2024 BY-LAWS
OF THE
CAPE FEAR SHAG CLUB

Table of Contents

ARTICLE I – NAME 4

ARTICLE II – ORGANIZATIONAL POLICY 4

ARTICLE III – MEMBERS 4

SECTION 1: CHARTER MEMBERS 4

SECTION 2: MEMBERSHIP 4

SECTION 4: CLUB DUES 4

SECTION 5: DISCIPLINARY ACTION 5

ARTICLE IV – OFFICERS 5

SECTION 1: THE OFFICERS OF THE CLUB SHALL BE 5

SECTION 2: PARLIAMENTARY AUTHORITY 6

SECTION 3: DUTIES OF THE CLUB OFFICERS 6

SECTION 4: TERMS OF OFFICE 7

SECTION 5: ELIGIBLITY FOR ELECTED OFFICE 8

SECTION 6: ACSC REPRESENTATION 8

ARTICLE V – MEETINGS 8

SECTION 1: 8

SECTION 2: 8

ARTICLE VI – FINANCIAL 8

SECTION 1: 8

SECTION 2: 9

ARTICLE VII – GENERAL PROVISIONS 9

SECTION 1: 9

ARTICLE VIII – STANDING COMMITTEES 9

SECTION 1: COMMUNICATION COMMITTEE DUTIES 9

SECTION 2: NEWSLETTER COMMITTEE DUTIES 9

SECTION 3: SOCIAL COMMITTEE DUTIES 9

SECTION 4: MEMBERSHIP COMMITTEE DUTIES 9

SECTION 5: WAYS AND MEANS COMMITTEE DUTIES 9

SECTION 6: HISTORIAN COMMITTEE DUTIES 10

SECTION 7: SPECIAL CONCERNS COMMITTEE DUTIES 10

SECTION 8: MUSIC COMMITTEE DUTIES 10

SECTION 9: SOS COMMITTEE DUTIES 10
SECTION 10: BY-LAWS COMMITTEE DUTIES 10
SECTION 11: HALL OF FAME COMMITTEE DUTIES 10
SECTION 12: WEBSITE COMMITTEE DUTIES 10
ARTICLE IX – QUORUM 11
ARTICLE X – VOTING PROCEDURES 11
APPENDIX A – DOCUMENT HISTORY 11

ARTICLE I – NAME

The name of this organization shall be the Cape Fear Shag Club, CFSC, and referred to in the document as the Club.

ARTICLE II – ORGANIZATIONAL POLICY

The Club is declared to be a private non-profit organization. We are a private club, operated and governed solely by our members and are free from any religious, ethnic, political, or commercial influence. The Club shall not have any power to issue stock or declare dividends and no portion of its net earnings shall be issued for the benefit of any individual, Officer, Director, Executive Board member or member of the Club. In the event of the dissolution of the Club, the balance, if any, of all monies received by the Club, after payments of all debts and obligations, shall be disbursed to a local charity determined by the Board.

ARTICLE III – MEMBERS

SECTION 1: CHARTER MEMBERS

Charter members of the Club are all those individuals who joined and paid membership fees prior to December 1, 1988. Membership fees will be the same as all other members.

SECTION 2: MEMBERSHIP

Membership in the Club is open to the general public, age 21 and above. An individual desiring membership in the Club must complete an application for membership and submit it to a board member with the required fees and dues. The Board will receive and review the applications of new members. The names of the new members will be provided via email to the membership for comment 2 weeks prior to the final vote for approval by the Board.

Any applicant not approved for membership at this time will be discretely notified by the President or the Chairman of the Membership Committee. Member's right to vote shall commence at the next business meeting. New Members will be introduced at the next Club meeting.

SECTION 4: CLUB DUES

Club dues shall be assessed annually by the Board of Directors, due and payable on or before January 1 Membership will be terminated if dues are not paid in full as of January 31. A full year's dues will be assessed January 1st through June 30th and a minimum of half that amount from July 1st through October 31st. New members joining in November or December may pay next year's dues and will be afforded all membership privileges.

