

BYLAWS OF CHOO CHOO SHAG CLUB.....Revised 2013

This constitutes the bylaws of the **CHOO CHOO SHAG CLUB**, an organization devoted to the enjoyment and preservation of **BEACH MUSIC** and **SHAG DANCING**.

Article I - Membership

Section I. Classes:

Choo Choo Shag Club (the "organization") shall have four (4) classes of memberships:

1. Charter Members - members who joined Choo Choo Shag Club prior to May, 1995
2. Members - members who joined Choo Choo Shag Club after May 2, 1995
3. Honorary Members - members nominated by the Board of Directors and elected by the membership.
4. Lifetime Members - members who have previously served as elected President for a minimum of one (1) year. This courtesy is extended to the spouse.

Section II.

The rights and privileges of all classes of members shall be the same, except that honorary members are not entitled to vote.

Section III.

The number of members shall be unlimited.

Section IV.

Each charter and general member in good standing, who pays annual dues, shall be entitled to vote on all matters put before the membership. Lifetime members in good standing are extended the courtesy of Not paying annual dues but retain the right to vote on all matters. This also applies to their spouse.

Section V.

You must be 21 years of age to be a member of the Choo Choo Shag Club. No one under the age of 21 years will be allowed to attend a Shag Club-sponsored function.

Article II - Duties of Membership

Section I

It shall be the duty of each member of this organization to:

1. Pay all dues and assessments promptly;
2. Attend as many meetings and functions of the organization as possible;
3. Recognize and comply with all provisions of the Bylaws;
4. Be courteous to all members and visitors;
5. Never speak falsely or maliciously about a member or defame the character of a member;
6. Refrain from conduct contrary to the purpose(s) of the organization;
7. Exercise moderation and prudence in the consumption of alcoholic beverages at meetings and other events; obey all federal, state and local laws regarding such use and consumption; refrain from any unlawful use of drugs; and
8. Honor dress codes and rules of conduct established by the Board of Directors or the membership.
9. Respect the privacy of other members and the integrity of the Club by ensuring that Club information is used strictly for Club operations as deemed appropriate by the Board of Directors. Specifically, email addresses, phone numbers and other personal information must not be disseminated for reasons other than activities approved by the Board of Directors.

Section II.

Failure to perform the duties of membership 1 thru 9 may constitute grounds for removal from office and/or membership. No member shall be removed from office and/or membership prior to being given the opportunity to respond to specific grounds for removal at a membership meeting.

Article III - General Membership Meetings

Section I.

There shall be quarterly general membership business meetings commencing in April of each calendar year at a time and place set by the Board of Directors. Any other business meetings will be held at such time and place as the Board of Directors designates. Minutes of business meetings shall be kept by the Secretary.

Section II.

Written, printed or electronic transmission notice stating the place, day and hour of any meeting of members shall be provided to members in good standing not less than thirty (30) days or not more than sixty (60) days before the date of such meeting.

Section III.

Ten percent (10%) of the membership (but not less than 10 persons) shall constitute a quorum. A simple majority of those voting shall prevail at any business membership meeting with the exception of a Bylaw change or the removal of officers, directors, and members, in which case a two-thirds (2/3) majority of those attending the meeting is needed.

Section IV.

Social meetings for the enjoyment and instruction of the Shag shall occur at least weekly at the time and place to be named by the Board of Directors. When it is not practicable to hold any particular weekly meeting, such meeting may be canceled by the Board of Directors.

Section V.

Special business meetings of the membership can be called by petition bearing the signatures of 20 percent (20%) of

the membership.

Article IV - Membership Dues

Section I.

The annual dues of each member shall be established by the Board of Directors each year. Honorary members shall not pay dues. Resident lifetime members may secure voting rights by choosing to pay annual dues.

Section II.

Dues for members shall be as follows: April 1 through March 31 of each year.

Section III.

Renewal dues are required to be paid no later than March 31. After that date, memberships are automatically terminated.

Section IV.

Any additional membership fees must be approved by the membership. Assessments for special needs or functions must be approved by the Board of Directors.

Section V.

Should a member resign from the organization, all dues, fees, or assessments collected shall remain the property of the organization.

Section VI.

Renewal dues of any member suffering a significant financial hardship may be waived, modified, or delayed by the Board of Directors (at their sole discretion) on a case-by-case basis.

Article V - Management

Section I.

The management of this organization shall be vested in the Board of Directors which shall always be subject to the will of the membership and these Bylaws.

Section II.

