

BYLAWS of The Twin Rivers Shag Club

Article I NAME

The name of this club shall be TWIN RIVERS SHAG CLUB (hereafter referred to as "the TRSC").

Article II OBJECT

The primary objective of the TRSC shall be to promote and preserve the heritage of beach music and shag dancing; to educate and teach others the art of shag dancing; to provide its members and guests with dance opportunities; and to inform its members of beach music and shag dancing activities. The Club shall also strive to maintain a substantial philanthropic commitment within the community.

Article III MEMBERS

Section 1.

The total membership of the TRSC shall be determined at the discretion of the current Executive Board.

Section 2.

Any person, 21 years of age or older, is eligible to become a member of the TRSC by submitting a written, signed application form, including a sponsor's signature, with payment for annual membership dues (\$30). The application shall be presented by the sponsor, to the Membership Chairperson. The Membership Chairperson shall then present the application to the Executive Board for decision. Once the Board has voted and agreed by majority (within 30 days of submittal) to admit or not admit the applicant, the applicant will immediately be notified of their decision. If confirmed, the applicant's name will be read and welcomed at the next TRSC meeting, as a new member in good standing.

Section 3.

Annual dues shall be thirty (\$30) dollars per person for new members. Yearly renewal dues are twenty-five (\$25) dollars per person. Dues are payable on or before January 1st of each year. Individuals whose dues are not paid by February 1st shall become inactive members. Inactive members will be dropped from membership. A former member, whose membership was automatically terminated for non-payment of dues, will be reinstated effective upon his or her delivery of a signed application form to the Membership Chairperson, together with payment of the annual membership dues (\$30). This action does not require a re-voting by the Executive Board.

Section 4.

Any member wishing to resign from the Club shall submit their resignation in writing to the President, who shall present it to the Board. No dues shall be refunded upon a member's resignation.

Section 5.

A. Lifetime Member:

Upon the signed recommendation of one member, seconded by another member and by a unanimous vote of membership at the annual business meeting. Lifetime Membership may be conferred upon any adult who shall have rendered notable service to the Club. An individual carrying this title has none of the obligations of membership in the Club; is not allowed to make motions, vote, or hold office but shall be entitled to free club entry, including the Christmas Party.

B. Charter Member:

A Charter Member is one of the original group of individuals responsible for pioneering the development of TRSC. There are ten members on the Charter Member list. Charter Members are still responsible for all obligations of membership in the Club, as stated in Article III of this document.

C. Honorary Member:

Upon the signed recommendation of one member, seconded by another member, and with a unanimous vote of membership at the annual business meeting, Honorary Membership may be conferred upon any adult who shall have rendered notable service to the Club and shall not exceed a period of one (1) year's duration. An individual carrying this title has none of the obligations of membership in the Club, is not allowed to make motions, vote or hold office but shall be entitled to free club entry, including the Christmas Party.

**Article IV
DISCIPLINE**

Section 1. Censure, Suspension or Expulsion:

A member may be censured, suspended or expelled from membership in the TRSC for good cause. For purposes of this section, "good cause" shall include, without limitations, behavior at dances, functions or meetings of TRSC or any other affiliated dance club as follows: assaultive behavior against any person, disorderly conduct tending to promote a breach of the peace, open and notorious illegal or grossly immoral public conduct or any other personal conduct adverse to the best interests and purposes of the TRSC.

Section 2. Complaints:

For a complaint to be recognized, it must be presented in writing by a member in good standing to an elected member of the Board. It is not, and will not, be a purpose of the Board to seek out disciplinary actions.

Section 3. Required Hearing on Complaint:

Once a complaint has been received, the Board shall meet to determine its validity, and determine what, if any, action should be taken. If the complaint is received within two (2) weeks of the next scheduled Board meeting, the complaint will not be heard until the second meeting after the filing as the accused party must be given a two (2) week notice before the hearing.

Section 4. Action on Complaint:

A member may be censured or expelled. Membership rights in the TRSC may be suspended for a period of not more than one (1) year by the affirmative vote of not less than two-thirds (2/3) of the members of the Board present, with at least three (3) Board Members voting for said censure or suspension, provided that:

- (A) A complaint has been filed with the Board, said notice to explain the general nature of the complaint,
- (B) The member concerned is given written notice at least two (2) weeks prior to the Board meeting at which the complaint is considered, and
- (C) The member concerned is given an opportunity to appear before the Board to confront his or her accuser and to present witnesses and otherwise respond to said complaint.

Section 5. Reinstatement:

An applicant or renewing member whose check or other such instrument is returned by a financial institution for non-sufficient funds or stop payment, will have 15 days from receipt of mailed notice by the Club, via regular U.S. Mail, to pay the Club in cash for the dishonored check or instrument plus a \$25 returned check fee. Failure to do so will result in permanent expulsion from the Club.

Article V REVENUE

Section 1.

