

# **MOORE AREA SHAG SOCIETY, Inc. (MASS) By-Laws And Policies & Procedures**

(Amended 9/14/2021)

While the **MASS BY-LAWS** are and will remain a separate document, for ease of understanding they are presented below in **BOLD**. These **BY-LAWS** can only be revised by a vote of the General Membership.

The Policies and Procedures and clarifying narrative contained in this document are aligned with the By-Laws of MASS and are presented below in non-bold. These Policies and Procedures may be revised, updated or changed by affirmative vote of the MASS Executive Board, hereinafter referred to as Board.

## **ARTICLE I: NAME, OBJECTIVE**

**SECTION 1. NAME:** The name of this organization shall be **Moore Area Shag Society, Inc., hereinafter referred to as MASS.**

**SECTION 2. OBJECTIVE:** The purpose of this organization is to preserve and promote the shag dance and its music and support charitable organizations in the community. MASS is a 501(c)(7) non-profit social club as defined by IRS regulations.

As the purpose of this organization is to preserve and promote the shag dance and its music and to support charitable organizations in the community, MASS functions should be structured to reflect these objectives.

Dance events should focus on dance and music, both old and new, for club members to be able to learn, improve and sustain the dance of shag.

Disc Jockey's (DJ's) will be members of the ABSCDJ and knowledgeable of the various types of music for shag dancing.

It is recommended that MASS join and/or support the Junior Shag Association, if budget permits.

## **ARTICLE II: MEMBERSHIP**

Persons desiring to attend a MASS monthly shag dance event, hereinafter referred to as Social, may do so providing they agree to abide by MASS By-Laws and Policies and Procedures. They are respectfully required to join MASS as a Member as outlined below. This is for the protection of all Members, as it reduces our liability under our insurance policy and helps to support our "not for profit" status under IRS regulations. MASS requires all Members to act with decorum at all Socials and when acting as an ambassador for MASS. All Members are required to comply with local, state and federal laws.

Members may not receive compensation for volunteer duties performed.

There is no reduced or free entry. However, DJ's and DJ's spouses, Junior Shaggers and their chaperones, representatives of supported charities and dance instructors are free for the night they are performing or working. The Board may approve free entry passes for programs to promote membership.

Mail-in applications/renewals are welcome. They must contain NAME, ADDRESS, PHONE NUMBER, AND EMAIL ADDRESS (IF ANY).

**SECTION 1. CHARTER MEMBERSHIP: Charter members shall be those individuals who attended the initial meeting held May 16, 1992 in Southern Pines.**

Founder members shall be those individuals responsible for founding (creating) MASS and holding the initial meeting on May 16, 1992. Founder and Charter Members have all the rights of Members. It is respectfully requested that they confirm/renew their information annually.

MASS Charter Members, Founder Members and Past Presidents (prior to 2013) have lifetime membership and are exempt from annual dues. Entry fees apply.

See Addendum A for a list of Charter and Founder Members.

Honorary Membership: DJ's playing for Socials may be given Honorary Membership, if desired, as long as the DJ is a member in good standing with the ABSCDJ. Spouses of a DJ scheduled to play for the Social are not charged dues or entry fees for that event as they are there to assist the DJ. Honorary members may not vote.

Other Honorary Members: Sam and Lisa West; MASS Icon Award recipients.

**Section 2. Membership:**

**Members are those who have completed a membership form or affirmed the prior year annual membership application and paid the annual dues in full. There is no reduction for joining at a later date in the year. Members may vote, serve on or chair committees and be elected to the Executive Board. Membership runs from the first of the calendar year to the last day of the calendar year. Separate membership dues and entry fees for events and socials may be established by the Board.**

December Christmas and Member Thank You Social: If sufficient funds are available in December, a complimentary or reduced cost dinner may be provided at the social; however, all Members will be required to pay the entry fee.

Special Events: Entry fees for these events will be determined by a vote of the Board.

