

Official By Laws

Rev. B - 15 December 2005.

The following by-laws are condensed into one document incorporating six approved amendments, the last being approved on 4/26/2010.

Article I. Name

- A. The name of the organization shall be the Coastal Jersey Parrot Head Club (CJPHC) and is located in Lacey Township, New Jersey.

Article II. Statement of Purpose

A. The purpose of the organization is to promote the CJPHC as a non-profit organization. This organization shall exist to be a congregation of individuals living out the philosophies of Parrot Heads; celebrating our passion for fun and life. It shall assist and support other non-profit organizations in the community and aid environmental concerns. It will also provide social activities for people interested in the music of Jimmy Buffett and the lifestyle portrayed in that music.

- B. CJPHC is a chartered club in good standing with the international parent organization of Parrot Heads in Paradise, Inc. (PHiP).

Article III. Membership and Dues

- A. Membership in CJPHC shall be open to anyone meeting the requirements specified in Article III, Section B.

B. Membership requirements shall be as follows:

1. A member should have an interest in community service and environmental concerns.
2. A member should have an interest in the music of Jimmy Buffett.

C. A member in good standing:

1. A member whose dues are current.
2. A member who has signed a Membership Application and agreed to the Code of Conduct, as stated below:

Code of Conduct. Each member of the CJPHC is responsible for his or her own actions and behavior and shall treat fellow members, guests and hosts and their personal property, with respect, and agree to abide by all local, state, and federal laws. Members will not verbally abuse another member and must speak civilly. The CJPHC shall not be held liable for the actions of its members. Members will not send email to the CJPHC general membership using the CJPHC "Groups" list, PhiP or other PH clubs without the consent of the Executive Committee.

D. Recall of Membership

1. The Executive Committee reserves the right to recall any membership by a majority vote of the Executive Committee.
2. Reasons for recall can be, but are not limited to, fighting, theft, defacing property, possession of a controlled substance at a club endorsed event, direct endangerment to self or others, and/or non-compliant to Code of Conduct.
3. Recalled members may make an appeal to the Executive Committee by submitting a petition signed by 25 percent of the current membership in good standing. Upon receipt of such a petition, the Executive Committee shall determine if the recall will stand, or if that person's membership will be reinstated.

E. Membership Renewal:

1. All renewing members must have their membership application reviewed and approved by the Executive Committee.

F. Dues:

1. The Executive Committee shall determine and set the amount of dues owed by each member by a majority vote.
2. The Executive Committee shall be empowered with the authority to review the amount of dues charged to the membership on a yearly basis and adjust the amount as deemed fitting and proper.
3. Dues shall be paid annually every January. Dues shall be collected by the Treasurer with a method approved by a majority vote of the Executive Committee. Dues paid are non-refundable.
4. Any member wishing to terminate his/her membership will not be refunded any portion of their dues.
5. Any member that has not paid his/her dues by the 15th day of January shall be considered to have terminated his/her membership within the Club.

Article IV. Administration

A. Executive Committee

1. CJPHC will be operated and managed by the Executive Committee.
2. The Executive Committee shall be made up of the following Officers: a President, a Vice President, a Secretary, a Treasurer, 3 trustees, and the immediate past CJPHC President.
3. The Executive Committee shall meet, at a minimum, on a quarterly basis.
4. The President shall be empowered to call additional meetings, as deemed appropriate.
5. Three (3) Executive Committee members must be in attendance to convene an Executive Committee meeting.
6. Each Executive Committee member shall have an updated/complete mailing list.

7. Each Executive Committee member must be an active member of the club as defined herein.

8. In addition to Article V Paragraph B and VI Paragraph B3: If a member of the Executive Committee cannot complete their term, with more than 1/3 of their term remaining, The Executive Committee will

solicit nominations from both the Executive Committee and General Membership.

A special membership meeting will be convened with a minimum two-week notification to allow an election to be held. The position will require a majority vote by members present. If there is 1/3 or less of their term remaining the Executive Committee will appoint a member in good standing to complete the unexpired term until the next General Election.

