

HAMILTON PARROT HEAD CLUB

**“North of the 49th”
A 1 EH!**

CLUB BY-LAWS

Article I. General

- A. The name of the organization shall be the Hamilton Parrot Head Club **“the Club”**, a.k.a. “North of the 49th, A 1 EH”.
- B. The purpose of the Club is to promote “North of the 49th” as a non-profit organization. The Club shall assist and support other non-profit organizations in the community and aid environmental concerns. It will also provide social activities for people interested in the music of Jimmy Buffett and the lifestyle portrayed in that music.

Article II. Membership and Dues

A. A member is considered active and in good standing:

- 1. As long as their dues are current

B. Dues:

- 1. On an annual basis the Executive Committee shall determine and set the amount of dues owed by each member by a majority vote.
- 2. The Executive Committee shall be empowered with the authority to review the amount of dues charged to the membership on a yearly basis and adjust the amount as deemed fitting and proper.
- 3. Dues shall be paid yearly in November prorated in the first year, and collected by the treasurer in a method approved by a majority vote by the Executive Board.
- 4. Any member wishing to terminate his/her membership will not be refunded any portion of their dues.
- 5. Any member that has not paid his/her dues by December 30th of any given year shall be considered to have terminated his/her membership within the Club.
- 6. Any terminated member can rejoin the Club; however, it will be under a new anniversary date, at the discretion of the Executive.

C. Removal of Membership:

1. Any member, who has not paid their dues by the last day of February. Subsequent payment of dues will establish a new membership.
2. Any member may be removed from the Club for just cause including, but not limited to, wrong doing, failure to adhere to responsibilities as specified in the bylaws, or actions determined to be a detriment to the organization as a whole. The President will call a special meeting of the Executive Committee and will provide a written report with recommendation for removal, or appropriate disciplinary action. The Executive Committee will vote; with a majority vote required to pass the recommendation.

Article III. Administration

A. Executive Committee:

1. The Club will be operated and managed by the Executive Committee
2. The Executive Committee shall be made up of the following Officers: a President, a Vice-President (or Co-Directors acting for these two positions), a Secretary, a Treasurer, and the immediate past President.
3. The Executive Committee shall meet, at a minimum, on a quarterly basis.
4. The President, or Co-Directors, shall be empowered to call additional meetings, as deemed appropriate.
5. Three (3) Executive Committee members must be in attendance to convene an Executive Committee meeting.
6. Each Executive Committee member shall have an updated/complete mailing list.
7. Each Executive Committee member must be an active member of the Club as defined herein.
8. An Executive Committee member who cannot complete a term shall be replaced by someone nominated by the President or Co-Directors and approved by a simple majority vote of the Executive Board.

Article IV. Elections and Period of Service

A. Period of Service

1. All officers' terms shall consist of two (2) calendar years running from May 1 through to April 30th of the next year.

2. Elections for the President and the Secretary will be held on odd years, and elections for the Vice President and Treasurer will be held on even years.
3. Officers can be elected for (3) consecutive terms at the same position or for additional terms if no suitable candidate is nominated and elected.

B. Elections:

1. Any active club member, who has been with the club for 12 months or longer, has attended at least 50% of club meetings or events within that time period, can be nominated to the Executive Committee to run for any office. Exception to this policy can only be granted by a majority vote of the then current Executive Committee.
2. Nominations for Executive Committee positions are due by March 1st of the election year.
3. Candidates for office must make their intentions known to the Executive Committee by March 15th of the election year.
4. Voting will take place at the April Business meeting.

Article V. Officers and Duties

A. President or Co-Directors

The President or Co- Directors shall:

1. Chair Executive Meetings and General Membership Meetings.
2. Prepare an agenda for all meetings. The agenda will be available at the meeting.
3. Collect input from the Vice-President, Treasurer, Secretary and/or Committee Chairs.
4. Appoint all non-elected committee heads with the approval of the Executive Board.
5. Have the power to call any special meetings of the Executive Committee, Business Meetings or General Meetings.
6. Work with Committee Chairpersons to assure assigned tasks are completed.
7. Submit all reports (semi-annually - 2/yr) to PHiP organization.

8. Act as a liaison between other local Parrot Head Clubs.
9. Be the contact for all PHiP business.

B. Vice-President

The Vice-President shall:

1. In the absence of the President, conduct all Executive Meetings, Business Meetings and General Membership Meetings and assist the President in administrating the needs of the Club.
2. Will lead the Social and Volunteer Committees.
3. Shall succeed to President if the current President is unable to complete their term of office.
4. Inspect the financial records on an annual basis, no later than December 30th of each year, and provide a report to the Executive Committee.

C. Secretary

The Secretary shall:

1. Keep accurate records of all Executive and Business Meetings.
2. The Secretary shall take minutes at meetings. If unavailable, minutes will be taken by a Club member appointed by the officer conducting the meeting.
3. Furnish copies of the minutes to all Executive members, committee heads and any Club member that requests copies.
4. Take attendance at all meetings and social functions.
5. Upon completion of his/her term, turn over all records and club histories for that year or otherwise in his/her possession to the succeeding Secretary no later than June 30th.
6. Maintain a complete membership information list which includes name, phone number, address, e-mail, phone and dues payment record
7. Make any updates, changes, or corrections to the Club mailing list.

