

Charlotte Shag Club, Inc.

By-Laws

Article 1 – Name

The name of the Club shall be the Charlotte Shag Club, Inc. and it shall be a non-profit organization.

Article 2 – Object

The purpose of the Club shall be to promote and preserve the Shag Dance and its related music.

Article 3 – Membership

The membership for this Club shall be limited to a number that is manageable by the Board of Directors of the Club. The Club calendar is to be January through December.

A. Active Member

1. Shall pay annual membership dues determined by the Executive Board.
2. Dues are valid January 1st through December 31st of the current year.
3. An Active member must be at least 21 years of age.
4. Membership applications will be reviewed by the Membership Chairperson and/or the committee as necessary, and reported to the Board of Directors.

B. Associate Member

1. Non-active members who attend certain functions sponsored by the Club are deemed Associate members of the Club.
2. Annual parties (e.g. Christmas, Flashback) and other special parties hosted by the Club are examples of such functions.
3. Shall pay Associate membership dues determined by the Executive Board for each function.
4. An associate member must be at least 21 years of age.

C. Past President

1. Shall not pay annual membership dues and is an active member for life.

An Active member or a Past President may be voted out of the Club by the Board of Directors if just cause is determined. If this happens, a Member or a Past President must re-apply to the Club to be reinstated.

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Article 4 – Officers

The officers of the Club shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Sergeant-At-Arms

These officers shall perform the duties prescribed by these By-laws and by the parliamentary authority adopted by the Club, and comprise the Executive Board. These officers shall have been a member of the Club for at least one (1) calendar year in good standing. Any officer who resigns or is removed from office due to violations of the By-laws will relinquish all rights, reference and privileges.

Section 1

The parliamentary authority for the Club will be ROBERT'S RULES OF ORDER in conjunction with the Club's By-laws.

A. President

- Schedule and open all meetings of the Club at the prescribed time and place.
- Conduct affairs of the Club and execute policies established by the membership.
- Present a report at each Club meeting.
- When necessary, authenticate by signature all acts, orders, contracts, and checks of the Club.
- Be responsible for the conduct of the Club in conformity to the purposes, principles, rules, and regulations of the Club.
- Communicate to members such matters as deemed appropriate, and to make suggestions to promote the Club's welfare.
- Shall serve as Ex-officio on all committees except the Nominating Committee.
- Shall appoint the Chairperson of each standing committee, subject to the approval of the Board of Directors.

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- Perform other duties incidental to the office of President.
- May adjourn any meetings where order cannot be maintained
- To be eligible for President, a member shall have also been an officer or standing committee chairperson of the Club for at least one (1) calendar year in good standing.

B. Vice President

- Shall assume the duties of the President in the President's absence.
- Shall act as Club Parliamentarian.
- Coordinate and be responsible for Nominating Committee to ensure proper election of new officers, such as determining that membership is in conjunction with votes counted.
- With all due patience, accept in writing any and all grievances.
 - All grievances will be held in strict confidence. If a grievance is required to be presented to the Executive Board, it will be presented anonymously.
 - All grievances will have some type of action taken.
 - When a grievance is filed, two board members and two members from the general membership will be selected to resolve the matter in the best interest of the Club. The Vice President will have the swing vote if needed.
- To be eligible for Vice President, a member shall have also been an officer or standing committee chairperson of the Club for at least one (1) calendar year in good standing.

C. Secretary

- Responsible for taking and maintaining record of the Club's meeting minutes.
- Present the previous meeting's minutes in the current meeting.
- Maintain a list of all Club officers, committee members, and the general membership in conjunction with the Membership Chairperson(s).
- Call a meeting to order in the absence of the President and Vice President until a chairperson pro-tem can be nominated.

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D. Treasurer

- Shall receive and bank all money that has been received by the Club.
- Disburse money as the Club may direct.
- Keep bookkeeping records of all funds, including records of all dues paid by members.
- Prepare written, itemized monthly and/or annual financial reports, present them to the Board of Directors, and make them available upon request to any Club member.
- Comply with local, state, and federal tax regulations.
- Give brief verbal financial reports at monthly Club meetings.

E. Sergeant-At-Arms

- Assist President in preserving order at Club meetings.
- Restrain the members when engaged in debate within the rules of order.
- Control order and/or entry to Club functions and assemblies as needed.

Section 2

The officers shall be elected by ballot to serve for one (1) year. Their terms begin at the first meeting in January. If for any reason the need arises to either replace or add an officer to the Board of Directors during the year, they must be elected by ballot and will serve until the next election of officers.

Section 3

No officer shall hold more than one (1) office at a time, and no officer shall be eligible to serve more than two (2) consecutive terms in the same office.

Section 4

Any officer missing three (3) consecutive general business meetings may be removed from office. The President shall, upon approval of two-thirds (2/3) of the Board of Directors appoint a new officer to complete the term.

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Section 5

An immediate Past President, by definition, is the President who has completed the office prior to the current President.

Article 5 – Club Directors

Section 1 – Executive Board

The Executive Board shall be made up of the Club's officers: President, Vice President, Secretary, Treasurer and Sergeant-at-Arms and the Immediate Past President.

