

FRANKLIN THEATRE ASSOCIATION AUXILIARY BOOSTER GROUP
OPERATING PROCEDURES

- I) AFFILIATION:
- a. This group is to operate solely under the Franklin High School Parent Booster Club (FHS Booster Club) and no other affiliation.
 - b. The FHS Booster Club is the only named Booster Club at Franklin High School.
 - c. All groups supporting a sport or other programs may apply to operate as an auxiliary group under the umbrella ⁽¹⁾ of the FHS Booster Club.
 - i. To apply, a group must complete an “Account Registration Form” and submit to the FHS Booster Club Board of Directors.
 - d. Approval provides all the requirements to operate under the FHS Booster Club of the IRS 501(c3) Non-Profit and a California Corporation establish by the FHS Booster Club.
 - e. Other benefits include Bank Account, Accounting System, Insurance (Liability & Bond) and more.
 - f. The FHS Booster Club has a Corporate Constitution, By-laws, and a set of Standard Operation Procedures that all auxiliary groups must comply with.
- II) NAME
- a. This group shall be known as the Franklin Theatre Association Group
 - b. Purpose of this group is to support all Theatre activities and their events.
- III) MEMBERSHIP
- a. All adults supporting the Franklin Theatre Association are requested to become a registered member of the FHS Booster Club
 - b. FHS Booster Club board of directors will provide a registration form and set the registration fee.
 - c. This membership is only for the current fiscal year between July 1 and June 30 of a succeeding year.
- IV) MEETINGS:
- a. Meetings are scheduled by this group
 - b. At this time, monthly meetings are held as announced by the Chairman.
 - c. Changes or alternative meeting times or location will be notified to all members 5 days prior to the change.
 - d. Robert’s rules of Order Revised will prevail in the conduct of all meetings.
[\(http://www.rulesonline.com/\)](http://www.rulesonline.com/)
- V) MANAGEMENT AND TEAM LEADERS POSITIONS
- a. A group of management and team leaders are to help guide and operate the Franklin Theatre Association. For this group, the following Administrative Staff are to help guide this group of volunteers. These people can volunteer with the approval of the membership of the Franklin Theatre Association group for these positions.
 - i. Management⁽¹⁾ Positions
 1. **Chairman** is responsible for the leadership of the group, conducting meeting, and coordinating with the FHS staff.
 2. **Vice Chairman** will perform duties of the Chairman when absent. Vice Chairman will help coordinate all Fundraising events.

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3. **Secretary** will record the activities at all meetings and present to the membership for review. To maintain a record of current members and contact information.
 4. **Treasurer** is responsible to advise the group of proper accounting of funds by the group members of all funds as set forth by the FHS Booster Club. Work as necessary with Theatre Teachers and Staff as required to support the handling of financial operations.
 5. **Group Coordinator** is responsible to work with FHS Staff and be the principal liaison between the staff and the Franklin Theatre Association group and parents.
- ii. Team Leader⁽²⁾ Positions
1. **Webmaster** to coordinate information and to maintain a web site about activities.
 2. **Spiritwear** to coordinate the sale of spirit wear of varied types for parents.
 3. **Booster Liaison** is the group's representative to the FHS Booster Club Board of Directors.
 - a. This position is required by the FHS Booster Club in order have an established accounting and approved position for support by the umbrella organization.
 4. **Fund Raising** is the person who helps develop fund raising to help provide an income sources.
 5. **Concession** is a business operation at functions to sell various food and drink items.
 6. **Parent Team Leader** works with all member parents and friends to communicate all activities for this group.
- iii. Terms of office for the Administrative Staff.
1. All persons fulfilling Management and Team Leaders positions shall perform their duties for 1 year, and it is recommend for at least 2 years.
 2. At the [name a Month] meeting each year, will be to receive the volunteers or election of the Franklin Theatre Association Administrative Staff.
 3. The Administrative Staff may appoint any person to fulfill any open position that becomes vacant during a term of office.
- iv. Removable of a Management or Team Leader Person
1. At a meeting of just the Administrative Staff to review and determine that a person shall be removed from office when they feel a person is not fulfilling their duties or other valid reason.

VI) Financial

- a. Processing funds is based on the Standard Operating Procedures of the FHS Booster Club
- b. FHS Booster Club will maintain an account of all group funds and provide a report of the group's account monthly or as requested.
- c. There will be a single accounts established to support the Franklin Theatre Association group.
 1. That account will be known as Drama for the processing of all financial transactions.
- d. Each registered club has an assessment by the FHS Booster Club to help support the fixed Expenses of operation the FHS Booster club.

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- i. The Assessment will be lowered by the total membership fees collected by a club based on those signing up as a member of the FHS Booster Club.
- VII) These Operating Procedures will remain in force until amended at a special meeting of the Franklin Theatre Association group meeting. An approved copy must be filed with the FHS Booster Club Secretary.
 - a. All members will be notified of such meeting one month prior to the meeting stating the location, date, time and subject of the meeting.
- VIII) Adoption of Operating Procedures is done at a meeting of Franklin Theatre Association group membership.
- IX) The following Administrative Staff attending this meeting must sign attesting to the approval by the membership

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CONSENT OF THE MANAGEMENT TEAM ADOPTING FRANKLIN THEATRE ASSOCIATION OPERATING PROCEDURES

We, the undersigned, are all of the persons named as the Administrative Staff for these Operating Procedures and, pursuant to the authority granted to this team by these Operation Procedures take action by unanimous written consent without a meeting, consent to, and hereby do, adopt the foregoing Operation Procedures Bylaws, consisting of 5 pages, as the Operation Procedures of the Franklin Theatre Association group.

Dated: _____

, Chairman

, Vice Chairman

, Treasurer

, Coordinator

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Operating Procedures named in the title were duly adopted by the Administrative Staff of said Franklin Theatre Association Group on the date set forth below.

Dated: _____

, Secretary

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DEFINITIONS

- 1) **Umbrella** means: Something that gives support, protections, or authority
- 2) **Managers** have the rights to lead the organization. They are responsible to ensure the organization is operating properly.
- 3) **Team Leaders** are the people who motivates and inspires people and guide them in the duties supporting the organization.