

# Longhorn Alumni Band Handbook

## Table of Contents

<b>Section 1. The Name, Purpose, and Mission of LHAB</b>	<b>Page 2</b>
<b>Section 2. Officers</b>	<b>Page 2</b>
<b>Section 3. Duties of Officers</b>	<b>Page 3</b>
<b>Section 4. Committees</b>	<b>Page 9</b>
<b>Section 5. Board of Directors</b>	<b>Page 10</b>
<b>Section 6. Voting</b>	<b>Page 10</b>
<b>Section 7. Membership Dues Refund Policy</b>	<b>Page 10</b>
<b>Section 8. Membership Levels</b>	<b>Page 11</b>
<b>Section 9. LHAB Code of Ethics</b>	<b>Page 12</b>
<b>Section 10. Code of Ethics Violation Form</b>	<b>Page 13</b>
<b>Section 11. Associate Member Application</b>	<b>Page 14</b>
<b>Section 12. Nominating Committee Procedure</b>	<b>Page 15</b>

## **Section 1. The Name, Purpose, and Mission of LHAB.**

- A. The name of this organization shall be The Longhorn Alumni Band (LHAB). LHAB was formed in 1964 and was incorporated as a 501(c)(7) Non-Profit Corporation on September 17, 1988, in The State of Texas. LHAB's address is 2406 Robert Dedman Drive, STOP E3100, Austin, TX 78712.
- B. The purpose of the LHAB is to advance the interests of The Longhorn Band (LHB) in establishing and maintaining the LHB as the foremost among bands of its type.
- C. The mission of LHAB is to promote the cause of education by fostering mutually beneficial relationships between LHAB, LHB, and UT by encouraging fellowship, communication, and interaction between each organization. Its second and equally important mission is to elect the Board of Trustees of The Longhorn Alumni Band Charitable Fund, which coordinates activities with the University of Texas Development Office to financially support LHB and its students.

## **Section 2. Officers. The Longhorn Alumni Band shall have the following Officers.**

- A. President
- B. President-Elect
- C. Immediate Past President
- D. Secretary
- E. Treasurer
- F. *Assistant Treasurer\**
- G. Communications Officer
- H. *Assistant Communications Officer\**
- I. Music and Merchandise Coordinator
- J. Property Manager
- K. Registrar
- L. *Assistant Registrar\**
- M. Technology Officer
- N. *Assistant Technology Officer\**
- O. Archivist
- P. Area Representatives (Austin, DFW, Houston, San Antonio, and Rio Grande Valley)
- Q. *Assistant Area Reps\**
- R. Scholarship Officer
- S. *Assistant Scholarship Officer\**
- T. KKY Liaison
- U. TBS Liaison
- V. LHB Liaison
- W. National Association of Alumni Bands (NAoAB) Liaison
- X. Parliamentarian
- Y. LHB Student Representative

*\*Appointed Positions*

### **Section 3. Duties of Officers.**

#### **A. President.** The President shall:

1. be the Chief Executive Officer of LHAB;
2. be a voting member and Chair of the Board of Directors;
3. in general, supervise and control the business and affairs of LHAB;
4. preside at all meetings of the Officers, Board, and members;
5. keep the LHAB Google Drive updated with all documents;
6. be able to travel to Austin for in-person meetings and events as needed;
7. provide leadership and vision and provide direction;
8. ensure that the organization is working toward its stated goals;
9. serve as an ex-officio member of the Board of Trustees;
10. sign any contracts or other instruments that the BOD has authorized; and
11. maintain a document with all information about the Presidency.

#### **B. President-Elect.** The President-Elect shall:

1. automatically become President after serving as President-Elect;
2. be able to travel to Austin for in-person meetings and events as needed;
3. be a voting member of the Board of Directors;
4. have served as an officer (elected or appointed) before serving;
5. preside in the absence of the President;
6. be the principal planner of Band Day Weekend;
7. be the primary contact person for the use of UT and LHB facilities for Band Day;
8. coordinate closely with the President for approval of major Band Day decisions;
9. copy the LHAB President on all electronic communications regarding Band Day;
10. create the schedule for Band Day Weekend;
11. develop and evaluate feedback from a post-Band Day online survey of members;
12. oversee the acquisition of guest tickets and communicate with Athletics;
13. update the Band Day 30-60-90 task document before implementing any tasks;
14. Share the Band Day 30-60-90 with all Officers as well as the LHB Director; and
15. maintain a record with information about the office of the President-Elect.

