

# By-Laws of the Chatham Area Shag Association, Inc. (CASA)

## Article I-Name

The name of this club shall be the "Chatham Area Shag Association, Inc." This is a non-profit organization.

## Article II – Objectives

The objective of the club shall be the preservation of the Carolina Shag Dance and Beach and Shag music through education and sharing the enjoyment of the dance and music with others in a friendly and family-oriented style.

## Article III - Members

**Section 1:** The membership to the Chatham Area Shag Association shall be persons of good character.

**Section 2:** Prospective members shall be approved by a simple majority of the general membership present at a formal meeting. Dues must be paid prior to declaration of membership.

**Section 3:** A club member who has been determined undesirable by the Elected Officers may be removed from the membership by a 2/3 vote of the members present at a formal meeting provided the member has been notified in writing at least one week prior to the vote.

**Section 4:** The club dues shall run from January 1 through December 31. All members whose dues are more than two (2) months in arrears shall be automatically dropped from the association membership. Persons joining CASA after January 1 and prior to July 1 will pay full membership dues. Persons joining CASA after July 1 and prior to January 1 will pay ½ the normal annual amount. Yearly membership dues shall be determined annually by the board of directors and announced at the end of the third quarter for the upcoming year. Dues may be paid beginning in October for the upcoming January through December membership year. RENEWALS received after February 15<sup>th</sup> will be charged an automatic service fee of \$5.00. There shall be no refund of membership dues.

**Section 5:** Any member owing money shall not run for office or be allowed to participate in club business. Membership may be denied until debt is paid.

## **Article IV –Organizational Structure**

**Section 1:** The officers of the club shall be: President, Vice-President, Secretary, Treasurer and Sergeant-at-Arms. They shall be elected from the general membership as prescribed by these by-laws and by the parliamentary authority adopted by the association.

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

**Section 3:** Duties of the Club Officers

### **a. President**

- i. To open and conduct all meetings at the prescribed time and place
- ii. To facilitate orderly discussion and decision making regarding all club business matters within the rules of order
- iii. To authenticate, by signature when necessary, all acts, orders, contracts and checks of the club
- iv. To stand for the club, declaring the club's will, in all things, obey the Club's commands
- v. To adjourn any meeting when order cannot be maintained
- vi. To preside over the general election of officers
- vii. To serve Ex-officio on all committees
- viii. To appoint any special committees deemed necessary

### **b. Vice-President**

- i. To assume the duties of the President in his/her absence
- ii. To act as coordinator between committees
- iii. To assist the President in any way needed
- iv. To serve as Social Committee Chair

### **c. Secretary**

- i. To take minutes of the club meetings
- ii. To read or distribute minutes of the previous meeting
- iii. To conduct all correspondence
- iv. To maintain a file of all club correspondence, minutes, etc
- v. To maintain a list of club officers, committee chairs, committee members and club members
- vi. To assume the responsibilities of President and/or Vice-President in their absence

### **d. Treasurer**

- i. To receive and deposit club monies
- ii. To keep accounting records for all funds

- iii. To disperse all money as the club may direct
- iv. To give detailed monthly financial reports
- v. To give a complete financial statement annually
- vi. To insure all checks over \$100 are approved by the President

**e. Sergeant-at-Arms**

- i. To head-up Telephone Committee
- ii. To maintain order during meetings
- iii. To serve as coordinator in collecting monies at social events

**Section 4: Executive Committee Board of Directors.** Shall consist of the current elected officers, the immediate past President, or if not available a past President may serve in this position and two elected members-at-large who are members in good standing. The Executive Board shall serve for a one (1) year term and may serve consecutive terms upon re-election. Duties of the Executive Board shall be to lend guidance to the President, make recommendations for and assist in club operations and vote on matters related to the club. The President shall serve as Chairman of the Executive Board. The President will only cast a vote in order to break a tie. The Executive Board meeting shall be conducted in accordance with Robert's Rules of Order. At least four (4) members must be present at the meeting to be a quorum. Meetings will be held on a monthly basis prior to the general membership meetings.

**Section 5:** Officers shall be nominated and approved through the Nominating Committee from the general membership at the October meeting. Nominations will be closed and elections will be held at the November meeting. Newly elected officers shall be sworn in at the December Social & new officer's terms shall begin January 1.

**Section 6:** No member shall hold more than one office at any time. No officer of the Chatham Area Shag Association shall hold an office in any other shag club.

**Section 7:** Any officer missing three unexcused business meetings may be removed from office. The President, or acting President, may, upon approval of 2/3 of the members present at a formal general membership meeting, appoint a new officer to complete the term.

