

# Longhorn Alumni Band Handbook

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## **Section 1. The Mission of LHAB.**

The mission of The Longhorn Alumni Band is to advance the interest of The University of Texas Longhorn Band in establishing and maintaining it as the foremost among bands of its type, to establish a mutually beneficial relationship between The University of Texas and former members of LHB, and to facilitate good fellowship among current and former members of LHB. Its second, and equally important mission, is to elect the Board of Trustees of The Longhorn Alumni Band Charitable Fund who conducts activities in coordination with the University of Texas Development Office to support LHB and its students financially.

**Section 2. Officers.** The Longhorn Alumni Band shall have the following Officers.

- A.** President
- B.** President-Elect
- C.** Past President
- D.** Secretary
- E.** Treasurer
- F.** *Assistant Treasurer\**
- G.** Communications Officer
- H.** *Assistant Communications Officer\**
- I.** Music and Merchandise Coordinator
- J.** Property Manager
- K.** Registrar
- L.** *Assistant Registrar\**
- M.** Technology Officer
- N.** *Assistant Technology Officer\**
- O.** Archivist
- P.** Area Representatives (Austin, DFW, Houston, San Antonio, and Rio Grande Valley)
- Q.** *Assistant Area Reps\**
- R.** Scholarship Officer
- S.** *Assistant Scholarship Officer\**
- T.** KKY Liaison
- U.** TBS Liaison
- V.** LHB Liaison
- W.** National Association of Alumni Bands (NAoAB) Liaison
- X.** Parliamentarian
- Y.** LHB Student Representative

*\*Appointed Positions*

### **Section 3. Duties of Officers.**

#### **A. President.** The President shall:

1. be the Chief Executive Officer of LHAB;
2. be a voting member and Chair of the Board of Directors;
3. in general, supervise and control the business and affairs of LHAB;
4. preside at all meetings of the Officers, Board, and members;
5. keep the LHAB Google Drive updated with all documents;
6. be able to travel to Austin for in-person meetings and events as needed;
7. provide leadership and vision and provide direction;
8. ensure that the organization is working toward its stated goals;
9. sign any contracts or other instruments that the BOD has authorized; and
10. maintain a document with all information about the Presidency.

#### **B. President-Elect.** The President-Elect shall:

1. automatically become President after serving as President-Elect;
2. be able to travel to Austin for in-person meetings and events as needed;
3. be a voting member of the Board of Directors;
4. have served as an officer before being elected as President-Elect;
5. preside in the absence of the President;
6. be the principal planner of Band Day Weekend;
7. be the primary contact person for the use of UT and LHB facilities for Band Day;
8. coordinate closely with the President for approval of major Band Day decisions;
9. copy the LHAB President on all electronic communications regarding Band Day;
10. create the schedule for Band Day Weekend;
11. develop and evaluate feedback from a post-Band Day online survey of members;
12. oversee the acquisition of guest tickets and communicate with Athletics for order;
13. update the Band Day 30-60-90 task document before implementing any tasks;
14. share the Band Day 30-60-90 with all Officers as well as the LHB Director; and
15. maintain a document with information about the office of the President-Elect.

#### **C. Past President.** The Past President shall:

1. act as support and advisor to the President and President-Elect;
2. assist all Officers with duties, as needed;
3. be a voting member of the Board of Directors; and
4. chair the Nominating Committee.

**D. Secretary.** The Secretary shall:

1. keep minutes of all meetings of the members and meetings of the Officers;
2. be the custodian of the logo, emblem, and seal of LHAB;
3. chair the Logo, Emblem, and Seal Committee;
4. be the recording officer of the organization and the custodian of its records;
5. keep an electronic record with meeting minutes and send a notice when posted;
6. maintain a document with all information about the office of Secretary;
7. send invitations to Donors and VIPs for Band Day;
8. coordinate the production of the Band Day Program;
9. perform other duties as assigned by the President; and
10. be able to attend all meetings or designate a backup before the meeting.