As membership expires the last day of the calendar year, starting in November, all Members are requested to reaffirm the current year's existing membership information and their intent to continue membership and pay member dues as specified by the Board.

Social entry fee for Members is required at all events unless otherwise stated by the Board.

### **SECTION 3. DUES:**

#### **Clause A. Establishment**

**Annual dues shall be used for the operation of MASS, for funding selected social Carolina shag dance activities and for donations to charitable organizations.**

#### **Clause B. Amount and Payment of Dues**

**Dues shall be per person, payable with a Membership application in an amount decided by a vote of the Executive Board.**

Membership application forms are created and approved by a vote of the Board.

Dues are established by the Board and reviewed on an annual basis. Renewal dues are required to be paid between November 1 and December 31. After this, a new Membership form or confirmation of information and signature on the prior year's membership form must be completed and a new membership number assigned (IRS requires a new membership number and record thereof). New Members pay dues upon their first attendance.

### **SECTION 4. MEMBERS IN GOOD STANDING:**

#### **Clause A. Requirements**

- 1. Must be a Member of MASS.**
- 2. Dues shall be paid in full.**
- 3. Member must actively support the Objectives of MASS.**

Members should support MASS and MASS objectives. There are many ways to do this: hosting club functions, teaching shag lessons, helping other members with learning a new shag step, setting up for a Social, bringing new people to a Social, sharing shag history with newcomers, clean up after Social and many more opportunities.

Board members or a committee established by the Board should help members find opportunities to actively support the objectives of MASS.

No compensation may be received for volunteering as a club officer, board member, host team member or for serving in any other capacity; however, expenses incurred on behalf of the club that are authorized by the Board shall be reimbursed unless otherwise stated in the Policies and Procedures. Host social reimbursement amount will not exceed \$25 unless authorized by the President in advance of the social.

## **ARTICLE III: EXECUTIVE BOARD**

### **SECTION 1. MEMBERS OF THE EXECUTIVE BOARD**

**Shall consist of the current elected officers, the immediate past President, and two elected members-at-large who are Members in good standing. The Executive Board shall serve for a one-year term. Duties of the Executive Board shall be to lend guidance to the President and assist in club operations.**

## **SECTION 2. EXECUTIVE BOARD OFFICER REQUIREMENTS**

**Clause A. No Member shall hold more than one office at a time.**

**Clause B. To be eligible to run for an office, a Member must be a Member in good standing. The President, with the approval of a majority of the Executive Board, shall fill the vacant position for the remainder of the term.**

**Clause C. Any officer missing three (3) consecutive monthly Board meetings without just cause may be removed from office. The President, with the approval of a majority of the Executive Board, shall fill the vacant position for the remainder of the term.**

**Clause D. In the event that a MASS President leaves office at any time during his or her term, the Vice-President shall assume the duties of the President. The general Membership shall be made aware of the vacancy. The Board will appoint someone to replace the president.**

**Clause E. In the event that any other elected office becomes vacant, the President has the power to appoint with the majority of the Executive Board an interim Member in good standing to assume these duties until such time as the election process is implemented.**

## **ARTICLE IV: OFFICERS AND DUTIES**

**SECTION 1. EXECUTIVE OFFICERS:** The Executive Officers are the elected officers of MASS and shall include President, Vice-President, Secretary, Treasurer and Sergeant-at-Arms, two elected members-at-large, and the immediate past president. All elected officers will be elected for a one year term. All elected officers may stay in his/her position for no more than three consecutive years, with a total tenure not to exceed five consecutive years. If no other MASS member chooses to run for a vacant position and the person who has served for three consecutive years agrees to remain in the position, then the Membership can vote to retain that person for an additional term.

