

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 an 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".
2. To lend 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: GENERAL MEMBERSHIP

1. The General 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. (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 three (3) to five (5) members, who will be selected by the Executive Board from those who volunteer from the Bandwagon. If

an insufficient number of members volunteer, the Executive Board will appoint them. The Nominating Committee will be appointed in the month of February, four (4) months prior to the election by the Bandwagon in May.

3. The Nominating Committee shall report at the monthly meeting in April, one month prior to the election by the Bandwagon 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 XI).
5. No member shall hold more than one (1) office at a time and no member shall be eligible to serve more than three (3) 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 and will serve as ex-officio member of all committees.
2. The Vice President shall assist the President and shall preside over all meetings in the absence of the President. The Vice President shall move up to the office of President in the year following the election as Vice President, subject to vote by Bandwagon.
3. The Secretary shall keep records and minutes of all organization and Executive Board meetings, keep an electronic record of all meeting minutes and provide a copy of the meeting minutes to be posted on the BVNW Band website.
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 Bandwagon.
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(s) shall constitute the Executive Board. The Band directors 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 none of its acts shall conflict with actions 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 Bandwagon 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 combined vote.

#### ARTICLE VIII: GENERAL BOARD

1. The General Board shall consist of the officers and committee chairpersons, Band director(s) and immediate Past President(s).
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

Bandwagon committees may include one or more of the following or such other committees as the General Board deems appropriate.

1. Band Gala – coordinates the venue, food, AV, decorations and set up for end of year gala and assists Band directors as needed during the event.
2. Band Camp Treats – coordinates treats and provides assistance with serving treats each day during band camp.

3. Band Fundraising – implements fundraising opportunities approved by the Executive Board and by the Bandwagon at monthly meetings which may be suggested by members or the Band directors.
4. Band Picnic – coordinates the food and set up of the picnic at the end of Band camp week.
5. Band Standing – organizes band members during conference time to raise money for the students' individual band accounts.
6. Care and Concern – provides support, cards and/or food for Band students and/or their immediate families in time of need.
7. Chaperone Committee – coordinates chaperones for BVNW Band Department activities as requested by the Band directors.
8. Feed the Band – coordinates 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 in which the Marching Band will perform its halftime show wearing glow suits. The committee publicizes the event, sells tickets, assists students with glow suits, etc.
10. Locker Decorations – creates and decorates the Band members' lockers for special Band events (trips, festivals and competitions).
11. Individual Student Band Accounts – tracks funds collected for individual Band accounts and Band trips, updates and maintains student financial records in coordination with the Treasurer.
12. Pictures/Video – collects and organizes pictures throughout the year to be included in the video that is presented at the Band gala.
13. Roadies – assists 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 – collects senior Band members' pictures to create the annual collage, provides Band members with order forms for merit pins, and coordinates the ordering and distribution of pins.

15. Senior Night Recognition – coordinates senior Band members and their parents who will be recognized at the last home football game.
16. Spirit Wear – organizes ordering and distribution of spirit wear, accessories, etc. for Band members and the organization.
17. Uniforms – assists in the distribution, inventory, maintenance and repair of BVNW Band uniforms.
18. Webmaster – responsible for maintaining the BVNW Band website.

#### ARTICLE X: BANDWAGON MEETINGS

1. Bandwagon 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. Unless otherwise specified, decisions of the organization are made by a simple majority vote of the members attending Bandwagon meetings.

#### 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. The members attending Bandwagon meetings.

#### ARTICLE XIII: PARLIAMENTARY AUTHORITY

1. ROBERT'S RULES 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: FINANCES INCLUDING INCOME/DISBURSEMENTS/FUNDRAISING

1. The General Operating Account of the Bandwagon shall be funded through Band fees and miscellaneous fundraising to benefit the entire Band program.
2. The annual budget for the coming year shall be presented by the Treasurer at the May Bandwagon meeting and be approved by vote of the Bandwagon at that meeting.
  - a. Advance 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 a majority vote of members present at a monthly meeting of the Bandwagon.
3. Any expenditure greater than \$1000.00 requires the signature of two (2) members of the Executive Board and/or the Band director.
4. Individual Student Band Account is funded through Bandwagon approved fundraising opportunities and performed by the individual student. The Bandwagon is not a 501(c)(3) .
5. The Individual Student Band Account 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 that funds in an Individual Student 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. At the end of the year, seniors or students who drop Band will have any remaining funds in their Individual Student Band Account automatically transferred by the Bandwagon Treasurer in conjunction with Band directors, Executive Board and Individual Student Band Account Chairperson to:
    - A current sibling's Individual Student 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.
6. The financial records shall be reviewed annually by a volunteer from the Bandwagon who is appointed by the Executive Board.
7. Online access to bank statements for the Bandwagon bank account shall be made available upon issuance to the President and Band Directors. The bank statements will be reviewed monthly by the President.
8. The Bandwagon bank account shall be reconciled monthly by the Treasurer. A review of the monthly bank account reconciliation will be performed by the President.

#### ARTICLE XV: AMENDMENTS

1. These bylaws may be amended at regular monthly meetings of the organization by a two-thirds (2/3) vote of Bandwagon members present and voting, provided the notice of the proposed amendments(s) has been given at a monthly meeting one (1) month prior to voting.
2. The official bylaws shall note the date of amendment at the end of the document.

#### 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**

**Revised 9/18 and approved 10/1/19 at the Bandwagon meeting**