

Lake Wylie Shag Club

By-Laws

(Revised August 2004)

Re-issued for Website

ARTICLE I. NAME

The name of the club shall be the Lake Wylie Shag Club, Inc. (Hereafter referred to as "The Club")

ARTICLE II. OBJECT

The club shall be a non-profit organization whose purpose is to promote the shag as a dance form and as a means of uniting friends (of all races, creeds, colors, sexes, and religious preferences) whose common interest is the shag.

ARTICLE III. MEMBERS

Section 1: Membership:

The membership for the club shall be unlimited.

Section 2: Qualifications:

- A. \$20.00 annual membership fee. A \$10.00 fee beginning July 1st through December 31st. The fee for renewed membership is \$15.00 and must be paid no later than the first meeting in January. (See ARTICLE III, Section 2, C.).
- B. Each member should be able to do a basic shag step of some kind, or be interested in taking lessons.
- C. Present members that fail to meet the January meeting renewal date will have to submit a new application for membership, and be voted on as a new member.
- D. Applications will be presented to the general membership for acceptance at the meeting following the submission of each application and must be approved by a majority of the members present.
- E. Membership additions will be updated at least every three months and presented to the President at the following general meeting.
- F. The club calendar is to be January 1st through December 31st.

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ARTICLE IV. OFFICERS

Section 1: The Officers of the club shall be:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Sergeant-at-Arms (Does not maintain a position on the Executive Board)

These officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by the club. The parliamentary authority for the club will be ROBERTS RULES OF ORDER.

Section 2: Duties of Club Officers:

A. President:

1. To open all meetings at the prescribed time and place. The time and place will be determined by the Executive Board.
2. To conduct all business before the club.
3. To restrain the members when engaged in debate within the rules of order.
4. To authenticate by signature when necessary all acts, orders, contracts, and disbursements of the club.
5. To stand for the club, declaring its will, and in all things obeying the clubs commands.
6. To adjourn any meeting where order cannot be maintained.
7. To preside over all meetings and affairs of the Executive Board (See ARTICLE III-3).

B. Vice President:

1. To assume the duties of the President in his or her absence.
2. To serve Ex-Officio on all committees.
3. To be responsible for proper election of new officers determining that membership is in conjunction with votes counted.

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C. Secretary:

1. To keep minutes of the club's meetings.
2. To read minutes of the club's previous meeting.
3. To conduct all club correspondence as directed.
4. To maintain a list of all club officers and committee members.
5. To call a meeting to order in the absence of the President and the Vice-President until a chairperson pro-tem can be nominated. (This nomination should take place immediately. The appointment will be made by a majority of the members present and will be effective until the President or Vice-President arrives, or until the meeting is adjourned.)

D. Treasurer:

1. To receive and bank all monies that has been received by the club.
2. To keep bookkeeping records of all funds.
3. To disburse money as the club may direct.
4. To give monthly financial reports.
5. To give complete financial statements at the annual meetings.
6. To keep records of all dues paid by members.

E. Sergeant-at-Arms:

1. To police all assemblies of the club.
2. To control entry to all club functions and assemblies by maintaining attendance records at all functions.
3. To assist the President in maintenance of order.

Section 3: Term of Office:

The officers shall be elected by ballot to serve for one year. Their term begins at the annual meeting. (See ARTICLE V-1)

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Section 4: Eligibility for Office:

- A. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.
- B. To be eligible for office, a member shall have attended two thirds of all meetings in a calendar year. This requirement may be waived for an individual as deemed appropriate by the Executive Board. Upon approval by the Executive Board, this waiver must be approved by a majority of the members present at the next meeting.
- C. Any officer missing three (3) general meetings without just cause may be removed from office. The just cause shall be determined by the Executive Board. The President, with approval of two thirds of the Executive Board, shall approach the membership for nomination of a new officer to complete the term.

ARTICLE V. MEETINGS

Section 1: Annual Meeting:

The regular meeting in January shall be known as the annual meeting. The business of the annual meeting shall include, but not be restricted to, the installation of new officers and the presentation of annual reports from the outgoing committees.

