member clubs by December 31st. Dues are payable by January 31st. Member clubs who are more than 60 days delinquent will have voting, and other privileges deferred until dues are paid. Member clubs more than 90 days delinquent will be presented to the Board of Advisors at the next general membership meeting for review and possible revocation of membership.

## **ARTICLE 3 - BOARD OF ADVISORS**

### **Section 1 - Definition**

The Board of Advisors shall be composed of:

1. The President of each member local shag club.
2. The immediate past President of each member local shag club. If any immediate past President is unable to serve, the local club may designate a person to serve the term.
3. One additional member from each local shag club designated as a "member at large".

While the Association recognizes up to three representatives as described above, each shag club is entitled to only one (1) vote on any matter brought forth.

### **Section 2 – Duties**

1. To elect the officers who make up the Executive Committee
2. To elect the Board of Directors of S.O.S.
3. To vote on all matters referred to it by the Officers and/or general membership
4. To act upon resolutions concerning property and affairs of the Association and S.O.S.

## **ARTICLE 4 – MEETINGS**

The Board of Advisors will meet at the call of the Chairman, but not less than three times per year. Regularly scheduled meetings shall include Mid-Winter, Spring SOS, Summer Workshop, and Fall SOS.

## **ARTICLE 5 - EXECUTIVE COMMITTEE**

### **Section 1 – Definition**

The Executive Committee shall be made up of five (5) Officers. They are as follows: Chairman, Vice-Chairman, Secretary, Treasurer and Past Chairman. These Officers shall carry out the day-to-day operation of the Association. They shall be empowered to make decisions and act on behalf of the Association.

Each Officer shall be elected by the Board of Advisors to serve for two years (Fall meeting to Fall meeting two years later). Each member of the Executive Committee shall be a member of a shag club in good standing in the A.C.S.C. and have served at least one (1) year as an officer in that club.

### **Section 2 – Duties**

#### **Item 1 – Chairman**

1. To schedule and open all meetings of the Association at the prescribed place and time.
2. To conduct the affairs of the Association and execute the policies established by the Board of Advisors.
3. To present a report of the condition of the Association at each Summer Workshop meeting.
4. To authenticate by his/her signature when necessary, all acts, orders, and contracts of the Association.
5. To be responsible for the conduct of the Association in strict conformity to the purposes, principles, rules and regulations of the Association.
6. To communicate to the Board of Advisors such matters as are deemed appropriate and make such suggestions as may tend to promote the welfare of the Association.
7. To appoint the nominating committee for election of Association Officers and at large members to the S.OS. Board.
8. To appoint any special committee(s).
9. To prepare and submit an annual budget to the Board of Advisors and be responsible for its proper execution.
10. To serve as an ex-officio member of all standing and special committees except the nominating committee.

11. To perform such duties as are herein specifically set forth and such other duties as are customarily incidental to the office of Chairman or may be assigned by the Board of Advisors.
12. To serve as a member of the S.O.S. Board of Directors and fulfill the functions of that position.

**Item 2 - Vice-Chairman**

1. In case of absence or disability of the Chairman, and providing that he/she is authorized by the Chairman or Executive Committee to so act, the Vice Chairman shall perform the duties of the Chairman.
2. When so acting, the Vice Chairman shall have all the powers of the Chairman's office and shall have such other duties as from time to time may be assigned by the Chairman.
3. The Vice-Chairman shall also serve as a member of the S.O.S. Board of Directors and fulfill the functions of that position.

**Item 3 – Secretary**

1. To take accurate minutes of Association meetings.
2. To maintain a file of Association minutes.
3. To maintain an accurate list of all Association members, as well as their status within the Association (i.e. Full or Associate member, Subscriber, probation, etc.).
4. To provide updated club information (addresses, etc.) to the member clubs and S.O.S. Board Members.
5. To type and mail correspondence as needed by the Chairman.
6. To serve as a member of the S.O.S. Board of Directors and fulfill the functions of that position.

**Item 4 – Treasurer**

1. To keep accurate records of all moneys received and disbursed by the Association.
2. To prepare financial reports for each meeting.
3. To issue checks as directed by the Chairman.

