

Parrot Heads in Niagara South – PHiNS

By-Laws

Statement of Purpose

The Parrot Heads of Niagara South was created in 2010 to promote friendships and organize social activities for people with similar interests including enjoyment of the tropical spirit of Jimmy Buffet music.

In addition, we are a non-profit organization that shall assist and support other non-profit, charitable, educational organizations in the community for social and environmental causes for the general welfare of our community.

In the process of making new friends and having fun, we believe in leaving something positive behind. Our club is open to anyone with a tropical spirit and a desire to contribute to the betterment of their community.

Article 1 – ORGANIZATION

The Parrot Heads in Niagara South, hereafter referred to as “the Club” is a local affiliation of the Parrot Heads in Paradise, Inc., PHiP, the national Jimmy Buffet fan club.

Dan Fox and Greg Smith founded this club in 2010.

We are a community service organization whose purpose is:

- To gather and socialize with people who share similar interests while enjoying Jimmy’s music in a festive atmosphere.
- To assist in charitable fund-raising, community service and environmental activities
- To promote regional shared activities for enjoyment and fund-raising

All club decisions at the business meeting will be by a simple majority with the exception of any changes to the bylaws, which will require 2/3 majority.

The official mailing address and phone number will be the current club President.

The fiscal year for the Club shall be from April 1 to Mar 31

Article II MEMBERSHIP

Membership requirements

- The membership in the Club shall be open to any individual who is 19 years of age or older who enjoys Jimmy Buffet’s music and has an interest in charitable fundraising, community service and /or environmental improvements.
- Payment of annual dues is required for membership by all Club Members, except those given Honorary Membership status as determined by the Board. The amount of annual dues shall be set by the Board. Any person who has not paid dues by the date set by the Board will be considered to have terminated his/her membership. Subsequent payment of dues will re-establish his/her membership. A member in good standing is one whose dues are current.
- Dues will be paid annually by April 1. There is no pro-ration of dues for partial year memberships.
- The Board shall determine and set the amount of the dues owed by each member by majority vote.

- Any member wishing to terminate his/her membership will not be refunded any portion of their dues.
- Members may be removed from the membership for infractions of by-laws, misuse of Club funds, non-payment of dues and /or any action that may place the Club or the Board at risk of liability. (Ex. Acting on behalf of the Club without approval from the Board members. This applies to but is not limited to planning events, requesting donations and posting to the internet site.) The Board will have final authority in the removal of a member.

ARTICLE III – CLUB FINANCES

BANK ACCOUNTS:

Bank account(s) will be maintained for the Club finances. The account(s) will have two signatures: the President and the Treasurer. The Treasurer will make a report of the Club finances at each meeting. All bank statements are to be mailed to the Club’s official mailing address.

REQUEST FOR FUNDS:

No Club member shall obligate the Club financially or otherwise without prior approval of the Board. Requests for funds shall be submitted to the Treasurer, who will, in turn, present them to the Board. The following will be used:

- Requests for under \$200.00 or 10% of the account balance at the time of decision to commit funds will require the approval of the Board.
- Requests for funds \$200.00 or more will require initial approval by the Boards and subsequent approval by the Club membership.
- The Chairperson for each Club sponsored event shall provide a full report to the Board of Directors of monies expended and received no later than 30 days after the event. The report shall include a complete list of items and monies donated and the source of each donation, as well as receipts if available. Monies collected shall be counted by a member in good standing away from the event. If this is not feasible, funds shall be placed in a sealed envelope and kept by an officer or event coordinator.

Article IV – BOARD MEMBERS

The Board is the governing body of the Club. It shall take such actions as it deems advisable for the good of the Club. It shall have the power to commit the funds of the Club in accordance with Article III- Club Finances; and shall have the duties described in these by-laws. The Boards shall manage the property and affairs of the Club and shall exercise all such powers of the Club. It shall do all such lawful acts and things that are not, by statute or by these By-Laws, required to be done by the Club membership. All individuals serving on the Board must be current in good standing for a period of no less than one year prior to nomination/ appointment.

