

## SPIRIT OF CIGAR CITY KREWE

### KREWE GUIDELINES

The name of this organization, organized May 9, 2006 shall be known as The Spirit of Cigar City Krewe Inc, hereafter referred to as “Krewe”. The Krewe shall be a non-profit entity located in Tampa, Florida.

### KREWE OBJECTIVES

The purpose of this Krewe is:

1. To honor the history of Ybor City and our Tampa heritage;
2. To foster true volunteerism with a specific emphasis on Krewe charities and foster civic pride;
3. To encourage social interaction and friendship among members of diverse economic, social and religious backgrounds;
4. To participate in the activities of the Tampa Gasparilla parade season and other similar activities by invitation in a manner to be determined each year based on the annual Krewe budget;
5. To have as much fun as possible, to develop new friendships, to foster and encourage growth of our Krewe family and to insure that we treat others as we would wish to be treated.

### KREWE MEMBERSHIP

Membership shall be composed of those 21 years of age or older and dedicated to the accomplishment of the objectives of the Krewe.

Membership shall be recognized as either “Krewe Member” or as “Associate Krewe Member”.

- A. A “Krewe Member” shall be a member who is in good standing, whose dues are current, who has attended the required mandatory meetings and who is active in the Krewe committee of their choosing. The member shall be entitled to all of the rights and privileges of membership in this organization, including the right to attend all meetings of the membership and to cast a vote, equal to that of any other member, upon all matters presented to the membership for consideration.

- B. An “Associate Krewe Member” shall be a member who has requested a hiatus of dues, in writing, as a result of medical or personal reasons, for not more than one year.

### ADMISSION

Admission to membership in the Krewe shall be by invitation only. All Krewe members may submit the name(s) of proposed new member(s) to the Krewe Founders and Executive Officers (either in written form or by verbal) for approval of invitation.

- A. An invited prospective member must attend a Krewe sponsored function (with the exception of any costumed event) prior to an invitation to membership.
- B. A prospective member shall be endorsed by two (2) members of the Krewe, in good standings, by whom the candidate is known personally. If a prospective member is unable to be endorsed by two (2) members of the Krewe, in good standings, the prospective member agrees to submit to a complete background check totaling \$50.00.
- C. A picture and a check totaling \$450.00 for initiation fees shall accompany all applications. Applications for membership will not be considered without a check for the total initiation fees attached.
- D. After receipt of the application, initiation fee and completed background check, the membership of the prospective member shall be voted upon at the next board meeting. Election to membership shall require a majority vote of the Krewe Founders and Executive Officers.
- E. Applicants shall be considered in the following sequence (1) legatee, sibling or lineal ascendant, (2) prospective members proposed by the Executive Officers or Krewe Founders, (3) reinstatement of members who are returning from hiatus, (4) reinstatement of members who have resigned in good standing and (5) prospective new members proposed by a “Krewe Member”.

- F. Upon favorable action, the Krewe Secretary shall send an invitation of membership to the applicant and request a reply in writing, which shall include communications via email transmission.
- G. A candidate denied membership will not be eligible to reapply for membership for one (1) year following the date the application was denied by the Krewe Founders and Executive Officers.

### CHARTER MEMBERS

Charter members will be limited to the first one hundred (100) active members admitted for membership to the Krewe prior to October 1, 2006. They will be entitled to wear Charter Member symbol as part of their costume. The designation of "Charter Member" will be duly noted underneath their names in the Krewe roster.

### LEGATEE, SIBLINGS AND LINEAL ASCENDANT

A legatee is the child or grandchild of a member and must be at least twenty-one (21) years of age. Legatee applicants shall pay the initiation fees and current dues. Legatee and lineal descendant applications will have priority above all other application, subject to the approval of the Krewe Founders and Executive Officers.

Siblings and lineal ascendants shall take second priority, subject to the approval of the Krewe Founders and Executive Officers. Siblings and lineal ascendants, at least twenty-one (21) years of age, of an active Krewe member shall pay an initiation fee and current dues. Siblings and lineal ascendants will have priority over reinstated members or prospective new members.

