

POLICIES



March 2019

LADIES CARNIVAL CLUB, INC.
Krewe of Hyacinthians
POLICIES

I. ATTENDANT TO KING

- A. The President, after consulting with the King, appoints an Attendant to the King.
 - 1. Attendant must be experienced in dressing a King.
- B. Duties:
 - 1. Must attend Court Dress Rehearsal.
 - 2. Must be at Auditorium/Civic Center at designated time on the night of the Tableau to help dress and undress the King.

II. ATTENDANT TO QUEEN

- A. The President, after consulting with the Queen, appoints an Attendant to the Queen.
- B. Duties:
 - 1. Must attend court dress rehearsal
 - 2. Must be at the Auditorium/Civic Center at the designated time on the night of the Tableau.
 - 3. Must be at the designated place on Sunday morning before the Parade to assist the Queen.
 - 4. Must be at the parade grounds to assist the Queen onto her float.

III. ATTIRE OF MALE COURT

- A. Tableau and Ball
 - 1. The King shall wear costume or white tails.
 - 2. Queen's husband or escort, Dukes, and returning King shall wear black tails, white tie and white gloves.
- B. City Hall
 - 1. The King shall wear costume or white tails.
 - 2. Returning King, Captains' husbands or escorts, Queen's husband or escort shall wear a coat and tie.
 - 3. Dukes shall wear tuxedos.

IV. BANDS FOR SOCIALS AND TABLEAU

- A. The Band Chairman will hire bands for all socials of the Club, including the Tableau, with the approval of Board of Directors.

V. BUDGET COMMITTEE

- A. The President shall submit a budget to the Board of Directors no later than the June Board Meeting for approval and make recommendations of all expenditures. The Treasurer will automatically serve on this Committee.
 - 1. The Committee shall consist of the current executive officers and the immediate past president and treasurer. *(approved 3-5-09)*

VI. CAPTAIN OF THE BALL

- A. The President shall have the honor of serving as Captain of the Ball or she may appoint a Captain. She shall be Director of the Tableau or she may appoint one.
 - 1. The duties of the Appointed Captain will be to act as Captain of the Ball for the Tableau and ride in the Parade.
 - 2. In the event the President appoints a Ball Captain, the President shall have the privilege of riding in a convertible, in formal attire, in a place of honor in the Parade.
 - 3. Club pays designated amount toward making or rental of costume.
 - 4. If made, the costume becomes the property of the club.

- B. The duties of the President, whether or not she is Captain of the Ball, are:
1. Approve the Royal (Queen & King) attire, assuring that the Royal Attire is befitting #1 position, Captains - #2 position and Maids - #3 position.
 2. Approve the Maids' costumes.
 3. Approve the costumes of girl and boy pages, squires, ladies-in-waiting, and scroll bearers.
 4. Approve Krewe Costumes.
 - a. Changes may be made only with the approval of the President
 5. Approve the decorations for the Tableau.
 6. Approve the arrangement of the chairs for the Tableau.
 7. Instruct the Queen and King on correct protocol, proper attire, fees for reception, photographer's fees etc.
 8. Appoints one or more Drill Captains, if she so desires
 9. Designates time and place for rehearsals.
 10. Works with Band Director and approves musical selections for the Tableau.
 11. Presents Scrolls to the Queen and King at Tableau, if there are no Scroll Bearers.
 12. Permits the Vice-President to witness the opening of the capsules for the drawing for Queen and King. She may not witness if her name or the name of her husband or escort has been submitted.
 13. Selects the Narrator who works in conjunction with the Ball Captain and the Band Director.
 14. Oversees lighting.
 15. Approves the program.
 16. Sees that all returning Maids have escorts for presentation at Tableau.
 17. Responsible for all tickets. See Tickets LVII
 18. Takes custody of all keys to the Den.
 - a. Distributes Den keys to: President, Vice-President, Treasurer, Secretary, Den Chairman, and Specialty Chairman.
 - b. Storage Room keys to: President, Vice-President, and Specialty Chairmen.
 - c. Board Room keys to: President, Vice-President, Treasurer, Secretary, Den Chairman, Specialty Chairmen, and Den Maintenance Personnel.
 - d. At President's discretion.
 - e. All keys MUST be relinquished yearly to the President at the last Board meeting.
 19. The President has the authority to make all last minute decisions.
 20. Sets agenda for all meetings.
 21. Books locations for functions.
 22. Signs authorization cards needed for financial functions of club, including safety deposit box.
 23. Appoints a Membership chair if not assigned to a board member. (*approved 5-7-09*)
 24. Appoints a Floats' Captain Chairperson.

VII. CAPTAINS OF FLOATS

- A. Captains for new floats shall be appointed by the President, and thereafter shall be elected annually by their float riders
1. Elections shall be held within one (1) month of our Carnival weekend and prior to the General Membership Election Meeting.
 2. If a Float Captain does not live locally, then a Float Co-Captain must live local to the area. (*approved 3-13-19*)
- B. Duties:
1. Attends Captains' meeting to select float theme and receive checks for costume materials.
 2. Delivers Krewe material to dressmaker in a timely fashion.
 3. Responsible for carrying out the directives issued by the Board of Directors pertaining to the uniformity of costumes, and the well-being, safety and upkeep of her float.
 4. Reports all necessary repairs that must be done on her float to the Captain of Parade. No Float Captain shall alter her float without permission from the Board. Expenses for the labor

and materials will be paid by the Club unless donations are approved by the Board of Directors.

