

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

(Adopted February 22, 2008)

(Revised March 14, 2017)

(Revised February 11, 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 Elected Officers will give routine updates to the President and/or Vice President at the Executive Board meetings, concerning operations within his/her scope of responsibility. He/she will also apprise the President and/or Vice President, and the members of the Executive Board, of any unusual or non-routine situations in which the President, Vice President or other Executive Board Members should be made aware.

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Section 2. All members of the Board of Directors (the "Executive Board") are able to consult with the President, Vice President, and other members of the Executive Board when major decisions affecting the Franklin Central Band Program need to be addressed.

Section 3. Any actions affecting band related events, fundraisers, or the FC Band Booster budget should be presented at the Executive Board Meetings, either by a parent representing the activity, or by one of the elected Band Board Officers, with knowledge of the activity. The Band Board Officers 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 elected Band Board Officers, and the Band Directors.

Section 14. The pPresident shall be the Chief Executive Officer of the Franklin Central High School Band Boosters Club, 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 pPresident 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 5. 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.

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Section 26. The vice president of communications shall be in charge in the absence of the president. He/she shall be responsible for monthly newsletters and all communication to the members of the boosters and public. He/she may designate others to assist in specific areas like the website, Remind, Facebook, etc. 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 Executive Board. The Engagement Coordinator for the FC Band Boosters would be elected from the voting membership of the organization. Activities that may be overseen

by the Engagement Coordinator might include the following list of items. 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 2.17.** The vice president of ways and means shall be in charge of managing and tracking fundraising activities. He/she may designate others to assist in specific fundraising activities. The Fundraising Coordinator shall be responsible for coordinating fundraisers that benefit 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 Executive Board 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 8.** 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 above). Additionally, the Events Coordinator would work with the President and Vice President, 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 Executive Board. Activities that the Events Coordinator would oversee, while working with a team of dedicated parents, might include the following list of items. 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
- Band Camp
- Marching Band Banquet
- Jazz a la Mode

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- Craft Fair
- January Open House

**Section 39.** The Secretary shall keep the records and minutes of all meetings. A written record of all previous meetings of the current Executive Board will be available at all Executive Board meetings. It shall also be the responsibility of the Secretary to maintain these records in a location set out 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 410.** 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 ways and means Fundraising eCommittee 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 Booster shall be elected from the voting membership of the organization.

**Section 511.** A vacancy in the office of President shall be filled by the Vice President of communications. All other vacancies shall be filled immediately by the Board of Directors at their next meeting or the next general meeting of the membership.

**Section 612.** An individual is limited to a 23 year consecutive term of office for an elected position.

## **ARTICLE V** **BOARD OF DIRECTORS (AKA Executive Board)**

**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 officers of the corporation, the band director, the assistant band director, the guard director, the percussion director, and one liaison from the marching band, winter guard, and indoor percussion line and the past president. The past president shall serve a term of one year. All board members shall serve without compensation.

**Section 3.** The Board of Directors shall meet as needed in specially called executive meetings.

**Section 4.** Any member of the organization may attend any meeting of the Board of Directors and address the Board of Directors regarding issues.

**Section 5.** Liaison positions are appointed annually by their respective director.

**Section 6.** Appointed Positions (nonvoting). These leadership roles are very important to the success of the students, staff, and overall band experience. Parent “liaison” and “assistant liaison” roles would work with the Staff Directors, the Board President, and Board Vice President, to ensure that adequate resources (personnel and materials) were available. The parent leadership roles will always evolve, but the following list of appointed positions are from the 2018/2019 school year. The list illustrates the number of dedicated parents that are needed to run a successful band program.

Primary Liaison Lead Roles:

Marching Band Liaison - This person is appointed by the band director to coordinate activities for the Marching Flashes.

Concert Band Liaison - This person is appointed by the band director to coordinate activities for concert band.

Percussion Liaison - This person is appointed by the percussion director to coordinate activities for Percussion Symphony.

Guard Liaison - This person is appointed by the color guard director to coordinate activities for color guard and winter guard.

Props Lead - 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, Indoor, and 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 Lead.

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 Lead, Marching Liaison, Transportation Lead and others.

Marching Band Assistant Liaison - Will work with Marching Band Liaison to divide the responsibilities as appropriate. This role is intended to train the next Marching Band Parent Liaison.

Concert Band Assistant Liaison - Will work with Concert Band Liaison to divide the responsibility as appropriate. This role is intended to train the next concert band liaison.

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Transportation Liaison - One parent would coordinate the rental agreements with a local trucking company, to ensure that box trucks and tractors for pulling the trailer, are reserved in advance of Marching Band, Indoor, and Guard contests and invitationals.

This person would also ensure that drivers for the box trucks and tractor were scheduled. Some trucking businesses offer drivers, as part of the rental agreements, which could be a viable option for the Executive Board to evaluate.

Chaperone Leads (full list)

- Marching
- Indoor Percussion
- Varsity Winter Guard
- JV Winter Guard

SCRIP Coordinator (formerly "Student Accounts")

Props

- Assistant Marching Band Props Parent Lead
- Assistant Indoor Percussion Parent Lead
- Assistant Winter Guard Parent Lead

Food

- Marching Band Food Parent Lead
- Indoor Percussion Food Parent Lead
- Winter Guard Food Parent Lead

Uniforms

- Marching Band Parent Lead
- Winter Guard Parent Lead

Spirit

- Marching Band Parent Lead
- Indoor Percussion Parent Lead
- Winter Guard Parent Lead

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.

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

**Section 2.** 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 2.1.** In the case of a tie, the Board of Directors shall choose between the candidates.

**Section 3.** There shall be no absentee or proxy voting.

**Section 4.** The new officers will assume their respective duties of the office to which elected on June 1.

**Section 5. *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 two officers.

**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.** 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.