



RULES and BYLAWS

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I. **NAME OF THE ORGANIZATION** shall be The Pirates of Rogues Cove (hereinafter referred to as PRC).

II. **PURPOSE**

- a. PRC is a non-profit educational and theatrical renaissance recreation guild devoted to youth and adult education about pirates and sailors during the Golden Age of Piracy in a historical learning environment.
- b. PRC participates in Renaissance-style faires and other similar public events, portraying pirates that might have existed during the Golden Age of Piracy.

III. **ADMINISTRATION**

- a. **ADMIRALTY BOARD:** The Admiralty Board is the Board of Directors, the legal governing body of PRC. PRC is governed by an appointed Admiralty Board consisting of the following three offices:
 - i. **PRESIDENT**
 - 1. Coordinates and officiates all Board and General Membership meetings.
 - 2. Oversees and coordinates “Appointed Committees” (ex. Membership Drive Committee).
 - 3. Oversees and coordinates Board responsibilities.
 - ii. **VICE PRESIDENT**
 - 1. Acts as primary liaison and negotiator with all event organizers including mail address for event materials.
 - 2. Completes and submits event applications.
 - 3. Coordinates interaction between PRC and other groups with the assistance of other members of PRC.
 - iii. **SECRETARY/TREASURER**
 - 1. Creates agenda for Board and General Membership Meetings.
 - 2. Publishes minutes for Board and General Membership Meetings and maintains a history file of said minutes.
 - 3. Maintains member and applicant data including mailing addresses for all member communications.
 - 4. Maintains the Guild bank account and petty cash.
 - 5. Collects and keeps record of membership dues.
 - 6. Makes disbursements at Board’s request.
 - 7. Reports all monetary activities to the Board.
- b. **FUNCTION OF THE ADMIRALTY BOARD:** to lead the PRC and designate official PRC events. The Board (including its deputies) is the only body authorized to dispense information about PRC to the public and to event officials.
- c. **QUALIFICATIONS FOR BOARD MEMBERS:** To hold a position on the Board of Directors, a member must meet the following qualifications:
 - i. Be a member in good standing (i.e. dues current and no pending disciplinary actions) for at least one calendar year.
 - ii. Not be on probation (i.e. no roguelings).

- iii. Be willing and able to put in the necessary time and work required by their position.
- d. **BOARD VACANCY:** in the event of a Board vacancy, the remaining Board members will appoint a replacement.
- e. **REMOVAL OF BOARD MEMBER:** a Board Member may be removed from office for just cause (e.g. for violating these Policies and Procedures or otherwise abusing the power of his/her elected office, or for dereliction of duty) by a unanimous vote of the other Board Members.
- f. **COMMITTEES AND DEPUTIES:** the Admiralty Board may appoint committees as they deem necessary (e.g. Recruitment Committee). Board members may appoint deputies as necessary to assist them in their duties (e.g. Events Liaison).
- g. **BOARD MEETINGS:** the Admiralty Board meets at its own discretion. These Board Meetings are open to all members. Anyone wishing to bring information to the Board's attention should notify the Secretary.
- h. **VOTING:** decisions will be determined by a simple majority of the Board members. In the event of a deadlock, the Board may agree to table the item for further investigation and vote at a later time, or the Board may agree to put the item before the membership, whose vote shall determine the outcome. The Board, at its sole discretion, may at any time opt to place any decision before the general membership for a vote.

IV. MEMBERSHIP REQUIREMENTS

- a. **APPLICATIONS:** anyone interested in membership should contact the Secretary for an application.
- b. **APPLICANTS:** must be 21 years of age or older to be considered for membership. (Exceptions to the age requirement may be made by the B.O.D. on a case by case basis.) Once an application is received, the applicant must contact the Admiralty Board to make arrangements to audition at the next meeting (or event, if appropriate). The Board reserves the right to waive the audition process.
- c. **SELECTION CRITERIA:** after a one-year probationary period – or 5 full weekend events- new members (hereinafter potential member is referred to as “*Roguelings*”) will be chosen by a vote of the Board with input from the general membership and based upon the following: character, costume, performance ability, personality and presence, commitment, leadership or organizational ability, other appropriate skills, and talents. At the end of this probationary period, the Admiralty Board (with input from the general membership) will have the option of:
 - i. Extending the probationary period
 - ii. Awarding full membership
 - iii. Removal from membership

Our policy is not to discriminate on any basis including but not limited to race, color, creed, sex, sexual orientation, national origin, or disability.