5. Must see that riders do not possess Jell-O shots during the Parade. *(approved 3/14/03)*
 6. No tipping is allowed to driver of tractor/ truck unless otherwise advised.
 7. Serves as member of Telephone Committee. She may rotate this assignment among the members of her float.
 8. Prepares and submits a financial statement at the end of each carnival year to her float riders. *(approved 3-5-09)*
 9. Uses float seniority when assigning riding positions to fellow float riders. *(approved 3-5-09 when a vacancy occurs 3-4-10)*
 10. Is responsible for obtaining and removal of stereo system and generator if being used on float *(approved 3-5-09)*
 11. Must report to the den the day after the parade to check float, inspect for damages, remove any items, and turn in harnesses to Vice President and/or float chairperson. *(approved 3-5-09)*
 12. Float captain must turn in all costume receipts to Costumes Chairperson by date set by Costume Chairperson but no later than the first general membership meeting of the New Year. Any float captain not turning in receipts by the first General Membership of the new year shall be issued a 1099 tax form by treasurer.
 13. All float captains must sign off on a list of duties set forth in policies by the first General Membership meeting of the new year. *(approved May 21, 2013)*
- C. Float Captains may be removed for good reason by the Board of Directors or by majority vote of their respective float members.

VIII.

CAPTAIN OF THE PARADE

- A. The Vice-President shall have the honor of serving as Parade Captain, if she so desires. If not, the President appoints a Captain of the Parade.
1. The duties of the appointed Captain of the Parade will be to act as Parade Captain at the Tableau and ride in the Parade.
 2. In the event the President appoints a Parade Captain, the Vice-President shall have the privilege of riding in a convertible, in formal attire, in a place of honor in the Parade.
 3. The Club pays a designated amount toward making or rental of costume.
 4. If made, the costume becomes the property of the club.
- B. The duties of the Vice-President, whether or not she is Captain of the Parade, are:
1. Secure Parade permit from Terrebonne Parish Government.
 2. Specifies time and place for assembling the Parade.
 3. Secures and designates position of bands and marching units for the Parade.
 4. Assembles Parade line-up and distributes copies to: Parade Coordinator, City Police Department, Sheriff's Office and Publicity Chairman.
 5. Notifies Float Captains of their float positions.
 6. Appoints someone to see that the Queen's mantle is taken from the Civic Center and brought to the Queen's Float at the Parade grounds & removes same after the Parade is over. In case of inclement weather, remove mantle from the float.
 7. Secures convertibles for Past Queen and the President if she rides in the Parade in that capacity.
 8. Appoints someone to assist court disembarkment.
 9. Contacts Chief of Police for police escort for the Queen and her entourage from designated place to Parade grounds.
 10. Contacts Sheriff's office for escort for the king and Dukes to City Hall.
 11. Prepares two (2) signs for each of the following cars in the Parade: Parade Captain, Ball Captain, Past Queen, and the President if she rides in the Parade as President.
 12. As Chairman of Float Captains, the Vice-President shall:

- a. Work in conjunction with Float Captains in placing riders and non-riders in the Krewe. See by-laws, Article XIX, CAPTAIN OF FLOATS.
 - b. Works with Costume Material Chairman.
 - c. Recommends to the Board when space is needed for riders.
 - d. Works with the President in securing names of members in other than riding categories.
 - e. Works with Seating Chairman in seating non-participants in Krewe Drill.
- 13. Appoints someone to see that the fire extinguishers are placed on all floats at the assembly grounds and are removed when Parade is over.
 - 14. Sees that all floats are in good condition.
 - 15. Hires a carpenter, with approval of the Board of Directors, if needed.
 - 16. Have all float chassis checked
 - 17. Must have tires checked a week before the parade and the morning of the parade.
 - 18. Title float sign and float signs must be prepared for Parade day.
 - 19. Must contact each Float Captain two (2) weeks prior to General Membership meeting after parade for any structural changes or safety precautions needed on their float.
 - 20. Distributes safety harnesses to each Float Captain prior to Parade and picks up harnesses from each Float Captain the Monday/or day after the parade.

IX. **COURT ENTERTAINMENT**

- A. Court entertainment shall be left to the discretion of the President at no cost to the club.

X. **CITY HALL**

- A. The President shall appoint a City Hall Chairman.
- B. Duties are:
 - 1. To prepare a guest list for the door chairman.
 - 2. To contact the City Hall porter and/or a bartender.
 - 3. To make lapel tags for the Parish President and his wife or escort, the Sheriff and his wife or escort, the Chief of Police and his wife or escort, hostesses or hosts and guests of the Queen & King.
 - 4. To order refreshments, ice, plastic champagne glasses, paper cups, napkins, etc.

