

# **Navarre Krewe of Jesters**

## *Policies and Procedures*

### **1. Meetings**

The membership meeting will be held the 2nd Wednesday of each month. If a change is made, a recommendation from the Board will be presented to Membership for a majority vote. The Board will determine the date and location of the Executive Board meeting and the members will be informed.

### **4. Secretary:**

The Secretary will submit minutes to the President for review, correct errors and resubmit the minutes to the President for dissemination to membership. This is to be done in a timely manner prior to the subsequent Executive Board or Membership Meeting. The secretary will then ask Membership to approve the Membership Meeting minutes “as written” at the following Membership meeting.

### **7. Treasurers Annual Report and Audit**

The annual financial report will be due by 31 May. An annual review, executed by a Krewe member appointed by the President, will be completed by 31 May.

### **8. Jester Attire**

The Krewe uniform consists of a black tuxedo jacket with tails, white tux shirt or white dress shirt, and black dress pants, black dress shorts, or black tux skirt. The Executive Board is empowered to make any exceptions. Noncompliance means non-participation in that event.

### **9. Dues**

Dues for regular membership will be \$60.00 per year and be considered delinquent if paid after June 30th. For each month, or portion thereof, that dues are delinquent there will be an additional \$5.00 charge.

## **10. Associate Member Dues**

Dues for associate membership will be \$125, paid annually.

## **11. Associate Member Privileges**

1. Will have the same rights and privileges as regular members.
2. Will be exempt from requirement to participate on any committee or attend meetings, though they are encouraged to do so.
3. Must wear the Navarre Krewe of Jesters Krewe uniform during parades.
4. All Associate Members will be allowed to vote for Royalty and Officers.

## **12. Royalty Elections and Expectations**

1. Nominees must be members in good standing.
2. Nominations must be in written form and include the qualifications of the nominee for the position.
3. The nominator must have received consent of the nominee before the individuals name is put in contest.
4. Nominations for royalty will be accepted from September through November.
5. The written ballot will be counted and the royalty announced at the November meeting.
6. Absentee ballots may be mailed or emailed to the President prior To the November meeting.
7. Coronation will take place at the 12<sup>th</sup> Night Celebration.
8. The Royal Court will be expected to attend all Krewe functions, to include the 12<sup>th</sup> Night Party, Ball, and the Krewe parades.

## **13. Royalty Invitations and Tickets**

The King and Queen are encouraged to act as emissaries of the Krewe at functions to which the Krewe receives an invitation. If complimentary tickets accompany an invitation, they will be offered to

the King and Queen; if complimentary tickets are not provided, Royalty are strongly encouraged to attend at their own expense. This must be a consideration when accepting the nomination.

#### **14. Royalty Nominations**

Nominees must have sole allegiance to the Jesters insuring participation and support. During their reign, they are requested to wear sashes and/or crowns at public Krewe events.

#### **15. Office Nomination Requirement**

A nominee for office must be a Member in good standing with at least two years tenure. The nominee must be able to attend monthly meetings, with approved exceptions, will not be a member of another krewe, and be able to expend the time necessary to fulfill assigned obligations. All Krewe members have an obligation to hold Krewe information confidential. Failure to do so is grounds for dismissal from the Krewe.

#### **16. Vacation of Office**

The Executive Board will fill a position vacated by a current Executive Board member, with the exception of the presidential position for which the vice-president will assume the position for the remainder of the term of office.

#### **17. Committee**

No committee chairman or general member will be permitted to enter into a contract without approval by the Board and signatures of either the President or Vice President. The Board of Directors must approve all miscellaneous expenses in excess of \$100.00. The Treasurer may approve lesser amounts for the purpose of routine copying, mailings, and other miscellaneous expenses. Committees shall be comprised of volunteers, headed by a chair. Each committee chair will present an annual budget to the Executive Board, by April 1<sup>st</sup>. The Treasurer will

remind committee chairs by March 1<sup>st</sup> that their budget will be due April 1<sup>st</sup>. Committees will consist of but not be limited to:

1. Beads & Baubles
2. Community Service
3. Entertainment
4. Float
5. Fund Raising
6. Hospitality/Royalty
7. Mardi Gras Ball
8. Membership
9. Parade
10. Public Relations
11. Scholarship
12. Web-site update and design
13. Bylaws

#### **18. Amendments to Motion**

When a motion is presented to general membership, it cannot be amended without the approval of the originator of the motion (friendly amendment). Instead, a new motion may be made after the motion on the floor is passed or declined.

#### **19. Time Limited Discussions**

Time limits will be at the discretion of the President.

#### **20. Amending Policies and Procedures**

Policies can be amended upon the recommendation of the Board and a majority vote of members present at the Membership Meeting.

#### **21. Membership and Committee Chair Responsibilities**

The Membership Chairman will **keep** a log of Membership attendance at the monthly Membership Meetings. Committee Chairs will log attendance at committee meetings/events and give a quarterly

attendance report to the Membership Chair. The Membership Chair will then use the logs to determine which members are not in good standing and forward this information to the Executive Board.

## **22. Grand Marshall**

The Grand Marshall will be an honorary Jester for one year and able to participate with all the privileges of membership. Parade attire will be the Grand Marshall sash.

## **23. Krewe Business**

Members must present their best behavior when representing the Krewe. What happens with the Krewe, stays with the Krewe. Krewe issues are not to be discussed with non-Krewe members.

## **24. Smoking**

There will be no smoking on the float or while parading.