

Shawnee Mission North High School Band Booster Organization

BYLAWS

ARTICLE I

NAME

This organization shall be known as SHAW-MI-NO.

ARTICLE II

PURPOSE

The purpose of this organization shall be to involve parents of current band members and other interested persons in aiding the Shawnee Mission North Band Director in establishing and maintaining an effective, quality band program for students at Shawnee Mission North High School.

Areas in which this organization may assist are:

1. Fundraising
2. Sponsoring
3. Communication
4. Band Promotion
5. Band Activities
6. Uniform care/check out
7. Publicity

ARTICLE III

MEMBERSHIP & DUES

Section 1. Membership is open to any person interested in helping promote the objective of this organization.

Section 2. This organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 3. Responsibilities of membership shall include:

- a. Support and actively participate in the planning and development of the goals and objectives of the organization;
- b. Regular attendance at general meetings scheduled during the year;
- c. Payment of annual dues;
- d. Dues are payable in August, unless joining at another time of the year.

Section 4. Membership dues shall be:

\$10.00 for individuals or families without a band member.

Families with band members are considered members of the organization with the paid student contribution outlined in the Standing Commitments of these bylaws.

Section 5. Only members of the organization shall be eligible to participate in the business meeting or to serve in any of its elected or appointed positions.

ARTICLE IV
MEETINGS OF THE GENERAL MEMBERSHIP

- Section 1. A meeting of the General Membership shall be planned by the Board in conjunction with Band Camp for the purpose of reporting to the membership the activities and events which are planned for the school year. Notice of this meeting shall be provided in the month of May.
- Section 2. Dates and times of the general meetings shall be determined by the president and/or the board and be duly posted in the band handbook and on the website. Any change of date or time shall be duly announced to the general membership.
- Section 3. Special meetings of the organization may be called by the president or by a majority of the board, seven days notice having been given.
- Section 4. Ten (10) members of the organization shall constitute a quorum for the transaction of business in any general meeting of this organization.
- Section 5. The general membership may attend any board of directors meeting.

ARTICLE V BOARD OF
DIRECTORS

- Section 1. The organization shall be governed by a 9 or 10 member board of directors. The officers of this board of directors shall consist of the band director as an ex-officio member; a president as chairman; a vice-president; a secretary; a treasurer; a fundraising coordinator; a uniform coordinator; and two (2) or three (3) members at large. Any office may be a co-office. For purposes of voting, the co-officer(s) together will have one vote.
- Section 2. The band director may appoint a band member to serve as a liaison between the board and the band as needed. As a general member, the board liaison is welcome to attend board meetings. This position does not have voting privileges at board meetings and this position is not open to section leaders or drum majors.
- Section 3. The board shall meet on a regular basis to plan activities in keeping with the purposes of the organization. Dates and times of board meetings shall be determined by the director and president and duly posted in the band handbook and on the website. All of the meetings of the board of directors are open.
- Section 4. Special board meetings may be called by the president or upon request of at least four other members of the board.
- Section 5. All activities will be planned and carried out with the approval of the band director.
- Section 6. Six (6) members of the board shall constitute a quorum for the transaction of business in any board meeting.
- Section 7. Email motions and voting is allowable. Business transactions of the board conducted via email shall be reported and documented in the minutes of the following meeting.

ARTICLE VI
SELECTION OF OFFICERS

- Section 1. The band director and president shall appoint one (1) parent to act as the nominating chairman. This person shall work with the band director to contact prospective board members for the following year.
- Section 2. The nominating chairman shall announce a candidate for each office at the board meeting in the spring.

Section 3. The election will take place at the Spring Concert in April or May. Only those persons

who have signified their consent to serve if shall be appointed to such office.

Section 4. Officers shall be elected by voice vote. However, if there is more than one nominee for any office, election for that office may be by a show of hands. If it cannot be determined who has more votes, the election will be by a standing vote.

Section 5. New officers will attend meeting(s) and events held in May and shall assume their duties immediately following the Band Banquet, with the exception of the Treasurer.

Section 6. Officers shall serve for a term of one (1) year or until their successors assume their duties.

Section 7. Officers may be re-elected for one (1) additional term in the same office.

Section 8. Vacancies (other than that of the presidency) occurring between elections shall be filled through appointment by the board of directors. A presidential vacancy shall be filled by the vice-president for the remainder of the president's term.

