

# **Krewe Bayou Le Roux**

## **By-Laws**

### **Article I – Name**

The organization to which these By-Laws apply has been chartered under the Louisiana Non-Profit Corporation Act, under the name of “Krewe Bayou Le Roux” hereinafter referred to as “Krewe” and has been approved by the State of Louisiana for a tax exempt status on Mardi Gras purchases and inventory.

### **Article II – Membership**

This will be a Krewe open to singles and couples as an exclusive private and social non-profit organization. Our purpose will be to provide social activities for the membership and perform at least one charitable function each year. The Krewe desires but is not limited to a maximum of one hundred (100) memberships. To qualify for membership, you must be an adult male or female twenty-one (21) years of age and above, of good moral character, willing to support the Krewe’s purpose and strives to preserve the Krewe for their children and grandchildren. Each member will complete an updated membership application annually. Membership in other krewes is permitted. Members are required to abide by the By-Laws. The membership may increase the number of memberships desired at a later date by majority vote of those present at any official General Membership meeting of the Krewe or by electronic vote.

### **Article III – Membership Dues and Renewal**

Membership will be exclusively by invitation from a member in good standing. Each member will complete an updated membership application annually. Any address, phone or email changes of any Krewe member must be given to the Secretary as soon as possible to ensure receipt of the membership renewal. The total dues for the initial year of the Krewe are \$350 and may be modified by majority vote of the Board and Officers. All applications for renewal shall be delivered to the Krewe Treasurer with the first installment of dues in the amount of \$150 due by March 15<sup>th</sup> of each year. If a member fails to submit a renewal application and first installment of dues by the due date, membership may not be renewed and the Krewe member’s spot will be available to prospective members. The second installment of \$100 shall

be due on May 1<sup>st</sup> and the final installment of \$100 shall be due on June 1<sup>st</sup> of each year. A late fee of \$20 may be assessed on each payment made after the installment due date, not to exceed \$50 per fiscal year. Members will be required to pay annual dues by established deadlines and are non-refundable. Exceptions to the deadlines and late fees are by Board approval only.

In order to renew membership in the Krewe, the member must be a member in good standing. In order to qualify as a member in good standing, the member must have paid all monies and applicable late fees for the previous fiscal year. Failure to make timely payments and pay late fees imposed may result in termination of membership and forfeiture of all dues previously paid to the Krewe.

#### **Article IV – Prospective Members**

If the maximum number of desired members is not met, any member may submit (before asking the prospective member to join) at least one name for a prospective member at any official meeting of the Krewe or through electronic submission. The prospective member's name must be submitted to the general membership for a vote. Membership will not be extended if a candidate receives a "no" vote. After the candidate has been voted favorably by the BOD/Officers, the Secretary will mail an invitation to the prospective member to join the Krewe. The mailed application will only be accepted if completed and returned with the proper payment. (Amended: 1/28/2010)

Prospective membership will be by invitation only. All applications for membership must contain the name of an active sponsoring member in good standing. The waiting list will be on a first come, first serve basis. If a prospective member is on a waiting list from the prior year, their name will be given preference and resubmitted for consideration the following year.

Children and grandchildren of members who have attained the age of 21 may be given preference in being accepted as new members. If a Krewe member wishes for their child or grandchild to be considered for membership, then said member should submit their name to the Secretary for vote by the general membership at a general meeting or by electronic vote.

#### **Article V – Krewe Operations**

The management of the Krewe shall be duly vested in the Board of Directors and Officers. A quorum will consist of two thirds of BOD/Officers.

The Board of Directors and Officers may vest their voting rights with a proxy who is a member of the Board or an Officer. Proxy Voting Forms must be signed by the issuer prior to the exercise of any power provided in the proxy. A proxy will be valid until withdrawn by the issuer.

