

# The Council's By-laws: From Provisional Constitution to Statutes, Memoranda, and Guidelines

*Don Niles*

The Council, like most organizations, has by-laws that define such things as its purpose, activities, membership, governance, and how to go about altering these by-laws.<sup>1</sup> The Council has called such by-laws its Constitution, Rules, and most recently, Statutes. These are supplemented by various memoranda and guidelines, which all serve to provide guidance on various aspects of the Council and its work.

This chapter considers all of these documents. It initially considers the Council's main by-laws, followed by its supplemental ones. Rather than examining each version of these by-laws in turn, I consider the main themes common to all of them, and how these have evolved through time.

The 1947 Provisional Constitution established a basic framework that was followed quite closely in all subsequent variations, but with inevitable changes of order, as well as the deletion and addition of sections.

The name of the main by-laws governing the Council has changed over time. A Provisional Constitution (1947) gave way to a Constitution when ratified at the first IFMC conference (1948; [figure 1](#)). Subsequently, they have been called Amended Statutes (1951), Rules (1957), and finally and presently Statutes (2017). One of the challenges of writing this chapter has been locating complete versions of these documents after amendments have been approved. Sometimes they were printed in the *Bulletin*, sometimes as separate documents; today, of course, they appear on the ICTM website.<sup>2</sup> Some, unfortunately, are presently unlocatable.

The complete versions of Council by-laws available to me are:

1. 1947 Provisional Constitution in English and French (ICTM Archive MS 10017, series 4, folder 94)
2. 1948 Constitution (ICTM Archive MS 10017, series 1.1, folder 1)
3. 1951 Amended Statutes (*BIFMC* 5, Nov 1951:22–25)
4. 1957 Rules (*BIFMC* 12, Sep 1957:21–24)
5. 1963 Rules (ICTM Archive MS 10017, series 1.1, folder 1)
6. 1971 Rules (*BIFMC* 39, Oct 1971:15–18; *BIFMC* 50, Apr 1977:14–17)
7. 1979 Rules (*BIFMC* 55, Oct 1979:17–21)
8. 1981 Rules (*BICTM* 59, Oct 1981:19–22; also see *BIFMC* 58, Apr 1981:22–31, which summarizes proposed changes to the Rules by President Poul Rovsing Olsen and then compares the existing Rules to the proposed Rules on facing pages)
9. 1984 Rules (*BICTM* 64, Apr 1984:11–14)
10. 1992 Rules (*BICTM* 81, Oct 1992:25–28)
11. 2004 Rules<sup>3</sup> (*BICTM* 104, Apr 2004:20–25; also see *BICTM* 101, Oct 2002:12–20, which explains proposed changes by President Krister Malm and then prints the suggested revisions/additions in italics and omissions with strikethrough)
12. 2013 Rules (ICTM Secretariat)
13. 2017 Statutes (from website at the time)<sup>4</sup>

