

# ***Savannah Parrot Head Club***

## ***Bylaws***

(adopted 7/04/2006)  
(Revised 04/01/11)

### **Article I - General**

**A. Name:** The organization shall be called the **Savannah Parrot Head Club** (Inc.).

**B. Purpose:** The purpose of the organization is to promote the *Savannah Parrot Head Club* as a non-profit organization whose purposes are to assist in community and environmental concerns and provide a variety of social activities for people interested in the lifestyle and music of **Jimmy Buffett** and the tropical spirit.

### **Article II - Membership and Dues**

**A. Club Membership:** Membership in the *Savannah Parrot Head Club* shall be open to all, regardless of sex, creed, race, national origin, religious belief, or sexual preference. A member will be considered in good standing as long as their dues are current and they have not violated any bylaws.

**B. Membership** may be revoked by a majority vote of the Board of Directors at any time that a member is found to have committed any of the following acts: malfeasance, misrepresentation, fraud, misuse of club assets (including the membership roster), infractions of the Savannah Parrot Head Club By-Laws, or any other act that the Board of Directors deems to be detrimental to the reputation or well being of the Club. These proceedings may be used for denial of membership to any potential member.

**C. Dues:** The annual dues of the *Savannah Parrot Head Club* will be as follows:

1. The annual dues will run from February 1<sup>st</sup> through January 31<sup>st</sup>.
2. Dues renewals are due no later than the end of February each year.
3. Membership renewal notices will be announced during the January and February monthly meetings and through e-mail.
4. There will be two types of memberships.
  - a. Single - cost will be \$25.00 per year.
  - b. Couple - cost will be \$35.00 per year.

The single membership gives the owner the right to one (1) vote in all club business. The couple membership gives the owners the right to two (2) votes in all club business.

5. Payment of dues entitles each member to membership identifications, and the right to participate in all activities and club business.

## Article III - Meetings

**A. Social Meetings:** The club will have at least one social event a month. These may include but will not be limited to a monthly happy hour.

**B. Business Meetings:** The club will have a business meeting each month on the first Monday of the month. These meetings will be conducted by the Club President and in his/her absence, by a designated club officer. Any members in good standing may attend the business meetings and will conduct themselves in a professional manner. All club decisions at the business meeting will be by a simple majority with the exception of a change to the bylaws, which will require a 2/3 majority. All bylaw changes will require a first, second, and final reading before they can be voted on. These readings may be done by electronic communication (e-mail), but at least one reading will be at a business meeting. Minutes will be taken at all meetings and reported at the following meeting. Prospective members may attend but will not be allowed to vote.

**C. Executive Board Meeting:** The Board should meet prior to business meetings to discuss the agenda for the business meeting. In the event that a decision needs to be made before the next scheduled business meeting, all officers must be consulted and a majority of the officers will have to vote in the affirmative for the item to pass.

## Article IV - Officers, Executive Board, and Elections

**A. Officers/Elections:** The club will elect the following officers for a term of one year:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Activities Director

In order to be eligible to hold an office in the *Savannah Parrot Head Club*, a member must have ten (10) **points** (see Article VI - C). Points must have been earned by participating in at least one charitable event and by attending at least one business meeting or happy hour.

Nominations will be opened at the August business meeting. Nominations will be closed after the September business meeting with ballots being sent out within 10 days to all participating\* member(s).

\*In order to be a participating member, you must have earned a minimum of five (5) points. Additionally, a participating member must have been a member for a minimum of three (3) months.

Should a tie occur, the tiebreaker would be determined based upon points earned!

Each of the officers may have one or more Chairmen to help them carry out the responsibilities of their position. The Executive Committee will appoint these positions for the same period as the Officer's term.

In the event that an officer cannot complete their term in office, the Executive Board will appoint an interim replacement until an election can be held.

Voting will be at the October Business Meeting. Proxy votes will be accepted. However, they must be submitted to the Executive Board before the October Business Meeting.

**B. Executive Board:** The Executive Board will consist of the President, Vice President, Treasurer, Secretary, and Activities Director. The Executive Board will be responsible for ensuring that all club activities are conducted in accordance with the guidelines and bylaws of the *Parrot Heads in Paradise Inc.* and the *Savannah Parrot Head Club*. The Board will be empowered to make decisions between business meetings when the decision cannot wait until the next business meeting. All decisions will be by consensus with each member having one vote. The President may serve as a tiebreaker if a consensus cannot be reached. Any and all Board decisions will be reported at the next business meeting. The Board will act on recommendations from the general membership and forward items to the general member.

### C. Responsibilities of Elected Officers

#### 1. President

- Oversee all offices held within the Club.
- Coordinate officers to work together in achieving common goals.
- Represent the Club in regards to all *PHIP* communication.
- Continue to promote our "Statement of Purpose" through affiliations the Club becomes involved with in our community and elsewhere.

#### 2. Vice President

- In the absence of the president, have the powers and duties of the President
- Serve as Liaison with other Parrot Head clubs and Savannah Parrot Head committees.
- Handle matters and/or powers that are delegated to the position by the president or the Executive Board.
- Work with the Charity Committee to ensure that all *PHIP*/local charity guidelines are met.

#### 3. Treasurer

Responsible for all Club finances, including but not limited to:

- Collect annual dues and concert ticket money.
- Maintain Club bank accounts.
- Make payment of *PHIP* dues.
- Make charitable check contributions.
- Make Club purchases based on board/membership approval.
- Submit a treasurer's report monthly.

