

# **ELECTRIC CITY SHAG CLUB, INC.**

**BY-LAWS**  
(plus Policy Statements shown at end of document)

**UPDATED 10/18/2014**  
(Previous By-Law changes are contained at the end of this document)

# **THE ELECTRIC CITY SHAG CLUB, INC.**

## **BY-LAWS**

### **ARTICLE I**

The name of this organization shall be **THE ELECTRIC CITY SHAG CLUB, INC.**

### **ARTICLE II – OBJECTIVES**

The objectives of **THE ELECTRIC CITY SHAG CLUB, INC.**, shall be to preserve and promote the Shag and the rhythm and blues beach music sound “for we feel everyone should know how to Shag before they die.”

### **ARTICLE III – ORGANIZATIONAL POLICY**

**THE ELECTRIC CITY SHAG CLUB, INC.** is hereby declared non-profit. It shall not have any power to issue certificates of stock or declare dividends, and no part of its net earnings shall inure to the benefit of any member, director, or individual. The balance, if any, of all money received by the Corporation from its operations, after the payment in full of all debts and obligations of the Corporation of whatever kind or nature, shall be used and distributed exclusively for the promotion and development of the objectives as stated in Article II.

### **ARTICLE IV - MEMBERSHIP**

Membership in this organization shall be open to all persons 21 years of age or older regardless of race, creed, or sex (those persons interested in the work and purposes for which this organization was established). Benefits for membership are to be determined by the Board of Directors for **THE ELECTRIC CITY SHAG CLUB, INC.** Unacceptable conduct could result in termination of membership. Outgoing Presidents, upon completion of their term, shall receive Lifetime Membership on **THE ELECTRIC CITY SHAG CLUB, INC.**

### **ARTICLE V – DUES**

Annual dues for all classes of membership shall be fixed by the Board of Directors. Dues shall become payable February 1 and shall be delinquent if not paid by April 1.

Dues for a new member joining after September 1 shall be one-half of the yearly rate. NOTE: The definition of a new member is one who has NEVER BEFORE been a member of **THE ELECTRIC CITY SHAG CLUB, INC.**

## ARTICLE VI – OFFICERS AND THEIR DUTIES

### Section 1:

The officers of **THE ELECTRIC CITY SHAG CLUB, INC.**, shall be a President, Vice President, Secretary, and Treasurer, the Immediate Past President and the three (3) members-at-large. The President shall serve as Chairman.

### Section 2:

A candidate for office shall:

- a. be a member in good standing
- b. have a working knowledge of Parliamentary Procedure
- c. have demonstrated leadership capabilities

### Section 3:

Additional qualifications for specific offices shall be as follows:

- a. A candidate for Secretary shall be proficient in recording and transcribing.
- b. A candidate for Treasurer shall have previous experience in record keeping and financial reporting.

## ARTICLE VII – NOMINATIONS AND ELECTIONS

### Section 1:

There shall be a Nominating Committee composed of three (3) members appointed by the President.

- a. From the three (3) appointed, the President shall appoint the Chairman.
- b. The Nominating Committee shall be responsible for soliciting, screening and presenting a slate of candidates, **to the membership**, thirty (30) days prior to the annual election, for the offices of President, Vice President, Secretary, Treasurer, and three (3) members at large in accordance with Article VI of these By-Laws.
- c. Additional nominations may be made from the floor at the time of elections provided qualifications are in order.

### Section 2:

Elections:

- a. Officers shall be elected by ballot and a majority vote shall elect. If no candidate receives a majority vote, balloting will be repeated on the two (2) candidates receiving the highest number of votes.
- b. ~~Written and sealed proxies will be accepted before the election and must be given to a member of the Board of Directors.~~ **Members may vote by absentee voting. The member may vote by mail with the absentee ballot sent to the ECSC PO Box or by giving a sealed envelope with the absentee ballot to a member of the Board. In either case there can only be one**

absentee ballot in each sealed envelope, and the member's signature must be either on the ballot or on the envelope, and the word 'ballot' must be on the outside of the sealed envelope. All absentee ballots must be in the hands of a Board member prior to the election.

