

Isle'OBama Parrothead Club

By-Laws



STATEMENT OF PURPOSE

To bring together those people in our community who enjoy Jimmy Buffett's music, understand the wisdom of the tropical spirit and desire to leave something positive behind.

Our club is open to anyone with the tropical spirit and the desire to contribute to the betterment of our community.

ARTICLE I: NAME

A. This organization will be called the Isle O'Bama Parrothead Club.

ARTICLE II: MEMBERSHIP

A. Membership in the Isle O'Bama Parrothead Club shall be open to anyone meeting the membership requirements specified in Article II - Section B.

B. Membership requirements shall be as follows:

1. A member shall pay dues according to a schedule set and approved by the Executive Committee (ExComm) prior to December 31 of each year.
2. The person must have an interest in the tropical lifestyle.
3. The person must have an interest in community service and environmental concerns.
4. The person must have a commitment towards the success of achieving the goals of the club.
5. All members attending any club function will be held accountable for his/her own actions and shall not hold the Isle O'Bama Parrothead Club responsible for his/her actions.
6. Membership in the club does not give the member permission to use Jimmy Buffett's name, song titles, lyrics, names of businesses or other trademarked, copyrighted or reserved material owned by Jimmy Buffett; nor can any member use the logo of the Isle O'Bama Parrothead Club or Parrotheads in Paradise, Inc.

C. Payment of Dues

1. Payment of next year's dues will be made annually by December 31 of the current year for all members. However, if a new member pays his or her dues on or after October 1, then his or her dues are paid in full for the next year.

2. By a majority vote, the Elected Officers of the ExComm can waive, reduce, or extend the deadlines of dues for any member due to financial hardship. Requests for such provisions must be submitted in writing to any member of the ExComm by December 31.

3. Any person who has not paid dues by the December 31 deadline will be considered to have his/her membership terminated, and no longer be a member in good standing. In this case, the former members name and information should be removed from the website until payment is made. Any payment of dues will reinstate his/her membership.

D. Refund of Dues

1. Refunds of dues are only made with the majority vote of the ExComm.

2. Any person wishing to terminate his/her membership will not be refunded any portion of his/her dues without a majority vote by the ExComm.

3. If the ExComm determines by the majority vote that a person does not meet the membership requirements stated in Article II - Section B, the ExComm can refund a portion of that person's dues pro-rated by the days remaining of the membership year, thus terminating membership in the club and all rights and privileges therewith.

E. Removal of Membership

1. Membership may be revoked by a majority vote of the ExComm at any time if that member is found to have committed any of the following acts: Misfeasance, malfeasance, misrepresentation, fraud, misuse of the club's assets (including membership roster), or any other act which the ExComm deems to be detrimental to the reputation or well-being of the Isle O'Bama Parrothead Club. The preceding may also be used as reasons for denial of membership to any potential member.

F. Membership Types

There is only one type of membership: Single

Single Membership allows for a single vote by that individual. Dues shall be set by the members of the ExComm and with a vote of the club members.

ARTICLE III: OFFICERS AND ADMINISTRATION

A. All elected and appointed members of the ExComm must be current members in good standing with the club.

B. The club will be managed and operated by the ExComm which is composed of the Elected Officers, Appointed Officers, Public Relations Director, Community Activities Director, Presidential Advisor (normally the outgoing or a past President), Membership Director and the Founder. Elected Officers include President, Vice President, Secretary, Treasurer, and the

External Involvement Director (Parrothead-at-large). Appointed Officers may include, but are not limited to Public Relations Director, Community Activities Director, Membership Director and Webmaster.

C. The ExComm will meet at least monthly and the President can convene additional meetings at his/her discretion.

D. The quorum shall consist, for any meeting, of at least 5 members of the ExComm of which at least 3 must be Elected Officers.

E. All members of the ExComm will be entitled to a vote on all matters of administration unless otherwise specified in these by-laws. A majority vote is required to adopt any motion introduced at the ExComm meetings.

F. In the event of a tie vote within the ExComm, the tie will be broken by a vote of the President.

G. If an Elected member of ExComm neglects his or her duties, or is found to be misusing or abusing his or her position, he or she may be voted out of office by the general membership. The ExComm alone does not have this authority. Any Appointed Officer doing the same may be removed from the ExComm by a majority vote of the ExComm.

