
Fernandina Pirates Club, Inc. - Policies and Procedures

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Definitions:

- BOD Board of Directors
- Club Members Pirate and Swabbie
- Community Event Non-paid event
- Deckhand Guest during events.
- Event Chair Person in charge of an event.
- FPC Fernandina Pirates Club
- Infraction Action against Policy and Procedures
- Officers President, Vice President, Treasurer, Secretary, Sergeant at Arms.
- Paid Event Events where a donation is received.
- Pirate, Active Members which have been voted in, paid dues, completed previous year's participation requirements.
- Pirate, Non-active Previously active pirate reduced in status due to not meeting Active requirements.
- Sanctioned Event Event which the board has voted to participate as a group
- Sponsoring Pirate Active pirate mentoring a Swabbie
- Standing Committee Chair Membership, Ways and Means, Public Relations, Float, Warehouse, elected by membership.
- Swabbie New member which has a sponsoring Pirate and paid dues.

Mission Statement

The purpose of the Fernandina Pirates Club, Inc. promotes the Annual Isle of Eight Flags Shrimp Festival and other community events, act as Good Will Ambassadors for Fernandina Beach and Nassau County, and share in the education and promotion of the historical background of Pirates in the Fernandina Beach area.

Membership

Pirate, Swabbie and Deckhand.

Pirate:

- Sec. 1. Membership shall be limited to persons over 21 years of age.
- Sec. 2. Membership shall be limited to 75, including both Pirates and Swabbies.
- Sec. 3. Pirates are required to annually participate in at least 3 sanctioned community events, 3 sanctioned paid events, shrimp festival shifts, and attend 1 membership meeting per quarter. Meetings can be attended via live media if prearranged with a non-board member.
- Sec. 4. Pirates which do not fulfill the annual requirement may reduce to Swabbie (can participate in events), reduce to inactive pirate, (cannot participate in events), or pay a \$50 participation fee and remain as an active pirate with board approval.
- Sec. 5. Annual Dues shall be \$60 per year and shall be paid in full by the January General Membership Meeting. A late fee of \$10 will be applied to dues not paid in full by the end of the January General Membership meeting. The membership of any deemed inactive if dues are not paid in full by March 1.
- Sec. 6. Annual dues for new members after the Shrimp Festival shall be in an amount equal to one-half (1/2) the annual dues and shall be in an amount equal to one-fourth (1/4) the annual dues for the new member after October 1.
- Sec. 7. Inactive Pirates may activate their membership paying \$30 reinstatement fee and annual dues.
- Sec. 8. Pirates are encouraged to wear the club patch at all sanctioned club events.
- Sec. 9. Only Active Pirates will be permitted to vote or run for office.

Swabbie:

- Sec. 1. Swabbies shall be limited to persons over 21 years of age and be sponsored by Pirate in good standing.
- Sec. 2. The initiation fee is in addition to annual dues.
- Sec. 3. Swabbies are required to annually participate in at least 4 sanctioned community events, 4 paid sanctioned

events, co-chair 2 sanctioned events and attend 3 membership meetings.

Sec. 4. Swabbies must work Shrimp Festival shifts as required from the board unless sick or family obligations prevent.

Sec. 5 Swabbies must appear to the BOD with their sponsoring Pirate if another pirate has a concern with the Swabbies behavior or status. Majority vote from the Board can revoke a Swabbie's membership. The BOD will choose a timeline for the length of time before the person can return to the club if they choose.

Sec. 6. Swabbies will receive a copy of the FPC bylaws, and the Policies and Procedures from the membership chair.

Sec. 7. The sponsoring Pirate should submit their Swabbie to the BOD once all requirements are made. The BOD will present the Swabbie to the membership for a majority vote. The Swabbie will address the membership. The Swabbie steps away while the vice president opens discussion and calls the vote of active pirates present. The vote will be confirmed by the BOD and officially announced at the following membership meeting.

Sec. 8. Swabbie cannot wear the club patch. Must wear Swabbie patch to meetings and all events.

Deck hands:

Sec. 1. Club members who wish to have a special guest must get approval by one board member and the Event Chairperson. The guest will be welcomed for the first visit. Additional visits will be assessed a \$20 fee per event. If the guest joins the club, \$20 will go toward their initial membership fee. No charge for the first visit.

