

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 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 advisor to the boosters in a non-voting capacity. All officers of the Band Booster Association shall comply with the Logan-Hocking School District code of conduct and shall submit to a fingerprint 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.

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 startup funds for all events sponsored by the Logan Band Booster Association and all funds shall be secured via a safe or agreed upon secure location within the concession stand on school grounds.

5. The Treasurer shall 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 January monthly meeting. Along with a spring sports concession report which will be presented at the June monthly meeting.
6. The treasurer is to perform all duties pertaining to managing funds during the big 4-year_trip and is exempt from being a chaperone. An assistant for the treasurer may be assigned by The Director of the Instrumental Music Department to assist during the trip or to act in place of the Treasurer if the Treasure cannot attend the trip.

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 Booster Officers shall be the only people to remove excess cash from the tills while booths are in operation.
 - e. The Booster Officers shall count concession proceeds after each event prior to turning over to the Treasurer to be deposited.
 - f. The Head Concession Chair or a chosen 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 may be reimbursed by the Logan Band Booster Association.

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.

SPECIAL NOTE: The Director of the Instrumental Music Department holds all rights in choosing chaperones for the trip. Trip Chaperones are NOT chosen by the Head Chaperone.

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

- A. A vacancy of an office is determined by a death, resignation, or upon removal from 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.

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 the new officers shall start their term in office on June 1st.

Article XII. Management and Disbursement of Funds

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

Section 3. An audit may be requested at any time by the officers.

Section 4. A Majority of the 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 Board Officers.

Section 5. A Majority of the 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.

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. 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 2. 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 all fundraising projects during the regular monthly meetings of the Association.

Section 3. The Fundraising Chairman 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 or approval may be given by the Board Officers only if funds do not exceed \$300.

Section 4. All requests for donations and/or contributions and all correspondence to businesses, clubs, or community shall be in letter format on official Logan Band Booster letterhead or through Booster email. The content of the letter shall be read at the regular monthly meeting and approved by those in attendance. Approval may be given by a majority of the Board Officers.

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.

Article XVI. Insurance

Sections 1. The Logan Band Booster Association consisting of the officers, members, and volunteers are insured against transfer fraud, theft, and forgery. Limits on these items are

listed in the policy. 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.

Section 2. The Logan Band Boosters have retained ownership of all concession equipment instead of listing as school property. Therefore, the equipment does not fall under the school insurance policy. The boosters shall keep insurance on the equipment. The current policy documents are kept by the treasurer and are available for review.

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 meetings 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
March 11, 2024
June 17, 2024

Bylaw Committee for June 2024

Shanna Gordon, President
Lisa Schein, Vice President
Anna Hiles, Secretary

Becky Maurice, Treasurer

Chris McCarty, Head Chaperone

Crystal Ferri, Head Concession

Lindsay Van Winkle, Head Director of Instrumental Music

Clarissa Bates, Assistant Director

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 finger printing and submit the form for approval of the School Board of the Logan-Hocking School District.

- 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 way 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 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. 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.

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

Section 3. If a student needs 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. If section 3 does occur, all Chaperones are to be made aware of the situation as deemed necessary by the Medic. The Medic 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 is to provide comfort and support until ALS care arrives.

Article II. Minimum Qualifications and Duties

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

Section 2. Medic 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 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 must keep a list of all student allergies and pertinent facts in the medic bag.

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

Section 6. Medic 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 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 Medic 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 Medic Bag.

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

Section 3. Medic 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 may request to have an extra one to carry in the medic bag.

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

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

Article V. Inventory

Section 1. First Aid kits (Chaperone Bags) MUST include minimum contents of

- 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 the above and in addition 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.