



PHUN COAST PARROT HEADS Of Flagler County, Florida



CLUB BY-LAWS

ARTICLE I. NAME AND MISSION STATEMENT

Section I. NAME – This organization shall be known as the Phun Coast Parrot Heads Club of Flagler County Florida and shall sometimes be referred to hereafter as the “Club”.

Section II. MISSION STATEMENT – The purpose of the Phun Coast Parrot Heads Club is to promote friendships and organize social activities for people with similar interests, including the enjoyment of the tropical spirit of Jimmy Buffett’s music. In the process of making new friends and having fun, we believe in leaving something positive behind. We are a not for profit organization which provides a variety of volunteer efforts in the local, regional and national community for social and environmental causes. Our club is open to anyone with the tropical spirit and desire to contribute to the betterment of our community.

ARTICLE II – MEMBERSHIP & DUES

Section I. QUALIFICATIONS – Club membership shall be open to all persons, regardless of sex, creed, national origin or sexual orientation with the interest in the music of Jimmy Buffett and the island lifestyle he personifies.

Section II. APPLYING FOR MEMBERSHIP – An application for membership must be completed by the interested applicant and signed by the applicant prior to submission to the Membership Director.

Section III. TYPES AND CLASSIFICATION OF MEMBERSHIP

- A. Club memberships shall be divided into two categories: Single and Family

Section IV. DEFINITIONS

- A. Single Membership: A Single membership is an individual 18 years of age or over who is afforded the rights and privileges during elections to cast a single vote for each position offered on the slate.
- B. Family Membership: Persons 18 years of age and over residing at the same address (Limit 2 adults per membership), who each are afforded the same voting rights as a single membership. Family membership is offered as a financial incentive only.
- C. Parakeets (children under the age of 18) are automatically members under either of the above categories (single or family).

NOTICE – It is the responsibility of each member parent (s) or legal guardian to act in a responsible manner and adhere to all laws, specifically as they pertain to alcohol.

Section V. CLUB MEMBERSHIP

A. A member in good standing shall:

- Pay dues set forth by the Board of Directors.
- Follow club by-laws as contained herein.
- Have an interest in Jimmy Buffett's music.
- Have an interest in community service and environmental concerns.
- Have a commitment toward achieving the goals of the organization.
- Earn Parrot Points as set forth in ARTICLE VIII
- Have all rights and privileges for voting in club elections

B. Honorary Memberships

- Honorary memberships are non-voting memberships that may be issued and approved by the Board of Directors.

C. Suspended Memberships

- A suspended member (s) of the club may reapply for reinstatement of a single or family membership. The member(s) application must receive approval from the Executive Board Ref: ARTICLE XI

D. Terminated (Revoked) Memberships

- A terminated member(s) of the club may not be reinstated for any reason. Ref: ARTICLE XI

Section VI. ANNUAL DUES (Effective January 1st) – Membership fees are based on a standard calendar year.

A. The membership year will run from January 1st, to December 31st.

B. Renewal letters are sent to all members in October via e-mail or postal mail with reminder notices in the last newsletters of the year.

C. If renewals are not received by December 1, membership will be forfeited and the member must re-apply.

D. The Executive Board will review club membership fees annually and will notify the membership of any changes no later than September 15th in order to maintain the renewal letter schedule for October (See item B of this Section).

E. Refunds will not be issued regardless of the reason of the termination of the membership.

ARTICLE III. NATIONAL DUES

Every January 1st, a portion of the club membership fees goes to Parrot Heads in Paradise as chapter dues to cover communication and other administrative costs.

ARTICLE IV. MEETINGS

Section I. SOCIAL MEETINGS – The club may have at least one social event a month. These gatherings are more commonly known as “Phlockings”. The socials may be held any time during the month, typically the 3rd Saturday, and may also include weekly gatherings or a charity fund raising event. It is the responsibility of the Executive Board and the Board of Directors to determine meeting dates and locations.

Section II. BUSINESS MEETINGS – The club will have at least two general business meetings per year. The Executive Board may schedule additional meetings if required. Any or all members may attend the business meeting. All club decisions at the business meeting will be by a simple majority vote of those present. There must be a clear majority of the Executive Board present to hold any vote. The Secretary is required to take minutes at all general business meetings.