**Section 8:** The President and Vice-President (or their delegates) will be reimbursed from the club treasury for lodging, gas expense and registration fee for the mandatory ACSC meetings attended throughout the year. See Article VII Section 2.

**Section 9:** Any vacancy occurring during the year in the Officers or Executive Board shall be filled by election of the Executive Board, provided that in the event a vacancy occurs in the Presidency, the Vice President shall automatically become

President and the Board shall elect a new Vice President. The nominee appointed to fill a vacancy shall serve for the unexpired term of the person replaced.

### **Article V - Meetings**

**Section 1:** The regular meeting in January shall be known as the Annual Meeting. The annual reports (unaudited) shall be received by the March meeting.

**Section 2:** The Club shall hold a general membership meeting periodically at a place and time determined by the Board of Directors. A yearly calendar of scheduled meetings with times and places will be generated at the beginning of each year. Occasionally due to holidays and other special events these meetings must be added to, cancelled or rescheduled. The board will notify the membership via newsletter/website, e-mail and/or phone.

**Section 3:** Special general membership meetings may be called by the President or by written request of at least five (5) members. Three days notice must be given for special meetings except in case of an emergency.

### **Article VI - Quorum**

A quorum shall be considered to be present when eight (8) or more members are in attendance.

### **Article VII - Club Monies**

**Section 1 :** Definition: All monies, i.e., dues, donations, committee funds and equipment

**Section 2:** All checks issued must be signed by the club Treasurer and/or President. A debit card in the name of CASA will be maintained by the treasurer for payment of those recurring expenses best handled electronically and for use by representatives attending mandated ACSC meetings. All debit cards receipts shall be given to the Treasurer. Debit card expenditures shall not exceed \$100.00 without prior board approval with the exception of the expenditure(s) required by Article IV Section 8.

**Section 3:** All books must be audited biannually by the below described committee or by an independent auditor. This committee may include, but is not limited to, immediate past and present officers.

**Section 4:** In the event of the club dissolving any monies remaining after all debts are paid will be given to a charity to be chosen by the present officers.

## **Article VIII - Non-Elected Positions and Committees**

**Section 1:** The non-elected positions and committees of the Chatham Area Shag Association and their primary duties will be as follows:

**a. Newsletter Editor**

- i. Produce a newsletter for the Association once a month
- ii. To coordinate with Association officers and committee chairs regarding content of the newsletter

**b. Webmaster**

- i. To maintain the Association webpage and keep it up to date

**b. Telephone Committee (Sergeant-at-Arms, Chairman)**

- i. To obtain current lists of membership to develop a telephone tree for the purpose of notifying membership of current events

**d. Social Committee (Vice President Chairman)**

- i. To plan and implement, all the club's regular monthly socials; and the Christmas Party, Re-Up party, and any other event they would like to present. This requires making all necessary arrangements
- ii. To schedule DJs for regular monthly socials
- iii. To be responsible for the setting up and taking down decorations and banner
- iv. To be responsible for planning games & purchasing door prizes etc

**e. Special Events/Fund Raising Committee**

- i. To present to and/or canvass the membership for the possible annual charitable benefit or other special events during the year
- ii. To be responsible for the planning and implementation of all aspects of the benefit or event
- iii. To coordinate with the chosen organization(s) for division of duties
- iv. Events may include but is not limited to SOS Fun Monday Booth, Parade Float, Party; Local Events Booths, Christmas Parade Float

**f. Membership Committee**

- i. Actively seek and recruit new members
- ii. Review all membership applications and present applicants to the regular membership
- iii. To keep records of all dues paying members

**g. Nominating Committee**

- i. To have committee canvass the members for prospective candidates who will accept nomination for office and to contact nominees for their acceptance
- ii. To prepare the Initial Slate of Officers for presentation at October's Business Meeting

**h. Sunshine Committee**

- i. To send remembrance cards to CASA Shag Club members and immediate family when notified of the need
- ii. To provide a fifty-dollar (\$50) memorial from club funds for any member who has passed away
- iii. To let other CASA members know of the situation via Newsletter, e-mail, Facebook, and/or phone calls

**i. Publicity Committee**

**Section 2:** Committee chairs may develop the list of committee responsibilities and duties further.

**Section 3:** Special committees and non-elected positions may be appointed by the President as deemed necessary.

**Article IX – Amendment of the By-Laws**

Club members may submit any proposed by-law changes to the Executive Board. Upon the Executive Board approval, said proposals will be presented to the membership. These by-laws may be amended at any regular, formal club meeting by a vote of the members present as stated in the Quorum in Article VI, provided the amendment has been submitted in writing at the previous regular meeting. By-laws amended January 20, 1999; February 2000; May 2000; August 2001 and January 2011.