

# Eastern North Carolina Shag Club Bylaws

Revision Date Approval 10/9/2017

## Article 1: Name

The name of the Club shall be the Eastern North Carolina Shag Club, hereinafter called the Eastern North Carolina Shag Club or ENCSC. The Club shall maintain a post office box in Greenville, North Carolina, for the purpose of establishing and maintaining a permanent address.

The Eastern North Carolina Shag Club or ENCSC name and/or logo shall be the property of the Club. The name and/or 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 a by vote of the Board members. The Club may authorize the use of its name and/or logo for the 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 to preserve the shag dance, to perpetuate and to preserve beach music and the atmosphere surrounding the dance, and to create and maintain an environment conducive to the dance and its music.

## Article 3: Annual Meeting(s)

Section I: The annual Eastern North Carolina Shag Club meeting will be held in June of every (each) year for the purpose of electing any necessary Directors and Officers of the Club.

Section II: ACSC (Association of Carolina Shag Clubs) requires one attendee from each club to attend the Mid-Winter Workshop (held in North Myrtle Beach), Summer Workshop, and at least one business meeting held during Spring or Fall SOS. Failure to attend the required meetings would result in ENCSC to be placed on probation for which time the club would have no voting rights, and would receive no monetary compensation from the Association. ENCSC shall pay the following expenses for attendance to each of the Mid-Winter and Summer workshops which will include no more than 2 tickets, 1 room, and mileage for 1 vehicle to be paid at the current rate set by the Internal Revenue Service for business standard mileage. To afford elected Club Officers and/or Board of Director the opportunity to fulfill their governing capacity, the President shall give the current Officers and Board of Directors of the Club first priority to attend Association meetings should all Directors decline, the President will then seek an attendee(s) from the general membership. The person who serves as President during the July though June term will be the person who has the priority to attend the ACSC Summer workshop (or appoint an attendee), which is held in July following the end of the President's term in office.

#### **Article 4: Members**

Section I: All new prospective members must be sponsored by a member in good standing. A petition for membership, signed by a sponsor, shall be presented to the Membership Committee. All membership petitions shall be presented to the members at the next regularly scheduled meeting. A two-thirds vote of members present at that meeting (provided a quorum is met) shall elect prospective members to membership. A new member may have a prorated fee depending on the time of year he or she joins the club. A new member is defined as someone who has never been a member of the club or was not a member the previous year, each of which requires submission for the voting process. The prorated dues are as follows: join between July 1 and Sept. 30 = \$20.00; Oct. 1 and Dec. 30 = \$15.00 and Jan. 1 and June 30 = \$10.00. Membership of newly accepted members shall be effective upon payment of first year's dues \$20.00. Membership in the ENCSC shall be for a one year period from the date of July 1 to June 30 of the next year.

Section II: To remain a member in good standing Club dues shall be paid in the amount of \$20.00 per person, due and payable no later than June 30 of each year. Existing membership renewals shall not be prorated. Membership shall be automatically terminated for all members whose dues become more than 30 days in arrears after due notice has been sent to the member by the Club.

Section III: All members in good standing shall be entitled to a *single vote and a* membership card of form and design approved by the Board of Directors. All membership cards shall be non-transferable.

#### Section IV: Disciplinary Action:

- (A) Censure Suspension, or Expulsion. A member may be censored, suspended or expelled from membership in this organization for good cause. For purposes of this section, "Good Cause" shall include, without limitation, the following behavior at dances, functions or meetings of this club or at the dances, functions or meetings of any other affiliated dance club; (1) isolative behavior against any person; (2) disorderly conduct tending to promote a breach of the peace; (3) open and notorious illegal or grossly immoral public conduct; or (4) the personal conduct adverse to the best interest and purpose of the organization.

- (B) Required Hearing on Complaint. A member may be censured expelled, or his or her membership rights in this organization may be suspended for a period of not more than one (1) year only by the affirmative vote of not less than two-thirds (2/3) of the members of the Board of Directors present, with at least three (3) Board members voting for said censure or suspension. The complaint must be filed with the Board of Directors explaining the general nature of the complaint and the member concerned must be allowed the opportunity to appear before the Board of Directors to confront his or her accuser, to present any witnesses, evidence, or otherwise respond to said complaint. The member concerned must be given written notice at least two weeks prior to the Board meeting at which the complaint is considered
  
- (C) Reinstatement of Membership: Any member who has been expelled from membership may apply in writing for reinstatement after one (1) year from the date of expulsion. The application for reinstatement shall be acted upon at the next Board meeting and shall require an affirmative vote of two-thirds (2/3) of the Board members present at that meeting.
  
