



KREWE OF THE 13

GOVERNING DOCUMENTS

Revision G

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Signed: Capt Roger Allen

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OUR CHARTED COURSE

The Krewe of the 13 Inc is a tax exempt 501(c)(3) public charity. The Krewe's charter is to promote good comradeship by serving the many communities represented by our membership through the conduct of charitable fund-raising events in support of Families in Dire Need.

Our mission is executed by;

- ≈ Portraying ourselves as historical pirates generally in the era of 1690 – 1720 (the Golden Age of Pirates)
- ≈ Meeting at least once a month to engage in social activities relating to pirating
- ≈ Supporting members of the Krewe in times of need
- ≈ Representing our hobby to the general public in a positive manner
- ≈ Recruiting interested enthusiasts into pirating in general and our Krewe in particular
- ≈ Supporting tourist activities primarily for the City of St Augustine, and also the surrounding area
- ≈ Ensuring that the voice of each member is heard

CODE OF ETHICS

This code of ethics defines the expected behavior of our Krewe members and protocol when in Garb, or when involved in Krewe business or activities.

Conduct

It is expected that members of the Krewe will conduct themselves in an appropriate manner which shows the Krewe of the 13 members in a positive manner. It is the responsibility of all Krewe members to ensure that other Krewe members adhere to our Code of Conduct.

While we cannot control the conduct of non Krewe members, it is expected that Krewe members remain tactful and non-confrontational at all times and ensure that the general public have a positive perception of the members of our Krewe. It is recognized that on occasion this may require Krewe members to retire from a group or gathering.

It is especially important that Krewe members act properly when in sight or earshot of young children, or anyone under the age of consent.

Krewe Interaction

It recognized that, we, as individuals, have experiences, opinions and personal feelings, both positive and negative.

However, to proceed on our chartered course it is essential and expected that members of our Krewe will refrain from making any negative statement relating to another Krewe or its members when in public.

Alcohol

Intoxication while in public is inconsistent with our chartered course and can easily damage the reputation of our Krewe. Public intoxication is unacceptable.

Weapons

Krewe members must be cautious regarding the circumstances in which weapons are drawn. Brandishing a weapon is illegal.

Organized parades and displays may be an exception.

Krewe of the 13 Inc.

Weapons shall be peace tied when in public.

Black Powder

The Krewe recognizes that the use of Black Powder requires strict adherence to safety procedures.

Black powder shall not be used by any Krewe member who has consumed alcohol within eight hours, or who's judgement may be impaired for any reason.

The Master at Arms or Krewe member deputizing for the Mater at Arms shall be present and shall maintain a safe environment at all times when black powder is in use.

Black Powder shall only be used at events sanctioned by the Krewe and at which it has been agreed the black powder will be used. Note, if an event is not sanctioned by the Krewe of the 13 then the persons concerned are acting as individuals and are not covered the Krewe's liability insurance.

Any member using Black powder at an event sanctioned by the Krewe of the 13 must hold recognized certification, or be under the direct supervision of a person holding recognized certification.

Personal Contact

We live in a society where "personal space" is valued, and people are quick to make claims of inappropriate personal contact.

When we are in public, we should not initiate personal contact, e.g. when you are having a photo taken with a tourist, wait for them to put their arm around you, before you put your arm around them.

Krewe Members are similarly entitled to person space, while we may be more relaxed than when dealing with the public, Krewe members shall not make another Krewe Member uncomfortable or embarrassed by inappropriate language or unwanted physical contact.

Laws

Our chartered course requires that we obey the laws of the land.

Loyalty

It is recognized that professional and personal lives have precedence over Krewe activities, however, it is expected that Krewe members will give priority to Krewe events when in Garb.

Appearance

As stated in our chartered course we represent ourselves generally as historical pirates. We expect Krewe members to take pride in their appearance and to make *a serious and reasonable attempt to dress in period correct garb.*

The character of our members is paramount and we recognize that personal means will vary. Members of the Krewe are encouraged to assist and advise others in reasonable representation of historical pirates.

Krewe members should avoid:

- Halloween type costumes or accessories
- Excessively provocative clothing, especially when children are present
- Steampunk clothing
- Sunglasses when photos are being taken

Representation

Our chartered course intends that we represent ourselves positively and to encourage pirates to join our Krewe. This means that any time you are in Garb you clearly identify yourself as a member of the Krewe of the 13.

