

SECTION I

A. The Krewe of Apollo - Baton Rouge, also known as K.A.B.R. or the Krewe, is incorporated as a non-profit organization communicating with the public through one voice only, that of its President.

B. No person under the age of 21 years shall hold membership in this Krewe.

SECTION II – MEMBERSHIP

A. Members are expected to have the best interests of the Krewe at heart and have respect, understanding and consideration for their fellow members.

B. A membership extends from February 1 to January 31 of the following year.

C. Membership in the Krewe is set at the discretion of the Captain and Co-Captain depending upon the Bal Masque venue for the year with the Board's approval. The number of membership must be set before the first meeting of the year.

D. Intention letters must be mailed to all members from the prior year, during the first week of February, with the request return date of March 28th.

E. Returning members may renew their membership for the new fiscal year by paying one third (1/3) of the annual dues by the first Krewe meeting, the second installment due by July 1, and the balance due on or before October 1. If a member's first installment is not received before the second installment becomes due, his place will be declared vacant and will be filled with a new member.

F. The Treasurer shall determine the number of vacancies once the Captain and Co-Captain have set the membership and after March 28th when intention letters have been received. New applications for membership must be accompanied by payment of at least half (1/2) the annual dues together with the recommendations of at least two active members. The Board shall vote at any meeting to accept applicants into the Krewe by a majority vote.

G. Annual dues shall be assessed by a majority vote of the Board of Directors. For bookkeeping purposes, the Treasurer shall not accept payment of dues except by check, money order and bank card. No dues are refundable except those of an unsuccessful applicant for membership.

H. The full amount of all dues must be paid by October 1 each year, except that should a member be unable to pay his dues in full by that date, he must contact the Board who may grant an extension to the member. Should any member not fulfill his obligations, the Board will turn that name over to the Chairman of the Committee on Ethics. The Committee on Ethics shall vote on the future of that member.

I. No member shall speak or act publicly in such a manner as may discredit, disparage or reflect adversely on the Krewe. Questions as to such activities shall be referred to the Chairman of the Committee on Ethics, and the Committee may reprimand the member, or in serious instances, ask the Board to vote to expel the offender. The Chairman shall apprise the President of the reason and the recommendation of the Committee prior to the next meeting.

J. The Secretary shall give copies of the Articles of Incorporation and By-Laws to new members within two weeks of their admittance, and they are expected to abide by all provisions thereafter. When there are revisions in the Articles or By-Laws, revised copies shall be sent to all members.

K. No member may renew his membership as long as he is in arrears on financial obligations to the Krewe.

L. The President shall designate a Big Brother for each new member to assist in acquainting him with Krewe procedures and encourage him to participate in Krewe activities to his full potential.

SECTION III - MEMBERSHIP CLASSIFICATION

There shall be two classifications of membership.

A. Full members will receive a table for ten at the Krewe's annual Bal Masque, two tickets to the Captains' Party and two tickets to the Royalty Luncheon.

B. Associate members will receive two seats at the Krewe's annual Bal Masque, one ticket to the Captains' Party and one ticket to the Royalty Luncheon.

SECTION IV – MAILING ADDRESS

Krewe of Apollo – Baton Rouge shall maintain a post office box (P.O. Box 3591 Baton Rouge, LA 70821). The Treasurer and Corresponding Secretary shall have keys for that year. The box shall not be used for personal use, and they shall deliver all mail unopened to the addressee.

SECTION V - MEETINGS

A. There are two categories of Krewe meetings, one designated a Board Meeting and the other designated a General Membership Meeting. Members are invited to attend all meetings, whether Board or General Membership. An executive session may be called by the President during any meeting at anytime during the meeting, at which time only Board Members will be allowed to discuss highly important or sensitive issues.

B. The Board of Directors shall meet monthly, except December, January & February, with March, May and October meetings designated as General Membership Meetings. The Board may meet at other times when the President or a majority of the Board feels it is necessary. Only Board Members may vote on Board matters.

C. There shall be at least three General Membership Meetings a year and the President may call others with two weeks written notice to each member advising as to the reason for the meeting.

1. The first General Membership Meeting shall be held in March to coincide with the date of the March Board Meeting.
2. The second General Membership Meeting shall be held in May to coincide with the date of the May Board Meeting. In addition to such other business as may come before the Krewe, members shall elect a King and Queen to be presented at the next Bal Masque. The election shall be conducted by the Captain and Co-Captain.
3. The third General Membership Meeting shall be held to coincide with the October Board Meeting, at which time the Board of Directors shall be elected in accordance with the provisions in Article X.

