

# le Krewe Mystique de la Capitale

Baton Rouge Mardi Gras Association, LLC

# By Laws

March 2023



## **By-laws of Baton Rouge Mardi Gras Association, L.L.C., D/B/A Krewe Mystique de La Capitale**

Le Krewe Mystique de la Capitale, hereinafter referred to as Krewe Mystique, is an organization formed to organize carnival related events to include the annual tableau and dance and the Mardi Gras parade. Krewe Mystique follows the traditional white for the honor court and a sit down dinner at the annual ball. It also keeps the identity of the Ball Captain private until the day of the ball. All members of Krewe Mystique should hold this tradition sacrosanct.

### **ARTICLE I**

#### **MEMBERSHIP**

##### Section 1. Eligibility

- I. The Board of Management shall have the responsibility of deciding the maximum number of members in Krewe Mystique.
- II. Membership in Krewe is open to persons of either sex. An existing Krewe member must sponsor a new member. All prospective new members must complete a membership application.
- III. Once the membership has been approved by the Board, the new member will be notified to pay the annual dues.

##### Section 2. Use of Krewe Logo

- I. No member, including Board Members, may use Krewe Mystique's logo on any item without the permission of the Board of Management. Failure to adhere may result in expulsion from the Krewe.

##### Section 3. Etiquette During Parade and Ball

- I. Ball:
  - A. Members shall inform their guests of ball etiquette and shall be responsible for their behavior throughout the evening.
  - B. Members and guests should be properly attired for the duration of the Ball.
- II. Parade:
  - A. Members shall be responsible to inform their guest extra riders of safe practices to be observed during the entire parade.
  - B. All members and extra riders will keep their face covered with a mask, sunglasses, or alternative covering for the duration of the parade.

## **ARTICLE II**

### **BOARD OF MANAGEMENT**

#### Section 1. Business and Affairs

- I. All business and administrative affairs of Krewe Mystique, etc., shall be vested in the Board of Management.
- II. Each board member must hold the Krewe traditions sacrosanct.
- III. The Board shall elect lieutenants of Krewe Mystique.
- IV. The Board shall elect its officers. The president and treasurer's signatures should be on file with the bank that has the Krewe checking account.

#### Section 2. Membership on the Board

- I. The Board of Management shall consist of not less than five (5) nor more than fifteen (15) members.
- II. Krewe members are eligible to serve on the Board of Management after they have been in the Krewe for two years. Any exception to this requirement may be made by a two-thirds favorable vote of the board of management.
- III. A nominating committee consisting of three to five Krewe members shall be appointed, after the annual Tableau and Dance, by the President of the Board of Management to recommend 1) reelecting board members whose terms have expired and 2) nominating new board members to fill existing vacancies. The board president may appoint one, if the nominating committee consists of three, or two board members on a nominating committee of five.
- IV. Any Board member whose actions or deeds are considered harmful or detrimental to interests of Krewe Mystique may be removed from the Board of Management by a two-thirds vote of the board members at a regularly called meeting.
- V. Every board member shall make diligent efforts to attend board meetings.
- VI. A board member missing three consecutive unexcused meetings may be removed from the board, by a two-thirds vote of the members present at a regularly called board meeting.

- VII. Vacancies on the board shall be filled at the next general membership meeting. Only members who have paid dues may vote or participate in the membership meeting.
- VIII. Board of Management may appoint members of the Krewe as Honorary Members of the Board to serve as Consultants for a specified time or until the next membership meeting when board members are elected. The Honorary board member will not have the privilege to vote or introduce motions in board meetings.

### Section 3. Terms of Office

- I. At the first annual general membership meeting, held in April 2012, one-third of the Board members will be elected to one year term; one-third of the board will be elected to two year term and one-third to three year term. In this manner one-third of the board members terms will expire each year.
- II. Starting with the annual general membership in 2013 the Nominating Committee shall inform members of board members whose term is expiring and those who may not be able to, or wish to continue to serve on the board. The Nominating Committee's report shall recommend either reelecting board members whose terms have expired, or recommending new board members to take their place. New board members shall be elected to three-year terms, unless they are filling a vacancy created by a board member who had two or three years of service left on board.
- III. Board members whose terms have expired may to reelected, at the membership meeting, to the board at the general membership meeting to three year terms.

