

CONSTITUTION
FOR THE
KREWE OF THE BLACK SWAN

BY-LAWS

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BY-LAWS

ARTICLE I. NAME

The name of this organization shall be the KREWE of the Black Swan , hereafter known as the KREWE. ”

ARTICLE II. PURPOSES

The purposes of KREWE are exclusively social, not for profit and are to:

1. Provide a social environment for the development of friendships.
2. Support KREWE members in individual endeavors.
3. Lend time and expertise in giving back to our community.

ARTICLE III. MEMBERSHIP

1. Membership in KREWE implies acceptance of and adherence to the standards set forth in the KREWE By-Laws and Policies and Procedures. Membership in the KREWE shall be open to persons of any race, sex and national origin, 21 years of age or older.
2. Membership may be terminated by a two-thirds vote of the full Administrative Board and Board of Governors for:
 - a. Failure to comply with the purposes and standards of the KREWE.
 - b. Failure to correct behavior detrimental to the KREWE.
3. The annual dues of the KREWE shall be established by the KREWE budget.
 - a. If the member dues are not paid in full by July 31, he/she will not be eligible to vote in the election. The member will be provided a 60-day extension to bring dues current. After these 60 days, if dues are still not current the member will then become inactive.

ARTICLE IV. OFFICERS

1. There shall be a Board of Governors consisting of at least five members of the KREWE.
2. There shall be an Executive Board consisting of a president, vice-president, secretary and treasurer.
3. There shall be an At-Large Board containing a minimum of five members.
4. The Executive Board and At-Large Board shall be jointly known as the Administrative Board.
5. Elections shall be conducted as determined in the Policies and Procedures.
6. The qualifications for each member of the Administrative Board will be outlined in the Policies and Procedures. Qualifications must be met as of the date elections.

ARTICLE V. ADMINISTRATIVE BOARD

1. The Administrative Board shall consist of the president, vice president, treasurer, secretary and an At-Large Board.
2. The duties of the Administrative Board shall be:
 - a. To ensure KREWE activities continue. These activities include, but are not limited to, participation in parades, charitable events and socials.
 - b. To act in a policy-making capacity for the KREWE.
3. The Administrative Board shall meet at least once a month or as necessary at the call of the president. Whenever possible, written notice of the meeting shall be communicated to every member of the Administrative Board and Board of Governors at least two weeks prior to the meeting.

4. A simple majority of the members of the Administrative Board shall constitute a quorum at meetings of the Administrative Board. A simple majority of those present is required to carry a vote.
5. Members of the Administrative Board should make every effort to be present at Board meetings.
6. Failure to attend Board meetings may result in removal from the Administrative Board.
7. Replacement members to the Administrative Board are at the discretion of the president. Replacements are selected by the president, must meet qualifications as of the election day for the sitting Board, be approved by the Board of Governors and ratified by a simple majority of the remaining Board.

ARTICLE VI. PARLIAMENTARY AUTHORITY

All matters of the Administrative Board not covered by the Constitution and By-Laws shall be governed by the latest edition of *Robert's Rules of Order*.

ARTICLE VII. AMENDMENTS

This constitution may be amended at any general meeting by a two-thirds vote of the voting members, provided that notice of the proposed amendments has been communicated to the members at least one month in advance.

Origination Date: July 26, 2007

POLICIES AND PROCEDURES

This statement serves the members of the KREWE and ensures consistent standards apply regardless of seniority or rank.

Each KREWE member is an individual. Fairness and non-discrimination are essential components of the recruitment, approval and retention process. The loss of a member as a result of dissatisfaction is a failure of the Administrative Board and KREWE. Therefore, the following standards for KREWE and Board behavior are recommended:

I. QUALIFICATIONS FOR BOARD OF GOVERNORS

Any guidance established solely in documentation will, by its static nature, inadequately define the ideology formed at the KREWE's founding. Decisions can be made that fall within the Constitution derived by the KREWE but may not reflect the moral direction of the KREWE. A balance between the established policies embodied at its creation and emerging principles will ensure elemental KREWE ideals continue. Responsibility for this moral direction will fall on the Board of Governors to evaluate and approve any new policy changes.