D. Reigning Royalty present at meetings and social events of this Krewe shall be recognized.

SECTION VI – BOARD OF DIRECTORS

No act of the Board shall be official unless a quorum of at least seven members is present and voting.

A. **President.** He must have been a member at least two years and a member of the Board for at least one year. He will work to promote harmony and cooperation among members, preside over all Board and General Meetings, appoint all Committees and execute all decisions of the Board. He may not vote on Board business except to break a tie, but he may vote on elections for Krewe officers and for King and Queen. All Krewe correspondence should be addressed to him and he shall, with the Secretary, sign

all outgoing Krewe correspondence except that sent by the Captain and Co-Captain relating to Ball activities. Krewe letterhead and stationary shall be used only for Krewe business or as authorized by the President. The President shall designate a Big Brother for all new Krewe members. The President shall appoint a web master from the Board of Directors.

B. Vice-President. He must be a member of the Krewe, perform such duties as the President may assign and shall act in the absence of the President. When serving as Presiding Officer, the Vice-President shall have no vote on Board matters except to break tie votes. The Vice-President will serve as Chairman of the Committee on the Constitution. The Vice-President shall serve as the Board's Liaison to the Women's Auxiliary. He will be responsible for communications between the Auxiliary and the Board, attending their meetings when possible and will be required to advise the Board on all matters of concern to the Krewe and/or the Auxiliary.

C. Recording Secretary. He must be a member of the Krewe. He shall keep accurate minutes of all Board and General Membership Meetings and be the custodian of the minutes which shall be available for review on request by a member. The Secretary will be required to keep copies of all Board Meeting minutes, all changes made to the Articles and By-Laws for that year, and any other pertinent information to be passed on to the future Secretary as reference material for future Board members. The Secretary will also be required to maintain an accurate Krewe membership list with names, addresses and phone numbers to be used for official Krewe business.

D. Corresponding Secretary. He must be a member of the Krewe. He shall, with the President and Recording Secretary, be responsible for distributing all Krewe correspondences, compose and send to each member a newsletter within two weeks following a meeting, noting actions of the Board, plans for future events and other information which may lead to more active member participation.

E. Treasurer. He must be a member of the Krewe. He shall receive all funds payable to the Krewe, keep accurate records of receipts and disbursements and maintain a separate ledger on each member as to dues and other obligations paid and payable. He must report to the Board at each regularly scheduled Board Meeting for their approval on revenues and expenditures and keep records available for member review on request. He shall submit to the Board the names of any members delinquent in payment of dues as of October 1.

F. Captain. He must have been a member at least two years and a member of the Board for at least a year. The Captain must have previously served as Co-Captain. The Captain shall be responsible for the production of and enforcement of all rules relating to the annual Bal Masque. The Captain and Co-Captain shall work together in all phases of ball preparation.

G. **Co-Captain.** He must have been a member at least two years and served previously as a Lieutenant. Should no one meeting these qualifications desire the office, the position shall be open to the General Membership.

H. **Board Members-at-Large.** They will consist of five members elected from the General Membership to serve on the Board of Directors.

I. Vacancies

1. Should the office of President become vacant for any reason, it shall be filled by the Vice-President. Should the Captain be unable to fulfill his duties, the Co-Captain shall assume his position. Any other vacancy shall be appointed by the Board from the General Membership.

2. Should there be a vacancy on any Standing Committee, the President shall appoint a member to fill that vacancy immediately and announce such at the next Board Meeting.

3. Any Board member that misses two Board Meetings consecutively without permission from the President or without just cause shall be replaced at the third Board Meeting missed. At the Board Meeting, Board Members shall select one of the General Membership to fill the vacancy.

SECTION VII – ELECTIONS

A. All Members are eligible to vote in both elections of the Board of Directors and Royalty. Voting shall be by a signed and dated ballot or by electronic voting through the secured ballot on the Krewe website.

B. The Committee on Elections shall notify members about the general election of Board of Directors no later than the second Monday in August. A nomination form will be provided which must be dated, signed and returned to the committee no later than the second Monday in September.

C. After receiving nominations from the General Membership, the Committee on Elections shall mail the official ballots prior to the third Monday in September. Ballots may be cast in person at the October General Membership Meeting or mailed to the Krewe's post office box signed and dated by the Member prior to that meeting.

