

TAMPA BAY BEACH BOPPERS BYLAWS
Revised October 17, 2004

I. GENERAL PURPOSE

The Tampa Bay Beach Boppers (hereafter TBBB) shall be a non-profit, social organization for the entertainment, fellowship, and interest of the members and shall provide opportunities for members to associate with others who share the enjoyment of dancing to and preserving beach type music.

II. MEETINGS & QUORUMS

A. There will be a monthly meeting of the Board (hereafter referred to as the Board) and/or general membership, and/or a social function to be held at a time and place specified by the presiding Board. Major functions (fund raising projects) will be presented to the general membership. The Board, with prior notice, may request special meetings. Said notice may be by newsletter, phone, e-mail, or regular mail. General membership meetings will be held at least quarterly.

B. A quorum for the Board will consist of 57.5% and must be met in order to conduct a meeting. A majority will consist of 50% + 1 vote of the Board present and voting.

C. A quorum for general membership and or special meetings will consist of 10% of the current year's membership. A majority will consist of 50% + 1 vote of the general membership present and voting. In the event a quorum is not met at a general membership and or special meeting, the Board will have the option to proceed with voting based on a quorum of the Board being present.

D. A proposed agenda will be provided prior to general membership and or special meetings and no items other than those on the agenda will be open for discussion.

E. All members must be clearly identified by displaying their membership card while voting. Non-members will not be allowed to vote.

III. MEMBERSHIP

A. Membership shall be limited to those who are of legal drinking age in the State of Florida, and who subscribe to and adhere to the purpose of TBBB as stated above in the General Purpose. TBBB will not and cannot be responsible for the actions, safety, or any legal action caused by said member(s) or their guest(s) at any function, public or private.

B. Lifetime charter memberships constitute members without a lapse in membership from formation of TBBB. Any lapse in membership forfeits the charter status and renewal membership will be the same as for a new general member.

C. Honorary membership is based upon special consideration for outstanding contribution to the entertainment, fellowship, and interest of the membership of TBBB. Nominees will be presented by the Board to the membership for approval. Honorary members will not have voting privilege.

D. Dues in an amount to be decided annually by the Board will be payable for new membership and renewal dues thereafter no later than January 31st. Renewals after January 31st will be treated as new members.

E. No individual or group of individuals, other than the Board or its designated representative, shall take it upon themselves to represent or commit TBBB financially, contractually, or in any public relations matter.

F. Rules of conduct are based on freedom of speech, respect for the dignity of individuals, equality of justice for all, the principle of majority rule, the right of the minority to be heard, and the duty to abide by the will of the majority.

G. If the Board is in agreement that the rules of conduct by any member have been ignored or otherwise abused, the Board is required to warn the member both verbally and in writing.

If the member continues to behave in the same manner, the Board shall ask for his/her resignation from TBBB.

If said member does not feel that resignation is warranted, he/she may ask for an appeal to the general membership at which time a special general membership meeting will be called. Members will be notified of a "special meeting for disciplinary appeal" through the newsletter at least 30 days prior to the meeting. No names will be published.

A Board spokesperson will present the Board's position and the member will present his/her position.

A two-thirds (2/3) majority of the members present and voting will be required for expulsion of the member.

Other business may also be conducted at the meeting.

H. TBBB, being a social club, not a business or political club, shall use the latest edition of Robert's Rules of Order as a guideline in areas not covered in these by-laws.

IV. THE BOARD OF DIRECTORS: DUTIES AND RESPONSIBILITIES

A. The Board shall be responsible for the daily business and financial operation of TBBB in a manner which reflects the general purpose and the interest of the general membership as required keeping TBBB financially sound and viable. The Board shall consist of seven (7) elected officers as follows:

1. Five (5) established positions
2. Two (2) members at large
3. The Immediate Past President may elect to serve as one Member-at-Large.
4. All officers and Members of the Board shall be members of TBBB in good standing 180 days prior to their nomination to office.

