

**BYLAWS OF  
GOLDEN ISLES SHAG CLUB**

**ARTICLE I: NAME**

The name of this club is the Golden Isles Shag Club, Inc. (GISC)

**ARTICLE II: OBJECTIVE**

This is a nonprofit organization whose objective is to promote and preserve the heritage of beach music and shag dancing, educate and teach others the art of shag dancing, and share the enjoyment of the dance with others in a friendly and family-oriented atmosphere.

**ARTICLE III: MEMBERSHIP**

**Section 1.** Initial membership in the GISC shall be determined by the Executive Board.

**Section 2.** All prospective members must be at least 21 years of age and must be sponsored by two GISC members in good standing. A petition for membership, signed by two sponsors, shall be submitted to the Membership Committee for presentation at Executive Board Meetings. Eight or more affirmative votes, determined by a show of hands, are required for membership. Once approved, applicable dues must be received by the Treasurer before membership is effective.

**Section 3.** Members must be willing to participate on committees or in activities approved by Officers or Committee Chairpersons. Members will uphold, adhere to, and support the Bylaws of the GISC and the Association of Carolina Shag Clubs (ACSC). GISC members shall always conduct themselves in a manner that reflects favorably on the GISC and ACSC, and they shall treat fellow members and their guests with respect and courtesy.

**Section 4.** Membership in the GISC can be terminated by two-thirds vote of the Executive Board at an Executive Board Meeting or a specially called Board meeting provided that a quorum exists and the member whose membership is being terminated has been provided written notification at least one week prior. The decision of the Executive Board is final.

**Section 5.** Club dues shall be set by the Executive Board. Annual dues are payable on January 1 and must be paid no later than January 31 or by a date designated by the Executive Board. Members whose dues have not been received by the Treasurer by the designated date shall have their membership terminated and they must follow the procedures established for new applicants to restore their membership. Annual dues will be prorated after June 30<sup>th</sup>.

**Section 6.** The membership roster is confidential and may not be used for purposes other than relaying shag-related information to GISC members.

#### **ARTICLE IV: ORGANIZATIONAL STRUCTURE**

**Section 1.** The Officers of the GISC shall be the President, Vice President, Secretary, and Treasurer. No Officer shall be eligible to serve more than two consecutive terms in the same office unless approved by the Executive Board.

**Section 2.** The parliamentary authority for the GISC shall be Robert's Rules of Order.

#### **Section 3. Duties of Officers**

A. The President shall:

- a. Open all meeting at the prescribed time and place
- b. Conduct all business using proper parliamentary procedure
- c. Authenticate, by signature when necessary, all acts, orders, contracts, and expenditures by the GISC
- d. At all times support the GISC, declaring its will, and in all things obey the members' desires.
- e. Adjourn any meeting where order cannot be restored.
- f. Appoint the Nominating Committee for the annual election of Offices and Board Members by November 1<sup>st</sup>.
- g. Serve as ex-officio member on all committees except the Nominating Committee.
- h. Appoint any special committee deemed necessary.
- i. Appoint a club parliamentarian.
- j. Ensure club representation at all required ACSC meetings.

B. The Vice President shall:

- a. Assume the duties of the President in his/her absence.
- b. Complete the unexpired term of the President should he/she resign or be removed from office.
- c. Act as coordinator between Committee Chairs and the Executive Board.
- d. Encourage, initiate and implement new ideas to promote the objective of the GISC.
- e. Assist in the formation of all committees except the Nominating Committee.

- C. The Secretary shall:
  - a. Record the minutes of all GISC meetings
  - b. Read the minutes of the previous meetings
  - c. Prepare all GISC correspondence as directed
  - d. Maintain a file of GISC correspondence.
  - e. Maintain a list of GISC Officers, Committee Chairs, and Committee Members.
  - f. Call meetings to order in the absence of the President and Vice President until a pro-tem can be elected. The election shall take place immediately.

- D. The Treasurer shall:
  - a. Establish and maintain a bank account in the name of GISC.
  - b. Receive and deposit all GISC funds.
  - c. Maintain bookkeeping records of all funds.
  - d. Disburse all funds as the Executive Board directs.
  - e. Present monthly financial reports.
  - f. Provide financial statements at the Annual Meeting
  - g. Ensure all expenditures are approved by the Executive Board.
  - h. Prepare and present an annual budget proposal at the January Executive Board Meeting.

