

POLICIES AND PROCEDURES

6/9/10 (BOD) Any KAJ expenditure over \$500 will require majority Board approval.

6/9/10 (BOD) Emails sent to membership will be sent out only by Board members.

6/13/11 (BOD) Potential member applications will be evaluated at Board meetings only.

8/1/11 (BOD) IKC representatives for Krewe are the President and Vice President.

Board members may substitute (rev. 09/21/2015)

12/6/11 (BOD) We will use "KAJ" or Krewe of Ann Jeffrey (rev. 09/21/2015) on all Krewe items.

12/6/11 (BOD) Board meetings are open to committee chairs, they must contact the board with their agenda item.

6/5/13 (BOD) We approved an annual Award Celebration Dinner, to be end of the year (June). maximum budget \$500.

8/7/13 (BOD) Guesting Program – Guests allowed at three parades: Children's Gasparilla, Knight Parade and St. Patrick's Parade. Guests are allowed one guest opportunity, invite to join may be extended, if so, guest fee is deducted from membership dues for the parade season we're recruiting for.

Only Member related children allowed: LIMIT is 2 children per member, ages 5-17. Any additional Member related child(ren) must be sponsored by another Member: LIMIT 2 children per sponsor. Adult Guests are not allowed to sponsor children.

Fee Structure: Adults - \$100 in all parades that allow guesting; no charge for Member's children/grandchildren/nieces/nephews, etc. Ages to be considered children are 5-17. Ages 5-10 must ride the float with a member. Ages 11-17 must walk unless approved by BOD.

Guesting Procedure: Member must request guest packet and send application to BOD (deadline: at least 1 week prior to parade). Guest costume is the following: black pants, white pirate shirt, black shoes and sash. Kids / teenagers may wear KAJ t-shirts. [Rev 7/17/19] Guest Program Packet includes: Application, Hold Harmless Agreement, Code of Conduct and Costume Requirements. THE BOARD MUST HAVE A FINAL COUNT OF GUESTS, INCLUDING THE NUMBER OF CHILDREN, 1 WEEK PRIOR TO THIS PARADE.

9/10/13 (BOD) Star pins. **[Discontinued: 6/19]** Participation, Royal Blue pin, includes quarterly meetings, KAJ socials, float work days, charity and fundraising events, any other Krewe socials that have been chosen for KAJ participation. Award the top participants, up to five. Second pin is the President's Award, Iridescent with Red, given at the discretion of the President, up to 5 recipients. We will continue with Star Pin (rev. 9/21/2015) for members who did above and beyond that year. Committee Chair Excellence Award, Star pin, gold petals with iridescent center for Committee chairs of 3 years or more who have done an "excellent" job.

10/2/13 (BOD) Reduction of membership late fee to \$75 (added 06/11/15) Payment of dues after July 31st will result in late fee (adjusted 11/16/15) No refunds after August GMM Quarterly Meeting. Reviewed on a case by case basis after August GMM Quarterly.

10/2/13 (BOD) Work Flow for new application -

- 1) App scanned and emailed to Executive Board
- 2) Treasurer follows up with dues request
- 3) Secretary adds member to email contact list, advises committee chair of new committee member from application.
- 4) Website & Social Media Chair – adds to website & FB
- 5) New Member & Costume Chair – send new member info packet and welcome letter; assist new member/sponsor with costume details.

09/09/14 (BOD) Potential members must attend at least one social Krewe Event before applying for membership.

09/21/15 (BOD) Past members removed or not renewed will be voted on an individual basis with the same process used to invite prospective recruits.

09/21/15 (BOD) New prospective members can be invited to Happy Hour prior to General Membership Meetings.

12/07/15 (BOD) Batistas can be female; agreed if we do not have enough Batistas for security one of the board members will have to volunteer as Batista

02/09/16 (BOD) Voted to purchase iCloud subscription for \$29.95 annually – 5 computer limit; upload up to 100,000 songs

02/09/16 (BOD) Instagram account was approved and name "@kreweofannjeffrey" was approved

03/08/16 (BOD) Board now decides/votes on font for individual items, abolish one font. KAJ logos–Seize the Moment with Hibiscus; Large Hibiscus; Krewe of Ann Jeffrey with Hibiscus

06/08/16 (BOD) Sponsor Credit - \$25 credit for each approved new member towards sponsor's membership fee. Maximum 4 credits per member. Should be reviewed yearly by the Board at the time.

06/08/16 Implement By-laws Committee made up of one Executive Board Member and two General Membership members

05/10/17

- Cut-off Date for Member Application
 - Firm – July 31st Cutoff for Dues in the amount of \$300 for Current Members in good standing
 - Payment after July 31st will result in a late fee. In order to remain a member, dues, including late fees, must be paid prior to November 1st (Bylaws – Article V, Section 3)
- An individual may apply for membership any time during the year (Bylaws – Article V, Section 2), however ALL potential New Member applications will be reviewed and voted on or at the November Board meeting.
 - Apps must have \$100 application fee and referral letter from sponsor
- Only special medical or life issues will be reviewed

7/11/18 (BOD) All socials are open to anyone.

11/7/18 Participation on Committees:

- Mandatory for first year members to participate on Float Committee and/or Food & Beverage Committee plus (1) more Committee.
- Add to new member application: New applicants need to choose 3 committees, with clause stating that they will be placed based on need.
- Add to New member application: If interested in Chairing/Co-Chairing a committee
- Any current member who does not participate on a committee cannot sponsor a potential new member [*begins 2019-2020 parade season]
- Committee Chairs and Board at Large members need to keep track of member participation on committee (ie: Sign-up sheet for committee events/meetings)

11/7/18 Regulate how many people on the float for Gasparilla Parade of Pirates [REV: 8/19]

- Board Members and Committee chairs receive first right of refusal
- The more active you are the more chances you get to ride on the float

12/5/18 Disciplinary Procedures:

- Any BOD who witness violations or become aware of violations are obligated to report to entire Board
- Any member may submit a written complaint
- Board of Directors reviews all complaints immediately to determine probable cause.
- If probable cause is determined, a confidential investigation will take place (includes interviewing witnesses, talking with person making the complaint and the offending member).
 - > If a valid issue, the Board will recommend possible sanctions.
 - > Email with return receipt will then be sent to offending member who must respond within 10 days. Complaint notice states issue violated and list of possible sanctions.
 - > If no response received, this indicates facts stated to be valid and true and admits to complaint. Has no right to contest allegations.
 - > Member may contest findings to entire Board (only offending member may contest, not the person filing the complaint).
 - > Bad faith complaints may also receive sanctions from the Board.
- Possible Sanctions
 - > Oral reprimand
 - > Written reprimand
 - > Fine to be paid
 - > Special Conditions at events (i.e. no drinking)
 - > Probation: certain terms/conditions over a period of time; failure to complete terms leads to asking member to resign or Board may expel
 - > Suspension from designated activities
 - > Expulsion

**Special note: if people are told to get off float / stay on float and/or don't comply or are belligerent, Suspension at next parade will be the sanction.