

# ***BURBANK TOURNAMENT OF ROSES ASSOCIATION***

## **STANDING RULES**

### MEMBERSHIP

1. Regular meetings of the members of the corporation shall be held at 7:00 p.m. on the third Thursday of each month (except in July and August) at a location designated by the Board of Directors. Notice is not required.
2. Membership, from January to December of each year shall be effective on payment of dues (Bylaws, Section II, Membership part 3).
3. Members joining or renewing in October, November or December of each year shall automatically continue their membership for the following year.
4. Only one individual can be included under an individual membership. A family is considered two or more individuals at a single mailing address.
5. Each individual in the family will be allowed to vote, except for Junior members (thirteen years of age or younger) who will not have voting privileges except on matters of float design.
6. A business, corporation or organization is allowed only one vote.
7. Membership is open to everyone regardless of residency, race, color, religion (creed), sex, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

### ANNUAL DUES

1. Annual dues and privileges will be as follows:
  - A. **“Red Rose” Member** - \$15/Individual or \$30/Family or Business at one mailing address.
    - i. Membership card(s).
    - ii. Newsletter.
    - iii. Right to vote for the float design.
    - iv. Right to vote for Officers and Directors, 14 years and older, (Must be a member for at least 90 days, Bylaws, Section II, Voting Privileges, Item 6).
  - B. **“Silver Rose” Member** - \$50/Individual or \$100/Family or Business at one mailing address.
    - i. Same as “Red Rose” Membership, plus.
    - ii. One time use discount card for 10% off BTORA merchandise purchased at the Souvenir Shoppe (Not valid on clearance merchandise). Discount card is non-transferable.
    - iii. One discount card for individual membership.
    - iv. One discount card for each family/business member listed up to four maximum.

C. **“Gold Rose” Member** - \$250/Individual or \$500/Family or Business at one mailing address.

- i. Same as “Red Rose” Membership, plus.
- ii. Name listed on Electronic Sign Board.
- iii. 10% off BTORA merchandise purchased at the Souvenir Shoppe (Not valid on clearance merchandise). Discount is non-transferable.
- iv. One Logo T-Shirt for individual.
- v. One Logo T-Shirt for each family/business member listed up to four maximum.

D. **“Platinum Rose” Member** - \$750/Individual or \$1,500/Family or Business at one mailing address.

- i. Same as “Red Rose” Membership, plus.
- ii. Name listed on Electronic Sign Board.
- iii. 10% off BTORA merchandise purchased at the Souvenir Shoppe (Not valid on clearance merchandise). Discount is non-transferable.
- iv. One Logo T-Shirt for individual membership.
- v. One Logo T-Shirt for each family/business member listed up to four maximum.
- vi. Two grandstand seats to the Rose Parade for individual membership.
- vii. Up to four grandstand seats to the Rose Parade for family/business membership.
- viii. Memberships paid between January and September 15 receive grandstand seats for the upcoming parade. Memberships paid September 16-December receive grandstand seats for the following year’s parade.

2. A grace period of thirty days (January 30) will be allowed for payment of dues, after which period the member shall be considered in arrears and dropped from the membership rolls. Notice of arrears or termination is not required.

#### BOARD OF DIRECTORS

1. Regular meetings of the Board of Directors shall be held at 7:00 p.m. on the second Thursday of each month at a location designated by the Board of Directors. Notice is not required.
2. Installation of the Board of Directors shall become effective immediately upon election.
3. Each incoming Director shall receive a copy of the current Bylaws, Articles of Incorporation, Burbank Water and Power Agreements and Standing Rules from the Secretary of the Association.
4. Each member of the Board of Directors is expected to attend the monthly General Meetings.
5. Each member of the Board of Directors attendance record for the past year (March-February) will be announced at the Annual Meeting before elections begin.

#### GRIEVANCES

1. All grievances shall be in written form and submitted to the Secretary who will present the grievance to the Board of Directors for discussion and possible action.

2. Those submitting grievances should be encouraged to supply a possible resolution or other possible solution.

#### PRINCIPAL OFFICE

1. The mailing address for the Association shall be: Post Office Box 373, Burbank, California 91503-0373.
2. The float construction and decoration site shall be: Burbank Water and Power, 123 W. Olive Ave, Burbank, California 91502.

