***KREWE OF GEMINI***

***By-Laws***

In accordance with the Constitution of the Krewe of Gemini, the following By-Laws shall govern the operation of the Krewe of Gemini.

**ARTICLE I – Officers**

1. **Board of Directors:** As established by the Constitution of the Krewe of Gemini, the Board of Directors shall consist of twenty (20) voting members. The Board of Directors shall be elected and/or appointed as follows:
	1. **Captain:** The Board of Directors shall confirm the new Krewe Captain (Captain-Elect) at its regularly scheduled April meeting prior to the new Krewe year, which commences on May 1. The Captain (President) of the Krewe of Gemini shall be elected to serve in the following year which shall run from May 1 through April 30. The Captain shall have served on the Board of Directors prior to election as Captain. The Captain’s term of office shall be for one (1) year; however, the Captain may serve an unlimited number of consecutive terms. The Captain is also responsible to nominate a candidate for the position of Captain-Elect whom will then be considered and voted on by the Board of Directors.
	2. **Captain Elect:** The Board of Directors shall elect the new Captain-Elect at its regularly scheduled meeting in May. The Captain-Elect (Senior Vice-President) of the Krewe of Gemini shall be elected to serve in the following year which shall run from May 1 through April 30. The Captain-Elect shall have served on the Board of Directors prior to election as Captain-Elect. The Captain-Elect’s term of office shall be for one (1) year; however, the Captain-Elect may serve an unlimited number of consecutive terms.
	3. **Three (3) Co-Captains:** The three (3) Co-Captains, (Finance Vice-President, Parade Vice-President, and Ball Vice-President), shall be appointed by the incoming Captain and shall serve for a one (1) year term.
	4. **Seven (7) Committee Chairmen:** The seven (7) Committee Chairmen, (Float Committee, Throws Committee, Royalty Committee, Party Committee, Den Committee, Membership Committee, and Merchandise Committee), shall be appointed by the incoming Captain and shall serve for a one (1) year term; however, the Chairmen may serve an unlimited number of consecutive terms.
	5. **Six (6) At-Large Board Members:** The six (6) At-Large Directors shall be elected for three (3) year terms, to be staggered in accordance with the Constitution of the Krewe of Gemini. The At-Large members of the Board of Directors shall be elected by the general membership of the Krewe in accordance with the nomination and election procedures hereinafter established. The At-Large Directors may serve an unlimited number of consecutive terms.
	6. **Secretary:** The Secretary shall serve for a one (1) year term. The Secretary shall be elected by the general membership of the Krewe of Gemini in accordance with nomination and election procedures hereinafter established. The Secretary’s term of office shall be for one (1) year; however, the Secretary may serve an unlimited number of consecutive terms.
	7. **Treasurer:** The Treasurer shall serve for a one (1) year term. The Treasurer shall be elected by the general membership of the Krewe of Gemini in accordance with nomination and election procedures hereinafter established. The Treasurer’s term of office shall be for one (1) year; however, the Treasurer may serve an unlimited number of consecutive terms.
2. The Immediate Past Captain of the Krewe shall serve as an ex-officio, non-voting member of the Board of Directors.
3. The Board of Directors shall meet on the second Thursday of every month or at any special meeting called by the Captain of the Krewe.
4. Any Board member missing three (3) consecutive regularly scheduled meetings of the Board, without a valid excuse, shall be dismissed from the Board. Any member, who attends less than 50% of the total number of meetings of the Board during the current year, shall be dismissed from the Board. The Secretary of the Krewe of Gemini Board of Directors shall be notified concerning all absences. This responsibility rests with the individual Board member.
5. Any Board member may be dismissed from the Board of Directors for any behavior that is deemed undesirable and certain to injure the reputation or prosperity of the Krewe of Gemini. This action requires a two-thirds (2/3) vote of the Board of Directors. (*Refer to Krewe of Gemini’s Constitution, Article III – Membership, Item I*)
6. Each member of the Board is required to perform duties as defined by the Policies and Procedures of the Board.