ARTICLE IV: PERIOD OF SERVICE

A. Each officer's term will consist of one (1) year running from January 1 to December 31 and will be selected by a majority vote voiced at a regular meeting or of ballots received from the membership.

ARTICLE V: OFFICERS AND DUTIES

A. Elected Officers

1. President

a. The President shall be the Chief Executive Officer and liaison with other local groups and any other appointive officers with the approval of a majority vote of the ExComm and shall make any other appointments deemed necessary to that body.

b. The President shall chair all meetings.

c. The President shall appoint all committee chairmen and appointed officers with the approval of the majority vote of the ExComm and shall make any other appointments deemed necessary by that body.

d. The President shall be exclusively responsible for communication by e-mail to the general club membership and other clubs in Parrot Heads in Paradise, Inc. unless otherwise delegated by the President.

e. The President shall be the official liaison between the club and Parrot Heads in Paradise, Inc. and Margaritaville, Inc. as provided for by the by-laws of Parrot Heads in Paradise, Inc. and prescribed by the guidelines set forth by Jimmy Buffett and Margaritaville, Inc.

f. The President shall have the responsibility of making sure that adequate activities are planned and implemented for the general membership.

2. Vice President

a. The Vice President shall assist the President in administering the business of the organization and shall preside in the absence of the President and shall succeed to the term of President if the President is unable to serve out the term.

b. The Vice President shall oversee the planning and implementation of group activities.

c. The Vice President shall be responsible for maintaining the organization point system for Parrothead of the year, as outlined in Article IX. This is done by assigning point(s) to activities. Activities may simply be attending meeting or participating in an activity. All members are eligible to participate in all activities and/or chair a committee. There will be two winners, a member award and a board member award.

3. Secretary

a. The Secretary shall keep the minutes of ExComm meetings as well as regular meetings.

b. The Secretary shall make available upon request copies of the minutes to all ExComm members, appointed officers, and to others designated by the ExComm or the President as required.

c. The Secretary shall respond and correspond with other groups or individuals as requested by the ExComm or President.

d. Upon leaving office, the Secretary shall pass on the materials, books, notes, and records for the present and prior years, in good condition, to the succeeding Secretary.

4. Treasurer

a. The Treasurer shall assume the responsibility for all financial matters of the club, including the collection of the annual dues. If any other officer receives dues from members, he or she will turn it over to the Treasurer as quickly as possible.

b. The Treasurer shall attend ExComm meetings and have the books of the organization ready for examination by any member of the ExComm upon request.

c. The Treasurer shall present the books annually for inspection by a member of the ExComm appointed by the President.

d. The Treasurer shall prepare quarterly reports by April 15, July 15, October 15 and December 15 for End-of-Year for presentation to the ExComm as well as bi-annual reports for presentation to PHiP.

e. Upon leaving office, the Treasurer shall pass on, for the present and prior years, all funds (checkbook and debit cards), records, and books in good order to the succeeding Treasurer.

5. External Involvement Director (Parrothead-at-Large)

a. The External Involvement Director is responsible for maintaining a line of communication between the Isle O'Bama Parrothead Club and other clubs in PhiP, expressly those with which the Isle O'Bama PHC is actively involved with.

B. Appointed Officers

1. Presidential Advisor

a. The Presidential Advisor is normally the person who served in the office of President before the currently serving President. If the current President has served in this capacity for the past year, a previous President may be appointed for this position or left vacant.

2. Webmaster

a. The Webmaster shall be responsible for developing and maintaining the Club's official web site, including Guest Book, and keeping information as current as possible. If a committee is formed to assist with this task, the Webmaster shall be the Committee Chairman.

b. Upon leaving office, the Webmaster shall turn over all files, passwords, and information relevant to this position to his or her successor.

3. Public Relations Director

a. The Public Relations Director shall be responsible for maintaining a good public image for the club among the establishments frequented by the Isle O'Bama PHC.

4. Community Activities Director

a. The Community Activities Director shall be responsible for organizing and promoting community service related club activities.

b. The Community Activities Director shall be responsible for researching possible activities and making contact to launch such activities. His or her duties may include, but are not limited to other duties as determined by the President and approved by the ExComm.