## **ARTICLE VIII – OFFICERS**

### **Term of Office, Vacancy in Office, Removal from Office**

#### **Section 1:**

a. The term of office for the President, Vice President, Secretary, Treasurer, Immediate Past President, and three (3) members at large shall be one (1) year or until their successors are elected. The President, Vice President, and Immediate Past President shall not serve more than one (1) consecutive term in the same office unless re-elected. The Secretary, Treasurer, and the three (3) members-at-large may be re-elected but may not serve more than two (2) consecutive terms in the same office.

b. Officers shall assume office on March 1<sup>st</sup> following their election in December of the previous year.

#### **Section 2:**

##### **Vacancies in Office**

In the event of a vacancy in any office not provided for elsewhere in these By-Laws, the Board of Directors shall appoint a member to serve until the next election, provided this member meets the qualifications of this office.

#### **Section 3:**

##### **Removal from Office**

An officer who fails to perform the required duties shall be removed from office by the Board of Directors.

#### **Section 4:**

##### **Resignation from Office**

An officer who, for any reason, is unable to perform the duties for a period of ninety (90) days shall submit a resignation to the Board of Directors.

## **ARTICLE IX – DUTIES OF OFFICERS**

#### **Section 1:**

In addition to the duties set forth in these By-Laws, officers shall perform such duties as are implied by their respective offices and as are consistent with standard parliamentary procedure.

#### **Section 2:**

The President shall:

- a. be Chairman of the Board of Directors
- b. be ex-officio a member without vote of all committees except the Nominating Committee;

- c. in the event of a vacancy in a committee chairmanship, have the power to appoint a chairman from among the members of the committee in which the vacancy occurred;
- d. appoint, subject to the approval of the Board of Directors, committee members to fill vacancies occurring during the year;
- e. appoint special committees subject to the approval of the Board of Directors.

Section 3:

The Vice President shall:

- a. assist the President throughout the year;
- b. assume the duties of the President in the President's absence.

Section 4:

The Secretary shall:

- a. record, transcribe, and keep the minutes of all regular and specials meetings;
- b. maintain a current list of officers, committees, and members;
- c. serve as custodian of important documents and records, except financial records.

Section 5:

The Treasurer shall:

- a. be custodian of all funds;
- b. keep a detailed account of receipts and disbursements and furnish a financial report to the Board of Directors;
- c. close the Treasurer's books two (2) weeks prior to March 1<sup>st</sup>. Two members will be appointed by the President to audit the books.

Section 6:

Transfer of Files:

- a. On March 1<sup>st</sup>, a retiring officer shall transfer files and records in his/her possession to his/her successor.
- b. An officer vacating an office before the expiration of a term shall immediately transfer to his/her successor the records of that office.

Section 7:

The Members-at-Large shall:

- a. maintain regular contact with members of THE ELECTRIC CITY SHAG CLUB, INC. as well as any other Board member and report to the Board concerns or recommendations of the members. In addition, they (or another designated Board member) shall contact members of the ELECTRIC CITY SHAG CLUB, INC. to determine degree of need at times when members are experiencing difficult times and they are to perform this function with a high degree of sensitivity for the privacy of the individual. If appropriate, report recommendations regarding actions that may be appropriate for the Board to take.

## **ARTICLE X – BOARD OF DIRECTORS**

### Section 1:

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past President, Chairmen of Standing Committees, and three (3) members at large.

There shall be an Executive Board of Directors consisting of the President, Vice President, Secretary, Treasurer, Immediate Past President, and the three (3) members-at-large.

### Section 2:

The Board of Directors shall:

- a) have charge of the property and financial affairs of **THE ELECTRIC CITY SHAG CLUB, INC.**; conduct the business of **THE ELECTRIC CITY SHAG CLUB, INC.**, and determine the policies, amend the By-Laws, and act upon other business as may come before it.
- b) conduct the business of **THE ELECTRIC SHAG CLUB, INC.**, determine the policies, annually review the By-Laws and amend them if necessary, and act upon other business as may come before it.

### Section 3:

The Board of Directors shall meet bi-monthly (February, April, June, August, October, and December) and at such other times as determined by the President. In addition the President shall call special meetings upon the request of five (5) members of the Board.

### Section 4:

A majority of the members of the Board of Directors shall constitute a quorum.

