

Krewe De L' Ecore

Operations Guidelines

Article I Name and Purpose

Section A. Name:

1. The name of the organization will be "Krewe De L' Ecore"

Section B. Purpose:

2. Sponsor a forum for the celebration of the Mardi Gras holiday by a group of social friends.
3. Provide social functions for members during the year.

Article II Board of Officers

Section A. Board of Officers:

The Board of Officers will govern Krewe De l' Ecore.

1. The Board of Officers will consist of seven (7) elected members.
2. Upon retirement of an officer, the board of officers may appoint a new officer from the Krewe for the remainder of their term, if there is less than one year remaining. Otherwise, a special election shall be called to permit the Board of Officers to elect a new officer.
3. The Board of Officers shall serve a term of three (3) consecutive years.
4. The existing Board of Officers shall elect the Board of Officers as their terms expire. All elections will be held at the Board of Officers Meeting in April.
5. The Board of Officers can make suggestions, referrals, and advisements.
 - f) Krewe members may also submit suggestions to be reviewed by the Board of Officers.

Section B. Officer duties:

1. Maintain fiscal responsibility for the affairs of the Krewe.
 - a) Pay legitimate Krewe expenses
 - b) Two (2) authorized signatures are required on the issuance of all checks by two different officers
 - c) Prepare annual and event budgets
2. Determine annual theme of the Ball and Krewe activities.

3. Establish annual dues for the membership.
4. Conduct election of officers.
5. Hold in confidence such matters, as the Board of Officers deems necessary. Failure to do so can result in termination of Officer's position. Should the Officer be terminated, the remaining Board of Officers will appoint the new officer for the vacant position.

Section C. The Officer Titles and duties shall be:

1. Duties of the Presidents

- a) Receive and delegate all correspondence to Krewe
- b) Responsible for seeing that officer is fulfilling their obligation
- c) Membership overseer
- d) Responsible for maintaining the Krewe waiting list
- e) Contracts & Insurance
- f) Delegates and coordinates all committee assignments for the current year. This includes officers and non-officers.
- g) Sign checks
- h) In the event of disagreement, conflict, etc. concerning any matter, the President will have the final decision on tie vote.
- i) Establishes calendar dates for all meetings and social events, including the annual ball
- j) Preside over all meetings

2. Duties of the Vice Presidents

- a) Function in the absence of the president
- b) In the absence of the Treasurer, they are authorized to receive payments. They must turn these over to the Treasurer as soon as possible.
- c) Committee responsibilities as assigned by the President
- d) Help with all Krewe social events
- e) Provide/Arrange decorations and food for Dignitary Table

3 Duties of the Secretaries

- a) Record all minutes of officer meetings and special meetings called by the officers
- b) File the original and email copy to all board members
- c) Keep an accurate roll of those in attendance at meetings
- d) Assist President and Vice-President with all correspondence
- e) Committee responsibilities as assigned by the President
- f) Help with all Krewe social events
- g) Mail and/or Email all correspondence

4 Duties of the Treasurer

- a) Collect all funds of the Krewe and disburse funds approved by the Board and keep accurate records
- b) Prepare a statement for each meeting and prepare complete reports at the end of the year of all funds collected and disbursed

- c) Keep accounts available for audit
- d) Responsible for all details associated with the organization, development and printing of the ball invitations
- e) Sign Checks
- f) File necessary documents with the Secretary of State
- g) Committee responsibilities as assigned by the President
- h) Mail and/or email membership renewals. Must be mailed by March 1st
- i) Responsible for keeping and updating of the membership role, addresses and email addresses
- j) Help with all Krewe social events
- k) Keep dues up-to-date with the Krewe of Krewe's

5. Duties of the Parade Directors

- a) Liaison between Krewe and Officers
- b) Committee responsibilities as assigned by the President
- c) Help with all Krewe social events
- d) Float Maintenance and Decorations
- e) Responsible for all details associated with the organization, development and printing of the ball programs