XI. **CONDUCT**

- A. Any member may be disciplined for conduct unbecoming a lady. Whether an action constitutes conduct unbecoming a lady is to be decided by the Board of Directors.
- B. Complaints shall be made to the President of the Club by mail to the post office box or by email.
- C. Once a complaint is received, the Disciplinary Committee shall set a date and time for the accused member to appear before the Disciplinary Committee. At that time, the member shall be afforded a chance to explain her version of events and present any evidence and/or witnesses that she would like to present.
- D. The Disciplinary Board shall make findings and recommendations to the full Board, who shall make the final decision.
- E. If the Board finds that the member is found to have engaged in conduct unbecoming a lady, depending on the severity of the action, the Board may:
 - 1. Issue a letter of reprimand and place the member on probation for one (1) year;
 - 2. Place the member on probation for (1) year with suspension of all riding privileges;
 - 3. Expel the member from the Club.
 - 4. Apply any other penalty that the Board deems appropriate;
- F. A vote by the Board of Directors to expel a member must be by a 3/4THs vote.
- G. In the event that the Board of Directors votes to expel a member, the member shall be notified by Certified Mail, Return Receipt Requested, offering the member the option to appeal the decision at a special meeting of the full Board of Directors. The letter shall set forth a date by

which the member should respond, requesting the special meeting. In the event the member does not respond by that date, she shall immediately be dropped from the rolls.

- H. If a lesser penalty is given, the member shall be notified of the decision by Certified Mail, Return Receipt Requested.
- I. If a member is on probation, she may not run for office.
- J. If a member is reprimanded and given a monetary fine and/or put on probation with riding privileges suspended for one year and she decides not to rejoin the club, she may rejoin the club only if she pays her obligation to the club and serves her suspension. If a monetary fine was given, she must pay the fine in full at the time she rejoins. If her riding privileges were suspended for one year, she cannot ride the first year she rejoins.

XII. CONVERTIBLES

- A. The Captain of the Parade secures convertibles for the Past Queen and the President, if she rides in the Parade in her capacity as President.

XIII. COSTUME(S)

- A. All members of the Club, with the exception of the Queen, Maids, King's wife or escort, returning Queen, Maids and King's wife or escort, Captains of the Ball and Parade, must wear a complete costume to the Ball, Parade, and the King & Queen's Reception. (*approved 03-01-07*)
- B. Guests of the Club must be dressed appropriately for the Ball and King and Queen's Reception.
- C. For more information see GUEST TICKETS & ATTIRE – XXVII

XIV. COSTUME DESIGNING

- A. Any member wishing to design the costumes should notify the President before the first Board of Directors meeting following the election.
- B. A professional designer may be hired by the Board of Directors for the purpose of designing the entire Tableau.
- C. Court costumes and Krewe sketches may be rented.
 - 1. They may be leased with the approval of the Board of Directors.
 - 2. Lease price must be approved by the Board of Directors.

XV. COSTUME MATERIALS

- A. Krewe Costume Materials Chairman must meet with each Float Captain to discuss costumes for each float and the money allocated in the budget for each rider.
- B. Club will allocate an amount set by the Board of Directors for each member's costume with the total amount given to the Float Captain who will submit receipts for expenditures to the costume chairman no later than March 15.
- C. No money will be distributed to Float Captains for costumes until the sketch and fabric have been approved by the President. (*approved 03-01-07*)
- D. Costumes shall not be strapless, one shoulder or revealing in any way.
- E. If costume is a dress or shorts, it shall not be shorter than 4 inches above the knee in length.
- F. Costume shall not contain t-shirt material (other than a t-shirt as an undershirt in cool weather).
- G. If the costume is a dress, member must wear appropriate shorts or pants under costume while riding on the float.
- H. All costumes must be approved, complete and in accordance with club policy for the tableau, ball and parade. Any member not in compliance will be asked to leave the tableau/ball immediately and will not be allowed to ride in the parade, riding privileges will be revoked. Costume violations during the parade are subject to fines and disciplinary action as determined by the Disciplinary Committee.
- I. All costumes are to meet with the approval of the costume chairperson or President or Vice-President. If the costume design is changed after being approved, it must be resubmitted for the changes to be approved. (*approved May 21, 2013*)
- J. One sample of a completed costume must be presented to the costume chairman or President or

Vice-President for approval by December 1st.

- K. Riders who are members of the court have the option of having their float costume made or putting their allotment of the costume budget towards their float dues.
- L. Float Captains must turn in the Costume Allotment Form with receipts for costume expenses equal to or above the amount of the check that is disbursed to them by the club for costume allowance. If all of the money disbursed to them is not used the extra money must be returned to the club. Failure to do so will result in an IRS Form 1099 being issued to the Float Captain for the difference between the amount of receipts turned in and the check issued for costume allotment. (approved May 9, 2018)

XVI. CUSTODIAN OF DEN

- A. The Den Custodian will have full charge of the den and grounds.
 - 1. Keep the den clean.
 - 2. Upkeep of grounds.
 - 3. Report any necessary repairs to the Board of Directors.

XVII. DIRECTOR OF TABLEAU

- A. Follows the instructions of the President.
- B. Coordinates the Tableau activities.
- C. Responsible for conducting rehearsals in an orderly manner.
- D. Begins rehearsals promptly at the time specified by President.

XIX. DOUBLOONS AND SPECIALTIES

- A. Chairmen are responsible for notifying membership of price and date specialty items and doubloons are to be ordered.
- B. A deposit must accompany all orders, with the balance due at a specified date.
 - 1. If an NSF check is received from a member for specialties and /or doubloons, that member will be given the opportunity to make the check good and will be charged an NSF fee of \$25. The check must be made good with cash or money order and the fee paid within 5 days of notification. No additional checks will be accepted from the member for specialty orders (.approved 10/4/07)
- C. They must keep an accurate record of all orders.
- D. They must contact Float Captains regarding distribution of orders.
- E. They must keep an accurate inventory of all items to be offered to members.
- F. They must order a set of doubloons for the Queen, King, Parade Coordinator and Club.

