

BY-LAWS

of

THE FOLKLORE SOCIETY OF GREATER WASHINGTON

I. NAME

The name of this organization is The Folklore Society of Greater Washington.

II. PURPOSE

The main purpose of the Society is to further the understanding, investigation, appreciation, and performance of the traditional folk music and folklore of the American people. The Society shall be a non-profit organization.

approved
19 Dec 1964

III. MEMBERSHIP

- A. Membership in this Society shall be open to any person or persons in the following classes:
1. Individual;
 2. Family, which shall include spouses and children younger than sixteen (16) years of age;
 3. Honorary, which shall be extended to individuals only on the unanimous approval of the Executive Board and may be with or without limit of duration.
- B. Membership in the Society shall carry the following privileges and obligations:
1. For all classes of membership:
 - a. Members are bound by the By-Laws and actions of the Executive Board and Officers in consequence thereof.
 - b. Members are entitled to vote at all regular and special meetings. In Family memberships only the parents or spouses may vote.
 - c. Members are entitled to attend the regular programs and special additional programs as may from time to time be arranged for the Membership, at reduced rates or without charge.
 - d. Members may attend all meetings, except closed sessions, of the Executive Board.
 - e. It shall be the responsibility of members to inform the appropriate Officers of the Society of any change of address or status.
 2. Individual and Family members shall pay such annual dues as may be determined by the Executive Board. Dues shall be due and payable on the first day of the month in which affiliation with the Society is first established.
- Honorary members shall not be required to pay any dues.
- C. 1. Membership in the Society will be considered to have been surrendered by any member more than three (3) months in arrears in dues, or upon the submission by any member of a letter of resignation to the Executive Board.
2. When a member has violated the terms of these By-Laws, or for other good cause, his membership may be revoked in the following manner. By a vote of three-fourths of the Executive Board the member shall be notified in writing of the proposed revocation and invited to defend his membership before the Board. If the member does not respond within two months after such notice is given, the membership

will be considered to be revoked as of the end of the two-month period. If the member appears before the Board and three-fourths of the Board vote against him, he may appeal the matter to the next meeting of the Society. If his appeal is not sustained by a majority vote, a quorum being present, his membership will be revoked as of the time the result of the voting on the question of his membership is announced.

- D. In the event of resignation from membership, revocation of membership, or dissolution of the Society, no member shall have any claim for refund of any monies paid to the Society.

IV. MEETINGS OF THE SOCIETY

- A. Regular meetings shall be held each month from October through June. Business may be transacted at any regular meeting and the Membership may take action on any matter of general policy which may be proposed by the Executive Board or by any member, but disposition may not be made of the business unless it shall have been included in the announcement of the meeting or unless it shall have been raised at the previous meeting.
- B. Meetings shall be open to the public, but non-members shall not vote on any matter.
- C. Special meetings shall be called by the Secretary on the request of the President or of any three (3) members of the Executive Board or by petition of twenty-one (21) members of the Society on ten (10) days' written notice to all members. Such notice shall state the matter to come before the meeting, and no other matter may be determined by the special meeting so called.
- D. A simple majority of members voting at a meeting, a quorum being present, shall suffice for the transaction of ordinary business, except as otherwise restricted herein. Less than a quorum may adjourn until such time as a quorum can be assembled. A quorum shall be ten (10) per cent of all voting members; members of the Executive Board shall not be counted in determining a quorum.
- E. The President and the Treasurer shall report to the Membership at the meeting held in April. The Nominating Committee shall make its report in March. Election of Officers shall be held in May.

V. OFFICERS

- A. The Officers of the Society shall be the President, the Vice-President, the Secretary, the Treasurer, the Membership Chairman, the Program Chairman, the Special Events Chairman, and the Publicity Chairman.
- B. During their terms of office all Officers shall maintain membership in the Society in good standing. The President, Vice-President, Secretary, and Treasurer shall be twenty-one (21) years of age prior to their election to office.
- C. The term of each Officer shall be one year, from June 1 through May 31 or until a successor shall be elected, except that the first Officers may be elected by the founding members as soon after their adoption of these By-Laws as possible to serve until the May 31 next following their election.
- D. No Officer shall serve more than two consecutive terms in the same office, nor shall any Officer hold more than one office concurrently.
- E. The President shall serve as Chairman of the Executive Board and senior

