



YE NOTORIOUS KREWE OF THE PEG LEG PIRATE BY-LAWS

ARTICLE 1 – NAME

The name of this non-profit organization shall be known as “Ye Notorious Krewe of the Peg Leg Pirate, Inc.,” hereinafter referred to as “The Krewe.”

ARTICLE 2 – PURPOSE

The Krewe’s purpose is to provide support for persons with amputation(s). This support may include assistance to families and organizations that work with or assist amputees. The Krewe shall also provide the opportunity for participation in parades, festivals, fundraising and civic events which increases the public’s awareness of The Krewe and their purpose.

ARTICLE 3 – MEMBERSHIP

Section 1: Eligibility for Membership:

Membership shall be composed of those persons twenty-one (21) years of age or older, dedicated to the accomplishment of the Purpose of The Krewe.

Section 2: Membership Status Defined:

1. Existing Member in Good Standing: Is defined as one who has fully paid his/her dues/fees, signed their yearly agreements for Articles of Piracy and By-Laws, and the Parade waiver, follows the Articles of Piracy and By-Laws, met all the requirements of membership, and has completed all probationary periods.

2. **New Member:** Is defined as one who has completed the Stowaway period, fully paid his/her dues, has been approved by the Board by majority vote, and received New Member orientation. A new member is ineligible to hold a Board position or chair a committee for one (1) year from the date of membership into the Krewe.
3. **Probationary Member:** Is defined as one who is serving a probationary period due to: reinstated member, disciplinary action, non-payment of fees and/or unsigned yearly Articles of Piracy and By-Law agreements and Parade waiver, etc. as determined by the Board. The probationary period may be extended by the Board by majority vote. During the probationary period the member is not allowed to hold a Board position or Chair position, cannot recommend, or endorse new applicants, cannot bring guests to a parade, and is not allowed to vote.
4. **Applicant:** Is defined as one who is interested in becoming a New Member and has completed their application packet for consideration by the Board. An applicant is not a New Member until they have completed the Stowaway period followed by majority vote by the Board and acceptance notification is received by the Membership Chair or their designee.
5. **Stowaway:** Is defined as one who has turned in their completed application packet to the Membership Chair, been interviewed, received majority vote of the Board, paid the current initiation fee, paid annual dues, received Stowaway orientation, and begins the one (1) year waiting process into membership. A Stowaway is not considered a New Member until completion of the Stowaway period and majority vote by the Board.

Section 3: Admission:

1. **Invitation only:** Admission to membership in the Krewe shall be by invitation only.
2. **Application:** A prospective member shall be recommended by an existing Member in Good Standing, who knows the candidate personally or has pre-screened them as a viable applicant. An application packet shall be completed by the prospective applicant, signed by an existing Member in Good Standing (Krewe Sponsor), and presented to the Membership Chair. As Krewe Sponsor, you are responsible for the conduct of the applicant during the Stowaway period. Each sponsor is limited to three (3) active Stowaways at one time, one (1) single and one (1) couple or three (3) singles. The Membership Chair or their-designee will interview the applicant either in person or by phone prior to submitting the application to the Board for vote as a Stowaway.
3. **Application Packet:** The application packet consists of a completed application form and a copy of the applicant's valid driver's license or state ID. The application packet will not be considered if not complete.
4. **Stowaway:** The Stowaway status is a required step prior to membership into the Krewe. This step will give Krewe members the opportunity to get to know the applicant and vice-versa. The Stowaway period shall be for one (1) year, starting from the date of Board approval as a Stowaway. Membership chair or their designee shall notify the applicant of the Board vote.

Stowaways are required to receive Stowaway orientation, follow the Krewe's Articles of Piracy and By-Laws, and must sign Stowaway Articles of Piracy and By-Law agreements and Parade waiver. A Stowaway may request up to a six (6) month extension in Stowaway status with majority vote of the Board (no pro-rate would be given towards annual dues). While in the Stowaway period, the applicant must demonstrate enthusiasm and a desire to become an active and engaged Krewe member through behavior and participation. Behavior includes interaction with Krewe members, social interaction, appropriate social media presence pertaining to the Krewe, and treating those in and out of the Krewe with respect and integrity. Participation includes, but is not limited to, attending meetings, social events, float prep & clean up, float workdays, our annual fundraiser, and parades. Stowaways are strongly encouraged to attend one (1) charitable presentation during their year in Stowaway status to facilitate an understanding of our Krewe's mission. Stowaway participation will be tracked during the year. During the Stowaway period applicants must adhere to the Krewe garb requirements at parades/events and are not allowed to display the Krewe patch unless required for parade participation. A Stowaway cannot hold a Board or Committee chair, recommend, or endorse new applicants, bring guests to a parade, and cannot vote. Stowaway status does not guarantee an applicant membership into the Krewe. Stowaway status may be revoked prior to the completion period if deemed necessary by majority vote of the Board. In the event of such a decision, the Membership Chair or their designee would notify the applicant in writing and the application packet will be documented. Initiation fee and annual dues are used for Krewe operating costs and will not be refunded, no exceptions.