4. To serve as a member of the S.O.S. Board of Directors and fulfill the functions of that position.

## **ARTICLE 6 – Financial**

### **Section 1 – Contracts**

The Executive Committee may authorize any Officer(s) to enter into contract or delivery of any instrument in the name of the Association. All such items shall be first authorized by the resolution of the Executive Committee.

### **Section 2 - Checks, Drafts, and Orders**

All checks, drafts, and orders of payment of money, notes, or other evidence of indebtedness issued in the name of the Association shall be signed by the Treasurer. If the amount is over \$1,000, they shall be authorized by the Chairman.

### **Section 3 – Deposits**

All funds shall be deposited to the credit of the Association in such banks, trust companies, or other depositories as the Executive Committee may select.

## **ARTICLE 7 - Special Committees**

Special committees may be appointed by the Chairman or his designee, but only for a closely defined purpose. Tenure of special committees shall not exceed the term of the Chairman. Any special committee member or special committee can be removed by any person authorized to appoint such.

## **ARTICLE 8 - Books and Records**

The Executive Committee shall keep correct and complete books and records of at least all accounts, memberships, minutes of meetings, etc. All books and records may be inspected by any A.C.S.C. Board of Advisor for any purpose, at any reasonable time. Any such review shall require a written request submitted to the Chairman thirty (30) days prior to such inspection. The request shall state the requested time of inspection, and the records to be inspected.

## **ARTICLE 9 – Quorum**

A quorum shall be defined as one more than half (1/2) of the Full Member clubs within the Association. Decisions requiring Board of Advisors approval shall not be made unless a quorum is in attendance.

## **ARTICLE 10 – Miscellaneous**

### **Section 1 - Conduct of Operations**

### **Item 1 - Parliamentary Authority**

All actions of the Board of Advisors and the Executive Committee shall be in accordance with these bylaws and Robert's Rules of Order, The Modern Edition.

### **Item 2 - Special Additions**

To preserve the local autonomy of each member club, the following stipulations are included as part of these bylaws.

1. The Association will not establish criteria for membership in local clubs.
2. The Association will not establish awards or honors for use within local clubs.
3. The Association will not host dance contests.

These three additions are intended to ensure local clubs are independent and self-governing, and are in no way intended to restrict the purposes and functions of S.O.S., Inc.

### **Section 2 – Vacancies**

#### **Premature Vacancies**

Any Officer on the Executive Committee who vacates his position for any reason before the end of his term shall be replaced by appointment of the Executive Committee. The replacement shall serve for the remainder of the vacated term.

### **Section 3 - Removal from Office**

Any Executive Committee Member may be removed from his position for just cause by a unanimous vote of the Board of Advisors at any regular meeting.

### **ARTICLE 11 - Amendment of Bylaws**

These bylaws may be altered, amended, or repealed and new bylaws adopted by a 2/3 majority vote at any Board of Advisors meeting providing that written notice has been given no less than thirty (30) days prior to the meeting.

Revised 04/02/98

Last amended 07/13/2019

Amended 09/23/202

**Society of Stranders, Inc.  
Bylaws  
(Last revised 09/23/2023)**

**ARTICLE 1 - PURPOSE**

The Society of Stranders, Inc. (hereafter known as S.O.S.) is owned by the Association of Carolina Shag Clubs, Inc. (hereafter known as A.C.S.C.). Its purpose is to promote the birthplace and tradition of the Carolina Shag Dance, and to generate funds through membership sales and concessions by and for the preservation of the tradition of S.O.S.

**ARTICLE 2 – Board of Directors**

**Section 1 – Definitions**

The Board of Directors shall be composed of ten (10) members as follows:

The Chairman, Vice Chairman, Secretary, and Treasurer of A.C.S.C. to serve concurrently with their terms of office

The immediate past Chairman of the A.C.S.C.

Five (5) at large members elected by a majority vote of the Board of Advisors of the A.C.S.C to serve three (3) year terms. They shall serve staggered terms with three (3) elected for a three (3) year term and two (2) elected for a three (3) year term. The election for these positions shall take place at the Fall meeting.

Each Board member shall be a member in good standing within the A.C.S.C.

