

**OFFICIAL DOCUMENTS  
OF THE  
SOUTHEAST CONFERENCE  
OF CLUBS, INC.**



**BY-LAWS ONLY**

Approved June 14, 1996  
Last Revised August 27, 2005



# BY-LAWS

## Article 1 - NAME:

- Section 1:** The name of the organization shall be called the Southeast Conference of Clubs, Inc., hereafter referred to as: the SECC, Inc., S.E.C.C. or "the organization."
- Section 2:** This organization shall maintain incorporation under the laws of North Carolina as a Non-Profit Organization.
- Section 3:** The official emblem of the SECC, Inc. shall be a horizontal black rectangle with a red heart in the top right corner. The capital letters "S E C C" will be in blue starting from the left side of the rectangle. The words Southeast Conference of Clubs (in all lower case) will be spelled out in white in a step pattern over the blue SECC.
- Section 4:** These by-laws will become effective June 14, 1996, and shall supersede all previous by-laws. Anything not covered in these by-laws shall be superseded by the most current issue of *Robert's Rules of Order*. Violation of these by-laws will result in disciplinary action.

## Article 2 - STATEMENT OF PURPOSE:

- Section 1:** To promote brotherhood, sisterhood and camaraderie among member clubs of the organization and other like-minded organizations whose Statement of Purpose is in agreement with those of the SECC, Inc.
- Section 2:** To maintain and distribute a calendar of member club events for publication.
- Section 3:** To develop a standard system of points for competition and participation for member clubs' events.
- Section 4:** To promote interaction and participation of individual member clubs' events.

## Article 3 - MEMBERSHIP:

- Section 1:** Membership shall consist of Member Clubs and Business/Non-Profit Organizations. Membership is open to (but not limited to) established clubs/organizations/associations located in the following states: Alabama, Georgia, Florida, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee and Virginia.
- Section 2:** Member Club –
- A.** Any established club/organization/association, whose statement of purpose coincides with those of the SECC, Inc., may submit an application for membership.

**B.** An established club / organization / association is one which meets one of the following:

1. Has a set of formally established by-laws, duly elected officers, been in formal operation a minimum of six (6) months and consists of at least five (5) members at the time of application.
2. Has been in operation for more than two (2) years with less than five (5) members at the time of application.

**C.** New membership applications will be voted on by secret ballot at a regular meeting of the SECC, Inc. Acceptance into membership shall be by a majority vote of the member clubs present and voting.

**D.** In order to maintain membership, a member club in good standing must not be delinquent in the payment of the SECC, Inc. dues or debt. Failure to pay dues or debt for a period of three (3) months after the due date shall result in automatic termination of membership. Further, a member club must attend two (2) SECC, Inc. meetings annually. Failure to attend will result in membership termination. Proxy attendance is acceptable. *(See Article 5, Section 3)*

**Section 3:** Business / Non-Profit – An established business or non-profit organization is a for profit business or charitable non-profit organization that wants to support SECC, Inc. and receives the mailings of SECC, Inc.

**A.** An licensed business, established for profit, that has been in formal operation a minimum of six (6) months may submit an application for membership.

**B.** Any established non-profit organization whose statement of purpose coincides with those of SECC, Inc. may submit an application for membership.

**C.** New membership applications will be voted on by secret ballot at a regular meeting of the SECC, Inc. Acceptance into membership shall be by a majority vote of the member clubs present and voting, including proxy votes.

**D.** In order to maintain membership, a business or non-profit organization in good standing must not be delinquent in the payment of the SECC, Inc. dues or debt. Failure to pay dues or debt for a period of three (3) months after the due date shall result in automatic termination of membership.

**E.** Business or non-profit organization members are not entitled to the right to vote on SECC, Inc. business.

**F.** Business or non-profit organization members will receive a certificate of membership, a one fourth (1/4) page ad in one (1) quarterly newsletter per fiscal year and copies of the newsletter for distribution.

#### **Article 4 - DUES:**

- Section 1:** All prospective member clubs shall pay, upon application to SECC, Inc., a non-refundable application fee as set forth by the Policies and Procedures Manual.
- Section 2:** All Member clubs shall upon admission into the organization pay annual dues, as set forth by the Policies and Procedures Manual. Annual dues are payable prior to the Annual Meeting.
- Section 3:** All prospective Business/Non-profit Organizations, shall pay upon application to SECC Inc. non-refundable dues as set forth by the Policies and Procedures Manual.

#### **Article 5 - DELEGATES:**

- Section 1:** Each member club shall designate a regular delegate at least ten (10) business days prior to any meeting and submit written notification of such delegate to the Scribe within ten (10) business days of the meeting. A member club may designate an alternate delegate. The means of choosing delegates shall be determined by each member club.
- Section 2:** Should both the regular and alternate delegate of any member club be absent from any meeting, another member of that club may act as a second alternate with prior notification to the Scribe of SECC, Inc. by an officer of the member club.
- Section 3:** If a member club cannot be represented at a given meeting by a club member, it may assign a written proxy to any active member of a member club of SECC, Inc. prior to the meeting date. Notification of said proxy must be made to the Scribe within five (5) business days of the meeting.
- Section 4:** Each member club shall be entitled to one (1) vote for each item at issue.

