

Miami Parrot Head Club

Bylaws

(Revised on 3/27/2011)

Article I: Organization

- A. **Name:** The organization shall be called the Miami Parrot head Club Inc. For the purpose of these bylaws it may be referred to as the MIAPHC or “the Club”. MIAPHC was sanctioned by Parrot Heads in Paradise Inc., on April 15, 2003 and is incorporated in the State of Florida.
- B. **Purpose:** The purpose of the organization is to promote the Miami Parrot Head Club Inc. as a humanitarian group sharing community and environmental information. The organization will engage in activities which are charitable, educational and beneficial to the general welfare of the community.
- C. **Mission:** The Miami Parrot Head Club Inc., is a not-for-profit organization dedicated to preserving and improving the environment, active in community oriented projects and concerns as a means of social interaction with like-minded people interested in the lifestyle and music of Jimmy Buffett and a tropical spirit.
- D. **Code of Conduct:** It is the intention of the Miami Parrot Head Club (MIAPHC) to provide social and charitable activities for the enjoyment and benefit of all members of the organization, guests, hosts, and charities. All members of the organization shall be required to treat fellow members, guests, hosts, and their personal property with respect. All members of the organization shall agree to abide by all local, state, and federal laws. By acceptance of their membership agreement, all members must agree to demonstrate personal responsibility for their words and actions and to not exhibit behavior that is harmful to themselves, other members, guests, hosts, charities, or any personal property. The organization shall seek to provide a pleasant and positive atmosphere in which to share common interests in the tropical spirit, music, and tales of Jimmy Buffett and to promote charitable ideals. The MIAPHC will not condone any behavior contrary to the objectives of the organization or any behavior that is deemed harmful or injurious to others. By virtue of membership in the organization, all members in good standing shall agree to “Party with a Purpose” in the most responsible manner.

Article II: Membership and Dues

- A. **Club Membership:** Membership in the Miami Parrot Head Club Inc. shall be open to all, regardless of sex, creed, national origin or sexual preference. A member will be in good standing so long as his/her dues are current.

- B. **Dues:** The annual dues of the MIAPHC will be as follows:
 - 1. Single Membership is \$20.00 and Couple/Family is \$35 (children included under age 18).
 - 2. Annual membership renewal date is on or before April 15th.
 - 3. Notice will be sent via email no later than 10 days prior to renewal date.
 - 4. If not paid by April 15th, membership shall be void.
 - 5. If renewed after April 15th a \$5 late fee will be charged.
 - 6. Failure to repay bad checks including bank charges will void membership agreement.

- C. **Privacy:** Membership information supplied on application shall remain confidential. Roster available only to Board of Director members of the MIAPHC and Parrot Heads in Paradise, Inc., (PHIP) as requested by the Director of Membership for purposes of concert ticket allocation only.

Article III: Meetings

- A. **Social Meetings:** The MIAPHC will have at least one social event a month. Limited business may be discussed at the discretion of the Board as defined in Article IV, Section B of the bylaws.

- B. **Business Meetings:** Will occur annually in February. These meetings will be conducted by the Club President or in his/her absence, a designated member of the Board. Any member in good standing may attend a business meeting.

- C. **Board Meetings:** The Board will meet on an as needed basis.

Article IV: Chapter Officers, Executive Board and Elections

- A. **Officers/Elections:** The club will elect the following officers for a two year term as listed below:
Even years – President, Secretary and Member-At-Large, Social Chairperson
Odd years – Vice President, Treasurer and Member-At-Large, Membership Chairperson
Elections will be held in April. Nominations will begin at the March Social Meeting and close on March 31st. Self-nominations will be allowed. Any member wishing to run for office will be entitled to a 1 to 2 minute speech during the March Social Meeting. Election will be conducted in April by an Election Officer (non-candidate) appointed by the Board. Voting to be by secret ballot by mail and email. Results will be determined by a simple majority. Newly elected officers will assume duties on May 1st. If there are no volunteers for candidates of an elected position the Board reserves the right to appoint the person currently performing the duties to continue forward or to seek a candidate.

B. **Board.** The Board will consist of the Club President, Vice President, Secretary, Treasurer, two Members-at-Large, and the Club Founder. Brenda Braley is recognized as the Founder of the Miami Parrot Head Club. The Board will be responsible for insuring all club activities are conducted within the guidelines of Parrot Heads in Paradise Inc. The Board will be empowered to make decisions between business meetings to insure these goals are met. All decisions will be by consensus, with each member having one vote. The President may serve as a tie breaker if consensus cannot be reached. Any and all Board decisions will be reported out at the next business meeting. The Board will act on recommendations from the social and business meetings at the next Board meeting. If any member of the BOARD cannot fulfill his or her term of office, the vacancy may be filled by the President with a majority vote of the BOARD for the remaining of the term. In the position of the President, the Vice President will succeed into the President position and finish out the remainder of term.