Operating funds of the Club shall be derived from membership dues and door entry fees. Additional funds may come from ACSC funds that support local club activities and from Ways and Means projects and donations. The account balance shall be an amount to adequately cover the year's financial operation of the Club.

Section 2:

No part of the net earnings of the Club shall inure to the benefit of its members, directors, officers or other persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes of the organization.

Article VI EXECUTIVE BOARD

Section 1.

The officers of the Club shall be the President, Vice President, Secretary and Treasurer. The officers and one (1) Director-at-Large, elected from the membership, shall compose the members of the Executive Board, hereafter referred to as the "Board." The Board shall perform the duties prescribed by these Bylaws and the Bylaws of the Association of Carolina Shag Clubs.

Section 2.

At the regular meeting held in September, a Nominating Committee of three (3) members shall be appointed and announced by the President. It shall be the duty of this committee to nominate candidates for the Board Officers to be filled at the annual meeting in December. The Nominating Committee shall report at the regular meeting in November and accept additional nominations from the floor. The election of officers shall be at the annual meeting in December.

Section 3.

At the annual business meeting in December, the members shall elect the officers as defined in Article VI, Section 1. If there are two (2) or more nominees for any office, election shall be by written ballot. If there is only one (1) nominee for each office, the slate may be elected by majority voice vote. All nominees for all offices shall have signified their willingness to serve if elected. Their terms of office shall begin on January 1. The committee chairpersons shall be appointed by the President for his/her term of office.

Section 4.

No Board member shall hold more than one (1) Executive office at a time.

Section 5.

When an officer vacancy occurs the membership shall, through the action of the Nominating Committee, elect a successor at the next meeting to hold office for the remainder of the unexpired term.

Section 6.

Monthly meetings of the Board shall be held in a location designated by the President and approved by the Board. Special meetings of the Board shall be called at any time on the order of the President, upon the written request of any three (3) members of the Board. Only such business of which the Board has been notified may be transacted at such a called meeting.

Section 7.

Each Board member's email address and phone number shall be registered with the Secretary and notices of meetings telephoned or emailed to such address or phone number to be considered valid notice.

Section 8.

The majority of the number of Board members shall constitute a quorum for the transaction of business at any stated or special meeting of the Board. Every act or decision of the Board members at which a quorum has been established shall be valid as the action of the Board. If the majority of Board members present at a meeting are less than a quorum, the meeting may be adjourned until a quorum is present.

Section 9.

The Board shall have the power to, upon majority action, incur indebtedness or otherwise obligate the Club for no more than \$100 and to appoint a representative to serve in place of any Board member who is unable to serve because of temporary absence or disability.

Section 10.

The Board shall have general supervision of the affairs of the Club between its business meetings, fix the hour and place of meetings, make recommendations to the Club and shall perform such other duties as specified in these Bylaws. The Board shall be subject to the orders of the Club and none of its acts shall conflict with action taken by the Club.

Article VII DUTIES OF OFFICERS

Section 1.

President:

- A. The President shall preside at all meetings of the Club and the Executive Board. The President shall have general charge of the business of the Club.
- B. Powers and Duties:
 - (1) Must be a representative, if possible, at both the Summer and Winter Workshops and one other called meeting of the Association of Carolina Shag Clubs as a member of the Board of Advisors.
 - (a) For attending the required meetings of the ACSC, the Club shall reimburse the President as follows:
 - For meetings within 250 miles of New Bern – one (1) ticket, one (1) hotel night and receipts for gasoline.
 - For meetings outside 250 miles of New Bern – one (1) ticket, two (2) hotel nights and receipts for gasoline.
 - For meetings held in Myrtle Beach, no reimbursement will be made.
 - (b) If the President is unable to attend a workshop, his/her appointed representative shall be reimbursed in the same manner.
 - (2) Open all meetings at the prescribed time and place.
 - (3) Appoint a Historian to keep a record of the Club activities.
 - (4) Appoint standing and special committees as deemed necessary. The President shall be an ex-officio member of each committee, except the Nominating Committee.
 - (5) Prepare and submit an annual budget to the Board and be responsible for its proper execution.
 - (6) To sign all contracts approved by the Board.
 - (7) To assure payment of dues to the Association of Carolina Shag Clubs by January 15.
 - (8) To be responsible for the conduct of the Club in strict conformity to its purposes and Bylaws for maintenance of membership in the Association of Carolina Shag Clubs.
 - (9) Check the mail regularly and forward all announcements for publication on the Club website to the Webmaster in a timely manner.

Section 2.

Vice President:

The Vice President shall have the power and shall perform all the duties of the President in case of the absence or disability of the President. The Vice President shall have such other duties as may be assigned by the President of the Board and assist the President with the performance of the President's duties.

Section 3.