XX. DUES

- A. Membership fee is set by the Board of Directors with the approval of the membership
- B. A portion of the dues, designated by the Board of Directors, must be paid to run for office.
- C. All dues must be paid by prescribed time set by Board of Directors.
 - 1. If an NSF check is received from a member for dues, that member will be given the opportunity to make the check good prior to the deadline date for dues and will be charged an NSF fee of \$25. The check must be made good with cash or money order and the fee paid the earlier of 5 days of notification or deadline date for dues. No additional checks will be accepted from the member for dues. (approved 10/4/07)
- D. Yearly dues expire Carnival Day.

XXI. DUKES

- A. He will wear full formal dress (black tails including black socks and black shoes) or costume for the Tableau.
- B. A regular black tux, or costume, is required for City Hall.
- C. He will be notified of all specifics by the Chairman.
- B. For more information, see By-laws, DUKES, Article XII.

XXII. FLAGS

- A. Carnival flags should be given to the Queen and King at the Presentation Dance.
- B. The Chairman buys the flags and is responsible for having the necessary monogramming done to each flag.

XXIII. FLOAT DESIGN AND CAPACITY

- A. Floats will be designed and painted at the discretion of the board.
- B. The President and Vice-President will meet with the Prop Rental Company to select prop designs which will match the themes of the floats and costume designs.
- C. The number of riders assigned to each float will match the float's maximum capacity or be no more than 2 less than maximum capacity unless otherwise approved by the president and vice-president. (approved June 11, 2018)

XXIV. FLOOR COMMITTEE

- A. The Floor Committee is composed of:
 - 1. Husbands or escorts of Board of Directors.
 - 2. Husbands or escorts of members in good standing if invited by President.
- B. Floor Committee Chairman and Stage Committee Chairman (any member's husband or escort appointed by President) will instruct their respective committeemen about their individual duties.
 - 1. All Floor Committeemen must attend Court Dress Rehearsal for instructions.
- C. Floor Committeemen must wear white tie and black tails with tricolor ribbon provided to them.
- D. The Floor Committee Chairman will assign four (4) Committeemen to assist guests and members to reserve seats.
- E. It shall be the responsibility of the Sergeant-at-Arms and the Floor Committee Chairman to curtail all picture-taking by anyone other than the designated photographer.

XXV. FLOWERS – Presentation Dance, Tableau & Ball, City Hall, King & Queen Reception (approved 3/14/18)

- A. Presentation Dance
 - 1. New Queen – Club to provide an orchid for Queen's scepter
 - 2. New Maids - Club to provide a presentation arrangement with 1 yellow rose
 - 3. Past Queen - Club to provide a presentation arrangement with 6 white roses
 - 4. Past Maids – Club does not provide flowers for past maids. If the past queen chooses to provide flowers for past maids, the flowers shall be a presentation arrangement with 1 red rose
- B. Tableau and Ball
 - 1. An orchid for the Queen's scepter on Saturday night.
 - 2. Presentation arrangement for the wife or escort of the King (If she is not the queen)
 - 3. White boutonnieres for the King, the present Dukes, boy pages and scroll bearer
 - 4. Red boutonnieres for the Past King and Past Dukes
 - 5. Wristlets for the girl pages and scroll bearer with white roses
 - 6. Presentation arrangement for the past queen with 6 white roses
 - 7. Presentation arrangement for the past maids with 1 red rose
 - 8. An orchid for the Queen's scepter for the Parade
- C. City Hall
 - 1. A corsage for the wife or escort of the King, if present.
 - 2. White boutonnieres for the King, Dukes, and the Queen's husband or escort.
 - 3. Red boutonnieres for the returning King and the returning Queen's husband or escort (If attending)
 - 4. Pin on corsage for the hostess
- D. Parade

1. An orchid for the Queen's scepter
2. White boutonnieres for the boy pages and scroll bearer
3. Wristlets for the girl pages and scroll bearer with white roses

XXVI. GIFTS

- A. The Club purchases:
 1. A scroll to be given to the Queen and King at Tableau. The President has the option of presenting these scrolls, or she may designate scroll bearers.
 2. A gift, costing under a hundred dollars (\$150) each purchased by the Vice-President, for the President & purchased by the President for the Vice-President, to be presented on the night of the Election meeting.
 3. The Club shall provide a chain and medallion for each court member to be presented at Presentation Dance.

