

Parrot Heads for the Palm Beaches, Inc.

By Laws

ARTICLE I: CLUB OFFICES, COMMITTEES, MEMBERSHIP AND THEIR RESPONSIBILITIES

OBJECTIVE: To define and assign the responsibilities which are necessary to successfully operate PHPB - Parrot Heads for the Palm Beaches Inc.

- I. PHPB will maintain a traditional formation and structure which includes a President, Vice President, Secretary, Treasurer and Committee Directors.
 - a. President: Will keep abreast of all club business and will be responsible for day to day operations of the club and report to the BOARD any business for discussion and or voting.
 - b. PHIP Liaison: Will convey all important and pertinent information between PHIP, Inc. and PHPB, Inc. This position initially falls to the President but he/she may designate another PHPB member to fulfill this obligation in full or in part.
 - c. Vice President: Will keep abreast of all club business and may represent the President during absences and will report to the BOARD all related club business for discussion and or voting.
 - d. Secretary: Will handle various administrative duties as assigned by the club and will report to the BOARD all related club business for discussion and or voting. Be responsible for taking minutes at all business meetings and have copies available for any club member who wishes to have a copy.
 - e. Treasurer: Will handle all matters relating to the club's money account(s) and financial status. Will maintain impeccable records of all transactions and will report to the board all related business for discussion and or voting.
 - f. Membership: Will maintain records of all active members. Process renewals as well as purge the membership list of non-active, non-renewing members. Work with the Treasurer in regards to membership dues. Will keep abreast of all club business and may represent the President during absences and will report to the BOARD all related club business
 - g. Project Director: He or she will have charge of their respective project(s) and will report to the BOARD all related club business for discussion and or voting. A Project Director must be designated in order to create any and all NEW committees. Project examples:
 1. Internet/Yahoo group communication
 2. Newsletter via phone/online
 3. Community Service Projects (CSP) (i.e. Beach/Road Cleanups, Special Olympics, etc.)
 4. Fundraising for a specific charity (i.e. collecting goods, holding a specific event)

Note: ALL CLUB OFFICERS AND COMMITTEE DIRECTORS:

1. May employ as many volunteers as needed to properly accomplish their mission.
2. Will endeavor to respond to the inquiries and suggestions of the club membership and report any complaints or issues to the BOARD.

3. ALL BOARD MEMBERS will make extra efforts at club functions to interact with others and promote all club activities.
4. Club Officers will serve on the PHPB Board. Project Directors also serve on the PHPB unless they choose not to do so.

ARTICLE II: MEMBERSHIP AND DUES

OBJECTIVE: To regulate and explain the membership process and to show PHPB members how yearly dues are utilized.

1. MEMBERSHIP

- a. We ask that each member participate in supporting the club agenda in as much that it is practical for the member.
- b. There is no objection to having a passive (Ghost) member pay dues, receive the newsletter and/or online updates and not participate in many (if any) of the club functions. We know that some people have very busy schedules and may live long distances from a function. Mere support by membership dues and club promotion is also important to us.
- c. Members should report to any BOARD member any concerns, suggestions, or issues which may be of importance.

2. DUES

- a. Club dues will be assigned on a yearly basis and payment of said dues will be expected on or before the anniversary date of the respective member. A child (Parakeet) is from birth thru 17 years of age. An adult is 18 years or older.
- b. A two (2) month grace period will be afforded for late dues after which time the member will be placed on the inactive list. Email computer club updates/news will be discontinued until such time the dues are received.
- c. Dues are meant to cover administrative costs only.
- d. If the club realizes an overage from dues money then the overage will be kept in the general fund to be utilized for club purposes only.
- e. Honorary member: With approval of the BOARD, annual membership dues may be waived for a member in exchange for some other type of contribution or service to the club.
- f. The treasurer or president will submit the yearly PHIP, Inc. club dues by January 31st of each year with a club roster of PHPB adult members in good-standing. (See also ARTICLE XI SECTION 2)

ARTICLE III: CLUB FINANCES

OBJECTIVE: To provide guidelines regarding distribution of club money.

1. No club member, business or other entity will realize a profit, earning, salary, payment or any other pecuniary.
2. This does not include the regular club spending to outside persons or businesses who will obviously realize a profit while selling merchandise or services to PHPB Inc.

3. In any case PHPB Inc. will seek to receive the most proper advantage while spending funds.
4. PHPB will not compensate, raise funds, use funds, or otherwise financially sponsor anyone who is attending any of the excursions, meetings, or social events sponsored by PHIP, Inc. or any of the PHIP clubs.
5. Club funds will not be used for loans.
6. Reimbursement of expenses to any member on behalf of PHPB must be accompanied by an invoice.
7. Monies should be deposited monthly and checks should be written within 10 days.
8. Treasurer's Report shall be prepared (and presented) for each board meeting.
9. Distribution of charitable contributions must be voted on and approved by the BOARD. (SEE ARTICLE IV SECTION 2) A list of charities will be maintained by the Treasurer.

