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BY-LAWS

FAIRBORN MUSIC CLUB

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Dated : 7 November 2005

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## **ARTICLE I**

### **NAME AND PURPOSE**

This organization is known as Fairborn Music Club (FMC). The purpose of the FMC is to promote and assist the activities of the Fairborn High School Music department in any way deemed appropriate by the FMC, music director, and the principals of the school. The FMC will endeavor to sponsor and support, within the limits of financial ability, all activities or requirements approved by the FMC and the music director. These by-laws are to be used as supplemental directives and guidelines for this organization according to the Articles of Incorporation of the FMC ("Constitution"). The Constitution will supersede the by-laws to the extent any conflict is discovered or encountered.

## ARTICLE II

### BOARD OF TRUSTEES, BOARD OF TRUSTEES OPERATION/AUTHORITY, INDEMFICATION

#### Section 1 – Board of Trustees

FMC members must be in good financial standing (dues, fees, pass account, etc.) to be appointed to committees and/or programs providing them the opportunity to be members of the Board of Trustees (BOT). Additionally, FMC members must be an active and conscientious participant within the organization and throughout his/her term.

The Executive Board (EB) will have final decision making responsibilities. If a trustee is unable or unwilling to complete his or her term, the FMC president may appoint any member of the FMC to fill the vacant position with the approval of a simple majority of the Board of Trustees (see page 9, Article IV, Section 1 – Election of Officer, Number 5). The Board of Trustees shall consist of two parts:

1. Members of the Executive Board (elected positions):
  - a. President
  - b. Vice President
  - c. Recording Secretary
  - d. Corresponding Secretary
  - e. Treasurer
2. Individual “in charge” of the following committees and/or programs who are appointed by the FMC president.
  - a. Audit Committee
  - b. Band Aid Day Program
  - c. Bingo Program
  - d. Budget & Finance Program
  - e. Festival of Bands Program
  - f. Field Support Program
  - g. Hospitality Program
  - h. Membership and Communication Program
  - i. Nominating Committee
  - j. Publicity Program
  - k. Sponsorship Program
  - l. Student Program

- m. Uniform Program
- n. Ways and Means Program

The BOT shall serve without compensation for a term of one year to run from January 1 to December 31 of each year. The board shall be sworn in before every January BOT meeting.

In time of emergencies the BOT will act on behalf of the general membership in all necessary respects.

BOT members will advise the FMC president on of the status of their committee and/or program's activities upon request but not lesser than monthly during the FMC general membership meeting. Committee and/or program reports will be presented at meetings of the FMC general membership. Copies of such reports will be submitted to the FMC secretary (if applicable and/or if necessary).

All committees and/or programs will submit in writing all contracts and requests for expenditure of funds to the FMC president for approval. Any and all correspondence regarding FMC activities will be submitted to the FMC president who will coordinate with the band director for approval and signature. This applies to all FMC activities with the exception of bingo operations (see page 14, Article V, Section 2 – Responsibilities/Duties of Committees and/or Programs, Number 3a – 3n).

#### Section 2 – Board of Trustees Operation/Authority

The FMC shall be operated and managed by the BOT. The BOT shall have the authority to:

1. Adopt rules and regulations governing the personal conduct of the members and students and to establish policies concerning the operation of the organization.
2. Suspend the voting rights and privileges of members due to non-renewal of membership or violation of the FMC regulations.
3. Declare the position of a trustee to be vacant in the event a member is absent from three (3) consecutive regular BOT meetings.
4. Supervise all members of the BOT, agents, committees, and programs to see that their duties are properly performed.
5. Present to the FMC general membership for their approval purchases or transactions (excluding operational expenses) exceeding one thousand dollars (\$1,000.00).
6. Take any action in the absence of a meeting that they could take at a meeting by unanimous written consent.
7. Make recommendations to the FMC president and the FMC concerning any matter or situation, which will either assist or deter the FMC in its

endeavors to fulfill its purpose as defined in the Constitution and these by-laws.

