

OD SHAG CLUB BYLAWS

January 1, 2013

ARTICLE I - NAME

The name of this organization shall be the OD SHAG CLUB and may be herein referred to as the club.

ARTICLE II - OBJECTIVE

The objective of this club is to perpetuate and preserve the Shag dance, the rhythm and blues and beach music, the atmosphere surrounding the shag dance, and to create and maintain an environment conducive to the dance.

ARTICLE III - ORGANIZATIONAL POLICY

The OD Shag Club is declared to be a non-profit organization. It shall not have any power to issue stock or declare dividends and no portion of its net earnings shall be issued for the profit of any individual Officer, Director, or any member of the club. By a majority vote of the Executive Board, services or goods may be purchased from a club member when these are not deemed by the Executive Board to be "normal voluntary services or goods". If non-voluntary services or goods exceeding \$250.00 are to be purchased from a club member, two (2) additional bids must be obtained.

The balance if any, of all monies received by the club, after payment of all debts, obligations, and charities voted on by the Executive Board, shall be used for the promotion and development of the objectives stated in Article II.

ARTICLE IV - MEMBERSHIP

Membership in this organization shall be open to adults 21 years of age or older. Benefits and termination of memberships are to be determined by the Executive Board (which is comprised of the Officers and the Board of Directors) for the OD Shag Club. Unacceptable conduct could result in termination of membership.

Lifetime Membership consists of the following:

- A. Charter Members are persons who joined the OD Shag Club at its formation and are exempt from paying dues.
- B. Past Presidents are exempt from paying dues. Pictures of past Presidents, unless impeached from office, will be commissioned and displayed at Fat Harold's Beach Club.
- C. Al Cain Award recipients are exempt from paying dues. There will be one (1) Al Cain recipient per year as voted on by the Executive Board. The Al Cain Award recipient is a member of the OD Shag Club for their continuous support and dedication to the club. The recipient of this award needs to be someone that has contributed "above and beyond" the call of duty to help the club in whatever way they can and that volunteers his/her time whenever possible.
- D. Honorary Members are exempt from paying dues. The Executive Board can choose up to one (1) honorary member per year.

The club calendar year is January 1st through December 31st. Member benefits and voting privileges will be in effect only in the year for which dues have been paid. Nametags will be issued one time to new members. Subsequent nametags will have to be paid by the members.

ARTICLE V – DUES

Dues are payable by January 1st of each year of operation and are determined by the Executive Board. Dues will not be pro-rated.

ARTICLE VI - OFFICERS

The Officers of the OD Shag Club shall be comprised of

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer

These Officers shall perform the duties described by the By-Laws and in accordance with the parliamentary authority adopted by the club.

Any Officer or Director, who resigns or is removed from office due to violation of the By-Laws, or as a result of disciplinary action by the Executive Board, will relinquish all rights and privileges.

Any Officer or Director, who by his actions or deeds, acts in a manner that is unbecoming to his position, is subject to disciplinary action or expulsion from the club by the Executive Board.

Each Executive Board Member present at each meeting has one (1) vote. The President only votes if needed to break a tie.

SECTION 1:

The OD Shag Club By-Laws will constitute the parliamentary authority for the club. If not stated in the Bylaws, Roberts Rules of Procedure shall determine parliamentary procedure and practice in all cases to which they apply.

Primary duties of:

A. President

- To arrange and conduct all meetings at the prescribed time and place which will be approved by the Executive Board.
- To conduct or bring before the Executive Board all business that needs to be discussed;
- To exercise appropriate level of decorum within the rules of order in all discussions;
- To authenticate/validate, by signature, (in conjunction with one other officer) all acts, orders and contracts of the club.
- Shall serve as a spokesperson for the club, declaring the clubs will/desire and carrying forward those directions established by the Executive Board.
- Shall have served at least one full term as an OD Shag Club Officer or Board member.
- Shall serve on all committees, except Nominating Committee, as an Ex-officio member.
- With approval of the Executive Board, shall appoint Chairperson(s) that the Board feels are necessary to conduct the clubs business.
- Shall attend Association of Carolina Shag Club (ACSC) meetings or shall ensure OD Shag Club's representation at required attendance ACSC meetings (one attendee required). Any additional attendees, if any, must be approved by the Executive Board.
- The President will prepare a guideline budget each year with the assistance of the Treasurer, to be approved by the Executive Board and amended as required by the Executive Board.
- Shall name Board Liaisons to the Standing Committees.

- Shall provide all Executive Board members and Committee Chairpersons with copies of the By-Laws describing committee duties.
- Shall at each club function have an available copy of the ODSC By-Laws and Roberts Rules of Procedure for reference.
- Shall perform all duties incidental to the office of President and such other duties as may be assigned by the Executive Board.