- d. **APPLICANT PROBLEMS:** no one with an active drug/drinking problem will be considered for membership.
- e. **MEMBER REQUIREMENTS:** members will be required to fill out an Emergency Information form and a Participant's Waiver/Agreement form as well as any event waivers required.
- f. **TERMINATION OF MEMBERSHIP:** PRC Admiralty Board reserves the right to not renew a membership for any of the following: poor attendance, non-participation at events, bad attitude, or as a disciplinary measure. Non-payment of dues within the allotted time period terminates membership.

V. CHILDREN OF MEMBERS

- a. Members' children who are under 21 years of age cannot be members and thus they will not be assessed dues; however, these family members of members may be gatelisted with their parent(s) and we be expected to assist PRC as appropriate in return.
- b. These family members must be supervised in the encampment at all times by a parent or legal guardian, unless previous authorization has been given by the Admiralty Board. **NO EXCEPTIONS. PRC does NOT provide child care of any type at any events.**

VI. DISCIPLINARY ACTIONS

- a. **RULES:** Our members are expected to follow these policies and procedures as well as all encampment rules and guidelines, rules and regulations of events, and all appropriate local, state and federal laws.
- b. **CAUSES FOR DISCIPLINARY ACTION** include, but are not limited to, the following:
 - i. failure to follow Black powder and/or Blade Rules/Laws (or otherwise causing harm or potential injury to members and/or the public).
 - ii. use of any illegal substance (including alcohol and tobacco use by minors), or misuse of any legal substance, is prohibited and is grounds for immediate dismissal. The abuse of alcohol by any member, during set up, during an event, or after hours that in any way causes problems for the group, may result in suspension or dismissal.
 - iii. sexual harassment of members or the public.
 - iv. misusing PRC funds.
 - v. misrepresenting PRC.
 - vi. breaking state, federal or local laws or rules and regulations of any specific event.
- c. **DISCIPLINARY ACTION** will rest exclusively with the Admiralty Board. The Admiralty Board may appoint deputies to make investigations and report back to the Board.

VII. DUES AND GUILD FUNDS

- a. **DUES AND BENEFITS:** dues are assessed monthly. Dues are due by the 15th of the month. The membership fee will be the same for all members, and shall be determined by the Admiralty Board. Reenactment Insurance may be required, for participation in some events. *Roguelings* are required to pay monthly dues and have reenactment insurance, if applicable.
- b. **DUES PAYMENT** must be made in a timely manner to maintain Guild benefits. There is a 10 day grace period. Checks or money orders shall be made payable to The Pirates of Rogues Cove, and shall be mailed or delivered to the Secretary/Treasurer. Cash should not be mailed, but will be accepted in person by the Secretary/Treasurer. Unpaid dues will result in a suspension of all Guild benefits including (but not limited to) gatelisting.
- c. **WAIVING OF DUES:** the Admiralty Board may waive dues in individual cases.
- d. **OTHER FUNDS:** the Guild also receives funds from some events for participation in that event and other sundry money. All money received by the Guild shall be noted by the Treasurer and deposited to the general fund.
- e. **FUND USAGE:** membership dues and any other Guild funds may be used by PRC for the following: exhibits, sets, tentage, props, costumes, storage, insurance, bank charges, printing, office supplies, postage, taxes, web site, etc. Expenditures will be voted upon by the Admiralty Board and the Secretary/Treasurer will disburse these funds at the Admiralty Board's direction.

VIII. PRC EVENTS

- a. **DESIGNATED:** agreed upon by the Admiralty Board (based on membership input), and free to the entire membership (although some fees assessed by the Event may apply).
- b. **CONTACT WITH ORGANIZERS:** the Vice President or his/her designated deputies are the only members allowed to contact event organizers for the Guild. This is to eliminate confusion between the Guild and the event organizers.
- c. **WORKSHOPS:** and/or rehearsals may be scheduled on a as-needed basis and will be designated by the Admiralty Board. Some workshops may require materials fees.
- d. **GENERAL MEETING:** held monthly. All members in good standing are encouraged to attend.

