

PALMETTO PARROT HEAD CLUB BY LAWS

Article I: Name

A. This organization will be called the Palmetto Parrot Head Club.

Article II: Membership

A. Membership in the Palmetto Parrot Head 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 before March 1 of each year.
2. The person must have an interest in Jimmy Buffett's music.
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. Use of illegal drugs at any club function will not be tolerated and will be grounds for membership termination with no refunding of club dues.
6. All members attending any club function will be held accountable for his/her own actions and shall not hold the Palmetto Parrot Head Club responsible for his/her actions.

C. Payment of Dues

1. Payment of dues will be made annually by the end of March for all members. This date will not fluctuate if dues are not paid in a timely manner. For new members, dues will be pro-rated according to the month the membership commences. New memberships commence on the first of the month following payment of dues.
2. By a majority vote, the Executive Committee can waive, reduce or extend the deadline of dues for any member due to financial hardship. Requests for such provisions must be submitted in writing to any member of the Executive Committee by March 31.

D. Refund of Dues

1. Refunds of dues are only made with the majority vote of the Executive Committee (hereafter referred to as the "ExComm".)
2. The ExComm will not refund any persons wishing to terminate his/her membership any portion of his/her dues without a majority vote.
3. If the ExComm determines by the majority vote that a person does not meet the requirements of the membership stated in Article II Section B, the ExComm can refund a portion of that person's dues pro-rated by the days

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remaining until March 1, thus terminating membership in the club and all rights and privileges there with.

4. Any person who has not paid dues by March 31 will be considered to have his/her membership terminated and payment of dues will reinstate his/her membership. As a courtesy, the club will remind members for up to 60 days that they are past due. After that time-period, their membership will be terminated and points eliminated.

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 following individuals: President, Vice President, Secretary, Treasurer, and not less than four members at large.

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

D. The quorum shall consist, for any meeting, of a number of members for a majority vote.

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 meeting.

Article IV. Period of Service

A. Each officer's term will consist of one (1) year running from ~~July 1~~ ~~January~~-1 to ~~June 30~~ ~~December 31~~ and will be selected by a majority vote of ballots received from the membership. The ballots will be distributed (by mail) before ~~September~~ ~~March~~ ~~31~~ and only ballots postmarked by ~~October~~ ~~April~~ ~~30~~ shall be counted. Individuals who have served four (4) consecutive years must have a minimum of one year away from the Executive committee as an Officer or board member.

B. An individual can serve as an officer or on the Board (exception C2 below) for a maximum of four consecutive years with no more than two of those years being in the same officer position.

C. Exceptions to Article IV, paragraph B above.

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- 1.) A President who steps down will be asked to serve for a period of one year in an Ex-Officio advisory capacity (non-voting) to assist with the continuation of ongoing activities.
- 2.) Due to the nature of the position, a person serving as Treasurer may serve unlimited consecutive terms upon election and good positive behavior.

Article V. Officers and Duties

A. President

1. 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.
2. The President shall chair all meetings of the ExComm .
3. The President shall appoint all committee chairpersons and any other appointive officers with the approval of the majority vote of the ExComm and shall make any other appointments deemed necessary by that body.

B. Vice President

1. 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.
2. The Vice President shall oversee the planning and implementation of group activities.

C. Secretary

1. The Secretary shall keep the minutes of the ExComm meetings.
2. The Secretary shall furnish copies of the minutes to all ExComm members, appointed officers and to others designated by the ExComm or the President within 2 weeks of a meeting.
3. The Secretary shall respond and correspond with other groups or individuals as requested by the ExComm or President.
4. 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.
5. The Secretary is responsible for overseeing the creation and publication of the newsletter, which will be mailed out and placed on website within the first 7 days of each month.

D. Treasurer

1. The treasurer shall assume the responsibility for the financial matters of the club, including the financing of the newsletter.
2. The Treasurer shall attend ExComm meetings and have the books of the organization ready for examination by any member of the ExComm upon request.

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3. The Treasurer shall present the books annually for inspection by a member of the ExComm appointed by the President.
4. The Treasurer shall prepare quarterly reports for presentation to the ExComm.
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. Members at Large

1. It is the responsibility of the ExComm Members at Large to attend the ExComm meetings and to present in good faith, the issues and concerns of members of the organization who are not members of the ExComm.
2. A Member at Large may accept a request by the ExComm or the President to serve as its special agent in specific matters.

Article VI: Appointive Officers

- A. The President can select any necessary committee chairperson from the membership at large subject to approval of a majority vote of the ExComm to serve in committee positions that the board has created.
 - B. No appointed chairperson will have a vote in any ExComm decision.
 - C. The tasks of the appointed chairperson and his/her committee appointees will be defined by the ExComm.
 - D. Committee members serve at the directions of the committee chairperson in charge of that committee.
 - E. The committee chairperson's terms of office will be determined by the ExComm.
 - F. The appointed chairperson may be removed by a 2/3 vote of the ExComm.
 - G. The appointed chairperson may appoint his/her own committee members except for the ExComm elections committee.
 - H. The appointed officers may include the following chairpersons:
 - Elections
 - Historian/Scrapbook
 - Membership
 - Newsletter Editor
 - Public Relations
 - Volunteer Events Coordinator
 - Special Events Travel Coordinator
- *Other chairpersons may be established and appointed as the need arises.