B. Vice-President

- In the absence of the President, assumes his duties.
- Acts as the club Parliamentarian by advising the President, Officers, committees and members on matters of Parliamentary Procedure and Rules of Order. Responsible for maintaining an appropriate level of decorum within the Rules of Order in all discussions at all Executive Board meetings.
- Assist the President through the year.
- Shall at each club function have an available copy of the ODSC By-Laws and Roberts Rules of Procedure for reference.
- Shall read aloud and discuss with the Executive Board and Committee Chairs the ODSC By-Laws at the 1st Executive Board meeting of the new year.
- Shall perform all duties incidental to the office of Vice President and such other duties as may be assigned by the Executive Board.

C. Secretary

- Review minutes of prior meetings.
- Record minutes of Executive Board meetings.
- Provide Executive Board with copies of prior minutes of Executive Board meeting a minimum of two (2) days prior to forthcoming meeting.
- As directed by the Executive Board, conduct all club correspondence.
- Maintain, in conjunction with the Membership Chairperson, a list of all Officers, committee members, board members and the general membership.
- In the absence of the President & Vice-President, conduct the meeting.
- Shall perform all duties incidental to the office of Secretary and such other duties as may be assigned by the Executive Board.
- All names used in Executive Session will be redacted from the minutes of the Executive Session.

D. Treasurer

- To receive, bank and control monies received by the club.
- To maintain sound book-keeping records of all funds, insuring that appropriate levels of audit trails are in place and adhered to.
- To handle disbursements as directed by the Executive Board.
- At each meeting of the Executive Board, provide up-to-date reports of the financial status of the club. Provide said report to the Executive Board a minimum of two (2) days prior to forthcoming meeting.
- To maintain up-to-date records of all dues paid by members.
- Assist the President in the preparation of an annual guideline budget.
- To make available to the Board, or its agents, all books and financial records of the OD Shag Club for such periodic audits and verifications as the Board may determine.
- To file any documents and returns required by federal and state tax codes before the required deadline.

- Shall perform all duties incidental to the office of Treasurer and such other duties as may be assigned by the Executive Board.
- Any transfer of the OD Shag Clubs accounts to a different financial institution must first be approved by the Executive Board.

SECTION 2:

All officers are elected by ballot for a term of one (1) year. Terms commence on January 1. Should the need arise to replace an officer during the course of the year, they will be appointed by the Executive Board and will serve for the remainder of that year.

SECTION 3:

No member shall hold more than one (1) office at a time and no member shall be eligible to serve more than two (2) consecutive terms in the same office.

SECTION 4:

Any member of the Executive Board missing three (3) Board meetings, without excused absences, may be removed from office by a majority vote of the Executive Board. Should the need arise to replace an officer during the course of the year, they will be appointed by the Executive Board and will serve for the remainder of that year.

ARTICLE VII - BOARD OF DIRECTORS

SECTION 1:

The Board of Directors for the OD Shag Club shall consist of five (5) members elected for a two (2) year term. Terms commence on January 1. Should the need arise to replace a Director during the course of the two (2) year term, they will be appointed by the Executive Board and will serve for the remainder of that two (2) year term.

SECTION 2:

Each Director has one (1) vote in meetings.

ARTICLE VIII - EXECUTIVE BOARD

SECTION 1:

The Officers and Board of Directors shall comprise the Executive Board and as such will be responsible for conducting the affairs of the club. Decisions by the Executive Board are final.

ARTICLE IX - STANDING COMMITTEES

The Chairman of each Standing Committee is responsible for maintaining a log/manual to be passed to each subsequent Chairman.

SECTION 1: NEWSLETTER/BULLETIN COMMITTEE

- Prepare, have printed and mail a periodic newsletter to members who do not have internet access. Ensure the newsletter/bulletin contains at least a calendar of events and items of interest to club members.

A membership list will be provided to this Committee Chairman by the Membership Chairman which will include only information pertaining to this committee.

SECTION 2: ENTERTAINMENT/DECORATING COMMITTEE

- Plans entertainment at social events.

- Responsible for decorating and clean-up of any membership meeting that requires “an extra atmosphere”.
- Plans DJ schedule for social events using DJs that are club members. If this is not possible, Executive Board approval will be needed.

A membership list will be provided to this Committee Chairman by the Membership Chairman which will include only information pertaining to this committee.

