

**SMOKY MOUNTAIN SHAGGERS BY-LAWS**  
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# **SMOKY MOUNTAIN SHAGGERS BY-LAWS**

## **ARTICLE I. NAME**

The name of the Club shall be SMOKY MOUNTAIN SHAGGERS (SMS). Hereafter in these By-Laws, the SMS shall be referred to as the Club. The fiscal year of the Club shall be January 1 through December 31.

## **ARTICLE II. PURPOSE**

The SMS is a non-profit social dance club which is a member of the Association of Carolina Shag Clubs (ACSC). The purposes of the Club are to:

- Promote and preserve the Carolina Shag dance. Other dances which are done to the beach-type music and rhythm and blues music, such as bop, swing, cha-cha, line, etc., are welcomed.
- Provide opportunities for its members to socialize, dance, and fellowship with each other.

## **ARTICLE III. MEMBERSHIP**

### **Section 1. Classification and Qualifications**

- A. Discrimination – Membership in the Club is open to all persons applying regardless of race, national origin, color, age, sex, religion, or disability.
- B. Active Members – Active members shall be in good standing, be entitled to vote, and be entitled to attend Club functions. No membership is transferable.

### **Section 2. Eligibility Requirement**

To be in good standing, active members and individuals wishing to join the Club shall complete the official membership application and pay the required dues.

### **Section 3. Membership Dues**

- A. Payment of Dues – Dues are to be paid annually, covering the January through December fiscal year. The Board shall establish the amount of annual dues and may establish policies for reduced rates for married couples, members joining after June 30, or such circumstances as the Board may from time to time establish.
- B. Members' dues shall be due and payable in January of each year.
- C. Transfer or Refund of Dues – Dues shall not be transferable nor refundable.

### **Section 4. Delinquency of Members**

- A. A member whose dues are not paid by March 1 shall be delinquent and such member shall be dropped from the membership roll after written notification.
- B. Members shall be notified in writing of delinquency.
- C. A delinquent member forfeits all rights and benefits of the Club.
- D. Any member owing money to the Club shall not be allowed to run for office, vote on any proposal, proposition, by-law, election, or participate as a member of any special Club event or function.
- E. Any member who pays his/her dues after delinquency shall be reinstated as of the date the dues are paid current and not retroactive back to first of the year.

### **Section 5. Membership Meetings**

- A. Annual Meeting – The annual meeting for election of Officers shall be held in September.
- B. Quarterly Meetings – A general membership meeting shall be held quarterly. Meetings may be held in conjunction with social functions.
- C. Special Meetings – The President and/or the other elected Officers may call special meetings.

## **Section 6. Authority of Members**

A. Members shall have the authority to:

1. Amend the By-laws.
2. Dissolve the Club.
3. Remove elected Officers/Board members.
4. Approve non-budgeted expenditures in excess of \$500, exclusive of the Smoky Mountain Boogie.
5. Elect Officers/Board members.
6. Approve charities and approve amount(s) of charitable gifts.
7. Consider any matter(s) brought up at a Membership meeting.

B. Voting by members shall be as follows:

1. For items A1, A2, and A3 above, it shall require a majority of members with a quorum determined to be at least 50 percent (50%) of the members.
2. For all other matters, except the election of Officers, it shall require a majority of members with a quorum determined to be at least 20 percent of the members.
3. For election of Officers/Board members, see "Elections of Officers/Board of Directors, Article VI."
4. It shall be the responsibility of the Secretary to determine the existence of a quorum.

## **ARTICLE IV. BOARD OF DIRECTORS**

### **Section 1. Board Members**

The Board of Directors shall consist of the four current elected officers and an At-Large Director. The Past President shall serve as an ex-officio member of the Board.

## **Section 2. Duties/Authority**

The duties of the Board shall be to manage and operate the business affairs of the Club.

## **Section 3. Term of Office**

The term of the Board shall be one (1) year. There shall be no restriction on the number of terms a Board member may serve other than restrictions placed on the terms of officers.

## **Section 4. Meetings**

The Board shall have regular monthly meetings and may have such other meetings as the Board may decide to have. There shall be at least three (3) Board members present to have a valid Board meeting.

## **Section 5. Vacancies**

The remaining members of the Board shall have the authority to fill the remaining term of any vacancies on the Board.