Revocation Membership:

Sec. 1. Any membership is subject to revocation from the club by regular or special BOD meeting, upon motion made by any officer or standing committee chairperson and carried by a vote of the simple majority of the BOD. The moving party must present just cause involving substantiated charges of dereliction of duty, violation of any civil law, club policies and procedures, commissions of grievous acts, or in any act that degrades the Club's reputation or endangers the public at large or other members of the Club.

Sec. 2. Any member whose membership is revoked may appeal to the general membership at the first subsequent regular general membership meeting following such a vote of revocation. A vote of two-thirds (2/3) of the voting general membership present in favor of the appealing party will nullify a revoke vote.

Sec. 3. Club membership may be revoked for other causes not specifically mentioned above.

Meetings:

- Sec.1. The annual meeting of the membership shall be held during the regularly scheduled November meeting of each year.
- Sec. 2. Meetings of the BOD shall be held monthly on the third Tuesday of each month. Special meetings of the BOD may be held upon the call of any member with knowledge of the President. Notice of all special meetings shall be given at least three (3) days prior to the meeting by mail, telephone, email, or any means of communication provided by the member.
- Sec. 3. Meetings of the general membership shall be held monthly on the third Tuesday. Special meetings of the general membership may be held upon the call of any member of the BOD with the knowledge of the President. Notice of all special meetings shall be given at least three (3) days prior to the meeting by mail, telephone, email, or any means of communication provided by the member.
- Sec. 4. Twenty-five percent (25%) of the voting general membership shall constitute a quorum for the transaction of business at any general membership or special meeting.
- Sec. 5. Members are welcomed to attend board meetings. Must contact BOD 10 days prior if they wish to be on the agenda.
- Sec. 6. During meetings, order must be maintained, or you will be asked to leave after two warnings.
- Sec. 7. The order of business shall be at the discretion of the President. The Secretary shall email the minutes of the pervious meeting to the general membership prior to any meeting. Said minutes shall be reviewed, and voted on with a motion and second to be accepted. The Treasurer shall provide a written financial report to the general membership of the deposits and withdrawals for the period from the last meeting to the current meeting. Emphasis shall be placed by the President on keeping all meetings as brief and concise as possible.

Code of Conduct:

- Sec. 1. Pirates, Swabbies, and Deckhands shall act in a manner befitting our Good Will Ambassador status.
- Sec. 2. If a Club Member or Deckhands acts inappropriately, the Club Member shall discreetly report the inappropriate behavior to the Event Chairperson, who shall report the inappropriate behavior to a Board Member present. The Board Member and/or Chairperson shall address the behavior and/or remove the member from the public view. The Chairperson and/or Board Member shall help that Club Member or Deckhand get home safely.
- Sec. 3. Pirate, Swabbie, and Deckhand costumes shall be family appropriate and in good taste. Any Club Member dressed in inappropriate attire or behaving inappropriately at Sanctioned Club Events will be asked to leave.
- Sec. 4. When speaking to media refrain from comments involving political issues, local issues, and views of the club. Speak as a Member using appropriate language. Reach out to BOD if uncomfortable or do not know how to respond. Be media friendly.
- Sec. 5. Only Pirates in good standing may vote on club issues, including the election of officers.

Sanctions for not following Policies and Procedures:

- Sec. 1. When any infraction of any policy and procedure is committed by a Pirate or a Swabbie, including disregarding a verbal instruction from an Officer, the following sanctions will apply according to the discretion of the BOD.
- Sec. 2. Upon a first committed infraction of any policy and procedure, a "Letter of Warning" will be issued, upon a majority vote of the BOD, informing what infraction was committed and the Pirate or Swabbie will be warned not to commit this infraction again. No rights or privileges will be removed and the party in question remains Active and may still hold office, sponsor Swabbies, vote at elections, chair events, etc.
- Sec. 3. Upon a second committed infraction of any policy and procedure within five (5) years of the first infraction, a "Letter of Suspension" will be issued upon a majority vote of the Board of Directors informing the party of the second infraction committed. That party will no longer be Active with the Club and will lose his or her rights and privileges to hold office, sponsor Swabbies, vote at elections, chair events, etc. In addition, they will be suspended for a period of one year from participating in activity in which that infraction was committed. Example: If the infraction was pulling a metal sword in public, they would be restricted from wearing a metal sword at functions for one year.