ARTICLE IV: BUSINESS MEETINGS AND VOTING PROCEDURES

OBJECTIVE: To discuss and settle ongoing business and issues of interest to PHPB, Inc. and insure the club's agenda continues in a positive direction.

1. General Business Meeting:
 - a. Regular meetings will be held by the BOARD to insure a positive and productive agenda is continued for the PHPB PH Club and its members. All business meetings will be advertised in the PHPB calendar, via phone tree and/or through the internet online updates.
2. Board Voting Procedures: Voting issues include but are not limited to:
 - a. All club spending outside of normal operating expenses.
 - b. Waving membership dues/Honorary Member.
 - c. PHPB Community Service Projects.
 - d. PHPB Social Projects.
 - e. By-law changes.
3. The president or his/her appointee will conduct the business meeting and will vote ONLY in the event of a tie.
4. All agenda Items passed by the BOARD require a majority vote and a quorum of at least FOUR (4) voting members, not including the President or his/her appointee, must be present to pass said item. Voting can be done online or in person.
5. The Club Secretary will collect all ballots, tally, record, and post the results of all online votes.
6. Proxy votes are acceptable if the issue(s) are known to the absent voter.
7. During the election of club officers, ballots will be available online and during Happy Hours. Voting occurs after a motion is made, seconded, and discussed. The person bringing the motion to the table will determine how much time will be allotted for the

collection of votes. Ballots must be completed, signed and returned in person or via US mail. Electronic ballot submissions for the election of club officers will not be accepted. The Club Secretary will collect all ballots, tally, the votes, and reveal the results.

ARTICLE V: CONCERT TICKETS AND OTHER PRIVILEGES

OBJECTIVE: To fairly distribute any concert tickets, privileges, or other advantages where the number of those items may not accommodate the number of PHPB members.

1. Concert tickets through PHIP, Inc., as well as other club benefits are usually very limited. In order to fairly accommodate members for these privileges a system of seniority and club participation will be utilized. (See ARTICLE XII)
2. Parrot Head Volunteer Hours/Points for administrative and community service performance will weigh heavier than social participation, and social participation will weigh heavier than passive participation.
3. Concert tickets obtained thru PHIP, Inc. must follow the ticket rules set forth by PHIP, Inc. (SEE ARTICLE II SECTION 2)
4. PHPB follows PHIP guidelines. (See http://www.php.com/Leaders_Tickets.asp)

ARTICLE VI: NAME BADGES

OBJECTIVE: To promote club spirit and member interaction.

1. PHPB name badges should be worn at all PHPB Happy Hours and other social events where Parrot Heads may gather. This helps to encourage interaction between members and simply serves to recall someone's name.
2. A voluntary donation of \$1 to the club will be sought from anyone who forgets to bring and display their name badge. This is not mandatory but is intended to promote a sense of club spirit and to induce each member to wear the badges.
3. Replacement or additional badges may be purchased from PHPB for an administrative fee of \$3.

ARTICLE VII: PARAKEETS [CHILDREN]

OBJECTIVE: To explain and regulate participation of Parakeet Members.

1. Parakeets/Children are designated as club members from birth thru 17 years of age and are eligible for concert tickets IF they earn PHPB CSP Parrot Head Volunteer Hours/Points. (See ARTICLE XII)
2. Children are welcome to become members as Parakeets.
3. All Parakeets will be accompanied by a parent or guardian at ALL times during PHPB functions.
4. An Administrative fee of \$1 will be charged for each Parakeet who is related to a regular club member.

ARTICLE VIII: JIMMY BUFFETT

OBJECTIVE: To insure that PHPB maintains and protects the relationship between the PHIP clubs and the personal and professional interests of Jimmy Buffett.

1. Mr. Buffett happens to spend much of his time in our area, so, do NOT follow, harass, stalk, or otherwise encroach on his personal life while representing PHPB.
2. Meeting Mr. Buffett by chance in public, promotional events and thru other proper channels such as public appearances is quite acceptable but we must realize that he has a personal life.
3. PHPB will NOT attempt to create a direct or indirect relationship with Mr. Jimmy Buffett. PHPB will keep all communications with Mr. Buffett through the proper PHIP, Inc. channels.

ARTICLE IX: SUPPORTING OTHER PHIP CLUBS

OBJECTIVE: To clarify the conditions under which PHIP Clubs support each other.

NOTE: Due to the average size of the various PHIP clubs, PHPB is fundamentally opposed to using club funds and efforts in support of salaried or compensated members. Additionally, since there is no mandate concerning the attendance of representatives to any PHIP, Inc. or PHIP club function, PHPB is fundamentally opposed to using club funds and efforts to send any representative to such functions. PHPB agrees that such payment, sponsorship or other compensation as efforts would be better spent in the community. The following does not apply to the annual PHIP dues or other requirements which may be set forth by PHIP, Inc.