**ARTICLE II – Co-Captains and Committees**

1. **Executive Committee**
	1. The Executive Committee of the Krewe of Gemini shall consist of the Captain, Captain-Elect, three (3) Co-Captains, Secretary, and Treasurer.
	2. The Executive Committee shall meet at the discretion of the Captain.
	3. The Captain will give a brief “State of the Krewe” report to the membership at the first General Meeting held following the Gemini Parade. This report will be made so that the membership is aware of the Krewe’s financial standing in preparation for any vote that requires approval of the dues structure of the Krewe of Gemini.
2. **Term Limits of the Appointees**
	1. The Captain shall appoint Board members for one (1) year. As deemed by the By-Laws, an appointed Board member may serve in the same capacity and designation for a maximum of three (3) years commencing May 1, 2005.
3. **Co-Captains for Finance, Ball, and Parade**
	1. The Co-Captain of each of the above named activities shall be appointed by the Captain of the Krewe of Gemini and said Co-Captains shall serve as members of the Board of Directors.
	2. Each Co-Captain shall establish a committee which shall be responsible for the designated functions in accordance with the instructions provided to the Co-Captains by the Board of Directors.
4. **Float Committee, Throws Committee, Den Committee, Parties Committee, Royal Committee, Membership Committee, and Merchandise Committee**
	1. The Committee Chairman of each of the above named seven (7) committees shall be appointed by the Captain of the Krewe of Gemini and said Chairman shall serve as members of the Board of Directors.
	2. Each Committee Chairman shall establish a committee which shall be responsible for the designated functions in accordance with the instructions provided to the Chairman by the Krewe Captain and Board of Directors.
5. **Membership Committee**
	1. The Membership Committee shall consist of a Chairman and four (4) Sub-Committee Chairmen members to be appointed by the Membership Chairman. (Sub-Committees named are Directory, Recruitment, Retention, and Meetings. Additional responsibilities may be assigned to each sub-committee by the Membership Chairman).
	2. The Membership Committee shall accept applications and act upon those applications in accordance with the Constitution of the Krewe of Gemini and subject to certain rules and regulations which the Board of Directors may enact.
	3. The Membership Committee shall meet, prior to the regularly scheduled Board of Directors meeting, and will report recommendations for membership at the Board of Directors meeting.
	4. The Membership Committee shall prepare an appropriate application form for membership in the Krewe of Gemini. Said form will be recommended to the Board of Directors who will then accept, reject, or modify the proposed application.
	5. New Member Float assignments shall be determined by the Membership Committee with the Float Lieutenants.
6. **Nominating Committee**
	1. The Nominating Committee shall consist of five (5) persons who shall be appointed by the Captain of the Krewe. Said five (5) persons shall consist of the Immediate Past Captain of the Krewe, two (2) members of the Board of Directors, and two (2) individuals appointed from the Krewe membership at-large.
	2. The current Captain shall select the Nominating Committee on or before February 1 of each year. The Captain of the Krewe shall inform the membership of the formation of the Nominating Committee at the February regular Krewe meeting. The Nominating Committee will receive nominations from the general membership in a form deemed appropriate by the Nominating Committee for the election of officers and At-Large Board members whose term expires. The general membership shall be notified of said nominations through the April newsletter.
	3. Elections for the offices will be held at the regularly scheduled Krewe meeting in April of each year. At the April meeting, the Nominating Committee will submit committee recommendation for the offices of At-Large Board of Directors members and the offices of Secretary and Treasurer. Nominations will also be accepted from the general membership at that time. Election results will be tallied immediately by the current Executive Committee, with the exclusion of the Secretary and Treasurer, and the results shall be announced to the membership during the same meeting. Elections to the offices shall be by plurality vote.
7. **Ad Hoc Committees**
	1. From time to time, various committees may be established at the discretion of a majority vote of the Board of Directors. Membership to said Ad Hoc Committees shall be by appointment of the Captain of the Krewe.