**E. Treasurer.** The Treasurer shall:

1. be a CPA or have a business degree and experience in accounting;
2. keep the financial books and records of the organization;
3. prepare financial reports as requested by the President and Board of Directors;
4. prepare and present a report at each Officer meeting and the annual meeting;
5. have an Assistant Treasurer responsible for the checkbook and debit card;
6. coordinate with the CPA firm to ensure that all tax filings are prepared;
7. have the availability to meet LHAB deadlines;
8. sign the Federal Income tax report; and
9. maintain a document with all information about the office of the Treasurer.

**F. Assistant Treasurer.** The Assistant Treasurer shall:

1. be recommended by the Nominating Committee and appointed by the President;
2. be responsible for the funds of the organization;
3. maintain the checkbook and bank check card for the organization;
4. have signatory authority for the bank accounts along with one elected Officer;
5. pay all bills, including reimbursement requests, received by the organization;
6. have all disbursements approved by the President or Treasurer before payment;
7. report to the Treasurer all disbursements made on behalf of the organization;
8. deposit money promptly or give to the Treasurer to deposit; and
9. maintain a document with all information about the Assistant Treasurer.

**G. Communications Officer.** The Communications Officer shall:

1. be the principal administrator of all social media used by LHAB;
2. coordinate the dates for distribution of the Blast and Band Day Edition of the Blast;
3. be a resource to Area Reps to help reps publicize events;
4. coordinate all communication from LHAB to the members, public, and media; and
5. maintain a document with all information about the Communications Office.

**H. Assistant Communications Officer.** The Assistant Communications Officer shall:

1. be recommended by the Nominating Committee and appointed by the President;
2. be someone with social media experience and respectfully engage with our fans;
3. check the website comments daily and assign them to the appropriate Officer;
4. share LHAB and LHB posts to generate more followers across platforms; and
5. assist the Communications Officer as needed.

**I. Music and Merchandise Coordinator.** Music and Merchandise Coordinator shall:

1. coordinate and lead the LHAB Merchandise plan;
2. coordinate with the President-Elect about what music is needed for the show;
3. make sure all music is copied as necessary;
4. work with the Assistant Technology Officer to perform music uploads;
5. make sure all parts for all traditionals and any other music is posted online;
6. verify copyright permission to upload any new music to the website;
7. fulfill orders received during registration or via the website throughout the year;
8. have all merchandise available for purchase for Band Day Weekend;
9. maintain current inventory records of merchandise on hand; and
10. propose ordering items to the Officers, as needed.

**J. Property Manager.** The Property Manager shall:

1. be able to move heavy objects up to 50lbs and drive a U-Haul truck;
2. monitor and oversee musical instrument maintenance;
3. be responsible and have access to all property belonging to LHAB;
4. chair the Property Committee;
5. check-in and check-out instruments during Band Day Weekend;
6. coordinate with schools to secure equipment needed for Band Day / other events;
7. follow up with individuals who did not return instruments;
8. maintain the storage facility and keep an accurate inventory and repair records;
9. make sure there is enough equipment to accommodate the needs of Band Day;
10. coordinate with the KKY Liaison for help with equipment and water for Band Day;
11. preferably live within one hour of Austin;
12. secure trucks and move equipment to and from Band Day activities; and
13. maintain a document with all information about the Property Manager.

**K. Registrar.** The Registrar shall:

1. organize and set up on-site check-in and late registration for Band Day Weekend;
2. receive, process, and manually enter into the database any mailed registrations;
3. coordinate with Technology to update the registration form online;
4. coordinate with the vendor to print name tags and arrange for pickup;
5. order ribbons for name tags and wristbands for BBQ for Band Day;
6. work with the TBS Liaison to coordinate volunteers for on-site check-in;
7. coordinate with LHB to send information to non-returning members;
8. distribute welcome gifts;
9. organize Officer outreach to new members; and
10. maintain a document with all information about the office of the Registrar.