XXVII. GUEST TICKETS & ATTIRE

- A. Guests of the court may attend the Ball and/or the King and Queen's Reception for a **donation** specified by the Board of Directors. The number to be designated by the Board of Directors.(approved April 2011)
- B. Female guests must attend the Tableau and Ball in formal attire. Male guests must attend the Tableau and Ball in tuxedos. (approved June 2008)
- C. All guest attending the King and Queen Reception may wear appropriate casual/parade attire. Jeans are allowed. No tank tops or shorts allowed. (approved June 2008)
- D. One ticket will be given each member of the Club for her escort or husband to attend the Tableau and Ball, the King and Queen's Reception, and any other socials sponsored by the Club.
- E. Each member will be given tickets, the number to be decided upon by the Board of Directors, for guests to view the Tableau.
- F. A total of 160 guest tickets will be available on a first come first serve basis to members of the club, exclusive of the court, to attend the Ball. A minimum **donation** amount per ticket will be set by the Board of Directors. All tickets will be issued and donations collected by the ticket chairperson. (approved April 2011)
 1. The cost of the ticket to be set by the Board of Directors.
 2. Purchaser must notify their float captain. All guest accommodations are provided by each float with the member who purchased the ticket(s) to pay the appropriate cost for food for guest. (approved August 2008)
- G. All guests invited to attend the Ball and King and Queen's Reception must be 21 years of age. The President has the authority to grant permission for the children of the queen and king, who are under the age of 21, to attend these functions. These children must be at least 16 years of age. (approved April 2011)

XXVIII. INVITATIONS TO PRIVATE PARTIES

- A. Any personal invitation to private parties that does not include the entire membership, must be mailed at parties' own expense and not at the Club's expense or inserted in the Club's envelopes. Only tickets will be inserted in Club envelopes.

XXIX. KING CANDIDATE

- A. A member in good standing of the organization for two (2) consecutive years may submit the name of her husband or escort wishing to be King.
- B. Candidate for King must be twenty-one (21) years of age or older at the time of the drawing.
 1. A married member may only submit her husband's name once should he become King. A single member or widow may submit only one (1) name in the same sense that this would be the only name a married member can submit.
 2. However, should a single member marry, she will have the privilege of submitting the name of

her husband for King (even though she had already submitted the name of an escort who became King).

3. In the event a widow remarries, her husband will be allowed the opportunity to become King if he has not had that honor.
 4. In the event the Queen does not submit the name of her King, then the following rules will apply. Please refer to By-laws, KING, Article X.
- C. The King's title shall be "King of The Krewe of Hyacinthians".
- D. For More information see By-laws, KING, Article X.

XXX. KING & QUEEN'S RECEPTION

- A. The Queen and King will each be given forty (40) individual guest tickets for this affair.
- B. The Queen and King will each put up six hundred dollars (\$600) toward the cost of this affair. The amount to be determined by the Board of Directors. The balance is paid by the Club.
- C. The Parish President, Sheriff, Chief of Police and their respective wives or escorts shall be invited.
- D. Special tables are designated for the Queen, King and Captains of the Ball and Parade.
- E. Tables will be designated for Float Captains.

XXXI. LADIES-IN-WAITING AND SQUIRES

- A. There may be Ladies-in-waiting and Squires at the discretion of the Board of Directors. Refer to By-laws, Article XVII.
- B. Ladies-in-waiting and Squires will be presented at the tableau only and do not ride in the parade.

XXXII. MAIDS

- A. There shall be six (6) or more Maids.
- B. In the event the Queen does not submit the names of all of her Maids, who must be members in good standing of the Club, then the following rules will apply. Refer to By-laws, Article XI.
- C. Maids will be notified of specific time and place to meet prior to Parade.
- D. Maids shall buy a gift for their Dukes, Queen, King, Captains, and anyone else they so desire.
- E. Maids shall be allowed to hand items approved by the parade captain.
- F. The Maids are not allowed to drink alcoholic beverages during the Parade except at City Hall.
- G. The maids may not get off the floats or out of their convertibles at City Hall or at any other point along the parade route, except for an emergency.

XXXIII. MANTLES

- A. The President appoints a Chairman to decorate the mantles, if they are not rented, in accordance with the Tableau theme.
- B. Working within her budget, the Chairman will purchase all material and submit the bills to the Treasurer.
- C. The President approves the mantles and the Chairman delivers them to the Queen and King.

XXXIV. MEMBERSHIP

- A. The membership quota is determined by the Board of Directors.
- B. Membership may be closed at the discretion of the Board of Directors with notification to the general membership.
 1. Applicants who have received prior approval or disapproval of a previous Board of Directors are not to be voted on again by the next Board.
 2. In the event of a negative vote, the Applicants' name shall be dropped from the list and she shall be so notified and any deposit returned.
- C. Substitute Rider Membership:
 1. Substitute Rider Membership is a member who will ride in substitution of a general member for a one year temporary term in substitution of the following members:
 - a. The Queen (1)
 - b. The Past Queen (1)

- c. The Maids (6-8)
 - d. The King's wife (1)
 - e. Captain of the Ball (1)
 - f. Captain of the Parade (1)
 - g. Members who have submitted in writing their intent to not ride that year to the membership chairman.
2. These members shall be selected from the active waiting list for the Krewe of Hyacinthians. These substitute riders will meet the same requirements of the general members, and will be placed on a float by the preference of the rider if an opening on that float is available.
 3. Substitute Riders will be chosen from the membership waiting list in numeric order. If in the event that there is no waiting list, the person seeking substitute membership will fill out the membership application form.
 4. These substitute riders will follow all rules and regulations of the membership of the Krewe of Hyacinthians and will be subject to all disciplinary regulations of the members of the Krewe of Hyacinthians.
 5. The substitute rider will be responsible for the annual membership fee and float dues. There will be no opt out fee for substitute membership.
 6. The club will provide a "Generic" costume if these riders are chosen after costumes are done on the respective floats.
 7. These substitute riders will be chosen after the annual court is chosen and will be placed on the floats after presentation.
 8. After the ride, these substitute riders will be placed back in their original spot on the waiting list, and will then be assigned to a permanent float for the next riding year.
 9. A substitute rider can only participate as a "substitute rider" for one year.
 10. The Vice-President will be in charge of these substitute riders. (approved June 2012)

XXXV.