6. Membership Director

a. The Membership Director shall have the primary responsibility for recruitment of new members and maintaining up-to-date information on the entire membership. This includes, but is not limited to, regularly maintaining and distributing a membership directory and a membership email distribution list.

C. Other

1. Founder

a. The Founder will always be recognized as the Executive Director to help in any internal matters and acting as an advisor to the ExComm. The Founder has a permanent, non-revocable membership and all the privileges provided thereof.

ARTICLE VI: COMMITTEES

1. The President can select any necessary committee chairman from the membership at large subject to approval of a majority vote of the ExComm to serve in committee positions which the board has created.

2. The ExComm will define the tasks of the appointed officers/chairmen and his/her committee chairperson.

3. Committee members serve at the directions of the committee chairperson in charge of that committee.

4. The ExComm will determine the committee chairmen's term of office.

5. The appointed chairmen may be removed by a majority vote of the ExComm.

6. The appointed chairmen may appoint his/her own committee members except for the ExComm elections committee.

7. The appointed chairmen may include the following:

Editor, Elections, Historian/Scrapbook, Special Events, Travel Coordinator.

9. Other chairmen may be established and appointed as the need arises.

ARTICLE VII: MEETINGS

1. A general membership meeting will be held monthly at a time and place to be determined by the ExComm and communicated to the general membership through the web-site and e-mail.

2. All ExComm meetings are open to all members of the organization but only ExComm members can vote at these meetings.

3. If no business meeting has been called for 8 consecutive months, any member may call a special business meeting by sending written notice to each elected and appointed officer.
4. A quorum, which consists of at least 10 members, is necessary at any general membership meeting that has been communicated in good faith.
 - a. Any member of the ExComm who cannot attend a scheduled ExComm meeting may provide for a written proxy to vote on his/her behalf.
 - b. No members of the ExComm will be allowed to vote in absentia through a proxy unless the proxy is in writing and is carried to the meeting by the person selected as proxy.

ARTICLE VIII: ELECTIONS AND VOTING

1. Elections can be held at any time for any reason by a majority vote by the ExComm. Only the ExComm can present motions to be voted on by the general membership or before the ExComm.
2. Any election or voting for any reason not otherwise covered in these by-laws which require membership vote will be advertised through the newsletter, e-mail or the website (<http://www.isleobama.com>) . All votes will be based on majority votes of present membership or responding members if the vote is held by mail.
3. Any items required to be voted on by the general membership must be communicated to the members prior to the deadline for voting. The ExComm will determine the deadline by which mail in votes must be postmarked and only those responses will be counted.
4. Nominations for elected officers shall be held at the October meeting. The election of officers will be held at the November meeting. Elected officers shall take office on January 1.
 - a. Methods of voting are: Mail completed ballot to the Election Committee, attend the Voting Meeting and turn in your ballot, or email your vote to the Election Committee. In order to use email voting, the member MUST send the votes from the email address they used on their club application. i.e...Members cannot send a vote from a work email if they are registered with the home address. The Membership Chairman will check the applications to determine if the vote is to be counted.
5. Voting Eligibility
 - a. Any new member desiring to vote during annual elections must be a member for a minimum of 69 days. The new member should have a chance or two to meet and get to know who the nominees are. Example being: Elections are November 15th of any given year, the member must have joined before the 8th of September. **This includes running for a position on the board.** For voting by mail, the ballot will contain the name and address to which the ballot must be

returned with a clear communication of the deadline for the voting. The P.O. address can be found on the website.

- b. The club is not required to pay return postage on any ballots.
- c. Ties will be determined by a run-off (by the members that are in attendance at the voting results meeting).

Election Committee

- a. A person(s) who is/are not a member of the ExComm or planning on running for office will be appointed chairman by unanimous vote of the ExComm. The chairman will be responsible for collecting and tabulating the voting responses and for communicating and certifying the results of any elected director of the ExComm.
- b. The President is responsible for preparing a ballot for timely publication in an email.

9. Votes within the ExComm

- a. In the event of a tie within the ExComm, the tie vote in an election or motion before the ExComm will be broken by a vote of the President.
- b. The Elections Chairman can be removed for failure to perform his/her duties in a timely and objective fashion by a majority vote of the ExComm.
- c. In the event that any business must be decided by the ExComm between scheduled meetings, the President may conduct a meeting by e-mail of each member of the ExComm, either individually or as a group. Regular quorum rules will apply with each voting member considered present.

