

# **Logan Band Booster Association**

## **The Bylaws**

### **Article I. Name of the Association**

Section 1: The association shall be called “The Logan Band Booster Association”.

### **Article II. Policy**

Section 1: The policies of the Association shall be determined by a majority of members present and authorized to vote at an annual, monthly, or called meeting and by referendum to the membership.

### **Article III. Purpose of the Association**

Section 1: To stimulate and maintain an enthusiastic interest in the various programs of the Instrumental Music Department of the Logan-Hocking School District.

Section 2: To lend support, both moral and financial, to the Instrumental Music Department of the Logan-Hocking School District.

Section 3: To cooperate with the Director(s) of the Instrumental Music Department in order to maintain the highest level of efficiency and integrity.

### **Article IV. Membership**

Section 1: The membership of the Association shall be open to anyone interested in the progress and development of the Instrumental Music Department. Parents and legal guardians of all instrumental music students are considered members.

Section 2: All parents and legal guardians are encouraged to join the Association. The Association recognizes individual participation may be inactive or indirect as well as members.

## **Article V. Officers**

Section 1: The officers of the Band Booster Association shall consist of a President, Vice President, Immediate Past President (for a period of one year), Secretary, Treasurer, Head Chaperone, Head Concessions Chair and the Director of the Instrumental Music Department of the Logan-Hocking School District. The Director of the Instrumental Music Department shall serve as an advisory to the boosters in a non-voting capacity. All officers of the Band Booster Association shall comply with the Logan-Hocking School District employee code of conduct and shall submit to a BCI/FBI background check.

### **A. President**

1. The President shall preside at all meetings of the Association, appoint all committees as needed to expedite the business of the Association and shall be considered an ex-officio member of all such committees.

2. The Immediate Past President shall give counsel to the newly elected President and shall perform other such duties as assigned by the President or the members of the Association.

### **B. Vice President**

1. The Vice President shall provide the President any assistance required and shall serve as President in the case of temporary absence or disablement of the President and shall perform other duties as may be assigned by the President or other members of the Association.

A. In the event that the Secretary is absent from the monthly Logan Band Booster Association meeting the Vice President shall serve as Secretary.

### **C. Secretary**

1. The Secretary shall keep and preserve the official records and minutes of all Association meetings and maintain all correspondence for the Association as needed.

### **D. Treasurer**

1. The Treasurer shall disburse all funds as authorized by the Association and keep accurate accounts of receipts and expenditures.

2. The Treasurer shall prepare and present an annual budget to the Association subject to approval by majority vote of members present. The annual budget shall be approved at the regular meeting prior to the beginning of the Association's fiscal year.

3. The Treasurer shall prepare and present a monthly accounting of all financial receipts, disbursements and transactions subject to approval by majority vote of members in attendance at monthly meetings. A monthly bank reconciliation and bank statement shall be presented to members of the executive committee for review and approval.

4. The Treasurer shall prepare start up funds for all events sponsored by the Band Booster Association.

5. The Logan Band Booster Association consisting of the executive officers, members, and volunteers are insured against transfer fraud, theft, and forgery. All costs involving the insurance policy will be paid for by the Logan Band Booster Association. Policy documents are kept by the treasurer and available for review.

6. The treasurer will provide a bi-annual report of expenditures/profits involving the concession stand to the membership. This will consist of a report provided after the fall sports concession season which will be presented at the **December** monthly meeting. Along with a spring sports concession report which will be presented at the **June** monthly meeting.

