

MOUNTAIN SHAG CLUB

BYLAWS

(Revised 2006)

ARTICLE I - NAME

1. The name of this organization shall be the "Mountain Shag Club," hereafter referred to as the Shag Club.
2. The Shag Club shall maintain a Post Office Box within the City of Asheville for the purpose of providing a permanent address.
3. The Shag Club shall be affiliated with the Association of Carolina Shag Clubs.
4. The Shag Club name and/or logo shall be the property of the Shag Club, and their use is hereby restricted to use by the Shag Club for its business and social purposes. The Shag Club may authorize the use of its name and/or logo, by a vote of its Board, for other purposes when compensation is received or a charity will benefit.

ARTICLE II - PURPOSE

1. The purpose of the Shag Club shall be to bring together a group of people with mutual interest in fellowship and entertainment; and to promote the revival and preservation of beach music, shagging, and other related activities.
2. The Shag Club shall participate in civic and charitable functions and events the officers and membership deem beneficial to the greater community.

ARTICLE III - OFFICERS

1. The Officers of the Shag Club shall be President, Vice-President, Secretary and Treasurer.
2. Duties of each officer are detailed in Article VII.

ARTICLE IV - BOARD OF DIRECTORS

1. The Board of Directors, hereafter referred to as the Board, shall consist of the four elected officers, the immediate Past President, and four elected members. The Board will consist of nine (9) persons with the President serving as the Chair.
2. The Board shall manage the business affairs of the Shag Club between regular membership meetings and recommend annual dues for approval by the membership.
3. The Board shall meet prior to each general membership meeting on a date to be decided by the Board.
4. Special Board meetings may be held at the call of the president.
5. A quorum shall consist of five (5) Board members.
6. Any meeting of the Board may be held in person or by phone, fax or E-mail. The secretary, president or designee calling the meeting shall document all decisions and

distribute copies to the other Board members within one week of the meeting.

7. Members of the Board shall not receive any stated salaries or profit from their services. In accordance with Article XI, they may be reimbursed for expenses incurred on behalf of the Shag Club.

ARTICLE V - ELECTIONS

1. The president shall select three (3) members in good standing to serve as the Nominating committee and appoint one of the three to serve as the Chair.
2. The Nominating committee shall be responsible for soliciting, screening and presenting a slate of candidates for the offices of President, Vice-President, Secretary, Treasurer, and four (4) members of the Board in accordance with Article IV of the Bylaws.
3. A candidate shall be a member in good standing.
4. The Nominating committee shall present the slate of officers to each member of the Shag Club thirty (30) days prior to the annual election held in November.
5. Additional nominations may be made from the floor at the time of elections provided the nominee's qualifications are in order.
6. Officers shall be elected by a majority vote. If no candidate receives a majority vote, voting will be repeated on the two (2) candidates receiving the highest number of votes.

ARTICLE VI – TERM OF OFFICE, VACANCY IN OFFICE, REMOVAL FROM OFFICE, RESIGNATION

1. Terms in Office
 - a. The term of office for the President, Vice-President, Secretary, Treasurer, Immediate Past President, and the four (4) Board members, shall be one (1) year or until their successors are elected.
 - b. The four elected Board members may be re-elected but may not serve more than two (2) consecutive terms.
 - c. The President, Vice-President, Secretary, and Treasurer may serve up to and including four (4) years.
 - d. Officers and other Board members shall assume office on January 1st, following the elections.

2. Vacancies in Office

In the event of a vacancy in office not provided for elsewhere in these Bylaws, the Board shall appoint a member to serve until the next election, provided this member meets the qualifications for that office.

3. Removal from Office

- a. Any officer may be removed from office by the Board whenever in its judgment the best interest of the Shag Club would be served thereby.
- b. In the case of any such removal the remaining Board members shall elect a member to fill the remaining term of the removed officer, except where the President is removed,

in which case the Vice-President becomes President and the remaining Board members will elect a new Vice-President.

4. Resignation from Office

Any officer who, for any reason, is unable to perform their duties may resign. The remaining Board members shall elect a member to fill the remaining term. If the resignation comes from the President, the Vice-President will become the President and the remaining Board members will elect a new Vice-President.

ARTICLE VII – DUTIES OF OFFICERS

In addition to the duties set forth in these Bylaws, officers shall perform such duties as are implied by their respective offices and as are consistent with standard parliamentary procedure.