Article VII. Meetings

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A. A general membership meeting will be held at least annually at a time and place to be determined by the ExComm and communicated to the general membership through the newsletter.

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

C. If no business meeting has been called for 18 consecutive months, any member may call a special business meeting by sending written notice to each elected and appointed officer.

D. A quorum is necessary at any general membership meeting that has been communicated in good faith.

E. Proxy

1. Any member of the ExComm who cannot attend a scheduled ExComm meeting may provide for a written proxy to vote on his/her behalf.

2. 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

A. 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.

2. The ExComm will not endorse any candidate, for any office, in any area.

3. Any election or voting for any reason not otherwise covered in these by-laws which require membership vote, will be advertised through the newsletter. 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 (1) month before the deadline for voting.

5. The ExComm will determine the deadline by which mailed votes must be postmarked and only these responses will be counted.

6. 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.

7. The organization is not required to pay return postage on any ballots.

8. Election Committee

a. A person who is not a member of the ExComm or planning on running for office will be appointed by unanimous vote of the ExComm.

b. The chairperson will be responsible for collecting and tabulating results of any elected director of the ExComm.

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- c. The Election Committee is responsible for preparing a ballot for timely publication in the newsletter.
9. Votes Within the ExComm.
 - a. In the event of a tie vote within the ExComm, the tie vote in an election or motion, before the ExComm will be broken by a vote of the President and all voting Members at Large on the ExComm who are present. If the vote remains, the President will break the tie.
10. The Elections Chairman can be removed for failure to perform his/her duties in a timely and objective fashion by majority vote of the ExComm.
11. In the event that any business must be decided by the ExComm between scheduled meetings, the President may conduct a meeting by telephone or email of each member of the ExComm, either individually or as a group. Regular quorum rules will apply with each voting member considered present .
12. Each membership is entitled to one vote, regardless of single or family membership status.
13. Upon written request, all election results will be available for review through the Election Committee.

B. Nominating

1. Candidates can run for any elected office by submitting a nomination to the Elections Committee to be included in the ballot so long as the nomination has been in accordance with procedures communicated to the members in the newsletter.
2. Only members in good standing will be considered for any nomination to any elected position.
3. In the event an elected officer fails to meet the membership requirements at any time during his/her term, he/she will receive written notice from the ExComm that a 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 requirement will forfeit his/her position on the ExComm.

C. Replacement of Members of the ExComm.

1. Within 30 days of the withdrawal of any member of the ExComm except for the President, the Election Committee will solicit nominations for the candidate for replacement. Elections for replacement officers will occur in accordance with procedures outlined for general elections.
2. In the event of the 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 the majority vote of the ExComm.
3. Recalls of any member of the ExComm can be made by any member upon presentation of a petition, which describes the reason for the recall. The petition must be signed by at least 25 members in good standing on the date on which the petition is presented to the Election Committee. The recall of any elected officer may be affected for any of the following reasons:
 - a. Mental or physical disability resulting in substantial inability to

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execute the duties of that office.

b. Malfeasance, misfeasance or nonfeasance of office.

4. Upon presentation of such a petition to the President, a special Election Committee 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 Newsletter Editor for publication. Such petition, together with a ballot shall appear in the next newsletter, provided it is received by the Editor three (3) days prior to a deadline established by the Newsletter Editor and /or his/her committee.

5. Balloting rules of a regular election shall apply, except the designated date for the final reception of ballots shall be no less than 90 days and no more than 120 days from the date of newspaper publication.

6. In all recent elections, a minimum vote of 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.

7. The President shall inform the membership in writing via the newsletter of the results no later than 10 days following the certification of the officer.

Article IX. Miscellaneous

A. Reimbursement of expense to any member who has incurred expenses on behalf of the organization must be accompanied by a written request for reimbursement to the treasurer or his/her appointee. 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 the officer will excuse himself/herself from the meeting during the discussion of the reimbursement and will not vote on it.

C. Expenses in excess of \$50 should be discussed in advance of payment to receive authorization from the ExComm.

D. Mileage reimbursement will equal the current IRS allowance.

E. Any property belonging to the organization **shall not be used or consumed** by any person without consent of the ExComm and an approval by majority vote of ExComm. The term "property" includes all property real or personal; tangible or intangible, which may be owned, created by or in the possession of the organized absent and overriding legally enforceable contract.

F. The fiscal year for the Palmetto Parrot Head Club shall begin on ~~July~~ January 1 and end on ~~June 30~~ December 31.

G. The President, Vice President and Treasurer are the authorized signatories of the organization's bank account.

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H. "FINS" advertising rates shall be set by the Editor with approval of the ExComm.

I. All Special Events shall be budgeted to at least "break even" financially. If a deficit appears likely, it will be reported to the ExComm promptly.

Article X. Amendment to By-Laws

A. Amendments to these by-laws may be proposed by petition signed by at least 10% of the membership and be 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.

B. Balloting rules of a regular election shall apply, except for the designated date for the final receipt of ballots shall be no less than 90 day and no more than 120 days from the day of newsletter publication.

Article XI. Adoption of By-Laws

A. Adoptions 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.

B. These By-Laws will go into effect for a period no later than 12/31/96 or until the next generation membership election results are finalized, whichever is earlier.