### Section 3 – Indemnification

The members of the BOT shall be indemnified to the fullest extent now or hereafter permitted by law in connection with any actual or threatened civil, criminal, administrative or investigative action, suit or proceeding (whether brought by or in the name of the FMC or otherwise) arising out of a member's acts or omissions in service to the FMC, except if such acts or omissions were committed in bad faith, with gross negligence or with willful misconduct. Persons who are not members of the BOT may be similarly indemnified in respect of such service to the extent authorized at any time by the BOT. The provisions of this section shall be applicable to actions, suits, or proceedings commenced after the adoption hereof, whether arising from acts or omissions occurring before or after the adoption hereof. The indemnification herein provided for shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any by-laws, agreements, or otherwise.

## ARTICLE III

### MEMBERSHIP, DUES, CODE OF CONDUCT

#### Section 1 – Membership

Types of memberships available in the FMC are regular, associate, business, and honorary. The following provides further explanation of requirements and rights for each membership:

1. Regular Member. A regular member may renew his or her membership indefinitely and, in the event of cancellation, reinstate the membership at any time, by and upon payment of any necessary fees and dues. A regular member shall have the right to vote at all general membership meetings. This type of membership shall be extended to:
  - a. The parent(s) and/or any adult who resides with any student in the music departments of Fairborn High School and other public schools in the Fairborn School District.
  - b. Any adult residing in the Fairborn School district; who supports the principles and objectives of the FMC and exercises such interest by the payment of dues.
2. Associate Member. This type of membership shall be extended to any adult who supports the activities of the FMC in principle, but does not qualify or desire to be a regular member. An associate member shall not have the right to vote at general membership meetings.
3. Business Member. This type of membership shall be extended to any business or entity that wishes to support the activities of the FMC by payment of dues. A business member shall not have the right to vote at general membership meetings.
4. Honorary Member. This type of membership shall be extended to the principals, assistant principals, supervisor of music, and music department faculty members of Fairborn High School and associated schools in the Fairborn School District. An honorary member shall not have the right to vote at general membership meetings.

#### Section 2 – Dues

All members shall pay membership dues at an annual rate covering the period of January 1 through December 31 of each year. The following dues are subject to change by the EB at any time. Dues shall be owed and payable to the FMC in full at the time of initiation, renewal, or reinstatement of membership.

1. Regular Member – \$5.00 per member.
2. Associate Member. \$5.00 per member.

3. Business Member. \$10.00 per member.
4. Honorary Members – no dues required.

Members whose dues are in arrears for sixty (60) days or longer may be suspended and lose their membership privileges. The BOT, in its sole discretion, due to hardship or other valid reasons may excuse membership or other dues.

### Section 3 – Code of Conduct

The following code of conduct shall be applicable to all FMC members, volunteers, and guests of the FMC at BOT and general membership meetings in addition to all other FMC activities:

1. To behave in a courteous and respectful manner towards others.
2. To be tolerant and patient with the limitations and weaknesses of others.
3. To be respectful of the individual and cultural differences of others.
4. To treat with consideration the feelings and opinions of others.
5. To respect the personal belongings of others.
6. To refrain from behavior that is abusive, threatening, offensive or disruptive to others.
7. To act honestly and ethically in relationships with others.
8. The FMC president may appoint a Sergeant-in-Arms to enforce the code of conduct.

