



**Anna Maria Island Privateers, Inc.**  
**Policy & Procedure Manual – Changes Discussed at 1/17/2025 P&P Meeting**

**1. Organization**

- 1.1. The Anna Maria Island Privateers, Inc. is a 501(c)(3) not for profit Florida corporation that is required to abide by local, state, and federal government regulations, laws, and ordinances. All members must conduct themselves in accordance with all government regulations, laws, and ordinances. Individual members will not represent the Anna Maria Island Privateers, Inc. without the approval of the Board of Directors and/or the general membership.

**2. Purpose**

- 2.1. The Anna Maria Island Privateers, Inc. is a group of like-minded individuals coming together to promote activities and provide support for the betterment of kids and community through service and dedication. This is done in a pirate kind of way.

**3. Membership**

- 3.1. Membership shall be open to all US citizens who are at least 21 years of age and are dedicated to the mission and purpose of the Anna Maria Island Privateers. All members, potential and current, must adhere to the Bylaws and these Policies and Procedures.
- 3.1.1. Interested parties shall be willing to
- 3.1.1.1. Volunteer your time to obtain work credits to maintain membership by participating in community events and take an active role in meetings
  - 3.1.1.2. Chair or Co-Chair committees, be a part of the ship's crew and help with the solicitation of sponsorships & donations
  - 3.1.1.3. Promote the Privateers in a positive way to the public, friends, and relatives while at events or on social media
  - 3.1.1.4. Help with the recruiting of new members

**3.2. Levels of Membership**

- 3.2.1. Associate – Someone who wants to help support our mission but does not want to currently seek membership
- 3.2.2. Red Shirt – an applicant to be considered for Gray Shirt membership – non-voting
- 3.2.3. Gray Shirt – a probationary member to be considered for Black Shirt in Good Standing membership – non-voting
- 3.2.4. Black Shirt in Good Standing (BSGS) – a full voting member
- 3.2.5. Black Shirt – non-voting member
- 3.2.6. Sustaining – board recommended based on circumstances – non-voting
- 3.2.7. Privileged – based on dedication and service
- 3.2.8. Honorary – temporary non-voting member

**3.3. Interested Parties**

- 3.3.1. The potential member must have attended at least three (3) meetings within a two (2) month period



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3.3.2. The potential member must have submitted an application and paid a \$30 non-refundable application fee to the Board of Directors and pass a background check as prescribed by the Board at their expense.

3.3.3. The potential member must sign a form that they have received copies of the Bylaws and Policies and Procedures

**3.4. Associate**

3.4.1. Shall be required to submit to a background check

3.4.2. Associate Members shall have NO Krewe privileges

**3.5. Gray Shirt**

3.5.1. The Gray Shirt probationary period shall be not less than six (6) months in duration and may be extended or revoked by the sponsor or the Board of Directors at any time during this period. The Gray Shirt must abide by the By-laws and the Policies and Procedures of the Anna Maria Island Privateers, Inc

3.5.2. A Gray Shirt shall not have any authority to cast a vote on any issue brought before the general membership. A Gray Shirt member shall be allowed and encouraged to attend all functions of the Organization providing as much assistance to the Black Shirt members as possible to prove their suitability for favorable election to BSGS full membership status when eligible.

3.5.3. The Gray Shirt members sponsor shall be responsible for presenting the proposed member to the Board of Directors at a regularly scheduled Board Meeting for consideration and recommendation for full membership status. The Board of Directors may request the probationary period be extended or revoked by the sponsor or the Board of Directors at this time. Any member having information concerning the suitability of the proposed member shall be highly encouraged to appear at this meeting.

3.5.4. Upon satisfactory completion of the Gray Shirt probationary period the sponsor shall be responsible to request the Board of Directors that the proposed member's name be placed upon the agenda under membership at the next business meeting for a BSGS membership vote.

3.5.5. The sponsor and proposed Black Shirt member must in attendance at the designated scheduled business meeting that the proposed Black Shirt member is presented to the BSGS in attendance for a vote. A majority vote is required of the members present to award active BSGS membership. The proposed Black Shirt member shall not be present during the discussion and voting. Any member having information concerning the suitability of the proposed member shall be highly encouraged to appear at this meeting.

3.5.6. Before a newly awarded Black Shirt member may participate as a full member, they are required to fulfill any obligation towards dues for the remainder of the fiscal year.



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- 3.5.7. If a Gray Shirt should not be voted in as a BSGS they, along with their BSGS sponsor, must appear at the next Board meeting for Board evaluation to decide any future course of action
- 3.6. Black Shirt in Good Standing (BSGS)**
- 3.6.1. The membership year shall be from June 1st through the following May 31st. This is the time frame within which the requirements need to be met as follows.
- 3.6.2. Annual non-refundable dues must be paid to the Treasurer or a current board member prior to the first (1<sup>st</sup>) day of June each year to remain a member in good standing
- 3.6.2.1. Exceptions to this may be approved by the Board of Directors and presented to the membership for a vote, on a case-by-case basis. The official record of your payment of dues is kept by the Treasurer.
- 3.6.3. Assessments to current non-refundable dues must be paid to the Treasurer or a current board member prior to the first(1<sup>st</sup>) day of June each year
- 3.6.3.1. Exceptions to this may be approved by the Board of Directors and presented to the membership for a vote, on a case-by-case basis. The official record of your payment of assessments is kept by the Treasurer.
- 3.6.4. Attend a minimum of eight (8) meetings per year. Three (3) must be between June 1<sup>st</sup> and December 31<sup>st</sup>. Three (3) must be between January 1<sup>st</sup> and May 31<sup>st</sup>. One (1) must be the scheduled mandatory meeting in May per Article 4 of the by-laws. The eighth (8<sup>th</sup>) may be attended any time during the year.
- 3.6.4.1. It is the member's responsibility to make his or her mark in the logbook at each meeting attended. Exceptions to this may be approved by the Board of Directors and presented to the membership for a vote, on a case-by-case basis. The official record of your participation throughout the year is kept by the Secretary.
- 3.6.5. Must work and/or support no fewer than eight (8) work/credit events as defined in these Policies and Procedures. Four (4) must be between June 1<sup>st</sup> and December 31<sup>st</sup>. Four (4) must be between January 1<sup>st</sup> and May 31<sup>st</sup>.
- 3.6.5.1. It is the member's responsibility to make his or her mark in the logbook at each event/function attended. Exceptions to this may be approved by the Board of Directors and presented to the membership for a vote, on a case-by-case review. The official record of your participation throughout the year is kept by the Secretary.
- 3.6.5.2. Every member must re-submit for a background check every 5 years (60 months). The cost will be absorbed by the member.
- 3.6.5.3. If a member does not have a background check completed, they will be prohibited from participating in any events/parades and will be subject to the abolishment of your membership per Article 3.11 of these Policies and Procedures.