Article V. Elections and Period of Service

A. Period of Service:

1. All officers' terms shall consist of two (2) calendar years running from 01 January through 31 December of the same year.
2. Officers can be elected for no more than two (2) consecutive terms in the same position.
3. The only exception shall be the first term of office for the three (3) Trustees, which shall be for one (1) year only. Subsequent elections for the three (3) Trustees shall be for a two (2) year period.

B. Elections:

1. All active club member, in good standing for one year, can be nominated to the Executive Committee to run for any office.
2. Candidates for office must make their intentions known to the Executive Committee by 01 October of the election year.
3. If there are not enough candidates for these positions, the Executive Committee will immediately begin a search for additional candidates.
4. If only one candidate runs for office, then the incumbent board member may compete in the election regardless of time served.
5. Voting will take place at a designated membership meeting.

C. Special Circumstances:

1. Due to the unique situation in the Spring/Summer of 2005 (i.e.: the resignation of 75% of the Executive Board), the President may, at his or her discretion, call for an immediate election for all offices. In the event of similar circumstances, the President (or Acting President) may follow this precedent.

Article VI. Officers and Duties

A. President. The President shall:

1. Chair Executive Meetings and General Membership Meetings.
2. Prepare an agenda for all meetings. This agenda will be made available to all members.
3. Collect input from the Vice President, Secretary, Treasurer and/or Committee Chairs.
4. Appoint all non-elected committee heads with the approval of the Executive Committee.

5. Have the power to call any special meetings of the Executive Meetings, Business Meetings, or General Membership Meetings.
6. Work with Committee Chairpersons to assure assigned tasks are completed.
7. Review all reports to be submitted to PHiP organization.
8. Act as a liaison between other local Parrot Head Clubs.
9. Be the contact for PHiP business.

B. Vice President. The Vice-President shall:

1. In the absence of the President to conduct all Executive Meetings, Business Meetings, and General Membership meetings, and assist the President in administrating the needs of the club.
2. Chair the Membership Committee.
3. Succeed to President, if the current President is unable to complete term of office.
4. Inspect the financial records on an annual basis no later than 30 June of each year.

C. Secretary. The Secretary shall:

1. Be responsible for providing all Executive Committee Members with a complete membership information list.
2. Keep accurate records of all Executive and Business Meetings.
3. Furnish copies of the minutes to all Executive Members, Committee Chairpersons, and any club member that requests copies.
4. Correspond with any non-profit organization or individual requests, approved by the Executive Committee.
5. Receive from the Committee Chairpersons and record the names of those who participated in volunteer and social activities.
6. Upon completion of his/her term, turn over all records and club histories for that year or otherwise in his/her possession to the succeeding Secretary no later than thirty (30) days after the end of his/her term.

D. Treasurer. The Treasurer shall:

1. Keep accurate records of the financial activities of the club and payment of dues by club members.
2. Make club membership dues list and provide to Secretary.
3. Assume responsibility for financial matters of the club.
4. Prepare quarterly financial reports for the Executive Committee.
5. Upon completion of term, turn over all funds, books, and financial records to the succeeding Treasurer no later than one (1) week after the end of his/her term.
6. Prepare and present a financial report at all Membership Meetings and shall make said reports available to any member who requests a copy.

E. Trustees. The three (3) Trustees shall:

1. Be full voting members of the Executive Board.
2. Receive all reports and review all books and records pertaining to club activities and business.

F. Advisors. The Advisors (i.e., Immediate Past CJPHC President) shall:

1. If requested by the present Executive Committee, the immediate Past

- President may participate in executive meetings as a non-voting member.
2. Accept a request by President with approval by the Executive Committee to act as an agent of the club for any specific matter.

Article VII. Removal from Office

- A. Any elected Executive Committee member may be removed for just cause including but not limited to, misrepresentation of club stated goals, unauthorized use of club funds, non-performance of duties of office, and missing three (3) Executive Committee Meetings in a row, unless excused by the Executive Committee.