MEMBERSHIP CLASSIFICATION & MEMBERSHIP CHAIRMAN

- A. Membership Classification - A member in good standing will have the opportunity for re-membership if the member adheres to the following:
 1. It is mandatory that the membership renewal form is signed and returned to the Club and all indebtedness has been paid prior to the start of the General Membership Meeting in June (date is set by the Board of Directors) or postmarked no later than that date. (*approved 01-03-02*). Is in good standing on assigned float, having paid all float assessments as designated by a vote of the majority of the float riders by assigned deadlines.
- B. Duties:
 1. The Chairman must have Membership Application forms along with envelopes addressed to the Club, with the Club's return address and "MEMBERSHIP" stamped on them, available to all prospective members when the Application for Membership dates are open.
 2. The President or her designee checks the mail, numbers each envelope UNOPENED as they are removed from the Post Office box.
 3. If these envelopes are defaced in any way, they will be opened to determine the sender and returned.
 4. At the first Board meeting, after receiving applications in the mail, the Chairman will open these envelopes - numerically - and continue to compile the Application List for membership.
 5. She shall have the Application List available for approval for membership by the Board of Directors.
 6. She shall have the Application List available for the entire membership to see.
 3. When space is available on floats, she shall contact each by phone or mail and give them a deadline of no more than 48 hours to accept or decline membership and a date to submit

- their dues. *(approved 03-5 -09)*
- 4. She shall send a letter to those applicants who were not approved by the Board together with any deposits made.
- 9. Shall provide a list of new members and transfers to secretary who will maintain an up to date membership roster. *(approved 05-07-09)*
- 10. Shall contact float captains when placing members on their float. *(approved 05-07-09)*
- 11. Shall provide float captains with a list of float riders after the June membership meeting or once float is filled. *(approved 05-07-09)*

XXXVI. NARRATOR

- A. The President selects the Narrator who works in conjunction with the Ball Captain and the Band Director.
- B. She shall wear her Krewe costume to narrate the Tableau.

XXXVII. PAGES

- A. Girl Pages
 - 1. There shall be no more than two (2) girl pages
- B. Boy Pages
 - 1. There shall be no more than two (2) boy pages.
- C. All Pages shall ride on the Queen's float.
- D. Pages shall be allowed to throw doubloons and/or bubble gum doubloons.
- E. At least one (1) adult must walk alongside the float where the page rides.

XXXVIII. PARADE COORDINATOR

- A. Coordinator will work with the Captain of the Parade.
- B. Duties:
 - 1. Secure complete Parade sequence from Parade Captain.
 - 2. Secures tractors/trucks for all floats.
 - 3. Secures checks from Treasurer to pay tractor/trucks drivers.
 - 4. Sees that floats are on Parade grounds by designated time.
 - 5. Designates positions of bands and marching units.

XXXIX. PARADE REGULATIONS

- 1. If anyone is seen riding on or destroying a piece of the float, the rider (s) and/or float will be fined.
- 2. Club policies state that no alcoholic beverages may be consumed during the parade. A Parish Ordinance includes fines for consumption of alcohol during the parade.
- 3. All members, including the court, riding on floats must wear a safety harness and remain fastened to the safety cable. Violation of the policy shall be grounds for suspension of riding privileges for one (1) year for a first offense and revocation of membership for a second offense.
- 4. All members must wear masks and full costume, or substitute approved by the Costume Chairman or the President of the Club for the duration of the parade. Costumes may not be cut or altered by the rider. A "mask" is defined as: anything used to hide, protect or cover all or part of the face. Sunglasses will be acceptable only if they are embellished/decorative and as long as they cover the face from the bottom of the cheekbones to the top of the eyebrows. All decorative sunglasses worn by rider must be approved by either the Costume Chairperson, the Club President, or the Club Vice-President. No regular sunglasses are allowed. Club policy allows for a fifty dollar (\$50.00) fine for failure to be masked during the parade on the first offense. Each additional offense will be an additional fifty (\$50.00) dollar fine. Club policy allows for up to a One hundred (\$100.00) fine for failure to wear full costume and/or an approved substitute or cutting/altering a costume. All Fines must be

- paid within thirty (30) days of notification.
5. Absolutely no smoking at any time on the floats.
 6. Jell-O shots are prohibited and any violation of this policy shall result in a one hundred (\$100) dollar fine and one (1) year probation and suspension of riding privileges for one (1) year. (approved 03-14-03)
 7. Glass containers are not allowed on the floats. Club policy allows for a fifty (\$50 dollar fine and one (1) year probation.
 8. Only club members are allowed on throwing floats during the parade. Any member or members allowing a non-member on the float will be put on probation with riding privileges suspended the following year.
 - a. In the event of stereo repairs on a float, a designated person shall be named, in writing prior to the parade, to be allowed on the float to make the repairs.
 9. Any rider cited standing or throwing from the float once the float has left Town Hall and violating the policy established by the Sheriff's Department for transporting floats from Town Hall to the Civic Center will be suspended from riding for one (1) year. Second offense will result in termination of membership.
 10. No rider is allowed to exit the float during the parade (approved 2-1-17)
 11. No signs or other items for display purposes may be hung on floats; this does not include throws. (approved 3-13-19)

