

**Constitution and By-Laws of the Brownsburg Band
and Orchestra Parents, Inc.**

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ARTICLE I: NAME AND ADDRESS

Section 1 Name

The name of this organization shall be the BROWNSBURG BAND AND ORCHESTRA PARENTS, INCORPORATED, hereafter referred to as “BBOP”.

Section 2 Address

The principal office of BBOP is located in Hendricks County, State of Indiana.

ARTICLE II: OBJECTIVES

The objectives of the BBOP are as follows:

Section 1 Interest

To encourage and maintain an enthusiastic interest in the Brownsburg Community Schools bands, orchestras, guards and related instrumental programs.

Section 2 Support

To lend all possible support, both moral and financial, to the Brownsburg Community Schools bands, orchestras, color guards and related instrumental programs.

Section 3 Cooperation

To cooperate with the directors and administrators responsible for the Brownsburg Community Schools bands, orchestras, and guards and the Brownsburg Community School Board to the end that Brownsburg Community Schools ensembles be kept at the highest possible degree of efficiency and achievement.

Section 4 Maintain

To maintain an organization which will help promote and support the general activities of the Brownsburg Community Schools bands, orchestras, guards and elated ensembles.

ARTICLE III: OPERATION

Section 1 Organization

Said incorporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 2 Use of funds

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation 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 its Articles of Incorporation. No substantial part of the activities of the corporation shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3 Activities

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Law, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

ARTICLE IV: FISCAL YEAR

The fiscal year of the corporation will begin each August 1 and end each July 31.

ARTICLE V: MEMBERSHIP

Any person who is a parent or guardian of a student enrolled in Brownsburg Bands, Orchestras, Guards or related ensembles of the Brownsburg Community Schools automatically becomes a member of BBOP. All members have an equal vote, and there are no restrictions or preferences. A member in good standing can remain a member for a maximum of one (1) year after their membership expires upon the majority vote approval of each of the Directors, Board of Directors, and BBOP membership.

ARTICLE VI: ELECTED OFFICERS

The elected officers of BBOP shall be the President, Vice President, Secretary, and Treasurer. The elected term of office shall be two (2) years. Officers must be current members of BBOP.

ARTICLE VII: BOARD OF DIRECTORS AND MOTIONS

Section 1 Board of Directors

The Board of Directors shall consist of all elected officers, the immediate past President, the Publicity Chairperson, the Fundraising Chairperson, and all Band, Orchestra, and Guard directors (the “Directors”).

Section 2 Motions

All motions brought to the floor must be made by one of the members of BBOP.

ARTICLE VIII: ELECTION OF OFFICERS

A Nominating Committee of three (3) members shall be appointed by the President at the regularly scheduled March meeting for the purpose of proposing the names of candidates for the expiring terms of the offices of President, Vice President, Secretary, and Treasurer.

Section 1 Election date

The election will be held at the regularly scheduled BBOP meeting in May. The Nominating Committee shall submit their slate for the various offices at the regularly scheduled BBOP meeting in April. Nominations may also be made from the floor provided that the person nominated has indicated a willingness to accept the position if elected.

Section 2 Balloting

Voting shall be decided by voice vote.

Section 3 Start of term of office

The newly elected offices take office on June 1.

ARTICLE IX: DUTIES OF OFFICERS

Section 1 President

The President shall perform all duties incident to his or her office and such other duties as may be required by law, by the articles of incorporation, or by these bylaws, or which may be prescribed from time to time by the Board of Directors. The President shall preside at all BBOP meetings, appoint all committee chairpersons, and shall be an ex-officio member of all committees.

Section 2 Vice President

The Vice President shall assume the duties of the President in his or her absence, and maintain a current inventory of all BBOP physical assets. The Vice President shall have other powers and perform such other duties as may be prescribed by the law, by the articles of incorporation, or by these bylaws, or as may be prescribed by the Board of Directors.

Section 3 Secretary

The Secretary shall keep the records and minutes of all meetings and attend to the correspondence. The Secretary shall perform all duties incident to the office of secretary and such other duties as may be required by law, by the articles of incorporation, or by these bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

Section 4 Treasurer

The Treasurer or their designee shall receive all monies due to, generated by, or donated to BBOP and deposit the same in a bank approved by the Board of Directors. The Treasurer shall pay out monies only on the authority of the Board of Directors. All checks must be signed by any one (1) of the following three (3) Officers: Treasurer, President, or Secretary.

Item 1. The Treasurer shall keep sufficient funds as working capital as designated by the Board of Directors and approved by BBOP. All additional funds shall be deposited in an approved bank account.

Item 2. The Treasurer shall prepare and submit monthly financial reports to BBOP, and present all financial records of BBOP for yearly audit.