**Section 4.** Officers and Executive Board Members shall be nominated by the Nominating Committee at the November Business Meeting. Nominations from the floor shall be taken at the December Business Meeting, with the election using the ballot presented by the Nominating Committee during that same meeting. Husbands and wives may not serve as Officers or Executive Board members at the same time. A majority vote is required for election. Terms for the new Officers and Board Members begin January 1. Officers will be elected for a term of one year. Executive Board Members will be elected for a term of two years provided that the Executive Board shall establish Board Member terms to provide for staggered terms. Beginning with elections for the 2007 calendar year, three members will be elected for a term of one year and four members will be elected for a term of two years. Terms thereafter will be for two years.

**Section 5.** No member shall hold more than one office.

**Section 6.** The President shall, with the approval of three-fourths of the Executive Board, appoint a new Board Member to replace any Board Member who misses three Executive Board Meetings during a calendar year, unless the absences are approved by the Executive Board.

**Section 7.** The GISC business year shall extend from January 1<sup>st</sup> to December 31<sup>st</sup>.

## **ARTICLE V: MEETINGS**

- Section 1.** A General Business Meeting shall be called in December and shall be known as the Annual Meeting. The primary purpose of the meeting will be the election of the Executive Board. A quorum required to conduct business is twenty members.
- Section 2.** Executive Board Meetings shall be held at a frequency established by the Executive Board but no less than quarterly at a location determined by the Executive Board. A quorum for the Executive Board is six members. Meeting notices will be given at least one week in advance.
- Section 3.** General Business Meetings of the club shall be held on a day, time and place to be determined by the Executive Board. A quorum required to conduct business is twenty members.
- Section 4.** Special meetings of the Executive Board may be called by the President, Vice President, a majority of the Executive Board or by written request to the President signed by at least ten GISC members. Three days' notice must be given for special meetings except in cases of emergency as determined by a majority of the Executive Board.
- Section 5.** The President shall designate a public place where club-related information may be shared by the GISC membership.
- Section 6.** Any member of other ACSC clubs may attend any GISC function.

## **ARTICLE VI: EXECUTIVE BOARD**

- Section 1.** The Executive Board shall consist of the GISC Officers and seven members elected from the general membership.
- Section 2.** The Executive Board shall generally supervise the affairs of the GISC between General Business Meetings subject to the GISC bylaws.
- Section 3.** The Executive Board shall have the authority to expend funds to support or attend any meeting or workshop deemed necessary within the following guidelines:
- A. The Executive Board shall elect representatives to attend ACSC meetings and workshops.
  - B. Reimbursement of expenses shall be limited to cost of registration, lodging cost based on host club recommended lodging and mileage based on IRS guidelines.

- C. In the event the elected representative cannot attend, the President shall have the authority to appoint an alternative representative.
- D. The Executive Board shall have the authority to select the meetings or workshops the GISC supports and, by unanimous vote, can modify travel expenses as necessary.

## **ARTICLE VII: STANDING COMMITTEES**

ALL STANDING COMMITTEES SHALL HAVE A CHAIRPERSON AND A MINIMUM OF THREE ADDITIONAL CLUB MEMBERS.

**Section 1.** Membership Committee is responsible for maintaining a record of all paid members and providing a report of all members at the Executive Board Meeting, furnishing members with renewal applications, processing new applications, door greeting assignments, maintaining birthday lists, email and telephone notifications of meetings.

**Section 2.** Dance Instruction Committee is responsible for teaching basic shag, coordinating instructors, training instructors, setting time and place of instruction and line dance instruction.

**Section 3.** Entertainment Committee is responsible for planning all GISC entertainment including the annual Sand Gnat weekend within the constraints of the entertainment budget. However, the Executive Board will be the controlling authority for all Sand Gnat activities. Other responsibilities include assigning duties, providing general coordination of all entertainment functions and developing and distributing an annual calendar of events.

**Section 4.** Communications Committee is responsible for compiling and disseminating information about GISC and its activities.

**Section 5.** Charity Committee is responsible for the collection and distribution of charity funds.

## **ARTICLE VIII: CLUB FUNDS**

**Section 1.** Club funds consist of all assets including all monies, dues, donations, committee funds and equipment.

**Section 2.** Disbursal of GISC funds is to be made only by the GISC Treasurer or other authorized check signer (by check only) for those expenses authorized by these Bylaws, or by the Executive Board.

**Section 3.** GISC books shall be audited annually in December by an individual who is not a member of the Executive Board.

**ARTICLE IX: AMENDMENT OF BYLAWS**

These Bylaws may be amended by a vote of two-thirds of the members present at a General Business Meeting called by the President. Proposed Bylaws amendments may be submitted in writing at any time. The submitted amendments will be addressed by a Bylaws Committee appointed by the Executive Board and circulated to the membership for consideration at the called General Business Meeting.