

BYLAWS OF  
THE FLORENCE SHAG CLUB

**ARTICLE I**

Section 1: Name.

The name of the club will be the Florence Shag Club (FSC).

Section 2: Purpose.

The purpose of the FSC shall be to preserve, encourage and promote the education and perpetuation of the shag, to provide social activities at which emphasis is placed on the dance, and to inform its members of beach music and shag dancing activities.

Section 3: Governing Body.

The FSC shall be governed by the Officers and Directors as further provided and defined in these Bylaws.

**ARTICLE II**

**MEMBERS**

Section 1: Qualifications for Membership.

A person 21 years of age or older may be proposed for membership by no less than two members of the FSC in good standing by submitting a written and signed application on a form approved by the Officers, together with payment of membership dues, to the FSC's secretary. A majority vote by the Officers is required for approval. If the applicant is not approved for membership, the amount of the dues will be refunded to the applicant.

(A member in good standing is one whose dues are current and is not currently subject to disciplinary action).

## Section 2: Membership and Dues

Annual membership dues shall be determined by a vote of the members and may change periodically.

The membership year is from January 1 thru December 31 of each year.

A person wishing to join the FSC after July 1 and has never been a member before, will be allowed to pay  $\frac{1}{2}$  the annual membership dues for the remainder of the year. The effective date of membership will begin on the date approved by the FSC officers and will end December 31<sup>st</sup> of the same year.

- 1). "NEW" members would be someone who has NEVER been a member of the FSC.
- 2). If a person has been a member within the last 5 years he or she will not be considered a "New" member and would not be eligible for the  $\frac{1}{2}$  off the membership dues.

Exceptions: President, vice-president, secretary and treasurer shall not pay dues or admittance to FSC functions during their year of service.

"Hall of Famer's", who are current members of the FSC, and the "Charter" members who formed the FSC shall have lifetime memberships and will not pay annual dues.

## Section 3: Voting Rights.

Each member of the FSC in good standing as of the date and time of any vote shall be entitled to one vote on each matter submitted for a vote to the members.

## Section 4: Membership Cards.

The Officers shall provide for the issuance of cards evidencing membership in the FSC in such form as may be determined by the Officers.

## Section 5: Membership Renewal and Automatic Termination.

Membership Renewal: Persons who are members in good standing of the FSC may renew his or her membership in the FSC for the next calendar year by completing an application and paying the dues by December 31. Their membership will begin on January 1 of the following year.

Membership money collected from the October re-up party through December 31 of each year will not be used by current officers, but saved for the incoming officers for their upcoming year in office.

Automatic Termination: The membership of any member of the FSC, who fails to renew his or her membership in the FSC, as provided above, shall be automatically terminated.

Reinstatement: A person whose membership has automatically been terminated for non-payment of dues will be considered a member effective on the date he or she delivers to the Secretary of the FSC a completed application for membership, together with payment of the annual membership dues. Their membership would be from the date they paid their dues and run until Dec. 31st of that same year.

A member rejoining after January 1<sup>st</sup> would not be eligible to serve as an officer due to the qualification: You must have been a member for the previous 12 consecutive months prior to taking office.

#### Section 6: Grievance/Disciplinary Action.

Censure/Suspension: A member may be censured or suspended for no more than 6 months for "good cause".

For purposes of this section, "good cause" shall include, without limitation, the following behavior at FSC dances, functions or meetings or at the dances, functions or meetings of any other affiliated dance club:

1. assaultive behavior
2. disorderly conduct tending to promote a breach of the peace
3. open and notorious illegal or grossly immoral public conduct
4. any other conduct adverse to the best interests and purposes of the FSC

Expulsion: A member may be expelled from the FSC for one year for any action determined gross and grievous by a two thirds vote of the Officers and Directors.

Procedure: Any grievance filed against a member of the FSC must be in writing and signed by the complainant(s). The Officers and Directors shall act on the grievance or complaint within 45 days and will be handled in a sensitive manner.

Any member against whom a grievance or complaint has been made shall be given written notice at least 2 weeks prior to the Officers and Directors meeting. The notice must explain the nature of the grievance/complaint.