SECTION 5: DISCIPLINARY ACTION

A. The Club may censure, suspend or expel members for just cause. Just cause may include, but not be limited to, behaviors at local Club functions or any other affiliated dance Club functions, such as: assaultive behavior, disorderly conduct tending to cause a breach of peace, illegal or grossly immoral public conduct and any other personal conduct adverse to Club interest.

B. The complainant must submit the complaint in writing to the Board of Directors; the member being accused will be provided a written copy of the formal complaint at least two (2) weeks prior to the complaint being heard by the Board. The accused member and complainant have the opportunity to appear before the board and may provide witnesses to support their response to the complaint.

C. An affirmative vote of 60% (3 out of 5) of the board members present may halt membership rights in accordance to the violation.

D. Censorship or suspension shall be no less than two (2) months along with other terms that may be recommended by the Board and voted on by the Club.

E. A member who has been expelled from Club membership may reapply for membership in the Club after twelve (12) calendar months following the date of expulsion.

F. The club may remove from office or discipline an officer for derelict of duty, abuse of authority, or for engaging in misconduct that is unfitting for their office. Disciplinary action for conduct that injures that club will follow the disciplinary recommendations and procedures in the newest edition of Robert's Rules of Order.

ARTICLE IV – OFFICERS

SECTION 1: THE OFFICERS OF THE CLUB SHALL BE

The Board of Directors for the Cape Fear Shag Club will be elected by the membership and consist of two (2) At Large Representatives and the following Club Officers: President
Vice President
Secretary
Treasurer
Sergeant-at-Arms

The Board of Directors will be the voting members for all business decisions. The Board will convene regularly scheduled, announced Board meetings open to all members.
The President will establish committees and will select committee chairpersons to manage and coordinate various club functions.
Committee chairpersons will report to the Board and should attend all Board meetings.

SECTION 2: PARLIAMENTARY AUTHORITY

The Parliamentary authority for the Club shall be Robert's Rules of Order, as interpreted by the Vice President. Any questions regarding the By-laws for the Club shall be addressed to the Bylaws Committee.

SECTION 3: DUTIES OF THE CLUB OFFICERS

A. PRESIDENT

1. Conduct all Board meetings
2. Open all meetings at the prescribed time and place
3. Conduct all business before the Club
4. Authenticate by signature when necessary all acts, orders, and contracts
5. Act as spokesman
6. Adjourn any meeting where order cannot be maintained for the Club
7. Serve as ex-officio member on all committees
8. Sign checks in the absence of the Treasurer
9. Appoint a Nominating Committee to handle nominations of officers
10. Select active members in good standing to serve as committee chairs.
11. Submit annually, when applicable, a nomination for the ICON Award awarded by the ACSC.

B. VICE PRESIDENT

1. Assume the duties of the President in his or her absence or resignation
2. Assumes the duties of Secretary or Treasurer due to his or her resignation
3. Act as Club Parliamentarian
4. Vice-President shall review the bank statements monthly

C. SECRETARY

1. Take minutes of all Club meetings and Board meetings and publish on the Club's website
2. Present the minutes of previous meetings at club meetings for Review and Approval
3. Maintain a permanent record of minutes
4. Preside over all meetings in the absence of the President and Vice President

D. TREASURER

1. Receive and bank all Club monies in a timely manner
2. Maintain category specific records of all funds and transactions
3. Dispense all money as the Club may direct
4. Prepare and present monthly financial reports
5. Sign all checks as approved by the Board and Club

6. Responsible for securing an audit for the previous year and presenting it to the Board for Review and Approval.

E. SERGEANT – AT – ARMS

1. Maintain order of all assemblies of the Club
2. Control entry to all Club functions and assemblies
3. Assist in meeting procedures
4. Responsible for 50/50 ticket sales when appropriate at club functions
5. Sergeant-at-Arms shall serve on the By-Laws Committee

F. AT-LARGE

1. Serves the clubs strategic needs by bringing consistency and best practices to the Board
2. At Large member is a board officer and will vote on all board issues
3. Shall serve on the By-Laws Committee

