

CONSTITUTION AND BY - LAWS
OF
BEPC

Preamble: We the members of BEPC do organize for the mutual recreation and pleasure in metaphysical subjects and pursuits.

CONSTITUTION

ARTICLE I NAME

Section 1 We shall be known as BEPC.

ARTICLE II MEMBERSHIP

Section 1 Membership shall be open to the public without regard to race, color, sex, age, religion, national origin, status as a disabled or Vietnam era veteran or the presence of a disability.

Section 2 Annual dues shall be established by the Executive Board on a year-to-year basis and subject to approval by the membership following review of October Treasurer Report.

ARTICLE III OFFICERS

Section 1 The officers of BEPC shall consist of a President, Vice President, Secretary and Treasurer.

ARTICLE IV DUTIES OF OFFICERS

Section 1 President shall:

- a. Preside at all business meetings.
- b. Be chairperson of the Executive Board.
- c. Call extra business meetings, appoint committees not otherwise provided for and fill protem vacancies as specified.
- d. Perform such other duties as the office may require.
- e. Perform the duties of the Vice President in their absence.
- f. Review the monthly bank statement with the Treasurer as necessary.

Section 2 Vice President shall:

- a. Oversee and coordinate the efforts of all major committees.
- b. Perform the duties of the President in their absence.
- c. Maintain an up-to-date roster of members.

Section 3 Secretary shall:

- a. Keep minutes of all Executive Board and other business meetings.
- b. Notify members of all club meetings as specified.
- c. Maintain all required documents of the club.

Section 4 Treasurer shall:

- a. Keep an accurate account of all financial transactions of the organization.
- b. Be responsible for all funds of the organization and receive and disburse all money subject to the will of the Executive Board.
- c. Disbursements shall be made by check only. A checking account will be set up and no check will be honored by the bank for payment unless signed by the Treasurer, such signature to be countersigned by one other elected officer of the club.
- d. Maintain accounts and render monthly financial statements of the club.
- e. All financial records shall meet specifications set by BEPC.
- f. Review the monthly bank statement with the President as necessary.
- g. Review the financial records with an officer or club member upon request.
- h. Fill out an e-postcard each year for the IRS for tax reporting.
- i. Annual renewal of the 501C to the state for non-profit status.

ARTICLE V ELECTION OF OFFICERS

Section 1 The offices of President, Vice President, Secretary, and Treasurer shall be filled by election at the first regular meeting in January every two years.

Section 2 Nominations for officers of the organization shall be made by the membership at the November meeting of the election year.

They shall present a list of nominations in December to the membership to be voted upon at the first regular meeting in January.

Section 3 No person is eligible to hold office that is not a dues paying member of the club.

Section 4 No member is eligible to hold more than one elective office at a time. The length of a term is defined as: two (2) years in length.

Section 5 Only one member of a family, is eligible to hold the office of President, Vice-President(s), Secretary(ies), or Treasurer.

Section 6 All elections shall be by secret ballot (if more than one person is running for office) or by show of hands.

Section 7 Office vacancies of the President, Vice-President, Secretary and Treasurer should be filled within 60 days of vacancy either by appointment, by the board or special election.

Section 8 No officer or trustee shall receive any salary or wages by reason of office.

ARTICLE VI COMMITTEES AND BOARDS

Section 1 There shall be an Executive Board, and up to three (3) major committees.

Section 2 Executive Board

- a. The President, Vice President, Secretary, Treasurer, and major committee heads shall constitute this Board.
- b. The Executive Board shall decide on all expenditures, promotion of activities, appointments of committees and the general government of the organization.
- c. The Executive Board shall meet as needed.

Section 3 Committees as needed

BEPC major committees can be the Expo Committee, Communication Committee and the Programs Committee.

- a. Expo(s) including Exhibitors, Vendors, Readers, Healers, Advertising, and facilities. The committee shall consist of a Chairperson and up to 5 five (5) members appointed by the Chairperson.
- b. The Communications Committee shall be responsible for the Website, Newsletter, Library, and Greeter. The committee shall consist of a Chairperson and up to four (4) members appointed by Chairperson.
- c. The Program Committee shall be responsible for the Monthly Program, Special Events, Hospitality and Workshops/Education. The committee shall consist of a Chairperson and up to four (4) members appointed by the Chairperson.

ARTICLE VII MEETINGS

- Section 1 Regular meetings shall be held on 3rd Monday of each month.
- Section 2 Special meetings may be called at any time as determined by the President.
- Section 3 Club meetings will be conducted in compliance with Roberts Rules of Order.

ARTICLE VIII AMENDMENTS

- Section 1 This constitution may be amended by the submission in writing of a proposed amendment at any regular or special meeting of the club. The proposal shall be received and acted upon at the next succeeding regular meeting of the club at which there shall be a quorum present.
- Section 2 Amendments may be acted upon at the announced meeting. A two-thirds majority of the members present at the meeting shall be required to adopt an amendment.

BY-LAWS

ARTICLE I QUORUM

Section 1 A quorum shall consist of twelve (10) of the paid membership.

ARTICLE II GENERAL PROVISIONS

Section 1 Property or equipment purchased by BEPC with BEPC funds shall be considered club property and not the property of any individual member or group of members.

Section 2 Acquisition of any property, real, personal, or interest therein, in excess of \$1,000 valuation, shall receive approval by BEPC as submitted in the Budget Forecast.

- a. Real property shall be defined as land or buildings.
- b. Personal property shall be defined as any property which is movable (i.e., table, chairs, band saw, computer, etc.).
- c. Interest therein property shall be defined as that property which is leased or rented.

Section 3 The fiscal year for BEPC shall be from January 1, to December 31, inclusive. All budgeting and financial accounting shall be rendered on this basis.

Print Name: _____ Sign Name: _____ Date: _____
 Club President