

June 3, 1982

Dear FSGW Member:

For many months, a committee has been working to review and revise the Folklore Society's By-Laws to make them more relevant to our greatly expanded size and program. This is the first time in the Society's 17-year existence that such a general review has been undertaken. The committee members (Nancy Schatz, Chair; Don Nichols; David Olive; Mike Rivers; and Jennifer Woods) were impressed with the quality of the original document, and attempted to maintain its essential quality and spirit while bringing it into line with FSGW's current situation.

In addition to revising the By-Laws themselves, the committee will be drawing up a separate document outlining the duties required and expected of each elected and appointed office-holder. A great deal more detail will go into the job descriptions than can or should appear in the By-Laws themselves, so this will be a separate policy document approved by the Board, to be updated as appropriate. The committee will be working on the job descriptions over the next few months, and will be asking current and former office-holders for their suggestions and comments.

Meanwhile, we need to amend the By-Laws. The attached copy shows all of the changes that have been proposed: deleted language is enclosed in brackets and crossed out, and new language is underscored (i.e., [eld] new). The committee has added annotations in the right margin to help you understand the reasons for the changes (these are not a part of the official document).

The following changes have <u>not</u> been annotated: (1) capitalization was revised to maintain consistency throughout the document; (2) several non-substantive changes were made in the interest of smeether wording—these should be obvious; (3) the order in which the various Board positions are listed in Section V was changed so that similar types of positions are listed together; (4) "he" was replaced by "he/she," and "chairman" by "chair," in response to the feeling of a majority of the Board that we should eliminate sex-specific language.

The enclosed ballot has space at the top for you to vote in favor of or against all of the changes as a bloc. If you prefer, you may vote on the changes individually by using the lower part of the ballot. If you check one of the spaces at the top, please do not vote on the individual changes. The ballots sent to family memberships allow for two voters. Please mark your ballot, fold it, seal it with tape or a staple, put a stamp on it, and drop it in the mail so that it will reach the committee by June 25, 1982. If you prefer to save a stamp, you may bring your ballot to the June program (Fred Foster Bloodgood), on June 11 at the Washington Ethical Society. We encourage the latter method—it helps to ensure that we receive ballots on time, and this promises to be a very special program, so of course you'll be there anyway.

PLEASE VOTE!! The Folklore Society of Greater Washington cannot function unless its members participate. The By-Laws revision is an important process and everyone's vote counts. So let us count yours--mark your ballot and bring it to the June program or mail it before June 25. THANK YOU!

Mancy Scha Schair, By-Laws Committee

## THE FOLKLORE SOCIETY OF GREATER WASHINGTON

# Proposed By-Laws - June 1982

### Printed 5/27/1982

NAME 1. The name of this organization is THE FOLKLORE SOCIETY OF GREATER WASHINGTON (hereinafter referred to as "The Society").

# 11.

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

#### MEMBERSHIP 111.

A. Membership in The Society shall be open to any person or persons in the following classes:

Individual;

- Family, which shall include [spouses] up to two adults and dependent children, at one address;
- Honorary, which shall be extended to individuals only on the unanimous approval of the Executive Board (hereinafter referred to as "The Board") and may be with or without limit of to as "The Board") and may be with or without duration.
- Subcategories of these classes of membership may be established by The Board.
- B. Membership in The Society shall carry the following privileges and obligations:

For all classes of membership:

- a. Members are bound by the By-Laws and actions of The Board and Officers in consequence thereof.
- b. Members are entitled to vote at all regular and special meetings, and by mail ballot. Hall Family memberships [only the parents or spouses] are allotted two votes. [may
- 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 Board.

e. It shall be the responsibility of members to inform the appropriate Officers of The Society of any change of address or status.

- Individual and Family members shall pay such annual dues as may be determined by The Board. Dues shall be due and payable on the first day of the month in which current affiliation with The Society is [first] established. Honorary members shall not be required to pay any dues.
- Membership in The Society will be considered to have been surrendered by any member more than three months in arrears in dues, or upon the submission by any member of a letter of resignation to The Board.
  - 2. When a member has violated the terms of these By-Laws, or for other good cause, [his] his/her membership may be revoked in the following manner: by a vote of three-fourths of The Board the member shall be notified in writing of the proposed revocation and invited to defend [his] his/her 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 find against Lhim, him/her, Lhel he/she may appeal the Lquestien decision to the membership of the next meeting of The Society. If Lhis the appeal is not sustained by a majority vote, a quorum being present, Lhis his/her 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 <a href="https://her.nesignation.org/">https://her.nesignation.org/</a> from membership, or dissolution of The Society, no member shall have any claim for refund of any monies paid to

Makes language less cumbersome later.