The Board shall consist of the following officers:

President, Vice-President, Secretary and Treasurer.

Board meetings: The Board will meet as required and can include committee chairpersons as needed.

PRESIDENT:

Responsibilities:

- Oversees the activities of the Club and sets the course and direction of the Club.
- Sets the agenda and leads the Board meetings and Club meetings.
- Represents the Club at functions, meetings and events.
- Represents the Club at the national level with PHiP.
- Calls Board meetings when necessary
- Serves as a motivator for the Club members involved in all activities.

Duties of the President:

- Chair Executive Meetings and General membership meetings.
- Prepare an agenda for all meetings and make it available at all meetings.
- Collect input from the Board and Committee Chairpersons.
- Appoint all non-elected committee heads with approval of the Board
- Have the power to call any special meetings of the Board, Business meetings or general meetings.
- Work with Committee Chairpersons ensuring task completion.
- Submit all reports (twice annually) to PHiP organization.
- Act as a liaison between the local Parrot Head Clubs
- Be the contact for all PHiP business.

VICE-PRESIDENT:

Responsibilities:

- Work with the President to accomplish Club goals
- In absence of the President, shall conduct Club business and Board meetings and can be called upon to represent the Club at public functions.
- Act as Contact person for various committees and the Board.

Duties of the Vice- President:

- Shall succeed to the President if the current President is unable to complete their term of office.
- Inspect financial records on an annual basis no later than May 30.

SECRETARY

Responsibilities:

- Chairperson for the Membership committee.
- Take minutes at the Board and Club meetings for official records.
- Maintains attendance sheet at each meeting
- Keep records of any correspondence received or mailed by the Club.
- Shall maintain eligible voting list, individual volunteer hours and memberships forms

Duties of the Secretary:

- Maintain a complete membership information list which will include name, phone number, home and Email address and dues payment record.
- Make any updates, changes or corrections to the Club Mailing list.
- Take attendance at each meeting
- Keep accurate records of all Board and Business meetings
- Furnish copies of the minutes to all Board members, committee heads and any Club Member that requests the information. Minutes emailed prior to next meeting.
- Upon completion of the term, turn over all records and Club histories for the that year or otherwise in his/her possession to the succeeding Secretary no later than one month following elections.

TREASURER:

Responsibilities:

- Shall be responsible for maintaining financial accounts, books, receivables and payables.
- Shall hold the check book and bank account records
- Gives financial status updates on a monthly basis at Club meetings and as requested by the Board.
- Shall present all 'Requests for Funds' to the Board, for all expenditures
- Along with the President, shall be one of the two signatories for the Club's Bank account(s).
- Notifies members of renewals due dates.

Duties of the Treasurer:

- Keep accurate records of the financial activities of the Club and payments of dues of the Club members.
- Assume responsibility for all financial matters of the Club.
- Prepare bi-annual financial reports for the Board.
- Present the financial records annually for inspection by all Board members
- Upon completion of term, turn over all funds, books, and financial records to the succeeding treasurer
- Prepare and present a financial report at all membership meetings and shall make said reports available to any member who requests a copy.

Article V – QUALIFICATIONS FOR ELECTION TO THE BOARD

To run for office on the Board, a member must be in good standing and must have been a member for a minimum of one year.

Article VI – Terms of Office

All members of the Board shall be elected for a Two (2) year term, to be elected in a general election as described in Article VII – Election of the Board members.

Article VII – Election of Board Members

An Elections Officer will be utilized for the election process. The Elections Officer will be selected by the current President and approved by the Board, no later than Sept 1 of the election year. The Election Officer will serve as the individual who takes nominations and counts the votes. The Election Officer will not be a current member of the Board or someone who intends on running during the Elections. Nominations will be accepted by members in good standing as well as current Board member may stand for re-election.