## ARTICLE IV

### ELECTION OF OFFICERS, RESPONSIBILITIES/DUTIES OF OFFICERS

#### Section 1 – Election of Officers

The following procedures outline the process for the election of FMC officers:

1. The nominating committee will present its recommended slate of officers to the general membership at a meeting immediately prior to the date of the scheduled election. Nominations from the floor may be made for any office on the night of the election.
2. The nominating committee shall ensure that no eligible person can be nominated for more than one elected officer position. i.e., no person can be listed on the ballot for two positions.
3. The nominating committee will prepare ballots listing all candidates by position and provide sufficient space for write-in nominations made on the night of the elections. Nominations from the floor may be made for any office the night of the election.
4. If there is only one candidate for a position, election shall be by voice vote. If there is more than one candidate for a position, election shall be by ballot. A majority vote of members present shall constitute an election.
5. No more than one family member may be an officer of the FMC (president, vice president, secretary, and treasurer) at the same time.
6. Newly elected officers shall assume their official duties upon election and shall serve for the earlier of a term of one year, or until a successor is elected.
7. No person shall serve more than two (2) consecutive terms in any one position unless by mutual agreement of such officer, the BOT and the FMC membership.

#### Section 2 – Responsibilities/Duties of Officers

1. President:
  - a. Establish and maintain liaison with school(s) administrative department (school board, principals, etc.) and music department directors, to keep them advised of the FMC's activities and status of projects undertaken. The FMC will also be advised of those areas wherein it can be most helpful to the school music programs.
  - b. Presides at meetings of the FMC general membership and BOT.
  - c. Be responsible for control and supervision of all FMC activities and endeavors.
  - d. Call special meetings of the FMC general membership, BOT, and committees and/or programs as deemed necessary.

- e. Appoint members of committees and/or programs promptly after assuming this position or when a need for special committees is determined and assure the assigned duties of all committees are carried out to completion.
  - f. Countersigns with the treasurer all checks drawn on the funds of the FMC with the exception of bingo operations (see page 14, Article V, Section 2 – Responsibilities/Duties of Committees and/or Programs, Number 3a – 3n).
  - g. If required and appropriate countersigns with the treasurer contracts legally binding the FMC for funds in payment of materials and/or services with the exception of bingo operations (page 14, Article V, Section 2 – Responsibilities/Duties of Committees and/or Programs, Number 3a – 3n).
  - h. Be an ex-officio member of all committees and/or programs, except the nominating committee.
  - i. Assure a thorough study and investigation is made of any written proposed contract obligating the expenditure of FMC finances with the exception of bingo operations (see page 14, Article V, Section 2 – Responsibilities/Duties of Committees and/or Programs, Number 3a – 3n).
2. Vice President:
- a. Assumes the duties of the FMC president during his/her absence. Serves as FMC president for the remainder of the term in the event the elected president is unable and vacates the position.
  - b. Assists the FMC president in the performance of responsibilities/duties required by that position.
  - c. Serves as chairperson of the audit committee and publicity program.
  - d. Coordinates the activities of the BOT.
3. Secretary(s):
- a. Recording Secretary:
    - (1) Accurately records minutes of the FMC general membership meetings and other committee and/or program meetings as requested. Takes and maintains notes of the BOT meetings and provides to the corresponding secretary for email distribution to required parties. Provides written notes to the corresponding secretary for distribution.
    - (2) Maintains a current and official copy of the FMC Constitution and by-laws, signed by the elected FMC officers and furnishes copies to the school administrative and music departments, BOT, and FMC members as required.

- b. Corresponding Secretary:
- (1) Sends and maintains records of all FMC correspondence to appropriate parties.
  - (2) Furnishes copies of FMC meeting minutes to the school superintendent, principal, music staff, supervisor of music, and FMC Officers.
  - (3) Assumes the functions of the recording secretary as required.
  - (4) Serves as the chairperson for the membership and communication program.
4. Treasurer: The treasurer is responsible for periodically checking the bingo bank account online for overview and knowledge of accounting and funds received and distributed.
- a. Receipts: This applies to all FMC activities with the exception of bingo operations – see page 14, Article V, Section 2 – Responsibilities/Duties of Committees and/or Programs, Number 3a – 3n).
- (1) The treasurer shall secure and/or renew a bond in an amount that shall equal or exceed the maximum balance on hand in the FMC treasury at any time during the preceding three years. The bond will include protection in the event of robbery or theft involving the funds of the FMC. The cost of such indemnity will be paid from the FMC funds.
  - (2) Proceeds from activities sponsored by the FMC shall be transmitted to the treasurer for deposit in FMC funds. The treasurer shall prepare a report reflecting itemized receipts and expenditures and indicating the amount of profit or loss resulting from each activity.
  - (3) Receives, deposits, and maintains custody of all funds pertaining to the FMC.
  - (4) Serve as an ex-officio member of any committee and/or program where funds will be handled.
  - (5) Maintains a separate memorandum record of the uniform replacement account. This account may be combined with other FMC accounts to secure maximum investment return. This account will not be used for any other purpose without agreement and approval of the FMC membership as demonstrated by a majority vote at a regular FMC general membership meeting.
  - (6) Maintains accurate records of all receipts, expenditures, and contracts.
  - (7) Countersigns with the FMC president on all checks drawn on funds of the FMC.