- executive officer of the Society, responsible to the Board for the conduct of the Society's administrative affairs. He shall, subject to these By-Laws, conduct with the regular constituted Officers and Chairmen the Society's ordinary business. He shall be an ex officio member, with vote, of all regular meetings of the Society, except the Nominating Committee. In the year following his term of office he shall serve a term as Past President and voting member of the Executive Board.
- F. The Vice-President shall serve as Vice-Chairman of the Executive Board, shall act as house manager, sergeant-at-arms, and head of the clean-up crew for all the Society's activities, and shall have such other duties as are delegated to him by the President. He shall succeed to the authority of the President when the President is unable to carry out the duties of his office.
- G. The Secretary shall serve as Secretary of the Executive Board and shall be responsible for the maintenance of the Society's minutes, corporate records, and such other records as may be specified by the Board. He shall be responsible for notifying members of all meetings of the Society and of the Board and shall maintain appropriate mailing lists.
- H. The Treasurer shall have responsibility for preparation and custody of all financial records of the Society and shall prepare such statements as are required by the Executive Board or by law. He shall be an ex officio member, with vote, of any standing or special Committee of the Society whose activities involve contracts or expenses greater than twenty-five dollars (\$25.00). He shall be responsible for collecting admissions and all of the Society's receivables and for payment of all the Society's just debts. In the year following his term of office he shall serve a term as Past Treasurer and voting member of the Executive Board.
- I. The Membership Chairman shall, among other responsibilities, keep the membership lists, reporting to the Executive Board upon request the status of current membership. He shall issue all membership cards and shall collect membership dues and transmit them to the Treasurer.
- J. The Program Chairman shall prepare the monthly programs of the Society and shall submit to each regular Executive Board meeting as detailed plans for future programs as possible.
- K. The Special Events Chairman shall plan all concerts and other special events and shall report as detailed plans as possible, including financial estimates, for each proposed event at each regular meeting of the Executive Board.
- L. The Publicity Chairman shall be responsible for supervising such publications and publication services as may be authorized and required by the Executive Board, including newsletters, news releases, advertising, programs, posters, and graphic arts.

VI. ELECTION OF OFFICERS

- A. A Nominating Committee consisting of five (5) members of the Society shall be appointed by the President with the approval of two-thirds of the Executive Board. Of the five members of the Committee, no more than two (2) shall be, at the time of their appointment, members of the Board.
- B. The Nominating Committee shall prepare a slate of candidates for office and shall report to the Membership at the March meeting. At that meeting, and again at the April meeting, additional nominations for any

- office may be made and seconded by members from the floor. Nominations shall be closed at the end of the April meeting.
- C. Candidates for office must be members in good standing of the Society.
 - D. At the May meeting, voting shall proceed by written ballot. Write-in votes will be permitted. For each office, the candidate with the most votes shall be elected. In case of a tie, the balloting for that office shall be repeated until the tie is broken, or, if necessary, the balloting may be postponed until the next regular Membership meeting in June.
 - B. The newly elected Officers shall take office as of June 1.
 - F. An Officer may resign by submitting a written resignation to the Board, which will become effective when accepted by the Board.
 - G.
 1. An Officer may be suspended for cause by a two-thirds vote of the Executive Board. The Officer shall be notified in writing of the Board's action and may appeal the suspension at the next meeting of the Board. If the suspension is sustained by a two-thirds vote of the remaining Board, the Officer shall be removed from office as of that date, unless he wishes to appeal the action to the Membership of the Society. In that event, written announcement of the proposed removal shall be made to the Membership at least one week prior to the next meeting of the Society. The question shall be raised at the meeting of the Society following the announcement, and a two-thirds vote, a quorum being present, shall be required to reverse the action of the Board.
 2. An Officer may be removed by the Membership in the following manner:
 - a. At any regular meeting of the Society a motion to consider the removal of an Officer may be passed by a majority vote, a quorum being present.
 - b. Written announcement of the proposal to remove the Officer shall then be made to the Membership at least one week prior to the next meeting of the Society.
 - c. The question of removal of the Officer shall be raised at the meeting of the Society following the announcement, and a two-thirds vote, a quorum being present, shall be required to remove the Officer.
 3. No Officer shall be removed without being given all reasonable opportunity to be heard.
 4. Removal of an Officer shall not affect his membership in the Society.
 - H. Upon resignation or removal of an Officer, the Executive Board shall fill the vacancy from the eligible membership by a two-thirds vote of the remaining Board, except that the Past President and Past Treasurer shall not be replaced.

VII. EXECUTIVE BOARD

- A. The duly elected Officers, together with the Past President and the Past Treasurer, constitute the Executive Board of the Society. Each member of the Board shall have one vote.
- B. The Board shall be responsible for the proper conduct of the Officers of the Society under these By-Laws and shall carry out the policy decisions of the Membership.