**Section 2 – Duties**

1. To elect from among itself a Chairman of the Board
2. To elect the four (4) Officers who make up the Executive Committee
3. To attend all scheduled meetings of S.O.S. including those at Mid-Winter, Spring SOS, the Summer Workshop and Fall SOS
4. To attend all called meetings as scheduled by the Chairman of the Board
5. To review expenditures in excess of \$5,000
6. To provide direction for the Executive Committee by deciding all questions concerning policy matters

7. To make any decision concerning any staff position, existing or to be created, and compensation for such
8. To appoint an Attorney who shall act at the direction of the S.O.S. Board

### **Section 3 – Leadership**

The Board of Directors shall elect from among itself, and by majority vote, a Chairman of that Board. Term of office shall be two years, or until that person's existing term on the Board expires, whichever comes first. The election shall take place at the Fall meeting after the meeting of the A.C.S.C.

The Chairman of the Board shall schedule and officiate over all regular and called meetings of the S.O.S. Board. He shall give thirty (30) days advance notice in writing to all Board Members and Officers indicating the time and location of each regular meeting. Ten (10) days advance notice in writing shall be given for all called meetings.

The Chairman of the Board shall ensure that all decisions which require Board approval are made at duly called meetings of the Board of Directors

In the absence of the Chairman of the Board, the succession of authority shall be the Chairman of the A.C.S.C.

## **ARTICLE 3 – Executive Committee**

### **Section 1 – Definition**

The Executive Committee shall be made up of the four (4) Officers of S.O.S. They are as follows: President, Vice President, Secretary and Treasurer. These Officers shall carry out the day-to-day operation of S.O.S.

The President shall be granted full voting privileges on the Board of Directors to represent the will of the Executive Committee.

Each Officer shall be elected by the Board of Directors to serve a minimum of two calendar years, or S.O.S. Board meeting anniversaries (i.e. Fall Meeting to second Fall Meeting), whichever is less. Any Board member may call for an election to fill any or all positions on the Executive Committee on or after the day an Officer's minimum term is fulfilled.

### **Section 2 – Duties**

1. To exercise and execute contracts in the name of S.O.S.
2. To be responsible for all executive functions and operations of S.O.S.
3. To issue and review memberships
4. To be responsible for the publication of the S.O.S. Carefree Times

5. To be responsible for any concessions related to S.O.S.
6. To attend all scheduled meetings of S.O.S. including those at Mid-Winter, Spring SOS, The Summer Workshop and Fall SOS
7. To act at the direction of the Board of Directors.

#### **ARTICLE 4 – Financial**

##### **Section 1 – Contracts**

The Board of Directors may authorize any Officer(s) to enter into contract or delivery of any instrument in the name of S.O.S. But all such items shall be first authorized by the resolution of the Board of Directors and legal council.

##### **Section 2 – Checks, Drafts, and Orders**

All checks, drafts, and orders of payment of money, notes, or other evidence of indebtedness issued in the name of S.O.S. shall be signed by the Treasurer. If the amount is over \$5,000, they shall be counter-signed by the President. A third person on the Executive Committee shall be selected by the Executive Committee to be authorized to co-sign checks.

No person shall be authorized to spend \$1000 or more without prior approval of the Board

##### **Section 3 – Deposits**

All funds shall be deposited to the credit of S.O.S. in such banks, trust companies, or other depositories as the Executive Committee may select.

#### **ARTICLE 5 - Special Committees**

Special committees may be appointed by the Chairman of the Board or his designee, but only for a closely defined purpose. Tenure of special committees shall not exceed the term of the Chairman of the Board. Any committee member or committee can be removed by any person authorized to appoint such.

#### **ARTICLE 6 – Books and Records**

The Executive Committee and the Board of Directors shall keep correct and complete books and records of at least all accounts, memberships, minutes of meetings, etc. All books and records may be inspected by any A.C.S.C. Board of Advisor for any purpose, at any reasonable time. Any such review shall require a written request submitted to the Corporate Headquarters ten (10) days prior to such inspection. The request shall state the requested time of inspection, and the records to be inspected.



## **ARTICLE 7 – Definitions**

### **Quorum**

A quorum shall be defined as seven (7) of the ten (10) members of the Board of Directors. Decisions requiring Board approval shall not be made unless a quorum is in attendance.

## **ARTICLE 8 – Miscellaneous**

### **Section 1 - Conduct of Operations**

#### **Item 1 - Parliamentary Authority**

All actions of the Board of Directors and the Executive Committee shall be in accordance with these bylaws and Robert's Rules of Order, The Modern Edition.

