

ARTICLE I. NAME AND MISSION STATEMENT

Section I. NAME – This organization shall be known as the Phun Coast Parrot Heads Club of Flagler County Florida and shall sometimes be referred to hereafter as the “Club”.

Section II. MISSION STATEMENT – The purpose of the Phun Coast Parrot Heads Club is to promote friendships and organize social activities for people with similar interests, including the enjoyment of the tropical spirit of Jimmy Buffett’s music. In the process of making new friends and having fun, we believe in leaving something positive behind. We are a not for profit organization which provides a variety of volunteer efforts in the local, regional and national community for social and environmental causes. Our club is open to anyone with the tropical spirit and desire to contribute to the betterment of our community.

ARTICLE II – MEMBERSHIP & DUES

Section I. QUALIFICATIONS – Club membership shall be open to all persons, regardless of sex, creed, national origin or sexual orientation with the interest in the music of Jimmy Buffett and his island lifestyle he personifies.

Section II. APPLYING FOR MEMBERSHIP – An application for membership must be completed by the interested applicant and signed by the applicant prior to submission to the Membership Director.

Section III. TYPES AND CLASSIFICATION OF MEMBERSHIP

A. Club memberships shall be divided into two categories: Single and Family

Section IV. DEFINITIONS

B. Single Membership: A Single membership is an individual 18 years of age and over.

C. Family Membership: Persons 18 years of age and over residing at the same address (Limit 2 adults per membership).

D. Parakeets (children under the age of 18) are automatically members under either of the above categories (single or family).

NOTICE – It is the responsibility of each member parent (s) or legal guardian to act in a responsible manner and adhere to all laws, specifically as they pertain to alcohol.

Section V. CLUB MEMBERSHIP

A. A member in good standing shall:

- Pay dues set forth by the Board of Directors.
- Follow club by-laws as contained herein.
- Have an interest in Jimmy Buffett's music.
- Have an interest in community service and environmental concerns.
- Have a commitment toward achieving the goals of the organization.
- Earn Parrot Points as set forth in ARTICLE VIII

B. Honorary Memberships

- Honorary memberships are non-voting memberships that may be issued and approved by the Board of Directors.

C. Suspended Memberships

- A suspended member (s) of the club may reapply for reinstatement of a single or family membership. The member(s) application must receive approval from the Board of Directors Ref: ARTICLE XI

Section VI. ANNUAL DUES (Effective January 1st, 2007) – Membership fees are based on a standard calendar year. The Board may change dues without changing the by-laws.

A. The membership year will run from January 1st, to December 31st.

B. Renewal letters are sent to all members in October via e-mail or postal mail with reminder notices in the last newsletters of the year.

C. If renewals are not received by December 15, membership will be forfeited and the member must re-apply.

D. Dues are as follows - Single membership - \$15.00, Family membership and Renewal membership - \$30.00.

E. Refunds will not be issued regardless of the reason of the termination of the membership.

ARTICLE III. NATIONAL DUES

1. Every January 1st, each club is requested to pay national dues to cover communication cost and to enjoy the benefits of charter membership in Parrot Heads in Paradise, Inc. Initial, first year charter dues (\$75.00 for the first year) are collected as follows: Jan 1 –

March 31, full amount due; April 1 – June 30th, ¾ due; July 1 – Sept 31st, ½ due; Oct 1st – Dec 31st, ¼ due.

2. Renewal/Annual dues – For previously established clubs, dues are \$75.00 plus \$1.00 for every membership beyond the initial 75, based on current membership as of January 1st, of any given year. This membership amount is only based on adult members.
3. The Club will comply with all changes in dues without changing by-laws.

ARTICLE IV. MEETINGS

Section I. SOCIAL MEETINGS – The club will have at least one social event a month. The socials will be held the 3rd, Saturday of the month, unless rescheduled by the Board of Directors. Social Meetings may include a charity fund raising event.