### **SECTION 2. DUTIES.**

#### **Clause A. President**

**Shall preside at all meetings of MASS, shall appoint all committees, and shall perform all other duties pertaining to this office. In the event of the absence of the President, the duties shall be assumed by the Vice-President.**

#### **Clause B. Vice-President**

**Shall be assigned specific executive and functional duties by the President, and shall preside at meetings in the absence of the President.**

#### **Clause C. Secretary**

**Shall keep detailed minutes of each meeting and work closely with each committee to provide requested addresses and information.**

#### **Clause D. Treasurer**

**Shall collect dues, issue checks for expenses, balance accounts, provide a brief financial report at each board meeting, and file Form 990N as required by IRS regulations.**

**Clause E. Sergeant-at-Arms**

**Shall maintain order at all assemblies of MASS.**

**Clause F. Members-at-Large**

**Shall represent the general Membership on issues of interest or concern. They shall recruit appropriate Members to run for available Executive Board positions and coordinate volunteers as needed to plan and support meetings.**

The Association of Carolina Shag Clubs, Inc., hereinafter referred to as ACSC, requires a representative from the Executive Board of MASS to attend at least three (3) of the four (4) workshops throughout the year. At a MASS general business meeting on June 28, 2008 the following motion was passed: ONE officer from MASS and one accompanying guest will have a room for two nights and two workshop admission tickets paid for by MASS. The order of selection shall be the President; should he or she be unable to attend then in the following order—Vice President, Secretary, Past President, Treasurer, Sergeant-at-Arms, Board Member-at-Large.

Mileage for travel to and from the workshops will be reimbursed based on the current government reimbursement mileage rate. It will be based on the mileage from the attendee's residence to the workshop location round-trip. The current government reimbursement mileage rate and the mileage to be reimbursed per trip can be determined using Google or other similar search engine.

It is recommended that anyone wishing to become an officer of MASS should attend an ACSC Workshop meeting prior to candidacy.

It is the responsibility of each Executive Officer to:

- Be familiar with the By-Laws and Policies and Procedures of MASS.
- Maintain and update the written outline and detailed description of their duties.
- Maintain and keep updated the binder that all officers receive upon accepting office.
- Submit the binder to the President upon leaving the Board.
- Assist new officers during transition of office

See Addendum B for Duties of the Executive Board.

MASS Charity: Charitable contributions shall be selected by the Board and announced to the membership. Local Moore County charities should receive priority.

It is recommended that the Board present a year-end balance of at least \$3,000.

Board expenditures greater than 20% of the available-to-the-club funds at the prior month-end need Membership approval. Recurring bills that represent on-going activities of the club are excluded (Ex: hall rental, DJ, insurance, National Fast Dance dues, etc.)

## **ARTICLE V: COMMITTEES**

**The committees of MASS will include, but not be limited to, By-Laws, Social, Communications/Newsletter, Membership, Audit and Nominating, and will be appointed by the President of MASS. Detailed lists of committee responsibilities can be found in Policies and Procedures.**

### **Clause A. By-Laws Committee**

**Shall maintain the by-laws in a current state to ensure the proper operation of MASS.**

### **Clause B. Social Committee**

**Shall plan, organize and assure implementation of all social functions.**

### **Clause C. Communications/Newsletter Committee**

**Shall contact Members by phone or mail regarding club meetings and functions.**

With most communication now being handled through emails and website, a newsletter is no longer printed and mailed to the Members. For expediency, email notification is preferred over mail.

Recommended monthly communications schedule:

Week Before Social: Reminder email and Call-Em-All

Week After Social: Social results, local shag happenings

Remaining Weeks: Local shag happenings through the monthly calendar of events

### **Clause D. Membership Committee**

**Shall actively seek and recruit new members for MASS and help sponsoring members with applications for any prospective member they wish to help join MASS.**

### **Clause E. Ways and Means Committee**

**Shall plan, organize and assure implementation of fund-raising and charitable events.**

### **Clause F. Welfare Committee**

**Correspond with members or family in cases of sickness or death.**

If there is a death of a MASS member, it is recommended that MASS make a memorial contribution of \$25.00. A card will be sent for a hospital admission or sickness of a MASS member.