IX. GATELISTING

- a. **GATELISTING** (getting free entrance) at an event is a **privilege not a right** and is at the Admiralty Board's discretion. Once a gate list is submitted to the Event Coordinator, it is **NOT** subject to change.
- b. **RESPONSIBILITIES:** It is understood that PRC members may be members of other groups; however, if you are gatelisted by PRC, your first commitment is to PRC, not any other group. Come to the encampment when you first arrive to sign in and get information about the daily events. Gatelisted members should also sign up for encampment duties such as Watch duty.

X. ENCAMPMENT GUIDELINES

- a. **GENERAL:** for our own enjoyment, we each need to be considerate of our fellow members and to be aware of the overall impression the encampment is presenting to onlookers. These encampment guidelines aim to ensure that everyone - the public, our guests and ourselves - has a safe and pleasant event experience.
 - i. **PRESERVING PIRATICAL ENCAMPMENT IMAGE**
 1. We portray an encampment of privateers who have come to this event to relax while in port.
 2. All members should be in appropriate period garb during the event's hours. (Unless previous arrangements with the Admiralty Board have been made.)
 3. Watch modern slang. "Dude" is not a 17th century word.
 4. No non-period items, such as sunglasses, visible modern watches, etc.
 5. Drink and eat from appropriate containers.
 6. Modern gear must be kept out of the eyesight of the public.
 7. Bus your own food and drink and help keep our space clean.
 8. Period smoking is permitted, unless prohibited by the Event rules, or safety concerns.
 9. Anyone seeking additional information should be directed to Board members who are the only ones authorized to distribute further information about PRC.
 10. Exceptions for medical necessities (e.g. casts, eye surgery, etc) will be made at the Admiralty Board's discretion.
 - ii. **COSTUME AND APPEARANCE**
 1. **PERIOD HEAD COVERINGS:** No Jolly Roger, Heavy Metal, Western, "Gang" type, or screen printed bandanas allowed. Scarves should be of silk, cotton, etc. Hats of straw, felt, leather, or cloth are acceptable for men or women. Snoods are acceptable for women as well.
 2. **SHIRTS:** Standard renaissance style shirts, puffy sleeves with flared or lacy cuffs for men or women, or peasant style blouses for women.
 3. **WAISTCOATS:** A long vest-like garment for men or women, or bodices for women. Short vests are out of period.
 4. **SASHES AND BELTS:** Leather for belts. Silks or other natural materials for sashes, may be patterned in stripes or brocades.

5. **SKIRTS AND DRESSES:** Long peasant styles in brocades or solids are best. Cotton blend prints are discouraged. If you see one at faire that you want to purchase, get approval from an officer first.
6. **TROUSERS AND KILTS:** Both are acceptable for men, same material guidelines, including stripes and plaids.
7. **SOCKS:** Knee-high wool or cotton, solids or stripes
8. **FOOTWEAR:** Buckled “colonial” shoe, bucket boots, moccasins without fringe, leather or rope sandals. Barefoot is also acceptable, if safety permits.
9. **MAKE UP:** No make up unless your character is a prostitute (then cake it on). Minimal use or cover-up is acceptable.
10. **JEWELRY:** Plenty of period jewelry allowed. NO piercings except ears.
11. **TATOOS:** Non period tattoos must be covered
12. **EYEGASSES:** round or oval metal frames. Clear lenses are preferred, blue lenses are acceptable. No sunglasses may be worn during faire hours, unless previous arrangements have been made with the B.O.D.

iii. **ENTERTAINING GUESTS AND THE PUBLIC**

1. Members must be in character and prepared to entertain while in the encampment.
2. Guests will be permitted in the encampment, at the discretion of the Officer of the Deck. (See section X.v)
3. Escort your guest(s) at all times in the encampment.
4. While pets are permitted in the encampment, they must be kept under control at all times by the owner.
5. If a guest wants to participate with PRC at more than one event, that person is probably a good candidate for PRC membership! Invite them to apply.

iv. **MAINTAINING A SAFE AND SECURE AREA**

1. Never use someone else's property without asking.
2. Weapons must be peace-tied and/or left on the weapons rack, or display area, which is only for weapons. Weapons are not to be used, moved, or touched without the owner's express permission.
3. While every attempt is made to make the encampment a safe place, you are responsible for your own property. Bring expensive or fragile items at your own risk.
4. Never leave personal property unattended in the public area (we cannot guarantee its safety).