Section II. BUSINESS MEETINGS- The club will have at least two general business meetings per year. The Board of Directors may schedule additional meetings if required. Any or all members may attend the business meeting. All club decisions at the business meeting will be by a simple majority vote of those present. There must be a clear majority of the Board of Directors present to hold any vote. The Secretary is required to take minutes at all general business meetings.

Section III. BOARD OF DIRECTORS MEETINGS – The Board of Directors will meet at least once a month or on an as needed basis. Minutes from all Board of Directors meetings will be made available to all members.

ARTICLE V. BOARD OF DIRECTORS AND ELECTIONS

Section I. ELECTIONS: The club will elect the following officers for a two-year term alternating between President/Treasurer (odd year) and Vice President/Secretary (even year) in order to maintain continuity of information and club momentum with the Director at Large having a single year term –

- President (Election in 2007, 2009, 2011...)
- Vice President (Election in 2008, 2010, 2012...)
- Secretary (Election in 2008, 2010, 2012...)
- Treasurer (Election in 2007, 2009, 2011...)
- Director at Large (1 year term)

Section II. ELECTION NOTICE: An election notice will be sent to all members in October via e-mail and newsletter. This notice will include the offices to be elected and the manner in which the election will be conducted. Nominations for each office will be accepted until November 1st. Nominations for each office will be accepted from any member. Self-nominations will be permitted.

Section III. ELECTION CHAIRPERSON: An Election Chairperson will be appointed by the President and will be responsible for selecting an election date, accepting nominations, conducting the election and reporting results to the Board of Directors prior to December 1st, of each calendar year.

Section IV. BOARD OF DIRECTORS: The Board of Directors will be responsible for insuring all club activities are conducted within the guidelines of Parrot Heads In Paradise Inc. (hereinafter referred to as PHIP) as established in the PHIP by-laws and the club Mission Statement. PHIP by-laws are available to any member by requesting a copy from the Secretary. The Board of Directors will be empowered to make decisions between business meetings to insure these goals are met.

All decisions will be conducted by consensus with each board member having one vote. All board decisions will be reported at the next general business meeting as a matter of course and will be released to the membership within 3 business days after the decision via email, announcement at the next monthly gathering or as deemed appropriate by the Board of Directors.

Each Board of Director member will work with incoming officers, passing on all materials, books notes and records in good condition from the present and prior years to insure a smooth transition of leadership. All materials must be delivered to incoming officers by January 31st, following the election.

Section V. NEPOTISM: No person who is elected or appointed to the Board of Directors may serve concurrently with any other member of the Board of Directors or who is related to the electee or appointee by marriage, civil union, through a “significant other” relationship, or as a blood relative closer than second cousins with the exception of Director at Large”.

This provision is intended to prohibit the concurrent elected and/or appointed service of parents with their adult children, siblings with each other, first cousins with each other, and spouses with each other, regardless or whether such spousal relationship was created through marriage, civil union, or informally through consent of two adults.

For the good of the club, this clause may be suspended for a specific reason and period by majority vote of the Board of Directors and the Club Membership. This clause will be reinstated immediately at the conclusion of the specific period of suspension.

ARTICLE VI. RESPONSIBILITIES OF ELECTED OFFICERS

Section I. PRESIDENT

- A. The President shall be the executive officer of the club and shall be the official liaison/club contact with Parrot Heads In Paradise Inc, (PHIP).
- B. The President will preside over all Board, Committee, General Business and Social meetings when present.

- C. The President will work with Committee Chairpersons and the Vice President in order to help insure all assigned tasks are completed in a timely manner.
- D. Have the power to call special club and Board of Director meetings.
- E. Appoint, subject to the approval of the Board of Directors, members to Committees, including vacancies of officers in the Board of Directors.
- F. Have charge of other matters as may be placed in his or her charge by the Board of Directors or membership.
- G. Serve as club liaison with Parrot Head Clubs and PHIP, including compiling annual reports, semi- annual charity reports.
- H. Work to resolve complaints and issues within the club and PHIP.
- I. Prepare an agenda for all meetings.