#### FLOAT IDEA SELECTION

1. Design ideas with a simple sketch must be received by the Association by 8:00 p.m. on a date selected by the Board of Directors. This date should allow time to have both the Board of Directors and General Membership meetings to take place before Pasadena Tournament of Roses Association's Theme Draft meeting which is usually held on the second Wednesday of February.
2. The Board of Directors of the Association will pick at least four design ideas to present to the General Membership, who will then make the final choice. The judging will be done on a "blind" basis - the identity of the designer will not be known until after the final judging.
3. The winning designer, as accepted by Pasadena Tournament of Roses Association, will receive two tickets to the Rose Parade. If there is more than one designer, the prize will be shared between them.
4. The design idea sketch must be in black and white and on paper no larger than 11" by 17" in dimensions. No color sketches or oversize paper will be accepted.
5. A written explanation of the ideas and representations could be helpful and can be included.
6. A completed and signed Burbank Tournament of Roses Association Rose Float Design Contest Entry Form must be placed in a sealed envelope on the back of the sketch (not the front) to identify the owner.
7. Whoever is the selected designer(s) may be asked for consultation on the Design, Construction and Decoration committees.
8. The design idea becomes the property of Burbank Tournament of Roses Association and the Association retains the rights to make any changes necessary to incorporate the design idea into a float.
9. Designers shall be required to sign a release stating that the idea is their sole creation and property and relinquishing all rights of the idea to the Association.

## COMMITTEES

1. Committees
  - A. All committees will be appointed by the President or by a Vice-President with authorization from the President to carry out his or her responsibilities. (Bylaws Section V, Vice Presidents parts 3 & 4).
  - B. Committees will be formed with members in good standing.
  - C. The President will solicit (sign-up sheets, e-mails, newsletter, etc) from the General Membership members who are interested in becoming committee Chairs and members.
2. Chairs
  - A. All Chairs shall be appointed by the President (Bylaws Section V, President part 3).
  - B. Each incoming Chair shall receive a copy of all current Committee descriptions and rosters from the Secretary of the Association.
  - C. An individual may serve as Chair of only one committee at the same time, unless the President determines it is not an undue burden for an individual to Chair multiple committees at the same time. A committee may have one or more departments (sub-committees). An Individual may head multiple departments at the same time.
  - D. All Chairs will be in charge of conducting the committee meetings.
  - E. The Chair of a Standing Committee reports to its Vice President, assigned to administratively oversee and coordinate its duties, who shall then report to the Board of Directors.
  - F. The Chair of a committee shall give a complete report of the committee's actions to the General Membership at each monthly meeting. If the Chair cannot attend the meeting, the Vice President will read the Chair's written report.
  - G. The President, Vice President or the Board of Directors may request that a Committee Chair report directly to the Board of Directors who must attend and be prepared to give a full report on its committee's actions.
  - H. Committee Chairs shall be encouraged to use the Board of Directors to help with critical decisions as necessary.
  - I. The Board of Directors may override a committee Chair's decision if the Board decides the decision is not in the best interests of the Float Association
  - J. If any Chair of any committee fails to meet their deadlines, the Board of Directors may take over or make decisions to move the process forward.
  - K. If, for any reason, the committee's purpose is not being accomplished, the President can appoint another Chair.

### 3. General

- A. Each committee shall be operated in a democratic manner. Any major decisions shall be made and voted on by the present majority of that committee.
- B. Each member of the committee, including the President, shall be notified of committee meetings. The Chair will make every effort to contact the members.

### STANDING COMMITTEES

1. Standing Committees operate administratively under and report to the Vice President assigned to their committee, who will not be an actual member of the committee. The Vice President shall then report to the Board of Directors.
2. The duties of each committee shall include, but not be limited to the following:

#### *Vice President-Administration*

##### Fund Raising

1. The Fund Raising committee is responsible for developing ways and means to raise funds that augment funds in the treasury, membership dues and funds received from the city.
2. The Fund Raising committee may include, but is not limited to, merchandise sales, soda and candy sales, and boutique sales.
3. The Treasurer shall be considered a member of the Fund Raising committee.

