



Titan Band Booster Association

A Texas Nonprofit Corporation

STANDING RULES

**Adopted May 13, 2003
Revised December 18, 2023**

ARTICLE I **AMENDMENTS**

1.01 - Standing Rules Amendments

- A. These Standing Rules shall be reviewed by the Board of Directors at a minimum annually, prior to the end of the fiscal board year.
- B. These Standing Rules may be amended, altered, repealed, or restated by a two-thirds majority approval vote of the TBBA Board of Directors at any meeting of the Board, provided, however,
 - a. that no amendment shall be made to these Standing Rules that would cause the corporation to cease to qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding section of any future Federal tax code; and
 - b. that an amendment does not affect the voting rights of Directors. An amendment that does affect the voting rights of Directors further requires ratification by a two-thirds majority vote of a quorum of Directors at a Board Meeting; and
 - c. that all amendments be consistent with the Articles of Incorporation.
- C. Notice of each proposed amendment shall be provided to Board Members through regular publicity channels including a TBBA Google Board Space, official Board email, and/or a physical copy 30 days prior to the meeting at which the amendment(s) are voted upon.

ARTICLE II

TBBA TRAINING EXPENSES

2.01 – Training Expenses

In the course of normal business operations, there are times when certain fee-based training / certifications are necessary to perform certain activities. In an attempt to help facilitate these trainings / certifications for increased volunteer participation, TBBA will attempt to reimburse these fees based on the following criteria:

- A. The Board analyzes the cost of training / certification fees and determines that the reimbursement of fees are financially responsible and feasible based on TBBA's financial position at the time of the reimbursement request.
- B. The Board approves reimbursement of fees with a two-thirds majority vote.

ARTICLE III

FINANCIAL

During the course of TBBA's normal business operations, there are scenarios where it is necessary for Board Members to use their personal funds to pay for band related expenses. The following is the process for reimbursement:

3.01 – Board Member Reimbursement Process (All Unbudgeted Expenses)

- A. Board Member posts an expenditure request with a description, justification, and dollar amount of the expense on the TBBA Expenditures Voting Space.
- B. Board Member makes a motion to approve the unbudgeted expenditure.
- C. Another Board Member is required to second the motion.
- D. One hour is allowed for discussion of the expenditure.
- E. At the conclusion of expenditure-related Board discussion, the Board will vote on the expenditure.
- F. If the expenditure is passed with a majority vote, the expenditure is eligible for reimbursement.
- G. Board Member fills out TBBA Reimbursement Voucher Form and attaches receipt(s).
- H. Board Member submits TBBA Reimbursement Voucher Form with receipt(s) to the Treasurer.

3.02 – Board Member Reimbursement Process (All Budgeted Expenses)

- A. Board Member fills out TBBA Reimbursement Voucher Form and attaches receipt(s).
- B. Board Member submits TBBA Reimbursement Voucher Form with receipt(s) to the Treasurer.

3.03 – Financial Policies

- A. Designated bank signers shall be the following:
 - a. President
 - b. Treasurer
- B. TBBA shall designate a bank non-signer each Board of Directors term/fiscal year.
- C. No blank checks will be issued for any reason.
- D. No Board Member shall approve or sign a check that is being issued to themselves.
- E. Any items purchased by TBBA for the CHS Titan Band need approval from the CHS head Band Director. The approval includes the assurance that the CHS Titan Band will accept

the gift and be responsible for the installation (if required), upkeep, and repair going forward.

