

SOCIETY OF BRUNSWICK SHAGGERS BYLAWS

ARTICLE 1: NAME

The name of this club shall be Society of Brunswick Shaggers.

ARTICLE 2: PURPOSE

The purpose of the Club is to perpetuate and preserve the shag dance; to perpetuate and preserve beach music and the atmosphere surrounding the dance; and to create and maintain an environment conducive to the dance.

ARTICLE 3: MEMBERS

Section 1. All new memberships shall be printed in the club newsletter. Membership of newly accepted members shall be effective upon payment of first year's dues.

Section 2. Club dues are due and payable by February 1st of each year. Members in arrear will be emailed one reminder by February 14th. Membership shall be automatically terminated for all members whose dues are in arrears as of March 1st.

Section 3. Club dues are set by the membership and can only be changed by the membership, by a simple majority vote at a regular scheduled membership meeting. A notice of pending change shall be in the club newsletter 30 days prior to the date the change is to be voted on.

Section 4. Proof of membership shall be required for admission fee and voting at meetings. The club sign-in list maintained by the Communications Committee can be used for this purpose.

ARTICLE 4: OFFICERS

Section 1. The officers of the Club shall be: President, Vice President, Secretary, and Treasurer

Section 2. The Executive Committee shall be made up of the Club's officers for that year and the Standing Committee Chairpersons. The immediate Past President will act in an advisory capacity to the Executive Committee and vote only to break a tie.

Section 3. The Executive Committee will generally supervise the affairs of the Club and make decisions for the Club membership between regular scheduled meetings subject to the rules of the Club and none of its acts shall conflict with action taken by the Club.

Section 4. Standing committee chairpersons may vote on all motions brought before the Executive Committee.

Section 5. The parliamentary authority for the Club shall be Robert's Rules of Order.

Section 6. The duties of the Club officers are:

A. President

1. To open meetings at the prescribed time and place.
2. To conduct all business before the Club.
3. To act as spokesperson for the Club.

4. To appoint the Nominating Committee for the yearly election of the Club Officers subject to the approval of the Club's Executive Committee.
5. To serve as ex-officio member on all committees, except the Nomination Committee.
6. To prepare an agenda for each Executive Committee meeting.
7. To attend the required ACSC meetings or to designate another officer/club member to attend in the president's absence.

B. Vice President

1. To assume the duties of the President in his/her absence.
2. To act as Club Parliamentarian and to restrain the members when engaged in a debate within the rules of order.
3. To assume responsibility for the formation and organization of the standing committees, except for the Nominating Committee.
4. To assure these committees are active and functioning according to the bylaws of the Club.
5. To serve as ex-officio member of these committees.

C. Secretary

1. To keep the minutes of all Club and Executive Committee meetings.
2. To provide meeting minutes from the previous meetings, and request approval from the officers prior to publishing in the newsletter.
3. To preside over all meetings in the absence of the President and Vice President.
4. To conduct all Club correspondence as directed.
5. To coordinate and publicize Club events through the media.
6. To maintain a list of all club officers and committee members.

D. Treasurer

1. To receive and bank all monies due the Club.
2. To keep bookkeeping records of all Club funds.
3. To dispense all money as the Club may direct.
4. To give monthly financial reports.
5. To maintain cash boxes (one for the door and one for food/drinks) and 50/50 supplies (tickets and jar for donations) and to have them at each dance 15 minutes prior to the start of the dance.

E. Additional

President or his designee shall oversee the following:

1. Food and Decorations: Coordinate food and supplies for dinners at dances. Decorate for themed dances and ensure that the banner is displayed at events.
2. DJ: Secure DJs for each dance. Submit the schedule of DJs to the Board in January of each year. Follow up with DJs prior to each dance. Greet the DJ at each dance.
3. Dance Lessons: Organize shag lessons and line dance instruction to be held prior to the dances.

4. Greeters and 50/50 Sales: Collect money as members and guests arrive at each dance. Make sure that people sign in at the door. Greet the guests and make sure they have the opportunity to dance. Provide a membership form for new members to complete when appropriate. Coordinate the sale of 50/50 tickets at each dance.

F. Special Events

1. Fundraisers: Plan and present to the membership a plan for fundraising to allow the club to donate to local charities.
2. SOS cards: Coordinate the sale of SOS cards, keeping a list of card purchasers and submitting money to the Treasurer for disbursement to SOS.
3. SOS events: Coordinate the Spring Safari parade participation and free pours at the spring and fall SOS.