**ARTICLE III – Royalty**

1. **Royalty**
	1. The royalty which shall reign over the Mardi Gras celebration of the Krewe of Gemini shall be a King, a Queen, a Duchess of Louisiana, a Duke of Louisiana, a Duchess of Arkansas, a Duke of Arkansas, a Duchess of Texas, and a Duke of Texas. (Princes and Princesses, non Krewe members included).
	2. The Captain, Royalty Chairman, and Royalty Committee shall comprise the selection committee for the selection of Royalty.
2. **Selection of King and Queen**
	1. The King and Queen shall be selected from the individual members in accordance with the procedures established by the Board of Directors.
	2. The persons selected as King and Queen of the Krewe of Gemini shall be announced to the general membership at the Coronation Ball and shall reign until the new King and Queen are announced at the next Coronation Ball.
	3. To be considered for the royalty position of King or Queen, an individual member shall have been a member of the Krewe for a minimum of two (2) years.
3. **Selection of Dukes and Duchesses**
	1. Each of the three (3) Dukes and three (3) Duchesses shall be selected from the individual members in accordance with the procedures established by the Board of Directors.
	2. No person having served in the capacity of Duke or Duchess shall be allowed to once again be selected as a Duke or a Duchess until five (5) years have elapsed.
	3. To be considered for the royalty position of Duke or Duchess, an individual member shall have been a member of the Krewe for a minimum of one (1) year.
4. **Selection of Princes and Princesses**
	1. Each Prince and each Princess shall be selected in accordance with the procedures established by the Board of Directors. While there is no age minimum, the earliest that a Prince or a Princess can be selected is their freshman year in high school.
5. **Obligations and Duties of the Royalty**
	1. The Royalty of the Krewe of Gemini are considered Goodwill Ambassadors of the Krewe. All members of the Royalty are expected to conduct themselves in such a manner as to reflect well upon the Krewe of Gemini and to abide by the policies for Royalty as established by the Board of Directors.
	2. Royalty may be removed during their reign by a majority vote of the Board of Directors for conduct unbecoming of Royalty of the Krewe of Gemini.
6. **Royalty Assessments**
	1. All members of Royalty shall be assessed a fee according to the position of Royalty as assessed by the Board of Directors.
7. **The Royalty Club**
	1. The formation of a Krewe of Gemini Royalty Club is hereby authorized by the Board of Directors.
	2. The Royalty Club membership shall consist of present and past Krewe of Gemini Royalty (Kings, Queens, Dukes, Duchesses, and Captains).
	3. The purpose of the Royalty Club is to enhance and support the spirit of Mardi Gras and serve as Goodwill Ambassadors for the Krewe of Gemini while coordinating activities with the Board of Directors and committees of the Board.

**ARTICLE IV – Dues**

1. **Membership**
	1. Membership dues, as established by the Board of Directors, shall be for the period May 1 through April 30.
	2. Membership cost may include other charges (assessments) as directed by the Board of Directors, but must be specified in all statements and billings.
	3. Membership dues and assessments for the current year are due on or before May 1. Dues and assessments must be paid in full on or before August 1. The Krewe Treasurer will maintain records on all dues and assessment payments and will advise members of payment status as directed by the Board.
	4. In the event of the death of a paid Krewe of Gemini member, the Board of Directors shall have the option to prorate, refund, or retain dues, assessments, or throw package money.
	5. Additional information pertaining to membership dues and assessments may be found in a policy statement as authorized by the Board of Directors and found in Article IV, Section B.
2. **Payment Policy**
	1. Annual membership dues of two hundred thirty dollars ($230.00) are due by May 1. Membership dues not paid by July 1 will be considered past due and all membership privileges will be automatically revoked. Additional charges for the party package will be assessed in an amount to be determined by a majority vote of the Board of Directors.
	2. All assessment charges, as directed by the Board of Directors, are due May 1. Assessment charges will be considered past due if not received by July 1.