The Elections Officer will be responsible for the following :

- Ensure the notification of elections is emailed to all members in good standing and posted to Club website by Sept, 1 of election year.
- Nominations will be accepted by Elections Officer from members in good standing by email or in person.
- The nomination period will be open for two months August 1 – October 1 in the election year.
- Compile the list of nominations and ensure that all nominees agreed to the nomination.
- Present a slate of candidates to the general membership at the October meeting as well as by mail and can be announced in the newsletter.
- Voting will be done at November Social Phlocking meeting and by email.
- Results will be announced in the December Social Phlocking as well as by email and can be in the newsletter.
- Board members will assume office in January of the following year.
- The Election Officers term will expire upon completion of the election process.

Article VIII Committees

Committee heads will be an appointed position and all Club Members are encouraged to participate. Committee Chairs will be required to submit to the President 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 the number of volunteers.

GENERAL COMMITTEES

The following standing committees can be established in order to maximize involvement and participation of the Club Members: Special events, Merchandise and Membership. Other special committees may be established by the President, Board and/or general membership to deal with specific projects.

COMMITTEE ROLES

The purpose of all committees is to ensure that day to day functions and special events are completed in a timely manner. To this end, the Committees, working under a Chairperson, are given the detailed responsibilities of the specific events and activities. The committees are expected to work closely with

the Board on all project/events. They are also required to keep the President and Board informed of all plans and progress.

- Committees working with a Chairperson will be given responsibility for specific events and activities.
- Committees are expected to report to the Board on the progress.

SOCIAL/ EVENT COMMITTEE:

Responsibilities:

- To identify main events that may or may not be revenue generating to the community.
- If not a revenue generating event, then there must be an identified focus on creating positive awareness for the Parrot Heads in Niagara South.
- The committee will also help to identify, organize and facilitate other sanctioned PHiNS events. These activities are identified as, but not limited to, an annual Fall Dinner/ Dance, Golf Tournament, Christmas Social and Annual Buffett Pilgrimage.

Duties of the Social Committee:

- The social committee will be made up of members in good standing as well as a minimum of one(1) board member,
- Together, it will coordinate the Club's fundraising activities and will, along with Club President, be the liaison of the Club for various community charities.
- Work with the Club Treasurer to ensure that all records of charitable contributions and participation is reported to PHiNS at each Club meeting.

VOLUNTEER COMMITTEE

The volunteer committee shall establish and coordinate the volunteer base for all planned activities.

WEBSITE COORDINATOR

The website coordinator will be responsible for the Club's internet web site:

www.parrotshedsinniagarasouth.ning.com

The web coordinator will design and update the site on a regular basis ensuring timely information is available for members. The Club's URL will be owned by the Club, renewable by the Club.

The website coordinator will also be responsible for the Club's FACEBOOK page.

NEWSLETTER COORDINATOR

A PHiNS newsletter will be issued a minimum of 2 times annually and will include a standard PHiNS header, report from the President, report on all charitable activities, stories from members on PHiNS related to events, functions and Club activities. The newsletter will be reviewed and approved by the Club President (or designate) prior to being emailed out to members.

Article IX – Adoption of By-Laws

ADOPTION OF BY-LAWS

These by-laws have been approved by a majority of members in good standing at a general meeting. By-Laws will be reviewed annually, usually in September and open for amendments annually.

Article X – Amendments to the By-Laws

Amendments to by-Laws will be reviewed annually and any club member in good standing may propose a change to the By-Laws. Any proposed changes to the By-Laws will be reviewed and must have approval of 2/3's majority of members in good standing at an annual general business meeting. Copies shall be provided to each club member no less than one week prior to the vote.

Article XI – Dissolution of Club Funds

Upon dissolution of the Club, any funds leftover after expenses shall be donated to a charitable organization identified by the Club Membership.

Parrot Heads Point System – (Determining the Club Concert Ticket Eligibility) was removed from the By-Laws but remains an option to pursue concert tickets for the membership.

Revised - October 2020