

CONSTITUTION AND BYLAWS FOR SOUTHERN COUNTRY CHARLOTTE

ARTICLE 1 NAME

The name of the organization shall be called Southern Country Charlotte.

ARTICLE 2 OBJECTS AND PURPOSES

Section 1 General

- A. To act and perform as a non-profit organization.
- B. To perform charitable acts and duties for the surrounding area through fundraisers, exhibitions, shows, etc. for any particular organization or cause that is chosen by the general membership.
- C. To produce a group of well-rounded individuals who have an interest in Country/Western music and dancing or any other related event or action.
- D. To bar all prejudices related to sex, religion, race, national origin, sexual orientation, age and/or any other known bias.
- E. To establish a base organization in which members can collectively communicate and work together in unison with one another for common goals.
- F. To establish a group of people who collectively work in their area of interest and organizational skills and activities, and who are proficient and professional in doing so. *The foregoing clauses shall be construed as "Objects and Purposes" and the matters expressed in each clause shall not be limited by reference or inference, from the terms of any other clause, but shall be regarded as independent "Objects and Purposes".

Section 2 Operational Rules and Restrictions

- A. Operational Restrictions
 - 1. No part of the net earnings of this organization shall inure to the benefit of, or be distributed to, its members, officers, nor any other private persons except to make payments or distributions in furtherance of the purposes set forth in ARTICLE 2, Section 1, thereof and upon the dissolution of this organization and remaining assets shall be donated to another non-profit organization or charity, chosen and voted upon by the general membership.
 - 2. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation.
 - 3. The organization shall not participate in any political campaign on behalf of any candidate for public office.
 - 4. A quorum for the general membership meeting shall be met by 10% of the general membership that is in good standing be in attendance.
 - 5. A motion that is voted upon shall receive at least two-thirds approval to carry.
- B. Rules of Order
 - 1. The rules that are contained in "Robert's Rules of Parliamentary Order (Newly Revised)" shall govern this organization in all causes to which they are not inconsistent with the Rules of Order (Bylaws) of this society.

ARTICLE 3 MEMBERSHIPS

Section 1 Requirement

- A. Any person is eligible to obtain membership into this organization without regards to his/her sex, religion, race, national origin, or sexual orientation, age or any other known bias.
- B. In order to obtain membership, an applicant must complete an application for membership, and attend two Southern Country Charlotte sponsored events or activities the month prior to acceptance. (Examples: Dance classes, club nights, Executive Board or General Membership meetings, and/or a Dance Team performance.)
- C. Upon acceptance of application, annual dues are payable.
- D. Dues are payable on an annual basis, being \$20.00 annually, due on January 1st. If members join after March 31st, dues will be prorated at the amount of \$5.00 per quarter.
- E. Dues are payable annually to the treasurer, who shall maintain an accurate record of those members who have paid dues and are in good standing, and those whom owe and need to pay, in order to retain their voting privileges and other benefits. If dues are not paid by the first General Membership Meeting of the year, membership will be terminated.
- F. No member shall bind this organization to action through representing, joining, or affiliating it without prior approval of the Executive Committee/Board of Directors and/or the General Membership.

Section 2 Show and Exhibition Requirements

- A. For all shows and exhibitions where Southern Country Charlotte's Performance Team(s) has been requested to attend or perform, performers or participants must be members in good standing. When space or number of performers is limited, the appropriate Team Manager shall decide who will perform in accordance with dance team policies and procedures.
- B. Guest performers who are not members in good standing may be permitted to perform at the Team Manager's discretion.

ARTICLE 4 EXECUTIVE COMMITTEE / BOARD OF DIRECTORS

Section 1 General

- A. Southern Country Charlotte's Executive Committee / Board of Directors shall be elected yearly and consist of five (5) Executive Officers and four (4) General Board Members. The Executive Officers are and shall be President, Vice President, Secretary, Treasurer and Parliamentarian.

Section 2 Executive Committee / Board of Directors

- A. It shall be incumbent on all officers and members to engage in total communication, cooperation and professionalism, and dissemination of all information regarding the actions and operations of the organization.
- B. All Executive Committee / Board of Directors shall be responsible for attending scheduled meetings, which shall be held monthly, with an allowance of missing two (2) Board meetings and/or General membership meetings due to unexcused absences. No absences can be consecutive. An excused absence will be an illness, death in the family, an unavoidable work situation or other situation with the approval of the Executive Committee. However, an excess of excused absences by any Executive Committee / Board Member may be reviewed by the Executive Committee at the request of any Executive Committee / Board Member for

possible disciplinary action which may result in removal from office.

