

By-Laws of the Parrot Heads of Puget Sound

Article I. NAME

This organization shall be called the Parrot Heads of Puget Sound (PHoPS), also known as “Web Foot Children In The Rain” founded by Su Ross.

Article II. MISSION

The Parrot Heads of Puget Sound was created to promote friendships and organize social activities for people with similar interests, including the enjoyment of the tropical spirit of Jimmy Buffett’s music. The organization will provide its members with opportunities to participate in a variety of volunteer efforts in the local, regional, and national community for social, charitable, and environmental causes. In the process of making new friends and having fun, the members will work toward leaving something positive behind in our communities.

Article III. MEMBERSHIP & DUES

A. Membership statement:

1. Membership in the Parrot Heads of Puget Sound shall be open to anyone meeting the membership requirements specified in Article III Section B.

B. Membership requirements shall be as follows:

Initial Members membership requirements:

1. PHoPS membership is open to anyone with the tropical spirit and desire to contribute to the betterment of their communities.
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 and be willing to volunteer in club functions.
4. The person must have a commitment toward the success of achieving the mission of the organization and will not engage in any activities or actions that are contrary to the mission or success of the club.
5. The person must agree to abide by all club by-laws and all Parrotheads In Paradise by-laws.

6. Existing Members membership requirements:

In addition to abiding by articles III.B.1- through III.B.5, all existing members must be a member in good standing, which means they are current on their dues, and have an application on file with the club via the Membership Director. Members will also have current information for their address, phone number, and email on file with the Membership Director. Members are responsible for sending any changes regarding their information to the Membership Director as soon as they are made.

C. Membership Dues

1. All members will pay dues per articles C2-C5.
2. The Board of Directors are responsible for proposing the fee structure for membership dues which will be voted on by the Club members in good standing at a Club Business Meeting and approved by a majority of the those that voted.
3. Initial membership dues must be paid before an applicant can be considered an active member. Renewals are due in January for anniversary dates which fall between January 1st & June 30th. Anniversary dates which fall between July 1st & December 31st shall become due in August. Membership drives will be held between the dates of January 1-31 and August 1-30 each year.
4. Dues shall be considered late on the first day of the month following the membership drive if the member's renewal was due during that membership drive.
5. By a majority vote, the Board of Directors can waive, reduce or extend the deadline for payment of dues for any member due to financial hardship. Requests for such provision must be submitted in writing to any member of the Board of Directors within 30 days of the dues becoming due.
6. Membership dues are not deductible as charitable contributions for federal income tax purposes.

D. Refund of Dues

1. Refunds of dues are only made with a majority vote of the Board of Directors.
2. Any person wishing to terminate his/her membership prior to the end of their current year will not be refunded any portion of his/her dues without submitting

to the Board of Directors a request for a refund at which time the request shall be voted upon. A majority vote will approve such a refund. The Board of Directors will send written notification of their decision to the member requesting a membership refund within 10 days of their decision

3. If the Board of Directors determines by majority vote between renewal dates that a person does not meet the requirements of membership stated in Article III section B, the Board of Directors can refund a portion of that person's dues prorated by the number of days remaining until the anniversary date, thus terminating membership in the organization and all rights and privileges therein.
4. Any person who has not paid renewal dues by the first day after the designated membership drive month has passed will be considered to have terminated his/her membership and payment of full membership dues will reinstate his/her membership under a new anniversary date.
5. Reinstatement after membership termination shall be considered renewed with no additional club logo shirt.
6. Any PHOPS membership which is terminated due to an infraction of the by-laws/code of misconduct as described in Article X of the by-laws will not receive a refund of any portion of their membership dues and will immediately forfeit any rights and privileges afforded by membership in the PHOPS club.

E. Membership cost:

Unless otherwise modified, the membership fees are as follows:

1. Memberships are available in two levels:
 - a. SINGLE – Initial Membership \$30.00 / Annual Renewal \$25.00.
 - b. COUPLE (Two Adults) – Initial Membership \$45.00 / Annual Renewal \$35.00.

Keets (children of Parrot Heads) shall be included in their parents' membership, regardless of membership level.

2. Initial membership dues provide

- a. Membership dues provides access to the two club email lists: "Announce List" and "PHoPS List" as long as they are in operation

- b. Membership dues renewals do not include either a new lanyard or club logo shirt unless the member upgrades from a single to a couples membership.

