

BYLAWS – 2018/19/20
OF
SOUTH ORCHESTRA SUPPORTERS, INC.

ARTICLE I: Name

Section 1: “Name - The name of this organization is “South Orchestra Supporters, Inc.” (SOS).

Section 2: “Board” - The “Board” shall mean the elected Executive Board of the organization.

ARTICLE II: ORGANIZATION ADDRESS

The Organization Address is located at Shawnee Mission South High School, 5800 West 107th St., Overland Park, Kansas 66207.

ARTICLE III: PURPOSE

The purpose is to support and finance musical activities and cultural exchange programs of the Shawnee Mission South High School Orchestra.

ARTICLE IV: MEMBERSHIP

Section 1: All orchestra members, parents and guardians of orchestra members, the orchestra conductor and other supportive people may be members of SOS. Orchestra includes Shawnee Mission South High School and feeder school orchestras.

Section 2: SOS does not discriminate against any person based on race, sex, religion, national or ethnic origin, or other human condition.

Section 3: All members shall pay dues as authorized by the Board.

Section 4: Each family unit currently in the South Orchestra has one vote on official business.

Section 5: The organization will not participate in or intervene in any political campaign on behalf or in opposition to any candidate for public office.

ARTICLE V: BOARD OF DIRECTORS

Section 1: The business, property and affairs of SOS shall be controlled and managed by its Executive Board.

Section 2: The number of Executive Board members of SOS shall be at least and a minimum of one representative of each grade level, nine through twelve. A couple or an individual may serve at their own discretion in a position, and each position has a total of one vote.

Section 3: The orchestra conductor, the elected officers of SOS, and at least four other grade level representatives, shall make up the Executive Board. The elected student president of the orchestra and the immediate past president of SOS may be ex-officio members of the board.

Section 4: Board Members shall hold office for one year.

Section 5: Regular or special meetings of the Board may be held at any time and place designated by the President or a majority of the Board. Notice of the time and place of meetings and the general purpose of the meeting shall be given by email and by posting on the Orchestra website at least forty-eight (48) hours before the time of the meeting.

Section 6: A quorum for the transaction of business in any regular or special meeting shall consist of five members.

Section 7: A majority of the Executive Board members present may adjourn any meeting.

Section 8: Any action required or permitted to be taken by the Executive Board may be taken without a meeting if all Board members consent in writing to the action (email will be considered written consent).

ARTICLE VI: OFFICERS

Section 1: SOS shall have a President, Vice President, Secretary, Treasurer, and Class Representatives. The President and Treasurer may not be the same person nor from the same family unit. Officers hold fiduciary responsibility for the operations of the organization and shall exercise such authority as is needed to meet their responsibilities. While individual duties vary, each officer is responsible for prudent management in keeping with the purposes of SOS.

Section 2: The President shall preside at all meetings, appoint special committees, coordinate the work of the officers and committees, and sign all contracts.

Section 3: The Vice President shall act as an aide to the president, perform the duties of the president in the president's absence or inability to serve, and perform other duties as directed by the Board.

Section 4: The Secretary shall attend all meetings of the members and Board and shall record votes and keep minutes of such meetings. The President shall be custodian of the corporate records. In the absence of the Secretary at a meeting, the Board may select any other person to act as temporary Secretary. The Secretary shall have a current copy of the organization By-laws and Standing Rules.

Section 3: The Treasurer shall have custody of the funds and securities of SOS, shall keep and maintain adequate, correct books and records of accounts of the properties and business transactions of the SOS; and deposit all funds to the credit of SOS with

depositories and designated by the Board. The Treasurer shall assure that the funds of SOS are disbursed in accordance with the budget adopted by the organization.

The Treasurer shall be responsible for maintaining a record of membership dues, prepare or cause to be prepared the annual audit, shall file the appropriate 990-N, 990-EZ or 990 Federal Tax Return, and present a financial statement at every meeting of the organization.

Section 4: The Executive Board shall assume their official duties following election with the following exception: The retiring treasurer shall continue to perform the duties of that office through June 30, at which time the books shall be sent to the auditing committee and all other records turned over to the new treasurer. Officers shall serve for a term of one year or until their successors are elected.

Section 5: The President may appoint a nominating committee to nominate persons for offices or nominations may be made from the floor at the meeting-

Section 6: Election is by a simple majority of the members present. Voting shall be by secret ballot unless there is but one candidate for an office, then election may be by voice vote. No absentee ballots or proxies will be accepted. Votes will be counted by the Secretary and one other member, with announcement of the results by the end of the meeting.

Section 7: Any Board Member may be removed at any time by unanimous vote of all other Board members. A vacancy in any office by death, resignation, removal, or otherwise may be filled by the Board for the unexpired term.

ARTICLE VII: COMMITTEES

Section 1: The President shall have power to appoint committees and to charge such committees with responsibilities in the best interest of SOS. All committee heads shall make recommendations to the Board.

