

Lansing Area Folksong Society
Statement of Purpose and BYLAWS

STATEMENT OF PURPOSE

The purpose of the Lansing Area Folk song Society is to preserve and promote folk music, folk dance, and folklore in the mid-Michigan area. We pursue this purpose by organizing and sponsoring public activities (such as concerts and dances) which both entertain and educate.

BYLAWS

Article 1: Name

A) The name of the organization shall be the Lansing Area Folk Song Society (LAFS).

Article 2: Purpose; Sec. 501(c)(3); Open Meetings

A) The purpose of LAFS shall be to promote interest in folk song, folk music, folk dance, folk literature, folk art, and folklore in the mid-Michigan area.

B) This purpose shall be accomplished through organizing and sponsoring public activities including, but not limited to, concerts, dances, festivals, exhibitions, publications, and research leading to public presentation.

C) LAFS shall be a nonprofit tax exempt corporation as defined under Section Sec. 501(c)(3) of the United States Internal Revenue Code. It shall engage in no activities other than those permitted under Section Sec. 501(c)(3) of the internal Revenue Code.

D) All LAFS events shall be open to and publications obtainable by both LAFS members and the public.

Article 3: Membership; Membership Meetings

A) Membership in LAFS shall be open to anyone who pays membership dues without regard for race, color, creed, ethnic origin, nationality, sex, age, political persuasion, sexual preference, handicap status, or marital status.

B) Members shall receive reduced admission prices to LAFS events and other perquisites as approved by the Board of Directors.

C) Membership meetings shall be held at least once per fiscal year.

D) Times and locations of membership meetings shall be set by the Board of Directors and announced by electronic or postal mail at least two (2) weeks prior to membership meetings.

E) A quorum for a membership meeting shall consist of those members present at the meeting.

F) Meetings shall be conducted in accordance with standard parliamentary procedure.

G) All members who have reached the age of 13 years shall be entitled to one vote. Members must be present to vote at membership meetings.

H) Decisions of the membership shall be made by a majority vote of those voting.

I) Membership dues and terms of memberships shall be set by majority vote at a general membership meeting.

J) All capital expenditures exceeding 1500.00 shall be approved by a majority vote at a membership meeting. All non-capital expenditures exceeding 2500.00 shall be approved by a majority vote at a membership meeting.

K) All decisions not explicitly requiring a vote of the membership shall be delegated to the Board of Directors.

Article 4: Board of Directors

A) The Board of Directors shall consist of the members who are elected to the following ten (10) positions: President, Secretary, Treasurer, Booking Manager, Dance Coordinator, Gate Manager, Membership Coordinator, Publicity Coordinator, Sound Director, and Volunteer Coordinator. The President, Secretary, and Treasurer shall serve as the Officers of the Board.

B) The Board of Directors shall meet at least four times per year.

C) Board meetings shall be open to all members and to the public. Regular meeting times and locations shall be announced in advance at concerts and dances. Special meetings may be held on short notice. Only directors may vote.

D) A quorum shall consist of a majority of directors.

E) Board decisions shall be made by a majority vote of directors present. In the event of a matter requiring immediate attention, a poll of directors may be conducted, with approval requiring a majority of the entire board.

F) No remunerations shall be given directors for services on the board. Directors shall be entitled to free admission to all events in which LAFS is the primary sponsor.

G) All capital expenditures from \$251.00 through \$1,500.00 must be approved by the Board of Directors. All non-capital expenditures from 401.00 through \$2,500.00 must be approved by the Board of Directors.

H) The Board of Directors may authorize specific individuals to sign binding documents.

Article 5: Elections of Directors; Term; Removal; Replacement

A) Directors shall be elected by plurality vote of the membership.

B) Only LAFS members who have reached the age of 13 shall be eligible to serve on the Board.

C) Directors shall serve for one fiscal year. Election dates shall be designated and announced by the Board of Directors at least eight (8) week prior to the end of its term.

D) Nominations shall be open for at least four (4) weeks and may be made by presenting a name and board position in writing to any director.

