

BYLAWS

SHAWNEE MISSION NORTHWEST HIGH SCHOOL BAND BOOSTERS

Amended July 8, 2008

ARTICLE I - NAME

The name of the organization shall be "Shawnee Mission Northwest Band Boosters Inc.", and operates under the laws of the State of Kansas as a nonprofit organization.

ARTICLE II - MISSION

Section 1. To support the activities of and promote an enthusiastic interest in the Shawnee Mission Northwest High School (SMNW) band program.

Section 2. To lend all possible support, both moral and financial, to the SMNW Bands.

Section 3. To confer and cooperate with those in charge of the SMNW Bands.

Section 4. To build and maintain an organization which will help promote positive public relations, progress, development, and activities of the SMNW Bands.

ARTICLE III – MEMBERSHIP

Section 1. TERM: All affiliations are for a period of one year.

Section 2. BAND FEES: The amount of annual band fees assessed each member family shall be established by the Executive board prior to the general meeting in May/June and represent payment of fees by the last day of summer band camp.

Section 3. CLASSIFICATIONS: The membership of this club shall include any band member, alumni, parent, or other person interested in the progress and development of the SMNW High School Band programs.

FAMILY MEMBERSHIP - Full voting privileges are accorded to parents/guardians with membership "in-good-standing" of students in the SMNW Bands. "Member-in-good-standing" is dependent on a student's financial discipline and his/her conduct in the SMNW Bands.

BAND MEMBERS: Band members shall automatically be non-voting members. They may speak but not make motions or hold office. They may serve on committees in any capacity except as chairpersons.

ALUMNI: Alumni and other persons interested in the progress and development of the SMNW High School Band programs shall be welcome as non-voting members.

Section 4. Fees are to be paid by the final day of summer band camp each year (or as determined by the Executive Board).

- a) Any member whose fees are not paid by this date is delinquent.
- b) Members may be reinstated by payment of current year's student fees.

ARTICLE IV - EXECUTIVE BOARD

Section 1. MEMBERS: The Executive Board of the SMNW Band Boosters shall be composed of the elected Band Booster officers. The SMNW High School Band Director and the immediate Past President shall serve as ex-officio non-voting members of the Executive Board.

Section 2. AUTHORITY: The Executive Board shall have full authority in all matters of the SMNW Band Boosters.. At the beginning of the fiscal year and at any time thereafter, if deemed necessary, the Executive Board may determine a monetary expenditure threshold above which proposed disbursements must receive prior approval by the Executive Board. The Executive Board shall fix the hour and place of meetings, make recommendations to the organization, and perform such duties as are specified in these bylaws. The Executive Board shall be subject to the orders of the organization, and none of its acts shall conflict with action taken by the organization. The Treasurer and President shall review monthly statements reflecting account activity.

Section 3. REMOVAL: The Executive Board shall have the authority to remove any officer or committee chairperson by a majority affirmative vote of the Board at two (2) consecutive meetings.

ARTICLE V - OFFICERS AND DUTIES

Section 1 - OFFICERS: The officers of the SMNW Band Boosters are: President (or co-Presidents), Vice President(s), Secretary(s), Treasurer(s) and parent representative from each of 4 grade levels. Officers are elected annually for a term of one year with the exception of the Vice President (this is a two-year term that assumes the presidency for the second year of the term). No individual may be elected to the same office for more than two consecutive terms. All officers must be members-in-good-standing and a parent or guardian of a student enrolled in the SMNW Bands. In the event that more than one person holds an office the position has a total of one (1) vote. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority outlined in Article XI.

Section 2 - PRESIDENT: The President shall preside at all meetings of the membership and the Executive Board, establish standing committees and appoint committee chairpersons, appoint a nominating committee prior to the annual meeting, and call for an audit of the organization's financial status prior to the close of the year's activities. The President shall be an ex-officio non-voting member of all committees.

Section 3 - VICE PRESIDENT: The Vice President shall assume the duties of and exercise the powers of the President in the absence of the President. The Vice President shall assume the office of President should that office become vacant at any time after the election of officers. The Vice President shall then continue as president for the remainder of that two-year term. The Vice President shall have oversight of all student fundraising activities of the SMNW Band Boosters.