Article IV. MEETINGS

There are 2 types of meetings:

- A. Business Meeting – Two (2) or more General Business Meetings shall be held per year. The first General Business Meeting, which shall include the election, shall be held on the last Sunday in February. The second General Business Meeting shall be held in September on the Sunday following Labor Day. These meetings shall be open to all current members.
- B. Board Meeting – The Board of Directors shall hold a meeting each month as needed. This meeting shall be open to all members in good standing and will be conducted by the Club President or in his/her absence, a designated member of the 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 reported at the following meeting.
- C. Neither Section A or B precludes the Board from making decisions on any business that the Board feels necessary between meetings. All disciplinary decisions will be made at a regularly scheduled Board meeting.

Article V. OFFICERS

Board of Directors – Shall be comprised of five Officers, including President, Treasurer, Director of Communications, Director of Fund Raising and Director of Membership. Each officer shall serve a term of one year and shall act on behalf of the membership as closely as can be interpreted by direct communication, implication or actions.

A. President

- 1. Represent the club in functions.
- 2. Preside over all board meetings.
- 3. Act as the primary contact with all outside organizations including PHIP, other Charter Parrot Head Clubs and commercial sponsors and ensure proper reporting to PHIP.

4. Oversee all Board Members and Committees, holding them accountable for appointed, assigned or volunteered tasks.
5. Designate a Board Member to oversee a Board Meeting in his/her absence.

B. Treasurer

1. Record and keep track of formal accounting ledger books.
2. Balance accounts, issue checks for charities and expenditures.
3. Give Treasury Report at each Business Meeting.

C. Director of Communication

1. Record, keep and report minutes of all Board, Executive and General Meetings.
2. Publish a weekly update of club events, communications and general information.
3. Act as the coordinator of the Website sub-committee.
4. Coordinate communication with the media, including press releases.

D. Director Fund Raising

1. Maintain Treasure Chest, providing comprehensive inventory to the board.
2. Coordinate with all fund raising event chairperson(s).
3. Coordinate with Treasurer to account for funds generated through fund raising events.
4. Cultivate ideas for fund raising and participation activities to fulfill the quarterly community service requirements of PHIP.
5. Act as primary contact for recipient organizations.

E. Director of Membership

1. Maintain membership list.
2. Organize renewal drive.
3. Plan active recruiting program for new membership.

4. Maintaining club banner and all membership materials, including club shirts, making them available for all club events.
5. Coordinate with Treasurer to account for funds generated through initial & renewal memberships.
6. Coordinate New Member welcome procedures.
7. Maintain point totals for all members.

Article VI. COMMITTEES

Committees shall be chaired on a volunteer basis and will report monthly written updates of committee activities to the President and Overseeing Executive Board Member to be presented at the Board Meeting.

A. Examples of Committees:

1. Website
2. Election
3. Events (per event)
4. List Serve

Article VII. ELECTIONS

- A. Elections and voting – The club will elect the Board of Directors for a one year term. Elections will be held during the February general Business Meeting. Voting shall take place by secret ballot and will be determined by simple majority of those present and those who have forwarded proxy votes. The election shall be conducted by the Election Committee Chairperson (an individual who is not running for a Board Position) and will be open to current members only.
- B. Nominating – Nominations for Board of Director Positions will be open in the month of January. Any member in good standing may nominate himself or herself or another member in good standing with at least six (6) months of membership. Nominations for Board positions will be open from January 1 to January 21 of every year.
- C. Pre-Election Packet – An election information packet shall be mailed out prior to the election and will include a ballot, a proxy ballot (if a member is unable to

attend the General Business Meeting) and a one-page campaign letter from each candidate regardless of number of people running for a position.

- D. No write-in candidates will be counted.
- E. If there are no contested positions, then there will be no election. If the person holding the position is the only person running for the position or only one person is running for the position, then there will be no election for that position. That person will be declared the winner..

Article VIII. REPLACEMENT OF BOARD MEMBERS

Replacement of a board member, should the need arise, would be appointment by the remaining board members for the remainder of the term.

Article IX. ADOPTION OF BY-LAWS

- A. The By-laws, as presented shall become effective April 2001 until such time that they are amended.
- B. The By-laws shall be approved by a simple majority vote at a regularly scheduled Board Meeting. Email proxy votes will be accepted.
- C. Amendments – Amendments may be presented in writing to the Board of Directors at any time. The proposal should include the reason for amendment and a sample of the proposed amendment. Upon Board approval, the amendment will be presented to the membership at the next business meeting. A vote will be taken at that meeting and shall be approved by a simple majority vote.

