

# Nature Coast Parrot Head Club Bylaws

## **Article I: General**

- A. This organization will be called the Nature Coast Parrot Head Club of Spring Hill, Florida, **herein referred to as NCPHC.**
- B. This is a not-for-profit organization.
- C. No person or group may enter into activities in which the name of the club is used or associated without prior approval of the Executive Board, **herein referred to as Board of Directors or BOD.**
- D. This organization has been created under the ideals of the Parrot Heads in Paradise (PHiP) Inc., the nationally sanctioned Parrot Head Club, and will remain a member in good standing, respecting all guidelines and by-laws of PHiP.
- E. Disclaimer: We are recognized by, but in no way associated with Jimmy Buffett, or any and all of his business interests. We are not associated with HK Management, MCA records, Island Records, Margaritaville Records or Mailboat Records. We would like to stress that Mr. Buffett's name and the names of businesses owned by Mr. Buffett; the terms "Parrot Head" and "Parrothead" are all registered trademarks and will not be used for profit.
- F. **Nature Coast Parrot Head Club shall not discriminate based on gender, race, creed, color, religious belief, or disability.**

## **Article II: Purpose & Mission Statement**

- A. Purpose: The Nature Coast Parrot Head Club is a chapter of the Parrot heads in Paradise, Inc., and was created to promote friendships and to organize social events for people with similar interests including the enjoyment of the tropical spirit of Jimmy Buffett's music and way of life.
- B. Mission: While making new friends and having fun, we believe in leaving the earth better than we found it. Our club is open to anyone that has a tropical spirit and the desire to help make our community a better place to be through a variety of volunteer efforts and social events in the local community as well as regionally and nationally.

## **Article III: Membership**

- A. Membership in the Nature Coast Parrot Head Club of Spring Hill, Florida (hereinafter "NCPHC") shall be open to anyone meeting the following membership requirements:
  - 1. The person must pay dues annually.
  - 2. The person must have an interest in community service and environmental concerns.
  - 3. The person must have a commitment towards the success of achieving the goals of the organization.
- B. Payment of Dues
  - 1. Dues will be set and subject to change by a majority vote of the Executive Board.

2. Dues shall be paid annually prior to January 31<sup>st</sup> of each year and are prorated by quarter for the first year of membership.
3. Dues paid as a couple requires that the mailing address be the same for both parties.
4. A portion of the dues will be donated to charity each year as decided by the Executive Board.
5. By a majority vote, the Executive Board can waive, reduce, or extend the deadline for payment of dues for any member due to financial hardship. Requests for such provisions must be submitted in writing to any member of the Board within thirty (30) days of the due date.
6. Any person wishing to terminate his/her membership WILL NOT be refunded any portion of his/her dues without a majority vote of the Executive Board.

#### C. Termination

1. Any person who has not paid his/her dues by the January 31 deadline will be considered to have terminated membership and payment of dues will reinstate membership.
2. ~~The Executive Board reserves the right to recall any membership by a unanimous vote of the Executive Board.~~

**All NCPHC members shall be required to treat fellow members, guests, and hosts and their personal property with respect. Members also agree to abide by all local, state and federal laws, (including but not limited to) governing misuse of personal privileges, personal property and controlled substances. Members of the NCPHC, by virtue of their membership application, agree to demonstrate personal responsibility for their words, actions, and deeds and not to exhibit behaviors that are harmful to themselves and other members, guests, and hosts or their personal property. NCPHC seeks to provide a pleasant atmosphere in which to share our common love of the music of Jimmy Buffett and to further the charitable ideals that we seek to uphold. NCPHC will not condone behavior contrary to our objectives nor that which we feel is harmful or injurious to others. Any member who has been found to have violated the Code of Conduct or committed misfeasance, malfeasance, misrepresentation, fraud, misuse of the Club's assets (including membership roster) or any other act the BOD deems to be detrimental to the reputation or well-being of the NCPHC, may lose their status as "Member in Good Standing" and will be counseled by one of the BOD Members at Large. Membership can be revoked by a unanimous vote of the BOD. Refund of prorated dues will also be determined by a majority vote of the BOD, but are not mandatory**

#### Article IV: Officers and Administration

- A. All elected and appointed members of the board must be current members in good standing.
- B. The organization will be managed and operated by the Executive Board, which is composed of the following individuals: President, Vice-President, Secretary, Treasurer, membership Director and 3 members-at-large. The Founder will permanently serve as an advisor on the board with voting privileges, when not serving as an elected officer of the Executive Board. **Mark Sonnier will be recognized as the Founder of the Nature Coast Parrot Head Club.**
- C. The Executive Board will meet at least monthly and the President can convene additional meetings at his/her discretion.
- D. The quorum shall consist of, for any meeting, five (5) to eight (8) members of the Executive Board, or a majority of the Executive Board if there are less than eight (8) elected officials.