### **Organizers**

The Organizers of the Krewe are:

Tricia & Brent Bordelon

Monique & Clay Brister

Vickie & Roy Mathews

Donna & Dale Andries

Mandy & Brett Crooks

Glenda & Bill Norris

Melanie & Wayne Layssard

Paula & Karl Morley

Jeanne & Tommy Carnline

Wanda & Wendell Lovette

Suzanne Vercher

Sherri & Randy Basco

Sadye & Clyde Batts

Fonda & Jeff Lachney

Krin & Terry Dazart

The Organizers will maintain at least 4 slots in officer positions or on the Board during the first 10 years of the Krewe's existence to maintain the integrity of the Krewe.

(Amended: 1/28/2010, 3/4/2010)

### **Board of Directors**

The Board of Directors shall consist of six (6) Krewe members who have been in the Krewe for at least one year (excluding the first year of the Krewe). The Organizers shall appoint the Board of Directors in the initial year of the Krewe. The Board of Directors shall serve until such time as they choose to resign their position. However, should the duties of a Board member not be performed as required above, the Board member may be replaced by two-thirds vote.

The Board of Directors and Officers shall solicit a member in good standing to fill any vacancies on the Board.

The Board of Directors in conjunction with the Officers shall have the following duties:

- To attend official meetings of the Board
- To vote on all matters which may come before the Board

- To solicit and elect members to fill vacancies in the Officers positions
  - To solicit and elect members to fill vacancies on the Board
  - To chair each of the committees created by the Krewe, solicit members for the committees and report the status of the committee's work to the Board and Officers.
  - To ensure timely completion of projects within budgetary constraints
  - Develop a financial management policy for the Krewe
  - To approve the budget each year and amendments thereto
  - Coordinate with the Secretary and Treasurer to develop Krewe forms, letterhead, applications, brochures and newsletters
  - Develop Krewe insignia (or modifications to insignia)
  - Determine whether the Krewe will participate in the AMGA parades
  - Amend or alter the By-Laws when deemed necessary
  - Provide written notice through the Sergeants at Arms to a member committing an infraction of the By-Laws
  - Through the Secretary, notify prospective new members
  - Selection of the band, DJ or other music for the ball
  - Select a theme for the Ball
- (Amended: 1/28/2010)

### **Officers**

The Officers of the Krewe shall consist of the Captain, 1<sup>st</sup> Co-Captain, 2<sup>nd</sup> Co-Captain, Past Captain Secretary, Treasurer and two Sergeants at Arms. The Past Captain shall serve in an advisory position only and shall have no voting ability.

Any member of the Board who has served at least one year on the Board may submit his/her name to the Board for consideration to serve as an Officer (excluding the first year of the Krewe). The Organizers shall appoint the Officers in the initial year of the Krewe. Thereafter, the Secretary shall prepare a ballot of the names for the Board to vote on at any official meeting of the Krewe. The member(s) receiving the most votes will be selected to serve as an Officer in the vacant position(s). If there are no Board members who have served at least one year on the Board that are interested in serving as Officer, the nominations will be open first to the new board members, then to the general membership.

The Captain shall automatically advance to the position of Past Captain at the beginning of each new fiscal year. The 1<sup>st</sup> Co-Captain shall automatically advance to the position of Captain at the beginning of each new fiscal year. The 2<sup>nd</sup> Co-Captain shall automatically advance to the position of 1<sup>st</sup> Co-Captain at the beginning of each new fiscal year.

### ***Captain***

The Captain shall have the following duties:

- Preside over official meetings of the Krewe and Board/Officers
  - To vote on all matters which may come before the Board/Officers
  - To update the members on the status of all actions by the Board
  - Assign all Committee Chairpersons from the pool of Board members
  - Work closely with 1<sup>st</sup> and 2<sup>nd</sup> Co-Captains and the Board to execute the duties and functions of each
  - Draw names and two alternates for King & Queen of the ball
  - Represent the Krewe with the Board's approval in all legal matters
  - Be an ex-officio member of all committees
- (Amended: 1/28/2010)

### ***1<sup>st</sup> Co-Captain***

The 1<sup>st</sup> Co-Captain shall have the following duties:

- To attend meetings of the Board/Officers
  - To fulfill the duties of Captain in their absence or inability to perform the duties of Captain
  - To vote on all matters which may come before the Board/Officers
  - Assist the Captain in drawing names and two alternates for King & Queen of the ball
  - To work closely with and serve as ex-officio on the following committees:
    - Ball Committee
    - Call-Out Gifts & Fund Raising Committee
    - Public Relations Committee
- (Amended: 1/28/2010)

### ***2<sup>nd</sup> Co-Captain***

The 2<sup>nd</sup> Co-Captain shall have the following duties:

- To attend meetings of the Board/Officers
- To fulfill the duties of 1<sup>st</sup> Co-Captain in their absence or inability to perform the duties of 1<sup>st</sup> Co-Captain
- To vote on all matters which may come before the Board/Officers
- To work closely with and serve as ex-officio on the following committees:
  - Float & Parades Committee

- Scrapbook Committee
- Socials Committee

### ***Past Captain***

The Past Captain shall have the following duties:

- Serve in an advisory position to the Officers and the Board
- Shall not vote on any Board matter

### ***Secretary***

The Secretary shall have the following duties:

- To attend meetings of the Board/Officers
- To keep a record of all official minutes of the Board/Officers
- Report to the Board/Officers the prior meeting's minutes
- Maintain and provide safekeeping of the official documents and Krewe memorabilia
- Maintain a record of all Krewe members and their personal contact information
- Handle correspondence for the Board/Officers as requested
- Assign table numbers and seating arrangements for the Ball by coordinating with the Krewe members

The member serving in the position of Secretary will serve until such time as they choose to resign their position. However, should the duties of the Secretary not be performed as required above, the Board may by two-thirds vote, replace the Secretary.

### ***Treasurer***

The Treasurer shall have the following duties:

- To attend meetings of the Board/Officers
- Prepare an annual budget for adoption by the Board/Officers
- Enforce the financial management policy of the Krewe as set forth by the Board/Officers, i.e., pay all bills with proper documentation (receipts, invoices, etc), open checking, savings, investments accounts, etc.
- The Treasurer, Secretary and Captain shall be signers on the checking account.  
Only one signature (Treasurer, Secretary or Captain) required on checks over \$1000, but must notify one of the other members (Treasurer, Secretary or Captain) that a large check (\$1000 or larger) is being written.
- Maintain accurate financial records of the Krewe and provide for their safekeeping
- Collect all dues, fees and other monies

- Prepare financial statements for each official meeting for distribution to all members of the Krewe
- Assist the Secretary in assigning table numbers and seating arrangements for the Ball by coordinating with the Krewe members  
(Amended: 1/17/2010)

The member serving in the position of Treasurer will serve until such time as they choose to resign their position. However, should the duties of the Treasurer not be performed as required above, the Board may by two-thirds vote, replace the Treasurer.

### **Sergeants at Arms**

The Sergeants at Arms shall have the following duties:

- Enforce the Bylaws of the Krewe and notify members and the Board of violations
  - Maintain a peaceful atmosphere at all meetings and social events
  - Develop a standard procedure for members or their guests that are offending the peaceful atmosphere of a meeting or social event which may include any of the following depending on the severity of the offense:
    - Removal from the meeting or social event
    - Formal warning will put Member on probation for the remainder of Carnival year
    - Further violations will result in expulsion from the Krewe
  - Perform the duties of host at all meetings and social functions
    - Greet New Members
    - Check Event Invitations
- (Amended: 1/28/2010)

## **Article VI – Committees**

The Krewe shall create, but not be limited to the following committees:

- Ball Committee
- Call-Out Gifts & Fund Raising Committee
- Public Relations Committee
- Float & Parades Committee
- Scrapbook Committee
- Socials Committee

Each committee shall be chaired by a member of the Board.

