

STANDING RULES

The following rules are established to assist in conducting the business of the BQPA.

Section 1. Duties of the President

The President shall be responsible for the business of the BQPA, make appointments authorized in the Standing Rules, establish special committees required for the business of the BQPA, and exercise such other responsibilities determined from time to time by action of the BQPA or its Board of Directors. The President serves as Chairman of the Board of Directors and Chief Executive Officer of the BQPA. The President, with concurrence of the Board of Directors, may represent the BQPA mission and policies to the public and allied barbershop organizations.

Section 2. Duties of the Vice-President

Duties of the Vice-President are to assist the President and to perform the duties of the President when that officer is absent or unable to act. The Vice-President shall also serve as liaison between the Board and the future quartet festival committees.

Section 3. Duties of the Secretary

- a) Compile quarterly a digital roster of the members in good standing. Upon request from the Board of Directors or Chapters, provide digital copies of membership lists.
- b) Serve as the Chairperson of the Membership Committee.
- c) Certify eligibility of members prior to any vote.
- d) Prepare and disburse information pertinent to increasing membership.
- e) Maintain a file of correspondence and records of the BQPA business.
- f) Maintain and update copies of the Bylaws and Standing Rules.
- g) Develop, receive, and record BQPA membership application forms and prepare semi-annual reports of membership status.
- h) Record and read minutes of the annual business meeting of the BQPA and all called meetings of the Board of Directors and distribute minutes to Board members.
- i) Oversee development, procurement, and distribution of BQPA stationary, brochures, postage, photocopying, and other items as needed or directed.
- j) Serve as back up signatory to the Treasurer on Society financial accounts.

- k) Oversee the development and updating of the BQPA website.

Section 4. Duties of the Treasurer

- a) Administer the financial resources of the BQPA.
- b) Pay all bills of the BQPA as authorized by the President or the Board of Directors.
- c) Be responsible for preparation and filing of the BQPA income tax information with the Barbershop Harmony Society, Inc.
- d) Prepare annual budgets and present them at the annual business meeting of the BQPA.
- e) Receive, record, and deposit membership dues in a BQPA bank account.
- f) Investigate, obtain, and manage the insurance portfolio of the BQPA.

Section 5. Duties of the Past President

The immediate Past President chairs the Nominating Committee and Bylaws Committee and performs the duties of President if both the President and Vice-President are unable to act. The Immediate Past President shall remain a voting member of the Board and serve as Parliamentarian at meetings.

Section 6. Salaries, Expenses, and Authority to Commit Funds

- a) Officers and Directors of the BQPA shall not receive any salary, clerical, or other expenses unless approved by the Board of Directors in advance.
- b) Travel expenses to attend the annual business meeting may be authorized by the President on a hardship basis only. A travel expense line item shall be incorporated into the annual budget as approved each fiscal year.

Section 7. Dues and Fees

- a) The dues for all members shall be recommended by the Board of Directors and approved by a two-thirds vote of the membership at an annual business meeting.
- b) The cycle for membership in good standing will be on a calendar basis, extending from January 1 to December 31. This term coincides with the fiscal year of the Barbershop

Quartet Preservation Association. New members (not renewing members) joining after June 30th of a calendar year will pay one half of the annual membership dues for that calendar year.

- c) Beginning in fiscal year 2010 and thereafter, annual dues payment and membership renewal will become due to the National Treasurer between January 1 and January 31 of each fiscal year.

Section 8. Standing Committees

Standing Committees, composed of BQPA members in good standing, shall be appointed by the President in consultation with the Board of Directors within thirty days after the annual business meeting unless otherwise specified. Standing committees shall assist the President and Board of Directors in the conduct of the affairs of the BQPA. The Chairperson of each standing committee shall report at the annual business meeting of the Association.