Section II. VICE PRESIDENT

- A. The Vice President shall have the powers and duties of the President in the absence of the President.
- B. The Vice President will serve as a liaison with other Parrot Head Clubs and club Committees.
- C. Coordinate the distribution of concert ticket (s).
- D. Work with matters that are delegated by the President or Board of Directors.
- E. Work with the Charity Committee to insure all PHIP and local charity guidelines are met.
- F. The Vice President shall be responsible for overseeing the committees that are formed and keep the President informed on all committee affairs.
- G. In the absence of the President, the Vice President will serve as alternate contact for Parrot Heads In Paradise Inc. (PHIP) business correspondence unless one has already been appointed.
- H. Succeed to the Presidency if the current President is unable to complete his/her term of office.

Section III. SECRETARY

- A. The Secretary shall insure that minutes are recorded at all Board of Director and General Business meetings. If unable to attend any Board of General Business meeting, the Secretary will find a substitute and ensure minutes are taken.
- B. The Secretary will provide copies of minutes to the Board of Directors and to any club member upon request.
- C. Maintain attendance log and committee member rosters.
- D. Handle all correspondence on behalf of the club as deemed necessary.
- E. Work with designated Committee Directors to assure that assigned tasks are completed.
- F. The Secretary will be the custodian of all club corporate records and the seal upon incorporation of the club.
- G. Update by-laws, if amended, and provide copies of the revisions to all members.
- H. The Secretary will be responsible for recording and maintaining the club members Parrot Head Bonus points.
- I. In the absence of the President and the Vice President, the Secretary shall act as acting President.

Section IV. TREASURER

- A. All club monies will be kept in a bank account to be maintained by the Treasurer.
- B. The Treasurer will be responsible for maintaining the finances of the Club in a manner that protects the Club and its assets.
- C. The Treasurer shall record and track all financial functions and transactions.
- D. Collect and deposit all monies of the club in a timely manner.
- E. Balance account, issue checks for all expenditures and charity donations, based on original copies of receipts supplied.
- F. Maintain inventory of club items, including but not limited to t-shirts, and oversee the sale of available items for the purchase to club members.
- G. The Treasurer will be the issuer of all checks. If he or she is unavailable, the President is authorized to issue checks in his/her absence. All checks issued require the signature of at least two members of the Board of Directors.

- H. The Treasurer will present an accounting update of the club finances at all Board of Directors and General Business meetings and supply a copy of the same to any member upon request.
- I. The Treasurer must obtain the approval from another member of the Board of Directors before issuing a check for any amount greater than \$50.00.
- J. The Treasurer will be responsible for the collection and distribution of club mail.
- K. In the absence of the President, Vice President and Secretary, the Treasurer shall act as acting President.

Section V. DIRECTOR AT LARGE

- A. The Director at Large will serve as a Liaison/Ombudsman between the Board of Directors and all club members.
- B. The Director at Large is a voting member of the Board of Directors.
- C. The Director At Large has no signatory privileges.

ARTICLE VII. NON-ELECTED COMMITTEES

Section I. The following standing committees will serve one year terms and are to be established in order to maximize involvement and participation of the Club membership. The President shall appoint subject to the approval of the Board of Directors, members to the following committees.

- Membership Director
- Charities Director
- Media Director(Newsletter / Website)
- Social Events Director
- Community Service Director
- Raffle Director
- Entertainment Director
- Fundraising & Corporate Sponsorship
- The Board of Directors may establish other special committees.

Section II. COMMITTEE ROLES

The purpose of all committees is to ensure that day-to-day functions and special events are completed in a timely manner and to encourage club participation. Committees, working with a Chairperson, are given the detailed responsibility of specific events and activities. The committees are expected to work closely with the Board of Directors on all projects and events. The Vice President shall be responsible for overseeing the committees that are formed and keep

the President informed on committee affairs. Each committee Director / Chairperson / Coordinator must submit a monthly update / report to the Board of Directors.

