

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. All dues are owed on a calendar year basis and are payable between January 1 and February 1 of each year after the first twelve months of membership. If a Membership payment is not received by February 15 that membership will be Considered inactive, and said membership shall no longer be considered "in good standing."
 - b. Membership dues will not be refunded if a member wishes to terminate club membership.
 - c. New members paying dues in October, November, or December of current year will be considered as a paid member as of that date and for the following year.

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 Treasurer, 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.
- B. Founders:

Jim Brogren is the founder of Lakes Area Parrot Heads. In recognition for all of the volunteer time he has spent helping the club, he is considered a full non-voting member of the Board of Directors of the Lakes Area Parrot Heads.

The founder shall:

 - a. Be considered a lifetime member of Lakes Area Parrot Heads.
 - b. Monitor elections to ensure proper nominations and accurate ballot counts.
 - c. Oversee corporate registration as a not-for-profit corporation in Minnesota.
 - d. Provide guidance to the Executive Committee in management of the organization.

Article IV. Election of Officers

- A. Period of Service:
 - a. Each term shall consist of two calendar years.
 - i. President, Secretary, and one Trustee are elected on even years.
 - ii. Vice-President, Treasurer, and one Trustee are elected on odd years.
 - b. There are no specified term limits for officers.
- B. Elections:
 - a. A notification of the annual election will be e-mailed to active members.
 - b. Voting to take place at December membership gathering for those in attendance, and an email ballot will be sent out for members unable to attend in person.
 - c. Only active members can be nominated to run for office.
 - d. Elections shall be held at the December meeting. Members in good standing may nominate candidates via email prior to the October meeting or in person at the October meeting. Officers and Trustees will assume office on January 1.

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 are completed.
 - f. Submit all reports to PHIP, Inc.
 - g. 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, or any other club function, in the absence of the president.

- b. Act as controller of the organization's financial accounts, in collaboration with the Treasurer.
 - c. Non-voting member of all committees.
 - d. Serve as liaison to various community charities.
 - e. 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, and event information.
 - c. Maintain record of bylaws.
- D. Treasurer
- The Treasurer 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.

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 Executive Committee meetings, misrepresenting Lakes Area Parrot Heads, unauthorized use of club funds and non-performance of duties.

Article VII. Meetings

- A. General Membership Meetings
- a. General Membership-meetings shall be held the-4th Thursday of every month.
 - b. Secretary shall take minutes of the general membership 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 per PHIP policy.
- B. Social Events:
- a. A monthly social event, happy hour or something similar, to be held on weekends if possible (typically 2nd Saturday of every month). Members will be encouraged to attend and bring potential new members.
- 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: Managers (any active member who volunteers and is approved by the board).

A. Membership

- a. Maintain records of club membership rosters, mid-year report, and end-of-year report for PHIP.

B. Website

- a. Oversee the functionality of the website, evaluate and manage website performance, facilitate hosting and server management, and develop, maintain and update website content with approval of the board.

Article IX: Committees

A. Establishment of Committees;

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

Article X. 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 Parrot Heads 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 XI: 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 and must be approved by a simple majority.