

FOLK DANCE COUNCIL OF X
Sample Bylaws

ARTICLE I - NAME

The name of the organization shall be the Folk Dance Council of X, hereinafter referred to as the "Council."

ARTICLE II - PURPOSES

The purposes of this not-for-profit organization shall be:

- 1) To promote folk dancing and the enjoyment which it provides among the people of X.
- 2) To cooperate with the folk dance groups in the X Valley, and with other groups with similar purposes, in support of their activities and aims.
- 3) To coordinate calendars and events sponsored by these groups so as to minimize conflict.
- 4) To organize and sponsor folkdance events and performances which may be beyond the scope of any single folk dance group.
- 5) To act as in information and referral service in the field of folk dancing.
- 6) To serve as spokesperson for the folk dance community in its interaction with other official bodies and with the media.
- 7) To foster cooperation among individuals and organizations which support the art and enthusiasm of folk dancing.
- 8) To provide education program s in conjunction with elementary and secondary schools, colleges, and universities, teacher training programs, dance institutes, and seminars.

ARTICLE III - MEMBERSHIP

- A. Any person with an interest in folk dancing who desires to use his or her knowledge, abilities or experience in the Council's efforts to further its purposes and whose dues are current may be a member of the Council for the first category of membership, Individual Member.
- B. The second category of membership shall be the Group Member, which may be a folk dance group or a performing group.

- C. The Board of Directors shall have the power to create other categories of membership as it deems desirable.
- D. Should any good and sufficient cause arise to expel a member of the Council, this can be accomplished by an affirmative vote of 2/3 of the members attending a general membership meeting, providing that:
 - 1. a motion to expel must have been read into Council minutes at the previous general membership meeting, together with a statement of cause;
 - 2. due process is followed, and proper notice is given to the entire membership.

ARTICLE IV - DUES

- A. Annual dues shall be those set by the Board of Directors at a regular meeting of the Board. The Board shall have power to set special dues for different categories of membership.
- B. The board shall have the power to set rules providing for cancellation of membership of those who have failed to pay the dues for the current year.

ARTICLE V - BOARD OF DIRECTORS

- A. The Board of Directors shall consist of an elected President, Vice-President, Secretary, Treasurer and the four Members-at-Large, as well as the Immediate Past President and the appointed Chairs of the Standing Committees. The number of Chairpersons may not equal or exceed the number of elected Board members.
- B. Board members may hold only one seat on the Board at any given time and shall be entitled to one and only one vote on the Board.
- C. If a vacancy occurs on the Board, it shall be filled as soon as possible by appointment of the President with the approval by the Board.
- D. The Board shall meet not fewer than four times a year at the call of the President, or at the request of three or more Board members. A quorum of the Board shall consist of a majority of the Board members in office at the time. A majority vote of those Board members present and voting is necessary to transact business.
- E. Board meetings shall be announced through the mail or electronically, if available, at least two weeks in advance of the meeting, and shall be open to all members of the Council. In case of urgency, notice by telephone or electronically shall be acceptable.
- F. Should any good and sufficient cause arise to expel a member of the Board, this can be accomplished by a 2/3 vote taken in a secret ballot with all Board members in attendance at a Board meeting, providing that:

1. a motion to expel must have been read into the Board minutes at the previous Board meeting, together with a statement of cause;
2. due process is followed, and proper notice is given to the entire Board.

ARTICLE VI - DUTIES OF THE BOARD OF DIRECTORS

- A. Officers shall be elected to serve a term of two years beginning September 1 of the election year. Elections will be held every other year.
- B. The Board shall be responsible for the functioning of the organization. All activities, expenditures, plans, and programs are subject to the approval of the Board.
- C. The President shall preside at all meetings of the Council and the Board, execute written instruments in the name of the Council, and shall perform all of the duties normally performed by the chief executive officer of an organization.
- D. The Vice-President shall perform the duties of the President in the absence of the President, perform such other duties as may be assigned to him by the President, and shall be an ex officio member of all committees.
- E. The Secretary shall take the minutes of all Council and Board meetings, keep a complete file of them, issue notices of meetings, and shall perform all of the duties normally performed by the secretary of an organization.
- F. The Treasurer shall collect and deposit the funds of the organization, pay all approved bills, make financial reports to the Council and the Board when so requested, arrange for a complete audit of the Council's books, if so requested, before leaving office, and shall perform all of the duties normally performed by the treasurer of an organization.