Sec. 4 Upon a third committed infraction of any policy and procedure within five (5) year period of the first and second infractions, a “Letter of Revocation of Membership” will be issued upon a majority vote the BOD informing said party that their membership in the FPC has been terminated. There is no appeal to this action. Party may after one year reapply for a new membership.

Officers:

President, Vice President, Secretary, Treasurer, Sergeant at Arms.

Election of Officers:

Sec. 1. No Officer shall serve more than four (4) consecutive one (1) year teams in office. This shall not apply, however, when an Officer has filled a partial term because of a vacancy arising after elections.

Sec.2. The Officers and Standing Committees Chairpersons that make up the BOD shall be elected at the annual meeting of the Club, which is the regular scheduled meeting in November of each year. The BOD shall be elected to serve for a period of one year. The incumbent Officer or Standing Committee Chairperson shall at the annual November meeting, explain the duties of each position for prospective candidates.

Sec. 3. Nominations for the Officers and Chairpersons will be open September thru November. Active Pirates can make nominations till the vote is called.

Sec. 4. Presentation and vote of new Officers and Chairpersons will take place during the November membership meeting. The candidate receiving the largest number of votes will be elected.

Sec. 5. The incoming BOD shall attend the December board meeting and take office effective January 1 of the following year.

Sec. 6. The President, subject to approval by the Board of Directors, shall appoint eligible members to any office left vacant prior to the annual meeting or any vacant office not filled by the annual vote.

Duties of the President:

Sec. 1. The President shall be the senior administrative officer of the club. The President shall preside at all meetings of the Club and the BOD. The President shall have controlling hand of the meetings. In matters brought to all board and general membership meetings, the President shall only cast a vote in the event of a tie.

- Sec. 2. The President's duties include but are not limited to: presiding over meetings, overseeing his or her Officers, assigning events to proper departments, settling disputes along with the other members of the BOD being the primary contact person between the Fernandina Pirates Club and the city, county and community, and guarding and protecting the reputation of the Fernandina Pirates Club.
- Sec. 3. It is the duty of the President to report to the general membership the state of the Club's affairs.
- Sec. 4. President should attend all Shrimp Festival committee meetings and report back to the membership.

Duties of the Vice President:

- Sec. 1. The Vice President, First Mate, shall be the second commanding officer of the Club.
- Sec. 2. The Vice President shall act in the absence of the President. In the event of death, impeachment, resignation or inability of the President to continue in office, such a vacancy shall be filled by the Vice President until the annual election meeting occurs.
- Sec. 3. The Vice President shall be responsible for maintaining and documenting current Policies and Procedures as they may be amended from time to time.
- Sec. 4. The Vice President will ensure current copies of the Bylaws, Policy and Procedures are available to members.
- Sec. 5. The Vice President will oversee the Standing Chair committee.
- Sec. 6. The Vice President will mentor the Swabbie to Pirate process.

Duties of the Secretary:

- Sec. 1. The Secretary, Ship's Scribe, shall keep the minutes of the BOD, general membership, and any other Club related meeting and shall have the minutes of the previous year present at each BOD and general meeting for reference searches. The Secretary will be responsible for the care of archived meeting minutes.
- Sec. 2. The Secretary shall email copies of the previous month's minutes to the general membership prior to the current month's meeting and have copies available for the membership at that meeting. The Secretary shall email to the meeting a current list of upcoming events for at least that current month and the next month.
- Sec. 3. The Secretary shall draft correspondence that is sent by the Club such as thank you notes and letters. Official letters, such as letters of warning, suspension, or revocation, shall be presented to the President for signature on behalf of the Board of Directors.

