

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. Fund Raising
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 By-laws.
- 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 part of the summer mailing which shall be mailed to all new and returning band families.
- Section 2. Dates and times of the general meetings shall be determined by the president and/or the board and published on the band calendar. The band director will announce to band members any change of date or time, as meetings are generally set to correlate with band events.
- 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. The election meeting shall be held in April.
- Section 5. Ten (10) members of the organization shall constitute a quorum for the transaction of business in any general meeting of this organization.
- Section 6. The general membership may attend any board of directors meeting as outlined in Article V, section 4.

ARTICLE V
BOARD OF DIRECTORS

- Section 1. The organization shall be governed by a (13-14) member board of directors. The board of directors shall consist of the president as chairperson, a vice-president, a secretary, a treasurer, the band director, the color guard coach (or a director appointed parent), two (2) fund raising coordinators, one or two uniform coordinator(s), and three (3) members at large. The president may appoint a co-president. For purposes of voting, the co-presidents 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. The band liaison is welcome to attend board meetings.
- 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 president and/or the board and posted in the handbook. 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. Seven (7) members of the board shall constitute a quorum for the transaction of business in any board meeting.

ARTICLE VI SELECTION OF OFFICERS

- Section 1. A five (5) member nominating committee shall be appointed by the president in February. The nominating committee shall consist of the band director, two (2) additional members of the current board, and two (2) persons from the membership at large. The president shall appoint one (1) member of the nominating committee to act as chairperson.
- Section 2. The nominating committee shall announce a candidate for each office at the board meeting in March.
- Section 3. The election will take place at the general meeting in April at which time nominations may be made from the floor. Only those persons who have signified their consent to serve if elected shall be nominated for or elected 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 ballot at the May meeting.
- Section 5. New officers will attend meetings(s) held in May and shall assume their duties during the May meeting(s).
- 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 election 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.

ARTICLE VII
DUTIES 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 chairpersons 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 chairperson 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 PTA;
 - g. appoint 3 people to an audit committee before the first week in August to review the books submitted by the Treasurer.
- Section 2. The vice-president shall:
- a. 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. file with the minutes the year-end reports of any committee chairpersons;
 - c. have a current copy of the bylaws.
- Section 4. The treasurer shall:
- a. have custody of all funds of the organization;
 - b. keep full and accurate account of receipts and expenditures;
 - c. in conjunction with the director, prepare a budget for the upcoming year. The board will vote on the budget at the summer meeting. The budget will then be presented to the general membership at the band camp meeting;
 - d. have checks signed by two persons from the following group: President, Treasurer, Band Director and a 4th board member to be named by the President;
 - e. present a financial statement at every meeting of the board and other times when requested by the president or band director;
 - f. submit the books annually for an audit, to be completed by the appointed committee in August;
 - g. at the discretion of the board, receive some compensation for their work.

- Section 5. The fund raising coordinators shall:
- a. serve as coordinators of fund raising 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. ensure that fundraising merchandise be pre-paid before distribution.

- Section 6. The uniform coordinator(s) shall:
- a. serve as coordinator(s) of the uniform committee;
 - b. contact the uniform sales representative to provide current uniform replacement costs for the summer mailing/ 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 uniform check-out sessions and check-in sessions at each event. Uniforms shall not be checked out until fees are paid;
 - f. keep complete and accurate record of all uniforms;
 - g. arrange to have the uniform closet attended by members of the committee before and after each event at which uniforms will be worn;
 - h. organize and oversee all band and color guard uniform cleaning and storage;
 - i. organize and oversee all uniform altering, repair and replacement;
 - j. order new uniforms and /or replacement parts by May for delivery the following August.

- Section 7. The band director shall:
- a. act as an advisor;
 - b. serve as a member of the nominating committee.

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”.

ARTILCE VIII FISCAL YEAR

The fiscal year of this organization shall begin August 1.

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.

These revised bylaws were
adopted _____ President _____

STANDING RULES

Standing Appointments

1. In May, the president-elect shall appoint a board member to serve as coordinator of events, and:

- a. work with the band director in May to prepare the calendar of events for the summer mailing;
 - b. work with the president in May to prepare, distribute, collect and tabulate results of the volunteer survey for the summer mailing;
 - c. perform the duties of event chairpersons in their absence or inability to serve, if a replacement chairperson cannot be found.
2. In May, the president-elect shall appoint a board member to coordinate membership activities, and:
 - a. work with the band director in May to prepare for the summer mailing and accurate roster of all students who are enrolled in all band classes for the following year. Keep roster updated through the year. If students divide their time between two households, keep both households listed;
 - b. use the roster of 8th grade students (incoming freshmen) signed up for band and call these students and parents to inform them of the May rehearsal and meeting;
 - c. prepare new member packets and distribute them as directed by the president or band director;
 - d. assist with collection of dues at August meeting and maintain a membership list.
3. In May, the president-elect shall appoint a board member to coordinate and oversee the band parent calling tree, and:
 - a. prepare for the summer mailing a calling tree which includes all band families and which matches each new band family with a returning band family who is willing to serve as their sponsor. Prepare the calling tree so that the president will call all board members, board members will then each call five sponsors, and the sponsors will then each call four or more other families;
 - b. Update the calling tree as needed.
4. In May, the president-elect shall appoint a board member to prepare articles on band activities for the PTA newsletter as requested.
5. In May, the president-elect shall appoint a board member to prepare Shaw-Mi-No portion the band handbook for the summer mailing.
6. In May, the president-elect shall appoint a board member to coordinate the summer mailing to all band families prior to band camp.

Standing Committees

7. Standing committees shall include, but are not limited to, the following:
8. The president shall appoint a committee chairperson for the Band Camp Picnic.
9. The president shall appoint a committee chairperson for the Football Games.
10. The president shall appoint a committee chairperson for the Parades and Festivals.
11. The president shall appoint a committee chairperson for the Grilling Team.
12. The president shall appoint a committee chairperson for the Parent Shirt Sale.
13. The president shall appoint a committee chairperson for the Trash Bag Sales.
14. The president shall appoint a committee chairperson for the Jazz Jam.
15. The president shall appoint a committee chairperson for the Jazz Hop.
16. The president shall appoint a committee chairperson for the Chili Concert.
17. The president shall appoint a committee chairperson for the Pizza Jazz.
18. The president shall appoint a committee chairperson for the Band Banquet.
19. The president shall appoint a committee chairperson for the Truck Transportation.
20. The president shall appoint a committee chairperson for the Video taping.
21. The president shall appoint a committee chairperson for the Senior Video.
22. All committee chairpersons shall keep a notebook listing duties to be performed and a review of the year's activities. The notebook is to be completed and turned in to the president prior to the may meeting so that it is available for the successor following the May meeting – with the exception of the band banquet notebook. The chair person of the band banquet shall deliver that notebook to the president by the last day of school. All committee chairpersons shall give a second copy of the year's activities to the recording secretary.

Standing Commitments

23. As a co-curricular class, students have the following guidelines for monetary support of the band program:
 - a. Jazz or Concert Band only: \$10.00 (required) and \$40.00 (encouraged) per student;
 - b. Marching Band: \$50.00 (required by August 15th for shoes, cleaning, tee-shirts and contractual help) and \$150.00 (encouraged) per student;
 - c. Fees are payable in August or in quarterly installments. Fund raising proceeds are available for fee payment.

24. 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 chairperson at the time and place appointed;
 - c. be responsible for making individual arrangements to deliver to the fund raising chairperson 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 the band director, in the office or in the band room.
25. 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 chairperson at the time and place appointed.