The member shall be given the opportunity to appear before the Officers and Directors, confront the accuser(s), and present evidence/witnesses and otherwise respond to the complaint. A member may be censured, suspended or

expelled by the affirmative vote of not less than two thirds votes of the Officers and Directors.

Reinstatement: A member who has been expelled from membership in the FSC may re-apply for membership in the FSC at any time after 12 calendar months following the date he or she was expelled.

Appeal Procedures: A member who has been censured/suspended or expelled has a right to appeal his/her disciplinary action to the general membership of the FSC.

The President shall call a meeting with the general membership to resolve the appeal issue.

A majority vote of the membership will be needed to overturn the decision by the Officers and Directors.

## **ARTICLE III**

### **MEETINGS**

#### Section 1: Meetings of Members.

There shall be two (2) business meetings per year, one in the spring and the other in the fall. Both meetings will be at the call of the President.

The secretary shall notify all members by US mail, email or in the FSC newsletter not less than 10 days prior to the meetings.

The Treasurer and Secretary will give a written report at each of the two business meetings.

Meetings of the FSC will be conducted in accordance with the official current "Robert's Rules of Order Newly Revised" edition.

#### Section 2: Special Meetings.

Special meetings of the members may be called by the FSC President or by a majority of the other Officers.

The notice of such meeting shall state the purpose of the meeting and shall be delivered to the members, entitled to vote at said meeting, by either US mail, email or in the FSC newsletter not less than 10 days prior to the date of said meeting.

Section 3: Minutes.

The minutes as recorded by the secretary at each FSC meeting shall be provided to the members via email or US Mail within 30 days.

Minutes will NOT be posted on the website or in the FSC newsletter.

Section 4: Quorum

A quorum at a business or special meeting will consist of twenty-five (25) members or more in good standing who are present at the meeting.

Section 5: Motions Tabled.

Any motion brought before the meeting of the membership may be tabled until the next business meeting by the affirmative vote of a majority of the members present or upon the recommendation of the Officers.

Section 6: Proxies.

Members must be present at meetings to vote. Proxies, ~~or~~ mail-in votes, email votes or any form of electronic meetings and voting are not allowed.  
(Amended September 13, 2016)

**ARTICLE IV**

**OFFICERS AND DIRECTORS**

Section 1: General Management

The business and affairs of the FSC shall be managed by the Officers and Directors.

Section 2: Number of Officers and Directors

The FSC shall have four (4) officers consisting of the President, Vice President, Secretary, Treasurer, and three (3) Directors.

There shall be three (3) directors elected and shall serve for a 3 year term. Each year one member will be elected to replace the director whose 3 year term will be expiring.

### Section 3: Qualifications

To serve as an Officer in the FSC you must:

- a. Be a member in good standing
- b. Have been a member in the FSC for the previous 12 consecutive months prior to taking office

To serve as a Director in the FSC you must:

- a. Be a member in good standing
- b. Have been a member in the FSC for the previous 5 consecutive years prior to taking office

### Section 4: Vacancies.

Any vacancies occurring in the Officers and Directors shall be filled by the affirmative vote of a majority of the remaining members of the Officers and Directors. In the event a vacancy occurs in the Presidency, the Vice President shall automatically become President and the Officers and Directors shall elect an eligible member as the new Vice President. A person elected to fill a vacancy shall serve the unexpired term of his/her predecessor in office.

Resignation: In the event an Officer or Director resigns their position, the remaining Officers and Directors will meet to act on the notice of resignation as soon as possible.

### Section 5: General Duties and Responsibilities of the Officers and Directors.

- a. The Officers of the FSC will promote the welfare, best interest and good reputation of the FSC at all times. The Officers of the FSC shall have such authority and shall perform such duties as are set forth in these Bylaws. Each officer shall have the duty to preserve and transmit at the end of their term to his/her successor all records, documents, and other papers generated in the course of the FSC's business.
- b. The outgoing President will submit a financial written report to include all receipts and expenditures that occurred from the fall business meeting until the end of their term in office. This report will be submitted to the incoming President no later than January 15<sup>th</sup>.
- c. Action of the Officers and Directors shall be by majority vote of members present at a meeting at which there is a quorum. Each member of the Officers and Directors shall be entitled to one vote. A quorum shall consist of at least 4 members of the Officers and Directors.

