



## **STANDING RULES FOR THE NORTHEAST GEORGIA FEDERATION**

### **DEFINITIONS**

**Standing Rules** are rules or resolutions that are of a continuing (or standing) nature. These rules deal only with administrative matters and function under the umbrella of the organization's bylaws. Standing rules can be changed by the Executive Committee by a majority vote of the committee.

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### **OFFICER DUTIES**

A binder has been created for each Office of the Northeast Georgia Federation. The officer is responsible for keeping the binder current to ensure a smooth transition to the next officer. At the end of your term, please download computer files to a thumb drive and provide to the incoming officer with the NEGF Officer Binder.

#### **1. PRESIDENT DUTIES:**

##### **a. Executive Committee Meetings:**

- i. The President will select the location of the Executive Committee meetings which will be held the first Sunday of February, May, August and November. Should the first Sunday fall on a holiday weekend the Executive Committee can elect to hold the meeting on another day. Approved August 13, 2013.
- ii. Email Club Presidents and GSSDA Representatives to NEGF the dates of the NEGF Executive Committee meeting dates and location.
- iii. 4<sup>th</sup> Executive Committee Meeting:
  1. Nominating Committee report
  2. Assign upcoming Federation dances host clubs

##### **b. New NEGF Officers:**

- i. Schedule new NEGF Officer planning meeting as soon as possible
- ii. NEGF Officer Badges: Badges are to be presented to the new officers at the first Executive Committee meeting of the year by the President.
- iii. Present new officers with a copy of the NEGF Bylaws and NEGF Standing Rules

c. **Standing Rules:** The President will modify the Standing Rules as needed and present to the Executive Committee for approval. Once changes are approved, the President will finalize the Standing Rules and distributing to NEGF Executive Committee.

d. Provide Club Presidents with the GSSDA dance schedule for distribution to their club and post on NEGF website.

e. If there is a Treasurer change, ensure that the signature cards on the NEGF account are current. Bank Account: Two officers must be on the signature cards at the bank, Treasurer and President or another officer directed by the Executive committee.



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- f. Schedule New Club Officer seminar in February. This is a seminar to exchange recruiting ideas, get to know the club officers, and explain the officer's responsibility to the Federation.

### **2. VICE PRESIDENT DUTIES:**

- a. Booking Callers & Cuers:
  - i. The Vice President is responsible for booking Callers and Cuers for the Federation Dances. Will maintain a schedule of booking for Callers two years in advance and Cuers one year in advance.
  - ii. There will be four (4) dances per year. Modified February 7, 2016
    1. One (1) Callerama to invite all Federation callers and cuers,
    2. Three (3) dances with callers outside of NEGF federation. Budget per caller \$350.00, includes lodging and traveling expenses.
    3. Hire federation cuers and line dance instructors, budget \$100.00 per dance.
  - iii. The Vice-President will present names and fees to the Executive Committee for approval prior to signed contract. Approved January 3, 2010.
  - iv. Develop Federation Dance Flyer for review by the President prior to printing.
    1. PDF Dance Flyer and provide to webmaster to post on website
    2. Email flyer to GSSDA to post on website
    3. Print flyer and distribute to NEGF clubs for distribution
- b. Budget: The Executive Committee voted to establish a budget of \$3000 per year to include facility rental fees, callers and cuers fees and expenses. Approved March 2, 2008.
- c. Submit Federation Dance dates and locations to NEGF Insurance Chairman to submit insurance forms.

### **3. SECRETARY DUTIES:**

- a. The Secretary shall be responsible for keeping the minutes of the Executive Committee meetings and place final report in a binder type book for permanent records.
- b. All records from the Secretary shall be given to the newly elected Secretary at the General Meeting of the year.
- c. Secretary will prepare minutes and email to Club Presidents for comments. Finalized minutes will be emailed to Club Presidents for club distribution. This process will be accomplished within a few weeks of the meeting. Approved 11/2/14
- d. Federation Dances:
  - i. Secretary shall prepare the club rosters used for Admission Sign In sheets for Federation Dances.
  - ii. Secretary shall prepare and complete the form entering the certified club membership and certified members present for each club. The secretary will identify to the President the clubs winning the banners for Highest Attendance and Highest Percentage.



