

Bylaws
Bluefield Area Shag Society
June 2, 2014

ARTICLE I – PREAMBLE

Section 1. Name: The name of this Club shall be the Bluefield Area Shag Society (B.A.S.S.) incorporated under the laws of the State of Virginia.

Section 2. Purposes: The business, purposes, and objectives of this “not-for-profit” organization shall be to have **FUN** while promoting and preserving 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; to inform its members of beach music and shag dancing activities.

Section 3. Governing Body: The organization shall be governed by the Board of Directors as further provided and defined in these Bylaws.

ARTICLE II – MEMBERS

Section 1. Membership: Membership of the Club shall be limited to 250 persons and open to all persons 21 years of age or older who share the objectives of the Club. Application for membership must be accompanied by the first year’s dues.

Section 2. Annual Dues: The annual dues shall be \$20.00 per person per year, due by January 1. The Club shall follow the calendar year, January 1 through December 31. Members, whose dues are in arrears after January 31, shall be dropped from the Club roster. Membership may be reinstated by upon payment of the annual dues. Dues for new members shall be prorated as follows: 1st Quarter – 100%; 2nd Quarter – 75%; 3rd Quarter– 50%; 4th Quarter – 25%.

Section 3. Termination: Membership may be revoked for inappropriate behavior by a majority vote by the Board of Directors.

ARTICLE III – OFFICERS

Section 1. Officers shall be elected in November to take office on January 1.

Section 2. The Officers of the Club shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Social Director

These Officers shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by the Club.

ARTICLE IV – DUTIES OF CLUB OFFICERS

- President

1. Shall open all meetings at the prescribed time and place.
2. Shall conduct all business before the Club and control all debate within the rules of order.
3. Shall authenticate, by his/her signature when necessary, all acts, orders, contracts, and checks for the Club.
4. Shall direct authoritatively for the Club, declaring the Club's shall, in all things, obeying the Club's Bylaws.
5. Shall appoint a Nominating Committee for the yearly election of Club Officers subject to approval at the regular November meeting.
6. Shall serve Ex-Officio on all committees, except the Nominating Committee.
7. Shall appoint a Club member to fill any unexpired office.

- Vice President

1. Shall assume the duties of the President in his/her absence.
2. Shall act as Club Parliamentarian.
3. Shall be the Chairperson for the Dance Instruction Committee.

- Secretary

1. Shall keep minutes of the Club meetings.
2. Shall get minutes approved by a majority of the Board prior to the next meeting.
3. Shall conduct all Club correspondence as directed.
4. Shall maintain all contact information of the Club members.
5. Shall be the liaison between the Club and website maintenance.
6. Shall call a meeting to order in the absence of the President and Vice President until a Chairperson pro-tem can be nominated. This should take place immediately.

- Treasurer

1. Shall receive and bank all monies due to the Club.
2. Shall keep bookkeeping records of all funds.
3. Shall dispense all money as the Club may direct.
4. Shall give monthly financial reports of expenditures and receipts.
5. Shall complete financial statement at the annual meeting.
6. Checks for more than \$200 shall have been approved by the Board of Directors.

- Social Director

1. Shall be the architect of all Club social events (except regular Monday night dance).

2. Shall give reports of upcoming social events relative to B.A.S.S. and other shag clubs to the Secretary for posting on the website.
3. Shall be the Chairperson for the Social Committee.
4. Shall assist the Secretary on all social event correspondence.
5. Shall be the Club representative for all advertisements, and announcements to the news media, as approved by the Board of Directors.

ARTICLE V – BOARD OF DIRECTORS

The Board of Directors shall be composed of the Club's Officers (past year and present year) plus three elected Club members. The Board shall consist of at least 10 but no more than 13 members.

Section 1. The Board of Directors shall manage all Club decisions. All Club business shall be conducted before the Board of Directors. All decisions shall be determined by a majority vote of the Board (a quorum of seven Board members is required to conduct business).

