



Olathe Northwest High School Raven Pride Band Boosters Foundation

Section 1 – Name

- A. The organization shall be known as the Olathe Northwest High School Raven Pride Band Boosters Foundation (further known as "Organization").

Section II – Purpose

- A. To promote and support the band at Olathe Northwest High School.
- B. To provide financial support for equipment, supplies, trips and other band activities.
- C. To enhance good communication and coordination with the Olathe Northwest High School administration, band directors, students and parents.

Section III – Membership

- A. Membership is open to any individual, family or business interested in promoting the band program of Olathe Northwest High School. Individuals must remain in good standing to retain membership in the Organization.
- B. Membership dues may be assessed on an annual basis as determined by a vote of the Organization Board.
- C. Membership shall be for a period of one year, which begins July 1st and ends June 30th.

Section IV – Finances

- A. Each band member will have an account in his or her name, which includes funds earned for band activities. This money may be spent at the student's discretion on any band related activity or expense.
- B. If a student exits the program or is a graduating senior, any remaining balance will be moved to the general fund. Exceptions may be made if there is a sibling enrolled or will enroll in the Northwest Band program in grades 9 – 12. The balance of that student's account will then be rolled into the sibling's account.
- C. Only those authorized in these Bylaws, or as approved by a majority vote of the Board of Directors, shall serve as authorized signers on the bank account(s).
- D. All checks written shall require two signatures.
- E. If two authorized signers as specified in these ByLaws would be from the same family, only one of those family members will be permitted to be a signer on the bank account(s).
- F. A debit card, attached to the bank account(s), will be issued to the Treasurer and the President.

Section V – Meetings

- A. The President and/or Band Directors shall determine the time and place of regular meetings.
- B. The President and/or Band Directors shall have the authority to call special meetings as needed.
- C. The Annual Meeting shall be held in August.

Section VI – Board of Directors

- A. The Board of Directors will consist of the President, Vice-President, Secretary, Treasurer, Webmaster, Publicity Agent, Volunteer Coordinator, Fundraiser Coordinator, Historian, Uniform Coordinator, "Raven Roadie" Coordinator, and the Chairpersons of all Standing Committees.
- B. There are no term limits for members of the Board of Directors.
- C. By the end of each school year, the Band Directors shall appoint a slate of officers for the following year's Board of Directors.
- D. The general membership will be notified of the appointments by July 1st of each year.
- E. Members of the Board of Directors are required to attend meetings on a regular basis. If a Board Member is unable to fulfill this obligation, the President may appoint a replacement member to fill the unexpired term.
- F. If a vacancy occurs on the Board of Directors, the President shall appoint a replacement.
- G. In the absence of the President, the Vice-President may appoint the replacement with the majority approval of the Board of Directors.
- H. The Board of Directors and the Band Directors shall appoint the chairperson(s) of any standing committees.

Section VII – Duties

- A. President – Shall direct and coordinate the activities of the Organization, preside at all meetings of the membership and Board of Directors, serve as a liaison between the Organization and the other Olathe Northwest High School clubs and organizations. Shall approve the disbursement of up to \$500.00 in the case of an emergency without the approval of the Board – the expenditure must be reported at the next scheduled Board of Directors meeting. Is empowered to co-sign all checks for disbursement of monies.
- B. Vice-President – Shall exercise all the power and authority and perform all duties of the President in the absence of the President. Shall assist with the coordination of Chairpersons of Standing Committees. Is empowered to co-sign all checks for disbursement of monies.
- C. Secretary – Shall keep the minutes of all meetings and provide correspondence for the Organization. Is empowered to co-sign all checks for disbursement of monies.
- D. Treasurer – Shall be responsible for collecting all monies due to the Organization, depositing monies in an authorized bank account, and disbursing funds from the Organization as approved by these ByLaws and/or the Board of Directors. Shall present a financial report to the general

membership at the Annual Meeting and at other meetings when requested by the President, and shall submit all financial records for audit, as needed. Is responsible for all filings related to the 501(c)(3) status and is empowered to co-sign all checks for disbursement of monies.

- E. Volunteer Coordinator – Shall facilitate communications to Organization members for any special needs or projects as they arise. Is empowered to co-sign all checks for disbursement of monies.
- F. Publicity Agent – Shall handle press releases, publicity and related items pertaining to the Olathe Northwest Raven Pride Bands and the Organization.
- G. Webmaster – Shall be responsible for organizing and maintaining the official Olathe Northwest Raven Pride Bands website in accordance with Olathe School District policies.
- H. Fundraiser Coordinator – Shall be responsible for fundraising events.
- I. Uniform Coordinator – Shall coordinate the maintenance, fitting, distribution and collection of marching and concert uniforms for the Olathe Northwest Raven Pride Bands.
- J. Historian – Shall collect, organize and display pictures and/or videos in a scrapbook for each school year.
- K. "Raven Roadie" Coordinators – Shall be responsible for contacting and directing Organization members to move equipment and provide support for the Olathe Northwest Raven Pride Bands.
- L. Standing Committees may include, but are not limited to:
 - a. Social – Support of all social activities of the Organization.
 - b. Merchandise – Merchandise orders and sales.
 - c. Special Projects/Events – Appointed as needed to facilitate special events.

Section VIII – Amendments

- A. These ByLaws may be amended at the Annual Meeting of the Organization.
- B. The Secretary shall post any proposed amendments to these ByLaws at least 30 days prior to the Annual Meeting. The Secretary shall present proposed amendments at the Annual Meeting where a majority vote shall be taken.