

# **Presque Isle Parrothead Club, Inc., Bylaws**

## **ARTICLE I - NAME**

The name of this organization shall be officially known as the Presque Isle Parrothead Club, Inc.

### **PURPOSE**

The purpose of the organization is to promote the Presque Isle Parrothead Club, Inc. as humanitarian group sharing information and social activities for mutual benefit. The organization will engage in activities that are charitable, educational and that promote the general welfare of the community.

### **MISSION STATEMENT:**

The Presque Isle Parrothead Club, Inc is a Pennsylvania non-profit corporation. We are chartered with and officially recognized by Parrot Heads in Paradise, Inc. We are dedicated to improving the environment in which we live and assist in community and charitable projects thru our tropically themed events.

### **DISCLAIMER**

We are recognized by but in no way attached to Jimmy Buffett and his business interests. We are not associated with HK Management, MCA Records, Island Records, Mailboat Records, or Margaritaville Records. We would like to stress that Mr. Buffett's name, his song titles, lyrics, names of businesses owned by Mr. Buffett, and the terms Jimmy Buffett, Margaritaville, Parrot Head(s), Parrothead(s), Parrot Head Club, Parrothead Club and PHC are registered trademarks of Margaritaville Inc. and should not be used for the pursuit of profit. Clubs are allowed to use the term "Parrot Head" on t-shirts and sell to MEMBERS ONLY, etc., but NOT Jimmy Buffett's name.

## **ARTICLE II - MEMBERSHIP AND DUES**

### **A. MEMBERSHIP**

A member is considered active and in good standing:

As long as their dues are current;

As long as they participate in club sponsored volunteer events

### **B. DUES**

1. The Executive Committee shall determine and set the amount of dues owed by each member by a majority vote.
2. The Executive Committee shall be empowered with the authority to review the amount of dues charged to the membership on a yearly basis and adjust the amount as deemed fitting and proper.

3. Dues shall be paid yearly by January 31. The membership drive begins October 1<sup>st</sup>. Dues will be collected by the treasurer in a method approved by a majority vote by the Executive Board. Anyone paying October 1 thru Jan 31 will receive a \$5.00 discount. Current dues are \$15.00
4. Any member wishing to terminate his/her membership will not be refunded any portion of their dues.
5. Any member that has not paid his/her dues by the January 31st of any given year shall be considered to have terminated his/her membership within the Club.

#### C. PARTICIPATION IN EVENTS

1. The minimum requirement for participation in events is two (2), meaning a member volunteers to work a minimum of 2 Presque Isle Parrothead Events. If a member does not fulfill this requirement during the calendar year, he/she will be considered an inactive member and will not be considered a member in good standing, and therefore will not be eligible for concert tickets, or other Club benefits.
2. Club members may be expelled by a majority vote of the Board of Directors for conduct unbecoming a member which affects the Club, or for not following the rules and regulations set forth in the bylaws of the Club. Any terminated member can rejoin the Club; however, it will be at the discretion of the Executive.

### **ARTICLE III - MEETINGS**

A. General Meetings - The Presque Isle Parrothead Club, Inc. shall attempt to schedule at least one social event each month.

B. Board Meetings - Board Meetings will occur at least every other month. These meetings will be conducted by the Club President or in his/her absence, a designated member of the Executive Board. All Club decisions at the business meeting will be by a simple majority vote of those present. Minutes will be taken at all meetings and distributed to members of the board. All meetings will be held within the geographical boundaries of the club.

#### C. Duties of the Board

1. It shall be the duty of the Board to execute the policies and purposes of the Club, as may be expressed in the Articles of Incorporation and these By-laws. Any officer or Board member that fails to uphold his/her office can be removed from the Board of Directors by a majority vote of the remaining Board members.
2. Any officer or Board member who fails to attend three regular monthly meetings in succession can be removed from office by a majority vote of the remaining Board members.
3. In the event of death, resignation, loss of good standing, or removal of a member of the Board of Directors, the remaining members of the Board shall appoint a member in good standing to fill the remaining term of that Board member.