- (8) Presents a current statement of accounts at each FMC general membership meeting.
  - (9) If required and appropriate countersigns with the FMC president contracts legally binding the FMC for funds in payment of materials and/or services.
  - (10) Submits all financial records of the FMC for an audit in July and January of each fiscal year or at the end of each elected term in office, or at any other time as directed by the FMC president or BOT.
- b. Disbursements: This applies to all FMC activities with the exception of bingo operations – see page 14, Article V, Section 2 – Responsibilities/Duties of Committees and/or Programs, Number 3a – 3n).
- (1) The FMC president is authorized to expend FMC funds according to the annual approved budget and for approved fund raising projects, contingent upon the availability of funds. These expenditures will be reported to the FMC membership on a timely basis.
  - (2) The FMC president may direct payment for supplies and services in support of the FMC, music department activities, or uniform repair not to exceed an aggregate total of \$250.00 per month.
  - (3) No FMC or school staff member shall obligate FMC funds without the prior written approval of the FMC president.
  - (4) The treasurer will prepare checks or vouchers on funds of the FMC as authorized by the FMC as specified above. Both the FMC president and treasurer shall be specifically prohibited from signing any such instrument unless it has been fully written.

## ARTICLE V

### COMMITTEES AND/OR PROGRAMS, RESPONSIBILITIES/DUTIES OF COMMITTEES AND/OR PROGRAMS

#### Section 1 – Names of Committees and/or Programs

The following committees and/or programs will be appointed by the FMC president (and confirmed by majority vote of the EB) unless otherwise directed herein. The FMC president and/or the BOT may appoint additional committees and/or programs (as needed) to accomplish the business and endeavors of the FMC. BOT shall consist of the chairman or individual “in charge” of each of the appointed committees or programs.

1. Audit Committee (3 members)
2. Band Aid Day Program
3. Bingo Program
4. Budget and Finance Program
5. Festival of Bands Program
6. Field Support Program
7. Hospitality Program
8. Membership and Communication Program
9. Nominating Committee (3 members)
10. Publicity Program
11. Sponsorship Program
12. Student Program
13. Uniform Program
14. Ways and Means Program

#### Section 2 – Responsibilities/Duties of Committees and/or Programs

1. Audit Committee (3 members)
  - a. Chaired by the FMC vice president.
  - b. Maintains copies of procedures for each committee and/or program.
  - c. Performs audits on all FMC activities that generate and/or expend funds (for example bingo operations, fund raisers, Nutter Center events, Dayton Dragons, etc.).
  - d. Performs an audit of the FMC and bingo financial records in January or July of each fiscal year, and at any other time as

directed by the FMC president or the BOT and provide findings and/or recommendations to the FMC president and treasurer.

2. Band Aid Day Program

- a. Using previous committee's reports, organize the activities for this annual event.
- b. Work in conjunction with the Band Director and the Fairborn City Council and staff.

