

BY-LAWS
OF THE
BURLINGTON
SHAG CLUB



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Effective October 11th, 2015

I. **NAME**

The name of this club is “Burlington Shag Club, Inc.”.

II. **OBJECTIVE**

The objective of this club is the preservation of the Shag Dance and the Music through sharing the enjoyment with others in a friendly atmosphere. This is a non-profit organization.

III. **MEMBERSHIP**

- A. Membership in the Burlington Shag Club, Inc. requires a person to be at least twenty-one (21) years of age and of good character.
- B. Payment of dues is necessary prior to declaration of membership.
- C. Any member, the accuser, claiming misconduct against another member, the accused, must bring the request in writing to the disciplinary panel, which will consist of the current Board of Directors, for disciplinary action recommendation. The panel will then notify the accused, in writing, of the claim. The panel will interview the accused and the accuser, investigate, deliberate, and vote in a timely manner on the appropriate action to be taken. Should a member of the panel be the accused, said member will step down for the purpose of this disciplinary procedure. If the panel finds no validity to the accuser’s claim, both parties involved will be notified in writing as to the panel’s decision and the matter will be closed. If the accuser’s claim is found to have validity by the panel, both parties involved will be notified in writing as to the panel’s decision and any recommended disciplinary action. If the accused wishes to appeal the panel’s decision, he/she may request the matter to be heard by the general membership at a regular business meeting. Both parties must be notified in writing one (1) week prior to being brought before the membership. To the general membership, the panel will declare the misconduct and the recommended disciplinary action. After normal rules of order discussion, the membership will vote by secret ballot on the recommendation. A 2/3 majority vote of members present at the business meeting is required for any action.
- D. The club will re-evaluate the dues from time to time. The club year shall run from January 1st through December 31st.

- E. The club will waive the additional charge for late membership renewal if the re-up party is postponed due to uncontrolled circumstances. Additional charge will then be incurred if dues are not received by the conclusion of said party.

IV. ORGANIZATION STRUCTURE

- A. The officers of the club are: President, Vice-President, Secretary, Treasurer, and Sergeant at Arms; elected from the general membership as prescribed by these by-laws and by the parliamentary authority adopted by the club.
 - 1. No member shall hold more than one (1) office at any one time. Officers of the Burlington Shag Club may not hold an office in any other shag club.
 - 2. All Presidents (retro-active to 1985) serving at least a twelve (12) month term will be made a lifetime member of the club.
 - 3. Any officer missing three (3) business meetings without a valid excuse is removed from office. The President shall, upon approval by 2/3 majority of the members present, appoint a new officer to complete the term.
- B. The Board of Directors will consist of nine (9) members and will be comprised of the current officers and four (4) members elected at-large.
 - 1. Two (2) members will be elected annually to serve a two-year term. If a position should come open, the vacancy can be filled at a general membership meeting.
 - 2. The Chairman and Vice-Chairman cannot be one of the current officers.
 - 3. Members on the Board will vote on the Chairman and Vice-Chairman and who will take minutes for their meetings.
 - 4. The duties of the Board of Directors are:
 - a. To be responsible for all legal and liability issues of the club.
 - b. To be responsible for disciplinary actions of the club membership.
 - c. To oversee committee chairpersons.
 - d. To be in charge of all of the club's ways and means and preparation of the proposed annual budget, which will be presented to the general membership for approval.
 - 1. To research, plan and present proposed fund raising activities for the club to the general membership for approval.
 - 2. To implement approved activities.
 - e. To appoint any special committee deemed necessary. The committee will be composed of volunteers. The Board of Directors from among the volunteers shall appoint a chairperson. The committee shall not be dispersed until the assigned task has been completed or terminated by the Board of Directors. Said committee shall convene in a timely manner.

5. There will be twelve (12) required meetings each year. These will be held once a month, date determined by a consensus of the board. Other meetings can be called as necessary.
 6. Any board member missing three (3) business meetings without a valid excuse is removed from the board. The President shall, upon approval by 2/3 majority of the members present, appoint a new board member to complete the term.
 7. The Board of Directors meetings are closed to the general membership.
 8. Minutes of the board meetings will be presented at the next general membership meeting.
- C. The parliamentary authority for the club is *Robert's Rules of Order*. The most current edition written by the descendants of the original author of *Robert's Rules of Order* will be accepted as the edition to be utilized when needed.
- D. All records must be turned over to new fiscal year officers no later than January 1st of the upcoming year.
- E. Duties of the club officers:
1. President
 - a. To open all meetings at the prescribed time and place.
 - b. To conduct all business before the club.
 - c. To restrain the members when engaged in debate within the rules of order.
 - d. To authenticate (by signature when necessary) all acts, orders, contracts, and checks of the club.
 - e. To stand for the club, declaring the club's will in all things and obeying the club's commands.
 - f. To adjourn any meeting where order cannot be maintained.
 - g. To preside over the general election of officers.
 - h. To appoint chairpersons for committees and serve ex officio on all committees.
 - i. The President, or designated representatives for the Burlington Shag Club, must attend the required ACSC meetings. Two (2) representatives attending the required meetings, excluding SOS, will be reimbursed for room, travel, meals, and event tickets. Reimbursement will be based on the federal per diem guidelines. To receive reimbursement, representatives will complete an expense report complete with receipts, then submit said report to the club treasurer for reimbursement.
 - 1) Room based on workshop stated price, unless no rooms available.
 - 2) Travel based on federal per diem guidelines per mile.
 - 3) Meals based on federal per diem guidelines per day.