### **Ball Committee**

The Ball Committee shall be responsible for the following:

- Perform all functions within the budget as set by the Board/Officers
- Make recommendations to the Board on the date and location of the Ball
- Handle all Ball decorations
- Set up work days for the decoration of the Ball
- Create invitations for admittance to the Ball
- Provide champagne and glasses for toast after the two call-out dances
- Work closely with the Public Relations Chairperson & the Secretary to provide information to the media on the Ball, King & Queen

### **Call-Out Gifts & Fund Raising Committee**

The Call-Out Gifts & Fund Raising Committee shall be responsible for the following:

- Perform all functions within the budget as set by the Board/Officers
- Select gifts (which shall be kept secret) for the Krewe, Court and Guests
- Order, receive and wrap the gifts
- Present or distribute the gifts at the Ball
- Selecting revenue generating items such as t-shirts, flags, cups, etc to present to the Krewe for final selection
- Taking orders from Krewe members for revenue generating items, purchasing and filling orders by Krewe
- Develop other fund-raising activities
- Coordinate all approved fund-raising activities
- Chair Person will set all final prices for fundraisers

### **Public Relations Committee**

The Public Relations Committee shall be responsible for the following:

- Perform all functions within the budget as set by the Board/Officers
- Develop a charitable event, i.e., care packages to elderly/military, toys for children, meals for shut-ins, etc. for approval by the Board
- Coordinate with the Secretary to disseminate information on Krewe activities, i.e., Ball, Court, parade, charitable work, etc. to the public and media

### **Float & Parades Committee**

The Float & Parades Committee shall be responsible for the following:

- Perform all functions within the budget as set by the Board/Officers
- Research float options and present to the board, i.e., renting, purchasing, building
- If renting, coordinate the rental, pickup, delivery and return of a float
- If building, coordinate the building and design of a float
- Maintain float (if owned by Krewe) and make necessary repairs
- Designate a driver(s) and spotters for the float for the parade(s)
- Coordinate with the Parades committee regarding requirements for the driver(s), dates, time & location of the parades, etc.
- Attend all mandatory Alexandria Mardi Gras Association (AMGA) monthly meetings or appoint a member to attend
- Work closely with the Float Committee Chairperson regarding requirements for the driver(s), dates, times & locations of the parades, etc.
- Select design for parade masks and costumes and present to Board/Officers for approval
- Coordinate the purchase, rental or making of parade masks and costumes
- Solicit members to ride in the parade on a first come, first serve basis

(Amended 1/28/2010)

### **Scrapbook Committee**

The Scrapbook Committee shall be responsible for the following:

- Perform all functions within the budget as set by the Board/Officers
- Take pictures at all Krewe functions
- Gather and document Krewe memorabilia
- Create and maintain a Krewe scrapbook(s) and provide for its safekeeping
- Bring Krewe scrapbook to Krewe functions

### **Socials Committee**

The Socials Committee shall be responsible for the following:

- Perform all functions within the budget as set by the Board/Officers
- Determine social events, including but not limited to a new member party, crawfish boil, pig roast, Easter party, Halloween party, etc.
- Select date, time and place for all social functions (excluding Ball)
- Coordinate the Hospitality party with the Ball Committee Chairperson
- Work with Secretary to notify Krewe of events
- Coordinate food and decorations as needed for social functions and Krewe meetings

- Organize games, entertainment, etc for all functions (excluding Ball)
- Plan and coordinate lunch, snacks, etc for parades

## **Article VII – Meetings**

### **Board Meetings**

The Board of Directors and Officers shall meet quarterly or more frequently if deemed necessary. The Captain shall determine the date, time and place of all meetings and coordinate with the Socials Committee Chairperson to organize food, snacks, etc. if needed.

There shall be a quorum (two-thirds) of Board/Officer members present in order for the Board/Officers to vote on any agenda item. Members of the Krewe may submit any new business or idea to the Board for discussion. All Board meetings will be open to the general membership, unless the Board by unanimous vote elects to go into Executive Session to discuss a sensitive issue. However, attendance at Board meetings is not mandatory for the general membership.