3. Bingo Program – FMC dba Skyhawk Bingo

- a. The bingo chairperson is responsible for generating, maintaining, and reviewing the Memorandum of Understanding (with SAC). This MoU will be reviewed bi-annually and must be signed by the FMC president.
- b. The bingo chairperson is responsible for generating, maintaining, and reviewing all policies and procedures, business plan, etc. for operating bingo. These documents are to be available for all the FMC membership to review. Review of these documents is available during the weekly bingo operations.
- c. Facility rent agreements must be signed by the FMC president.
- d. Bingo and instants license applications must be signed by the FMC president prior to submission to the Office of Charitable Gaming (a division of the Ohio Lottery Commission), 615 West Superior Avenue, Cleveland, OH 44113-1879.
- e. The bingo chairperson is responsible for ensuring that license renewal is accomplished, signed by the FMC President, and submitted as outlined by the Office of Charitable Gaming.
- f. The bingo chairperson and FMC treasurer is responsible for ensuring a bingo committee member is on the bank account used for bingo operations for the purposes of deposits, withdrawals, and check writing. The FMC treasurer is to provide the checks for the bingo account to the individual responsible for "treasurer" type duties. This individual is responsible for providing necessary data to the FMC treasurer for submission of the annual tax return. To this end, this individual will use whatever program(s) the FMC treasurer is using for easier incorporation and to provide "bottom line" figures and information to avoid duplication of records and paperwork. The bingo chairperson SHOULD NOT be the individual on the bingo bank account but should be actively involved in the necessary paperwork and auditing weekly the financial information via with the individual named on the account and online services.
- g. The bingo chairperson is responsible to ensure the FMC treasurer has all account and password information for viewing bingo bank account online.

- h. The bingo chairperson is responsible for ensuring that fees associated with license renewal are available and is submitted with the license renewal.
  - i. The bingo chairperson is responsible for maintaining and ensuring that all records, receipts, expenditures, contracts, invoices, etc. are maintained and made available to the Office of Charitable Gaming for their annual audit and to the FMC audit committee.
  - j. The bingo chairperson is responsible for maintaining and ensuring that all expenditures (rent for bingo hall, invoices from Lancaster Bingo, supplies, insurance [bond] for internal theft, etc.) to run bingo operations are available and accomplished. These records are to be made available for review and/or audit by the Office of Charitable Gaming, the FMC president and audit committee.
  - k. The bingo chairperson is responsible for maintaining and providing financial information/data to the FMC treasurer at least once a month and upon request from the FMC president and/or treasurer.
  - l. The bingo chairperson is responsible for providing status and updates of bingo operations and verbally report amount of profit or loss from the bingo operations to the FMC president, BOT, and FMC members during FMC general membership meetings.
  - m. The bingo chairperson and all volunteers can not have a felony or gambling conviction.
  - n. The bingo chairperson and volunteers must follow the code (ORC 2915), directives, rules, guidelines, etc. of the State of Ohio for gambling and charitable organizations. That written in these by-laws regarding bingo operations are to be used as supplemental directives and guidelines for the bingo operations and will be superseded by the laws set forth by the State of Ohio.
4. Budget and Finance Program
- a. Consist of the Board of Trustees.
  - b. Yearly develop a long-range plan to cover five or more years of projected income, expenditures, and financial goals and present this plan for the approval of the Club membership at the May meeting. All other committees will be enjoined to submit financial plans to the Budget and Finance committee.
  - c. Investigate and recommend investments for any accumulated Club funds not needed for immediate Club operation or approved expenditure.
  - d. Prepare the annual budget.

