

## **STANDING RULES OF THE TIGER MARCHING BAND PARENTS ASSOCIATION**

These standing rules are meant to supplement and further explain the bylaws of the Tiger Marching Band Parent Association. The Tiger Marching Band shall be referred to as TMB in this document; the Tiger Marching Band Parent Association will be referred to as the Association.

### **MEMBERSHIP**

The dues for participating in the Tiger Marching Band shall be \$250 per student.

The dues for participating in the Winter Guard shall be \$250 per student.

Upon return of the uniform with a cleaning receipt, \$50 will be refunded per student.

The Tiger Marching Band Handbook shall contain information on alternate financial arrangements.

### **STANDING COMMITTEES AND TEAM DIRECTOR RESPONSIBILITIES**

The responsibilities of the Team Directors have varied from year to year based on the needs of the Association and the individual strengths of the Team Directors. The current list of the Association's standing committees and the Team Directors responsible for those committees is found below.

1. The Communications Director shall oversee:
  - a) Email
  - b) Website
  - c) Publicity
  - d) Spirit
  - e) Senior Night
  - f) Video Production
  - g) Photography
  - h) Band Camp
  - i) Other appropriate Communications functions
  
2. The Operations Director shall oversee:
  - a) Chaperones
  - b) Hospitality
  - c) Family Picnic
  - d) Uniforms and Parade Wear
  - e) Guard Parent
  - f) Other appropriate Operations functions
  
3. The Equipment Director shall oversee:
  - a) Construction Crew and Drivers
  - b) Truck Rentals

- c) Other appropriate Facilities/Equipment functions
4. The Finance Director shall oversee:
    - a) Accounting/Reporting
    - b) Fund-raising
    - c) Car Wash
    - d) 50/50 Raffle
    - e) Yard Signs
    - f) Holiday Pops Concert
    - g) Other appropriate Finance functions
  5. The Membership Director shall oversee:
    - a) Student Registration
    - b) Allergies and Medical Information
    - c) Student Recruiting and Retention
    - d) Database/Roster
    - e) Volunteer Coordinator
    - f) Spirit Wear
    - g) Other appropriate membership function

### **MEETINGS**

The Board of Directors meet on a monthly basis during the year. The current regular monthly meeting date, as determined by the President in conjunction with the school staff and administration and the Association Board of Directors, is the second Monday of each month.

### **DISBURSEMENT OF FUNDS**

Expense budgets for instruments and supplies (new instruments, instrument repairs, marching equipment, and instrument supplies) shall be capped at \$5000 for each fiscal year.

### **CONDOLENCES POLICY**

Upon becoming aware of the death of a TMB student's family member, condolences shall be expressed in the following manner:

1. **Immediate Family Member (parent/guardian or sibling).** An emailed message shall be sent to our TMB general membership notifying them that we are extending our condolences to that family on behalf of our TMB organization. In addition, the TMB secretary will send a sympathy card plus floral type gift to be delivered to that family (cost shall be at the discretion of the officers). The TMB secretary will acknowledge what was sent at the next monthly TMB meeting to be included in the meeting minutes.
2. **Grandparent.** The TMB secretary will send a sympathy card to the family upon the death of a student's grandparent. (no emailed message to membership notifying of a grandparent's death) The TMB secretary will acknowledge that a card was sent at the next monthly TMB meeting to be included in the meeting minutes.
3. Condolences shall not extend to aunt/uncle unless they were the TMB student's guardian.

4. Condolences for TMB director and support staff's family members shall be at the discretion of the officers as deemed appropriate.

Date Approved: \_\_\_\_\_

\_\_\_\_\_ President

\_\_\_\_\_ Secretary