
ACF BY-LAWS

1.000. MEMBERSHIP, and AFFILIATION

1.001 Affiliation with other Associations -

The ACF is affiliated with Callerlab (The International Association of Square dance Callers)

1.002 Australian States

The Australian Capital Territory and the Northern Territory are to be recognised by the ACF as separate state areas and to have board representation. (AUG85mp50,54)

1.100 Affiliated State Associations –

1.101 Cooperative Agreement

The ACF should offer State Callers' Associations affiliation per the "Cooperative Agreement" as allowed by the constitution. The levy fee per member is included in Section 15 of By-Laws (Fees and Charges) under the category "Individual registered by member association". The levy fee includes the membership fee and the cost of the 'Callerlink' newsletter and the postage.

(89bm10memberassociation) (89agm08memberassociation) AGM Approval.

The master copies of the "Approved Joining Procedure", Forms and the "Cooperative Agreement" are held in Section 17 of By-Laws. (89c0508membershiptype)

1.102 An **ACF mini banner** will be issued to each Affiliated State. (89bm01banners)

1.200 Membership General -

1.201 **Membership year** Starts August 1 each year. (89c05membershiptype as amended 1999)

1.202 **New Membership** (The procedure for new memberships is contained in the Constitution.)

New members will be required to pay a joining fee (currently \$7.00) to cover the cost of an ACF badge. (94BO11badges)

1.203 Membership Renewal

Renewals of membership will be made available to members by the 1st May each year. The details as currently recorded will be preprinted on the renewal form, and an update only to these details is required by the member. The signed renewal form is to be returned to the Affiliated State Caller Association by 1st August each year. ('98minutes).

1.204 Accreditation and National Convention Programming Eligibility

All membership application and renewal forms are to be returned to the Affiliated State Caller Association for ratification by a State Review Committee of which the State Coordinator and/or other Board Members of that State are members. ('98 minutes). The forms, after ratification, are forwarded to the Registrar for updating the ACF database register.

1.205 National Register

The ACF shall keep a National Callers' Register and may classify callers. (APL83mp32)

2.000 BOARD and BOARD MEETINGS**2.001 Report Deadlines for Meetings**

(a) Minutes - ASAP after meeting, one month maximum

(b) Agenda - Prior to meeting, one month minimum

(c) State Reports - Minimum 2 copies to Secretary prior to meeting,

The reports are to be read at AGM and distributed to all members after AGM. (01acf06statereports)

2.002 President's Report

The President shall produce a report following all board meetings. This report should be sent to all Caller and Square Dance Associations (Open mailing list), and also be published in Callerlink.(OCT87m)

2.003 Disregarding Rules or Motions -

The Board must strictly adhere to the ACF Constitution, but the board may by a 100% vote of the board disregard any other rule or motion if to do so is in the best interest of square dancing. (80mp10)

2.004 Attendance at Board Meetings

The resignation from the board of a member is required if the Member misses two consecutive meetings during their three year term.

2.100 Board Elections**2.101 General Scheme**

As per the Constitution, an Eighteen Member Board based on a three year cycle of a three year term for each member is required. Six members retire from the board each year, and appointments and elections are held each year to replace retiring members and also any casual vacancy due to resignation or death. This election is held at the National Convention "general callers meeting" with ACF members only voting. (84p45 as amended 2000 for 3 Independent Board Members)

2.102 Quota allocation of board positions -

- (i) The number of board positions less the prescribed one for each state/territory and less one for each of 3 individual members leaves the number of spare board positions to be allocated.
- (ii) The total number of the ACF membership is divided by the number of spare board positions to be allocated, to give a quota number.
- (iii) Each member association should receive a board position for every multiple of the quota number.
- (iv) Surplus positions should then be allocated according to the highest unused quota number fraction.
- (v) Should the unused quota number fraction be equal, the preferred option is that the board position is allocated to the state/territory with the fewer number of ACF members, subject to the discretion of the ACF board.

