

# CHILDREN'S FOLKLORE SECTION CONSTITUTION

At the Children's Folklore Section Meeting in Los Angeles, October 1979, a Constitution Committee was formed. The Committee — Thomas Johnson, Chair, Karana Drayton, and Sue Samuelson — has submitted the following draft to be discussed at the CFS meeting in Pittsburgh, October 1980.

## CONSTITUTION AND BY-LAWS OF THE CHILDREN'S FOLKLORE SECTION OF THE AMERICAN FOLKLORE SOCIETY

### ARTICLE I: NAME

1. The name of this organization shall be the Children's Folklore Section of the American Folklore Society (henceforth known as the CFS).

### ARTICLE II: PURPOSE

1. The purposes of the CFS shall be to promote, stimulate, and encourage the study of children's folklore; to support and cooperate with local, national, and international organizations having parallel purposes; to organize and arrange meetings; and to issue publications concerning the purpose of the CFS.
2. To engage in all lawful activities and operations usually and normally engaged in by such an organization.

### ARTICLE III: MEMBERSHIP IN THE CHILDREN'S FOLKLORE SECTION

1. Any person who is a member of the American Folklore Society and is interested in the purposes of the Children's Folklore Section may become a member by applying to the Secretary-Treasurer. Members shall be entitled to vote at all meetings and to receive the *Children's Folklore Newsletter* upon payment of the subscription fee.

### ARTICLE IV: SUBSCRIPTION TO PUBLICATIONS

1. Institutions and Individuals who are not members of the American Folklore Society may subscribe to the publications of the CFS, but will not be entitled to hold office or to vote on matters concerning the organization.

### ARTICLE V: OFFICERS

1. The officers of the CFS shall consist of four elected and one appointed members. The elected members are a President, a Vice-President, a Secretary-Treasurer, and an Archivist. The appointive officer is the Editor of the *Newsletter*.

2. The officers shall have the powers and duties customarily incident to their respective offices in similar organizations, such as shall be specifically delegated to them by the Executive Board, and must include:

**2A. President:** The President shall preside over the business of the CFS and chair the meetings of the Executive Board.

**2B. Vice-President:** The Vice-President shall plan the program for the meetings of the CFS, such as symposia, workshops, and annual meetings, for the furtherance of communication, enlightenment and exchange of information. The V-P shall assume the duties of the President when the President is unable to continue said responsibilities or at the request of the President.

**2C. Secretary-Treasurer:** The Secretary-Treasurer shall keep and distribute to the CFS members the minutes of the association meetings, including the meetings of the Executive Board; shall inform the membership of the annual business meeting at least one hundred and twenty (120) days prior to the meeting; and shall be responsible for conducting the voting on any proposed amendments to the constitution or by-laws of the CFS in accordance with ARTICLE XIII. The Secretary-Treasurer shall promote membership, collect and disperse the association's monies. The Secretary-Treasurer shall report the financial status of the CFS to the members at the annual meeting, and shall make that report available for inclusion in the association's *Newsletter*.

**2D. Archivist:** The Archivist shall maintain files of information on children's folklore for dissemination to interested individuals and organizations.

**2E. Editor:** The Editor shall be responsible for the publications of the CFS, e.g., the *Newsletter*, and other publications determined to be appropriate by the Executive Board. The Editor shall be appointed by the Executive Board.

### ARTICLE VI: EXECUTIVE BOARD

1. Except as otherwise provided by these By-Laws, the management of the affairs of the CFS shall be vested in a Board of Directors which shall be known as the Executive Board.

2. The Executive Board shall consist of the Officers of the CFS. The President shall act as Chairman of the Executive Board. Three members shall constitute a quorum of the Executive Board.

3. The Executive Board shall hold an annual meeting not more than one week preceding the annual meeting of the CFS at a time and place designated by the President. Special meetings may be called at any time by the President or by any three members of the Executive Board upon at least two weeks written notice to each member of the Executive Board.

4. In situations where the President determines that decisions must be made before a meeting, a decision may be taken by telephone polls of the entire Executive Board. Actions may then be undertaken on the basis of such a telephone vote, but these are temporary in nature unless ratified at an ordinary or extraordinary Executive Board meeting.

5. In the event that members of the Executive Board cannot attend the annual meeting or special meeting which may be called, they may appoint a proxy to cast votes in their name. A proxy must be in writing and must be delivered to the President of the CFS.