- C. The Board shall meet at least once a month. A quorum for the transaction of business shall be five (5) members of the Board, except for expenditures in excess of one hundred dollars (\$100.00), for which purpose seven (7) members of the Board shall be required for a quorum. A simple majority of members voting, a quorum being present, shall suffice for the transaction of ordinary business except as otherwise restricted herein.
- D. The President, Vice-President, and Secretary of the Society shall serve, respectively, as Chairman, Vice-Chairman, and Secretary of the Board.
- B. For the determination of any matter before the Board, the Chairman or anyone acting in that capacity shall have a vote.
- F. Special meetings of the Board may be called by the Chairman on his own initiative or at the request of any three (3) members of the Board. All members of the Board must receive actual notice of the time, place, and issue to come before a special meeting not less than forty-eight (48) hours in advance, and no other matter may be determined at that special meeting. Members of the Board who are not able to attend may exercise their vote on such issue in writing, signed and delivered to the Chairman before the question is called or voted.
- G. Board meetings shall, in general, be open to interested members of the Society.
- H. The Board shall, among its other powers:
 1. Approve an annual budget, and all expenditures in excess of twenty-five dollars (\$25.00), in advance of commitment for the expense being undertaken.
 2. Approve all programs and projects bearing the name of the Society, as hereinafter provided.
 3. Require a statement or statements of income and expenses to be prepared and an annual audit of Society funds to be made.
 4. Fill vacancies on the Board, by a two-thirds vote of the remaining members of the Board.
 5. Approve the President's appointment of Chairmen of special Committees.

VIII. RULES OF ORDER

Insofar as they are appropriate and do not conflict with the By-Laws and special rules of order of the Society, the rules contained in Robert's Rules of Order Revised (75th Anniversary Edition) shall govern meetings of the Society and of the Board.

IX. COMMITTEES

- A. Committees, which may be committees of one, may be empowered by the Board to conduct one or more of the Society's programs or functions.
- B. The organization and operation and membership of any Committee shall be determined by the Chairman of that Committee.
- C. Chairmen of special Committees are appointed by the President, subject to the concurrence of the Board; they must be members of the Society. Chairmen of special Committees may be removed by the Board or by the President, subject to the concurrence of the Board.

X. FINANCIAL AND FISCAL AFFAIRS

- A. The funds of the Society shall be kept in a checking account only to the extent needed for current operation. Additional funds and all reserve

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shall be kept in interest-bearing accounts insured by the Federal Govern-
ment, the particular bank or banks being selected by the Board.

Deposit Insurance

- B. No monies may be disbursed from any account except on the countersignatures of two (2) Officers, one of whom shall be the Treasurer.
- C. The Treasurer and all others designated to receive and/or disburse monies for the Society shall furnish such bond and such surety on the bond as may be required by the Board.
- D. An annual audit of the books, accounts, and assets of the Society shall be made at the direction of the Board.
- E. No contract or expense in excess of twenty-five dollars (\$25.00) nor any other obligation of the Society's funds, facilities, or reputation shall be made or undertaken except with the express approval of the Board or the Membership as herein provided.
- F. No member or Officer of the Society shall be entitled to receive any compensation for any goods or services supplied to the Society except on the express approval of the Board.

XI. USE OF THE NAME OF THE SOCIETY

The Society shall not allow the use of its name in conjunction with any activity not under its direct control without the express prior approval of three-fourths of the Executive Board or two-thirds of the Membership. No Officer or member of the Society may claim to represent the Society in any matter unless specifically empowered to do so under these By-Laws.

XII. ADOPTION AND AMENDMENT OF BY-LAWS

- A. These By-Laws shall be submitted to the Membership prior to adoption, and as approved and/or modified by the Membership they shall be proposed for adoption and voted upon by the Membership. Two-thirds majority of those voting shall be required for adoption.
- B. Amendment of the By-Laws or any new By-Law may be proposed at any regular Board or Membership meeting. The proposed amendment shall be read and the question shall be tabled until the next regular meeting of the Membership. The Membership shall be advised in writing of the pending amendment and that it will be presented for a vote at the next regular meeting. Two-thirds majority of those voting, a quorum being present, shall be required to adopt the amendment.

XIII. DISSOLUTION

- A. The Society shall not dissolve except upon the written ballot of two-thirds of the then total Membership.
- B. In the event of dissolution, none of the remaining assets may be distributed to, or for the benefit of, any member or class of Membership. Such remaining assets shall be distributed to the Archive of Folk Song of the Library of Congress for use in such purposes as recording, duplicating, and cataloging, and/or to any other worthy, non-profit, educational organization. The selection of the distributee or distributees shall be made by the Membership on the recommendation of the Board.

Adopted 3 October 1964