

PARROT HEADS OF CENTRAL KANSAS BYLAWS

Article I – General

A. Name: The organization that shall be called the Parrot Heads of Central Kansas.

B. Purpose: The purpose of the organization is to promote the Parrot Heads of Central Kansas as a humanitarian group sharing community and environmental information for majority approved mutual benefits. The organization will engage in activities which are charitable, educational, high spirited, and promote the general welfare of the community.

C. Statement of Purpose: The Parrot Heads of Central Kansas Club is a not for profit organization dedicated to preserving and improving the environment, active in community oriented projects and concerns as a means of social interaction with like minded people interested in the lifestyle and music of Jimmy Buffett and a tropical spirit.

D. Disclaimer: We are recognized by but in no way attached to Jimmy Buffett and his business interests. We are not associated with HK Management, MCA Records, Island Records, Mailboat Records, or Margaritaville Records. We would like to stress that Mr. Buffett's name, his song titles, lyrics, names of businesses owned by Mr. Buffett and the term "Parrot Head" are all registered trademarks and should not be used for the pursuit of profit. Clubs are allowed to use the term "Parrot Head" on t-shirts, etc., but NOT Jimmy Buffett's name.

Article II – Membership and Dues

A. Club Membership: Membership in the Parrot Heads of Central Kansas shall be open to all, regardless of sex, creed, national origin or sexual preference. A member will be considered in good standing so long as his dues are current.

B. Membership requirements are as follows:

1. Pay dues according to a schedule set and approved by a majority vote of the Executive Committee prior to December 31 of each year.
2. Appreciation of Jimmy Buffett's music.
3. Interest in community service and environmental concerns.
4. Commitment toward achieving the goals of the organization.

C. Payment of dues

1. Payment of dues will be made annually by the end of December for all current members. For new members, dues will be pro-rated quarterly for the remainder of the current year (through December).

2. By a majority vote, the Executive Committee can waive, reduce or extend the deadline for payment of dues for any member due to financial hardship. Requests for such provisions must be submitted in writing to any member of the Executive Committee within 30 days of membership expiration.

3. Membership will entitle a member to a membership certificate, welcome letter, Club identification, and receipt of the Club newsletter. It will also entitles each paying member

over the age of 18 one vote (a maximum of two votes per family).

4. Effective 08/2007, Cost – individual: \$20.00. An individual member is considered to be one adult head of household at a single address. A family is considered to be two adults and any dependent children (keets under 18) living at a single address.

D. Refund of Dues

1. Any persons wishing to terminate his/her membership will not be refunded any portion of his dues without a majority vote of the Executive Committee.

2. If the Executive Committee determines by majority vote that a person does not meet the requirements of membership stated in Article II Section B, the Executive Committee can refund a portion of that person's dues pro-rated by the number of days remaining until the end of the year, thus terminating membership in the organization and all rights and privileges therewith.

3. Any person who has not paid dues by the end of the year will be considered to have terminated his membership. Payment of dues will reinstate his membership.

E. Denial of Membership: The Executive Board may deny membership in the Parrot Heads of Central Kansas to any person whom the entire Executive Board determines by a unanimous vote does not meet the requirements for membership.

F. Conduct: All members agree to recognize and adhere to the attached "Code of Conduct". Infractions to the "Code" are subject to actions as stated in Section VI.B.

Article III – Meetings

A. Executive Board Meetings: The Board shall meet on an as needed basis, at least semi-annually. Minutes from these Executive Board meetings will be made available to all members in good standing and reported out at the next general business meeting.

B. Social Meetings: The Club shall attempt to schedule at least one social event each month. These events will normally include some type of charity fund raising event.

C. Business Meetings: General Business Meetings shall occur at least every other month. These meetings will be conducted by the Club President or in his absence, a designated member of The Executive Board. Any member in good standing may attend the business meeting and will conduct themselves in a professional manner. All club decisions at the business meeting will be by a simple majority vote of those present. Minutes will be taken at all meeting and reported out at the following meeting. All meetings will be held within the geographical boundaries of the club.

Article IV – Chapter Officers, Executive Board and Elections

A. Officers and Elections:

A. Officers: The Club will elect the following officers for a two year term under the conditions listed below; President, two Vice Presidents, Secretary. The President and one Vice President shall be elected in the odd years. The other Vice President shall be elected in the even years.

B. Election Officer: No later than September 15 of each year, an "Election Officer" will be selected by the current President to serve as the individual who takes nominations and counts the votes for the board members. This individual will not be a current member of the board nor will he or she be a current club leader or representative, but must be a member in good standing of a club in good standing of the Parrot Heads of Central Kansas.

C. Nominations:

1. The Election Officer will publish notice in the October newsletter. The Election Officer

will accept nominations for each office from members in good standing. Nominations may be submitted to the Election officer via U.S. mail or email.

2. Members or board members may nominate themselves or another person. If another person is nominated, the Election Officer must verify that person's intent to run for office. Each position must have at least one candidate nominated.

3. Any board member not wishing to serve the following calendar year should inform the Election Officer that they do not wish to continue.