- (D) Complaint Procedure: In the event of an incident described above as "good cause", a member must file a written complaint against another member and or person for conduct not acceptable as stated in the By-Laws. This complaint shall be presented to an Officer or Board of Directors member within ten (10) days of the incident. In the case of physical threat or bodily harm, the President will call an emergency meeting within fourteen (14) days of receipt of the written complaint.

## **Article 5: Board of Directors**

Section I: A Board of Directors shall govern the corporation. The Board of Directors shall have at least two regular meetings during the year, to be scheduled by the President. The number of persons serving on the board of ENCSC shall be ten. Four of those members shall be the elected officers for that year and five members are elected from the general membership in good standing for a term of two years. One board member shall be the Immediate Past President, who will serve on the Board for one year after their final term as president if he/she is willing and able. This person will attend Board meetings and offer advice and assistance to the current President and Board members, but will not be a voting member of the Board. Each member shall hold office until his/her successor has been duly elected or appointed. A Director's vacancy shall be filled by the Board of Directors for the unexpired term of that Director's office. No Director may serve more than two consecutive terms. No Director may be compensated for serving in office.

Section II: The Nominating committee shall meet during the months of April and May and present to the Club, at its May meeting, a slate of persons to serve on the Board of Directors for the Club for a term of two years. Nominees shall also be considered from the floor on Election Day. Voting will be by secret ballot and the nominees receiving the highest number of votes shall be deemed elected. A member must be present at the meeting to vote. Proxies and mail-in votes shall not be accepted. A nominee for Officer or Board Member of the ENCSC must have been a member for the entire current year prior to being nominated for an office.

## **Article 6: Officers**

Section I: The officers of the Club shall be President, Vice President, Secretary, and Treasurer. The members of the Club shall elect all officers.

Section II: The parliamentary authority of the Club shall be Robert's Rules of Order.

Section III: The duties of the Club officers are:

- (A) President: the President shall preside over all general membership meetings. The President shall have general charge of the affairs of the Club subject to such regulations and restrictions that the bylaws shall determine. The President shall appoint committee chairpersons and committee members as appropriate and represent the ENCSC at meetings of other organizations. The President shall appoint members to any standing committee in the event no one volunteers. Should an office become vacant, the President shall appoint a person to fulfill the remainder of that officer's term.
- (B) Vice President: The Vice President shall perform the duties of the President in the absence of the President and shall serve as directed by the President. The Vice President shall also act as Club Parliamentarian and serve as ex-officio member to ensure committees are active and functioning according to the bylaws of the Club.
- (C) Secretary: The Secretary shall keep minutes of the general membership meetings and shall maintain Club records and correspondence. Club records will include (but are not limited to): Copies of: Club Bylaws, Articles of Incorporation, Federal Employee Identification Number, the Application for exemption from federal income tax, IRS Letter of Determination, Annual Income Tax Returns, and club checking account statements.
- (D) Treasurer: The Treasurer shall maintain adequate accounting records of the financial activities of the Club and shall render financial statements to the general membership. The Treasurer shall also receive and dispense all moneys as directed by the Club. The Treasurer will file annual Income Tax reports with the IRS, as required by law.

Section IV: The elected officers shall be elected in the following manner: Nominations from the Nominating Committee shall be made at the scheduled meeting in May of each year. Nominations shall be considered from the floor at the meeting. Officers shall be elected by secret ballot at the scheduled meeting in June of each year. Nominees receiving the highest number of votes shall be deemed elected. Members must be present and in good standing in order to vote. New members must join the ENCSC 20 days prior to the election of officers to be eligible to vote in that year's election. Proxies and mail-in votes shall not be accepted. Officers shall assume their duties July 1, following the election, and shall serve for a one-year term.

Section V: 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.

Section VI: The Executive Board, which consists of the elected officers, shall appoint a replacement to complete the term of officer who misses three consecutive regularly scheduled meetings.

**Article 7: Meetings**

The regular Club Business Meeting shall be held monthly. The time and place for the Club meeting shall be announced by the President at the scheduled meeting prior to the event, in the newsletter on the website, and by emails prior to the meeting date. When possible, notice will be given in the newsletter, on the website, and by email prior to meeting of any matter which requires a vote of the Club's general membership.

**Article 8: Parties**

The Club shall sponsor no less than four social events per year. The date, time, and place of the social events shall be announced in the newsletter, on the website, on the ENCSC Facebook page, and by emails at least one month prior to each social event.

## **Article 9: Standing Committees**

Committees shall be formed at the July meeting when the new officers assume their duties.

Section I: Website and E-Mail Committee - Duties are to obtain a current membership list and develop a communication tree for the purpose of notifying membership of upcoming events and other messages of importance.