### **Clause G. Audit Committee**

**Shall conduct an annual review of MASS records and expenditures.**

### **Clause H. Nominating Committee**

**Appointed by the Executive Board consisting of a chairperson and two (2) members-at-large.**

In addition, MASS will have a Publicity Committee in charge of communicating events to media and Social Media Committee for maintenance of our Facebook page and Web page. A Historical Committee may be formed to maintain the history and historical documents from the club.

The President appoints committees; however, each member of the Board is responsible for recommending and soliciting committee chairpersons.

If there is a need for additional committees, the Board may assist the President with the committee creation and selection.

It is the responsibility of committee Chairpersons to maintain and keep updated the written outline and detailed description of the duties of their office

See Addendum C for Duties of Committees.

## **ARTICLE VI: ELECTIONS**

**The Nominating Committee or selected representative, after approval by the Board, shall present their slate of candidates at the OCTOBER meeting, after which nominations will be accepted from the floor. Elections will be conducted by the Nominating Committee, at the NOVEMBER monthly shag dance event of each year. New officers will commence their duties and responsibilities on January 1 of the coming year.**

## **ARTICLE VII: MONTHLY SHAG DANCE EVENTS**

**SECTION 1. Monthly Shag Dance Events will be held at least once a month. There is an age requirement of twenty-one (21) years for all meetings and functions with the exception of special events organized for juniors.**

The Board will decide the location, date and time of each Social. Consideration should be given to members, sponsors, ease of entry, cost and safety when deciding on location. Dates may be changed by the Board to resolve conflicts with holidays or other local events.

At times, severe weather or other unusual circumstances (for example, plumbing/water problems at the Social venue) may necessitate cancelling a monthly Social. If this occurs, then the President and Vice President should make the decision to cancel the event. They will notify members by using the Call-em-All system and also by emailing members at the earliest possible date prior to the scheduled Social. Also, the DJ for the event, the bartender, and the venue proprietor will be contacted by phone. If the President and/or Vice President are not available to make the decision, then other Board Members should confer and designate who will make the notifications.

The location, date and time should be as consistent as possible. It is recommended that MASS meet the 1st Saturday of each month. Any scheduling conflicts with the meeting facility, ACSC dates and Society of Stranders, Inc., hereinafter referred to as SOS, functions can be rearranged with approval of the Board and communicated to all members not less than 15 days in advance.

At times, the Board may decide to hold two Socials during one month to accommodate ACSC/SOS functions or club fundraisers.

MASS should support those businesses contributing to the Annual Charity Fundraiser by providing recognition on the MASS web page and at each Social.

MASS is required to post the National Fastdance Association Agreement at each Social due to music copyright laws.

**SECTION 2. BUSINESS MEETINGS will be held on a regular basis at a time and location to be determined by the President with the approval of the board.**

Meetings of the Board and general membership should be held on a regular basis. The general membership should be made aware of all meetings.

Meetings of the Board

- Each new Board determines the specifics of their meetings.
- Should be held monthly at the same time and place'
- Should have an agenda.

A quorum of the Board must be present to approve motions and conduct business of the Board at a properly called meeting. A quorum is defined as a majority of the seated members of the Board at that time.

Special meetings of the Board may be called by email or phone notification at least 7 days in advance.

A phone or email vote of the Board may occur, if the issue to be decided has been discussed at a Board meeting previously.

Members may attend Board meetings as an observer or guest. If they have an item for discussion, they must contact a Board member to request time to speak at least five days in advance of the scheduled meeting. This time is limited to ten minutes, takes place at the beginning of the meeting, and is the only time during the meeting that the observer or guest may participate.

The Board is under no obligation to come to any decision on information presented by a guest speaker.

Committee Chairpersons may attend Board meetings to deliver reports and other information about their committee progress. If they have any other item for discussion, they must contact a Board member to request time to speak at least five days in advance of the scheduled meeting. This time is limited to ten minutes and the Chairperson may leave or stay to observe the meeting.

Only Board members have voting rights at the Board meetings.