4. Appoint all non-elected committee heads

#### **ARTICLE IV – POINTS**

General/Committee Mtg attendance (excluded from this are all board members, coordinators, Chairpersons and event coordinators) – 1 point

Committee chair – 10 points

Committee member – 0 points (points are accumulated by attending committee mtgs)

Sponsor Procurement/Donations – 3 points per sponsor or donation

Event Coordinator

Primary – 20 points

Secondary – 15 points

Executive Board members

President – 25 points

Secretary – 20 points

Treasurer – 20 points

Vice President – 15 points

Board of Directors – 10 points

Volunteers

Events – 1 point per hour (volunteers MUST sign in/out on the log sheet at the event to receive points)

Meetings – 0 point per hour (this was eliminated)

#### **ARTICLE V - BOARD OF DIRECTORS**

Composition of the Board

The board of directors shall be composed of members in good standing and will consist of the President, the Vice-President, the Secretary, the Treasurer, and 3 other directors who shall each assume a function, separate and apart from actual directorship of the Club.

#### **ARTICLE VI - OFFICERS & DUTIES**

**PRESIDENT**

The President Shall:

1. Chair Board Meetings and General Membership Meetings.

2. Prepare an agenda for all meetings. The agenda will be available at the meeting.
3. Collect input from the Vice-President, Secretary, Treasurer and/or Committee Chairs.
4. Have the power to call any special meetings of the Board, or General Meetings.
5. Work with Committee Chairperson to assure assigned tasks are completed.
6. Submit all reports (semi-annually - 2/yr) to PHiP organization.
7. Act as a liaison between other Parrot Head Clubs.
8. Be the contact for all PHiP business.
9. Assist in assuming responsibility for financial matters of the club.

#### VICE PRESIDENT

The Vice-President shall:

1. In the absence of the President, conduct all Board Meetings and General Membership Meetings and assist the President in administrating the needs of the Club.
2. Shall succeed to President if the current President is unable to complete their term of office.
3. Act as ticket coordinator
4. The committee chair will report to the Vice President will all info and progress.

#### SECRETARY

The Secretary shall:

1. Keep accurate records of all Executive and General Meetings.
2. Furnish copies of the minutes to all Executive members, committee heads and any Club member that requests copies.
3. Take attendance at all meetings and social functions.
4. Upon completion of his/her term, turn over all records and club histories for that year or otherwise in his/her possession to the succeeding Secretary no later than 30 days after the end of term.
5. Maintain a complete and accurate membership information list which includes name, phone number, address, e-mail and dues payment record.

## TREASURER

The Treasurer Shall:

1. Keep accurate records of the financial activities of the Club.
2. Assume responsibility for financial matters of the Club.
3. Prepare annual financial reports for the Board of Directors.
4. Present the financial records annually for inspection by all Board members.
5. Upon completion of term, turn over all funds, books, and financial records to the succeeding treasurer no later than 30 days after the end of term.
6. Prepare and present a financial report at all membership meetings and shall make said reports available to any member who requests a copy.

## ARTICLE VII - ELECTIONS

### 1. Election of Board of Directors

Results of elections for officers and board members will be formerly announced at the December holiday party. Officers and Directors will assume office on January 1 of the following year. Nominations will take place at the October general meeting. Nominees will be posted on the website and be sent to everyone via e-mail. A member must be present at the October general meeting to be nominated. Elections will take place at the November general meeting. A simple majority of those ballots received at the November meeting will elect.

### 2. Terms of Office

All members of the Board of Directors, including officers, shall be elected for a two (2) year term.

### 3. Qualification of election to the Board of Directors

To run for an office on the Board of Directors, a member must be in good standing and must have been a member for a minimum of six (6) months.

## ARTICLE VIII - COMMITTEES

A. The Board of Directors shall approve and appoint any event chairs and committees as they deem necessary. The head of each committee will report to the Vice President with all information and progress made by the committee.

B. Committee Roles: The purpose of all committees is to ensure that day to day functions and special events are completed in a timely manner. To this end, the committees, working under a Chairperson, are given the detailed responsibility of specific events and activities. The committee chairpersons are expected to work closely with the Vice President on all project/events.

#### **ARTICLE VIV - AMENDMENTS**

The Board of Directors shall have the power and authority to adopt and amend the by-laws.

Amendments can be proposed by any member in good standing for consideration.