

**VIRGINIA BEACH SHAG CLUB, INC.**  
**BYLAWS**  
(Revised 2017)

**ARTICLE I: CLUB NAME**

- Section 1. The name of the Club shall be the **Virginia Beach Shag Club, Inc.**
- Section 2. The Virginia Beach Shag Club is a non-profit organization.
- Section 3. The Virginia Beach Shag Club shall be affiliated with the Association of Carolina Shag Clubs.

**ARTICLE II: MISSION STATEMENT**

- Section 1. The mission of The Virginia Beach Shag Club shall be to bring people together with mutual interests in shag dancing, socializing, developing friendships, promoting beach music and supporting the community through special events and charitable fund raising.

**ARTICLE III: MEMBERSHIP**

- Section 1. Any person twenty-one (21) years of age or older is eligible to become a member by signing an official application for membership and paying all required fees and dues.
- Section 2. Only a member in good standing shall vote, hold office, or serve as chairperson of a committee. A member in good standing shall be current in their club dues.
- Section 3. Any member who is delinquent for more than sixty (60) days, (30 day anniversary month plus a 30 day grace period.) in payment of their dues shall automatically be dropped from membership.
- Section 4. Any member may be expelled from membership upon recommendation of the Board of Directors and approved by two-thirds (2/3) majority of the membership present at any general membership meeting.
- Section 5. Any member who has been expelled from membership may apply in writing for reinstatement after one (1) year from the date of expulsion. The application for reinstatement shall be acted upon at the next General Membership meeting and shall require an affirmative vote of two-thirds (2/3) of the members present. Said vote shall be taken by ballot.
- Section 6. Membership in this club cannot be transferred or reassigned.
- Section 7. Any Member of the VBSC may withdraw their membership from the VBSC and remove their name from the roster with a written, signed request or e-mail to the Board. No Membership dues shall be refunded.

## **ARTICLE IV: CLUB DUES**

- Section 1. Any change in Club dues shall be recommended by the Board of Directors and approved by a majority vote of the members attending the next general membership meeting. The change will be effective on January 1<sup>st</sup> of the following year.
- Section 2. Membership dues are for the period of one year, (twelve months). Annual dues shall be paid upon enrollment and on each anniversary thereafter. In addition a thirty-(30) days' grace period shall apply, for the purpose of payment. If renewal takes place during the grace period the original membership date remains the same. An additional fee to rejoin may be applied if membership is archived past the (30) days' grace period.

## **ARTICLE V: MEMBERSHIP MEETING**

- Section 1. A minimum of four (4) general membership meetings shall be held each year. One of the meetings is to be held during November for the purpose of electing officers for the following calendar year.
- Section 2. At least ten (10) days' notice shall be given to the membership prior to each general membership meeting. Publishing the dates on the Club's website or phone tree on a yearly calendar may satisfy notice of such meetings.
- Section 3. A quorum must be established at the beginning of each meeting. A quorum shall consist of a number equal to five percent (5%) of members in good standing.

## **ARTICLE VI: OFFICERS**

- Section 1. The officers of the club shall consist of President, Vice President, Secretary, Treasurer, and the Nominating Committee Chairperson. These Officers shall make up the Executive Board and shall be installed within 90 days of their election.
- Officers shall be familiar with the Bylaws and are expected to attend all Board and General Membership Meetings. If they are unable to attend, they should either appoint a substitute to attend (in the case of the Secretary) or they may submit and deliver a written report to the President prior to the meeting.
- Section 2. All officers shall perform the duties prescribed by these Bylaws and by parliamentary procedure.
- Section 3. President shall:
- A. Preside at the Board of Directors and the General Membership meetings.
  - B. Be familiar with the Bylaws of the club and parliamentary procedure.
  - C. Supervise the overall working of the club.
  - D. Appoint all Standing Committee Chairpersons.
  - E. Appoint all Special Committee chairpersons as may be deemed necessary by the President.
  - F. Be neutral and impartial while presiding at the general membership meetings and shall not enter into a debate or vote with the exception of a ballot vote.
  - G. Relinquish the chair if he/she is to participate in a debate and/or vote on a motion being discussed on the floor. The President may return to the chair after his/her participation is completed.