### MEMBERSHIP LIMIT

The Krewe will be limited to a maximum of one hundred fifty (150) members. The number of associate members will not be included in the membership limit.

## DUES AND ASSESSMENTS

### Initiation Fees, Dues and Assessments

**\*\*The Spirit of Cigar City Krewe is a non-profit organization and relies primarily on membership dues. In order for the Krewe to meet required financial obligations during the year, members must submit dues in a timely manner\*\***

- A. Initiation Fee: The initiation fee of the Krewe shall be \$450.00 payable at the time that the prospective member's application is received. This sum will include dues for the first year.
- B. Dues and Assessments: Annual dues will be \$250.00 per year payable annually by the August mandatory meeting. Payment may be made by cash, check, or credit card the night of the August mandatory meeting. If a member joins after April 15<sup>th</sup>, the dues will be waived until the following year. Assessments and increase in dues shall be determined by the Executive Officers and Krewe Founders based on budgetary requirements and be implemented following approval by a majority vote of eligible members.
- C. Failure of a member to participate in any of the Krewe's activities shall not entitle said member to a refund of any portion of the annual dues. **NO EXCEPTIONS.**
- D. A member whose dues are delinquent after the August general meeting will be assessed a late fee of \$50.00 per week and the member is ineligible to participate in any costumed events. A member, who has not paid, has not made arrangements for payment with approval of the Krewe Founders and Executive Officers or has not requested, in writing, to be placed on hiatus of dues by September 1<sup>st</sup> will be automatically dropped from membership and will be required to pay the full membership dues of \$450.00 prior to rejoining the Krewe. **NO EXCEPTIONS.**
- E. Leave of Absence (LOA): A member requesting a leave of absence (LOA) from the Krewe shall submit their request, in writing, no later than the date of the August mandatory meeting. The requested leave of absence shall not exceed more than one (1) year. A leave

of absence greater than one (1) year will require the unanimous approval of the Krewe Founders and Executive Board and will be considered on a case by case basis.

### RESIGNATION

Any member desiring to resign from the Krewe shall present their resignation in writing to the Krewe President. Only resignations of members in good standings shall be accepted. Members resigning for unacceptable reasons, dropped from membership for non-payment of dues or for accepting membership in any other Gasparilla Krewe shall not be eligible for reconsideration for membership for a period of no less than two (2) years.

### REINSTATEMENTS

A member returning from hiatus or who resigned in good standing may be reinstated with approval of the Krewe Founders and Executive Officers and upon payment of the current dues. A member who was dropped for non-payment of dues shall be reinstated with the approval of the Krewe Founders and Executive Officers provided the past due amount and current dues are collected at the time of application.

### DUTIES OF MEMBERS

- A. Each person, by accepting membership in the Krewe, by renewing their membership or by participating in Krewe events, shall agree to conform to and abide by all rules and guidelines of the Krewe in effect at time of such acceptance, or thereafter effective.
- B. Members are greatly encouraged to volunteer their time and expertise to any non-profit entity as individuals, but to volunteer as a representative of the Krewe requires the approval of the Krewe Founders and Executive Officers.
- C. Because this is a private organization, Krewe members may request to bring guests to parades and events by invitation only and with prior approval of the Krewe Founders and Executive Officers. Guests will be required to complete a guest application, have the application approved by the Krewe Founders and Executive Officers for all parades and selected events and be required to attend the

Krewe meeting prior to the parade or selected event that they will be attending prior to participation. The sponsoring Krewe member will be responsible for their guest's conduct and costumes. Guest fees will be determined on a per event basis.