5. Board Decision: The Krewe Membership Chair or their designee shall submit all applications to the Board of Directors with their recommendation. All applications shall be considered without prejudice or discrimination. Election to Stowaway/Membership shall require a majority vote of the Board of Directors (Board).
6. Acceptance Notification: Upon completion of the Stowaway period or request for reinstatement and Board review and majority vote, the Membership Chair or their designee shall notify the applicant of the Board's decision. Upon notification of membership into the Krewe, current annual dues are required immediately, full amount no proration. Payment must be postmarked by USPS or posted through PayPal, along with any associated service fees charged to the Krewe, within 14 days of notification. Failure to pay within the allotted time could result in immediate termination by majority Board vote. If membership is denied, the Membership Chair or their designee will notify the applicant in writing and document the full application packet.

Acceptance as a reinstated member into the Krewe, that member will begin a probationary period of ninety (90) days from the start of Board approval.

Section 4: Duties and Benefits of Membership:

Acceptance of By-Laws and Articles of Piracy:

1. Each person, by accepting membership in the Krewe, shall agree to conform, and abide by the By-laws and Articles of Piracy in effect at the time of such acceptance, or thereafter effective.
2. At the beginning of each Krewe year the Membership chair or their designee will provide members with an electronic copy of the current Articles of Piracy and By-Laws for review. Each member is required to sign yearly Articles and By-Law agreements and parade waiver as part of their renewal process. Failure to sign the agreements and waiver will result in the member being considered a Member Not in Good Standing until all documents are signed.

Participation:

1. Stowaways, New Members, and Reinstated Members are required to receive mandatory orientation by the Membership Chair or their designee within 30 days of acceptance.
2. All members are required to participate in a minimum of one (1) float preparation and one (1) float cleanup or two (2) float preparations or two (2) float cleanups per year. Participation in float work party days will be counted towards float preparation.
3. All Members are required to participate in our Annual Fundraiser, which includes grog donation, cost of grog donation shall be determined by the Board each Krewe year. Additionally, each member is expected to sell 50/50 tickets in advance and assist in confirming shoot teams, and/or shoot sponsors, and/or raffle items/silent auction items or other donations. A member's absence at the Annual Clay Shoot Fundraiser must be excused in advance by majority vote of the Board. Non-participation (not prior communicated) due to emergency situations and/or illness will be reviewed and discussed by the Board following the event. Absence that is not excused by the Board in advance nor communicated to the Board at any point (no notice or communication by the Member) could result in disciplinary action. The Krewe depends on the participation of each member to make this event a success.
4. Attendance at the October and January meetings is mandatory. Parade safety, rules and procedures will be discussed for the upcoming parade season. Members are expected to attend all Krewe meetings in person; however, a conference line is available if you are unable to physically attend and will count as being present.
5. All members are encouraged to participate in as many Krewe meetings, additional fundraising events and social events as their calendar permits.
6. Each member's participation in Krewe functions/meetings will be tracked during the year in accordance with participation requirements as outlined in our By-Laws and will be reviewed by the Board prior to the end of each Krewe year (a standard Krewe year June 1- May 31).

At the end of December, the Membership Chair, or their designee, will send the participation tracker to the Krewe for their review. The participation tracker will also be sent at the beginning of March to those individual members needing to complete their membership requirements. Members may request corrections to their attendance with written or photo

proof of their attendance. Non-conformance to the required duties could result in a member being placed in a probationary status or the revoking of a member's eligibility for renewal as determined by majority vote of the Board each Krewe year. Membership into the Krewe is a privilege, not a right.

Section 5: Membership Limit:

The Board of Directors shall select the number of members eligible for membership each Krewe year not to exceed 100 active members. The number of official Peg Leg Pirate members will be soft-capped at 75. Anyone submitting an application for membership after the 75 soft-cap has been reached, will be reviewed and discussed by the Board to determine if the 75 member cap should be increased, or applicant placed on a waiting list.

Section 6: Resignation:

Any existing Member in Good Standing resigning from the Krewe, at any time during the Krewe year, shall submit their resignation in writing to the Membership Chair, Admiral, or the Board through US Postal Service or e-mail. There will be no refunds of any kind. Failure to submit a letter of resignation will result in the member not being recognized as leaving in Good Standing.