##### Membership

1. The Membership committee is responsible for, but not limited to, the recruitment of new members, renewal of existing members and maintenance of member information and dues.

##### Public Relations

1. The Public Relations committee is responsible for publicizing the organization through all forms of media. This may include, but is not limited to, newsletter, press releases, informational materials, promotions, speakers, social events, photography, Internet and tours of Burbank's float site.
2. Newsletter
  - A. Creates the official publication, "Burbank Petaler."
  - B. Submissions can include, but are not limited to, items of interest from Committee Chairs, Officers, members and other interested parties.
  - C. May include paid advertisements.
  - D. The Association reserves the right to refuse any submissions.
3. Publicity
  - A. Responsible for creating and accepting press releases.

- B. Press releases may be submitted to, but not limited to, newspapers, radio, television and Pasadena Tournament of Roses Association.
  - C. The President may request pre-approval and/or copies of all press releases.
4. Promotions
- A. Responsible for, but not limited to, Chamber of Commerce mixers and special events, mall displays, library displays and Historical Society displays.
  - B. Promotional events will encourage community involvement in the organization and educating the public.
5. Speakers
- A. Association speakers will include, but are not limited to, Board and general members speaking on the Association's behalf at a non-Burbank Tournament of Roses Association function.
  - B. Solicitation and scheduling of guest speakers for Association meetings and functions.
  - C. Guest speaker fees, if required, can only be paid if pre-approved by the Board of Directors.
6. Photography and Videographer
- A. Responsible for recording the Association's activities through film and videotape.
  - B. All film and tape purchased by the Association shall become the property of the Association.

#### Banquet

1. The Banquet committee is responsible for, but not limited to, the planning, facility location, and organization of the Association's annual Banquet.
2. Maximum budget allotted without prior approval from the Board of Directors will be \$100.00. The Board of Directors must approve any required deposit to the banquet facility.

#### *Vice President-Float*

##### Design Contest

1. The Design Contest committee is responsible for, but not limited to, soliciting design idea entries from the Public and General Membership, collect design idea entries, hosting a special meeting for the Board of Directors to review submissions, hosting a special meeting for the paid (by January 30th) General Membership to rank the finalists and submitting one or more drawings at Pasadena Tournament of Roses's Theme Draft Meeting.
2. The Design Contest Chair shall be appointed by the President on or by the October Board of Directors meeting.
3. The Design Contest Committee will follow Standing Rules-Float Idea Selection.

4. The Design Contest committee will present no fewer than four design ideas from the Board of Directors to the General Membership in an objective manner for approval. Members of the design committee will not discuss, to the General Membership, any float design ideas that they have previous knowledge of, including ideas submitted by themselves.
5. The Design Contest committee presenter(s) will present to the General Membership Pasadena's Criteria For Judging from the current Pasadena Float Manual.
6. The Design Contest committee idea presenter(s) will read the written explanation given with each design idea. Knowledgeable Design committee presenter(s) will present various construction and decoration possibilities of each design idea to the General Membership.
7. The design idea with the majority of votes will be submitted to Pasadena Tournament of Roses Association Theme Draft. Other design ideas may also be registered at the Theme Draft meeting as backups.
8. The Construction and Decoration Chairs are automatically members of the Design Contest Committee.

#### Design

1. The Design committee is responsible for, but not limited to, obtaining a completed float design, working with a renderer to create line drawings, color rendering and scale drawings.
2. The Design Chair and committee members shall be appointed by the President on or by the February Board of Directors meeting.
3. After approval from Pasadena Tournament of Roses Association, the Design committee can begin work with the renderer on a design line drawing, color rendering and scale drawings. The Designer(s) may be asked for consultation on the Design.
4. Before the end of February, the Design Committee will hold at least one Design meeting, open to all members, to obtain input on design change possibilities.
5. All additional meetings will be made up of Design Committee members.
6. The Design Committee will release a final concept line drawing by April 1<sup>st</sup>.
7. The Design Committee, with input from the Construction Committee, shall create scale drawings to be presented to the Decorations and Construction Committees by May 1<sup>st</sup>.
8. The Decorations Committee shall provide the Design Committee the color scheme that will be used to create the color rendering by May 1st.
9. The final color rendering shall be completed by May 15<sup>th</sup>.
10. A final color rendering must be submitted to Pasadena Tournament of Roses Association before July 15<sup>th</sup>.