II. QUALIFICATION FOR ADMINISTRATIVE BOARD

All Full Members, having paid their dues and other monetary obligations to the KREWE, are eligible for election to the Administrative Board. For consideration of admission to the Administrative Board, an individual must have been a Full Member the previous season.

A. Eligibility for Executive Board

A Full Member may submit their name for the position of president, vice president, treasurer and/or secretary if they meet the following criteria.

1. Have been a Full Member for two years as of the election date.
2. Have demonstrated leadership ability.
3. Be able to execute the duties of the office.
4. The duties of the president shall be:
 - a. To prepare the agenda of all meetings.
 - b. To preside at all meetings of the Administrative Board.
 - c. To serve as an ex-officio member of all committees.
 - d. To recommend individual(s) to fill each vacated position(s) on the Administrative Board through the end of the current term of office.
 - e. To assume other responsibilities as directed by the Administrative Board.
5. The duties of the vice-president shall be:
 - a. To preside at any meeting of the Administrative Board in the absence of the president.
 - b. To assist the president as requested.
 - c. To assume the position of president of the Administrative Board in the event that the president shall leave office prior to the completion of the current term.
6. The duties of the secretary shall be:
 - a. To take minutes of all meetings of the Administrative Board.
 - b. To transcribe the minutes of all meetings and retain in a binder.

- c. To be responsible for the records of the KREWE and Administrative Board with the exception of financial records.
 - d. To send out all necessary notices of meetings to the members of the KREWE and Administrative Board.
 - e. To assume other responsibilities as directed by the president.
7. The duties of the treasurer shall be:
- a. To be responsible for the funds and financial matters of the KREWE, including the payment of all bills incurred by the KREWE.
 - b. To collect all membership dues.
 - c. To issue invoices as needed.
 - d. To collect funds for purchased items.
 - e. To make a financial report at all Administrative Board meetings.
 - f. To act in cooperation with an independent auditor that will be called to review the KREWE financial records.
 - g. To assume other responsibilities as directed by the president.

B. Eligibility for the At-Large Board

A Full Member may submit their name for the position of an At-Large Board Member if they meet the following criteria.

- 1. Have been a Full Member for one year as of the election date.
- 2. Be able to manage one of the five primary KREWE Committees.
 - a. All committees and their activities will be overseen by the Board of Directors to ensure that activities are consistent with the KREWE's mission and strategic plan.
 - b. Primary committees will be permanent on the organizational chart and shall continue year to year.
 - c. Ad hoc committees are formed as a subset of an existing committee, to carry out a specific task or project. An ad hoc committee is dissolved at the completion of the task or project.
- 3. The primary committees are:
 - a. Parade Committee
 - b. Fundraising Committee
 - c. Membership Committee
 - d. Communication Committee
 - e. Community Involvement Committee

C. Non-Disclosure Agreement

All Board members shall be required to sign a Non-Disclosure Agreement. The agreement shall describe requirements for confidentiality of KREWE and Board communications, conversations, votes and activities.

D. Meetings

- 1. The Board
 - a. The Board shall meet on a regular schedule to assure that its duties are properly completed.
 - b. Failure of a Board member to be present at Board meetings may be grounds for removal of that individual from the Board.

- c. The Board has the discretion to hold a portion of its meetings via audio or video conferencing or via email.
- d. Meetings and votes shall be conducted according to parliamentary procedures as described in Robert's Rules of Order.
- e. Six of nine Board members shall constitute a quorum at Board meetings.
- f. A simple majority vote of the quorum is required to carry a vote.
- g. Written notice of the meeting shall be communicated to every member of the Board.
- h. When feasible, two weeks notice will be given of all meetings.
- i. When feasible, any documents for review and discussion shall be distributed to all Board members one week before the meeting.
- j. When feasible, agenda items will be called for two weeks before the meeting, and an agenda will be distributed one week before the meeting to all Board members.