SECTION 4: TERMS OF OFFICE

The Officers of the Club shall be elected in the following manner. The Nominating Committee shall select a slate of officers willing to serve the next year and present the nominees to the Club membership at the October general meeting. Nominations will also be taken from the floor, with the consent of the nominated member in good standing. Nominations will be declared closed at the October meeting. Officers shall be elected by secret ballot at the November general meetings. In the event that nominees are unopposed, no secret ballot will be required but rather a vote to accept the slate of officers. Officers shall assume their duties on the first day of January following elections to office, to serve for a one year term. Consecutive terms of office are to be limited to two years. All officers are required to be out of office for one year before being eligible for elections to the same office. An officer may hold only one elected office at a time, except to temporarily fill vacancy due to resignations (see Duties of Vice President).

The incoming Board of Directors will be responsible for selecting and presenting the proper recognition for the immediate Past President of the Club. The award shall be presented by the current President at a regular CFSC function to be determined by the Board.

In the event a duly elected officer is unable to complete his/her full one year term of office he/she will submit a letter of resignation to the President. In the event of resignation of the President, the Vice President will serve as acting President until a new President is elected. The President will announce the resignation at the next general meeting of the Club. At that meeting, nominations will be taken from the floor to fill the vacant position. The nominations will be printed in the next newsletter and voted on at the next general meeting. Once the election is complete, the newly elected officer will be installed. In the event the President finds it necessary to resign, he/she will submit their resignation to the Vice President, and the same

process will be followed to fill this position as would be followed to fill the position of any other officer. The election of officers shall be by secret ballot.

SECTION 5: ELIGIBLITY FOR ELECTED OFFICE

No member shall hold more than one office at a time. None of the following will be eligible to serve concurrently as elected; husband and wives, mothers and fathers, sons and daughters, brothers and sisters.

SECTION 6: ACSC REPRESENTATION

The Club shall fund one representative to attend the Winter and Summer Workshops and one additional meeting required by the Association of Carolina Shag Clubs (ACSC). The ACSC, in return, partially refunds the Club for attendance requirements at these meetings. One additional representative may be selected by the President to attend the meetings, if funding available. Expenses to be covered for the representative/s shall include: registration fee, hotel accommodations for up to two (2) nights and mileage at the approved standard state/government mileage rate.

ARTICLE V – MEETINGS

SECTION 1:

The general meeting in January shall be known as the annual meeting, where the Club will receive the annual financial statement.

SECTION 2:

The Club shall have regularly scheduled dance meetings on a designated date of each month. The business meetings of the Club shall be held on a designated date of each quarter as part of the dance meetings. Special meetings may be called by the Board of Directors or by written request of twenty-five percent (25%) of the general membership; six days notice must be given except in cases of emergency. All meetings other that regular monthly club meetings are defined as special meetings and must be approved by the Board, except for the Hall of Fame Induction. The Board of Directors has the right to reschedule or cancel a meeting if there is a conflict with major social events (such as SOS in April and September) or holidays with notice being printed in the newsletter, or information posted on the phone network

ARTICLE VI – FINANCIAL

SECTION 1:

All money in excess of $600.00 per event or item requested by any person, group, or organization other than the amount set forth in the annual accounting of funds, will be brought

before the membership at the next scheduled meetings, with the exception of the Re-up Party, in which an additional $250.00 could be supplemented. The motion for exceptions will be published in the next newsletter so that all members are made aware of the request. If the request for funds is approved at the following meeting, the funds will be paid directly to the recipient by checks. All amounts requested of $600.00 and under, will require approval by a majority of the Board of Directors.

SECTION 2:

An annual accounting of the Club funds will be submitted by the treasurer to the membership at the January general meeting.

ARTICLE VII – GENERAL PROVISIONS

SECTION 1:

An annual audit of the Club's financial records will be performed as directed by the Board of Directors.

ARTICLE VIII – STANDING COMMITTEES

SECTION 1: COMMUNICATION COMMITTEE DUTIES

1. Obtain current list of membership
2. Develop a network for the purpose of notifying members of upcoming events

SECTION 2: NEWSLETTER COMMITTEE DUTIES

1. Publish a Club bi-monthly newsletter to be published on the Cape Fear Shag Club website or emailed by the 25th of the appropriate month
2. Review and publicize a list of upcoming shag events

SECTION 3: SOCIAL COMMITTEE DUTIES

1. Plan and publish an annual social calendar
2. Plan and prepare social events, as directed by the Board
3. Ensure dance instruction is available if requested by the Board.