- E. All members of the Executive Board will be entitled to vote on all matters of the administration unless otherwise specified in a specific by-law. A majority vote is required to adopt any motion introduced into the board.
- F. If any member of the Executive Board misses three (3) consecutive meetings, without due cause such as illness, without being excused by the remainder of the Executive Board, such member will be removed and replaced on the Executive Board by the Executive Board.
- G. Each officer's term will consist of one calendar year and each officer will be selected by a majority vote of ballots received from the membership. There are no term limits.

## **Article V: Officers and Duties**

### **A. President**

- 1. The President shall be the Chief Executive Officer and liaison with other clubs and organizations.
- 2. The President shall appoint all committee chairmen and any other officers with the approval of a majority vote of the Executive Board and shall make any other appointments deemed necessary by that body.
- 3. The President shall chair all the meetings of the Executive Board and have the power to call Special Meetings of the club and the Executive Board.
- 4. The President shall work with the committee chairpersons and the Vice President in order to help ensure all assigned tasks are completed in a timely manner.
- 5. The President shall deal with and try to resolve any complaints brought before the board by any of the Members at Large of any issue brought forth by the Parrot Heads in Paradise (\*PHiP\*) contact person concerning PHiP or any other Parrot Head club.

### **B. Vice President**

- 1. The V.P. shall assist the President in administering the business of the organization.
- 2. The V.P. shall succeed to term of President if the current President is unable to serve out the term.
- 3. In the absence of the President, the V.P. shall have the powers and duties of the President.
- 4. The V.P. shall serve as Chairman of the Ticket Committee.

### **C. Secretary**

- 1. The Secretary shall keep minutes of all Executive or business meetings.
- 2. The Secretary shall furnish copies of the minutes to all Executive Officers and to others designated by the Board, President or Vice President.
- 3. The Secretary shall respond or correspond with other groups or individuals requested by the Executive Board or President.
- 4. Upon leaving office, the Secretary shall pass on all materials, books, notes, and records for the present and prior years in good condition to the succeeding Secretary.
- 5. The Secretary is responsible for overseeing the creation and publication of the newsletter.

### **D. Treasurer**

1. The Treasurer shall assume the responsibility for the financial matters of the organization.
2. The treasurer shall attend all Board meetings and have the books of the organization ready for examination by a Board member upon request.
3. The Treasurer shall present the books annually for inspection by a member of the Board, appointed by the President.
4. The Treasurer shall prepare quarterly reports for presentation to the Board.
5. Upon leaving office, the Treasurer shall pass on for the present and prior years, all funds, records and books in good order to the succeeding Treasurer.

E. Membership Director

1. The Membership Director shall assume the responsibility for maintaining membership information and having applications at all club functions.
2. Upon leaving office, the Membership Director shall pass on all materials, books, notes, and records for the present and prior years in good condition to the succeeding Membership Director.

F. Member-at-Large

1. A Member-at-Large shall attend the Executive Board meetings and present in good faith, the issues and concerns of members of the organization who are not Board members.
2. A Member-at-Large shall accept a request by the Executive Board or the President to serve as its special agent in specific matters.
3. The number of Members-at-Large positions may be increased or diminished at the discretion of the Executive Board.

**Article VI: Volunteer Events**

- A. At no time will any volunteer be turned away from any event due to lack of work. Any such instance should be brought to the attention of the Executive Board Officers immediately.
- B. If the volunteer event has limited spaces, a list shall be put before the club members to fill out to secure their positions.
- C. At no time shall a volunteer list be out before the specified date and time to be filled out. Volunteer lists should always be presented at a club social meeting with prior notice given to members as to what date the list shall be made available and as to how long it will be available to submit their names for such work.

