**Bylaws of the Cougar Alumni Band**

**Article I - Duties of the Officers**

Section 1. The President will preside at all board and general meetings, appoint all committees, and shall be ex-officio member of all committees.

Section 2. The Vice President shall assume all duties of the President in their absences and other official duties as required.

Section 3. The Secretary shall keep the records and the minutes of all meetings, results of any decisions approved via e-mail or phone, and shall attend to the correspondence.

Section 4. The Treasurer shall receive all funds collected, deposit same with the Cougar Alumni Band account with the WSU Foundation, and request disbursements from the WSU Foundation Account. All non-budgeted disbursements shall be approved by the Executive Board. The Treasurer shall keep an accurate record of all receipts and disbursements and follow generally accepted accounting practices. The Treasurer shall prepare a written account of all financial transactions to be made available at the Homecoming General Meeting and posted on the web site.

Section 5. The Publicity Director shall be responsible for all matters of publicity. A budget will be provided to cover incurred expenses.

Section 6. The President or Executive Board shall not be allowed to make a non-budgeted expenditure in excess of $100.00 unless authorized by the Board of Directors.

Section 7. The Librarian will maintain the music library and keep an inventory of instruments on lean. The librarian will be provided with a budget to purchase supplies, music, and other supplies necessary for the Music Library. The librarian will also ensure the music is available for all scheduled events.

**Article II - Budget**

Section 1. The Executive Board shall ensure that a minimum balance of $150 remains in the treasury for the next year's initial operating expenses.

Section 2. All money-making projects will be coordinated through the Board of Directors of the Cougar Alumni Band and the WSU Foundation.

**Article III - Meetings**

Section 1. A minimum of one general meeting (which will be the Homecoming meeting) and two board meetings will be held annually. Prior announcement of date, place and time of general meetings will be made through phone, mail or e-mail to all dues-paying members of the Cougar Alumni Band and posted on the web site. At least one member of the Executive Board must be present at a general meeting. Prior announcement of date, place, and time of board meetings will be made through phone, mail, or e-mail to all members of the board of directors, and posted on the web site.

Section 2. The President or quorum of the Executive Board may call special meetings.

Section 3. As chapters are formed, meetings may be called by their respective Boards.

Section 4. Any decision requiring Board approval (either Executive Board or Board of Directors) may be conducted by the Secretary (in lieu of a meeting). The process shall be as follows:

1. The secretary shall attempt to communicate the issue requiring approval to all Board members by their preferred method.

 2. Board members will have one week to communicate their vote (Approve/Reject) to the Secretary.

 3. The measure will pass if a simple majority of respondents approve the measure. To be valid, a quorum of the members (as specified in Article V) must reply to the measure.

 4. The Secretary will record all responses, and communicate the results to all board members indicating how each member voted, and whether the measure is approved or rejected.

Section 5. The Secretary shall keep an accurate record of all decisions requiring board approval.

Section 6. A "board meeting" is a meeting of the Board of Directors as defined in the Constitution to discuss the affairs of the Cougar Alumni Band. A "general meeting" is a meeting of the entire membership of the Cougar Alumni Band to discuss affairs of the organization and annually elect new officers. An "executive session" is a meeting of the Executive Board to discuss matters of a confidential or sensitive nature. New budget expenditures in excess of $100 or issues affecting the general Cougar Alumni Band shall not be approved in an Executive Session.

**Article IV - Committees**

Committees may be formed as necessary by the Executive Board.

**Article V - Quorum**

Section 1. Seven (7) Cougar Alumni Band members shall constitute a quorum for a general or special meeting.

Section 2. Five (5) board members shall constitute a quorum for a Board Meeting or an Executive Session.

**Article VI - Dues**

Dues shall be set for two categories: a per person and per household amount approved by the Board for the operating year. The operating year begins on the date of the WSU Homecoming football game annual meeting.

 **Article VII - Elections**

Elections for officers shall be carried out as follows:

1. The Executive Board shall be responsible for identifying at least one nominee for each office prior to the election at the Homecoming General Meeting. Nominations shall be reported to the Secretary prior to the election. At the time of the election, the Secretary will read the names of these nominees, and additional nominations will be accepted from the floor.

2. Elections will begin with the office of President, with nominations opened, closed and voted on. The other elected offices will be filled using the same process. The order will be as follows: Vice President, Secretary, Treasurer, Publicity Director and Librarian.

3. The election for each office shall be run by a person not running for that office.

**Article VIII - Duties of Board Members**

Section 1. The Board of Directors is a body that represents the interests of the general membership of the Cougar Alumni Band at board and special meetings. There must be at minimum of 10 Board Members and at most 20.

Section 2. Board members attend board, general and special meetings; collect input from the general membership to share at board, general, and special meetings; and serve on committees as assigned by the President or Executive Board.

Section 3. Board members have voting privileges in board and special meetings; may make motions and second motions; and bring items to the table in board, general and special meetings. The presence of Board members at board and special meetings counts towards a quorum.

Section 4. Any member of the Cougar Alumni Band in good standing may serve on the Board of Directors. Persons wishing to serve on the board may choose to do so at the Homecoming general meeting either in person or by notifying the Secretary. Board members may serve as long as they wish to do so. Voluntary Board members may resign at any time, however, their positions may go unfulfilled until the next Homecoming general meeting. If the maximum number of voluntary Board Members is reached, then an election of all voluntary Board Members will be held with those receiving the highest number of votes being awarded a position. Outgoing officers shall have priority in serving as Board Members.

**Revisions**

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| December 16, 2000 | Document updates |
| October 10, 2015 | Fixed dues amount changed to set by board prior to annual meeting. |