Section 7: Reinstatements:

1. A Member in Good Standing who resigned from the Krewe and submitted a resignation letter will need to submit an application packet to the Membership Chair or their designee for majority vote by the Board for reinstatement. If the former member requests reinstatement WITHIN a two (2) Krewe year period, they are not subject to the initiation fee or the Stowaway period. Payment of current annual dues is required promptly upon notification from the Membership Chair or their designee of reinstatement. Payment details are outlined in By-Laws, Article 3, Section 3-6. Reinstated member is required to attend member orientation for review. A probationary period of ninety (90) days will be required to demonstrate commitment and dedication to the Krewe. During this time, the member shall be known as a Probationary Member, defined in By-Laws, Article 3, Section 2-3. If, during the probation period, the returning member elects to leave the Krewe or if by majority vote the Board decides to terminate reinstatement, no refund will be given.
2. A Member in Good Standing who resigned from the Krewe, submitted a resignation letter and requests reinstatement AFTER two (2) Krewe years will need to submit an application packet to the Membership Chair or their designee for majority vote by the Board. The former member will be known as a New Member and is not subject to the Stowaway period.

Payment of current annual dues and initiation fee is required promptly upon notification from the Membership Chair or their designee of majority Board vote of reinstatement. Payment details are outlined in By-Laws, Article 3, Section 3-6. A probationary period of one (1)

parade season is required to demonstrate commitment and dedication to the Krewe. Reinstated member is required to attend member orientation for review. If, during the probation period, the member elects to leave the Krewe or if by majority vote the Board decides to terminate reinstatement, no refund will be given.

3. A Member in Good Standing who resigned from the Krewe, submitted a resignation letter and request reinstatement AFTER three (3) Krewe years will need to submit an application packet as a new applicant to the Membership Chair or their designee to begin the complete application process.
4. A member that departed the Krewe without providing a letter of resignation will be known as a Member Not in Good Standing and will need to submit an application packet as a new applicant to the Membership Chair or their designee to begin complete application process.
5. Any current member dropped for non-payment of dues by the deadline and/or does not provide a letter of resignation, will not be considered a Member in Good Standing and will be subject to the application process and majority vote by the Board.

Section 8: Member Conduct:

Every Krewe member must communicate in a professional and respectful manner during all Krewe interactions (written or verbal) including use of social media. Professional conduct is also required at all Krewe-related events both public and private. Failure of a Krewe member to uphold these standards (whether provoked or unprovoked) will result in a disciplinary review by the Board or Disciplinary Committee, and based on the severity of the situation, will result in a warning, probationary period with loss of privileges or immediate dismissal from the Krewe, as determined at the sole discretion by majority vote of the Board. (ZERO TOLERANCE) There will be no refunds of any kind.

Section 9: Krewe Year:

The Krewe Year commences on June 1st and ends on May 31st.

ARTICLE 4 – DUES, FEES, AND ASSESSMENTS

Section 1: Increases:

Initiation Fees, Annual Dues, late fees, and parade costs shall be determined by the Board each Krewe Year, based upon budgetary requirements. Such fees will not change more than once per Krewe Year. At no time will there be any special pricing or pro-rated amounts accepted.

Section 2: Renewal Date:

Annual dues shall be postmarked or paid in full by May 31st of each year to avoid a late fee. The Treasurer or their designee shall send e-mail reminders starting February 1st, up until the payment deadline to all Members.

Section 3: Payment of Dues:

- a) A Member in Good Standing whose dues and/or other fees are not postmarked or paid in full by May 31st will be considered delinquent as of June 1st. Members that have not paid their dues in full by June 30th shall be immediately dropped from Krewe Membership without Board vote. Membership chair or their designee shall notify the member of their dismissal Not in Good Standing from the Krewe through e-mail. Members who have not paid by June 30th are also subject to the full Application Packet process including Board vote to reinstate their membership.
- b) The Treasurer or their designee shall present to the Board of Directors a list of delinquent memberships at the June Board Meeting.
- c) Any service fees, reservations, or orders with advanced payment from Krewe funds, (such as hotel room, pin orders, bead orders, etc.) or other financial obligations at the request of a member where the Krewe is obligated to settle payment for the obligation, will be the sole responsibility of the Member for their portion. If the Member does not show or claim the obligation, then the Member will be billed by the Treasurer. If the Member does not settle the billed obligation within 30 days of the letter, they will be considered a Probationary Member with further repercussions determined by majority vote by the Board including termination of membership.
- d) Failure of any Member to participate in any of the Krewe's activities of any kind shall not entitle a Member to any refunds of the activity cost, annual dues, initiation fee, or any other refunds of any kind.

ARTICLE 5 – OFFICERS (EXECUTIVE BOARD)

Section 1: Officers:

The Officers shall be a President/Admiral, a Vice President/Captain, a Secretary/Scribe, and a Treasurer/Purser.

Section 2: Term of Office:

The Term of Office shall be one year, commencing June 1st and ending May 31st

ARTICLE 6 – DUTIES OF THE OFFICER CHAIRS

All Officers shall perform the duties described below as well as those duties cited throughout the By-Laws. Any and all expenses will be the responsibility of the person holding the position.