- F. There shall be a sum of no less than \$10,000 remaining in the budget carryover to begin the new fiscal year.
- G. TBBA does not reimburse for sales tax or state hotel tax. A letter of tax exemption may be obtained from the Treasurer.
- H. In the event that a person writes an uncollected check for insufficient funds, the TBBA reserves the right to collect a fee from that person that is equal to the amount of the fee the bank charges the TBBA.
- I. Expense reimbursement requests should be submitted no later than 30 days after the expense incurred.
- J. TBBA will use an online and/or point of sale payment collection system:
 - a. The payment collection system must be in the TBBA's name.
 - b. The payment collection system's statements must be clear with detailed and accessible information on a real-time basis. TBBA must have immediate access to know who has paid; the purpose of the payments, and the expected cash transfer amount.
 - c. Associated fees are budgeted as an expense line item and are accounted for and reported in every financial report. The TBBA must check for these fees often to ensure the financial statement is accurate and the fees are correct.
 - d. All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.
 - e. Reconciliations must occur on a monthly basis. Whether a manual or automatic transfer to the TBBA bank account occurs, transfers should occur at least monthly and proper documentation is required as with a traditional bank deposit. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form. The deposit form should have the online transaction confirmation attached and does not need counters' signatures, as you are receiving a bulk deposit. The deposit form should include the amount of the deposit and which budget lines are impacted, including the incurred fee budgeted expense. Alternatively, if fees are charged monthly, a funds request form should be used to document.
 - f. The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).
 - g. For swiped transactions, TBBA should research the payment collections system's policies on handling cards that do not read correctly. Card numbers are not written down for any reason. Only swiped transactions that are immediately authorized, via internet or phone access, are accepted. TBBA does not swipe or store transactions for later settlement.
 - h. In the case of electronic payment disputes, TBBA should research the payment collection system's policies on challenging a disputed payment. TBBA confirms that only the TBBA Treasurer has access to issue a refund to the customer. Any challenge of payment must be responded to promptly and accurately. Confirming a refund requires the same approvals and documentation as required for a funds request form. The authorized refund is recorded in the check registry prior to withdrawal. If merchandise has not already been provided, goods and services are withheld until the dispute is cleared. If the dispute is not resolved favorably, the action is treated in the same manner as a non-sufficient funds check.

ARTICLE IV

OPTIONAL BAND TRIPS

The TBBA Board/Spring Trip Committee, in combination with the Centennial HS Band Directors, coordinate an annual, optional Spring Trip. Based on the location and logistics of the trip, a per person fee is determined for both students and chaperones/staff.

4.01 – Spring Trip Student Financial Requirements

The student per person fee for the optional Spring Trip must be paid in full prior to the defined deadline. If the fee is not paid in full, the student is not eligible to attend the optional Spring Trip. In TBBA's commitment to inclusiveness and equality, a student who cannot financially afford the trip fee can submit a request for scholarship consideration to TBBA.

4.02 – Spring Trip Chaperone/Staff Financial Requirements

The chaperone/staff per person fee for the optional Spring Trip must be paid in full prior to the defined deadline. If the fee is not paid in full, the chaperone/staff is not eligible to attend the optional Spring Trip.

4.03 – Spring Trip Financial Requirements Oversight

The Spring Trip Committee, in conjunction with the TBBA President, Vice President, and Treasurer, will work together to ensure the Spring Trip stays within budget and that all fees are paid in full by the defined deadline. All trip related information is subject to oversight by the TBBA Board. The Spring Trip Committee will provide monthly status reports to the Board of Directors during the course of the Spring Trip coordination process that include the following:

- A. Status of Spring Trip attendee payments in relation to the total payments expected based on how many people signed up for the trip
- B. Go/no go status based on the level of funding available for the Spring Trip
 - a. Spring Trip must be fully funded by the defined deadline for a go status

ARTICLE V

SCHOLARSHIPS

5.01 – Spring Trip Student Scholarships

The Spring Trip Committee will review each student's spring trip scholarship request received. The Spring Trip Committee will apply the following review criteria to each scholarship request prior to submitting the request to the board for financial feasibility review and potential approval:

- A. **Student must be in good academic standing at the time of application**
 - a. Student must be passing all courses
 - b. Student must not have any disciplinary actions against them during the course of the academic year
- B. **Student must be in good standing with the band**
 - a. Band directors attest to their standing/character by submitting a letter (digital or physical format) to the Spring Trip Committee
- C. **Student must demonstrate inability to pay the spring trip fees**
 - a. Student must provide supporting financial documentation that demonstrates inability to pay the trip fees due to hardship (e.g. parent loss of employment, parent medical event that causes financial hardship, life-related catastrophic event, etc.)