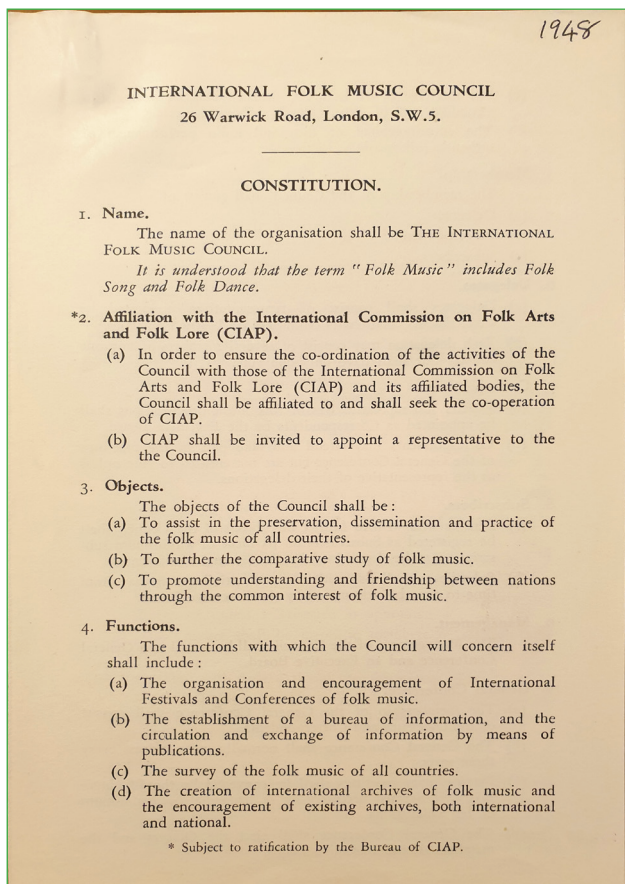
For proposed changes to these documents, *Bulletins* are a very useful source of information. I have not considered any changes that took place after 2020, the cut-off date for most chapters in this book.

1 I sincerely appreciate the preliminary thoughts about this subject by Carlos Yoder and the photos by Jeanette Mollenhauer of various essential items from the ICTM Archive that made this contribution possible. I especially acknowledge the encouragement of Naila Ceribašić and Svanibor Pettan for me to tackle this chapter at all, and their most helpful comments after I took up that challenge.

2 <http://ictmusic.org/statutes-ictm>.

3 Actually called "ICTM Rules (The Constitution)," see also this formulation in draft form (*BICTM* 101, Oct 2002:15). The parenthetical addition appears to have been dropped in subsequent revisions.

4 The Statutes were "aimed at replacing its outdated predecessor and at better reflecting the needs of a modern international scholarly society" (Pettan 2017:3). Also see, Castelo-Branco (2017:5) for background to their creation.



**Figure 1.** 1948 Constitution of the IFMC (ICTM Archive MS 10017, series 1.1, folder 1).

## Provisional Constitution

A draft agenda for the International Conference on Folk Song and Folk Dance, 22–27 September 1947, in London lists “Consideration of draft Constitution” as the fourth item (ICTM Archive MS 10017, series 4, folder 94). The draft or Provisional Constitution I have consulted is in English and French. What appears to be the actual agenda used during the conference lists “Consideration of draft Constitution” as the sixth item (*ibid.*). In the minutes of that 1947 conference, section 5 concerns the draft Constitution which was presented on 23 September 1947, the day after the establishment of IFMC. A subcommittee of five participants to consider it was also established (International (Advisory) Folk Dance Council 1947:5–6; Karpeles 1972:13).

The following day, Karpeles reported that the subcommittee had met for four hours on the previous day and had focussed on the English version; the French would be considered later. Discussion took place over amendments, wordings, etc., with the Provisional Constitution unanimously adopted and ready to go for ratification at the conference to be held in 1948.<sup>5</sup> The draft Constitution is supposed to be in appendix C of the minutes from that conference, but no appen-

dices are available (International (Advisory) Folk Dance Council 1947:6; Karpeles 1972:13–14). Pending ratification of the Constitution, no major activities were undertaken during the Council’s first year of existence (Karpeles 1949:4), except for the Basel conference, 13–18 September 1948.

On 13 September 1948, the first day of the first conference in Basel, a number of proposed alterations to this Provisional Constitution were considered. Most substantial amongst these was an additional section concerning the planned relation of the Council to the International Commission on Folk Arts and Folk Lore (CIAP), discussed below. Subsequently, the amended Provisional Constitution was adopted as the Constitution of the Council (*BIFMC* 1, Oct 1948:9–10).