- 4) Entrance into functions based on stated ticket price.
 - j. To have the authority (with approval of a majority of the other officers) to spend up to \$300 on emergency expenses when deemed necessary for the benefit of the club.
2. Vice-President
 - a. To assume the duties of the President in his/her absence.
 - b. To chair the Ways and Means committee. Tenure shall not exceed the term of the current President. The committee, chairperson, or any committee member can be removed by the current Board of Directors.
3. Secretary
 - a. To record minutes of the club meetings.
 - b. To present minutes of the previous meeting for approval. To put highlights of the minutes in the newsletter and to present to membership for approval.
 - c. To conduct all club correspondence as directed.
 - d. To maintain a file of all club correspondence, minutes, etc.
 - e. To maintain a list of club officers, committee chairpersons, committee members, and club members.
 - f. To disburse updated club member roster to officers, committee chairpersons, and members as requested.
 - g. To call meetings to order pro-tem in the absence of a President or Vice-President until the club elects a new President or Vice-President. The election shall take place immediately.
 - h. To disburse Burlington Shag Club membership cards to new and renewing members. Cards will show actual date of members (new or renewal).
4. Treasurer
 - a. To receive and bank all club moneys.
 - b. To keep bookkeeping records for all funds.
 - c. To dispense all money as the club may direct.
 - d. To give monthly financial reports.
 - e. To give a complete financial statement of the previous year's moneys by the January meeting of the current year.
 - f. To insure the President approves all checks.
5. Sergeant At Arms
 - a. To be an elected office.
 - b. To choose his/her staff from club members, as needed.
 - c. To perform duties, including: manning all doors during all business meetings, any special called meetings, and all club functions.
 - 1) To man every entrance to all business meetings when held in a private room.

- 2) To be the keeper of the peace. Asking anyone deemed to be unruly to leave. Calling the authorities if necessary.
- 3) To oversee the verification of membership at the elections held at the November business meeting.

V. MEETINGS

- A. The regular meeting of the club is the third Friday of the month, time and location agreed upon by the members, or once a month as most beneficial to the functions of the club. The regular business meetings are scheduled January through November. There is no business meeting held in December.
- B. The Christmas Party in December is for the purpose of installing officers for the coming year and the Hall of Fame inductee.
- C. Special meetings called by the President, or in his/her absence, the chain of command or by written request of eight (8) members will require at least three (3) days advance notice.

VI. VOTING

- A. A properly deemed voting body would constitute a minimum of five percent (5%) of the total club current membership, plus a minimum of three officers, at any club meeting.
- B. All votes will be decided by a majority of the members present.
- C. In respect to the election of officers, newly-elected officers shall have received a majority of the votes cast for each office.
- D. A member must have joined the club prior to August 1st in order to be eligible to cast a vote in the election of officers in November.
- E. Members must be in attendance at the November business meeting in order to vote.

VII. CLUB MONEYS

- A. Definition: All moneys (i.e. dues, donations, committee funds, equipment, and merchandise).
- B. The club Treasurer to make disbursements for all proven debts. The club Treasurer or President must sign all checks.
- C. In the event the club is dissolved, remaining funds will be set forth into a non-profit organization to be specified at that time by the membership.

VIII. COMMITTEES

- A. Entertainment Committee

1. To have chairperson appointed by the current President. Tenure shall not exceed the term of the current President. The committee, chairperson, or any committee member can be removed by the current Board of Directors.
2. To be staffed by club members on a voluntary basis. When more members volunteer than required, a drawing of names from the list of volunteers shall take place.
3. To plan and implement, after approval of the members at the general meeting, all club's functions, such as the Area Shag Club Party, Christmas Party, Halloween Party, and any other event they would like to present.
4. To see that tickets, if used for said event, are available and distributed to the club members for sale. This includes tracking of the ticket numbers, if required. Club members will volunteer to sell tickets.
5. To disperse complimentary tickets awarded to Hall of Fame members and Past Presidents for the following special functions: Annual Christmas Party and Area Shag Club Party.
6. To be responsible for choosing a DJ for the specific event.

B. DJ Committee

1. To have chairperson appointed by the current President. Tenure shall not exceed the term of the current President. The DJ committee, chairperson, or any committee member can be removed by the current Board of Directors. The DJ committee will consist of at least three (3) members, with a maximum of five (5) members.
2. To schedule DJs for regular dance nights.
3. To be responsible for the setting up and taking down of club equipment. To report any needed repairs to the President and to secure temporary replacement equipment as needed.