4. All nominations must be received by the Election Officer no later than October 29. Failure of a current Board member to timely submit his or her own nomination is considered resignation from the Board.

D. Elections: A single membership shall receive one ballot and a family membership shall receive two ballots. Each ballot shall include the name of the member for whom it is intended. The ballot will include all offices to be elected and all qualified nominees for each office. It shall also contain the name of the Election Officer and a U.S. mail and email address to where they may be mailed.

1. The Board Officer will present the slate of candidates to the Executive Board no later than October 31 of each year.

2. A ballot will be created and mailed or e-mailed with the November newsletter. Members pay for the postage of the returned ballot, if mailed. Ballots may be delivered in person to the Election Officer.

3. In the event, that all positions are uncontested, the current Executive Board may vote to accept the new slate of candidates in lieu of a full election.

4. All voting by the membership for the next year's officers must be received by the Election officer by December 15.

5. Final results of the election shall be tabulated before the end of the December Business Meeting and announced at that time. The Election Officer shall then seal all ballots to be maintained for 30 days and then destroyed.

6. The Election Officer's term expires at the close of this election. The Election Officer's position may not be repeated by the same individual for 2 years.

7. In the case of a tie vote, the incoming President will break the tie.

B. Executive Board:

The Executive Board will consist of the Club President, two Vice Presidents, Secretary, Treasurer and the Founder. The Executive Board will be responsible for insuring all Club activities are conducted within the guidelines of Parrot Head in Paradise, Inc. and the Club Statement of Purpose as outlined in Article I-B. The board will be empowered to make decisions between business meetings to insure these goals are met. All decisions will be by consensus, with each member having one vote. The Founder may serve as a tie breaker if consensus cannot be reached. Any and all Board decisions will be reported at the next general Business Meeting. The Board will act on recommendations received from the general membership at the general business meetings and forward projects/concepts to the general membership at the general business meetings. The Treasurer shall be appointed as a member of the Executive Board by majority vote of the remaining members of the Board to a one year term commencing January 1 of each year. All votes of the Executive Board are subject to an 80% quorum of the Executive board.

C. Responsibilities of Officers:

President: The President shall:

1. Have such powers and duties as are usually exercised by such an office
2. Be Executive Office of the Club and preside at all general Business Meetings, special meetings, and meetings of the Executive Board
3. Assign the individual responsibilities of the Vice Presidents
4. Work with Committee Chairpersons and Vice Presidents in order to help insure all assigned tasks are completed in a timely manner
5. Have the power to call Special Meetings of the Club and the Executive Board
6. Appoint, subject to the approval of the Executive Board, and except as provide elsewhere in these bylaws, members to the Standing and Special Committees, including vacancies
7. Deal with other matters as may be placed in his or her charge by the Executive Board or membership
8. Deal with and try to resolve complaints and issues within the Club and with PHiP
9. Serve as liaison with PHiP or designate this role to another member of the Executive Board on a case by case basis Vice Presidents:

The Vice Presidents shall:

1. In the absence of the President have the powers and duties of the President
2. Serve as Liaison with other Parrot Head clubs and Parrot Heads of Central Kansas committees
3. Serve as a member of the Ticket Committee
4. Deal with other matters and/or powers that are delegated to the position by the President or the Executive Board
5. Work to insure all PHiP/local charity guidelines are met

Secretary: The Secretary shall:

1. Ensure that minutes are recorded at all business and Executive Board meetings
2. Perform other duties as designated by the President and Executive Board
3. Post the minutes from the monthly General Business Meeting via group email list (or other standard email distribution method) within 14 days of the meeting. Copies will also be available upon request of any member in good standing via individual snail or USPS mail if requested with SASE to the Secretary of record.

Treasurer: The Treasurer shall:

1. Record and keep track of all financial function and transactions
2. Balance account, issue checks for all charities and expenditures, based on receipts supplied
3. Have the records available for review when requested by the Executive Board
4. Provide quarterly reports to the Executive Board
5. Other duties as designated by the President and Executive Board

D. Eligibility Requirements: All Officers/Executive Board Members shall be members in good standing for a period of less than one year prior to nomination/appointment.

E. Vacancies: Vacancies in all positions can be created by resignation, abandonment of duties (as further defined), or by violation of any articles of the by-laws. A position shall be defined as abandoned if the officer is absent from all business meetings without just cause for a period of three consecutive months. Persons filling vacated positions shall be appointed for the duration of the term by a majority vote of the Executive Board.

F. Abandonment and just cause will be determined by a unanimous vote of all Board Members and Founders.

Article V – Committee

A. General: The following standing committees are established in order to maximize involvement and participation of the Club members. Web Page, Newsletter, Events, Merchandise, Membership. Other special committees may be established by the President, Executive Board and/or general membership to deal with specific projects.

B. Committee Roles: The purpose of all committees is to ensure that day to day functions and special events are complete in a timely manner. To this end the committees, working under a Chairperson, are given the detailed responsibility of specific events and activities. The committees are expected to work closely with the Executive Board on all projects/events. They are also required to keep the President and Board informed of all plans and progress.

