



2010 Proposed DRAFT Mid-Michigan Parrot Head Club By-Laws Amendments

Article 1: Name

This establishment will be called the Mid-Michigan Parrot Head Club of Michigan.

Article 2: Membership

- A. Membership in the Mid-Michigan Parrot Head Club of Michigan (hereinafter “MMPHC”) shall be open to anyone meeting membership requires, Article 2, see B.
- B. Membership requirements shall be as follows:
 1. A member shall pay dues according to a schedule set by a majority vote of the Executive Committee prior to December 31 of each year.
 2. The person must have an interest in community service and environmental concerns.
 3. The person must have a commitment towards the success of achieving the goals of the organization.
 4. Dues will be set as \$25.00 for a membership this includes a whole family. A single membership is set for \$15.00. These dues are subject to change by a majority vote of the Executive Committee.
 - Dues paid as a couple or family membership require that the mailing address be the same for both parties, therefore including couples living together, engaged or married.
 - These dues are payable yearly and are prorated if a member joins other than in January of the renewal year.
 5. A member, and if a family, each member in the household, shall pick a committee to serve on.
- C. Payment of Dues:
 1. Payment of dues shall be prorated bi-yearly.
 2. By 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 Committee or Board writing 30 days of the anniversary date.
- D. Refund of Dues:
 1. Refunds of dues are only made with a majority vote of the Executive Committee.
 2. Any person wishing to terminate his/her membership will not be refunded any portion of his dues without a majority vote of the Executive Committee.
 3. Any person who has not paid his/her dues by March 1 following the anniversary date will be considered to have terminated membership and payment of dues will reinstate membership under a new anniversary date.

Article 3: Officers and Administration

- A. All elected and appointed members of the committee must be current members in good standing.
- B. The organization will be managed and operated by the Executive Committee, which is composed of the following individuals: President, Vice President, Secretary, Treasurer, Membership Director, and 3 members at large.
- C. The Executive Committee will meet at least monthly and the President can convene additional meetings at his/her discretion.
- D. The quorum shall consist of, for any meeting, of 5 to 8 members of the Executive Committee, or the majority of the Executive Committee if there are less than 8 elected officials.
- E. All members of the Executive Committee will be entitled to vote on all matters of the administration unless otherwise specified in a specific by-law. A majority vote is required to adopt any motion introduced into the committee.
- F. If a member of the Executive Committee misses three (3) consecutive meetings, without due cause such as illness, without being excused by the remainder of the Executive Committee, such member will be removed and replaced on the Executive Committee by the Executive Committee.

Article 4: Period of Service

Each officer's term will consist of one calendar year and each officer will be selected by a majority vote of the ballots received from the membership. The ballots shall be distributed by October 30 and only ballots postmarked by November 30 shall be counted. Ballots will be counted on December 10.

Article 5: Officers and Duties

- A. President
 - 1. The President shall be the Chief Executive Officer and shall chair all meetings of the Executive Committee unless another officer is nominated to chair a particular meeting.
 - 2. The President shall appoint all committee chairpersons and any other officers with the approval of a majority vote of the Executive Committee and shall made any other appointments deemed necessary by that body.
 - 3. Have the power to call Special Meetings of the club and the Executive Committee.
 - 4. Work with committee chairpersons and the Vice President in order to help insure all assigned tasks are completed in a timely manner.
 - 5. Deal with and try to resolve complaints brought before the board by any of the Members at Large of any issue brought forth by the Parrot Heads in Paradise ("PHIP") contact person concerning PHIP or any other Parrot Head club.
- B. Vice President
 - 1. The Vice President shall assist the President in the administration of the business of the organization.
 - 2. The Vice President shall succeed to term of President if the current President is unable to serve of the term.