- D. It is the intent of the Krewe to have an enjoyable time at all events, while maintaining an image that is respected by event spectators, sponsors and law enforcement officers. No member of the Spirit of Cigar City Krewe, regardless of rank or position, shall conduct himself/herself in any manner unbecoming a Krewe member and/or that could reasonably bring harm, discredit, shame, embarrassment or public ridicule upon the Spirit of Cigar City Krewe. Members of the Spirit of Cigar City Krewe also shall be responsible, and shall be subject to sanctions and/or disciplinary procedures for the conduct of their respective invited guests at Krewe events, if such invited guests act in a manner that would bring harm, discredit, shame, embarrassment or public ridicule upon the Spirit of Cigar City Krewe. Violations of parade conduct and costume violations are also subject to disciplinary procedures.
- E. In the event that any member of the Spirit of Cigar City Krewe and/or any invited guest of a Spirit of Cigar City Krewe member at a Krewe event, violates the provisions of subsection D (listed above), any person may submit a written complaint against said offending member or his/her invited guest to the Krewe President. All complaints against any Spirit of Cigar City Krewe member, regardless of rank or position, shall be given the upmost attention and shall be handled as provided by the Review Board and Conflict Resolution Procedures listed in these guidelines. If a Spirit of Cigar City Krewe member is found to have violated any of the Krewe's rules, regulations, or guidelines, the Krewe Founders and Executive Officers reserve the right to terminate said membership with a majority vote and without refund of any dues.
- F. Each member must attend both mandatory Krewe meetings (to be held in August & January), as well as two (2) additional meetings. Each member must also participate in at least two (2) Krewe-approved charity events, participate on at least one (1) committee as Chairperson or Co-Chair and maintain a minimum of eight (8)

volunteer hours with the Krewe. A member may opt to make, in lieu of maintaining a minimum of eight (8) volunteer hours, a one hundred (\$100) dollar monetary donation to the Krewe. If any member is unable to complete the required eight (8) hours, he/she must notify the Krewe Founders and Executive Officers, in writing, by April 1<sup>st</sup> with an explanation of his/her situation. The Krewe Founders and Executive Officers will review each case individually and make a determination of eligibility for continued membership.

- G. Those members who participate on a selected committee as Chairperson shall receive two (2) credited volunteer hours. Those members that participate on a selected committee as Co-Chair shall receive one (1) credited volunteer hour.

### FOUNDING MEMBERS

The Founding members, hereafter referred to as “Krewe Founders”, are John Houseman, Sam Lupo, Irma Lupo and Frank Schiavone. As Founding members are not appointed positions, there is no term of office and they will remain as Krewe Founders.

### DUTIES OF KREWE FOUNDERS

- A. Krewe Founders shall appoint the Krewe Executive Officers and insure that the Krewe objectives and guidelines are being followed for the benefit of the entire Krewe.
- B. Krewe Founders shall visit the appointment of Executive Officers each year prior to the August mandatory meeting. There will be no term limit on an appointed Executive Officer and there will be no automatic succession for any Executive Officer. It will be the individual officer’s decision to either step down or remain in their position. Any Executive Officer wishing to resign from their appointed position, whether for medical and/or personal reasons, shall present written resignation to the Krewe Founders at which point the Krewe Founders shall appoint a replacement Executive Officer. Should an Executive Officer not maintain the Krewe objectives and/or not remain true to the guidelines of the Krewe, it will be at the discretion of the Krewe Founders to remove said Executive Officer.

- C. In all Krewe voting procedures, the Krewe Founders shall hold the deciding vote if a majority decision is not reached. If said vote fails to meet objectives of the Krewe or is not in the best interest of the Krewe, as a whole, the Krewe Founders shall reserve the right to veto voting results and hold final decision on all matters.

### EXECUTIVE ASSOCIATE TO THE KREWE FOUNDERS

The Executive Associate shall be appointed by unanimous vote of the Krewe Founders, shall hold no other position or office in the Krewe and shall have no term limit attached. Should the Executive Associate not maintain the Krewe objectives and/or not remain true to the guidelines of the Krewe, it will be at the discretion of the Krewe Founders to remove said Executive Associate.

### Duties of the office of Executive Associate

The Executive Associate shall:

- Work directly under the Krewe Founders;
- Work in conjunction with the Krewe President to effectively mitigate and resolve all matters and/or issues reported;
- Oversee all activities and functions as they pertain to the Krewe;
- Serve as a point of contact for all Krewe Executive Officers
- Perform other such duties as may be assigned to this office;
- Assist Executive Officers as necessary

### EXECUTIVE OFFICERS

The executive officers shall consist of Krewe President, Vice-President, Secretary and Treasurer. Any officer who misses three (3) meetings in succession, without a valid reason, shall be subject to be called before the Krewe Founders and Executive Officers and give cause why he/she should not be removed from their office position.