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ARTICLE VII DUTIES OF OFFICERS

Section 1. The president shall:

- a. preside at all meetings of the organization;
- b. perform such other duties as may be prescribed in these bylaws or assigned by the organization;
- c. appoint committee chairmen and committees and may serve as an ex-officio member of all committees except the nominating committee;
- d. work with the band director to provide job descriptions to each chairman and committee;
- e. coordinate the work of the officers and committees in order that the purposes of the organization may be promoted;
- f. appoint a board member to represent the band at all meetings of the Shawnee Mission North PTSA;
- g. appoint an audit committee before the first week in June to review the books submitted by the Treasurer.

Section 2. The vice-president shall: perform the duties of the president in the absence or inability of that officer to serve.

Section 3. The secretary shall:

- a. record the minutes of all meetings of the association;
- b. record business conducted via email in the minutes of the following meeting
- c. file with the minutes the year-end reports of any committee chairmen;
- d. have a current copy of the bylaws;
- e. file and maintain records and correspondence

Section 4. The treasurer shall:

- a. have custody of all funds of the organization and make disbursements in accordance with the budget approved by the Board of Directors;
- b. keep full and accurate account of receipts and expenditures;
- c. in conjunction with the director, prepare a budget for the upcoming year. The director shall forward a copy of the proposed budget to the board during the last week of July, to be voted on at the August meeting.
- d. Maintain the account with a minimum of 3 check signers from the following group: President, Treasurer, Band Director and another board member to be named by the President;
- e. provide online access codes to all check signers to allow joint review of account activity.
- f. present a financial statement at every meeting of the board and other times when requested by the president or band director;
- g. submit the books on or before June 15 for an audit, to be completed by the appointed committee in the month of June. Turn treasurer's notebook and all other materials and account access over to the incoming treasurer on or before July 1.
- h. file appropriate 990 Federal Tax Return on an annual basis with the help of CPA.
- i. credit student accounts based on payments and fundraising activities.

Section 5. The fundraising coordinator shall:

- a. serve as coordinators of fundraising committees;
- b. continue fund raising projects of the past year when so directed by the board;
- c. investigate new fund raising projects and present new ideas for approval by the board;
- d. plan, organize, coordinate, and evaluate each fund raising project;
- e. oversee that all money collection and counting for fund raisers and events is done with two (2) band parents present;
- f. at the discretion of the board, some events may have a "no cash accepted" policy;
- g. present a written financial account of income and expenses for each fund raising project;
- h. provide a summary, to the treasurer, of the amount to be distributed to each individual students' account;
- i. ensure that fundraising merchandise be pre-paid before distribution.

Section 6. The uniform coordinator shall:

- a. serve as coordinator(s) of the uniform committee;
- b. contact the uniform sales representative to provide current uniform replacement costs for the band handbook;
- c. verify with the band director in July the dates for uniform fitting during band camp;
- d. take shoe orders, of new students and those needing a new size at the uniform fitting. Place orders as soon as possible for shoes to be received and distributed by the time they are needed;
- e. organize and oversee all concert and symphonic band uniform check-out and check-in sessions.
- f. organize and oversee all marching band uniform check-out sessions and check-in sessions at each event. Uniforms shall not be checked out until fees are paid, or a fee payment agreement form has been signed and returned to Band Director.
- g. keep complete and accurate record of all uniforms;
- h. arrange to have the uniform closet attended by members of the committee before and after each event at which uniforms will be worn;
- i. organize and oversee all band uniform cleaning and storage;
- j. organize and oversee all uniform altering, repair and replacement;
- k. order new uniforms and /or replacement parts by May for delivery the following August.
- l. schedule a presentation for all freshmen and new band members to demonstrate uniform care

Section 7. The band director shall:

- a. act as an advisor;
- b. serve as the primary advisor to the nominating chairman.
- c. Travel opportunities for the band shall be presented by the band director at a band booster meeting. The band director shall secure a travel agency to be in charge of planning all band travel, or shall perform the same duties.
 - i. In the event that the band director chooses to use a travel agency, the band director shall be the primary contact for said travel agency and shall be paid a stipend for participating in and leading the trip; the suggested amount of the stipend is 2%.
 - ii. In the event that the band director performs the duties of a travel agent, the band director shall be paid a stipend for planning, participating in, and leading the trip; the suggested amount of the stipend is 10%.
 - iii. All fees due the travel agency, travel expenses for the director and one assistant director, and said stipend shall be distributed among, and paid from, the students' trip cost. The actual amount of trip stipend shall be determined by the board of directors.

