

TMAA CLUB GUIDELINES

I. General Guidelines

- A. A goal of TMAA is to promote team member camaraderie through recreational and social activities. One way this is achieved is through TMAA clubs and any approved club must support this goal.
- B. TMAA clubs may not engage in any discriminatory, illicit activity or any other activity not supportive of TMAA's bylaws or TMMK operating philosophies.
- C. TMAA clubs should foster full participation of all Team Members.
- D. TMAA Club activities should be conducted in a positive manner supporting TMAA as a good corporate citizen.
- E. An additional goal of TMAA is to respect and support the diversity of its membership through a variety of approved clubs.
- F. TMAA Clubs are supported by membership dues and any additional fees incurred by club members. TMAA Clubs may not solicit funds or gifts from outside sources.
- G. TMAA Club activities are intended for TMAA members only unless participation by others such as family members is appropriate for success of club or meets club goals.

II. Club Approval

- A. Any TMMK, TMAA member may submit a "TMAA club application" for approval (Attachment A).
- B. The TMAA Club Application form must be completed in its entirety including the following:
 - 1. Purpose for the club,
 - 2. How the club will support the goals of TMAA,
 - 3. Implementation plan for the club,
 - 4. List of projected club activities.
- C. In addition to the application, a request for budget approval form must also be completed.
- D. After completion of the application, the application and budget approval form should be forwarded to a TMAA Executive Committee member.

- E. Upon receipt of the necessary documentation, the TMAA President or Vice President will request three (3) Executive Committee Members to meet with the person submitting the Club Application for review of the club application. (Every attempt will be made to schedule this meeting no later than ten (10) business days following date of receiving application).
- F. The Executive Committee Club Subcommittee will review the application for completeness and the budget approval form for appropriate level of expenditures. After a thorough review, the subcommittee will present the application to the entire TMAA Executive Committee and will make a recommendation for approval/ disapproval. Thereafter, the normal TMAA voting procedure will take place.
- G. A member of the Club Subcommittee will notify the Club President of approval or disapproval and of any changes to budget or other requests for changes by TMAA Executive Committee. If a club is denied for any reason, the reason will be communicated verbally and in writing to Club President.
- H. Clubs will be approved only if they meet the following criteria:
 - 1. A Club Approval Form is completed with all necessary information.
 - 2. A Budget Approval Form is completed with all necessary information.
 - 3. The Club supports TMAA goals, by-laws and TMMK operating philosophy.

III. Budget Approval Process

- A. A Budget Approval Form (Attachment B) must be completed and approved by the TMAA Executive Committee annually (October/November) for the next calendar year.
- B. Budgets are approved for expenses incurred by club such as T-shirts, prizes, trophies, equipment, banquets and other operating supplies. (Prizes and banquet expenses covered for TMAA members only). Budgets are effective January - December and any unused budgeted amounts will go back into the TMAA General Account.
- C. Expenditures must be pre-approved by TMMK Cost Management TMAA liaison before purchase is made. Receipts for expenditures must be submitted to TMMK Cost Management TMAA liaison 30 days prior to check need date.
- D. To request payment of an approved expenditure, Attachment C - (TMAA Payment Requisition Form) should be completed and submitted to TMMK Cost Management TMAA liaison for payment.
- E. Expenditures may not exceed approved budgeted amount unless a supplemental budget is submitted and approved by the TMAA Executive Committee.

- F. The Club President is responsible for expenditures associated with the club and should make every effort to minimize costs by securing the best possible cost for purchase.

IV. Communications

- A. TMAA Clubs may utilize TNN, Bulletin Boards and any other approved TMMK communication methods to disseminate information regarding a club.
- B. Requests for club communications should be submitted in writing to the TMAA Executive Committee seven (7) days prior to running or posting date.

V. On-Going Operation

- A. On a quarterly basis, the Club President will be requested to attend an Executive Committee meeting to report on the club's activity.
- B. The reporting should include the club's activities, meeting dates, any problems or concerns encountered and any future changes to club operation and/or any proposed budget additions.