Meetings of the General Membership:

- Will be held at least once annually during a Social.
- Will be announced by email and/or phone to all members at least 10 days in advance.
- Should have a published agenda available.
- Should be efficiently organized with a stated purpose.

A quorum of Members must be in attendance to approve a properly presented motion and conduct a Membership vote. A quorum is defined as the average of the last 6 months Member attendees at socials minus 10.



### **SECTION 3. All meetings will be conducted according to Robert's Rules of Order.**

As MASS is a not-for-profit corporation registered with the Secretary of State in North Carolina, it is also governed by the North Carolina Nonprofit Corporation Act, which shall take precedence over Robert's Rules, if there is a conflict. To the extent that these Bylaws and Operating Procedures specify a choice allowed by both the North Carolina Nonprofit Act and Roberts Rules, the Bylaws govern the action. If the Bylaws are silent on an issue, then guidance must come from review of the State Law and Robert's Rules with State Law taking precedence.

### **ARTICLE VIII: DISSOLUTION**

**Dissolution of MASS will be determined by the voting membership present at a final meeting. Upon dissolution of MASS, the Treasurer will pay all outstanding accounts, in full, and distribute the remaining assets to charitable organizations in the Moore County area. Charitable organizations to receive the assets will be determined by the voting membership present.**

### **ARTICLE IX: CHANGES TO THE BY-LAWS**

**These by-laws may be amended at any monthly shag dance event or specially-called meeting by a two-thirds (2/3) vote of voting Members in attendance, provided that the amendment has been submitted in writing to the By-laws Committee for review and presentation at the next monthly meeting or specially-called meeting.**

Note: Membership meetings must be announced in advance and a quorum is required to pass properly presented motions, whether at a social or on a special-meeting basis.

ADDENDUM A  
FOUNDER AND CHARTER MEMBERS

	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>FOUNDER/CHARTER MEMBER</u>
1	ADAMS	JOYCE	CHARTER MEMBER
2	ANDERSON	TED	CHARTER MEMBER
3	ANDERSON	PAT	CHARTER MEMBER
4	BEDDINGFIELD	JAMES	FOUNDER/CHARTER MEMBER
5	BEDDINGFIELD	NANCY	FOUNDER/CHARTER MEMBER
6	BLACK	KATHLEEN	CHARTER MEMBER
7	BLACK	KEITH	CHARTER MEMBER
8	BROOKS	BOBBY	FOUNDER/CHARTER MEMBER
9	CAULDER	RONNIE	CHARTER MEMBER
10	CAULDER	SHERRY	CHARTER MEMBER
11	FARRELL	LAURA	CHARTER MEMBER
12	FARRELL	ROBBIE	CHARTER MEMBER
13	FRYE	JOHN	CHARTER MEMBER
14	GALLOWAY	KEN	CHARTER MEMBER
15	GIBSON	JOAN	FOUNDER/SPONSOR
16	HENDRIX	BUCKY	CHARTER MEMBER
17	HENDRIX	SANDRA	CHARTER MEMBER
18	HOPLER	DEN	CHARTER MEMBER
19	HOUGH	JESSE	CHARTER MEMBER
20	HOUGH	LINDA	CHARTER MEMBER
21	KIMBRELL	DONNA	FOUNDER/CHARTER MEMBER
22	KINNEY	KATHRYN	FOUNDER/CHARTER MEMBER
23	LEWIS	LINDA	CHARTER MEMBER
24	MATTHEWS	JOHN (GID)	CHARTER MEMBER
25	MCCOY	JUDY	CHARTER MEMBER
26	MCKENZIE	ANNE	CHARTER MEMBER
27	MILLER	LINDA	CHARTER MEMBER
28	MONTESANTI	MELANIE	CHARTER MEMBER
29	MOORE	WALTER	CHARTER MEMBER
30	PICKARD	MIKE	CHARTER MEMBER
31	PICKARD (GRADY)	VON	CHARTER MEMBER
32	ROGERS	DON	CHARTER MEMBER
33	ROGERS	CONNIE	CHARTER MEMBER
34	SALMON	DEBORAH	CHARTER MEMBER
35	WARD	SHIRLEY	FOUNDER/CHARTER MEMBER
36	WILSON	LOUISE (SQUIRT)	CHARTER MEMBER
37	HAYES	DORIS	CHARTER MEMBER
38	HAYES	TED	CHARTER MEMBER
39	LEWIS	MIKE	CHARTER MEMBER
40	SMITH	CLAUDE	CHARTER MEMBER
41	WARD	CHUCK	FOUNDER/CHARTER MEMBER
42	WOMACK	JOHN	CHARTER MEMBER