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3.6.6. Every member must sign a photo release, social media policy, and a re-affirmation of their understanding of these Policies and Procedures and the Bylaws of this organization.

**3.7. Black Shirt**

3.7.1. If a member fails to meet all the requirements to be a member in good standing, they are simply a Black Shirt.

3.7.2. This is a non-voting member

3.7.3. A Black Shirt shall pay a higher amount to participate in parades as determined by the Captain.

3.7.4. A Black Shirt, who meets all the requirements to become in good standing, will be eligible to be a Black Shirt in good standing at the next year

**3.8. Sustaining – Board Selected**

3.8.1. It requires a written request by the applicant prior to the last Wednesday of the month Board Meeting.

3.8.2. Upon review by the Board, a closed meeting between the applicant and the Board may be requested.

3.8.3. The request shall be placed on the agenda of the next business meeting for a vote by the Krewe. There shall be No Discussion because of the personal nature, only a Yes or No vote...

3.8.4. This status shall be a suspended non-voting Status, dues and work credits will be Suspended. But the member is still encouraged to participate in fundraising Events and may participate in parades with advance permission of the Captain.

3.8.5. This Status will be Valid for 24 months from the date of membership approval

3.8.6. This Status may be extended for an Additional twelve (12) months by repeating 3.8.1, 3.8.2 and 3.8.3

3.8.7. At any time, a Sustaining member may request Reinstatement per 3.14

3.8.8. At the end of the extension period if no action has been taken then the member must either apply for 3.14 for Reinstatement or fall under 3.12 Abolishment of Membership...

3.8.9. All members that are of Sustaining status, as of Dec 31<sup>st</sup>, 2020, are still eligible for Privileged status. A \$150 renewal charge will be required as well as meeting the requirements of Privileged membership.

**3.9. Privileged Membership – Gold Shirts**

3.9.1. A Privileged Membership shall be a golden membership granted by virtue of service and approved by the Board of Directors

3.9.2. The following requirements can be used in any combination

3.9.2.1. 10 years in Good Standing, as verified by the Secretary. Years in Good Standing do not need to be consecutive.



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- 3.9.2.2. 5 years on the Board, in an elected position
- 3.9.2.3. Chair multiple events, multiple years, as determined by the Board
- 3.9.2.4. Attendance at a significant number of events, both credit and non-credit, as determined by the Board
- 3.9.2.5. Any duties above and beyond the normal requirements of a BSGS, as determined by the Board
- 3.9.3. A prospective Privileged Member must submit a written request to the Board prior to the Board meeting, which is the last Wednesday of the month. The Secretary will verify the prospective Privileged Members' years of service.
  - 3.9.3.1. Sustaining members that fall under section 3.8.9 **MUST** make themselves known to the members by attending 2 meetings, or 1 meeting and 1 event.
- 3.9.4. After meeting the requirements of sections 3.9.2 the Privileged Member is entitled to the following benefits
  - 3.9.4.1. Shall be given a gold shirt with a full color logo
  - 3.9.4.2. Shall pay half dues
  - 3.9.4.3. Shall have all the same privileges as a BSGS
  - 3.9.4.4. Shall only be required to complete half current BSGS requirements
    - 1. If requirements are not met membership level shall revert to Black Shirt not in Good Standing
  - 3.9.4.5. Must submit to a background check every 5 years (60 months)
- 3.9.5. A Legacy Privileged Member shall continue to have the legacy benefits and limitation
  - 3.9.5.1. Shall not be required to pay dues
  - 3.9.5.2. May be appointed to an advisory position
  - 3.9.5.3. May volunteer to chair/co-chair a credited and/or non-credited event
  - 3.9.5.4. May participate in parades
  - 3.9.5.5. Cannot vote
  - 3.9.5.6. Cannot hold an elected office
  - 3.9.5.7. Can be a Black Shirt sponsor, with approval of the Board of Directors
  - 3.9.5.8. If choosing to remain active with the Krewe, they must submit to a background check every 5 years (60 months)
- 3.9.6. Legacy Privileged members may write the Board to request new Privileged status
- 3.10. **Honorary Member**
  - 3.10.1. This status can be conferred upon anyone who is not a member of the Anna Maria Island Privateers, past or present, whom the membership feels deserves this recognition
  - 3.10.2. A written request must be submitted to the Board of Directors. A positive recommendation from the Board should then be presented to the general membership for a



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majority vote of Black Shirts in Good Standing and will be effective as of the date documented in the minutes of said meeting

