

By – Laws
Bluefield Area Shag Society (B.A.S.S.)
November 7, 2006

ARTICLE 1 – NAME

The name of this club shall be the Bluefield Area Shag Society incorporated under the laws of the State of West Virginia.

ARTICLE 2 – OBJECT

The objective for this “not-for-profit” organization shall be to have **FUN** while promoting beach music and shag dancing.

ARTICLE 3 – MEMBERS

The membership of the club shall be limited to 250 persons.

SECTION 1 – Membership will be open to all persons 21 years or older who share the objectives of the club. Applications for membership must be accompanied by the first year’s dues.

SECTION 2 - The club dues shall be \$20.00 per person per year, due by January 1. The club shall follow the calendar year, January – December. All members, whose dues are in arrears after January 31, shall be dropped from the club. Dues for new members shall be prorated as follows: 1st Qtr – 100%; 2nd Qtr – 75%; 3rd Qtr - 50%; 4th Qtr - 25%.

ARTICLE 4 – 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 by-laws and the parliamentary authority adopted by the club.

ARTICLE 5 – 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 will, in all things, obeying the Club's By-Laws.
 5. Shall appoint the Nominating Committee by August 1 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 member to fill any unexpired offices.
 8. Shall approve minutes from previous meeting(s).

- **Vice President**
 1. Shall assume the duties of the President in his/her absence.
 2. Shall act as Club Parliamentarian.
 3. Shall maintain and update the telephone directory
 4. Shall be the chairperson for the Dance Instruction committee

- **Secretary**
 1. Shall keep minutes of the Club meetings.
 2. Shall read the minutes of the previous meeting.
 3. Shall conduct all Club correspondence as directed.
 4. Shall maintain a list of all Club officers and committee members.
 5. 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.
 5. Shall complete financial statement at the annual meeting.

6. Shall keep records of all dues paid by members and keep a current record of the general membership with addresses and phone numbers.

- Social Director

1. Shall be the architect of all Club social events (except Monday night dance).
2. Shall give monthly reports of upcoming social events relative to BASS and other Shag Clubs.
3. Shall be the chairperson for the Social committee.
4. Shall assist the Club Secretary on all Social Event correspondence.
5. Shall be the Club representative for all advertisements, and announcements to the news media.

ARTICLE 6 - BOARD OF DIRECTORS – The board of directors shall be composed of the club’s officers (past yr. and present yr.) plus three club members.

SECTION 1 - The Board Of Directors will manage all Club decisions. All Club business will be conducted before the Board Of Directors. All decisions will 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 will 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 will rotate officers in accordance with the election process. Elected members of the Board shall chair, co-chair, or serve on at least one standing special committee.

ARTICLE 7 – 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 majority of the Board members.

The President or Vice President shall conduct impromptu meetings during normal Club dance sessions. The intent of the meeting is to solicit a popular vote on specific Club activity. Whether to hold special events promote activities, and other Socials will be determined by the popular vote of the Club.

ARTICLE 8 - STANDING COMMITTEES

The President shall appoint a chairperson to special and standing committees as necessary, with the Board of Directors approval.

ARTICLE 9 – CLUB MONIES

SECTION 1 – DEFINITION – All monies, i.e., dues, imitation fees, 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 10

These By-Laws 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: _____
By-Laws Committee Chairman

Approved by: _____ Date: _____
President

ATTACHMENT TO BY-LAWS - TO BE USED AS A GUIDE FOR COMMITTEES

SOCIAL COMMITTEE

The Social Committee shall plan and conduct all club social functions. Events planned and conducted by the committee are:

1. Spring Social
2. Shag Picnic @ Graham Park
3. Mid Summer Social
4. Fall Social @ Fincastle
5. Christmas Party

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 meeting. 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 will not result in any financial loss to the Club.

Funds or financial commitments for Social Events shall be approved by the Board of Directors.

DANCE INSTRUCTION COMMITTEE

The Vice President will be the chairperson of the dance committee.

BASS will support two dance instructors each year. The Board of Directors shall set compensation for the instructors should the need arise.

Weekly dance lessons are to be conducted by the Dance Committee. Dance instruction will be setup on a month-by-month basis. The committee will report on the next month schedule at each Board meeting. The Dance committee will co-ordinate special events with the Social Committee such as formal workshops.

CLUB NEWSLETTER – WEBSITE COMMITTEE

The Newsletter / Website Committee shall develop a bimonthly newsletter and maintain the Club website. All newsletter and website content must be approved by the Board.

All Club members' Telephone and email lists are to be maintained by this committee. This committee will at the direction of the chairman, communicate information deemed necessary by the President to each Club member in a timely manner.

ADVISORY COMMITTEE

The Advisory Committee shall be composed of the committee chairpersons. This committee shall advise and assist the President at his/her discretion.

1. The Advisory Committee shall make recommendations to the Board of Directors concerning facility costs, usage, and best practice ideas.

NOMINATING COMMITTEE

The Nominating Committee shall be appointed by the President by August 1. The nominating Committee shall present a slate of officers and Board members at the October monthly meeting. Consideration will be given for election of officers at the November meeting. The nominating committee shall meet prior to approaching possible candidates.

Suggestions for BASS committees:

Social Committee:

Chairperson:

Dance Instruction Committee:

Chairperson:

Club Newsletter – Website

Chairperson: