

CONSTITUTION AND BYLAWS OF THE
OLATHE EAST ORCHESTRA BOOSTERS

ARTICLE I

Name

The name of this organization shall be the Olathe East (OE) Orchestra Boosters.

ARTICLE II

Object

The object of this organization shall be to:

Increase and maintain enthusiastic interest in the various phases of the Olathe East Orchestra and to lend all possible support, both morale and financial, to the Olathe East Orchestra.

ARTICLE III

Members

SECTION 1. The membership of this organization shall consist of all parents or guardians of members of the OE Orchestra and the orchestra director.

SECTION 2. Honorary membership includes any person interested in the progress and development of the OE Orchestra.

ARTICLE IV

Officers

SECTION 1. The officers of this organization shall consist of a President, Vice President, Secretary, Treasurer, and the orchestra director.

SECTION 2. In December of each year, all members of the OE Orchestra Boosters will be given an opportunity to volunteer for officer positions for the following school year. The orchestra director(s) shall select the new president. The new president, with the director's assistance, shall select all other officers for the following year. All positions shall be appointed in January and February each year to allow for overlap with the previous officers.

SECTION 3. The officers shall be appointed to serve for one year and their term of office shall begin at the close of the April meeting at which they were appointed.

SECTION 4. No member shall hold more than one office at a time.

SECTION 5. In the event any office is vacated for a period exceeding one month, the Executive Board shall name a replacement to carry out those duties for the remainder of the term.

SECTION 6. Our initial officers shall be appointed at the October 10th, 2018 meeting and serve until April, 2020, at which time our 2nd term of officers will begin service.

ARTICLE V

Duties of Officers

SECTION 1. The President shall preside at all meetings of the organization and Executive Board. In the absence of the President, the Vice President shall preside over the meeting.

SECTION 2. The Vice President shall make a review of the bylaws annually and submit proposed changes, if necessary, when the review is complete. The Vice President is responsible for seeing that an audit of the Treasurer's records takes place one time per year, following the close of the school year.

SECTION 3. The Secretary shall keep the records and minutes of all organization meetings and all Executive meetings, attend to the correspondence of the organization, and prepare minutes to be distributed at the following month's meeting.

SECTION 4. The Treasurer shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds. A monthly report shall be presented at each general organization meeting. The books of the Treasurer shall be audited once per year as overseen by the Vice President and by a designee appointed by the Executive Board. The results of the audit will be reported to the organization

ARTICLE VI

Executive Board

SECTION 1. The Executive Board shall consist of the Orchestra Director, The OE Orchestra Booster officers, and chairpersons and co-chairpersons of all the committees.

SECTION 2. The Executive Board shall have general supervision of the affairs of the organization between its regular meetings, shall fix the hour and place of meetings, shall make recommendations to the organization, and shall perform such other 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 the action taken by the organization.

ARTICLE VII

Meetings

SECTION 1. Unless otherwise ordered or requested, regular meetings of the organization shall be held on the second Wednesday of each month or as designated by Orchestra Booster Officers. Meetings of the entire organization shall be held once per month, unless decided upon by the entire organization.

SECTION 2. A regular organization meeting vote will be decided by a simple majority of organization members present at the regular meeting.

SECTION 3. A simple majority of Executive Board Members shall constitute a quorum at Executive Board Meetings. An Executive Board vote will be decided by a simple majority of the quorum. A regular organization meeting vote will be decided by a simple majority of organization members present at the regular meeting.

ARTICLE VIII

Committees

SECTION 1. Membership in committees is voluntary. Members of the organization may serve on more than one committee.

SECTION 2. Chairpersons are selected on a voluntary basis, and they are automatically members of the Executive Board. Volunteers will be sought for the Chairperson and Co-chairperson positions in January and February of each year.

SECTION 3. Committees, standing or special, will be determined by the orchestra director and the Executive Board each year as deemed necessary to carry on the work of the organization.

ARTICLE IX

Parliamentary Authority

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 all applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE X

Fundraising/Income/Disbursements

SECTION 1. Each student will be asked to contribute an amount to be determined by that year's Executive Board to the Orchestra Booster organization. This amount will be approved by a simple majority vote by the organization.

SECTION 2. Credit remaining to a student after that student has left the group may be passed on to a sibling who is anticipated to be in the Olathe East Orchestra by September following the five-year anniversary of the student's departure. A form will be required before the senior graduates designating the funds to the qualifying sibling. If after five years the sibling does not participate in the OE Orchestra program, the funds are then deposited into the general account.

SECTION 3. Funds credited to a student will be used for school-sponsored orchestra trips, orchestra attire or other expenses as designated by the orchestra director.

SECTION 4. Requests for the use of funds from the Contingency Fund must be made to the general organization and will be disbursed upon approval by a simple majority of the members present when the request is made. The only exception to this will be that a member of the Executive Board may request an expenditure of up to \$100.00 with only the approval of the President and Treasurer. Checks written shall require two signatures for the withdrawal of any funds.

SECTION 5. The Treasurer shall be required to prepare a financial report at the close of his/her term and to file copies of this report with the Executive Board. The annual financial report shall become a part of the permanent organization record.

ARTICLE XI

Amendment of Bylaws

The Bylaws may be amended at any meeting of the organization by a simple majority vote, of those present at the meeting, provided that the amendment has been submitted in writing to the Executive Board at least two weeks prior to the meeting.

ARTICLE XII

Dissolution

Upon dissolution of the organization, the Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization in such a manner, or to such organizational or organizations organized and operated exclusively for charitable, education, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code, as the Executive Board shall determine. Any such assets not so disposed of, shall be disposed of in the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes, or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

AMENDMENTS

The Constitution and Bylaws of the Olathe East Orchestra Boosters was approved at the October 10th, 2018 general membership meeting.

ARTICLE V, SECTION 4. The Treasurer shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds. A monthly report shall be presented at each general organization meeting. The books of the Treasurer shall be reviewed once per year as overseen by the Vice President and by a designee appointed by the Executive Board. The results of the Review will be reported to the organization. On the 4th year of the review cycle, the books of the Treasurer shall be audited. This fourth year audit will continue with a review in the other three years of the cycle.