- 3.10.3. The Honorary Member status shall be a specific amount of time, not less than one (1) day nor exceeding three hundred and sixty-five (365) days, and in no case shall continue beyond August 1st of the current organizational year
- 3.10.4. The Honorary Member shall be given a white shirt with black logo and a plaque
- 3.10.5. The Honorary Member will have no right to vote on any matter or election
- 3.10.6. The Honorary Member may not hold any elected office
- 3.10.7. Annual dues are not collected and there are **NO** meeting or event requirements to hold this status
- 3.10.8. The status of Honorary Member may be bestowed upon the same individual more than once
- 3.10.9. The status of Honorary Member may be revoked at any time

**3.11. Dismissal**

- 3.11.1. Any Black Shirt or BSGS, who fails to pay dues by the due date prescribed in Section 3.6.2 of these Policies and Procedures for two (2) consecutive years, will be removed from the membership rolls
- 3.11.2. Dismissed members cannot represent themselves as Privateers i.e., wearing official Krewe shirts, badges, etc.
- 3.11.3. Dismissed members cannot represent themselves as Privateers on social media or in media interviews
- 3.11.4. Dismissed members may apply for reinstatement by following reinstatement guidelines

**3.12. Termination of Membership**

**3.12.1. Voluntary termination of membership(quit)**

- 3.12.1.1. Requires confirmation of termination, in writing preferred
- 3.12.1.2. Disciplinary record will be taken into consideration when applying for reinstatement
- 3.12.1.3. Voluntary terminated members are only eligible for Gray Shirt reinstatement
- 3.12.1.4. More than 1 voluntary termination will make the member ineligible for reinstatement

**3.12.2. Voted Out by the Membership for cause**

- 3.12.2.1. Ineligible for reinstatement of any type

**3.13. Reinstatement – By Status**

- 3.13.1. Only previous Black Shirts may apply for reinstatement. All others must begin again as a Red Shirt.
- 3.13.2. **Dismissed Members**





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- 3.13.2.1. A Dismissed member must submit a written reinstatement request to the Board prior to the Board meeting, which is the last Wednesday of the month.
- 3.13.2.2. A Dismissed member applying for reinstatement must pass a current background check
- 3.13.2.3. Payment of current year's dues, plus the previous year's dues to the Treasurer is required
- 3.13.2.4. Dismissed members that complete 3.13.2.1, 3.13.2.2, and 3.13.2.3 will be considered a Black Shirt.
- 3.13.2.5. Meeting all other requirements to become a Black Shirt in Good Standing must be completed by the beginning of the next Krewe year.

#### **3.13.3. Sustaining Members**

- 3.13.3.1. A Sustaining member must submit a written reinstatement request to the Board prior to the Board meeting, which is the last Wednesday of the month.
- 3.13.3.2. Sustaining members applying for reinstatement must pass a current background check
- 3.13.3.3. Payment of current years dues to the Treasurer is required
- 3.13.3.4. Sustaining members that complete 3.13.3.1, 3.13.3.2, and 3.13.3.3 will be considered a Black Shirt.
- 3.13.3.5. Meeting all other requirements to become a Black Shirt in Good Standing must be completed by the beginning of the next Krewe year.

#### **3.14. New Member Sponsorship**

- 3.14.1. A Black Shirt Sponsor (Sponsor) is a position of honor and pride within the Anna Maria Island Privateers. The Sponsor will always be a mentor to their Gray Shirt for guidance, questions, and advice for as long as the Gray Shirt is a member of the Privateers.
- 3.14.2. The Sponsor shall have no less than twelve (12) months membership as a BSGS and a previous sponsor or be Privileged.
  - 3.14.2.1. First time sponsors shall be approved by the Board of Directors
  - 3.14.2.2. BSGS with less than twelve (12) months membership may sponsor with Board approval
- 3.14.3. The Sponsor shall ensure that their Gray Shirt member fully understands the Bylaws and Policies & Procedures of the Anna Maria Island Privateers
- 3.14.4. The Sponsor shall ensure that their Gray Shirt member understands, abides by, and knows the consequences of Section 4 of these Policies and Procedures, The Privateers Code of Conduct
- 3.14.5. The Sponsor shall ensure that their Gray Shirt member is aware of all communications and will keep them informed of all pertinent Krewe information



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- 3.14.6. The Sponsor shall instruct their Gray Shirt member on the proper chain of command of the Anna Maria Island Privateers
  - 3.14.6.1. Contact Sponsor
  - 3.14.6.2. Contact the Event Chair
  - 3.14.6.3. Contact the Captain (if a ship event, i.e., parade or pub crawl)
  - 3.14.6.4. Contact the Vice President
- 3.14.7. The Sponsor shall ensure that their Gray Shirt member knows how to dress/undress the Skullywag and instruct them on proper parade behavior and protocol
- 3.14.8. The Sponsor shall guide their Gray Shirt member on how to prepare for and participate in all meetings and explain the voting process
- 3.14.9. The Sponsor shall attend events that their Gray Shirt member will be attending.
- 3.14.10. If the sponsor is unable to attend, they shall find another Black Shirt or Privileged member to oversee the Gray Shirt and report to the Sponsor if there are any problems
- 3.14.11. Should a Sponsor be unable to fulfill their duties as outlined above or found to be inadequate as a Sponsor by the Board of Directors, their sponsorship privileges shall be revoked. Upon revocation of sponsorship privileges the Gray Shirt member will fall under the auspices of the Board of Directors until another Sponsor steps forward
  - 3.14.11.1. A Sponsor may be found inadequate for the following, but limited to
    - 1. Failure to abide by the Bylaws and Policies & Procedures
    - 2. Being disciplined for breaking the Code of Conduct
    - 3. Willfully Neglecting their Gray Shirt member
  - 3.14.11.2. Willfully teaching their Gray Shirt member incorrect procedures and/or protocols
- 3.14.12. Revocation of sponsorship privileges shall be for a period of not less than 12 months, at which time the member may petition the Board of Directors to have their sponsorship rights reinstated
- 3.14.13. If the member is denied reinstatement the member must wait no less than 12 months to repetition the Board of Directors