Duties of the Treasurer:

- Sec. 1. The Treasurer, purser, shall keep all financial records of the Club, give a written financial report to the membership at each meeting and perform such duties as pertain to the office.
- Sec.2. Such duties include, but are not limited to, the annual renewal of the post office box, insurance, tags, corporate non-profit status, and any taxes due. The Treasurer will also be responsible for completing and mailing all forms, the IRS, state, etc. may require, both present and future forms.
- Sec. 3. The Treasurer will be responsible, with a majority vote from the BOD, in obtaining or conducting an annual club audit to satisfy the requirements of our non-profit status and for the purpose of obtaining grant monies.
- Sec. 4. Allocate budgeted funds to Warehouse Chairperson, Float Chairperson, Ways and Means Chairperson, Sergeant at Arms, and PR Chairperson annually, and each Event Chair.
- Sec.5. Expenses between \$0 to \$199.99 must be signed off by 3 board members prior to reimbursement.
- Sec. 6. Expenses \$200.00 or greater must have BOD approval through a majority vote prior to reimbursement.
- Sec. 7. Ensure monies are deposited within 10 days of receipt.
- Sec. 8. Board must be notified if monies are removed from the club's account for the use of tills at various events. The Treasure, is responsible for securing and controlling all tills until the monies are returned to the Club's account.
- Sec. 9. The Treasurer will purchase and maintain the Club's supply of beads to be used in parades and other events with the approvals needed depending on the dollar amount needed.
- Sec.10. Ensure 2 boxes of beads are available for each parade. When addition beads are needed present the request to the membership for approval through a majority vote.
- Sec.11. Ensure monies are paid to scholarship winners through the designated scholarship account.

Duties of the Sergeant at Arms:

- Sec. 1. The Sergeant at Arms shall make sure all members are aware of the safety rules, parade rules, and firearm rules. They shall annually review and recommend changes, corrections, and or deletions in the rules to BOD based on, but not limited to, safety, and the club's insurance policy. The Board of Directors will review such changes and make recommendations to the general membership for an up and down vote. A simple majority vote will be needed to implement changes. The Sergeant at Arms also shall design a safety checklist for all functions and coordinate with the chairpersons of each event. The Sergeant at Arms shall be responsible for the maintenance of the Club's cannons and all items related to the cannons including but not limited to, caps, and black powder.

- Sec. 2. The Sergeant at Arms has the duty to maintain order as necessary at meetings or events as directed by the President or any Officer to do so.
- Sec.3. The Sergeant at Arms will purchase and maintain the black powder needed for events and purchased with approvals depending on the dollar amount needed.
- Sec.4 Allocate 3 pounds of black powder is used per parade.
- Sec. 5. If additional black powder is needed, present the request to the membership for approval through a majority vote.

Duties of the Board of Directors (BOD):

- Sec. 1. The BOD shall be responsible for the management of the Club. It shall make such policies and procedures as it sees fit, subject to approval of the general membership. It shall have the power to purpose, elect, invite, and suspend members of the Club as herein provided. The BOD shall meet monthly and as needed, upon the call of the President, or upon the call of three members of the board. Seven members of the board shall constitute a quorum for the transaction of business.
- Sec. 2. The BOD is made up of the Elected Officers and Standing Committee Chairpersons. 10 voting Members. The President shall only vote it the event of a tie. Board majority takes 6 votes.

Standing Committee Chairs:

The chairperson elected may shanghai others to serve on his or her committee, subject to approval of the DOB. It is recommended that each chairperson have an assistant. Each committee will operate on a budget assigned annually by the BOD based on previous year's audit.

Duties of the Membership Chair:

- Sec. 1. The Membership Committee Chairperson shall be dubbed "Recruiter" and shall see that a copy of the bylaws, policies and procedures that currently, or in the future, govern the Club, are provided to all members.
- Sec. 2. The Recruiter shall keep records of paid Pirates and Swabbies.
- Sec. 3. Organize membership drives at least once per year or as needed.
- Sec. 4. Keep an up to date roster with information as provided by the members.
- Sec. 5. Recruiter shall also maintain a record of member's attendance at events to determine that the requirements to maintain Pirate status are met.

Duties of the Public Relations Chair:

- Sec. 1. The Public Relations Committee Chairperson shall be dubbed the Ship's Messenger.
- Sec. 2. The Chairperson will maintain the current Club's archives, handle the yearly Shrimp Festival Scholarship Program, and shall be the contact person for the appearance of our Pirates at nonpaying club sanctioned events, except for parades.
- Sec. 3. Maintain and monitor the FPC website, FPC public Facebook page, FPC membership page, and all other communications that pertain to the club. Continually post updates after each event. Announce new members, recap events, recognize members and announce future events.