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Allows for the broader scope we now cover.

Marital status is not our concern; we can send only 1 newsletter per membership.

Makes language less cumbersome later.

Allows for our Life, Contributing, & Sustaining memberships.

Allows voting by mail.

We cannot control which persons actually vote (though the intent is that the adults in a family are the voters).

Sometimes a membership lapses for a time and then is re-established. This clarifies the policy.

One appeals a decision, not a question. This clarifies to whom the appeal is made.

The Society.

IV. MEETINGS OF THE SOCIETY

- A. A minimum of nine regular meetings (monthly programs) shall be held each I month from October through June-1 year. 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 Board or by any member, but disposition may not be made of the business unless it I shall have been included in the announcement of the meeting! has been announced to the membership prior to the meeting or unless it I shall have been raised at the has been carried over from a previous meeting, except as otherwise provided herein.
- 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 members of The Board or by petition of twenty-one members of The Society. Fend Tendays' written notice shall be given to all members. Such notice shall state the matter to come before the meeting, and no other matter may be determined to 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 75 members or ten percent of all voting members whichever is less; members of The 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] a report to the membership [in] at the March and April meetings. [Election of Officers shall be held in May.]

OFF ICERS

- A. The Officers of The Society shall be the President, the Vice-President, the Secretary, the Treasurer, the Membership [Chairman,] Chair, the Program [Chairman,] Chair, the Special Events [Chairman,] Chair, the Publicity [Chairman,] Chair, the Publications [Chairman,] Chair, the Dance [Chairman,] Chair, and two Officers-at-Large.
- 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 years of age prior to [their election to] assuming office.
- C. The term of each Officer shall be one year, from July 1 through June 30, or until a successor [shall be] is elected.
- D. Except as particularly described below for Officers-at-Large, no Officer shall serve more than two consecutive terms in the same office, nor shall any Officer hold more than one office concurrently. Officers-at-Large may not serve consecutive terms and must not have served as [an elected Officer] elected Officers of The Society for the three years preceding the term for which they are nominated.
- The President shall serve as [Chairman] Chair of The Board and senior executive Officer of The Society, responsible to The Board for the conduct of The Society's program and affairs. Hell He/she shall, subject to these By-Laws, conduct with the other constituted Officers and [Chairman,] Chairs The Society's ordinary business. [Hell He/she shall be an ex officio member, with vote, of all Legular] committees of The Society, except the Nominating Committee. In the year following Lhisl his/her term of office Lhell he/she shall serve a term as Past President and voting member of The Board, and shall not be a candidate for any office the term of which would be concurrent with Lhisl his/her term as Past President.
- F. The Vice-President shall serve as [Wice-Chairman] Vice-Chair of The

Defines "regular meetings" and gives some flexibility in scheduling.

Gives more flexibility in what can be voted on at meetings and what notice is required.

Unnecessary language.

Redefines a quorum in view of our current large membership, but allows for adequate quorum if membership falls below 750.

Trying not to conduct business at programs. Written reports by President and Treasurer to be provided for in job descriptions. Clarifies when & to whom Nominating Committee reports. Elections are dealt with in Section VI.

Officers are legally required to be 21 or over while in office, but not necessarily before.

Ex officio is not new language; it's Latin for "by virtue of his/her office".

Special committees are included.

Past President is an important Board position; incumbent may not run for another office.

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 and The Board. [He] He/she shall succeed to the authority of the President when the President is unable to carry out the duties of [his] his/her office.