1. The President shall

- a. Schedule and preside over all general meetings, Board meetings, and special meetings;
- b. Serve as Chair of the Board;
- c. Conduct the affairs of the Shag Club and execute the policies established by the membership;
- d. Present a report of the condition of the Shag Club at each general meeting;
- e. Appoint such special committees as may be deemed necessary;
- f. Be responsible for presenting the budget proposed by the Ways and Means committee;
- g. Serve as Chair of the Communications committee and shall review each Shag Club newsletter prior to publication;
- h. Serve as an ex-officio member without vote on all committees except the Nominating committee;
- i. Responsible for ensuring Shag Club representation (preferably a Board member) at ACSC/SOS events.

2. The Vice-President shall

- a. Perform duties from time to time as may be assigned by the President;
- b. Assume the duties of the President in the President's absence;
- c. Assume the position of President for the unexpired term in the event of resignation or disability;
- d. Serve on the Board and Ways and Means committee;
- e. Maintain current and historic Bylaws and amendments and serve as the Chair of the Bylaw subcommittee;
- f. Serve as an ex-officio member without vote on all standing committees.

3. The Secretary shall

- a. Transcribe and maintain the minutes of all regular and special meetings. The

minutes shall include all subjects discussed and decided;

- b. Distribute a copy of the minutes of any meetings to the President and to the Newsletter committee;
 - c. Read minutes at each meeting for approval as read or amendment as necessary.
 - d. Serve as custodian of important documents and records except financial records;
 - e. Serve on the Board and provide communication between the Board and ACSC;
 - f. Provide communications from the Board or the committees to the Communications committee;
 - g. Collect mail from the post office and distribute. This may be delegated;
 - h. Maintain a current list of officers, committees, and members;
 - i. Mail any undistributed membership cards to Shag Club members.
4. The Treasurer shall
- a. Receive all monies payable to the Shag Club and pay the expenses incurred by the Shag Club as authorized by the President and/or Board;
 - b. Deposit such monies in a bank account in the name of the Mountain Shag Club;
 - c. Keep a detailed account of receipts and disbursements and furnish written financial reports to the Board at each scheduled Board meeting and an annual report to all members;
 - d. Provide appropriate financial reports to the Treasurer of ACSC;
 - e. Furnish a list of members' names and addresses, when dues are paid, to officers and committee chairs as necessary for mailing of Shag Club materials. The list may include other information (e.g. E-mail);
 - f. Serve as a member of the Membership committee and Ways and Means committee;
 - g. Close the Treasurer's books at the end of the fiscal year and submit the financial records for a professional review.
5. The Immediate Past President shall
- a. Assist the Board in making an orderly transition of administrations;
 - b. Serve the President in a consultative capacity;
 - c. Serve as a member of the Board;
 - d. Serve as Interim President until election of a new President in the event that both the President and Vice-President positions become vacant.
6. Transfer of Files
- a. Immediately upon transition of Officers, a retiring officer shall transfer files and records in his/her possession to his/her successor;
 - b. An officer vacating an office before the expiration of a term shall immediately transfer to his/her successor the records of that office.

ARTICLE VIII – MEMBERSHIP MEETINGS

1. There shall be a minimum of four (4) general membership meetings held during each year.
2. Special meetings may be called by the President or the Board as necessary or required for disposition of the Shag Club business.
3. A quorum for the purpose of conducting the business of the Shag Club at a general or special meeting shall be fifteen (15) members in good standing. Members must be present at meetings to vote. Voting by mail or proxy is not allowed except for officers and Board members.