### Section 5:

Between Board meetings, the Executive Board shall have the authority to approve disbursements of funds from **THE ELECTRIC CITY SHAG CLUB, INC.** up to but not exceeding a total amount between Board meetings of \$1000 with an upper limit of \$500 for each individual disbursement. A majority of the members making up the Executive Board shall be required to approve each disbursement of funds. The President is authorized to obtain verbal ballots from each member of the Executive Board. At the next regularly scheduled Board meeting, the President shall report the amount(s) of the disbursement(s) and reason for the disbursement(s) and these shall be included with the minutes of that Board meeting. Also, the President shall notify all Board members as soon as practical following the approval of any and all disbursements.

## **ARTICLE XI – COMMITTEES**

### Section 1:

There shall be the following committees:

- a. Standing
- b. Special

Section 2:

Each Standing Committee shall consist of eligible members in sufficient number to carry out the duties of the Committee. The President shall be an ex-officio member of all committees, except the Nominating Committee, without a vote unless serving as a named member of the Committee.

Section 3:

On March 1<sup>st</sup>, committee chairperson shall immediately transfer the records of the committee to his/her successor.

Section 4:

The Standing Committees are:

- a. Membership
- b. Communications (formerly Publicity/Newsletter & Communications)
- c. Finance/Ways and Means
- d. Nominating
- e. Social
- f. Media
- h. Historian

Section 5:

The specific duties of the Standing Committees shall be as follows:

**Membership**

- a. The Membership Committee shall work toward maintaining and increasing the membership of **THE ELECTRIC CITY SHAG CLUB, INC.**

**Communications**

- a. The Communications Committee shall increase recognition of **THE ELECTRIC CITY SHAG CLUB, INC.** through newsletters, newspaper articles, etc. Also, the Communications Committee shall notify all members of meetings changes or plans.

**Finance/Ways and Means**

- a. The Finance/Ways and Means Committee shall serve as Advisory Committee to the Board of Directors on financial matters;
- b. draw up and submit to the Board of Directors a method, or methods, or augmenting funds of **THE ELECTRIC CITY SHAG CLUB, INC.**

The **Nominating Committee** shall be appointed and have the duties and responsibilities as outlined in Article VII.

The **Social Committee** shall be in charge of entertainment, such as dances, cook- outs, etc. for members only and their guests, unless otherwise noted.

The **Media Committee** shall act as a liaison between THE ELECTRIC CITY SHAG CLUB, INC. and all forms of media for the promotion of our club with particular emphasis on an effective Web Site.

The **Historian** shall be responsible for maintaining the historical documents of the club.

Section 6:

Special Committees as deemed necessary from time to time to carry on the work of **THE ELECTRIC CITY SHAG CLUB, INC.**, may be created by the President with the approval of the Board of Directors. The President shall be an ex-officio member without vote of all Special Committees.

## **ARTICLE XII – PROHIBITION AGAINST SPECIFIED ACTIVITIES**

Notwithstanding any other provision of these By-Laws, **THE ELECTRIC CITY SHAG CLUB, INC.**, shall not carry on any other activities not permitted to be carried on by a Corporation exempt from Federal Income Tax under Section 501 (3) of the Internal Revenue Code (or other corresponding provisions of any future United States Internal Revenue Law) or by corporations, contributions to which are deductible under Section 170 (2) of the Internal Revenue Law.

## **ARTICLE XIII – DISSOLUTION**

In the event of dissolution of **THE ELECTRIC CITY SHAG CLUB, INC.**, the residual assets will be donated and transferred to one or more organizations which themselves are exempt as organizations described in Section 501 (3) and 170 (2) of the Internal Revenue Code of 1954 or other corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State or Local Government for exclusive public purpose.

## **ARTICLE XIV – FISCAL YEAR**

The fiscal year of **THE ELECTRIC CITY SHAG CLUB, INC.**, shall be designated by the Board of Directors.

## **ARTICLE XV – PARLIMENTARY AUTHORITY**

The rules contained in Robert’s Rules of Order Newly Revised shall govern **THE ELECTRIC CITY SHAG CLUB, INC.**, in cases to which they are applicable and in which they are not inconsistent with the By-Laws.



