



BYLAWS OF CREWE OF BOBBIE C. DAVIS, INC.

ARTICLE I

Crewe of Bobbie C. Davis

Section 1. Name and Principal Office

The name of this organization shall be the Crewe of Bobbie C. Davis, Inc. (hereafter referred to as the Crewe). The principal address of this organization shall be P.O. Box 9681, Tampa FL 33674. This address may be changed, when necessary, by a majority vote of the BOD and does not fall within the restrictions of Article XII, Section 2B.

Section 2. Role and Authority of Bylaws

The Corporate Charter of the Crewe of Bobbie C. Davis and these bylaws govern the activities of this organization. The BOD shall maintain documents of Policies and Procedures that specify how Crewe business and activities are to be conducted. The Crewe is designated by IRS to be a 501 (c) (7) organization. The Crewe has established a fund that will accept donations to be passed on to organizations that enjoy the 501 (c) (3) status.

Section 3. Crewe Motto

The Crewe Motto shall be, "The Sailingest Krewe."

Section 4. Purpose

The principal purpose of the Crewe is to provide an organization through which persons with interest and involvement in sailing can participate as a formal krewe in annual community festivities or other social and charitable events as the Crewe may organize from time to time.

Section 5. Crewe Identity

The Crewe shall maintain a unique and visible identity through similar dress among members while on shore and by a uniform display of prominent flags and banners while afloat. With input from the Image and the Events Committee, the BOD shall determine the choice of costume and flags, pennants, or hoists.

Section 6. Dissolution of Crewe

If and when it becomes necessary to dissolve the Crewe, the BOD shall be charged with the execution of the following dissolution procedures:

- A. The BOD in service at time of dissolution shall remain in service until the proper distribution of all corporate assets.
- B. The BOD or its assignee shall liquidate all material assets where possible.

- C. Monetary assets shall be distributed first to satisfy all creditors.
- D. All remaining assets shall be distributed to charitable organizations, as the BOD shall designate.
- E. Upon disposal of all assets, the BOD shall, at a properly called meeting of the same, move to dissolve itself and upon passing shall cease to exist.

ARTICLE II

Communication

The primary method of communication shall be electronic mail (E-mail). Members not having access to E-mail shall make arrangements to receive Crewe information from a fellow Crewe member. Additional methods of communications shall be postings on the Crewe website, the announcement of the Annual Meeting sent via U.S. Postal Service or E-mail, and an occasional newsletter. It shall be the sole responsibility of the sponsor(s) of any prospective member to ensure that the prospective member is informed of any Crewe information that may affect them.

ARTICLE III

Definitions and Abbreviations:

Board of Directors: All references to the Board of Directors shall include the officers.

BOD: Board of Directors.

Crewe: Crewe of Bobbie C. Davis, Inc.

Krewe: Any one of several service organizations.

MC: Membership Committee

Writing / written: Any reference to writing shall be understood as communicating via e-mail.

Member In Good Standing: Any member who is free of any disciplinary action and has met all financial obligations.

Community Service Hours - Work hours provided for the Crewe or charitable events as approved by the BOD.

ARTICLE IV

Membership

Section 1. Invitation

Membership in the Crewe shall be by invitation only, but shall not be restricted based on race, color, religion, sex, national origin, disability, marital status, sexual orientation, gender identity, age (except that members must be at least 21 years of age), veteran's status, or any other legally protected status or characteristic.

Section 2. Classes of Membership

The classes of membership in the Crewe shall be as follows:

- A. Founding Members shall consist of all individuals named in the organizational minutes of this not-for-profit corporation.