#### **Item 2 - Special Exceptions**

Any individual shall not under any circumstances occupy at the same time:

1. More than one (1) of the ten (10) positions on the Board of Directors
2. More than one (1) of the four (4) positions on the Executive Committee
3. An At Large position on the Board of Directors and a position on the Executive Committee.

The Chairman of the Board is not meant to be viewed in this restriction as a “position”.

### **Section 2 – Vacancies**

#### **Item 1 - Routine Vacancies**

In normal situations, all vacancies within the structure of S.O.S. shall be filled as described in other sections of these Bylaws.

#### **Item 2 - Premature Vacancies**

##### **A. Officers**

Any Officer on the Executive Committee who vacates his position for any reason before the end of his term shall be replaced by appointment of the Board of Directors. The replacement shall serve for the remainder of the vacated term.

##### **B. Board of Directors**

Any member of the Board of Directors who vacates his position for any reason before the end of his term shall be replaced by appointment of the Board of Directors if the amount of his remaining term is less than, or equal to one year. If the remaining term is more than one year, the selection shall be by vote of the

A.C.S.C. Board of Advisors at their next regular meeting. The replacement shall serve for the remainder of the vacated term.

### **Section 3 - Removal from Office**

When a vote is taken to remove an Executive Committee Member, Board Member, or Chairman of the Board, the individual(s) being voted on shall not participate in the vote.

#### **Item 1 – Executive Committee and Board Members**

Any Executive Committee Member or Board Member may be removed from his position for just cause by a unanimous vote of the Board of Directors at any regular or called meeting.

#### **Item 2 – Chairman of the Board**

The Chairman of the Board can be removed from that position for just cause by a unanimous vote of the Board of Directors at any regular or called meeting. If a motion is made to remove the Chairman, he shall relinquish control of the meeting to the A.C.S.C. Chairman for the purpose of voting on that question. If the motion to remove fails, the Chairman shall immediately reassume control of the meeting.

If a motion to remove the Chairman of the Board passes, the first order of business that follows shall be to elect the replacement to serve for the remainder of his term.

### **ARTICLE 11 - Amendment of Bylaws**

These bylaws may be altered, amended, or repealed and new bylaws adopted by a 2/3 majority vote at any Board meeting providing that written notice has been given no less than thirty (30) days prior to the meeting.

## **Chapter 20: The Association of Beach and Shag Club DJ's**

The Association of Beach and Shag Club DJ's (hereafter known as the DJ Association) is primarily a social organization comprised of members interested in the dissemination and preservation of beach and shag music and the related lifestyles that grow from it. Group members strive to exhibit a high level of professionalism in both presentation of this music and in their own personal demeanor while playing the music. The DJ Association is a committed, integral part of every community it serves, including its relationship with charitable functions which benefit these communities.

From its beginnings in Chapel Hill, North Carolina in 1984, with design of an organizational logo and discussion of proposed goals and objectives, to its formal chartering several years later in Atlantic Beach, North Carolina, the organization's roots are as deep and intense as the music and dance it strives to preserve and perpetuate.

### **Purpose**

The DJ Association was originally formed to promote and be an active instrument in the preservation and spreading of beach and shag dance music, and all things associated with that music. This is often called the "beach and shag" lifestyle, and includes the shag dance, beach and shag gatherings, shag dance contests, junior events and much more. Members of the DJ Association are involved at every level of these things, from simply playing the music they love to being a shag club officer or board member to being officers in larger organizations such as the Association of Carolina Shag Clubs and the Society of Stranders.

As secondary, yet important purposes, the group strives to:

- Exhibit the professionalism needed to be viewed as sources of information about the music, dance and lifestyle we love.
- Pass our legacy on to aspiring, interested persons new to deejaying, dancing, or simply being a fan and participant in this beach and shag culture.

### **DJ Throwdown**

Every year on the first full weekend of March, the DJ Association hosts a special event known as DJ Throwdown. This event is typically held at one of the SOS participating lounges at North Myrtle Beach. This multi-day event features a very large number of DJ's playing great music. DJ Throwdown has featured shag lessons, a DJ dance contest, a raffle, and more. The latest information about this evolving event can always be found on the DJ Association web site.