2. The KREWE

- a. The KREWE shall be present at one mandatory meeting each year.
- b. At least one month prior to the annual meeting the KREWE will be notified.
- c. When feasible, any documents for review and discussion shall be distributed to the KREWE at least one week before the meeting.
- d. When feasible, agenda items will be called for two weeks before the meeting, and an agenda will be distributed one week before the meeting to all Board members.
- e. At a minimum, the agenda shall include:
 - 1. A State of the KREWE summary by the President.
 - 2. A review of the KREWE's expenditures and income for the past year.
 - 3. A discussion by the Board of current and future trends, challenges and activities.
 - 4. A moderated town hall meeting, allowing members to ask questions, present ideas or express views.

III. QUALIFICATION FOR KREWE MEMBERSHIP

A. Eligibility

Membership shall be open to persons of any race, sex, and national origin, 21 years of age or older, dedicated to the accomplishment of the objectives of the KREWE.

- 1. Membership in the KREWE implies acceptance of and adherence to the standards set forth in the KREWE Constitution.
- 2. The Administrative Board has the authority to suspend or revoke membership of any existing member. Suspension or revocation of membership may occur if the member acts in a manner that is perceived to be a detriment to the KREWE.

B. Types of Membership

The KREWE will recognize two types of memberships.

- 1. Full Member
 - a. A Member that pays their due by the required dates.
 - b. Is allowed to vote in elections.

- c. May hold office.
- d. May work on any committee.
- e. May attend all Board meetings.
- f. Must be in full, authorized KREWE costume.
- g. May attend all socials and charitable events.
- h. Receives discounts on KREWE items, such as beads and medallions.
- i. May sponsor guests for membership.
- j. May sponsor guests for parades and social events, upon approval of the Administrative Board.

2. Sponsor Member

- a. A Member that provides in-kind services equivalent to \$350 per parade.
- b. Is not allowed to vote in elections.
- c. May not hold office.
- d. May not work on any committee, but may provide assistance.
- e. May not attend all Board meetings.
- f. Must be in full, authorized KREWE costume.
- g. May attend all socials and charitable events.
- h. Receives no discounts on KREWE items, such as beads and medallions.
- i. May not sponsor guests for membership.
- j. May not sponsor guests for parades and social events.

C. Admission

- 1. Any Full Member in good standing may sponsor prospective candidates for membership.
- 2. Complete information about the candidate must be provided on the forms established by the Administrative Board and the application shall be accompanied by a check for a nonrefundable membership fee (if accepted) to be set and reviewed from time to time by the Administrative Board.
- 3. Each membership application shall be referred to the Membership Committee.
- 4. The Membership Committee shall make full investigation of each person proposed for membership in accordance with their membership guidelines, which shall be adopted and approved by a majority of the Administrative Board.
- 5. The Membership Committee shall, at a minimum, investigate each person proposed for membership as follows:
 - a. Call applicant's sponsor and/or one friend in the KREWE to check applicant's moral and social character.
 - b. Directly contact the applicant to inquire if the applicant is aware of the KREWE's objectives and if she/he has attended any of the KREWE's functions.
 - c. Inform the applicant they must attend a KREWE function prior to consideration. The sole intent is to introduce the applicant to a cross-section of the KREWE.
 - d. Inform the applicant that she/he will be required to purchase a KREWE costume through a KREWE authorized vendor.
 - e. Provide the applicant with a cost estimate for membership and participation in events.
 - f. Inform applicant of all KREWE functions and participation.
- 6. The Membership Committee shall submit all nominations to the Administrative Board with or without recommendation. Oldest applications on file should always be presented to the Administrative Board for consideration first. Vote by the Administrative Board shall be by verbal ballot unless secret ballot is requested. An applicant shall be approved by a unanimous vote of the Administrative Board at a meeting in which a quorum is present.

7. A candidate's application submitted by the Membership Committee with recommendation for approval, but not able to be accepted due to full membership quota, shall be presented to the Administrative Board for approval. All such approved applications shall be held in abeyance until such time a vacancy exists. The applicant shall be so advised by mail and until such opening is available. In order of receipt and when said opening is available, the secretary shall issue a written invitation for membership over the signature of the President. The applicant shall have 15 days to accept and return her/his prescribed dues or the secretary will be instructed to invite the next candidate.
8. A candidate who is denied membership will not be able to reapply for membership for a period of 12 months following the date the application was acted upon.
9. If applicant is accepted as a member, annual dues will be due by the due date contained in the billing statement sent to such applicant if said applicant has not previously paid the same. If not paid by the due date, the new member will be dropped from the membership roll. The Board will have sole powers to extend payments beyond the due date, but not beyond 90 days.

