

HILTON HEAD ISLAND CAROLINA SHAG CLUB  
BY-LAWS

PROPOSED REVISIONS OCTOBER 1, 2014

ARTICLE 1

NAME

The club shall be known as the Hilton Head Island Carolina Shag Club (HHICSC).

ARTICLE II

OFFICIAL DANCE

The official dance of the Club will be the "CAROLINA SHAG".

ARTICLE III

PURPOSE

The business and purpose of the Club shall be: to promote and preserve the heritage of beach music and Shag dancing; to educate and teach others the art of shag dancing; to provide its members and guests with dance opportunities; to inform its members of beach music and shag dancing activities.

ARTICLE IV

MEMBERSHIP

Annual membership dues shall be determined by the BOD and run from June 1<sup>st</sup> thru May 31<sup>st</sup> of each year. Lifetime, honorary and active Charter members will not be charged for membership. There will be no proration of dues.

ARTICLE V

MEETINGS

The Board of Directors shall call an Annual meeting of the members during the month of January each

year, effective January 2008, at which time elections shall be held for officers. The term of office for each position will be for one (1) year with a maximum of two (2) consecutive terms. Officers who wish to continue for a second term are elected by the membership through the usual nomination process.

Any ten (10) voting members may request a meeting by written petition provided the Board of Directors are notified of the meeting at least seven (7) days in advance. Regular business meetings will be held quarterly (or as needed to conduct the business of the Club.)

All agenda items (topics for discussion at business meetings) are to be presented to the Secretary ten (10) days prior to the meeting.

## ARTICLE VI

### Board of Directors and Officers

The board of Directors, hereinafter referred to as “BOD”, shall consist of the Officers and Committee Chairpersons. Officers are elected annually by the membership to carry out the duties and responsibilities of the HHICSC in accordance with the By-Laws as written. Committee Chairpersons are appointed annually by the majority vote of the Officers of the BOD.

Should any position on the BOD become vacant, the then BOD shall appoint a member to fill the expired term.

## ARTICLE VII

### Board of Directors and Officers

#### Elected Positions and Committees

#### **PRESIDENT:**

Shall serve as the official spokesperson for the club and preside at all Club functions and BOD meetings. Shall serve as ex-officio member of all committees, ensure that the club is operated in accordance with the By-Laws as written, be a non-voting member of BOD except to break a tie and be responsible for the Nominating Committee and Sargent at Arms.

#### **1<sup>st</sup> VICE PRESIDENT:**

Shall serve in the absence of the President and be

responsible for the following committees:  
Communication, Membership, Newsletter, Social, and  
Winter Classic. The Chairperson for each of these  
Committees will report to the 1<sup>st</sup> Vice President.

## 2<sup>nd</sup> VICE PRESIDENT:

Shall be responsible for the following  
committees: Dance Instruction and Historian.  
The Chairperson for each of these Committees will report  
to the 2<sup>nd</sup> Vice President.

## RECORDING SECRETARY:

Shall be responsible for organizing the agenda and taking  
the minutes of the Annual meeting, BOD meetings and all  
other club meetings. Will provide the BOD with a copy of  
all minutes within seven (7) days after the respective  
meeting. Shall maintain all past minutes and forward to  
the new secretary each year for future reference.

Shall archive all official documents that require a written  
response on behalf of the Club and BOD.

## TREASURER:

Shall maintain financial records for all Club receipts and  
expenditures including online and traditional checking  
accounts. Facilitate the development of an annual  
operating budget. Report all transactions of the budget to  
the BOD monthly, and provide an annual written report at  
the Annual Meeting. Submit annual Department of  
Treasury Internal Revenue Service reports in accordance  
with legal standards for non-profit organizations.  
Treasurer's records are to be audited twice a year by an  
independent certified public accountant.

Expenditures exceeding \$100 require the approval of the  
BOD.

## FUNCTIONS OF COMMITTEES AND APPOINTED POSITIONS

### COMMUNICATION COMMITTEE:

Shall be responsible for the development and maintenance of the Club website and member email communications at the direction of the BOD.