Section II: Remembrance Committee - Duties are to make contact with family members, cards to sick or bereaved members or family members. In the event of a Club member's death, flowers or a donation shall be made.

Section III: Social Committee - Duties are to plan and prepare social events for the year.

Section IV: Membership Committee - duties are to actively seek and recruit new members, to review all membership applications and present applications to the general membership for approval. Duties also include maintenance and distribution of membership records; and preparation and distribution of membership cards.

Section V: Ways and Means Committee - Duties are to develop, organize and conduct fundraising events. The Club must retain at least 25 percent of all monies raised from such events.

Section VI: Nominating Committee - Duties are to actively seek and interview potential candidates for elected Offices and the Board of Directors. The committee shall present the slate of nominees to the general membership.

Section VII: Charitable Donations Committee- Duties are to take donation requests from the general membership and establish the need, the amount, and the means from which it will be paid. The committee shall consist of the Treasurer, one (1) Board member and one (1) general member to be appointed by the President at the time of the request. (Effective 11-7-08). Upon affirmation from the committee to move forward a motion may be brought to the floor for a membership vote. In the event the motion passes, the petitioner and the member seconding said motion shall be appointed by the President as Chair and Vice Chair to plan and execute a fundraiser to support this donation.

Section VIII: Charitable Donations/Fund Raisers Committee- The club may contribute a combined maximum of \$2,000 per fiscal year to charitable organizations.

**Article 10: Quorum**

For purpose of voting on matters described in the meeting notice, a quorum is established when 10 percent of the members entitled to vote are present at the scheduled meeting. When attendance is less than ten percent of the membership, it shall be deemed a quorum upon approval of the majority of the membership in attendance. For purposes of voting on any matters not described in the meeting notice, a quorum is established when 33 percent of members entitled to vote are present at that meeting.

**Article 11: Amendment to Bylaws**

The Bylaws of the Club may be amended by a two-thirds vote of the Board of Directors along with a two-thirds vote of the members attending the business meeting in which the amendment is scheduled on the meeting agenda, provided a quorum is established and the amendment is submitted in writing 15 days prior to the meeting. Recommendations for the amendments may be submitted to the Board of Directors at any scheduled meeting.

**Article 12: Amendment to Articles of Incorporation**

The Articles of Incorporation of the Club may be amended by a two-thirds vote of the Board of Directors. Recommendations for amendments may be submitted to the Board of Directors at any scheduled meeting.

**Article 13: Trailer**

The ENCSC trailer and its contents will be used only for ENCSC sponsored functions or functions for which the ENCSC votes to participate. The ENCSC president or president's designee will be responsible for the keys to the trailer, and the trailer will be kept at a location designated by the President. A list of inventoried items owned by the club shall be submitted to the President by the re-up party date in June of each year.

**Article 14: Communication of Information**

The current methods of communication include emails, newsletters, and postings on the Eastern North Carolina Shag Club's Facebook Page.

**Article 15: Charitable Donation Committee:**

A request for donation to a charitable organization from the general membership must be submitted in writing and will be forwarded to the Charitable Donation Committee for review and consideration. The committee will make a recommendation to the membership at the next regularly scheduled meeting. (Refer to Article 9, Section VII for clarification of responsibilities.)



## **Article 16: Financial Accountability**

Section I: Income: ENCSC operating funds shall be raised by annual membership dues as fixed by the Board of Directors. Voluntary contributions and gifts and such income as may come to the Club through the collective efforts of its members are welcomed. No financial obligation of the Club may be incurred by any member or group of members, exempting solely upon the prior written authorization of the Board of Directors provided that the President or Vice President may authorize expenditures of one hundred dollars (\$100.00) or less.

Section II: Deposits: The President or Treasurer shall deposit all Club funds promptly following their receipt to the credit of the ENCS Club in our federally insured Bank account at First South Bank or other depositories as the Board of Directors shall select.

Section III: Contracts: The Board of Directors may authorize, on behalf of the general membership, one or more officers, or agent of the Club, to enter into contract, or execute and deliver any instrument in the name of, and on behalf of the Club.

Section IV: Disbursements: Disbursements of the Club's funds or property may be made only to further or facilitate the purpose of ENCSC. Miscellaneous expenses are not to exceed \$100.00 by the President or Vice President.