EXAMPLE Quota allocation of extra board positions, based on the 1999 membership figures - i.e. 188 (Vic 18, Tas 9, SA 13, Qld 61, NSW 53, WA 28, ACT 6)

- (i) The number of board positions (**18**) less the prescribed one for each state/territory (**7**) and less one for each individual member (**3**) leaves the number of spare board positions to be allocated. **(18-7-3 = 8)**
- (ii) The total number of the ACF membership (**188**) is divided by the number of spare board positions to be allocated (**8**), to give a quota number. **(188÷8 = 23.5)**
- (iii) Each member association should receive a board position for every multiple of the quota number. **(Vic = 0¹⁸/_{23.5}, Tas = 0⁹/_{23.5}, SA = 0¹³/_{23.5}, QLD = 2¹⁴/_{23.5}, NSW = 2⁶/_{23.5}, WA = 1^{4.5}/_{23.5}, ACT = 0⁶/_{23.5})**
- (Qld = 2, NSW = 2, WA = 1, surplus = 3)**
- (iii) Surplus positions should then be allocated according to the highest unused quota number fraction. **(Vic¹⁸/_{23.5}, QLD = ¹⁴/_{23.5}, SA = ¹³/_{23.5}.)**
- (iv) Should the unused quota number fraction be equal, the preferred option is that the board position is allocated to the state/territory with the fewer number of ACF members, subject to the discretion of the ACF board.

END RESULT of EXAMPLE :

Number of extra board positions over and above the 1 prescribed for each state/territory :-

Vic = 18 members ∴ 1 position ;	Tas = 9 members ∴ 0 position ;
SA = 13 members ∴ 1 position ;	Qld = 61 members ∴ 3 positions ;
NSW = 53 members ∴ 2 positions ;	WA = 28 members ∴ 1 position ;
ACT = 6 members ∴ 0 position	

2.103 Taking Office

Board members elected to the board at an AGM, take office immediately after the AGM. (89bm09boardmembers)

2.104 Board Member Pledge

Upon election to the Board each member is required to sign a pledge which outlines their responsibilities as a board member. (90bm03BoardMembers)

3.000 ELECTED AND APPOINTED POSITIONS AND THEIR DUTIES**3.001 Office Bearers Election**

A short board meeting is convened immediately following the AGM or as soon as possible thereafter to elect the Office Bearers. (89bm08boardmembers)

3.001 Registrar.

Maintaining records of a) Constitution, b) by-laws, c) Board Members Office Bearers, and State Coordinators, d) Awards - (Silver Microphone and Life Members), e) History of ACF, F) Asset register. (Oct87)

3.002 COMNET-

The communication network as administered by the ACF will be known by the abbreviated title "COMNET" (89bml2comnet).

3.003 Treasurer –

In addition to those duties listed in the constitution, the Treasurer shall keep a membership ledger to assist him with the timely issue of membership renewal notices. A copy of the membership ledger should be sent to all relevant Member Callers' Associations.

4.000 MANAGEMENT AND BUSINESS OF THE ACF**4.001 Motions affecting operation of A.C.F.**

All motions affecting the operation of the ACF and which are not changes to the constitution, should effectively add to or amend the by-laws. (88BWC6)

4.002 Motion numbering policy

Numbering of motions at board and general meetings will follow the format (YEAR/MEETING/MOTION No./SUBJECT) eg. (88B5XXXX) This refers to motion number five at the 1988 board meeting on the subject of XXXX. (88BWCS)

4.003 Decision making via correspondence.

ACF board matters may be posted to board members where an immediate decision is required. An affirmative vote may be assumed, if fourteen days after posting, allowing for strikes, there is no reply. (84mp44)

5.000 FINANCE AND ACCOUNTS**5.001 Expenditure**

An executive expenditure limit which is subject to a review shall not exceed \$400 in any twelve month period without the approval of the ACF board. This is for expenditure during the course of their duties excluding the costs of Callerlink publication. (APL83mp33)

5.002 Accounts and Payments

Accounts and requests for payment of a non-standard expenditure requires the approval of the president and two coordinators from other states as an interim arrangement pending a full review of financial arrangements of the ACF. (Oct87m)

5.003 Cost Statement- ACF Functions

A detailed statement of receipts and expenses for each function shall be submitted to the Treasurer and Board immediately following the function. (APL83mp28)

5.004 Membership Fees

Membership fees (including the Callerlink subscription) fall due 1st August each year (89c05membershipteat)

