



McMaster University Marching Band

Bylaw 2. Information Collection & Storage



This document outlines the processes of information collection, access, storage and modification as they relate to the operation of the McMaster Marching Band (MMB). All policies within this document will apply to the Executive Committee electoral terms as defined in the MMB Constitution Section 8. All terms herein forward shall refer to their definitions given by the MMB Constitution. Terms not defined in said document are defined in Section 1 of this document.

1. Definitions

- 1.1. The use of “instrument” encompasses all equipment possibly used for performances, owned by the Band, including but not limited to:
 - 1.1.1. Instruments;
 - 1.1.2. Flag poles and silks;
 - 1.1.3. Drum harnesses and stands;
 - 1.1.4. Maces.
- 1.2. The term “Logistics Assistants” encompasses both the Archivist and Quartermaster.
- 1.3. The “Master Membership List” refers to the Google Sheet storing all collected Membership information.
- 1.4. The “Membership Contract” shall be the agreement set by the Band and agreed to by the tentative Member in completion of the Membership Form.

2. Membership Forms

- 2.1. The membership forms shall request the following information from tentative members:
 - 2.1.1. Full and preferred names;
 - 2.1.2. Email;
 - 2.1.3. Phone number;
 - 2.1.4. School-year address;



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- 2.1.5. Program and year;
- 2.1.6. Instrument and whether they own their instrument or will use their own;
- 2.1.7. A signature to confirm the information provided is accurate and that they will adhere to the Membership Contract.

2.2. The membership forms may be completed in physical or electronic format.

- 2.2.1. In the case of an electronic form, the signature per Section 2.1.8 or this document shall be replaced by a confirmation checkbox.

3. Procedure

3.1. Any member of the Executive Committee may administer membership forms to new members: overseeing the distribution, collection, and verification of legible and reasonable information.

- 3.1.1. If the forms are administered in a physical format, the form will then be passed to the Communications Director.

3.2. The Communications Director shall transcribe all information from the Membership Forms to the Master Membership List in the MMB Drive per Section 4.2 of this document.

3.3. The Finance Director shall commit all information relating to Membership Deposit status to the Master Membership List.

3.4. The Logistics Director or assistant(s) thereof shall commit all information relating to member instrument rentals, uniforms, and any other equipment to the Master Membership List.

4. Storage and Access

4.1. The Communications Director shall be responsible for the storage of any physical Membership Forms.

4.2. The Master Membership List shall be stored in the shared in the MMB Leadership Team Google Drive at the following directory:



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MMB Drive > MMB Executive > Communications

4.3. The Communications Director shall be responsible for maintaining a regular backup of the Master Membership List at the following points throughout the academic year:

- 4.3.1. After the third (3rd) MMB rehearsal of each Fall term;
- 4.3.2. At the beginning of each of the McMaster University mid-term recesses, as decided by the Registrar's Office;
- 4.3.3. At the close of each of the Fall and Winter semesters.

4.4. Access to the database will be restricted to the MMB Leadership Team.

5. Data Modification

5.1. The Communications Director shall be responsible for any changes relating to information originally collected in the Membership Form, as defined in Section 1.1 of this document.

5.2. The Finance Director shall be responsible for any changes relating to the deposit status of any Member.

5.3. The Logistics Director or assistant(s) thereof shall be responsible for any changes relating to the instrument, uniform, or other equipment use status of any Member.

5.4. The removal of any Member from the Membership List shall be brought before the Executive at a meeting of the Executive Board.