ARTICLE VII - COMMITTEES

- A. The Standing Committees shall be those of Membership, Publicity, and Ways and Means. In addition, the Board shall have the power to establish such ad hoc committees as it may deem desirable and necessary. The President, with the advice and consent of the Board, shall have the power to appoint and remove the chairs of ad hoc committees.
- B. The Membership Committee shall be responsible for developing ideas and programs for increasing the membership of the organization, for processing memberships, and shall maintain an up-to-date, official mailing list of all the members.
- C. The Publicity Committee shall be responsible for informing the membership of the Council

and the public generally of the Council's activities through publications, press releases, public listings, correspondence, and any other procedures which will bring the Council and its activities to the attention of the public.

- D. The Ways and Means Committee shall be responsible for the formulation and execution of proposals for generating funds for the operations of the Council.
- E. Committee membership shall be drawn from the folkdance community on the basis of interest. The chairs of all committees shall have the primary responsibility for obtaining members for their respective committees.
- F. All committees shall keep a file of appropriate records of their activities. All committee chairpersons shall be responsible for transferring inactive files to the Secretary for safe keeping, and turning over all other files to their successors.

ARTICLE VIII - ELECTIONS

- A. Not later than March 1 of an election year, the President, with the approval of the Board, shall select from the membership of the Council, a Nominations Committee consisting of three members of which one will be appointed a Chairperson. Members of the current Board may not serve as members of the Nominations Committee.
- B. Nominations shall be accepted by the Nominations Committee by May 15 of an election year. The Council membership shall be notified by mail of the time period that nominations are being accepted and how members interested in being candidates may contact the Nominations Committee.
- C. Not later than June 1 the Nominations Committee shall submit a slate of candidates to the Board, all of whom shall have previously consented to serve if elected, for the positions of President, Vice-President, Secretary, Treasurer, and four Members-at-Large.
- D. Each member, regardless of category, shall be entitled to vote for one candidate for each of the positions of President, Vice-President, Secretary, Treasurer, and for four candidates for the position of Member-at-Large.
- E. Balloting shall be done entirely by mail. Not later than July 1 ballots shall be mailed to the Council membership. Ballots must be postmarked not later than July 31 to be counted.
- F. The Council membership shall be notified of the election results by mail by September 30.

ARTICLE IX - MEETINGS

- A. There shall be an annual meeting of the Council membership at a time and place to be determined by the Board. Notice to all members of the Council shall be given at least 15 days prior to the meeting.
- B. 10% of the membership shall constitute a quorum for all meetings of the membership. A majority vote of those present and voting is necessary to transact business.
- C. Additional meetings may be held as authorized by the Board.
- D. All meetings of the Council and the Board shall be conducted in accordance with Robert's Rules of Order (Revised), except as otherwise provided in these By-Laws.

ARTICLE X - AMENDMENTS

- A. Amendments to these By-Laws may be proposed by a majority vote of the Board or by a petition signed by 10% of the Council membership.
- B. These By-Laws may be amended at a meeting of the Council membership. Previous notice of the contents of the proposed amendment shall have been given to the Council membership in writing.
- C. Where the proposed amendment is present at a meeting of the Council membership for determination, it shall require an affirmative vote of 2/3 of the members present and voting.
- D. Notice of the balloting results shall be given to the Council membership by mail.

ARTICLE XI - FISCAL YEAR

- A. The fiscal year of the Council shall begin September 1 of each year and end August 31 of the following year.

ARTICLE XII - TERMINATION OF THE COUNCIL

- A. In the event that the Council is terminated, all property and assets of the Council shall be given to the X Folksong Society if it has remained a 501(c)3 organization. If the Folksong Society no longer exists, property and assets shall be given to another 501(c)3 organization.