

# **By-Laws, Lakes Area Parrot Heads, Inc.**

## **Article I: Name**

- A. The name of the organization shall be the Lakes Area Parrot Heads, Incorporated, and is located in Detroit Lakes, MN (56501).
- B. The purpose of the organization is to promote the Lakes Area Parrot Heads as a not-for-profit organization. We will support and assist local concerns and environmental issues while providing social activities for those interested in the music and lifestyle of Jimmy Buffett.

## **Article II: Membership and Dues**

- A. A member is considered active:
  - a. So long as their dues are current as of January 1 of the calendar year.
  - b. So long as they participate in club sponsored volunteer events.
  - c. So long as they participate in social activities.
- B. A member is considered in good standing if member dues are current.
- C. Types of Membership: an individual member is any one person age 21 or over wishing to participate in club activities.
- D. Dues:
  - a. Dues will be paid on a yearly basis and collected by the membership director with a method approved by the Executive Board.
  - b. Membership dues will not be refunded if a member wishes to terminate club membership.

## **Article III. Administration**

- A. Executive Committee:
  - a. Lakes Area Parrot Heads will be operated and managed by the Executive Committee.
  - b. The Committee shall include the following: a president, a vice-president, a secretary, a director of finances and two trustees.
  - c. The Executive Committee shall meet on a quarterly basis at minimum.
  - d. The president or Trustees may call special meetings as deemed appropriate.
  - e. Four Executive Committee members shall be in attendance to convene an Executive Committee meeting.
  - f. In case of an officer vacating office or taking a leave of absence, the remaining Executive Committee shall propose a temporary replacement to fulfill the remainder of said officer's term, or fulfill until said officer returns from leave, contingent on approval by a majority of club members present during a regular membership gathering.
  - g. Two current club officers are eligible for Meeting of the Minds (MOTM) registration to be paid by the club to represent the Lakes Area Parrot Heads, as determined by the Executive Committee.

#### **Article IV. Election of Officers**

- A. Period of Service:
  - a. Each term shall consist of two calendar years.
  - b. There are no specified term limits for officers.
- B. Elections:
  - a. Only active members can be nominated to run for office.
  - b. Voting to take place at December membership gathering.

#### **Article V. Officers and Duties**

##### A. President:

The President shall:

- a. Chair Executive and General Membership meeting.
  - b. Prepare meeting agendas.
  - c. Appoint all non-elected committee heads.
  - d. Have power to call any special meetings.
  - e. Work with committee chairpersons to assure assigned tasks completed.
  - f. Non-voting member on all committees.
  - g. Submit all reports to PHIP, Inc.
  - h. Represent Lakes Area Parrot Heads as a contact person for the club.
- ##### B. Vice President
- The Vice President shall:
- a. Preside over Executive and General Membership meetings in the absence of the president.
  - b. Act as controller of the organization's financial accounts, in collaboration with the Director of Finances and Corporate Officers.
  - c. Manage vendor relationships relating to internal operations of the organization, including but not exclusive to, website management and online financial systems such as PayPal.
  - d. Interpret usage of proper parliamentary procedure for meetings

##### C. Secretary

The Secretary shall:

- a. Record and prepare minutes of Executive Committee and membership gatherings and distribute monthly
- b. Maintain records, physical and electronic, of club information, including but not limited to minutes, agendas, sign in sheets bank statements, member rosters, and event information.
- c. Maintain record of bylaws.

##### D. Director of Finances

The Director of Finances shall:

- a. Maintain records of income and expenses, and their purpose.
- b. Provide monthly financial reports, verbal and physical.
- c. Collaborate with the various committee chairs in money management, including cash bags and providing cash for change.

E. Trustees

The Trustees shall:

- a. Have power to call special meetings of the Executive Committee and of general membership.
- b. Provide checks and balances to the Executive Committee.
- c. Act as point of first contact as mediator for general membership.

F. Corporate Officers

The Corporate Officers shall:

- a. Oversee operations of club to ensure fairness and equitable treatment
- b. Monitor elections to ensure proper nominations and accurate ballot counts
- c. Oversee corporate registration as a not-for-profit corporation in Minnesota
- d. Act as final arbiters of financial operations
- e. Provide guidance to Executive Committee in management of the organization
- f. Arbitrate disputes, as needed, between Executive Committee members, and within the general membership

**Article VI. Removal of office**

Any elected Executive Committee member may be dismissed of duties with just cause of any of the following: missing 3 EC meetings, misrepresenting Lakes Area Parrot Heads, unauthorized use of club funds and non-performance of duties.

**Article VII. Meetings**

A. Membership Gatherings:

- a. Membership gatherings shall be held the second Saturday of every month.
- b. Secretary shall take minutes of meeting. If unavailable the President shall appoint a club member to do so.
- c. Club members shall conduct themselves in a business-like manner. The elected officers may ask members not doing so to leave.

B. Social Events:

- a. A monthly social event, happy hour or something similar, to be held on weekends if possible. Members will be encouraged to attend and bring guests.

C. Executive Meetings:

- a. Shall be held on a minimum quarterly basis with minutes taken at each meeting. All decisions shall be by majority vote and reported to general membership.

**Article VIII. Committees**

A. Establishment of Committees;

- a. Each committee will have appointed chair and consist of no less than 2 members. Committee chairs will submit report to Executive Board after each event. The report shall include: Name of event, amount of money raised and list of volunteers. A sign up sheet for each event shall be turned in with report.

**Article IX. Concert Tickets - as governed by the PHIP Board of Directors**

- A. A copy of club membership roster must be reviewed by the Executive Committee and sent to PHIP with all active members highlighted.
- B. The president shall act as, or appoint a, Ticket Coordinator and PHIP Liaison. The club President must approve all ticket requests based on eligibility.
- C. Tickets will be distributed in accordance with the rules provided by the national headquarters of Parrotheads in Paradise.
- D. Cost of tickets will be determined by venue but not more than face value. The Ticket Coordinator is responsible for collection of money for all participating clubs and club members.
- E. Statement of intent to purchase club tickets is considered a contract, and the member will be responsible for providing payment regardless of attendance.
- F. Tickets are forfeited by missed payment deadline.
- G. The club founder and any sitting club officer will be allowed first refusal on any concert tickets made available to the club.

**Article X. Amendments**

- A. By-laws can be changed in the following manner:
  - a. All changes/additions must be presented to the Executive Committee for approval.
  - b. Once approved by the Executive Committee it will be voted on by club membership.