

Tau Beta Sigma Alumni Association

Continue your commitment with Tau Beta Sigma in the Tau Beta Sigma Alumni Association (TBΣAA)!

Here comes graduation! What's next? What can I do to stay involved? Active membership has ended, and your next role is that of Alumni. Moving into this new role is an exciting time, as you discover how serving by giving BACK to the organization that has given you so much, is such an honor.

Receiving your degree does not mean the end of your association with TBΣ. It is the beginning of the next stage of your commitment to service, music, and one another. Alumni Status in TBΣ is something to be proud of attaining. Actives see you, your involvement, and enthusiasm, and know that there is "life after college." As you move into the next phase of your life, your membership in the Tau Beta Sigma Alumni Association welcomes you into the next phase of your Sorority life.

TBΣAA was founded to expand Sisters' and Brothers' involvement beyond the campus. It is a way to continue being affiliated, to stay in touch, and continue serving beyond graduation. The TBΣAA is also an avid supporter of the National Intercollegiate Band. Our many State, District and Regional Alumni Associations (known as Affiliates) also have many exciting service and social projects of their own on more regionally or locally focused levels. At National Convention we host social events and tours to ensure enough fun while we are there! Being a member of the TBΣAA is the next step in your commitment to bands, service and Sisterhood. The TBΣAA is one of the best ways to keep serving Tau Beta Sigma.

Mission Statement

The mission of the Tau Beta Sigma Alumni Association is to further the sisterhood bonds, professional development and social endeavors of Tau Beta Sigma alumni and friends. The association will support the Sorority's mission of advancing women in music and promoting music in our society.

The TBSAA Constitution supersedes all the information in this handbook.

For More Information:
Contact the National Headquarters at
(800) 543-6505

or

visit our web site at: <http://www.tbsigma.org/TBSAA>

E-Mail Membership Questions to: TBSAA@TBSIGMA.ORG

Forming an Affiliate

Affiliates, or organized local groups of alumni, will be recognized by the Tau Beta Sigma Alumni Association. Affiliates may be based on chapter, college/university or geographic region.

To be recognized as an Affiliate of the Tau Beta Sigma Alumni Association, the group must have a minimum of 10 members, including a minimum of three officers. At least three officers of affiliates must be members in good standing with the Tau Beta Sigma Alumni Association. Members may join the affiliate and not be Tau Beta Sigma Alumni Association paid members. It is encouraged for all alumni and friends of an affiliate to also support the Tau Beta Sigma Alumni Association through membership.

Each Affiliate will need to renew their recognition annually, with the recognition year following the calendar year of January 1 through December 31. Annual dues for the Affiliate will be \$50. There is a one-time fee of \$25 to charter an affiliate. An Annual Report will be required to renew Affiliate recognition.

Annual Activity Report

Each year, all active Affiliates of Tau Beta Sigma Alumni Association will be required to submit an Annual Activity Report. As an active affiliate of a National Organization, your Affiliate must assume the responsibility of properly informing the Executive Committee of your activities. The Affiliate President assumes the responsibility for filing the Annual Activity Report.

The Annual Activity Report will be mailed by first class mail to the Affiliate President during November and must be returned to the National Headquarters prior to JANUARY 1ST. In the event you do not receive your copy in the mail, you may download a copy from the National Website. Instructions for properly completing the form are below and on the form.

The report will become a part of official Affiliate records and will be used by the Executive Committee to determine the OUTSTANDING AFFILIATES for the biennium, which receive the Affiliate Leadership Award.

Officer's Checklist

The following checklist should be used as a reminder and as a guide. It is designed to assist you as an Affiliate officer.

➤ **NATIONAL HEADQUARTERS FORMS:**

Proper use of the National Headquarters forms which require an accompanying check will make your job much easier. Sample copies of these forms and instructions for their use are included in this manual. **The actual forms must be downloaded from the National Headquarters website.**

➤ **FEES AND DUES:** The Annual Affiliate Fee should be submitted as early as possible. It can be accompanied by alumni membership dues for each member. If submitted to the National Headquarters by **JANUARY 1ST**. The National Headquarters does not accept half-year membership dues or dues for a person who is not listed on your master roster. Every person who participates as a member of the Affiliate must be listed on your membership form even if they are not a dues paying member of the alumni association.

➤ **REPORTS:** Only one (1) report must be submitted to the National Headquarters each year. The Affiliate president has responsibility for submitting the Affiliate Annual Report no later than **JANUARY 1ST**.