## **E. Head Concession Chair**

1. The Head Concession Chair shall be responsible for the following...

a. Appointing a food booth leader for both concessions with the approval of the executive board.

b. Work with the suppliers to order all food products and paper goods to stock and maintain booths with an adequate supply of products for all events where food will be sold in the concession booths.

c. Collect invoices from all suppliers and deliver these invoices to the Treasurer.

d. The Concession Chair and members of the Executive Committee shall be the only members to remove excess cash from the tills while booths are in operation.

e. The Executive Committee shall count concession proceeds after each event prior to turning it over to the Treasurer to be deposited.

f. The Head Concession Chair or a chosen Executive Board Officer is required to possess a current food handler license issued through the health department or similar organization. All costs are to be covered by the Logan Band Booster Association.

g. All Booster Association Officers are required to possess a "Person in Charge" license. All costs are to be covered by the Logan Band Booster Association.

h. Start up costs for the Concession Booth shall be approved in **July** by the Executive Board Members. Additionally throughout the concession season continued replenishment of concession booth items shall be approved by the Executive Board Membership.

## **F. Head Chaperone**

1. The Head Chaperone shall be responsible for the following...

a. Enlisting adult help for all bus trips with a chaperone to student ratio of 15-1, with a minimum of 4 adults per bus.

b. Passing out chaperone identification tags to each chaperone.

c. Passing out first aid kits for each bus.

d. Loading plumes onto the equipment bus, passing out and collection of plumes to and from students, unloading plumes after performance.

e. Notifying and confirming all chaperones 5 days prior to an event.

f. Giving all chaperones a list of duties in writing for major events.

g. Head Chaperone MUST ride on the first bus.

h. Appoint a temporary Head Chaperone in the event of his/her absence.

Section 2. The replacement of an officer due to a vacancy or removal.

A. A vacancy of an office is determined by a death, resignation or upon the forfeiture of office for cause as determined by a majority vote of the Association.

B. In the event of any vacancy of an office, the remaining officers will appoint a replacement to fulfill the term of the vacant office until the next election. If the Presidency becomes vacant, the Vice President will assume the office of the Presidency and a new Vice President will be appointed.

C. An officer may be removed from their duties when failing to comply with the Logan-Hocking School District employee code of conduct with a majority vote from the membership.

## **Article VI. Medic**

Section 1. The Medic is to be appointed by the Director(s) of the Instrumental Music Department.

A. The medic must follow the “Medical Guidelines and Policies” attached to these bylaws.

## **Article VII. Chaperones**

Section 1. Chaperones must follow “Chaperone Guidelines and Policies” attached to these bylaws.

## **Article VIII. Executive Board**

Section 1. There shall be an Executive Board of the Association.

A. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer and the Director of the Instrumental Department.

B. The Executive Board shall have general supervision of the affairs of the Association and shall have the power to execute executive decisions, as necessary, on behalf of and/or in the best interest of the Association.

## **Article IX. Meetings**

Section 1. Regular meetings of the Association shall be held on the second Monday of each calendar month. The President has the authority to cancel a regular monthly meeting or to call a special meeting of the Association, including an executive meeting.

Section 2. A quorum of the Association shall consist of at least 7 members of the Association. This number MUST INCLUDE the presence of at least 2 duly elected Executive Board Officers of the Association.

Section 3. All meetings shall be governed by the most recently revised editions of the Robert's Rules of Order. In situations when a conflict occurs with specific rules found elsewhere in the Bylaws of the Association, the Bylaws shall prevail.

### **Article X. Committees**

Section 1. The President shall appoint committees as may be necessary to expedite the business of the Association.

Section 2. The Director of the Instrumental Music Department shall be an ex-officio member of all committees.

### **Article XI. Election of Officers**

Section 1. The President shall appoint a Nominating Committee of three members, with at least one member not an officer, during the regular March meeting of the Association.

Section 2. The Nominating Committee shall present a slate of officers to be elected during the meeting in April. Nominations may be accepted from the floor following the recommendations of the Nominating Committee.

Section 3. The officers shall be elected in May by a majority vote of the Association members present and new officers shall start their term in office at the first meeting in June.

### **Article XII. Management and Disbursement of Funds**

Section 1. Effective November 8<sup>th</sup> 1999 the fiscal year of the Logan Band Booster Association shall be from July 1<sup>st</sup> to and including June 30<sup>th</sup> the following year.

