

The Value and Significance of the ACSC White Book

A Quick Guide for Shag Club Leaders & Members

What Is the ACSC White Book?

The ACSC White Book is the **official reference manual** for all Association of Carolina Shag Clubs. It provides the standards, expectations, and best practices that keep shag clubs organized, safe, and connected.

Why the White Book Matters

Consistency Across All Clubs

- Ensures every club—large or small—operates with the same level of professionalism.
- Protects the integrity of shag culture and club traditions.

Clear Expectations for Leadership

- Defines officer roles and responsibilities.
- Provides guidance for elections, meetings, and financial management.
- Helps new officers transition smoothly.

Protection for Members

- Establishes safety standards for events.
- Outlines fair procedures for handling complaints or disputes.
- Promotes respectful, inclusive dance environments.

Why Every Club Should Use It

The ACSC White Book is more than a manual—it is the foundation of a healthy, thriving shag club. Clubs that follow it are more organized, more confident, and better connected to the larger shag community.

How It Strengthens Clubs

Supports Club Operations

- Offers templates for agendas, minutes, and reports.
- Provides best practices for communication, newsletters, and websites.
- Helps clubs maintain accurate records and financial controls.

Guides Event Planning

- Includes standards for hosting dances, socials, and workshops.
- Covers alcohol policies, emergency procedures, and venue considerations.
- Ensures events meet ACSC quality and safety expectations.

Enhances SOS Participation

- Explains voting procedures and delegate responsibilities.
- Helps clubs prepare for SOS parades, workshops, and major events.
- Ensures every club has an equal voice in ACSC decisions.

Long-Term Stability & Continuity

The White Book preserves the knowledge, structure, and traditions that keep shag clubs strong over time. It prevents confusion, protects club reputation, and ensures smooth leadership transitions.

Key Benefits at a Glance

- Clear governance
- Strong leadership support
- Member protection
- Event quality and safety
- SOS readiness
- Long-term continuity
- Consistent standards across all ACSC clubs

ACSC CLUB COMPLIANCE CHECKLIST

SECTION 1 — MEMBERSHIP & GOVERNANCE

- ☐ Active, accurate membership list maintained
- ☐ Elected officers with clearly defined roles
- ☐ Elections follow ACSC-recommended procedures
- ☐ Club bylaws current and accessible
- ☐ Dues paid and ACSC reporting completed

SECTION 2 — MEETINGS & ADMINISTRATION

- ☐ Regular meetings held
- ☐ Minutes recorded and stored
- ☐ Financial reports presented
- ☐ Secure record-keeping system in place
- ☐ Leadership transitions follow ACSC guidance

SECTION 3 — FINANCIAL MANAGEMENT

- ☐ Annual budget prepared
- ☐ Bank accounts managed with proper controls
- ☐ Treasurer provides regular updates
- ☐ Internal controls follow ACSC standards
- ☐ Annual audit or financial review completed

SECTION 4 — COMMUNICATION STANDARDS

- ☐ Newsletter, website, or social media maintained
- ☐ Communications follow ACSC professionalism guidelines
- ☐ ACSC updates shared with members
- ☐ Delegate information communicated before workshops

SECTION 10 — ANNUAL REVIEW

- ☐ Yearly compliance review conducted
- ☐ Bylaws updated if needed
- ☐ Officers trained using White Book guidance

SECTION 5 — EVENT PLANNING & SAFETY

- ☐ Venues meet ACSC safety expectations
- ☐ Alcohol policies follow ACSC guidelines
- ☐ Emergency procedures documented
- ☐ Adequate staffing/volunteers at events
- ☐ Incident reporting procedures understood

SECTION 6 — MEMBER CONDUCT & PROTECTION

- ☐ Respectful, inclusive behavior enforced
- ☐ Complaint/dispute procedures documented
- ☐ Disciplinary actions follow ACSC standards
- ☐ Members informed of conduct expectations

SECTION 7 — ACSC WORKSHOP PARTICIPATION

- ☐ Delegate attends ACSC workshops
- ☐ Delegate understands voting procedures
- ☐ Club reviews workshop materials afterward
- ☐ Club participates in SOS events when applicable

SECTION 8 — AWARDS & RECOGNITION

- ☐ Club considers ACSC award nominations
- ☐ Club recognizes member contributions
- ☐ Award submissions follow ACSC criteria

SECTION 9 — FORMS & DOCUMENTATION

- ☐ ACSC forms used when required
- ☐ Incident reports available
- ☐ Delegate registration completed on time
- ☐ Bylaws, minutes, and financial records maintained
- ☐ Club goals aligned with ACSC mission