## **Section 6. Removal**

Any member of the Board may be removed by vote of the members according to Article III, Section 6.

# **ARTICLE V. OFFICERS**

## **Section 1. Officers**

- A. The Club Officers shall include President, Vice President, Secretary, and Treasurer.
- B. The Officers shall perform the duties prescribed by these By-laws.

## **Section 2. Terms of Officers**

- A. The officers shall be elected by vote of the membership to serve for one (1) year or until their successors are installed.
- B. The term of office, one year, shall begin at the close of the meeting at which the officers are installed.
- C. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in any capacity.

## **Section 3. Duties of Officers**

- A. The **President's** duties include:
  - 1. Presiding and maintaining order at all general membership meetings, Board meetings, and social events;
  - 2. Explaining and deciding all questions of order;
  - 3. Announcing all business;
  - 4. Performing such other duties as necessary for Club development;
  - 5. Appointing all committee chairpersons for all Committees;
  - 6. Signing Club checks along with the Treasurer.
- B. The **Vice President's** duties include:
  - 1. In the absence of the President, performing the duties of the President;
  - 2. Assisting the President and performing such duties as prescribed by the Board;
  - 3. Maintaining an inventory of Club assets;
  - 4. Conducting audits of Club assets at least once annually and/or whenever a new person is elected to this position; and
  - 5. Preparing and submitting to the Board a calendar of Club events.

C. The **Secretary's** duties include:

1. Taking accurate minutes at all official meetings of the Club;
2. Providing copies of minutes to all Board members within one week following the meeting;
3. Reading minutes (only if appropriate) of previous meetings and important correspondence;
4. Conducting the general correspondence of the Club under the direction of the President;
5. Keeping attendance records of official meetings of the Board where any business is transacted;
6. Determining voting eligibility of members. Members whose dues are delinquent do not have the right to vote;
7. If a quorum is needed to transact business as identified herein, verifying and documenting that a quorum is present.

D. The **Treasurer's** duties include:

1. Receiving and promptly banking all monies due the Club;
2. Keeping simple bookkeeping records of receipt and expenditure of such funds;
3. Paying bills by Club check for reimbursement of expenses by members. Itemized receipts must be submitted and approved by the Board.
4. Keeping balanced records agreeing with monthly bank statements at all times;
5. Preparing and distributing a monthly financial statement to the Board.

#### **Section 4. Qualification of Officers**

Before a member can be nominated for a Club office, he/she shall have been a member in good standing of the Club for a minimum of twelve (12) consecutive months prior to the nomination.

## **Section 5. Vacancy of Office**

- A. A vacancy in the office of the President shall be filled by the Vice President;
- B. If a vacancy should occur in any other office, the Board may appoint a member in good standing to serve the remaining term. The method of filling a vacancy other than the President is the Board's option.
- C. Any appointment shall not be governed by the term limit for officers unless the partial term served exceeds nine (9) months.

## **Section 6. Financial Responsibility of the Elected Officers**

The elected Officers shall have the authority to:

- A. Expend funds allotted in the approved budget for the benefit of the Club;
- B. Expend an amount not to exceed five hundred dollars (\$500) for unexpected Club expenses between regular meetings. This expenditure shall be itemized at the next regular meeting of the members and reimbursed by the Treasurer upon receipt of the itemized expenditure.

## **Section 7. Meetings**

The Officers shall meet as an integral part of meetings of the Board of Directors.

# **ARTICLE VI. ELECTION OF OFFICERS AND BOARD OF DIRECTORS**

## **Section 1. Nominations**

- A. Any member of the Club who meets the Officer qualification requirements may be nominated either by him/herself or by any other member by turning in to the Nominating Committee a nomination ballot.
- B. Nominations shall be accepted by the Nominating Committee beginning sixty (60) days prior to the election. The duties of the Nominating Committee shall be to:
  - 1. Accumulate nomination ballots from members;
  - 2. Check qualifications of nominees;

3. Ascertain willingness of nominee to serve, with due consideration given to informing each nominee of the identity of the other nominees;
  4. Prepare the ballot;
  5. Mail the election ballots to the members at least 14 days prior to the election date;
- C. The Nominating Committee shall be appointed by the Board of Directors at least 60 days prior to the election; and
- D. Nominees for office must be members in good standing for the twelve (12) consecutive months prior to the election.