- B. **Provisional Members:** All new Members shall be Provisional Members. Provisional Members will have all the rights and privileges of regular Members, but have a service obligation to the Crewe. (See Article IV, Section 7). Regular Membership status shall be obtained upon completion of their service obligation and review and approval by the Board.
- C. **Regular Members** are those who do not fall into one of the specialized categories and make up the majority of the membership.
- D. **Honorary Member.** From time to time the Board of Directors may grant Honorary Membership in recognition of an individual's unique status in the community or special contributions. The BOD may rescind Honorary Membership status. The BOD may extend regular membership to former Honorary Members.
- E. **Inactive Member.** At the time of membership renewal, a member in good standing may request of the BOD to be granted Inactive Membership due to special or extenuating circumstances. Inactive Members shall be required to pay a \$25 holding fee annually.
- F. **Membership Honorarium per Diem** for a specific single event not spanning more than a single day. The authority of the Board of Directors in exercising this privilege shall be limited to candidates that have contributed to or assisted the Crewe at large in a significant way.
- G. **Introductory Member:** As an accommodation to potential members that express interest in the Crewe in the final weeks before a parade, first-time Crewe applicants (only) may be permitted to pay a portion of membership cost and follow an abridged membership process to allow participation in a parade with the same privileges and responsibilities as a regular member. The BOD shall set the introductory fee for each parade in advance. Introductory member seeking Probationary membership status must be voted on by the BOD with recommendation by the Membership Committee.
- H. **Non-Resident Member:** Crewe members residing approximately 150 miles or more outside of Tampa may seek membership as a Non-Resident member. Non-Resident members must pay the same initiation fee set for Probationary / Regular membership and a \$25.00 annual fee to continue membership. Non-Resident members may participate in Crewe parades and other events at a rate of \$50.00 per event not to exceed the amount of Regular member annual dues.

Section 3. Membership Limits

The Board of Directors, by majority vote, shall have the power to raise or lower the maximum number of members of the Crewe. The limit set on total membership shall be determined as deemed necessary to preserve the original spirit, focus and intent of the Crewe. Unless otherwise stated in these bylaws, membership shall be limited to 120 members until raised or lowered by the Board of Directors as provided in this Section. Honorary and Inactive Members do not count toward the membership limit.

Section 4. Application for Membership

- A. Applications for membership shall be in writing on a form approved by the BOD. Each applicant shall be recommended by at least two current Regular members in good standing of the Crewe
- B. A complete application, along with fulfilling the applicant requirements, must be submitted to be eligible for recommendation for membership in the Crewe.
- C. A vote shall be taken to approve or deny membership at the meeting of the BOD. The BOD shall base its decisions upon the information and recommendation provided by the MC. If the BOD votes to approve the application, then the applicant becomes a Provisional Member of the Crewe of Bobbie C Davis on the next business day following the meeting of the BOD.
- D. Applications for membership into the Crewe will be accepted throughout the year. To promote new membership during the period between June 1 and September 30, an applicant may apply, paying only the initiation fee at time of application. The new member will pay his first payment of dues on October 1.

Section 5. Resignations, Suspensions and Expulsions from Membership

- A. Resignations from membership in the Crewe may be submitted to the Secretary and shall be considered effective upon the date of such request.
- B. If the conduct of a member or members shall appear to be prejudicial to the interest or character of the Crewe, or contrary to its Bylaws, any member may present charges against such member or members to the Board of Directors in writing or at a meeting of the Board. The member or members thus charged shall be given written notice of such charges at least ten days prior to a hearing before the Board. The member or members charged shall have an opportunity to appear. After a fair and impartial hearing, the Board of Directors shall either convict or acquit such member or members of the charge. And if the member is convicted, levy an appropriate punishment that may include, without limitation, censure, suspension, fine, expulsion from membership, or in the case of an officer or Director, removal from office. No action shall be taken under this section except by majority vote at a meeting of the Board of Directors.
- C. No member shall be allowed to vote at any meeting while his or her dues are delinquent as defined under Article V Section 2.

Section 6. Membership Directory

Any membership directory or membership listing published by the Crewe, its officers, directors, or committees is for the private and personal use of the Crewe and its members and any other use of such directory or listing must be approved by the Board of Directors. No personal information concerning any member may be disseminated for commercial purposes without prior approval of the member.

Section 7. Membership Participation:

Members are expected to participate in 20 Crewe Community Service hours throughout each fiscal year.