6. Duties of the Pageantry Directors

- a) Court
- b) Assist Court with Costumes
- c) Responsible for Skit for the ball
- d) Responsible for all duties associated with Debutantes
- e) Help decorating committee
- f) Help escort committee
- g) Help with all Krewe social events
- h) Committee responsibilities as assigned by the President

7. Duties of Decorations Directors

- a) Build Ball Props
- b) Decorate Krewe Functions
- c) Help with all Krewe Social events
- d) Committee responsibilities as assigned by President

Article III Membership

Section A. Membership:

1. Membership of Krewe De L' Ecore shall be by invitation only
2. A Krewe member must recommend applicants
3. Applicants shall be 21 years of age or older
4. Members shall be lawfully married couples
5. Final approval for membership to Krewe De L' Ecore shall be by the Board of Officers
6. In the event of divorce, memberships for both parties are terminated
7. In the event of espousal death, the surviving spouse shall have one-year extension and the membership is terminated
8. Membership limit shall not exceed ninety-one (91) lawfully married couples

9. Once maximum capacity of membership has been reached, further applicants shall be on a waiting list for availability

Section B. Membership Privileges and Responsibilities:

1. Members are entitled to attend all social events
2. Participate in Krewe activities
3. Only members are eligible to participate in parades and Krewe events unless, otherwise stated
4. Serve, as elected by the Board, as an officer of the Krewe
5. If any member(s) does not adhere to the by-laws, the Board of Officers has the right to terminate their memberships without refunding their annual dues
6. For those social events, which include the participation of the entire family, the family shall consist of the married couple members and their children

Article IV
Dues

Section A.

A non-refundable annual dues amount shall be established by the Board of Officers and conveyed to the membership at the time of membership renewal mail and/or email notices.

Section B.

All dues must be paid by March 31st of each year. Members who do not pay their dues by March 31st will be dropped from the membership role.

Section C.

The Board of Officers may grant exceptions with regards to hardship cases. In the event that the conditions of the granted exceptions are not met, the Officers will terminate said membership.

Section D.

Dues include all Krewe social events: dues moneys do not include drinks, favors, beads, or Court Costumes.

Article V
Elections

Section A.

Nominations for the Board of Officers positions may be submitted at the annual kick-off meeting of elections years. Thereafter, the Board of Officers will vote to determine the new Board of Officers.

Article VI
Meetings

Section A. Membership Meetings:

1. Annual meeting to end previous and begin new Krewe year
2. The Board of Officers shall hold periodically scheduled meetings at a date, time, and place determined by the President.

Article VII
By-law Revisions

- Section A. These operating guidelines may be revised and/ or amended at anytime by recommendation of the Board of Officers.
- Section B. Proposed amendments from the membership shall be submitted to the Board of Officers through the board members and may be submitted at anytime. The Board of officers shall vote on proposed amendments.

Article VIII
Debutantes

- Section A. Debutantes are defined as any Krewe Member's daughter who is sixteen (16) years of age at the time of the Krewe Ball, unless there are special circumstances. If special circumstances arise, the Board must approve any deviation from this age requirement.
- Section B. Debutantes will be presented at the Krewe Ball before the Krewe Court.
- Section C. Debutantes must wear the proper Ball attire. All dresses MUST be totally white and floor length. No Tea length or Calf length dresses will be permitted.
- Section D. All Debutantes must leave after presentation of the Court.

Article IX
Escorts

- Section A. Escorts are defined as any Krewe Member's son or daughter who are in grades ninth through twelfth.
- Section B. The Board of Directors shall determine escort's attire for the annual ball.
- Section C. Escort's duties include escorting Krewe Members and guests to their tables and assisting during Court Presentation.
- Section D. If there are no sons or daughters of Krewe members at the required age, the Board of Officers will select the Escorts.
- Section E. Escorts must leave after the presentation of the Court.