

Pirates of the Prairie Kansas City Area Parrot Head Club By-Laws

Proposed 01/20/13, Adopted June 6, 2013

ARTICLE I. NAME AND MISSION STATEMENT

Section I. Name—This organization shall be known as Pirates of the Prairie, Kansas City Area Parrot Head Club (KCPHC) and shall be referred to hereinafter as “the Club.”

Section II. Mission Statement—Pirates of the Prairie, Kansas City Area Parrot Head Club 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 the process of making new friends and having fun, we believe in leaving something positive behind. We are a fraternal organization (501(c)7) which provides a variety of volunteer efforts in the local, regional and national community for social and environmental causes. Our Club is open to anyone with the tropical spirit and desire to contribute to the betterment of our community.

ARTICLE II. MEMBERSHIP & DUES

Section I. Qualifications—Club membership shall be open to all persons with an interest in the music of Jimmy Buffett and the island lifestyle he personifies.

Section II. Applying For Membership—An application for membership must be completed by the interested applicant and signed by applicant prior to submission to the treasurer.

Section III. Types And Classifications Of Membership

Club memberships shall be divided into two categories: Single and Household.

- Single Membership: A Single membership is an individual 18 years of age and over.
- Household Membership: Two (2) Persons 18 years of age and over residing at the same address.
 - Parakeets (children under age 18) are automatically members under either of the above categories (single or household).

Section IV. Member In Good Standing—A member in good standing shall:

- Pay dues set forth by the Board of Directors.
- Follow Club by-laws as contained herein.

Section V. Annual Dues

- Dues are \$15 for Single membership, \$25 for Household membership.

- Membership fees are based on a standard calendar year from January 1st to December 31st of each year.
- Members joining after Nov 1 will be dues paying members for the following calendar year.
- Renewal membership fees are due by January 31st of each membership year.
- Membership renewal notices will be sent via e-mail or postal mail in November with a reminder note in the last e-mail and/or newsletter for the year.
- Refunds will not be issued regardless of the reason of the termination of membership.

ARTICLE III. MEETINGS

Section I. Social Meetings—The Club will have at least one social event a month. The socials will be held the 2nd Saturday of the month, unless rescheduled by the Board of Directors. Social Meetings may include a charity fund raising event.

Section II. Business Meetings— At each Monthly social, approximately 15 minutes shall be set aside for Club business. Club officers shall report to the members on any news, upcoming events, or any updates on old business that might be necessary. The treasurer will provide a report on financials at least quarterly.

Section III. Board Of Directors Meetings—The Board will meet on at least a quarterly basis. More meetings may be necessary based on concerts or high visibility Club events. All Club members are welcome to attend Board meetings and can offer input. However, only the Board has voting power. Minutes from Board of Directors Meetings will be made available to all members upon request and reported at the next business meeting.

ARTICLE IV. BOARD OF DIRECTORS

Section I. Board of Directors--The Board of Directors (hereinafter referred to as 'the Board') will be responsible for insuring all Club activities are conducted within the guidelines of Parrot Heads in Paradise (PHiP). The Board will be empowered to make decisions in the best interest of the Club. Each position shall have one vote. The Board of Directors will act on recommendations from the general membership meetings and forward projects and concepts to the general membership meetings for approval.

The Board shall consist of the following:

- President
- Vice President
- Treasurer
- Secretary
- Community/Charity director
- Social/Event director

- Immediate Past President(non-voting)
- Webmaster / Social Media director (volunteer, non-voting, non-expiring)

Section II. Term of Office--Unless stated elsewhere in Club by-laws, the term of office for an elected member of the Board will be two (2) years.

Board members may be re-elected but no Board member shall serve more than 2 consecutive terms in the same office.

Section III. Conducting Club Business-- A two-thirds majority of the Board is necessary to conduct business.

ARTICLE V. RESPONSIBILITIES OF ELECTED OFFICERS

Section I. President—The President shall:

- Be the executive officer of the Club and preside at all social meetings and Board meetings.
- Work with Committee Chairpersons and the Vice President in order to help insure all assigned tasks are completed in a timely manner.
- Appoint, subject to approval of the Board of Directors, members to Committees, including vacancies of officers in the Board of Directors.
- Have charge of other matters as may be placed in his or her charge by the Board of Directors or membership.
- Serve as a liaison with PHiP, including compiling annual reports, semi-annual charity reports and all ticket/concert requests.
- Work to resolve complaints and issues within the Club and PHiP.

Section II. Vice President—The Vice President shall:

- Have the powers and duties of the President in the absence of the President.
- Serve as Liaison with other Parrot Head Clubs and Club committees.
- Keep current membership roster in order, including accepting membership applications and updating roster as needed.
- Work with secretary and committee directors to maintain organization points for the concert ticket distribution system.
- Work with matters that are delegated by the President or the Board.
- Work with community/charity director to insure all PHIP and local charity guidelines are met.