ARTICLE IX - MEMBERSHIP

1. Membership in the Shag Club shall be open to all persons interested in the work and purposes for which this organization was established. Members must be at least 21 years of age. With the exception of Junior Shaggers, no one under the age of 21 years will be allowed to attend a Shag Club sponsored function except in special occasions with prior approval of the Board.
2. After submitting an application and paying dues, all members shall be issued a numbered membership card and a copy of these Bylaws. All cards will be non-transferable.
3. Each member in good standing shall be entitled to vote in each matter submitted to a vote of the members.
4. Membership dues are non-refundable.
5. It shall be the duty of each member of the Shag Club to
 - a. Pay all dues;
 - b. Attend as many meetings and functions of the Shag Club as possible;
 - c. Recognize and comply with all provisions of the Bylaws;
 - d. Be courteous to all members and visitors;
 - e. Never speak falsely or maliciously about a member or the Shag Club or defame the character of a member;
 - f. Refrain from conduct contrary to the purposes of the Shag Club;
 - g. Exercise moderation and prudence in the consumption of alcoholic beverages at meetings and other events; obey all federal, state, and local laws regarding such use and consumption; refrain from any unlawful use of drugs;
 - h. Dress appropriately and follow rules of acceptable conduct;
 - i. Respect the privacy of other members and the integrity of the Shag Club by ensuring that Shag Club information is used strictly for Shag Club operations as deemed appropriate by the Board. Specifically, email addresses, phone numbers, and other personal information must not be disseminated for reasons other than activities approved by the Board.
6. Failure to perform the duties of membership may, and in the case of Duties a, c, f, g, and h shall constitute grounds for removal from office and/or membership. No member

shall be removed from office and/or membership prior to being given the opportunity to respond to specific grounds for removal at a Board meeting.

ARTICLE X – FEES AND DUES

1. The Shag Club dues shall be a minimum of \$25.00 per member, per year.
2. Any increase in dues or prorating of dues shall be determined by the Board and presented to the Shag Club membership for approval.
3. The Board shall determine event fees for each Shag Club function for members, guests and members of out of town clubs and make these fees known to the Shag Club members.

ARTICLE XI - EXPENSES

1. Reimbursements:

Approved expenses incurred by a Shag Club Officer or their designee shall be reimbursed up to the amount budgeted or otherwise approved by the Board. To be repaid the member shall present receipt(s) for the following covered expenses:

- a. Supplies and services required to conduct official Shag Club business will be reimbursed.
- b. Supplies and services procured for a Shag Club party or event will be reimbursed.
- c. Travel expenses of the President of the Shag Club or a designee to attend required/approved ACSC/SOS events held out-of-town will be reimbursed. Shag Club representation is required at the two ACSC/SOS workshops (Winter & Summer) and one of the three SOS events (Mid-winter, Spring Safari, Fall Migration). A location more than 50 miles from Asheville is considered out-of-town.
 1. Fuel expense is covered.
 2. Lodging for the night preceding an out-of-town event is covered. For example, Friday and Saturday night lodging is covered for a two day workshop with meetings on Saturday and Sunday.
 3. Meal and other expenses are not covered.
 4. Transportation by commercial means (rental automobile, bus, train, or airplane) will not be covered unless authorized in advance by the Board.

2. Signatures:

- a. All checks, drafts or money orders for the payment of money for less than three hundred dollars (\$300.00) issued in the name of the Shag Club may be signed by either the President or the Treasurer.
- b. Payments over three hundred dollars (\$300.00) shall be signed by the President, Treasurer, other person so authorized or any combination which would provide two authorized signatures as designated by the President.

ARTICLE XII - COMMITTEES

1. COMMITTEES:

- a. The Standing committees shall be Membership, Nominating, Communications, Social/Telephone and may include Ways and Means, Historian, or other special committees as deemed necessary by the President or Board.
 - b. The duties of the various committees are defined in Appendix A.
 - c. The committee Chairs shall be appointed by the President who along with the Vice President shall be ex-officio members of all Standing committees.
 - d. The Chair of each Standing committee shall select members to serve on their committee and may also appoint Chairs of Sub-committees when necessary to carry out their duties.
2. No committee shall act autonomously. All committee actions involving contracts or the expenditure of Club funds shall require approval by the Board.
 3. Committee Chairs are encouraged to attend or make presentations at Board meetings.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the Shag Club in all matters of procedure not specifically covered in these Bylaws and any special rule and procedures the Shag Club may adopt.

ARTICLE XIV - AMENDMENT OF BYLAWS

These Bylaws may be altered, amended or repealed, and new Bylaws may be adopted by a two-thirds (2/3) majority vote of members present at any membership meeting, provided notice is given the membership no less than thirty (30) days prior to such meeting.

ARTICLE X - DISSOLUTION

Dissolution of the Mountain Shag Club will be voted on at a special membership meeting and will require two-thirds majority membership listed on the current Shag Club member roster.