SECTION 3: MEMBERSHIP COMMITTEE

- Actively seek and recruit new members.
- Provide coverage at membership table January thru April and November thru December.
- Collect and refer all funds to the Treasurer.
- Adhere to Article IV.
- Maintain club membership roster and provide Executive Board with appropriate up-dates.
- Generate and provide newsletter labels to the Newsletter/Bulletin Committee.
- Maintain up-to-date record of all dues paid by members.

SECTION 4:

WAYS AND MEANS COMMITTEE

- Develops and proposes projects to generate funds for the Club.
- Collect and refer all funds to the Treasurer.
- Responsible for maintaining all inventory, merchandise that is to be sold by the Club to generate income of the club providing the Executive Board with a monthly report of inventory, disbursement and income.
- Purchases over \$500.00 will require the approval of the Executive Board prior to purchase.

A membership list will be provided to this Committee Chairman by the Membership Chairman which will include only information pertaining to this committee.

SECTION 5:

SPECIAL PROJECTS COMMITTEE

- Will be responsible for planning, coordinating and organizing any community or special club event that is not normally associated with Standing Committee functions - i.e. hosting ACSC Workshop.
- All fund raising events/projects for the club must be submitted and approved by the Executive Board.

A membership list will be provided to this Committee Chairman by the Membership Chairman which will include only information pertaining to this committee.

SECTION 6:

GRIEVANCE COMMITTEE

A Grievance committee chairperson and two other at large members shall be appointed by the President and approved by the Executive Board at the time a grievance arises. All meetings are to be held in Executive Session.

- Accepts in writing any and all signed grievances.
- Reviews all grievances with the Executive Board with appropriate recommendations within forty-five (45) days of date of grievance.
- All signed grievances will be handled in a sensitive manner and with strict confidence by the Executive Board.

- Any unsigned grievance will be discarded.

A membership list will be provided to this Committee Chairman by the Membership Chairman which will include only information pertaining to this committee.

SECTION 7:

NOMINATING COMMITTEE

The Nominating Committee will be formed at the June Board meeting and will report their recommendations to the Executive Board no later than the August Board meeting. These should include at least two (2) candidates for each of the Officers and Board vacancies. Upon agreement by the Executive Board, the Nominating Committee will present their slate of candidates at the next general membership meeting. At that meeting, nominations from the floor will be accepted.

No further nominations will be accepted after the close of nominations at this meeting.

Nominating Committee shall be familiar with Executive Board duties, responsibilities and By-Laws.

The Nominating Committee will be responsible for having the ballots for the election printed. The Nominating Committee will appoint the volunteers to count the votes and also appoint a person to oversee the tally of the votes at the Election.

- This committee shall be comprised of a Chairperson and two (2) other members of the Executive Board plus two (2) individuals selected from the general membership, all appointed by the Executive Board at the June Board meeting.
- This committee shall provide the Executive Board with a list of candidates at the August Board meeting.
- This committee shall receive a copy of the membership list for consideration of candidates. This list will be limited to the following information due to privacy laws: Member number, member name, city, state and phone number.
- The proposed slate of officers must be approved by the majority of the Nominating Committee members before being presented to the Executive Board.
- Committee will abide by Article XIII-Election of Officers and Board, Section 1.

SECTION 8:

REMEMBRANCE/COMMUNICATIONS COMMITTEE

- Responsible for sending get well and condolence cards to members.
- Provides email communications within the club membership to advise them of remembrance, upcoming events, etc.
- Creates and maintains membership email address list for email communications.
- Coordinates with membership to receive email address updates.

A membership list will be provided to this Committee Chairman by the Membership Chairman which will include only information pertaining to this committee.

SECTION 9:

FOOD COMMITTEE

- Responsible for set-up and clean up of membership meetings.
- Responsible for securing food and serving food at membership meetings.
- Cost of food to be approved by the Executive Board at board meeting prior to event.

A membership list will be provided to this Committee Chairman by the Membership Chairman which will include only information pertaining to this committee.

SECTION 10:

ADVERTISING COMMITTEE

- Actively pursues sponsorships for the OD Shag Club to be placed on the website.
- Collects all advertising funds and refers funds to Treasurer.

A membership list will be provided to this Committee Chairman by the Membership Chairman which will include only information pertaining to this committee.

SECTION 11:

WEBSITE COMMITTEE

- Policy of the OD Shag Club is to publish information about the club. Any other information will need the approval of the Executive Board before posting. The format of the club's website can-not be changed without prior approval of the Executive Board.
- All information must be provided to the Webmaster within 3 days following the event.