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- e. Secretary will provide Webmaster with contact information on new Federation officers to be posted on website.
  - f. January send email to clubs requesting Club officer updates. Prepare NEGF Executive Committee Roster and distribute to Club Presidents
  - g. Dixie Crier: prepare article for Dixie Crier each quarter and email to President for approval. Submit Dixie Crier article to GSSDA representative responsible for collecting. 4<sup>th</sup> quarter Dixie Crier submit upcoming year Federation flyer
4. **TREASURER DUTIES:**
- a. The Treasurer shall keep copies of the reports given at the meetings in a binder for permanent records.
  - b. All payment transactions should be completed by the General Meeting, checks and records shall be given to the new Treasurer. Treasurer shall assist the new Treasurer in getting bank records transferred as soon as possible.
  - c. Treasurer is responsible for ensuring there are raffle tickets available for the 50/50 raffle.
  - d. The Treasurer is responsible for ordering new officer badges.
  - e. Bank Account: Two officers must be on the signature cards at the bank, Treasurer and President or another officer directed by the Executive Committee.
5. **WEBMASTER DUTIES:**
- a. The Webmaster shall update the NEGF website as needed. Request for modifications to the content of the website must be approved by the NEGF President prior to changes being made. Clubs will submit monthly dance flyers and update club officers and contact information as needed.
  - b. Webmaster will submit website cost to NEGF Treasurer for payment.
6. **PAST PRESIDENT DUTIES:**
- a. Past President will serve as council to current President
  - b. Past President will serve as the USDA Insurance Representative for the Federation. The duties will include the following:
    - i. Collect the club rosters, insurance registration forms and dues from each NEGF club annually.
    - ii. Funds will be submitted to the Treasurer to be deposited into NEGF Bank Account.
    - iii. Ensure that ongoing classes are registered with USDA insurance
    - iv. Collect and file accident reports
7. **CLUB PRESIDENT/CLUB REPRESENTATIVES DUTIES**
- a. Each club shall ensure a club representative attends all Executive Committee meeting.
  - b. Each club will submit a club report prior to the Executive Committee meeting to the NEGF President.



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- c. Clubs will submit their monthly dance flyers to the Webmaster to be posted to the website.
  - d. In January all clubs will submit new club contact information to webmaster.
8. **OFFICER BADGES:** Treasurer shall order newly elected officers name badge plate. In December, the existing officers shall give the Badge bearing the name “Northeast Georgia Federation” which gives the title of officer, to the Existing President or Treasurer. The new badges are to be presented to the new officers at the first Executive meeting of the year.
9. **GUIDELINES FOR THE NEGF NOMINATING COMMITTEE:**  
Approved November 2, 2014
- a. Officers are President(s), Vice-President(s), Treasurer(s), Secretary
  - b. Committee should provide a description of the position(s) to the prospective candidate as to provide a clear understanding of the duties of the office.
  - c. Potential candidates **must** be a current dues-paying member of a club within the Northeast Georgia Federation.
  - d. Names of potential candidates need to be submitted to the Nominating Committee by each of the club presidents. No person should be asked to serve as an officer without the prior approval and knowledge of the entire committee.
  - e. Carefully consider whether the prospective candidate can handle the particular position, i.e. a computer is a necessity for any officer position.
  - f. The Nominating Committee Chairman will present a report at each of the subsequent Federation meetings.
  - g. New officers will be voted on and installed at the last Federation dance of the year.
  - h. If husband and wife or any two persons are designated to serve in an office by the nominating committee, it will be designated as co-officers. Husband and wife are not automatically co-officers.

10. **GUIDELINES FOR CLUB SPECIAL DANCES WITH ADMISSION FEE**

Approved January 3, 2010

NEGF Clubs should not have more than four (4) Special Dances in a calendar year. A benefit of belonging to the NEGF is the ability to dance at NEGF clubs free with the exception of “Special Dances” with admission fees.

- a. Club Special Dances should involve one or more of the following to be classified as a “Special Dance”:
  - i. Special Theme (Hot Dog Supper, All Plus Dance, etc)
  - ii. Be on a special night other than normal monthly dance night
  - iii. Hired a Guest Caller other than a caller that is filling in for the regular caller who may be on vacation, on sick leave, etc.
- b. Special Dances should be advertised several months in advance of the dance night.