## Name and purpose

The name proposed in the Provisional Constitution was the International Folk Music Council, along with the explanatory statement:

It is understood that the term “Folk Music” includes Folk Song and Folk Dance. (Provisional Constitution 1947:§1)

At the first conference (1948), the Executive Board proposed that the name be modified to International Folk Music (Dance and Song) Council and the statement of explanation be deleted. This “somewhat awkward” title was suggested because “the public sometimes assumed that dance was not a form of music.” However, the Board ultimately agreed that it would be better to keep the simpler name and educate the public through the Council’s activities (*BIFMC* 1, Oct 1948:9). This name and a version of the explanation that folk music was to be interpreted as including folk music and dance remained as the first section of the Council’s by-laws until the Council’s change of name in 1981.

The change of name from International Folk Music Council to International Council for Traditional Music was explained by President Roving Olsen as necessary because the Council had long been concerned with “all kinds of traditional music, not just folk music,” and the existing name discouraged potential members who did not consider their interests to be folk music. The proposed name would “give the most precise description currently possible of the field covered by our Council” (*BIFMC* 58, Apr 1981:22). This change was voted on and approved by the General Assembly in Seoul on 27 August 1981. The Rules then identified the name as ICTM, which was formerly known as IFMC (1981 Rules:§1). This section has remained intact since that time.

<sup>5</sup> Also see (Karpeles [1976]:217–218).

Sections on the purpose, object, objective, or mission explain the main focus of the Council. Beginning with the 1947 Provisional Constitution, these have included the “preservation, dissemination, and practice” of folk music of all countries, comparative study of folk music, and promotion of understanding and friendship between the common interest of folk music (§2); they continued until the 1971 Rules (§2), when only the first of these remained. But in 1992, these core objects were explained to embrace “traditional music, including folk, popular, classical and urban music, and dance, of all countries” (§2). The next major change only occurred with the 2017 Statutes, where the Council’s mission continued previous concerns, but also emphasized the bringing together of a wide range of scholars, performers, individuals, and institutions “in pursuit of equality, social participation, human rights, and sustainability in the performing arts.” Furthermore, dissemination and exchange of work and ideas, and collaboration with other organizations was emphasized (§2).

The functions or main activities of the Council were spelled out from the beginning. From 1947, these included festivals, conferences, dissemination of information, folk-music surveys, archives, presentations and performances, and promotion through the media (§3). Only in 1957 did this include the issuance of printed materials, along with records and films (§3b–c). The 1979 Rules also noted the formation of study groups (§3c). Subsequent changes were relatively minor, such as the 2004 addition of new forms of publications and websites (§3b), but also the addition of national and regional committees (§3c). With the 2017 Statutes, activities were noted, but explained in more detail elsewhere in the Statutes, such as the World Network, study groups, conferences, symposia, colloquia, fora, publications, and collaboration with other organizations (§3).

## Activities and linkages

Although the main Council functions and activities are summarized early in the by-laws, later sections give more details. The organization of conferences has been a part of Council activities from the 1947 Provisional Constitution: “a conference on the artistic, social and scientific aspects of the subject shall normally form part of the Festival programme” (§14a). At this time, the importance of festivals to the work of the Council was apparent and actually preceded the section on conferences. But even the Provisional Constitution allowed additional conferences to be organized “as occasion demands” (§14b). In 1963, the section on conferences (§12) was placed before that on festivals (§13), with the latter to be held “from time to time.” The focus had

shifted away from festivals. Even though conferences at this time were annual events, the 1963 Rules stipulated that conferences be held not less than every three years and more frequently if possible. This wording remained until the 2017 Statutes, where world conferences (first so-called in the 2004 Rules) are defined as being held biennially (§10.1).

International festivals were major activities recommended with a separate section from the Provisional Constitution (§13) through the 1979 Rules (§10), but the Council only organized four such festivals in collaboration with conferences (1949, 1953, 1955, and 1962). Although initially recommended to be held every three years, by 1963, festivals were to be held “from time to time as opportunity offers” (§13). Conferences still frequently coincide with festivals, but the latter are not organized by the Council itself.