Webmaster duties are as follows:

- Ensure web host (Web Hosting Hub at www.webhostinghub.com) and domain (odshagclub.com) does not expire so there is no interruption in service.
- Maintain and update the website by the 1st day of each month.
- Update the odshagclub.com email addresses on our web host, Executive Board information, committees, etc. by January 1st of each new year, when new administration is formed.
- Website to include: upcoming events, new members, birthday list, OD Shag Club event pictures, articles written by the Executive Board and Committee Chairs, links to OD Shag Club documents and attachments, Executive Board and Committee contact information.
- Update Remembrance page.
- Maintain sponsor (advertisement) pages.

SECTION 12:

CLEAN SWEEP COMMITTEE

- Responsible for planning, coordinating and organizing the community event "Clean Sweep", to include the location, set prescribed time and date.

A membership list will be provided to this Committee Chairman by the Membership Chairman which will include only information pertaining to this committee.

SECTION 13:

HOSPITALITY COMMITTEE

- Responsible for member check-in at all club events.
- Committee persons to be set up a minimum of 1 hour before each event.
- Member Roster with names of all members will be provided by Membership Committee.
- To collect guest fees and refer all funds to Treasurer.
- Provide the Executive Board with the attendance after each ODSC event.

A membership list will be provided to this Committee Chairman by the Membership Chairman which will include only information pertaining to this committee.

SECTION 14:

PARADE COMMITTEE

- Responsible for planning, coordinating and organizing any parade in which the club participates with the approval of the Executive Board.

- Responsible for having liability waivers signed by member participants at each event.
- Cost to be approved by the Executive Board prior to the event.

A membership list will be provided to this Committee Chairman by the Membership Chairman which will include only information pertaining to this committee.

**SECTION 15:
PHOTOGRAPHY**

- Responsible for photographs at ODSC events and uploading the photographs on the current ODSC photography host, for use on the ODSC website.
- Photos will be uploaded within 3 days of the photographed event.

A membership list will be provided to this Committee Chairman by the Membership Chairman which will include only information pertaining to this committee.

ARTICLE X - QUORUM

A quorum for Executive Board meetings shall consist of a simple majority of the Officers and Board of Directors.

A quorum of the club shall be considered to be present when twenty-five percent (25%) of the membership is in attendance.

When attendance is less than twenty-five percent (25%) of the membership, it shall be deemed a quorum upon approval of the majority of the membership in attendance.

ARTICLE XI - DISBURSEMENTS

All checks issued for an amount in excess of five hundred dollars (\$500) must have two officers' signatures.

All debts of the Club must be approved by the Executive Board.

All expenses must be accompanied by adequate receipts prior to or at time of payment.

All debts and charitable donations of the club must be approved by the Executive Board.

ARTICLE XII - SPECIAL MEETINGS/EXECUTIVE SESSION

SECTION 1:

Any two (2) members of the Executive Board may call for a "special meeting" of the Executive Board. Secretary shall then notify Executive Board members of the meeting.

SECTION 2:

Confidential matters will be discussed in Executive Session at any Board Meeting.

Any Executive Board Member violating the confidentiality of an Executive Session will be expelled.

All names used in Executive Session will be redacted from the minutes of the Executive Session.

ARTICLE XIII - ELECTION OF OFFICERS AND BOARD

SECTION 1:

Voting for Officers and Board of Directors will be conducted in October. Due to logistics, no absentee or proxy ballots will be permitted.

ARTICLE XIV - TRANSITION

SECTION 1:

To ensure and enhance the operation of the Club and to provide for an orderly transition of new Officers and Board of Directors, the outgoing Officers and Board of Directors, as well as Committee

Chairperson(s), shall work with the new regime until they take office on January 1st of the following year, or until a satisfactory transition can be made.

The incoming Executive Board will have a planning meeting no later than December 1st, before taking office, at a location and time to be prescribed by the incoming President.

ARTICLE XV - FISCAL YEAR

The fiscal year of the OD Shag Club shall be designated as January 1 thru December 31.

ARTICLE XVI - AMENDMENT TO THE BY-LAWS

SECTION 1:

The Executive Board will make recommendations for proposed by-law changes and present them to the membership for approval. By-laws may be amended by a majority vote of the members attending any general membership meeting provided that:

- 1 - A quorum is present or declared to be present per Article X.
- 2 - That the proposed amended by-laws have been submitted to all members of the club at least thirty (30) calendar days prior to the vote.
- 3- These By-Laws will become effective January 1, 2013 and will remain in effect until amended.

ARTICLE XVII – PRIVACY POLICY

It is the policy of the OD Shag Club to maintain the privacy of our members. It is against this policy to reveal any membership information to any individual other than as stated in the By-Laws, or as required by law. Failure to comply with this policy will result in immediate expulsion from the club.