Section III. BOARD MEETINGS – The Executive Board and the Board of Directors will meet at least 6 times per year or as needed. Minutes from all board meetings will be made available to all members by the club secretary upon request.

ARTICLE V. EXECUTIVE BOARD, BOARD OF DIRECTORS AND ELECTIONS

Section I. ELECTIONS: The club will elect the following officers, known as the “Executive Board”, for a one year term. Any elected officer may serve up to two consecutive terms or, at the discretion of the membership, a term as long as required. During elections, said officer must have his/her name on the ballot in the event that others desire that position.

- President
- Vice President
- Secretary
- Treasurer
- Director at Large

Any individual running for an elected position must meet the following minimum requirements:

- Be a member in good standing
- Be a club member for a minimum of 6 months

In the event that an elected position is vacant, the President may appoint a willing club member to the position until the next election cycle. In the absence of qualified club members, the

President may appoint a member who is *under the 6-month requirement* as long as they are in good standing with the club.

Section II. ELECTION NOTICE: An official election notice will be sent to all members in October via e-mail and/or newsletter. This notice will include the offices to be elected and the manner in which the election will be conducted. An unofficial election notice may be voiced at the September phlocking providing notice to the attending membership that the official call for nominations will be released in October as described herein. Nominations for each office will be accepted until November 1st. Nominations for each office will be accepted from any member. Self-nominations will be permitted.

Section III. ELECTION VOTING: Elections will require a 2/3 majority vote for open positions from the membership. In the absence of a 2/3 majority, a simple majority of votes cast will determine the outcome after a reasonable amount of time has expired to allow for the attainment of a 2/3 vote. All voting must be completed and tallies counted prior to December 1st.

Section IV. ELECTION CHAIRPERSON: An Election Chairperson will be appointed by the President and will be responsible for selecting an election date, accepting nominations, conducting the election and reporting results to the Board of Directors prior to December 1st, of each calendar year. Election results will be made public at the annual Holiday party phlocking.

Section V. BOARD OF DIRECTORS: The Executive Board and the Board of Directors will be responsible for insuring all club activities are conducted within the guidelines of Parrot Heads In Paradise Inc. (hereinafter referred to as PHIP) as established in the PHIP by-laws and the club Mission Statement. PHIP by-laws are available to any member by requesting a copy from the Secretary. The Board of Directors will be empowered to make decisions between business meetings to insure these goals are met.

All decisions will be conducted by consensus with each Executive Board member having one vote. All board decisions will be reported at the next general business meeting as a matter of course and will be released to the membership within 3 business days after the decision via email, announcement at the next monthly gathering or as deemed appropriate by the Executive Board and the Board of Directors.

Each Executive Board and Board of Director member will work with incoming officers, passing on all materials, books notes and records in good condition from the present and prior years to insure a smooth transition of leadership. All materials must be delivered to incoming officers by January 31st, following the election.

Section VI. NEPOTISM: No person who is elected or appointed to the Executive Board may serve concurrently with any other member of the Executive Board who is related to the electee or appointee by marriage, civil union, through a “significant other” relationship, or as a blood relative closer than second cousins.

This provision is intended to prohibit the concurrent elected and/or appointed service of parents with their adult children, siblings with each other, first cousins with each other, and spouses with

each other, regardless of whether such spousal relationship was created through marriage, civil union, or informally through consent of two adults.

This provision is for the good of the club regarding club finances and communication. No couple or relation should have signatory authority on our checking account and no one couple should have control of the communication to the club.

For the good of the club, this clause may be suspended for a specific reason and period by majority vote of the Executive Board, Board of Directors and the Club Membership. This clause will be reinstated immediately at the conclusion of the specific period of suspension.