## ADDENDUM B DUTIES OF THE EXECUTIVE BOARD

### PRESIDENT

Responsibility: The President is responsible for acting as Chair for all Board and general meetings; supporting all board members in their duties as necessary and serving as an ambassador for MASS with the members, our Community, sister ACSC Clubs and the ACSC and SOS organizations.

Duties assigned to this position include but may not be limited to:

#### *Board Meetings and General Duties:*

- Chair all Board and general meetings according to North Carolina Non Profit Corporation Act, Robert's Rules of Order and these Bylaws.
- Assist the Board in decision-making process, i.e., assure input and respectful interchange at all meetings (president only has a tie breaking vote).
- Create agendas for all meetings.
- Assist/support Board members and all committee chairpersons including: Communicating regularly with Treasurer and Sergeant-at-Arms, assisting if needed with DJ selection; approving or submitting communications to the Communications Committee, etc.
- Represent MASS at ACSC/SOS functions, workshops, and events OR appoint a delegate.
- Attend and encourage attendance to as many MASS and sister/area shag club Socials as possible.
- Complete and submit National Fastdance Association membership annually.
- DELEGATE projects and tasks to Board members; provide guidance and support as needed.
- Serve as an ambassador for MASS in our community and with the ACSC and SOS.

#### *MASS Socials:*

- Assist the Event Team as needed.
- Greet people and make them feel welcome.
- Circulate throughout the room during the Social to assure all attending are enjoying the evening.
- Make decision to cancel a Social if severe weather or unusual circumstances exist and notify members of the cancellation in a timely manner through Call-em-All system and emails.

### VICE PRESIDENT

Responsibility: The Vice President is responsible for acting as President in the event of the President's absence; including conducting all meetings.

Duties: Duties assigned to this position include but may not be limited to:

#### *Board Meetings and General Duties:*

- Fill in upon President's absence.
- Perform any other duties within his/her area of ability/expertise especially membership and SOS card sales/documentation.
- Work with the Secretary and Treasurer in preserving appropriate club records.
- Maintains information on available awards from MASS, ACSC/SOS and Community, submits award requests as appropriate
- Represent MASS at ACSC/SOS functions, workshops, and events as much as possible.

- Attend and encourage attendance to as many MASS and sister/area shag Socials as possible.
- Support/lead projects as assigned by the President.
- Serve as an ambassador for MASS in our community and with the ACSC and SOS.

#### *MASS Socials:*

- Assist the Event Team as needed.
- Greet people and make them feel welcome.
- Circulate throughout the room during the Social to assure all attending are enjoying the evening.
- Assist President to make a decision to cancel a Social if severe weather or unusual circumstances exist and notify members of the cancellation in a timely manner through Call-em-All system and emails.

### SECRETARY

**Responsibility:** The Secretary is responsible for taking accurate minutes of all Board meetings and general meetings. Assures that the records of MASS are maintained and made available when required.

**Duties:** Duties assigned to this position include but may not be limited to:

#### *Board Meetings and General Duties:*

- Safeguarding MASS founding documents.
- Recording and maintaining minutes of meetings.
- Recording and maintaining By-Laws and financial reports.
- Retaining a current record of membership.
- Maintain the inbound MASS phone message on the club number. .
- Providing a copy of the By-Laws at each meeting.
- Represent MASS at ACSC/SOS functions, workshops and events as much as possible.
- Attend and encourage attendance to as many MASS and sister/area shag Socials as possible.
- Serve as an ambassador for MASS in our community and with the ACSC and SOS.