- a) Membership Committee: The Committee shall be responsible for maintaining and increasing the membership of the BQPA, and shall take appropriate measures to attract new members. The Committee shall consist of the Secretary, who shall be Chairperson, and four other members each representing a potential or existing regional Chapter.
- b) Ways and Means Committee: RESERVED
- c) Quartet Festivals Committee: The Committee shall be responsible for making arrangements for the bi-annual festivals, including but not limited to: (1) meeting and lodging site(s); (2) banquet and refreshments; (3) field trips; (4) reduced transportation rates; and (5) budget. The Vice-President shall chair the Quartet Festivals Committee and provide liaison between the committee and the BOD. Committee appointees shall continue to serve until the business of their festival has been concluded. A separate Quartet Festival Committee shall be established for each forthcoming meeting.
- d) Nomination Committee: The Committee shall be responsible for recommending the names of candidates for elected offices and assembling their resumes for publication on the BQPA web site. A Nomination Committee will consist of the Immediate Past President as chair and two members in good standing. The Nomination Committee will solicit candidate nominations from throughout the BQPA and propose a slate of nominees to the Board of Directors.
- e) Bylaws and Standing Rules Committee: This committee shall consist of the Immediate Past President (chair), the President, the Vice-President, and other past presidents ex-officio and serves as the BQPA official authority regarding all matters pertaining to the organization's bylaws and standing rules. This committee shall be responsible for insuring that the bylaws and standing rules are accurately maintained and updated in accordance with the BQPA bylaws.

f) Education and Public Outreach Committee: RESERVED

g) Music and Style Committee: RESERVED

Section 9. Special Committees

Special Committees, composed of BQPA members in good standing, shall be appointed by the President in consultation with the Board of Directors at any time for a period of 2 calendar years from the date of appointment unless reauthorized by the vote of the Board. Special Committees are appointed to assist the President and the Board of Directors with developing information, services, or programs, which are generally short term and of a non-recurring nature. The Committee(s) shall report to the Board of Directors and the membership at the Annual Business Meeting.

Section 10. Chapters

- a) A Chapter is established when (1) its petition bearing the signature of twelve members of the BQPA in good standing residing in a defined region or locale has been received by and agreed to by the Secretary; (2) the above petition includes the names of the elected or acting President of the Chapter; and, (3) the petition is accompanied by a statement signed by the President, witnessed by two members that the organizational structure and goals of the Chapter will be in conformity with that of the BQPA and the membership approves the Chapter by a two thirds majority vote of those present at the Annual Business meeting.
- b) BQPA members shall be members of the Chapter in the area they reside or which they request and may additionally elect to be dual members of other Chapters if they live temporarily in other geographic regions. Chapters shall prepare and submit annually to the BQPA Treasurer, an accounting of all income, assets, and liabilities of the Chapter.
- c) Chapters shall review and make such changes as necessary to their bylaws to bring them into conformity with the BQPA Bylaws. Revised bylaws must be submitted to the BQPA Board of Directors for approval prior to the Annual Business Meeting.

Section 11. Order of Business

The agenda for a business session for an annual meeting of the BQPA shall include, but shall not necessarily be limited to, the following items:

- a) Call to order by the President;
- b) Address of the President;

- c) Determination of a quorum;
- d) Introduction of guests and visitors;
- e) Reading of the minutes and report of the Secretary;
- f) Reports of Chapters;
- g) Reports of Standing Committees;
- h) Reports of Special Committees;
- i) Other old business;
- j) Installation of newly elected officers;
- k) New business; and,
- l) Adjournment.

Section 12. Schedule of Dues and Fees

Dues for the two membership categories:

Individual Annual \$15.00 US/year

Associate \$15.00 US/year

Section 13. Membership Directory and Bylaws

The Bylaws and Standing Rules of the BQPA and an annually updated membership list will be published on the BQPA web site.

Section 14. Rules of Order

The BQPA will adopt Robert's Rules of Order. The Immediate Past President will serve as Parliamentarian at meetings.