#### **C. Immediate Past President.** The Immediate Past President shall:

1. act as support and advisor to the President and President-Elect;
2. assist all Officers with duties as needed;
3. be a voting member of the Board of Directors; and
4. chair the Nominating Committee.

**D. Secretary.** The Secretary shall:

1. be able to attend all meetings or designate a backup before the meeting;
2. be the custodian of the logo, emblem, and seal of LHAB;
3. be the recording officer of the organization and the custodian of its records;
4. coordinate the production of the Band Day Program;
5. keep minutes of all meetings of the members and the Officers;
6. perform other duties as assigned by the President;
7. send invitations to Donors and VIPs for Band Day; and
8. maintain a document with all information about the office of the Secretary.

**E. Treasurer.** The Treasurer shall:

1. be a CPA or have a business degree and experience in accounting;
2. keep the financial books and records of the organization;
3. prepare financial reports as requested by the President and Board of Directors;
4. prepare and present a report at each Officer meeting and the annual meeting;
5. have an Assistant Treasurer responsible for the checkbook and debit card;
6. coordinate with the CPA firm to ensure that all tax filings are prepared;
7. have the availability to meet LHAB deadlines;
8. sign the Federal Income tax report; and
9. maintain a document with all information about the office of the Treasurer.

**F. Assistant Treasurer.** The Assistant Treasurer shall:

1. be appointed by the President;
2. be responsible for the funds of the organization;
3. maintain the checkbook and bank check card for the organization;
4. have signatory authority for the bank accounts along with one elected Officer;
5. pay all bills, including reimbursement requests, received by the organization;
6. have all disbursements approved by the President or Treasurer before payment;
7. report to the Treasurer all distributions made on behalf of the organization;
8. deposit money promptly or give it to the Treasurer to deposit; and
9. maintain a document with all information about the Assistant Treasurer.

**G. Communications Officer.** The Communications Officer shall:

1. be a resource to Area Reps to help reps publicize events;
2. be the principal administrator of all social media used by LHAB;
3. coordinate all communication from LHAB to the members, public, and media;
4. coordinate the distribution of The Blast and the Band Day Edition of the Blast;
5. coordinate the production of the Band Day Program;
6. maintain a document with all information about the Communications Office.

**H. Assistant Communications Officer.** The Assistant Communications Officer shall:

1. be appointed by the President;
2. be someone with social media experience and respectfully engage with our fans;
3. check the website comments daily and assign them to the appropriate Officer;
4. share LHAB and LHB posts to generate more followers across platforms; and
5. assist the Communications Officer as needed.

**I. Music and Merchandise Coordinator.** The Coordinator shall:

1. chair the Logo, Emblem, and Seal Committee;
2. coordinate and lead the LHAB Merchandise plan;
3. coordinate throughout to year with merchandise provider;
4. coordinate with the President-Elect about what music is needed for the show;
5. maintain current inventory records of merchandise on hand;
6. make sure all music is available as necessary;
7. present potential new items to sell to President for approval;
8. verify copyright permission to upload any new music to the website;
9. work with the Assistant Technology Officer to perform music uploads; and
10. maintain a document with all information about the M&M Coordinator.

**J. Property Manager.** The Property Manager shall:

1. be responsible and have access to all property belonging to LHAB;
2. chair the Property Committee;
3. check-in and check-out instruments during Band Day Weekend;
4. coordinate the movement of inventory as necessary;
5. coordinate with the KKY Liaison for help with equipment and water for Band Day;
6. drive or coordinator driver(s) for U-Haul trucks as necessary;
7. follow up with individuals who did not return their instruments;
8. maintain the storage facility and keep an accurate inventory and repair records;
9. make sure there is enough equipment to accommodate the needs of Band Day;
10. monitor and oversee musical instrument maintenance;
11. preferably live within one hour of Austin; and
12. maintain a document with all information about the Property Manager.

**K. Registrar.** The Registrar shall:

1. organize and set up on-site check-in and late registration for Band Day Weekend;
2. receive, process, and manually enter any mailed registrations into the database;
3. coordinate with Technology to update the registration form online;
4. coordinate with the vendor to print name tags and arrange for pickup;
5. order ribbons for name tags and wristbands for BBQ for Band Day;
6. work with the TBS Liaison to coordinate volunteers for on-site check-in;
7. coordinate with LHB to send information to non-returning members;
8. distribute welcome gifts;
9. organize Officer outreach to new members; and
10. maintain a document with all information about the office of the Registrar.