**4. The Privateers Code of Conduct**

- 4.1. **It is a privilege to be a member of the Anna Maria Island Privateers and members must always conduct themselves appropriately.**
  - 4.1.1. As a member you are responsible for your conduct while wearing identifying attire (Black Shirt, Gray Shirt, Name Tag), participating in an Anna Maria Island Privateers organized event, gathering, meeting, and while in public and/or attending an unsanctioned event being known as a member.





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- 4.2. **All Anna Maria Island Privateer members are prohibited from drinking alcoholic beverages during events that are designated as kid friendly.**
  - 4.2.1. All members must abide and conduct themselves by all rules and regulations that are agreed upon by the membership for participation in non-Privateer organized events.
  - 4.2.2. Events that are currently designated as kid friendly, and the rules for these events, will be posted on the web site for the membership.
- 4.3. **Your membership in the Anna Maria Island Privateers is a position of honor and detrimental personal conduct will not be accepted.**
  - 4.3.1. As a member you will not use the AMI Privateers for personal agendas, political activities, commit or advocate illegal violence against or harassment of groups or individuals. Do not solicit or promote the use of an illegal substance, promote illegal activity, or discuss illegal activities with the intent to commit them.
- 4.4. **Be respectful of others, especially when disagreeing with them. Do not use obscene, vulgar, or otherwise offensive content.**
  - 4.4.1. Be courteous, even with those whose beliefs you think are false. Debates are great, but express your opinion about a person's ideas, not about them personally. Personal remarks about anyone or other members, including negative remarks about their age, disability, gender, ethnicity, race, nationality, religion, sexual orientation, intelligence, character, appearance, health, mental health, education, or any other personal characteristic are not appropriate. Public posts and discussions intended to criticize or ridicule anyone or other members personally or the AMI Privateers are not allowed.
- 4.5. **The property of the Anna Maria Island Privateers, Inc. requires authorization before being used.**
  - 4.5.1. All items purchased, copyrighted, trademarked, received as donation, and/or have been accumulated by integration are the property of the Anna Maria Island Privateers, or the Anna Maria Island Privateers Foundation, Inc.
  - 4.5.2. If the use of a member's property is required, the membership is responsible for the care, proper operation, and storage of the property until it is returned to the owner.
- 4.6. **Please report any problems or violations that you encounter to the Board of Directors, Captain and/or Committee Chairperson.**
  - 4.6.1. Take the time to write down specific information concerning any problem or violation that you are aware of. If you are a secondary party to the problem or violation keep your involvement to a minimum. You can inform the member or the member's sponsor of the situation, but please do not pass judgment or further instigate the situation.



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**4.7. Violations of the code of conduct shall be administered by the Board of Directors per Article 7 of the Bylaws.**

- 4.7.1. The board of Directors shall hold the right to evaluate all members for inadequate or unacceptable adherence to all rules and regulations. Any member found to be in the inadequate or unacceptable categories by the Board of Directors may be presented to the general membership for counseling, write up, suspension, or expulsion from the Krewe.

**\*\*\*\* Note – The Anna Maria Island Privateers, Inc. does not provide insurance coverage for the membership. It is the member's responsibility to cover all claims of personal bodily injury or liability that arise while participating in the organization's events and functions. \*\*\*\***

**5. Board of Directors**

- 5.1. The Board of Directors reserve the right to make decisions, for the good of the Krewe, on all points not specifically covered in the Bylaws and/or these Policies & Procedures**

- 5.2. The Board of Directors shall serve the organization in the roll of director & representative and shall at times comply with the lawful & reasonable directions of the organization**

- 5.2.1. The Board of Directors shall responsibly carry out their assigned duties in accordance with governmental laws and regulations and to continually review the organization's goals of complying with the mission statement.

- 5.2.2. The Board of Directors must communicate, trust, and interact in a timely manner as a unit of authority to promote the goals as set by the mission statement of the organization.

- 5.3. The Board of Directors shall hold the right to evaluate all members for inadequate or unacceptable adherence to all rules and regulations per Article 7 of the by-laws.**

- 5.3.1. A Board member shall be disqualified from participating in the evaluation if he or she is personally involved in the matter or is the member being evaluated.

- 5.3.2. The Board of Directors is required to personally notify any member that is being evaluated. The member being evaluated, and all parties involved, must be notified of the time and place of the board meeting concerning this matter.

- 5.3.3. The Board of Directors will consider the facts pertaining to the member's inadequate or unacceptable adherence to the rules and/or regulations brought before them. A member's previous record of evaluation will be taken into consideration if necessary. All facts will be kept private confidential until a determination, if any, is made.

- 5.3.4. A quorum of the Board of Directors is required to vote on the determination of a member's status of good standing. If the Board of Directors determines by a majority vote that a



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member is found to be in the inadequate or unacceptable category, a recommendation for counseling, write up, suspension, or expulsion from the Krewe will be brought to the general membership for a vote at the next regularly scheduled meeting of the membership.

5.3.5. The Board of Directors will present the facts and their recommendation of counseling, write up, suspension, or expulsion from the Krewe to the general membership for any member who's been found to be in the inadequate or unacceptable category. The general membership can amend and/or dissolve the recommendation made by the Board of Directors. A majority vote of a quorum of the general membership is required to vote on the determination of member's status.