## **ARTICLE III.**

### **DUTIES OF OFFICERS**

#### Section 1. President

- I. The president shall preside at all meetings of the Board of Management.
- II. The president will set the policy for the Krewe and coordinate, supervise, assist in all events and activities of the Krewe.
- III. The president will appoint committee chairpersons and act as ex-officio member of each committee.
- IV. The president shall call regular and emergent board meetings.
- V. The president shall prepare a membership and financial report to hand over to his successor. This report should include all other information regarding the Krewe that the next president should be made familiar with.
- VI. The president shall vote when the result is a tie.

#### Section 2. Vice President

- I. The Vice President shall preside at the board meetings in the absence of the President.
- II. Vice President shall carry out all duties of the president in the event of the latter's

absence.

- III. Vice President shall chair any committee/activity assigned to him.

### Section 3. Secretary

- I. The Secretary shall record transactions at all the Board of Management meetings.
- II. The Secretary shall keep a register of the Board of Management members and their terms in office.
- III. The Secretary shall send notices of Board meetings to the board members.

### Section 4. Treasurer

- I. The Treasurer shall maintain a detailed account of all monies received and paid out by the organization.
- II. The Treasurer shall present a budget to the Board of Management at the first board meeting of the new Carnival season. This budget shall be accepted by a majority vote of the board.
- III. The Treasurer shall present a year-to-date financial statement at each Board meeting. He shall present a fiscal year ending financial report to the board at the first meeting held after the annual Mardi Gras parade.
- IV. The Treasurer shall maintain the roster, to include the name, spouse's name, address, phone numbers, email address, and dues status of Krewe Mystique membership.

## **ARTICLE IV**

### **COMMITTEES**

#### Section 1. Appointments

- I. The President of the Board of Management shall appoint board members as committee chairpersons.
- II. The President is an ex-officio member of all committees.
- III. A board member may be chairperson of more than one committee.
- IV. The committee chairpersons shall select Krewe members to help them with their respective committees.

#### Section 2. Committees

The standing committees of Krewe Mystique are as follows:

- I. Spring Event
- II. King Cake
- III. Ball
- IV. Parade

- V. Membership
- VI. Honors
- VII. Lieutenants
- VIII. Contracts
- IX. Auditor
- X. Costumes
- XI. Communication
- XII. Publicity
- XIII. Logo Items
- XIV. Web & Technology

## **ARTICLE V**

### **COMMITTEE RESPONSIBILITIES**

*The responsibilities of each committee is detailed below. The detailed operation of each committee is covered in the Policies and Procedures Manual that should be made available to each committee chairperson and members.*

#### **Section 1: Spring Event**

- I. The Spring Event, normally a crawfish boil, marks the beginning of a new Carnival year for the Krewe.
- II. The chairperson shall recommend a date of this event to the board.
- III. The chairperson shall work with the contract chairperson to secure a suitable contract for the facility.
- IV. The Krewe members should be encouraged to bring prospective new members to this event so they can meet the membership and become familiar with the Krewe. There will be reasonable fee charged for guests – this fee shall be refunded if the prospective member joins the Krewe at the Spring Event.
- V. At this event the members pay yearly dues, pay for extra riders for the parade, get measured for costumes and are informed of the planned activities for the year.
- VI. The annual Membership meeting is held at this event.

#### **Section 2: King Cake Party**

- I. The chairperson shall recommend a date for the King Cake party. The date selected should be as close to Epiphany as prevailing circumstances permit.
- II. The chairperson shall work with the contract chairperson to secure a suitable contract for the facility.
- III. Find a suitable band/deejay for the party to provide entertainment. Shall work with the contract chairperson for a suitable contract.
- IV. Make the agenda for the party.
- V. Pick a committee to assist with decorating tables, 50/50, sending notices and

tickets etc.