- A. Regular and Founding Members unable or not willing to meet all or part of their 20-hour obligation shall be assessed \$2.50 for each hour not worked. Members not meeting any Community Service hours will be assessed an additional \$50.00 per season.
- B. Tracking and recording of hours shall be the responsibility of each Member. This includes insuring that they sign in and out on all sign-in sheets. Work or event leaders shall provide and maintain sign-in sheets which they will turn in to the Secretary to provide confirmation of the hours worked. The Secretary or his designee shall be responsible for the master listing of hours worked.
- C. Regular and Founding Members will be billed in September along with their dues renewal for hours not worked by August 15. The Treasurer will calculate the amounts owed, if any, by each Member and provide the secretary with the amounts to include along with their letter announcing dues renewal. Participation and/or assessment satisfaction shall be a requirement for renewal of Membership.
- D. The monies collected shall be split between the charity fund and the operating budget.
- E. The BOD shall retain the authority to evaluate special or extenuating circumstances and waive the assessment if they deem warranted.
- F. Provisional Members are subject to the following obligations:

- The 20 annual community service hours must be earned during the first year; payment of unearned hours is not an option.
 - The community service hours earned by the Provisional Member must include service in each of the following: Parade Marshall, Float Prep and Float Clean-up.
- G. Each year, at the September Board Meeting, the Board shall consider each Provisional Member. Provisional Members that have met their service obligations and are in good standing shall receive a renewal notice as a Regular Member. Provisional Members that have not met their service obligations, or their representative, shall come before the Board at the September Board Meeting to provide explanation as to why they were unable to meet them. The Board shall have the option to terminate their membership or grant one reasonable extension and allow the Provisional Member to renew. Provisional Members receiving an extension shall become a Regular Member upon completion of their service obligation. Provisional Members not meeting their service obligation by the end of the extension shall be terminated forfeiting dues paid for the current year.
- H. Hours earned during a Provisional Members extension shall also be counted toward their hours required as a Regular Member for that fiscal year.

ARTICLE V

Dues

Section 1. Initiation Fees

The initiation fee shall be determined by the BOD by a majority vote. Initiation fees shall be retained for long-term capital purchases as determined by the BOD.

Section 2. Member Dues

The annual dues shall be no more than **\$375.00**. The BOD may change the amount of member dues by majority vote, at the annual membership meeting. Honorary members and inactive members are not required to pay initiation fees or dues.

Notice of the proposed level of dues shall be sent to the membership as part of the notice of the annual (August) general membership meeting. The amount shall be payable by October 1. Any member losing membership due to nonpayment of dues must apply as a new member and pay the usual initiation fee and other financial obligations as might apply. If a Founding Member is expelled from membership, he or she must apply as a new Regular member.

Section 3. Special Assessments

The BOD may by majority vote assess membership a special fee for funding events that are conceived during the year that were not previously budgeted and scheduled. Members that decline payment of fees assessed under this section may be excluded from participation in that event, but no other collection remedy will apply.

Section 4. Method of Payment

Dues for membership shall be paid annually. The fiscal year shall be October 1 through September 31 of the following calendar year. Dues not sent by October 1 are delinquent. Delinquent members shall have their membership privileges suspended. The Treasurer shall notify the Secretary of members that are delinquent on October 5. A letter will be sent from the Secretary to all members reported delinquent by the Treasurer. The Treasurer shall report delinquent members to the BOD at the October BOD meeting. If payment is not received by January 1, the member shall be expelled from the Crewe and must apply as a new member, and pay the usual initiation fee, and other financial obligations as might apply. The expulsion of members for non-payment is automatic and requires no action by the BOD.

ARTICLE VI

Meetings of the General Membership

Section 1. Annual Membership Meetings

The Annual Meeting of the Crewe for the election of officers and directors and finalizing dues for the coming fiscal year shall be held during August of each year as scheduled by the BOD and set forth in a notice to the membership. Said notice shall be mailed to the membership at least 14 days prior to the Annual Meeting. After considering the proposed budget offered by the Finance Committee, the BOD shall develop a proposed level of dues for the upcoming year at the July BOD meeting prior to the annual general membership meeting. The proposed annual dues set by the BOD for the coming year shall be included in the announcement of the Annual Meeting. The actual amount of annual dues shall be determined by a vote of the BOD at the Annual Membership Meeting.

