

**BYLAWS  
OF  
BAND BOOSTERS CLUB  
OF FRANKLIN CENTRAL HIGH SCHOOL, INC.**

(Adopted February 22, 2008)  
(Revised March 10, 2020)

**ARTICLE I  
NAME**

The name of the organization shall be the Band Boosters Club of Franklin Central High School, Inc.

**ARTICLE II  
PURPOSE AND STRUCTURE**

**Section 1.** The purpose of the organization is to support the band program of Franklin Central High School.

**Section 2.** The organization will operate exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code and Article 5 (not for profit corporation) of the incorporation papers.

**ARTICLE III  
MEMBERSHIP**

**Section 1.** General voting membership of the organization will consist of the parent(s) or legal guardian(s) of members of the band as recognized by the band director or enrollment in a Franklin Central High School band class. The immediate past president of the organization shall also be eligible for membership.

**Section 2.** Parents or guardians of past band students and other interested individuals may become non-voting associate members of the organization.

**ARTICLE IV  
OFFICERS**

**Section 1.** The Executive Board shall be composed of the elected officers of the corporation.

**Section 2.** The President shall be the Chief Executive Officer of the FC Band Boosters, shall be the Chairperson, shall moderate all meetings of the organization, and shall be an ex-officio member of all committees. The President is responsible for overseeing many of the ongoing operations of the organization, ensuring proper execution in as much as possible. The President shall also be responsible for appointing chairpersons for various committees. The President of the FC Band Boosters shall be elected from the voting membership of the organization.

**Section 3.** The Vice President shall assume the duties of the President in the absence of the President. The Vice President, in conjunction with the President, is responsible for overseeing many of the ongoing operations of the organization, ensuring proper execution in as much as possible. The Vice President of the FC Band Boosters shall be elected from the voting membership of the organization.

**Section 4.** The Engagement Coordinator shall be responsible for communication both within and outside the FC Band Program. He/she would serve as the primary contact person between the chairpersons of the activities listed below and the Board of Directors. Activities that may be overseen by the Engagement Coordinator might include the list of items below, and the list may change from year to year at the discretion of the Board of Directors. The Engagement Coordinator should delegate leadership of these activities to encourage involvement of parents that have expertise in one or more of the listed areas. The Engagement Coordinator of the FC Band Boosters shall be elected from the voting membership of the organization.

- Advertising and Publicity (flyers, banners, graphics)
- Photography
- Newspaper (Franklin Township Informer)
- Band Website
- Social Media (Facebook, Instagram, Twitter)
- Middle School Recruiting
- Alumni Engagement

**Section 5.** The Fundraising Coordinator shall be responsible for coordinating fundraisers that benefit both the band and individuals. The Fundraising Coordinator will also manage sponsorships and donations, but can work with a team of dedicated parents in procuring sponsors and organizing donations. This position is expected to run at least one fundraiser or fundraising event and can delegate the others. The Fundraising Coordinator will work with the Board of Directors to determine timing and the feasibility of any band related events or activities, and will work with prior volunteers to appropriately manage corporate sponsors. The Fundraising Coordinator of the FC Band Boosters shall be elected from the voting membership of the organization.

**Section 6.** The Events Coordinator shall be responsible for the coordination of the major events associated with the FC Bands. He/she would work closely with the Engagement Coordinator for communication services (see Section 4 above). Additionally, the Events Coordinator would work with the Board of Directors to ensure that adequate resources were available. The responsibilities of the Events Coordinator will vary, based on the event and the needs of the team running the event. He/she would serve as the primary contact person between the chairpersons of the

activities listed below and the Board of Directors, and the list may change from year to year at the discretion of the Board of Directors. The Events Coordinator for the FC Band Boosters shall be elected from the voting membership of the organization.