**5.4. The Board of Directors may retain the right to make assessments to current dues by vote of the Board of Directors and be presented to the general membership for a vote of approval, such assessments shall be deemed for the betterment of the organization and payment of the assessment shall also be a requirement to maintain membership in Good Standing.**

5.4.1. The Gray Shirt fee shall be 50% of the current annual dues with the balance due upon awarding of Black Shirt status. All dues and fees shall be pro-rated to meet the annual dues.

**5.5. President - The President shall have the powers as belonging to the chief executive.**

5.5.1. Presidential appointments are made to the Board of Directors for the Liaison Officer and Past President.

5.5.1.1. The appointments must be submitted to the General Membership before June 30 of the election year during a regular meeting of the membership or by posting the officer's names on the web site.

5.5.2. The President shall appoint the Representative to the InterKrewe Council (IKC)

5.5.3. President shall chair the Board of Directors and all general membership meetings.

5.5.3.1. The President shall post all meeting agendas 24 hours prior to the scheduled meeting on the web site and or have enough copies available for the membership at the meeting.

5.5.3.2. Meeting agenda order of business as per these Policies and Procedure

1. Call to order – Welcome members and guest(s)
2. Reading of the previous meeting's minutes
3. Officers Reports
4. Committee Reports
5. Old business
6. New business
7. Good & Welfare



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8. Adjournment
- 5.5.4. The President shall appoint all committees.
- 5.5.5. The President shall see all books, reports and certificates as required by law.
- 5.5.6. The President may sign checks or drafts.
- 5.5.7. The succession of the office of President to complete a term in office is; the Vice President shall succeed to the office of President; the Past President shall succeed to the office of Vice President and the new President shall appoint a Past President for the remainder of the term of office.
- 5.6. **Vice President - The Vice President shall in event of the absence of the President exercise his/her office and duties.**
  - 5.6.1. The Vice President shall co-sign checks if necessary.
  - 5.6.2. The Vice President shall chair the Web Site Committee.
  - 5.6.3. The Vice President shall background check invites are sent to prospective members
    - 5.6.3.1. The Vice President shall ensure background checks for current members are up to date as prescribed in Sections 3.6.5.2 and 3.9.4.4 of these Policies & Procedures
  - 5.6.4. The Vice President shall be the point of contact, in regard to Chain of Command, for any member who has lost their Black Shirt Sponsor due to them no longer being part of the Krewe
  - 5.6.5. The succession of the office of Vice President to complete a term in office is; the Past President shall succeed to the office of Vice President; President shall appoint a Past President for the remainder of the term of office.
- 5.7. **Secretary - The Secretary shall keep all minutes and records of the organization's business.**
  - 5.7.1. The Secretary shall record and keep all minutes of the organizations business, general membership, and Board of Directors meetings.
  - 5.7.2. The Secretary shall post both monthly meeting minutes on the web site or send them via email, 72 hours after the applicable meeting.
  - 5.7.3. The Secretary must file any certificates required by statute.
  - 5.7.4. The Secretary must maintain and file the annual corporate documents with the State of Florida's department of Business Regulations.
  - 5.7.5. The Secretary shall be responsible for pulling the required local governmental permits needed by the organization to stage and or hold a sponsored event.
  - 5.7.6. The Secretary maintains the organization's membership roster.
    - 5.7.6.1. It is each member's responsibility to notify the Secretary of any changes and updates that are needed to keep the membership roster up to date.



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- 5.7.6.2. A current up to date membership roster must be available at all Business, General Membership and Board of Directors meetings of the organization.
- 5.7.7. The Secretary sends notices to members, as necessary.
- 5.7.8. The Secretary shall present a Notice of Past Dues to any member that has been designated by the Board of Directors as being in arrears. The Board of Directors may request second notice be sent if the dues continue to be in arrears.
- 5.7.9. The Secretary shall present a Notice of Membership Standings to any member that has been designated by the Board of Directors as a member found not in good standings.
- 5.8. **Treasurer - The Treasurer shall have the care and custody of all monies belonging to the organization which shall be entered in the appropriate business accounts as directed by the Board of Directors.**
  - 5.8.1. Bank Accounts – The Treasurer and designated members of the board of Directors shall be authorized to conduct the business of the organization in only the banking accounts approved by the general membership of the organization.
  - 5.8.2. The organization's signature card(s) for all banking accounts must be completed during the last ten (10) days in the month of July prior to the term year.
  - 5.8.3. The Treasurer or designated member of the Board of Directors must deposit the organization's funds in the appropriate banking account within three business days of receipt.
  - 5.8.4. The Treasurer is responsible for reviewing and reconciling the organization's account(s) monthly to assure the accuracy of balances.
  - 5.8.5. The Treasurer is responsible for maintaining adequate records to assure that all receipts and expenditures are properly documented.
  - 5.8.6. The Treasurer is responsible for all expenditures from the organization's accounts and to ensure that the required printed receipts or verifiable documentation is processed prior to the dispensing of funds.
  - 5.8.7. The Treasurer and or the designated member(s) of the Board of Directors may not commingle private monies with the organization's funds in any of the organization's accounts.
  - 5.8.8. Treasurers Report – The report shall include a record of the checking account debits, credits and balances as well as the breakdown of the associated earmarked funds that are kept in the checking account.
  - 5.8.9. The Treasurer shall post the monthly treasurer's report on the web site 24 hours prior to the monthly business meeting or have enough copies available for the membership at the meeting.