**L. Assistant Registrar.** The Assistant Registrar shall:

1. be appointed by the President;
2. work with the Registrar to communicate to members recurring membership status;
3. distribute perks associated with each recurring membership level;
4. update the database to reflect membership dues level;
5. correspond with members regarding requests for possible changes;
6. work with the Liaisons who are involved in nurturing LHAB's relationship with LHB to ensure LHAB is attractive to younger alums and maintaining a culture where everyone is respected, welcome, and included; and
7. create and keep updated policies and FAQs related to a recurring membership.

**M. Technology Officer.** The Technology Officer shall:

1. assist current and prospective members with LHAB technology issues;
2. oversee online registration and support on-site walk-up registration;
3. be responsible for the development and maintenance of the LHAB website;
4. know programming, for example, FTP, PHP, file conversion, and database programming; and
5. maintain a document with all information about the Office of Technology.

**N. Assistant Technology Officer.** The Assistant Technology Officer shall:

1. be appointed by the President;
2. maintain a document with all information about the Assistant Technology position;
3. produce or pull reports from the website for the Treasurer;
4. update the website with announcements as requested by Communications; and
5. assist the Technology Officer as needed.

**O. Archivist.** The Archivist shall:

1. maintain a document with all information about the office of the Archivist;
2. design and maintain the LHAB showcases in the Music Recital Hall Building;
3. maintain and have access to permanent archival material;
4. maintain an electronic history of LHB and LHAB;
5. preserve information and items from LHB and LHAB for history;
6. solicit, collect, and archive LHB and LHAB objects and media; and
7. work with UT Archives to encourage them to preserve LHB items they possess.

**P. Area Representatives.** The Area Representatives shall:

1. maintain an email list of local members interested in participating in events;
2. make sure there is proper instrumentation for each performance;
3. manage all logistics of playing events and respond to requests within three days;
4. manage the activities of their respective local members;
5. promote performances by local members to raise money for scholarships;
6. receive donations from events and forward them to the Treasurer of the BOT;
7. utilize appropriate tools, such as the current email client, to publicize events; and
8. maintain a document with information about the area for future Area Reps.

**Q. Assistant Area Reps.** Assistant Area Reps shall:

1. be appointed by the President;
2. assume the duties of the Area Reps if the Area Rep is unable to perform the tasks;
3. respond to the Area Reps within three days of contact regarding events;
4. work closely with the Area Rep to coordinate playing and social events; and
5. perform other duties as requested by the Area Representative.

**R. Scholarship Officer.** The Scholarship Officer shall:

1. chair the Scholarship Committee;
2. check with the BOT in the spring about the plan for an event to be held in the fall;
3. coordinate with the development office regarding the scholarship event;
4. coordinate with the development office to receive the list of scholarship recipients;
5. make sure all scholarships and recipients are listed in the Band Day program;
6. send a list of recipients to the tech team to be posted on the website; and
7. maintain a document with information about the Scholarship Officer.

**S. Assistant Scholarship Officer.** The Assistant Scholarship Officer shall:

1. be appointed by the President;
2. perform reviews of scholarship applications as a member of the committee;
3. attend or be briefed on meetings with the LHB directors and UT Development;
4. perform other duties as requested by the Scholarship Officer; and
5. work closely with the Scholarship Officer in all aspects of the position.

**T. KKY Liaison.** The KKY Liaison shall:

1. be a member or former member of KKY;
2. check with the chapter at least once a month to identify any needs;
3. communicate with volunteers in advance to help with the band day meal;
4. contact the President of KKY to coordinate volunteers for Band Day Weekend;
5. coordinate communication between KKY and LHAB members;
6. coordinate thank-you gifts for KKY following Band Day;
7. ensure enough food and drinks are ordered;
8. make sure LHAB has water, fruit, tables, and any other equipment needed;
9. oversee the meal for Band Day;
10. provide dietary options that allow for inclusivity for all cultures and needs;
11. request phone numbers for the lead KKY person for Friday and Saturday;
12. send KKY the LHAB numbers the week before LHAB weekend;
13. submit all invoices to the LHAB Assistant Treasurer to be paid;
14. work with the KKY President to arrange for the coordination of all events; and
15. maintain a document with all information about the office of KKY Liaison.