- Hosted Competitions (e.g. IPA, WGI, IHSCGA, etc.)
- Freshmen Orientation
- Marching Band Camp
- Marching Band Banquet
- Jazz a la Mode
- Craft Fair
- FCHS Open House

**Section 7.** The Secretary shall keep the records and minutes of all meetings. A written record of all previous executive and regular Board meetings shall be available at all meetings. It shall also be the responsibility of the Secretary to maintain these records in a location agreed upon by the Board of Directors. He/she shall attend to call correspondence, i.e., thank you notes, sympathy cards, etc. The Secretary of the FC Band Boosters shall be elected from the voting membership of the organization.

**Section 8.** The Treasurer shall keep an accurate record of all receipts and disbursements, to be available upon request from any member. He/she shall sit in on the Fundraising Committee meetings, and/or would be apprised of the committee's activities. The Treasurer shall give a financial report at each meeting of the organization. The Treasurer shall be bonded as determined annually by the Board of Directors of the organization. The Treasurer for the FC Band Boosters shall be elected from the voting membership of the organization.

**Section 9.** A vacancy in the office of President shall be filled by the Vice President. All other vacancies shall be filled immediately by the Board of Directors at their next meeting or the next general meeting of the membership.

## **ARTICLE V** **BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall have general supervision of the corporation's affairs.

**Section 2.** The Board of Directors shall be composed of the elected officers of the corporation (as defined in Article IV above), the band director, the assistant band director, the guard director, the percussion director, an appointed liaison from marching band, concert band, guard, percussion, and props, and the immediate past president. The immediate past president shall serve a term of one year. All board members shall serve without compensation.

**Section 3.** Each member of the Board of Directors will give routine updates at Board meetings concerning operations within his/her scope of responsibility. He/she will also apprise the members of the Executive Board of any unusual or non-routine situations in which they should be made aware.

**Section 4.** All members of the Board of Directors should consult members of the Executive Board and band directors when major decisions affecting the Franklin Central Band Program need to be addressed.

**Section 5.** Any actions affecting band related events, fundraisers, or the FC Band Booster budget should be presented at Board meetings, either by a parent representing the activity, or by a member of the Executive Board with knowledge of the activity. The Board of Directors are charged with authorizing band related activities, events, and fundraisers that support the band staff and goals of the Franklin Central Band Department. In the event of a disputed issue, final decisions on whether to pursue band-related events, activities, or fundraisers should be discussed, and decisions rendered, by the Executive Board and the band directors.

**Section 6.** The Executive Board shall meet as needed in specially called executive meetings. These meetings shall consist only of the elected officers and band directors, and will be called only if needed to discuss items of a sensitive nature.

**Section 7.** Any member of the organization may attend any regular meeting of the Board of Directors and address the Board of Directors regarding issues.

**Section 8.** Liaison positions are appointed annually by their respective director.

**Section 9.** Appointed Positions (nonvoting). These leadership roles are very important to the success of the students, staff, and overall band experience. Liaisons, with input from their assistant liaison and leads, shall work with other members of the Board of Directors to ensure that adequate resources (personnel and materials) are available. The parent leadership roles will continuously evolve, and the following list may change from year to year at the discretion of the band directors and the Board of Directors.

- Marching Band Liaison - appointed by the band director to coordinate activities for the Marching Flashes.
  - Marching Band Assistant Liaison - works with the Marching Band Liaison to divide responsibilities as appropriate. This role can be selected by the appointed liaison, and is intended to train the next Marching Band Parent Liaison. However, the band directors have the final decision on lead liaison appointments.
  - Marching Band Equipment Liaison - primary responsibility is to coordinate volunteers to move props and pit equipment for the band at performances. Will coordinate with Props Liaison, Marching Band Liaison, Transportation Liaison, Percussion Liaison, and others.
  - Marching Band Chaperone Lead
  - Marching Band Food Lead