5.02 - Spring Trip Student Scholarships Application Process

Process for CHS Titan Band Students Requesting Financial Assistance for Spring Trip from TBBA

- A. **Inquiry and Information Gathering**
 - a. Students interested in seeking a scholarship/financial assistance for the CHS Titan Band Spring Trip should initiate the process by reaching out to the designated point of contact within TBBA. This can be done via sending an email to springtrip@centennialband.com.
- B. **Spring Trip Scholarship Guidelines Review**
 - a. Obtain and review the TBBA's Spring Trip scholarship guidelines. Understand the eligibility criteria, documentation requirements, and any specific conditions or expectations associated with requesting assistance for the Spring Trip.
- C. **Request for Spring Trip Scholarship Form**
 - a. Request a Spring Trip Form from TBBA. This form typically includes sections for personal information, details about the Spring Trip, a statement of financial need, and any additional documentation required.
- D. **Completion of Financial Assistance Form**
 - a. Complete the Spring Trip Scholarship Form thoroughly and accurately. Provide all necessary information, ensuring transparency about your financial situation and why assistance is needed to attend the Spring Trip.
- E. **Submission of Supporting Documents**
 - a. Compile and submit any required supporting documents as outlined in the Spring Trip Scholarship guidelines. This may include proof of income, tax returns, or any other documentation that validates the financial need.
- F. **Confidentiality Assurance**
 - a. Rest assured that all information provided in the Spring Trip Scholarship application will be treated confidentially. TBBA ensures that only authorized personnel involved in the application review process will have access to the submitted information.
- G. **Application Submission Deadline**
 - a. Adhere to the specified deadline for submitting the Spring Trip Scholarship Form and supporting documents. Late submissions may affect the processing of your request.
- H. **Review by Spring Trip Committee**
 - a. The Spring Trip Committee will review all submitted applications. The committee will consider factors such as financial need, commitment to the band program, and the potential impact of the Spring Trip on the student's musical and personal development.
- I. **Review by TBBA Board of Directors**
 - a. In the event that the Spring Trip Committee identifies a student with demonstrated financial need, the committee shall present its findings to the TBBA Board of Directors for final review and approval. The decision will be based on the recommendation of the Spring Trip Committee and consideration of available funds. Final approval requires a two-thirds majority approval vote by the Board of Directors.
- J. **Notification of Decision**
 - a. Students will be notified of the committee's decision regarding their Spring Trip Scholarship application. The notification will include details about the approved assistance, if any, and any additional steps or requirements.
- K. **Acceptance and Agreement**

- a. If the Spring Trip Scholarship is granted, the student must formally accept the offer within a specified timeframe. This may involve signing an agreement outlining the terms and conditions associated with the assistance.

L. Continuous Communication

- a. TBBA maintains open lines of communication with students throughout the process. Any questions or concerns can be addressed with the Spring Trip Committee.

This process is designed to ensure accessibility and inclusivity, allowing all CHS Titan Band students the opportunity to participate in the Spring Trip regardless of financial constraints.

5.03 – Titan Band Booster Association Student Scholarships

Annually, TBBA awards a minimum of six scholarships to select CHS Titan Band graduating seniors. All scholarships awarded in the name of TBBA are administered by the Frisco Education Foundation, who is responsible for strictly adhering to guidelines from the IRS.

Graduating senior Titan band member scholarships for post-secondary education are intended to recognize and reward Centennial HS Titan Band students exhibiting model citizenship and academic achievement and/or financial need while also meeting criteria for scholarships.

A. Scholarships

- a. A minimum of six scholarships will be awarded, totaling \$4000 in financial assistance.