➤ **NATIONAL AFFILIATE/MEMBERSHIP**

DIRECTORY: Directory information is collected throughout the year in order to update the online National Affiliate Directory. Please inform the National Headquarters of all changes of mailing addresses, e-mail addresses, and telephone numbers using the Affiliate Information Change Form as soon as possible. The Directory will be only as current as the information submitted. Members' official information will only be provided to dues paying members who have confirmed that their information can be shared.

➤ **PUBLICATIONS:**

• **NATIONAL** -The PODIUM provides your Affiliate an opportunity to have your articles

published in a national magazine. Articles worthy of publication are personality profiles, outstanding projects or activities, editorial comments and articles on specific topics related to continued service to bands and service. Copy deadline dates are November 1 and May 1.

• **TΒΣΑΑ NEWSLETTER** – The RHAPSODY (published quarterly) provides information for our members on professional/career tips, highlights the activities and projects of our Affiliates and additional opportunities to serve the sorority.

➤ **AFFILIATE MINUTES:** An electronic copy of the minutes should be kept for each meeting. Once they have been approved, place them in the Affiliate binder or some other permanent file for future reference. These do not need to be sent to the National Headquarters.

➤ **CORRESPONDENCE:** Date all correspondence originating from your Affiliate and be sure to retain a copy for your files. This is especially important with all reports and correspondence filed with the National Headquarters. Copies may be needed when you are asked to verify a report or track down missing correspondence. Be sure to retain a copy of all forms submitted to National Headquarters for your files.

➤ **TREASURER REPORTS:** A report of the Affiliate treasurer should be given at each meeting. Be sure to report what you have accomplished and not what you intend to accomplish. Your report to the Affiliate does not need to be lengthy; it could be as simple as the following:

Balance of Last Report	\$ _____
Total Receipts	\$ _____
Less Total Expenditures	\$ _____
Current Balance of	\$ _____

Please be sure to retain a copy of every financial transaction. It is important to stay current and to be prepared to assist your successor when your term of office has ended.

President

As the highest elected official of your Affiliate, you have taken on a great opportunity and challenge for the coming year. Because of your leadership abilities, the members of your Affiliate have chosen you to help mold their projects and activities into successful and rewarding events. Be prepared to lend the necessary spark and to coordinate talents when needed. It is also your duty to see that each of your Affiliate officers is doing her/his job. If this is accomplished, you may be assured that your Affiliate is maintaining a positive working relationship with the Executive Committee and National Headquarters and is an asset to your community and district.

There will be times you must put your real leadership abilities to work - patience, perseverance, and the ability to forgive. You must try to remember that the most important thing is to correct the problem and then move on to better things. Continue to work, to grow, to remain active, and to inspire those who are looking to you for leadership.

The Executive Committee is interested in you and is prepared to help whenever necessary. We would like for you to feel that there is a direct communication line between you and the Executive Committee. This line of communication can be as strong as you wish to make it. If we may be of some special assistance to you during your term of office, please be sure to e-mail, write, or call.

Key Areas of Responsibility

Affiliate Meetings

- Develop agenda for meetings.
- Preside at Affiliate meetings.
- Know and use Parliamentary Procedure
- Keep Affiliate sponsor very well informed.
- Appoint all standing and special committees.
- Be ex officio member of all committees.
- Sign all contracts and other instruments of business incurred by Affiliate.
- Provide leadership and assistance to all Affiliate activities.

Leadership

- Keep an up-to-date and accurate notebook to be handed down to the next president.

Goals

- With Affiliate officers and members, set annual and long range goals for the Affiliate.
- Follow up on progress in attaining goals.

Communication

- Communicate regularly with Affiliate officers.
- Communicate as needed with Executive Committee Officers.
- Insure that all officers are fulfilling the responsibilities of their office.

Reports

- Submit the Affiliate Annual Report, along with all required dues and fees, to the National Headquarters by JANUARY 1ST.

Vice President

Your election to the office of Vice President makes you responsible for two of the most important areas in an organization: coordinating the Affiliate membership recruitment/retention program.

Start planning today! It is impossible to overemphasize the importance of your position as the coordinator of the Membership Recruitment/Retention Program and the need for activities which stress both leadership and service.

Key Areas of Responsibility

- Preside at Affiliate meetings in the absence of the Affiliate President.
- Keep in contact with Affiliate President about Affiliate goals.

- Know and be able to use parliamentary procedure.