C. **Responsibilities of Elected Officers:**

1. **President:** The President shall (a) have such powers and duties as are usually exercised by such an office. (b) Be Executive Officer of the MIAPHC and preside at all social and business meetings and meetings of the Board. (c) manage other club officers (d) Act as checks and balances of the club Treasurer. (e) Work with Committee Chairpersons and the Vice President in order to help assure all assigned tasks are completed in a timely manner. (f) Have the power to call meetings of the MIAPHC and the Board. (g) Appoint, subject to the approval of the Board and as provided elsewhere in these bylaws, members to various committees. (h) Deal with other matters that may be placed in his or her charge by the MIAPHC and with PHIP (j) Serve as liaison with PHIP or designate this role to another member of the Board on a case-by-case basis.
2. **Vice President:** The Vice President shall (a) In the Absence of the President have the powers and duties of the president. (b) Act as checks and balances of the president. (c) Complete and keep accurate records of points earned by member as per Article VI Section C of these bylaws. (d) Deal with other matters and or powers that are delegated to the position by the President or the Board.
3. **Secretary.** The Secretary shall (a) Ensure that minutes are recorded at all business and Board meetings. (b) Keep accurate records of all MIAPHC activities. (c) Compile all required data for PHIP (including interim, membership and annual renewal reports) and send to the President. Minutes of Board meetings are to be distributed to Board members by 30 days following the meeting.
4. **Treasurer:** The Treasurer shall (a) Record and keep track of all financial functions and transactions (b) Balance account, issue checks for all charities and expenditures (c) Present financial statement to the membership of the MIAPHC and the Board

5. **Member-at-Large: Membership Chairperson:**

Processing all new applications and forwarding checks to treasurer in timely manner; maintaining spreadsheet database with all members information; keep database current with address/phone/email changes; entering members birthdays on website calendar; maintain a current renewal database; informing members of renewal date; invoicing members with amount due and due date; tracking incoming dues; forwarding renewal checks to treasurer in timely manner; track and report all PayPal dues transactions to treasurer in timely manner; reminder to members when unpaid close to due date; informing delinquent members of late charge to remain active; inviting all new members to join our Yahoo group for club emails; updating Yahoo group when email addresses change; remove unpaid members from roster, Yahoo group, calendar and mailing list; maintain current snail mail address list for single and couple memberships; purchasing supplies/equipment to make and laminate club ID tags; making and laminating new member tags in timely manner; recognizing new members at phlockings and presenting tags; greet guests at all events with special visitor nametags; having new members applications available at all social, charity and community events; design, print and distribute handout flyers to potential members; maintaining a "shark" name database to avoid duplicates; making and laminating shark tags; replacing lost or worn members tags; keeping adequate inventory of club and land shark lanyards; keeping President informed of members in good standing for MOTM attendance.

6. **Member-at-Large: Social Chairperson:** The individual is responsible for creating a committee to research and plan venues for monthly phlockings; prepare fun, interactive activities to be held at the phlockings; research and plan additional fun activities such as bowling events, pool parties, holiday parties; plan annual birthday party; plan one (1) event per year as a thank you to the club membership for all their community and charity work; submit monthly articles to the newsletter editor; present event budgets to BOD for approval.

7. Founder:

Article V: Committee

- A. **General:** Special committees may be established by the President, Board or by recommendation of general membership to deal with specific projects that arise out of club needs.
- B. **Committee Roles:** The purpose of all committees is to ensure that day-to-day functions and special events are completed in a timely manner. To this end, the committees, working under a Chairperson, are given the detailed responsibility of specific events and activities. The committees are expected to work closely with the Board in all projects/events. They are also required to keep the President and Board informed of all plans and progress.

Article VI: Miscellaneous

- A. **Adoption of Bylaws:** These bylaws have been approved by a majority of Board Members.
- B. **Amendments to Bylaws:** An amendment to these bylaws may be proposed by active members of the MIAPHC at a business meeting or by the Board. Proposed amendments will be voted on and approved by the active general membership of the MIAPHC. An amendment to these bylaws shall become effective once voted on by the general membership.
- C. **MIAPHC Parrot Point System:** The point year will run concurrent with the calendar year of the club. Point totals will determine eligibility for Jimmy Buffett tickets should a concert be scheduled in our area. Membership Dues must be current to qualify for tickets. No more than 2 tickets per member will be available to the highest earners, Single members are eligible for 2 tickets provided that a member of the club uses the second ticket. The above figures may be adjusted by the Board based on ticket availability. Ties may be broken by lottery. The Board may designate one or two tickets for charity fundraisers. The Board reserves the right to decide on any situation currently not covered by this section. All qualified members will be given a deadline for purchase of highest total. The Vice President will keep a running total of all points for the year. Points will be accrued as described below: One point will be awarded for each of the following:

Participating in a Club Community Service Project (CSP), Charity or Social Event

Chairing a CSP, Charity or Social Event for Club or PHIP

Attending a Business Meeting/Social Meeting

Committee person to organize an event

Each month served on Board (12 possible)

Each month served as Webmaster / Newsletter Editor (12 possible)

Attending MOTM

Participating in another Parrot Head Club event where MIAPHC was invited

Making a donation either in kind or monetary to authorized club charity