- C. Prior to commitment to any expenditure, approval of the Executive Committee/Board of Directors must be obtained.
- D. A decision for a donation of all excessive funds over the estimated operating budget MUST be made at the Board Meeting following the club's annual fundraising event/hoedown. If no annual event/hoedown is held in a particular year, the excessive funds must be donated by May 31st, which shall be considered the end of the fiscal year. The General membership will decide which charity(s) to donate to at the next General membership meeting.
- E. Any General Member or Executive Committee member who is performing below the standards set forth by this organization, or displays a lack of professionalism or proficient attitude will receive a verbal and written warning from two of the following: Parliamentarian, President, and/or Vice President. If improvement is not shown or displayed, then the Executive Committee will notify the individual that he/she is in jeopardy of being removed from the office or membership. At the next General membership meeting, the case shall be brought before the membership for a "secret ballot" vote to remove said member. Removal shall happen by a simple two-thirds majority vote of those members in good standing present at the meeting.

Section 3 Executive Committee Officer's Duties

A. President

- 1. Shall preside over all Southern Country Charlotte meetings, or shall appoint a representative to do so.
- 2. Shall represent Southern Country Charlotte to/with other organizations and clubs as liaison for Southern Country Charlotte, or shall appoint someone to do so.
 - (a) Will be the liaison for the home bar(s), and no other person shall have the authority to represent Southern Country Charlotte to the home bar(s) management unless appointed by the President. This appointment shall be an Executive Committee/Board Member.
 - (b) In conjunction with the treasurer, will maintain an accurate mailing list of all Southern Country members and other correspondents.
- 3. Shall read and approve, if needed, any and all correspondence.
- 4. Shall be empowered to call special meetings and/or votes. Special meetings can be conducted via telephone or email with all Executive Committee members being contacted.
- 5. Shall be authorized to sign Southern Country Charlotte checks.
- 6. Shall plan and schedule events for Southern Country Charlotte, with Board approval.
- 7. Shall be the delegate to the IAGLCWDC, unless they hold an office in said organization, in which case the Vice-President will become the delegate. The President has the authority to appoint a delegate if unable to attend IAGLCWDC function.

B. Vice President

- 1. Shall assist the President and other officers, and in the absence of the President, he/she shall assume his/her duties and responsibilities.
- 2. In case the President cannot fulfill his/her duties, the Vice President shall assume the duties until the General Membership elects a replacement.
- 3. Shall be responsible for planning all Southern Country Charlotte fund-raising events (i.e. Hoedown raffle prizes, yard sales, etc.)
- 4. Shall be responsible for all Southern Country Charlotte social events, excluding the

Hoedown. (i.e. General membership meetings, Board meetings, etc.).

5. Shall be authorized to sign Southern Country Charlotte checks.
6. Shall be the alternate delegate to the IAGLCWDC, unless the President of Southern Country Charlotte holds an office in said organization, in which case the Board will appoint a new alternate from among its own ranks.

C. Secretary

1. Shall be responsible for recording the minutes of all official Southern Country Charlotte Executive Board/General Membership meetings and read them for approval at the next Executive Board/General Membership meeting.
2. Shall make minutes available in a timely manner for reading at the next meeting.
3. Shall be responsible for the maintenance of the organization's correspondence and documents as directed by the President. (Excluding current financial and membership records.)
4. Shall be responsible for performing the duties of editor/publisher of the newsletter if that Position is vacant.
5. Shall give the Parliamentarian any bylaw updates passed by the membership of Southern Country Charlotte.
6. Shall be responsible for keeping the official up to date copy of the bylaws, including any amendments made during the year.
7. Shall maintain attendance records for all Executive Committee members and Board members at all regularly scheduled Southern Country Meetings

D. Treasurer

1. Shall be responsible for the maintenance and upkeep of the club's financial records.
2. Shall be responsible for the preparation of checks and any other banking duties/responsibilities for the club.
3. Shall be responsible for the upkeep and safety of the club's finances, checkbooks and any other financial records or reports.
4. Shall prepare a written report once a month for each Executive Committee meeting, to be kept with the minutes and to give a verbal report to the general membership at the Scheduled meetings.
5. Shall be responsible for signing bank drafts and making cash payments as needed for club debts and expenses.
6. Shall be responsible for maintenance and inventory control of any and all Southern Country Charlotte merchandise.
7. Shall be responsible for maintaining up to date membership list.
8. Shall be responsible for attending each regularly scheduled Southern Country function where money or fundraising activities may occur, or appointing a representative of the Executive Board of Southern Country in his/her absence.

