

St. Louis Parrot Head Club Bylaws

Revised December 7, 2006

Article I - General

A. Name: The organization shall be called The St. Louis Parrot Head Club, hereafter to be known as The Club.

These bylaws may be amended only by a majority vote of the club Board of Directors, hereafter to be known as The Board.

B. Statement of Purpose: The St. Louis Parrot Head Club is a non-profit organization whose purposes are to provide a variety of social activities and assist in community and environmental concerns for people who are interested in the music and writings of Jimmy Buffett and the tropical lifestyle he personifies.

C. The St. Louis Parrot Head Club shall adhere to the rules and bylaws of the parent organization, Parrot Heads in Paradise, Inc.

D. The St. Louis Parrot Head Club Board of Directors shall meet on a monthly basis for the purpose of performing club business. These meetings shall be open to the general membership. The Board reserves the right to meet in private, when deemed necessary for the ongoing good of The Club.

Article II – Membership

A. Club Membership: Membership in the St. Louis Parrot Head Club shall be open to any and all persons meeting the membership requirements of Article II Section B.

B. Club Membership Requirements:

1. Members shall pay yearly dues upon completion of the club application in the case of a new applicant, or on or before March 1st of each year in the case of a membership renewal.
2. Members must have a commitment to the purpose set forth in Article I, Section B.
3. Members must have an interest in the music and writings of Jimmy Buffett.
4. Members must adhere to the club bylaws.

Article III – Club Officers

A. The officers of the club shall be a President, Vice-President, Secretary, Treasurer, Newsletter Editor, Social Director, Charities Chairperson, Ways and Means Chairperson, Membership Director, and Webmaster.

- An officer of The Club may give 30 days notice of resignation to The Board. This resignation must be in writing and delivered by U.S. Mail or in person to the club President.
- Club officers shall attend any and all meetings whenever possible. Every possible attempt should be made to inform the club President prior to the meeting in the event an officer is unable to attend.

- Club officers can be removed from office for missing three (3) consecutive meetings without valid reason, or due to misuse of office, by a majority vote of the remaining officers.

B. The duties of the officers shall be as follows:

1. President:

- The office of President shall be a position elected in even numbered years to serve a term of two (2) years.
- The President shall call and conduct all meetings of the Board of Directors of the club.
- In the case of a tie vote by the other members of the Board of Directors the President shall cast the deciding vote.
- The President shall be the primary liaison with other groups and any other organization with which the club wishes to communicate.
- The President shall be the liaison and contact person with the parent organization, Parrot Heads in Paradise, Inc.
- Shall be responsible for keeping the membership informed of club dealings through email and whatever other methods deemed necessary.
- The President shall appoint all committee chairpersons and any other appointive officers with the approval of a majority vote of the Board of Directors and shall make any other appointments deemed necessary by the Board.

2. Vice-President:

- The office of Vice-President shall be a position elected in odd numbered years to serve a term of two (2) years.
- In the absence of the President, the Vice-President shall fulfill all duties of the Presidency.
- Shall be alternate contact liaison with PHIP.
- Shall use whatever means possible to promote the club and its functions to the membership and the community.

3. Treasurer:

- Shall be a position elected in even numbered years to serve a term of two years.
- Shall set-up and maintain the club bank account.
- Shall collect dues, fees, and other funds of the club, deposit said funds to the bank and distribute funds at the direction of The Board.
- Shall submit financial statements to The Board on a regular basis.
- Shall secure approval from The Board for expenses / reimbursements.
- Shall secure two (2) signatures on any and all checks written on the club account to include any two (2) of the following: President, Vice-President, Secretary, Treasurer.

4. Secretary:

- Shall be a position elected in odd numbered years to serve a term of two (2) years.
- Shall record and maintain record of the minutes of all Board meetings.
- Shall provide a copy of Board meeting minutes to any club member in good standing upon written request from said member.
- Shall certify all election ballots and maintain said ballots for a minimum of two years.

5. Newsletter Editor:

- Shall be an appointed position to be reviewed for re-appointment by The Board during the June Board meeting of even numbered years.
- Shall collect information and articles, assemble, edit, and distribute the club newsletter (The St. Louis Parrot Head Dispatch) on a bi-monthly basis to all club members in good standing.
- Shall produce and mail post cards, as needed, to provide information to the membership between newsletters.

6. Charities Chairperson:

- Shall be an appointed position to be reviewed for re-appointment by The Board during the June Board meeting of odd numbered years.
- Shall be club liaison with any and all charity and community organizations which the club wishes to assist.
- Shall organize charitable and community fundraising functions as needed.
- Shall record, at each club charitable function, the names of those in attendance.
- Shall maintain an ongoing list of charity functions, participants, man-hours worked, and money and goods donated throughout the year, to provide PHIP with this information when required.

7. Ways and Means Chairperson:

- Shall be an appointed position to be reviewed for re-appointment by The Board during the June Board meeting of even numbered years.
- Shall be club liaison with suppliers of club merchandise such as t-shirts, hats, jackets, etc. which may display the club logo, and which are to be sold to raise funds for the club.
- Shall determine appropriate merchandise, place orders, and tender payment for said merchandise from club funds upon delivery.
- Shall provide club merchandise for sale at appropriate functions, shall receive payment for said merchandise, and shall transfer funds received to the club Treasurer for deposit.