- Marching Band Spirit Lead
- Marching Band Uniform Lead
- Concert Band Liaison - appointed by the band director to coordinate activities for concert band. This person may also coordinate activities for pep band, unless the band directors decide to appoint a separate person for that position.
  - Concert Band Assistant Liaison - works with the Concert Band Liaison to divide responsibility as appropriate. This role can be selected by the appointed liaison, and is intended to train the next concert band liaison. However, the band directors have the final decision on lead liaison appointments.
- Percussion Liaison - appointed by the percussion director to coordinate activities for Percussion Symphony.
  - Percussion Assistant Liaison - works with the Percussion Liaison to divide responsibility as appropriate. This role can be selected by the appointed liaison, and is intended to train the next percussion liaison. However, the percussion director has the final decision on lead liaison appointments.
  - Percussion Chaperone Lead
  - Percussion Food Lead
  - Percussion Spirit Lead
  - Percussion Uniform Lead
- Guard Liaison - appointed by the color guard director to coordinate activities for color guard and winter guard.
  - Guard Assistant Liaison - works with the Guard Liaison to divide responsibility as appropriate. This role can be selected by the appointed liaison, and is intended to train the next guard liaison. However, the guard director will have the final decision on lead liaison appointments.
  - JV Winter Guard Chaperone Lead
  - Varsity Winter Guard Chaperone Lead
  - Winter Guard Food Lead
  - Winter Guard Spirit Lead

- Winter Guard Uniform Lead
- Props Liaison - works with the directors and other staff members to execute the vision of the directors. This role is unique in that the person has the creativity to help design props for the shows, while leading a team of dedicated and artistic parents. The parent may be asked to help design and oversee props for the Marching Band, Percussion Symphony, and Winter Guard shows. Individuals with trade skills are always welcome on this important team, but trade skills are not required. Multiple parents will be needed to assist the Props Liaison.
  - Marching Band Props Assistant Lead
  - Percussion Symphony Props Assistant Lead
  - Winter Guard Props Assistant Lead
- Transportation Liaison - coordinates rental agreements with a local trucking company to ensure that box trucks and tractors for pulling the band trailer are reserved in advance of Marching Band, Percussion Symphony, Concert Band, and Guard contests and invitationals. This person would also ensure that drivers for the box trucks and tractor were scheduled.
- Scrip Program Coordinator – assist parents/guardians with information on how to sign up for the Shop for Scrip program, answer questions, place monthly traditional card orders, and share special information regarding the program via social media.

Past holders of any of these positions will be encouraged to make themselves available as resources, should the next lead parent in a role seek advice.

## ARTICLE VI ELECTIONS

**Section 1.** The Board of Directors shall appoint a nominating committee (preferably five members) at the organization’s January meeting. A chair of this committee will be elected by the committee members to oversee the committee’s activities. This committee shall develop a slate of candidates for the offices of the organization. The band director shall be a non-voting member of this committee.

**Section 2.** Each officer position is open annually to candidates from the general membership. An individual is limited to a 3-year consecutive term of office for an elected position.

**Section 3.** The slate of candidates will be e-mailed to the booster distribution list at least 7 days prior to the election.

**Section 4.** The election of Band Booster officers will be held at the March meeting. A ballot vote will be held. Officers shall be elected by a majority vote of the members present.

**Section 5.** In the case of a tie, the Board of Directors shall choose between the candidates.

**Section 6.** There shall be no absentee or proxy voting.

**Section 7.** The new officers will assume their respective duties of the office to which elected on June 1.

**Section 8. *Transitional Period*** – To ensure a smooth transition, Officers Elect are encouraged to attend the April and May meetings, but will have non-voting rights. This is to ensure that planning for the new year has input from the incoming board members.

## **ARTICLE VII** **MEETINGS**

**Section 1.** The general meetings of the organization shall be held on the third Thursday of every month August through May. Special meetings may be called by the President as necessary. Monthly meetings may be rescheduled due to conflicts with band or school schedules.

**Section 2.** The rules contained in the latest available edition of Robert’s Rules of Order shall be the parliamentary authority in all cases not covered by these bylaws.

## **ARTICLE VIII** **DUES**

There shall be no dues assessed for membership in this organization.