**L. Assistant Registrar.** The Assistant Registrar shall:

1. be recommended by the Nominating Committee and appointed by the President;
2. work with the Registrar to communicate to members recurring membership status;
3. distribute perks associated with each recurring membership level;
4. update the database to reflect membership dues level;
5. correspond with members regarding requests for possible changes;
6. work with the Liaisons who are involved in nurturing LHAB's relationship with LHB to ensure LHAB is attractive to younger alumni and maintaining a culture where everyone is respected, welcome, and included; and
7. create and keep updated policies and FAQs related to the recurring membership.

**M. Technology Officer.** The Technology Officer shall:

1. assist current and prospective members with LHAB technology issues;
2. be in charge of online registration and support on-site walk-up registration;
3. be responsible for the development and maintenance of the LHAB website;
4. know programming, FTP, PHP, file conversion, and database programming; and
5. maintain a document with all information about the office of Technology.

**N. Assistant Technology Officer.** The Assistant Technology Officer shall:

1. be recommended by the Nominating Committee and appointed by the President;
2. maintain a document with all information about the Assistant Technology position;
3. produce or pull reports from the website for the Treasurer;
4. update the website with announcements as requested by Communications; and
5. assist the Technology Officer as needed.

**O. Archivist.** The Archivist shall:

1. maintain a document with all information about the office of Archivist;
2. design and maintain the LHAB showcases in the Music Recital Hall Building;
3. maintain and have access to permanent archival material;
4. maintain an electronic history of LHB and LHAB;
5. preserve information and items from LHB and LHAB for history;
6. solicit, collect, and archive LHB and LHAB objects and media; and
7. work with UT Archives to encourage them to preserve LHB items they possess.

**P. Area Representatives.** The Area Representatives shall:

1. contact the organizer requesting events within three days of receiving the request;
2. maintain a document with information about the area for future Area Reps;
3. maintain an email list of local members interested in participating in events;
4. manage all logistics of performances;
5. receive donations from events and forward them to the Treasurer of the BOT;
6. manage the activities of their respective local members;
7. promote performances by local members to raise money for scholarships;
8. make sure there is proper instrumentation for each performance; and
9. utilize MailChimp to publicize events promptly.

**Q. Assistant Area Reps.** Assistant Area Reps shall:

1. be recommended by the Nominating Committee, appointed by the President;
2. assume the duties of the Area Rep if the Area Rep is unable to perform the duties;
3. respond to the Area Rep within three days of contact regarding events;
4. work closely with the Area Rep to coordinate playing and social events; and
5. perform other duties as requested by the Area Representative.

**R. Scholarship Officer.** The Scholarship Officer shall:

1. chair the Scholarship Committee;
2. attend LHB rehearsal to announce application time, process, and deadlines;
3. prepare the scholarship application in the spring or early summer of each year;
4. send forms to Scholarship Committee to review application responses;
5. download scholarship review scores to be shared with the LHB directors;
6. work with LHB and UT Development to distribute scholarship monies to students;
7. work with UT Development to obtain the amounts of current endowment earnings;
8. organize the annual LHAB Annual Scholarship Awards Event, to be held in the fall;
9. send invitations to Donors and VIPs for the scholarship presentation; and
10. maintain a document with information about the Scholarship Officer.

**S. Assistant Scholarship Officer.** The Assistant Scholarship Officer shall:

1. be recommended by the Nominating Committee and appointed by the President;
2. perform reviews of scholarship applications as a member of the committee;
3. attend or be briefed on meetings with the LHB directors and UT Development;
4. perform other duties as requested by the Scholarship Officer; and
5. work closely with the Scholarship Officer in all aspects of the position.

**T. KKY Liaison.** The KKY Liaison shall:

1. be a member or former member of KKY;
2. check with the chapter at least once a month to identify any needs;
3. coordinate communication between KKY and LHAB members;
4. contact the President of KKY to coordinate volunteers for Band Day Weekend;
5. maintain a document with all information about the office of KKY Liaison;
6. send the Band Day Weekend sign-up sheets to KKY to secure volunteers;
7. request phone numbers for the lead KKY person for Friday and Saturday;
8. make sure LHAB has water, fruit, tables, and any other equipment needed;
9. send KKY the LHAB numbers the week before LHAB weekend;
10. give the invoice to the LHAB Assistant Treasurer so that they can pay it;
11. communicate with volunteers in advance to help with the band day meal;
12. oversee the meal for Band Day;
13. provide dietary options that allow for inclusivity for all cultures and needs;
14. ensure enough food and drinks are ordered and the bill is submitted for payment;
15. coordinate thank you gifts for KKY following Band Day; and
16. work with the KKY President to arrange for necessary coordination of all events.

