

BYLAWS

OF BAND-AIDES, WEST, INC.

SHAWNEE MISSION WEST HIGH SCHOOL

OVERLAND PARK, KANSAS

ARTICLE I.

Name

The name of this organization shall be Band-Aides, West, Inc.

ARTICLE II.

Objectives

Section 1. To encourage and maintain an enthusiastic interest in the Shawnee Mission West High School (SMW) Band Department.

Section 2. To lend all possible support, both moral and financial, to the SMW Band Department.

Section 3. To confer and cooperate with those in charge of the SMW Band Department.

Section 4. To build and maintain an organization which will help promote the progress development, and activities of the SMW Band Department.

ARTICLE III.

Membership

Section 1. The membership of this organization shall include dues-paying adults interested in the progress and development of the SMW Band Department and who have completed the membership application.

Section 2. The amount of annual dues assessed each member family shall be established at the regular meeting in May. The annual dues, if any, shall be payable with submission of a completed membership application.

Section 3. Two individuals of each member family, meeting the requirements of Article III Section 1, shall be designated as members with the right to vote, make motions, and hold office. Other individuals in each member family shall have other privileges of membership.

ARTICLE IV.

Officers

Section 1. The officers of this organization shall be President or Co-Presidents, Vice President or Co Vice-Presidents, Secretary, and Treasurer or Co-Treasurers. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority outlined in Article XI.

Section 2. At the regular meeting held in March, a Nomination Committee of five (5) members shall be appointed by the President or Co-Presidents. It shall be the duty of this committee to nominate the following year officer candidates to be elected at the regular meeting in April. Before the election at the regular meeting in April, and following the report of the Nominating Committee, additional nominations from the floor shall be permitted.

Section 3. The officers shall be elected by ballot to serve for one (1) year, and their term of office shall begin at the close of the regular meeting in May, except for the Treasurer or Co-Treasurers. The Treasurers or Co-Treasurers term of office shall begin after an audit of the organization's accounting records for the current year, but prior to July 31 of that year.

Section 4. No member shall hold more than one office at a time, serve as an officer and chair a committee without a co-chairperson, and no officer shall be eligible to serve two consecutive terms in the same office except as indicated in section 5.

Section 5. In the event that any officer(s) other than the President or Co-Presidents is/are unable to serve his/her/their term of office, that office is declared vacant and an election shall be held at the next regularly scheduled meeting to fill the vacancy for the remainder of the term. If the President or Co-Presidents is/are unable to serve his/her/their term, the Vice President or Co-Vice Presidents become President or Co-Presidents and the Vice President or Co-Vice President's office is declared vacant. In only this instance, the new President or Co-Presidents may be nominated to serve a consecutive term the following year.

ARTICLE V.

Duties of Officers

Section 1. The President or Co-Presidents shall preside at all meetings of the organization and of the Executive Board, shall appoint all committee chairpersons, and shall perform such duties as the organization may direct.

Section 2. The Vice President or Co-Vice Presidents shall perform the duties of the President or Co-Presidents in his/her/their absence. In the event the President or Co-President office becomes vacant, the Vice President or Co-Vice President assumes that office. The Vice President or Co-Vice President shall assist the President or Co-Presidents as the organization may direct.

Section 3. The Secretary shall record the proceedings of all meetings of the organization and of the Executive Board, shall conduct correspondence as necessary, and shall perform such duties as the organization may direct.

Section 4. The Treasurer or Co-Treasurers shall keep an accurate record of all receipts and disbursements showing each activity separately, as well as a complete record of all funds, shall render reports at each regular meeting and as requested by the President or Co-Presidents, and shall render a year-end report at the end of the fiscal year. The Treasurer or Co-Treasurers shall also be a member(s) of the Fund Raising Committee(s).

ARTICLE VI.

Meetings

Section 1. The regular meetings of the organization shall be held the first Tuesday of each school year month unless otherwise ordered by the organization or the Executive Board.

Section 2. Special meetings may be held at the request of the President or Co-Presidents, the Executive Board or upon the written request of twenty (20) members of the organization within fourteen (14) calendar days of the request. 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 (as determined by the Executive Board).

Section 3. The members of the organization attending a meeting shall constitute a quorum.

ARTICLE VII.

The Executive Board

Section 1. The officers and the immediate past President or Co-Presidents shall constitute the Executive Board. The Band Directors shall be ex-officio members of the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the organization between its business meetings, shall fix the hour and place of meetings, shall make recommendations to the organization, and shall 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.

Section 3. Meetings of the Executive Board may be held at the request of the President or Co-Presidents, the Band Directors or upon the written request of three (3) members of the Executive Board within fourteen (14) calendar days of the request.

Section 4. At least half the members of the Executive Board must attend an Executive Board meeting to constitute a quorum.

ARTICLE VIII.

Committees

Section 1. There shall be the following standing committees: Chaperone, Hospitality, Membership, Publicity, Communications, Uniform, and Fundraising. The President or Co-Presidents may elect to have separate Fundraising committee chairs for each individual fund raising activity.

Section 2. Standing committees shall be composed of a minimum of two (2) members, one of whom may be an officer of the organization.

Section 3. Committee chairpersons shall be appointed by the President or Co-Presidents and shall serve until the close of the school year.

Section 4. The Chaperone Committee shall furnish chaperones for SMW Band Department activities as requested by the Band Directors.

Section 5. The Hospitality Committee shall be responsible for refreshments at meetings and special functions.

Section 6. The Membership Committee shall recruit members for the organization and gather/complete data sheets regarding member interests in helping the organization, fill committees, and complete necessary tasks.

Section 7. The Publicity Committee shall publicize the efforts of this organization and the activities of the SMW Band Department.

Section 8. The Communications Committee shall establish a procedure by which as many members as possible can be efficiently and quickly contacted, and, shall be responsible for the organization's web site or any other primary means of communication.

Section 9. The Uniform Committee shall assist in the inventory, maintenance, and repair of SMW Band Department uniforms.

Section 10. The Fund Raising Committee(s) shall implement fund raising opportunities approved by the Executive Board. These opportunities may be suggested by members, the Band Directors or the Executive Board. The Treasurer or Co-Treasurers shall be a member(s) of the Fund Raising Committee(s).

Section 11. The President or Co-Presidents shall appoint such other committees as the organization or the Executive Board shall from time to time deem necessary to carry on the work of the organization. The President or Co-Presidents and Vice President or Co-Vice Presidents shall be ex-officio members of all committees.

ARTICLE IX.

Finances

Section 1. The Treasurer or Co-Treasurers shall be the custodian of the organization's funds. The Treasurer or Co-Treasurers 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. Checks shall require two (2) signatures with the President or Co-Presidents, Vice-President or Co-Vice Presidents, Secretary, Treasurer or Co-Treasurers, SMW Band Directors and immediate Past President or Co-Past Presidents as authorized signatures on the account(s).

Section 2. The Executive Board shall prepare a budget for the operating year for approval at the September 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.

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

Section 4. The President or Co-Presidents shall appoint an Auditing Committee of three (3) members at the organization's May meeting, whose duty it shall be to audit the organization's accounting records at the close of the fiscal year and to certify the year-end report is accurate. An Auditing Committee shall also be appointed to audit the organization's accounting records if for any reason the Treasurer or Co-Treasurers 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.

Section 6. This organization sponsors a Special Activities Fund to provide scholarship assistance for special trips and for other projects. A committee composed of the President or Co-Presidents, the Treasurer or Co-Treasurers and two (2) other members appointed by the President or Co-Presidents shall administer the Special Activities Fund.

Section 7. This organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal Tax Code.

ARTICLE X.

Property

Section 1: Property may be transferred to Shawnee Mission Unified School District #512 upon approval of the Executive Board. The Executive Board shall request in writing at the time of donation that said property remain for the exclusive use of the Shawnee Mission West Band Departments.

Section 2: In the event that this organization is dissolved, the organization's tangible assets shall be set over and conveyed to Shawnee Mission Unified School District #512, or its successor. The Executive Board shall request in writing (to the SMSD School Board) that these assets remain for the exclusive use of the Shawnee Mission West Band Departments. Any remaining cash balances, after accounting for all reasonable and customary expenses, shall be transferred to the Shawnee Mission West Band Department Band Club Account. In the event Shawnee Mission West is closed and there is not Band Club Account, the Executive Board shall have the final decision on the disposition of all cash balances.

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.

Section 2. A Parliamentarian may be appointed by the President or Co-Presidents to serve until the close of the school year. The Parliamentarian shall be well versed in parliamentary law and in its practice, and shall advise the presiding officer of the organization and its members on their respective parliamentary rights when so requested or directed.

ARTICLE XII.

Amendment of Bylaws

These bylaws can be amended at any regular meeting of the organization by a two-thirds vote of the members present, if the amendment has been submitted in writing at the previous regular meeting.

Amended October 1, 1996

Amended April 3, 2000

Amended May 2, 2000

Amended April 2, 2002

Amended April 5, 2005

STANDING RULES

1. Directors' Budgeted Program Funds:

Band Directors may vary from the approved budget expenditures 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.

2. Directors' 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 unless the Executive Board authorizes the transfer of these funds to the Band Club Account.

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, may be used to increase the allocation to the Band Department. To the extent income, after accounting for reasonable and customary expenses, falls short of the budget projection, the planned appropriations for the Band Department may be reduced insofar as practical by the amount of the shortfall in the same proportion as provided in the current year budget. The final disposition of income over or under the approved budget shall be subject to the approval either of the general membership or at any time by the Executive Board.

Approved October 1, 1996

Amended April 3, 2000

Amended May 2, 2000

Amended April 2, 2002

Amended April 5, 2005