- G. The Secretary shall serve as Secretary of The 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. Hel He/she shall be responsible for notifying members of all meetings of The Society and of The Board, Lend shall maintain appropriate Lendling lists, and shall be responsible for correspondence as required by The Board.
- 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 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. Held He/she shall be responsible for collecting ladmissional admission fees and all of The Society's receivables and for payment of all The Society's just debts. Held He/she shall prepare The Society's tax returns and applicable schedules for this his/her term of office. In the year following this his/her term of office the he/she shall serve a term as Past Treasurer and voting member of The Board, and shall not be a candidate for any office the term of which would be concurrent with
- 1. The Membership [Chairman] Chair shall, [among other responsibilities,] keep the membership lists, reporting to The Board upon request the status of current membership, and shall perform other related duties as assigned by The Board. Her He/she shall issue all membership cards and shall collect membership dues and transmit them to the Treasurer.
- J. The Program [Chairman] Chair shall [prepare] be responsible for the planning and production of the monthly programs of The Society and shall [submit to] report at each regular Board meeting as detailed plans for future programs as possible, including cost estimates and major logistic requirements.
- K. The Special Events (Chairman) Chair shall (plan) be responsible for the planning and production of all concerts and other special events, with the exception of monthly programs, and those activities otherwise assigned, and shall report as detailed plans as possible, including (financial) cost estimates and major logistic requirements for each proposed event, at each regular meeting of the Board.
- L. The Dance IChairman Chair shall be responsible for the planning and production of all activities of The Society principally involving dance, and Ishould shall report as detailed plans as possible, including cost estimates and major logistic requirements, at each regular meeting of the Board.
- M. The Publicity [Chairman] Chair shall be responsible for all publicity, advertising, promotion, and public relations activities of The Society.
- N. The Publications <del>[Chairman]</del> Chair shall be responsible for the preparation, printing, and disposition of all regular and special publications of The Society.
- O. Officers-at-Large shall be responsible for assisting other Officers in their duties as requested by the President of The Society.

# VI. ELECTION OF OFFICERS

A. A Nominating Committee consisting of five members of The Society shall be appointed by the President with the approval of two-thirds of The Board. Of the five members of the Committee, no more than two shall be, at the time of their appointment, members of The Board. Members of the Nominating Comittee shall not nominate themselves for office in the current election, but may be nominated from the floor.

FSGW sponsors too many events for any one person to hold these responsibilities, which should be shared.

The Board as well as the President can delegate duties to the Vice-President.

It is more efficient for others (e.g., Membership, Publicity) to keep most mailing lists.

We need a corresponding as well as recording Secretary.

President is ex officio member; unnecessary to have Treasurer also, though Treasurer should be consulted as appropriate.

An important task -- this clarifies who does it for what tax year.

Past Treasurer is an important Board position; incumbent my not run for another office.

Clarifies who shall assign other duties.

A committee chair; tasks may be delegated but chair is responsible.

Clarifies nature of chair's report to Board.

Responsibility is comparable to Program Chair.

Defines "special events".
"Activities otherwise assigned"
include the Washington Folk
Festival and other major
functions which have their own
special committees.

Responsibility is comparable to Program & Special Events Chairs.

Prevents Nominating Committee members from taking unfair advantage of their position.

- B. The Nominating Committee shall select a slate of candidates for office, which need not be limited to one candidate per office, and shall reports present that slate to the membership at the March meeting. At that meeting and at the April meeting, additional nominations for any office may be made and seconded from the floor.
- C. Candidates for office must be members in  $g \infty d$  standing of The Society.
- D. Prior to the May meeting, the membership shall be sent Fauthenticated ballots for the election which shall include the names of all candidates for office and space for write-in candidates. The ballots are Feither to be returned by mail to The Board by a Federal deadline established by The Board, Fin time for the results to be published in the June newsletter, the envelope to be marked "Ballot", or brought to the May meeting. [After this deadline,] Only the ballots received by [that date only] the deadline shall be [tabulated.] counted. [and the] Election results shall be announced in the Flune newsletter.] next regular publication of the Society. Write-in votes are permitted. Only authenticated ballots sent by mail to the membership shall be counted.
- E. For each office, the candidate with the most votes shall be elected. In case of a tie, the Nominating Committee, by lot, shall select the winner. The newly elected Officers shall take office [as of] on July 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 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.
- No Officer shall be removed without being given all reasonable opportunity to be heard.
- Removal of an Officer shall not affect [his] his/her membership in The Society.
- H. Upon resignation or removal of an Officer, The 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 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.

Provides flexibility in choosing nominees.

(Most of the changes in this paragraph were made to achieve clearer wording.)

Provides for flexibility in publication schedule.