- H. The incoming President and Vice President shall appoint an Audit Committee to ensure that all Federal, State and Local taxes are filed timely as required by law. The Audit Committee shall also ensure that all State Corporation Commission annual reports and annual fees are submitted timely as required by law. The Audit Committee shall prepare a final report and submit same to the President and Board following the end of the fiscal year confirming that these obligations of the club and the Audit Committee have been satisfied. This service shall be completed by March 1<sup>st</sup> of each year. In compliance with federal regulations, non-profit organizations are required to file tax returns. The President and Vice-President will ensure that tax returns are filed by the date set forth by the Internal Revenue Service.
- I. The President shall be authorized to co-sign checks, drafts, and orders with the Vice President or Treasurer for the payment of indebtedness issued in the name of the Club.
- J. The President shall ensure that, when operations so demand, the Club will be in full compliance with ABC Board requirements. Likewise, when appropriate, will ensure full compliance with ASCAP, BMI and SESAC requirements as to comply with National Copyright Laws.
- K. In addition, when Club operations demand, The President will ensure that the club is operating under a viable agreement/contract that has been approved by the Board and signed by the President and Vice-president with notification to the General Membership.

Section 4.

Vice President shall:

- A. Preside at all meetings in the absence of the President, or if the President vacates the chair.
- B. Serve the remaining term in the event of the resignation or disability of the President.
- C. Be familiar with the Bylaws of the Club and parliamentary procedure.
- D. Be authorized to co-sign checks, drafts, and orders with the Treasurer or the President for the payment of indebtedness issued in the name of the Club.
- E. Assist the President as requested.

Section 5.

Secretary shall:

- A. Record and maintain complete and accurate minutes of club meetings.
- B. Handle all correspondence.
- C. Assist President and Vice President as requested..

Section 6.

Treasurer shall:

- A. Collect all monies payable to the club.
- B. Pay all expenses incurred by the club.
- C. Deposit such monies in the bank account in the name of the Virginia Beach Shag Club, Inc. within three (3) working days of receipt.
- D. Assist the President in preparing an operating budget by the first of March of the current year.
- E. Co-sign checks, drafts, and orders with the President or Vice President for the payment of indebtedness issued in the name of the club.
- F. At the direction of the Board, the Treasurer and all persons authorized to handle the Club's funds shall give fidelity bonds in the amount determined by the Board. The expense for these bonds shall be borne by the club.

- G. Ensure complete and timely filing of all Federal, State and Local tax related forms and/or other required tax filings. Forms shall be sent by Certified Mail Receipt Requested). Completed document copies shall be maintained as part of Treasurer's files and accessible at all times.
- H. Ensure books are audited at the end of each fiscal year. Audit to be completed by March 1<sup>st</sup>.
- I. Ensure that the Annual State Corporation report is filed timely and updated as required.
- J. Work with the President to ensure that all State Corporation Commission annual reports and annual fees are submitted timely as required by law. Copies of Articles of Incorporation plus any amendments shall be included in Treasurer and Secretary Files at all times.

Section 7. Nominating Committee Chairperson shall:

- A. Be responsible to ensure that the election of officers is in accordance with Article VII of these Bylaws.

### **ARTICLE VII: ELECTION OF OFFICERS**

Section 1. The Nominating Committee Chairperson shall select a Nominating Committee. The Committee shall consist of no less than three (3) members and not more than seven (7). A member from the Board will be included. President and Vice President shall abstain from the committee and any involvement with the nominating procedure. The Nominating chair shall introduce candidates to the general membership at a Mix and Mingle prior to election.

Section 2. The Committee shall start in July to distribute applications with the description of required duties as outlined by these Bylaws to any member in good standing who desires to run for office. The Committee is responsible for collecting all applications by September 1<sup>st</sup>. Applications will not be accepted after September 1<sup>st</sup>.

Section 3. A sample ballot listing all candidates and all applications will be published on the Club's website and phone tree at least thirty (30) days prior to elections.

Section 4. Nominations will not be accepted from the floor during the November election. However, write-in candidates will be accepted.

Section 5. The current Nominating Committee shall be dissolved following the November election. The Chairperson shall remain a member of the Board until his or her term expires December 31<sup>st</sup>.

Section 6. All elections shall be held by secret ballot. No electoral candidate shall be allowed in voting area once ballots, including absentee ballots, have been accepted by The Nominating Committee. Once voting is completed the list of newly elected officers shall be announced to the membership by the current president.

Section 7. Absentee ballots shall be submitted in accordance with Virginia State voting regulations. All absentee ballots shall be sent to and counted by the Nominating Committee. Only ballots postmarked on or before the last Thursday in October shall be counted. A plurality of all ballots cast shall be required for election.

Section 8. Term of elected officers shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

Section 9. In the event of a vacancy, the President has the authority to appoint a replacement.