#### *MASS Socials:*

- Assist the Event Team as needed.
- Greet people and make them feel welcome.
- Circulate throughout the room during the Social to assure all attending are enjoying the evening.

### TREASURER

**Responsibility:** The Treasurer is responsible for maintaining all financial records, insuring that accounts are in balance and records are available for audit and review.

**Duties:** Duties assigned to this position include but may not be limited to:

#### *Board Meetings and General Duties:*

- Check details of all bank accounts and all signatories.
- Provide an accounting to the Board monthly of all transactions.
- Keep track of money, make bank deposits, reimburse club members for purchasing approved supplies.
- File Form 990N as required by IRS regulations.

- Annually: Check details of credit/debit card(s) or spending authorization and ensure the return of outstanding checkbooks or debit/credit cards. (Debit cards may be issued to the Treasurer and President for Board approved expenditures.)
- Organize for a detailed briefing from the outgoing Treasurer detailing any spending commitments or incoming not included in budget papers.
- Swap signatories as appropriate.
- Prepare a time-line of upcoming payments and dates when bills are due, i.e., insurance, rent, etc.
- Represent MASS at ACSC/SOS functions, workshops and events as much as possible.
- Serve as an ambassador for MASS in our community and with the ACSC and SOS.

#### *MASS Socials:*

- Have cash available for the cash box by 6:30 for each social; deliver to Sergeant-at- Arms (\$150.00 in \$1's, \$5's, \$10's and a few \$20's).
- Prepare a check for event venue payment and a check for the DJ.
- Receive money from Sergeant-at-Arms, cross check the amounts, deposit to the bank
- Assist the Event Team as needed.
- Greet people and make them feel welcome.
- Circulate throughout the room during the Social to assure all attending are enjoying the evening.

#### SERGEANT-AT-ARMS

Responsibility: The Sergeant-at-Arms is responsible for timekeeping, insuring that order is maintained and process is observed during meetings

Duties: Duties assigned to this position include but may not be limited to:

#### *Board Meetings and General Duties:*

- Keep time during meetings.
- Maintain meeting schedule; advise of time spent and time allocated. Help the Board to follow Robert's Rules of Order; call for a motion, when needed, to move the meeting forward.
- Remind the Board members when the meeting is getting off track.
- Enforce disciplinary actions if necessary.
- Represent MASS at ACSC/SOS functions, workshops and events as much as possible.
- Attend and encourage attendance to as many MASS and sister/area shag Socials as possible.
- Serve as an ambassador for MASS in our community and with the ACSC and SOS.

#### *MASS Socials:*

- Confirm cash box funds; deliver to designated person on door duty.
- At end of door duty, collect and verify amounts for the Social.
- Record money received from: entry fees and any dues, 50/50 money, sale of SOS cards of any, and other income as appropriate. Fill out information for Treasurer's records and pass to Treasurer or the Treasurer's designated backup.
- In the event of a disruption at a Social, notify the appropriate contacts and attending Board members so the issue can be addressed appropriately. In the event of an emergency, take appropriate action to protect the safety of all people, attendees, bartenders, etc.
- Review the facility of social events for safety issues that might affect the liability of MASS. Take action as necessary.

- Assist the Event Team as needed.
- Greet people and make them feel welcome.
- Circulate throughout the room during the Social to assure all attending are enjoying the evening.

### MEMBER-AT-LARGE

**Responsibility:** The Member-at- Large represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure and for coordinating and recruiting other volunteers as needed to plan and deliver meetings. They are responsible for recruiting appropriate members to run for available Board positions.