- d. No Officer or Director may serve more than 2 consecutive terms in the same position

#### Section 6: Duties of the President.

The President shall be the principal executive officer of the FSC and shall preside at all meetings of the members and the officers and directors. The President shall:

- a. Exercise general supervision over the affairs of the FSC;
- b. Conduct the affairs of the FSC and execute the policies established by these Bylaws.
- c. Appoint committee chairpersons as needed; except the nominating committee;
- d. May participate in all committees (except the nominating committee) as a non-voting member;
- e. Authenticate, by signature when necessary, all acts, orders, contracts and checks of the club;
- f. Adjourn any meeting where order cannot be maintained.
- g. Provide a financial written report of expenditures and receipts that occurred from the fall business meeting until the end of their term in office to the incoming President no later than January 15<sup>th</sup>.
- h. Ensure FSC is represented at all ACSC meetings.

#### Section 7: Duties of the Vice President

The Vice President shall have the duty to discharge all of the duties of the President in the event of the President's death, absence, disability, or refusal to act, and when so acting shall act with all of the authority of and be subject to all the restrictions of the President. The Vice President shall also perform such other duties as may be assigned by the President.

#### Section 8: Duties of the Secretary.

- a. Take minutes in a clear, concise and accurate manner, at all regular and special meetings and maintain them in accordance with the guidelines as set forth in the official current edition of Robert's Rules of Order Newly Revised.
- b. Maintain records of the FSC including a list of current members, mailing addresses, telephone numbers, birth dates, and email addresses as provided by the members;

- c. Coordinate, copy and mail or email the monthly newsletter in a timely manner to all members unless otherwise determined;
- d. Provide notice to members of meetings and activities;
- e. Conduct written correspondence relating to matters of the FSC;
- f. Perform all duties incidental to the office of Secretary
- g. Submit copies of minutes of all meetings during their term in office to the incoming Secretary no later than January 15<sup>th</sup>.

#### Section 9: Duties of the Treasurer.

- a. Be custodian of the funds and financial records of the FSC;
- b. Provide a written Treasurer's report at meetings of the membership and at any time as requested by the President;
- c. Receive and give receipts for money paid to the FSC from any source;
- d. Provide payment for services or materials encumbered by the FSC as directed by the President;
- e. Deposit all such money paid to the FSC in the bank within 7-10 days of receipt;
- f. Perform all the duties incidental to the office of Treasurer;
- g. Keep a record of all dues paid by members;
- h. Submit a financial written report of expenditures and receipts during their term in office to the incoming Treasurer no later January 15<sup>th</sup>.

#### Section 10: Duties of Directors.

- a. Lend guidance, assist and advise the Officers of the FSC.
- b. Will conduct the following meetings:
  - 1. Will meet with the outgoing and incoming Officers each year as soon as possible after the fall business meeting to provide a smooth transition of leadership
  - 2. Meet with the Officers prior to the spring and fall business meetings to lend guidance and advice for the upcoming business meetings.
- c. To ensure the FSC adheres to these Bylaws, Roberts Rules of Order Newly Revised Edition and special rules of the FSC.
- d. Prompts, promotes and implements ideas to enhance the FSC and its membership.
- e. The Directors can call a meeting with the Officers and/or the membership should a situation arise that needs to be resolved.



## **ARTICLE V**

### **ELECTION OF OFFICERS AND DIRECTORS**

#### Section 1: Procedure.

The members of the FSC shall elect the Officers and Directors at the fall business meeting.

- a. The Nominating Committee shall meet as necessary and prepare a slate nominating at least one member for each of the (4) officers and the (1) director. Officers and Directors may not be nominated to serve any one office more than 2 consecutive terms. All nominees shall be contacted to ensure their willingness to serve should they be elected.
- b. The Nominating Committee shall present its slate of nominees to the Officers no later than 30 days prior to the fall business meeting, if at all possible. The slate of nominees shall be published in the FSC newsletter, sent by US Mail or email no later than two weeks prior to the fall business meeting. Additional nominations may be taken from the floor at the fall business meeting.
- c. The members shall elect each Officer and the Director by plurality vote. The vote for any office for which there is more than one candidate shall be by written ballot.
- d. The new Officers and Directors will begin their duties as of January 1 and will serve until December 31 of that same year.