Section 2: Each committee head shall review the approved budget and have any changes approved by the membership prior to incurring an expense on behalf of SOS.

ARTICLE VIII: MEETINGS

Section 1: A meeting of members shall be held in May of each year at a time and place designated by the President for the purpose of electing the Executive Board and transacting other business brought before the members. Special meetings of the members may be called at any time by the President-or by majority vote of the Board. This may be held in conjunction with the banquet.

Section 2: A parent / student meeting (may be a breakfast or picnic) will be held in August or early September to organize the group and specifically approve the proposed budget. Additional elections may be conducted at this time.

Section 3: Notice of the September parent meeting and the May general meeting shall be made by email and by posting on the orchestra website. The notice shall specify the place, date, and hour.

Section 4: Attendance of a member at a meeting constitutes a waiver of notice of that meeting expect when a member objects at the beginning of the meeting to the transaction of any business due to the inadequacy of notice. Attendance is not a waiver of any right to object to the consideration of matters not included in the notice of the meeting, if objection is expressed upon the introduction of issue.

ARTICLE IX: CONTRACTS, LOANS, AND CHECKS

Section 1: Only the SOS Board may authorize the President to enter into a contract or execute and deliver any instrument in the name of or on behalf of SOS and such authority may be general or confined to specific instances.

Section 2: No loans shall be contracted on behalf of SOS and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

Section 3: All checks, drafts, or other orders for the payment of money, or notes of other evidences of indebtedness issued in the name of SOS, shall be signed by the Treasurer, and one Officer. (See item #6 in Standing Rules.) All items must have supporting documentation. All disbursements are made in accordance to the membership-approved budget.

Section 4: The incoming President shall appoint an Audit Committee of 2 or 3 people, who are not authorized signers on the account, to review the books and finances of SOS. The review shall be completed after June 30th, which is the end of the fiscal year. The audit should be completed by July 31st the end of the fiscal year.

Section 5: All funds raised shall be applied to defray expenses incurred by the Orchestra. On some major trips, some costs will be made up by participating students.

ARTICLE X: FISCAL YEAR

The fiscal year of SOS shall begin on July 1st and end on June 30th of each year.

ARTICLE XI: AMENDMENTS

New bylaws may be adopted or these bylaws may be amended or repealed by approval of the members.

Approved March 2019

STANDING RULES

1. Each orchestra-family shall pay annual dues of at least \$25.00. Membership dues amount may vary year after year but will be decided by the Board and the orchestra director. Membership dues may be graduated to encourage timely payment (i.e., offer early bird prices, etc.). Dues payment may be by cash, credit, or from accumulated credit in the student's individual account, established from participation in specific fundraisers that go directly into the student accounts. Membership dues amount may vary year after year but will be determined by the Board and the orchestra director.
2. Following graduation, the individual accounts of seniors shall be closed, or passed down to participating siblings in the high school orchestra program or closed. Any remaining credit that is not transferred to a sibling shall be transferred to the general SOS account prior to the close of the fiscal year.
3. Any SOS member appointed for office or committee chair must be a member in good standing.
4. Committee chairs shall maintain a procedure book that includes current bylaws and standing rules, a job description, a chronological list of responsibilities, budget information, and other relevant information.
5. Any officer or committee chairperson who fails to perform all duties shall, upon notice from the Executive Board, be relieved of the position.
6. All Officers (Co/President's, Vice President, Secretary and Treasurer) shall have their signatures on file at the bank for all accounts. The Officers will act as official signers on all checks written on behalf of SOS. All checks written on behalf of SOS will require two signatures – the Treasurer and one Officer / official signer.
7. The Executive Board shall be authorized to make expenditures up to a total of \$3000 from the start of the fiscal year until the budget is approved at the first membership meeting. (Example of expenses: Summer Strings Bash, summer picnic or breakfast.)
8. If a purchase will cause the total spent to exceed the budget line item, the purchase needs authorization. If the purchase will cause the budget to be \$25.00 or less over the budget, the committee chair can give authorization. If the purchase will cause the budget to be \$25.01 to \$250.00 over the budget, the Executive Board can give authorization. This can be accomplished via email if necessary. If the purchase will cause the total budget to be more than \$250 over the budget, a vote to amend the budget needs to be taken at a regular meeting. This amount includes the "net" amount of any line item (for example: if there is a budget with \$1000 in income and \$400 in expenses, as long as the \$600 net increase is maintained, the individual income or expense can exceed the budgeted amount without a membership vote).

9. Standing Rules may be set aside, amended, or rescinded by a majority vote of the membership present at any meeting.

10. The organization may keep a separate account for funds raised for a trip. The amount of income included in this account must be recorded on the 990 at the close of the year. The totals of an active trip account will be reported on the financial report at each meeting.