ARTICLE VI. RESPONSIBILITIES OF ELECTED OFFICERS

Section I. PRESIDENT

- A. The President shall be the executive officer of the club and shall be the official liaison/club contact with Parrot Heads In Paradise Inc, (PHIP).
- B. The President will preside over all Board, Committee, General Business and Social meetings when present.
- C. The President will work with Committee Chairpersons and the Vice President in order to help insure all assigned tasks are completed in a timely manner.
- D. Have the power to call special club and Board of Director meetings.
- E. Appoint, subject to the approval of the Board of Directors, members to Committees, including vacancies of officers in the Board of Directors.
- F. Appoint qualified club members to vacant elected positions subject to Article V, Section 1.
- G. Have charge of other matters as may be placed in his or her charge by the Board of Directors or membership.
- H. Serve as club liaison with Parrot Head Clubs and PHIP, including compiling annual reports, semi- annual charity reports.
- I. Work to resolve complaints and issues within the club and PHIP.
- J. Prepare an agenda for all meetings.

Section II. VICE PRESIDENT

- A. The Vice President shall have the powers and duties of the President in the absence of the President.
- B. The Vice President will serve as a liaison with other Parrot Head Clubs and club Committees.
- C. Coordinate the distribution of concert ticket (s).
- D. Work with matters that are delegated by the President or the Executive Board.
- E. Work with the Charity Committee to insure all PHIP and local charity guidelines are met.
- F. The Vice President shall be responsible for overseeing the committees that are formed and keep the President informed on all committee affairs.
- G. In the absence of the President, the Vice President will serve as alternate contact for Parrot Heads In Paradise Inc. (PHIP) business correspondence unless one has already been appointed.
- H. Succeed to the Presidency if the current President is unable to complete his/her term of office.

Section III. SECRETARY

- A. The Secretary shall ensure that minutes are recorded at all Executive Board, Board of Director and General Business meetings. If unable to attend any Board or General Business meeting, the Secretary will find a substitute and ensure minutes are taken
- B. The Secretary will provide copies of minutes to the Board of Directors and to any club member upon request.
- C. Maintain attendance log and committee member rosters.
- D. Handle all correspondence on behalf of the club as deemed necessary.
- E. Work with designated Committee Directors to assure that assigned tasks are completed.
- F. The Secretary will be the custodian of all club corporate records and the seal upon incorporation of the club.
- G. Update by-laws, if amended and provide copies of the revisions to all members.
- H. The Secretary will be responsible for recording and maintaining the club members Parrot Head Bonus points.

- I. In the absence of the President and the Vice President, the Secretary shall act as President pro tem.

Section IV. TREASURER

- A. All club monies will be kept in a bank account to be maintained by the Treasurer.
- B. The Treasurer will be responsible for maintaining the finances of the Club in a manner that protects the Club and its assets.
- C. The Treasurer shall record and track all financial functions and transactions.
- D. Collect and deposit all monies of the club in a timely manner.
- E. Balance account, issue checks for all expenditures and charity donations, based on original copies of receipts supplied.
- F. Maintain inventory of club items, including but not limited to t-shirts, and oversee the sale of available items for the purchase to club members.
- G. The Treasurer will be the issuer of all checks. If he or she is unavailable, the President is authorized to issue checks in his/her absence. All checks issued require the signature of at least two members of the Executive Board.
- H. The Treasurer will present an accounting update of the club finances at all Executive Board, Board of Directors and General Business meetings and supply a copy of the same to any member upon request.
- I. The Treasurer must obtain the approval from another member of the Executive Board before issuing a check for any amount greater than \$50.00.
- J. The Treasurer will be responsible for the collection and distribution of club mail.
- K. In the absence of the President, Vice President or Secretary, the Treasurer shall act as President pro tem.

Section V. DIRECTOR AT LARGE

- A. The Director at Large will serve as a Liaison/Ombudsman between the Executive Board, Board of Directors and all club members.
- B. The Director at Large is a voting member of the Executive Board and will serve for a 1 year term as outlined in Article V, Section 1.

ARTICLE VII. NON-ELECTED COMMITTEES

Section I. In order to maximize involvement and participation of the club membership, Directors may be appointed by the Executive Board to serve a one-year term. These appointed positions may include, but are not limited to, the following committees:

- Membership Director
- Charities Director
- Media Director(Newsletter / Website)
- Social Events Director
- Community Service Director
- Raffle Director
- Entertainment Director
- Fundraising & Corporate Sponsorship

The Board of Directors may establish other special committees as needed.