SECTION 4: MEMBERSHIP COMMITTEE DUTIES

1. Actively seek and recruit new members
2. Present recommended new applicants to the Club members for approval.
3. Maintain current membership roster to all committee Chairmen and provide telephone committee with all changes

SECTION 5: WAYS AND MEANS COMMITTEE DUTIES

1. Develop fund raising events
2. Organize and conduct fund raising events

SECTION 6: HISTORIAN COMMITTEE DUTIES

1. Establish a position within the committee as the Club photographer
2. Maintain a Club scrapbook of special events pertaining to the Club

SECTION 7: SPECIAL CONCERNS COMMITTEE DUTIES

1. Send cards to members who may be ill, injured, or incapacitated or to the families of decease members.
2. If necessary, organize any visitations or food items, etc. for members or immediate family
3. Provide notification, with the consent of the member, in case of hospitalization, a death in the family, or a serious illness

SECTION 8: MUSIC COMMITTEE DUTIES

1. Coordinate any music that may be needed for meeting and social events
2. Publish in the newsletter, periodically, the top shag tunes.

SECTION 9: SOS COMMITTEE DUTIES

1. Inform the Club of SOS news
2. Sell SOS cards at the appropriate time and to distribute information on mid-winter event
3. Coordinate any Club activities with SOS events

SECTION 10: BY-LAWS COMMITTEE DUTIES

1. Assist in the creation or amendment of any By-laws
2. Review By-laws annually
3. Provide any interpretation of any by-laws in question
4. Be responsive to the concerns of the membership

SECTION 11: HALL OF FAME COMMITTEE DUTIES

1. Recognize area shaggers who have contributed to shag music and the shag dance
2. Distribute annual nomination form, revised as necessary, with guidelines for the Cape Fear Shag Club Hall of Fame Nominations
3. Shall consist of 5 active members and a chairperson.
4. May select the Hall of Fame inductees (no more than two per year) when applicable.
5. Plan award presentation and recognition for the recipient/s of the award.
6. Committee members must have been a Club member for at least 5 years

SECTION 12: WEBSITE COMMITTEE DUTIES

1. Create and maintain a website for the Cape Fear Shag Club.

2. Coordinate all information to provide the membership with information regarding Club events, as provided by the Secretary and Committee Chairs, in addition to publishing all local and regional shag venues.

ARTICLE IX – QUORUM

Forty percent (40%) of the active club members present at the regular meeting will constitute a quorum.

ARTICLE X – VOTING PROCEDURES

Members must be present to vote on the election of officers of the Club. Absentee ballots or proxy ballots will not be allowed. Any motion brought before the membership and seconded will be put in the next newsletter and voted upon during the next regular membership meeting. Exceptions from this procedure are motion for adjournment and other matters as determined by a majority of the members of the Board of Directors. A simple majority will be required for passage of any motion except a motion to amend a By-law which requires a two thirds (2/3) majority vote of the members present, and any business agenda requiring a vote by the membership.

APPENDIX A – DOCUMENT HISTORY

Revision Date	**Brief Description**
2/2014	Update document style
4/2015	Revision and Clarification + addition of Website Committee and 2 At-Large Board Members
6/2016	Revision of New Membership approval – transferred from The Club to The Board; Dues are payable on or before Jan 1 + Membership is terminated if dues are not paid by the January meeting; Club Business Meetings changed to Quarterly, all others are Social; Voting Procedures amended to omit Approval of New Members
2/2018	Reup for 2019, $5 initiation fee is eliminated and members have until Jan 31 to pay membership; identify At-Large Member duties; unopposed nominees no longer require secret ballot; change Telephone to Communication committee; update Special Concerns duties; remove Advertising Committee
7/2024	Quorum changed to 40%; Hall of Fame Committee modified Removed unnecessary committee duties – no longer need to provide annual account of expenses. Updated Hall of Fame requirements