D. Members

The current goal is to limit the KREWE size to 100 members. This number may be changed as desired.

E. Expansion

The Secretary to the Administrative Board shall maintain a confidential list of names of such persons as have been approved by the Membership Committee and the Administrative Board. At such times that a vacancy exists, or during the periods of KREWE expansion, the Administrative Board may, by majority vote, extend an invitation to such persons to become members of the KREWE. The Secretary shall issue a written invitation for membership to those invitees, over the signature of the President. Upon receipt by the Treasurer of the initiation fee and prescribed dues, the potential member shall be accepted as a qualified member of the KREWE.

F. Resignation, Reinstatement, Renewals and Leave of Absence

1. Any member desiring to resign from the KREWE may submit a written resignation to the Secretary, who shall present it to the Administrative Board.
2. Members resigning for any reason, or not accepting membership invitation within 15 days upon receiving such invitation, or removed from membership for any reason, shall not be eligible for reconsideration for membership for a period of no less than 1 year.
3. Members resigning because of professional relocation may opt to be re-nominated for KREWE membership upon returning to the Tampa area, provided she/he so requests written re-nomination within 60 days after returning.
4. Members in good standing requesting a Leave of Absence for any good reason, i.e., sickness, death in the family, business relocation, etc., may, upon approval of the Administrative Board, be granted such Leave of Absence, not to exceed a period of one year. The leave of absence shall be terminated upon the member notifying the Board of her/his intentions, or at the end of one year, whichever comes first.
5. No member shall be reinstated or granted a leave of absence unless they are current in their dues and any other financial obligations to the KREWE.
6. The Administrative Board reserves the right to refuse any membership renewal by the majority of the Board based upon just cause.

G. Duties of Members

3. Each person, by accepting membership in the KREWE, shall agree to conform to and abide by the Constitution of the KREWE in effect and as amended from time to time.

4. Members are requested and encouraged to participate in all social and charitable functions of the KREWE.
5. Members may be asked to vote on issues presented by the Administrative Board. Voting members consist of Full Members.

H. **Honorary Member**

1. From time to time, a member of the community may provide services to the KREWE with no intention of becoming a Sponsor Member. For these individuals, the KREWE can recognize them as Honorary Members.
2. Petition for Honorary Membership may be presented to the Board by any Full Member.
3. Honorary Membership may be bestowed on any person with a unanimous vote of a quorum of the Administrative Board and shall include all privileges of membership except voting.
4. Honorary Membership shall be valid for one year and automatically renewed for continued service to the KREWE.

IV. Dues and Finances

A. **Dues**

1. Annual dues shall be determined by the Administrative Board based on budgetary requirements and shall be paid within 30 days of the date of the invoice. A member who does not pay his/her dues and all accounts within the thirty (30) day period shall be deemed a delinquent member.
2. A member, if on the Administrative Board, must resign.
3. A member has an additional 60 days to pay their dues before being removed from the KREWE roster.
4. Any member terminated for non-payment of dues or monies owed for functions shall not be considered for reinstatement until the past due balance, including payment of all late fees and other charges has been paid in full.
5. No admittance shall be allowed into parades when member has not paid in advance for any guests or for functions requiring paid in advance reservations.

B. **Calendar Year**

The calendar year of the KREWE shall be from July 1 through June 30 of the following calendar year.

C. **Dissolution**

In the event of dissolution of the organization, all assets shall be distributed to a charity selected by the Administrative Board after making provision for the payment of all outstanding liabilities of the KREWE.

D. **Monies**

All funds of the organization shall be deposited in a bank or banks approved by the Administrative Board, and shall become the property of the KREWE.

E. **Assessments**

The Board of Directors is empowered to levy special assessments on the members when the interest of the KREWE dictates. Assessments shall be applied to all members equally.

V. Event Costumes

All Full Members will be required to keep their costume in like-new appearance. Each member is

responsible for replacement of any or all parts to keep the like-new look. However, use of the costume for any event that may reflect negatively on the KREWE is forbidden.