#### 4. Secretary

- Record the minutes at all club meetings and provide complete, typed minutes within 30 days of the meeting.

If unable to attend any club meeting, it is up to the Secretary to find a substitute and make sure that the minutes are distributed to the appropriate individuals.

#### 5. Activities Director

- Represent the Club as the contact person for all outside activities.
- Coordinate all social and volunteer activities.
- Designate sub-committees to maintain a strong presence in all activities.
- Plan and coordinate social functions and parties.
- Implement a phone tree to contact members on a routine basis, to encourage more participation.

### D. Responsibility of appointed positions

#### 1. Membership Director

- Maintain and update a current membership roster that includes members' names, address, phone numbers, e-mail, and birthday
- Maintain event/meeting rosters to record member participation and tabulate member points based on the point system in Article VI(C.)
- Have membership information available at every club function.

## Article V - Committees

**A. General:** The following standing committees are established in order to maximize involvement and participation of the Club members. Social Activities; Communication (Phone/Email); Web Page. The President, Executive Board, and or general membership to deal with specific projects may establish other special committees.

**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. These committees will be working in conjunction with a member of the Executive Board and will be given the detailed responsibility of specific events and activities. It will be the responsibility of the committee to report on progress to the Executive Board and the general membership at the regular monthly meeting.

1. Social Activities - Responsible for planning all aspects of the regularly scheduled parties. This will include but not be limited to, and the delegation of: communication; decorations; collecting admission fees; clean up.

2. Communication (Phone/Email) - Help get the word out to members about regularly scheduled and special events. This may include the establishment of phone trees or the use of email.

3. Web Page -Maintain and keep current the Club Internet web site.

## Article VI - Miscellaneous

**A. Adoption of Bylaws:** These bylaws have been approved by a majority of the members in good standing. Future modifications/amendments to the bylaws will be accomplished by way of a vote at the regular business meeting. They will require a first, second, and final reading before they can be voted

on. These readings may be done by electronic communication (e-mail), but at least one reading will be at a business meeting. To pass, the bylaw will require a 2/3 majority.

**B. Infractions of Bylaws:**

1. Any current member may submit in writing (signed, dated, and clearly written), the occurrence of a bylaw infraction (*PHIP* or *Savannah Parrot Head Club*) or an illegal activity of the Executive Board. It is the responsibility of the Executive Board to review the alleged infraction and by a simple majority either accepts or reject. If it is accepted, the Board will proceed to number 2 below.

2. The Executive Board will inform the member by letter of the alleged infractions against them. The member will be given thirty (30) days to provide a written response to the Board. If the member chooses not to respond within thirty (30) days, the Executive Board will move forward on a decision without the member's input.

3. At the next Executive Board meeting after the 30-day deadline, the Board will evaluate the alleged infraction and make one of the following decisions:

a. No Action - the Board has considered the alleged infraction and the Board will take no further action.

b. Action - The alleged infraction has been considered by the Board and action is being taken as determined by a majority decision of the Executive Board. The specific action is entirely left to the discretion of the Executive Board and is based solely upon the written infraction.

4. If action is taken against a member, the member will be informed in writing within thirty (30) days of the Executive Board's decision. The member who submitted the original statement of alleged infraction(s) shall be provided with a copy of the Board's decision.

5. The Executive Board's decisions are considered final unless an appeal is made to hear the case before the entire membership with all pertinent facts being communicated. A simple majority decision will be required to uphold the Board's decision.

6. At the next scheduled meeting, the membership shall be informed of the decision, and the information will be properly recorded in the minutes.

**C. Concert Point System:** In the event that the number of members that want concert tickets exceeds those made available to the club, a *point* system will be used to determine who receives tickets. The point year will run from the first event after the local *Jimmy Buffett* concert until the time that money is due for the current year's concert. No more than two (2) tickets per member will be available to the highest point earners. The Executive Board, based on ticket availability, may adjust this figure. Ties will be broken by lottery. The Executive Board may designate one or two tickets for charity fundraisers. All qualified members will be given a deadline for the purchase of tickets. If that deadline passes, the opportunity to purchase will go to the person with the next highest point total.

Points will be awarded as follows:

Officers - **5** points  
Committee Chairs - **4** points  
Organization of a charity event - **3** points  
Active service on any committee - **2** points  
Participation in any charity/volunteer event - **2** points  
Attend Meeting Of The Minds – **2** points  
Attend another PHIP sanctioned clubs event – **2** points  
Attendance at a Club business meeting - **2** points  
Attendance at a Club happy hour - **1** point  
Contribution to fundraising - **2** points  
Special projects (design logo, buttons, etc.) - **2** points  
Paying dues on time – **1** point  
Enlisting new members – **1** point  
\*Bonus Points determined and awarded by the Board of Directors for “above and beyond” service from any member.

**D. Altruism:** Events and or activities sponsored by the *Savannah Parrot Head Club* will have a portion of the proceeds donated to a designated charity. The Club will donate time and/or money to at least one local charity each year. The Club will be involved in at least one environmental cause a year. This decision will be made by the general membership at a regularly scheduled business meeting.

**E. General:** No member shall conduct him/herself in a manner that would adversely impact the reputation or well being of either the *Savannah Parrot Head Club* or the *Parrot Heads in Paradise* or any affiliated club.

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