Section 1: The President/Admiral shall:

- Preside over meetings of The Krewe and the Board of Directors
- Prepare an agenda for the Board meetings
- Sign official documents
- Co-sign checks, when necessary
- Be kept informed of all activities that involve the Krewe
- Will decide if a situation requires an emergency vote to be held (e.g. via e-mail, emergency board meeting, etc)
- Welcome new members during patch and coin presentation with a congratulatory handshake
- Attend as representative of the Peg Leg Pirates balls and social events held by other krewes. Minimum of 2 balls and 2 social events
- Attend as many of our Krewe functions as scheduling allows
- Perform any other duties as may be necessary and/or assigned to this office
- Being Admiral is not all about being front and center, it should be about leading by example.

Section 2: The Vice President/Captain shall:

- Perform all duties assigned to the Admiral during an absence, or in the event of the temporary absence, of the Admiral
- Carry out all special assignments as directed by the Admiral
- Co-sign checks when necessary
- Supervise and attend (when possible) the charitable presentations/activities of The Krewe
- Be kept informed of all activities that involve The Krewe
- Keep the Krewe informed of upcoming charitable presentations
- Present to the Board all applications/requests for financial assistance
- Present new members with their Challenge coin
- Attend as representative of the Peg Leg Pirates balls and social events held by other krewes. Minimum 2 balls and 2 social events
- Attend as many of our Krewe functions as scheduling allows

- Perform any other duties as may be assigned to this office

Section 3: The Secretary/Scribe shall:

- Collect agenda items from membership for inclusion at the next meeting and provide to the Admiral
- Record the proceedings of all general membership and Board meetings. After Board approval, minutes of these meetings will be e-mailed to the Krewe and made available to the general membership on the Krewe website before the next Board meeting
- Keep the Corporate Seal, a copy the Articles of Incorporation, the Bylaws and other papers assigned to this office
- Maintain the Minutes of all general membership Krewe and Board of Directors' meetings in the corporate book
- Keep a file of electronic/paper correspondence received by the Krewe and copies of correspondence sent by the Krewe
- Retain the keys to the Krewe P.O. box unless designated to another Board member with approval from the Board
- Send out Krewe birthday cards each month
- Send out reminders to the Krewe of Board and general Krewe meetings
- Attend as many of our Krewe functions as scheduling allows
- Perform any other duties as may be assigned to this office

Section 4: The Treasurer/Purser shall:

- Submit at the July meeting for majority Board vote, the proposed budget for the upcoming Krewe year which begins June 1st
- Be responsible for the collection of Membership and Stowaway dues/fees and the placing of the funds in a bank approved by the Board of Directors. Coordinate with Membership chair regarding membership renewal
- Keep an itemized account of all receipts and disbursements and ensure the accurate allocations between the charitable fund and operating fund
- Disburse money only at the authorization of the Board of Directors, either by specific action or by adoption of a budget. Any disbursement over \$250 must be considered and approved by the Board of Directors, whether budgeted or not
- Prepare all checks for payment and pay bills promptly

- Send a statement of assessments to each Member, sixty (60) days prior to the annual meeting
- Notify Members whose assessments are delinquent; send a report to the Board of Directors of the Members whose assessments are delinquent and considered in arrears
- Provide a financial report to the Board of Directors and The Krewe at every meeting and when otherwise requested by the Admiral or Board of Directors
- Assist The Krewe's CPA with filing all necessary forms with the Internal Revenue Service, as well as annual forms required by the State of Florida (i.e. Annual Corporate filing)
- Distribute Florida State Tax Exemption to Board members at the beginning of each Krewe year
- Maintain the keys to the Krewe safes
- Attend as many of our Krewe functions as scheduling allows
- Perform any other duties as may be assigned to this office

ARTICLE 7 – DUTIES OF THE BOARD CHAIRS

Section 1: Parade Chair:

- The Parade Chair shall coordinate The Krewe's participation in all parades.
- A timely submission of all parade applications and attend all parade meetings as required
- Obtain insurance for float and krewe and coordinate with Treasurer for payment, schedule and coordinate tow truck driver with Float chair, provide tip for tow truck driver, and secure bus transportation, including tip, to and from parades and collect fees (when applicable)
- Obtain head count for parade and make arrangements for parade food, beer, soda, and water including transport to parade route. Make arrangements for cooler ice and coordinate with Float chair. Secure bartender for parades where alcohol is allowed
- Maintain, review, and become familiar with the parade checklist for a complete list of parade duties for each parade. Make any necessary updates
- Communicate parade rules to membership at the mandatory Krewe meetings in October and January
- Prior to each parade review Parade rules, arrangements and approved parade garb with the membership at the Krewe meeting and through a follow-up e-mail
- If applicable, distribute parade wrist bands at a designated location
- Retain Krewe parade waivers and those of parade guests and collect guest fees