### **Richard Nixon Award**

The Richard Nixon Award is given annually to a DJ who has performed outstanding service (other than DJ service) for any group or entity in the shag dance community. The award is named in memory of one of the first DJ's who lived at North Myrtle Beach for many years and worked tirelessly for various charities and organizations in the Carolinas.

## **Vinyl Parties**

Some shag DJ's who were playing decades ago and a few others who have started collecting more recently sometimes participate in events where all music comes from actual vinyl records. These events are called "vinyl parties". If the party audience is primarily DJ's, there are often efforts to play rare or hard to find songs that other DJ's may then seek to locate. If the audience is primarily shaggers, the music often includes popular shag dance songs played in the 80's and 90's for dancers while occasionally mixing in newer tunes that have been released on vinyl.

## **DJ Hall Of Fame**

Started by "Fat" Harold Bessent, the DJ Hall Of Fame is physically located in Fat Harolds at North Myrtle Beach. Photos of past recipients can be found on its interior walls. The Hall of Fame includes regular and honorary members. (Honorary members are typically radio DJ's, organizations, recording artists, bands, and others who do not qualify as regular shag DJ's but do contribute to the music in some way.) Once a year the living members of the regular DJ Hall Of Fame vote to elect one or more regular and/or honorary members.

## **Interaction With, And Support of The Association of Carolina Shag Clubs And S.O.S.**

The DJ Association is proud to support the ACSC's mission to promote and preserve shag music and shag dancing. As an organization dedicated to providing high-quality music and entertainment for shag events, DJ's recognize the importance of the ACSC's work in fostering a sense of community and promoting the growth of the shag dance. The DJ Association, the ACSC and S.O.S.: all three share a common goal of promoting the Carolina Shag dance style and providing opportunities for shag enthusiast to come together and enjoy the music and dance.

Without music, the ACSC and S.O.S. would not exist. Members of the DJ Association work hard to play the best music and play it at the right speed for dancers. Many DJ's have spent countless hours looking for music that dancers enjoy as well as tunes currently unknown to dancers that have the "right beat" or that can be manipulated to play at an enjoyable speed.

The DJ Association's partnership with the ACSC and S.O.S. helps strengthen the shag community. By working together, these three organizations increase exposure and visibility of each organization, enhance the overall experience for shag enthusiast and provide more opportunities for shag dancers and shag clubs to come together and enjoy the music and dance.

## **DJ Association Web Site**

The DJ Association's web site ([www.ABSCDJ.com](http://www.ABSCDJ.com)) is the best source of information about the organization. The site includes a full roster of members and their contact data, details about the DJ Hall of Fame and its inductees, annual DJ Throwdown information when it is finalized, a listing of current officers and their contact information and how to join the organization. The DJ Association also welcomes individuals, shag clubs, organizations and others to join as Sponsors or Associate Members as a way of showing support for the DJ's and also for various information or other items (like the top 40 song list) the DJ Association may send out.

For more about the DJ Association, visit the web site or contact any officer or member DJ.

## **Chapter 21: SOS Charitable Foundation**

### **SOS Charitable Foundation**

The SOS Charitable Foundation (SOSCF) is the charitable arm of the Society of Stranders. As a 501(c)(3) charitable entity, its purpose is to choose other 501(c)(3) organizations to make donations to, both locally and nationally. While organizations related to our dance are strongly considered, we also donate to unrelated charities that demonstrate a significant history of great deeds while keeping management costs to a minimum.

Funding for SOSCF is obtained primarily from the sales of Fun Monday raffle tickets. These ticket funds are used to fund the cost of the SOS Fun Monday events and the prize money awarded to the raffle winners. All excess money is given to SOSCF by the Enhancement Committee, which handles all organizational aspects of Fun Monday. A fund request form is located on our [www.shagdance.com](http://www.shagdance.com) website. Funds are limited, and the Board meets twice a year to evaluate requests and to donate to charities that are assisted on a yearly basis.