D. Treasurer

The Treasurer Shall:

1. Keep accurate records of the financial activities of the Club and payment of dues by Club members.
2. Assume responsibility for financial matters of the Club.
3. Prepare annual financial reports for the Executive Committee.
4. Present the financial records annually for inspection by all Board members.
5. Upon completion of term, turn over all funds, books, and financial records to the succeeding treasurer; and
6. Prepare and present a financial report at all membership meetings and shall make said reports available to any member who requests a copy.

E. Advisors

The Advisors shall:

1. Be appointed by the President.
2. Attend Executive Meetings and offer advice if requested.
3. Accept a request by President with approval by the Executive Committee to act as an agent of the club for any specific matter.

Article VI. Removal from Office

1. Any elected Executive Committee member may be removed for just cause including, but not limited to, misrepresentation of Club stated goals, unauthorized use of club funds, non-performance of duties of office, or missing three (3) Executive Committee meetings in a row.

Article VII. Meetings

A. PHUN Social Meetings:

1. Will attempt to have one social event a month and club members will be notified via the Club's website, phone (if requested), email, or via Facebook.
2. Unless otherwise deemed, social meetings are considered non-sanctioned events and the Club accepts no liability 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.

3. After two meetings/social activities, guests will be asked to join the Club.

B. Business Meetings:

1. The Club will have at least two general business meetings per year. The Executive Committee 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 Executive Committee present to hold any vote.
2. The Secretary is required to take minute's at all general business meetings.
3. All Club members are invited to attend and bring guests.

C. Executive Meetings:

1. Executive meetings shall be held during the first month of each quarter and shall only be attended by the Executive Committee members. Special meetings can be called to address new concerns of the Club as needed.
2. Minutes of each meeting will be taken by the Secretary or in his/her absence, by someone appointed by the officer conducting the meeting. These minutes will be posted on the web-site.
3. All decisions reached at these meetings shall be by majority vote and reported to the Club membership.

Article VIII. Committees

A. Establishment of Committees

As required, the following committees will be established, with the Committee Chairperson being an appointed position, and any active member being eligible to become a Chairperson. The Committee Chairperson will be required to submit a report to the Executive Committee after each event. Information should include name of the event, amount of funds raised, area(s) of funds' distribution, contact name and address for the charity, and number of volunteers. The sign-in sheet for the event should be given to the Secretary on a timely basis.

Social Committee:

1. The Social Committee, under the leadership of the V.P. shall organize social activities such as the monthly social event, CANUS-EH, Summer Party and Christmas celebration.

Volunteer Committee:

2. The Volunteer Committee, under the leadership of the V.P. shall establish and co-ordinate the membership for all planned activities.

Membership Committee:

3. The Membership Committee, under the leadership of the Secretary or Treasurer will be in charge of public relations, and new membership welcoming (name-tags and introductions).

B. Committee Roles

1. Committees working with a Chairperson will be given responsibility for specific events and activities.
2. Committees are expected to report to the Executive Committee on the progress, or lack thereof, of special events and activities as necessary (a Committee report shall be given).
3. Committee Chairpersons will not have a vote on Executive Committee.

Article IX. Concert Tickets

1. The Hamilton Parrot Head Club will be governed by the ticket rules as listed by Parrot Heads In Paradise at the following URL: http://www.phip.com/Leaders_Tickets.asp
2. In the event the Club is presented with less tickets than requested by the membership, the Executive Committee will determine the distribution method based on criteria such as attendance at social and business meetings, volunteer hours, length of time within the Club, etc.

Article X. Waiver of Liability

1. 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.
2. No Club member, officer or entity of the Club is authorized to contact HK Management or Margaritaville Inc., its 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.

3. 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 XI. Amendments to By-Laws

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

1. The changes and/or additions must be presented to the Executive Committee for approval by majority vote.
2. Once approved the Executive Committee, the By-Laws will be presented to the Club membership for acceptance or rejection by majority vote.

Article XII. Miscellaneous

- A. A receipt must accompany reimbursement of all authorized expenses to any club member under \$50.00. This would include paints, building materials and decorations needed for social or volunteer events.
- B. Any expenses over \$50.00 must have pre-approval of the President and Treasurer and be accompanied by a receipt.
- C. Any special events must be budgeted to a break-even point.
- D. If the Organization disbands, any and all funds remaining after all expenses have been satisfied, shall be donated to a charitable organization approved by the Executive Committee.

APPROVAL AND ADOPTION OF THE PROPOSED BY-LAWS

Upon careful consideration and vote, the above BY-LAWS are hereby adopted on this 14th day of June 2011.

(SIGNATURE) _____
Lawrie Butchard, President

(SIGNATURE) _____
Kym Howell, Vice-President

(SIGNATURE) _____
Gloria Aitken, Co-Secretary

(SIGNATURE) _____
Nijole Bredlo, Co-Secretary

(SIGNATURE) _____
Bob Aitken, Treasurer