- Coordinate with Social chair regarding float prep and cleanup.
- He/she has the authority to deny or terminate parade participation to any member/guest due to nonconformity of dress code and /or conduct guidelines with approval of 2 board members
- Keep Krewe informed and provide information of additional parades
- Attend as many of our Krewe functions as scheduling allows
- Perform any other duties as may be assigned to this office

Section 2: Membership Chair:

- The Membership Chair shall collect each Application Packet, interview/screen each new Applicant and present their recommendation to the Board for majority vote
- Will conduct the mandatory Stowaway and New Member orientations. Orientation shall communicate a description of the Stowaway or New Member procedures, By-Laws and Articles of Piracy will be reviewed, explain Krewe charity and general procedures of the Krewe, answer any questions, and collect signed Articles of Piracy and By-Law agreements and parade waivers
- Maintain the official Krewe membership roster and Stowaway roster which includes names, addresses, phone numbers, e-mails, birthdays, and initiation into membership Update the rosters as necessary and co-ordinate with Web chair for posting to our web site
- Present new members with Krewe patches at a general Krewe meeting
- Retain, sell and distribute Krewe patches and challenge coins and coordinate with Treasurer any monies collected from items
- Retain all Krewe applications (approved and denied) and resignation letters
- Collect signed Articles of Piracy and By-Laws agreements and parade waivers at the beginning of each Krewe year. Parade waivers shall be given to Parade chair. Membership chair shall retain Krewe agreements for three (3) Krewe years
- Create and maintain the Krewe membership and Stowaway trackers for meeting attendance, float participation, social participation, and shoot participation each Krewe year
- Send condolence cards and flowers and co-ordinate with Treasurer for payment
- Coordinate and oversee participation in other Krewe's events, per invite, where membership recruitment is the focus
- Attend as many of our Krewe functions as scheduling allows

- Perform any other duties as may be assigned to this office

Section 3: Fund Raising Chair:

- The Fundraising Chair shall have the responsibility, upon Board approval, to plan, organize, oversee, and carry out all fundraising activities that will contribute to the charitable fund, including the Annual Clay Shoot
- Maintain, review, and become familiar with the checklist for our annual shoot and make updates when necessary
- Create a form, if not available, outlining the duties/responsibilities for the day of our annual shoot and present to the Krewe for sign-up volunteers at Krewe meetings and through e-mail
- Organize and oversee the goody bag fill for the annual shoot
- Coordinate with Booty chair to design our annual shoot shirt
- Secure a breakfast and lunch sponsor for the annual shoot
- Secure silent auction and raffle items for the annual shoot
- Collect from the Krewe grog donations and coordinate with Membership chair participation
- Print and make available flyers and pamphlets for distribution to the Krewe and venues for our fundraising events
- Keep the Krewe informed, through e-mail, all activities, updates, and requests regarding fundraising events
- Coordinate with the Treasurer for monies collected from all avenues associated with fundraising
- Attend as many of our Krewe functions as scheduling allows
- Perform any other duties as may be assigned to this office

Section 4: Float Chair:

- Shall be responsible for the design, construction, maintenance and arranging float supplies upon Board approval
- Shall be responsible for set-up/breakdown of float pre/post parades
- Coordinate with Parade and Social chairs regarding the pre-parade set up and post parade cleanup parties
- Setup the clean out of float toilets after each parade

- Coordinate with Parade chair for transportation details regarding float transport
- Float chair or their designee shall be present at pickup/return of float from storage
- Schedule and keep Krewe informed of work parties through e-mail and provide Membership chair with a list of those that attended
- Maintain and update a service log of maintenance/repairs
- Attend as many of our Krewe functions as scheduling allows
- Perform any other duties as may be assigned to this office

Section 5: Safety/Security Chair:

- Shall adhere to and oversee all safety and security requirements set forth for each parade by hosting Krewe
- Secure the appropriate number of security personnel for each parade. At each parade, provide security personnel with a Krewe safety vest and instructions for proper parade guidelines
- Coordinate with Float and Parade chairs regarding transport details of float to and from parades
- Attend as many of our Krewe functions as scheduling allows
- Perform any other duties as may be assigned to this office

Section 6: Social Chair:

- The Social Chair shall have the responsibility, upon Board approval, to plan and carry out all social activities
- Fundraising activities during a social event will contribute to the Operating fund, unless determined otherwise
- Arrange a minimum of one (1) Krewe social each month during the Krewe year. Christmas party will count as social, but an additional social is encouraged for the month of December
- Arrange a minimum of four (4) socials/events each Krewe year to raise additional operating funds
- Attend as representative of the Peg Leg Pirates balls and social events held by other krewes. Minimum 2 balls and 2 social events
- Arrange for food and beverages at float prep/bead drop and clean up coordinate with Parade and Float chair and provide Membership chair with the list of those that attended
- Attend as many of our Krewe functions as scheduling allows
- Perform any other duties as may be assigned to this office

Section 7: Public Relations Chair:

- Promote the Krewe's image and activates in the community and inform the public of the Krewe's sponsorship opportunities upon Board approval
- Formulate a PR plan and distribute information, press releases, newsletters and announcements for planned events through various media outlets including social media upon Board approval
- Maintain and update the publicity file of the Krewe
- Keep the members informed of PR opportunities available to our Krewe
- Provide/designate an end of Krewe year summary for blog entry on our web site
- Attend as many of our Krewe functions as scheduling allows
- Perform any other duties as may be assigned to this office

Section 8: Booty Chair:

- The Booty Chair shall be responsible for ordering, collecting payment and distributing Krewe apparel, pins, medallions or any other items upon Board approval
- Coordinate with the Treasurer payments collected for Booty items
- Shall design a new Krewe t-shirt each krewe year
- Design a minimum of three (3) Krewe pins each krewe year to present to the Board for approval and the Krewe for selection vote
- Attend as many of our Krewe functions as scheduling allows
- Perform any other duties as may be assigned to this office

Section 9: Website Maintenance Chair:

- The Website Maintenance Chair shall be responsible for maintaining the official Krewe website
- Post the current member roster to the Members section of our web site. Roster shall be provided by Membership chair
- Maintain and/or provide login and passwords to all current members for access to the Members section each year
- Add new/reinstated members' photo to the gallery section
- Remove access and member photo of members that are not currently in the krewe
- Keep our sponsors updated on the web site

- Maintain the Members calendar with current members' birthdays, Board and Krewe meetings, scheduled charitable presentations, shoot information, and upcoming socials/events
- Post photos provided by Krewe members of parades
- Post blog entries provided by members once Board approved
- Attend as many of our Krewe functions as scheduling allows
- Perform any other duties as may be assigned to this office

ARTICLE 8 – ASSISTANTS/COMMITTEES/REPRESENTATIVES

Section 1: Assistants to the Chairs:

- Each Chair may have an assistant whose duty is to become familiar with the workings of that Office to assist.
- Assistants to Chairs are not included in the Board voting process.

Section 2: Committees:

- Special Committees shall be appointed by the Admiral and approved by the Board, as deemed necessary to carry out the affairs of The Krewe.
- Nominating Committee, Disciplinary Committee, and Scholarship Committee will be comprised of volunteers from The Krewe.

Section 3: Representatives:

- IKC Krewe Representative
 - (a) Each year at the January Krewe meeting the Admiral will ask members for a volunteer to represent our Krewe as IKC Representative. If more than one (1) member volunteers, names will be “drawn from a hat” to determine our new Rep.
 - (b) Term of the IKC Representative shall be for one (1) calendar year

ARTICLE 9 – BOARD OF DIRECTORS (“Board”)

Section 1: Composition:

- The Board of Directors shall consist of the current Officers and each Board Chair and shall always be an uneven number of participants.
- Whenever possible a Board member shall hold only one Board position at a time unless as otherwise necessary.
- No Board Member will have two votes while holding two voting Board positions (due to a vacancy). In the event of a tie vote due to a vacancy, the Admiral will ask for a volunteer from the Board to abstain from voting. Should there be no volunteers, a name will be selected from the non-executive Board members through the “draw from the hat” process to break the tie vote.

Section 2: Duties of the Board of Directors:

The Board of Directors shall be the governing body of the corporation; examples of items they will complete with majority vote is as follows:

- Determine all matters of policy for The Krewe, including making standing rules as may be required from time to time or as may be appropriate.
- Approve and or deny membership
- Determine and carry out all disciplinary actions.
- Approve Budgets.
- Approve all service providers such as: accountants/CPAs, legal counsel, etc.
- Approve all contracts.
- Approve all associated Chair sponsored events and other developments of The Krewe.
- Assign any other duties as required to the Board or Chairs.
- Take any other actions as provided by law or the By-Laws or Articles of Piracy, including amendments to the same.
- Declare and appoint permanent or temporary candidates to fill a vacancy in any Office or Chair.

Section 3: Board Meetings:

The Admiral shall convene the Board of Directors at such time during the year as may be required. The Board of Directors shall meet at a minimum of nine (9) times per Krewe year and Board members are required to be present at a majority of the meetings to fulfill their duties. Meetings shall be held October, November, and January thru July. Board meetings will be open to all Existing Members in Good Standing. The Secretary will notify The Krewe of the time and place of each Board Meeting no later than one week prior to the meeting date.

Section 4: Term of Office – Board of Directors:

The term of office shall be one (1) year running June 1st (or immediately following elections) through the following May 31st.

ARTICLE 10 – FINANCES

Section 1: Operating Funds:

The Treasurer shall maintain Krewe funds in an interest-bearing account.

Section 2: Minimum Balance:

The Krewe shall maintain a minimum of three thousand dollars (\$3000) in its General Operating fund. If this amount falls below \$3000, the Treasurer will notify the Board of Directors and an immediate hold will be placed on all Krewe expenditures until funds are available.