Current board members as of October 1, 2025 are:

John Carpenter - Chairman

Cecil Martin - Treasurer

Rosemary Parten - Secretary

Foster McKinney - Board Member

Billy Parten - Board Member

Mary Robinette - Board Member

Chad Duggins - Board Member

## Chapter 22: Junior Shaggers

Awaiting input

DRAFT

## Appendix 1: Shag Club Information Update

### ACSC Club Update Form

**Date Submitted**  
  
Today's Date

**Check only 1**  
☐ Full Member ☐ Subscriber Member  
Check only 1, Full Member or Subscriber Member

**For Year**

**ACSC Club Name**

**Subscriber Club Name**

**If your Club Name is not listed, then enter your Club Name Here**

**Club Address**

**City, State**

**Zip Code**

**New President's Name**

**President's Phone No.**

**President's Email**  
  
President's Email or email to be used for communication

**Club's Web Address**

**New Officers Take Office**

**Club's Fiscal Year Begins**

**Name, address & Phone no. of facility, WHERE YOU DANCE**

**When your regular dance nights are held: DAY AND TIME**

**Name of person submitting this change request**

**Phone no. of person submitting this change request**

**Your Email**  
  
You will be emailed back a confirmation

**Select a Photo of the President to Upload**  
 No file chosen  
Max File size of photo is 3000 kb. or 3mb

## Appendix 2: Shag Club Information Update Party Section

### **Party Information**

If you have a yearly party, what is the name of it? \_\_\_\_\_

When is it? (Be specific if possible) \_\_\_\_\_

Where is it? (City and facility if known) \_\_\_\_\_

Ticket Price: \_\_\_\_\_

DJ's or other info: \_\_\_\_\_

Special events/Workshop info: \_\_\_\_\_

One phone number for each motel (if applicable). List in order of priority:

\_\_\_\_\_

Is there a reduced rate if your party is mentioned at reservation? Yes \_\_\_\_\_ No \_\_\_\_\_

One E-Mail address for more info: (can be same as contact listed above): \_\_\_\_\_

One telephone number for more party info: \_\_\_\_\_

### **Other Big Events/Parties You Have Upcoming**

What is the event, or name (if applicable)? \_\_\_\_\_

When is it? (Be specific if possible.) \_\_\_\_\_

Where is it? (City / facility) \_\_\_\_\_

Ticket Price: \_\_\_\_\_

DJ's or other info: \_\_\_\_\_

Special events/Workshop info: \_\_\_\_\_

One phone number for each motel (if applicable). List motels in order of priority:

Is there a reduced rate if your party is mentioned at reservation? Yes \_\_\_\_\_ No \_\_\_\_\_

One E-Mail address for more info: (can be same as contact listed above): \_\_\_\_\_

One telephone number for more party info: \_\_\_\_\_

Other Info you would like us to know related to your club: \_\_\_\_\_



### Appendix 3: ACSC Icon Nomination Form

#### Shag Club Update Information

Please highlight or put an asterisk beside info which has changed.

For SOS website use! Please email this form to [mgregory5@triad.rr.com](mailto:mgregory5@triad.rr.com) and cc: [acscsecretary2018@gmail.com](mailto:acscsecretary2018@gmail.com)

Click inside each box to enter data.

Full Member:  Subscriber Member:   
Date submitted:  For Year:

Reply to each with only one answer. Do not list multiple names, #'s, etc. Turn this in at any A.C.S.C. meeting or mail to the current A.C.S.C. Secretary or email it as shown above.

<b>Club Name:</b> <input type="text"/>			
<b>Club Address:</b>	<b>Address:</b>	<input type="text"/>	
	<b>City, State:</b>	<input type="text"/>	<b>Zip:</b> <input type="text"/>
<b>President:</b>	<b>Name:</b>	<input type="text"/>	<b>Phone:</b> <input type="text"/>
<b>Vice President:</b>	<b>Name:</b>	<input type="text"/>	<b>Phone:</b> <input type="text"/>
<b>Secretary:</b>	<b>Name:</b>	<input type="text"/>	<b>Phone:</b> <input type="text"/>
<b>Treasurer:</b>	<b>Name:</b>	<input type="text"/>	<b>Phone:</b> <input type="text"/>
<b>One email Contact:</b> <input type="text"/>			
<b>Hotline Phone Number:</b> <input type="text"/>			
<b>Website:</b> <input type="text"/>			
<b>Name of Newsletter:</b> <input type="text"/>			
<b>Annual Dues:</b>	<b>\$</b>	<b>Fiscal Year Begins:</b>	<input type="text"/>
<b>Month New Officers Take Office:</b> <input type="text"/>			
<b>List day, facility, city, etc. where regular club meetings are held:</b> <input type="text"/>			
<b>List day, facility, city, etc. where regular shag nights are held:</b> <input type="text"/>			
<b>List any other information about your club you'd like us to know:</b> <input type="text"/>			
<b>Is there a radio station in your area that plays shag music?</b>			
<b>Station Name:</b>	<input type="text"/>	<b>AM/FM Channel:</b>	<input type="text"/>
<b>City of Origin:</b>	<input type="text"/>	<b>Phone Number:</b>	<input type="text"/>