**U. TBS Liaison.** The TBS Liaison shall:

1. be a member or former member of TBS;
2. check with the chapter at least once a month to identify any needs;
3. coordinate communication between TBS and LHAB members;
4. contact the President of TBS to coordinate volunteers for Band Day Weekend;
5. maintain a document with all information about the office of TBS Liaison;
6. coordinate thank you gifts for TBS following Band Day;
7. request phone numbers for the lead TBS person for Friday and Saturday;
8. send the Band Day Weekend sign-up sheets to TBS to secure volunteers; and
9. work closely with TBS and the Registrar to arrange volunteers for all LHAB events.

**V. LHB Liaison.** The LHB Liaison shall:

1. maintain a document with all information about the office of LHB Liaison;
2. be no more than five years out of LHB;
3. work closely with the LHBSA President to arrange for coordination of all events;
4. check with LHBSA at least once a month to identify any needs;
5. coordinate communication between LHBSA and LHAB members;
6. work with LHBSA Officers to make connections between LHAB and LHB; and
7. recruit non-returning LHB Members and advertise events in the LHB program.

**W. National Association of Alumni Bands Liaison.** The NAOAB Liaison shall:

1. have served as President or on the BOD within the previous five-year period;
2. be responsible for attending meetings of the NAOAB, as required;
3. serve on any committees or positions elected by the NAOAB;
4. participate in the NAOAB Symposium, whether in-person or electronic; and
5. be responsible for reporting updates to LHAB Officers.

**X. Parliamentarian.** The Parliamentarian shall:

1. be familiar with the LHAB Bylaws and the LHAB Handbook;
2. be knowledgeable of Robert's Rules of Order, Newly Revised;
3. ensure that all actions of the LHAB comply with the Bylaws;
4. participate in Officer meetings to advise and monitor as needed; and
5. preside in any committee meeting if requested to provide feedback as needed.

**Y. LHB Student Representative.** The LHB Student Representative shall:

1. be chosen by the LHB Director or the LHB Students; and
2. be a voting member of the LHAB Officers.

**Section 4. Committees.** The standing committees of LHAB shall be Nominating; Code of Ethics; Logo, Emblem and Seal; Property; and Scholarship.

**A. Nominating Committee.** The Nominating Committee shall:

1. be chaired by the Past President;
2. be elected by the voting members at the annual meeting or electronically;
3. consist of four members serving 2-year staggered terms plus the Past President;
4. nominate at least one candidate for each office to be filled; and
5. publish candidates in The Band Day Blast before the annual meeting.

**B. Code of Ethics Committee.** The Code of Ethics Committee shall:

1. be chaired by a member of the Board of Directors;
2. have members recommended by the Chair and appointed by the President;
3. consist of three members;
4. maintain the Code of Ethics and the Code of Ethics Violation Form;
5. receive Code of Ethics Violation Forms for review and decision; and
6. present a recommendation on the Code of Ethics Violation Form to the BOD.

**C. Property Committee.** The Property Committee shall:

1. be chaired by the Property Manager;
2. have members recommended by the Chair and appointed by the President;
3. consist of four appointed members plus the property manager;
4. be responsible for the storage and security of all property of LHAB;
5. obtain storage for the property of LHAB and be custodians of the keys; and
6. perform other duties as described in the LHAB Handbook.

**D. Logo, Emblem and Seal Committee.** Logo, Emblem, and Seal Committee shall:

1. be chaired by the Secretary;
2. have members recommended by the Chair and appointed by the President;
3. consist of three appointed members plus the Secretary and a member of the BOD;
4. be responsible for maintaining the logo, emblem, and seal in the records of LHAB;
5. review the viability of the logo, emblem, and seal each year; and
6. monitor the use of the logo, emblem, and seal outside of LHAB official use.