Other activities were expanded on through time. For the first time in the 2004 Rules, separate sections on study groups (§6) and colloquia (§12) were included, although both activities had been underway for decades. Fora were first mentioned in the 2017 Statutes (§10.4), although the first forum was held in 2015.

In the 2017 Statutes, world conferences, study-group symposia, colloquia, and fora are all discussed under a section on scholarly meetings (§10), while a separate section on study groups outlines their main operations (§6).

One amendment to the 1947 Provisional Constitution that was adopted in 1948 was the inclusion of section 2 concerning “affiliation with the International Commission on Folk Arts and Folk Lore (CIAP).” Such an affiliation was already discussed at the 1947 meeting that established IFMC, and it was felt “there was complete agreement in principle as to the desirability of affiliation.” Indeed, the CIAP secretary proposed that “the Council should accept the guidance of CIAP in all matters of scientific concern,” but the Board felt uneasy with this and adopted a general statement of desired affiliation and an invitation to CIAP to appoint a representative to the Council (*BIFMC* 1, Oct 1948:10). That the Council felt such an affiliation of considerable importance is evident in placing this as the second section in the 1948 Constitution. However, it was apparently included without the full support of CIAP, as in the printed version of the Constitution, this section has an asterisk stating “subject to ratification by the Bureau of CIAP.” This entire section on CIAP was deleted in the 1957 Rules after such an affiliation was never realized.

In addition to this explicit wish to link with CIAP in the Provisional Constitution onwards, at the same time a section notes the Council’s desire for cooperation with other international organizations concerned with “folk art,” to which the Council may seek affiliation (1947 Provisional Constitution:§12). The subject matter

was expanded to “folk art and allied subjects” (1957 Rules:§11), but the section was completely removed in the 1963 Rules.

## Membership

Three types of members were outlined in the 1947 Provisional Constitution, which was adopted in 1948 (1948 Constitution:§5). Delegates were representatives appointed by governments, national committees, or learned societies. Although a delegation could consist of several members from a country, they would have only one vote (§6). Correspondents were experts and representatives of folk-music organizations appointed by the Executive Board, but did not vote in that capacity (§7). And subscribers were those who paid a subscription fee, with their entitlements to be determined by the Board (§8). The 1951 Amended Statutes refer to affiliated national committees, instead of delegates, and goes into considerable detail about such committees, the appointment of liaison officers by the Board if no such committees exist, how such affiliations take place, their tasks, and that they should pay an annual subscription fee to the Council, to be determined by the committee and Board (§6). Indeed, Karpeles considered the main object of the amendments at this time was

to make provision for the affiliation of National Committees. This was not merely a matter of machinery, but something that was essential to the life of the Council, for without some measure of decentralisation the Council could not effectively carry out the many tasks that awaited it. (*BIFMC* 5, Nov 1951:11)

The 1957 Rules refer to ordinary members, instead of subscribers (§7), and the 1963 Rules add a new category of corporate subscribers (§8), such as government departments, radio organizations, and institutions, who pay a fee. In the 1979 Rules, the membership section (§4) now lists members in a variety of categories: life, individual, married couples, student, and institution, along with corporate subscribers; while affiliated national committees remain in a separate section (§5). Subsequent revisions continue to tweak the membership categories, such as adding honorary memberships for those who have made outstanding contributions to the work of the Council, supporting members to assist others (1984:§4), and emeritus members (2014:§4). Such categories remained relatively constant even in the 2017 Statutes.

The role of national committees continued to be further refined and, in 2004, regional committees were added to accommodate areas larger or smaller than national ones (§5). The 2017 Statutes include national committees, regional committees, and liaison officers under the name World Network (§5).

## Governance

This section refers generally to the management of the Council and how it is governed. The Provisional Constitution noted that management was vested in the General Conference and the Executive Board (§8). Subsequent sections detail that the General Conference consists of delegates and correspondents, who should meet at least every three years, with the possibility of extraordinary meetings, and the responsibility of electing the Council’s officers and Executive Board (§9). The right to vote would vary through time and gradually become more inclusive.