11. The Construction and Decoration Chairs are automatically members of the Design Committee.

### Construction

1. The Construction committee is responsible for the fabrication of the float. This may include, but is not limited to, engineering, materials procurement, welding float's structure, design shaping, mechanisms, animation, chicken wiring, screening, foaming, cocooning, test drives and float dismantling.
2. As parts and/or assemblies are completed and ready for painting, they shall be made available to Decorations. The Construction committee will complete all welding by October 31st. All screening, chicken wiring, cocooning, foaming and any other closing items finished to make it a "parade ready" float (ready for painting and decorating) on or before Thanksgiving weekend. The float MUST be "parade ready" before T-2 (Pasadena Tournament of Roses Association Float Construction Test Drive Number 2). This may supersede the above dates.
3. The Construction committee assists in transportation of float to and from Pasadena and necessary repairs.
4. The Construction committee shall abide by all requirements presented in the most current edition of the Pasadena Float Manual.
5. The Construction committee shall abide by all requirements presented in the most current edition of the Burbank Tournament of Roses Association's Safety Manual.
6. The Construction committee may also be responsible for, but not limited to, the following on board systems: hydraulics, pneumatics, animation systems, electrical, special effects, sound and communications. Each of the above items may be considered a separate department.
7. The Vice President-Float will act as the clearinghouse for all items to be saved before any item is dismantled or discarded. Priorities for saved items will be given to the Association first, builder and/or decorator second. Individuals who are keeping float items will be responsible for removing the items from the float site in a timely manner or the items may be destroyed.
8. The Site & Safety, Decorations and Manpower Chairs shall be considered members of this committee.

### Decoration

1. The Decoration committee is responsible for the appearance and decoration of the float. This may include, but is not limited to, the selection of suitable decoration materials needed, determining the amount of decoration materials necessary to complete the float, procurement of decorating materials and supplies, painting and decorating of the float.
2. The Decoration committee is in charge of ordering, receiving, verifying and maintaining of all decoration materials and supplies.

3. The Decorations committee shall abide by all requirements presented in the most current edition of the Pasadena Float Manual.
4. The Decorations Committee shall provide the Design Committee the color scheme that will be used to create the color rendering by May 1<sup>st</sup>.
5. The Decorations Committee shall provide the Construction Committee with a listing of where fresh floral will be used on the float by June 15<sup>th</sup>.
6. The Decoration committee may conduct educational “how to” decoration classes to the general public.
7. The Decoration committee will be responsible for creating the Decorations Book. The Painting Charts must be made available by mid-November. The Books must be ready for a joint meeting with the Manpower and Construction Chairs and Supervisors. The Books must be ready by mid-December.
8. As parts and/or assemblies are completed, the Construction committee shall notify the Decorations Chair that said parts and/or assemblies are available for painting and decorating.
9. The float MUST be “parade ready” (fully decorated) by Second Judging.
10. The Site & Safety, Construction and Manpower Chairs shall be considered members of this committee.

#### Site and Safety

1. The Site and Safety committee is responsible for, but not limited to, facility preparation, improvements and maintenance, security, parking, storage, kitchen and general safety.
2. The Site & Safety committee shall periodically revise, update and maintain the Association’s Safety Manual. The Safety Manual shall comply with any and all requirements presented by the City of Burbank and Cal/OSHA.
3. The Site & Safety committee shall periodically revise, update and maintain the Association’s Safety Guidelines, by which all float workers must abide.
4. The Site and Safety committee shall coordinate with the City’s safety departments as needed or required.
5. The Food Services, Manpower, Decoration and Construction Chairs shall be considered members of this committee.