In the event of dissolution of the Shag Club, all physical assets will be sold. Cash received from such sale, and cash from the Shag Club bank accounts after all outstanding obligations are satisfied, shall be donated to one or more charitable organizations as voted on by the general membership and shall be handled by the presiding officers at the time of the dissolution.

Appendix A – COMMITTEE RESPONSIBILITIES

(Revised 2007)

Term of Office

The Term of Office for all committee Chairs is one year. The maximum number of consecutive terms is three.

Special Activities

Special Activities include those events that do not occur routinely and that require above normal advance planning, specifically the Shag Club's "boogie". Other examples include community service and fund raising events and trips to other shag clubs' parties. The identification of activities is a cooperative effort between the membership at large, the Charity & Community Service committee, and the Board. Once the program activities have been identified, it is the responsibility of the Special Activities committee to bring them to successful fruition.

Nominations & Election

The duties of the Nominations & Election committee are defined in Article V of these Bylaws.

Historian

The purpose of the Historian is to gather and record the Shag Club's present to preserve it for the future. The Historian maintains a scrapbook with names, dates and short descriptions to record the Shag Club's accomplishments and key events.

The Historian shall

1. Take (or collect from Club members) photos and/or videos that illustrate the Shag Club's activities;
2. Purchase supplies as provided by the Shag Club's budget, including a camera and a scrap book with a durable cover so it will last several years;
3. Maintain an accurate and neat scrap book, documenting as many activities as possible;
 1. Tell the story of the Shag Club for the year;
 2. Fasten items on the scrap book pages securely;
 3. Label and date all entries;
 4. Maintain consistency in printing or handwriting;
 5. Include
 1. Programs and pictures of each event, with the names of the organizers and others involved;
 2. Newspaper articles written about the Shag Club, and any article about members, whether it is about shag or not;
 3. Shag Club newsletters;
 4. Correspondence sent to the club (thank you notes, awards, letters, etc.)

Social

The purpose of the Social committee is to develop and coordinate all social events for the Shag Club. The Social committee consists of the chair and team leaders. The Chair of the Social committee is also a member of the Program committee.

The Social committee chairperson is responsible for

1. Organizing a Social committee;
2. Conducting committee meetings;
3. Overseeing all Social committee activities;
4. Reporting committee activities to the Board.

The Social committee is responsible for arranging for refreshments and supplies and for setting up any amenities for Shag Club activities. The Social committee shall meet as needed.

To effectively execute this function the committee shall:

1. Contact team members to provide consumable refreshments;
2. Purchase non-consumables such as cups, plates, utensils, and napkins. Consider

purchase of a bucket or cooler for ice storage;

3. Pick up or deliver (on time) consumables including ice;
4. Clean the room if needed and enhance its appearance;
5. Set up refreshments;
6. Maintain a record of amounts purchased and left over quantities;
7. Turn in bills and obtain reimbursement from the Treasurer;
8. Set out sign-in sheet (obtain from the Membership committee) and pen and insure that all attendees sign-in and indicate all fees collected;
9. Keep collected monies secure at all times;
10. Balance monies received with the sign-in sheet, making two copies of the balance sheet. Give monies and initialed balance sheet copy to Treasurer or President;
11. After the meeting, restore the room to its proper order and secure all equipment used;
12. Give the President, Treasurer, Historian and Membership committee a copy of the sign-in sheet.

Program

The primary purpose of the Program committee is to plan for routine Club meetings and functions. The committee should be responsive to the needs of and desire of Club members and to the shag community. The Program committee influences the energy and effectiveness of the Shag Club by promoting participation and attendance at Club events.

The Program committee is responsible for making arrangements for regularly scheduled meetings of the Shag Club (dances and meetings) to include establishing locations and finding DJs. The Program committee shall meet as needed.

The Vice President serves as the Program committee chairperson and is responsible for

1. Organizing a Program committee;
2. Conducting committee meetings;
3. Overseeing all Program committee activities;
4. Reporting committee activities to the Board.

To effectively execute this function the committee shall:

1. Make necessary room reservations prior to all meetings (coordinate with Social committee);
2. Arrange for proper equipment needed by the DJ and make arrangements to provide the required equipment prior to each event. These may include tables, microphone, extension cords, etc.;
3. Obtain required permissions and permits;
4. Maintain liaison with the Communications committee for announcements;
5. Set up equipment and make sure it is functioning properly.