Article VIII. Meetings

A. Executive Meetings:

1. Executive Meetings shall be held once each quarter and shall only be attended by the Executive Committee members unless a member or guest is invited to discuss or propose a special topic, and the Executive Committee members are all given advance knowledge of the inclusion in the agenda. Special meetings can be called to address new concerns of the club, as needed.
2. Minutes of each meeting will be taken by the Secretary, or in his/her absence, by someone appointed by the officer conducting the meeting. These minutes will be made available to any member by request.
3. All decisions reached at these meetings shall be by majority vote and reported to the club membership.

B. Social Events:

1. The club will attempt to have social events once a month, a happy hour, or similar gathering.
2. All club members are invited to attend and bring guests.

C. Membership Meetings:

1. Membership meetings shall be held as deemed necessary by the Executive Committee or as requested by a majority of the membership.
2. Those club members attending these meetings will conduct themselves in a business-like manner. Anyone not conducting himself or herself in a business-like manner will be asked to leave the meeting.
3. Guests or members addressing these meetings shall have the attention of all that are present.
4. Issues that require action will be discussed in detail at the next Executive Committee Meeting.
5. The Secretary shall take minutes of these meetings. If unavailable, minutes will be taken by a club member appointed by the officer conducting the meeting.

Article IX. Committees

A. Establishment of Committees:

The following committees will be established, Director (i.e., Social Director, Volunteer Director, and Membership Director) will be an appointed position, and all club members are encouraged to participate. Committee Directors will be required to submit a report to the President after each event. Information should include name of the event, amount of funds raised, area(s) of funds' distribution, amount of funds expended, contact name and address for the charity, and number of volunteers. The sign-in sheet for the event should be given to the Secretary on a timely basis.

1. Social Committee

The Social Committee shall organize social activities.

2. Volunteer Committee

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

3. Membership Committee

The Membership Director duties shall include maintaining database, which will include names, addresses, email addresses, and other information as deemed necessary by the Executive Committee. The Membership Committee will be responsible for welcoming new members in a format designated by Executive Committee, including sending welcome letter, distributing membership cards, ensuring that new members' information is entered into all club databases, as necessary.

4. Art Director Committee

The Art Committee, under the supervision of the Art Director, will be responsible for creating, maintaining and distributing art work, such as, logo(s), letterheads, templates, flyers, posters, tee shirt art, and photos, as requested by the Executive Committee. The Art Director shall report to the Executive Committee in the same manner as all other Committee Directors as defined in the above paragraphs in Article IX.

5. Public Relations Committee

The Public Relations Committee will be responsible for advertising all Club events through the use of any media deemed appropriate by the Executive Committee, including, but not limited to, newspaper, television, radio, Internet.

6. Ticket Director

The Ticket Director will be appointed by a majority vote of the Executive Committee. The Ticket Director will maintain Parrot Points (see Article X, Concert Tickets), and will act as a liaison to PHiP Ticket Administration, IAW PHiP By-Laws. The Ticket Director will be responsible for, upon tickets being made available, for picking up the tickets.

Committee Roles:

1. Committees working with a Chairperson will be given responsibility for specific events and activities.
2. Committees will report to the Executive Committee on the progress or lack, thereof, of special events and activities, as necessary (a Committee report shall be given).
3. Committee Chairpersons will not have a vote on the Executive Committee.

Article X. Concert Tickets

(As governed and approved by the PHiP Board of Directors)

- A. A copy of the club membership roster must be reviewed by the Executive Committee and sent to the PHiP Ticket Administrator highlighting active club members.
- B. A Ticket Coordinator will be chosen by the Executive Committee members to act as the Club and PHiP Liaison. The Club President must approve all ticket requests, based on eligibility.
- C. Tickets will be distributed in accordance with the rules provided by the national headquarters of Parrot Heads in Paradise. PHiP will advise which clubs are in

our Region and with whom we must share tickets.