A member is always allowed to appear in full KREWE costume at any KREWE function or event. The proper dress for events will be prescribed in the announcement.

A. Dress code for Male Members:

1. Shirt shall be a pirate shirt, white in color and long sleeve that can be rolled up.
2. Jackets shall be acquired from the approved KREWE seamstress only.
3. Pants shall be acquired from the approved KREWE seamstress only.
4. Footwear shall be black and resemble boots. Boot covers are allowed but shoes under must be completely black.
5. Headwear: All male members are required to wear headwear when in Pirate costume. Male members may wear an approved Pirate Hat (members item only), a KREWE Skullcap, or both. Hats must be black and Bucket Style (fabric hat with a flat-topped, slightly conical crown sloping brim) with a brim around the hat measuring no less than 3". The left side of the hat must adhere up to the side of the bucket. Feathers must tuck into the left folded side of the hat. The dress code committee, prior to any parade must approve the hat. Only KREWE members may wear a Pirate Hat. Each member may personalize their hats but may not make political statements, personal points of view, advertise any business or venture, or detract from the KREWE uniform.

B. Dress code for Female Members:

1. Tops shall be acquired from the approved KREWE seamstress only.
2. Pants shall be black and ankle length.
3. Skirts shall be black and approved by the dress code committee prior to any parade.
4. Footwear shall be black.
5. Headwear is optional for female members. If a hat or skullcap is worn, it must conform to number 5 under the Men's dress code.
6. Female Members may follow the dress code for Male members if desired.

C. Summer Attire Dress Code:

During summer events or functions, members attending in full costume may remove their jackets. Other options for summer attire are prescribed below. The option to wear summer attire will be noted in the event announcement.

1. KREWE T-shirts with KREWE logos and approved phrases will be allowed on a T-shirt. Identical T-shirts may be prescribed and will be available.
2. Shorts May be worn with KREWE T-shirts.
3. Footwear will be at the discretion of the individual.
4. Headwear is not required, but a member may wear an approved Pirate hat, KREWE Skullcap or any Board approved logo-bearing cap.

Prior to any public event or function, the color scheme of that event will be announced. Any attending member not dressed to the color scheme of that public event or function, may be asked to leave.

D. Dress Code for Guests:

Guest attire will be prescribed in the event announcement.

1. Guests shall wear a white pirate shirt or a white button down long sleeved shirt that can be rolled up during a parade. Men's short sleeve dress shirts are not allowed. Any other dress shirt or top will need to be approved prior to the start of a public event or function.

2. Male guests shall wear ankle length black pants and female guests may wear black ankle length pants or a black skirt. Dresses are not allowed.
3. Footwear must be black only. Socks may not be visible.
4. At a designated Summer Public Event or Function, guests shall adhere strictly to the Summer Attire Dress Code for members except the wearing of Pirate Hats. Any un-approved shirt or top will not be allowed in any KREWE public function or event.

Any guest not meeting the dress code requirement of that public event or function may be asked to leave. Adherence to the dress code for guest is the sole responsibility of the member bringing the guest. Refusal by a member to bring their guest into dress code compliance will result in the removal of the member and the guest from that public event or function.

VI. Member Behavior

A. It is the right of every member to enjoy the activities supported or sponsored by the KREWE. Every member must also be cognizant how their behavior affects other members of the KREWE.

1. Children s Parades. The KREWE participates in several parades involving children.
 - a. No alcohol may be brought or consumed during a Children s Parade. Members that are intoxicated or consuming alcohol will be asked to leave.
 - b. Any adverse behavior by the member will not be tolerated and may result in removal from the float and dismissal from the KREWE.
 - c. Costumes will be designated in the announcement. As a rule, the KREWE is a pirate organization and KREWE costume is required.
2. Children Socials. The KREWE participates in several socials involving children.
 - a. No alcohol may be brought or consumed during children events. Members that are intoxicated or consuming alcohol will be asked to leave.
 - b. Any adverse behavior by the member will not be tolerated and may result in removal from the event and dismissal from the KREWE.
 - c. Costumes may not be required for all events and will be designated in the announcement.
 - d. Photography at socials involving children is not permitted.
3. Adult Parades. The KREWE participates in several adult oriented parades.
 - a. Alcohol consumption is allowed at adult oriented parades. Intoxicated members that present a negative or violent behavior will be asked to leave.
 - b. Any adverse behavior by the member will not be tolerated and may result in removal from the float.
 - c. Severe or repeated infractions may result in removal of the member from the KREWE.
 - d. Costumes will be designated in the announcement. As a rule, the KREWE is a pirate organization and members are required to wear the KREWE costume.
4. Adult Socials. The KREWE participates in many socials.
 - a. Alcohol consumption will be designated by the event coordinator. Intoxicated members that present a negative or violent behavior will be asked to leave.
 - b. Any adverse behavior by the member will not be tolerated.
 - c. Severe or repeated infractions may result in removal of the member from the KREWE.