## **ARTICLE VIII: BOARD OF DIRECTORS**

- Section 1. The Board shall consist of the elected officers, the chairperson of each standing committee, and the chairperson of each special committee, the current President, and the Past President. The chairpersons of each committee shall be selected by the current President.
- Section 2. The Board shall manage the affairs of the club as follows:
- A. Approve budgets and expenditures.
  - B. Receive committee reports, discuss and approve same as appropriate.
  - C. Discuss and resolve any and all complaints.
  - D. Discuss new and old business as pertains to the club.
  - E. Address any emergency.
- Section 3. The Board shall meet at least eight (8) times per year, and shall not miss two (2) consecutive months. A quorum shall consist of nine (9) Board members. In the event of an emergency session, the Board shall meet at the call of the President or by written petition of three (3) members of the Board.
- Section 4. Directors shall receive no salaries or benefits for their services except for the President.
- A. The President is required to attend three (3) Association of Carolina Shag Club meetings per year. He/she is entitled to reimbursement for hotel room, registration, transportation, and road mileage per government standard regulation; not to exceed two (2) nights per meeting.
  - B. The President may appoint a representative from the Club starting with the Vice President, then the Secretary, then Treasurer, then the Nominating Committee Chairman, if he/she is unable to attend any required meetings. The appointed representative shall receive the same reimbursement.
  - C. A report from the ACSC meeting shall be presented to the Board by the attending VBSC representative at the next Board meeting.
- Section 5. The Board shall have a combined meeting of current and newly elected officers in December. The purpose will be to exchange appropriate files, paperwork and information.

## **ARTICLE IX: STANDING COMMITTEES**

- Section 1. The Standing Committees shall be Charity, Dance, Equipment, Hospitality, Membership, Mix and Mingle, Music, Publicity, Special Events, and Ways & Means. All Standing Committee Chairpersons are expected to attend Board and General Membership Meetings. If they are unable to attend, at a minimum a committee report must be submitted in writing to the Secretary and President prior to the meeting.
- Section 2. The President and Vice President shall be ex-officio members of all committees except the nominating committee.

- Section 3. The Charity Committee, appointed by the Committee Chairperson, shall be responsible for the proposing and planning of all fund raising projects designed for charitable purposes. Charities for the year shall be recommended by the committee for consideration by the Board of Directors prior to March 1<sup>st</sup> of the current year, and shall be subject to approval by the Board of Directors.
- Section 4. The Dance Committee, appointed by the Committee Chairperson, shall be responsible for arranging for all dance demonstrations and dance instructors involving the Virginia Beach Shag Club's weekly activities.
- Section 5. The Equipment Committee, appointed by the Committee Chairperson, shall be responsible for the inventory, upkeep and purchase of all equipment/property for the club. The Chairperson will perform an annual basis inventory of all equipment, property and/or other items and submit a report, including locations, to the Board at the February Board Meeting.
- Section 6. The Hospitality Committee, appointed by the Committee Chairperson, shall be responsible for the performance of all duties pertaining to hospitality for members.
- Section 7. The Membership Committee, appointed by the Committee Chairperson, shall conduct membership recruitment for the club and process membership applications. The Chairperson shall submit all monies collected to the Treasurer or the President within three (3) working days following receipt. The Chairperson shall provide an up-to-date monthly Club Roster, to the committee chairs as deemed by the President.
- Section 8. The Mix & Mingle Committee appointed by the Mix and Mingle Chairperson, shall be responsible for the collecting of monies at the door and checking cards of the patrons who are attending Mix & Mingle
- Section 9. The Music Committee, appointed by the Committee Chairperson, shall be responsible for scheduling and arranging for all DJ's and bands for the Club's weekly activities.
- Section 10. The Website Chairperson shall be responsible for keeping members informed of Club activities. Club members are to be protected by federal privacy act guidelines and, in compliance with such guidelines, are prohibited from announcing any personal information or events of members on the website and phone tree.
- Section 11. The Publicity Committee, appointed by the Committee Chairperson, shall be responsible for all publicity for the club during the year, overseeing website and photography.
- Section 12. The Special Events Committee, appointed by the Committee Chairperson, shall propose and plan events during the year as prescribed by the Board of Directors and shall be responsible for making arrangements pertaining to each function.
- Section 13. The Ways & Means Committee, appointed by the Committee Chairperson, shall be responsible for proposing and planning all fund raising projects to raise funds for the benefit of the Club and its functions.
- Section 14. The Special Committees may be appointed by the President as he/she deems necessary.