Article X. INFRACTIONS OF THE BY-LAWS

- A. Any current PHoPS member may submit in writing only (signed, dated and clearly written), within 30 days of the occurrence of the stated infraction/s, to the PHoPS Board of Directors, a detailed statement regarding the alleged infraction/s of the PHoPS By Laws, by any other current PHoPS member.
- B. The Board will inform, by letter, the PHoPS member of the alleged infraction/s against her or him. The member will be given 30 days to provide a written response to the Board. If the member chooses not to respond within 30 days, the Board will move forward to a decision without the member's input.

- C. At the next scheduled PHoPS Board of Directors meeting, after the 30 day deadline, the Board will evaluate the alleged infraction/s and make one of the following decisions:
 - 1. No Action - The alleged infraction has been considered by the Board and the Board will take no action.
 - 2. Action - The alleged infraction has been considered the Board and action determine being taken as by a unanimous decision of the Board of Directors. The specific action is entirely left to the discretion of the Executive Board and is to be based only upon the stated infraction.
- D. If action is taken against a PHoPS member for an infraction/s of the PHoPS By-laws, the member will be informed in writing within 30 days of the PHoPS Board of Director's decision. The member who submitted the original statement of alleged infraction/s shall be provided with a copy of the Board's decision.
- E. PHoPS Board of Director's decisions are considered final.
 - 1. If a vote for action is taken toward a certain Board Member, that Board Member may not participate in the vote.
- F. At the next scheduled PHoPS meeting, the membership shall be informed of the decision, and the information will be properly recorded in the minutes.
- G. Any PHOPS member found to be recruiting or soliciting for a charity or organization at a PHOPS sponsored or co-sponsored event or selling items for their own personal benefit, *without* the expressed written consent of the PHOPS Board of Directors, is considered to be engaging in an action contrary to the PHOPS mission and will be grounds for immediate termination from the PHOPS organization pending review from the PHOPS Board of Directors.

Article XI. CONCERT POINT SYSTEM:

- A. Points shall be awarded to PHoPS members based on the system outlined in section C below and shall be effective until the current election year has ended on January 31st.
- B. No more than 2 tickets per member will be available to the highest point earners. The Board of Directors, based on ticket availability, may adjust this figure to one. Ties may be broken by lottery. The Board of Directors may designate one or two

tickets for charity fundraisers. All qualified members will be given a deadline for purchase of these tickets. If that deadline passes the opportunity to purchase will go to the member with the next highest total.

C. Points

1. Officers/Committee Chairs; 10 pts (including website editor).
2. Organize Charity Event, 5 pts.
3. Serve on any Committee, 5 pts.
4. Participate in charity function, business meetings, 4 pts.
5. Contribute during Happy Hours, (participation and in an event, donations to raffles, Freely given entertainment, etc) 3pts.
6. Special Projects (e.g. write website article, design logo, buttons, etc.), 2pts.
7. Additional single points may be issued for other activities determined by the Board of Directors.

Article XII. EXPENDITURES

- A. Members wishing to be reimbursed for PHoPS related activities such as, but not limited to, necessary supplies for official club events and other official and/or club sponsored functions, prior to spending moneys shall:
1. Obtain approval, in writing, from any board member for expenditures not to exceed \$100.00.
 2. Obtain approval, in writing, from the executive board for expenditures of \$100.01 to \$999.99.
 3. Obtain approval, in writing, from the executive board for expenditures of \$1000.00 or more and, in addition, expenditures of \$1000.00 or more shall not be approved by the executive board without first obtaining a vote of approval from the membership.
- B. To obtain reimbursement, the member shall submit the written approval along with receipts to the Treasurer. Reimbursement request submitted after the adoption of this subsection will not be granted without meeting all of the requirements of this subsection. No exceptions.

- C. PHoPS members who anticipate incurring expenses for club related activities should (after obtaining proper 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 the last paragraph.

Article XIII. PHoPS PROPERTY

All property acquired by PHoPS or on behalf of PHoPS, shall remain the property of PHoPS until that property is used as a prize or is sold.

In the event that PHoPS is disbanded, all PHoPS property will be donated to a charity.

History:

-Last Amended February 25 2007

Changes per Business Meeting vote