Section II. COMMITTEE ROLES

The purpose of all committees is to ensure that day-to-day functions and special events are completed in a timely manner and to encourage club participation. Committees, working with a Chairperson, are given the detailed responsibility of specific events and activities. The committees are expected to work closely with the Executive Board and the Board of Directors on all projects and events. The Vice President shall be responsible for overseeing the committees that are formed and keep the President informed on committee affairs. Each committee Director / Chairperson / Coordinator must submit a monthly update / report to the Executive Board.

ARTICLE VIII. PARROT HEAD BONUS POINTS

Section I. The Phun Coast Parrot Heads Club has an incentive program for club members. The Parrot Head Bonus Point Policy is a way to reward those who are willing to put in an extra effort to make our club the best in the world. The plan begins the 1st of December and concludes November 30th with the “Phun Coast Parrot Head of the Year” award presented at our annual Holiday Party.

Any member with current dues will be eligible for the award. To accumulate points you must be first and foremost a member in good standing with the Phun Coast Parrot Head Club and participate in at least one community service project.

Section II. Parrot Head Bonus Points are assigned as follows:

- 1 point Attendance at Phlockings
- 1 point Attendance at other Social events
- 1 point Donate Raffle items (One point per month)
- 1 point Bringing in a new member (One point per membership)
- 2 points Helping to set up or clean up at any event

- 2 points Attendance at business meetings
- 3 points Active participation in Community service project or charity event
- 3 points Publication of an article in the club newsletter
- 5 points Doing anything special that the club needs special help with
- 5 points Serve on a committee
- 7 points Chair a committee
- 10 points Serve on the Executive Board or Board of Directors

Section III. There will be sign up sheets at each event, social or charity. Members will be responsible for signing in to receive parrot points. In the event of a tie for the “Phun Coast Parrot Head of the Year” award, the current Executive Board will make a final decision. The Executive Board is not eligible for the “Parrot Head of the Year” award.

Section IV. Parrot Head Bonus points may be used to determine eligibility for concert ticket distribution. The most active members will be given first choice on purchasing tickets through the club. Ties may be broken by lottery. Tickets purchased will be made available to those with the highest point credits. Dependent on the number of points possible to accumulate and number of tickets available to our club, 2 tickets each year may be purchased by each membership. Single memberships and Family memberships are eligible for two (2) tickets each. Tickets must be used by a club member and may not be re-sold.

ARTICLE IX. EXPENDITURES

Section I. Club members wishing to be reimbursed for Club-related activities including but not limited to, construction materials for parade floats, necessary supplies for club events, newsletter expenses, prior to spending funds shall:

- A. Obtain approval from any Executive Board member for expenditures not to exceed \$50.00 (Fifty Dollars).
- B. Obtain approval in writing from the Executive Board for expenditures of \$50.01 to \$99.99. (Fifty Dollars and One Cent to Ninety-Nine Dollars and Ninety-Nine Cents).
- C. Obtain approval in writing from the Executive Board for expenditures of \$100.00 (One Hundred Dollars) or more and in addition, expenditures of \$100.00 (One Hundred Dollars) or more shall not be approved by the Executive Board without first obtaining a vote of approval from the membership.

Section II. To obtain reimbursement, the member shall submit the written approval along with the original copies of the receipts to the Treasurer.

Section III. Club members who anticipate incurring expenses for club-related activities should, after obtaining Executive Board approval, seek to have the company invoice the club directly for the amount due. If this is not possible, then submit the receipts to the Treasurer as indicated in Section II.

ARTICLE X. ALTRUISM

Section I. Events and activities sponsored by the Club will have a portion of the proceeds raised donated to a designated charity, determined prior to the event. The club will donate time and/or money to at least one local charity each year. The Club will be involved in at least one environmental cause each year. The Charities Director has the responsibility to make recommendations to the general membership as to which charities to support. Individuals may also recommend charities and should do so through the Charities Director. Designated charities shall be decided upon by the Executive Board.

ARTICLE XI. REMOVAL FROM OFFICE AND TERMINATION OF MEMBERSHIP

Section I. Any member of the Executive Board or Board of Directors may be removed from office for just cause, including but not limited to malfeasance, nonfeasance, misfeasance, gross negligence in office, omissions in office determined by the Executive Board to be a detriment to the Club.

Section II. Executive Board or Board of Director members missing three consecutively scheduled meetings without just cause are deemed removed.