### Section 3: Ball

Ball is the Krewe Mystique's premier showcase event of the year. The chairperson should pay due diligence to the planning of the event, picking talented committee members and coordinate with the honor chairperson to ensure that the evening is a memorable one for the honor court, the members and all the guests.

- I. Recommend a date for the Ball in consultation with the Contract chairperson to the Board.
- II. The chairperson shall work with the contract chairperson to secure a suitable contract for the facility.
- III. Find a suitable band for the ball to provide appropriate music. Shall work with the contract chairperson for a suitable contract.
- IV. Select a talented committee to assist in all aspects of planning and execution.
- V. Include parade Grand Marshall and selected media outlets in the list of invitees.
- VI. Should hold a pre-event meeting with the facility to coordinate all aspects concerning the ball. A post-event meeting is most helpful to highlight any specific aspect of the entire event. Coordinate with the president, contract and honor chairpersons to attend these meetings.
- VII. Coordinate with the facility hosting the event to ensure that members and guests enjoy all activities related to the ball.
- VIII. Coordinate with contract chairperson and the facility to ensure adequate security is provided in the ballroom, the honor court changing rooms and during the Tableau and Dance.

### Section 4: Parade

- I. The Krewe parade is held on a Saturday, ten days before Mardi Gras.
- II. The parade chairperson is responsible for all aspects of the parade including obtaining the permit, selecting floats, getting appropriate signs made, finding a staging area, soliciting parade participants and lining them up at the starting point.
- III. Each float shall have a lieutenant in charge to ensure the parade guidelines are followed.
- IV. The float lieutenant shall coordinate all parade related activities of the riders on his/her float.
- V. Parade guidelines should be distributed to members and all riders to ensure a safe parade.
- VI. The importance of early planning and securing permit and parade participants cannot be overemphasized.
- VII. The chairperson should coordinate with contract chairperson to secure a suitable staging area with adequate parking.

- VIII. A person should be hired/selected to clean the staging area after everyone has left.
- IX. The chairperson should select, with Board of Management approval, a prominent member of the community as the parade Grand Marshall.
- X. Krewe provides beads and throws to the Grand Marshall.
- XI. Ensure that convertible cars have been obtained for the Grand Marshall, the returning king and queen.
- XII. Arrange for a driver to pull each float.
- XIII. Notifications about participation in Krewe Mystique's parade should be sent to all previous as well as any potential new participants at least six months prior to parade date. These should include any potential insurance requirements.
- XIV. Ensure that KM floats and/or floats from other Krewes participating in the parade are supplied with Parade Guidelines and have paid any fees due the Krewe before the parade day.

#### Section 5: Membership

- I. Realizing that membership is the life blood of the organization, the chairperson should endeavor to keep the Krewe membership numbers as close to optimal as possible. The Board of Management has, for years, considered 125 members as ideal.
- II. The chairperson should maintain good communication with the membership keeping them apprised of all upcoming events.
- III. Should ensure that new members are welcomed in the Krewe and informed of all Krewe events and traditions.
- IV. The Membership Handbook should be current and given to all new members.

#### Section 6: Honors

- I. The honor chairperson secures an honor court consisting of a king, queen, ball captain, debutantes and pages, for the coming Carnival season.
- II. Should make every effort to include Krewe member's children and grandchildren in the honor court.
- III. Prepare a detailed list of requirements and expectation Krewe has from each honor court member.
- IV. Should bear in mind that the identity of the Ball Captian remains a "mystery" until the ball.
- V. Should work with the ball captain in selecting a theme for the year.
- VI. Choreographs the presentation of the honor court at the Tableau and Dance keeping in mind that appropriate music adds substantially to the evening.
- VII. Write the script for the ball in consultation with the Master of Ceremonies.
- VIII. Coordinates with the contracts, ball and lieutenants chairperson to ensure that the ball goes smoothly and that the honor court, their families and friends and all participants enjoy the ball.
- IX. Coordinates with reigning king and queen about their parties. The queen's party is traditionally in late summer and king's party in fall, preferably October or November.
- X. Coordinates with the AV company and Ball Captian to ensure that music selection process goes smoothly. This process should start 4-6 months prior to Ball.