VII. Guest Policy

A. Full Members may from time to time invite guests to certain functions. With each announcement of a function, notification will be given as to the guest policy.

1. Children's Parades. The KREWE participates in several parades involving children. Unless approved by the Administrative Board, adult guests are not allowed on floats. Children must be accompanied by an adult relative.
 - a. No alcohol may be brought or consumed during a Children's Parade. Guests that are intoxicated or consuming alcohol will be asked to leave with the host member.
 - b. Any adverse behavior by the guest will not be tolerated and may result in removal from the float with the host member.
 - c. Costumes will be designated in the announcement. As a rule, the KREWE is a pirate organization and guests should be dress accordingly. Guests with no costume may not participate in the parade.
2. Children Functions. The KREWE may be invited to functions involving children.
 - a. No alcohol may be brought or consumed during a Children's Function. Guests that are intoxicated or consuming alcohol will be asked to leave with the host member.
 - b. Any adverse behavior by the guest will not be tolerated and may result in removal from the float with the host member.
 - c. Costumes will be designated in the announcement. As a rule, the KREWE is a pirate organization and guests should be dress accordingly. Guests with no costume may not participate in the function.
 - d. Photography at socials involving children is not permitted.
3. Adult Parades. The KREWE participates in several parades where guests are permitted.
 - a. Alcohol consumption is allowed at adult oriented parades. Intoxicated guests that present a negative or violent behavior will be asked to leave with the host member.
 - b. Any adverse behavior by the guest will not be tolerated and may result in removal from the float with the host member.
 - c. Guests may be required to pay a guest fee. Guest fees will be designated on the event notification to the KREWE. Guest fees are the responsibility of the host member and will be paid prior to the parade.
 - d. Costumes will be designated in the announcement. As a rule, the KREWE is a pirate organization and guests should be dressed accordingly. Specialty parades, such as Guavaween and St. Patrick's may allow guests the option of costume variations. Guests with no costume may not participate in the parade.
4. Children's Socials. A social is an event for the KREWE and selected guests only. The KREWE hosts several socials involving children.
 - a. Alcohol may or may not be available at Socials involving children. Notification of whether alcohol will be available will be contained in the announcement. Guests that are intoxicated or consuming alcohol at non-alcoholic socials will be asked to leave with the host member.
 - b. Any adverse behavior by the guest will not be tolerated and may result in removal from the event.
 - c. Costumes are not required for KREWE socials.
5. Adult Socials. A social is an event for the KREWE and selected guests only. The KREWE hosts several socials for adults only. Guests are generally permitted to KREWE socials.
 - a. Alcohol consumption will be designated by the event coordinator. Intoxicated guests that present a negative or violent behavior will be asked to leave with the host member.
 - b. Any adverse behavior by the guest will not be tolerated.

VIII. KREWE Events

A. The KREWE as a whole and KREWE members as individuals will host KREWE Socials throughout the year. All KREWE members are encouraged to attend events.

1. The KREWE member hosting the event is in charge and has final authority to remove guests that are behaving improperly.

2. The KREWE member hosting the event will indicate the type of event, dress code, whether children and/or guests are invited.

B. The KREWE will coordinate and sponsor events throughout the year. All KREWE members are encouraged to attend events. Some events may be limited in the number of members allowed, such as those events involving children. With each announcement of a function, notification will be given as to the guest policy.