It is recommended that Krewe members post their intention to attend other pirate events on the Galley Page, this will serve to inform other members who may not be aware of the event.

In keeping with our chartered course, our Krewe will send volunteer representatives to other Krewe functions and charitable events for the purpose of maintaining relationships, presence in the community, and soliciting reciprocal attendance at our Krewe events.

The bylaws provide for a method of applying more specific interaction guidelines where necessary.

Arm Bands

Arm bands shall be worn by all Officers, Core Members, Benefactors, and Swabbies when in Garb. This is for two purposes 1) When we are seen to be doing charitable work, and also having fun, it is a recruiting tool, 2) more importantly when there are problems with pirates acting inappropriately in public we can set ourselves apart.

One arm band will be issued, at Krewe expense, when a person becomes a Swabbie. If it is lost or damaged then the Krewe Member is expected to replace it at their own expense.

Minors

We encourage Krewe members to bring their young immediate family members to events that are appropriate for a minor.

If a Krewe member wishes to bring a minor, who is not a member of their family, to any event then the following rules apply:

- 1) They must first obtain agreement from the Captain or Quartermaster that the event is appropriate for a minor;
- 2) They must obtain written consent from the child's parents for them to attend the event;
- 3) They are responsible for the care and welfare of the minor, and the minor must remain under their direction supervision at all times.

Personal Issues

Krewe members may seek help from other Krewe members in time of need, and we encourage mutual support.

However, Krewe members are expected to keep personal issues and innuendos, i.e. "drama" away from the Krewe.

Drama and rumor mongering are unnecessary, destructive and are not consistent with the values of the Krewe.

Religion and Politics

We recognize that Krewe members may have strongly held views on religion and politics, however, in the interests of Krewe harmony these subjects shall not be discussed on the Galley Page or at Krewe meeting and events.

BYLAWS

Officers of the Krewe

The Krewe of the 13 is a round table organization and we value the input of all Krewe members. We elect officers to conduct the day to day business of the Krewe in accordance with the direction established by the members.

The officers will be elected to 2 year terms with a confidence vote after the 1st year

A member becomes eligible for election as an officer after one year of Krewe membership.

It is expected that all officers will act in the best interests of the Krewe and will lead by example.

Captain

The Captain is responsible conducting the business of the Krewe.

Chair all Krewe meetings.

Ensure that officers and Krewe perform in accordance with their position and duties.

Promote the Krewe and propose Krewe events

Serve as President of Krewe of the 13, Inc. Manage the operation of the corporation and ensure compliance with all laws and regulations.

Quartermaster

The duty of the Quartermaster is to assist and advise the Captain. In particular, to advise on alternate courses of action in the best interests of the Krewe.

Perform the duties of the Captain in the absence of the Captain.

Master at Arms

The Master at Arms has the overall responsibility of maintaining order at all meetings, gatherings, and events where the Captain of the Krewe deems this position appropriate.

Ensure compliance with Krewe rules.

Ensure the safety and security of the Krewe

If the MaA cannot be present at a meeting or event, the MaA must designate a deputy to perform the duties.

Purser

The Purser shall be responsible for:

- the collection of all dues from members.
- preparing an annual budget and filing taxes
- maintaining financial logs, bank accounts, and ensure correct handling of funds.
- making distributions in the name of the Krewe
- keep accurate records of all receipts and disbursements and read a current financial statement at each business meeting
- advise the Captain and Officers of all members who have not met their financial obligation
- maintain 501c3 registration and reporting

Scribe

Document the minutes of meetings

Honorary Titles

Commodore

Past captains of the Krewe with a record of meritorious service may be given the honorary title of Commodore. While not being in the command structure, they are officers, and are relied upon for advice and counsel.

Captain

Past Captains of the Krewe maintains the title of Captain. While not being in the command structure, they are officers, and are relied upon for advice and counsel.

Swabbie

A Swabbie is a probationary member of the Krewe. See Recruitment, page 13.

A Swabbie shall indicate acceptance of the rules documented in Governing Documents before they may join the Krewe.

Swabbies are expected to participate in Krewe activities and volunteer in support of Krewe events. It is not expected that Swabbies participate and/or volunteer in support of all events and social activities.

Krewe of the 13 Inc.

Swabbies are not eligible to vote.

Swabbies are elected by majority Krewe vote, unless vouched for by a Core Member.

Associate

Existing members may choose to become Associate members if through circumstances or choice they are no longer able to participate on a regular basis.