## **Section 2. Election Committee**

- A. The Election Committee shall be selected by the Board of Directors at least 30 days prior to the election. No member can serve on the Election Committee more than one (1) consecutive year. The Election Committee shall consist of three (3) members and shall not be the same persons as the Nominating Committee.
- B. The duties of the Election Committee shall be to conduct the annual election of Officers/Board of Directors in accordance with the procedures set forth herein.

## **Section 3. Election Procedures**

- A. The election date shall either be the first or second Sunday in September unless another date is established by the members.
- B. Ballots shall be pre-numbered, but the number shall not be assigned to a particular member.
- C. Pre-numbered ballots shall be mailed to each member at least fourteen (14) days prior to the election date. Members are responsible to ensure that the Club Secretary has his/her correct address.
- D. On election day, members shall bring their ballots in person to the meeting. No ballot, other than absentee ballots, may be cast and counted unless the member who brings the ballot is there in person and personally gives it to the Election Committee.
- E. Each pre-numbered ballot shall be given in person to the Election Committee. The Election Committee shall check the member against the

current membership list without making any assignment of the pre-numbered ballot number to the member.

- F. Once the pre-numbered ballot is determined to be presented by a current member, the ballot shall be placed in the ballot box for counting.
- G. Once the Election Committee determines that all ballots have been properly cast, the Committee shall begin the process of counting the ballots. Any member may observe the counting process, so long as such member does not attempt to interfere in the counting process.
- H. The Election Committee shall include the properly received absentee ballots in the ballot box for counting. Proper absentee ballots should be checked to the membership list prior to checking in-person ballots.
- I. The nominee for each office and the At-Large Director shall be elected by a plurality of votes.
- J. Once all votes are counted, the Election Committee shall announce the results. The results of the Election Committee shall be final.
- K. No member shall be able to receive a replacement for a lost ballot.

#### **Section 4. Absentee Ballots**

Any member who cannot be present on election day may cast an absentee ballot by following these procedures:

- A. Place the proper pre-numbered ballot inside a sealed envelope.
- B. The member must sign and print his/her name on the outside of the sealed envelope.
- C. The sealed envelope must be placed in a separate envelope addressed and mailed to the Secretary, Smoky Mountain Shaggers, PO Box 53151, Knoxville TN 37950.
- D. The Secretary of the Club shall accumulate any absentee ballots received **prior to** the Friday before the election. If the Secretary is running for any office, then the Secretary and a member not running for office shall receive the ballots.
- E. Any absentee ballot not received prior to the Friday before the election shall not be counted.

- F. The Secretary shall open the addressed envelopes and give the sealed envelopes inside to the Election Committee on election day to be counted as ballots.
- G. The Election Committee shall open the sealed envelopes. The signature on the sealed envelopes shall be checked against the current membership list.
- H. Absentee ballots properly received, signed, and compared to the current membership list shall be added to all other ballots for counting by the Election Committee.

### **Section 5. Installation of Officers and Board of Directors**

Newly elected Officers/Board members shall be installed at the next regular meeting of the members following the election. Notwithstanding, newly elected Officers/Board members shall commence their respective office, effective as of October 1.

## **ARTICLE VII. COMMITTEES**

### **Section 1. Creation**

The Club may have such committees as the Board of Directors may from time to time determine to be needed to facilitate the business affairs of the Club.

### **Section 2. Standing Committees**

The Club shall have the following Standing committees.

- A. Smoky Mountain Boogie (SMB). Sub-committees (i.e., Registration, Hospitality, Greeters, 50/50, Dance Floor) will be established under the direction of the SMB chairperson.
- B. Membership
- C. Hospitality (Member Care)

### **Section 3. Authority**

Any committee shall have the authority and duties as delegated to it by the Board.

#### **Section 4. Duration**

Except for standing committees, any committee shall end when the essential functions of the Committee have been accomplished.

### **ARTICLE VIII. OTHER**

#### **Section 1. Amendment of By-laws**

The Club membership may from time to time amend the By-laws in accordance with Article III, Section 6.

#### **Section 2. Dissolution**

The Club membership may decide to dissolve the Club in accordance with Article III, Section 6.

These By-Laws were approved by show of hands at the June 6, 2009, meeting of the full membership at the Holiday Inn, Cedar Bluff. A quorum was determined present by Dave Mitchell and Bill Linam.