Section 2. All funds of the Association shall be deposited in one or more national or state chartered banks, savings societies and/or building and loan associations as designated by the Association. The Association may authorize the Treasurer to invest funds not immediately needed for current operation of the Association in bonds, notes, certificates of indebtedness, treasury bills or other securities issued by Federal Mortgage Association or obligations of the State of Ohio. Checks shall be dual signatures consisting of the President and Treasurer if the amount exceeds \$300.

Section 3. An audit will take place at the beginning of July each year.

Section 4. A Majority of the Executive Board Officers may approve monthly expenditures not to exceed \$300.00 for miscellaneous booster association expenses. Direct funding needs of the Director of the Instrumental Music Department may be approved by a majority vote of the Executive Board Officers.

Section 5. The Executive Board Officers may approve up to \$1,000.00 yearly, for emergency expenditures. Emergency is defined as a piece of existing concession equipment needing repair or replacement (i.e. freezer) in which this emergency does not coincide with a monthly membership meeting.

Section 6. **Band Trip:** The treasurer shall disburse funds for the band trip at the request of the Head Director of the Instrumental Music Department. This consists of the first deposit and each payment hereinafter. These funds are to be directly taken from the Logan Band Booster Association trip account. When the funds are disbursed the treasurer shall notify the membership at the monthly membership meeting.

Section 7. **OMEA District Wide Band Competition and Solo and Ensemble:** The treasurer may disburse funds for solo and ensemble at the request of the Director of the Instrumental Music Department. This shall include competition fees, hiring of a pianist, transportation, or other related expenses. The treasurer shall notify the membership of the total cost of solo and ensemble during the monthly membership meeting.

Section 8. **Band Event Transportation:** The treasure shall disburse funds for transportation related expenses per the request of the Director of the Instrumental Music Department. This is limited to extra busing for football games and any transportation not covered by Logan-Hocking School District.

## Article XIII. Uniform Fund

Section 1. An amount from the yearly proceeds shall be placed in the Uniform Fund. The amount determined each year shall require a majority vote of the Association for the transfer of the funds from the General Operating Fund to the Uniform Fund.

Section 2. The Uniform Fund shall not be used for anything other than the exclusive purchase of uniforms and/or accessories.

### **Article XIV. Scholarships**

Section 1. The Barton A. Holl Scholarship was established by the Logan-Holl Foundation Inc., to help support a student or students graduating from the Logan High School, who participated in the Logan High School band program, who is attending a college in Ohio of his/her choice and majoring in music. An endowment of \$5000 was donated to be placed into a certificate of deposit. Interest from the certificate of deposit on file shall be used to generate the amount of the scholarship.

Section 2. The amount and frequency of the scholarship to a student(s) shall be determined by a majority vote of the Association after consultation and recommendation from the Director of the Instrumental Music Department.

Section 3. G & J Pepsi-Cola Bottlers, Inc donates scholarship funds annually to be awarded to students who participated in the Logan High School band program. In recent years the amount has been \$4000. Various scholarships are presented from these funds including the Jeff North Scholarship and the Pam Price Scholarship. The number of scholarships and amounts shall be determined by the Director of the Instrumental Music Department.

### **Article XV. Fundraising Policy**



Section 1. Fundraising is defined as any money making activity (raffle, auction, sales of items, request of donations, etc...) that would benefit the Logan Band Booster Association on behalf of the Instrumental Music Department.

Section 2. The President shall appoint a committee chairman and approve all committee members for any and all fundraising projects during the regular monthly meetings of the Association.

Section 3. The Fundraising Chairman or President shall report all plans to the Association during the regular monthly meeting. All upfront costs for the fundraiser must be approved by a majority vote. Approval may be given by the Executive Board Members only if funds do not exceed \$300.

Section 4. All requests for donations and/or contributions and all correspondences to businesses and for any community fundraising shall be in letter format on official Logan Band Booster letterhead or other forms of communication not limited to (i.e digital/electronic/email). The content of the letter or correspondence shall be read at the regular monthly meeting and approved by those in attendance. Approval may be given by the Executive Board.