## Manpower

1. The Manpower committee is responsible for, but not limited to, recruiting, obtaining and managing workers to construct, decorate and deconstruct the float.
2. The Manpower committee shall obtain a completed and signed Release Form from each volunteer.
3. The Manpower committee shall provide the most current edition of the Association's Safety Guidelines to all volunteers, which conform to the most current edition of the Burbank Tournament of Roses Association's Safety Manual, by which all float workers must abide.
4. The Manpower committee, with input from the Decorations and Construction Chairs, shall identify specific areas that need supervision during Deco Week.
5. The Manpower committee, with input from the Decorations and Construction Chairs, shall establish a list of Supervisors and their responsibilities during Deco Week. This list should be created no later than mid-December.
6. The Manpower committee shall meet with the Supervisors and establish guidelines for their responsibilities before and during Deco Week. This includes, but is not limited to, the following:
  - A. Preparation of assigned work area prior to Deco Week.
  - B. Preparation of assignment (float piece, registration, flower cage, etc.) prior to Deco Week.
  - C. Establishing work schedule and worker coverage when not present.
  - D. Review and understand the Decorations Book
  - E. Review and understand the most current Safety Guidelines and Safety Manual.
7. The Manpower committee shall establish a method of identification for all volunteers. This may include name tags, badges or other methods of identification.
8. The Food Services, Site & Safety, Decorations and Construction Chairs shall be considered members of this committee.

### Food Services

1. The Food Services Committee is responsible for, but not limited to, the planning, acquisition, scheduling and serving of food during Deco Week and De-Construction.
2. The Food Services Committee will be responsible for stocking the Association's Motorhome which is used in the Rose Parade Formation Area and in Burbank's Post Parade Float Watch with food, water and supplies.
3. The Food Services Committee shall maintain and update, at least annually, a procedure book and check lists for their activities during Deco Week, De-Construction and the Motorhome. The procedure book and check lists shall contain, among other items, vendor and donor contacts, sample donation letters, motorhome stocking check lists and float site food services supplies.
4. The Food Services Committee will be responsible for maintaining the break area, which includes, the cleaning and organizing the area before Deco week and the cleanup and storage of equipment and items after De-Construction.
5. The Food Services Committee may also be used to provide Food Services for other events throughout the year, including, but not limited to, Self-Built Get Together and other events.
6. The Food Services Committee may be asked to help with Food Services for the Association's annual Banquet and Burbank On Parade.
7. The budget is set by the Board of Directors and cannot be exceeded without prior approval from the Board of Directors.
8. The Manpower and Site & Safety Chairs shall be considered members of this committee.

### Music

1. The Music Committee is responsible for, but not limited to, the selection, approval and creation of a soundtrack for the float.
2. The Music Committee selects or creates the float's soundtrack that will enhance the overall storytelling and entertainment of the float.
3. The music must be approved by the Board of Directors.
  - a. Rough selection submitted to the Board of Directors by, or before, the Board's September Meeting.
  - b. Final approval by the Board of Directors on or before the Board's October meeting.
4. The Music Committee will produce a single and looped version preferably using a mono mix.
5. The final music files will be given to the Vice President-Float and Historian.

6. The Music Committee must provide, for each song used, the following information:
  - a. Music title
  - b. Composer
  - c. Arranger
  - d. Publisher
  - e. Performer
  - f. Copyright Date (year)
  - g. Copyright Licensing Agent (ASCAP, BMI, SESAC, etc.)
7. If original music is created, a release form granting the Association fee free use of the music must be obtained from the Performer and Composer.
  - a. The form should certify that the music is an original musical composition.
  - b. The form shall grant the Association the right to use the work in any and all media.

#### Burbank On Parade

1. The Burbank On Parade committee is responsible for, but not limited to, designing, creating, decorating and entering an entry that represents the Association in the annual Burbank On Parade event.
2. The Burbank On Parade Chair shall be appointed by the President on or before the December General meeting.
3. The Burbank On Parade Chair shall determine what float items, if any, should be saved at float deconstruction. This list shall be given to the VP-Float before float deconstruction begins.
4. The budget is set by the Board of Directors and cannot be exceeded without prior approval from the Board of Directors.
5. The Burbank On Parade Committee shall be responsible for submitting entry forms, fees and any other required documents to the Burbank On Parade organization or other organizations as required.
6. The Burbank On Parade committee shall be responsible for coordinating the entry's transportation to and from the parade route, including coordinating Burbank Police Escorts through the Association's Liaison with the City of Burbank.
7. The Burbank On Parade committee shall be responsible for communicating work parties and parade day plans to the Association membership.

