

By Laws Addendum
Proposed: October 3, 2007
Amendment Accepted:

Purpose: the purpose of the addendum is to add the Apparel committee position to the standing committees-

X. Standing Committees:

8. Apparel Committee

a: Members: Chairperson appointed by the President and approved by the Executive board. Additional members appointed as deemed necessary by the Chairperson.

b. Chairperson shall coordinate sales of all Drama booster's and drama club related apparel, including ordering, organizing the sale of apparel and maintaining inventory; except that the Chairperson or designated committee member shall investigate options for ordering of apparel. Chairperson shall present recommendations to the Executive Committee for approval prior to purchase. Quorum of Executive board shall approve purchases under \$200.01. (see section IX.5.) Purchases over \$200.00 must be approved by the General membership. (see Section V.8.)

c. Chairperson shall maintain all documents and information relating to sale, including promptly delivering receipts to Treasurer upon conclusion of sales event, maintaining and accounting for cash box when necessary and maintaining inventory.

d. Chairperson shall report, on a monthly basis, money received and spent related to apparel sales to the Treasurer for inclusion in the monthly reports.

e. Shall deliver to successor all official materials relating to the sales and inventory of apparel no later than 10 days following the termination of position.