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- C. The Board shall meet at least once a month. A quorum for the transaction of business shall be [six] eight members of The Board. lexcept for expenditures in excess of one hundred dollars, for which purpose eight members of The Board shall be required for a quorum-l 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,] Chair, [Vice-Chairman,] serve, respectively, as IChairman Vice-Chair, and Secretary of The Board.
- For the determination of any matter before The Board, the <u>IChairmanl</u> Chair or anyone acting in that capacity shall have a vote.
- F. Special meetings of The Board may be called by the [Chairman] Chair on Lhis his/her own initiative or at the request of any Three 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 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 IChairman Chair before the question is called or voted.
- Board meetings shall, in general, be open to interested members of The Society.
- The Board shall, among other powers:
  - Approve an annual budget, and all expenditures in excess of [twenty-five] seventy-five dollars, in advance of commitment for the expense being undertaken.
  - Approve all programs and projects bearing the name of The Society, as hereinafter provided.
  - Require a statement or statements of income and expenses to be prepared and an annual internal audit of Society funds to be made by the Treasurer in conjunction with the preparation of the tax returns.
  - 4. Fill vacancies on The Board, by a two-thirds vote of the remaining members of The Board.

    Approve the President's appointment of <del>[Chairmen]</del> Chairs of the
  - 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.

#### COMMITTEES IX.

- 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. Committee chairmen are expected to report regularly to has in and The Board on their committees progress. The Board has the authority to approve or disapprove actions of any committee, and shall retain ultimate responsibility for all activities of each commiffee.
- B. The organization, [-and] operation and membership of any committee shall be determined by the [Chairman] Chair of the committee.
- C. IChairmenl Chairs of special committees are appointed by the President, subject to the concurrence of The Board. Itheyl Those so appointed must be members in good standing of The Society at the time of their appointment. IChairmenl Chairs 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 shall be kept in interest-bearing accounts [-insured by the Federal Deposit Insurance Corporation, the particular bank or banks being selected by The Board. I selected by the Treasurer with approval by The Board.

Necessitated by increase in size of Board. Quorum is same for all business.

Inflation.

Annual internal audit is required; external audit may h requested by Board under Sect X, Paragraph D.

(Title of book is underscored.) No particular edition is specified.

Clarifies responsibilities of committees to Board.

Allows the Treasurer to select the savings method which will achieve the highest return; requires Board approval.

- B. No monies may be disbursed from any account except on the locuntersignatures of two Officers, one of whom shall be the Treasurer. I signature of the Treasurer, and when possible, the countersignature of the President, Vice-President, or The Secretary.
- 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 [-ennual] 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 <a href="Itwenty-five">Itwenty-five</a> seventy-five dollars nor any other obligations of The Society's funds, facilities, equipment, 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 received Any compensation for any goods or services supplied to The Society by a member or Officer of The Society shall require prior approval by Texcept 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 connection with any activity not under its direct control without the express prior approval of three-fourths of The 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. AMENDMENT OF BY-LAWS

Amendment of the By-Laws or any new By-Laws may be proposed at any regular Board or membership meeting. The proposed amendment shall be read at that meeting and the question shall be tabled. A copy of the proposed change, and a dated ballot will be distributed to the membership in the next regularly scheduled publication of The Society, or sooner if deemed necessary. Ballots may be returned by mail or in person by the deadline specified on the ballot. The deadline shall be not less than two weeks after date of the ballot, and shall be subsequent to a membership meeting. Two-thirds majority of those voting 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 be used for the benefit of, any member or class of membership. ATT sound recordings, photographs, and written records of The Society shall be given to The Archive of Folk Culture of The Library of Congress. Esuchi Further 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 organizational a non-profit organization or organizations dedicated to purposes similar to those of the Society, for use in continuing the support of traditional folk arts. The selection of the distributee or distributees shall be made by the membership on the recommendation of The Board.

Countersignatures are desirable but not always possible.

See Section VII, H, 3.

More inflation.

Use of equipment (e.g., sound system) also requires Board approval.

A change in tone; members may be paid, but Board approval is required.

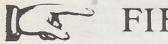
For posterity.

Provides flexibility in choosing legatee(s).

FOLKLORE SOCIETY OF GREATER WASHINGTON Box 19114, 20th Street Station Washington, D.C. 20036-0114

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