B. The Board will meet monthly to conduct TBBB business.

C. The Board may call a general membership and/or board meeting with at least seven (7) days' prior notice by newsletter, phone, e-mail or regular mail.

D. The Board and the standing committees in conjunction with the audit committee shall prepare an annual operating budget for the upcoming year. The proposed budget will be presented to the general membership for approval at a general membership meeting. A copy of the proposed budget will be available to all members at least one week prior to the meeting.

E. If the Board is in agreement that any officer has failed to fulfill the duties of his/her office or fails to represent TBBB in an appropriate manner, the Board is duty bound to discuss his/her performance with said officer and to record same action in the minutes of the board meeting.

If said officer continues either unacceptable behavior, the Board shall ask for his/her resignation from the Board.

If said officer does not feel that resignation is warranted, he/she may ask for an appeal to the general membership at which time a special general membership meeting will be called. Members will be notified of a "special meeting for disciplinary appeal" through the newsletter at least 30 days prior to the meeting. No names will be published.

A Board spokesperson will present the Board's position and the officer will present his/her position.

A two-thirds (2/3) majority of the members present and voting will be required for termination from office. Other business may be conducted at the meeting.

F. All contractual agreements require the signatures of two (2) elected Board of Directors.

V. OFFICERS

A. GENERAL

1. Officers shall be elected for a one (1) year term.
2. Officers shall consist of a president, first vice president, second vice president, secretary, treasurer, and two (2) members at large.
3. No TBBB officer may hold office in any other dance club with the exception of National Dance Associations in which participation could enhance the status of TBBB.
4. The outgoing Board members shall serve as an advisory committee to the incoming Board for one (1) month after leaving office.
5. Officers will assume their duties effective January 1.

B. **PRESIDENT** - Preside over and maintain order at all general membership meetings, board meetings, and social events; explain and decide all questions of order; announce all business; prepare meeting agendas and perform such other duties as necessary to enhance development of TBBB. The President is authorized to spend \$100.00 per month on any unplanned expenditure. Should the allotment not be used in any month, it may be carried over and used with the Board's prior approval.

C. **FIRST VICE PRESIDENT** - Coordinates committees and performs other duties as prescribed by the Board. In the absence of the President, the First Vice President performs the duties of the President.

D. **SECOND VICE PRESIDENT** - Assist First Vice President and perform such duties as prescribed by the Board. Maintain an inventory of TBBB assets prior to the end of each quarter and report in time for the annual audit.

E. **SECRETARY** - Take minutes of all general membership and board meetings, read minutes of previous meetings and important correspondence, and maintain and update all corporate records and required reports.

F. TREASURER - Receive and bank all monies due TBBB; keep bookkeeping records of such funds; pay bills for TBBB from officers and committee chairpersons only when clearly authorized by a member of the Board and when receipts for expenditures are provided. Pay all expenditures by TBBB check. All checks must be signed jointly by the Treasurer and President or First Vice President in the absence of the President.

Give a statement of finances containing a detailed accounting of each expense at general membership meetings and board meetings based on the last day of the preceding month.

The TBBB Treasurer will receive all monies from our annual dance event (hereafter Annual Dance Event). Separate general ledger accounts will be maintained for the Annual Dance Event.

G. MEMBERS AT LARGE - Serve as a link between the Board of Directors, general membership, and committee chairpersons; perform other duties as prescribed by the Board.

VI. STANDING COMMITTEES

A list of suggested standing committees for the upcoming year and their filled and vacant positions, and an appeal for volunteers will be submitted by the First Vice President for publication in the November newsletter. All proposals by committees will be presented to the First Vice President for presentation to the Board.

A. WAYS AND MEANS - Responsible for all fund raising, i.e. promotions, T-shirts, pins, banners, etc., and other functions generating income for the club treasury.

B. CHARITIES - Responsible for selecting annual charities, promoting fund raising events and coordinating these activities with the Ways and Means Committee.

