

# HILTON HEAD ISLAND CAROLINA SHAG CLUB BY-LAWS

## ARTICLE I 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

All annual membership dues shall be determined by the BOD and run from June 1<sup>st</sup> through 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.

Regular Members: Active Regular Members in good standing are entitled to vote, to attend all Club functions, take lessons, be elected to hold any office and serve on any committee within the Club.

Associate Members: Associate Members will be eligible for entrance to all Club dances at member prices. They will be entitled to attend membership meetings where they will be able to add to the direction of the Club through their ability to join discussions. They will be unable to take lessons, vote or hold Club office. Associate members include, but are not limited to, fellow members of the Association of Carolina Shag Clubs.

- a. Associate Members will be entitled to upgrade their membership to a Regular Membership by paying the cost of Regular Membership at any time in the Club fiscal year.
- b. Non-members are eligible for Associate Membership following attendance at two regular parties at non-member prices or attendance at Winter Classic.”

Honorary Life Members: Any member in good standing may, at any time, nominate prior to the meeting at which the vote will be taken, another member for an Honorary Life Member designation. Such nomination shall be submitted in writing to the Board. Upon such nomination, the Board shall consider such person for designation as an Honorary Life Member. Upon approval by two-thirds of its members present, the Board shall cause the names to be placed before the Regular Active Membership for vote. The Board shall take a majority vote of the Regular Active Membership present at the time of the vote in order to bestow an Honorary Life Member designation upon the nominated members. Voting by the membership shall take place by written secret ballot. Honorary Life Members are considered Regular Active Members for all other purposes of the Club. The consideration for making such nomination should include, but not limited to the following:

- The number of years of membership in the Club and being involved in shag activities
- The amount of activity and involvement in supporting the Club
- Personal support and guidance provided to the Club
- Has made outstanding contribution to the Club and to the promotion and preservation of the shag dance and shag music”

## 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: 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. The Recording Secretary will be responsible for the following committees: Communication and Website. The Chairperson for each of these Committees will report to the Recording Secretary.

**TREASURER:** Shall maintain financial records for all Club receipts and expenditures including online and traditional check 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 reviewed through consultation with an independent certified public accountant once each calendar year. Expenditures exceeding \$100 require the approval of the BOD. The Treasurer will be responsible for the following committee: Membership. The Chairperson of that Committee will report to the Treasurer.

## 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.

Revision Date: December 10, 2014

(Article III: Quorum for Voting, Article V: Meetings, Article VI: Board of Directors and Officers, President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Recording Secretary, Treasurer, Publicity Committee, Social Committee, Nominating Committee, Newsletter Committee, Sound Committee, Dance Instruction Chairperson, Sargent at Arms, Article IX: Amendments)

Revision Date May 13, 2015

Board of Directors Meeting May 13, 2015 (Article VI: Board of Directors and Officers, Treasurer)

Revision Date July 13, 2016

Board of Directors Meeting July 13, 2016 (Article IV Membership, Article VII Board of Directors and Officers, Elected Positions and Committees: 1<sup>st</sup> Vice President, Recording Secretary, and Treasurer)

Revision Date March 8, 2017

Board of Directors Meeting March 8, 2017 (Article IV Membership)