

# OFFICIAL BYLAWS OF THE KREWE OF SHAMROCK



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## ARTICLE I - Name

The name of this organization shall be the “Krewe of Shamrock” Inc.

## ARTICLE II - Objectives

The objectives of this organization shall be as follows; listed in the order of their importance, the first being the primary function:

- a. To promote awareness for charities and nonprofit organizations.
- b. To provide direct monetary assistance to worthwhile charities and nonprofit organizations.
- c. To promote camaraderie among concerned citizens with a common goal of helping the less fortunate.
- d. To participate in social events to help promote exposure to the Krewe.

## ARTICLE III – Membership

1. **Equal Opportunity** - Membership to the “Krewe of Shamrock” shall be open to anyone regardless of Race, Creed, Color or Sexual orientation. Any reputable individual interested in the general welfare of the community may be considered for membership.
2. **Membership Requirements** – All prospective members must be sponsored by a member in “Good Standing” of the Krewe of Shamrock and their application presented to the Membership Committee for processing and overall approval by the Board of Trustees. All new members must prove to be at least 21 years of age. Members are encouraged to participate in all Krewe activities and required to volunteer ten (10) hours per Krewe year (October – September) on qualifying Krewe events or pay ten dollars (\$10) per mandatory hour to the Krewe of Shamrock, Inc. A member that does not meet the mandatory volunteer requirements will become a “Delinquent Member”. The Board of Directors of the Krewe of Shamrock reserves the right to modify the number of mandatory volunteer hours or hourly rate. Refer to Policy # KOS0001, Volunteer Hours for further information. All members must adhere to the Krewe of Shamrock Code of Conduct

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3. **Member in Good Standing** – A member will be considered a Member in Good Standing as long as he/she remains current in reference to all annual dues, (due by 10/1) assessments, and fines owed to the Krewe of Shamrock. **Only Members in Good Standing will be allowed to participate in Parade Events. No Exceptions!**
4. **Delinquent Member** – A member will be considered delinquent when dues owed to the Krewe of Shamrock for the current year are not paid by 10/01 of that year or any fines or assessments owed to the Krewe of Shamrock are not paid within 30 days of their being levied. A delinquent member will remain in the “Delinquent Member” status for up to 15 days or until which time as the amount owed to Krewe of Shamrock has been paid in full.
5. **Inactive Member** – A member will be considered an “Inactive Member” when any dues, fines or assessments payable to the Krewe of Shamrock are delinquent for a period in excess of 15 days. All "Inactive members" must reapply for membership to Krewe of Shamrock.

### ARTICLE IV – Finances

1. **Membership Dues** – Annual donation for membership to the Krewe of Shamrock is currently \$200.00 with a one time Initiation fee of \$100.00. The Krewe of Shamrock Board of Directors reserves the right to increase or decrease dues.
2. **Significant Others** – This section is deleted in its entirety effective September 30, 2007 eliminating the Significant Other “Member”. Significant Others named on the membership roster as of June 12, 2007 will be offered an opportunity to become full members October 1, 2007 with the initiation fee waived. Unnamed Significant Others interested in becoming a member must submit Krewe of Shamrock Membership application with the initiation fee for consideration of membership.
3. **Elected Officer Exemption** – Any officer of the Krewe, holding elected office, shall be exempt from paying donations during the tenure of that office. This is in appreciation for the time and work dedicated to this organization toward those holding elected office.
4. **Membership Status Roster** – The current President shall be responsible for ensuring that a list of members’ status is maintained, correct to within thirty (30) days. A copy of this roster shall be available for review by all members at any regular business meeting of the Krewe. Any member who is not in agreement with the contents of the subject report has the right to meet with the Board of Trustees, whose decision concerning the report shall be considered final.

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5. **Special Assessments** – Special assessments shall be levied, as required, to maintain a total treasury balance of at least \$1,000. These assessments shall be in the amount of \$10 per member and shall be initiated by the President with the concurrence of the Board of Trustees.
6. **Use of Funds** – Krewe of Shamrock funds shall be used to pay for:
  - a. Parades and meeting expenses.
  - b. Gifts/Donations as prescribed in Article \_\_ (Publicity Gifts)
  - c. Float maintenance and upkeep.
  - d. Other expenses that may arise, subject to approval by the Board of Trustees.