## **ARTICLE VI**

### **COMMITTEES**

#### Section 1: Standing Committees.

The FSC shall have a Nominating and “Cool Me Out” committee and other committees as deemed appropriate.

The President shall appoint a member to be the chairperson of each committee except the nominating committee. The chairperson of other committees may appoint other members to serve on the committee as deemed appropriate.

Section 2: Nominating Committee.

The nominating committee shall consist of five (5) members, three (3) of which shall be appointed by the Officers. Two (2) members will be elected by the general membership at the spring business meeting. These two (2) members will be nominated from the floor and should there be more than two (2) candidates nominated, an election shall be held by written ballot and results determined by plurality vote. The ballots cast will be tallied by the FSC Vice President and Treasurer.

The nominating committee members will select their own chairperson.

The nominating committee should operate in strict confidence. There should be no leaks of what they've discussed or what nominations will come out of the committee. It should also treat information on membership lists, such as personal information, phone numbers, and addresses as confidential.

**ARTICLE VII**

**AUTHORITY TO BIND**

Section 1:

No member of the FSC shall contract or incur any debt or enter into any agreement or otherwise obligate the FSC except by authority of the Officers.

Any financial obligation for the FSC extending beyond the Officers term of office must have approval from the Officers and Directors and/or the FSC membership.

**ARTICLE VIII**

**EXPENSE REIMBURSEMENT**

Section 1: Miscellaneous Expenses.

Expenses actually incurred by FSC members at the request or direction of the President or his/her designee shall be paid upon presentation of receipts to the FSC Treasurer.

## Section 2: Travel Expenses.

Travel expenses actually incurred by the President and one other Officer, Director or member of the FSC to attend the required meetings of the Association of Carolina Shag Clubs (ACSC) will be reimbursed as set forth below. If the President cannot attend he/she may designate another Officer, Director or member to attend.

- a. Mileage expense for travel by personally owned conveyance shall be reimbursed upon receipt of the gas receipts.
- b. Travel on official FSC business by commercial means (rental auto, airplane, train, etc) will not be reimbursed except in exigent circumstances and must be authorized in advance by the Officers and Directors of the FSC.
- c. Lodging: If the required function covers Saturday and Sunday, lodging expenses shall be covered for Friday and Saturday nights. The term "out of town" is defined as being fifty miles or greater from Florence.
- d. Meal expense while in official travel status on behalf of the FSC shall be reimbursed at a rate deemed appropriate by the Officers.
- e. Lodging, mileage and meal expenses will NOT be paid for ACSC meetings held at North Myrtle Beach, SC.
- f. Receipts for all expenses will be required for reimbursement.

## **ARTICLE IX**

### **MEMBERSHIP ROSTER, CONTACTING MEMBERS, AND CONDUCT OF MEMBERS**

#### Section 1: Membership Roster

The membership roster will be made available to the current Officers and Directors and committees in order to perform their committee functions. The membership list is proprietary to the FSC, and the FSC will maintain its confidentiality.

#### Section 2: Contacting Members.

The membership roster is to be used only for the purpose of contacting members for FSC business and may not be used for any reason that is detrimental to the FSC and its members. Such includes: using the roster for personal gain, using the roster to contact the membership in-mass unless previously approved by the Officers. Any member violating these provisions shall be subject to be

disciplined, to include, but not limited to, suspension or revocation of membership.

This prohibited communication applies only to in-mass communication, and is not to be interpreted to mean no personal communication by and between the members of the FSC.

## **ARTICLE X**

### **BYLAWS AMENDMENTS**

Amendments to these Bylaws shall be made by a two-thirds (2/3) vote of the members present at either of the two business meetings, or at a special meeting called for the express purpose of amending the FSC Bylaws.

Written notice of the proposed amendment(s) and its substance shall be submitted to the membership either by US Mail, newsletter or email thirty (30) days prior to the meeting.

## **ARTICLE XI**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of "Robert Rules of Order Newly Revised Edition" shall govern the FSC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the FSC may adopt.