XL. PICTURES

- A. President will see that Captains, Maids, Dukes and Pages furnish their pictures, in the proper attire, at the time requested.
 1. Pictures will be collected by the President and distributed to newspapers and Program Chairman.
 2. She shall retrieve said pictures and return same to the individuals.
- B. The President arranges for the Queen and King's pictures.
- C. It shall be the President's responsibility to contact the photographer (with preference given to the requests for the Queen and King, if possible) to take pictures of the Tableau and Parade and King * Queen's Reception.
- D. No one else is allowed to take pictures during the Tableau.
- E. The President may designate someone to video the Tableau.
- F. After the Tableau is over, newspapers may take pictures of the Court for publicity.

XLI. PRESENTATIONS AT TABLEAU

- A. Returning Queen and King.
- B. King's wife or escort and Queen's husband or escort.
- C. Any additional request for presentations must have prior approval of the Board of Directors.
- D. Ball Captain and Parade Captain may each have one presentation.

XLII. PROGRAMS

- A. The Chairman is named by the President.
- B. Duties:
 1. Obtain synopsis of theme from the President.
 2. Contact picture chairman for pictures of the Court.
 3. Submit a copy of the program to the President and Vice President for approval. The cost and number of programs is to be approved by the Board of Directors.
4. Responsible for delivering programs to Chairman of Floor Committee.
5. Gives required number of programs to each Krewe captain for her float riders.

XLIII. PROPERTIES

- A. Only Club properties designated by the Board of Directors shall be rented out for a specific amount set by the Board.

1. An inventory of usable properties shall be kept by the Custodian of the Den.

XLIV. PUBLICITY

- A. Chairman is appointed by the President.
- B. Duties:
 1. Distributes news of all Club events to local newspapers and radio and TV stations.
 2. Contacts radio and TV stations for broadcasting Tableau and Parade.
 3. Provides parade route and line-up to local newspapers prior to the Parade.

XLV. QUEEN

- A. See By-laws – QUEEN, Article IX

XLVI. QUEEN'S FLOAT

- A. The Float Chairman, appointed by the President, will be given a designated amount for decorating the Queen's Float.
- B. Only the Queen and the Pages will be allowed to ride the Queen's Float, as space permits.

XLVII. REHEARSALS

- A. Rehearsals shall be called by the President.
- B. All participating members must attend when notified. Those failing to attend may be replaced at the discretion of the President.
- C. A name should not be submitted for the Court unless participant can attend all rehearsals.

XLVIII. RETURNING QUEEN

- A. She will be presented to the reigning royalty at the Tableau.
- B. She should wear a floor-length white formal, white gloves and a tiara
- C. An arm bouquet of twelve (12) yellow roses are given to the returning Queen during the Presentation at the Tableau.
- D. She is subject to ride a convertible in the parade.

XLIX. RETURNING KING

- A. Returning King will wear black tails, black socks, white tie and white gloves.

L. RETURNING MAIDS

- A. Maids of the previous year who will be presented shall wear a floor-length formal (not white or off-white) to the Tableau. Sleeveless dresses require long gloves.

LI. RETURNING DUKES

- A. Returning Dukes shall wear black tuxedo with tails (white tie) black socks and white gloves.

LII. SEATING ARRANGEMENT

- A. The Floor Committeemen shall be responsible for seating guests and members.
- B. There shall be reserved seats for: Queen (40 seats), the King (40 seats), Returning Queen's husband or escort, Returning King's wife or guest, Ball Captain's husband or escort and her 8 guests, Parade Captain's husband or escort and her 8 guests, Maids' husbands or escorts, Pages' fathers, Parish President & wife, or escort Sheriff & wife, or escort Chief of Police & wife, or escort husbands or escorts of all members, out-of-town guests and a reserved section for non-participating krewe members.

LIII. SCROLL BEARERS

- A. There may be two (2) Scroll Bearers, a boy and a girl, at the discretion of the President.
 1. Scroll Bearers are chosen by the President.

2. Scroll Bearers must be six (6) through eight (8) years of age by December 31.
3. Scroll Bearers must provide their own attire as approved by the President.
4. Scroll Bearers shall be allowed to throw doubloons and/or Bubble Gum doubloons.

LIV. SICK & SYMPATHY

In the event of a death of a member, an appropriate memorial donation will be made.

- A. In the event of the death in the immediate family of a member, an appropriate memorial donation will be made. For all other relatives a sympathy card will be sent.
- B. In the event of an illness or surgery of a member, a card and/or an arrangement will be sent.
- C. In the event of the death of a member prior to Presentation, the dues are to be refunded – after Presentation, dues will not be refunded.
- D. In memory of the deceased member, her riding position will not be filled until the following year.

L.V. SOCIALS

- A. The Board of Directors shall approve all socials.
- B. The respective Chairman shall:
 1. Select the facility where the social is to be held.
 2. Decorate the facility for the social.
 3. Obtain the required set-ups, which are furnished by the Club.
 4. Hire bus boys and other help needed for the social.
 5. Reserve tables for the Queen, King, Ball Captain, Parade Captain and Float Captains at the Ball and at the King & Queen's Reception.
 6. Mail invitations and issue tickets for reservations made at paid socials.
 7. Be responsible for food served at the King & Queen's Reception.
 8. Confer with the Treasurer about required security for all functions.