Associate members are not eligible to vote.

When a couple join the Krewe a spouse may join as an associate member if they do not expect to participate other than to accompany their partner to events.

The Krewe may have an unlimited number of Associates

Associate Members who were not previously Core Members are elected by majority Krewe vote.

Core Member

Core Members are the active and working members of the Krewe.

Core Members are expected to participate in the work of the Krewe, i.e. the day to day functioning of the Krewe and/or fundraising. Attendance at social functions is not considered participation. It is not expected that Core Members participate and/or volunteer in support of all events and social activities.

Each core member has one vote.

A core member who chooses not to vote on any ballot during a calendar year (i.e. does not use their vote for an entire calendar year) will automatically become an Associate the following year.

Under normal circumstances the number of Core members will be limited to 50.

Core Members are elected by majority Krewe vote.

Honorary Members

A person who has performed exemplary service to the Krewe, the local community, or the Pirate Community. Honorary members are not required to pay dues, do not have a vote in Krewe affairs, but are permitted to use and display the Krewe motif.

Honorary Members are elected by majority Krewe vote.

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The Krewe may have an unlimited number of Honorary Members

Benefactor

A Benefactor is a member whose main contribution to the Krewe is financial. Benefactors are welcome at all events. Since their contribution is financial, they are not expected to work at events (although they are welcome to do so if they so choose).

Benefactor members are not eligible to vote.

The Krewe may have an unlimited number of Benefactors.

Benefactors are elected by majority Krewe vote.

Personal and Professional Business

All Krewe members shall keep their personnel and professional business separate from Krewe business.

There may be exceptions where the Krewe votes to support a business entity for a specific event.

Meetings

No alcohol shall be consumed before a meeting is adjourned. Krewe members who have obviously consumed alcohol will not be considered to be present at a Krewe meeting.

Membership of other Pirate Organizations

No member of Krewe of the 13 may be a member of another Pirate Krewe.

It is recognized that members may be involved in other pirate organizations that are not considered Krewes. If there is uncertainty as to the status of an organization, it will be resolved by Krewe vote.

Voting

A vote is required on any matter (Krewe Business) that requires expenditure of Krewe funds, requires members to do work, or to make changes to the governing documents. Officers and Core Members are entitled to cast a single vote.

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Votes will be taken by e-mail and are secret.

A simple majority is required to pass a motion.

Recruitment

To be eligible for membership of the Krewe of the 13, candidates must meet the following requirements:

- At least 21 years of age. Exceptions can be made if the person is over 18 years of age, of mature character and is well known to the Krewe.
- No membership of another Krewe within three months
- Have read our governing documents and agreed in writing to abide by them

A potential member shall be invited to Krewe events as they occur and during those events the prospective member is expected to make themselves known. The voting members of the Krewe will be routinely polled and when the majority confirm that have met the prospective member and are ready to vote on them becoming a Swabbie, then the vote will be held.

If a Core Member of the Krewe personally knows a person who wishes to become member, and if the Core Member is prepared to vouch for their character, dress, participation, and conduct they may ask the Captain to waive the probationary vote. If the Captain agrees then the probationary vote is waived and they are immediately included as a Swabbie, however, if the Captain believes that there is a question regarding the suitability of the person then the Captain may require a Krewe vote.

Probationary "Swabbie" status shall normally last no less than nine months, during which the Swabbie shall demonstrate participation in the work of the Krewe and particularly our fundraising (attending social events is not considered participation). If at the end of this period, the Swabbie has participated then the Captain will call for a vote to promote the Swabbie to Core membership. If in the Captain's opinion the Swabbie has not participated, then the Captain shall ask Core Members to show evidence that the Swabbie has participated in the work of the krewe. If no evidence of practical participation is forthcoming then the Captain may suggest that the Swabbie ask to become a Benefactor or extend their Swabbie period, otherwise their membership will be terminated.

If a Swabbie states their intention to become a Benefactor, then no participation is required and the Swabbie period will typically be shorter before a vote is held.

In the event that the majority of the Krewe vote "Nay" for Core or Benefactor Membership then the Swabbies membership will be terminated.