In 1947, the Board consisted of the officers and ten members, all of whom were delegates or correspondents. Nominations to the Board could be made by the Board itself or any delegates and sent to the Secretary. Board members, including officers, had terms of three years, but were eligible for re-election. Additionally, up to three members could be co-opted to the Board from among delegates and correspondents. The Board should meet at least once a year at a place and time determined by them. Vacancies arising from a death or resignation could be filled by Board appointments. The powers of the Board are delegated to them by the General Conference, who elects them, and Board members should exercise their powers “as a whole and not as representatives of their respective delegations” (§10). Officers were the president, secretary, treasurer, and vice presidents, with the number of the latter unspecified. If no treasurer was appointed, this task was to be taken on by the secretary. Finally, officers are *ex officio* members of all subcommittees (§11).

In the 1948 Constitution, this organization was generally accepted, except that the number of Board members was increased from ten to twelve (§11a; also see *BIFMC* 1, Oct 1948:9).

The 1951 Amended Statutes retain the section title “General Conference,” but within this section the term used is “General Assembly” (§10), which is the term adopted for the section in 1957 (§9) and used until today. Furthermore, in 1951, the General Assembly is defined as consisting of members of the Council who are part of national delegations, with each delegation having one vote. In 1957, the General Assembly consisted of members of the Council, and individual members could propose resolutions and take part in discussions, but could only vote as part of national delegations, which would have one vote; Board members, however, were entitled to vote individually (§9). In 1963, such national delegations would have one vote for every ten members present at the meeting, up to a maximum of fifty votes (§10). In 1971, the number of votes from a national delegation could be a maximum of five (§10), perhaps correcting the previous maximum of fifty. Only

in the 1979 Rules, were individual members finally given the right to vote (§7b), and this has remained the case until the present.

As noted above, the 1948 Constitution adopted the membership of the Board as the officers (maximally, president, vice president(s), treasurer, secretary), twelve members, and up to three co-opted members, all with terms up to three years (1948 Constitution:§10–11). The 1951 Amended Statutes explicitly state that officers and members of the Board are elected by the General Assembly and their terms last only from one General Assembly to the next, but they are eligible for re-election (§11). Since General Assemblies were held almost every year at that time, the length of appointment was one year. In the 1957 Rules, the officers and only four of the twelve members of the Board are meant to retire at each General Assembly, with this staggering allowing more continuity between Boards (§10). It also meant appointments of three years. In the 1963 Rules, the secretary is no longer a member of the Executive Board, up to five members can be co-opted, the Board is given the authority to appoint paid and unpaid executive officers to assist in the work of the Council, it appoints its own chair, and can appoint subcommittees or commissions as necessary (§11). The 1971 Rules note that the Board can appoint an honorary president (see also *BIFMC* 24, Oct 1963:8), who shall also be a member of the Board (§11). This was undertaken to accommodate Maud Karpeles after her retirement as secretary (1963), but was removed from the 1981 Rules, five years after her death. Instead, President Rovsing Olsen suggested that it would be of

greater practical interest for the Council to be able to bestow Honorary Membership on a particularly dedicated individual. (*BIFMC* 58, Apr 1981:22)

Since 1969, conferences and General Assemblies have been held biennially, so appointments for Board members became six years, instead of the previous three. For the first time, the 1981 Rules specified the maximum number of vice presidents to serve on the Board as three<sup>6</sup> (§9) and named the non-officer Board members as “Ordinary Members”; but in the 1992 Rules, the number of vice presidents decreased to two and the number of ordinary members to nine. The officers and three of the nine ordinary members were to retire at each Ordinary Meeting of the General Assembly, and the number of co-opted members was reduced to no more than two (§8). Terms of office were revised in the 2004 Rules: officers until the second General Assembly after their term has begun (hence, generally four years), while ordinary members until the third General Assembly (usually six years). Both officers and ordinary members

are eligible for re-election only once. Furthermore, the number of co-opted members was raised to three (§8). This number of members and the length of their terms of office continued in the 2017 Statutes (§7.2), but with much greater definition of the roles of president (§7.3), vice presidents (§7.4), secretary general (§7.5), and the establishment of an executive group, consisting of the president, two vice presidents, and secretary general (§7.6).