Section 3: Use of Funds:

All activities, events and charitable donations will be recommended by the appropriate Chair and approved by the Board of Directors in accordance with The Krewe's purpose and the requirements of The Krewe's 501(c)(3) IRS designations.

Section 4: Expenditure Approval:

All expenditures over the Chair's budget must be authorized by a majority vote of the Board of Directors. Any disbursement over \$250 must be approved by the Board of Directors, whether budgeted or not.

Section 5: Tax Reporting Year:

The Krewe's Tax Reporting Year shall be from January 1st to December 31st.

Section 6: Accounts and Review:

The financial books of The Krewe shall be kept in accordance with general audit and accounting principles. An annual review shall be completed by the Board with a summary shared with the general membership. Every other year a review by a CPA will be conducted in March or April and the CPA will file The Krewe's tax filing annually with assistance by the Treasurer.

ARTICLE 11 – ELECTION PROCEDURES

Section 1: Annual Meeting:

An Annual Meeting of The Krewe shall take place in May. The date is to be set by the Board of Directors and transmitted to the membership by the Secretary. All Members are expected to attend the Annual Meeting. The Annual Meeting shall be for the purpose of announcing the Pirate of the Year and the newly elected Officers and Board Members that take office on June 1st. All past Officers and Board Members will turn over any Krewe material related to their position as well as assist in the orderly transition of their duties. Transfer of materials to the new chair must be completed NLT July 1st. Failure to do so could result in a probationary status of the former chair until transfer of materials is complete.

Section 2: Nomination Committee:

At the Board meeting in March, the Admiral will ask for volunteers from the Board for the Nomination Committee. At the Krewe's March General meeting, additional volunteers will be asked for from those present, to complete the Nomination Committee. The Nomination Committee will consist of either three (3) or five (5) members, one (1) of which shall be an existing Board Member. If there are more than five (5) volunteers, then names will be "drawn from a hat" to form a committee of no more than five (5), one (1) of which shall be a Board member. The Committee will select within themselves a Committee Chair.

Section 3: Nomination Procedure and Eligibility:

The Nomination Committee will be furnished a list of all Members in Good Standing at the-March General Krewe meeting by the Membership Chair or their designee.

The Nomination Committee Chair or their designee will send out a blank nomination form to only those Members in Good Standing within one (1) week from the March General Krewe meeting.

Members who are unable to attend the April General Krewe meeting in person or would like to submit their nominations through e-mail will have an opportunity to cast their nominations via e-mail and return it no later than one (1) week prior to the April General Krewe meeting to the Nomination Committee. Further nominations will be asked for, and accepted, at the General Krewe meeting in April, by those present (physically or conference call), to complete the combined voting ballot for the annual elections. No Member may be on the voting ballot for more than one (1) position. Board Members and General Krewe Members wishing to run for a Board position must meet the following qualifications. Members may self-nominate.

QUALIFICATIONS

- An active Member in Good Standing during the current Krewe year
- Attendance of a minimum of six (6) Krewe meetings during the current Krewe year
- Active participation in our Annual Shoot Fundraiser
- Attend two (2) YNKPLP Krewe social functions. Participation at the Annual Shoot, Christmas party, or Parades is not counted towards these functions.
- Attend one (1) non YNKPLP Krewe function to support our Krewe community.
- Meet all Membership requirements.
- Has not been brought before the Board or Disciplinary Committee and found in violation of the Krewe's Articles of Piracy and /or By-Laws, been given a written warning, and has served a probationary period during the prior or current Krewe year. (Ex.: 2022/2023 Krewe year, on probation until May 31, 2023, not eligible to run for 2023/2024 board; 2023/2024 Krewe year, not on probation, eligible to run for the 2024/2025 board.)

Once nominations are closed, the Nomination Committee will begin the process of contacting the qualified members which were nominated for the Board positions. Should there be an open chair (no nomination accepted), the committee will select from those members qualified, the person they feel would be best suited to fill that position and add their name to the list to contact. If a member was nominated for multiple chairs, they must select only one (1), they may not run for two (2) chairs. Members that were nominated for a chair are under no obligation to accept.

Committee members shall read and explain the requirements of each chair to the nominated member for clarity and full understanding of the position prior to their acceptance. Committee members are not allowed to divulge any information regarding whether or not there are other nominees or reveal who the other nominees are when calling a member who has been nominated. Should a chair position remain blank, then it will be noted on the voting ballot and that opening will be addressed by the new Board.