### Duties of the office of Krewe President

The President shall:

- Preside at all meetings of the Krewe and executive board meetings;
- Work in conjunction with the Executive Associate to effectively mitigate and resolve all matters and/or issues reported
- Represent the Krewe, with a Krewe Founder, at all Inter-Krewe functions. If they are unable to attend, they shall appoint another Executive Officer as the Inter-Krewe representative;
- Work with the Treasurer to submit, for Krewe Founder approval, a proposed budget for the fiscal year which begins November 1<sup>st</sup>;
- Perform other such duties as may be assigned to this office;
- Assist other Executive Officers as necessary.

### Duties of the office of Vice-President

The Vice President shall:

- Preside in the absence of the Krewe President;
- Assume the office of Krewe President in the event of that he/she fails to serve in the Krewe's best interest;
- Direct any and all committees necessary to carry out the activities of the Krewe;
- Perform other such duties as may be assigned to this office;
- Assist other Executive Officers as necessary.

### Duties of the office of the Treasurer

The Treasurer shall:

- Send a dues and/or assessment notice to each Krewe member 60 days and 30 days prior to due date and be responsible for the collection of dues and assessments;
- Send notification to members whose dues and/or assessments are delinquent and report to the Krewe Founders and Executive Officers such members whose dues and/or assessments are delinquent and considered in arrears by the September general meeting;
- Be custodian of all funds and keep an itemized account of all receipts and disbursements;
- Disburse money only at the authorization of the Krewe Founders, President or adoption of amendment to the budget;
- Work with the President to prepare a proposed budget for the fiscal

- year which begins November 1st;
- Be bonded and insured at the expense of the Krewe;
  - Present a financial report to the Krewe at each general Krewe meeting and present a financial report to the Krewe Founders and Executive Board at a monthly Executive Board meeting;
  - File all necessary forms with the Internal Revenue Service;
  - All bank statements shall be reviewed by the Krewe Founders and Executive Officers;
  - Perform other such duties as may be assigned to this office;
  - Assist other Executive Officers as necessary.

### Duties of the office of the Secretary

The Secretary shall:

- Compile, publish and update the Krewe directory;
- Record and maintain the minutes of the proceedings of all meetings of the Krewe;
- Read the minutes of all general meetings to the membership;
- Conduct any correspondence as shall be requested by the Executive Board and/or Krewe Founders;
- Maintain a copy of the Articles of Incorporation, the guidelines and such other papers assigned to this office;
- Maintain the official list of the names and addresses of the members of the Krewe and the official list of Executive Officers and Krewe Founders;
- Perform other such duties as may be assigned to this office;
- Assist other Executive Officers as necessary.

## MEETINGS

### General Meetings

The Krewe shall meet monthly to receive reports of Executive Officers, Committee Chairs and any other necessary business. The time and place of the meeting shall be determined 30 days prior to the meeting and the Secretary shall send out notice to the Krewe membership.

## Special Meetings

A special meeting of the Krewe may be called by the Krewe President or Krewe Founders on written petition from at least five (5) members from Krewe Founders and Executive Officers and twenty-five (25) active Krewe members of the Krewe.

## COMMITTEES

There shall be committees established with positions of Chairperson and Co-Chair. Committees shall be merchandise, costume, float, libations, membership, security, transportation, volunteer, public relations, Spooktacular, pub crawl, holiday party, socials, beach weekend, T&C Veterans Parade, Holiday Parade, Outback Bowl Parade, Children's Parade, Gasparilla Parade, Knight Parade, St. Patrick's Parade, Chasco Parade, Springtime Tallahassee, Bradenton Heritage Parade and such other committees as shall be authorized by the Krewe Founders and Executive Officers. The Krewe President and Vice-President will coordinate with all committee chairpersons.

## APPROVED COSTUMES

Krewe costumes will be in accordance to the approved Krewe Costume Guide. Any deviations require a submission to and approval by the Executive Board and Krewe Founders.