Notice of all Board meetings shall be sent to the membership by email or other method at least five (5) days prior to the meeting.

### **General Membership Meetings**

The Board and Officers shall determine the date, time and place of all general membership meetings when necessary and coordinate with the Socials Committee Chairperson to organize food, snacks, etc if needed.

The Captain shall conduct all general membership meetings and inform the general membership of the status of all activities. In instances where the general membership may need to vote on an issue and no meeting is held for the purpose of voting, the vote may be taken by electronic means.

Notice of all General Membership meetings shall be sent to the membership by email at least five (5) days prior to the meeting.

## **Article IX – The Ball**

The 1<sup>st</sup> Co-Captain will work closely with the Ball Committee to plan all aspects of the Ball.

### **Pre-Ball Activities**

#### ***Hospitality Party***

The Krewe will hold a Hospitality Party at a place designated by the Socials Committee from 11:00 a.m. until 1:00 p.m. the day of the Ball. The Hospitality Party is open to all members and their Ball guests. Attire for the party is casual Mardi Gras. Krewe members will provide hors d'oeuvres for this event and the Krewe will provide non-alcoholic beverages, set-ups, King Cakes and paper goods.

The King and Queen will offer a toast to begin the festivities. It is customary to present a small gift to the Court at this time.

### **Ball Activities**

#### ***Second-Line Entrance***

At 7:30 p.m., one Member from each Krewe couple will Second-Line into the Ballroom led by the Ball Committee Chairperson. After the Second-Line dance, the members will take their seats and shall remain masked until after the Call-Out dances have been completed.  
(Amended: 1/28/2010)

#### ***Grand Procession***

After the members have been seated, the Court will be announced by the Captain or their designee and the Court will proceed into the ballroom. The Court shall not be masked. The members and their guests shall stand upon entrance of the King and Queen. After their announcement, the previous year's King and Queen shall place a sash or mantel on the new reigning King & Queen. Then, the King and Queen shall dance.

#### ***Call-Out Dances***

After the Court dance, the members, while still masked, and the Court will dance two Call-Out dances; the first with the female guest; the second with the male guest. These dances are for Krewe members and their choice of dancing partners only.

#### ***Royal Toast***

At the conclusion of the Call-Out dances, the members and guests will be invited to join in a toast led by the King and Queen of the Ball and everyone is invited to join in the dancing. The members may then remove their masks and greet the King and Queen on their Royal thrones.

### **Ball Tickets**

Each Krewe couple will receive one ticket to the ball and one guest ticket. Each ticket admits one couple. The King and Queen will receive two guest tickets if they are a couple. If the King and Queen are not a couple, they will each receive an additional guest ticket. Members will be allowed to purchase additional available guest tickets on a first come, first serve basis at a cost of \$100 per ticket admitting two people, with the Court being given first priority.

A member's ticket is to be used by members only. If a member cannot attend the Ball, they have the option to donate their tickets to another member.

(Amended: 1/28/2010)

### **Ball Attire**

#### ***Court***

The King and Queen will don a crown and mantel or sash (may be kept) which must be returned to the Secretary within two weeks after the AMGA parade. The King must wear formal black tie tuxedo, vest or cummerbund and black dress shoes. The King may wear tails, top hat and gloves. The Queen must wear floor length white or off-white ball gown. (Amended: 1/28/2010)

### **Krewe Members and Guests**

Krewe members (other than the Court) and their guests may wear formal or semi-formal attire to the Ball. Men may wear black tuxedo or black suit with a tie or military formal attire.

Women may wear formal or semi-formal gowns in any color except all white or all off-white.

(Amended: 1/28/2010)

## **Article X – The Court**

The selection of a King and Queen to reign for a period of one year will take place at the Bayou Bash. Any member interested in serving on the Court must be present at the Bayou Bash to submit their name for the drawing. The Captain and 1<sup>st</sup> Co-Captain will solicit and draw names for the Court. Members desiring to be drawn for King and Queen must have been members in good standing for at least one year (except for the initial year). Members selected as King and Queen may resubmit their names to be drawn for King and Queen one year after their reign.