- e. Submit proposed budget for the approval of the Club *no later than the March meeting*.
  - f. Assist the FMC Treasurer as needed.
5. Festival of Bands Program
- a. Submits and/or maintains written procedures for operation of this program to the FMC president who will coordinate with the band director.
  - b. Submits all correspondence regarding program activities to the FMC president who will coordinate with the band director for approval and signature.
  - c. Organizes the activities for the annual festival of bands. The previous year's program report should be used as a basis for the activities. The program event works in cooperation and conjunction with the band director, the Fairborn City Counsel, and its staff.
6. Field Support Program
- a. Submits and/or maintains written procedures for operation of this program to the FMC president who will coordinate with the band director.
  - b. Assures the FMC's authorized show props and equipment are purchased or acquired and maintained in a useable condition. Maintains an inventory of equipment and show props. Advises the FMC of expected or needed replacements.
  - c. Assures the equipment and instruments are loaded, unloaded, and are properly handled on all trips. Solicits assistance to provide security of students and equipment on all trips.
  - d. When applicable, ensures that adequate bleacher (seating) space is cleaned and made available for the band at all activities.
7. Hospitality Program
- a. Submits and/or maintains written procedures for operation of this program to the FMC president who will coordinate with the band director.
  - b. Submits all correspondence regarding program activities to the FMC president who will coordinate with the band director for approval and signature.
  - c. Coordinates and assists with planning, preparation, and clean up at FMC approved parties, dinners, social functions, events and programs.
  - d. When applicable, oversees food preparation and operations at FMC and fund raising activities.

- e. When applicable, coordinates for third quarter home football games; food for competitions, and practices to feed the students.

8. Membership and Communications Program

- a. Chaired by the corresponding secretary and should be composed of at least one parent from each band section (if possible).
- b. Submits and/or maintains written procedures for operation of this program to the FMC president who will coordinate with the band director.
- c. Provides communication of news and information from the band director or FMC president to all the parents in their respective sections.
- d. Provides membership card(s) or placard(s) to those joining the FMC.
- e. Creates and maintains a current roster of members and provides one copy to the BOT. **Special Note:** At no time shall a complete list of names, phone numbers, addresses and e-mail addresses of members be given to anyone except the EB.
- f. Provides a copy of the membership roster to the nominating committee and FMC president upon request.

9. Nominating Committee (3 members)

- a. Submits and/or maintains written procedures for operation of this program to the FMC president who will coordinate with the band director.
- b. Select a slate of at least one nominee for each officer position. No person shall be allowed to run for more than one position on each election. The committee chairman will be responsible that a report be made in writing to the FMC president at the meeting before the election.

10. Publicity Program

- a. Submits and/or maintains written procedures for operation of this program to the FMC president who will coordinate with the band director.
- b. Submits all correspondence regarding program activities to the FMC president who will coordinate with the band director for approval and signature.
- c. Provides the members and local news media an account of planned FMC activities and meetings.
- d. Assists the school(s) music departments and bingo program with publicity and program materials when possible.

- e. Investigates ways to publicize the activities of the school(s) music departments and bingo program.
- f. Maintains a scrapbook or other historical records of the school(s) music department achievements, the Club's activities, and bingo program.

#### 11. Sponsorship Program

- a. Submits and/or maintains written procedures for operation of this program to the FMC president who will coordinate with the band director.
- b. Submits all correspondence regarding program activities to the FMC president who will coordinate with the band director for approval and signature.
- c. Solicits assistance and donations from community businesses to sponsor band/color guard.

#### 12. Student Support Program

- a. Submits and/or maintains written procedures for operation of this program to the FMC president who will coordinate with the band director.
- b. Develops and/or maintains training manual for chaperone responsibilities and duties. The FMC president who will coordinate with the band director will approve and/or periodically review (for additions, deletions, changes) the training manual. The band director will handle coordination with the principal and music department staff. Ensure that chaperones are knowledgeable of their responsibilities and duties.
- c. Based on information provided by parents, maintains a list of students with medical problems and prescribed medication(s). Ensures that the list is available to chaperones when students are on trips in case a student becomes ill or injured. The parents of such students shall be solely responsible for providing, updating, and verifying the accuracy of their child(ren)'s medical information.

#### 13. Uniform Program

- a. Submits and/or maintains written procedures for operation of this program to the FMC president who will coordinate with the band director.
- b. Submits all correspondence regarding program activities to the FMC president who will coordinate with the band director for approval and signature.
- c. Maintains accountable records of uniforms and accessories.

