



STANDING RULES FOR THE NORTHEAST GEORGIA FEDERATION

Standing Rules can be changed by the Executive Committee by a majority vote of the committee.

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. The Officer Duties are stated in Article V – Officers of the Northeast Georgia federation of Square Dancers Constitution. Additional duties are listed below as part of the Standing Rules

1. **PRESIDENT DUTIES:**

- a. 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.
- b. The President will select someone to be USDA Insurance representative for the Northeast Georgia Federation. Approved August 4, 2019. 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 deposited into NEGF Bank Account. Checks will be written from this account to the USDA National Insurance Coordinator.
 - iii. Ensure that ongoing classes are registered with USDA Insurance and collect and file accident reports to the USDA National Insurance Coordinator.
- c. Schedule New Club Officer seminar in February. This is a seminar to exchange recruiting ideas, get to know the other club officers, and explain the officer's responsibility to the Federation.
- d. In January send email to clubs requesting Club Officer updates. Prepare NEGF Executive Committee Roster and distribute to Club Presidents. Send Webmaser contact information on new Federation Officers to be posted on website.

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. The Vice-President will present names and fees to the Executive Committee for approval prior to signed contract. Approved January 3, 2010.
- 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 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 the NEGF President for comments. Finalized minutes will be emailed to Club Presidents for club distribution by the President.
- d. Federation Dances:
 - i. Secretary shall prepare the club rosters used for Admission Sign In sheets for Federation Dances.
- e. 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. 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.
- f. Each paying dancer will receive one raffle ticket after registration. Additional raffle tickets are sold as 50/50 stretches.

5. PAST PRESIDENT DUTIES:

- a. Past President will serve as council to current President.

6. ADMISSION FEE TO THE FEDERATION DANCES:

- a. Students (Elementary, Jr High, High School, and College) will continue are free.
- 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 5, 2017
- c. The Northeast Georgia Federation welcomes all callers, cuers, GSSDA Officers, and their taws to all NEGF activities at no charge.

7. DANCERS AT FEDERATION DANCES:

- a. 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.
- b. 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.

8. GUIDELINES FOR HOSTING CLUBS AT FEDERATION DANCES:

- 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.
- 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. 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.
- f. 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
- g. 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.).***

9. GUIDELINES FOR THE NEGF NOMINATING COMMITTEE:

See Article V – Officers for additional guidelines and duties of the Nominating Committee.

- a. 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.
- b. Potential candidates **must** be a current dues-paying member of a club within the Northeast Georgia Federation.
- c. Names of potential candidates should be submitted to the Nominating Committee. No person should be asked to serve as an officer without the prior approval and knowledge of the entire committee.
- d. Carefully consider whether the prospective candidate can handle the particular position, i.e. a computer is a necessity for any officer position.
- e. The Nominating Committee Chairman will present a report at the next Federation meetings.
- f. New officers will be voted on at the Annual Meeting and installed at the last Federation dance of the year.
- g. 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:

NEGF Clubs should not have more than four (4) Special Dances (with admission fee) 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. Hire 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.
- 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. BANNER TAKING GUIDELINES:

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