Section III. COMMITTEE DEFINITIONS

A. MEMBERSHIP DIRECTOR

- The Membership Director shall ensure that there is an active recruiting program for new members and renewals within the club.
- The Membership Director will be responsible for welcoming all new members and prospective members at meetings, social and charitable events.
- Shall create a standard membership form and maintain a current membership list.
- Will be responsible for sending welcome packages to new members.
- Provide a current e-mail and postal mail list to the Media Director (s).
- The Membership Director shall keep the Board of Directors up to date with a membership roster.
- Update Media Director of upcoming birthdays.

B. CHARITIES DIRECTOR

- The Charities Director will serve as a liaison between the club and all recognized local and national charities.
- The Charities Director will be permitted to donate a sum of \$50.00 per month to a recognized charity without prior approval from the Board of Directors. Any amounts greater than \$50.00 must receive prior approval from the Board of Directors.
- He / she will coordinate the raising of monies for local and national charities to ensure the club maintains an active charity program.
- The Charities Director will make recommendations to the Board of Directors as to what charities to support and obtain a consensus from the membership on at least three charities they would like the club to support.
- He / she will request approval for any emergency charity donation from the Board of Directors.
- Make records of monies, time and/or items donated to the individual charities.

- Work cooperatively with the Activities Director in scheduling participation in fund raising projects for charities throughout the year.
- Keep the Media Director updated as to which charity will be the focus of any Phlockings and special events.

C. MEDIA DIRECTOR

- The Media Director shall oversee the newsletter, website and other related club publications.
- Ensure members are informed about regularly scheduled activities and special events by publishing a newsletter on a monthly basis.
- The Media Director will maintain and keep the club internet web site current.
- Submit the newsletter to the President for review prior to publication.

D. SOCIAL EVENTS DIRECTOR

- The Social Events Director will examine all suggestions related to proposed events, recommend a schedule of social activities to the Board of Directors and carry out planning of all activities.
- Prepare and submit a budget and calendar of events to the Board of Directors for approval.
- Establish dates and locations for social events – i.e. Spring Fling, Christmas Party, etc.
- He / she will coordinate entertainment requirements with the Entertainment Director.
- Responsible for the purchase of all necessary supplies – i.e. party favors, etc. as per budget (see above)
- Work cooperatively with the Charities Director in scheduling participation in fund raising projects for each scheduled event.
- Work cooperatively with the Raffle Director in providing prizes at social events.
- The Social Director will update the Vice President.
- He / she will keep the Media Director updated for newsletter and website purposes.

E. COMMUNITY SERVICE DIRECTOR

- The Community Service Director shall establish and oversee special committee chairpersons established for specific community service events, i.e. July 4th parade, etc.
- He / she will examine all suggestions related to proposed events, recommend a schedule of environmental and community service activities to the Board of Directors and carry out planning of all activities.
- Prepare and submit a budget and calendar of events to the Board of Directors for approval.
- Establish dates and locations for events such as beach clean-ups, whale watch project, etc.
- The Community Service Director shall represent the club as the contact person for all community and environmental events.
- He / she will keep the Media Director updated for newsletter and website purposes.

F. RAFFLE DIRECTOR

- The Raffle Director will be responsible for providing raffle items for each club function. He / she will collect and inventory raffle donations from the members.
- The Raffle Director will form a committee to assist with the planning and implementing of raffle activities.
- He / she will recruit volunteers to assist with the sale of raffle tickets at all functions.
- Forward all proceeds to the Treasurer at the conclusion of each function. Should the Treasurer not be present, proceeds will be forwarded to one of the club officers (President, Vice President, or Secretary). All collections must be verified and signed off by at least two members of the Board of Directors.