## **ARTICLE XVI – AMENDING BY-LAWS**

The By-Laws may be amended by a two-thirds (2/3) vote of the Board of Directors provided they have been submitted to the General Membership no later than thirty (30) days prior to the meeting at which they are to be acted upon with the exception that Articles III, and XII, and XIII, shall not be altered, amended, repealed, or any new By-Laws substituted if such action would in any way, manner, or form affect a change in the exempt status of **THE ELECTRIC CITY SHAG CLUB, INC.**, or in the purposes promoted by these articles.

## **ARTICLE XVII – GUESTS**

Non-members must pay to attend all functions. The Board will determine the amount of each function.

## **ARTICLE XVIII – RESTRICTIONS**

These By-Laws of THE ELECTRIC CITY SHAG CLUB, INC., are the only instruments that are repeatedly binding on the Officers, Board of Directors and members of THE ELECTRIC CITY SHAG CLUB, INC.

**THE FOLLOWING IS A RECORD OF 'BY-LAW' CHANGES ORGANIZED BY THE DATE OF THE BOARD MEETING WHERE THE CHANGES WERE APPROVED**

The following Amendments and Adoptions were voted upon the March 1989 meeting:

**AMENDMENT TO ARTICLE IV**

Any candidate for membership must be 21 years of age.

**ARTICLE XVII – GUESTS**

Non-members must pay to attend all functions. The Board will determine the amount at each function.

The following Amendments and Adoptions were voted upon at the October 1992 meeting:

**AMENDMENT TO ARTICLE IV – MEMBERSHIP**

Outgoing Presidents, upon completion of their term, shall receive Lifetime Membership in **THE ELECTRIC CITY SHAG CLUB, INC.**

**AMENDMENT TO ARTICLE V – DUES**

**NEW** members **ONLY** will be allowed to join for half-price after September 1<sup>st</sup> each year. If the **NEW** member chooses to pay the half-price membership fee, they would be required to pay one-half the cost of a guest ticket to attend the Christmas party.

NOTE: The definition of a **NEW** member is one who has **NEVER BEFORE** been a member of **THE ELECTRIC CITY SHAG CLUB, INC.**

The following Amendment and Adoption was voted upon at the July 1999 meeting of the Board of Directors, after having been presented to the General Membership at the June 1999 business meeting.

**AMENDMENT TO ARTICLE IV – MEMBERSHIP**

The following item will be deleted from Membership Requirements:  
Prospective members must have three sponsors in order to be considered a member of **THE ELECTRIC CITY SHAG CLUB, INC.**

Adopted and Approved in July 1999:

Kathie Bolender, President  
Mike Robertson, Vice President  
Ann Hammond, Secretary  
Brenda Anderson, Treasurer

The following Amendments and Adoptions were voted upon at the October 2002 meeting of the Board of Directors, after having been presented to the General Membership at the August 2002 business meeting.

**AMENDMENT TO ARTICLE V – DUES**

The following item will be deleted from the previous AMENDMENT TO ARTICLE V – DUES: If the NEW member chooses to pay the half-price membership fee, they would be required to pay one-half the cost of a guest ticket to attend the Christmas party.

#### **AMENDMENT TO ARTICLE X – BOARD OF DIRECTORS**

**Section 2b** shall read: conduct the business of THE ELECTRIC CITY SHAG CLUB, INC., determine the policies annually review the By-Laws and amend them if necessary, and act upon other business as may come before it.

#### **AMENDMENT TO ARTICLE XI – COMMITTEES**

The following changes are to be made to SECTION 4 and SECTION 5: in that the Standing Committees of Entertainment shall change to Social, the Telephone shall change to Communications; also, the addition of a Historian whose specific duties shall be to maintain the historical documents of the club.

The following Amendments and Adoptions were voted upon at the December 2002 meeting of the Board of Directors, after having been presented to the General Membership no less than thirty (30) days prior.

#### **AMENDMENT TO ARTICLE VIII OFFICERS**

##### **SECTION 1b**

Officers shall assume office on January 1<sup>st</sup> following their election in December of the previous year.

#### **AMENDMENT TO ARTICLE IX – DUTIES OF OFFICERS**

##### **SECTION 5c**

**Section 5c** shall read: close the Treasurer's books two weeks prior to January 1<sup>st</sup>. Two members will be appointed by the President to audit the books.