**U. TBS Liaison.** The TBS Liaison shall:

1. be a member or former member of TBS;
2. check with the chapter at least once a month to identify any needs;
3. contact the President of TBS to coordinate volunteers for Band Day Weekend;
4. coordinate communication between TBS and LHAB members;
5. coordinate thank-you gifts for TBS following Band Day;
6. request phone numbers for the lead TBS person for Friday and Saturday; and
7. work closely with the Registrar to arrange volunteers for all LHAB events; and
8. maintain a document with all information about the office of TBS Liaison.

**V. LHB Liaison.** The LHB Liaison shall:

1. maintain a document with all information about the office of LHB Liaison;
2. be no more than five years out of LHB;
3. work closely with the LHBSA President to arrange for the coordination of events;
4. check with LHBSA at least once a month to identify any needs;
5. coordinate communication between LHBSA and LHAB members;
6. work with LHBSA Officers to make connections between LHAB and LHB; and
7. recruit non-returning LHB Members and advertise events in the LHB program.

**W. National Association of Alumni Bands Liaison.** The NAOAB Liaison shall:

1. have served as President or on the BOD within the previous five-year period;
2. be responsible for attending meetings of the NAOAB, as required;
3. help on any committees or positions elected by the NAOAB;
4. participate in the NAOAB Symposium, whether in-person or electronically; and
5. be responsible for reporting updates to LHAB Officers.

**X. Parliamentarian.** The Parliamentarian shall:

1. be familiar with the LHAB Bylaws and the LHAB Handbook;
2. be knowledgeable of Robert's Rules of Order, Newly Revised;
3. ensure that all actions of the LHAB comply with the Bylaws;
4. participate in Officer meetings to advise and monitor as needed; and
5. preside in any committee meeting to provide feedback as needed.

**Y. LHB Student Representative.** The LHB Student Representative shall:

1. be chosen by the LHB Director or the LHB Students; and
2. be a voting member of the LHAB Officers.



**Section 4. Committees.** The standing committees of LHAB shall be Nominating; Code of Ethics; Logo, Emblem and Seal; Property; and Scholarship.

**A. Nominating Committee.** The Nominating Committee shall:

1. be chaired by the Immediate Past President;
2. be elected by the voting members at the annual meeting or electronically;
3. consist of 4 members serving 2-year terms plus the Immediate Past President;
4. present at least one candidate for each office to be filled;
5. publish candidates in The Band Day Blast before the annual meeting;
6. solicit nominations for LHAB Officers and Directors from the membership;
7. verify that all candidates submitted are eligible and willing to serve;
8. utilize the Nominating Committee Procedure as outlined in Section 12.

**B. Code of Ethics Committee.** The Code of Ethics Committee shall:

1. be chaired by a member of the Board of Directors;
2. consist of two appointed members plus a member of the BOD as Chair;
3. have members recommended by the Chair and appointed by the President;
4. maintain the Code of Ethics and the Code of Ethics Violation Form;
5. present a recommendation on the Code of Ethics Violation Form to the BOD; and
6. receive Code of Ethics Violation Forms for review and decision.

**C. Property Committee.** The Property Committee shall:

1. be chaired by the Property Manager;
2. be responsible for the storage and security of all property of LHAB;
3. consist of five appointed members plus the property manager, which includes a representative from each of the following: Big Flags, Silks, Wind Instruments, Percussion, and Uniforms;
4. have members recommended by the Chair and appointed by the President; and
5. obtain storage and access to all property of LHAB;

**D. Logo, Emblem, and Seal Committee.** Logo, Emblem, and Seal Committee shall:

1. be chaired by the Music and Merchandise Coordinator;
2. be responsible for maintaining the logo, emblem, and seal in the records of LHAB;
3. consist of two appointed members plus the Secretary, a member of the BOD, and the Music and Merchandise Coordinator;
4. have members recommended by the Chair and appointed by the President;
5. monitor the use of the logo, emblem, and seal outside of LHAB's official use; and
6. review the viability of the logo, emblem, and seal each year.

**E. Scholarship Committee.** The Scholarship Committee shall:

1. be chaired by the Scholarship Officer;
2. have members recommended by the Chair and appointed by the President; and
3. include two appointed members and the Scholarship Officer.

