

# BassLake Area Shag Society BY-LAWS

## **Article 1: Name**

The name of the club shall be BassLake Area Shag Society or BASS. Hereafter in these By-Laws, BASS shall be referred to as the Club. The BassLake Area Shag Society logo shall be the property of the Club. The logo's use is hereby restricted to the use by the club for its business and social activities. The club may authorize the use of its name and/or logo for other purposes when compensation is received or when its use will benefit charitable organizations.

## **Article 2: Purpose**

The purpose of the Club is to perpetuate and preserve Carolina shag dance for all individuals, including youth, and the atmosphere surrounding the dance through the entertainment, fellowship, and interest of the membership, and to provide opportunities for its members to associate with others who share the enjoyment shag dancing.

## **Article 3: Membership**

- A. Discrimination - Membership in the Club may not be denied due to race, national origin, color, age, sex, religion, or disability.
- B. Active Members - Active Members shall be in good standing, entitled to vote, and entitled to attend Club functions. Members will receive a membership card approved by the Board of Directors. Unauthorized use of the membership card, or inappropriate behavior as deemed by the Board, will result in forfeiture of membership.
- C. To be in good standing, active members and individuals wishing to join the Club shall complete the official membership application, pay the required yearly dues, and conduct themselves in a manner which reflects positively on the Club.
- D. Family membership shall be limited to immediate family members (son, daughter, or grandchild) under the age of 18.

## **Article 4: Dues**

- A. Dues (an amount to be determined by the Board of Directors) are to be paid annually, covering the January through December fiscal year. A new member joining after June 30 will pay one-half (1/2) the annual dues for the remainder of that year.
- B. Members shall be notified in writing one month prior to upcoming membership dues date. Renewable dues shall be paid no later than February 1, allowing a 1-month grace period.

After that date, membership is automatically terminated and Members shall be notified by e-mail or phone of termination.

- C. Dues shall not be transferable. There shall be no refund of dues.
- D. Any member owing money to the Club shall not be allowed to run for office, vote on any proposal, proposition, by-law, election, or participate as a member of any special Club event or function and may not be allowed to re-join the Club.
- E. In the event a check is written to the Club by a member and is returned due to insufficient funds, that member will be required to make cash payment. A second returned check could result in revocation of membership.

## **Article 5: Fiscal Year**

The fiscal year of the Club shall be from January 1, through December 31, inclusive.

## **Article 6: Board**

### **Officers**

- A. The Club officers, hereafter referred to as the Board, shall include President, Past President, Vice President, Secretary, Treasurer, Membership Director, Sergeant at Arms and no more than two At-Large members. Once an At-Large position is established, it will remain a Board position and elected annually.
- B. The officers shall perform the duties prescribed by these By-Laws.
- C. The Treasurer shall not be closely related to any other member serving on the Board at the same time.
- D. A Board member may not enter into contractual relations on behalf of the club with any outside person or organization without prior knowledge and approval of the Board.
- E. Roberts Rules of Order shall govern the proceedings of all meetings of the organization and its constituent parts, except as provided in these bylaws.
- F. Members can only serve on the board of only one ACSC affiliated member Shag Club per calendar year.

### **Terms of Officers**

- A. The officers shall be elected by vote of the active membership to serve for one (1) year or until their successors are installed.
- B. The term of office, 1 year, shall begin at the close of the meeting at which the officers are installed.
- C. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than 3 full consecutive terms in the same capacity.

### **Duties of the Board**

#### **President:**

- 1. Preside over all Board Meetings and General Meetings.
- 2. In charge of the affairs of the Club subject to such regulations and restrictions that the bylaws shall determine.
- 3. May appoint no more than two members to serve as members at large on the board as needed and approved by the remaining board members.
- 4. The President will serve as Chairperson of the Board and will cast a vote in order to break a tie.
- 5. Should an office become vacant, the President, with the approval of the Board, will appoint someone to fill the vacancy.
- 6. Authorized to sign checks when the Treasurer is not available.
- 7. Assign projects and duties to each officer, or committee chairperson as may be deemed appropriate.
- 8. Be the principle representative of the organization to the Association of Carolina Shag Clubs (ACSC), other dance clubs and organizations and the general public and act in such capacity for the best interest of the organization.
- 9. Cause the organization's financial records to be audited by the board or a competent person(s) appointed by the board at least once a year.

**Vice President:**

1. In the absence of the President, preside and perform the duties of the President.
2. Assist the President and perform duties as prescribed by the Board
3. Maintain an inventory of non-monetary Club assets.
4. Conduct audits of club assets at least once per year and/or whenever a new person is elected to the position.
5. Prepare and submit a calendar of Club events.
6. Oversee preparation and distribution of Club newsletter.
7. Coordinate the activities of the standing committees.

**Secretary:**

1. Maintain minutes of the Board Meetings & General Membership Meetings.
2. E-mail minutes draft to all board members following the meeting & provide final minutes at next meeting for approval.
3. Read minutes (if appropriate) of previous meetings and important correspondence.
4. Conduct the general correspondence of the Club under the direction of the President.