Item 3. The Treasurer shall prepare and maintain a credit card usage guidelines document. All authorized credit card users must follow these guidelines.

ARTICLE X: COMMITTEES

Section 1 Publicity/Social Media Committee

The Publicity/Social Media Committee shall be led by a Chairperson appointed by the Board of Directors for a one (1) year term. The Publicity/Social Media Committee does not have to be a current member of BBOP. The Publicity/Social Media Committee shall attend to all advertising and correspondence to the press and all other matters of publicity as they may arise.

Section 2 Fundraising Committee

The Fundraising Committee may consist of up to five (5) members, appointed by the President, one of whom must be the Treasurer. The Fundraising Committee shall be led by a Chairperson appointed by the Board of Directors for a one (1) year term. The Fundraising Chairperson does not have to be a current member of BBOP. The Fundraising Committee shall develop and coordinate fund raising projects.

Item 1. Approval for all fundraising projects must be obtained from the BBOP Board of Directors and membership.

Item 2. Any fundraising activity in which Band, Orchestra, Guard or related ensemble members are asked to participate must be approved by the Brownsburg Community School Administration.

ARTICLE XI: BOARD OF DIRECTORS MEETING

The Board of Directors shall meet prior to each meeting or when called.

ARTICLE XII: REGULAR BBOP MEETING

The regular BBOP meeting shall be held on the third Thursday of each month at 7:30 P.M. for the months of June, July, August, September, October, November, January, February, March, April, and May. The Board of Directors may change the date or time of the meeting by giving one (1) week notice to the members.

ARTICLE XIII: SPECIAL MEETINGS

Special meetings of BBOP may be called by any BBOP Officer or any Director. At least one-week prior notice of each special meeting shall be given by the Secretary to the members of BBOP. E-mail notice of the place, date, and time of the meeting and the matters proposed to be acted upon at the meeting shall be given.

ARTICLE XIV: FINANCES

Section 1 Yearly Budget

A yearly budget shall be prepared and approved by the membership at the May meeting.

Section 2 Expenditures

The monies designated for a specific designation must be spent for only that purpose. If funds are needed for a new or different purpose, monies may be shifted to cover additional designations with approval of the Board of Directors.

Section 3 Financial report

A financial report shall be filed by any person or group receiving monies turned over to them by BBOP to finance an approved expenditure upon request by the Board of Directors.

ARTICLE XV: QUORUM

The members present at a regularly scheduled or called meeting shall constitute a quorum.

ARTICLE XVI: OFFICER LIABILITIES

The Officers shall not be personally liable for the debts, liabilities, or other obligations of BBOP. The Directors shall be indemnified by BBOP to the fullest extent permissible under the laws of this State.

ARTICLE XVII: AMENDMENTS TO CONSTITUTION AND BYLAWS

Amendments to the Constitution and By-Laws shall be presented at a regular meeting, then tabled until the next regularly scheduled meeting before voting on the proposed amendment(s). A majority vote in favor of amendment is required to amend the Constitution and By-Laws.

ARTICLE XVIII: VACANCIES

Vacancies of the Board of Directors shall exist on the death, resignation, removal, or disqualification of any Officer. Unless otherwise prohibited by the articles of incorporation, these bylaws, or provisions of law, vacancies on the Board shall be filled by appointment by the Board of Directors and confirmed by the membership of BBOP at the next regularly-scheduled meeting. The appointment shall last for the duration of the vacated term.

ARTICLE XIX: DISSOLUTION OF CORPORATION

Upon dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all assets of the corporation exclusively for the purposes of the corporation in such a manner or to such organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue code of 1954 (or corresponding provision of any future United States Internal Revenue law) as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XX: STUDENT CREDITS

Section 1 Earning of credit

Band, Orchestra, Guard and related ensemble students in middle school or high school programs may earn credit on designated fund raisers. This credit may be used to pay for expenses, including trips, contest fees, music, equipment, instrument parts, camp, or other band, orchestra, or guard expenses to be approved at the discretion of the band/orchestra directors.

Section 2 Transfer of credit

Student credit can be transferred to any current member in Band, Orchestra, Guard or related ensembles upon written request provided to and approved by a Director from the parent or guardian of credit-holding member.

Section 3 Use of unused credit

Band, Orchestra, Guard or related ensemble students who no longer participate in the herein mentioned programs will not receive compensation for unused credit. Upon a student's graduation, any unused credits will go into the scholarship fund if no transfer request is made pursuant to section 2 above, and no other siblings currently participate in Band, Orchestra or Guard.

Section 4 Non-transfer of credit

Unused student credit cannot be sold or given or transferred to another student except as noted in Sections 2 and 3 above.