Section 2. Special Membership Meetings

The BOD may call special membership meetings at their discretion. Notice of a special membership meeting shall be made at least five days in advance of the holding thereof to each member in the Crewe, and the notice shall express the purpose of such meeting

Section 3. Quorum

The number of members present or represented by proxy necessary to constitute a quorum for the transaction of business at any membership meeting of the Crewe shall be no less than 20% of the members.

Section 5. Voting

Founding and regular members may vote. Members unable to attend regular membership meetings may be represented by proxy or absentee ballot. Absentee ballots shall be sent to the membership with the notice of membership meeting. Absentee ballots must be in the hands of the Secretary no later than the start of the Annual Meeting. Should a member who has sent an absentee ballot decide to attend the Annual Meeting, the member's absentee ballot shall become void. The Secretary shall be charged with insuring that no member's vote is counted twice.

Section 6. Order of Business

At the hour of meeting, the Commodore, or in his absence, the Vice Commodore or in his absence the Rear Commodore shall call the membership meeting to order and the order of business shall be as follows:

Reading of the Minutes of the Previous Meeting
Introduction of Candidates and Vote for Officers and BOD (annual meeting only)
Changes to Bylaws (annual meeting only)
Report of Officers
Report of BOD
Report of Standing Committees
Report of Special Committees
Unfinished Business
New Business
Announcement of New Officers and BOD (annual meeting only)
Adjournment

Section 7. Rules of Order

The Rules of Order as prescribed in the current edition of “Robert’s Rules of Order Newly Revised” shall govern all meetings of this Crewe unless otherwise addressed in these Bylaws.

Section 8. Majority Required

Except as otherwise provided, all officers and BOD members shall be elected by a majority of votes cast.

Section 9. Vote of Chairman

The Chairman shall have the deciding vote in case of a tie, except when yeas and nays are ordered, in which case he or she shall vote.

ARTICLE VII

Officers

Section 1. Qualifications

The officers of the Crewe shall be Commodore, Vice Commodore, Rear Commodore, Secretary, and Treasurer who shall be either Founding or Regular members. Candidates for Commodore and Vice-Commodore shall have served on the BOD for a minimum of one year or have been endorsed by the Nominating Committee. Candidates for the remaining officer and board positions shall have been members in good standing for a minimum of one year.

- A. The Commodore, Vice Commodore, Rear Commodore, Secretary and Treasurer shall be elected at the annual meeting and shall hold office for one year from the first of October or from a date prior that their successor can transition the duties of office.
- B. The immediate Past Commodore shall automatically be a member of the BOD.

Section 2. Commodore

The Commodore shall be the Chief Executive of the Crewe and shall be the Chairman of all regular and Special Membership meetings as well as Chairman of the BOD. The Commodore shall serve as one of the authorized signers on the Crewe account. The Commodore is ultimately responsible for the

operation of the Crewe, bylaw adherence and for ensuring on-going maintenance of various documents of Policies and Procedures as described in Article X Section 1.

Section 3. Vice Commodore

The Vice Commodore shall be the Commodore's executive officer and shall assist the Commodore in the discharge of his duties and officiate in his/her absence exercising the powers of the Commodore until his/her return or other provision is made. The Vice Commodore shall serve as one of the authorized signers on the Crewe account. The Vice Commodore shall support the Commodore by reviewing the monthly reconciliation of the Crewe account with the Treasurer. The Vice Commodore shall serve as Treasurer during those times when the Treasurer is otherwise not able to perform those duties. The Vice Commodore, or his designee, shall serve as Security Officer. The Security Officer is responsible for ensuring compliance with security rules issued by event organizers and the Board of Directors. The Security Officer is the primary point of contact for parade marshals and organizers during events.

Section 4. Rear Commodore

The Rear Commodore shall assist the Commodore and Vice Commodore in the discharge of their duties and in their absence, officiate. The Rear Commodore shall also serve as Chairman of the Events Committee.