E) Ballots shall be sent to all LAFS members by electronic or postal mail. Ballots may be returned to the LAFS mailing address or to the ballot boxes at LAFS events during the two week election period.

F) Ballots shall be counted at the conclusion of the election period by a panel consisting of at least two current directors. Results shall be announced to the membership.

G) A director may be removed from the board by a 2.3 vote of the membership. A special membership meeting shall be called to consider a motion for removal. A motion for removal shall be published at least two weeks prior to the special membership meeting.

H) Should a director leave office during the term, the board, by majority vote, may appoint a replacement with voting powers. The replacement shall be approved or disapproved by a majority vote of the membership at the next membership meeting or election.

Article 6: Director's Responsibilities

- A) The President shall be a student at Michigan State University. S/he shall be responsible for conducting meetings. S/he shall sign all legal documents on behalf of the board, except those delegated by the Board of Directors or the bylaws to other LAFS members. S/he shall appoint members to all committees established by the board.
- B) The secretary shall be responsible for keeping the minutes for both membership and board meetings and for making the minutes available to the membership.
- C) The treasurer shall be responsible for maintaining accounts, paying bills, keeping financial records and preparing financial statements and budgets.
- D) The booking manager shall be responsible for scheduling and contracting with Ten Pound Fiddle Coffeehouse concert-series performers and for making other arrangements involving performances.
- E) The dance coordinator shall be responsible for scheduling dances and for booking and contracting with bands and callers. S/he shall oversee collection and deposit of revenues generated at LAFS dances.
- F) The gate manager shall be responsible for overseeing the collection and deposit of revenues generated by LAFS concerts and for payment of concert performers.
- G) The membership coordinator shall be responsible for soliciting memberships, signing membership cards, and maintaining the LAFS membership list.
- H) The publicity coordinator shall be responsible for arranging LAFS publicity and for publishing for LAFS schedule of events.
- I) The sound director shall be responsible for overseeing maintenance of sound equipment, operating equipment for LAFS events, and negotiating contracts involving sound equipments.
- J) The volunteer coordinator shall be responsible for organizing all non-board volunteer involvement in LAFS events and shall serve as a liaison between directors and volunteers.
- K) A director may delegate his/her duties. S/he may offer certain perquisites with board approval.
- L) No LAFS member may hold more than one position on the board.
- M) A director may authorize a single capital expenditure up to and including \$250.00 or a single non-capital expenditure up to and including \$400.00 without approval of the board.

Article 7: Committees

- A) The Board of Directors may establish committees as deemed necessary.
- B) Said committees shall operate no long than the end of the current fiscal year.
- C) The board shall appoint members to all established committees .

Article 8: Fiscal year; LAFS budgets; Financial statements

- A) The LAFS fiscal year shall begin on July 1 and end on June 30.
- B) The treasurer shall develop a proposed budget at the beginning of the fiscal year. The proposed budget shall be distributed to the directors for their review prior to the August board meeting. At the August board meeting proposed budgetary changes shall be considered. The treasurer shall present the final budget at the September board meeting.
- C) The treasurer shall make the budget and all financial statements available to members upon request.

Article 9: Principal office; Meeting locations, Mailing address

A) The principal office of LAFS at which regular meetings shall be held and record kept shall be in the Lansing area in the State of Michigan as fixed from time to time by the Board of Directors. The permanent mailing address of LAFS shall be: P. O. Box 4486, East Lansing, MI 48826.

Article 10: Amendments

A) Proposed amendments to the LAFS bylaws shall be presented by electronic or postal mail to the membership by means of ballot, to be returned within two weeks to the LAFS mailing address or to ballot boxes at LAFS events. Bylaw amendments shall be approved by two-thirds (2/3) of those voting.

Article 11: Dissolution

A) Dissolution of the LAFS shall be presented to the membership by electronic or postal mail by means of a ballot, to be returned within two weeks to the LAFS mailing address. Dissolution shall be approved by three-fourths (3/4) of those voting.

B) Upon dissolution, all assets remaining after all debts have been paid shall be donated by the Board of Directors to one or more tax exempt 501(c)(3) organizations.