



# Constitution of the Northeastern Band Parents Association

**Article I – Name.** The organization shall be known as the Northeastern Band Parents Association, a district support organization and parent organization of the Northeastern Local School District, Clark County, Springfield, Ohio.

**Article II – Purpose.** The Association shall exist to support the instrumental music/band programs at Northeastern High School, South Vienna Middle School, and South Vienna Elementary School. The Association is organized exclusively for charitable and/or educational purposes.

## **Article III – Membership.**

**Section 1 – Members.** Full voting membership in the Association is granted to the parents or legal guardians of any child enrolled in band class at Northeastern High School, South Vienna Middle School, or South Vienna Elementary School or students participating in marching band, jazz band, pep band, and/or indoor percussion at Northeastern High School. These members shall be known as parent members.

**Section 2 – Associate Members.** Upon the approval of the Executive Board through the voting procedures stated in Article V, Section 3 herein, nonvoting associate membership may be extended to a person supporting the goals of the Association. Associate Members are only permitted to participate in activities as assigned by the Board and within the Board's sole discretion. Associate Members may also be required to undergo a background check.

**Section 3 – Student Participation.** The Band Director and parent members may select or identify students to participate in activities of the Association, including attending meetings, serving on committees, and participating in activities of the Association.

## **Article IV – Officers.**

**Section 1 – Elected Officers.** There shall be seven officers elected annually by the Association's parent members.

### **A. President**

- i. Presides at all meetings of the Association and the Executive Board.
- ii. Is a member ex-officio of all committees
- iii. Exercises financial signature authority in the absence or incapacity of the Treasurer.
- iv. Performs all other duties normally pertaining to the office of President.

### **B. Vice President**

- i. Assists the President, as the President deems necessary.
- ii. Serves as President in the President's absence or incapacity.
- iii. Exercises financial signature authority in the absence or incapacity of the Treasurer and President.
- iv. Oversees fund raising activities other than concessions stand.



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### C. Secretary

- i. Records the minutes of all meetings of the Association and the Executive Board.
- ii. Maintains the membership roll of the Association, including all contact information for members who provide such information and provides such contact information
- iii. Maintains the Association's nonfinancial records.
- iv. Promotes and publicizes meetings and events of the Association.

### D. Treasurer

- i. Accounts for all Association funds.
- ii. Pays all bills of the Association.
- iii. Deposits receipts in Association accounts.
- iv. Presents a financial report at each meeting of the Association and Executive Board.
- v. Maintains the financial records of the Association.

### E. Officer-at-Large

- i. Assists any of the other Officers as requested.
- ii. Serves as liaison with members of the Association, including recruitment of volunteers.

### F. Communications Officer

- i. Assists any of the other Officers as requested.
- ii. Primary responsibilities include updating the band web page, updating Facebook page(s), creating advertising campaigns for fundraising events, contacting and coordinating activities with the local newspaper and with the schools/school board.
- iii.

### G. Color Guard Representative

- i. Assists any of the other Officers as requested.
- ii. Primary responsibility is to act as the liaison between the BPA and the color guard directors and participants. This person must have a student actively participating in the color guard in order to be eligible for this position

### Section 2 – Band Director(s)

- A. Serve as ex-officio, non-voting members of the Association and the Executive Board.
- B. By June 15 of each year, submit a proposed budget for expenditures to the executive board.
- C. Counsel and advise the Elected Officer and members of the Association on all relevant matters.
- D. Have final authority over all matter pertaining to education, curriculum, classroom and school policy.



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**Section 3 – Election of Officers.** Four (4) weeks prior to the Annual Northeastern High School Band Banquet, the President shall provide notice that nominations for the next years’ Elected Officers positions are set to open. Nominations will be then be opened for two (2) weeks from the date of the aforementioned notice. The current officers or a committee of their choosing will determine the validity of the nominations prior to voting. During the Annual Northeastern Band Banquet, the parent members of the Association shall vote on the slate of candidates. There shall be no proxy voting allowed; parents must be present at the Annual Northeastern Band Banquet to cast their ballot. The officers elected shall be those who receive the majority of the votes cast. The newly elected officers shall assume their positions effective June 1.

**Section 4 – Removal of Elected Officers.** Any parent member of the Association may propose the removal of an elected officer by presenting the proposal at a meeting of the Association. If the proposal is supported by at least four other parent members present at the meeting or signing the proposal, the proposed removal will be distributed via mail or email to all parent members of the Association in preparation for a vote at the next general meeting. An Elected Officer shall be removed from office without cause by a three quarters majority vote of the parent members in attendance at that meeting.

**Section 5 – Filling of Vacancies in Elected Officer Positions.** If any vacancy in any officer position other than President occurs, an election shall be held at a meeting of the full Association, which shall be held as soon as reasonably possible after the vacancy occurs and for which prior notice of the vacancy and election shall be provided. If the position of President becomes vacant, the Vice-President shall assume the position of President, and the Executive Board may decide to fill the position of Vice-President as set forth herein, or, if the vacancy occurs on or after January 1, to leave the position of Vice-President vacant.

### Article V – Executive Board.

**Section 1 – Membership.** The Executive Board shall consist of the seven elected officers and the Band Director(s). The Band Director(s) shall be ex-officio, non-voting members.