Section 5. Any Logan Band Booster member, officer, or private party, shall not use the Logan Band Booster or Logan Marching Chieftains names to raise funds unless the fundraiser has been voted on and approved by a majority vote at a regular meeting, special meeting or approved by the Executive Board.

Section 6. Any business, club, or community member having questions concerning a fundraising event shall be referred to the Committee Chairman or an Executive Board member.

## **Revision of Bylaws**

Section 1. The Bylaws shall be reviewed every four years and revised as necessary.

### **Amendments**

Section 1. The Bylaws may be amended by a majority vote of the members present at any regular or special meeting of the Association. The amendment(s) must have been presented at the preceding regular or special meeting of the Association. A copy of the amended Bylaws shall be submitted in writing to the officers of the Association and the Director of the Instrumental Music Department. Additional copies may be submitted to the members of the Association as needed.

Section 2. Any amendment adopted shall become effective immediately unless otherwise specified in the amendment.

### **Bylaws revised...**

February 7, 1985

November 8, 1999

January 1, 2003

November 8, 2008

August 15, 2013

March 1, 2014

March 14, 2016

April 10, 2023

## **Bylaws Committee for 2023**

J. Ryan Whitescarver, President

Lacy Cox, Treasurer

Amanda Stivison, Majorette Director

Pam Price, Head Director of Instrumental Music

Clarissa Bates, Assistant Director

Brian Bently

Emily Bently

Amanda Chaffin

Randy Chaffin

Brenda Rowe

# **Chaperone Guidelines and Policies**

## **Article I. Purpose**

Section 1. The purpose of a Chaperone is to provide supervision and safety of band students, and help in anything requested by the Head Chaperone or Band Director(s).

## **Article II. Guidelines**

Section 1. Only those enlisted and approved by the Head Chaperone shall ride band buses, unless special permission is given by a Director for medical conditions of a band student.

Section 2. The Head Chaperone shall assign Chaperones to a specific bus.

Section 3. The Head Chaperone shall ride the senior bus.

Section 4. Each Chaperone shall wear an identification tag and it shall be clearly visible.

Section 5. Chaperones must complete a volunteer form, as required by the school district, to be turned in to the Band Booster Association for approval, then complete the required FBI/BCI fingerprinting and submit the form to the Logan Band Booster Association for approval from the Logan-Hocking School District Board of Education.

A. A \$10.00 fee for fingerprinting shall be paid by the chaperone to the Band Booster Association. The remaining cost will be covered by the Logan Band Booster Association.

Section 6. The school district and/or the Logan Band Booster Association reserve the right to reject or remove any chaperone without proper reason if needed.

Section 7. Order of command on the buses should be as follows:

- A. The Bus Driver
- B. The Director
- C. The Chaperones

Section 8. No Chaperone shall use profanity or abusive language while on duty.

Section 9. Chaperones shall sit 2 in the rear section of the bus and 1 in the front section of the bus with the Director or 2 in the front section if a Director is not on the bus for a total of 4 adults on each bus to eliminate risks, unless requested otherwise by the Band Director and/or Bus Driver.

Section 10. All Chaperones shall realize that the manner in which they conduct themselves while on duty directly reflects on the band program, Band Booster Association and the Logan-Hocking School District. All Chaperones must follow the Logan-Hocking School District employee code of conduct.

Section 11. All Chaperones shall sit with the band during events, unless permitted otherwise by the Head Chaperone.

### **Article III. First Aid Concerning Band Students**

Section 1. All Chaperones are **NOT** permitted to give any band student medicine of any sort unless it is in the first aid kit.

A. If a band student is requesting medicine the student or chaperone is to contact the Medic/Nurse.

Section 2. If an emergency occurs, chaperones are to contact the Medic/Nurse immediately.

