

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 membership will be informed. Meetings are nonsmoking events.

2. 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.

3. Treasurers Annual Report and Audit

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

4. Jester Attire

The Krewe uniform consists of a black tuxedo jacket with tails. The Executive Board is empowered to make any exceptions. Noncompliance means non-participation in that event. All members are encouraged to own a tuxedo-style shirt.

5. Delinquency of 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.

6. Associate Member Dues

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

7. Associate Member Privileges

- a. May walk with the Krewe of Jesters in parades. Use of bead poles will be on a space available basis and at the discretion of the Float Committee Chairperson.
- b. Will receive the monthly "Jester Journal" when available by e-mail.
- c. Will be exempt from requirement to participate on any committee or attend meetings, though they are encouraged to do so.
- d. Must wear the Navarre Krewe of Jesters Krewe uniform during parades.

8. Royalty Elections

Written nominations for Royalty will begin at the September Membership meeting and continue until the December Membership meeting when elections will be held for the upcoming years Royalty. Coronation will take place at the 12th Night Celebration. A written vote will take place when the position is contested. The Royal Court will be expected to attend all Krewe functions, to include the 12th Night Party, Masked Ball and the Krewe parade. The King and Queen are encouraged to act as emissaries of the Krewe at any function for which the Krewe receives an invitation. The Krewe will cover the cost of the meal.

9. Office Nomination Requirement

A nominee for office must be a Member in good standing.

10. Vacation of Office

The Executive Board will fill a position vacated by a current Executive Board member.

11. Committees

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 \$50.

The Treasurer may approve lesser amounts for the purpose of routine copying, mailings and other miscellaneous expenses. Committees shall be comprised of volunteers jointly elect a chair following yearly elections. Each committee will present an annual budget to the Executive Board after the selection of the chair.

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

12. 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.

13. Time Limited Discussions

Time limits will be at the discretion of the President.

14. 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.

15. Membership and Committee Chair Responsibilities

16. 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.

17. Inventory

Each Chair is responsible for keeping an inventory of properties managed by his/her committee. Quarterly, the chair will forward an updated property list to the Executive Board Treasurer for a Master Property List.

18. Tax Status

19. Grand Marshall

The Grand Marshal 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.