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

- A. Establish a proposed operating budget for the Association and submit it for approval by the parent members.
- B. Establish all ad-hoc committees it deems necessary and appropriate.
- C. Appoint all chairpersons of standing and ad-hoc committees.
- D. Review all committee activities and reports.
- E. Present matters to the parent members for vote.
- F. Approve all funds expenditures in excess of \$200, subject to the requirements of Article VIII, Finances.
- G. Report all Executive Board actions to the general membership.
- H. Assure that all activities of the Association, including fund-raising, comply with applicable by-laws, policies and administrative guidelines of the Board of Education of Northeastern Local School District.
- I. Transact necessary business between regular association meetings and such other business referred to it by the association.



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**Section 3 - Voting.** Decisions of the Executive Board require a majority vote by those officers present at an Executive Board meeting. A quorum of four officers is required for any vote to be held.

**Section 4 - Meetings of the Executive Board.** All meetings of the Executive Board shall be announced in advance via email/social media/website/phone or any other means deemed to be satisfactory by the Executive Board to all members who have provided their appropriate information to the Secretary. All meetings of the Executive Board shall be open to all members of the Association.

## **Article VI – Meetings of the Regular Membership.**

**Section 3 - Meetings.** The association shall hold meetings.

- A. Meetings of the Association shall be held monthly from July through October, in April, in May prior to the end of the school year, and at such other times as the Executive Board may determine. The date, time, and location of all meetings shall be announced in advance via email/social media/website/phone or any other means deemed to be satisfactory by the Executive Board to all members who have provided their appropriate information to the Secretary.
- B. A quorum at a meeting of the Association shall be at least four parent members, which number may include elected officers.
- C. Meetings shall be conducted in accordance with Robert’s Rules of Order to the extent reasonably possible and appropriate.

## **Article VII – Standing Committees.**

**Section 1.** The Association shall have the following standing committees:

- A. Uniforms. This committee shall maintain uniforms in good repair, size, make alterations and distribute uniforms prior to the beginning of each year, and clean and store uniforms.
- B. Transportation/Pit Crew. This committee is responsible for arranging transportation of marching band equipment to and set up of pit instruments and equipment all scheduled events.
- C. Concessions Stand. This committee manages concession stand activities at home football games and assigned home basketball games.
- D. Fund Raising. This committee plans and carries out all fund raising activities other than concessions stand.
- E. Finance. This committee shall regularly review the financial records of the Association and make recommendations for any adjustments to the annual budget or changes or additions to financial procedures. The Treasurer shall be a member of this committee, and the Executive Board shall appoint at least three other members of the Association to serve on this committee.
- F. Audit. This committee audits financial records of the Association at least annually or upon the assumption of office by a new Treasurer. The chair of the Audit Committee shall be a parent member of the Association, but the committee may include non-members.
- G. Elections. This committee shall conduct the annual elections, including accepting nominations for election. The chair of the Elections Committee and any other members of the committee shall not be candidates for election to any office.



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**Section 2.** The Executive Board shall appoint the chairpersons of all standing committees.

**Section 3.** The committee chairpersons shall appoint committee members as necessary.

## **Article VIII - Finances.**

**Section 1.** At the first meeting of the Association after July 1 the Executive Board shall present the proposed operating budget for the upcoming year to the parent members for approval.

**Section 2.** The Band Director and any officer or chair of a committee which has a specific amount for expenditures included in the approved annual budget may incur expenditures to be paid from Association funds as long as the expenditures are within the levels and remaining limits of the approved annual budget. Any expenditure in excess of \$200 requires the prior approval of the President and Treasurer.

**Section 3.** No part of the net earnings of the Association shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the Association 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 Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association 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.

**Article IX – Dissolution.** Upon the dissolution of the Association, assets shall be distributed for one or more tax exempt purposes as may be required by federal or Ohio law, or shall be distributed to the Northeastern Local School District Board of Education.

**Article X – Amendments.** Any Association member may propose one or more amendments to this Constitution by presenting the proposal at a general meeting. The proposed amendment will be distributed to the members in preparation for a vote at the next general meeting. The proposed amendment shall be adopted upon majority vote of the parent members in attendance at that meeting.

## **Article XI – In times where in-person meetings are prohibited**

When people are no longer permitted to meet in large numbers, such as during the Ohio Governor’s Stay at Home Order, national pandemic or quarantine, etc., Article XI of the Northeastern Band Parents Association’s constitution shall be utilized.

### **Section 1 - Northeastern Band Parent Meetings**

Virtual meetings (if possible) will be held instead of face-to-face meetings until permitted to resume in-person group meetings. When a virtual meeting cannot be held, an information posting will be sent to band parent members providing an update to the happenings of the NEBPA.



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## Section 2 - Constitutional amendments

Any proposed amendment will be posted in full on the [www.nehsbands.com](http://www.nehsbands.com) website for review by all parent members for a period of 7 days. After the 7 day review period, an email vote by parent members to accept or reject the proposed amendment, will be opened for a 7 day period. Votes must be emailed to [northeasternbpa@gmail.com](mailto:northeasternbpa@gmail.com) email address. Results from the email vote will be posted to all social media

## Section 3 - Election of officers

If the awards banquet cannot be held, social media will state the dates for the following time periods. A notice of dates for the nomination of officers will be shared via social media for a period of 7 days. Nominations will be opened for a period of 7 days. Those accepting nominations will be posted for 7 days. Parent members will vote during a 7 day voting period. Parents' votes for officers will be emailed to the [northeasternbpa@gmail.com](mailto:northeasternbpa@gmail.com) email address stating their choices for the newly elected officers. The person receiving the majority of the votes will be elected to the office. Results will be posted the day following closing of the voting period. The newly elected officers will take effect on June 1, or immediately should the process extend beyond the June 1 date. A log of the votes made by parent members will be made available upon request.