

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 Shag 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 sponsored by a member in good standing and 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 be initially set by the Charter Members. These dues will cover the CASA year. For 1997-1998, this year shall run from August 1 to December 31; thereafter, each year 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. Individuals joining CASA after January 1 and prior to July 1 will pay full membership dues of \$15.00 per individual or \$25.00 per couple. Individuals joining CASA after July 1 and prior to January 1 will pay ½ the above amount (\$7.50 per individual or \$12.50 per couple). Yearly renewal membership dues are \$15.00 per individual and \$25.00 per couple and may be paid beginning in October for the upcoming January through December membership year.

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

1. To open and conduct all meetings at the prescribed time and place.
2. To restrain the members when engaged in debate within the rules of order.
3. To authenticate, by signature when necessary, all acts, orders, contracts and checks of the club.
4. To stand for the club, declaring the club's will and in all things, obeying the Club's commands.
5. To adjourn any meeting when order cannot be maintained
6. To preside over the general election of officers.
7. To serve Ex-officio on all committees
8. To appoint any special committees deemed necessary.

B. Vice-President

1. To assume the duties of the President in his/her absence.
2. To act as coordinator between committees.
3. To assist the President in any way needed
4. To serve as Social Committee Chair

C. Secretary

1. To take minutes of the club meetings.
2. To read or distribute minutes of the previous meeting.
3. To conduct all correspondence
4. To maintain a file of all club correspondence, minutes, etc.
5. To maintain a list of club officers, committee chairs, committee members and club members.
6. To assume the responsibilities of President and/or Vice-President in their absence.

D. Treasurer

1. To receive and deposit club monies.
2. To keep accounting records for all funds.
3. To disperse all money as the club may direct.
4. To give detailed monthly financial reports
5. To give a complete financial statement annually
6. To insure all checks are approved by the President

E. Sergeant-at-Arms

1. To head-up Telephone Committee.
2. To maintain order during meetings

3. To serve as doorman to collect 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. 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 five (5) 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. The new officer's term 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 shall be removed from office. The President, or acting President, shall, upon approval of 2/3 of the members present at the formal 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.

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 and shall be for the purpose of installing new officers. The annual reports shall be received by the March meeting.

Section 2. The regular monthly the club shall be held on the fourth (4th) Friday of each month. The meeting will begin at 7:30 p.m. with a social to follow.

Section 3. Special 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. Disbursals are to be made by the club Treasurer for all proven debts. All checks issued must be signed by the club Treasurer and/or President

Section 3. All books must be audited annually for the annual reports to be given at the March meeting by committee. 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 - Committees

Section 1. The committees of the Chatham Area Shag Association will be as follows:

- A. Social Committee
- B. Special Events/Fund Raising Committee
- C. Telephone Committee
- D. Newsletter Committee
- E. Membership Committee
- F. Nominating Committee
- G. Sunshine Committee

Section 2. Committee chairs will develop and present a list of committee responsibilities and duties.

Section 3. Special committees 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 a the previous regular meeting

By-laws amended January 20, 1999; February, 2000; May 2000 and August. 2001.