Section 4 - SECRETARY: The Secretary shall keep accurate records and minutes of all meetings of the membership and the Executive Board, maintain all records and valuable papers of the SMNW Band Boosters, and conduct the correspondence of the organization as directed by the President.

Section 5 - TREASURER: The treasurer shall receive all monies accruing to the club and shall deposit same in an approved depository under the name of Shawnee Mission Northwest Band Boosters. The Treasurer shall keep accurate records of all financial matters regarding

the SMNW Band Boosters and shall regularly report the financial standing of the SMNW Band Boosters to the membership and Executive Board.

Section 6. CLASS REPRESENTATIVE: A parent representative from each grade level will serve as a liaison to the grade level and serve on the nominations committee.

ARTICLE VI - ELECTION OF OFFICERS

Section 1 - NOMINATING COMMITTEE: A Nominating Committee of five (5) members (four (4) parent class representatives and one (1) member-at-large), appointed by the President or co-Presidents shall select nominees for each office and communicate the slate of nominees to the membership a minimum of 2 weeks prior to the April general meeting. Any member-in-good-standing may make additional nominations from the floor at the April meeting. All members of the Nominating Committee and all nominees must be members-in-good-standing of the SMNW Band Boosters.

Section 2 – ELECTIONS: The officers shall be elected by ballot with the exception of the Presidency, which is a majority consensus. The Treasurers’ term of office shall begin after an audit of the books. No member shall hold more than one office at a time and no member shall serve as an officer and a standing committee chairperson.

Section 3 - TERM OF OFFICE: The term of office for each elected officer shall be a one year period. Officers shall be elected at the April meeting and shall take office at the next meeting. The exception is the position of President, which takes effect immediately upon election.

Section 4 - VACANCIES: In the event the office of President shall become vacant, the Vice-President shall become President. In the event any other office shall become vacant, it shall be filled at the next regular meeting by a majority vote of the membership present.

ARTICLE VII - MEETINGS

Section 1 - EXECUTIVE BOARD: The Executive Board shall meet as needed and the time and place for all meetings shall be publicized in advance to all members of the SMNW Band Boosters. A majority of the members of the Executive Board shall constitute a quorum of the Board for the purpose of conducting Executive Board business. Meetings of the Executive Board shall be open to all members. The President may call special meetings of the Board as required. No business of the SMNW Band Boosters may be conducted by the Board in a closed executive session.

Section 2. MEMBERSHIP: A minimum of two (2) business meetings of the membership of the SMNW Band Boosters will be held during the year. All meetings of the SMNW Band Boosters will be open meetings; the date, time, and place of the meetings will be publicized in advance. A quorum for regular meetings shall be a minimum of 3 elected Board members and 10% of voting Band Boosters.

Section 3. Special meetings shall be held at the request of the President or Co-Presidents or the Executive Board. An attempt must be made to notify all members of the meeting and the purpose of the meeting shall be stated in the notification. At least three (3) day’s notice shall be given, except in cases of emergency.

ARTICLE VIII – COMMITTEES

Section 1. There shall be the following committees: Nominating, Communications, Uniform, General Fundraising, and such others as the Executive Board shall find necessary.

Section 2. The General Fundraising Committee shall determine methods of raising funds and shall submit their plans to the Executive Board for approval and implementation. The President shall oversee the activities of the General Fundraising Committee.

Section 3. The Nominating Committee of five (5) members (four (4) parent class representatives and one (1) member-at-large), appointed by the President or co-Presidents shall select nominees for each office and communicate the slate of nominees to the membership a minimum of 2 weeks prior to the April general meeting.

Section 4. The President will designate all committees at the beginning of his/her term. The President as required may establish other special committees. The President appoints all standing and special committee chairpersons.

Section 5. The President or Co-Presidents shall be ex-officio non-voting members of all committees.

ARTICLE IX - Finances

Section 1. The Treasurer(s) shall be the custodian of the organization's funds. The Treasurer(s) shall deposit the funds in such banking institution as the Executive Board shall authorize, and the account(s) shall be in the organization's name. The President, Vice-President, Treasurer, Secretary, and Band Director shall be authorized to sign checks and disburse funds. The treasurer will need to be bonded.