Section 5. Secretary

The Secretary shall:

- A. Keep the minutes of the meetings of the Crewe and the BOD.
- B. Have the responsibility for all records and documents connected with the proceedings of the Crewe.
- C. Conduct correspondence for the BOD to the Crewe at large. Unless a member notifies the Secretary in writing, it is assumed that the Crewe has on record the correct email and mailing address. Except as specifically noted in these bylaws, notice sent by email shall be assumed delivered.
- D. Give notice of meetings stating the business intended.
- E. Notify members of election to office and their appointment to committees.
- F. In coordination with the Treasurer, ensure that all governmental reporting requirements are met.
- G. Recommend to the Commodore a member to be appointed as Crewe Historian, direct his efforts, and ensure histories compiled are permanently filed and maintained for reference.
- H. Receive input from other officers of the Crewe in developing the agenda for upcoming BOD meetings.
- I. Serve as one of the authorized signers on the Crewe account.

Section 6. Treasurer

The Treasurer shall:

- A. Be the custodian of all moneys of the Crewe and shall see that it is deposited as directed by the BOD.
- B. Be the primary signer on the Crewe checking account. The Commodore, Vice Commodore and Secretary shall also be signers on the Crewe checking account and may sign checks in the absence of the Treasurer if necessary.
- C. See that vouchers presented to the Crewe are correct and are promptly paid.
- D. Serve as Chairperson of the Finance Committee as described in Article X Section 7.
- E. Compiles costs for proposed event activities that are initiated mid-year and reports to BOD.

- F. Ensure the proper and correct accounts of members and all other obligations to the Crewe are maintained and recorded.
- G. Ensure that, when the BOD authorizes moneys, the source of those funds is specified and that funds are available and committed.
- H. Perform such other services as may be required by the Commodore or the BOD.
- I. Ensure that the Crewe Procedure for handling funds is adhered to and kept up to date with changes in procedure after approval by the BOD.
- J. Be responsible for the Crewe Cash Card and ensure that all transactions made using the Cash Card fall within the same guidelines as the Crewe Checking Account.

ARTICLE VIII

Board Of Directors

Section 1. Qualifications

There shall be a BOD that consists of the officers, immediate Past Commodore and eight (8) members in good standing. Four (4) members shall be elected to the BOD at the Annual Meeting in the same manner as the Commodore, Vice Commodore, Rear Commodore, Secretary, and Treasurer, and shall serve for two years or until their successors are elected.

Section 2. Powers and Duties

The powers and duties of the BOD are as follows:

- A. The BOD shall meet as specified under Article VI, Section 1 and more often as deemed necessary by the Commodore and one other Flag Officer.
- B. The majority of BOD shall constitute a quorum.
- C. The BOD, as representatives of the General Membership of the Crewe of Bobbie C. Davis, shall have entire authority in the management of the affairs and finances of the Crewe, and shall have general control of all its properties. All rights and powers connected therewith shall be vested in them.
- D. The BOD shall conduct all matters within the limits of authority provided in these bylaws.
- E. They shall make such rules as they deem proper respecting the use of properties, fix penalties for offenses against rules; and, make rules for their own government and the government of all committees.
- F. They shall elect to membership in the Crewe such applicants, as they consider desirable per Article I, Section 4, and in accordance with the provisions in Article IV of these Bylaws and ensure the applicant is notified promptly.
- G. They shall have the power to suspend and/or expel any member for violations of the Charter or Bylaws, or for conduct, which they deem improper or prejudicial to the Crewe, subject to the restrictions herein provided.
- H. They may drop from the rolls any delinquent members as provided herein. Any director who willfully or persistently neglects to perform or discharge the duties of his position or who absents himself from three consecutive Regular BOD meetings without reasonable excuse will be encouraged to resign from office at the discretion of the BOD.

Section 3. Action by the Board of Directors

Unless expressly stated otherwise, all action by the BOD shall be by a majority vote of Directors present at a meeting where there is a quorum.