##### **SECTION 6a**

On January 1<sup>st</sup>, a retiring officer shall transfer files and records in his/her possession to his/her successor.

#### **AMENDMENT TO ARTICLE XI – COMMITTEES**

##### **SECTION 3**

On January 1<sup>st</sup>, committee chairperson shall immediately transfer the records of the committee to his/her successor.

The following Amendments and Adoptions were voted on at an emergency meeting of the Board of Directors on June 11, 2003, after having been presented to the General Membership no less than thirty (30) days prior.

#### **AMENDMENT TO ARTICLE XI – COMMITTEES**

The addition of **Media** to the Standing Committees is to be made to **Section 4** with an explanation of duties in **Section 5** which shall be to act as liaison between **THE ELECTRIC CITY SHAG CLUB, INC.** and all forms of media for the promotion of our club.

The following Amendments and Adoptions were voted on at the November 2003 Board Meeting, after having been presented to the General Membership no later than thirty (30) days prior.

### **ADOPTION OF ARTICLE XVIII – RESTRICTIONS**

These By-Laws of **THE ELECTRIC CITY SHAG CLUB, INC.**, are the only instruments that are repeatedly binding on the Officers, Board of Directors and members of **THE ELECTRIC CITY SHAG CLUB, INC.**

The following Amendments and Adoptions were voted upon at the April 9<sup>th</sup>, 2008, meeting of the Board of Directors, after having been presented to the General Membership no less than thirty (30) days prior.

### **AMENDMENT TO ARTICLE VIII – OFFICERS**

#### **Section 1b**

Officers will assume office on March 1<sup>st</sup> following their election in December of the previous year.

It is the Board's recommendation that this change be made in order to allow the same Officers to continue to serve through the Storm Party each year and allow time for the outgoing administration to finish all Storm business. This change also allows for the new slate of Officers to begin with the next year's event planning.

### **AMENDMENT TO ARTICLE IX – DUTIES OF OFFICERS**

#### **Section 5c**

**Section 5c** shall read: close the Treasurer's books two weeks prior to March 1<sup>st</sup>. Two members will be appointed by the President to audit the books.

#### **Section 6a**

On March 1<sup>st</sup>, a retiring officer shall transfer files and records in his/her possession to his/her successor.

### **AMENDMENT TO ARTICLE XI – COMMITTEES**

#### **Section 3**

On March 1<sup>st</sup>, committee chairperson shall immediately transfer the records of the committee to his/her successor.

The following Amendments and Adoptions were voted upon at the July 12, 2011 meeting of the Board of Directors, after having been presented to the General Membership no less than thirty (30) days prior.

### **Amendment of ARTICLE V – DUES**

Dues not paid by April 1 are considered delinquent. This replaces the March 1 date.

### **ARTICLE VI – OFFICERS AND THEIR DUTIES**

Add to the end of the 1<sup>st</sup> sentence in Section 1: "and the three members-at-large".

### **ARTICLE VII – NOMINATIONS AND ELECTIONS**

Remove the following from the only sentence in Section 1 (b): “for the Board of Directors.” This is intended to make it clear that the members-at-large are members of the Board.

### **ARTICLE VIII – OFFICERS**

Remove the words ‘Board members’ from VIII, Section 1(a) and replace with the words ‘members-at-large’. This is to reflect that each member-at-large may be elected to a 2<sup>nd</sup> term as may the Secretary and Treasurer.

### **ARTICLE X – BOARD OF DIRECTORS**

Add the following sentence to Section 1.

There shall be an Executive Board of Directors consisting of the President, Vice President, Secretary, Treasurer, Immediate Past President, and the three (3) members-at-large. [NOTE: This is being done to allow for action that is needed between regularly scheduled Board meetings.]

Add new Section 5 to read:

Between Board meetings, the Executive Board shall have the authority to approve disbursements of funds from THE ELECTRIC CITY SHAG CLUB, INC. up to but not exceeding a total amount between Board meetings of \$1000 with an upper limit of \$500 for each individual disbursement. A majority of the members making up the Executive Board shall be required to approve each disbursement of funds. The President is authorized to obtain verbal ballots from each member of the Executive Board. At the next regularly scheduled Board meeting, the President shall report the amount(s) of the disbursement(s) and reason for the disbursement(s) and these shall be included with the minutes of that Board meeting. Also, the President shall notify all Board members as soon as practical following the approval of any and all disbursements.