B. Minimum Qualifications

- a. Must be a Centennial HS Titan Band graduating senior
- b. Must meet stated criteria for each specified scholarship
- c. Must submit all requested materials
- d. Must have parental signature on application

C. Centennial HS Titan Band Criteria

- a. Must have a minimum GPA of 3.2
- b. Scholarship funds must be spent towards college/vocational degree expenses. Evidence must be provided to TBBA
- c. Graduating CHS Titan Band seniors must have participated in the Titan Band minimally their senior year

D. Dissemination of Application Information

- a. On-line application will be generated by FEF and used for all foundation scholarships and scholarships funded through FEF
- b. All information will be distributed and promoted on the campus through the counselor's office, the foundation website, and social media. FISD will also promote from the district level by means they deem appropriate in communication with senior households.
- c. The foundation will distribute on-line application electronically
- d. Each year, the foundation will host informational meetings to promote scholarship program and application

E. Selection of Recipients

- a. Selection of recipients is the responsibility of the FEF Allocations Committee, chaired by the Allocations Committee Chair
- b. At least 50% of the recipients selected by the FEF Allocations Committee will be chosen based on academic excellence without regard to financial need. Students who have been notified of full military scholarships, or who have been awarded full athletic scholarships or any other full scholarship awarded by a college,

university, or outside entity, will be considered a low priority for scholarships to be awarded by the FEF.

- c. FEF will provide FEF scholarships in the amount determined by the Allocations Committee within the funding guidelines set by the Finance and Investment Committee each year. Their scholarships will be awarded based on the application review and scoring process, academic achievements, leadership in school and community, and with financial need considered within the guidelines stated above. Students who are employed shall be equally considered with students who are volunteering in the community. Early graduates from high school will be equally considered for scholarships in the spring of their graduating year.

F. Disbursement of Funds

- a. All Scholarship recipients must return Scholarship Commitment Letter to the foundation before any funds may be disbursed
- b. One-Time Scholarships will be disbursed in full to the selected college office. The student must provide required college address and contact person information to the FEF.
- c. Funds for continuing scholarships will be disbursed prior to the beginning of each fall college semester, payable to the scholarship office of the selected college / university upon notification of the student. It is the responsibility of the student to provide the required college address and contact person to FEF. Transcripts must be received in the FEF office prior to each fall semester and students must meet the 2.75 GPA requirement of scholarship and be considered a full-time student before continuing funds may be released or as otherwise directed by donors.
- d. Any student providing a transcript reflecting below the required 2.75 GPA will be placed on a one-semester paid probation period during which the GPA must be brought back to a 2.75; otherwise, the scholarship will be forfeited.
- e. All scholarship disbursements will be paid directly to the college or university. Any special circumstances requiring otherwise will be looked at on a case by case basis and will require board approval.

G. Unused Funds

- a. Any scholarship not claimed by the recipient within one calendar year of award will be forfeited. By student or parent request, scholarship funds may be held by the foundation for up to two years. Special circumstances will be subject to board and donor approval.
- b. All forfeited FEF scholarship funds will be returned to the general fund to be used at the discretion of the board. All forfeited pass-through scholarship funds will be returned to the donor to be used at the discretion of the donor. Any funds forfeited back to the foundation from a pass-through scholarship may be held in a restricted account for that particular scholarship to be used in subsequent years.

ARTICLE VI

BOARD MEMBER ROLE DEFINITIONS

6.01 - Executive Board Members Role Definitions

A. President

The President plays a critical role for TBBA with duties that include, but are not limited to, the following:

1. Preside at all meetings of the organization
2. Regularly meet with the designated campus director regarding TBBA activities (regularly is defined as monthly at a minimum)

3. Resolve problems in the membership
4. Regularly meet with the treasurer of the TBBA to review the TBBA'S financial position
5. Select an officer as the designee to receive bank statements either through the mail at their home address or electronically. This individual shall not be a signer on the account. Upon receipt, the designee should review the activity on the bank statement and canceled checks for reasonableness. This provides an independent review by an individual not associated with disbursement activity.
6. Schedule an annual audit of records or request an audit if the need should arise during the year
7. Perform any other specific duties as outlined in the Bylaws of the TBBA

B. Vice-President

The Vice-President acts as the president's representative in his/her absence as well as assists the president with the day to day operations. They must remain familiar with all TBBA activities. The major duties include, but are not limited to, the following:

1. Preside at meetings in the absence or inability of the President to serve
2. Perform administrative functions delegated by the President
3. Perform other specific duties as outlined in the Bylaws of the TBBA

C. Parliamentarian

1. Advise the chair, TBBA board, and members on questions of parliamentary procedure
2. Serve as ex-officio on the Bylaws/Standing Rules Committee
3. Schedule first Nominating Committee meeting and provide the committee with the required information on the nomination and election process
4. Vote only when the vote is by ballot

D. Technology Officer

1. Develop and execute the TBBA's technology strategy in alignment with overall TBBA objectives.
2. Identify and evaluate emerging technologies to enhance TBBA's efficiency and productivity.
3. Develop and implement data management strategies, ensuring the integrity, security, and accessibility of TBBA data.
 - a. Manage data risk/privacy
 - b. Manage data repositories (e.g., TBBA share drives)
4. Explore and leverage data analytics to drive informed decision-making.
5. Implement and maintain robust cybersecurity measures to protect TBBA assets and sensitive information.
 - a. Identity lifecycle management
 - b. Email/security group management
 - c. Cybersecurity including forensic reviews when required
 - d. Privileged password management system
6. Stay abreast of cybersecurity threats and implement proactive measures to mitigate risks.
7. Manage and maintain software applications for TBBA
8. Ensure compliance with relevant regulatory standards and industry best practices.
9. Keep abreast of changes in technology regulations and standards.

10. Manage relationships with technology vendors, ensuring optimal service delivery and value for TBBA.
11. Negotiate contracts and agreements with technology partners.
12. Collaborate with other TBBA functional areas to align technology initiatives with overall TBBA strategy.
13. Communicate technology-related updates and strategies to TBBA Board of Directors.
14. Create and manage the technology budget to ensure technology and security related expenses stay within budget.

E. Fundraising Officer

1. Develop and implement effective fundraising strategies to meet the financial goals of TBBA.
 - a. Works with the Fundraising Committee to accomplish fundraising goals
2. Identify and cultivate potential donors, sponsors, and partners to support fundraising initiatives.
 - a. Oversee Century Club
3. Plan and execute fundraising events, campaigns, and activities to maximize revenue.
4. Create compelling fundraising materials and messages.
5. Maintain donor databases and records, ensuring accurate and up-to-date information.
6. Establish and maintain positive relationships with existing donors, acknowledging contributions and providing regular updates on the impact of their support.
7. Research and stay informed about current fundraising trends, best practices, and legal compliance.
8. Collaborate with other TBBA functional areas to integrate fundraising efforts with overall TBBA goals.
9. Monitor and evaluate the success of fundraising activities, making data-driven recommendations for improvement.
10. Create and manage a budget for fundraising initiatives, ensuring financial objectives are met.
11. Provide regular reports to the Board of Directors on fundraising progress and outcomes.
12. Stay informed about relevant regulations and ethical considerations in fundraising practices.
13. Represent TBBA at networking events and engage with the community to enhance fundraising opportunities.
14. Continuously seek innovative and creative approaches to diversify and expand fundraising channels.

F. Secretary

The Secretary is tasked with the responsibility of meticulously recording minutes during all TBBA proceedings. The Secretary must have a thorough knowledge of parliamentary law and the TBBA Bylaws. The major duties include, but are not limited to, the following:

1. Report on any recommendations made by the TBBA board defined by the Bylaws
2. Maintain the records of the minutes, approved Bylaws and any standing committee rules, current membership, and committee listing

3. Record all business transacted at each meeting of the association as well as meetings of any TBBA board meetings in a prescribed format
4. Maintain records of attendance of each member
5. Conduct and report on all correspondence on behalf of the TBBA
6. Other specific duties as outlined in the Bylaws of the TBBA
7. Not be a member of the Financial Reconciliation Committee/Audit Committee