Section 8. All board members shall perform the duties outlined in these bylaws and those assigned from time to time. Upon expiration of their term or in case of resignation, each board member shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, with the exception of the treasurer. The treasurer shall deliver books, records and other materials to the new treasurer after the completion of the audit.

Section 9. Any board member, who shall fail to perform the duties outlined in these bylaws and those assigned, shall be evaluated by the board. A ballot vote of confidence will be taken. Said board member will be required to resign if there are six (6) or more votes of “no confidence”.

ARTICLE VIII
FISCAL YEAR

The fiscal year of this organization shall be July 1 to June 30.

ARTICLE IX
PARLIAMENTARY AUTHORITY

The rules contained in “Roberts’s Rules of Order”, Revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws or standing rules.

ARTICLE X
AMENDMENT

These bylaws may be amended at any general meeting of the organization by a two thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon.

Shawnee Mission North High School Band Booster Organization

STANDING RULES

These Standing Rules are supplemental to the Shaw-Mi-No bylaws, and they cannot conflict with the bylaws of this organization. They may be amended or suspended by a two-thirds vote at any meeting of this organization.

Standing Appointments

1. In May, the president-elect shall
 - a. work with the Band Director to prepare parent surveys for the following season for distribution and collection at the Spring Concert and other events.
 - b. work with the band director to prepare the calendar of events for distribution at the First Rehearsal;
 - c. perform the duties of event chairmen in their absence or inability to serve, if a replacement chairman cannot be found.

2. Over the summer the president shall
 - a. compile the parent volunteer surveys,
 - b. update and post the volunteers on Charms website;
 - c. distribute a list of volunteers to the appropriate board members, committee chairmen, and event coordinators for their use;
 - d. set Band Booster meeting dates in accordance with bylaws;
 - e. assist the Band Director with the Band Handbook and other publications in preparation for the Ice Cream Social and Band Picnic
 - f. assist with collection of dues in August at the Ice Cream Social, and as needed.

Standing Committees

1. The president shall appoint an event coordinator to each of the standing committees; these events shall include, but are not limited to, the following:
 - a. Indoor Marching Rehearsal / Freshman Parent Orientation
 - b. Spring Marching Camp (Varsity)
 - c. Ice Cream Social
 - d. Band Camp Picnic
 - e. Parent Shirt Sale
 - f. Football Games
 - g. Truck Transportation
 - h. Parades and Festivals
 - i. Fundraising
 - j. Marching Invitational
 - k. Grilling Team
 - l. Chili Concert
 - m. Spring Swing
 - n. Pizza Jazz
 - o. Band Banquet
 - p. Videotaping
 - q. Senior Video; Note: this should be done as early as possible to include fall activities.

2. All committee chairmen and event coordinators shall keep a notebook or record a summary listing duties performed and a review of the year activity. The information is to be completed and turned in to the president following the event or prior to the May meeting so that it is available for the successor at the May meeting. The chairman of the band banquet shall deliver the notebook to the president by the last day of school. All committee chairmen shall give a summary of the activities to the recording secretary. Summaries should include pertinent contact and logistic information.

Standing Commitments

1. As a co-curricular class, students have the following guidelines for monetary support of the band program:
 - a. Fees of \$125 for Varsity Marching Band or \$75 for Junior-Varsity are payable in August or in accordance with fee payment agreement signed and returned to Band Director. The first \$75.00 is required for shoes, cleaning, tee-shirts and contractual help. The extra \$50 for Varsity covers food and transportation to and from competitions.
 - b. Fundraising proceeds are applicable to fee payment.
 - c. Trip fees may be paid from student accounts once band fees are paid.
2. Any band member who participates in a fund raising activity shall:
 - a. be held financially responsible for the merchandise and /or money in their care;
 - b. turn in such merchandise and/or money promptly to the specific fund raising chairman at the time and place appointed; in order to receive applicable credit in student account for fundraising activities.
 - c. be responsible for making individual arrangements to deliver to the fund raising chairman such merchandise and/or money if not turned in at the time and place appointed. Merchandise and/or money is not to be left with any other student or the band director in the office or in the band room.
3. Any band member who checks-out a uniform shall:
 - a. be held financially responsible for those items in their care;
 - b. turn in uniform parts promptly to the specific uniform chairman at the time and place appointed.