Section 4. Electronic polling and voting

To aid in efficiency, the BOD may vote on issues via email and reach decisions. The limitations of business conducted in the manner are:

- A. The motion offered for a vote must concern a topic first discussed in a regular meeting of the BOD unless the BOD considers the subject important to the Crewe and a simple majority of the BOD agrees to vote on the matter without discussion.
- B. A quorum of members must respond by a date and time set in the initial email sent to the BOD by either the Commodore or a BOD member upon request of the Commodore. If a discussion expires in this way, it may be re-addressed by setting new boundaries under a subsequent email.
- C. The Secretary shall record the material elements of the discussion as minutes and offer at the next regular meeting of the BOD for approval and inclusion in the Corporate Minutes records.

Vacancies

All vacancies in elective offices shall be filled by appointment by the Commodore as approved by the BOD.

ARTICLE IX

Management/Fiscal

Section 1. Responsibility

The BOD retains complete responsibility for all Crewe management and fiscal affairs. The BOD shall maintain documents of Policies and Procedures to ensure consistency while allowing refinement. Policies and Procedures detail how these more generally worded bylaws are to be observed, but is always superseded by these bylaws. These documents shall define specific conduct of Crewe business activities including, but not limited to handling of Crewe Funds, Membership procedures and conduct to be observed in use of the Crewe float. It is the responsibility of the BOD to ensure that these documents are kept current and updated when situations warrant deviation from normal procedures.

Section 2. Authorization for Expenditures

All expenditures require approval of the BOD. Checks drawn on the Crewe account shall be as specified in Article VII, Section 6, B.

Section 3. Financial Records

Financial records necessary to meet standards of accepted accounting procedures and local, state, and federal requirements shall be maintained and are open for inspection by Crewe members in good standing.

ARTICLE X

Committees

Section 1. Standing Committees

The standing committees shall be a Membership Committee, an Events Committee, an Image Committee, a Nominating Committee, a Financial Committee, a Float Committee, a Website

Committee, and a Community Affairs Committee. Except for the Events Committee, Nominating Committee and the Finance Committee, the Commodore with the approval of the BOD shall appoint the Committee Chairmen annually. The Commodore, with the BOD's approval, may appoint any other committees as may be necessary. Unless otherwise ordered by the BOD, the number of members on these committees shall be at the discretion of the Committee Chairman. The members of each committee may be either from the BOD or from the Crewe at large.

Section 2. Membership Committee

Membership Committee shall complete the procedures for processing membership applications described in Article IV, Section 4. If the number of members in the Crewe reaches the maximum number allowed under Article IV, Section 3, the Membership Committee shall maintain record of sponsors and those persons that expressed a desire to be considered for membership.

Section 3. Events Committee

The Rear Commodore shall serve as Chairman of the Events Committee. The Events Committee shall plan and execute the Crewe's social activities. Activities will consist of official Crewe events such as Gasparilla associated events and parades, other parades, pre and post parade parties throughout the year and Inter-Krewe Council social events. Other activities will include, but not be limited to, social events such as Holiday parties and the Crewe Ball. The Events Committee shall coordinate with the Community Affairs Committee for all fund-raising events. The Events Committee, under direction of the Chair, shall have the option of appointing a Fleet Captain to assume the duties of handling and/ or promoting sailing and other water-related activities for which the Crewe is responsible. The Fleet Captain shall be a member in good standing and be seated on the Events Committee.

Section 4. Image Committee

The Image Committee shall oversee the selection and design of the Crewe costume, insignia, float, and any other areas relating to public image.

Section 5. Nominating Committee

Considering the recommendations of the Commodore, the BOD shall elect a nominating committee no later than the June BOD meeting. Prior to the June meeting the membership shall be solicited for interest in serving on the nominating committee. The Nominating Committee shall include a recent past Commodore, and four other members, one of which must be a Founding Member. Three of the four shall be neither present BOD members nor officers. The committee shall select its chairman at its first meeting.

- A. The Nominating Committee shall develop a slate of nominees which will consist of at least one candidate for each of the following offices: Commodore, Vice Commodore, Rear Commodore, Secretary and Treasurer, and shall select at least one candidate for each vacancy which is to be filled on the BOD.
- B. Notice to Crewe members of the committee's nominations shall be mailed by August with the announcement of the Annual General Membership meeting of the Crewe.
- C. Nothing in this article is to be construed as prohibiting or restricting the right of any member to make nominations from the floor for any office at the annual membership meeting.

