

PRESTO Bylaws

Shawnee Mission West High School Orchestra

Revised May 2018

ARTICLE I	Name The name of the organization shall be PRESTO Inc.
ARTICLE II	Objectives Section 1 To encourage and maintain an enthusiastic interest in the Shawnee Mission West (SMW) Orchestra Department. Section 2 To lend all support, both moral and financial, to the Orchestra Department. Section 3 To confer and cooperate with those in charge of the SMW Orchestra Department. Section 4 To build and maintain an organization which will help promote the progress, development and activities of the SMW Orchestra Department.
ARTICLE III	Membership Section 1 This organization shall extend membership automatically to all parents and guardians of SMW orchestra students and offer membership to other adults in the SMW community interested in supporting the SMW orchestra. Section 2 Two individuals of each member family shall be designated as members with the right to vote, make motions, and hold office. Other individuals within each member family shall have all privileges of membership exclusive of voting.
ARTICLE IV	Officers Section 1 The officers of this organization shall be President or Co-Presidents, Vice-President(s), Secretary and Treasurer. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority in Article XI. Section 2 At the regular meeting held in March, a Nomination committee of three to five members shall be appointed by the President or Co-Presidents. It shall be the duty of this committee to nominate candidates to be elected at the regular meeting in April. Before the election and following a report of the Nominating Committee, additional nominations from the floor shall be permitted.

PRESTO Bylaws

Shawnee Mission West High School Orchestra

Revised May 2018

Section 3 The officers shall be elected by ballot to serve for one year, except for the Treasurer and the Secretary, who may be elected to serve two consecutive one year terms. The terms of their office shall begin at the close of the regular meeting in May, except for the Treasurer. The Treasurer term of office shall begin after an audit of the books.

Section 4 No member shall hold more than one office at a time. No member shall serve as an officer and a committee chairperson. No officer, other than the Treasurer and the Secretary, shall be eligible to serve two consecutive terms in the same office. The officers shall constitute the Executive Board.

Section 5 In the event that any officer is unable to serve their term of office, that office is declared vacant and an election shall be held at the next regularly scheduled meeting to fill the vacancy for the remainder of the term.

ARTICLE V Duties of Officers

Section 1 The President or Co-Presidents shall preside at all meetings of the organization and of the Executive Board, shall appoint all committee chairpersons and shall perform such duties as the organization may direct.

Section 2 The Vice-President(s) shall perform duties of the President or Co-Presidents in his/her/their absence and shall assist the President or Co-Presidents as the organization may direct.

Section 3 The Secretary shall record the proceedings of all meetings of the organization and of the Executive Board, shall conduct correspondence as necessary and shall perform such duties as the organization may direct.

Section 4 The Treasurer(s) shall keep an accurate record of all receipts and disbursements showing each activity separately, as well a complete record of all funds, shall render reports at each regular meeting and as requested by the President or Co-Presidents and shall render a year-end report at the end of the fiscal year. The Treasurer(s) shall also be a member of the Ways and Means Committee.

PRESTO Bylaws

Shawnee Mission West High School Orchestra

Revised May 2018

ARTICLE VI Meetings

- Section 1 The regular meeting of the organization shall be held once a month or as agreed upon by the Executive Board, during the school year on a day agreed upon and ordered by the organization or the Executive Board.
- Section 2 Special meetings shall be held at the request of the President or Co-Presidents, the Executive Board or upon the written request of ten members of the organization within fourteen business days of the request. An attempt must be made to notify all members of the meeting and the purpose of the meeting shall be stated in the notification. At least a three day notice shall be given, except in cases of emergency.
- Section 3 Five members of the organization including three elected members of the executive board shall constitute a quorum for any meeting.
- Section 4 A regularly scheduled meeting can be canceled or rescheduled in advance only by majority consent of the Executive Board. Request to cancel or reschedule a meeting must be made at least five days prior to the meeting and at least a three day notice must be given to the general membership of the organization. In the event of inclement weather or other such emergency, the current Organization President(s) along with the Orchestra Director may reschedule a regularly scheduled meeting providing every attempt is made to inform the general membership.

ARTICLE VII The Executive Board

- Section 1 The officers shall constitute the Executive Board. The Orchestra Director and the Orchestra Student President, or their designates, shall be ex-officio members of the Executive Board.
- Section 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 meeting, 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 action taken by the organization.

PRESTO Bylaws

Shawnee Mission West High School Orchestra

Revised May 2018

Section 3 Meeting of the Executive Board shall be held at the request of the President or Co-Presidents or upon the written request of three members of the Executive Board within fourteen business days.

ARTICLE VIII Committees

Section 1 There shall be the following standing committees: Membership, Communications, Uniform, Ways and Means. The President or Co-Presidents may elect to replace the Ways and Means Committee with separate committees for each individual fund raising activity.

Section 2 Standing committees shall be composed of a minimum of two members.

Section 3 Committee chairpersons shall be appointed by the President or Co-Presidents and shall serve until the close of the school year.

Section 4 The President or Co-Presidents shall solicit the membership for chaperones for SMW Orchestra Department activities upon request by the Orchestra Director.

Section 5 The Membership Committee shall recruit members for the organization, provide Westridge liaison, PTSA representation, and new parent orientation.