Format, or information about special shows, etc. related to beach/shag music:

<input type="text"/>
----------------------

<input type="text"/>
----------------------

Your Name

<input type="text"/>
----------------------

Phone Number

## Appendix 4: Presidents Pin& Past President Update Form

### ACSC SHAGGING ICON AWARD NOMINATION FORM

The purpose of the Icon Award is to recognize individuals who have made outstanding contributions within their local Full-Member ACSC shag club. Accordingly, nominations for the award will be considered when an individual's outstanding contributions of time, talent, and effort to their own club have been made and the positive impact of those efforts are **clearly listed and documented**. Although some of the nominees may also be well known in the shag world (ACSC, SOS, JSA, CSA, DJ Association, etc.) many individuals may not be known outside of their own club. **Each club may only nominate one person per year.** A maximum of five Icons may be inducted each year. This award is one of the most highly prized awards a shagger can attain.

#### NOMINEE INFORMATION

Name \_\_\_\_\_  
Mail Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_  
ACSC Full-Member Club Affiliation(s) \_\_\_\_\_  
Number of Years Involved in Club Making the Nomination (Minimum 5 Years) \_\_\_\_\_

#### NOMINATOR INFORMATION

Club members may suggest nominees to the President. The Club President may have a club member or may designate a committee to assemble the nomination information. Nominations from the Club must be approved by the Club's Board and signed by the Club's current President.

**President or Nominator** \_\_\_\_\_  
Mail Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_  
ACSC Full-Member Club Affiliation \_\_\_\_\_

#### INSTRUCTIONS

1. Nominations must be submitted by the **current** club President of a Full Member ACSC shag club.
2. On separate sheets of paper, the designated person or committee assimilating the information for the nomination shall **LIST** reasons the nominee meets the criteria for this award (a bulleted list with dates will be helpful for the Icon Selection Team) followed by narrative information to support.
  - a. Club Offices held.
  - b. Club Committees chaired or served on (designate chaired or served on for each)
  - c. Major club events or major event committees chaired or served on (designate chaired or served on for each).
3. In narrative format, write
  - a. How the nominee promotes shag in communications, in community activities, and for SOS.
  - b. How the nominee regularly and effectively participates in club activities; **be specific**.
  - c. The nominee's contributions as a shag instructor, DJ, creator of major event(s) etc. if applicable.
  - d. The nominee's service as an ACSC/SOS officer, committee member, or their participation in the CSA, JSA, DJ Association or other shag related organizations if applicable.
  - e. Other contributions to the shag world not listed in these examples.

## ACSC SHAGGING ICON AWARD NOMINATION FORM

Instructions continued:

4. Is the nominee a positive role-model for your club and for this award? Be persuasive!
5. The designated nominator or nominating committee must obtain three **seconds/letters** of recommendation.
  - a. Each of the three required seconds/letters must be from members of the nominating club. The writers shall present separate letters giving **their personal reasons** for thinking the nominee is deserving of the award. They shall sign and date their submission pages and list the ACSC club(s) they belong to as members. One additional seconds/letter may also be included from any ACSC shag club member.
  - b. Those serving in current ACSC & SOS positions may not nominate or write recommendation letters for Icon nominees.



6. The Selection Committee needs **12 copies of each** of the following:
  - a. The completed Icon Award **Nomination Form**.
  - b. The **3 seconds/letters of recommendation**.
  - c. A current, color, "**head-shot**" glossy photo approximately 2 ½ X 3 ½

For approximately \$9, you can send the information via US Postal Service in their free Priority Envelopes.