**ARTICLE V – Float Property**

1. **Purpose**
	1. Each float is the property of the Krewe of Gemini, to be housed, protected, and insured by the Krewe.
	2. The Board of Directors of the Krewe of Gemini retains overall control of the floats, to include, but not limited to, declaring the float fit or unfit for service, as well as the right to rent, sell, mortgage, convey, or otherwise dispose of the float. A majority vote of the Board of Directors will be required to take any of the above actions.

**ARTICLE VI – Float Lieutenants**

1. **Eligibility**
	1. A Float Lieutenant is a very important part of the Krewe of Gemini. The Float Lieutenant is the vital link for keeping riders informed of any decisions made or information passed on from the Board of Directors.
	2. In order to become a Float Lieutenant for an adult float, one must be an Individual Full Member in good standing with the Krewe of Gemini. However, in situations where only corporate sponsor riders are assigned a given float, a Board of Directors approved corporate sponsor representative can hold the position of Float Lieutenant.
2. **Selection of Float Lieutenant**
	1. A person may be elected to the position by a majority of the float riders of their respective float. This election usually occurs in April of each year.
	2. A Float Lieutenant may also be appointed by the Captain and/or Float Chairman and either confirmed or rejected by a majority vote of the Board of Directors.
	3. All Float Lieutenants-Elect shall be confirmed or rejected by a majority vote of the Board of Directors.
3. **Duties**
	1. The Float Lieutenant’s duties include, but are not limited to:
		1. Maintaining float records to ensure that assigned float riders are all members in good standing
		2. Assisting various Committee Chairman in the performance of their duties
		3. Collecting float assessments from float riders
		4. Organizing workdays to help maintain the Den
		5. Organizing work days to perform maintenance on the float
		6. Organizing the repair of the float prior to float painting for the new theme
		7. Managing bead orders for the float riders
		8. Assisting with costume selection and purchase for the float riders
		9. Coordinating float rider’s reservations for the Grand Ball and other events as required
		10. Ensuring all materials and safety equipment, such as fire extinguisher(s), flashlight, fuel for generator, etc., required on parade day are all in working condition and on the float
		11. Coordinating any repair items deemed necessary prior to the parade in order to pass the City Fire Marshall’s inspection so that the float is safe to roll on any public street or highway in accordance with the laws of the State of Louisiana and the cities of Shreveport and Bossier City
		12. Ensuring that only assigned float riders actually ride the float on parade day
4. Assisting in coordinating any activities that the float riders choose to do during the Mardi Gras season
	1. The Float Lieutenant must ensure that all float riders strictly adhere to the parade safety guidelines as set forth by the Float and Parade Chairmen. Any misconduct by riders must be immediately addressed by the Float Lieutenant. The Lieutenant will take appropriate action and may report any misconduct to the Parade Chairman and the Captain of the Krewe of Gemini for any disciplinary action that may need to be taken.
	2. The Float Lieutenant is also responsible to recruit new riders for their float as well as work to retain their current riders.
	3. The Float Lieutenant must establish a separate bank account for the purpose of handling the expenses of their assigned float. It is highly recommended not to use one’s own personal account as the balance of the float account must be transferred to the new float lieutenant at the time one is elected by the float membership.
5. **Term of Service**
	1. The term of service for a Float Lieutenant is determined by the majority vote of their respective float riders.
	2. A Float Lieutenant may serve an unlimited number of consecutive terms.
6. **Float Assessments**
	1. Each float rider will be liable and responsible for paying float assessments (also known as operating fees). This amount will be determined by taking the total “projected” operating expenses for the year and dividing them equally among the number of Krewe of Gemini members who ride said float. Once this amount is determined, the “projected” float assessment fee must be agreed upon by a majority vote of each float’s members.
	2. This amount will be due and payable in full no later than November 1 of each year. If not paid by that date, the Float Lieutenant may withdraw some of the rider’s privileges such as, but not limited to, sitting at the float table at the Grand Ball, and/or withholding the rider’s costume until all float assessments are paid in full.
7. **Removal Procedure**
	1. If a Float Lieutenant fails to fulfill any of the duties as set forth in these By-Laws, he or she will be subject to “recall” by a majority vote of the float riders of their respective float.
	2. If a Float Lieutenant behaves in a manner deemed undesirable and certain to injure the reputation or prosperity of the Krewe, they may have their membership revoked and will be governed by the procedure as detailed in the Krewe of Gemini’s Constitution, Article III – Membership.