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5.8.10. The Treasurer shall post the monthly interim treasurer's report on the web site 24 hours prior to the monthly general membership meeting or have enough copies available for the membership at the meeting. The interim report shall include account balances showing total assets and liabilities for all accounts

5.8.11. Past Dues – The treasurer is to notify the Board of Directors of any member(s) that are not in good standing for nonpayment of dues during the monthly meeting of the Board of Directors.

#### **5.9. Captain - The Captain shall be the leader of all activities in which the Ship/Float is involved.**

5.9.1. The Captain's primary responsibility for the Ship/Float is the overall maintenance, upkeep, & safe operation to include maintaining a monthly safety log & maintenance check list. Including monthly check of first aid kit, fire extinguisher & incident report file as well as ensuring insurance information, medical information, & waivers of liabilities.

5.9.2. The Captain shall appoint all the Ship's/Float's officers and assistants such as First Mate, Second Mate, Navigator, Helmsman and Grog Master/Mistress. The list of the designated members by rank shall be submitted to the incoming Board of Directors before June 30<sup>th</sup> of the election year for posting to the web site.

5.9.3. The Captain has the sole discretion to determine the use of the Ship/Float for concerns of safety, staffing and operational worthiness. The Captain is responsible for or appointing a Ship's Officer to safely direct the Ship/Float and the membership while the Ship/Float is in use by the organization and the Captain is not present.

5.9.4. The Captain must post on the organization's web site all information pertaining to the operation of the Ship/Float and the membership. The posting must include all schedules, maps, and rules of the event and or function.

5.9.5. The Captain must maintain a Log containing the event name, date and time, provisions, as well as the members and guests that are the Ship/Floats krewe at the event.

#### **5.10. Liaison – The Liaison is appointed by the President to be the contact and intermediary between all crews and organizations.**

5.10.1. The Liaison is responsible for maintaining contact with the media and the distribution of the organization's communications.

5.10.2. The Liaison is primarily responsible for the operation of the Krewe's public Social Media presence.

#### **5.11. Past President - The Past President is appointed by the President to serve as advisor and perform other duties deemed necessary to promote the goals of the organization.**

#### **6. Ship's Officers – May be designated by the Captain, but are not required**





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- 6.1. **First Mate** – The First Mate is the second-in-command of the crew during operation of all activities in which the Ship/Float is involved. He or she usually oversees the work of the other crew members, and answers only to the Captain.
- 6.2. **Second Mate** – The Second Mate is the third-in-command of the crew during operation of all activities in which the Ship/Float is involved. He or she usually oversees the work of the other crew members, answering only to the Captain and the First Mate.
- 6.3. **Navigator** – The Navigator charts the ships' path, keeps it on course. The Navigator assists and guides the Helmsman during the operation of the Ship/Float at all activities in which it is involved.
- 6.4. **Helmsman** – The Helmsman drives and steers the Ship/Float and keeps to the course as directed by the Captain and/or by the Navigator at all activities in which it is involved.
- 6.5. **Gunner** – The Gunner mans and maintains the cannons during operation of all activities in which the Ship/Float is involved. He or she must ensure the proper use of all projectile weapons used aboard the Ship/Float. Any member requesting to fire a weapon must first meet the requirements as set by the Gunners and Captain.
- 6.6. **Doctor/Surgeon** – The Doctor/Surgeon assumes command of the Krewe during medical emergencies and implements procedures in accordance guidelines established by the First Responders committee. The Chairperson of First Responders committee is responsible for having a designated Doctor/Surgeon on board during the operation of all activities in which the Ship/Float is involved.
- 6.7. **Chronicler** – The Chronicler records the crew's adventures in their logbook. They normally do not take part in the major activities and goings-on to properly chronicle the events. Chroniclers are usually historians who have noticed the various changes and epic events that tend to happen when the pirate crew gets involved, and thus have joined up with them to "experience history as it is being made" and record it accurately.
- 6.8. **Quartermaster** – The Quartermaster oversees overseeing ship preparations and announcing when the ship is ready to set sail. Oversees that all provisions and materials required are on board during operation of all activities in which the Ship/Float is involved.
- 6.9. **Grog Master/Mistress** – The Grog Master/Mistress oversees overseeing the collection of, reporting on, and maintaining the membership's fund as designated for use by the membership for the provision of food and drink.

## **7. Meetings**

### **7.1. Meeting Agenda**



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- 7.1.1. All meeting agendas must be posted on the AMI Privateers.org web site and/or a mass email sent to all members at least 48 hours prior to each meeting.
- 7.2. **Conducting Meetings—The Rule that governs all meetings of the organization are per Article Four (4) of the Bylaws and by this document known as the Policy & Procedures Manual.**
  - 7.2.1. The rules contained in the current edition of *Robert's Rules of Order Newley Revised* shall govern all meetings in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the organization and these standing rules.
  - 7.2.2. The presence of not less than six (6) members shall be necessary to constitute a quorum necessary to conduct the business of the organization per Article Four (4) of the Bylaws. If a quorum is not present at a regular meeting, the President may call an emergency session of the Board of Directors to deal with any immediate need.
  - 7.2.3. The President shall appoint a Sergeant-at-Arms for his/her term in office to enforce the policies and rules of each meeting. If the Sergeant-of-Arms is absent from a meeting the President shall appoint a replacement for that meeting. At the direction of the President, the Sergeant-of-Arms shall remove any member(s) for cause, or who disrupt the meeting.
- 7.3. **Business**
  - 7.3.1. The business meeting of the organization is scheduled to commence at 7:00pm on the first (1<sup>st</sup>) Wednesday of each month at the location designated and agreed upon by the general membership.
  - 7.3.2. The business membership meeting is open to all members and guest(s). However, it is encouraged that guests attend the general membership meeting.
  - 7.3.3. The business membership meeting shall follow the established agenda as set per the President of the Krewe.
- 7.4. **General Membership**
  - 7.4.1. The general membership meeting is scheduled to commence at 7:00pm on the third (3<sup>rd</sup>) Wednesday of each month at the location designated and agreed upon by the general membership.
  - 7.4.2. The general membership meeting is open to all members and Guest(s).
  - 7.4.3. The general membership meeting shall follow the established agenda as set per the President of the Krewe.
- 7.5. **Board of Directors**
  - 7.5.1. The Board of Directors meeting of the organization is scheduled to be held on the last Wednesday of each month. The scheduled time and location must be announced to the general



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membership by the end of the general membership meeting for that month and must be posted on the Krewe's web site.