### ARTICLE V – Officers and Board of Trustees

1. **Listing of Officers** – The Krewe of Shamrock shall elect, from their membership, persons to fill the positions of President, Vice-President, Secretary and Treasurer. These officers will serve two (2) year terms of office starting October 1<sup>st</sup> of even years. Officers may serve two consecutive terms.
2. **Duties of the President** – The President shall schedule routine and non-routine meetings and preside at all meetings and Parades. He/she shall appoint ad hoc committees and be aware of all business of the Krewe of Shamrock. He/she shall appoint an Ad Hoc Sargent at Arms to maintain order and discipline at each meeting (see Article 6). He/she shall be responsible for extending invitations to special guests of the Krewe of Shamrock. He/she shall be responsible for the levying of fines and will levy assessments with the concurrence of the board of trustees.
3. **Duties of the Vice President** – The Vice President shall be responsible for all-presidential duties and functions in the absence of the President. He/she shall also be responsible for arranging the bi-monthly business meetings. He/she shall assist the President in all Krewe of Shamrock matters.
4. **Duties of the Secretary** – The Secretary shall be responsible for keeping the minutes of each meeting and reading the minutes of the preceding meeting. He/she shall be responsible for all correspondence received and originated by the Krewe of Shamrock. He/she shall also be responsible for communicating the times and locations of meetings, both regular and special, to the membership and shall maintain the sign-in sheets for those meetings. He/she shall see that absent members are provided copies of the minutes of the meetings, upon request, and are apprised of the times and places of all Parade, events and other social functions which they may be expected to attend.

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5. **Duties of the Treasurer** – The Treasurer shall be responsible for the collection of all dues, fines and assessments from members. He/She shall be responsible for preparing an annual budget and filing taxes. He/she shall make distributions in the name of the Krewe of Shamrock. He/she shall keep accurate records of all receipts and disbursements and read a current financial statement at each business meeting. The Treasurer will also advise the President and the Chairman of the Membership Committee of all members who are no longer considered Members in Good Standing.
  
6. **Listings of the Board of Trustees** – The Board of Trustees of the Krewe of Shamrock shall be comprised of the original founders, current officers, and directors at large. The Board is to be comprised of a minimum of fifteen (15) members, and not to exceed nineteen (19) members. The Krewe of Shamrock Board of Trustees shall elect, from the membership, persons to fill the position(s) of Directors at Large. These directors at large will serve two (2) year terms on the board starting October 1<sup>st</sup> of odd years. Directors at Large may serve two (2) consecutive terms.
  
7. **Duties of the Board of Trustees** – All Board members must remain members in good standing and attend at least fifty (50) percent of the Krewe of Shamrock board and mandatory meetings during a Krewe year (October 1 through September 30). All Board members must adhere to the Krewe of Shamrock Code of Conduct. Failure to meet any of these criteria may result in removal from the board by majority vote by the board.
  - a) The current President will Chair all board meetings
  - b) The Board is responsible for approving the annual budget and non-budgeted expenses by majority vote with a quorum present (2/3).
  - c) Board meeting will be held at least quarterly.

## ARTICLE VI – Sargent at Arms

1. **Responsibilities** – The Sargent at Arms has the overall responsibility of maintaining order at all meetings, gatherings, and Parades where the President of the Krewe of Shamrock deems this position appropriate. The position of the Sargent at Arms is appointed by the officers and will serve the interests of The Krewe of Shamrock or the presiding officer in the Presidents absence.
  
2. **Authority** – The Sargent at Arms will have the authority up to evicting a member from the meeting or Parade. This action will be taken only at the direction of the President or presiding officer and may be requested by the membership by parliamentary means. The levying of fines shall not be made frivolously, but may be waived only at the discretion of the President or presiding Officer.



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### ARTICLE VII – Election Procedures

1. **Election Procedures for Officers and Directors at Large** – The Membership Committee will be responsible for checking the credentials of all nominated members for Krewe of Shamrock officers and Directors at Large. This Committee will be made up of three members: the current President, Secretary, and the membership chairman. If any member of this committee is being considered for a position, the Board of Directors will assign a replacement. Election for Officers will be held in November of the election year.
2. **Eligibility for Office and Directors at Large** – All candidates must have attended at least 50 percent of the Krewe of Shamrock general meetings during the two (2) year period prior to the election date for officers or directors at large, and be a Member in Good Standing with all dues, fines and/or assessments paid in full.
3. **Nominations for Office** – Any member in good standing may be nominated for office during the September meeting following the “Call for Nominations”.
4. **Nomination Committee for Officers** – The Nomination Committee shall review the meeting “sign-in” sheets and the dues journal to ensure that the candidate is eligible to run for office. The Nomination Committee will report its findings to the membership at the June meeting (the same night that nominations are taken). The Nomination Committee shall be made up of the current Secretary and Treasurer, unless they are nominated for office, in which case they shall defer to a member of the board of trustees.
5. **Questions of Eligibility** – All questions of eligibility shall be decided on by the Krewe of Shamrock Board of Trustees, whose decision shall remain final.
6. **Elections and Installations of Officers** – Elections of Officers and Installation of Officers will be at the September Quarterly meeting. The Treasurer will have a report of all Members in Good Standing and only Members in Good Standing will be given a ballot. The members shall vote on a secret ballot and deposit it in a ballot box. The tabulation of votes will be the responsibility of the Nomination Committee. In the event of a tie, the nominees who receive the same number of votes for the same office will be placed in a runoff. New ballots will be given to Members in Good Standing for the runoff vote, which will be held immediately after the initial election. There will be a 1-month transition period for new leadership.
7. **Elections and Installations of Directors at Large** - Elections of Directors at Large will be at a General Membership meeting. The Board will determine that vacancy/vacancies exist based upon the minimum Board size as defined in Article

