

Beavercreek Music Parents Association, Incorporated

Constitution

Article I – Name. The organization shall be known as the Beavercreek Music Parents Association (also referred to as BMPA), Incorporated, a state of Ohio corporation.

Article II – Purpose. The organization shall exist to support the Beavercreek High School Music Department groups, including vocal, instrumental, dance, and color guard. The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under Section 501(c)(3) of the Internal Revenue Code.

Article III – Membership.

Section 1 – Members. Full voting membership is granted to the parents of or legal guardians of any Article II member.

Section 2 – Associate Members. Nonvoting associate membership may be extended to any person supporting the goals of this organization.

Section 3 – Other Members. The organization may convey membership to any other music organization (e.g., a middle school music group) to serve as a suborganization of the Beavercreek Music Parents Association, Incorporated. Each subgroup may create its own constitution, but such constitution will not conflict with the constitution of the Beavercreek Music Parents Association, Incorporated.

Article IV – Officers.

Section 1 – Elected Officers. There shall be five officers elected by the organization's general membership.

- **President**
 - Presides at all Executive Board and general membership meetings
 - Names committee chairpersons or appointed persons.
 - Enforces the organization's constitution.
 - Exercises financial signature authority in the absence or incapacity of the Treasurer.
 - This is a one-year position assumed by the previous year's general membership-elected President-Elect.
- **President-Elect**
 - Assists the President, as the President deems necessary.
 - Serves as President in the President's absence or incapacity.

- Chairs the annual nominating committee whose function is to identify a slate of candidates to fill any expected vacancies to run for election as next year's elected officers.
 - Exercises financial signature authority in the absence or incapacity of the Treasurer and President.
 - Serves as the organization's focal point for fund raising activities other than concessions.
 - Assumes the President's position for the subsequent year.
- **Recording Secretary.**
 - Records the minutes of all Executive Board and general membership meetings.
 - At each monthly Executive Board and general membership meeting, provides copies of the prior month's minutes for Board and general membership review and revision, as necessary.
 - Maintains the organization's nonfinancial records.

Once elected, this person can stand for annual reelection as long as he/she will be a parent or legal guardian of an Article II member the next school year.

- **Corresponding Secretary.**
 - Fulfills the organization's correspondence requirements.
 - Serves as Recording Secretary in the Recording Secretary's absence or incapacity.
 - Promotes and publicizes organization events.

Once elected, this person can stand for annual reelection as long as he/she will be a parent or legal guardian of an Article II member the next school year.

- **Treasurer**
 - Prepares an annual budget for the upcoming operational year.
 - Accounts for all organization funds.
 - Pays bills as the Executive Board authorizes.
 - Deposits receipts in organization accounts.
 - Writes checks on behalf of the Directors as necessary.
 - Presents a state of the treasury report at each monthly Executive Board and general membership meeting.
 - Maintains the organization's financial records (with the aid of an appointed Bookkeeper as applicable).
 - Once elected, this person can stand for annual reelection as long as he/she will be a parent or legal guardian of an Article II member the next school year.

Section 2 – Regular Elections. Three months before the last scheduled meeting, the nominating committee shall present the slate of candidates running for next year's officer positions with the exception of the President's position. Two months before the last scheduled meeting, the general membership shall vote on the slate of candidates, with the elected officers being those who garner the majority of the popular vote from those attending the meeting. The President's position shall be assumed by the previous year's President-Elect

officer. The newly elected officers shall assume their positions after the last scheduled meeting of the school year, usually held in May.

Section 3 – Special Elections. The President shall hold a special election as soon as practical during a general membership meeting to replace vacancies in the Executive Board occurring during the year.

Section 4 – Removal of Elected Officers. Any organization member may propose the removal of an elected officer by presenting the proposal at a general membership meeting. The proposal will also be distributed via email to the General Membership in preparation for a vote at the next general meeting. Elected officers shall be removed from office without cause by a three quarters majority vote of the general membership in attendance at that meeting.

Article V – Executive Board

Section 1 -- Membership. The Executive Board shall consist of the five elected officers and one at-large member appointed by each of the Article II Directors.

Section 2 – Activities. The Executive Board shall perform the following functions.

- Review all committee activities and reports.
- Present motions to the general membership for vote.
- Assign additional duties to the various subcommittees or appointed positions.
- Charter ad-hoc committees.
- Approve all funds expenditures subject to the requirements of Article VII, Finances.
- Report Board actions to the general membership.