3. In the absence of the President, have the powers and duties of the President.
 4. Serve as chairperson of the Ticket Committee.
- C. Secretary
1. The Secretary shall keep minutes of the Executive or business meetings.
 2. The Secretary shall furnish copies of the minutes to all Executive members, appointed officers and to others designated by the Committee, President, or Vice President.
 3. The Secretary shall respond or correspond with other groups or individuals request by the Executive Committee or President.
 4. The Secretary is responsible for overseeing the creation and publication of the newsletter.
- D. Treasurer
1. The Treasurer shall assume the responsibility for the financial matters of the group, including the financing of the newsletter.
 2. The Treasurer shall attend all Committee meetings and have the books of the organization ready for examination by any committee member upon request.
 3. The Treasurer shall present the books annually for inspection by a member of the committee appointed by the President.
 4. The Treasurer shall prepare quarterly reports for presentation to the Committee.
 5. Upon leaving office, the Treasurer shall pass on the present and prior years, all funds, records and books in good order to the succeeding treasurer.
- E. Membership Director
1. It is the responsibility of the Membership Director to provide application forms at all MMPHC functions.
 2. The Membership Director will answer inquiries about the club from prospective members.
 3. The Membership Director will send welcome notes/packages to new members.
 4. The Membership Director will conduct membership drives.
 5. The Membership Director will periodically review and update the club roster's member's contact information.
 6. The Membership Director will survey lapsed members as to why they left.
- F. Members At Large
1. It is the responsibility of the Members At Large to attend the Executive Committee meetings and to present the good faith, the issues and concerns of members of the organization who are not Committee Members.
 2. A Member At Large may accept a request by the Executive Committee or the President to serve as its special agent in specific matters.
 3. The number of Members At Large positions may be increased or decreased at the discretion of the Executive Committee.

Article 6: Volunteer Events

- A. At no time will any volunteer be turned away from any event due to a lack of work. Any such instance should be brought to the attention of one of the Executive Committee immediately.

1. If the volunteer event has limited spaces, a list shall be put before the club members to fill out to secure their positions.
2. At no time shall a volunteer list be out before the specified date and time to be filled out. Volunteer lists should always be presented at a club happy hour with prior notice given to members as to what date it shall be made available and as to how long it will be available to submit their names for such work.
3. If it is not feasible for the list to be put out at a happy hour, the volunteer list shall be communicated to the members via the MMPHC e-group. The buddy system shall apply in this instance for people who do not have internet access.

Article 7: Committees

- A. General: The following standing committees are established in order to maximize involvement and participation of the club members.
 1. Phone/email communications
 2. Web Site
 3. Newsletter
 4. Public Relations
 5. Charities and Membership
 6. Happy Hour raffles and donation collections
 7. T-shirt design, procurement, and sales
 8. Concert tickets recording of points and distribution
 9. Historian/Scrapbook
 10. Other special committees may be established by the President, Executive Committee and or general membership to deal with specific projects, e.g., anniversary parties, Christmas parties, etc.
- B. Committee Roles:
 1. Committees, working under a chairperson, are given the detailed responsibility of specific events and activities.
 2. The committees are expected to work closely with the Executive Committee on all projects/events.
 3. Committees are required to keep the President and the Executive Committee informed at all times of plans and progress.
 4. Committee members serve at the discretion of the committee chairperson in charge of that committee.
 5. The Executive Committee will determine the committee chairperson's term of office.
 6. The appointed chairperson may be removed by a 2/3 vote of the Executive Committee.
 7. The appointed chairperson may appoint his/her own committee members except for the Executive Committee elections committee.
 8. Planning for an event shall begin no later than four (4) months before the event.
 9. Publicity for an event shall begin no later than three (3) months before the event.
 10. The President can select any necessary committee chairperson from the membership at large subject to approval of a majority vote of the Executive Committee to serve in committee positions which the board has created.

Article 8: Concert Ticket Point System

- A. Distribution of Concert Tickets:
1. The concert tickets, if provided by PHIP and HK management will be distributed on a point system and under the direction of the Concert Ticket Committee and the Vice President.
 2. The point year will run, during a calendar year, from the first event after the local Jimmy Buffett concert until the points are due for ticket purchase.
 3. No more than 2 tickets per member will be available to the highest point earners.
 4. The Executive Committee base on ticket availability may adjust this figure.
 5. Ties may be broken by a lottery.
 6. A member must have at least 15 or more points to qualify to be eligible for tickets.
- B. Point System is as follows:
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| Executive Committee : | 6 points |
| Chairperson of a Committee: | 5 points |
| Active Committee Member: | 4 points |
| Organize a charity event: | 5 points |
| Participation in Events (tailgating, charity even, parties, etc.) | 3 points |
| Special Projects (newsletter, sponsorship, etc.) | 3 points |
| Recruiting New Members: | 2 points |
| Attending Meetings/Happy Hours: | 1 point |
| Attending an Event: | 1 point |
- *Other points may be added at the Executive Committee's discretion.