Ways and Means

The primary purpose of the Ways and Means committee is to increase the funds of the Shag Club as projected in the annual budget. This committee is also responsible for the Shag Club's Bylaws. The Vice-President and the Treasurer are members of the Ways and Means committee.

The Ways and Means committee chairperson is responsible for

1. Organizing a Ways and Means committee;
2. Conducting committee meetings;
3. Overseeing all Ways and Means committee activities;
4. Reporting on committee activities to the Board.

The Ways and Means committee is responsible for

1. Overseeing the long range planning and guidance of the Shag Club;
2. Preparing the long range financial plans for the Shag Club, including preparing the budget for the following fiscal year and investment oversight of Shag Club assets, subject to IRS regulations regarding nonprofit organizations;
3. Maintaining the Bylaws and incorporation papers (if required).

The Bylaws subcommittee shall consist of the Ways and Means chairperson and at least two members who shall receive written proposed amendments from members at large or the Board. The Bylaws subcommittee shall edit and present such amendments to the Shag Club. Proposed amendments shall be in writing to the President at least two months prior to voting and also presented to the membership at least thirty days prior to voting.

Communications (Previously Publicity, Telephone & Newsletter)

The purpose of the Communication committee is the publicizing of the activities and achievements of the Shag Club and its members and greater recognition of shag dancing and beach music.

The Communications committee chairperson is responsible for

1. Organizing a Communications committee;
2. Conducting committee meetings;
3. Overseeing all Communications committee activities;
4. Reporting committee activities to the Board.

The Communication committee is responsible for the creation of the newsletter, assistance with web site maintenance, and updating the shag community about upcoming events. The committee will also work to strengthen the relationship between the active members and past Club members. The Communications committee shall meet as needed.

To effectively execute this function the committee shall:

1. Announce all Shag Club activities;
2. Present a copy of any publicity announcements to the Historian for filing purposes;
3. Remove all flyers and announcements following the dances and/or meetings;

4. Make special announcements as requested by other committees or officers;
5. Establish media contacts and provide them with changes in the dance program calendar;
6. Maintain contact with the Vice President and Social Chair as to the specifics of each dance program.

Membership

The purpose of the Membership committee is to encourage all persons interested in beach music and shagging to join and become active members of the Shag Club.

The Membership committee chairperson is responsible for

1. Organizing the Membership committee;
2. Conducting committee meetings;
3. Overseeing all Membership committee activities;
4. Reporting on committee activities to the Board.

The Membership committee is responsible for keeping an accurate and current list of all members and for developing and implementing methods to expand the membership of the Shag Club. The Membership committee shall meet as needed.

To effectively execute this function the committee shall:

1. Carry on organized membership drives. The membership drives should be conducted in the first few weeks of each calendar year. This includes, but is not limited to, invitations to potential new members, follow-up to convert interest to membership, and retention of existing members. The following activities are involved:
 - a. Develop a publicity campaign in conjunction with the Communications committee;
 - b. Compose and distribute a Shag Club membership application package (include a letter, necessary application forms, return envelope, brochures);
 - c. Collect application forms and fees. Make appropriate copies of forms and checks;
 - d. Give fees to Treasurer;
 - e. In conjunction with Treasurer, prepare forms and check for submission to ACSC headquarters.
2. Maintain an up-to-date membership list that includes mailing address, phone numbers, e-mail address;
3. Distribute copies of the membership list to the following at the end of each month: President, Vice-President, Social Chair, Communications Chair and others as deemed appropriate by the Board.
4. Prepare a "sign-in" roster that includes member name and a guest "sign-in" roster that includes name, phone number and e-mail address;

Charity & Community Service

The purpose of the Charity & Community Service committee is to encourage active

participation by the Shag Club members in volunteer activities for worthy causes at the Shag Club events and throughout the community.

The Charity & Community Service committee chairperson is responsible is responsible for

1. Organizing the Charity & Community Service committee;
2. Conducting committee meetings;
3. Overseeing all Charity & Community Service committee activities;
4. Reporting on committee activities to the Board.

The Charity & Community Service committee shall meet as needed. The committee is responsible for

1. Seeking out community service opportunities;
2. Presenting new ideas for fundraising and community service events;
3. Purchase and sale of fundraising merchandise with the help of the general membership;
4. Deciding and handling details of fundraising and community service events (i.e. transportation, time, flyer/banner/invitation creation, etc.).