D. The cost of tickets is determined by venue and is not to be sold for more than face value. The Ticket Coordinator is responsible for collection of money from all participating clubs and club members.

E. Participation Point System

The Participation Point System, hereafter called "Parrot Points: will be utilized for tracking of involvement and participation in club administration, charity, community, environmental events, and fund-raisers, using the following Parrot Point Guidelines, as deemed appropriate by the Executive Committee.

1 Point - For attending a Social Event/Happy Hour

2 Points - For attending a community service/environmental event

3 Points - For organizing a Social Event

4 Points - For organizing a community service/environmental event.

Executive Committee members receive 2 points per month.

Committee Directors receive 1 point per month.

Discretionary Points - Members can earn additional discretionary points for those who go above and beyond. The Board officers shall make recommendations to the Board, and the Board shall vote if the individual(s) should be awarded the points.

Points will be communicated by the appropriate Committee Director to the Executive Committee. Points are awarded per paid adult member and recorded as such by the Ticket Director.

Tickets will be awarded using a tier system established by the Executive Committee based upon the number of tickets made available by PHiP. Members must participate at least two (2) club-sponsored community, environmental or combination of events to be eligible for tickets. Tickets and distribution rules will be announced on the website.

**Maximum number of tickets per member is one (1)
as per PHIP revision 2010**

Only paid members in good standing are eligible to receive Parrot Points and/or tickets.

Members must pay for tickets prior to them being obtained from PHiP.

Members not paying for tickets prior to final due date will forfeit those tickets. NO EXCEPTIONS.

If a member is unable to use tickets, those tickets must be returned to the Ticket Director immediately. If the Ticket Director is unable to find another member of first CJPHC, and then another venue eligible club to purchase unused ticket, the member who was unable to use the ticket will not be reimbursed by the Club. The same said member cannot sell the unused ticket.

Tracking of points for concert tickets will begin on January 1 and end on December 31 of the year prior to the concert at our assigned venue each year.

Tie-Breaker will be determined by membership seniority. If members have equal seniority, a coin toss by the President will be used.

Article XI. Amendments to By Laws

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

1. The changes and/or additions must be presented to the Executive Committee, in writing, for approval.

2. Once approved by a 2/3 vote of the Executive Board at a meeting, or by a telephone or e-mail poll, proposed changes will be sent to the membership via e-mail to those members whose e-mail addresses are on file with CJPHC, or via first class mail to those members who do not have e-mail. Members will have one (1) week to review change and/or additions, and suggest changes, additions, or corrections. If members do not suggest changes, additions, or corrections to the Executive Committee, the By-Laws will be approved as written.

3. Minor revision for clarification or of typographic nature will require only the Executive Committee's approval to be considered amended.

Article XII. Expenditures

A. A receipt must accompany reimbursement of all authorized expenses by Committee Chairperson to any club member under \$50.00. This includes paints, building materials, and decorations needed for social or volunteer events.

B. Any expenses over \$50.00 must have pre-approval of the President and Treasurer, and accompanied by a receipt.

C. Any expenses over \$200.00 must be voted upon by the Executive Committee and receive a 2/3 majority vote prior to being incurred.

D. Any expenses over \$500.00 must be proposed by the Executive Committee to the membership by mail and e-mail at least two (2) weeks in advance of the next membership meeting (or a special membership meeting may be called to vote on this matter, with two (2) weeks notice) and voted upon by the membership at the meeting and passed by a 2/3 majority.

E. Any special events must try to be budgeted to break-even. In the event that a function will not break-even, it must be reviewed and approved by the Executive Committee.

Article XIII. Finances

A. All club funds shall be deposited in a checking account. The checking account shall have three signatories, the President, Vice President, and Treasurer, with two (2) signatures necessary for every check to be valid.

B. Funds collected for a specific charitable purpose must be disbursed to that beneficiary or organization no later than thirty (30) days after the event or collection.

Article XIV. Miscellaneous

A. If the organization disbands, any and all funds remaining after all expenses have been satisfied, shall be donated to a charitable organization approved by the Executive Committee.