7.5.2. The Board of Directors meeting is open to the general membership and scheduled guest(s) that are on the agenda.

7.5.3. The Board of Directors meeting shall follow the established agenda as set per the President of the organization.

**7.6. Pre-Election**

7.6.1. The President of the Krewe shall appoint an Election Committee Chairperson. This member must be a Gray Shirt, BSGS, or Privileged member.

7.6.2. The Election Chairperson shall appoint a Sergeant-at-Arms for all election meetings.

7.6.3. The Election Chairperson shall appoint two (2) members to count and verify votes at the end of all elections. These members must be a Gray Shirt, BSGS, or a Privileged member.

7.6.4. The pre-election mandatory meeting of the organization is scheduled to commence at the completion of the business meeting on the first (1<sup>st</sup>) Wednesday of May at the location designated and agreed upon by the general membership.

7.6.5. The pre-election meeting is **not** open to guests and non-members.

7.6.6. The pre-election meeting shall follow the established agenda as set per the Election Committee Chairperson.

7.6.7. All members found not to be in good standing are able to attend the pre-elections meeting, but they are prohibited from taking part in any form of the proceedings.

7.6.8. At the direction of the Election Chairperson the Sergeant-at-Arms shall remove any member(s) for any cause or who disrupt the meeting.

**7.7. Elections**

7.7.1. The elections meeting of the organization is scheduled to commence at the completion of the business meeting on the first (1<sup>st</sup>) Wednesday of June at the location designated and agreed upon by the general membership.

7.7.2. The election meeting is not open to guests and non-members.

7.7.3. The election meeting shall follow the established agenda as set per the Election Committee Chairperson. However, the Election Chairperson must give the membership two (2) weeks notice of the cutoff date and time for nominations.

7.7.4. All members who are not black shirts in good standing are able to attend the election meeting, but they must move to the back of the room and are prohibited from taking part in the proceedings in any form.



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7.7.5. At the direction of the Election Chairperson the Sargent-at-Arms shall remove any member(s) for cause or who disrupt the election.

**7.8. Special Exceptions**

7.8.1. Black shirt members in good standing who are not able to attend the mandatory meeting are required to notify the Board of Directors in writing by the April board meeting.

7.8.2. Black shirt members in good standing that will not be able to attend the election meeting are required to notify the Board of Directors in writing by the May board meeting. Upon approval by the Board of Directors BSGS can cast their vote by phone on the night of election.

7.8.2.1. Two (2) committee members must make this phone call to ascertain the correct and accurate vote.

**7.9. Special Meetings**

7.9.1. The President may call a special meeting when deemed necessary. All active members shall be notified within forty-eight (48) hours of the meeting time, place, and the reason for the meeting per Article Four (4) of the Bylaws.

7.9.2. The subject or topic must require a decision to be made by the BSGS prior to the next scheduled meeting of the general membership.

7.9.3. The membership may be notified in person, by phone or email, of the special meeting. The date, time and location of the special meeting shall also be posted on the organization's web site, AMIPrivateers.org, and posted in the current Facebook Announcement forum.

7.9.4. The special meeting shall follow all procedures as set per the Krewe's Bylaws and these Policies and Procedures. The organization's reports are not required to be on the agenda of special meeting(s) so that the general membership can focus on the subject or topic of importance.

**7.10. Electronic Voting**

7.10.1. The President may call for an electronic vote on the organization's business.

7.10.2. A majority vote of the Krewe's black shirt members in good standing is required for any subject or topic to pass an electronic vote. All BSGS not submitting votes shall be recorded as abstain votes in the ledger.

**8. Events, Functions, Work Credits, Work Parties**

**8.1. Designation of an event, function, meeting and/or work party to meet the requirements of a working event.**

8.1.1. The Board and/or membership shall approve which events, functions, meetings and/or work parties are designated working events



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- 8.1.2. All events, functions, meetings and/or work parties require the approval by a majority vote of Black Shirts in Good Standing during a regular meeting to be placed on the Krewe calendar.
- 8.1.3. All events, functions, meetings and/or work parties placed on the Krewe calendar must be announced to the membership in person, by e-mail, by phone, posted on the Krewe's web site, and posted in the current Facebook Announcement Forum
- 8.2. **The following will receive one work credit for each event worked – Moved from 8.1.8 thru 8.1.11. Will become 8.2 once changes are approved**
  - 8.2.1. Driver of the ship to and/or from any event
  - 8.2.2. Parade safeties, walking and deck
  - 8.2.3. Pub crawl deck safeties
  - 8.2.4. Skullywag chase car driver
- 8.3. **The Chairperson of the following events shall earn 2 work credits, if there is a co-chair each will receive one credit**
  - 8.3.1. "Snooks" Adams Kids Day
  - 8.3.2. "Shiprek" Poker Run
  - 8.3.3. "Whitey" Horton Putt Putt Pub Crawl
  - 8.3.4. "Big John" Mardi Gras
  - 8.3.5. Christmas Families
  - 8.3.6. 4<sup>th</sup> of July Parade
  - 8.3.7. Christmas Parade and Gifts with Santa
  - 8.3.8. Christmas in July
  - 8.3.9. Drift Christmas
  - 8.3.10. Black Tie Gala
- 8.4. **Requirements of participation in designated events and functions needed to maintain membership in Good Standing.**
  - 8.4.1. Your direct participation and involvement in the activities of the designated event, function, meeting and/or work party is required to meet the requirements of Article 3 of the by-laws.
  - 8.4.2. Playing putt putt in the tournament, riding the ship in the Christmas parade, or just showing up at a designated event, function, meeting and/or work party does not meet the requirements to keep your membership in good standings. You must actively work, assist, and/or be involved in the planning and/or staging of the event and/or work the event.
  - 8.4.3. You must have the committee chairperson, ship's officer, and/or board member in charge mark your participation in log of the event that is recorded by the secretary.