Section 7. Finance Committee

The Finance Committee shall be responsible for preparation of the annual budget that will be used by the BOD to set the annual dues required to fund Crewe activities for the coming year.

- A. The Finance Committee shall be comprised of the Treasurer, the chairs of the Events Committee, Float Committee and Community Affairs Committee, and at least one member from the membership at large.
- B. The current Treasurer shall chair the committee.
- C. Term of the Finance Committee shall coincide with their respective term of office.
- D. Finance Committee(s) shall prepare a proforma cost estimates and a budget for the coming year, based information gathered.
- E. The Treasurer shall present an aggregate budget that includes itemization of cost estimates of each event for the coming year to a meeting of the BOD in July. The BOD shall review the budget to set proposed dues for the coming year. The proposed dues amount will be communicated to the membership in the announcement of the Annual General Membership Meeting.

Section 8. Float Committee

The Float Committee shall oversee the protection and maintenance of the Crewe float(s). The Chairman of the Float Committee shall be responsible to prepare and submit an annual budget to the Finance Committee to cover the expenses of the committee.

Section 9. Community Affairs Committee

The Community Affairs Committee shall oversee the raising of, and distribution of, all charitable contributions. Charitable contributions shall be defined as time and talent as well as money. The Chairman of the Community Affairs Committee shall coordinate volunteer activities with the Events Committee Chairman. The Chairman of the Community Affairs Committee shall be responsible to prepare and submit an annual budget to the Finance Committee to cover the expenses of the committee.

Section 10. Website Committee

The Website Committee shall oversee the operation and maintenance of the Crewe Website ensuring that the data contained in the website is current. It is the responsibility of each Crewe member to keep his personal information up to date.

ARTICLE XI

Non-members

Section 1. Limitations

Members are privileged to bring non-members to Crewe socials, but members shall not invite non-members to participate in official Crewe events. Official Crewe events are activities where the participants project a uniform image and presence to the community as Crewe of Bobbie C. Davis. Any individual wishing to participate in an official Crewe event will be encouraged to apply for membership. The Events Committee will determine which events are considered official Crewe events, subject to approval by the BOD.

Section 2. Exceptions

Non-members may participate in official Crewe events to serve a particular function at the discretion of the BOD.

ARTICLE XII

Amendments

Section 1. Suspension of Bylaws

These Bylaws or any part thereof may be suspended at any General Membership Meeting of the Crewe where there is a quorum by the unanimous consent of the members present, but such suspension shall not continue in force beyond the adjournment of the meeting at which they were suspended.

Section 2. Amendments and Alterations

The Charter of this Corporation may be amended or altered and these Bylaws may be altered, amended, or repealed at any General Membership Meeting of the Crewe provided the following is observed:

- A. A quorum must be present and voting, and vote in favor thereof. Further, that such alterations, amendments or repeals have been duly proposed in writing and approved by the BOD and the notice of the meeting at which such proposed action is taken contains notice of the proposed alterations, amendments, or repeals. Such notice shall be forwarded to the membership at least ten days prior to the meeting.
- B. Article I, and Article XII, Section 2 B of Amendments of these bylaws must not be affected in any way that would alter the name, intent, or spirit of this organization.
- C. Exception: Wherein it is stated that the BOD has the authority to make a change, the change may be made to this document without Crewe vote or approval.

Section 3. Suspension of Quorum Requirements

The quorum requirements of these Bylaws may be suspended at a membership meeting of the Crewe by consent of 80% of the members present, but such suspension shall not continue in effect beyond the adjournment of that meeting.

Section 4. Use of Language in Bylaws

Whenever the context of these Bylaws permits, the singular shall include the plural; the plural shall include the singular and the use of any gender shall be deemed to include all or no genders. In the Bylaws, the use of the term "spouse" shall include all persons married or in a domestic partnership.