D. The election of the Board of Directors shall be conducted at the third General Membership Meeting in October. The Committee on Elections shall count the ballots and report the final tabulation to the President who shall announce the results.

SECTION VIII - COMMITTEES

The newly-elected President shall appoint members to the Standing Committees. The official announcement of Committees shall occur during the First General Membership Meeting. The President may recall any appointee to any of the Standing Committees if he deems it necessary.

A. **Committee on Elections**, comprised of one Board Member and two General Members, one of whom the President shall designate as Chairman. The duties and responsibilities are provided in Section VII Sub-Sections B,C and D.

B. **Committee on Means and Budget**, comprised of the President, who shall serve as Chairman, the Treasurer, the Captain and Co-Captain, and three General Members. This Committee should periodically review the finances of the Krewe and if necessary meet to make recommendations to the Board of Directors.

C. **Committee on Membership**, comprised of one Board Member and two General Members, one of whom the President shall designate Chairman. This Committee promotes awareness of membership in the community and shall receive all applications and present them to the Board of Directors.

D. **Committee on Ethics**, comprised of one Board Member and two General Members, one of whom the President shall designate as Chairman. The duties and responsibilities are provided in Section II Sub-Section H and I.

E. **Committee on the Constitution**, comprised of the Vice-President, who serves as Chairman, two Past Presidents, Captains or Co-Captains, and two General Members. The duties and responsibilities are provided in Section IX Sub-Section A.

F. **Committee on the AIDS/Crisis Fund**, comprised of three members, one of whom shall be a Board Member-at-Large designated as Chairman, and two members from Past Royalty. The Committee shall be responsible for raising the funds for the AIDS/CRISIS Fund with the assistance of all Krewe members. The Fund is derived from no less than 5% of every ticket sold, only from proceeds obtained by events designated as benefiting the AIDS/Crisis Fund, or from specific donations to the Fund. The Committee shall also raise funds for the AIDS/CRISIS Fund in-conjunction with the annual Bal Masque.

Guidelines by which the Committee shall function are:

1. The Committee shall determine what money is available to the Fund and the extent the Fund can finance requests.
2. The Committee shall control all assets and expenditures from the Fund and report all activity to the Board through the President.

3. The Committee will distribute grant money requests to area agencies that request and provide HIV/AIDS services.
4. No check shall be made payable to any individual client, but shall be made payable to the provider of utilities, home mortgages, or rental housing, pharmacies or similar providers. No assistance shall be given by the Committee except through applications to members or by reference from recognized referral agencies and accompanied by the Committee-Approved Application Form.
5. Emergency assistance will be provided in payment for housing (rent or mortgage), utilities (including telephone), for medications, and any other expenditure that the Committee deems unanimous in decision (i.e., funeral expenses).

G. **Media and Public Relations Committee**, comprised of the Captain, Co-Captain and three General Members, one of whom shall serve as the Chairman. The purpose of this Committee is to facilitate a greater awareness of the Krewe to outside organizations and individuals through recognized media in the community it serves.

SECTION IX - REVISION

A. General Members may submit proposed amendments in writing to the Vice-President. The Committee on the Constitution shall examine each proposal for conformity with the existing Articles and By-Laws for clarity and content. The Committee shall distribute the proposed amendments to the General Membership by the Board Meeting the month prior to a General Membership Meeting.

B. In any parliamentary question which may arise and which is not provided in these By-Laws, Roberts Rules of Order shall prevail.

C. All amendments to the Article of Incorporation that are approved by the vote of the Members will become effective immediately on the date of voting and filed with the Secretary of State's Office during the filing of the Annual Report.

SECTION X – FUNDRAISING

A. Funds from a Krewe fund raising event must be counted as soon as possible after the event by the Treasurer in the presence of at least two Board Members.

B. Members incurring Krewe operating expenses shall be reimbursed by the Treasurer on presentation of receipts.

C. All Krewe expenses must be paid with a Krewe check.

D. Tickets to fund raisers will be sent to each Krewe Member who is encouraged to sell or purchase them. All tickets will be numbered and assigned to members with a record of such being kept by the Secretaries and Treasurer. Members will be held accountable for all tickets issued to them, and must return unused tickets and/or money to the Treasurer within 30 days of an event. After 30 days of an event, a bill will be issued to each member with outstanding tickets and payment is expected upon receiving the bill. All unused tickets will be void and not accepted in place of payment.

E. The Board of Directors shall determine the types of fundraising activities the Krewe will undertake, the proposed locations and dates of such activities and prospective budget for each event. A Member of the Board shall serve as Chairman of each event and shall appoint a Co-Chairman from the General Membership.