**E. Scholarship Committee.** The Scholarship Committee shall:

1. be chaired by the Scholarship Officer;
2. have members recommended by the Chair and appointed by the President;
3. include a member of the BOT, the BOD, two voting members, and the Chair;
4. assist the BOT in promoting LHAB scholarships;
5. review and rank the applications; and
6. plan and organize the LHAB Scholarship Presentation Event.

## **Section 5. Board of Directors**

**A. Responsibilities of the Board of Directors.** The Board of Directors shall:

1. approve and oversee the budget;
2. receive the slate of nominees from the Nominating Committee;
3. authorize participation in trips and other significant events;
4. receive recommendations for the necessity of logo changes;
5. maintain the LHAB Handbook;
6. initiate revision of the Bylaws when needed;
7. oversee Code of Ethics Committee;
8. manage LHAB insurance needs;
9. oversee risk management surrounding events and tailgates;
10. oversee the signing of all contracts; and
11. approve changes in membership dues.

## **Section 6. Membership Levels**

**A. Call To Membership:** First Year Out of LHB: Free

1. Access to Band Day Registration

**B. Legacy Membership:** 70 Years Old or Better: Free

1. Access to Band Day Registration

**C. Burnt Orange Membership:** \$25

1. Access to Band Day Registration

**D. Script Texas Membership:** \$50

1. Access to Band Day Registration
2. Membership Level Name Tag Ribbon
3. Logo Decal
4. VIP BBQ Line

**E. Calypso Membership:** \$100

1. Script Texas Benefits Plus
2. Reserved Seating for BBQ Lunch
3. Free T-Shirt
4. One Free BBQ Wristband

**F. Wabash Membership: \$250**

1. Calypso Benefits Plus
2. Plaque (1st year plus year plates after the first year)
3. Saturday Parking Permit
4. Free Membership for LHAB Member Spouse

**G. Grandioso Membership: \$500**

1. Wabash Benefits Plus
2. Band Day Fee Waived
3. Friday Night and Saturday Parking Permits
4. 2 BBQ Wristbands

**H. Big Bertha Membership: \$1000**

1. Grandioso Benefits Plus
2. Free Guest Ticket
3. Direct LHAB for 1 Stand Tune at LHAB Game
4. Dinner for 2 with the LHB Director and Guest

**I. Associate Membership: \$25**

1. Access to Blast Newsletters
2. Access to Band Day Guest Tickets

## Section 7. LHAB Code of Ethics.

- A. Statement of Intent.** The Longhorn Alumni Band, Inc. (LHAB), its Officers and members must, at all times, comply with requirements and regulations of the University of Texas at Austin (UT-Austin), the Department of Intercollegiate Athletics (Athletics), the Butler School of Music (Butler School), and Directors of the Longhorn Band (LHB). The LHAB will not condone the activities of members or anyone representing themselves as members who act in a manner that disregards these requirements. The following Code of Ethics (Code) is intended as a guide for members to follow while participating in the LHAB or otherwise representing the LHAB. Members uncertain about the application or interpretation of any Code of Ethics requirements should seek clarification from the BOD of the LHAB.
- B. Purpose.** The LHAB exists to foster friendships and association with former members of the LHB. Membership is an honor and privilege intended to respect and honor the traditions and legacy of the LHB and UT-Austin.
- C. Culture.** As one LHAB/LHB family, we aim to maintain a culture where everyone is respected, welcome, and included, and an environment that is free from discrimination, harassment, and intimidation for any reason.
- D. Participation.** Only dues-paying voting members will be allowed to participate in the on-field activities of the LHAB during the annual Band Day reunion. Family and friends may be allowed to participate in other events provided those family and friends comply with the other requirements of this Code. LHAB members and non-members must abide by the rules of the event organizers.
- E. Appearance.** While representing LHAB, members must wear the attire mandated by the event organizer. Event organizers will strictly enforce uniform rules at UT facilities.
- F. Conduct.** While representing the LHAB, members are expected to conduct themselves professionally.
- G. Prohibited Actions.** While representing the LHAB directly or indirectly, including on social media, members must not engage in illegal, discriminatory, or otherwise unprofessional activities or conduct themselves in a way that could be construed as such. LHAB will not tolerate racism, harassment, bigotry, or offensive or derogatory remarks about a person's race, gender, sexual orientation, or identity. Using controlled substances, engaging in gambling, fighting, swearing, or excessive alcohol use is strictly prohibited while representing the LHAB. LHAB members must not use their membership or appointed/elected positions for private or personal gain.
- H. Financial Accountability.** Members who have access to LHAB funds in any form are expected to fulfill their fiduciary responsibility to the membership and must follow the prescribed procedures for recording, handling, and protecting LHAB funds.
- I. Violations.** Ethical conduct is the responsibility of everyone. Anyone who observes another member disregarding the terms or spirit of these standards should immediately report the incident to any Officer, member of the BOD, Drum Major, or Section Leader. Please follow up in writing using the Code of Ethics Violation Form. The Board of Directors will investigate the report and, if a violation is corroborated, appropriate corrective action will be administered by the Board.