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- c. Special Dances that benefit a charity (March of Dimes, etc) or for extenuating circumstances should be treated differently and not be included as part of the four (4) Special Dances.

### **11. ADMISSION FEE TO THE FEDERATION DANCES:**

- a. Students (Elementary, Jr High, High School, and College) will continue to be free and no longer charge independent dancers a higher admission. Approved March 3, 2010.
- b. Admission Fee increased by \$1.00 bringing the Admission Fee to \$8 for the Caller-Rama and \$8 for the other three dances. The additional \$1 will go into the Pot of Gold fund designed for Caller Scholarships. Each paying dancer will be given a ticket for the Pot of Gold drawing. Approved November 2, 2013
- c. The Northeast Georgia Federation welcomes all callers, cuers, GSSDA Officers, and their taws to all NEGF activities at no charge.

12. Dancers attending any Federation dance who have dual membership and (1) are on a roster of two clubs, (2) pay dues in two clubs and (3) are active members will be allowed to sign in for both clubs at the Federation dances.

13. Dancers must have completed and graduated from a Mainstream Class to dance at any Federation dance. Students may attend the dances as a spectator but are not allowed to dance. Presented and voted on May 4, 2014.

### **14. HOST CLUBS DUTIES AND RESPONSIBILITIES:**

Revised August 26, 2014

The Federation dances is a busy time for the host clubs and the Federation Officers. The Federation Officers are responsible for collecting admission fees and registration of the dancers and visitors. The entrance to the dance can quickly become congested and difficult manage. It is imperative that Host Club officers assist in crowd control and keep the registration area flowing. People tend to stop and visit in this area.

- a. Host clubs will select and negotiate the fees for the facility for the federation dance. Provide the location and fees to the Vice President. The federation will pay the rent for the facility.
- b. Host Club reserving the facility is responsible to ensure insurance coverage of the facility is established. Facilities used for regular club dances are covered under the club's USDA insurance policy. Facilities not used for regular dances by the Host Club will need to submit USDA Insurance form "Event Notification & Group Travel" to the NEGF Federation Insurance Representative for filing. This must be done prior to the dance for insurance coverage.
- c. The Host Clubs are responsible for the set up and clean up of the dance. The Host Clubs will furnish the drinks (soft drinks, coffee, water, etc), and ice for the dance. The Host Clubs will monitor the refreshment tables during the dance and to ensure that the cutlery, napkins, plates, and cups are replaced as needed.



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- d. The Host Clubs will assign Dance Greeters, at least 4 members, to welcome dancers as they arrive and direct them to the registration tables. Two of the Greeters will offer to deliver food to the food tables, allowing the dancer to sign in. The Dance Greeters are to remain at the door through the first tip for late arrivals.
- e. Raffle Tickets & 50/50 Raffles: It is recommended that this be located **after** the registration and admission fee collection area. The Host Clubs will assign 2 members each, 4 total, to assist in distributing and selling the raffle tickets. Each paying dancer will receive one raffle ticket after registration. Additional raffle tickets are sold as 50/50 stretches.
- f. The Host Clubs will assign club member(s) to take pictures during the dance, to include pictures of the clubs that win the Federation Banners, picture of caller and cuer, 50/50 drawing winner, etc. Pictures will be forwarded to the Federation President to select photos for display on the NEGF website. Added May 3, 2015
- g. The Host Clubs Presidents will stand up front with the NEGF Federation President during the welcome.
  - i. One club president will offer the prayer (or assign to their club chaplain)
  - ii. The other club president will lead in the Pledge of Allegiance.
    - 1. Host Clubs must ensure there is a US Flag available
- h. After the dance, one of the host clubs for the next federation dance will take the Travel Containers home with them, to store and bring to the next dance. They will take inventory of the Travel Containers and ensure that there are supplies for 150-200 for the next dance (plates, cups, napkins, etc.). If any of the supplies need replenishing, the items will be purchased and a receipt will be submitted to the federation treasurer for reimbursement. ***Do not purchase perishable items in bulk for travel boxes (i.e. coffee, creamer, etc.).***

### **15. BANNER TAKING:**

Guidelines for Club Banner Taking have been voted to be a standalone document and not be included in the Standing Rules. November 2, 2014