G. ENTERTAINMENT DIRECTOR

- The Entertainment Director will ensure that musical entertainment will be provided at various club activities and functions.
- He / she will prepare a budget and submit to the Board of Directors for approval.

- Provide the Board of Directors a six month list of confirmed entertainment for approval.
- He / she will keep and update a list of all forms of entertainment available to the club.

H. FUNDRAISING & CORPORATE SPONSORSHIP DIRECTOR

- The Fundraising & Corporate sponsorship Director shall establish partnerships with local and national corporations with the intention to raise funds for club supported charities.
- He / she will coordinate sponsorship promotions programs and events through corporate partnerships.
- Assist the Raffle Director by obtaining the collection of donations.

ARTICLE VIII. PARROT HEAD BONUS POINTS

Section I. The Phun Coast Parrot Heads Club has an incentive program for club members. The Parrot Head Bonus Point Policy is a way to reward those who are willing to put in an extra effort to make our club the best in the world. The plan begins the 1st of December and concludes November 30th with the “Phun Coast Parrot Head of the Year” award presented at our annual Christmas Party. A member in good standing with the most points will receive the award, along with a free 1 year membership to the club.

Any member with current dues will be eligible for the award. To accumulate points you must be first and foremost a member in good standing with the Phun Coast Parrot Head Club and participate in at least one community service project.

Section II. Parrot Head Bonus Points are assigned as follows –

- 1 point Attendance at Phlockings
- 1 point Attendance at other Social events
- 1 point Donate Raffle items (One point per month)
- 1 point Bringing in a new member (One point per membership)
- 2 points Helping to set up or clean up at any event
- 2 points Attendance at business meetings
- 3 points Active participation in Community service project or charity event.
- 5 points Doing anything special that the club needs special help with.
- 5 points Serve on a committee
- 7 points Chair a committee
- 10 points Serve on the Executive Committee

Section III. There will be sign up sheets at each event, social or charity. Members will be responsible for signing in to receive parrot points. In the event of a tie for the “Phun Coast Parrot Head of the Year” award, the current Board of Directors will make a final decision. The Board of Directors is not eligible for the “Parrot Head of the Year” award.

Section IV. Parrot Head Bonus points may be used to determine eligibility for concert ticket distribution. The most active members will be given first choice on purchasing tickets through the club. Ties may be broken by lottery. Tickets purchased will be made available to those with the highest point credits. Dependent on the number of points possible to accumulate and number of tickets available to our club, 2 tickets each year may be purchased by each membership. Single memberships and Family memberships are eligible for two (2) tickets each. Tickets must be used by a club member and may not be re-sold.

ARTICLE IX. EXPENDITURES

Section I. Club members wishing to be reimbursed for Club related activities including but not limited to construction materials for parade floats, necessary supplies for club events, newsletter expenses, prior to spending funds shall:

- A. Obtain approval from any Board of Director member for expenditures not the exceed \$50.00 (Fifty Dollars).
- B. Obtain approval in writing from the Board of Directors for expenditures of \$50.01 to \$99.99. (Fifty Dollars and One Cent to Ninety-Nine Dollars and Ninety-Nine Cents).
- C. Obtain approval in writing from the Board of Directors for expenditures of \$100.00 (One Hundred Dollars) or more and in addition, expenditures of \$100.00 (One Hundred Dollars) or more shall not be approved by the Board of Directors without first obtaining a vote of approval from the membership.

Section II. To obtain reimbursement, the member shall submit the written approval along with the original copies of the receipts to the Treasurer.

Section III. Club members who anticipate incurring expenses for club related activities should, after obtaining 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 Section II.

ARTICLE X. ALTRUISM

Section I. Events and activities sponsored by the Club will have a portion of the proceeds raised donated to a designated charity, determined prior to the event. 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 each year. The Charities Director has the responsibility to make

recommendations to the general membership as to which charities to support. Individuals may also recommend charities and should do so through the Charities Director. Designated charities shall be decided upon by the Board of Directors.