Membership Recruitment/Retention Program

- Outline goals of membership
- Understand fully the sorority's policies on hazing, controlled substances, and discrimination.
- Attend and supervise all Membership Recruitment/Retention Program meetings and activities.
- Report member status to the Affiliate regularly.

Secretary

As the Secretary of your Affiliate you are the connecting link between your Affiliate and the National Headquarters. Affiliate members will look to you for information concerning activities, projects, membership status, and information from the National Headquarters. If you are performing the duties of your office in an efficient manner, then your Affiliate will maintain a position of stability and growth.

If the National Headquarters can be of assistance to you, please feel free to contact the Executive Committee. Our function is to make your work as easy and enjoyable as possible. Prompt communication will ensure a positive working relationship, and should require a minimum amount of time.

In some Affiliates there is a recording secretary and a corresponding secretary. In other instances, there is just one secretary. The following are recommendations for individual recording and corresponding secretaries.

Key Areas of Responsibility

- Record minutes of Affiliate meetings.
- Type and distribute minutes according to Affiliate constitution regulations.
- Take attendance at all activities and events.
- Compile and distribute Affiliate roster or membership directory.
- Maintain a permanent record of each member of the Affiliate. Include name, school and home addresses, Affiliate number, and instrument played.
- Communicate with other Affiliates, especially those in your district.
- Submit articles to TBΣAA & National publications
- Be sure that those in your Affiliate wishing to submit articles to The PODIUM, or TBΣAA publications are aware of all deadlines. Prepare and submit the new officers list immediately following officer change.

Treasurer

Handling money is always a tremendous responsibility, but handling other people's money represents an even greater responsibility. By electing you, your fellow members are implying that you are one person they feel would be punctual, persistent, and fair in collecting, disbursing, maintaining and accounting for their funds.

It cannot be emphasized enough that the treasurer must stay current with the bookkeeping procedures she/he has agreed to undertake. You must post receipts and disbursements on a regular basis. You must assist the president in collecting and submitting your membership dues and Affiliate fees on time in order to avoid a late fee. Your Affiliate is not activated for the year until your Affiliate Fee and Member Dues have reached the National Headquarters. Affiliates are placed on probation by the National Headquarters for failure to pay Affiliate Fee and Member Dues by the **JANUARY 1ST** deadline.

As Treasurer your responsibility and the obligations of your office cannot be over-emphasized. The following suggestions are made in an attempt to assist you with your many responsibilities. When in doubt, ask other Affiliate officers and/or your Affiliate sponsor for advice.

Key Areas of Responsibilities

Affiliate Operations

- Control the receipts and disbursements of all

- monies of the Affiliate.
- Submit recommendations concerning the financial policies of the Affiliate as may be required.
- Sign all checks for monies disbursed. To protect your Affiliate's funds, be sure your Affiliate checking account has at least two people designated to sign all checks. You might choose to have the Affiliate President, Affiliate Treasurer, and Affiliate Vice President as authorized signatures.
- Although most banks will allow you to apply for ATM cards, do not apply for them in order to ensure the safety of your Affiliate funds.
- Be responsible for keeping records of all Affiliate finances.
- Retain a copy of every financial transaction.
- Provide the Affiliate financial report at each meeting.

National Operations

- Submit the annual Affiliate Fee and Membership Dues by JANUARY 1ST. Failure to submit dues within 30 days of deadline will result in a 25% late fee.
- Properly use all TBΣAA forms and retain a copy for Affiliate files.
- Make sure all forms submitted to National Headquarters have the proper signatures.

Other Recommended Officers

The following three officers, while not required, may be helpful to the efficient operation of your Affiliate and are the most common among current Affiliates. Each Affiliate should refer to its own Affiliate constitution for additional required officers.

Historian

The duties of this office include maintaining a written and pictorial record of the activities of the Affiliate and band. In some instances, the historian may

submit articles for The PODIUM and TBΣAA publication.

Parliamentarian/Sergeant-At-Arms

The officer holding this position should be familiar with and able to implement Roberts Rules of Order and know the proper way to conduct a meeting.

Recommended Committees

Committees are vital tools for managing the work of your Affiliate and providing continued leadership opportunities for your members. The following are recommended committees:

- Service
- Fundraising
- Publications
- Scholarship
- Public Relations
- Social

Remember to provide balance and good leadership training opportunities for the active members of your Affiliate. One suggestion is to let members, other than officers, serve as committee chairs. In addition, committee members (even the Affiliate's newest members) can be assigned a lead role on specific committee projects. Committees are great training grounds for future Affiliate leaders.