8. Membership Director:

- Shall be an appointed position to be reviewed for re-appointment by The Board during the June Board meeting of odd numbered years.
- Shall receive dues and membership applications by mail and directly from applicants.
- Upon receipt of dues shall forward any and all money to the club Treasurer for Deposit.
- Shall keep record of members name and application information
for inclusion in the master club database.
- Shall put together the new members welcome packet and forward the packet to any and all new members. The makeup of the membership packet is to be defined by the Membership Director and approved by the Board.
- Shall be responsible for having an adequate supply of club applications and literature at all appropriate club functions.

9. Social Director:

- Shall be an appointed position to be reviewed for re-appointment by The Board during the June meeting in even numbered years.
- Shall set up the logistics of any and all club social functions known as phlockings.
- Shall be responsible for informing the membership of time, date, and location of all club social activities.

10. Webmaster:

- Shall be an appointed position to be reviewed for re-appointment by The Board during the June meeting in odd numbered years.
- Shall maintain the security of the club web page.
- Shall post information of upcoming events and club functions to the web page on no less than a monthly basis.
- Shall solicit information, articles, and pictures from club members to be posted on the web page.

Article IV - Elections

- By February 1st of each year the Board shall appoint an Election Chairperson(s).

- The Election Chairperson(s) cannot be nominated for that election or be a member of The Board.
- The Election Chairperson(s) must be non-partisan and not involved in nominating or campaigning for any of the candidates.
- The Elections Chairperson(s) shall notify the membership of open nominations and the duties of the positions to be filled.
- The Election Chairperson(s) shall accept nominations, for those offices which are up for election, from March 15th through March 31st.
- Nominees for elected office must be current members of The Club on or before March 15th of the year in which they are nominated.
- Those making candidate nomination must also be current members of The Club on or before March 31st of the year in which they make nomination.
- Each eligible nominee shall submit to the Election Chairperson(s) a summary of their qualifications to be distributed to the voting membership.
- By April 7th, the Election Chairperson(s) shall mail a list of the nominees and their qualifications along with one official ballot and a return addressed envelope to each member who is a current member as of March 31st of that year.
- The ballots must have a postmarked date of no later than midnight of May 1st of that year. Any ballots received after that date shall be invalid.
- Upon receipt of all ballots postmarked no later than May 1st, the Elections Chairperson(s) shall count the votes and report the results to The Board. All ballots will be given to the Secretary for certification. Upon certification, the club President will announce the results to the membership.
- The winning candidates shall take office at the June Board meeting of that year to serve a term of two (2) years from June 1.

Article V – The Club Database

- The club database shall be comprised of the list of current members in good standing, to include name, address, telephone numbers, email addresses, and any other information deemed pertinent.
- A supplemental list to the database may include past members information and any other information pertaining to groups or individuals with whom communications by the club may be necessary or desirable.
- The information held in the club database shall be used only in conjunction with club business, and shall not be released to, or used by, any other group or individual for any reason without the express written consent of a majority of The Board.
- The Master Copy of the club database shall be held and maintained by the club Membership Director.

Article VI – Concert Tickets

This policy will apply in the event that Jimmy Buffett schedules a concert in St. Louis or at another venue where the club has the opportunity to get tickets through the ticket distribution policies of PHIP. There is no implied guarantee that tickets will be available through this mechanism.

Ticket eligibility will be based on a current member's contributions to the St. Louis Parrot Head Club in the 12 months prior to concert announcement on Margatitaville.com. Four tiers of categorization will be used in determining ticket eligibility.

Tier 1: Members of the Board of Directors who have performed their duties in a good faith manner.

Tier 2: Members who meet one of the following criteria:

- Members who have donated their musical talents for a club event.
- Organizers / implementers of a club sponsored event as well as significant contributors to the success of a club sponsored event.
- Members making a significant individual donation of item(s) for a raffle or a silent auction.
- Members serving as election officer(s).
- Members deserving of tier 2 categorization based on a club contribution not specifically defined by this policy. Addition by this clause requires addition by a vote of the St. Louis Parrot Head Club Board of Directors.

Tier 3: Members participating in two club charity activities during the year. (examples: Project Backpack, participant in the Alzheimer's Walk, phone support for PBS television membership drive, etc.)

Note: Attending club events, Phlockings or Board Meetings does not satisfy the above tier definitions. Neither does buying raffle tickets, bidding on silent auction items or donating items such as toys for the toy drive, food for a food drive, items for Project Backpack or silent auction or raffle donations under \$100. in value.

Tier 4: All other active club members.

Members meeting the categorization criteria for tiers 1 and 2 will be retroactively categorized upon approval of this policy by the board. Tier 3 categorization will be attained by charity participation after approval of this policy by the board.

If a concert date is announced during our membership renewal period, club membership must be renewed by March 31 to be eligible for any ticket distribution. If renewal is by mail it must be postmarked by March 31.

After a concert announcement has been made, the club will make an announcement regarding ticket availability for the concert. Members must indicate in writing (email is acceptable) that they want to be considered for concert tickets for that event.

The process will be that we will work down the tiers until the ticket supply is exhausted. If there are not enough tickets available to satisfy all members in a tier, a lottery for the available tickets will be conducted. At least three elected officers (President, Vice President, Secretary and Treasurer) must be present to conduct the lottery.

After the lottery, members selected to receive tickets shall be notified and given a time limit to purchase or forfeit their eligibility.

Members eligible for tickets will be allowed to purchase 2 tickets if their significant other is also a club member. Once a member is allocated a ticket, they are ineligible for any other ticket awards for that concert.

Once all available tickets have been purchased, the club membership will be informed that the ticket distribution has been completed.

The St. Louis Parrot Head Club Board of Directors has the authority to rule on any unforeseen circumstances that may arise and not included in this policy.