**Treasurer:**

1. Receive and deposit all monies of the club and make timely deposits in a suitable financial institution.
2. Keep accurate bookkeeping records and receipt of funds and expenditures
3. Pay bills by club check when members submit itemized bills with receipts after they are authorized.
4. Keep balanced records agreeing to monthly bank statements at all times.
5. Prepare and distribute financial statements at board meetings.
6. When the Treasurer is out of town, the checkbook will be handed over to the President.
7. Prepare a report for audit by his or her successor.
8. Assist the President in complying with all tax laws.

**Membership Director:**

1. Process applications.
2. Maintain spreadsheet that contains contact info (name(s), address, phone & e-mail) collected from applications.
3. Give fees to treasurer for deposit.
4. Maintain roster and forward to appropriate Officers.
5. Be responsible for keeping membership and attendance records.

**Sergeant At Arms:**

1. Maintain order at all club meetings.
2. Control entry to club functions by maintaining attendance records and collecting of the money.

**At Large:**

1. Duties as assigned by President and/or Board. Duties will be determined and entered into the minutes.

**Qualifications of Officers**

Before a member can be nominated for a Club office, he/she shall have been a member in good standing of the club for six (6) months or more prior to nomination, with the exception of an At-Large nominee. An At-Large nominee may be nominated and serve with three (3) months of membership and be in good standing. Nominees should be active participants in the club.

**Vacancy of Office**

- A. A vacancy in the office of the President shall be filled by the Vice President for the remainder of the term.
- B. If a vacancy should occur in any other office, the President, with approval of the Board, will appoint a person to fulfill the remainder of the term.
- C. The Board may elect to appoint a replacement of an officer who misses 3 consecutive regularly scheduled Board meetings.

**Financial Responsibility of the Elected Officers**

The elected officers shall have the authority to:

- A. Expend funds allotted in the approved budget for the benefit of the Club.
- B. Expend an amount not to exceed twenty-five dollars (\$25.00) for unexpected Club expenses between regular meetings with email authorization by the President. This expenditure shall be itemized at the next regular meeting and reimbursed by the Treasurer upon receipt of the itemized expenditure.

**Quorum**

At all meetings of the elected officers, the presence of the majority shall be necessary and sufficient to constitute a quorum for transaction of business.

### **Loans**

No loan shall be conducted on behalf of the Club and no evidence of indebtedness shall be issued in the Club's name.

### **Deposits**

All funds of the Club shall be deposited to the credit of the Club checking account.

## **ARTICLE 7: ELECTIONS**

- A. Officers shall be elected by a vote of those members present and eligible to vote, on election night, which will be the regularly scheduled membership meeting or social in November.
- B. In the event of a tie vote for any position, a new vote shall be immediately cast for that position until the tie is broken.
- C. In the event there are two (2) or more candidates for any position, the candidate receiving the most votes wins.
- D. Not less than 60 days prior to the elections, the President will appoint 3 members as a nominating committee. They will meet and make written recommendations to the general membership not less than 10 days prior to the annual election.
- E. Outgoing Board and the new Board will meet and work together on a seamless transition.
- F. Installation of the newly elected Officers shall take place at the first monthly meeting of the year in which they will serve.

## **ARTICLE 8: COMMITTEES**

The Board will determine specific committees and their duties. Each Committee created by the Board shall be responsible for procuring, possessing, maintaining and accounting for any and all Club property that pertains to the functions of that Committee. Committees could include:

- 1. Public Relations - advertising and media relations
- 2. Remembrance/Recognition – responsible for sending flowers/cards on behalf of the club
- 3. Social – responsible for greeting members and coordinating food for special club activities
- 4. Ways & Means - procurement /sales of club merchandise, fundraising, not including dues, maintaining records of these activities
- 5. Nominating - 3 members to facilitate nominations and elections of officers

## **ARTICLE 9: MEMBERSHIP MEETINGS**

- A. The annual meeting for election of Officers shall be held at the scheduled club meeting or social in November.
- B. The general membership meetings shall be held quarterly whenever possible.
- C. The President and/or the other elected Officers may call special meetings.
- D. At regularly scheduled meetings, any number of active members present shall constitute a quorum based on prior notification to all members in good standing.

## **ARTICLE 10: DISSOLUTION**

To effect dissolution of the Club, these By-Laws must be rescinded by a sixty percent (60%) majority vote of the membership after ten (10) days' notice has been given to each member. All net assets of the Club shall be donated to a charity selected by vote of the membership.

## **ARTICLE 11: AMENDMENT OF BY-LAWS**

Sixty percent (60%) of the total membership is required to amend By-Laws. An email vote may be taken when membership meetings are not feasible. One vote will be allowed per email on the current roster for members in good standing. At least one week will be allowed for members to respond. A non-response will constitute a vote in favor. When regular membership meetings are able to be held, voting will take place at the meeting with 30 days notice to members.

### **General:**

- 1. Members may attend Board meetings for the purpose of presenting issues for the Board's consideration. Members should notify the President or Vice-President by the end of the month to allow the item to be put on the following month's agenda.
- 2. All members are invited to attend the Board meetings.
- 3. Membership lists and directories are for the sole use of the organization and its members only and may only be used for club and social purposes. Information in these lists and directories may not be used for solicitations of any kind (business, charitable, or otherwise.) except that the functions of other ACSC clubs may be publicized to the membership