Suggested Service Projects

Music Assistance Projects

- Adopt-a-Band to provide water for summer band camp
- Help move band members in and out of dorms at the beginning of school terms
- Sponsor and assist with Homecoming and alumni events
- Work in the music/band office (assisting with mailings, music, drill copying, etc.)
- Work in the music/band Library
- Provide water, fruit, Cokes®, Gatorade®, PowerAde®, sandwiches, etc for game day activities
- Host a senior TBΣ mixer
- Coordinate and work at a marching band festival
- Sponsor and assist with band festival
- Sponsor a marching/concert band clinic
- Purchase new instruments for the band/music department
- Sponsor scholarships from your Affiliate for an outstanding band member, freshman, musical achievement, etc.
- Provide new sound equipment for band/music department
- Sponsor and organize a reading band to give student conductors practice
- Repair instruments for band members
- Usher for concerts
- Host receptions for concerts
- Paint the music/band building or offices
- Organize, manage, and usher a jazz, concert, or ensemble festival
- Coordinate and usher solo and ensemble contests (or other music festivals and

contests)

Community Service Projects

- Play with high school marching, pep, or basketball bands at their games and other events
- Conduct instrument workshops at elementary/middle school/junior high schools
- Assist girl scouts with obtaining their Music Badges
- Tutor children in local academic/tutorial programs (contact an elementary school in your area)
- Help youth programs at area churches
- Provide and/or distribute food baskets to the needy for winter holidays
- "Adopt-A-Child" and/or family for a special holiday
- Coordinate a musical program at the local children's hospital
- Donate time and/or money to the Salvation Army, United Way, Battered Women's Shelter, Humane Society
- Go holiday caroling for nursing homes, orphanages, band/music Faculty
- Adopt-A-Park or park clean-up
- Adopt-A-Highway
- Help with Special Olympics
- American Heart Association walk
- Breast cancer awareness walk/run
- Work at homeless shelter
- Give blood during blood drives
- Demonstrate instruments at an abused children's shelter
- Donate to Project Save-the-Music

Affiliate Status

In order to be consistent in our efforts to insure that Affiliates follow the guidelines and policies adopted by the National Tau Beta Sigma Alumni Association, the following are identified as Affiliate status:

ACTIVE. An affiliate that consists of 10 members, three (3) of which must be TBΣAA members and hold an officer position, and submits their Affiliate Registration Form **Annually** will be recognized as an active affiliate.

PROBATION. Any Affiliate which becomes delinquent in any obligation(s) to the National Tau Beta Sigma Alumni Association shall be placed on probation. Likewise, any Affiliate which displays conduct in violation of the policies of the National Organization may also be placed on probation. The TBΣAA Executive Committee Chair, in consultation with the National President and the National Executive Director, shall contact the Affiliate and prescribe such terms and conditions as necessary and appropriate to correct the deficiency and/or failures of the Affiliate and ensure observance of Sorority obligations.

SUSPENSION. Upon receiving information that an Affiliate is not following the policies and procedures of the Alumni Association, the TBΣAA Executive Committee with National Council shall discipline said Affiliate by placing it on disciplinary suspension. All Affiliate functions and activities shall be suspended pending an investigation by the TBΣAA Executive Committee who will submit a report to the National Council. The TBΣAA Executive Committee, after reviewing the report and the Affiliate's response and any other information provided to them may take appropriate action to discipline the Affiliate. All meetings of the Affiliate under suspension must be approved by the TBΣAA Executive Affiliate Coordinator and the National President. The Affiliate may appeal the disciplinary action imposed in accordance with a procedure established by the TBΣAA Executive Committee to ensure due process to the Affiliate.

CHARTER REVOCATION. Upon due cause, including continued failure of an Affiliate to follow the policies and procedures of the Sorority, the TBΣAA Executive Committee shall revoke the charter of an Affiliate. The National Headquarters shall take appropriate measures to effect surrender of the Affiliate's charter and other items of identification with the Sorority. The Affiliate may appeal the disciplinary action imposed in accordance with a procedure established by the TBΣAA Executive Committee to ensure due process to the Affiliate.

REINSTATEMENT. An Affiliate charter which has been revoked may be reinstated after inspection by a representative of the TBΣAA Executive Committee and National Organization, provided that the petitioning group meets the standards required for a new Affiliate and that all financial obligations accrued prior to revocation of the Affiliate have been settled. An Affiliate so reinstated shall be granted its previous Affiliate name.