1. As a club function, PHPB will not assist, donate, raise funds or otherwise promote projects or events for any other PHIP club under the following circumstances:
 - a. Where the promotional information for the project or event does not accurately depict how ALL funds are to be utilized.
 - b. Where a percentage of any proceeds received by the respective club if that club does NOT make it a practice, either regularly or occasionally, to compensate a club member in any manner other than out of pocket expenses. This includes sponsoring a member, in part or in whole, to attend any of the PHIP club excursions, parties, and other such functions which include the annual MOTM convention.
2. A case by case exception may be given to those PHIP clubs which maintain an average of 500 members or more.
3. PHPB will endeavor to assist any club which meets these requirements.

ARTICLE X: ALCOHOLIC BEVERAGES

OBJECTIVE: To protect the image of the PHPB Inc., and PHIP, Inc. in a setting where the use of alcoholic beverages would generally be considered inappropriate.

1. The consumption of alcoholic beverages is prohibited during PHPB Community Service Projects.
2. The consumption of alcoholic beverages is permitted at fundraisers and events where alcohol beverages are served.

ARTICLE XI: PERSONAL INFORMATION

OBJECTIVE: To recognize that some members may wish to keep their personal information private.

1. Outside of regular club communications, those members who have access to personal information such as addresses, telephone numbers and email addresses of other club members will keep such information confidential unless express consent has been given by the respective member.
2. ALL PHIP club/chapters must annually submit with their yearly dues the names, addresses, phone numbers and email addresses (when applicable) of all adult club members in good standing as of January 1 of that year. This report is due to PHIP, Inc. no later than January 31 of the respective year. This membership information is for the sole use of PHIP Inc. and will not be sold or given for any purpose whatsoever but must be submitted in order for a club to be eligible for PHIP concert tickets. (SEE ARTICLE V SECTION 3)

ARTICLE XII: COMMUNITY SERVICE PROJECT POINTS/PARROT POINTS

OBJECTIVE: To fairly assess the amount of club participation given by each club member.

1. PHPB, Inc. will maintain a "Parrot Head Volunteer Hours/Points" to assess the amount of club membership participation. One volunteer hour equals one point.
2. Club Volunteers:
 - a. Each Project Director will obtain and keep a record of the names of the club members who participated in their assigned CSP or event.
 - b. Following each event, the volunteer list will be forwarded with the EVENT DATE, TIME and NAME and Number of Hours Volunteered to the club's President.

ARTICLE XIII: VACANT OFFICER POSITION

OBJECTIVE: To define the voting process necessary to successfully operate PHPB when one of the club officer positions becomes vacant:

1. The position will be open to all PHPB club members in good standing.
2. The position will be posted via internet updates for a period of two (2) months or a set date determined by the BOARD.

3. If only one applicant has filed for the open position, that member's resume will be reviewed by the BOARD. (SEE ARTICLE IV SECTION 2)
4. If 2 or more applicants have filed for the open position, a general membership election will take place and all members in good-standing will have one vote each. (SEE ARTICLE IV SECTION 6)

ARTICLE XIV: TERMS OF OFFICE

OBJECTIVE: To provide the opportunity for the membership-at-large to run for a particular club officer position and to define the process to do so.

1. A club officer's term runs a minimal of two (2) years to the desired length of service the holding officer wishes to partake in that office.
2. A timeline for alternating the officer positions available for new candidates will be as follows:
 - a. Odd years - President & Secretary
 - b. Even years - Vice president and Treasurer
3. The anniversary date of each term will fall on February 1st of their respective year.
4. A notice to all club members will be made in the club's newsletter and via the online updates stating the opportunity for all club members in good standing the chance to run for the available officer position(s).
5. The following requirements are needed to run for an officer position:
 - a. Must be a PHPB member in good standing for greater than one (1) year.
 - b. Submit a resume of community service projects done with/thru PHPB to include a bio, campaign statement, and sponsors info (if any).
 - c. Attend (a minimal of) 50% of all club functions the year prior to running for an officer position.
 - d. Must verbally state they will adhere to the PHPB bylaws in concern with the position they are running for and understand an officer position is a continual commitment to the club.
6. All possible candidates must submit their request/info by Feb 1. An announcement will be made at the club's birthday Happy Hour if an election will take place.
7. If no one wishes to run for an officer position, the officer(s) holding those positions will continue for another term and no election will be held.

ARTICLE XV: REMOVAL OF AN OFFICER/COMMITTEE DIRECTOR/MEMBER

OBJECTIVE: To define the process for removing an officer, committee director, or member.

1. A BOARD meeting, business meeting, or online discussion will be called.
2. Discussion of the position in question will be addressed.
3. A mandatory vote will take place (SEE ARTICLE IV SECTION 2)

PHPB Club was founded: February 1, 1996
PHIP sanctioned the club: February 18, 1996
FOUNDER: Jack Buchan

ByLaws initiated: February 1, 1996

REVISIONS:

- #1 February 7, 1998
- #2 July 20, 2000
- #3 December 10, 2002
- #4 September 11, 2013
- #5 February 16, 2014