E. Parliamentarian

1. Shall be responsible for keeping order at all Southern Country Charlotte meetings and functions and act as an unbiased arbitrator.
2. Shall be chairman of the nominating committee for all elections.
3. Shall be responsible for enforcing the bylaws of Southern Country Charlotte and keeping an up to date copy of the bylaws, including any amendments made during the year.

4. Shall maintain a record of all proxies submitted throughout the year.
 5. Shall be responsible for preparing all ballots for all elections.
- F. General Board Member
1. Shall act as liaison for the General Membership at the Executive Committee meeting on behalf of the General membership concerns.

ARTICLE 5 ELECTION PROCEDURES

Section 1 Nomination and election of Executive Committee and Board Members.

- A. Nomination and election of Executive Committee and Board Members will take place each year at the General membership meeting following the club's annual fundraising event/hoedown..

Section 2 Nominating Committee

- A. PURPOSE: To recommend to the General Membership as nominees, the person(s) they deem most qualified and willing to accept the responsibilities of a particular elected office.
- B. This committee is to be chaired by the Parliamentarian.
- C. The committee will have an odd number of members, chosen by the Executive Committee/Board, with a minimum of three members. The committee will be formed two months prior to elections, or in the case of an emergency election, at any time prior to the election.
- D. The nominating committee's recommendations will be brought before the General Membership at the General membership meeting one month prior to elections, or in the case of an emergency election, at any time prior to the election.

Section 3 Election Procedures

- A. The floor will be opened for nominations, including nominating committee's recommendation(s). As nominations are opened for each elected position, the Parliamentarian will read from the bylaws the responsibilities for each office.
- B. When there are no further nominations for each position, the floor will be closed for nominations and voting for that position will take place by secret ballot, to be handled by the Secretary, with verification by the Parliamentarian. In the event that either of the two preceding officers is running for the position up for vote, the President or appointee shall assist with the counting of the votes.
- C. Elections shall proceed as follows: President, Vice President, Secretary, Treasurer, Parliamentarian, and General Board Members.
- D. A simple majority of the votes shall suffice to win that position.
- E. If the sitting President is not elected to an office, he/she will retain a board seat and each member will vote for only three (3) board seats. If the sitting President stays in office, or wins another executive office, each member will vote for four (4) board seats.
- F. In case of a tie for any office, or seat, there will be a runoff between the parties who tied.

ARTICLE 6 NON-OFFICER POSITIONS

Section 1 Other Positions

- A. Instructor(s)
 - 1. Shall instruct at all workshop sessions of/for Southern Country Charlotte and shall appoint a substitute in their absence.
 - 2. Shall make and establish a monthly dance schedule for dance classes and make it available for publication.
 - 3. Shall be a member in good standing.
 - 4. Shall be appointed by the Executive Board and shall answer to the same group, as needed.
- B. General Manager of Performance Team(s)
 - 1. Shall be a member in good standing.
- C. Business Manager of the Performance Team(s)
 - 1. Shall be a member in good standing.
- D. Newsletter Editor/Publisher
 - 1. Shall be responsible for preparing, printing, and distribution of the newsletter, in conjunction with the other officers. The newsletter must be distributed at least quarterly.
 - 2. Shall be a member in good standing.
 - 3. Shall be appointed by the Executive Board.
- E. WebMaster(s)
 - 1. Shall be responsible for preparing and updating the official Southern Country Charlotte's website, in conjunction with the other officers and IAGLCWDC.
 - 2.
 - 3. Shall be appointed by the Executive Board and shall answer to the same group, as needed.