Section V: Books and Records: The Club shall maintain accurate and complete books and records of accounts and minutes of the proceedings of its members, its Board of directors, and every committee having and exercising any authority of the Board of Directors and shall keep a list of the names, addresses and anniversary dates of all members entitled to vote. Officers of the Club shall make such books and records available to the Board of Directors upon request and shall turn them over to their successors in office in June upon leaving the office they occupied. Any official books and records of the Club may be inspected by any member or his or her agent or attorney-in-fact, for any proper purpose upon prior written notice during the hours of the regularly scheduled business meetings. All requests to inspect the Club's books and records shall be made in writing and delivered to the Club's Secretary.

Section VI: Verification of Financial Accountability: The Treasurer, and/or any other Presidential appointed agent chosen to handle the Club's finances through expenditures and deposits shall make available all books and financial records of the Club for an annual audit to occur each June. The President shall appoint an Audit Committee that consists of at least three (3) members who are not Directors or Officers of the Club for the year being audited. This committee must file their written report during the July general meeting.

Amendments to Bylaws (This section is provided for the purpose of showing the amendments which have been incorporated into the Bylaws in recent years):

Approval Date	Description of Amendment
10/9/2017	<p>Article 5: Section 1 was amended to include the immediate past president as a non-voting member of the Board of Directors for one year after their final term as president, if the past president is willing.</p>
8/14/2017	<p>Article 3: Section II was amended to specify that attendance to the ACSC Mid-Winter Workshop, and one business meeting during SOS is required. Also, automobile reimbursement was set at the IRS mileage rate, and it was specified that the person serving as President during the July through June term will be the person who has priority to attend the ACSC Summer Workshop held in July following the end of the President's term in office.</p> <p>Article 4, Section 1 was amended to specify that only new members who had never previously been members would qualify for the prorated dues discount.</p> <p>Article 4, Section IV, Paragraph (B) was reworded to give improved clarification.</p> <p>References to the <u>Phone Tree</u> were eliminated through the document, since the Phone Tree is no longer used.</p> <p>Article 9, Section VII was amended to specify that the members who propose a motion and second the motion for conducting a fundraiser for a charitable cause will be the members who will execute the fundraiser.</p> <p>Article 10 was amended to allow the establishment of a quorum by vote of the membership when a business meeting attendance is less than ten percent of the membership</p> <p>Article 11 was amended to reduce the amount of time the proposed Bylaws Amendment is published to the membership from 30 days to 15 days.</p> <p>Articles 8 and 14 now include references to the club's Facebook page.</p> <p>Numerous other changes were made in this edition of the Bylaws for the purpose of clarifying the language of the document.</p>
4/2/2014	<p>Article 9, Section VIII was amended to eliminate the provision to grant benevolent gifts to members in need of assistance.</p> <p>Article 15 was amended to remove the provisions for granting benevolent gifts to members in need of assistance.</p>

7/7/2013	<p>Article 9, Section VII was replaced as follows:</p> <p><u>Section VIII:</u> Charitable Donations/Fund Raisers Committee- The club may contribute a combined maximum of \$2,000 per fiscal year to charitable organizations and benevolence to members.</p> <p>Article 15: Charitable Donation Committee was replaced as follows:</p> <p>A request for donation to a charitable organization from the general membership must be submitted in writing and will be forwarded to the Charitable Donation Committee for review and consideration. The committee will make a recommendation to the membership at the next monthly meeting.</p> <p>A request for a benevolent gift to a club member in need of assistance must be submitted in writing to the President of the club, and can be approved instantly by a majority vote at a regular monthly club meeting. To be eligible for the benevolent gift one must be a member for at least one year. This gift cannot exceed \$250.</p>
10/5/2011	<p>Article 9, Section 8: This section was replaced as follows:</p> <p><u>Section VIII:</u> Charitable Donations/Fund Raisers Committee- The club may contribute a maximum of \$2,000 per fiscal year to charitable organizations.</p>
5/5/2010	<p>Added this sentence to the Treasurer's duties in Article 6, Section 3 (D):</p> <p style="padding-left: 40px;">The Treasurer will file annual Income Tax reports with the IRS, as required by law.</p> <p>Added this sentence to the Secretary's duties in Article VI, Section 3 (C):</p> <p style="padding-left: 40px;">Club records will include (but are not limited to): Copies of: Club Bylaws, Articles of Incorporation, Federal Employee Identification Number, Application for exemption from federal income tax, IRS Letter of Determination, Annual Income Tax Returns, and club checking account statements</p>
11/7/2008	<p>Article 9, Section 7: Membership of a Charitable Donations Committee was added.</p>
11/7/2008	<p>Required Hearing on Complaint: This section was moved from Article 5 to Article 4.</p>
2/6/2008	<p>Article 4, Section IV, (B): Required Hearing on Complaint: This section was clarified.</p>
4/9/2004	<p>Revision made to Article 14: Phone Tree</p>