Duties of the Float Chair:

- Sec. 1. The Float Chairperson shall be dubbed "Shipwright"
- Sec. 2. Responsible for maintaining the Club's floats, including the generator, tires, signage, sound system, and general painting and repairs.
- Sec. 3. The Shipwright shall be responsible for the inspection of float prior to and the return from any function.

Duties of the Warehouse Chair:

Sec. 1. The Warehouse Committee Chairperson, “Quartermaster” and shall keep an inventory of and organize all Club wares and oversee the safe and secure storage of such wares in any facility the Club has secured for this purpose. In addition, this person shall keep a log of what wares are removed for use from the warehouse and when said wares are returned.

Duties of the Ways and Means Chair:

Sec. 1. The Ways and Means Committee Chairperson shall be dubbed the “Pillager”.

Sec. 2. Responsible for fund raising activities.

Sec. 3. The Pillager shall raise funds creatively, organize such events and be responsible for all compensated events.

Sec. 4. Maintain and have available Club patches to the general membership.

Duties of the Event Chair:

Sec.1. Each Event Chairperson will be nominated or volunteer to chair sanctioned events.

Sec. 2. Each Chair will partner with the Ways and Means Chair on paid events and the Public Relations Chair for non-paid events.

Sec. 3. Each Chair will partner with the Vice President to register for the parade. Partner with the Membership Chair to sign in participants. Partner with the Sergeant at Arms to coordinate the cannon. Partner with the Warehouse Chair to coordinate picking up the sound system, flags, and beads prior to the day of the parade. Assign a driver. Conduct a safety meeting at the beginning of each parade and ensure all Pirates, Swabbies and Deckhands have signed the indemnification form. Once the parade is complete the Event Chairperson will partner with the same standing committee members to ensure the cannon is properly stored, flags returned to the warehouse, and sound system returned to the warehouse. This should be done in a timely manner since these items should not be store on the float nor in open air. If the event requires music, the event chairperson will arrange to have proper music available. Music shall not have political messages nor inappropriate language.

Removal from Office:

Sec. 1. Any Officer or Standing Committee Chairperson is subject to impeachment and removal from office, by special meeting, upon a motion made by any other Officer or Standing Committee Chairperson and carried by a two-thirds (2/3) majority vote of the remaining members of the Board of Directors. The moving party must present just cause involving substantiated charges of dereliction of duty in the office, violation of the Policies and Procedures, or commission of grievous acts.

Sec. 2. Any Officer or Standing Committee Chairperson so impeached may appeal to the general membership at the first subsequent regular meeting. A vote of two-thirds (2/3) of the voting general membership present in favor of the appealing party will nullify an impeachment vote.

Safety Procedures:

ANY VIOLATION OF ANY SAFETY PROCEDURE SHALL RESULT IN A LETTER OF WARNING OR SUSPENSION OF MEMBERSHIP AS DETERMINED BY THE BOD.

Parade Safety Procedure:

- Sec. 1. Violations of any safety procedures shall result in a Letter of Warning or suspension of membership as determined by the BOD.
- Sec. 2. No chasing, harassing or attempting to pick up citizens on the street or any sanctioned event.
- Sec. 3. Anyone visibly intoxicated will not be allowed on the float, or at any sanctioned Club vent, and must surrender weapons upon the request of any Club Officer or may be escorted off of the premises.
- Sec. 4. Intoxication will be determined by a consensus of 2 Board Members and the Event Chair. If the Board Members are not available, the Event Chair will consult with 2 active members to determine level of intoxication. Arrangements should be made for the intoxicated person to get home or be moved to a safe place.
- Sec. 5. No alcohol will be consumed or stored on the float.
- Sec. 6. No open flames on the float. No smoking or vaping on the float or street during a parade.
- Sec. 7. No one shall board the ship or float unless in costume, unless authorized by the Event Chairperson. This does not include the decorating crew or work party or guest of the Captain.
- Sec. 8. All Active Members and Deckhands must sign a indemnification form at or prior to each sanctioned event to participate.
- Sec. 9. Any club member witnessing what he or she feels to be an unsafe activity should speak to the person in a positive manner to correct the behavior. If the behavior continues, report to a Board Member or Event Chair to take further action.
- Sec.10 Only paid Club Members or Deckhands with current signed indemnification forms may participate in costumed events due to insurance regulations.
- Sec.11. Any club member witnessing what he or she feels to be unsafe activity shall report it to a Board Member or Event Chairperson as soon as possible.