Section III. Secretary—The Secretary shall:

- Insure that minutes are recorded at all Board Meetings.
- Maintain attendance log and committee member rosters.

- Send Thank You notes to Club contributors and sponsors as necessary as well as correspondence to Club members in the event of illness, death, etc...
- Other duties as designated by the President or the Board.

Section IV. Treasurer—The Treasurer shall:

- Record and track all financial functions and transactions.
- Balance Club accounts and issue checks for all expenditures and charity donations based on receipts supplied.
- Maintain inventory of Club items, including but not limited to t-shirts, and make items available for purchase to Club members.
- Other duties as designated by the President or Board of Directors.

Section V. Community/Charity Director—The Community/Charity Director shall:

- Liaison between the Club and charitable organizations.
- Solicits Club members for candidate charities.
- Works with Social/Event director on major fundraisers.

Section VI. Social/Event Director—The Social/Event Director shall :

- Coordinate social gatherings to include, but not limited to, regular monthly meetings and phloating phlockings.
- Work with Community/Charity director on major fundraising activities.

Section VII. Webmaster—The Webmaster/ Social Media director shall:

- Maintain the Clubs website in accordance with PHiP guidelines.
- Maintain the Club Facebook page.
- Position is strictly voluntary and is non-voting, non-expiring position.
- Provide 30 days written notice to the Board prior to relinquishing their duties.

Section VIII. Advisor (Immediate Past President)

- May attend Board of Directors meetings as a non-voting member.
- Offer advice as requested by current Board of Directors.
- Act as an agent of the Club for any specific matter only when requested by the President.
- Other duties as designated by the President or Board of Directors.

ARTICLE VI ELECTION OF OFFICERS

Section I: Election of Officers--Election of officers will be held in a staggered fashion so as to maintain experience and continuity with respect to Club operations.

- President, Secretary, and Social/Event Director will be elected in odd years

- Vice President, Treasurer, and Community/Charity Director will be elected in even years

Section II. Election Notice--An election notice will be sent to all members as appropriate via e-mail and/or newsletter. This notice will include the offices to be elected and the manner in which the election will be conducted.

- Nominations for each office will be accepted within 30 days of initial notice.
- Nominations for each office will be accepted from any member.
- Self-nominations will be allowed.

Section III. Election Chairperson--An Election Chairperson will be nominated by the President and approved by the Board. The Election Chairperson will be:

- Responsible for accepting nominations.
- Conducting the election.
- Reporting election results to the Board of Directors within 60 days of initial notice.

Section IV. Special Elections--The Board may request a special election for officers as may be needed.

- Notice will be sent to the Club for affirmation of said election.
- Elections will be held based on a simple majority of respondents.
- Special Election period should not exceed 30 days.

ARTICLE VII. CLUB WEBSITE/FACEBOOK SITE(S)

Section I. Site Management

- Club sites will be kept up to date in accordance with PHiP guidelines.
- Site passwords shall be maintained by webmaster and shared with **at least** one other member of the Board.
- Photos submitted for posting on the Club website/Facebook page shall become the property of the Club.
- By their attendance at Club functions, members and guests give their implicit permission for photos taken at said functions to be used by the Club in any manner deemed appropriate by the Board.
- Mailing List: Use of mailing lists identifying club leaders or club members for external solicitation purposes of any kind (including charitable) is strictly prohibited.

ARTICLE VIII. COMMITTEES

Section I. Standing Committees-- The following standing committees will be established as required in order to maximize involvement and participation of the Club members:

- Special Events Committee.
- Charity Committee.
- Parade Float Committee.
- Auction Committee.

Section II. Committee Roles-- The purpose of all committees is to ensure that day-to-day functions for special events are completed in a timely manner and to encourage Club participation. Committees, working with a Chairperson, are given the detailed responsibility of specific events and activities. The committees are expected to:

- Work closely with the Board of Directors on all projects and events.
- Keep the President and Board of Directors informed of all plans and progress.
- Committee chairperson or delegate will submit a report at each Club business meeting.

ARTICLE IX. PARROT POINTS AND TICKET DISTRIBUTION

Section I. Parrot Points—Parrot Points will be awarded to all members for Club participation at events including but not limited to socials, committee participation, volunteer events, fundraising events.

Points will be derived as follows:

- Charity event-1 point.
- Social event-1 point.
- Committee meeting-1 point.
- Fundraising event-1 point.
- Volunteer event-1 point.
- Board Member-1 point.

Section 1A-extended club members

Members who, because of distance, may not be able to participate in regular club events may submit for approval information on local events they have participated in. Information should include the event, a contact, and the time or dollars spent.