C. Charitable Fund Raising Committee

1. To have chairperson appointed by the current President. Tenure shall not exceed the term of the current President. The committee, chairperson, or any committee member can be removed by the current Board of Directors.
2. To be staffed by club members on a voluntary basis.
3. To present to and/or canvass the membership for the annual charitable benefit. Burlington Shag Club will be in charge of this charitable event.
4. To be responsible for the planning and implementation of the charitable event.
5. To coordinate with the chosen organization for division of duties.

D. Membership Committee

1. To have chairperson appointed by the current President. Tenure shall not exceed the term of the current President. The committee, chairperson, or any committee member can be removed by the current Board of Directors.
2. To be staffed by club members on a voluntary basis. When more members volunteer than required, a drawing of names from the list of volunteers shall take place.
3. To hold an annual membership re-up party in January to promote renewals and new memberships. In the event of uncontrolled circumstances, the party will be rescheduled at a later date.

E. Nomination Committee

The nomination committee will pass out nomination forms and/or ballots, by checking for verification of current membership status from a current membership roster and to also verify identification of said member.

1. To have chairperson appointed by the current President. Tenure shall not exceed the term of the current President. The committee, chairperson, or any committee member can be removed by the current Board of Directors.
2. To be staffed by club members on a voluntary basis. When more members volunteer than required, a drawing of names from the list of volunteers shall take place.
3. To have chairperson canvass the members during the September business meeting for prospective candidates who will accept nomination for office and to contact nominees for their acceptance.
4. To have chairperson poll the slate of nominees for their acceptance during the October business meeting. Nominees must be present to accept, unless emergency situations arise. If the nominee cannot attend the October business meeting and wishes to accept the nomination, they must notify the chairperson prior to the meeting with the reason for their absence. The chairman will read the reason for their absence to the membership at the October business meeting. If there are no objections, the chairman will accept their nomination and their name will be placed on the ballot.
5. To present a slate of willing candidates in the November newsletter and prepare ballots for the November meeting.
6. To count the ballots after the election at the November business meeting and announce the slate of officers and Board of Directors for the next calendar year.

F. Sunshine/Remembrance Committee

1. To have chairperson appointed by the current President. Tenure shall not exceed the term of the current President. The committee, chairperson, or any committee member can be removed by the current Board of Directors.
2. To send remembrance cards to Burlington Shag Club members and immediate family (Spouse or children) when notified of the need.
3. To provide a twenty-five (\$25) memorial from club funds for any member who has passed away, as funds are available.

G. Historian Committee

1. To have chairperson appointed by the current President. Tenure shall not exceed the term of the current President. The committee, chairperson, or any committee member can be removed by the current Board of Directors.
2. To be responsible for creating a scrapbook of all published articles, photographs, certificates, and awards pertaining to the functions and events of the club.

H. Hall of Fame Committee

1. To have chairperson appointed by the current President. Tenure shall not exceed the term of the current President. The committee, chairperson, or any committee member can be removed by the current Board of Directors.
2. To be staffed by club members, four (4) required and two (2) alternates, on a voluntary basis. When more members volunteer than required, a drawing of names from the list of volunteers shall take place. Drawing of volunteer names shall take place during the September business meeting. Alternates would attend meetings but would not vote unless seated.
3. To receive properly endorsed nominations (on the club's nomination form) by October 1st.
4. To have all committee members review, screen, and verify the forms to ensure eligibility and criteria have been met. No more than one (1) person shall be selected for induction in any given year.
5. To preserve the integrity and honor of the HOF, as well as the BSC, the committee member volunteer will step down if he/she is nominated. The first alternate will be seated.
6. To have confidentiality remain within the committee. Voting to be by secret ballot and nominees must receive a majority vote to be inducted annually according to the following criteria:
 - a. Must hold past or current Burlington Shag Club membership.
 - b. Must be fifty (50) years old or older.

- c. Must have distinguished themselves in the 'shag world' for a minimum of five (5) years in three (3) of the four (4) following categories:
 - 1) Distinguished service for the Burlington Shag Club and/or the ACSC/SOS.
 - 2) Distinguished service as an officer and/or committee chairperson of the Burlington Shag Club and/or ACSC/SOS.
 - 3) Regular attendance and participation in the Burlington Shag Club and/or ACSC/SOS.
 - 4) Distinguished service as a (shag) instructor and/or competitor in local, area, or national shag competitions.

- 7. To meet (after screening of all nominations by the volunteer committee) with the officers by October 31st to review, discuss, and vote on inductees.
- 8. To recognize all nominees and announce new inductee at the November business meeting.
- 9. To make inductee a lifetime member of the Burlington Shag Club.
- 10. To recognize the new inductee by their name being added to the club's Hall of Fame plaque.
- 11. To honor the new inductee with a special ceremony during the Burlington Shag Club Christmas Party.

IX. AMENDMENTS OF THE BY-LAWS

Amendment of these by-laws is accomplished at any regular club meeting by a vote of the members present as stated in Article VI, provided the amendment has been submitted in writing at the previous regular meeting.

Signature of Committee Chairperson

Date

Signature of Burlington Shag Club President

Date

Signature of Burlington Shag Club Vice-President

Date

Amended April 25th, 2014