6.000 AUSTRALIAN PERFORMING RIGHTS ASSOCIATION (APRA)

6.001 The ACF will maintain a “Bulk Licence” for APRA. All Callers, Cuers, and Teachers of square dance related dance genre are eligible to apply for a licence through the ACF, provided that a \$5.00 surcharge, additional to the prescribed fee, is paid by applicants not applying through a National or State Association. (96BO113APRA)

7.000 INTERNET WEB PAGE

7.001 The ACF web page is *aussiecaller.org* . In 1999 Allen Kerr was appointed as a Web Site Controller, with a second phone line, a slave disk system, and the required software being made available to him. (99BO13database, 00BO4&5web)

7.002 Privacy of Address

Callers have the option of not having their address published over the web site.

8.000 REVIEW OF REFUSAL MEMBERSHIP

An applicant for membership who has had the application rejected, or a member who has had their membership terminated must be advised, in writing, with the reasons for the action stated. The applicant must be advised that they have a right of appeal that must be lodged within 3 months of the date of the letter of advice. Any appeal must be brought to the attention of the board for a fair and reasonable consideration of the appeal at their next meeting. Voting by the board is to be by a secret ballot

9.000 STANDARDS**9.001 Standardisation of square dance movements and recommendations to Australian Callers.**

It is recommended that Australian Callers adhere to Callerlab dance programs and movement definitions. Styling recommendation should also be followed except where specific Australian styling has been recommended by the ACF and approved by Australian Callers.

9.002 Current list of styling recommendations and the date when approved.

- 1983 Promenade - Skirt skaters (Man's R-arm around Lady's waist Lady's R-hand used for holding skirt, with L- hands joined.
- 1984 1983 Recycle - confirm that no hands should be used.
- 1985 1983 Eight Chain Thru - a courtesy turn is used when facing out.
- 1983 Arm Turns - All arm turns should use Pigeon Wing (Arms Up). Hooking of elbows is not allowed.
- 1986 Grand Slide - Approved as an Australian addition to the Mainstream program.
- 1989 Centres In - Hand holds to be used between end and adjacent centre dancers. Hand holds to be palms up or down. Right hands use palm up and left hands use palm down. (No hooked elbows) (Tried 87-89)
- 1989 Box Stars - Saddle-box wrist hand hold for all four dancer stars. No pressure is applied by the thumb.
- 1997 Pigeon Wing -
Part 1: When motion is involved: Palm to Palm, fingers together and pointing upward vertically to face level, hands slightly rotated for counter balance, elbows together as physical capability allows.
Part 2: When motion is not involved; Palm to palm, fingers together and pointing upward vertically to face level, and elbows together as physical capability allows.

10.000 CALLERLINK PUBLICATION**10.001 Newsletter name**

The name of the ACF publication or newsletter shall be "CALLERLINK" (OCT82mp25)

10.002 Newsletter Control and Distribution

The ACF publication "Callerlink" shall be controlled by an appointed editor, elected or appointed by the board. It shall be published and distributed monthly. (OCT81mp15).

10.003 Though the Constitution requires an annual appointment of the Callerlink Editor, it is the preferred option that an appointed Editor maintains at least a two year term, subject to review. (97BO5editor)

10.004 Callerlink costs

Callerlink is to be run on a non profit basis. (APL84mp43)

10.005 Pro-rata Callerlink Fees –

This is automatic as part of the membership fee reduction when a change in membership status occurs after January 1st. (89c07membershipfees, updated 1998)

10.006 ACF "CALLERLINK" Account

The Editor shall keep an account in the name "ACF CALLERLINK" to enable him to receive monies for Callerlink and to be able to pay all production costs. Advances will be made by the Treasurer from ACF funds. (88B7CallerlinkAccount)

10.007 **Advertising in Callerlink** is the responsibility of the Editor. Advertisements must be of a perceived benefit to members. (00B)3adscallerlink)

11.00 AWARDS AND HONOURS

11.001 Twenty Five Year Certificates

A certificate for twenty five years of calling be presented to eligible callers in recognition of their service to square dancing. (APL83mp30) The 25 year award be called the "Silver Microphone Award" (OCT83mp34)