Article 9: Meetings

- A. Social Meetings:
1. The club will endeavor to have at least one social event a month. These events will normally include some type of charity function or acceptance of donations to specified charities.
- B. Board Meetings:
1. Will occur at least every month.
 2. These meetings will be conducted by the President or in his/her absence the Vice President.
 3. Any member in good standing may attend and will conduct themselves in a business like manner.
 4. All club decisions at the meeting will be by a simple majority vote of those members present.
 5. Minutes will be taken at all meetings and reported out at the following social/business/Executive meeting.
 6. A quorum is necessary at any meeting, which has been communicated in good faith.
 7. Proxy: Any member of the Executive Committee who cannot attend a scheduled meeting may provide for a written proxy on his/her behalf. No member of the Executive Committee will be allowed to vote in absentia through a proxy unless the proxy is in writing and is carried to the meeting by the person selected as proxy.

Article 10. Elections and Voting

A. Elections and Voting:

1. Voting can be held at any time for any reason by a majority vote of the Executive Committee. Only the Executive Committee can present motions to be voted on by the general membership or before the Executive Committee.
2. The Executive Committee as a whole or in a part will not endorse any candidate for any office in any area except as specified in these by-laws.
3. Any elections or voting that for any reason not otherwise covered in these by-laws which required membership vote will be advertised through the newsletter and all votes will be based on a majority of votes of present membership or responding members if the vote is held by mail.
4. Any items to be voted on by the general membership must be communicated to the members at least one month prior to the deadline for voting. The Executive Committee will determine the deadline for which mail-in votes must be postmarked and only those responses will be counted.
5. For voting by mail, the ballot will contain the names and address to which the ballot must be returned with a clear communication of the deadline by which it must be postmarked.
6. The organization is not required to pay return postage on any ballot.
7. The organization is not responsible for lost/returned mail.

B. Election Committee:

1. The Board Officer overseeing the election of the Executive Committee shall abide by the course of the action as described in these by-laws.
2. The Board Officer can be removed for failure to perform any of his/her duties in a timely and objective fashion by a 2/3rds vote of the Executive Committee.

C. Votes within the Executive Committee:

1. In the event of a tie vote within the Executive Committee or the tie vote in an election or motion brought before the board, the tie will be broken by a vote of the President and all voting Members At-Large. If a tie vote still remains, the President will break the tie.
2. In the event that any business must be decided by the Executive Committee between scheduled meetings, the President may conduct a meeting by telephone or e-mail of each member of the Executive Committee, either individually or as a group. Regular quorum rules apply with each voting member considered present.

D. Nominating:

1. Candidates wishing to run for office who are not already on the Executive Committee will follow the procedures outlined in these by-laws.
2. Only members in good standing will be considered for nominations to any elected position.
3. In the event that an elected officer fails to meet the membership requirements at any time during his/her term, he/she will receive written notice from the Executive Committee that a 30-day grace period will be offered to correct the disqualifying event.

At the end of the grace period, any elected officer who has failed to meet the membership requirements will forfeit his/her position on the Executive Committee.