- Section 15. No committees shall act autonomously. All committee action requires the approval of the Board of Directors.
- Section 16. Committee Chairpersons shall be allowed to serve on other committees. Any member may serve on as many committees as he/she desires. All committee chairpersons shall interact with each other when assistance is needed, in order to promote the success of all Virginia Beach Shag Club events.
- Section 17. Each committee collecting or expending funds on behalf of the Virginia Beach Shag Club, shall furnish the Treasurer with an itemized breakdown of receipts and disbursement along with supporting documentation, prior to the close of each calendar month. All monies collected on behalf of the VBSC, shall be submitted to the Treasurer or the President within three (3) days of receipt, and must include proper support documentation.
- Section 18. All Standing Committees and Appointed Committee Chairpersons shall have the authority to vote on various issues at the Board meetings.
- Section 19. Retiring Standing and Special Committee Chairpersons will turn in an updated and detailed committee job description and all appropriate files to the President at the December Board Meeting.

#### **ARTICLE X: CLUB EXPENDITURES/BUDGETS**

- Section 1. Authorization for expenditure of club funds will be as follows:
- A. The Board of Directors has the authority to approve expenditures up to, not to exceed, \$1,000.00.
  - B. Expenditures of over \$1,000.00 will be approved by the general membership.
  - C. The President has the authority to approve spending up to \$500.00 between Board of Directors meetings as he deems necessary for the betterment of the Club. The President shall report all such expenditures at the next board meeting.
- The annual budget shall be presented to the general membership for approval before March 31<sup>st</sup> .**
- D. If a committee's budget has been approved by the general membership, before March 31<sup>st</sup> then that committee may spend the approved amount. If at a later date, the committee requires an increase/new funding, the approval must be obtained from the board/membership.
  - E. Committees shall operate on the previous year's budget until the current budget is approved.

#### **ARTICLE XI: PARLIAMENTARIAN**

- Section 1. The President may appoint a Parliamentarian as he or she deems necessary. The Parliamentarian shall be well versed in parliamentary procedures and the clubs Bylaws. He/she shall serve as an advisor to the President and/or the presiding officer on parliamentary procedure.
- Section 2. The Parliamentarian shall be neutral and impartial at all meetings and shall not enter into a debate or vote with the exception of a ballot vote.
- Section 3. It will be the responsibility of the parliamentarian to enforce the Bylaws.
- Section 4. The current edition of Robert's Rules of Order shall govern the club in all matters of parliamentary procedure not otherwise covered by these Bylaws.

## **ARTICLE XII: AMENDMENTS OF BYLAWS**

- Section 1. Any request for amendment to these Bylaws must be submitted to the board in writing and must be for the benefit of the club.
- Section 2. The President shall appoint a special committee to study any requested revision to these Bylaws to ensure its conformity with parliamentary procedure.
- Section 3. The committee will submit its recommendation to the President within thirty (30) days.
- Section 4. The President shall have published the proposed amendment with the committee's recommendation on the Club's website at least thirty (30) days prior to the next general membership meeting.
- Section 5. If the proposed amendment is in conformance with parliamentary procedures it will then require a two-thirds (2/3) vote of the members present at a general membership meeting to become effective.

## **ARTICLE XIII: GRIEVANCES**

- Section 1. Grievances shall be signed and submitted in writing to the Vice President.
- Section 2. The Vice President will appoint a committee to investigate any and all grievances.
- Section 3. The person submitting the grievance will be sent a verification of receipt.
- Section 4. A study of the grievance will be completed within thirty (30) days'.
- Section 5. All grievances and dispositions and resolutions will be reported back to the Board and to all involved at the next Board Meeting with recommendations.

## **ARTICLE XIV: COPYRIGHTED MATERIALS (logos)**

- Section 1. All copyrighted materials are the exclusive property of the club.
- Section 2. Individuals may not use copyrighted materials for their own purpose.
- Section 3. All copyrighted materials will be in the possession of the Ways & Means Chairperson and Secretary.

## **ARTICLE XV: EQUIPMENT/PROPERTY**

- Section 1. Club equipment may not be loaned, leased or rented without the approval of the Executive Board.

## **ARTICLE XVI: CO-SPONSORING ACTIVITIES**

- Section 1. Anyone wishing the VBSC to co-sponsor an activity must put the request in writing to the Board of Directors.
- Section 2. All approved events will be under the direction of the appropriate committee chairperson.
- Section 3. At the conclusion of the approved event, a financial report with supporting documentation will be provided to the Board.