Section 6 The Communications Committee shall compose and distribute information as directed by the organization, shall publicize the efforts of this organization and activities of the SMW Orchestra Department, provide updates to the Orchestra bulletin board, and shall establish procedures by which as many members as possible can be contacted by electronic means. The Secretary shall be a member of the Communication committee.

Section 7 The Uniform Committee shall assist in the inventory, maintenance, and repair of SMW Orchestra Department uniforms.

Section 8 The Ways and Means Committee shall include long range planning, determine methods of raising funds and shall submit their plans to the Executive Board for approval and implementation. The Treasurer(s) shall be a member of the Ways and Means Committee.

PRESTO Bylaws

Shawnee Mission West High School Orchestra

Revised May 2018

Section 9 The President or Co-Presidents shall appoint such other committees as the organization or the Executive Board shall from time to time deem necessary to carry on the work of the organization. The President or Co-Presidents and Vice-President(s) shall be ex-officio members of all committees.

ARTICLE IX Finances

Section 1 Budget

The organization shall operate within the approved budget. Each year the Treasurer will prepare a draft budget for discussion at the Executive Board meeting typically in August. The Treasurer will then prepare a final budget for approval at the first general meeting typically in September. A two-thirds vote of members present at the meeting is required to approve the budget. In the event that a sufficient number of votes are not obtained to obtain approval then the Executive Board shall make revisions, as appropriate, and resubmit the revised budget for approval at the next regular meeting. Changes to the budget will require re-approval.

Section 2 Reimbursements

The Treasurer shall issue checks or make financial transfers in the organization's name. Checks or financial transactions up to a maximum of \$500 may be issued with the signature or approval of the Treasurer. Checks or financial transactions over \$500 require an additional signature or approval from another member of the Executive Board. Checks or financial transactions that exceed approved budgeted amounts require approval from the entire Executive Board and the signatures of two board members. The Treasurer will then revise the budget accordingly and submit it for reapproval in accordance with Section 1.

Section 3 Financial Report

The Treasurer(s) shall prepare and present a financial report at each regular meeting and as directed by the Executive Board. The Treasurer(s) shall prepare and present a year-end financial report at the close of the fiscal year. Each financial report shall include income and expenditures against budgeted amounts; and forecasted income and expenses for the remainder of the fiscal year.

PRESTO Bylaws

Shawnee Mission West High School Orchestra

Revised May 2018

Section 4	Audit An Auditing Committee of up to three members shall be appointed by the President or Co-Presidents at the organization’s April or May meeting, whose duty it shall be to audit the Treasurers’ accounts at the close of the fiscal year and to certify the year-end report. An Auditing Committee shall also be appointed to audit the Treasurers’ accounts if for any reason the Treasurer(s) is/are unable to complete his/her/their term of office.
Section 5	The organization’s fiscal year shall be from July 1 to June 30.
Section 6	This organization sponsors a Special Activities Fund to provide scholarship assistance for special trips and for other projects. A committee composed of the President or Co-Presidents, the Treasurer(s) and two other members appointed by the President or Co-Presidents shall administer the Special Activities Fund.
Section 7	This organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal Tax Code.
ARTICLE X Property	
Section 1	Property may be transferred to Shawnee Mission Unified School District 512 upon written guarantee by the Director of Fine Arts of Shawnee Mission Unified School District 512. Said property shall be and remain for the exclusive use of the Shawnee Mission West High School Orchestra Department. The conveyance of title to such property shall contain a provision that the title to such property shall revert to this organization, in the event for the withdrawal or nullification of guarantee by the Director of Fine Arts of Shawnee Mission Unified School district 512, or his/her successors for any reason.
Section 2	In the event that this organization is dissolved, the properties of the organization including cash and tangible assets, shall be set over and conveyed to Shawnee Mission Unified School district 512, or its successor. These assets are for the exclusive use of future Shawnee Mission West High School Orchestra organization as a gift from this organization.

PRESTO Bylaws

Shawnee Mission West High School Orchestra

Revised May 2018

ARTICLE XI Parliamentary Authority

Section 1 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 are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Section 2 A Parliamentarian may be appointed by the President or Co-Presidents to serve until the close of the school year. The Parliamentarian shall be well versed in parliamentary law and in its practice, and shall advise the presiding officer of the organization and its member on their respective parliamentary rights when so requested or directed.

ARTICLE XII Amendment of Bylaws

These bylaws can be amended at any regular meeting of the organization by a two-thirds vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting.

APPENDIX Standing Rules

Rule 1 Directors' Budgeted Program Funds:
Orchestra Director may vary from the approved budget expenditures for the programs providing it does not exceed the budgeted dollar amount and that the Executive Board, via the President or Co-Presidents, have knowledge of any deviations.

Rule 2 Directors' Unspent Program Funds:
At the end of this organization's fiscal year, the director's unspent program funds will become part of next year's general budget.

PRESTO Bylaws

Shawnee Mission West High School Orchestra

Revised May 2018

Rule 3 Disposition of Income Over or Under Approved Budget:

Any income generated by this organization which exceeds the approved budgeted amount after accounting for reasonable and customary expenses and the agreed upon carry-over for the following year, shall be appropriated to the Orchestra Department in the same proportion as provided in the current year budget. To the extent income after accounting for reasonable and customary expenses and the agreed upon carry-over balance for the following year is short of the budget projection, the planned appropriations for the Orchestra Department shall be reduced insofar as practical by the amount of the short fall in the same proportion as provided in the current year budget.