11.002 Silver Microphone Awards

The "Silver Microphone Award" may be awarded, with the approval of the ACF board, to a Square Dance Caller who, for an aggregate of 25 years, on a regular weekly or fortnightly basis, provides the majority of the square dancing program for a club. This would include beginners at the Mainstream level. Special consideration by the board would need to be given where two or more callers share the programming of one club. (9607SILVER MICROPHONE)

- a. Nominations for the award should be made by the relevant State Association by the closing date for nominations for registration to call at that convention. The board will then review all nominations on an individual basis.
- b. The ACF will contact the awardee as to their preference for time and place for the presentation.
- c. The ACF President or his nominee will make the presentation.
- d. If presentations are to be made at a National Convention, a request must be made to the Committee of the relevant National convention for an allocation of a suitable time for the presentation to be made. (97B006aSilverMic)

11.003 **Life membership** - see section 4.1.5 of the Constitution.

12.000 CALLER AND CALLER COACH EDUCATION AND QUALIFICATION

12.001 Caller development

The ACF has adopted the following

- a) To provide a continuing program of seminars.
- b) To use leaders in the movement for teaching purposes.
- c) To improve the standard of caller coaching. (88B1lseminars/teaching) (Current education sub-committee)

12.002 National Convention ACF "Get-together"

At each National Convention, whenever possible, the ACF will be responsible to provide an opportunity for all callers to share socially and professionally as a group. A period is to be included specifically for the benefit of newer callers to be presented and to progress their development. (97ACF17newercallers). Guidelines for organising the ACF "Get-together" are contained in Section 16.000 of these By-Laws.

13.000 NATIONAL CONVENTIONS AND RECOMMENDATIONS**13.001 Caller Eligibility, Registration And Obligations.****(1) Philosophy**

Eligibility to call at the various sessions of a National Convention is based on the caller-applicant's ongoing participation in specific Callerlab Programs within the square dance activity. Therefore, callers have to satisfy the eligibility criteria for each of the Callerlab Programs for which they apply to call (Mainstream, Plus, Advanced 1, Advanced 2 etc.) The purpose of the Eligibility Criteria is to ensure that all callers, who are programmed for the various dance sessions at a National Convention, have appropriate skills and experience to provide entertainment for the dancers.

(2) Caller Registration – Please also refer to Section 129

Eligibility of applicants will be based on validated information which is available to the Convention committee by the applicant. This will include use of the ACF caller database and callers therefore have an obligation to keep this up-to-date.

13.002 Definitions**(1) Square Dance Club:**

A gathering of at least 10 dancers who meet and dance at a regular venue at least fortnightly, for the purpose of a minimum session of two hours of Square Dancing at one of the advertised and recognised CALLERLAB programs - Mainstream, Plus, Advanced 1, Advanced 2 etc. The club shall be open to all dancers at that program.

(2) Program:

The appropriate current CALLERLAB approved programs; Mainstream (with the addition of Grand Slide), Plus, Advanced 1 and Advanced 2.

(3) Veteran Caller:

A caller with greater than 25 years recognition as club caller and has called at five or more National Conventions, who has retired from regular calling commitments.

(4) Learner Course:

A learner course is defined as a series of teaching classes for either non-square dancers to learn the CALLERLAB Mainstream Program, or for dancers to progress from one specific CALLERLAB Program to the next. A successful course should graduate a minimum of four dancers. Should fewer than four dancers graduate, or the class not run to completion due to dancer attrition, then evidence of promotional effort must be made available to, and accepted by, the State Association. In this way a caller may still satisfy the eligibility criteria.

13.003 Requirements For All Classifications**(1) State Validation:**

An Australian caller's eligibility to be considered for programming, is to be certified by the caller's home State Caller Association. Callers desirous of consideration for programming at Australian National Conventions should submit details of their current and previous calling experience, including the conducting of learner courses, to their State Caller Association for this purpose. The Convention programme committee has the right to further validate caller information taken from the web-site with state caller bodies.

(2) ACF Database:

The central source of all caller credentials shall be the ACF database. State Caller Associations will pass on the relevant information through the annual ACF membership renewal process. Callers have the obligation to ensure this happens and the ACF has an obligation to keep the web-site database current. This system will greatly assist the programme committee through the use of a central source of information.