#### *Special Committees*

##### Riders and Outwalkers

1. The Riders and Outwalkers committee is responsible for, but not limited to, the selection of external float riders, outwalkers and auxiliary entertainers.
2. Both internal and external float observers and operators are chosen by the Construction committee and are not to be considered riders.

3. External float observers and operators, after approval by the Board of Directors, must conform to all costume requirements.
4. The Riders and Outwalkers committee will use the following rules:
  - A. The Riders and Outwalkers committee shall abide by all requirements presented in the most current edition of the Pasadena Float Manual.
  - B. Float riders, outwalkers, etc. shall be picked in keeping with the float's theme.
  - C. All riders, outwalkers, etc. must be available for meetings, fittings, judging and personal appearances as designated by the committee.
  - D. Selections shall be presented to the Board of Directors for final approval of riders, outwalkers, etc. and alternates on or before the September Board of Directors meeting.
5. This committee shall report to the Vice President-Float.

#### Finance Committee

A Finance Committee consisting of the President, both Vice Presidents, the Treasurer, the Construction Chair and Decorations Chair shall meet in April to compile a budget for the coming year. The Finance Committee shall submit its report to the Board of Directors for approval at the May Board meeting. The Finance Committee shall compile supplemental budgets throughout the year, as requested by the President.

#### Audit Committee

1. The Audit Committee is responsible for, but not limited to, determining the accuracy of the books and records of the financial officers, detect and correct errors, protect the financial officers and relieve them of the liability except in the case of fraud.
2. The Audit Committee is made up of three people.
  - a. Membership of the Audit Committee shall consist of at least 2 Association members.
    - i. One non-Association member can be used for this committee.
  - b. Contains at least one member not from the Board of Directors (Bylaws, SECTION V, Treasurer, Item 2).
  - c. The entire committee is appointed by the Board of Directors (Bylaws, SECTION V, Treasurer, Item 2).
3. The Treasurer shall submit the accounting books (including ledgers, bank statements, and invoices) of the corporation to the Audit Committee within sixty days of the close of the fiscal year (Bylaws, SECTION V, Treasurer, Item 2).
4. The Audit Committee shall present their findings, per the Audit Procedures provided by the Treasurer, at the next General Meeting following the completion of their work.
  - a. The Audit Committee, if possible, should present their findings at the May General Meeting.
  - b. The Audit Committee shall complete their work within 60 days of receiving the accounting books from the Treasurer.
  - c. The Audit Committee shall create three copies of a written report, signed by all Audit Committee members, for the President, Secretary and Treasurer.

CITY OF BURBANK LIAISONS

The President, unless delegated, shall act as liaison between the Board of Directors and the City of Burbank.

AMENDMENT OF STANDING RULES

These Standing Rules may be amended or revised in whole or in part by a simple majority vote of the Board of Directors where a quorum is present. A special meeting or advance notice is not required.

Revised and adopted November 9, 2023

Original Standing Rules adopted \_\_\_\_\_

Revised August 19, 1982

Revised December 16, 1982

Revised October 20, 1983

Revised February 13, 1992

Revised March 12, 1992

Revised May 12, 1994

Revised February 9, 1995

Revised January 8, 1998

Revised November 12, 1998

Revised February 10, 2000

Revised August 14, 2003

Revised November 13, 2003

Revised February 10, 2005

Revised January 11, 2007

Revised June 12, 2008

Revised May 14, 2009

Revised September 9, 2010

Revised January 13, 2011

Revised August 11, 2011

Revised September 8, 2011

Revised June 14, 2012

Revised October 11, 2012

Revised February 12, 2015

Revised March 14, 2016

Revised May 11, 2017

Revised February 7, 2018

Revised April 14, 2022

Revised October 12, 2023

President – Linda Cozakos

Vice President-Administration – Bob Hutt

Vice President-Float – Steven Edward

Secretary – Jon Reeves

Treasurer – Robin Hanna

Directors:

Kim Cecchetti

Kim Brunner

Terri Coomes

Teresa Green  
Liza Guzman  
John Hames  
Albert Rodriguez