### **ARTICLE XI – COMMITTEES**

Under Section 4, change the following:

- Publicity/Newsletter and Communications Standing Committees are combined and the ‘new’ Standing Committee is to be called Communications. It will have the combined duties of Publicity/Newsletter and Communications.

Section 5 has the following changes:

- The responsibilities of the new Communication’s committee are: The Communication’s Committee shall increase recognition of **THE ELECTRIC CITY SHAG CLUB, INC.** through newsletters, newspaper articles, etc. Also, the Communications Committee shall notify all members of meeting changes or plans.

The following Amendments and Adoptions were voted upon at the Mar 14, 2012 meeting of the Board of Directors, after having been presented to the General Membership no less than thirty (30) days prior. Changes from previous By-Laws highlighted in ‘yellow’ below.

### **ARTICLE VII – NOMINATIONS AND ELECTIONS**

Section 1:

There shall be a Nominating Committee composed of three (3) members appointed by the President.

- a. From the three (3) appointed, the President shall appoint the Chairman.
- b. The Nominating Committee shall be responsible for soliciting, screening and presenting a slate of candidates, **to the membership**, thirty (30) days prior to the annual election, for the offices of President, Vice President, Secretary, Treasurer, and three (3) members at large in accordance with Article VI of these By-Laws.
- c. Additional nominations may be made from the floor at the time of elections provided qualifications are in order.

Section 2:

Elections:

- a. Officers shall be elected by ballot and a majority vote shall elect. If no candidate receives a majority vote, balloting will be repeated on the two (2) candidates receiving the highest number of votes.
- b. ~~Written and sealed proxies will be accepted before the election and must be given to a member of the Board of Directors.~~ **Members may vote by absentee voting. The member may vote by mail with the absentee ballot sent to the ECSC PO Box or by giving a sealed envelope with the absentee ballot to a member of the Board. In either case there can only be one absentee ballot in each sealed envelope, and the member's signature must be either on the ballot or on the envelope, and the word 'ballot' must be on the outside of the sealed envelope. All absentee ballots must be in the hands of a Board member prior to the election.**

The following Amendments and Adoptions were voted upon in July 2014 by the Board of Directors, after having been presented to the General Membership no less than thirty (30) days prior.

## **ARTICLE X – NOMINATIONS AND ELECTIONS**

Section 3.

The Board of Directors shall meet bi-monthly (February, April, June, August, October, and December) and at such other times as determined by the President. In addition the President shall call special meetings upon the request of five (5) members of the Board.

**POLICIES APPROVED BY THE ‘ECSC’ BOARD OF DIRECTORS**

<b>DATE APPROVED</b>	<b>STATUS (PROPOSED OR APPROVED)</b>	<b>REASON FOR POLICY AND ‘WORDING’ OF POLICY</b>
May 2011 Board Meeting	Approved	<p><b>Reason:</b> The ECSC needs a Policy defining how the club responds monetarily to deaths of member’s family members and other financial needs of members. This Policy only deals with monetary contributions of the club and does not address individual club member’s responses which are encouraged based on the motivation and capabilities of individual members.</p> <p><b>Proposed wording (voted to accept below wording at the May 2011 Board meeting).</b></p> <p>“The Electric City Shag Club (ECSC) is concerned with the death of family members of a club member. The club is also concerned and sympathetic to needs of members as a result of many possible personal situations. Below are guidelines regarding the responses that the ECSC Board of Directors are authorized to take:</p> <ul style="list-style-type: none"> <li>• For each individual request the ECSC Board may commit no more than \$300.</li> <li>• The ECSC Board may authorized up to a \$25 memorial to be paid to an organization specified by the ECSC member in the death of a member’s immediate family member (mother, father, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law or any children of the member and or their spouse</li> <li>• If a member’s family is going through difficult times that put an undue strain on the family finances, the ECSC Board may authorize a payment up to \$300 to the ECSC member. A payment to an individual ECSC member may occur once every 6 months with a majority vote of the entire ECSC Board. A condition for this payment is that one of the three (3) Member-at-large or another Board member must contact that ECSC member in potential need to verify the need, communicate this need to ECSC Board and state to the Board that the member would like or would not like the ECSC to consider making a contribution to the member to help. Also, the Member-at-large or other Board member will ask the member if the member would like the ECSC to send discretely to all or a select number of ECSC members informing them of the member’s need and giving the ECSC members the opportunity to send a contribution to a designated member of the ECSC Board with the entire amount collected forward to the member in need. This request to all or select members of the ECSC for a contribution may occur once every 6 months as the need may dictate.</li> <li>• If a member desires the ECSC to contribute to an organization (not to an individual ECSC member), then this ECSC member shall request that this request be put on the agenda of the next Board meeting where the ECSC member can present their request and the Board can take action.</li> <li>• Other monetary disbursements of the Board in response to individual member requests will be decided on the merits of the request to the Board by a member.</li> </ul>