The Court may not give any official parties the night of the Ball. The Court will be announced at the Bayou Bash in the late summer or early fall and will serve for a period of one year. During the Bayou Bash, the Royal Scepter, Mantel or sashes & Crowns will be passed on by the previous Court.

The King and Queen will be required to ride in the AMGA parade if the Krewe enters a float in the parade.

(Amended: 1/28/2010)

## **Selection of the Court**

### ***King & Queen:***

- The selection of the King and Queen will be drawn from the pool of interested members.
- Interested couples will place their name in the “hat” for King and Queen - minimum of three couples. If the minimum is not reached, they will be selected individually.
- If the minimum number of couples are not interested in being selected King and Queen, interested male members will place their name in the “hat” for King; interested female members will place their name in the “hat” for Queen.
- The Captain and 1<sup>st</sup> Co-Captain will draw out names for King and Queen as well as those to be used as alternates in the event the King and or Queen are unable to serve.

## **Court Social**

The King and Queen will organize and hold a reception for the Organizers, Officers, Board members, and past Court after the announcement of their reign. The Krewe will contribute up to \$225 for the expense of the reception. Any costs above this amount will be borne by the Court. (Amended: 1/28/2010)

## **Article XI – Parades**

The 2nd Co-Captain will work closely with the Float & Parades Committee to plan the events of all parades the Krewe will participate in. The Float & Parades chairperson or designee will attend the breakfast meeting of the AMGA on the day of the AMGA parade.

### **Children’s Parade**

Children and grandchildren of Krewe members are eligible to ride in the parade. T-shirts or costumes will be decided upon by the Float & Parades Committee with approval by the Board. All AMGA entrance fees will be paid by the Krewe and a slot fee will be charged for each rider. In the event slots for the float are not full, the opportunity to ride will be open to members’ nieces, nephews and close friends. The alternate parade riders will also be charged the same fee as other riders and wear the predetermined attire.

All float riders in the Children's Parade should purchase at least the minimum required amount of throws as set by the AMGA. Riders may throw beads, cups, doubloons, candy, moon pies and stuffed animals.

### **AMGA Parade**

If the Krewe participates in the AMGA Parade, all Krewe members are eligible to ride. It is mandatory that the King and Queen participate in the AMGA parade if the Krewe has a float in the parade. Attire for the King and Queen will be white or off-white tops with black jeans or pants. Float riders other than the Court must wear masks and costumes selected by the Float & Parades Committee and approved by the Board.

All AMGA entrance fees will be paid by the Krewe and a slot fee will be charged for each rider other than the King and Queen. The slot fee for the King and Queen will be paid by the Krewe; however, they must provide their own throws. Members will be granted a slot on the float on a first come, first serve basis with the Court receiving priority. In the event a Krewe member cannot ride, they shall notify the Float & Parades Committee Chairperson as soon as possible so another member can be allowed to fill their slot. Slot fees may not be refunded if notice is not received at least two weeks before the parade. In the event slots for the float riders are not filled, the opportunity to ride will be open to other adult members of the Krewe members' family or close friends. They will also be required to pay the slot fee, provide the minimum throws and wear the designated attire. The King and Queen may ride in a car or on the float.

(Amended: 1/28/2010)

Each individual float rider must provide the minimum amount of throws, i.e., beads, doubloons, stuffed animals and cups determined by the Alexandria Mardi Gras Association (AMGA). Each person riding in the AMGA parade will be required to purchase a minimum of one gross of cups. If both persons in a membership are riding, they will only be required to purchase one gross for the couple. Candy and other food items may not be thrown in the AMGA parade.

### **Provine Parade & Other Parades**

If the Board approves, the Krewe will participate in the Provine Parade held in Alexandria on Mardi Gras Day, i.e., Fat Tuesday or other parades held in nearby communities.