G. Treasurer

The Treasurer is the authorized custodian of the funds of the TBBA Texas Non-Profit Corporation. The Treasurer receives and disburses all monies indicated in the budget and prescribed in the local Bylaws or as authorized by action of the TBBA. All persons authorized to handle funds of the TBBA should be covered by a fidelity bond in an amount based upon the organization's annual income and determined by the TBBA. The major duties include, but are not limited to, the following:

1. Serve as chairperson of the Budget and Finance Committee if prescribed within the Bylaws of the TBBA
2. Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$250.00)
3. Present a current financial report including bank statements, bank reconciliations, and financial statements to the Board of Directors within thirty days of the previous month end. Copies should be available for review by the general membership within a reasonable timeframe, if requested
4. File current financial reports at the end of each fiscal year with the campus principal/campus bookkeeper
5. Maintain an accurate and detailed account of all monies received and disbursed
6. Reconcile all bank statements as received and resolve any discrepancies with the bank immediately
7. File sales tax reports as required by the Texas Comptroller's Office (monthly, quarterly, or annually). Sales tax reports must be filed even if no sales tax was collected for the period reported. If not, a non-filing fee will be assessed by the Texas Comptroller's Office
8. File annual IRS form 990, 990-T, 990-N or 990-EZ in a timely manner
9. Submit records to audit committee appointed by the TBBA upon request or at the end of the year
10. Issues 1099s where applicable
11. Other specific duties as outlined in the Bylaws or the TBBA

6.02 - Appointed Board Members Role Definitions

H. Volunteer Coordinator

1. The Volunteer Coordinator is entrusted with the comprehensive responsibility of coordinating all volunteer needs for activities related to the CHS Titan Band, Concessions, and Guard.
2. The Volunteer Coordinator works with each TBBA officer/coordinator as well as CHS Band staff members to help ensure the success of the CHS Titan Band.
3. Confirm approval of background checks in the FISD VOLY volunteer system
4. Develop and implement effective volunteer engagement strategies to foster a

positive and supportive volunteer community.

5. Maintain a volunteer database, ensuring accurate and up-to-date records of volunteer information.
6. Create and distribute volunteer schedules, ensuring proper coverage for events and ongoing activities.
7. Communicate regularly with volunteers to keep them informed of upcoming opportunities, changes, and organizational updates.
8. Recognize and appreciate volunteers for their contributions through various appreciation initiatives.
9. Address and resolve volunteer-related issues or concerns in a timely and effective manner.
10. Monitor and evaluate the performance and satisfaction of volunteers, seeking feedback for continuous improvement.
11. Coordinate volunteer appreciation events and recognition programs.
12. Stay informed about volunteer management best practices and trends.
13. Collaborate with community organizations to expand the volunteer pool and enhance partnerships.
14. Ensure compliance with legal and ethical standards related to volunteer management.
15. Create and manage the volunteer budget to ensure all related expenses stay within budget

I. Socials Coordinator

1. Organize and plan the CHS Titan Band banquet in conjunction with the Banquet Committee
2. Purchase, organize, and serve refreshments at the winter and spring concerts
3. Send reimbursement/disbursement forms with receipts to the Treasurer and President/VP as purchases are made in a timely manner
4. Coordinate with the Volunteer Coordinator if socials volunteers are needed
5. Create and manage the socials budget to ensure all related expenses stay within budget

J. Food Services Coordinator

1. Organize, purchase, pick up, and serve meals for all band members and directors
2. Serve meals before every football game, at all band competitions, and as requested by the CHS Head Band Director or delegate with the approval of the TBBA Board of Directors
3. Send reimbursement/disbursement forms with receipts to the Treasurer and President/VP weekly as purchases are made
4. Serve snacks or food at the Spring Band Camp
5. Coordinate with the Volunteer Coordinator if food volunteers are needed
6. Create and manage the food budget to ensure all related expenses stay within budget

K. Concessions Coordinator

1. TBBA board liaison to all stadium concessions representatives
2. Organize, purchase, deliver, setup, clean up concessions for each football game that TBBA is responsible for hosting concessions with the approval of the TBBA Board of Directors
3. Communicate with the TBBA Board of Directors the concessions earnings and anything necessary to conduct business