C. REMEMBRANCE - Responsible for TBBB notification and regrets to families when appropriate in the event of any member's illness, death, or other tragic event.

D. SOCIAL - Will work with the Board and TBBB's annual budget in preparing and planning TBBB's quarterly dances and any other *non-profit* events.

E. ELECTION - Responsible for overseeing nominations and election procedures: assuring candidate eligibility, and answering questions about campaigning and election procedures.

Any dispute about procedure, qualification of candidates or vote count must be made in writing to the committee no later than 48 hours after the polls close. It is the responsibility of the committee to resolve disputes by investigation. Any corrective action the committee decides on will be by a majority vote of the committee members. The written dispute and Election Committee decision will be made public at the next general membership meeting.

If a member of this committee decides to accept a nomination for office, that member must resign from the committee. The remaining committee members are responsible for selecting someone to fill this vacancy.

F. AUDIT - Headed by a chairperson with as many members as necessary. This committee is responsible for auditing the books *quarterly* and at the end of the Treasurer's term as well as any time a special audit is called.

G. MEMBERSHIP - Responsible for recruiting new members for TBBB and maintaining all membership lists. Chairperson will oversee the call tree.

H. NEWSLETTER - The chairperson will serve as editor-in-chief. Committee responsibilities will be to compile all pertinent information regarding TBBB activities for publication and distribution of a newsletter and to promote and secure paid advertisements for the newsletter.

I. DANCE INSTRUCTION - Schedule dance lessons for bop, shag, line dancing, and all Beach Music related dancing for all interested members. Dance instructors will be solicited from, but not limited to, the general membership and/or ABA/ACSC affiliated clubs when possible.

J. ANNUAL DANCE EVENT COMMITTEE - Headed by a chairperson affirmed by the Board and 1 or 2 co-chairpersons and with as many members as necessary. Responsibilities are to coordinate the annual event and bring progress reports to the Board and general membership.

Co-chairperson should be one that will be in line to chair this committee upon the chairperson stepping down. In the event all chairpersons want to step down simultaneously, new chairpersons will be selected by the Board.

K. BY-LAWS COMMITTEE - Responsible for reviewing any proposed By-Laws changes. Members will confer with the Board to prepare a final draft of the proposed amendment for publication and vote. The initiator of the proposal should, if he or she desires, be included in the review of the proposal.

VII. ELECTION PROCEDURES

A. Nominations for officers will be conducted in October at a general membership meeting. Nominations are expected to come primarily from those indicating interest to the Election Committee.

1. No candidate shall be nominated for more than one office.
2. Candidates nominated by a third party must be present to accept or decline their nomination.

B. The slate of candidates will be published in the November newsletter along with the election place, date, polling hours, and instructions for absentee ballots.

C. Each candidate will be allowed 250 words in the November newsletter for campaigning information and a current photograph.

D. The election will be held within the first ten (10) days of December on a date chosen by the election committee and approved by the Board.

E. When there is only one nominee for any Board position that nominee will be deemed elected for that position and his/her name will appear on the ballot "as elected by acclamation."

F. Voting will be by secret ballot to include absentee ballots of the general membership. The ballot box will be open for voting for a minimum period of two (2) hours. Each member voting must show identification and sign a membership register. It is the responsibility of the election committee to be present at the ballot box and membership register at all times during the election process. The cutoff for voting eligibility will be members in good standing as of October 31.

G. The candidate with the most votes will take office. The Election Committee will be responsible for collecting ballots, counting votes, and announcing winners. Election results will be envelope by the Election Committee for a period of ninety (90) days and may be inspected by any member.

H. Members who due to (1) sickness, (2) distance from the polling place, or (3) such other reason the Election Committee finds valid may be given an absentee ballot, an envelope marked "Ballot," and a return envelope.