Section III. A written motion for removal will be brought before the entire Executive Board and Board of Directors by any member of the Executive Board and Board of Directors who shall distribute the motion to the remaining Board members for consideration.

Section IV. This motion will be voted upon within seven (7) working days of receipt by the Board members unless written dispute or clarification is requested by any Board member. Such request shall be filed within seven (7) working days with the remaining Board members who are required to respond in the same time frame. This correspondence shall continue until the matter is resolved and voted upon.

Section V. A majority vote of the remaining Executive Board and Board of Directors is necessary to conduct business.

Section VI. Any member may have their club membership terminated for just cause including but not limited to illegal drugs, illegal substances, and/or unlawful possession of firearms or misconduct at Club functions or misrepresentation of the Club outside of the Club activities. Any member may have their club membership suspended after written charges have been presented by a general member or members of the Executive Board and/or Board of Directors.

A written notice containing the charges and date of the hearing must be mailed to the charged member at least fourteen (14) days prior to the date of the Executive Board and Board of Directors special meeting at which time these charges will be considered. The charged member shall have the right to attend and answer the charges, or file an answer or otherwise explain in writing to the President prior to the meeting. Any member who has their membership terminated, revoked by the Club or PHIP, shall not receive a refund of any dues and shall not be allowed new membership or a renewal of membership at any time for any reason to this Club. They are not permitted to attend any Club function as a guest or as a member of any party.

Section VII. A suspended member of the club may reapply for reinstatement of his/her membership. The member's application must receive unanimous approval from the Executive Board and Board of Directors. If the member receives such approval, they will be placed on a mandatory six (6) months probation period.

Section VIII. Ticket privileges and Club activities will be revoked if a membership is terminated or suspended regardless of the reason.

ARTICLE XII. MISCELLANIOUS

Section I. All material, including t-shirts, promotional items, raffle donations, auction donations / gifts, material of financial, acquired by any member in the name of the club for express purpose of the club use must be presented to the Executive Board. Items may not be used for personal use. The Executive Board will vote for disposition of all items acquired for the club.

Section II. Any charges imposed on the club due to insufficient funds (NSF) by any club member will be charged to that club member.

Section III. The Phun Coast Parrot Head Club shall not loan money or guarantee the obligations of any member of the Club.

ARTICLE XIII. WAIVER OF LIABILITY

Section I. The Club neither approves of nor assumes responsibility for actions by members which may result in deliberate injury to persons or damage to property. The Club is not responsible for loss of or damage to personal property at any Club event or any personal injury.

Section II. No Club member, officer or entity of the Club is authorized to contact HK Management or Margaritaville Inc., it successors and/or assigns, regarding promotional materials provided by the said organizations to the Club or any other matter pertaining thereto. All contacts to the aforementioned entities must be through PHIP.

Section III. The Club will not purchase or provide alcohol for any Club event. Members are responsible for their own actions and asked to drink responsibly.


ARTICLE XIV. AMENDMENT AND ADOPTION OF BY-LAWS

Section I. Once adopted, the By-Laws can be changed in the following manner:


- A. The changes and/or additions must be presented to the Executive Board for approval.
- B. Once approved by the Executive Board, changes and/or additions will be presented to the Club membership for acceptance or rejection. All changes and/or additions will be presented to the Club for a review period of thirty (30) days prior to a vote of the general

membership. A simple majority vote will be taken at the business meeting immediately following the thirty (30) day review period.

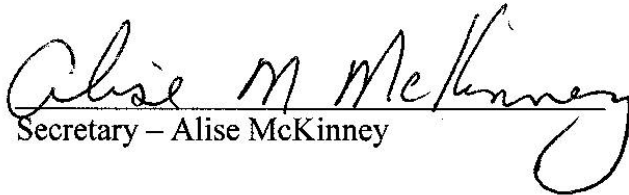
NOTE: The By-Laws are proposed only and have been approved by the Board of Directors. They will now require final approval by the Club membership.



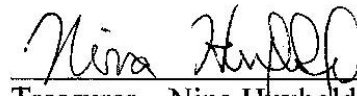
President – Robert R. Gagné



Vice President – Michael Denis



Secretary – Alise McKinney



Treasurer – Nina Huxhold