**Section 9. Code of Ethics Violation Form.**

Your Name, Phone Number, and Email Address:

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Date and Location of Alleged Incident:

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Describe in detail the incident you wish to report. Include the name of the LHAB member that you believe disregarded the terms or spirit of the Code of Ethics (attach additional pages if necessary). Please be very specific in your description. Identify any other individuals who may be witnesses to this incident (please include names, phone numbers, and email addresses of all individuals referenced).

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Signature: \_\_\_\_\_

\*Please submit this form to a member of the Board of Directors.

**Section 10. Associate Member Application.**

**LHAB Associate Member Application**

**According to the LHAB Bylaws, friends or family of current or former voting members are eligible to become associate members of LHAB.**

**Dues: There is currently a \$25 annual membership fee to be an associate member.**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Referring LHAB Member: \_\_\_\_\_

Signature: \_\_\_\_\_

**Note: As an LHAB associate member, you will not have voting rights in LHAB. You will receive LHAB Blast publications, you may participate in local area events, attend the annual meeting at your own expense, and you will be allowed to purchase guest tickets to the LHAB Band Day game.**

\*Please submit this form to a member of the Board of Directors.

## Section 11. Nominating Committee Procedure

**A. Authority.** The LHAB Handbook outlines the role and organization of the Nominating Committee. An excerpt is included below for ease of reference:

**Nominating Committee.** The Nominating Committee shall:

1. be chaired by the Past President;
2. be elected by the voting members at the annual meeting or electronically;
3. consist of four members serving 2-year terms plus the Past President;
4. nominate at least one candidate for each office to be filled; and
5. publish candidates in the Band Day Blast before the vote.

**B. Preparatory Phase (at least 180 days before Band Day).** The Nominating Committee shall:

1. meet at least once in person or electronically;
2. review the LHAB Bylaws and Handbook excerpts applicable to the committee;
3. review and update the LHAB Leadership Application as needed;
4. define planned outreach activities, including method and timing; and
5. use the Nominating Committee Chart of all Offices and Committees.

**C. Identification and Recruitment (at least 90 days before Band Day).** At a minimum, the Nominating Committee shall:

1. distribute LHAB Leadership Application to all current Officers and members;
2. conduct outreach activities to fill any unapplied for offices;
3. record all responses in the Nominating Committee Google Drive; and
4. verify that all candidates submitted are eligible and are willing to serve.

**D. Reporting (at least 45 days before Band Day or the start of the electronic election).** The Chair shall:

1. submit the candidate list to be published in the Band Day Blast before the annual meeting or the start of the electronic election if utilized; and
2. allow for additional candidates to be nominated if needed.

**E. Election (at the annual meeting or at least 21 days before Band Day if held electronically).** Members of the Board of Directors, Officers, and Nominating Committee Members shall:

1. be elected by the members at the annual meeting or electronically.