1. Assigned numbers (different than member numbers) will be recorded on the return envelope and the election committee chair will keep a record of same.
2. Ballots must be requested a minimum of seven (7) days prior to the election.
3. The completed absentee ballot will be placed inside the envelope marked "Ballot" and sealed. The "Ballot" envelope containing the completed ballot will then be placed inside the return envelope, sealed, and returned to the Election Committee. It is the member's responsibility to see to its timely return.
4. Absentee ballots must be received by the Election committee no later than one (1) day prior to the election. The return envelope will remain sealed until the polls open. At that time its number will be checked against the absentee ballot list, it will be signed off on the membership register, it will be opened, and the sealed envelope marked "Ballot" will be placed in the ballot box.
5. Only numbered absentee ballots within the numbers recorded will be counted in the vote tally after being verified against voting member register.

I. The First and Second Vice Presidents will move to fill any vacancy in the event of resignation or removal of the President or First Vice President, respectively. Any vacancy in the offices of Second Vice President, Secretary, or Treasurer, due to resignation or removal of an Officer, shall be filled by a special election for the remainder of the term of the vacant office only. This special election will be held at the next regular and/or special general membership meeting.

VIII. DISSOLUTION OF CLUB ASSETS

A. In the event of the pending dissolution of TBBB, all physical assets shall be sold.

B. Cash from such sale along with cash from the TBBB treasury shall be donated to one or more charitable organization(s) as voted on by the general membership and shall be handled by the presiding board at the time of dissolution.

C. The general purpose of TBBB, as stated in Section I. GENERAL PURPOSE herein cannot be changed, and if changed, will cause immediate dissolution of TBBB.

IX. AMENDMENTS TO THE BY-LAWS

Any member who wishes to propose an amendment to these by-laws shall submit in writing a proposal to the Board. It will be included on the agenda of the next board meeting at which time the By-laws Committee and the Board will review the proposed change(s). A Board recommended proposal and the original member's proposal will be published in the next possible newsletter. Voting on the final proposal will take place at the first general membership meeting following the second possible newsletter publication. A two-thirds (2/3) majority vote of the members present at the general membership meeting shall pall the amendment.

X. STANDING RULES

A. General membership and board meeting minutes and any TBBB reports will be made available to any member at no charge. However, after said meeting, upon request to a TBBB officer(s) and/or Board of Director(s), copies of these records will be available at the cost of \$1.00 per page.

B. Any member is welcome to attend board meetings.

C. A TBBB historian, sergeant-at-arms, and parliamentarian will be appointed by the Board as required.

D. A minimum of one (1) dollar of each year's membership will be designated to charity in addition to other funds requested by the Charity Committee and approved by the Board.

E. No member or guest shall be admitted free to any social function with the following exceptions:

1. VIP's may be admitted free to any function after first being approved by the Board.
2. Funds permitting, TBBB will try to schedule one (1) annual party, which will be free to the membership. The Board shall determine the scope and viability of such a free party.

F. The President or President-appointed delegate will be reimbursed for attending the required meetings and workshops of the Association of Carolina Shag Clubs, the American Bob Association or any other National association to which TBBB belongs now or in the future. Reimbursement will be based on the lessor of mileage costs allowed by the IRS or air travel, plus \$15.00 per day for meals, and up to two (2) nights of lodging with a maximum reimbursement of \$400.00 per required meeting.

G. The Treasurer shall be bonded with a minimum \$25,000 bond. TBBB will bear the cost of the bond.

XI. CORPORATION

The elected officers will serve as the Board of Directors of said corporation.

IN WITNESS WHEREOF, each of the members of the 2004 Board of Directors of the Tampa Bay Beach Boppers verify that these are the bylaws approved by a majority of the members present at the General Membership Meeting on the 17th day of October, 2004.

President – David Spiegel

First Vice President – Gary Glover

Second Vice President – Louis Santana

Treasurer –Samantha Spiegel

Secretary – Arlene Taylor

Member-at-Large –Joyce Lucas

Member-at-Large –Lucy DeCaprio