- d. Coordinates volunteers to fit students for uniforms and performs necessary alterations.
- e. When applicable, coordinates volunteers to wash uniforms.
- f. Assures issue and turn-in of uniforms and accessories are properly accomplished and recorded.

14. Ways and Means Program

- a. Submits and/or maintains written procedures for operation of this program to include a yearly proposal of all planned fund raising activities to the FMC president who will coordinate with the band director.
- b. Submits all correspondence regarding program activities to the FMC president who will coordinate with the band director for approval and signature.
- c. Investigates promotional activities to increase the funds of the FMC.
- d. Advises the FMC president and/or BOT and FMC members of possible fund raising activities.
- e. Determines through the FMC president who will coordinate with the band director, if suggested promotions are in conflict with school administration directives, policies, procedures, guidelines, or schedules.
- f. Investigates requirements and available resources to accomplish fund raising promotional activities and solicits the assistance of FMC members as necessary to complete approved projects.
- g. Provides estimated costs and procedures for collecting monies, paying invoices, turning in receipts and monies (by a specified date) for all requests for fund raising.

## **ARTICLE VI**

### **GOVERNING LAW**

These by-laws shall be governed by and subject to the applicable laws of the State of Ohio.

## **ARTICLE VII**

### **CONTRACTS**

The FMC president will be solely responsible for approving all contracts and agreements between the FMC and third parties.

No other person associated with the FMC is authorized to bind or enter the into any type of agreement requiring the expenditure of FMC funds (with the exception of bingo operations – see page 14, Article V, Section 2 – Responsibilities/Duties of Committees and/or Programs, Number 3a – 3n), unless such person has obtained the prior written permission of the FMC president.

The FMC treasurer shall maintain a copy of each approved contract and each written request for expenditure of FMC funds. This applies to all FMC activities with the exception of bingo operations – see page 14, Article V, Section 2 – Responsibilities/Duties of Committees and/or Programs, Number 3a – 3n.

## ARTICLE VIII

### FMC OPERATIONS

The following FMC operations applies to all FMC activities with the exception of bingo operations – see page 14, Article V, Section 2 – Responsibilities/Duties of Committees and/or Programs, Number 3a – 3n.

1. Specific requests by the booster clubs for the choral or orchestra sections of the FMC for financial support will be in written form and presented to the FMC president.
2. Requests can be made for financial or other support involving the FMC membership.
3. The music department is required to submit budget requirements on a yearly basis for incorporation into the FMC budget.
4. No person associated with FMC shall enter into any agreement (written or verbal) without the prior written approval of the FMC president.
5. The FMC will not be held responsible for any contract (written or verbal) that is not approved by the FMC president in writing.
6. No person associated with this club is authorized to send out correspondence requesting any form of support, including without limitation monies, services or merchandise, for the benefit of the FMC without the prior written approval of the FMC president.
7. All approved correspondence will be given to the corresponding secretary for entry into the records.

## **ARTICLE IX**

### **AMENDMENT**

These by-laws may be amended at any FMC general membership meeting by a simple majority vote of the members present. Prior to voting, advance notice of any amendment must be provided to the Music Council for its approval. Following approval, advance notice of the proposed amendment shall be provided to the members.

**Adopted: November 7, 2005**

**Kim Pierre**  
Club President

**Debbie May**  
Vice President

**Janna Skalski**  
Corresponding & Recording Secretary

**Lisa Wolters**  
Treasurer

## ADDENDUM

### THE FAIRBORN MUSIC CLUB COUNCIL

PURPOSE: To promote unity and better communications between the three parent booster groups.

#### COUNCIL MEMBERSHIP:

1. Music Supervisor
2. Band Director
3. FMC President
4. Choir Director
5. Choir Booster President
6. Orchestra Director
7. Orchestra Booster President

The FMC general membership will meet on the third Monday of every month at the Fairborn High School, 900 East Dayton-Yellow Springs Road, Fairborn, Ohio.