(3) Overseas Callers:

The Convention programme committee has the right to confirm the caller credentials of an overseas caller with the respective home country caller association.

13.004 Program Criteria**(1) All Programs**

- a) A caller applying for consideration for programming must have completed at least two learner courses, each of which completes a CALLERLAB Program, within the five years immediately prior to registration. At least one of those learner courses must have been for the CALLERLAB Mainstream Program.
- b) A caller applying to call a specific CALLERLAB program must have completed at least one learner course within that specific program
- c) A caller applying to call a specific CALLERLAB program must have been regularly calling that program at regular sessions at a Square Dance Club, for no fewer than four years immediately prior to registration closing date.
- d) A caller, who previously had been eligible, and has previously called at a National Convention, and who has resumed calling after a break exceeding one year, would only need to have two years calling immediately prior to registration to satisfy criteria c) above, and provided this person still satisfies criteria a) would regain eligibility.
- e) A caller, who has continued calling and has maintained eligibility for one or more CALLERLAB programs other than Mainstream, and who recommences club calling at a CALLERLAB program which is considered part of the program for which eligibility has been maintained, then this caller would only need to have one year calling at the recommenced program immediately prior to registration closing date to satisfy criteria c) above.

(2) Other callers.

International/overseas and Veteran callers will be programmed

1. if known or invited, and
2. information on their ability as a caller has been investigated.

13.005 Caller Responsibilities

The Convention committee shall ensure all callers who are programmed to call are fully aware of their responsibilities:

- (i) The callers shall restrict their calls to the nominated dance program.
- (ii) It is the responsibility of the caller to call to the dancing level of the floor. Callers should adjust their call delivery to keep the majority of the dancers dancing.
- (iii) A “walk through” is only permitted in workshop or teaching sessions.
- (iv) Callers should present themselves to the stage management one bracket prior to their allocated bracket to facilitate the smooth flow of the program.
- (v) Callers should ensure that their presentation is in good taste and not able to be misinterpreted as being offensive.
- (vi) Hoedowns should not exceed four minutes in length in brackets containing three or more numbers.

13.006 Caller Selection And Programming.

- (1) Whilst it may be considered desirable to have all registered callers who are eligible appear on the programme, it should be remembered that dancers are travelling from interstate and overseas to attend an Australian National Square Dance Convention, and they would expect the best calling available.
- (2) The Convention committee has the right to restrict the total number of callers on the program.
- (3) The Convention program committee should determine the eligibility of, and seed, all callers who have registered. It is recommended they seed all callers into categories as defined in clause 122.4. To assist them in the task of determining eligibility and seeding they should consider information from the following sources:-
 - a) Information provided by the applicant.
 - b) Information from the ACF database.
 - c) Information from the State Caller Associations.
 - d) Information from relevant overseas sources in the case of visiting overseas callers.
 - e) Other factors that may be considered when seeding callers otherwise qualified are:
 - * Has the caller any special talents?
 - * Has the caller called at previous National Conventions?

- (4) It is recommended all eligible callers be seeded into the first three of the following six categories. Note the last three categories are special categories covering veteran, overseas visiting callers, and ineligible callers, who, by their very nature, are treated separately when it comes to programming.
- a) Category 1
Eligible Callers who have the following qualities:- exceptional calling talent, widely recognised dancer popularity, lifting presentation, good voice, ability to entertain, an excellent command of Hoedown Calling, ability to conduct successful workshops and show good use of Extended Applications. This group is expected to be the top 10% to 15% of applicants.
- b) Category 2
Eligible Callers who have good skills and can be relied on to do a professional job on both a singing call and a hoedown. This group should be about 75% of applicants and would cover the majority of eligible callers.
- c) Category 3
Eligible Callers who have some deficiencies in their skills, and thus have limitations in their on-stage performance. For example, the deficiencies may be problems with calling a hoedown, or with poor voice projection skills, or may just have limited calling skills generally, including the need to read standard choreography in order to call. It is assumed because of the convention eligibility criteria that this group would not exceed 10% of applicants.
- d) Category 4
A Veteran Caller, as defined in Clause 121.3.3, who have applied to call, should, as a courtesy, be forwarded a copy of the current CALLERLAB program lists. This will avoid use of calls that have been deleted or moved to another program.
- e) Category 5
If Overseas Callers who is invited, or visiting, have recognised or known talents, then they may be programmed similar to a Category 1 Caller. Otherwise, depending on available information, these callers would be treated similar to a Category 2 or 3 callers for the purposes of programming.
- f) Category 6
Ineligible Callers who, under Section 11.013 of the Constitution have been recommended by their State Caller Association for presentation as new callers, should be considered within a "guest calling" spot but should not be included as a programmed caller. Prior advice of an allocated calling commitment should be advised to the callers prior to the convention.