## **ARTICLE IX** **ANNUAL FINANCIAL REPORT**

**Section 1.** The Treasurer shall prepare a financial report at the close of his/her term and file copies with the Board of Directors and with such other internal/external groups or individuals as the Board of Directors shall direct.

**Section 2.** An audit may be conducted annually to examine the books. The annual financial report shall become a part of the organization’s records.

**Section 3.** Beginning June 1, 2007, our tax fiscal year shall be June 1 through May 31 to coincide with our operating fiscal year.

**ARTICLE X**  
**AMENDMENTS**

These bylaws may be amended by a two-thirds (2/3) majority vote of the members present at any general meeting. The amendments must have been presented in writing at the preceding general meeting of the organization

**ARTICLE XI**  
**SCHOLARSHIP**

**Section 1.** Funds for the Christa Hillebrand Memorial Scholarship and the Steve Kawalek Scholarship will be provided by the Band Boosters Club of Franklin Central High School, Inc., in an amount not less than five hundred dollars (\$500) each.

**Section 1.1.** The Board of Directors may elect to give up to three additional scholarships (up to \$500 each) based on the facts and circumstances each year. Facts to be considered include, but are not limited to, the number of qualifying seniors that apply and the amount of funds available.

**Section 2.** The Board of Directors shall annually select one (1) student for each of the scholarships. These students shall have (a) completed seven (7) consecutive semesters of band at Franklin Central High School or (b) participated in marching band or one of the competitive indoor winter programs for all four (4) years at Franklin Central High School. In addition, they must have submitted applications to the band director. Exceptions can be made for transferring students.

**ARTICLE XII**  
**BAND OPERATING EXPENSES**

**Section 1.** The Board of Directors shall set an annual budget by May 1<sup>st</sup> of each calendar year. This budget will be for the fiscal year of June 1 through May 31. The budget will be determined by recommendations received from the band director, assistant band director, guard director, percussion director, and band staff. The budget must be approved by a vote of the membership at the May general meeting.

**Section 2.** It shall be the responsibility of the Board of Directors to maintain in the organization's treasury an amount of not less than one thousand five hundred dollars (\$1,500) or an appropriate amount above this figure, to be determined by the Board of Directors, to finance the annual awards night and provide for the yearly awards to all eligible band members.



**Section 3.** There shall be a minimum balance of one thousand dollars (\$1,000) in the organization's bank account on June 1 of each year.

**Section 4.** All checks issued by the organization must be approved by the Board of Directors each month at the Board meeting. The Treasurer will print a list of checks from the previous month for review.

**Section 5.** The Board of Directors will have authority to change the budget by up to \$1,000 each year. Modifications in excess of \$1,000 must be approved by the general membership.

### **ARTICLE XIII** **FUNDRAISING**

**Section 1.** There are two types of fundraising – group and individual. Group fundraisers are mandatory and the profits go to the band general fund. Individual fundraisers are optional and the profits go to the individual's account.

### **ARTICLE XIV** **STUDENT ACCOUNTS**

**Section 1.** The balance in a student's account can be used to pay for band and guard fees, including fall and winter programs and additional items deemed necessary and purchased through the booster program. It can also be used for the cost of band functions for students only. The account cannot be used to pay for family members to go on trips or for any other personal expenses.

**Section 2.** Student accounts with an outstanding/past due balance as of June 1<sup>st</sup> of each year will be sent to collections unless a previous written agreement is on file with the Treasurer. The written agreement needs to reflect that past dues will be paid, or are in the process of being paid.

**Section 3.** If a student has a credit balance when they leave the band either by dropping out of the program, moving or graduating, the student has the choice of stating if the money goes into the general fund, the assistance grant fund or the senior scholarship fund. If no preference is stated, the money goes into the general fund. The exception to this is as follows: if a band member has a sibling, step-sibling or half sibling that is a band member in any Franklin Township school, the credit will be held for that sibling through the freshman year of that sibling.