

**BYLAWS
OF
BLUE VALLEY NORTHWEST BANDWAGON**

ARTICLE I: NAME

1. This organization will be known as the **Blue Valley Northwest Bandwagon**.

ARTICLE II: ARTICLES OF ORGANIZATION

1. The organization exists as association of its members. Its "Articles of Organization" comprise these bylaws which may be amended from time to time by the General Membership.

ARTICLE III: OBJECTIVES AND PURPOSE

1. To generate and maintain an enthusiastic interest in various phases of Blue Valley Northwest Band. (For the purpose of these articles, this group shall be written as the Band and shall consist of all band members and dance team).
2. To lend all possible support, both moral and financial to the Band.
3. To cooperate with Directors of Band and the Administration of Blue Valley Northwest High School and to assist in coordination of all activities and events with school activities and policies.
4. To build and maintain an organization of people who will help promote the general activities of the band.

ARTICLE IV: MEMBERSHIP

1. The membership of this organization shall consist of all parents or guardians of members of the Band. (For the purpose of these articles, this group shall be referred to as Bandwagon.)

ARTICLE V: OFFICERS

1. The officers of this organization shall be a President or Co-Presidents, Vice President or Co-Vice Presidents, Secretary and Treasurer or Co-Treasurers, here after referred to as the Executive Board. (For the purpose of these articles President will mean President or co-President, Vice President will mean Vice President or co-Vice President and Treasurer will mean Treasurer or co-Treasurer.)
2. There will be a Nominating Committee of at least three (3) members, who volunteer to serve from the membership at large. If no members volunteer the President will appoint them. The Nominating committee will be appointed in the month of February, four (4) months prior to the election by the general membership in May.

3. The Nominating Committee shall report at the Monthly meeting in April, one month prior to the election by the General membership in May, with the name of at least one (1) person for each office to be filled.
4. The officers shall be elected to serve for a term of one (1) year or until their successors are elected. Their term of office shall begin at the close of the annual meeting at which they were elected with the exception of the Treasurer who will serve until the Bandwagon books are closed at the end of June (Fiscal year is 7/1 – 6/30 – see ARTICLE X).
5. No member shall hold more than one (1) office at a time and no member shall be eligible to serve more than two (2) consecutive terms in same office.
6. In the event that any office is to be vacated for a period exceeding three (3) months, the Executive Board shall appoint a replacement to carry out those duties for the remainder of the term.

ARTICLE VI: DUTIES OF THE OFFICERS

1. The President shall preside over all meetings of the organization and Executive Board as well as be ex-officio member of all committees.
2. The Vice President shall assist the President, and shall preside over all meetings in the absence of President. The Vice President shall move up to the office of President in the year following their election as Vice President, subject to vote by general membership.
3. The Secretary shall keep records and minutes of all organization and Executive Board meetings, attend to the correspondence of the organization, keep on record copies of all meeting minutes and provide a copy of the meetings to be posted on the BVNW Band website. The Secretary shall also keep the official records of the organization relating to correspondence and conduct of the organization.
4. The Treasurer will receive all monies of the organization, keep accurate receipts and expenditures and make disbursements in accordance with the approved budget as authorized by the organization, the General Board and/or the Executive Board. The Treasurer will present a financial statement at every business meeting and at other times as requested by the Executive Board, General Board and/or the general membership.
5. The immediate Past President(s) and band director(s) shall serve as advisors to the Executive Board. In the event of a tie in an Executive Board vote, the advisors would cast the breaking vote in the following order: the immediate past President(s) would cast the vote and if he/she is unable or not in attendance, the band director would cast the deciding vote.

ARTICLE VII: EXECUTIVE BOARD

1. The officers and the immediate past President shall constitute the Executive Board. The Band Directors shall be shall be ex-officio members of the Executive Board.
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 note of its acts shall conflict with action taken by the organization.
3. Meetings of the Executive Board may be held at the request of the President or Band Directors.
4. All business transacted by the Executive Board shall be reported to the General Membership at the next month's meeting.
5. Each office on the executive board will be awarded one vote. In the event an office is shared by more than one person, the co-officers will be allowed one vote.

ARTICLE VIII: GENERAL BOARD

1. The General Board shall consist of the officers and committee chairpersons, director and immediate Past President.
2. The General Board shall have the general supervision of the affairs of the organization between monthly meetings, make recommendations to the organization and perform such other duties as are specified in these bylaws:
 - a. The General Board shall create standing and special committees.
 - b. The General Board shall present a report at the regular monthly meetings.

ARTICLE IX: COMMITTEES

1. Band Banquet – coordinate the venue, food, AV, decorations and set up for end of year banquet and assists band directors as needed during the event.
2. Band Camp Treats – coordinate treats and provide assistance with serving treats each day during band camp.
3. Band Fundraising - implement fundraising opportunities, approved by the Executive Board and by the general membership at monthly meeting, which may be suggested by members or the Band Directors.
4. Band Picnic – coordinate the food and set up of the picnic at end of Band Camp week.
5. Band Standing – organize band members during conference time to raise money for the student's individual band accounts.
6. Care and Concern – provide support, cards and/or food for band students and/or their immediate families in time of need.
7. Chaperone Committee – coordinate chaperones for BVNW Band Department activities as requested by the band directors.

