

Constitution and Bylaws of the Bozeman Folklore Society

Adopted June 12, 1995

First revision adopted October 2, 1995

Second revision adopted 2017

Article 1: Name. The name of this organization is the Bozeman Folklore Society (BFS).

Article 2: Purpose. The BFS is an all-volunteer nonprofit organization dedicated to promoting, preserving, enjoying, and teaching the music, dance, and arts of traditional cultures.

Article 3: Membership. All persons interested in the music, dance, and arts of traditional cultures are eligible to become members of BFS upon payment of dues.

- a) Members in good standing are entitled to attend general and special meetings; to vote on all questions coming before the membership; to hold office and serve on standing or special committees.
- b) Members are welcome to attend meetings of the Board and to participate in discussions on matters before the Board, but without a vote on matters before the Board.
- c) Membership dues and privileges are determined by the Board.

Article 4: Meetings of the Membership.

- a) An annual Meeting of the membership shall be held each year for the election of the board and the transaction of any necessary business.
- b) Special meetings of the membership may be called by the President at his or her discretion, or at the direction of the Board, or at the written request of at least 25% of the membership. Notices of special meetings shall state the matters to be considered.
- c) At least one month's notice of the annual or any special meeting shall be given.
- d) The quorum for transaction of business is 10% of the membership.
- e) A majority vote of those voting is necessary to transact any business brought before the membership, including the election of officers, except as otherwise noted in these bylaws.

Article 5: Board of Directors. The responsibility for all business matters lies with the Board of Directors which consists of the Officers and Up to 10 (ten) at-large members. The Chairpersons of standing or special committees shall be at-large members of the board.

- a) The Board shall determine the need for, and the responsibilities of, standing or special committees to carry out projects or special programs.
- b) Community dance, music, and arts leaders, whether or not they are members, may attend meetings for the purposes of advising or receiving suggestions from the Board concerning the programs of the BFS.
- c) In the event of a vacancy among the Officers, the remaining Board members, by a majority vote, may exercise the powers of the full Board until the vacancy is filled at the next regular election of the Officer, or may appoint a member to temporarily fill the vacancy until the next election of the Officer.
- d) A member of the Board may be removed from office after reasonable notice and opportunity to be heard by a majority vote of the BFS membership or by two-thirds majority vote of the entire Board.

Article 6: Powers of the Board. The Board has authority to set dues and fees at rates which will cover costs of operation, including honoraria paid to teachers and musicians, rental of necessary facilities, and other incidental expenses; to engage facilities for classes and special programs; to approve engagements and/or other special

activities undertaken in the name of BFS. These authorities may be delegated to standing committees in charge of ongoing activities or special committees, subject to board review. Chairpersons of the standing committees will report a summary of these activities to the board at regular board meetings, either in person or in writing (submitted in advance of the meeting).

Article 7: A quorum (at least half of the Officers and at-large members) is needed in order to transact business at Board meetings.

Article 8. Board Members. The Officers of the BFS are President, Vice President, Secretary, and Treasurer. Term of office is two years. Duties of board members are:

President. The President is the executive officer responsible for the operation of the group. He or she presides at meetings; calls regular or special meetings of the Board or membership as needed; appoints the Chairpersons of standing or special committees, subject to board approval.

Vice President. The Vice President acts as President in the absence of the President and, in the event of the President's resignation or incapacity to serve, shall succeed to the office until the next regular election of officers. The President may delegate to the Vice President such official or other duties as may be necessary for the conduct of business.

Secretary. The Secretary keeps records and minutes of meetings; maintains an up-to-date list of members, attenders and subscribers; sends notices and flyers; receives and distributes information from other groups and organizations; and maintains an archive of BFS documents, including these bylaws and operating policies.

Treasurer. The Treasurer is responsible for the collection of dues and charges; for the disbursement of fees to musicians and teachers and for payment of authorized expenditures. The Treasurer advises the Board about the finances of the organization and assists in formulating the budgets for the regular and special activities. The Treasurer also prepares a yearly financial statement of operations.

At-large board members. At-large board members are responsible for reviewing and voting on the activities of the BFS. They serve from year to year. Committee chairs shall be at-large board members; if a committee chair is not already a board member s/he shall become one upon confirmation by the board. In the event that the maximum number of at-large board members is exceeded the new committee chair shall serve without a vote on the board.

Article 9: Election of Officers and At-Large members. Board members are elected at the annual meeting of the membership in September and take office on October 1. The President and Secretary are elected in even numbered years. The Vice President and Treasurer are elected in odd numbered years.

- a) Two months before the annual meeting, the President appoints a Nominating Committee of 3 or more members of BFS, one of whom should be a member of the Board of Directors.
- b) The Nominating Committee reports its slate of nominees for existing vacancies to the membership one month prior to the annual meeting.
- c) Additional nominations may also be made by written petition of any member or from the floor at the annual meeting, provided the consent of the nominees has been obtained.
- d) A majority of those voting is required for election to office. In the event of a contest, paper ballots shall be used and tellers appointed to tally the results.

Article 10: Amendments to the Bylaws. Amendments to these Bylaws may be made upon one month's written notice to members; this notice must state the proposed changes. A two thirds majority vote of those voting is required for adoption.

Article, 11: Special Notices re Tax Exemption.

- a) No part of the assets or net earnings of BFS may inure to the benefit of private individuals. This does not preclude the payment of any reasonable fees for goods or services provided to the organization.
- b) In the event of dissolution of the BFS, the assets of the BFS will be distributed to another nonprofit organization that is exempt under section 501(c)3 status of the Internal Revenue Code.
- c) The BFS shall not, as a substantial part of its activities, attempt to influence legislation or participate in political campaigns in behalf of or against any candidate for public office, except to the extent permitted by section 501(h) of the Internal Revenue Code.
- d) It is intended that the BFS be entitled to exemption from Federal income tax under section 501(c)3 of the Internal Revenue Code and shall not be a private foundation as described in section 501(a) of the Code.
- e) The BFS is a member of and subscribes to the general purposes of the Country Dance and Song Society, Inc. (CDSS) as stated in the Addendum from CDSS's Articles of Organization, copy attached.

Addendum from the CDSS Articles of Organization

I. The name by which the organization shall be known is the Country Dance and Song Society; Inc.

II. The purposes for which this corporation is formed are as follows:

to encourage the practice and promote the knowledge of our heritage of traditional, historical, and folk dance, music, and song, with special emphasis on American and English traditions.

to encourage and support the establishment of local groups and regional organizations interested in these objectives

to train teachers, musicians, and leaders in order to further these objectives

to assemble and maintain a library of material related to traditional, historical, and folk dance, music, and song

to encourage research into this heritage

to publish materials to achieve these objectives

to act as an educational and nonprofit society

to do all or any such things as may be conducive or incidental to the promotion of the above purposes

to carry on any activity permitted to corporations organized under Massachusetts General Laws, Chapter 189, and recognized as exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code of 1954, donations to which are deductible from, taxable income under Section 170( c)2 of said Code (or corresponding provisions of any future U.S. internal revenue law).