The Board of Directors shall consist of the five (5) executive officers: President; Vice-President (Social); Vice-President (Membership); Treasurer; and Secretary; elected by the membership plus the five (6) standing committee chairpersons (Publicity, Communications, Memberships, Parties, and Music/Dance and Shag Tracks) appointed by the incoming executive officers (See Article IX).

Section III.

Funds of the organization shall be withdrawn from the bank or banks with which they are on deposit only by the President (or Acting President) or the Treasurer. Expenditures exceeding \$150.00 must be approved by the Board of Directors. Expenditures approved by the Board may be paid by check.

Article VI - Post-Organization Elections

Section I.

Annual elections, except during the first year of the organization, shall be held in December. Not less than sixty (60) days prior to the annual election, the President shall appoint, with the approval of the Board of Directors, a nomination committee of three (3) members.

Section II.

The nominating committee shall receive written recommendations from the membership and select nominees for each expiring executive office to serve for one (1) year. All officers may serve as often as elected or appointed.

Section III.

The nomination committee shall interview all candidates for office, decide upon the names of candidates for election and submit the written slate to the members not less than twenty (20) days prior to the annual election.

Section IV.

No member shall cast more than one ballot. The use of proxies and absentee ballots shall not be allowed. The votes shall be immediately tabulated by the nomination committee and the results presented to the membership. A plurality of the votes cast shall elect (i.e., the candidate receiving the largest number of votes shall be declared elected). In case of a tie among the candidates receiving the largest number of votes, the tie will be broken by additional ballots.

Section V.

Officers and directors shall take office on January 1 and shall serve for a regular term of one (1) year.

Section VI.

A vacancy on the Board of Directors, or in any office except the office of President, shall be filled by vote of the Board of Directors. In the event of a vacancy in the office of President, the Vice-President (Social) shall become President and the resulting vacancy filled by vote of the Board.

Article VII - Duties of Officers and Directors

Section I.

General: The duties of the officers and directors shall be as their general usage would indicate and as provided herein and as may be assigned to them respectively by the Board from time to time. Officers are expected to attend all the organization's meetings.

Section II.

Chairman of the Board: The President is also the Chairman of the Board. He/she shall preside at all meetings of the Board of Directors of the organization.

Section III

The President shall:

- a) As chief officer of the organization be responsible for supervision of the planning and execution of all projects, activities, and affairs of the organization, subject to the control of the Board;
- b) Preside at all membership meetings of the organization;
- c) Have the authority to appropriate such funds of the organization as may be necessary for the liquidation of the expenses of the corporation; provided, however, that any unusual expenses (i.e., over \$150.00) shall be subject to approval of the Board of Directors in advance of the expenditure;
- d) Assign projects and duties to each officer, director or committee chairperson as may be deemed appropriate;
- e) Be the principal representative of the organization to the general public and act in such capacity for the best interest of the organization;
- f) Cause the organization's financial records to be audited by the Board yearly;
- g) Cause tax returns of any type to be timely filed (and any taxes paid) with the appropriate government agency and comply with all laws regarding the issuance of information returns (for example, Forms 1099 and W-2).

Section IV. The Vice-President (Social) shall:

- a) Preside in the absence of the President;
- b) Be directly responsible to the President and carry out all assigned duties;
- c) Be directly responsible for carrying out all affairs of the organization relating to parties, including music, dance events, and dance instructions; and
- d) Supervise and coordinate the activities of the Directors for Parties and Music and Dancing.

Section V. The Vice-President (Membership) shall:

- a) Preside in the absence of the President and Vice-President (Social);
- b) Be directly responsible to the President and carry out all assigned duties;
- c) Be directly responsible for carrying out all affairs of the organization relating to the acquisition and retention of new members, including publicity, attendance records, directories and intra-club communications, newsletters
- d) Supervise and coordinate the activities of the Directors for Publicity, Communications, and Membership.

Section VI. The Secretary shall:

- a) Cause the giving of notice of all regular and special meetings of the Board and the membership and shall keep a permanent record of the minutes of such meetings;
- b) Be custodian of all official non-financial records of the organization;
- c) Handle pertinent correspondence to members, prospective members, and other organizations; and
- d) Keep a record of all members and their addresses and telephone numbers.

Section VII. The Treasurer shall:

- a) Issue notice of dues, fees, or assessments payable and be responsible for the collection thereof;
- b) Collect and record all monies belonging to or paid into the organization;
- c) Deposit all funds of the organization, with the exception of petty cash, in suitable financial institution(s) selected by the Board of Directors. The account(s) shall be in the name of the organization;
- d) Have custody of any account, ledger books, or other financial records and keep them current;
- e) Disburse funds and reimbursements as required and maintain documentation of the same;
- f) Report on the financial condition of the organization at each Board and membership meeting;
- g) Prepare a report for audit by his/her successor;
- h) Provide a complete financial report for presentation at each quarterly general membership meeting; and
- i) Assist the President in complying with all tax laws.
- j) Prepare a quarterly financial report for publication in the Club Newsletter.