Section 7. Terms of Office

The elected officers shall be elected in the following manner:

1. Nominations may be made by any member or by self-nomination. The nominating committee will verify that the person is willing to run.
2. Nominations shall be presented by the Nominating Committee at the scheduled meeting at the first dance in October of each year. In addition to those names presented by the Nominating Committee, nominations may be received from the floor in October and November.
3. Officers shall be elected by ballot at the scheduled meeting in December of each year.
4. Officers shall assume their duties on January 1 following election to office to serve for a one-year term.
5. Elected (NEW) officers will be briefed and transitioned by their prior year counterparts.
6. The term of office shall run from January 1 thru December 31 of a given year.
7. Any officer may be removed from office by majority vote of the Executive Committee due to just cause or malfeasance.

Section 8. 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 9: The Club shall fund a representative to attend the Summer Workshop required by the ACSC. Expenses to be covered for the representative include: registration fee, hotel accommodations for up to two (2) nights and gas expenses up to the amount reimbursed by the ACSC to the club. Receipts must be provided for reimbursements.

ARTICLE 5: EXECUTIVE COMMITTEE MEETINGS

Section 1. Executive Committee meetings shall be held monthly prior to the regular dances of the Club at a time and place convenient to the Committee. All club members shall have the right to attend all Executive Committee meetings and enter into discussion but do not have a vote on motions made at the Executive Committee meeting. Meeting dates/times/places will be published in the monthly newsletter.

ARTICLE 6: DANCES

Section 1. The regular Club dances will be held as determined by the Executive Committee. The date, time, and place of the dances will be announced in the Club's newsletter prior to each dance, and/or by the

President at any regular scheduled dance for the rest of the year. There shall be no less than six dances per year.

Section 2. The President shall preside over the meetings during the dances. The secretary will take notes and include them in the monthly minutes.

ARTICLE 7: STANDING COMMITTEES

Section 1. Communications/Membership Committee - Duties are:

1. Newsletter: Publish at least 6 newsletters a year. Maintain an email list of all members to be used for sending newsletters, notices of dances, and other club's functions. A copy will also be sent to the ACSC and nearby shag clubs.
2. Website: Create and maintain a professional website with current information about officers, events, photos, web links and other appropriate materials. A link to our Facebook page will be available.
3. Photography: Take photos at club functions to use in the newsletter, on the website or to publish in the local newspapers.
4. Membership: Help recruit and retain members. Produce and disseminate membership cards as directed. Maintain a list of members and a record of dues paid (on the membership form). Purchase and maintain the box of name tags for members.

ARTICLE 8: CHARITY EFFORTS

Section 1. From time to time the Club shall sponsor charity projects. Those efforts may include fund raising activities or direct contributions to causes deemed to be worthy.

Section 2. Activities undertaken with the target of raising funds for a specific purpose shall assign all profits from that activity to that target. When funds beyond those raised by the activity are assigned, those funds shall be governed by Section 3 below.

Section 3. The Executive Committee shall be empowered to make charitable donations on behalf of the Club. The Executive Committee may vote via e-mail or telephone when a scheduled meeting is not imminent.

Section 4. Criteria shall be established to determine the worthiness of requests for charitable donations. Those criteria shall include but not be limited to:

1. The entity being supported is a recognized charitable organization
2. The activity will bring positive recognition to the Club.

Section 5. Past charities include, but are not limited to: S.O.A.R., VFW Operation Uplink, New Hope Clinic, Oak Island Family Assistance, Providence Home, and Moose Charities.

ARTICLE 9: CHECK SIGNING AUTHORITY

Section 1. The President, Vice President, and Treasurer shall be the officers authorized to sign checks for the Club.

Section 2. The Treasurer is authorized to sign and issue checks in an amount less than \$499.99 without a second signature. Any check of \$500.00 or more requires the signature of two officers authorized to sign checks.

Section 3. All expenditures over \$500 must be approved by the club membership.

Section 4. Contracts can only be authorized by majority vote by the Executive Committee and said Committee will grant signing authority to any Officer of the Club.

ARTICLE 10: QUORUM

Section 1. A Quorum shall be considered to be 20 percent (20%) of the members of the Club. A quorum will be required for meetings related to elections and bylaw changes. The quorum will be determined by the count on the membership sign-in sheet.

Section 2. A quorum for the Executive committee shall be considered to be four (4) of the five (5) members.

ARTICLE 11: AMENDMENT TO BYLAWS

Section 1. A notice of pending amendments shall be submitted in writing via email, the club newsletter, and mail (only if email is unavailable) 30 days prior to the date the amendment is to be voted on.

Section 2. Notice of the vote will be published in the Club newsletter prior to the meeting in which the vote is to be taken.

Section 3. The Bylaws of the Club may be amended at the scheduled meeting of the Club by two-thirds (2/3) vote of the members present.

Approved:

Date: Revised March 25, 2016

President: /s/ John Hutton

Secretary: /s/ Mary Ann Gregory