6. The Executive Board may decide to submit specific

questions by mail ballot, to insure that each member (present at the annual meeting or not present) can cast his vote. Such ballots shall be distributed by the Secretary-Treasurer to members of the CFS, and shall include a clear statement of the questions and a summary of the arguments presented for and against the question.

7. In the event that an elected member of the Executive Board cannot fill his terms of office, he shall present his resignation to the President in writing. Upon the acceptance of such a resignation the President shall appoint a Member to fill the vacant position on the Executive Board.

8. Except as otherwise provided by law and these By-Laws, decisions of the Executive Board shall be by majority vote of those members of the Executive Board present and voting.

#### **ARTICLE VII: MEETINGS**

Section 1: There shall be an Annual Meeting of the members of the CFS in conjunction with the annual meeting of the American Folklore Society, after which time officers shall assume the offices to which they were elected. Prior to, or during the annual meeting of the members, the Executive Board shall hold its annual business meeting as required under ARTICLE VI. The President, in conjunction with the appropriate officers of the CFS, shall designate the time and place of both meetings. The President shall arrange the order of business at these meetings.

2. The Executive Board of the CFS shall present at the annual meeting of the members a report dated as of the close of the last complete fiscal year, verified by the President and the Secretary-Treasurer, or by a majority of the members of the Executive Board. This report shall also show the names and addresses of the persons and organizations who have been admitted to membership during such year. This report shall be filed with records of the CFS and an abstract thereof entered in the minutes of the annual meeting of the members at which the report is presented.

3. The Executive Board may sponsor or sanction other meetings or symposia which contribute to the purposes of the CFS.

#### **ARTICLE VIII: RECALL OF OFFICERS**

1. Elected members of the Executive Board may be recalled for cause on the written initiative of twenty percent of the membership. Such petitions will be received by the Executive Board and circulated among the membership by mail ballot. Removal from office requires a two-thirds vote of the eligible voting membership.

2. The Editor and members of all committees serve at the discretion of the Executive Board. They may be dismissed by an action of the Executive Board.

#### **ARTICLE IX: FINANCES**

1. The amount of the subscription to the CFS *Newsletter* shall be determined by vote of the Executive Board.

2. The Executive Board shall set a date for the annual payment of subscription fees.

3. The Executive Board of the CFS shall set the dates of the fiscal year.

#### **ARTICLE X: PUBLICATIONS**

1. There shall be a *Newsletter* published on a regular basis; such basis to be determined by the Executive Board.

2. Other publications may ensue as determined to be desirable by the Executive Board.

#### **ARTICLE XI: COMMITTEES**

1. Special Committees shall be appointed by the President and approved by the Executive Board from time to time as the occasion demands. These committees shall be limited in activities to the purpose for which they are appointed and shall have no power to act unless such is specifically conferred by action of the Executive Board.

2. Such committees are charged to report on their activities at least once each year at the annual meeting either through oral or written reports and to deposit a copy of their report with the Secretary-Treasurer.

#### **ARTICLE XII: NOMINATIONS AND ELECTIONS**

1. Nominations and elections for all elective officers shall take place at the Annual Meeting of the CFS.

2. Elective Officers of the CFS shall serve a two-year term, with the President and the Archivist being elected in odd numbered years and the Vice-President and Secretary-Treasurer being elected in even numbered years.

#### **ARTICLE XIII: AMENDMENTS**

1. Voting must be accomplished by mail ballot to insure that each Member has an equal opportunity to voice his opinion.

2. Amendments to the Constitution or By-Laws shall be accomplished by two-thirds majority of the Members of the CFS voting on such changes.

3. Amendments may be proposed by: (A) a majority of the Executive Board, (B) a majority of members present at an Annual Meeting of the Members, or (C) by any 10 members of the CFS, when presented in writing to the Secretary-Treasurer.

4. Ballots shall be distributed to all Members of the CFS who are in good standing by the Secretary-Treasurer. Ballots shall include a summary of the arguments in favor of or opposed to the changes in question.

#### **ARTICLE XIV: PARLIAMENTARY AUTHORITY**

Section 1: The rules of procedure contained in Robert's Rules of Order, Revised, shall govern meetings of the members of the CFS so far as they are applicable and when not inconsistent with these By-Laws.