L.VI. STAGE DECORATIONS

- A. The Chairman, who is appointed by the President, will be given a specified amount of money to purchase or rent all necessary props and materials to decorate the stage for the Tableau.
- B. She is responsible for returning all props and equipment to their proper place.

L.VII. TICKETS

- A. Tableau and Ball – space permitting
 1. White ticket issued to the following:

Forty (40) Queen**	*Two (2) Chief of Police & wife/escort
Forty (40) King**	*Two (2) Parish President & wife/escort
Eight (8) Ball Captain	*Two (2) Sheriff & wife/escort
Eight (8) Parade Captain	*Members' husbands or escorts
*Two (2) Official Photographer	
*One (1) Houma Courier	

*denotes non-transferable tickets, when applicable.
- C. City Hall
 1. The Club will hire a Security Person to attend door to permit only guests with tickets to enter at City Hall.
 2. Tickets issued to:
 - King, King's wife or guest and his 24 guests
 - Queen's husband or escort and her 24 guests
 - Ball Captain's husband or escort and her 8 guests
 - Parade Captain's husband or escort and her 8 guests
 - Maids' husbands or escorts
 - Dukes
 - Fathers of the pages

Husbands or escorts of Hostesses
Returning King and wife/escort
Returning Queen's husband or escort
Board Members – 4 guests
Parish President, Sheriff, Chief of Police and their wives/escorts
Local Newspapers
TV and Radio Stations
Official Photographer

3. No guests under the age of 10 will be admitted to City Hall and minors, who are admitted must be accompanied by and be the responsibility of an adult.
- D. King & Queen's Reception
1. Queen Hyacinth will receive 40 guest tickets.
 2. The King will receive 40 guest tickets.
 3. Captain of Ball will receive 8 guest tickets.
 4. Parade Captain will receive 8 guest tickets.
 5. Special guests will include the Parish President, Sheriff, Chief of Police, Parade Coordinator & their wives/escorts.

LVIII. THEME

- A. Themes may be given to the President by any Club member. All themes should be Complete including musical selections if possible.
- B. The theme will be chosen by the President. (approved 6-8-16)
- C. The theme selected shall become the property of the Club and its production must be permitted to conform to budget limitations and existing circumstances subject to the approval of the Board of Directors.
- D. Those themes not selected will be returned to the owners who may re-submit them.
- E. Float titles will be selected by the float captains with the approval of the President. (approved 6-8-16)

LIX. TRANSFERS (FLOAT RIDERS)

- A. Any Krewe member desiring to transfer from one float to another should provide a written dated request for such transfer to the Club via mail or email to the membership chairperson and to be opened according to the date it was received by membership chairperson at the next available board meeting and name placed on transfer list (6-11-09)
 1. Float transfer request shall be permanent until filled or withdrawn. See By-laws, CAPTAIN OF FLOAT, Article XIX

LX. VACANCY ON BOARD

- A.. The remaining Directors, even though not constituting a quorum, may, by majority vote, fill any vacancy on the Board (including any vacancy resulting from an increase in the authorized number of Directors or from failure of the Membership to elect the full number of authorized Directors) for an unexpired term, at any special meeting called for the purpose of filling that vacancy.

LXI. PROCEDURE TO ASSIGN NEWLY CONSTRUCTED FLOATS TO RIDERS (approved 11/06)

- A. The board must determine the age of all of the floats and marked them accordingly. The marking should be located in a place that can be easily seen such as on the tongue of the float. The marking can be as simple as 1, 2, and 3. When a new float is built, it should replace the oldest float, not the float of the person who has been a float captain the longest. If the new float is larger than the existing float, then additional riders will be assigned to the float according to the existing Transfer Policy.
- B. The club owns the float, not the captain or riders. There will be no refusal rights.
- C. If the club is renting a float, the old float will be used in place of the rental float.
If the float is damaged or is no longer usable, it will then be sold.
If a float is damaged and must be replaced, but is not the next oldest on the list to be replaced,

then the new float replaces the next oldest on the list and the “old” float replaces the damaged float.

If the mostly newly constructed float is damaged beyond repair, it will be replaced with another newly constructed float.

- D. Age of float is the determining factor.

LXIII. DISCIPLINARY COMMITTEE (approved 11-06-08)

A. The committee would be composed of 5 members to include the president, vice-president, membership chair, float captain chair and the parliamentarian.

B. Members will not be elected by the membership.

The Board and the committee will work out the details regarding the operation of the Grievance Committee.

LXIV. FLOAT CAPTAIN CHAIRPERSON (approved 10-02-08)

A. Shall be appointed by the president and work closely with the president and vice-president.

B. Shall meet with the float captains a minimum of 3 times during the year for the purpose of informing them of current board action.

NOTE: *Any member in good standing is welcome to come before a Board meeting for any legitimate voice of opinion pertaining to the business of the Club.*

Policies updated August 2004, May 2007, September 2007, October 2007, March 2009, June 2009, April 2009, April 2011, June 2012, May 2013, February 2015, March 2016, May 2016, June 2016, February 2017, March 2018, May 2018, June 2018, January 2019, February 2019, March 2019

LADIES CARNIVAL CLUB, INC.

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