Section 3. If a student is in need of special medication in case of an emergency, that medication shall be carried in the Medic Bag and in the First Aid Kit on the bus the student rides, as buses may get separated.

Section 4. In the event that section 3 does occur, all Chaperones are to be made aware of the situation as deemed necessary by the Medic/Nurse. The Medic/Nurse will appoint a Chaperone to administer such medication, if needed.

## **Medical Guidelines and Policies**

### **Article I. Purpose**

Section 1. The purpose of the medic is to provide basic first aid care to band students. Advanced levels of care will only be provided by 911 agencies, if needed. In that situation the medic/nurse is to provide comfort and support until ALS care arrives.

### **Article II. Minimum Qualifications and Duties**

Section 1. Medic/Nurse must be CPR and First Aid certified from a state approved organization, preferably a minimum of EMT-Basic or Nursing Aide.

Section 2. Medic/Nurse must maintain a sufficient inventory of supplies for the first aid kits and the medical bag. See Article V for minimum contents.

Section 3. Medic/Nurse must keep a list of band student's medical authorization forms and over the counter medication forms with them during all band events.

Section 4. Medic/Nurse must keep a list of all student allergies and pertinent facts in the medic bag.

Section 5. When bandcamp is away, the Medic/Nurse must keep track of all students' medication in their room to be provided to students at designated times. Medic/Nurse must keep track of the student's intake of medicine.

Section 6. Medic/Nurse must be available to provide first aid care during all band events (i.e. home and away football games, festival of bands, band camp, competitions and trips).

Section 7. In an event that the Medic/Nurse is not available, they must find a replacement to cover their absence. If a replacement cannot be found, the Head Director must be notified.

### **Article III. First Aid Kits and Medical Bag**

Section 1. Three of the four band buses must contain a First Aid kit to be kept on the bus during chaperone events. The remaining bus must have the Medical Bag.

Section 2. First Aid kits must be provided for both concession stands.

Section 3. Medical Bag must be locked at all times when not in use.

### **Article IV. Special Considerations**

Section 1. Any student needing an inhaler or Epi pen must carry it with them at all times. The Medic/Nurse may request to have an extra one to carry in the medical bag.

Section 2. If a student needs a special medication in case of emergency, that medication shall be carried in the Medical Bag and/or the first aid kit(chaperone bag) on the bus the student rides, as buses may get separated.

Section 3. In the event that section 2 does occur, all Chaperones are to be made aware of the situation as deemed necessary by the Medic/Nurse. The Medic/Nurse will appoint a Chaperone to administer such medications, if needed.

## Article V. Inventory

Section 1. **First Aid kits(Chaperone bags)** will include Student Health Information Forms along with a list of students with pertinent health history, allergies, and if they are permitted to receive OTC medications.

Hand Sanitizer

4x4 sterile gauze pads

Band-aids

Ice pack

Bottle of water and small cups

Nitrile gloves

Tylenol

Alcohol pads

2x2's

4x4's

Ace wraps

Soft kling wraps

Peroxide

Sterile eye drops

Orajel

Antiseptic wash

Antibiotic ointment

Hydrocortisone cream

Bee Sting Relief tubes

Ibuprofen

Dramamine



Pepto bismol tablet

Chewable Antacids

Allergy relief medication

Glucose tablets

Cough drops

Pads/Tampons

Tissues

Emesis Bags

Safety Pins

Clear piercing studs

Small Notebook and pen

## Section 2. **The MEDICAL bag will include...**

Ambu Rescue mask

Stethoscope

BP cuff

Trauma Shears

Pen Light

Medical tape

Hand Sanitizer

Glucometer and supplies

Tweezers

Nail clippers

Pads/Tampons

Tissues

Nitrile Gloves

Emesis Bags

Bug Spray

## **Article VI. Revisions**

Section 1. These chaperone and medical guidelines and policies shall be revised every four years or as necessary, along with the bylaws of the Band Booster Association. A majority vote of the members of the Association in attendance is required to make changes.