*Electric City Shag Club Workshop Policy  
August 2014  
Revised and Updated March 2015*

**A. Reimbursement of Workshop/Meeting Expenses Guidelines**

*For a representative of ECSC to attend ACSC workshops/meetings, ECSC will pay the following:*

- **Mileage** at the current IRS rate.
- **Hotel** room at a maximum of \$150.00 per night with a maximum of one night at Spring and Fall SOS meetings and the rate of the host hotel or a maximum of \$150.00 per night with a maximum of two nights at non-SOS meetings (ACSC Summer and Winter workshops).
- **Meals** at a maximum of \$9.50 for breakfast, \$14.50 for lunch, and \$25.00 for dinner with a maximum of one day at Spring and Fall SOS meetings and a maximum of two days at non-SOS meetings (ACSC Summer and Winter workshops).
- ACSC Summer Workshop **event ticket** for the representative and his/her spouse or significant other with a maximum of two event tickets. Also, other **required workshop expenses**.

*All reimbursements require receipts.*

**B. Other Guidelines**

- The representative at all workshops/meetings will be the current president of ECSC or his/her designee.
- At the Spring and Fall SOS meetings, the ECSC Board encourages the representative be chosen from the members already attending SOS to eliminate or partially eliminate the cost of hotel room and meals with no reimbursement for mileage.
- Personal credit cards, debit cards, checks, and/or other monies belonging to the representative will be used to cover workshop/meeting expenses. Reimbursement from ECSC will follow with remittance of receipts.





## **ELECTRIC CITY SHAG CLUB (ECSC)**

**July 2013**

### **Possessions Policy**

**In order to successfully carry out club activities, it is necessary for the ESCS to purchase and assume ownership of property. This property includes but is not limited to items such as decorations for theme parties, a dance floor and audio equipment. These items are purchased exclusively for use at official ECSC activities. As such, property of ECSC is not available for use or lease by club members or others to be used for other purposes.**

**Electric City Shag Club (ECSC)  
Disciplinary Policy**

**Approved by Board on July 12, 2012  
Revised and updated on March 12, 2014  
Revised and updated on March 22, 2015**

**In order to address issues related to misconduct by a member, the following is the policy of ECSC:**

**The following acts of misconduct will result in immediate termination of membership:**

1. Theft of any of the organizations property or monies
2. Aggressive physical acts of behavior toward an individual(s) at an ECSC function

**The President will head the investigation of any incidents of misconduct by any member and convene an Executive Board Meeting to present all of the facts. The member under scrutiny will be allowed to attend this meeting to present his/her side of the story along with any other member(s) directly involved in the incident. After all information has been presented, the Executive Board will then confer and render its final decision. NOTE: If the member(s) who have requested the meeting are not willing to attend and participate in the resolution of the issue no action can be taken by the Executive Board.**

**Other than items 1 & 2, the disciplinary process will be to issue a letter of reprimand to the member found in violation of this policy stating that if within a year of the first violation, a member is in violation of this policy again, his/her membership will be terminated for a period of one year. He/she will be allowed to submit a membership application after his/her one year termination date.**

**The Executive Board of ECSC does not and will not police the behaviors of all of its members. It is the responsibility of all members to attempt to resolve any conflicts with an individual(s) at any ECSC function, but ECSC Executive Board will investigate any incidents reported to any Board Member by an individual directly involved in the incident requesting that the disciplinary policy be activated but only after an attempt has been made to resolve the issue prior to presenting a request to the Board for assistance.**