1. Web Page – Maintain and keep Club Internet website current
 2. Newsletter – Ensure the Club newsletter is published at least 4 times a year, normally January, April, July, and October delivery
 3. Membership – Ensure that there is an active recruiting program for new members and renewals within the Parrot Heads of Central Kansas. Work with Treasurer to ensure membership lists are accurate and renewals are sent out on time. Maintain membership roles and renewals, and communicate all changes to the Executive Board on a monthly basis
 4. Merchandise – Maintain an adequate supply of club merchandise with proceeds going toward funding Parrot Heads of Central Kansas events.
5. Events: Coordinate schedule of all club social and charitable activities and communicate to the Executive Board on a monthly basis

Article VI – Miscellaneous

A. Adoption of Bylaws: These bylaws have been approved by a majority of members in good standing at a general business meeting. Future modifications/amendments to the bylaws will be researched and proposed by a specially appointed Committee. Approval of changes shall be accomplished to procedures as described in Article IV.A. and included in referendum on the election ballot.

B. Infractions of Bylaws:

1. Any current Parrot Head of Central Kansas member may submit in writing only (signed, dated, and clearly written), within 30 days of the occurrence of the stated infractions/s, to the Club Executive Board, a detailed statement regarding the alleged infraction/s of the Parrot Heads of Central Kansas By-Laws by any other current member.
2. The Board will inform, by letter, the Club member of the alleged infraction/s against them, along with the name of the member who has submitted the infraction. The member will be given 30 days to provide a written response to the Board. If the member chooses not to respond within 30 days, the Board will move forward to a decision without the member's input.
3. At the next scheduled Parrot Heads of Central Kansas Executive Board Meeting, after the 30 day deadline, the Board will evaluate the alleged infraction/s and make one of the following decisions:
 - A. No Action – The alleged infraction has been considered by the Board and the Board will take no action.
 - B. Action – The alleged infraction has been considered by the Board and action is being taken as determined by a unanimous decision of the Executive Board. The specific action is entirely left to the discretion of the Executive Board. The specific action is entirely left to the discretion of the Executive Board and is to be based upon the stated infraction.

4. If action is taken against a Club member for an infraction/s of the Parrot Heads of Central Kansas By-Laws, the member will be informed in writing within 30 days of the Parrot Heads of Central Kansas Executive Board's decision. The member who submitted the original statement of the alleged infraction/s shall be provided a copy of the Board's decision.

5. The Executive Board may suspend from Parrot Heads of Central Kansas any member whom the entire Executive Board determines no longer meets the requirements for membership set forth in Article II of the By-Laws and/or "Code of Conduct". This must be done by a unanimous vote. The vote suspends such member's membership in Parrot Heads of Central Kansas and all rights and privileges associated therewith.

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

7. Parrot Heads of Central Kansas Executive Board decisions are considered final.

C. Parrot Heads of Central Kansas Concert Point System: The point year will run from the first event after the local Jimmy Buffett concert until the points are due for ticket purchase. No more than 2 tickets per member household will be available to the highest earners. This figure may be adjusted by the Executive Board based on ticket availability. Ties may be broken by lottery. All qualified members will be given a deadline for purchase of these tickets. If that deadline passes the opportunity to purchase will go to the member with the next highest total. All points will be awarded as per the following schedule subject to approval by the Executive Board:

Points

1. Officers/Committee Chairs: 10 pts (including newsletter editor);
2. Organize Charity Events: 5 pts;
3. Actively serve on any Committee: 5 pts;
4. Participate in charity function, community projects, assist in planning/running happy hours: 3 pts;
5. Special Contributions/Projects (e.g. write newsletter article, attend general business meeting, contribute prizes): 2 pts.
6. Additional points may be issued for other activities as determined by the Executive Board.

D. Altruism: Events and/or activities sponsored by the Parrot Heads of Central Kansas will have a portion of the proceeds raised 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. The Events Committee 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 Events Committee.

E. Parrot Heads of Central Kansas

Expenditures/Reimbursements/Budgets: Club members wishing to be reimbursed or approved for expenditures for Parrot Heads of Central Kansas related activities such as, but not limited to; construction materials, necessary supplies for official club events, other official and/or club sponsored functions, prior to spending moneys shall:

Obtain approval, in writing, from any executive board member for expenditures not to exceed \$50.00
Obtain approval, in writing, from the executive board for expenditures of \$50.01 to \$999.99

Obtain approval, in writing, from the executive board for expenditures of \$1000.00 or more and, in addition, expenditures of \$1000.00 or more shall not be approved by the executive board without first obtaining a vote of approval from the membership at a general business meeting.

To obtain reimbursement, the member shall submit the written approval along with the receipts to the Treasurer. Reimbursement requests submitted after the adoption of this subsection will not be granted without meeting all of the requirements of this subsection. No exception. Parrot Heads of Central Kansas members who anticipate incurring expenses for club related activities should (after obtaining proper 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 the last paragraph.

The financial records shall be examined semi-annually by the Executive Board. The Executive Board may review the financial records at any time they deem necessary.