Although the term “secretary” had been used since the 1947 Provisional Constitution, this position had been called “secretary general” since 1972, but does not appear in the Council by-laws until the 2004 Rules,<sup>7</sup> where it is noted that the Board may appoint a secretary general, treasurer, and other executive officers, but that such executive officers may not also be members of the Board (§8k; also see, *BICTM* 101, Oct 2002:13). As noted above, the role of the secretary general was first detailed in the 2017 Statutes (§7.5).

Nominating to become a member of the Board and the election itself are the final issues I consider in this section. From the 1947 Provisional Constitution, it was clear that nominations would be sent to the secretary in writing, so that they could be considered at the General Conference/Assembly, who would elect them (§10). But by the 1951 Amended Statutes, it was specified that nominations could be made by the Executive Board itself, an affiliated national committee, or two correspondents of different countries (§11). In the 1971 Rules, the election is specified to be by postal ballot and to take place in the three months preceding each General Assembly, with the results announced at the General Assembly (§11).

However, major changes to the nomination procedure occurred in the 2004 Rules: nominations for all the positions on the Board were to be made through a Nomination Committee (§8), consisting of two members appointed by the newly created Assembly of National and Regional Representatives and one member by the Board. This committee would nominate at least two, but no more than three candidates for each vacant seat on the Board (§10). The assembly consists of one official delegate from each national and regional committee, liaison officers, plus the president and secretary general. Meetings of the assembly normally take place at world conferences and are chaired by the

6 Prior to this time, the number of vice presidents varied considerably. According to the listing of Board members in *JIFMCs* and *YIFMCs*, the most was five (1962, 1976).

7 The proposed alteration in 1977 to use the term “Secretary-General” was apparently not adopted (*BIFMC* 50, Apr 1977:19). The *BIFMC* (51, Nov 1977:20–21) reports on various alterations to the Rules following the General Assembly at the Honolulu world conference in 1977, but does not note whether the sections with the use of this term were approved. However, it was also proposed that all past presidents would become life members of the Board (*BIFMC* 50, Apr 1977:18), but at least that proposal was not carried (*BIFMC* 55, Oct 1979:16). In short, the situation is unclear.