13.007

Balanced programme

- (1) It is the responsibility of the Convention programme committee to develop a balanced programme and where possible, whilst allowing for the system of seeding, treat all callers within each category equally. It is the Convention programme committee's responsibility to select and position callers on the programme and to consider the allocation of some categories of callers to specific dance sessions, or to use callers with special talents to enhance the programme. To this end, it is reasonable to consider all night time sessions, apart from Trail-In and Trail-Out dances, equally.
- (2) **Limiting number of callers**

Where a decision is taken by the Convention programme committee to limit the number of callers, then "guest calling" spots, Category 3 and Category 4 callers should be the first to be left off the programme. Should further reduction be necessary then there may be a need to further seed callers in Category 2 in order of merit, to decide who will make or miss the caller limit.
- (3) **Number of calls allocated to callers**

The Convention program committee should calculate the number of calls in each dance program and the number of eligible callers in each program and calculate an average number of calls per caller for each dance program. This average will serve as a rough guide, Category 1 callers may receive up to twice the average, while Category 2 callers should receive near or just below average. Category 3 callers should receive well below average number of calls and not at prime times. Naturally, these allocations are subject to each caller's nominated availability.
- (4) **Programming Committee structure**

The Convention programme committee shall include at least one caller, who shall be a "Mainstream Program" caller. It is preferred that this caller has a number of years experience at National Conventions.
- (5) **Caller Exclusion**

State Associations may deem it necessary to keep a record of any callers who may have been excluded or banned from their Associations. It is the responsibility of that State Association to update the ACF records through the renewal system. The Convention programme committee can then establish straight away if a caller has such exclusions posted against them and avoid embarrassment in programming

13.008 ELIGIBILITY SUMMARY TABLE

NATIONAL CONVENTION PROGRAMMING ELIGIBILITY REQUIREMENTS			
Applicable immediately prior to Caller Registration Closing Date			
PROGRAM	PERIOD OF PROGRAM AT CLUB	FREQUENCY OF LEARNER CLASSES	PRE-REQUISITE REQUIREMENTS
MAINSTREAM	4 YEARS with a separate full MS program session of at least 2 hours fortnightly	2 CLASSES including at least 1 MS class EVERY 5 YEARS	
PLUS	4 YEARS with a separate full PLUS program session of at least 2 hours fortnightly	ditto	Completed at least 1 PLUS Learner Class at anytime
ADVANCED 1	4 YEARS with a separate full A-1 program session of at least 2 hours fortnightly	ditto	Completed at least 1 A-1 Learner Class at anytime
ADVANCED 2	4 YEARS with a separate full A-2 program session of at least 2 hours fortnightly	ditto	Completed at least 1 A-2 Learner Class at anytime

14.000 CALLERS' DRESS

- 14.001 Proper square dance attire is interpreted to mean that a caller's dress will clearly identify the caller with the activity.
- 14.002 Men shall wear a long sleeved shirt, trousers, neat and comfortable footwear, appropriate neck-wear in good taste, and be concerned about how open their shirt is to the viewing public.
- 14.003 Women callers shall wear a dress or full skirt with blouse, a petticoat and neat comfortable shoes.

15.000 FEES AND CHARGES

15.001 Membership year

The membership year commences August 1 each year.(89c05mshipyear, amended 1998)

- 15.002 **Fees -** Individual (not via member association) \$35 (amended 2004)
- Individual (registered by member association) \$25
- Associate Member (Overseas member) \$55

16.000 ACF “GET TOGETHER” GUIDELINES**16.001 Purpose**

This function should be held at the National Convention and is aimed at providing a time for callers to get together for social and professional interaction. The function also provides the opportunity for ineligible callers to call at a National Convention without actually being programmed. The ACF Coordinator for the Host State should forward a request to the National Convention Committee for a venue and preferred time for this function prior to appointing a Function Manager.