SECTION XI – AWARDS

The Krewe may present the following five (5) Awards:

A. **Apollo’s Hall of Fame Award** is based on meritorious service to the Krewe. The President will meet with the Active Members of the Hall of Fame to submit three nominees for this Award. The General Membership shall vote by mail-in ballot during the first week of December. The Captain and/or Co-Captain shall present the Award at the Royalty Luncheon.

B. **Hal S. Phillips, Jr. President’s Memorial Award** is based on service to the President above the call of duty. The President annually shall select the recipient for this Award. This Award shall be presented by the President at the Royalty Luncheon.

C. **Truman May Memorial Captains’ Award** is based on service to the Captain and Co-Captain above the call of duty. The Captain and Co-Captain annually shall select the recipient for this Award. This Award shall be presented by the Captain and Co-Captain at the Royalty Luncheon.

D. **Founder’s Brotherhood Award** is based on the Member who promotes brotherhood among the Members and community he serves. Past Recipients shall select the recipient of this Award. This Award is given at the discretion of the Past Recipients at the Royalty Luncheon.

E. **Friend of the Krewe of Apollo Award** is based on service to the Krewe by a non-member. Any Member of the Board of Directors may nominate a candidate for consideration. The Board shall annually select a recipient with a majority vote by secret ballot to be counted by the Vice-President. The Vice-President shall present this Award at the Royalty Luncheon.

SECTION XII – BAL MASQUE

- A. The Captain and Co-Captain shall select all Members of the Court.
- B. The Captain and Co-Captain must present a planned program and budget to the Board of Directors for their approval. It is the Captain and Co-Captain's responsibility to see that a planned budget is submitted to and approved by the Board no later than the August meeting.
- C. The Captain and Co-Captain shall propose a location of their choice and the date and time for the Bal Masque to the Board of Directors for their final approval.
- D. It is the Captain and Co-Captain's responsibility to assure that the presentation of the King and Queen and participating Royalty is paramount to the Bal Masque.
- E. The Captain and Co-Captain on announcing the New Royalty for the upcoming Bal Masque, shall present to the Reigning King and Queen the Pin designed exclusively for the Krewe of Apollo by Lee Michael's Jewelers.
- F. Nominations for King and Queen of the Bal Masque will come from the Captain and Co-Captain, limited to a total of no more than six nominations, three for each title. Royalty Candidates must have been members for two full years. The General Membership will vote for King and Queen at the May General Membership Meeting with only the President, Captain, and Co-Captain counting the results. The Captain and Co-Captain will make the official announcement at the Captains' Royalty Announcement Party.
- G. The Returning Royalty, Reigning Royalty, Captain, and Co-Captain each will receive one additional complementary table to the annual Bal Masque.
- H. The Captain and Co-Captain shall be responsible for the distribution of all invitations to the Bal Masque only after the Treasurer certifies that the member is in good standing and having paid all obligations due.
- I. The Captain and Co-Captain shall issue a complementary invitation and admit card to the Captain and Reigning Royalty of all Sister Krewes.
- J. The Reigning King and Queen will host the annual Royalty Dinner, inviting only Royalty from previous years.
- K. The Luncheon honoring the Reigning King and Queen shall be held the Sunday following the Bal Masque.
- L. Traditions of Carnival will be adhered to in the presentation of the Bal Masque in areas not otherwise specified.

SECTION XIII – MR. AND MISS APOLLO

A. The Captain and Co-Captain shall nominate candidates for Mr. and Miss Apollo-Baton Rouge by the June meeting.

B. The Board of Directors shall vote on the nominees for Mr. and Miss Apollo Baton Rouge.

C. The Krewe shall present a crown and sash to be awarded to Miss Apollo and a medallion and sash to be awarded to Mr. Apollo before September 1.

D. The Krewe shall pay entrance fees for both Mr. and Miss Apollo to the National Contest.

E. The Krewe shall give two tickets each for the annual Bal Masque to Mr. and Miss Apollo.

SECTION XIV – WOMEN’S AUXILIARY

The Krewe of Apollo-Baton Rouge charts a Women’s Auxiliary. This organization shall maintain a separate set of Articles and By-laws to govern their organization. The Articles and By-Laws of the Women’s Auxiliary cannot conflict with those of the Krewe of Apollo-Baton Rouge.

The Krewe shall give the Women’s Auxiliary a table for ten at the annual Bal Masque.