ARTICLE 7 VOTING RIGHTS AND PRIVILEGES

Section 1 Members Voting Rights

- A. All members in good standing are eligible and encouraged to vote on all issues brought forth at the General Membership meetings, and Executive Committee and Board Members are eligible to vote additionally on issues at Board meetings.
 - 1. Proxies -If a member (Board or General) is unable to attend a meeting where they have voting rights, he/she can vote by proxy by requesting a proxy ballot from the Secretary, signing it and
 - (a) returning it to a member before the scheduled meeting time (that member is required to cast a vote on the behalf of the absent member as instructed on the proxy).or
 - (b) mailing it to the Southern Country Charlotte PO Box to arrive before the scheduled meeting time or
 - (c) emailing it to the Southern Country Charlotte email address at least one day prior to the scheduled meeting time.
 - 2. Although, voting by proxy enables a member's vote to count, it DOES NOT constitute a

member as being present at a meeting for attendance purposes.

3. Each member is limited to two (2) proxies per fiscal year.

ARTICLE 8 REGULATIONS FOR PERFORMANCE TEAMS OF SOUTHERN COUNTRY CHARLOTTE

Section 1 Object and Purposes

- A. The Performance Team's Purpose is as stated in ARTICLE 2, Section 1, A & B

Section 2 Requirements for Participation on Performance Team(s)

- A. All team members, and those auditioning to become team members, must be members in good standing with Southern Country Charlotte, and must adhere to the bylaws set forth by Southern Country Charlotte.
- B. In order to perform with a dance team, a member in good standing must attend at least four (4) consecutive practice sessions. If, at that time, the dancer feels he/she is at performance level, he/she may request an audition. If a simple majority of the performance team (by secret ballot) deems it necessary not to include the dancer in performances, the dancer may continue to practice and request subsequent auditions. If a conflict arises, every attempt shall be made to secure a qualified, non-biased, outside judge to select potential dancers on the basis of dance ability, preparation, or other performance related qualifications that the judge deems appropriate. The format for the auditions shall be determined by the dance team, and will be announced as early as possible prior to the audition date.

Section 3 Expenses

- A. All members of the dance team(s) are responsible for all expenses incurred in practicing and performing on the team. These expenses may include purchase and upkeep of uniforms (which will be approved by the team), facility rental, all travel expenses, etc.

Section 4 Management

- A. Each team must have at least one manager, that being the General manager. They may also choose to have a Business Manager.
- B. At the beginning of the Southern Country Charlotte fiscal year, each team will elect a General Manager (and a Business Manager, if they choose to have one). Each will serve for a term of one year, with no limit to the number of terms that may be served. Each manager must be elected by two-thirds majority of the team. This vote will be taken by secret ballot upon the request of any team member. Any member of the team may request the Parliamentarian to be present to count votes.
- C. The General Manager's duties will be: to insure that the bylaws and policies of Southern Country Charlotte are followed, to be the liaison to the Board of Directors, to help to secure instructors/choreographers for the team, conduct team practices, and any other responsibilities deemed appropriate by the team.
- D. The Business Manager's duties will be: to book performances, to handle publicity, to help the General Manager in his/her duties, and any other duties deemed necessary by the team.

Section 5 Financial

- A. All money made by the performance team shall be turned over to the Treasurer of Southern Country Charlotte. Fifty percent (50%) shall be put in escrow for use by that team for

expenses incurred in performing. Specific use of the money shall be approved by the Southern Country Charlotte Board of Directors and may include such things as payment to a choreographer, uniform purchase, travel expenses, etc.

- B. This money shall be accessible for the team use at all times. It may be used by Southern Country Charlotte for other purposes with the approval of two-thirds of the team, but will be placed back into escrow by a date agreed upon by the team and the Board of Southern Country Charlotte.

ARTICLE 9 BYLAWS: MAKING CHANGES AND AMENDMENTS

Section 1 Proposing Changes

- A. Any and all changes to the bylaws will be submitted in writing to the General membership and will then be voted upon and can be approved by a simple two-thirds majority vote of 10% of the members present in good standing as stated in ARTICLE 2, Section 2, Number 4.
- B. The approved change(s) will then become binding.

Section 2 Distributions

- A. Any approved changes, additions, or deletions to the bylaws will be published by July 31st of each year.
- B. Any previously published versions will then become null and void at that time.