**Duties:** Duties assigned to this position include but may not be limited to:

#### *Board Meetings and General Duties:*

- Conduct projects to further the goals of the organization or develop services for the membership.
- Serve as chair of any ad hoc committee formed to develop these projects.
- Listen to the membership and communicate their issues, needs and interests to the Board.
- Identify potential problems and opportunities.
- Work effectively toward common goals as a team member.
- Set objectives and develop action plans for selected and/or assigned projects.
- Encourage club members to participate in Socials through attendance and volunteer service.
- Serve as Board liaison to a Committee as assigned.
- Represent MASS at ACSC/SOS functions, workshops and events as much as possible.
- Attend and encourage attendance to as many MASS and sister/area shag Socials as possible.
- Serve as an ambassador for MASS in our community and with the ACSC and SOS.

#### *MASS Socials*

- Assist the Event Team as needed.
- Greet people and make them feel welcome.
- Circulate throughout the room during the Social to assure all attending are enjoying the evening.

### PAST PRESIDENT

**Responsibility:** The Past President is responsible for attending all Board and general meetings and supporting the current president and Board members by providing support, advice and guidance. Other responsibilities include acting as an ambassador for MASS with members, our Community, sister ACSC Clubs and the ACSC/SOS organizations.

**Duties:** Duties assigned to this position include but may not be limited to:

#### *Board Meetings and General Duties:*

- Assist the Board in decision making process as necessary.
- Provide feedback to the current President.
- Assist/support Board members and all Committee chairpersons in the absence of the current President or Vice President.
- Attend and encourage attendance to as many MASS and sister/area shag Socials as possible.
- Serve as an ambassador for MASS in our community and with the ACSC and SOS.

*MASS Socials:*

- Assist the Event Team as needed.
- Greet people and make them feel welcome.
- Circulate throughout the room during the Social to assure all attending are enjoying the evening.

## ADDENDUM C DUTIES OF COMMITTEES

The following information is a brief overview of each Committee. Please note that duties for each Committee include but may not be limited to the following:

AUDIT: Conducts annual review of records and expenditures. At the very least, reconcilements to bank records must be assured, and proper documentation of approvals for expenditures must be maintained.

BY-LAWS: Maintains the By-Laws to insure proper operation of MASS, work with the Board when changes are needed, advises the voting membership of proposed changes, and assists the Board in ratifying the changes at a General Meeting. Maintains and updates the Policies and Procedures to reflect changes as needed.

COMMUNICATIONS: Contacts members by phone, e-mail, electronic communication or newsletter regarding MASS meetings and functions and/or changes to Social locations/dates/times.

HISTORICAL: Maintains a collection of items to summarize the activities of MASS and may include items such as photos, flyers and other items of significance.

MEMBERSHIP: Boosts MASS membership by seeking and recruiting new members for MASS. Provides information to new members, encourages repeat attendance and makes people feel welcome. Keeps records of attendance at events and socials, maintains the completed membership applications and updates member directories, email lists and Call-em-all directory.

NOMINATING: Seeks qualified and interested Members of MASS to run for an office on the MASS Executive Board, submits eligible candidate to the membership (October) and assists with the election at the November general meeting.

PUBLICITY: Interacts with area publications, event coordinators and community organizations to promote MASS and the dance of Shag. Promotes upcoming Socials, shares results of fundraisers, and arranges dance exhibition requests from local groups, i.e., Senior Citizen Centers, Parks & Recreation, etc.

SOCIAL: Creates a sign-up sheet with dates of each Social and requests Members and Associate Members to select a month to serve on a Host Team (at least 6 people per team).

SOCIAL MEDIA: Work with the Board to provide, coordinate and maintain club and shag dance information using social media (website, Facebook, Twitter, Pinit, You Tube, etc.) as appropriate; take/post/share photographs of events as appropriate.

WAYS & MEANS: Coordinates with the Board in planning, organizing and implementing fundraising for MASS and MASS charitable events.

WELFARE: Corresponds with MASS members or family in the event of illness or death. Advises and works with the Board when a MASS member may need assistance from the SOS foundation.