- v. **THE OFFICER OF THE DECK (“OOD”)** is responsible for ensuring that these guidelines are followed, so respect their authority on these matters. PRC members sign up for watch duty at PRC events where we have an encampment. The length of watch duty will depend on the number of members at the Event. Members must be back on deck (in camp) in time to start their assigned watch. The Daily Watch schedule can vary and rotate each day, depending on the number of crew present at the event.

- vi. **WEAPONS:** recklessly brandishing weapons, whether inside or outside the encampment, is never permitted. Peace-tie your weapon(s) or secure them someplace safe and out of reach of the general public. Any "staged combat" rehearsals must be cleared with the OOD, and appropriate safety requirements must be met.

XI. PROPS/PROPERTY

- a. **GUILD PROPERTY** is owned by the Guild. Any donation of props must be confirmed with the Admiralty Board who may refuse donated props if they are not appropriate nor useful or if there is not room for them in the encampment.
- b. **LOANED PROPERTY** must be transported and maintained by the owner unless other arrangements are made. PRC is not responsible for these items. Large items including tentage must be cleared with the Vice President who will determine space availability at events.
- c. **PERSONAL PROPERTY** must be transported and maintained by the owner. Any props that you bring to an event for personal use should be kept with you or put away. Anything left out may be used by the Guild at large. The only exception is that personal weapons are not to be used by the Guild at large.

XII. COMMUNICATIONS

- a. **EMAIL:** Routine communication will be done via email. This includes, but is not limited to, meeting minutes, reminders, schedules, etc. If another form of communication is needed, it is the member's responsibility to contact the Secretary/Treasurer to make arrangements.
- b. **WEB SITE:** PRC, under the auspices of the Admiralty Board, will maintain a site on the World Wide Web. The Admiralty Board will appoint a Web Master who will create a web site that includes information about the Guild, pictures of members past and present, links to message boards and other appropriate sites, and general information as available.

XIII. **AMENDMENTS AND CHANGES**: The Admiralty Board may amend or change these Rules and Bylaws by publishing the amendment or change and presenting it to the next General Membership Meeting. If no discussions are forthcoming, the amendment or change may become part of this document. If there are concerns from the members, these concerns must be addressed before the amendment or change can become active. If these Rules and Bylaws are rewritten, the new Rules and Bylaws will be presented in the same manner. Then, they will be voted on, either with or without changes, by all members in good standing. This vote may take place at the General Membership Meeting where they are presented, or the following General Membership Meeting, if circumstances are warranted.