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8.4.4. The official record of your participation throughout the year is kept by the Secretary.

**9. Committees**

9.1. All these events sound simple to run; however, the committees put a lot of time and energy into each function. Member participation is an especially important aspect of these events. Not everyone can physically attend every event but working behind the scenes in the planning process is every bit as important. We cannot do it without you!

**9.2. Chairperson**

9.2.1. The chairperson of each committee is appointed by the President per Article 5.5.4 of these Policies & Procedures. All Black Shirt members in good standing are eligible to serve as a committee chairperson. The President may select a non-Black Shirt member as necessary if required to fill the position.

**9.3. Members**

9.3.1. All Black Shirts in Good Standing, Gray Shirt, Sustaining, and Privileged members are eligible to serve on committees.

**9.4. Meetings**

9.4.1. The location, date and times of the committee meetings is at the discretion of the committee chairperson and the committee members. Established locations, dates and times of meeting must be communicated to the Krewe not less than 48 hours prior to the meeting.

**9.5. Annual Committees**

**9.5.1. Finance**

9.5.1.1. A (3) three-member committee with bookkeeping and or accounting experience and or being a previous Treasurer of the organization designated to assist the Treasurer and to oversee the accounting practices and financial continuity of the organization's funds.

9.5.1.2. The committee is an advisory committee to assist the organization as required throughout the fiscal year.

9.5.1.3. The committee reviews scheduled annual payments, forms and taxes that are to be paid during the fiscal year.

9.5.1.4. The committee helps maintain accepted accounting policy and procedures throughout the fiscal year.

**9.5.2. Elections**

9.5.2.1. Prior to the election of officers, the President shall appoint a committee chairperson to receive recommended prospective candidates for offices and conduct the election per Article 9.5.2 of these Policies and Procedures. It is recommended that the Chairperson be selected at the May business meeting.





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- 9.5.2.2. The committee shall consist of a chairperson and two (2) Black Shirt members in Good Standing, who are not running for any position. The two (2) committee members' duties are to assist the chairperson during the elections and count the votes.
- 9.5.2.3. The committee chairperson, prior to the elections receives the nominations for the offices. If not self-nominated, the chair inquires if the member accepts the nomination. If the nomination is accepted, must verify that the member nominated is in Good Standing before being placed on the ballot. If no Black Shirt in Good Standing is nominated or accepts a nomination, then a Gray Shirt may be nominated for the open position.
- 9.5.2.4. The committee chairperson, no later than 9:00 AM of June 1<sup>st</sup>, must receive from the Secretary or Treasurer a roll of members in good standing for the election.
- 9.5.2.5. The committee chairperson will control all aspects of the elections meeting upon the adjournment of the June business meeting.
- 9.5.2.6. The committee shall distribute ballots with all eligible candidates listed by office to Black Shirt members in good standing eligible to vote.
- 9.5.2.7. The committee then collects and counts the ballots. Once the winners are determined the chairperson announces the results of the elections to the membership. The elections chair must give a report of the elections result at the next membership meeting to be officially listed in the minutes.
- 9.5.2.8. **Determining a winner if an equal number of votes are cast for an officer's position on the Board of Directors**
1. The elections chair shall call for a revote in the case of a tie for the greatest number of votes for any one position. If the election involves more than two (2) candidates, and candidate(s) with fewer than the highest number of votes shall not be considered for the revote.
  2. Prior to the revote, the chairperson shall request the candidates make a campaign presentation to the membership present no longer than three (3) minutes and upon the completion of the presentations the membership shall revote, by secret ballot, for the officer's position on the Board of Directors in question. The candidate with seniority in the organization shall have the option of which order the campaign presentations are presented.
  3. If a draw still exists, the chairperson shall decide the election of the officer's position on the Board of directors by a flip of the coin. The candidate with seniority in the organization shall have the honor of calling Heads or Tails
- 9.5.2.9. **Voting by Black Shirts in Good Standing not present at the elections meeting**



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1. A written request to be able to vote while not present must be submitted to the Board by the April Board meeting. The Board will consider all requests and allow them based on a case by case basis. The Board's affirmative decision shall be relayed to the Elections Chair after the Board meeting, or upon the Chair's selection, whichever comes first.
2. The written request must contain the contact phone number where the member can be reached on the night of the election.
3. The night of the election, while the members present are voting, the two elections committee members shall retire to a location out of earshot of the membership to call the approved member's contact number. Only one attempt shall be made to call, and a minimum of six (6) rings shall be allowed before hanging up.
4. Upon connection, and voice verification that it is the approved member, the committee members will relay the nominated names for contested positions. Once the approved absentee member makes their choice, the two committee members will write the selection on an approved ballot and returned to the election room to be added in with all the other ballots.
5. This process could be repeated depending on the status of the elections.