7. Submit all information by **NOVEMBER 1** to

Icon Award  
c/o Novelene Powell  
Icon Committee Chair  
2200 Pine Lake Dr  
West Columbia SC 29169

8. Any nominee who is not selected may be renominated at any time. However, if a nominee is not selected after the second time, a two-year wait must occur between all future renominations of that individual.

9. Nominations that do not follow instructions will be returned.

10. The following signatures indicate that this nomination has been approved by the local shag club Board and that they approve this nominee as a representative of the shag club.

a. Nominator's or Committee Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

b. Current Club President's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** For additional information, go to [www.shagdance.com](http://www.shagdance.com) or contact Icon Committee Chair, Novelene Powell (803) 920-8098 or [npowell09@aol.com](mailto:npowell09@aol.com)

Appendix 5: SOS Membership Application

PAST PRESIDENT'S PIN REQUEST FORM

Shag Club Name: \_\_\_\_\_

Shag Club Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Past President's Name: \_\_\_\_\_

List the Year(s) Served as President: \_\_\_\_\_

Example: 2018 – 2019 (That would be one year of service)

How would you like the years to be listed on the Certificate: \_\_\_\_\_

Name of person submitting this application: \_\_\_\_\_

Please provide your phone number in case of questions: \_\_\_\_\_

What address do I mail the completed Certificate and Past President's Pin: \_\_\_\_\_

Is there a special meeting or date when you need the Certificate and Pin: Yes or No

If Yes, please list date: \_\_\_\_\_

Please complete this form and mail to:

Lisa Caveny, ACSC Vice Chairman  
1570 The Crossing  
Rock Hill, SC 29732

You may also scan completed form and email to: [acscvicechairman@gmail.com](mailto:acscvicechairman@gmail.com)

Note: A Full Member Shag Club President must have served at least one (1) **full** year term to qualify for a pin. Only one (1) pin will be given to each person, no matter how many years they have served.

Revised 1/2020

## Appendix 6: ACSC Workshop Reimbursement Form

### Association Of Carolina Shag Clubs A.C.S.C. Workshop Reimbursement Form

Sponsor Club Name: \_\_\_\_\_

Workshop Date: \_\_\_\_\_

Workshop Location: \_\_\_\_\_

Name(s) of the establishment or caterer who provided meal, munchies or other food items:

\_\_\_\_\_

Total Number Attending Meeting \_\_\_\_\_

Total Number Attending Lunch \_\_\_\_\_

Total Cost per Person \_\_\_\_\_

Total Cost of Lunch (Amount to be reimbursed)

- Attach a copy of lunch count (Remember, the A.C.S.C. only pays for a maximum of three people per attending A.C.S.C. club.)
- Attach a copy of the sponsor club's invoice/receipt for the lunch.

The A.C.S.C. check should be made out to **(check one)**

- A.C.S.C. Sponsor Club \_\_\_\_\_
- Establishment or cater who provided lunch \_\_\_\_\_

If check is to be mailed, print name and address of check destination below:

You should have all this information available at the workshop or make arrangements to mail it to the A.C.S.C. Treasurer. In most cases, payment can be made directly to the establishment or caterer at the time of the event if sufficient documentation (this form, etc.) is provided to the Treasurer at that time.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

07/08/2000

## Appendix 7: ACSC Club Membership Application



### Association of Carolina Shag Clubs Application of Full Membership

Full Membership entitles your shag club to an annual \$400 rebate check if you attend the required meetings (Mid-Winter Workshop, Summer Workshop and either Spring or Fall SOS Meeting) and Voting privileges.

Name of Club or Organization: \_\_\_\_\_

Club Mailing Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

President's/Owners Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Club Formed: \_\_\_\_\_ Present Membership \_\_\_\_\_ Projected \_\_\_\_\_

City or Area Served: \_\_\_\_\_

Name of Club Newsletter: \_\_\_\_\_

Annual Party Name and Date(s): \_\_\_\_\_

Goals for the coming year: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Current President/Owner

\_\_\_\_\_  
Date Signed

**Complete this form and mail to the current A.C.S.C. Secretary with the following required attachments:**

- (1) A copy of your Club's By-laws
- (2) A check for dues payable to the Association of Carolina Shag Clubs
- (3) A copy of your current newsletter ( if applicable)

Revised 08/06/2018