## **Section 5. Board of Directors**

**A. Responsibilities of the Board of Directors.** The Board of Directors shall:

1. approve and oversee the budget;
2. receive the slate of nominees from the Nominating Committee;
3. authorize participation in trips and other significant events;
4. receive recommendations for the necessity of logo changes;
5. maintain the LHAB Handbook;
6. initiate the revision of the Bylaws when needed;
7. oversee the Code of Ethics Committee;
8. manage LHAB insurance needs;
9. oversee risk management surrounding events and tailgates;
10. oversee the signing of all contracts; and
11. approve changes in membership dues.

## **Section 6. Voting**

- A. All members' votes will be conducted in person in Austin, TX, or electronically.
- B. All votes of the members of LHAB will be by majority vote (over 50%) of the voting members participating in the vote. In the event of an equal number of agree and disagree votes, the President's vote shall be decisive.
- C. Voting results will be published on the LHAB website or in The Blast email.























































## **Section 7. Membership Dues Refund Policy**

- A. The LHAB Membership dues billing cycle runs with our fiscal year, which is July 1 to June 30. Any cancellations or membership level changes made after the start of the current membership billing cycle (on or after July 1 of that year) will be applied to the upcoming year's membership dues billing cycle. For example, a membership level change requested on October 1, 2023 (after July 1) would apply to the 2024 membership billing cycle rather than being retroactively applied to the 2023 membership billing cycle.
- B. Refunds and cancellations for extenuating circumstances will be considered case-by-case. If you would like to request a refund or believe there is an error in what you were charged, please use the LHAB website [contact form](#).

## Section 8. Membership Levels

	Call To 1st year out of LHB	Legacy 70 years or better	Burnt Orange	Script Texas	Calypso	Wabash	Grandioso	Big Bertha
Annual Contribution	FREE	FREE	\$25	\$50	\$100	\$250	\$500	\$1000

### Benefits

Voting Member								
Band Day Registration								
Band Day Fee Waived (Call To/Legacy)								
Name Badge Recognition								
Logo Decal								
LHAB T-Shirt								
1 Band Day Meal								
Spouse Membership								
\$25 LHAB Store Voucher								
Saturday Band Day Parking								
Band Day Fee Waived								
Band Day Parking (Fri & Sat)								
One Guest Ticket								
Charitable Fund Donation (\$200)								
Additional Band Day Meal								

## Section 9. LHAB Code of Ethics.

- A. Statement of Intent.** The following is intended as a guide for members to follow while participating with or representing the LHAB. Members must always comply with UT, Athletics, School of Music, and Longhorn Band regulations. **The LHAB will not condone the activities of members or anyone representing themselves as members who act in a manner that disregards these requirements.**
- B. Culture.** As one LHAB/LHB family, we aim to maintain a culture where everyone is respected, welcome and included in an environment that is free from discrimination, harassment, and intimidation for any reason.
- C. Participation.** Only dues-paying voting members will be allowed to participate in the on-field activities of the LHAB during the annual Band Day reunion. Family and friends may be allowed to participate in other events provided those family and friends comply with the other requirements of this Code and the event organizers.
- D. Appearance.** While representing LHAB, members must wear the attire determined and communicated by the event organizer.
- E. Conduct.** While representing the LHAB, members are expected to always conduct themselves in a manner that is respectful of others and at a high standard, which represents our core values and pride as an association. It is especially imperative in rehearsals, public performances, and current LHB members' presence.
- F. Prohibited Actions.** While representing the LHAB directly or indirectly, including on social media, members must not engage in an illegal, discriminatory, or disrespectful manner. **LHAB will not tolerate racism, harassment, bigotry, or offensive or derogatory remarks about a person's race, gender, sexual orientation, or identity. Additionally, using controlled substances, gambling, fighting, swearing, excessive alcohol intake, or similar activities are strictly prohibited.**
- G. Financial Accountability.** Members with access to LHAB funds in any form are expected to fulfill their fiduciary responsibility to the membership and follow the prescribed procedures for recording, handling, and protecting LHAB funds.
- H. Violations.** Ethical conduct is the responsibility of everyone. Anyone who observes another member disregarding the terms or spirit of these standards should immediately report the incident to any Officer, member of the BOD, Drum Major, or Section Leader. Please provide documentation in writing using the Code of Ethics Violation Form. The BOD will investigate the report and administer appropriate corrective action if a violation is corroborated.
- I. Violations during Band Day: Three Strike Policy.** Ethical conduct violations will be addressed during Band Day and other events according to the following procedure.  
Strike 1 - Misconduct noted by anyone and addressed by an LHAB Section Leader.  
Strike 2 - Repeat misconduct addressed by an LHAB Drum Major.  
Strike 3 - LHAB President or LHB Director determines whether to expel from the performance, with a subsequent board meeting to consider further action.  
NOTE: Any LHAB or LHB member may report misconduct to an LHAB leadership member to initiate Strike 1. Any derogatory act directed at one or more individuals to harm or insult, as listed in but not limited to examples provided in *F. Prohibited Actions*, can be addressed immediately as a Strike 3 offense.