1. The KREWE member that is coordinating the event is responsible for ensuring the entire KREWE is informed.
2. The KREWE member that is coordinating the event is responsible for informing the Membership Committee of the KREWE members that were in attendance.
3. The KREWE member that is coordinating the event is responsible for providing the Website Committee with a descriptions and pictures of the event.

IX. Elections of Officers

The KREWE will hold elections biennially to select a President, Vice President, Treasurer, Secretary and five At-Large members to the Administrative Board.

A. General

1. Each officer's term will commence at the Fall Annual Meeting of the election year and end June 30 of the following election year.
2. Between June 30 and the Fall Annual Meeting, the existing Board will be responsible for handling immediate issues but should refrain from creating new policies.
3. Current members of the Board may re-run for their current position or any other position.

B. Elections Committee.

1. The current president shall pick a minimum of five members to the Elections Committee.
2. Two members shall be from the Administrative Board.
3. At least three members shall be from the voting members of the KREWE.
4. A member of the Board of Governors will be present at all Elections Committee meetings in an advisory role.
5. The Elections Committee will take nominations from all voting members, as well as list all those not nominated but who are qualified.
6. Full Members desiring the role of president must submit the goals and milestones for their term.
7. By the prescribed date, the Elections Committee will submit a Ballot to all Full Members.

C. Candidate Selection.

1. Candidates for each position must meet the requirements for that position as listed in this document by the election date.
2. The Elections Committee will provide, for consideration by the Administrative Board, at least two candidates for each Administrative Board position.
 - a. There will be no candidate for Vice President. At least two candidates will vie for the President. The election winner will be President and the runner-up will be Vice President.
3. It is recommended that Full Members desiring to work on the Administrative Board first serve an At-Large Board position.

D. Duties and Timetables.

1. By July 1 of the election year, the Elections Committee will meet to select candidates for the Administrative Board.
2. All KREWE members that meet the requirements for Administrative Board positions as outlined in this document shall provide approval for adding their name to the candidate list.
3. By August 1 of the election year, the Elections Committee will provide a list of candidates for each Executive Board position and a list of candidates for the At-Large Board.
4. On August 8 of the election year, the Elections Committee will produce ballots for the voting members of the KREWE. Requirements for a position on the Administrative Board must be met by this date.
5. By August 15 of the election year, and at least seven days after the release of the ballots, the Elections Committee will tally all votes received by close of business on that day.
6. The president will release the results of the vote to the KREWE membership as soon as possible.
7. The outgoing Board and incoming Board will meet prior to the Fall Annual Meeting to transfer all information and records.

E. Voting

1. Full Members of the KREWE will receive a ballot listing the members and the position they are running.
2. Each voting member may vote for one member per position.
3. Votes must be submitted by midnight of August 15.
4. Votes should be sent via email to at least two designated members of the Elections Committee and the Board of Governors representative.

X. Review and Amendment of By-Laws and Policies

- A. By-Laws and Policies shall be available to all members. Each new member will receive a copy with the welcome package.
- B. By-Laws and Policies shall be developed and written to ensure consistency with the mission, strategic plan and needs of the KREWE.
- C. By-Laws shall be reviewed by the incoming Administrative Board to ensure consistency with the mission, strategic plan and needs of the KREWE.
 1. Proposed amendments to the By-Laws must be presented by a Board Member to the Administrative Board.
 2. No proposed By-Law amendments may be voted on less than 60 days from when it was initially proposed.
 3. A proposed By-Law, with comments from the Board, will be presented to the voting members of the KREWE for comments.
 4. A copy of the proposed By-Law, with comments attached, will be maintained by the Secretary.
 5. A revised By-Law, if needed, will be provided to the voting members of the KREWE. The KREWE will have seven days to vote for or against the amendment.
 6. If passed, the By-Law, without comments, will be made a permanent attachment to the Constitution.
- D. Policies shall be reviewed annually by the Board of Governors to ensure consistency with the missions, strategic plan and needs of the KREWE.
 1. Proposed Policy changes must be presented by a Board Member to the Administrative Board.
 2. The Board shall discuss and comment on the proposed Policy.

3. A copy of the proposed Policy, with comments attached, will be maintained by the Secretary.
4. If passed, the Policy, without comments, will be made a permanent attachment to the Constitution and immediately released to the KREWE.