



# Olathe West Orchestra POPs

## (Parliament of Orchestra Parents)

### Bylaws

#### **ARTICLE I – Name and Address**

The name of this organization shall be the Olathe West Orchestra POPs (Parliament of Orchestra Parents) and is hereby located at 2200 W. Santa Fe, Olathe, KS 66061.

#### **ARTICLE II – Purpose**

The purpose of this organization shall be 1) To build and maintain enthusiastic interest in the various phases of the Olathe West Orchestra, 2) To provide support to the Orchestra program to enhance every students' experience by providing financial and moral support, and 3) To encourage and facilitate active communication between parents/guardians of Orchestra students, school administration, and directors.

#### **ARTICLE III – Members**

SECTION 1. The membership of this organization shall consist of all parents/guardians of Olathe West (OW) Orchestra members, the Orchestra Director, and the Assistant Orchestra Director of the OW Orchestra.

SECTION 2. Honorary membership includes any person interested in the progress and development of the OW Orchestra and may be granted by the OW Orchestra Director and/or Executive Board.

#### **ARTICLE IV – Officers**

SECTION 1. The Officers of this organization shall consist of a President, Vice President, Secretary, and Treasurer. The Executive Board will consist of these four Officers and the OW Orchestra Directors. The officers—President, Vice President, Secretary, and Treasurer of the organization shall have a student in the OW Orchestra.

SECTION 2. In March of each year, all members of the OW Orchestra POPs will be given an opportunity to volunteer for officer positions for the following school year. The Orchestra Director and Assistant Orchestra Director shall select the new president. The new president, with director's assistance, shall select all other officers for the following year or these officers may be elected. Positions will be determined in April/May. New officers will begin service by helping in May to allow for overlap with the current officers.

SECTION 3. The officers shall be appointed to serve for a one-year term, beginning June 1<sup>st</sup> and ending May 31<sup>st</sup>, or until their successors are appointed/elected.

SECTION 4. No member shall hold more than one office at a time. An officer may serve two terms in the same position, if duly elected/appointed to such.

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.

#### **ARTICLE V – Duties of Officers**

SECTION 1. The President shall perform all duties as customarily pertain to the office of the President including but not limited to organization oversight, delegation and management of duties and support as needed. The President shall preside at all meetings of the organization and Executive Board. The President shall be ex officio member of all standing committees.

SECTION 2. The Vice President shall be responsible for organizing and maintaining a list of all volunteers and their contact information that have volunteered for committees. 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. In the absence of the President, the Vice President shall preside over the meeting and shall have and exercise all the powers, authority and duties of the President.

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

SECTION 4. The Treasurer shall be responsible for collecting all monies due to the organization, depositing monies promptly in an authorized bank account, and disbursing funds from the organization as approved by these bylaws and/or the Executive Board. 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 with the Vice President and 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, Assistant Orchestra Director, and the Orchestra POPs officers.

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.

SECTION 3. The Treasurer along with the Orchestra Director will present the proposed budget at a regular meeting held no later than April 30<sup>th</sup> of each year. The annual budget will be approved by a majority vote of the membership present. The Executive Board shall have the sole authority for the administration and execution of the budget upon approval of the budget by the membership.

## **ARTICLE VII – Meetings**

SECTION 1. Unless otherwise ordered or requested, regular meetings of the organization shall be held at least three (3) times per year, at such time and place as the membership shall establish, or as designated by the Orchestra POPs Board. Special meetings may be called by the President, provided each member receives at least three (3) days' notice of such meetings and the nature of the business to be conducted at such meetings.

SECTION 2. Executive Board meetings shall be held monthly in addition to regular membership meetings. Reports from all Executive Board meetings shall be made at regular membership meetings.

SECTION 3. A regular organization meeting vote will be decided by a simple majority of organization members present at the regular meeting.

SECTION 4. 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.

## **ARTICLE VIII – Committees**

SECTION 1. Membership in committees is voluntary. Members of the organization may serve on more than one committee. Chairpersons are selected on a voluntary basis.

SECTION 2. Committees, standing or special, will be determined by the Orchestra Directors 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 most 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.

## **ARTICLE X – Revenues & Disbursements**

SECTION 1. Funds held by the OW Orchestra POPs organization will be comprised of, but not limited to, the following:

- Any contribution, gift, bequest or devise for the general purposes or for any special purpose of the OW Orchestra POPs organization.

- Earnings received as a result of an authorized Fundraising Activity supported by OW Orchestra POPs organization.

SECTION 2. Funds held by the OW Orchestra POPs organization are intended to be used for various orchestra programs, including, but not limited to, instruction, instruments, operations, music arrangements/compositions, equipment, travel expenses associated with orchestra performances and competitions, and end-of-the-year orchestra banquets.

SECTION 3. Funds held by the OW Orchestra POPs organization are not to be used to help individual students or with costs generally covered by each orchestra student's Fair Share contribution. Any exemption to this would be considered a special circumstance and handled on a case-by-case basis.

SECTION 4. Treasurer shall be responsible for disbursing funds from the organization as approved by these bylaws and/or the Executive Board. The President may approve disbursements of up to \$500.00, in the case of an emergency, without the approval of the Executive Board. The expenditure must be reported at the next scheduled Executive Board or regular membership meeting. Checks written shall require signatures from two Officers of the Executive Board, the Treasurer and one other Officer, to withdraw any funds. Payment of normal operating expenses shall be processed by the Treasurer with no approval necessary.

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, move all remaining assets to the Olathe West Orchestra's school accounts.

The Olathe West Orchestra Director has complete authority to dissolve the Olathe West Orchestra POPs organization if the goals and purpose of the organization, as stated in Article II, are no longer being met.

#### **Date of Origination**

The Constitution and Bylaws of the Olathe West Orchestra POPs was approved at the \_\_\_\_\_ general membership meeting.