Section 2. The Executive Board shall prepare a budget for the operating year for approval at the May/June regular meeting. Expenditures in excess of the approved budget shall be authorized by the organization at the next regular meeting or at any time by the Executive Board. The Executive Board shall have sole authority for the administration and execution of the budget upon approval of the budget by the membership. No revenues or expenses of the SMNW Band Booster Organization will inure to the benefit of any individual member of the SMNW Band Boosters. The President (or their designate) shall approve emergency expenses not included in said budget. Such emergency expenditures shall be limited to a maximum of \$400.00.

Section 3. The Treasurer(s) shall prepare and present a financial report at each regular meeting and as directed by the Executive Board. The Treasurer(s) shall prepare and present a year-end financial report at the close of the fiscal year.

Section 4. An Auditing Committee (2 persons plus the incoming treasurer) or CPA serving as auditor shall be appointed by the President or Co-Presidents at the organization's May/June meeting (dependent on the end of the school year), whose duty it shall be to audit the Treasurers' accounts at the close of the fiscal year and to certify the year-end report. An Auditing Committee shall also be appointed to audit the Treasurers' accounts if for any reason the Treasurer(s) is/are unable to complete his/her/their term of office.

Section 5. The organization's fiscal year shall be from July 1 to June 30 and recorded or chartered annually with the State Treasurer's Office.

ARTICLE X – Property

All equipment and supplies, including musical instruments, uniforms and regalia, purchased by the SMNW Band Boosters for the exclusive use of the SMNW Bands shall become the property of SMNW High School.

ARTICLE XI - Parliamentary Authority

Section 1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE XII - Amendment of Bylaws

These bylaws may be altered or amended at any general membership meeting of the SMNW Band Booster organization by two-thirds approval of the voting members present. Amendments must have been presented in writing one month preceding the general meeting of the club.

STANDING RULES

1. Band Director Budgeted Program Funds:

Band Directors may vary from the approved budget expenditures for their respective programs providing they do not exceed their budgeted dollar amount and that the Executive Board, via the President or Co-Presidents, have knowledge of the deviations for the purpose of budgeting.

2. Band Director Unspent Program Funds:

At the end of this organization's fiscal year, any director's unspent program funds will become part of next year's general budget.

3. Disposition of Income Over or Under Approved Budget:

Any income generated by this organization which exceeds the approved budgeted amount after accounting for reasonable and customary expenses will be placed in the general budget as carry-over for the following year. To the extent income after accounting for reasonable and customary expenses falls short of the budget projection, the planned appropriations for the Band shall be reduced insofar as practical by the amount of the shortfall.

4. Individual Band Student Accounts:

SMNW Band Boosters will maintain the general band account for operating expenses. In addition, as a service to student band members, the organization will maintain individual student accounts. These student accounts are monies earned by students and/or parents through fundraising activities. These monies are held "in trust" for student use for paying yearly band fees or trip fees. Fundraising monies to be used for upcoming year band fees need to be to the treasurer no later than July 15 for credit to the account. Any monies earned after July 15 will be available for future fee use. Should students drop out of band, these monies will be held in the student account in case the student is able to come back to Band prior to graduation. Upon graduation, any monies remaining in the student accounts will transfer to the Angel Fund, unless the parents/student notify the Executive Committee and/or Treasurer to hold the account open for a sibling in at least the 5th grade and participating in Band. No refunds of monies in individual student accounts will be made at any time.

5. Multiple Children in Band:

Families with multiple students currently participating in Marching Band are eligible for a discount on yearly band fees for subsequent students. The amount of the discount will be determined by the Executive Board as a part of the budget process.

6. Angel Fund:

SMNW Band Boosters sponsors an Angel Fund to provide financial assistance with yearly band fees, uniforms, and for other projects. The Band Director, President or Co-Presidents, and Treasurer(s), shall administer the Angel Fund in a confidential manner. Fund raising activities are ongoing to also assist in helping meet band fee obligations. Anyone needing special arrangements or assistance should contact the

Band Director, President, or Treasurer(s) so that needs can be addressed. No student will be turned away from band due to lack of funding.

7. Audit Procedure:

Audits are performed in accordance with the guidelines outlined in the Treasurer's Book.

8. Cash Box Procedure:

The procedures and guidelines for managing the Cash Box are detailed in the Treasurer's Book.