

By-Laws for the Moore Area Shag Society (M.A.S.S.)

Adopted October 5, 2024

Article 1: NAME AND OBJECTIVES

These By-Laws govern the Moore Area Shag Society, hereafter referred to as MASS.

MASS is, and continues to meet the requirements of, a 501C (7) non-profit organization.

MASS is a social organization dedicated to preserving and promoting the swing dance normally referred to as Carolina Shag. Additionally, the organization uses its resources for fundraising in support of local charities.

Article 2: MEMBERSHIP

Membership is open to all persons 21 years of age or older, who support our objectives, who register appropriately, who pay established dues and fees, and who abide by our established standards of conduct. Members may vote, serve on or chair committees and be elected to the Executive Board.

Anyone 21 years of age or older may attend our social functions. However, for purposes of voting and holding office only those current in dues and registration are considered "Members."

Article 3: GOVERNANCE

- a. The Executive Board is elected by the Membership annually. This Board has full responsibility and authority for MASS activities. This includes, but is not limited to, planning, executing, and funding social functions, establishing dues and fees, selecting charitable recipients and activities, establishing standards of behavior at club functions, communicating and reporting to the Membership, and establishing committees to assist with a variety of needs.
- b. The Executive Board shall be composed of four (4) specifically elected officers and three (3) members at large.

Titles and duties of the Executive Board are as follows:

President—acts as the overall leader of the organization, schedules and leads meetings, provides regular communication with the Membership, and represents MASS in public activities.

Vice-President—when needed, acts in place of the President and accepts assignments requested by the President.

Secretary—Provides meeting minutes for the Board, maintains current and historical documents.

Treasurer—Responsible for the handling of funds, including making deposits, paying approved expenses, reporting monthly to the Board, and submitting IRS Form 990 annually as required by the IRS.

Three Members-At-Large—Participate fully in all meetings and decision making, and accept assignments requested by the President. An outgoing President will automatically serve one term in one of these positions provided they are willing to fully participate.

- c. Elections will be held, as needed, in the 4th Quarter of the year, generally in October, at a scheduled social function. A slate of candidates along with notice of the election will be provided to Members at least one month in advance. Nominations will be accepted from the Membership as well as from the Executive Board. Election requires approval by a majority of Members present at the meeting at which the vote takes place.
- d. Executive Board member terms will be two (2) years although the Board can approve a candidate for a one-year term. Terms run with the calendar year. An incomplete term can be filled by the President until the next regular election. Terms may be staggered.
- e. An individual may serve as President for no more than four (4) years in total. No other term limits apply.
- f. Executive Board meetings will be held monthly and measures before the Board are approved by at least four (4) votes. In emergencies, voting can be done via polling, including using email. The meeting format is at the President's discretion.
- g. Any Executive Board Member can be recalled by a majority vote at a properly announced meeting of the Membership.

Article 4: DETAILED OPERATING PROCEDURES

The Executive Board, for the purposes of consistency and continuity, can approve more detailed procedural documents that are consistent with these By-Laws. These will be designated as PPC's for Policy, Procedure or Clarification and can be approved or altered at any time by the Board. PPC's will be made available to Members upon request and may be altered or voided by a majority vote of the Membership in a properly announced meeting.

Article 5: MEETINGS

- a. At least one meeting of the Membership shall be held in a calendar year. This can be at the time of elections. Notice must be given at the previous monthly event as well as e-mail notice 30 days in advance. The Executive Board can present motions to be considered, as can any other Member, provided adequate notice is given.
- b. Special meetings can likewise be requested by the Executive Board or at the request of any five (5) Members. Required notice also applies to these meetings.

- c. Executive Board Meetings shall be held monthly except in unusual circumstances. Online Executive Board meetings are acceptable. Members may attend upon request. The Board meeting format is at the discretion of the President.
- d. Approval of measures by the Executive Board requires four (4) votes, and approval by the Membership requires a majority of those Members present. There are no quorum requirements.
- e. Changes to these By-Laws require approval by two-thirds of Members present provided the proper notice has been given and copies distributed by email and made available upon request.
- f. The Executive Board has the responsibility to establish and announce detailed voting procedures as well as the format for full Membership meetings. The Board can delay and reschedule any meeting if unusual circumstances seriously affect meeting attendance.

Article 6: REPORTS

- a. Minutes of Executive Board meetings are required using a format acceptable to the Board. A monthly Treasurers' report is required detailing income, expenses, and a balance reconciled to the checking account. These reports will be available to Members upon request.
- b. The President shall provide at least one report annually on the overall state of the organization, including our financial position.

Article 7: DISSOLUTION

In the event dissolution is appropriate, it requires a vote by two-thirds of the Membership at a meeting properly announced 60 days in advance. In such case all funds on hand, after satisfying outstanding obligations, shall be donated to charitable organizations.