**Section 10. Code of Ethics Violation Form.**

Your Name, Phone Number, and Email Address:

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Date and Location of Alleged Incident:

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Describe in detail the incident you wish to report. Include the name of the LHAB member that you believe disregarded the terms or spirit of the Code of Ethics (attach additional pages if necessary). Please be very specific in your description. Identify any other individuals who may be witnesses to this incident (please include names, phone numbers, and email addresses of all individuals referenced).

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Signature: \_\_\_\_\_

\*Please submit this form to a member of the Board of Directors.

**Section 11. Associate Member Application.**

**LHAB Associate Member Application**

**According to the LHAB Bylaws, friends or family of current or former voting members are eligible to become associate members of LHAB.**

**Dues: A \$25 annual membership fee exists for an associate member.**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Referring LHAB Member: \_\_\_\_\_

Signature: \_\_\_\_\_

**Note: As an LHAB associate member, you will not have voting rights in LHAB. You will receive LHAB Blast publications, you may participate in local area events, attend the annual meeting at your own expense, and you will be allowed to purchase guest tickets to the LHAB Band Day game.**

\*Please submit this form to a member of the Board of Directors.

## **Section 12. Nominating Committee Procedure**

### **A. Authority.** The Nominating Committee shall:

1. be chaired by the Immediate Past President;
2. be elected by the voting members at the annual meeting or electronically;
3. consist of 4 members serving 2-year terms plus the Immediate Past President;
4. present at least one candidate for each office to be filled;
5. publish candidates in The Band Day Blast before the annual meeting;
6. solicit nominations for LHAB Officers and Directors from the membership;
7. verify that all candidates submitted are eligible and willing to serve;
8. utilize the Nominating Committee Procedure as outlined in Section 12.

### **B. Preparatory Phase (at least 120 days before Band Day).** The Nominating Committee shall:

1. meet at least once in person or electronically;
2. review the LHAB Bylaws and Handbook excerpts applicable to the committee;
3. review and update the LHAB Leadership Application as needed;
4. define planned outreach activities, including method and timing; and
5. use the Nominating Committee Chart of all Offices and Committees.

### **C. Identification and Recruitment (at least 90 days before Band Day).** At a minimum, the Nominating Committee shall:

1. conduct outreach activities to identify candidates for any unapplied offices;
2. distribute LHAB Leadership Application to all current Officers and members;
3. record all responses in the Nominating Committee Google Drive; and
4. verify that all candidates submitted are eligible and willing to serve based on the following:

#### **A. LHAB Officer Qualification.** An Officer of LHAB shall:

1. be a voting member of LHAB;
2. meet the qualifications of the position as described in Section 3;
3. be nominated by the Nominating Committee;
4. adhere to the Oath of Office of LHAB;
5. attend monthly Officer meetings and any other meetings called by the President;
6. be available all three days of Band Day Weekend to help as needed; and
7. be elected to only one position.

#### **B. Board of Directors Qualification.** The Board of Directors shall:

1. be voting members of LHAB;
2. have been an Officer (elected or appointed) of LHAB or have served on a standing committee of LHAB; and
3. have no at-large members currently serving as an Officer (elected or appointed).

**D. Reporting (at least 45 days before Band Day or the start of the electronic election).** The Chair shall:

1. submit the candidate list to be published in the Band Day Blast before the annual meeting or the beginning of the electronic election if utilized; and
2. allow for additional candidates to be nominated if needed.

**E. Election (at the annual meeting OR at least 21 days before Band Day if held electronically).** Members of the Board of Directors, Officers, and Nominating Committee Members shall:

1. be elected by the members at the annual meeting or electronically.