- Sec.12. During parades, the cannon, pistols, or other firearms may be fired from the float only and never from the street.
- Sec.13. Only Pirates and people approved by the Parade Chairperson shall ride the float during a parade.
- Sec.14 . No persons under the age of 21 shall be permitted on the float when black powder is present.
- Sec.15. Never throw anything during a parade, unless throwing from the float is specifically authorized by the Event Chairperson.
- Sec. 16. Any Pirate thought to be impaired at a sanctioned event as determined by the Event Chair and or Sergeant at Arms will not be permitted to drive (tow) the Club floats or fire any black powder weapons at said event.
- Sec. 17. During parades, a minimum of two members in good standing shall walk in front of each tow vehicle in "Post" positions to assist drivers along the parade route and ensure audience members are kept at a safe distance from each tow vehicle and float. Club members handing out beads should also assist in ensuring audience members are at a safe distance from the float.

Firearm and Weapon Safety Procedures:

- Sec. 1. Only Pirates in good standing who have been certified by the Sergeant at Arms status shall be allowed to carry edged metal weapons or fire black powder weapons.
- Sec. 2. Personal black powder weapons and club cannons will only be fired at sanctioned events where firing has been Approved. Members shall be responsible for maintaining and safely operating personal black powder weapons.
- Sec. 3. Before firing pistols, rifles, or cannons, Pirates must demonstrate to a Sergeant at Arms knowledge of how to properly use the weapon and the weapon must pass inspection. Upon completion of such demonstration and inspection, Pirates will be added to the list of those authorized to fire either guns, cannons, or both. In order to maintain authorization, weapons must pass inspection and Pirates must demonstrate their ability to properly use the weapon every six (6) months.
- Sec. 4. All weapons, real or not, will be of a design approved by the board. No modern looking weapons or weapons determined to be too dangerous for use in public shall be allowed.
- Sec. 5. Black powder percussion caps are not to be loaded until ready to fire.
- Sec. 6. If there is any question as to the safety of a firearm, the Sergeant at Arms has the responsibility to ask for its surrender for inspection at any time during an event. If he or she believes a weapon is unsafe they have the right to confiscate it during the event and return it after the event is completed. Any Pirate refusing to surrender their weapon may be asked to leave the event. Further action will be addressed with the BOD.
- Sec. 7. All metal edged weapons shall be peace tied and secured in a sheath which covers the entire length of all sharp edges at all times during an event.

- Sec. 8. Weapons, whether real or decorative, shall never be pointed at anyone, whether loaded or unloaded.
- Sec. 9. Open cans of powder are not allowed on the float. Powder shall be in pre-measured single shot loads stored in approved container.
- Sec. 10. Pouring powder from a can or flask directly into the barrel of any weapon is not permitted. Only pre-measured containers carrying the appropriate safe black powder load for that weapon should be used.
- Sec. 11. Weapons may only be fired in approved areas at approved times determined by the Event Chairperson and/or the Sergeant at Arms.
- Sec. 12. Black powder guns are to be pointed upwards and above ear level of all persons in the area when firing.
- Sec.13. Always shout loudly: “fire in the hole” and wait 3 full seconds before firing any black powder weapon.
- Sec. 14. Hearing and eye protection along with leather gloves are provided for cannoneers when firing the cannon.
- Sec. 15. The safe powder load of any weapon shall be determined by the Sergeant at Arms.
- Sec. 16. The measure of powder for the cannon shall be one full film canister for the small cannon and two full film canisters for the big cannon.
- Sec. 17. The use of wadding is not permitted in any cannons.
- Sec. 18. When wadding is necessary for use in pistols and rifles, only materials rendered non-flammable may be used.