4. Send reimbursement/disbursement forms with receipts to Treasurer and President/VP as purchases are made in a timely manner
5. Coordinate with the Volunteer Coordinator if concessions volunteers are needed
6. Create and manage the concessions budget to ensure all related expenses stay within budget

L. Equipment and Props Coordinator

1. Organize, purchase, and assemble the TBBA props and equipment needed for all performances with the approval of the TBBA Board of Directors
2. Load, move, and set up/break down all props and equipment at all football games, band competitions, and FISD band showcase night
3. Send reimbursement/disbursement forms with receipts to Treasurer and President/VP as purchases are made in a timely manner
4. Coordinate with the Volunteer Coordinator if equipment/props/pit crew volunteers are needed
5. Create and manage the equipment and props budget to ensure all related expenses stay within budget

M. Uniforms and Concert Attire Coordinator

1. Organize and purchase all uniform items and concert attire needed with the approval of the CHS Head Band Director or delegate and the TBBA Board of Directors
2. Label all uniforms and concert attire with the help of volunteers or a committee
3. Press/iron all uniforms and concert attire items
4. Take all uniform and concert attire items to the dry cleaners as needed during marching and concert seasons
5. Store items at the end of the year to keep safe for the next season
6. Coordinate with the Volunteer Coordinator if uniforms/concert volunteers are needed
7. Create and manage the uniforms budget to ensure all related expenses stay within budget

N. Media Coordinator

1. Manage, maintain, and update the centennialband.com website as needed
 - a. Work with Volunteer Coordinator to post any volunteer needs on the band website
2. Takes photos and videos as needed at all band/guard events
 - a. Media Coordinator will work with Volunteer Coordinator to ensure each band event has enough volunteer photographers and videographers
3. Manage, maintain, and update all photos in the photo repository website after each band event
4. Manage, maintain, and update all videos to the Titan Band YouTube Channel (ensuring that each video meets copyright standards)
5. Manage, maintain, and update social media sites
6. Manage/coordinate annual banquet video
 - a. Media Coordinator will work with Volunteer Coordinator if volunteers are needed to make the video
7. Create and manage the media budget to ensure all related expenses stay within budget

O. Spirit Wear Coordinator

1. Create, organize, place TBBA spirit swag order with a TBBA approved vendor with the approval of the TBBA Board of Directors
2. TBBA Liaison with the swag vendors
3. Pick up spirit wear orders upon completion and communicate with the TBBA board and coordinate distribution of products among TBBA members
4. Coordinate with the Volunteer Coordinator if spirit wear volunteers are needed
5. Create and manage the spirit wear budget to ensure all related expenses stay within budget

P. Guard Coordinator

1. Manage overall program goals for the guard in alignment with the CHS Titan Band and guard competitions.
2. Manage all guard related needs
3. Coordinate with the Volunteer Coordinator if color/winter guard volunteers are needed
4. Create and manage the guard budget to ensure all related expenses stay within budget

Q. Percussion Coordinator

1. Manage overall program goals for percussion in alignment with the CHS Titan Band and guard competitions.
2. Coordinate all percussion related needs
3. Coordinate with the Volunteer Coordinator if percussion volunteers are needed
4. Create and manage the percussion budget to ensure all related expenses stay within budget

ARTICLE VII **COMMITTEES**

7.01 – TBBA Committees**A. Nominating Committee**

- a. Responsible for presenting executive Board Member candidates for consideration

B. Financial Responsibility/Audit Committee

- a. Responsible for monthly and annual financial health checks

C. Bylaws Committee

- a. Responsible for reviewing both the TBBA Bylaws and standing rules on an annual basis

D. Spring Trip Committee

- a. Responsible for the coordination of the annual spring trip
- b. Responsible for the initial review of spring trip student financial scholarship applications
- c. Works with executive board to ensure the trip stays within budget and helps ensure trip fees are collected by the defined deadline

E. Banquet Committee

- a. Responsible for the coordination of the annual banquet
- b. Works with the executive board to ensure the banquet stays within budget and helps ensure banquet fees are collected by the defined deadline