8. Feed the Band – coordinate feeding the students on traveling band events, other band events held at the high school and the dessert bar for the end of the year band concert.
9. Glow Show – special event where the Marching Band will perform their halftime show wearing glow suits. The committee will publicize the event, sells tickets, assists students with glow suits, etc.
10. Locker Decorations – to create and decorate the band members’ lockers for special band events (trips, festivals and competitions).
11. Individual Band Accounts – track funds collected for individual band accounts and band trips, updates and maintain student financial records in Charms in coordination with the Treasurer.
12. Pictures/Video – collect and organize pictures throughout the year to be included in the video that is presented at the Band Banquet.
13. Roadies – assist in transportation of pit percussion, large brass and drum line instruments to football games and various band events as requested by the band directors.
14. Senior Collage/Merit Pins – collect senior band member pictures to create the annual collage, provide band members with order forms for merit pins, and coordinate the ordering and distribution of pins.
15. Senior Night Recognition – coordinate senior band members and their parents who will be recognized during halftime of the last home football game.
16. Spirit Wear – organize ordering and distribution of spirit wear, accessories, etc for band members and the organization.
17. Uniforms – assist in the inventory, maintenance and repair of BVNW Band uniforms.
18. Webmaster – responsible for maintaining the BVNW Band website.

ARTICLE X: MEETINGS

1. Business meetings will be held monthly during the academic year.
2. The Executive or General Boards may call special meetings with ten (10) days’ notice having been given when possible.
3. The General Board will have an organizational meeting during the summer before the annual band camp.

ARTICLE XI: FISCAL YEAR

1. The fiscal year of the organization will begin on July 1 and end the following June 30.

ARTICLE XII: QUORUM

1. A simple majority of the members shall constitute a quorum.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

1. ROBERT’S RULE OF ORDER REVISED will govern the organization in all cases where applicable and in which they are not in conflict with these bylaws.

ARTICLE XIV: INCOME/DISBURSEMENTS/FUNDRAISING

1. The General Operating Account of the Bandwagon shall be funded through band fees, miscellaneous fundraising to benefit the entire band program (not limited to Orange Leaf, PBC concessions and DAC clean-up) and donations.
2. The annual budget shall be presented by the Treasurer at the September meeting and be approved by vote of general membership at that meeting.
 - a. Advanced approval is given to the Executive Board for additional expenditures, not to exceed \$250.00, that were not in the approved annual budget.
 - b. Additional expenditures, over \$250.00, that were not in the approved annual budget must be approved by vote of members present at a monthly meeting of the general membership.
3. Any expenditure greater than \$250.00 requires the signature of two (2) members of the Executive Board and/or the Director.
4. The Individual Band Account is funded through Bandwagon approved fundraising opportunities by the individual student. The Bandwagon is not a 501c3.
5. The Individual Student Band Accounts can be used for the following:
 - a. Payment or partial payment of a band trip to be taken by a student in a given year.
 - b. In August the student/parent may request funds in student's individual band account be used to cover the cost or portion of the cost, depending on available funds, for their annual band fees. The Treasurer and the Individual Band Account Chairperson must receive a written request from the parent **AND** the deadline for this request is August 15 of the current school year.
 - c. In May the student/parent may request the funds in the student's individual band account be used to cover the cost or portion of the cost, depending on available funds, for the student and his/her family for the End of the Year Band Banquet. The Treasurer and the Individual Band Account Chairperson must receive a written request from the parent **AND** the deadline for this request is the due date for registration for that year's Band Banquet.
 - d. At the end of the year, seniors or students who drop band will have any remaining funds in their individual band account automatically transferred by the Bandwagon Treasurer in conjunction with Band Directors, Executive Board and Individual Band Account Chairperson to:
 - a current sibling's individual band account, provided the sibling will be enrolled in band the following year **OR**

- the General Operating Account of the Bandwagon at the beginning of the following fiscal year.

ARTICLE XV: AMENDMENTS

1. These bylaws may be amended at regular monthly meetings of the organization by a two-thirds (2/3) vote of members present and voting, provided the notice of the proposed amendment (s) has been given at a monthly meeting one (1) month prior to voting.
2. Notation of amendment with date shall be noted under formation date on bylaws.

ARTICLE XVI: DISSOLUTION

1. Upon dissolution of the organization, The Executive Board shall after paying or making provision for payment of all liabilities of the organization, dispose of assets of the organization in such a manner, or to such organization or organizations formed and operated exclusively for charitable or educational purposes.

**Bylaws amended on December 7, 2010 and accepted
Revised 7/14 - Approved on 9/2/14 at the General Bandwagon meeting**