## AMENDMENTS AND ADDENDUMS

These guidelines are set forth in the best interest of the Spirit of Cigar City Krewe and shall take effect August 1<sup>st</sup> 2015. Amendments and addendums to these guidelines will be addressed on a yearly basis at the April Executive Board meeting. No alterations, additions, deletions or retractions shall be made without the unanimous approval of the Krewe Founders and Executive Board.

## ESTABLISHMENT OF REVIEW BOARD

A Review Board will handle matters of complaints or charges made against Krewe members determined by the Krewe Founders and Executive

Board to have merit. Only written complaints and charges that have occurred in the previous 30 days will be considered. The Review Board will follow the Conflict Resolution Procedure. A Disciplinary Board will be formed only when necessary and will consist of three active “Krewe Members”. The Chairperson will be a Krewe Founder and two active “Krewe Members” selected at random from the remaining Krewe members. Based on the evidence presented, either written statements signed or testimony given at the hearing, a written vote of finding and punishment, if any, by the three members would take place. The two votes by the members at random would be revealed and, in case of a split vote, the Chairperson’s would be revealed. No details of the aforementioned process will be made public except the final decision.

### CONFLICT RESOLUTION PROCEDURE

The Spirit of Cigar City Krewe is a social organization. All members are on a voluntary basis and should be expected to be treated fairly, kindly and respectfully by any and all members at all times.

Should an issue, conflict or any other problem arise between Krewe members, each member shall have ample opportunity to air their individual positions.

The method of fact finding regarding any dispute shall be done in a respectful, kind, confidential and thorough manner. During the fact finding of any type of conflict, Krewe members shall present their grievances to the Krewe Founders and the Krewe President (now referred to as “the above members”) in writing. All responses will be in writing as well and the determination of a grievance with merit will be made by the above members only.

The following protocol shall be followed:

- If a member feels an issue has risen regarding another member, the grieved member can originate a letter to the above members. This origination letter must contain details of the issue. This origination letter must be received within 30 days of the occurrence of the grievance. Only letters from the offended party, firsthand will be considered.
- A copy of this origination letter shall be kept in a confidential manner by the above members. A copy of the letter will then be

sent to the offending party who will respond in writing back to the above members. The offending party will have an opportunity to express their side of the issue. A copy of this response will then be forwarded to the grieved person by the above members.

- If the parties care to re-respond to the additional letters they will be allowed to do so until all are satisfied their issues have been stated. All responses will require a response by each party within 14 days of the post-date of the day the letter was received.
- During this letter response, a suggestion for resolution will be made by the above members to each member in writing. If this suggestion is unsuccessful only then will the above members decide if the complaint has merit and requires the creation of the disciplinary board for resolution.

Criminal acts as designated by Florida State Statutes, committed against another member will be considered to have immediate merit and will require immediate action only if the grieved party has filed a police report.

All other acts, issues, grievances and other occurrences will be carefully considered, with all sides being expressed before any action shall be taken against any member.

All inquiries will be in writing, kept confidential and all parties will be treated with the utmost respect regardless of their position within the grievance.

### DISSOLUTION OF KREWE

In the case this organization wishes to dissolve and by due process of law shall dissolve, all assets of whatever nature, or their equivalent in value, which remains after the just debts and liabilities of this organization have been satisfied, shall be distributed to the current contributors on a pro-rata basis.

**SPIRIT OF CIGAR CITY KREWE GUIDELINES FOR THE  
2016-2017 PARADE SEASON CONFIRMATION**

**PLEASE FILL OUT AND SIGN THIS ACKNOWLEDGEMENT  
LETTER CONFIRMING YOUR RECEIPT OF THE SPIRIT OF  
CIGAR CITY KREWE GUIDELINES FOR THE 2016-2017  
PARADE SEASON.**

**PLEASE RETURN COMPLETED FORM TO KREWE PRESIDENT.**

**NO RENEWAL FORMS OR FEES WILL BE ACCEPTED  
WITHOUT THIS ACCOMPANYING LETTER.**

KREWE MEMBER NAME

KREWE MEMBER SIGNATURE

KREWE MEMBER EMAIL

DATE