Swabbies shall be given access to the Galley Page

Interaction with other Pirates

In the event that a member of the Krewe has serious concerns regarding interaction with a pirate who is not a member of the Krewe of the 13. The following procedure shall apply:

1. The Krewe member concerned shall make their concerns known to the Captain
2. The Captain may dismiss the concerns if they are considered to be without merit, or are of a personal nature and are therefore not a Krewe matter.
For the matter to proceed the Captain must determine that we should be concerned that inappropriate interaction with the Pirate may result in harm to the Krewe of the 13
3. If the matter proceeds, then the Captain will discuss the circumstances with the officers and suggest specific guidelines for interaction with the Pirate
4. The cause for concern and the suggested guidelines for interaction will be presented to the Krewe. A majority vote is required for the specific guidelines to become effective.

Membership Dues

Officers, Core Member, and Swabbie membership dues are \$75.00/per annum a couple and \$50.00/ for singles.

Associate membership dues are \$25/annum

Benefactors membership dues are \$250/annum.

The dues should be paid promptly at the beginning of each calendar year, it is expected that dues will have been paid on or before January 31st.

If dues remain unpaid on May 1st, the member concerned will be considered to have resigned from the Krewe.

Dues are payable when a new member becomes a Swabbie. If this occurs after 1 July the dues are reduced by 50%.

If a new Swabbie has not paid dues within 30 days then we must consider that they are not serious about joining the Krewe and their probation is automatically terminated.

Krewe Rings and Jewelry

Krewe rings, pendants and other items bearing the Krewe Logo may be purchased and worn by Core Members, Associates, Benefactors and Officers of the Krewe.

Discipline

In the event that a Krewe member is considered to be off our chartered course, in violation of our code of ethics, or in violation of a specific bylaw, the following procedure will apply.

- 1) The matter will be referred to the Captain. The Captain may summarily dismiss the issue if it is considered to be without merit.
- 2) If the Captain sees merit in the complaint the Captain will speak to the Krewe member and discuss the complaint and solicit comment from the Krewe member. It is possible that the Captain will dismiss the complaint having heard from the Krewe member.
The Krewe member concerned shall be informed of the name of the Krewe members(s) making the complaint.
- 3) If matter remains unresolved, the Captain will inform the Officers, formulate an appropriate action, and ask for Krewe vote to approve the action plan.
- 4) It should be noted that repeated complaints that are found to be without merit is in itself inconsistent with our chartered course.

Insurance

The Krewe shall maintain general liability coverage for the protection of the Krewe and Krewe members.

All Krewe activities shall be conducted in a manner which maintains insurance cover.

501(c)3 Status

The Krewe maintains registration as a Tax Exempt Registered Public Charity. There are many regulations relating to the registration and operation of 501(c)3 organizations, for example:

- We are limited to raising funds for a class of recipients, our class of recipient is “Local Families in Dire Need”,
- We are prohibited from raising funds for an individual family or recipient. i.e. we cannot hold a fundraiser specifically for xxxx person or family.
- We must refuse any donation if the donor specifies that the donation is for a specific recipient.
- We are prohibited from partnering or teaming with a for-profit commercial entity.
- We are prohibited from giving money to a member of our own organization.

Recipients

The Krewe works very hard to raise money and *we have a responsibility to ensure that our charitable funds are used where they can do the most good.*

A possible recipient must be sponsored by a Krewe member. It is preferred that the Krewe member has direct knowledge of the possible recipient and their circumstances.

The sponsor will work with a Krewe member designated by the Captain to prepare a case to be presented to the Krewe. The case must contain sufficient background information to show that it is a genuine case of Dire Need and prove the worthiness of the recipient.

Our general criteria are:

- Dire Need
 - This means that without our support there will be immediate and serious impact to the family/individual. e.g. lack of food, clothing, shelter, medication
- We must be able to change the outcome
 - If we are unable to change the outcome then the funds are essentially wasted.
 - The Krewe should be able to see a direct and identifiable effect from our support.
- Through no fault of their own
 - The circumstances must not have been knowingly self-inflicted. e.g. drug use, unwillingness to work
- Local
 - Typically, this means the recipient will reside in counties that Krewe members call home. E.g. Duval, St Johns, Flagler & Volusia,

Wherever possible we will not give cash directly to a recipient, we prefer to ensure that our charitable funds are used to maximum effect by making payments to service providers and/or providing gift cards for food etc.

We will not typically provide funds if there are other funds raising activities in progress for the recipient. We will wait until fund raising is complete and then assess if there is still Dire Need.

We recognize that "Dire Need" takes many forms and that each circumstance will must be treated a case by case basis, the criteria list above are guidelines.