4. To be elected, the candidate must receive 50% plus one. If more than two (2) candidates are nominated and no candidate received 50% plus one, the candidate receiving the least number shall be eliminated and another vote is taken.
- E. Replacement of Members on the Executive Committee
1. If a member of the Executive Committee does not wish to serve an additional term, he/she must follow the guidelines established in these by-laws.
 2. If a member of the Executive Committee cannot fulfill his/her term of office, the President shall nominate a candidate for the position. The candidate must be approved by a majority vote of the Executive Committee.
 3. Recalls of any member of the Executive Committee can be made by any member upon presentation of a petition that describes the reason for recall. The petition must be signed by at least 25 members in good standing at the state on which the petition is presented to the President of the remaining Executive Committee members.
 4. The recall of any elected official may be affected for any of the following reasons:
 - a. Mental or physical disability resulting in substantial inability to execute the duties of that office.
 - b. Malfeasance or nonfeasance of office.
 5. Upon presentation of such a petition to the President, a special Election Committee shall be appointed to supervise the voting, to receive and count ballots and to certify the results, in writing to the President with a copy to the newsletter editor for publication. Such petition, together with a ballot, shall appear in the next newsletter; provided the editor receives it 3 days prior to a deadline date established by the newsletter editor and/or his/her committee.
 6. Balloting rules of a regular or vote shall apply, except that the designated date for the final receipt of ballots shall be no less than 30 days or more than 120 days from the date of the newsletter publication.
 7. In recall elections, a minimum vote of ten percent of the membership must be received in order to affect a recall. A simple majority of the ballots cast will determine rejection or approval.
 8. The President shall inform the membership in writing via the newsletter of the results no later than ten (10) days following the certification of the election.

Article 11: Mission Statement/Dissolution

- A. The MMPHC has adopted the following mission statement, which will guide the goals and purposes of the MMPHC:

The Mid-Michigan Parrot Head Club is a charter chapter of the Parrot Heads in Paradise, Inc., and was created to promote friendships and organize social activities for people with similar interests including enjoyment of the tropical spirit of Jimmy Buffett's music.

In addition, the Mid-Michigan Parrot Head Club is a non-profit corporation and provides a variety of volunteer efforts in the local, regional and national community for social and environmental causes.

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

- B. In the even that the MMPHC should dissolve, all assets, and real and personal property will revert to the local government or another nonprofit organization.

Article 12: Miscellaneous

- A. Reimbursement of expenses to any member who has incurred expense on the behalf of the organization must be accompanied by a written request for reimbursement to any member of the Executive Committee. Proper documentation including receipts must be submitted for consideration.
- B. Submission of officer's receipts for reimbursement will be approved in the same manner except that the officer will excuse him/herself during the discussion of reimbursement and will not vote on the same.
- C. Expenses in excess of \$40.00 should be discussed in advance of payment to receive authorization from the Executive Committee.
- D. Expenses in excess of \$100.00 for a board approved special event must be brought before the Executive Committee for approval.
- E. Mileage reimbursement will equal the IRS allowance.
- F. Any property belonging to the organization shall not be used or consumed by any person without written consent of the Executive Committee and on approval by majority vote of same. The term "property" includes all property real or personal, tangible or intangible, which may be owned, created by or in the possession of the organization absent an overriding legally enforceable contract.
- G. The fiscal year for the MMPHC shall begin on January 1st and end on December 31st.
- H. The Vice President and Treasurer are authorized signatures of the organization bank account.
- I. The following statement is to be added to each printed membership directory:
"This directory is for the exclusive se of the Mid-Michigan Parrot Head Club members. It is not be utilized for any other purpose not directly associated with the Mid-Michigan Parrot Head Club, nor is it to be released to other parties without the approval of the Executive Committee."
- J. Advertising rates for the newsletter shall be set and approved by the Executive Committee.
- K. All special events shall be budgeted to at least "break even" financially. If a deficit appears likely, it will be reported to the Executive Committee promptly.
- L. The latest revised edition of Robert's Rules of Order shall govern the conduct of all meetings except as provided in these by-laws.

Article 13: Amendments to the By-Laws

- A. These by-laws may be amended at October meeting or special meeting by a majority vote of the individual members qualified to vote who are present and vote; provided an amendment may be submitted by only one of the following:
 - 1. Recommendation of the Executive Committee approved by a majority of the entire Executive Committee;
 - 2. Petition signed by ten (10) individual members in good standing, made in writing to the President.
- B. The Secretary shall mail notice to members authorized to vote according, at least ten (10) days prior to the October meeting or special meeting, provided, the failure to give such notice shall not invalidate action taken at the October meeting on a request or petition.

Article 14: Adoption of By-Laws

- A. Adoption of the by-laws or revisions thereof, which are approved by a majority vote of the Executive Committee.
- B. These by-laws, as amended, March 23, 2010, will go into effect the first day of the new fiscal year, after the October meeting, or special meeting.