Section 2: Time and Place of Meetings:

The date, time, and place of the regular monthly meeting shall be established by the Executive Board and subject to approval by the membership.

Section 3: Special Meetings:

A special meeting of the club may be called by the President and Executive Board as deemed necessary. Three (3) days notice should be given except in case of an emergency.

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ARTICLE VI. EXECUTIVE BOARD

Section 1: Membership:

- A. The Executive Board shall be made of the club's current officers and the Presidents and Vice-Presidents of the past three (3) years who remain members in good standing. Any officer removed from their office shall also be removed from the Executive Board and forfeit all duties and responsibilities involved.
- B. Although the Sergeant-at Arms does not hold a position on the Executive Board, he will be obligated to cast his vote in the event of a tie.

Section 2: Purpose:

The Executive Board will generally supervise the affairs of the club between regular meetings.

Section 3: Duties:

- A. The current President shall call and preside over all meetings of the Executive Board, and shall determine the time and location of such meetings.
- B. The Executive Board shall act as the Judicial Board for the club. The duties include:
 - 1. To ensure the Rules and Regulations of the club are followed by the membership at all times.
 - 2. To ensure proper decorum in all club activities.
 - 3. To act out grievances filed by membership. (See ARTICLE VI-4)

Section 4: Grievance Procedure:

- A. A grievance may be filed by any member of the club. The grievance must be in written form and presented to the President.
- B. The President shall call a meeting of the Judicial Board at the earliest possible convenience to hear evidence from both parties involved in the grievance. Both parties should be notified by the President at least three (3) days in advance of this meeting.
- C. Both parties shall be permitted to bring anyone they wish to the meeting, but they must be invited for the sole purpose of presenting evidence. No one else may attend.
- D. Upon hearing all evidence, the Judicial Board shall go into a closed session to render judgment. A majority of votes within the Judicial Board shall determine the judgment of the board.
- E. Both parties shall be notified of the judgment in writing (signed by all members sitting on the Judicial Board) within three (3) days.
- F. Either party shall be permitted to appeal the judgment of the Judicial Board, but only if they have additional evidence to present. The appeal process shall be identical to the original grievance process. (See ARTICLE VI-4, A)

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ARTICLE VII. STANDING COMMITTEES AND DUTIES

Section 1: Telephone Committee:

- A. To obtain a current list of membership from the Membership Committee and to develop a telephone roster for the purpose of notifying the membership of upcoming events.

Section 2: News Letter Committee:

- A. To coordinate and publish a monthly newsletter.
- B. To coordinate and publicize club events through the media.

Section 3: Social Committee:

- A. Plan and publish an Annual Social Calendar by coordination of events.
- B. Plan and prepare social events.

Section 4 Membership Committee:

- A. Actively seek and recruit new members.
- B. Renew all membership applications in accordance with ARTICLE III.
- C. Submit all monies and receipts to the club Treasurer.
- D. Shall be responsible for an updated list of all members and a club directory.

Section 5 Ways and Means Committee:

- A. To develop money making ideas.
- B. To organize and conduct money making events.

Section 6 Special Committees:

- A. This is a temporary committee appointed by the President and will cease to function upon the completion of duties as charged.

ARTICLE VIII. QUORUM

A quorum shall be considered to be present when one third of the membership is present. When attendance is less than one third, it shall be constituted a quorum upon approval of the Executive Board and vote of attending members.

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ARTICLE IX. DISBURSAL

- A. All proven debts are to be handled by the club Treasurer. All checks issued must be signed by two current officers.
- B. All of the club's debts are to be paid immediately by check upon submission of valid receipts or invoices.
- C. The President may allocate funds up to \$100.00 for debts as he or she deems necessary. This provision is to forestall late payment and allow flexibility in accounting procedure.

ARTICLE X. REVISIONS

These By-Laws may be revised at any regular meeting of the club by a two thirds vote of the members present, provided that a quorum is present or declared by the Executive Board and the amendment has been submitted in writing, at the previous meeting.