XIV. ARTICLES OF CONDUCT

- a. **POSITIONS** (Chain of Command): for general Guild business and event activities, the orders from any of the Admiralty Board supercede all other Officers. The following positions are considered OFFICER RANK, and equal in grade unless noted otherwise. Each position has jurisdiction over a particular operation.
- i. **CAPTAIN:** Duties of the captain are to be in charge and responsible of the group at faires or other sanctioned PRC events that are attended in garb. While on [a faire] site, during a function, the captain is in charge of the crew and site. The captain will only give orders that are for the good of the crew and B.O.D., and that will not endanger the crew or the name of the corporation. The captain is also to assist all B.O.D. at their stated meetings and have a chance to advise them of problems or changes to be made.
 - ii. **FIRST MATE:** Duties of the first mate are to oversee the performance of the crew [at events] in the absence of the Captain. He/She will also act as a liaison between the Captain and the crew.
 - iii. **MASTER GUNNER:** In the absence of the Admiralty Board, Captain, and First Mate, the Master Gunner will be the senior Officer. The Master Gunner is in command of all gunnery drills, powder charges and stores, safety procedures and training of gunners.
 1. **POSITIONS UNDER MASTER GUNNER:** Master Gunner's Mate, Powder Monkey, Match Monkey, and Gunners
 - iv. **BOSUN:** Bosun rank is equivalent to a top sergeant; it is the highest rank of the enlisted or pressed sailors. The Bosun reports directly to the First Mate. The Bosun directs the activities of hands during set-up and tear-down, and has charge of stowing and organizing all the camp gear, tools and equipment, maintaining inventory of the same, and construction of, and maintenance on all camp structures and perimeters.
 1. **POSITIONS UNDER BOSUN:** Bosun's Mate, Standard Crew-hands
 - v. **PURSER:** The position of Purser is a Master rating, thus in the absence of all Senior Staff and the Master Gunner, the purser is then Senior Officer. The Purser works closely with the Captain, First Mate, Master Gunner, and Galley Master, having charge of securing all rations, equipment and supplies for all departments and operations.
 - vi. **GALLEY MASTER:** The Galley Master oversees all matters of the Galley (kitchen), i.e. preparation and serving of rations, clean up and inventory of rations and equipment.
 1. **POSITIONS UNDER GALLEY MASTER:** First Galley Mate, General Galley Hands
- b. **STANDING ORDERS**
- i. All orders given by officers shall be carried out immediately, without questions, grumbling, or backtalk. Officers shall not give orders that endanger personal safety or violate common moral decency.
 - ii. All members will be assigned a position and/or rating according to their interests, skills, and needs of the crew. Each position will have assigned duties particular to the area of operation involved. Members are expected to perform all duties in an efficient and timely manner, regardless of the intensity of the hangover.
 1. **GUNNERS:** Assist in preparations of powder charges, operate guns during gunnery drills, assist as match monkey or powder monkey as

- needed, and assist in maintenance of cleaning of guns and related instruments.
2. **GALLEY HANDS:** Assist in preparation of and serving of rations, cleaning and maintenance of galley tools and equipment, fill-in as perimeter security for gun drills as necessary.
 3. **GENERAL HANDS:** Gate guard during assigned watch, and assist wherever needed most during assigned watch, and during set-up and tear-down.
- iii. All hands must follow “protocol” at all times during event hours. If you witness a member breaking protocol, discreetly remind them by simply stating, “Protocol, mates, protocol”. Protocol includes the following:
1. No conversations about modern things or events (i.e. work, TV shows, sports, etc)
 2. No use of modern devices in view of patrons (i.e. cell phones, cigarettes, etc.)
 3. Not following proper use of nautical terms
- iv. Minimum acceptable level of participation requires all crew to be on time to assist in the duties of loading and/or unloading equipment, camp set-up and/or tear-down, acquiring and maintaining personal gear (i.e. feast gear, sleeping quarters, and costumes), being awake and in costume for opening gate, and maintaining character throughout event hours.



Waiver and Informed Consent to Participate

I, _____, (print Legal Name), having read and understood this document, freely consent to its provisions.

I am fully aware of the nature of the activities of The Pirates of Rogues Cove. I acknowledge that these activities are potentially dangerous, and voluntarily accept any risks involved. I agree to be bound by the Rules and Bylaws of The Pirates of Rogues Cove, and to obey the directions of the Board of Directors. Should any disputes arise from my participation in these activities, I agree to submit such disputes to the Board of Directors and to abide to the decision reached by said Board.

I also understand that by signing this release I am, without payment to me, granting The Pirates of Rogues Cove the right to use for all promotional, educational and other purposes to promote The Pirates of Rogues Cove any photo, video, or other reproduction of any representation in which I may appear with the group. Any photo, video, or other reproduction of any representation in which I may appear with the group are the sole property of The Pirates of Rogues Cove.

I agree to release, hold harmless, and keep indemnified The Pirates of Rogues Cove and all its representatives from all Claims, Actions, Expenses, and Demands in such respect to Death, Injury, Loss or Damages to my person or property, however caused, arising in connection with my participation, even if the same may have been contributed to, or occasioned by, the negligence of said body or any of its Representatives. This Waiver is binding to Myself, my Heirs, Executors, and Assigns.

Signature of Member

Date

Signature (Parent or Guardian if Minor)

Date