Secretary:

The Secretary shall:

- (1) Keep and have charge of the minutes of all meetings of the members of the Board.
- (2) Serve notice of meetings of the members and the Board.
- (3) Execute official documents with the President in the name of the Club.
- (4) Keep on file the Bylaws, all club minutes and such other papers as the Board may direct.
- (5) Read and/or provide to the Webmaster the minutes of previous meetings.
- (6) Maintain an accurate list of all members.
- (7) Type and mail official correspondence as needed by the President and the Board.

Treasurer:

The Treasurer shall:

- (1) Keep accurate records of all monies received and disbursed by the Club.
- (2) Prepare financial reports for each meeting.
- (3) Receive and deposit all money in a timely manner in the name of and to the credit of the Club in all accounts designated by the Board.
- (4) Disburse funds of the Club as signor of checks in a timely manner as approved by the Board.

Section 5.

Officers and Committee Chairpersons must attend at least seven (7) meetings within the year and must not miss three (3) consecutive meetings at any time during the term. Should an officer or chairperson fail to attend the required number of meetings their position shall be deemed to be vacant. At the next regular meeting, the President shall present the open office for nominations to fill the remainder of the term or shall appoint a new chairperson.

Article VIII MEETINGS

Section 1.

The regular meetings shall be held on the second Sunday of each month unless otherwise changed by a majority vote of the membership. The President in conjunction with the Executive Board has authority to change the meeting date provided there is timely notice given, per Article VI, Section 10.

Section 2.

The regular meeting in December shall be known as the Annual Business Meeting and shall be for the purpose of electing officers, receiving summary reports of Officers and Committees and for any other business that may arise.

Section 3.

Special membership meetings may be called by the President or by the Board and shall be called upon written request of ten (10) members of the Club. The purpose of the meeting shall be stated in the call with at least three (3) days' notice. Only such business of which the membership has been notified may be transacted at such a called meeting.

Section 4.

Quorum:

Ten (10) percent of the number of Club members in good standing shall constitute a quorum for the transaction of business at any scheduled or special meeting of the Club. After establishing a quorum, a majority vote of the established quorum shall be valid for the transaction of business.

Section 5.

Notice of each regular meeting shall be communicated to all members prior to the date and include the place, day and hour of the meeting.

Article IX COMMITTEES

Section 1.

The Committee Chairpersons of the Membership, Ways and Means, Social, Sunshine, Social Media Coordinator and DJ Coordinator shall be appointed by the President.

Section 2.

The Chairperson shall serve as chair of only one (1) committee at a time and shall execute the following duties:

- (A) Call a committee meeting within thirty (30) days from the date of the installation of the newly installed officers.
- (B) Present a report whenever requested to do so by the President and submit a year-end summary report.
- (C) Turn over to the incoming chairperson all records, instructions and reports of the committee.

Section 3.

Standing Committees:

(A) MEMBERSHIP:

- (1) Shall direct the activities of the Club in securing new members, renewals and in processing all changes in membership.
- (2) Shall present all new member applicants' signed applications to the Executive Board.
- (3) Shall distribute a membership directory with quarterly updates, upon request.
- (4) Shall provide new members a packet of Club materials.

(B) WAYS AND MEANS:

- (1) Shall devise, suggest and supervise generally the ways and means of financing activities of the Club.
- (2) The Committee shall make recommendations to the membership of its purposes and plans for securing funds. Such plans shall first be submitted to the Board for approval.

(C) MEDIA:

Shall be responsible for the preparation, assisting with and posting of the Club's activities on social media.

(D) SUNSHINE:

Shall notify club members of illness or death of a member in good standing or the member's spouse. Chairperson shall be responsible for sending a get well card for illness or sympathy card in the case of death of member, their spouse or significant other.

(E) SOCIAL:

- (1) Shall be responsible for welcoming and introducing new members and guests to the members.
- (2) Shall coordinate social events for the Club as approved by the Board.

Section 4.

Special Committees:

Deemed necessary to carry on the work of the Club and shall be appointed by the President and may include but are not limited to the following:

(A) PHILANTHROPY:

- (1) Shall research and develop appropriate charity projects for the Club and present them to the Board for approval.
- (2) Shall have general charge of administering any such projects approved by the Board and membership.

(B) NOMINATING:

Shall consist of three (3) members to present a slate of officers at the November meeting.

(C) BYLAWS:

Shall study, prepare and submit to the Board any proposed or recommended amendments to the Club Bylaws.

(D) AUDIT:

Shall complete an audit of the financial records of the Club before the records are transferred to a newly elected treasurer.

**Article X
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Club may adopt.

**Article XI
AMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular meeting of the Club by a two-thirds (2/3) vote of the active members present, provided there is a quorum to conduct business and that the amendment has been submitted in writing at the previous meeting.

**Article XII
DISOLUTION**

In the event of dissolution of the TRSC, the residual assets of the Club will be turned over to one or more shag clubs or local charities which are exempt as organizations described in Section 501 (c) (3) of the Internal Revenue Code of 1954.