Section 4: Voting – General Election:

A voting ballot will be sent via e-mail to only Members in Good Standing one (1) week from the April General Krewe meeting by the Nomination Committee Chair or their designee. All ballots must be returned to the Committee one (1) week prior to the May Annual Krewe meeting. In the event of a tie vote, the Committee will have the week prior to the Annual meeting to send out a runoff ballot. Tabulation of votes will be the responsibility of the Nominating Committee prior to the Annual Meeting. The selected candidate per position will be determined by a majority vote of the Members in Good Standing. If a member of the Nominating Committee is nominated for a Board position and accepts to run, that member will excuse themselves from the Committee for the final voting process. The only exception is if the Committee member is running unopposed. Committee members are NOT allowed to discuss the proceedings and results with anyone not on the Committee. Violation of such could result in disciplinary action by the Board.

Section 5: Installation of New Officers:

Newly elected Officers and Board Members shall take office immediately, or by June 1st.

Section 6: Filling a Vacancy:

If a vacancy arises among the members of the Board of Directors, the position will be appointed by the majority vote of the remaining Board of Directors.

ARTICLE 12 – MEETINGS

Section 1: Board of Directors' Meetings:

See Article 9 Section 3: Board Meetings

Section 2: General Membership Meetings:

Meetings shall be held monthly, at a minimum during the months there is a Board meeting, at a time and place designated by the Board. Such meeting venues shall be appropriate for the purpose of conducting Krewe business.

It is required that all members attend the October and January meetings in preparation for the parade and fundraising season. Parade safety and security rules will be reviewed at the October and January meetings.

Section 3: Quorum & Voting Procedure for Changes to By- Laws and/or Articles of Piracy:

The Board is required to bring proposed changes to the By-Laws and/or Articles of Piracy to the Members in Good Standing for vote. Written notice of such vote and copy of proposed changes are required to be provided to the members at least one (1) week in advance to allow enough time for review. In order to bring the proposed changes forward for a vote there must be an appropriate Quorum as defined herein:

Quorum: Defined as the minimum number of Members in Good Standing that must be present in order to bring the vote to the floor. Being present includes members physically in attendance at the meeting or on the phone. Voting changes to the By-Laws and/or Articles of Piracy will require 75% of the Members in Good Standing present which shall be verified by the Membership Chair or their designee and captured in the meeting minutes by the Secretary or their designee. For example: with 45 Members in Good Standing: $45 \text{ members} * 75\% = 34 \text{ members}$ must be present to bring the vote to the floor. (For the avoidance of doubt, Board members who are present contribute to the Quorum.)

Majority Vote: Defined as the majority of the Members in Good Standing that must vote favorably in order for the vote to pass. For changes to the By-Laws and/or Articles of Piracy, majority vote is considered 51% of the Members in Good Standing, not including Board members. For example: with 45 Members in Good Standing and 13 are Board members: $45 \text{ members} - 13 \text{ Board members} = 32 \text{ members} * 51\% = 17 \text{ members}$ must vote favorably for it to pass.

Section 4: Quorum & Voting Procedure for Other General Voting Matters:

a) From time to time the Board will bring general krewe matters to the Members in Good Standing for vote. Written notice of such vote and copy of any supporting details (as necessary) are required to be provided to the members at least one (1) week in advance to allow enough time for review. This can be achieved by providing the notice in the meeting agenda sent ahead of the meeting by the Secretary or their designee. In order to bring the proposed changes forward for a vote there must be an appropriate Quorum as defined herein:

Quorum: Defined as the minimum number of Members in Good Standing that must be present in order to bring the vote to the floor. Being present includes members physically in attendance at the meeting or on the phone. Voting on general krewe matters will require 51% of the Members in Good Standing present which shall be verified by the Membership Chair or their designee and captured in the meeting minutes by the Secretary or their designee. For example: with 45 Members in Good Standing: $45 \text{ members} * 51\% = 23 \text{ members}$ must be present to bring the vote to the floor. (For the avoidance of doubt, Board members who are present contribute to the Quorum.)

Majority Vote: Defined as the majority of the Members in Good Standing that must vote favorably in order for the vote to pass. For general krewe matters, majority vote is considered 33% of the Members in Good Standing, not including Board members. For example: with 45 members in Good Standing and 13 are Board members: $45 \text{ members} - 13 \text{ Board members} = 33 \text{ members}^*$
 $33\% = 11 \text{ members}$ must vote favorably for it to pass.

b) The Board will strive to handle most official Board decisions at a scheduled and announced Board meeting; however, there may be situations which require the Board to vote via e-mail.

ARTICLE 13 – AMENDMENTS

Amendments to the Articles of Piracy and/or By-Laws may be proposed by a Quorum of the Members in Good Standing (provided an advanced copy has also been provided to the Board for review). The Board may also directly raise amendments to both documents, as long as the Members in Good Standing are provided an opportunity to review the changes in advance of the vote. All Amendments must receive a Quorum vote by the Board and the Existing Members in Good Standing.

ARTICLE 14 – DISSOLUTION

In case this Corporation wishes to dissolve and by due process of law shall dissolve, all assets of whatever nature, or their equivalent in value, which remain after the just debts and liabilities of this Corporation have been satisfied, shall be contributed to a licensed provider of prosthetics.