Article VI – Standing Committees and Appointed Positions.

Section 1. The organization may operate the following standing committees.

- **Concessions.** This committee manages concession activities at whatever events the Board deems appropriate. These activities include purchasing goods for sale, obtaining local permits when necessary, and managing ad-hoc subcommittees for special events.
- **Fund Raising.** This committee manages all fund raising activities other than concessions.
- **Volunteer Services.** This committee recruits volunteers as necessary to support organization activities.

Audit. This committee audits treasury records on a quarterly basis or upon Treasurer replacement. Audits shall be performed at minimum on an annual basis.

- **Music Parents and Student Alumni.** This committee is made up of past music department students and their parents. The members are nonvoting members of the organization. The purpose of this committee is to provide additional resources to support the activities of the organization at the discretion of the Executive Board.
- **Bookkeeper.** This appointed position serves as needed in support of the Treasurer. Position is not bonded.

Section 2. The organization President shall appoint the standing committee chairpersons and appointed positions.

Section 3. The committee chairpersons and/or Executive Board shall appoint committee members as necessary.

Article VII – Finances.

Section 1. At the first meeting of each school year, the Executive Board shall present the proposed operating budget for the upcoming year to the general membership for approval. Once approved, each Director may expend allotted funds as deemed necessary. The Executive Board may approve emergency expenditures up to \$1000 without prior general membership approval.

Section 2. The Concessions Committee may purchase inventory for resale without prior Executive Board or general membership approval.

Section 3. Funds donations to organizations outside the Beavercreek High School Music Department require prior Executive Board and general membership approval.

Section 4. Income shall accrue from the following sources.

- **Concessions.** Net income will be distributed based on per capita membership of the Music Department groups.
- **Beavercreek Music Parents Association, incorporated, Fund Raisers.** Net income will be distributed pro rata among Music Department groups based on the dollar amount each group sold or received.
- **Individual Music Group Fund Raisers.** Net income from these activities belongs to the group holding the fundraiser.
- **Performances and Competitions.** Net income from events any of the organization's group's sponsors belongs to the sponsoring group. Donations or prizes received by any of the organization's group for performing belong to the performing group deposits.

- **Interest Income.** Interest income shall remain in organization accounts until distributed to the organization's groups pro rata based on group deposits.

Section 5. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign in behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article VIII - Dissolution. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article IX – Decision Authority. Decisions enacted by the Executive Board require a majority vote by those present at the Board meeting. A quorum of five members is required before any vote may be held. Decisions enacted by the general membership require a majority vote by those present at the general meeting. No quorum is necessary.

Article X – Amendments. Any organization member may propose amendments to this constitution by presenting the proposal at a general membership meeting. The Executive Board shall then hold an open discussion of the proposal at the general membership meeting. Proposed changes to the constitution will be drafted and distributed via email to the general membership in preparation for a vote at the next general meeting. The proposed amendment shall be adopted upon majority vote of the general membership in attendance at that meeting.

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- **Original 30 August 1999**
 - **Amended 29 Nov 04: Article VI, Section I; Music Parents and Student Alumni added.**
 - **Amended 5 Jun 06: Article IV, Section I; President and Vice President changed to President and President Elect positions. Section II; Note made that the President position is not elected each year, but assumed by the previous year's President Elect. Section IV; Added provision for the removal of elected officers. Article VI, Section I, Audit; added "at least" in front of "annually". Article X; Added a one meeting consideration time between when an amendment is proposed and voted upon. Also clarified what constitutes a majority vote.**

- **Amended 01 May 17: Article I added BMPA acronym. Article II changed “drill team” to “dance”. Article IV, Section 1 for President changed “Appoints” to “Names”. Article IV, Section 1 for Recording Secretary, Corresponding Secretary, and Treasurer add bullet to clarify that person could continue in position as long as they continue to have a child in a BMPA activity. Article IV, Section 1 for Treasurer added note of the appointed bookkeeper. Article IV, Section 2 added in complete edit of section that was approved in 2013 and never incorporated into Constitution. Article V, Section 1 streamlined section to delete numbering the amount of people in the Exec. Article VI added “and Appointed Positions”. Article VI, Section 1 for Audit clarified that the goal is quarterly audits, but the requirement is an annual one. Article VI, Section 2 added “and appointing positions”. Article VI, Section 3 added “and/or Executive Board”. Article VII, Section 1 updated maximum expenditure without a vote from \$500 to \$1000. Article VII, Section 3 added “Executive Board and”.**