Section II. Ticket Distribution--Parrot Points will be used to determine eligibility for concert ticket distribution.

- The calendar year prior to the concert season will be used to determine concert ticket eligibility. The most active members, in good standing, will be given first choice on purchasing tickets through the Club. Ties may be broken by lottery.
- Ticket purchases will be made available to those with the highest point credits, dependent on the number of points possible to accumulate and number of tickets available to our Club.
- One ticket per member in good standing (one butt=one ticket).

- Tickets, when made available to the Club, are a privilege not a right. They are made available to the most active Club members as a reward for their volunteerism throughout the year. Tickets must be used by a Club member and may not be re-sold.
- Club members must make a firm commitment and promptly pay for their tickets. There are no returns. Club members who do not pay for their tickets will be banned from ticket purchases for one year.

ARTICLE X. EXPENDITURES

Section I. Club Member Expenditures--Request for reimbursement for Club related activities including but not limited to, construction materials for parade floats, raffle items for Club events, newsletter expenses. Club members requesting reimbursement shall:

- Submit for approval by the president and/or treasurer receipts for expenditures not to exceed \$50 (Fifty Dollars).
- Obtain approval in advance by the president and/or treasurer for expenditures not to exceed \$100

Section II. Event Expenditures--Expenditures approved by the Board for Club sponsored events to raise charitable funds shall be made with the understanding the Club be reimbursed for said expenditures

Section III. Club Sponsorship--Requests of funds for sponsorship from charitable organizations up to \$250 may be approved by at least a 2/3 vote of the Board.

ARTICLE XI. ALTRUISM

Section I. Altruism--Events and activities sponsored by the Club will have a portion of the proceeds raised donated to a designated charity, determined prior to the event. The Club will donate time and/or money to at least one local charity each year and/or be involved in one environmental cause each year. The Community/Charity director has the responsibility to make recommendations to the Club as to which charities to support.

ARTICLE XII. REMOVAL OF MEMBERSHIP

Section I. Removal of a Board Member--Any member of the Board may be removed from office for just cause, including but not limited to, malfeasance, nonfeasance, misfeasance, gross negligence in office, omissions in office determined by the Board of Directors to be a detriment to the Club.

- Board members missing three consecutive, planned meetings without cause may be removed.

- A written motion for removal will be brought before the entire Board by any member of the Board who shall distribute the motion to the remaining board members for consideration.
 - This motion will be voted upon within 7 working days of receipt by the Board members unless written dispute or clarification is requested by any Board member. Such request shall be filed within 7 working days with the remaining Board members who are required to respond in the same time frame.
 - This correspondence shall continue until the matter is resolved and voted upon.

Section VI. Removal of a Club Member--Any member may be removed from membership for just cause including but not limited to, illegal drugs, illegal substances, unlawful possession of firearms or misconduct at Club functions or misrepresentation of the Club outside of Club activities.

- Any member may be expelled from the Club after written charges have been presented by a member or members to the Board.
 - Written notice containing the charges and date of the hearing must be mailed to the charged member at least fourteen days prior to the date of the meeting at which time these charges will be considered.
 - The charged member shall have the right to attend and answer the charges, or file an answer or otherwise explain in writing to the President prior to the meeting.
- Any member who is removed from membership shall not receive a refund of any dues.

ARTICLE XIII. MISCELLANEOUS

Section I. Club Property-- All materials, including t-shirts, promotional items, raffle donations, auction donations and gifts, material or financial, acquired by any member in the name of the Club for the express purpose of Club use must be presented to the Board. Items may not be used for personal use. The Board will vote for disposition of all items acquired for the Club.

ARTICLE XIV. WAIVER OF LIABILITY

Section I. Club Liability--The Club neither approves of nor assumes responsibility for actions by members which may result in 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.

Section II. Solicitation of Goods--No Club member, officer or entity of the Club is authorized to contact HK Management or Margaritaville, Inc., its successors and/or assigns outside the local area, regarding promotional materials provided by said organizations to the Club or any other matter pertaining thereto. All contacts to aforementioned entities must be through PHIP.

Section III. Alcohol--The Club will not purchase or provide alcohol for any Club member or event. Members are responsible for their own actions and are asked to drink responsibly.

ARTICLE XV. AMENDMENT AND ADOPTION OF BY-LAWS

Section 1. Once adopted, the By-Laws can be changed in the following manner.

- Changes and/or additions must be presented to the Board for approval.
- Once approved by the Board, said changes and/or additions will be presented to the Club members for acceptance or rejection.
- Changes and/or additions will be adopted based on a simple majority of respondents within 30 days of presentation
- By-laws shall be reviewed at least once every five years.

These By-Laws were approved and adopted by Pirates of the Prairie (Kansas City Area Parrot Heads) on mm/dd/yyyy