**Article VII: Committees**

- A. The following standing committees are established in order to maximize involvement and participation of the club members.
  1. Web page
  2. Newsletter
  3. Public Relations / Advertisement
  4. Happy Hour Raffles

5. Charity / Donation Collections
6. T-Shirt Procurement and sales
7. Concert Ticket Distribution
8. Historian
9. Other special committees may be established by the President, Executive Officers and/or general membership to deal with specific projects, e.g. Christmas party, club anniversary, etc.

B. A member, and if a family each member in the household, shall pick a committee to serve on. This requirement is added under the premise that lots of hands make a little work.

#### C. Committee Roles

1. Committees, working under a chairperson, are given the detailed responsibility of specific events and activities. **The tasks of the appointed chairperson and his/her committee will be defined by the Board of Directors.**
2. The committees are expected to work closely with the Executive Board on all projects/events. **NO appointed chairperson or committee may negotiate or enter into any contractual agreements on behalf of Nature Coast Parrot Head Club.**
3. Committees are required to keep the President and Executive Board informed at all times of plans and progress.
4. Committee members serve at the discretion of the committee chairperson in charge of that committee.
5. The Executive Board will determine the committee chairperson's term of office.
6. The appointed chairperson may be removed by a two-thirds (2/3) vote of the Executive Board.
7. The appointed chairperson may appoint his/her own committee members except for the Executive Board elections committee.
8. Planning for an event shall begin no more than four (4) months before the event.
9. Publicity for an event shall begin no later than three (3) months before the event.

D. The President can select any necessary committee chairperson from the membership at large subject to approval of a majority vote of the Executive Board to serve in committee positions which the Board has created.

### **Article VIII: Distribution of Concert Tickets – Raffle System**

- A. The concert tickets, if provided by PHiP and HK Management, will be distributed on a raffle system under the discretion of the Concert Ticket Committee and Vice President.
- B. The raffle system year will run from January 1 until December 31 for the next year's ticket purchase.
- C. No more than 2 tickets per member will be available to the raffle winners unless approved by the Executive Board.
- D. A member must be a member in good standing to be eligible for the ticket raffle.
- E. Tickets must be paid in full by the date specified by the Vice President, otherwise tickets will be re-raffled.

### **Article IX: Meetings**

- A. Social Meetings

1. The club will endeavor to have at least one social event a month. These events will normally include some type of charity discussion or acceptance of donations to specified charities.
2. All club decisions at the meeting will be by a simple majority vote of those members that are present.

#### B. Board Meetings

1. Executive Board meeting will occur at least every month.
2. These meetings will be conducted by the President or in his/her absence, by the Vice President.
3. Any member in good standing may attend and will conduct themselves in a business-like manner.
4. Minutes will be taken at all meetings and reported out at the following meeting.
5. A quorum is necessary at any meeting which has been communicated in good faith.
6. Proxy: Any member of the Executive Board who cannot attend a scheduled meeting may provide for written proxy on his/her behalf. No member of the Executive Board will be allowed to vote in absentia through a proxy unless it is in writing and is carried to the meeting by the person selected as proxy.

### **Article X: Elections and Voting**

#### A. General Voting

1. Voting can be held at any time for any reason by a majority vote of the Executive Board. Only the Executive Board can present motions to be voted on by the general membership or before the Executive Board.
2. The Executive Board as a whole or in part will not endorse any candidate for any office in any area except as specified in these by-laws.
3. Any elections or voting that for any reason not otherwise covered in these by-laws which requires membership vote will be advertised through e-mail and all votes will be based on majority votes of present membership or responding members if the vote is held by mail.
4. Any items to be voted on by the general membership must be communicated to the members at least one month prior to the deadline for voting. The Executive Board will determine the deadline for which mail-in votes must be postmarked and only those responses will be counted.
5. 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 by which it must be postmarked.
6. The organization is not required to pay return postage on any ballot.
7. The organization is not responsible to lost/returned mail.

#### B. Voting Within the Executive Board

1. In the event of a tie within the Executive Board or the tie vote in an election or motion brought before the Board, the tie will be broken by a vote of the President and all voting Members-at-Large. If a tie vote still remains, the President will break the tie.
2. In the event that any business must be decided by the Executive Board between scheduled meetings, the President may conduct a meeting by telephone or e-mail of each member of the Executive Board, whether individually or as a group. Regular quorum rules apply with each voting member considered present.

