

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. Non-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 attend Club functions. A membership is not 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 cost of annual dues and may establish policies for reduced rates for 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 that member shall be dropped from the membership roll after written notification by email and/or text message.
- B. Members shall be notified in writing by email and/or text message 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 their dues after delinquency shall be reinstated as of the date the dues are paid current.

Section 5. Membership Meetings

- A. Annual Meeting – The annual meeting for election of Officers shall be held in September.
- B. Reports- The general membership shall be provided routine information by email about club activities and operations.
- 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 Officers/Board members.
 - 4. Approve non-budgeted expenditures more than \$500, exclusive of the Smoky Mountain Boogie.
 - 5. Elect Officers/Board members.
 - 6. Approve charities and the dollar amount(s) of charitable gifts.
 - 7. Consider any matter(s) brought up at a meeting of the general Membership or voting procedure.
- 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. It shall be the responsibility of the Secretary to determine the existence of a quorum.
4. The method of voting procedure shall be determined by the Board of Directors.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Board Members

The Board of Directors shall consist of the five current officers. The past President may 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. The Board shall establish and approve an annual budget at the beginning of the fiscal year.

Section 3. Term of Office

The term of the Board shall be two (2) years. 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 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. Any Club member can attend a 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, Treasurer, and Member-at-Large.
- 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 two (2) years or until their successors are installed.
- B. The term of office, two years, 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.
- D. No member shall be eligible to serve more than two (2) consecutive terms in any capacity. The Board may waive this restriction if there are no qualified nominees for a position.

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. Co-signing Club checks with the Treasurer.
 - 7. Shall attend or identify a delegate from the club to represent the Club at the Association of Carolina Shag Clubs and America Bop Association meetings.
- 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 Treasurer.
4. Keeping balanced records always agreeing with monthly bank statements.
5. Preparing and distributing monthly financial statements to the Board.

E. The **Member-At-Large** duties include:

1. Be a communication liaison between the Board and the membership concerning Board decisions and general membership concerns and suggestions.
2. Coordinate activities of the Membership and Community Outreach committees.
3. Such other duties as the Board may from time to time define.

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 Officers

The 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 non-budgeted Club expenses. This expenditure shall be itemized.

Section 7. Meetings

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

ARTICLE VI. OFFICER/BOARD ELECTIONS AND VOTING

Section 1. Nominations

- A. Any member of the Club may be nominated either by themselves or by any other member by giving the Nominating Committee a written nomination.
- B. The Nominating Committee shall be appointed by the President and approved by the Board of Directors at least 60 days prior to the election; and nominations shall be accepted by the Nominating Committee beginning sixty (60) days prior to the election date. The nomination Committee shall have the discretion to close nominations.
- C. The duties of the Nominating Committee shall be to:
 - 1. Accumulate written nominations from members for elections.
 - 2. Check qualifications of nominees for officer/director candidates.
 - 3. Ascertain willingness of any nominee to serve, with due consideration given

to informing each nominee of the identity of the other nominees and duties of any office.

4. Prepare the ballot of candidates to be put on a ballot, and
 5. Send the ballot to each member at least 14 days prior to the election or voting date.
- E. If there is only one nominated candidate for any officer position, then that candidate shall automatically be installed without the election of the members. If there is only one candidate for all officer positions, then there shall be no election by the members and all candidates shall be automatically installed.

Section 2. Election Committee

- A. The Election Committee shall be appointed by the President and approved 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 in accordance with the voting procedures set forth herein.

Section 3. Voting Procedures

- A. General Voting Procedures
1. For an election of Officers/Board of Directors, the election date shall either be the first or second Sunday in September unless another date is established by the Board.
 2. During an election, the winning candidate for each office shall be elected by a plurality of votes.
- B. In-Person Paper Ballot
1. Ballots shall be sent to each member at least fourteen (14) days prior to the voting date. Members are responsible to ensure that the club Secretary has their correct contact information.
 2. On election day, prior to a time established by the Board, 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.
 3. Each ballot shall be given in person to the Election Committee. The Committee shall check the member against the current membership list and record that member has voted.

4. Once the ballot is determined to be from a current member, the ballot shall be placed in the ballot box for counting.
5. 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 they do not attempt to interfere in the counting process.
6. Proper absentee ballots should be checked against the membership list prior to checking in-person ballots. The Election Committee shall include properly received absentee ballots in the ballot box for counting.
7. Once all votes are counted, the Election Committee shall announce the results. The results of the Committee shall be final.

C. On-Line Voting Procedure

1. The Club shall use a commercially available and highly secure online voting system that is accessible by cellphone and computer to all members for voting purposes.
2. The Board shall select a qualified voting system administrator who is familiar with the capabilities of and can be registered with the online election system.
3. Online voting shall be secret. The online voting system shall ensure voter anonymity. Voters' choices on the ballot shall not be linked to voters. No one shall have access to the voting choices made by individual voters. The on-line system shall only allow each voter to cast one ballot per vote.
4. With assistance from the voting system administrator, candidates for an election shall be entered into the system by the Nomination Committee. For other matters, the voting system administrator will enter issue questions into the voting system under the direction of the Board.
5. The voting system shall automatically create a unique link per voter, with a random secret access key and password for each voter. On-line voting shall be enabled for each member by the voting system administrator and verified by the Election Committee.
6. Access to on-line ballots shall be sent to members in emails and/or cell phone text messages at least fourteen (14) days prior to the voting date. Members are responsible to ensure that the Club Secretary has their correct email and/or cellphone information.
7. Members are responsible for checking their text messages and email (inbox, trash, spam and junk folders) before contacting the voting system administrator about resending a voter notification.
8. After a voter has submitted the ballot on-line, the voter will be sent a

confirming receipt.

9. The online voting system shall allow access by the Election Committee to monitor the progress of voting without providing access to voter choices. Access to election results shall be accessible only after on-line voting has ended on the voting date. The Election Committee shall announce the results. The results of that committee shall be final.
10. Due to the nature of on-line voting, there shall be no absentee voting.

Section 4. Absentee Voting Procedure

Any member who cannot be present on election day for in-person paper ballot voting may cast an absentee ballot by following these procedures:

- A. Request a paper ballot from the Club Secretary.
- B. Place the ballot inside a sealed envelope.
- C. The member must sign and print their name on the outside of the sealed envelope.
- D. 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.
- E. On the Friday before the election, the Club Secretary shall collect all absentee ballots from the post office box. If the current Secretary is running for any office, then the Secretary and any member not running for office shall retrieve the ballots from the post office box.
- F. Any absentee ballot not received by the Friday before the election shall not be counted.
- G. The Secretary shall open the addressed envelopes with any member of the Election Committee present and give any sealed envelopes inside to the committee on election day.
- H. The Election Committee shall check the name and signature on the sealed envelopes against the current membership and open the sealed envelopes.
- I. Absentee ballots properly received, signed, and checked off the current membership list shall be added to all other ballots for counting by the Election Committee.

Section 5. Officer/Board Installation

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 on October 1.

ARTICLE VII. COMMITTEES

Section 1. Creation

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

Section 2. Standing Committees

The Club shall have the following standing committees.

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

Section 3. Authority

Any committee shall only have the authority and duties as delegated to it by the Board. The Board shall annually establish detailed responsibilities for standing committees.

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.

Section 3 - Effective Date of By Laws

These By Laws were approved by the membership of Smoky Mountain Shaggers (SMS) as of the 1st day of May, 2023. The effective date of these By Laws shall be the date approved by SMS membership. All previous by laws of SMS are hereby replaced, including but not limited to any restrictions on the terms of office for board members / officers prior to the effective date of these By Laws.