	<p>The nominations shall be included in a postal <u>or electronic</u> ballot...</p> <p>3. Rule 14 (c) (Alterations to Rules) shall be changed as follows:</p> <p>Any proposal...shall stand adopted upon ratification by a simple majority of votes received in a postal <u>or electronic</u> ballot from members in good standing.</p> <p><b>Explanation</b></p> <p>Proposed changes 1 and 2 will allow the election of members to the Executive Board by electronic voting, nominations to be posted on the ICTM website and that members will be able to vote via the Internet instead of by ordinary mail.</p> <p>Proposed change 3 will enable members to endorse proposed alterations to the Rules that have been passed by the General Assembly in a similar manner to the electronic voting proposed for elections to the Executive Board.</p> <p><b>In Support of the Proposed Changes</b></p> <p>In the past, ballots have been mailed with the <i>Bulletin</i>, which will only be published on the ICTM website in future. By changing to electronic voting ICTM will save significantly on costs. Counting of ballots will be more easily automated if the proposed changes are passed. Few ICTM members do not have access to the Internet. Postal voting will still be permitted as an alternative in case electronic voting turns</p>	<p>out to be problematic or if enough members indicate they do not have access to the Internet or do not feel comfortable voting electronically.</p> <p><b>Against the Proposed Changes</b></p> <p>Electronic ballots can be lost more easily than postal ballots. Members are used to postal voting and may feel intimidated by electronic voting because of its greater technical demands. Members will have to check their e-mail inbox regularly to be informed of forthcoming ballots, whereas with postal ballots they are reminded by the receipt of the paper ballot in the mail.</p> <p><input type="checkbox"/> YES, I agree with the proposed alterations to the Rules of ICTM</p> <p><input type="checkbox"/> NO, I do not agree with the proposed alterations to the Rules of ICTM</p> <p>_____</p> <p style="text-align: center;">Signature</p> <p>_____</p> <p style="text-align: center;">Full Name</p>
<p>Dear member of ICTM,</p> <p>On July 15, 2011, during the 41st ICTM World Conference in St. John's, Canada, the General Assembly approved alterations to the Rules of ICTM regarding electronic voting. This decision, however, must be ratified by a simple majority of votes received in a postal ballot, as per Rule 14 (c).</p> <p>Please complete this ballot and mail it to the Secretariat's using the included self-addressed return envelope by 1 June 2012.</p> <p><b>Proposed Alterations to Rules of ICTM</b></p> <p>According to Rule 14 (Alterations to Rules), it is proposed that</p> <p>1. Rule 8 (c) (Executive Board) shall be changed as follows:</p> <p style="padding-left: 40px;">The postal <u>or electronic</u> ballot shall be conducted according to rule 10 (c).</p> <p>2. Rule 10 (c) (Nominations Committee) shall be changed as follows:</p>		

**Figure 2.** Postal ballot for altering ICTM Rules, due to be returned to the Secretariat by 1 June 2012 (ICTM Secretariat).

ICTM president (§9). This change was justified by President Malm because the previous practice resulted in most, if not all, nominations coming only from the Board (*BICTM* 101, Oct 2002:14). The 2014 Rules allowed electronic ballots in addition to postal ones (§8). This procedure has continued into the 2017 Statutes (§§7.2, 8, 9).

## Finance

All Council by-laws have maintained a section concerning finance. The 1947 Provisional Constitution noted funding by delegations, individual subscriptions, donations, and endowments, with a statement of accounts to be presented by the Board to the General Conference, now called General Assembly (§15). Similar wording remained, but with slight changes omitting delegations, and including national committees (1951 Amended Statutes:§16), and then grants (1979 Rules:§11). In the 1984 Rules, a clause was added concerned with the distribution of any assets to “one or more national or international organizations having similar ends” in the event of the Council’s dissolution (§10c). The section in the 2017 Statutes also assigns responsibility over the preparation of a budget to the secretary general, and identifies the Council as a non-profit organization (§11).

## Changing the by-laws

Provisions for changing the Council’s by-laws have been included since the 1947 Provisional Constitution, where the approval of a majority of those present and voting at a General Conference was required and ample notice of such a vote to alter the Constitution must be given to secretary so that it can be included in the agenda for the meeting (§16). This procedure was adopted in the 1948 Constitution (§17).

In the 1957 Rules, the number of votes required for change was increased to a “two-thirds’ majority of the members present at the General Assembly and entitled to vote.” This was presumably done to make changing the by-laws a more serious business, more challenging to achieve than with just a majority. It is further specified that any proposed alteration must be received by the secretary not less than three months before the meeting at which the proposal is to be made and the secretary will then give no less than one month’s notice of such a proposal to the members (§15). In the 1981 Rules, an approval by a two-third’s majority at a General Assembly must then be ratified by a simple majority of votes in a postal ballot from members in good standing. This ballot must be conducted within nine months of the General Assembly and allow 120 days between the sending out of ballots and the close of the balloting period (see also figure 2). The amendments become valid within six months of their ratification (§12). This

change in procedure was justified to the membership by President Rovsing Olsen:

Our Council is an international organization with biennial Conferences, and therefore General Assemblies, held in different parts of the world. It is obvious that the composition of the membership in attendance at the different General Assemblies is dependent to quite a high degree on the location of each Conference. It does not seem right that major decisions in relation to the Rules of our Council should depend mainly on geography. On the other hand, it seems normal to keep the General Assembly as the form for discussion of eventual alterations to our Rules. The proposal offered here reconciles the two conflicting considerations. (*BIFMC* 58, Apr 1981:23)

This was the procedure continued in the 2017 Statutes, although with the additional allowance for electronic ballots and notice that changes become effective immediately upon ratification and must be published as soon as possible (§12).

## Other by-laws

The main by-laws of the Council are supplemented by a variety of individual memoranda and guidelines.<sup>8</sup> The reason for establishing memoranda in addition to the main by-laws of the Council was explained by President Malm in his introduction to proposed changes to the existing Rules:

A new item is that the new rules will be supplemented by a set of memoranda where details for procedures are spelled out. This is actually a development of an already existing praxis established in the 1990s with the "Memorandum on the Organization of ICTM Colloquia." The process of changing the rules is quite cumbersome (and should be so), while the memoranda dealing with details can be changed more easily (but not too easily). (*BICTM* 101, Oct 2002:13)

Individual memoranda and guidelines in general are mentioned in the Council's main by-laws. Memoranda provide details of various aspects in the working of the Council that are only stipulated generally in the main by-laws; guidelines concern matters not covered elsewhere. Both memoranda and guidelines are created by the Board, and both can also be updated by the Board, except for the memorandum on the procedural rules of the Board itself, which must be ratified by the General Assembly (2004 Rules:§8i).

In chronological order, with their date of creation in parentheses, memoranda exist on the: organization of world conferences (1985), organization of colloquia (1987), national and regional committees (2005), study groups (2005), procedural rules of the Board (2011),

nominations and elections (2014), and organization of fora (2018).

Similarly, guidelines have been created for the: programme committee of world conferences (2010), terminology (2011), submission to the *Bulletin* (2013), honorary membership (2014), publication (2014), and submission to the *Yearbook* (n.d).

## Conclusion

The 2017 Statutes and accompanying memoranda and guidelines are the most recent form of a set of by-laws for the Council that originated in 1947. They define what the Council is, what it does, and how it operates. They reflect its current activities and structures, yet also allow for countless developments in its future.

## References cited

- Castelo-Branco, Salwa El-Shawan. 2017. "Message from the President." *BICTM* 135 (Oct): 5–6.
- International (Advisory) Folk Dance Council. 1947. "International Conference on Folk Song and Folk Dance Convened by the International (Advisory) Folk Dance Council, London, 22–27 September, 1947; Report." ii, 15 pp. New York Public Library \*MG p.v. 308. [https://nypl.bibliocommons.com/item/show/12278598052907\\_international\\_conference\\_on\\_folk\\_song\\_and\\_folk\\_dance#bib\\_info](https://nypl.bibliocommons.com/item/show/12278598052907_international_conference_on_folk_song_and_folk_dance#bib_info). [appears to be same as Karpeles 1972].
- Karpeles, Maud. 1949. "The International Folk Music Council: Its Formation and Progress." *JIFMC* 1 (Mar): 3–4.
- . 1972. "Report of the International Conference on Folk Song and Folk Dance." *BIFMC* 41 (Oct): 6–26.
- . [1976]. "Autobiography." 284 pp. English Folk Dance and Song Society, Vaughan Williams Memorial Library, Maud Karpeles Manuscript Collection, MK/7/185. Accessible online: <http://www.vwml.org/record/MK/7/185>.
- Pettan, Svanibor. 2017. "Message from the Secretary General." *BICTM* 134 (Apr): 2–3.

8 <http://ictmusic.org/memoranda>.