#### C. Elections

1. Candidates wishing to run for office who are not already on the Executive Board will follow the procedures outlined in these by-laws.
2. Only members in good standing will be considered for nomination to any elected position. **To be considered for a position on the BOD, the candidate must be a member of the NCPHC for a minimum of six (6) months.**
3. Nominations will be accepted from October 1 – October 15 and ballots will be e-mailed to members on November 1<sup>st</sup>. Elections will take place at the November meeting. Members unable to attend the November meeting may vote by mailing their ballot.
4. In the event that an elected officer fails to meet the membership requirements at any time during his/her term, he/she will receive written notice from the Executive Board that a thirty (30) day grace period will be offered to correct the disqualifying event. At the end of the grace period, any elected officer who has failed to meet the membership requirements will forfeit his/her position on the Executive Board.
5. The Board Officer overseeing the election of the Executive Board shall abide by the course of action in these by-laws.

#### D. Replacement of Members on the Executive Board

1. If a member of the Executive Board does not wish to serve an additional term, he/she must follow the guidelines established in these by-laws.
2. If a member of the Executive Board cannot fulfill his/her term of office, the President shall nominate a candidate for the position. The candidate must be approved by a majority vote of the Executive Board.
3. A Board Officer can be removed for failure to perform any of his/her duties in a timely and objective fashion by two-thirds (2/3) vote of the Executive Board.
4. Recalls of any member of the Executive Board can be made by any member upon presentation of a petition that describes the reason for the recall. The petition must be signed by at least twenty-five (25) members in good standing and the date on which the petition is presented to the President or the remaining Executive Board members.
5. The recall of any elected official may be affected for any of the following reasons
  - a. Mental or physical disability resulting in substantial inability to execute the duties of that office.
  - b. Malfeasance, misfeasance, or nonfeasance in the office.
6. Upon presentation of such a petition to the President, a Special Election Chairperson shall be appointed to supervise the voting, to receive and count ballots and to certify the results, in writing, to the President with a copy to the Secretary for publication.
7. Balloting rules of a regular election or vote shall apply, except that the designated date for the final receipt of ballots shall be no less than thirty (30) days nor more than one hundred and twenty (120) days from the date of the publication.
8. In recall elections, a minimum vote of ten (10) percent of the membership must be received in order to affect a recall. A simple majority of the ballots cast will determine rejection or approval.
9. The President shall inform the membership in writing of the results no later than ten (10) days following the certification of the election.

**Article XI: Assets & Liabilities**

- A. Reimbursement of expenses to any member who has incurred expense on behalf of the organization must be requested for reimbursement to any member of the Executive Board. Proper documentation including receipts must be submitted for consideration.
- B. Submission of officer's receipts for reimbursement will be approved in the same manner except that the officer will excuse him/herself during the discussion of reimbursement and will not vote on the same.
- C. Expenses in excess of \$40.00 should be discussed in advance of payment to receive authorization from the Executive Board.
- D. Expenses in excess of \$100.00 for a Board approved special event must be brought before the Executive Board for approval.
- E. Any property belonging to the organization shall not be used or consumed by any person without written consent of the Executive Board and an approval by majority vote of same. The term "property" includes all property real or personal, tangible or intangible, which may be owned, created by or in the possession of the organization absent an overriding legally enforceable contract.
- F. The fiscal year for the Nature Coast Parrot Head Club will begin on January 1 and end on December 31.
- G. The President and Treasurer are the authorized signatures of the organization's bank account.
- H. The following statement is to be added to each printed membership directory:
  - “This directory is for the exclusive use of the Nature Coast Parrot Head Club members. It is not to be utilized for any other purpose not directly associated with the Nature Coast Parrot Head Club, nor it is to be released to other parties without the approval of the Executive Board.”
- I. Advertising rates for the newsletter shall be set and approved by the Executive Committee.
- J. All special events shall be budgeted to at least "break even" financially. If a deficit appears likely, it will be reported to the Executive Board promptly.

**Article XII: Amendments to the By-Laws**

- A. Amendments to these By-Laws may be proposed by a petition signed by twenty-five (25) or more members and presented to the President. The Executive Board can present for general membership vote, any amendments to the by-laws that have been approved by the Executive Board by two-thirds (2/3) vote.
- B. Balloting rules of a regular election shall apply, except that the designated date for the final receipt of ballots shall be no less than thirty (30) not more than ninety (90) days of publication.