Shall report to the 1<sup>st</sup> Vice President.

DANCE INSTRUCTION COMMITTEE:

Shall be responsible for community dance demonstrations, dance lesson curriculum, choosing and training dance instructors,

music and CD's for lessons and practice, recommendations for location of lessons, and club specialty items such as shirts and decals.

Shall report to the 2nd Vice President.

HISTORIAN:

Shall be responsible for taking pictures and keeping a Club scrapbook. These scrapbooks will be forwarded each year to the new Historian for the preservation of the Club's history.

Shall report to 2<sup>nd</sup> Vice President.

MEMBERSHIP COMMITTEE:

Shall collect, update and maintain annual membership contact lists; collect annual club dues and weekly floor charges for lessons; welcome members and monitor attendance and participation at weekly lessons; promote friendship, interaction, and enjoyment of the dance among members.

NEWSLETTER COMMITTEE:

Shall publish quarterly newsletters for distribution to members and other interested Shag Clubs.

Shall report to the 1<sup>st</sup> Vice President.

NOMINATING COMMITTEE:

Two members of the BOD and two Committee

Chairpersons shall serve as the Nominating Committee as appointed by the President. The purpose of this committee will be to present a nominee for each officer position on the BOD for election at the Annual Meeting in January. Candidates for a position as officer will submit a resume to the Nominating Committee. The Committee will accept and consider the resume of any member who wishes to be a candidate without disregard. The slate for elections including each nominee's resume will be provided to all members preceding the Annual Meeting. At the Annual meeting additional nominations will also be accepted from the floor and elections will be held. Shall report to the President.

SARGENT AT ARMS:

Shall be responsible for securing the services of security guards for special functions if necessary. Shall be responsible for making sure that monies are paid for admittance at any function where money is collected at the door. Shall keep unacceptable behavior at functions under control. Shall report to the President.

SOCIAL COMMITTEE:

Shall be responsible for the membership year calendar of social functions to include social dances and special Club events (i.e., Welcome Back, Halloween, Christmas, Valentine's, St. Patrick's Day and Re-up parties). Shall arrange for dates, venue, menus, music and publicity for these events. Shall report to the 1st Vice President.

WINTER CLASSIC COMMITTEE:

Shall be responsible for the organization of all activities for the annual Winter Classic event to include dates, venue, menus, hospitality, music and publicity. Shall report to the 1<sup>st</sup> Vice President

under the purview of the BOD.

## ARTICLE VIII

### QUORUM FOR VOTING

A quorum for voting for any meeting of the members shall consist of those members in attendance. A quorum on the BOD shall be four (4).

## ARTICLE IX

### AMENDMENTS

All amendments shall be presented in writing to the BOD which shall determine whether to submit the amendment to the voting membership.

If presented for a vote, it shall be voted on at the same meeting.

Members will be notified one (1) month prior to a vote on a possible By-laws change. The notification will include details of any proposed changes.

## ARTICLE X

### DISSOLUTION OF CLUB ASSETS

In the event of dissolution of the Club, all physical assets shall be sold. Cash received from the sale and cash from any Club checking or savings accounts shall be donated to one or more charitable organizations, as determined by the BOD.

## ARTICLE XI

### EXPULSION OF MEMBERS

The BOD has the right to refuse renewal of membership to any club member guilty of conduct unbecoming the HHICSC. Also, two-thirds (2/3) of the general membership in attendance at any scheduled meeting may vote any member out of the Club without notice.

## ARTICLE XII

### RESIGNATION

Resignation of any officer of the Club should be submitted to the BOD, at least thirty (30) days prior to the effective date, allowing the BOD sufficient time to find a

replacement and make the transmission of any necessary information.

### ARTICLE XIII

#### PARLIAMENTARY RULES

The decision of all disputed or doubtful questions of debate or procedure, not covered by these By-laws, shall be settled according to the latest edition of Robert's Rules of Order.

Proposed revisions confirmed for distribution October 1, 2014.