10. Replacement of Members of the ExComm

- a. Within 30 days of the withdrawal of any member of the ExComm except the President, the election committee will solicit nominations for a candidate for replacement. Elections for replacement officers will occur in accordance with procedures outlined for general elections.
- b. In the event of a vacancy of any position on the ExComm, the President can present nominations for temporary replacement until the general election can be held. The candidate must be approved by a majority vote of the ExComm.

ARTICLE IX: POINTS SYSTEM FOR PARROT HEAD OF THE YEAR

- 1. Members with the most points at the end of the year will receive an award from the President or a delegate. An award will also be given to the Board Member with the most points from the

President or a delegate. If there is a tie, it will be broken by a coin toss, if between two members, or a mutually agreed upon method between the tied members, if between three or more members.

2. The list of qualifying members and their point totals will be made available at the Club's monthly meetings by the Administrator of the Points.

3. Members earn points in the following ways:

a. Attending Monthly Meetings (3 points)

b. Attending club sponsored events (Examples of charity events are the Cancer Society's Relay for Life, for which the club sponsors a booth, or the Stars Fell On Alabama annual phlocking, which the club co-sponsors) (3 points).

c. Attending club parties (3 points)

d. Chairing a committee (10 points)

e. Contributing to a committee. (5 points)

f. Working at a club sponsored event. (This includes working at the entrance table or collecting money for raffle tickets. These duties are limited to 30 minute shifts, one shift per member per event) (5 points)

g. Attending a PHiP-sponsored event (3points)

h. Volunteering at a PHiP-sponsored event (5 points)

6. Points awarded to members under Section 5 of this article are subject to the following rules:

a. You can be on as many committees as you want, but you don't have to be on a committee to contribute items to that committee. You will still receive a point for every committee to which you contribute.

7. Committee Chairpersons are responsible for documenting the names of the members who contributed to their committee at each Club sponsored event, and giving those names to the Administrator of the Points to have points awarded accordingly.

8. Members who wish to volunteer to work at an event described in this article must tell/inform the Chairperson of the Committee. That Committee Chairperson will then be responsible for notifying the Administrator of the Points of said members point award.

10. In order to earn points, you must be a member in good standing of the club. Memberships earn points if the individual attends or participates in events as described in Section 6 of this article.

The points will be reset to zero on 1 January of the following year.

ARTICLE X: AMENDMENTS TO BY-LAWS

1. Amendments to these by-laws may be proposed by petition signed by a majority of total current membership and presented to the President. The ExComm can present, for general membership vote, any amendments to the by-laws which have been approved by the ExComm by a majority vote. Amendments to the bylaws shall be approved by a two-thirds majority of the membership present and proxy votes at the meeting where voting on the bylaws occurs. Proposed amendments to the bylaws shall be published on the Club's website. Members have a minimum of 30 days to review the proposed amendments. The amendments shall be voted on at the next meeting immediately following the minimum 30-day amendment review period.

ARTICLE XI: ADOPTION OF BY-LAWS

1. Adoption of the by-laws or revisions thereof, which is approved by the majority vote of the ExComm, shall be ratified by a majority vote of the general membership.
2. The by-laws will go into effect immediately unless otherwise specified during the entire adoption process.

ARTICLE XII: ADMINISTRATION

1. Expenses in excess of \$50.00 shall have prior approval from the ExComm.
2. The President, Vice President, Secretary, and Treasurer are the authorized signatories of the organization's bank account. The Treasurer will keep the checkbook.
3. All special events will be budgeted to at least "break even" financially. If a deficit appears likely, it will be reported to the ExComm promptly.
4. The following statement is to be added to each printed membership directory: "This directory is for the exclusive use of the Isle O'Bama Parrot Head Club members. It is not to be utilized for any purpose not associated with Isle O'Bama Parrot Head Club, nor is it to be released to other parties without the approval of the ExComm."
5. The Isle O' Bama PHC shall retain their expenses plus 20% of the money raised at any club sponsored fundraiser. The above stated portion can be modified on a case-by-case basis by majority vote of the ExComm.