

Longhorn Alumni Band, Inc. Organizational Code of Conduct

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 Conduct (“Code”) is intended as a guide for members to follow while participating in activities of the LHAB or otherwise representing the LHAB.

Members uncertain about the application or interpretation of any requirements of the Code should seek clarification from the Elected Board of the LHAB.

1. **Purpose.** The LHAB exists to foster friendships and association with former members of the LHB. Membership is an honor and privilege intended to respect & honor the traditions and legacy of the LHB and UT-Austin.
2. **Membership.** Membership in the LHAB is limited to former members of the LHB who:
 - a. were members of the LHB during enrollment and
 - b. is not delinquent with payment of dues or any other fees
3. **Participation.** Only dues paying members will be allowed to participate in the on-field activities of the LHAB during the annual Band Day reunion. Non-member family & friends may be allowed to participate at other events provided those family & friends comply with the other requirements of this Code. LHAB members & non-members must comply with rules of the event organizers.
4. **Appearance.** In performances or otherwise representing the LHAB, members must wear the standard attire mandated by the LHAB Executive Committee & Board of Directors. Rules for attire will be strictly enforced during performances in UTA facilities. Rules for attire and participation in other events may be less strictly enforced.
5. **Conduct.** While representing the LHAB, members are expected to conduct themselves in a professional manner. Use of controlled substances, engaging in gambling, fighting, swearing, or excessive use of alcohol and similar unprofessional activities are strictly prohibited while representing the LHAB.
6. **Prohibited Actions.** While representing the LHAB directly or indirectly including 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 members must not use their membership or appointed/elected positions for private or personal gain/advantage.

7. **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. LHAB expects application of acceptable standards to prevent fraud and dishonesty. Any expenditure of LHAB funds requires prior approval from the Executive Committee and/or the Board of Directors.

8. **Violations.** Ethical conduct is the responsibility of everyone. Anyone who observes another member disregarding the terms and/or spirit of these standards of conduct should immediately report the incident to any Officer of the LHAB, member of the Board of Directors, or (if during Alumni Band Day) a Drum Major, who are authorized to take immediate action as necessary. Please follow up in writing using the standard Incident Report Form. The report will be investigated by the Board of Directors and, if a violation is corroborated, appropriate corrective action will be administered by the Board.

Date Adopted: October 6, 2017

Board Chair: Scott Harmon

Signature: _____

LHAB President: Joe Dahlstrom

Signature: _____

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Respectfully submitted by the ad-hoc Ethics Committee appointed by President Joe Dahlstrom:
Chair, Past President J. P. Kirksey
Members, Greg Wilson & Past President Janice Stone

LHAB Incident Report

Name, address, telephone number, & email address of individual Making Report:

Date & Location of Alleged Incident _____

Please describe in detail the incident you wish to report. Include the name of the LHAB member that you believe disregarded the terms and/or spirit of the Code of Conduct (attach additional pages if necessary). Please be very specific in your description, including the Code of Conduct provision that you believe was disregarded.

Please identify any other individuals who may be witnesses to this incident (please include name, address, telephone number and email address):

What is the best way to contact you? _____

Signature: _____ Date: _____

Printed Name: _____