Section VIII. Directors shall (in addition to their duties as members of the governing Board of Directors):

- a) Supervise committees and coordinate the activities assigned to them;
- b) Conduct general meetings under their supervision; and
- c) Report all activities to their Vice-President.

Article VIII - Other Meetings

Section I.

The annual election meeting of the organization shall be held in December of each year and notice of such meeting shall be mailed or electronically transmitted to each member at least twenty (20) days prior thereto. Meeting information shall be contained within the body of the electronic transmission and not as an attachment.

Section II.

Meetings of the Board of Directors shall be held at least bi-monthly at prearranged dates or at the call of the President. At all meetings of the Board of Directors, a majority shall constitute a quorum.

Section III.

Special meetings of the membership or of the Board of Directors shall be called by the President or by the Secretary at the request of at least three (3) Directors.

Article IX – Committees

Section I.

The Standing Committee and the principal duties of each are:

1. Publicity: reporting to the Vice-President of Membership
 - Advertising
 - Public/media relations
 - Newsletter
 - Website
2. Membership: reporting to the Vice-President of Membership
 - Doorkeeper
 - Membership Directory
3. Parties: reporting to the Vice-President of Social
 - Facilities
 - Food
 - Decorations
 - Cleanup
4. Music/Dance: reporting to the Vice-President of Social
 - Weekly Lessons
 - Weekly DJ and Music
 - Dance Workshops
 - Dance Floor
5. Communications: reporting to the Vice-President of Membership
 - Telephone Committee
 - Sunshine Committee Weekly electronic transmission of club based news
6. Shag Tracks: Appointed by the President and approved by the Board for a period of one year. Chairperson shall report directly to the President. Responsible for all aspects of Shag Tracks. All Standing Committee Chairpersons and other persons involved in Shag Tracks will report directly to this Chairperson for that specific event only.

Section II.

The Board of Directors shall determine the necessity of ad hoc committees necessary to fulfill the object and purpose of the organization. All ad hoc committee chairpersons shall be appointed by the President.

Article X - Rules of Order

Robert's Rules of Order shall govern the proceedings of all meetings of the organization and its constituent parts, except as provided in these Bylaws.

Article XI - Authority to Bind

No member of this organization shall contract for or incur any debt or enter into any agreement or otherwise obligate this organization, except by authorization of the Board of Directors.

Article XII - Amendments

The Bylaws may be amended by a two-thirds (2/3) vote of the members present at any general or special meeting, provided written or electronic transmission notice of the proposed action has been given each member at least thirty (30) days prior thereto.

Article XIII - General

All books and records of the organization of any type are open to inspection by any member.

All funds of the organization not needed for current expenditures shall be deposited in interest-bearing accounts or certificates. No funds may be loaned to any member of the organization.

The Board of Directors may accept on behalf of the organization any contribution, gift, bequest, or devise. However, such transfers may be rejected when acceptance is not in the best interest of the organization.

Guest(s) of members may be charged a predetermined fee to attend functions. The number of guests and the amount of the fee may be set by the Board of Directors. Dress codes for any function may be established by the Board.

No member may be compensated for the performance of services for the organization without the approval of the Board of Directors. Such compensation must be made by check.

No Club member, Club officer or member of the Board of Directors shall profit from any activity associated with or sponsored by the Choo Choo Shag Club without first obtaining formal approval by the Board of Directors. Such approval shall be obtained through a vote of the Board of Directors.

No member may contract for the furnishing of goods to the organization without the approval of the Board of Directors. Payment for such goods shall be by check.

The name "Choo Choo Shag Club" and the organization's logo (copy attached as Exhibit A) may only be used by or on behalf of this organization as and when authorized by the Board of Directors. All sales of novelties, specialties, clothing, and other items to or by this organization, or to its members and guests at official organizational functions, must be approved by the Board. The Board may determine that a percentage of any such sales shall be paid to the organization.

These bylaws were adopted by a meeting of the membership held at 7:00 p.m. on

July 21, 2011 at Chattanooga Billiard Club, Chattanooga, TN.

President, Choo Choo Shag Club

Secretary, Choo Choo Shag Club

Vice-President (Membership), Choo Choo Shag Club