ARTICLE XI. REMOVAL FROM OFFICE AND TERMINATION OF MEMBERSHIP

Section I. Any member of the Board of Directors may be removed from office for just cause, including but not limited to malfeasance, nonfeasance, misfeasance, gross negligence in office, omissions in office determined by the Board of Directors to be a detriment to the Club.

Section II. Board of Director members missing three consecutive scheduled meetings without just cause are deemed removed.

Section III. A written motion for removal will be brought before the entire Board of Directors by any member of the Board of Directors who shall distribute the motion to the remaining Board members for consideration.

Section IV. This motion will be voted upon within seven (7) working days of receipt by the Board members unless written dispute or clarification is requested by any Board member. Such request shall be filed within seven (7) working days with the remaining Board members who are required to respond in the same time frame. This correspondence shall continue until the matter is resolved and voted upon.

Section V. A majority vote of the remaining Board of Directors is necessary to conduct business.

Section VI. Any member may be removed from membership for just cause including but not limited to illegal drugs, illegal substances, and/or unlawful possession of firearms or misconduct at Club functions or misrepresentation of the Club outside of the Club activities. Any member may be expelled from the Club after written charges have been presented by a member or members of the Board of Directors.

A written notice containing the charges and date of the hearing must be mailed to the charged member at least fourteen (14) days prior to the date of the Board of Directors special meeting at which time these charges will be considered. The charged member shall have the right to attend and answer the charges, or file an answer or otherwise explain in writing to the President prior to the meeting. Any member who is removed from membership shall not receive a refund of any dues.

Section VII. A suspended member of the club may reapply for reinstatement of his/her membership. The member's application must receive unanimous approval from the Board of Directors. If the member receives such approval, they will be placed on a mandatory six (6) months probation period.

Section VIII. Ticket privileges and Club activities will be revoked if a membership is terminated

ARTICLE XII. MISCELLANIOUS

Section I. All material, including t-shirts, promotional items, raffle donations, auction donations / gifts, material of financial, acquired by any member in the name of the club for express purpose of the club use must be presented to the Board of Directors. Items may not be used for personal use. The Board of Directors will vote for disposition of all items acquired for the club.

Section II. Any charges imposed on the club due to insufficient funds (NSF) by any club member will be charged to that club member.

Section III. The Phun Coast Parrot Head Club shall not loan money or guarantee the obligations of any member of the Club.

ARTICLE XIII. WAIVER OF LIABILITY

Section I. The Club neither approves of nor assumes responsibility for actions by members which may result in deliberate injury to persons or damage to property. The Club is not responsible for loss of or damage to personal property at any Club event or any personal injury.

Section II. No Club member, officer or entity of the Club is authorized to contact HK Management or Margaritaville Inc., it successors and/or assigns, regarding promotional materials provided by the said organizations to the Club or any other matter pertaining thereto. All contacts to the aforementioned entities must be through PHIP.

Section III. The Club will not purchase or provide alcohol for any Club event. Members are responsible for their own actions and asked to drink responsibly.

ARTICLE XIV. AMENDMENT AND ADOPTION OF BY-LAWS

Section I. Once adopted, the By-Laws can be changed in the following manner:

- A. The changes and/or additions must be presented to the Board of Directors for approval.
- B. Once approved by the Board of Directors, changes and/or additions will be presented to the Club membership for acceptance or rejection. All changes and/or additions will be presented to the Club for a review period of thirty (30) days prior to a vote of the general membership. Following membership review of any proposed changes, a simple majority vote will be taken via e-mail.

NOTE: The By-Laws are proposed only and have been approved by the Board of Directors. They will now require final approval by the Club membership.

President – Rob Plympton

Vice President – M.J. Graham

Secretary – Carol Hickey

Treasurer – Lynn Wright