INACTIVE. If an Affiliate becomes so small that it is unable to function the Affiliate may be placed on inactive status by the TBΣAA Executive Committee. An inactive Affiliate may be reinstated to active status, provided the petitioning group meets the standards required for a new Affiliate.

Membership Categories

Tau Beta Sigma Alumni Association has three membership categories: Active, Inactive, Friend. There are also two additional memberships that a member of Tau Beta Sigma can obtain: Alumni and Life. Please understand these categories, educate your Affiliate members and make sure that your Affiliate constitution does not conflict with these definitions.

ACTIVE - All active members of the TBΣAA who have paid their current membership dues for the year. Active members are eligible to hold office, and take part in all business and social affairs of the Organization. Voting privileges will only be given to active and associate members. [Cost: \$50 (General/Friend) or \$25 (Life Members) per year.]

INACTIVE . Former active members who have not paid their Member Dues will be classified as inactive members. Inactive members are not considered in good standing and therefore, have no active membership privileges. Once a member's dues have been paid to National Headquarters, she/he cannot be Inactive in TBΣAA.

FRIEND. Friend Membership is granted to members of Kappa Kappa Psi and/or individuals who wish to provide service to TBΣAA and/or participate with an Affiliate. To be considered a Friend, this individual must pay their TBΣAA annual membership fees. Friend members may vote and hold office.

ALUMNI. Active, Associate, or Conditional Tau Beta Sigma members become Alumni members of the sorority when they complete their education or terminate their affiliation with their college or university. All alumni members are eligible to become an active member of a local Affiliate.

LIFE. Alumni or senior members, upon payment of Life Membership fees together with an application to the National Headquarters, shall be entitled to Life Membership privileges in the Sorority. If application for Life Membership is requested within two (2) years of graduation, it must have their respective school's approval. [The privileges of a Life Member include: Membership in the Tau Beta Sigma Alumni Association for one year, a Life Member pin, and a life subscription to The PODIUM. Cost: \$350 one-time. Life members still must pay annual fees of \$30 in order to be a member of the National Tau Beta Sigma Alumni Association.]

Policy On Hazing

Each Affiliate should continue to conduct and govern itself based on the constitution of Tau Beta Sigma. The concept of hazing is against our belief and purpose. All activities should be designed and well planned to capture the enthusiasm of Tau Beta Sigma and to develop a stronger and deeper commitment to the Sorority. The following Policy on Hazing has been adopted by Tau Beta Sigma:

The Tau Beta Sigma Sorority neither approves of nor is responsible for actions of members of local Affiliates which may result in injury to persons or damage to property. Hazing is defined as any actions taken or situation created, intentionally or unintentionally, to produce mental or physical discomfort on or off campus involving members and/or prospective members, which may cause embarrassment, harassment, or ridicule.

Policy on Discrimination

Tau Beta Sigma Sorority expressly prohibits discrimination by any component part of the Sorority or by any person acting on behalf of the organization on the basis of race, national origin, gender, religion, handicap, sexual orientation, or marital status.

Policy on Controlled Substances

Recognizing its responsibility for the social well-being and welfare of its members; and with the objective that the social atmosphere and environment of its Affiliates be one in harmony with the spirit and ideas of this sorority; Tau Beta Sigma Sorority and the Tau Beta Sigma Alumni Association adopts this policy related to controlled substances:

1. The possession, consumption, and distribution of alcoholic beverages by an Affiliate at any function given in the name of or for the local benefit of Tau Beta Sigma Sorority shall be strictly prohibited.
2. There shall be no sale of alcoholic beverages by an Affiliate.
3. Affiliate funds shall at no time be used to purchase alcohol.
4. No Affiliate may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of an annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
5. The Alumni Association directs its Affiliates to implement a membership recruitment program involving non-alcohol activities.
6. The Alumni Association directs its Affiliates to develop a balanced social program which incorporates creative, non-alcohol oriented programming.
7. The Affiliate Executive Committee is directed to supervise the design and implementation of the Affiliate's social programs so that they conform to the spirit of this policy. It is further directed to take corrective and/or disciplinary measures when warranted on any individual who negatively affects the well-being of the Affiliates through the use of alcoholic beverages.
8. The possession, consumption, and distribution of illegal drugs by an Affiliate at any function given in the name of or for the local benefit of Tau Beta Sigma Sorority shall be strictly prohibited.