**ARTICLE VII – Kids and Teens Floats**

1. **Purpose**
	1. The Krewe of Gemini has been from its origin and will remain a family oriented organization. Our children are the future Kings, Queens, Captains, and members of the Krewe of Gemini. The following By-Laws are to be used to ensure that the children’s floats move forward into the 21st century and to ensure that the young relatives of Krewe members have a safe and enjoyable time during the Mardi Gras season and the Krewe of Gemini’s Grand Parade.
2. **Sponsor**
	1. A “Sponsor” is defined in this document as being an active Krewe member in good standing who is related to a child for which they choose to purchase a child’s ridership.
3. **Ridership Fees**
	1. Monies received from the purchasing of children’s riderships will be placed in the Krewe’s treasury and will be used in part for float maintenance (repairs, rebuilding, painting, etc.).
4. **Float Lieutenant**
	1. **Eligibility**
		1. A Float Lieutenant is a very important part of the Krewe of Gemini. The Float Lieutenant is the vital link for keeping riders informed of any decisions made or information passed on from the Board of Directors.
		2. In order to become a Float Lieutenant for a kids or teens float, one must be an Individual Full Member or an Individual Social Member in good standing with the Krewe of Gemini.
	2. **Selection of Float Lieutenant**
		1. A Float Lieutenant will be appointed by the Captain and/or Float Chairman and either confirmed or rejected by a majority vote of the Board of Directors.
	3. **Duties**

1.The Float Lieutenant’s duties include, but are not limited to:

* + 1. Maintaining float records to ensure that assigned float riders are all properly sponsored youth and have all paid their fees
		2. Assisting various Committee Chairman in the performance of their duties
		3. Collecting float assessments from float riders
		4. Organizing workdays to help maintain the Den
		5. Organizing work days to perform maintenance on the float
		6. Organizing the repair of the float prior to float painting for the new theme (if applicable)
		7. Assisting with costume selection and purchase for the float riders
		8. Ensuring all materials and safety equipment, such as fire extinguisher(s), flashlight, fuel for generator, etc., required on parade day and ensuring they are all in working condition
		9. Coordinating any repair items deemed necessary prior to the parade in order to pass the City Fire Marshall’s inspection so that the float is safe to roll on any public street or highway in accordance with the laws of the State of Louisiana and the cities of Shreveport and Bossier City
1. Ensuring that only assigned float riders actually ride the float on parade day
2. Assisting in coordinating any activities that the float riders choose to do during the Mardi Gras season
3. The Float Lieutenants for the kids and teens have the added responsibility to ensure that their respective float has chaperones (one chaperone per four children) and security (one or two Sheriff’s Deputies or Police Officers) on each float for parade day. The Captain, Float Chairman, and Parade Chairman also have the responsibility to ensure that adequate chaperones and security is secured for all for all of the kids and teens floats.
4. The Float Lieutenant must ensure that all float riders strictly adhere to the parade safety guidelines as set forth by the Float and Parade Chairmen. Any misconduct by riders must be immediately addressed by the Float Lieutenant. The Lieutenant will take appropriate actionand may report any misconduct to the Parade Chairman and the Captain of the Krewe of Gemini for any disciplinary action that may need to be taken.
5. The Float Lieutenant must establish a separate bank account for the purpose of handling the expenses of their assigned float. It is highly recommended not to use one’s own personal account as the balance of the float account must be transferred to the new float lieutenant at the time one is elected by the float membership.
	1. **Term of Service**
		1. The term of service for a Float Lieutenant is determined by the Captain and/or Float Chairman and either confirmed or rejected by a majority vote of the Board of Directors.
6. A Float Lieutenant may serve an unlimited number of consecutive terms.
7. **Removal Procedure**
	* 1. If a Float Lieutenant fails to fulfill any of the duties as set forth in these By-Laws, he or she will be subject to “recall” by a majority vote of the sponsors of the float riders of their respective float.
		2. If a Float Lieutenant behaves in a manner deemed undesirable and certain to injure the reputation or prosperity of the Krewe, they may have their membership revoked and will be governed by the procedure as detailed in the Krewe of Gemini’s Constitution, Article III – Membership.
8. **Ridership**
	1. To be eligible to ride on a kids or teens float, the child must be related to a current member in good standing with the Krewe of Gemini. This member, or “sponsor” as designated for this purpose, must have purchased a child’s ridership for their child at the current rate. This rate will be determined annually by the Board of Directors of the Krewe.
	2. The rider positions for all kids and teens will be filled on a first-paid, first-placed basis.
	3. Each kids and teens float will not exceed the maximum number of riders of that float capacity as determined by the Captain and the Float Chairman. The children will be divided appropriately by age and placed on the most suitable float.
	4. A rider may ride until the time he or she reaches the age of twenty-one (21).
	5. With the approval of the Float Lieutenant, the sponsor may substitute the assigned rider with another young relative of that sponsor.
	6. If an assigned rider is unable to ride in a given parade, the next child on the waiting list may take that position.
9. **Throws**
	1. There will not be a minimum throw order per rider for members of the kids floats.
	2. Teen float riders must order a minimum of $200.00 from the adult throw order form.
10. **Float Assessments**
	1. Each sponsor of a float rider will be liable and responsible for paying float assessments (also known as operating fees). This amount will be determined by taking the total “projected” operating expenses for the year and dividing them equally among the number of riders. Once this amount is determined, the “projected” float assessment fee must be agreed upon by a majority vote of the sponsors of each float’s members.
	2. This amount will be due and payable in full no later than November 1 of each year. If not paid by that date, the Float Lieutenant may withdraw some of the rider’s privileges such as, but not limited to, withholding the rider’s costume until all float assessments are paid in full.
11. **Ridership Conduct**
	1. All riders and chaperones must follow parade safety guidelines set by the Float Chairman and the Parade Chairman.
	2. Misconduct by riders or chaperones will be addressed by the Float Lieutenant. The Lieutenant will take appropriate action and may report the misconduct to the Parade Chairman and the Captain of the Krewe of Gemini for any disciplinary action that may need to be taken.
	3. Alcohol is STRICTLY PROHIBITED on all kids and teens floats. When chaperoning a kids or teens float, chaperones are not permitted to consume alcohol. AT NO TIME IS ALCOHOL ALLOWED!!

**ARTICLE VIII – Amendments**

1. Amendments to these By-Laws may be adopted by a two-thirds (2/3) vote of the members of the Board of Directors at any regular or special meeting of the Board.
2. Immediately following the Board of Directors approval of amendments to these By-Laws, said amendments to these By-Laws may be adopted by a two-thirds (2/3) vote of members present, at any regular or special meeting of the Krewe, provided that a written notice of the vote and a copy of the proposed amendment(s) is e-mailed to the last know e-mail address of each member of the Krewe at least fourteen (14) days prior to the date of such meeting.

**ARTICLE IX – Enabling Procedures**

1. Any and all matters pertaining to procedure of governance within the Krewe of Gemini, not covered in the Constitution of the Krewe of Gemini or the accompanying By-Laws of the Krewe of Gemini, shall be governed by “Roberts’ Rules of Order,” current edition.

Date of Last Amendment: April 18, 2016

Proposed New Amendments approved by the Board of Directors: March 8, 2018

Proposed New Amendments approved by Krewe members: April 16, 2018

New Effective Date of By-Laws: May 1, 2018