

*Tau Beta Sigma*  
*Alumni Association*

**AFFILIATE**  
**HANDBOOK**



## *MISSION STATEMENT*

We, the Tau Beta Sigma Alumni Association, provide worthwhile programming, support for greater bands, networking opportunities and professional development to TBS alumni and associates while furthering the ideals of Tau Beta Sigma. The Tau Beta Sigma Alumni Association cultivates relationships among music professionals, other professionals and the community while focusing on empowering women.

## *TAU BETA SIGMA ALUMNI ASSOCIATION AFFILIATES*

Affiliates, or organized local groups of alumni, will be recognized by the Tau Beta Sigma Alumni Association (TBSAA). Affiliates may be based on chapters, colleges/universities or geographic regions.

The following is a guide to helping start an Alumni Association Affiliate and ensure your affiliate is abiding by the policies of TBSAA and the National Organization

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## *AFFILIATE STATUS*

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

**ACTIVE.** A functioning group of alumni, of which a majority (50% +1) are TBSAA dues-paid members, having at least three officers which are TBSAA members, and submitting their Affiliate Annual Report and Dues will be recognized by the TBSAA Executive Council as an active affiliate.

**PROBATION.** Any Affiliate which becomes delinquent in any obligation(s) to the 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 TBSAA Executive Council Chair, in consultation with 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 TBSAA Executive Council shall place the Affiliate on disciplinary suspension. All Affiliate functions and activities shall be suspended pending an investigation by the TBSAA Executive Council, who will submit a report to the National Executive Director. The TBSAA Executive Council, 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 TBSAA Executive Council and the National Executive Director.

**REMOVAL OF RECOGNITION.** Upon due cause, including continued failure of an Affiliate to follow the policies and procedures of the Sorority, the TBSAA Executive Council shall remove the recognition of an Affiliate.

**INACTIVE.** If an Affiliate's membership decreases to where it becomes unable to function, the Affiliate may be placed on inactive status by the TBSAA Executive Council. An inactive Affiliate may be reinstated to active status, provided the petitioning group meets the standards required for a new Affiliate.

## *FORMING AN AFFILIATE*

### **Requirements to Start an Affiliate**

- ✓ Majority (50% +1) of members must be TBSAA dues-paid members.
- ✓ At least 3 of the officers must be TBSAA dues-paid members.
- ✓ Joint affiliates with alumni members of Kappa Kappa Psi must have a majority (50% + 1) of the Tau Beta Sigma members who are TBSAA dues-paying members.
- ✓ A membership list must be provided with your application and upon annual renewal for verification of meeting the membership requirements.
- ✓ Charter Fee of \$25 plus your annual affiliate dues of \$50 is due upon application.
- ✓ National HQ and TBSAA EC will review and approve the application if application requirements are met. If your application is not approved, you will be contacted with any requirements that still need to be satisfied.
- ✓ Following approval National HQ will apply for an EIN tax id number for your affiliate from the IRS. This can take several months time. You can open a bank account and start doing business before the IRS grants you a specific tax status, but you won't receive all of the benefits associated with tax-exemption until you get your IRS approval.

### **Requirements for Chapter/University Based Affiliate Groups**

- ✓ If the affiliate plans to utilize a Chapter designation or school name in their group, the Director of Bands approval is needed each year.
- ✓ This approval allows the Affiliate to use the chapter's name and pursue social, scholastic, fraternal, and musical activities and programming with the local chapter and college/university bands in accordance with the desires and vision of the chapter sponsor/director of bands.

## *AFFILIATE OPERATIONS & RENEWAL CHECKLIST*

### **Affiliate Operations**

- ✓ Create Affiliate Constitution/By-laws.
- ✓ Establish officer roles, terms, and election process.
- ✓ Suggested officers include: President, Vice-President, Treasurer, and Secretary.
- ✓ Suggested committees include: Membership, Service, Fundraising, Communications, and Social. Committees are great training grounds for future Affiliate leaders. One suggestion is to let members, other than officers, serve as committee chairs. In addition, committee members can be assigned a lead role on specific committee projects.
- ✓ Document the duties of all officers and committee chairs. Establish guidelines for transitioning officers at the end of their term.
- ✓ Abide by all policies set forth in the TBSAA Constitution and TBS National Constitution.
- ✓ Share affiliate activities in *The Rhapsody* (TBSAA publication)
- ✓ Utilize the Tau Beta Sigma Alumni Facebook group, TBSAA Facebook page, and TBSAA LinkedIN Group to promote affiliate activities
- ✓ Submit your Annual Report and Dues to National Headquarters by June 1.
- ✓ Contact the TBSAA EC with any questions or concerns by emailing [tbsaa@tbsigma.org](mailto:tbsaa@tbsigma.org).

### **Requirements for Annual Renewal**

- ✓ The Affiliate membership year runs June 1 – May 31.
- ✓ Annual dues for the Affiliate will be \$50.
- ✓ As an active affiliate of a TBSAA, your Affiliate must assume the responsibility of properly informing the Executive Council of your activities.
- ✓ An Annual Report will be required to renew Affiliate recognition and is due to National Headquarters by June 1.
- ✓ A membership list must be provided with your Annual Report for verification of meeting the membership requirements.
  - Majority (50% +1) of members must be TBSAA dues-paid members.
  - At least 3 of the officers must be TBSAA dues-paid members.
- ✓ Chapter and University based affiliate groups must have approval of the Director of Bands on their Annual Report.
- ✓ National HQ and TBSAA EC will review and approve the Annual Report if membership requirements are met and the Affiliate has remained in good standing. If your renewal is not approved, you will be contacted with any requirements that need to be satisfied.

## *ALUMNI 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.** Active members of the TBSAA are formerly active or associate members of Tau Beta Sigma 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 Association.

**INACTIVE.** Former Association members who have not paid to renew 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 will no longer be Inactive in TBSAA.

**FRIEND.** Friend Membership is granted to individuals, including former members of Kappa Kappa Psi, who wish to provide service to the TBSAA and/or participate with an Affiliate. To be considered a Friend, this individual must pay their TBSAA annual membership fees. Friend members may vote and hold office, but are not considered members of the Sorority and may not attend the Tau Beta Sigma ritual.

**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. Alumni who are not members of the TBSAA or Life Members are not allowed to attend District or National Conventions.

**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. [The privileges of a Life Member include a complimentary membership in the Tau Beta Sigma Alumni Association for one year.]

## ***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.

## *ALUMNI PROJECT IDEAS*

### **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, 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