16.002 FUNCTION MANAGER

The ACF Board should appoint a Function Manager for the function at least two Conventions prior to the function. Where possible the Function Manager should be from the home State in which the National Convention is to be hosted. The Function Manager should be experienced enough to be able to organise a calling program, as well as seminar sessions, catering etc.

When appointing the Function Manager, a general guideline would be a caller who has attended at least three of the preceding five National Conventions. The appointed Function Manager should be given the "Guidelines" for reference. The ACF Board should provide the Function Manager with a budget for the function. The budget should take into consideration the cost of a venue (if required), catering and incidental costs.

Where possible, the Function Manager should try to minimise the cost of the function by inviting local clubs or association to provide the catering.

The Function Manager should liaise with the Convention Committee as soon as possible after being appointed to confirm a time and venue for the function. Once confirmed this should be relayed to each caller Association.

16.003 Invitees

The function should be open to all callers / club managers and their partners. However, non-ACF members should be charged a fee at least equal to the cost of the catering. This fee must be collected prior to the function. The Function Manager should do the setting of this fee, however, he/she can seek advice from the Board if they wish.

It was decided in 2002 that visiting overseas callers, who are members of CALLERLAB, may have this fee waived. The host National Convention Committee and the next National Convention Committee should also be invited to nominate a representative and partner to attend. A letter of invitation should be sent to the Secretary of each of these Committees.

The Function Manager should initiate invitations to attend the function via advertising in Callerlink for at least two editions prior to the RSVP date.

The Function Manager should also send an invitation to the Secretary of each of the State Callers bodies. The invitation should request each association to nominate ineligible callers to call at the function.

Programming should be designed to highlight callers who are ineligible to call on the official program of the National Convention. Preference should be given, but not restricted to, callers who have been nominated by their State Associations. However, callers should be running clubs and aiming towards calling at future Nationals. Where ineligible callers are programmed at any of the sessions of the National Convention, preference at the ACF "Callers Get Together" should be given callers who are not programmed.

16.004 MC's

The Function Manager is the facilitator of this function and as such does not necessarily need to be the "front man" on the day. The Function Manager should invite an MC for the function. The MC should be a senior, experienced caller from within the State. The caller should be a member of the ACF, although there is no necessity for the caller to be a Board Member. If a Board Member is available and has the qualities required, they may be offered the position. If someone suitable from within the State is not available, then someone from another State may be invited to MC the function.

16.005 Program

The program should include time for the following:

New callers - these should be callers who are ineligible to be programmed on the National program, but who are potentially going to be programmed in the near future. Preference should be given to callers who are running a club.

Seminars of interest to callers - these seminars should be aimed at callers who are of all experience levels;

Any special item such as recognition awards etc - These would need to be conveyed to the Function Manager prior to the function.

16.006 TIME

The timing of the function needs to be coordinated with the National Convention Committee. However, the preference would be 10.00am on the morning following the closing ceremony. The function should run for approximately 2 1/2 hours.

16.007 SOUND

It is the responsibility of the Function Manager to arrange appropriate sound. This should consist of:

Variable speed turntable - ideally a Hilton or equivalent would be preferable, however, another suitable turntable / amplifier may be used. If a Hilton or equivalent is not used, the equipment used should have the facility to adjust music and voice volume independently. It should also have tone controls on both.

Microphones - there should be at least two microphones available. If possible, one should be a cordless microphone.

Speakers - one or two speakers to provide clear sound to all parts of the venue.

17.000 FORMS AND PROCUDURES MASTERS

17.001 Forms

- 1) ACF Petty Cash Form
- 2) ACF Combined Membership Form (includes Affiliate Member Association use)
- 3) ACF Cooperative Agreement
- 4) Calling Engagement Contract Form

Prepared	April	1988 version 1.
	Amended	1989 version 2.
	"	1990 version 3.
	"	1991 version 4.
	"	2001 version 5.