Licensing and Publishing Society (BLPS) at Berklee College of Music
Constitution by Christina Lundelius

ARTICLE I – NAME

Section 1: Title
The name “Licensing and Publishing Society (BLPS) at Berklee College of Music” is significantly different from the name of any other organization recognized at Berklee.

ARTICLE II – PURPOSE

Section 1: Mission Statement: The Licensing and Publishing Society (BLPS) at Berklee College of Music acts as an educational publishing company for student original music.

ARTICLE III – MEMBERSHIP

Section 1: Active Members
Active membership is open to all Berklee College of Music students with the right to vote and hold office.

Members and Positions:

- **Publishers**: have a roster of songwriters whose music they will advise and facilitate relationships for. Publishers are allowed to vote and run for any club officer position.
- **Songwriters/Artists**: either those who are assisted by publishers or independent writers who would like to know more about publishing their own works. Songwriters are allowed to vote and run for club Songwriter Ambassador.
- **Managers**: representing artists who would like to record and perform music from the BLPS catalog or who represent writers signed to BLPS who also perform. Managers are allowed to vote and run for club Artist Ambassador.
- **Marketing and PR**: build relationships with other students or colleges in the area to increase awareness of the club or special events, or establish symbiotic partnerships with the club and other organizations. Marketing and PR students are allowed to vote and run for Marketing Director and PR Director.

Section 2: Associate Members: students from schools in the greater Boston area who are interested in music publishing or have opportunities for BLPS songwriters. These members may not hold office or vote.

Section 3: Alumni Members: Graduates of the club either as an active or associate member are allowed to retain membership. Alumni members cannot vote or hold office.

Section 4: Membership Rules of Order: Members must have a general interest in publishing or songwriting, be open minded, a willingness to learn, and be respectful of other members.
Berklee College of Music student clubs shall not deny membership to any student on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, veteran status or disability.

**Section 5: Duties of Members:** Expectations of membership in the club: attendance, committee participation, and voting in club decisions.

**Section 6: Removal of Members:**
In the event of multiple absences or other disciplinary actions, as decided by the club leaders, a member may be removed from the club. In this event, a warning will be issued to the member by email first. The member has seven days to appeal this decision and speak on their own behalf before further action is taken. If the behavior continues, the club officers will meet outside of a regular club meeting and decide on further repercussions for the member.

**ARTICLE IV – ELECTED OFFICERS**

**Section 1: Officers**
The office positions in the club are as follows: President, Vice President, Treasurer, and Marketing. A minimum of two officers are required for each active semester. Prerequisite for President and Vice President is Music Publishing MB-335.

**Section 2: Duties of Officers**
- **President** - In charge of weekly meetings and overall functions.
- **Vice President** - In charge of weekly meetings that the President cannot attend. Helps make decisions along with the President for all things regarding the club.
- **Treasurer** - In charge of club budget and monitoring club finances.
- **Marketing** - In charge of maintaining the club’s social media and making sure club events are marketed well within the Berklee community.

**Section 3: Election of Officers**
Elections are held for the next active semester at the end of the prior semester. All potential officers may state their interest to one of the current leaders so their name can be entered in the running. Members may also nominate other members for positions they believe the nominated member will be suited for. At the last meeting of the semester, there will be an election to fill all positions that are not currently filled in the next semester by a returning member. The election will be by a secret ballot and all members are required to vote. A winner is determined by a majority vote. In the event of a tie, the current leaders will decide on a winner.

**Section 4: Removal of Officers**
In the event an officer is not completing their duties in the opinion of the club member or fellow officers, disciplinary action will be taken. A warning will be issued by email from another
officer or a majority representative, giving the officer in question a minimum of seven days to speak on their own behalf and the right to an appeal. This opportunity to speak may happen at a regular meeting if the warning has been issued by a club majority, or at a private meeting of officers outside of regularly scheduled meetings if the warning was issued by another officer, group of officers, or an officer that represents the majority of the club members. After this occasion, the officers not in question will deliberate and decide on a final outcome; allowing the officer to remain an officer, demoting the officer but allowing them to remain a member of the club, or demoting the officers and removing them from the club.

ARTICLE V – MEETINGS

Section 1: Business/General Meetings
General club meetings will occur once a week every week of the semester with exceptions on “Add/Drop Week”, Midterm Week, and Finals Week. In the event of a holiday or weather cancellation, it is the discretion of the officers to reschedule or cancel a weekly meeting.

Section 2: Executive Board Meetings Executive Board meetings should happen roughly every two weeks, or more often as needed, with all current officers in order to discuss business matters. Meetings will be scheduled at the discretion of all officers and advisors. Business matters that require the club’s approval will be brought up in a general meeting and be decided on by a show of hands and majority rule.

ARTICLE VI– ADVISER

Section 1: Election
New faculty members are elected by a secret ballot at a general or business meeting and determined by a majority two-thirds vote.

Section 2: Qualifications
The adviser must be a Berklee faculty/staff member who has an interest in serving as an adviser. Both the faculty/staff member and the club members can mutually determine the level of involvement of the adviser.

Section 3: Duties
The duty of the faculty adviser is to meet with the members when further advice is needed. Attendance at executive board meetings and elections is mandatory. The adviser may not vote but can offer advice to the club.

ARTICLE VII – AMENDMENTS
Section 1: Making Amendments

This constitution may be amended at any regular business/general meeting of the club by two-thirds vote of active membership, provided that the amendment has been submitted to the membership in writing at least one week prior to the business meeting.

ARTICLE VIII – ACCOUNTING AND FINANCES

Section 1: Methods for Accounting

The treasurer will keep a Google Sheet (“BLPS Officers”), or other form of shared spreadsheet that all officers can view, containing the club’s budget and potential expenses. This spreadsheet must be visible to the other officers and faculty advisors. All receipts must be collected and scanned into the BLPS Officers Folder.

Section 2: Expenses

Club expenses that are paid for by the club’s budget must fall under the realm of costs that are deemed appropriate by the club by the club’s officers and faculty advisors. Club expenses are not to cover any fees a member may encounter in the realm of publishing or licensing, such as but not limited to PRO registration, copyright registration, submission for synchronization costs.

Club members, including officers, are NOT empowered to sign contracts, or enter into agreements, orally or in writing on behalf of Berklee College of Music. All contracts or relationships that will result in payment must be pre-approved by the Student Activities Center.

ARTICLE IX - SONGWRITER AND PUBLISHER RELATIONSHIP

Section 1: Songwriter Contract Breakdown

Due to the nature of the Licensing and Publishing Society at Berklee College of Music (BLPS) being an educational publishing club, no formal contracts shall be administered by the club nor shall any contracts between artist and songwriter mention the club in any way. Under the supervision of the club, publishers are not to take ownership of any of their songwriter's copyrights. The role of publishing club is to facilitate the relationship between songwriter and a potential opportunity for the the songwriter and any formal agreements or contracts will be created outside the club’s domain.