



# MYSTIC KREWE OF APOLLO

## B A T O N R O U G E

It is time once again to begin the very important process for selecting brothers to lead us for next year. While our election process is simplistic, we have a few dates and items to keep in mind. Along with this nomination form, you will find the basic duties for each position. The nomination process is open now until our next Board Meeting on **Friday, September 15, 2017 at 7pm**. You may return the nomination form *in person or mailed* to the Committee on Elections at our Krewe Post Office Box listed below. Our Committee on Elections is comprised of Joe Boniol, Dennis Brewin, and David Delaune.

Nominate yourself or someone else. All positions are open for nomination. Once the nominating period has closed the Committee will mail all general members in good standing an official ballot for the General Meeting on **Sunday, October 22, 2017**. You may cast your ballot, like the nomination form, in person or by mail. *All forms must be signed and dated.*

<b>Nomination Deadline:</b>	<b>Friday, September 15<sup>th</sup></b>
<b>Election:</b>	<b>Sunday, October 22nd</b>
<b>WHERE TO MAIL:</b>	<b>MKA-BR (Elections) Post Office Box 3591 Baton Rouge, LA 70821</b>

### 2018-2019 Board Nomination Form

POSITION	NOMINEE NAME
PRESIDENT	
VICE PRESIDENT	
RECORDING SECRETARY	
CORRESPONDING SECRETARY	
TREASURER	
CAPTAIN	
CO-CAPTAIN	
BOARD MEMBER-AT-LARGE (up to 5)	

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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



The Mystic Krewe of Apollo Baton Rouge Board of Directors is comprised of 12 members in good standing of the Krewe. The elected positions will serve a one (1) years term beginning on the first day of the month following the Bal Masque. Of elected officers, committee chairs, and school representatives. It meets one evening per month to conduct PTO business. Anyone may attend. General meetings for the entire membership are scheduled twice per year: one in August to approve the budget, one in May to elect officers.

**PRESIDENT.** He must have been a general member at least two years and a member of the Board for at least one year. He will work to promote harmony and cooperation among members, preside over all Board and General Meetings, appoint all Committees and execute all decisions of the Board and uphold the Articles of Incorporation and By-Laws set forth by the organization. He may not vote on Board business except to break a tie, but he may vote on elections for Krewe officers and for King and Queen. All Krewe correspondence should be addressed to him and he shall, with the Secretary, sign all outgoing Krewe correspondence except that sent by the Captain and Co-Captain(s) relating to Bal activities. Krewe letterhead and stationary shall be used only for Krewe business or as authorized by the President. He shall work in conjunction with the Recording Secretary to ensure the completion and filing of the annual report to the Secretary of State's office. He shall work in conjunction with the Treasurer to ensure the completion and annual filing of tax reports and audit reports. He shall appoint a web master from the Board of Directors.

**VICE-PRESIDENT.** He will perform such duties as the President may assign and shall act in the absence of the President. When serving as Presiding Officer, the Vice-President shall have no vote on Board matters except to break tie votes. He will serve as Chairman of the Committee on the Constitution. He shall serve as the Board's Liaison to the Ladies of Apollo. He will be responsible for communications between the Ladies and the Board, attending their meetings when possible and will be required to advise the Board on all matters of concern to the Krewe and/or the Ladies.

**RECORDING SECRETARY.** He shall keep accurate minutes of all Board and General Membership Meetings and be the custodian of the minutes, which shall be available for review-on request by a member. He will be required to keep copies of all Board Meeting minutes, all changes made to the Articles and By-Laws for that year, and any other pertinent information to be passed on to the future Recording Secretary as reference material for future Board members. He will also be required to maintain an accurate Krewe membership list with names, addresses and phone numbers to be used for official Krewe business. He will also be required in conjunction with the President to file and complete required annual reporting with the Secretary of State's office.

**CORRESPONDING SECRETARY.** He shall, with the President and Recording Secretary shall be responsible for distributing all Krewe correspondences, compose and send to each member a newsletter within two weeks following a meeting, noting actions of the board, plans for future events and other information, which may lead to more active member participation. He shall also be responsible for maintaining an accurate and current roster containing information for all members.

**TREASURER.** He shall receive all funds payable to the Krewe, keep accurate records of receipts and disbursements and maintain records in accordance with general accounting principles and recommendations from a certified public accountant. A separate ledger on each member as to dues and other obligations paid and payable must be maintained. The treasurer in conjunction with the President shall work with a certified public accountant to file annual tax reports and audit reports. These reports must be reported to the Board by no later than the August meeting. He must report to the Board at each regularly scheduled Board Meeting for their approval on revenues in addition, expenditures and keep records available for member review on request. He shall submit to the Board the names of any members' delinquent in payment of dues as of October 1.

**CAPTAIN.** He must have been a general member at least two years and a member of the Board for at least a year. The Captain must have previously served as Co-Captain. The Captain shall be responsible for the production of and enforcement of all rules relating to the annual Bal Masque. He may appoint one additional Co-Captain at his discretion. The appointment must be announced during the first general membership meeting. The Captain and Co-Captain(s) shall work together in all phases of ball preparation.

**CO-CAPTAIN.** He must have been a member at least two years and served previously as a Lieutenant. Should no one meeting these qualifications desire the office, the position shall be open to the General Membership.

**BOARD MEMBERS-AT-LARGE.** They will consist of five members elected from the General Membership to serve on the Board of Directors