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V, Section 6. Krewe members shall nominate members in Good Standing on a secret ballot and deposit it in a ballot box at a General Membership meeting. Elections will be held at a General Membership meeting and a multi-voting technique will be used to determine the directors large. The tabulation of votes will be the responsibility of the President and two designees. In the event of a tie, the nominees who receive the same number of votes for the directors at large vacancy/vacancies will be placed in a runoff. Ballots will be given to members for the runoff vote, which will be held immediately after the initial election. There will be a 1-month transition period for new leadership.

### ARTICLE VIII – Committees

1. **Permanent Committees** – There shall be seven (7) permanent, standing and on-going committees: The **Membership Committee**, the **Bylaws and Rules Committee**, the **Parade float Committee**, the **Entertainment Committee**, the **Charity/Fund Raising Committee**, the **Communication Committee**, and the **Awards Committee**. Members of each of these committees shall be selected and approved at any regular business meeting of the membership. The President will appoint the chairman of each committee. The Chairman for each committee will be a Trustee, Officer, or General Member. Committee reports will be a standing part of each regular quarterly business meeting. Committee members may be removed by requesting such removal at any monthly business meeting or by the decision of the Board of Trustees. The term of Committee members will be the same as officers of the Krewe of Shamrock, providing that the members remain in good standing. Committee members may serve consecutive terms.
2. **Membership Committee** – The Membership Committee shall be responsible for recruiting individuals qualifying for membership and for retention of members.
3. **The Bylaws and Rules Committee** – The Bylaws and Rules Committee shall be responsible for answering questions concerning the Krewe of Shamrock bylaws and processing recommendations for changing to the bylaws, if needed. The Committee will consist of three members, appointed by the board of trustees. At least one member of the Bylaws and Rules Committee should be present at each meeting to answer questions concerning bylaws, should the need arise.
4. **Parade Float Committee** – Shall be responsible with the maintenance and upkeep of the Krewe of Shamrock Parade float and present to the Officers and the Board of Trustees any and all repairs or improvements for approval before the work is to be done.
5. **Entertainment Committee** – The Entertainment committee shall be responsible for coordinating all Parade events and any special functions for the Krewe of Shamrock.

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6. **Charity/Fund Raising Committee** – Shall be responsible for presenting all possible candidates for receiving financial aid and or volunteer assistance from the Officers and Board of Trustees the Krewe of Shamrock. This Committee also will be responsible for exploring methods and means of raising funds for the Krewe. These methods and means may come as a direct result of their research and/or ideas, or from a suggestion supplied by the membership.
7. **Ad Hoc Committees** – Special Ad Hoc committees will be appointed when necessary and will be dissolved by the President when their functions have been served.

### ARTICLE IX – Meetings, Gatherings, Parades, and Dress Code

1. **Business Meetings** – Regular business meetings shall be held bimonthly. Parliamentary procedures shall prevail at all business meetings.
2. **Special Meetings** – The president, with the concurrence of the Board of Trustees, shall call special meetings when he/she deems them necessary. Requests for special meetings should be submitted in writing to the Board of Trustees.
3. **Gatherings** – The Krewe will hold outdoor and indoor gatherings as deemed appropriate.
4. **Parades** - As approved by the Officers and Board of Trustees of Krewe of Shamrock.
5. **Dress Code** - The Dress Code for the Krewe of Shamrock will be Celtic, Irish, or Scottish Attire. This includes Kilts, Leprechauns, Celtic Dresses, and approved Krewe T-shirts for Krewe functions.

### ARTICLE X – Guests

1. **Official Guests** – The President shall be responsible for extending invitations to all official guests as set forth below:
  - a. Special guests shall be invited to participate in Krewe of Shamrock functions.
  - b. Other official guests include VIP's and speakers as concurred by the board of trustees.
2. **Personal Guests** – Personal guests may be invited by any member in Good Standing to participate in any Krewe of Shamrock functions and Parade events at

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a cost of \$10.00 for family and \$25.00 for non-family members. The member is financially responsible for all their guests.

### ARTICLE XI – Voting

1. **Resolutions and Elections** – Resolutions and elections require a simple majority of the members in good standing to pass, providing a quorum is present at any official meeting. A quorum shall consist of one-third (1/3rd) of the Members in Good Standing.
2. **Amending the Bylaws** – In order to amend a standing bylaw, at least one fourth (1/4<sup>th</sup>) of the Members in Good Standing must ratify the amendment by secret ballot.