## Section 7: Lieutenants

- I. The Lieutenant committee chairperson will be responsible for all lieutenant activities in Krewe events throughout the year.
- II. The chairperson should recruit new lieutenants from the Krewe membership to keep an adequate number of male and female lieutenants to meet the needs of the Krewe.
- III. The lieutenants shall be elected by the Board of Management and each will be assigned a color for their costumes at the recommendation of the chairperson.
- IV. Chairperson will assign lieutenants, in costumes, for the entourage, Ball and parade and any other Krewe activity their presence is deemed necessary.
- V. Lieutenants are also needed at the King Cake party. The dress for this is chef's attire.
- VI. The chairperson shall coordinate lieutenant activities for any special request the Krewe receives from social or civic groups for Mardi Gras activities.
- VII. Male lieutenants not in costumes at the ball will wear tails, white shirt, white tie and white vest.

## Section 8: Contracts

- I. The chairperson shall locate appropriate facilities to hold Krewe events to include the annual Tableau and Dance, King Cake party, the spring event and others that may come up.
- II. Ensure that contracts have been signed with the bands/deejays providing entertainment at Krewe events.
- III. Chairperson should arrange pre-event and post-event meetings between the facility and various committee chairpersons.

## Section 9: Auditor

- I. The auditor shall conduct yearly audit of the Krewe books and make a report to the Board of Management. This audit should be completed within sixty days after Ash Wednesday.
- II. The auditor will make recommendations to improve the bookkeeping method in use by the Treasurer.

## Section 10: Costume and Floats

- I. Select a responsible, experienced costumer to make parade costumes for members and guests.

- II. Arrange for members and extra riders to give measurements to the costumer.
- III. Assign floats to the members.
- IV. Coordinate a meeting between Ball Captain and the costumer to decide on themes for each float. Costume design for each float should be approved by Ball Captain and costume chairperson.
- V. Keep a track of paid Krewe members and extra riders on each float.
- VI. Keep the costumer informed of the paid members, extra riders and their floats so costumes are made accordingly.
- VII. Arrange a suitable time and place for members to pick up their costumes

#### Section 11: Communications

- I. The chairperson shall coordinate with the Web & Technology chairperson to see that the information is current.
- II. Diligent efforts should be made to encourage membership to use the web site and Face book.
- III. Krewe newsletters should go out on time. It is recommended that a newsletter be sent every two months.
- IV. Coordinate with the Treasurer to maintain an updated roster of member's contact information.

#### Section 12: Publicity

- I. Maintain a current, detailed contact list of all media persons in Baton Rouge. Update this list periodically.
- II. Ensure that Krewe Mystique's events are published in the local media as often as possible.
- III. Inform the media of the event dates well in advance. Send a reminder two to four weeks in advance of the event.
- IV. Arrange for TV interviews to promote and publicize the parade.
- V. Prepare "Press Releases" for Krewe events.

#### Section 13: Logo Items

- I. The chairperson shall find a company that markets Mardi Gras supplies to meet Krewe needs.
- II. He shall keep an inventory of logo items on hand.
- III. Orders for logo items/specialty throw items shall be placed in consultation with the Board of Management.

- IV. Facilitate a meeting of the ball captain with the supplier to develop artwork with the year's theme.
- V. Prepare a logo item order form each year, distribute it to the membership, fill member's orders and inform them of a place and time for pick up. The evening before the ball at the facility hosting the event has proven to be a convenient time and place for order pick up.
- VI. The Krewe offers logo items and specialty throws only to the membership.

Section 14: Web & Technology

- 1. The chairperson shall oversee the KM web site.
- 2. Keep KM site current on dates, events, etc.
- 3. Maintain and repair the website as necessary to keep it functional.
- 4. Provide reports to other chairpersons as requested.

**ARTICLE VI**

**AMENDMENTS TO BY-LAWS**

These by-laws may be amended by a two-thirds (2/3rd) favorable vote, at a general membership meeting provided thirty days' notice has been given to the membership about the proposed changes.

Signed this 18<sup>th</sup> day of April 2023.

  
PRESIDENT