F. Fundraising Committee

- a. Responsible for coming up with creative and strategic ways to bring in money to TBBA to help fund band activities through the year
- b. Works with the Fundraising Coordinator to help ensure successful fundraising initiatives
- G. **Executive Committee**
 - a. Responsible for shaping the organization's strategic direction, policies, and operations
- H. **Registration Fees Committee**
 - a. Required in cases when proposed year over year registration fees increase exceed 10%
 - b. Responsible for determining if proposed registration fees are appropriate and making a recommendation to the board of directors
- I. **Vendor Selection Committee**
 - a. Required in cases when TBBA is looking to select or change vendors for services/products (e.g., spirit gear)
 - b. Works with executive board to ensure vendor selection is conflict free and optimized

ARTICLE VIII **VOLUNTEERS**

8.01 - TBBA Volunteer Positions

- A. Bus chaperones
- B. Food volunteers
- C. Uniform volunteers
- D. Concessions volunteers
- E. Pit crew volunteers
- F. Photographer / videographer volunteers

ARTICLE IX
DOCUMENT RETENTION REFERENCE

Treasurer Document Retention Reference Table:

| Record | How to Store | Period of Time |
|--|---|---|
| Articles of Incorporation Audit Reports, from independent audits Corporate Resolutions Checks Determination Letter from the IRS, and correspondence relating to it Financial statements (year-end) Insurance Policies Tax Returns | Current and Prior Fiscal Years: Digitize and store on the TBBA-FINANCIALS Share Drive and physical copies should be compiled and stored in a corporate record book. Previous Fiscal Years: Digitize and store on the TBBA-FINANCIALS Share Drive and store physical copies at CHS in a secure location. (Preferably in some type of fireproof/locked storage.) | Permanent retention period. |
| Bank reconciliations Bank statements Duplicate deposit slips Internal audit reports Inventory records Contracts | Current and Prior Fiscal Years: Digitize and store on the TBBA-FINANCIALS Share Drive and physical copies should be compiled and stored in a corporate record book. Previous Fiscal Years: Digitize and store on the TBBA-FINANCIALS Share Drive and store physical copies at CHS in a secure location. (Preferably in some type of fireproof/locked storage.) | Three year retention period. Store with financial records. Destroy after three years. |
| Accounts payable ledgers and schedules Expense analysis / expense distribution schedules Invoices | Current and Prior Fiscal Years: Digitize and store on the TBBA-FINANCIALS Share Drive and physical copies should be compiled and stored in a corporate record book. Previous Fiscal Years: Digitize and store on the TBBA-FINANCIALS Share Drive and store physical copies at CHS in a secure location. (Preferably in some type of fireproof/locked storage.) | Seven year retention period. Store with financial records. Destroy after seven years. |

President Document Retention Reference Table:

| Record | How to Store | Period of Time |
|-----------------------|---|--|
| Legal Files/Documents | Legal documents should be digitized and stored on the TBBA-LEGAL Share Drive. | 10 year retention period. Can remove/delete after 10 years. |

Secretary Document Retention Reference Table:

| Record | How to Store | Period of Time |
|---|---|-----------------------------|
| Minutes of board meetings and annual meetings of members Press Releases/Public Filings | Minutes should be digitized and stored on the TBBA-MINUTES Share Drive. Press Releases/Public Filings should be digitized and stored on the TBBA-PRESSRELEASES Share Drive | Permanent retention period. |

Committee Chair(s) Document Retention Reference Table:

| Record | How to Store | Period of Time |
|---------------------|---|--|
| Committee Materials | Committee Materials should be digitized and stored on each committee's corresponding TBBA Share Drive | Three year retention period. Can remove/delete after three years. |

Board Members Document Retention Reference Table:

| Record | How to Store | Period of Time |
|----------------|---|--|
| Correspondence | Correspondence deemed necessary to retain should be digitized and stored on the TBBA-CORRESPONDENCE Share Drive | Two year retention period. Can remove/delete after two years. |