### ARTICLE XII – Bylaws and Rules

1. **Commitment Statement** – All meetings, functions and gatherings shall be held in accordance with the strict guidelines and requirements set forth in the Bylaws and the Rules of Parliamentary Procedure.
2. **Interpretation by Bylaws and Rules** – When, during the course of business any questions concerning the interpretation of the Bylaws and/or the Rules of Parliamentary procedure should arise, such questions shall be directed to the Bylaws and Rules Committee. The committee will take the question under advisement and make every attempt to come to a ruling before the adjournment of the function during which the inquiry was made. If a ruling is made prior to adjournment, the ruling will become part of the permanent record of the function. If the committee is unable to reach a ruling prior to adjournment, a ruling will be required, in writing, prior to the next bimonthly business meeting where it will become a part of the permanent record of that meeting.
3. **Absence of Bylaws and Rules Committee Members** – If a question arises concerning Bylaws and Rules in the absence of Bylaws and Rules Committee members, the functioning body raising the question shall proceed with its business, operating under what it perceives as its interpretation of the Bylaws and/or Rules. Any decisions based on this perception shall be noted as Provisional decisions until such time as the Bylaws and Rules Committee accepts or denies the decision based on review of the Bylaws and/or Rules. Any such decision by the committee shall be made in writing and made a part of the permanent record of the next scheduled bimonthly business meeting.

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4. **Objection to Bylaws and Rules Committee Rulings** – Any Member in Good Standing shall retain the right to question any ruling of the Bylaws and Rules Committee. Such objection shall be brought before the membership during the course of any bimonthly business meeting and can address only one ruling and each ruling can be challenged but once. The Bylaws and Rules Committee will take any discussion of the objection under advisement and will offer a ruling of that objection, in writing, at the next bimonthly business meeting where it will become a permanent part of the record of that meeting. The decision of the Bylaws and Rules Committee shall remain final.
5. **Maintenance of Rulings** – The Chairman of the Bylaws and Rules Committee shall maintain a record of all rulings made by the Committee. These shall be kept in a manner allowing for ready access should any questions arise concerning topics previously addressed and/or ruled on by this committee. This record shall be available for review by all members, but shall remain in the custody of the Bylaws and Rules Committee Chairman.
6. **Amendment of the Bylaws** – There will be times when rulings by the Bylaws and Rules Committee, as well as actions by the membership, require that the Bylaws be amended. Such changes shall be presented to the President, in writing, and shall be read to the membership as the First reading at the earliest possible meeting. The Secretary shall ensure that the notice for the meeting clearly states that a possible amendment to the Bylaws will be a major topic of discussion. Following the First reading, and any discussion, the membership present shall be polled (voting either aye or nay aloud) as to whether or not to allow a vote concerning the possible change. If the poll is against the change, it is then considered moot point and cannot be presented again in its present form. If the poll is in agreement with the change, a formal motion shall be made to present the change to the membership for a Second Reading and formal vote in accordance with Section XI. If the formal voting is in objection to the proposal, it is then considered a moot point and cannot be presented again in its present form. If the voting is in favor of the proposal, it shall be given to a representative of the Bylaws and Rules Committee for inclusion into the Bylaws.
7. **First Reading** – At a business meeting a representative of the Bylaws and Rules Committee shall read the change as it affects the Bylaws. If the change is small, only the affected section(s) need to be read, but if the change is sweeping, affecting a major portion of the document, the president may elect to have the representative read the entire document. Following the reading, the President shall open the floor to discussion and all members with a valid point shall be heard. Validity of point shall be the decision of the president. Upon final agreement, all discussions shall be closed and the membership present shall be polled (voting either aye or nay aloud) as to whether or not to allow a vote concerning the possible change. If changes are required as a result of the discussion, but are minor in nature, affecting neither content nor intent, the amendment process may proceed to the next level. However, should it be the opinion of the Bylaws and Rules Committee that the wording agreed on differs

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from that originally presented, the process shall revert to Paragraph Six (6). A copy of the change shall be available for membership review prior to and after the reading.

8. **Seconding Reading** – At a business meeting a second reading of the proposed bylaw change shall take place. This reading shall contain the wording, as it will be in its final form and in its place in the Bylaws. No discussion will be permitted. Following the reading, voting will take place in accordance with the requirements of Section VI. Should the results of this voting be against the amendment, as it was read, the change will be considered moot and the Bylaws shall return to their original form. Should the results of this vote be for the amendment, the Bylaws shall be considered amended and all changes will take effect immediately.
9. **Amendments to Parliamentary procedure** – Due to the fact that the rules establishing parliamentary procedure are made by others than this organization, no changes affecting these procedures shall be made.