Section 2 – Board of Directors

- Shall be made up of the members of the Executive Board and all Chairpersons of standing committees listed in the By-laws.
- Will meet each month between meetings to review and discuss projects and activities of the various committees of the Club.
- Will discuss and be responsible for all major decisions involving Club functions and their dates, large expenditures and Club participation in community activities and Club policy.
- Will also elect a chairperson for any Club event not held at the Club's home site. These events are called Special Events and are defined in Article 6, Section 7.
- If necessary, the Board of Directors will refer any unresolved decisions to the Executive Board for discussion and final approval.
- No person may hold more than one position on Board of Directors.

Article 6 – Standing Committees: Roles & Responsibilities

Standing Committee Chairpersons are subject to annual reviews and are appointed by the President, subject to the approval of the Board of Directors.

Section 1 – Communication Committee

- Maintain and update Club website.
- Communicate information and updates on upcoming activities to membership on a regular basis, using emails, phone calls, etc.
- Coordinate and publish a monthly newsletter.
- Coordinate and distribute Club information to the media and Shag community.

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Section 3 - Nominating Committee

- The Nominating Committee Chairperson will be appointed by the Board of Directors.
- There will be no members of the Executive Board on the committee.
- Will be composed of the Chairperson, one member each from the Board of Directors and General Membership as determined by the Nominating Committee Chairperson.
- The Committee has completed its service once Elections have been completed.
- Will be formed during the month of August and meet during the month of September.
- In October, the Committee Chairperson will report to the General Membership any nominations received for the Club Officers. Open nominations will be held, and must be seconded prior to accepting nominations from the floor.

Section 4 – Election of Officers

- In November, the Nominating Committee will present a ballot report during the General Membership meeting.
- Nominations presented and seconded from the floor will be accepted at this meeting.
- Voting for all Officers will be held at the meeting.

Article 8 – Amendment of By-Laws

These By-Laws may be amended at any meeting of the Club by a two-thirds (2/3) vote of the members present, provided that a quorum is present or declared by the Board of Directors, and that the amendment has been submitted in writing at the previous meeting. Members shall be informed in advance of By-Law changes and the voting meeting via standard communications. Copies will also be made available to the General Membership in advance.

Article 9 – Charitable Donations

There shall be a maximum of one hundred dollars (\$100.00) permitted, from the membership funds, to be donated at any one time to a charity or group. All donations must be recommended by the Board of Directors and then approved and voted upon by the General Membership.

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Section 2 – Social Committee

- Coordinate purchase and preparation of food for the Club events held at the Club's home site. Events for which food will be provided will be determined by the Board of Directors.
- Arrange and display food on tables at Club's home site.
- Responsible for providing plates, napkins, and plastic eating utensils when food is provided at Club events at the Club's home site.
- Solicit volunteers to assist Social Committee chairperson in carrying out assigned duties as needed.
- Responsible for all equipment and inventory owned by the Club that is used by the Social Committee for social events.

Section 3 – Membership Committee

- Actively seek and recruit new members.
- Review all membership applications in accordance with Article 3 and submit list of new members in writing to Board of Directors.
- Submit all money and receipts to the Club Treasurer.
- Submit updated membership roster to Secretary, Treasurer, and Communications Chairperson on a monthly basis.

Section 4 – Ways and Means Committee

- Develop fund raising ideas and activities which foster Club spirit, such as t-shirt, hat, etc sales which include the Club's logo.
- Maintain current inventory of unsold merchandise and maintain multiple copies of the Club's logo
- Organize and conduct fund raising events.
- Collect and submit all funds and receipts collected to the Treasurer.

Section 5 – Photography Committee

- Shall take pictures at designated club events.
- Periodically update the bulletin board at Club's home site with new pictures.
- Responsible for maintenance of club cameras and any photographs used or generated by the Photography Committee.
- Responsible for providing electronic copy of photos to Communications Chairperson.
- Create and maintain scrapbooks with past pictures.

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Section 6 – Junior Shag Committee

- Organize and maintain a club for those interested in the Shag, with guidance from the Board of Directors, for those who are not old enough to be members of the Club.

Section 7 – Special Events Chairperson (not a standing committee)

- Elected by the Board of Directors for each event not held at the Club's home site.
- May be a current Board of Directors member.
- Plan and coordinate the event with the Board's approval.
- Will utilize other CSC members as needed.
- The President will provide an update to the Board if the Chairperson is not a member of the Board of Directors.

Article 7 – Quorum

A quorum shall be considered to be present when twenty-five percent (25%) or more of the membership is in attendance. When attendance is less than twenty-five percent (25%) of the membership, it shall be considered a quorum upon approval of the Board of Directors and vote of attending members.

Section 1 – Disbursements

To be made by the Club Treasurer for all proven expenses. All checks issued must be signed by the Treasurer or the President. Signature cards for these officers must be on file.

Section 2 – Expenses of the Club

- All expenses of the Club must be presented to the Board of Directors in accordance with Article 4, Section 1, Part D and are to be paid by check upon submission of valid receipts or invoices.
- An exception being, the President may allocate funds up to One Hundred and No/100 Dollars (\$100.00) for just expenses. This provision is to forestall late payment and allow flexibility in accounting procedures.