#### **Article 6 - MEETINGS:**

- Section 1:** There shall be two (2) meetings of the SECC, Inc. per year—Spring (January-June) and Fall (July-December), with the Spring meeting being the Annual Meeting. The site and date of these meetings will be decided by a vote of the SECC, Inc.
- Section 2:** There may be special meetings of the SECC, Inc., called by the Board of Directors. Thirty (30) calendar days written notice must be given in advance of said meeting specifying date, time, location and agenda for the special meeting.
- Section 3:** A quorum at any meeting shall be those member clubs present with voting delegates, to include written proxies.

## Article 7 - OFFICERS AND ELECTIONS:

- Section 1:** The officers shall be: President, Vice-President, Scribe, Treasurer and Sergeant-At-Arms. Collectively, the officers shall also serve as the Board of Directors.
- Section 2:** The officers shall be elected for a term of two (2) years and the President and Vice-President can serve no more than two (2) consecutive terms. The Scribe, Treasurer and Sergeant-At-Arms shall have no term of office limitations.
- Section 3:** No member club will have more than one (1) of its active/full members as an officer.

## Article 8 - DUTIES OF OFFICERS:

- Section 1:** The President shall preside at all SECC, Inc. meetings, mail a proposed agenda to member club addresses not less than thirty (30) calendar days prior to any meeting, exercise general supervision over the affairs of the SECC, Inc., appoint any committees deemed necessary with the Board of Directors approval, serve as an ex-officio member of these committees and appoint any advisors deemed necessary.
- Section 2:** The Vice-President shall preside at all SECC, Inc., meetings in the absence of the President as well as carrying out other duties as assigned by the Board of Directors or President.
- Section 3:** The duties of the Scribe shall include, but are not limited to, the following: maintain all records of and for the SECC, Inc., compile a list of the delegates for all SECC, Inc. meetings, record all SECC, Inc. minutes and mail copies to the member clubs within thirty (30) calendar days following each meeting, compile and distribute an ongoing calendar of events for member clubs to be printed in the quarterly newsletter.
- Section 4:** The Treasurer shall keep financial records for the SECC, Inc., collect dues from member clubs, keeping these funds in a financial account, disburse SECC, Inc. funds in payment of all obligations agreed upon by the SECC, Inc., and prepare and distribute financial statements to member clubs.
- Section 5:** The Sergeant-At-Arms shall be the Chair of the Membership Committee, be familiar with all SECC, Inc. rules and insure adherence by all member clubs, and will open and close meetings. The Sergeant-At-Arms shall have a recent copy of *Robert's Rules of Order* at each meeting if needed for reference purposes.
- Section 6:** As the Board of Directors, they shall see to the welfare of the SECC, Inc., acting between meetings on its behalf, and as the coordinating committee for any event sponsored by the SECC, Inc. All Board of Directors can be a signer on the SECC, Inc. account.

## Article 9 - NOMINATIONS AND ELECTIONS:

- Section 1:** Nominations shall be held during the fall meeting of SECC, Inc. that proceeds the annual meeting of the election year of the SECC, Inc. Any active member (to be defined by a member club) of a member club of SECC, Inc. may be nominated and elected to office. That individual may decline said nomination.
- Section 2:** Election of officers shall be held bi-annually at the annual meeting of the SECC, Inc. by secret ballot, from the list of names placed in nomination. A simple majority vote of present member club delegates is required to elect.

## Article 10 - PUBLICATIONS:

- Section 1:** The SECC, Inc. will maintain separate publication titles "By-laws," "Policies and Procedures" and "Point System Manual;" furthermore, any newsletters and event programs will be included herein.
- Section 2:** Each member club is required to include one of the following items on all major (as defined by the member club) event publicity:
- A. "Member, Southeast Conference of Clubs, Inc."
  - B. "Member, SECC, Inc."
  - C. The SECC logo (either black and white or color version) with the word "Member" directly above the logo.
- Section 3:** SECC, Inc. will publish a quarterly newsletter for general distribution to its member clubs, business/ non-profit members, mailing list and newsletter subscribers.
- Section 4:** The SECC, Inc. minutes and financial reports are not for general distribution, except to individual club members of member clubs.
- Section 5:** Photographs taken at an SECC, Inc. member club event, of any person, shall not be published or distributed in any form by the member club without a signed release by said individual(s) photographed.

## Article 11 - AMENDMENTS:

- Section 1:** These by-laws may be amended by a two-thirds (2/3) vote at any regular or special meeting provided that the proposed amendment has been distributed in writing to each member's club at least thirty (30) days prior to the vote. The approved amendment must be published and presented to member clubs within thirty (30) calendar days after the vote is taken. If no written objection is presented to the Board of Directors within ninety (90) calendar days of initial approval, the amendment is deemed approved and becomes effective immediately.

**Section 2:** If an objection is made, the amendment will be reconsidered at the next meeting and if approved by a two-thirds (2/3) vote will become effective immediately.

**Article 12 - DISSOLUTION:**

In the event of dissolution of this organization, the residual assets will be turned over to one or more organizations which are exempt from Federal Income Tax as per Section 501 (c)(3) of the Federal Revenue Code of 1954, or the corresponding provisions of any future Internal Revenue Code. These organizations must have similar interests.