Section 2. The Board of Directors shall act on behalf of the Club and none of its acts shall conflict with action taken by the Club.

Section 3. Each year the Board of Directors shall rotate Officers in accordance with the election process. Elected members of the Board shall chair, co-chair, or serve on at least one Standing or Special Committee.

ARTICLE VI – MEETINGS

The Club Board of Directors shall meet once a month at a time and place determined by the President. Monthly Board meetings may be canceled only with the approval of the President and/or the Vice President.

The President or Vice President shall conduct impromptu meetings during normal Club dance sessions to solicit a popular vote on a specific Club function or other Club functions.

ARTICLE VII - COMMITTEES

The President shall appoint a Chairperson to Special and Standing Committees as necessary, with the Board of Directors approval.

Standing Committees shall consist of the Social Committee, Membership Support Committee, and the Dance Committee. Special Committees shall consist of the Nominating Committee, Bylaws Committee, and any other committee as deemed necessary by the Board of Directors.

Social Committee: The Social Director shall be the Chairperson of this Committee. The Committee shall plan and conduct all Club social functions. The major events planned and conducted by the Committee are a Spring Fling in March or April, a pool party in July, and the Boogie Blast in November, in addition to smaller events during the year. Funds or financial commitments for social events shall be approved by the Board of Directors.

The Committee shall coordinate functions associated with area social clubs. These events are intended to promote any partnership activities implemented with the Elks, Moose, etc.

The Committee shall make recommendations of social events to the Board of Directors at the monthly meetings. The Committee should recognize the necessity of booking parties as much as a year in advance. Club activity must be communicated and commuted by the current Committee to the new Committee at the change of Officers and the Board of Directors.

Should the Committee decide to move an event from a confirmed location, it may do so provided such action is approved by the Board and shall not result in any financial loss to the Club.

This Committee shall also develop and publish a quarterly newsletter. All newsletter content must be approved by the Board.

Membership Support Committee: The President shall appoint an elected Board member as Chairperson of this Committee.

The Committee shall be responsible for contacting absentee members, briefing the Board about illnesses and deaths, as well as sending Get Well and Sympathy cards when warranted. The Chairperson shall either order \$50 flowers or request that the Treasurer donate \$50 to a requested charity upon the death of a Club member or the death of a child, parent, or spouse/significant other of a Club member. The Chairperson shall submit invoices to the Treasurer for reimbursement.

At the end of February, the Committee shall contact lapsed members in order to retain membership.

The Member/Guest nametags shall be maintained by a member of the Membership Support Committee.

Dance Instruction Committee: The Vice President shall be the Chairperson of this Committee.

Dance lessons are to be coordinated by the Dance Instruction Committee. Dance instruction shall be set up on a month-by-month basis. The Committee shall report on the next month's schedule at each Board meeting. The Committee shall coordinate special events with the Social Committee such as formal workshops.

The Video Library is to be maintained by a member of the Dance Instruction Committee.

Nominating Committee: The Nominating Committee shall be appointed by the President by September 30. The Nominating Committee shall present a slate of candidates for Officers and

Board members to the membership at the October monthly meeting. Consideration shall be given for elections at the November meeting. The Nominating Committee shall meet prior to approaching possible candidates.

Bylaws Committee: The President shall appoint an elected Board member as Chairperson for the Bylaws Committee. This Committee shall review the current Bylaws and make recommendations for changes of same to the Board of Directors.

ARTICLE VIII – CLUB MONIES

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

Section 2. **Disbursal**: To be made by the Club Treasurer for all proven debts.

Section 3. The President may allocate funds up to \$200.00 for just debts. This provision should prevent late payments and allow flexibility in accounting procedures.

ARTICLE IX

These Bylaws may be amended by any regular meeting of the Club by two-thirds vote of the members present, provided that the amendment has been submitted in writing to the Board of Directors at the previous meeting.

Approved by: _____ Date: _____
Bylaws Committee Chairperson

Approved by: _____ Date: _____
President