

Parrot Heads of North Carolina

Club Guidelines

Article I - Club Description

Section 1 -Name

The Parrot Heads of North Carolina, hereinafter referred to as "the Club," is an affiliate club of Parrot Heads in Paradise, Inc. (PHIP), the national Jimmy Buffett fan club organization.

Section 2 - Purposes

The club is a not-for-profit social club under North Carolina tax guidelines established with the following purposes:

- A. To gather and socialize with people who share similar interests while enjoying Jimmy's music in a festive atmosphere.
- B. To assist in community charitable and environmental concerns.

Section 3 - Address & Telephone

- A. The official mailing address will be a post office box location determined by and maintained by the Administrative Board.
- B. The official phone number will be determined by and maintained by the Administrative Board.

Section 4 - Founder

Whit Procter is the Founder of the Club.

Section 5 - Organization

- A. The Club will be managed by an Administrative Board consisting of:
 - 1. Operations Chairperson
 - 2. Communications Chairperson
 - 3. Membership & Merchandise Chairperson
 - 4. Events & Activities Chairperson
 - 5. Finance Chairperson

(See Article III for descriptions)

- B. All club members are welcome to participate in club meetings held for the purpose of planning club sponsored events and activities.

Article II - Membership

Section 1 - Membership Requirements

Membership in the Club shall be open to any individual regardless of sex, creed or national origin who also meets the following membership requirements

- A. Payment of annual dues according to a schedule set by the Administrative Board is required for membership. (See Article II, Section 2 for payment of dues)
- B. The person must have a commitment towards the successful achievement of clubs goals.
- C. All members attending any club function will be held accountable for his / her own actions, as well as the actions of any guests they may bring to an event, and will not hold the Parrot Heads of North Carolina responsible in any way.
- D. Because it is imperative that the Parrot Heads of North Carolina maintain a positive public image, and for the protection and security of general membership, the use of illegal drugs and /or consumption of alcohol by minors at any Club event will not be condoned by the Club. Revocation of membership will be the result of any member involved.

Section 2 - Payment of Dues

- A. The annual dues will run from January 1 to December 31 of each year.
- B. Dues for new members enrolling after March 31 of the membership year will have their dues pro-rated for their first year of membership based on the number of months remaining in the membership year.
- C. All renewing members will have a renewal dues date of January 1.
- D. All dues are due upon notification from the Administrative Board.
- E. If a membership payment is not received within 30 days of the billing date then that membership will be considered terminated. Payment of dues will reinstate that membership as long as said member is in good standing with the club.
- F. The Administrative Board can waive, reduce, or extend the deadline for payment of dues for any member due to financial hardship.
- G. Any persons wishing to terminate his/her membership between due dates will not be refunded any portion of his / her dues.
- H. The Administrative Board reserves the right to change the amount of yearly dues in accordance with the financial needs of the Club.

Article III -Administrative Board

Section 1 - Operations Chairperson

- A. Shall act as liaison between the Club and PHiP, Inc.
- B. Shall be the Executive Officer of the Club for Parrot Heads in Paradise, Inc. (PHiP, Inc.) purposes of recognition
- C. Shall compile, organize and supply all Club information required by PHiP, Inc.
- D. Shall work with the other Board chairpersons in order to insure all assigned tasks are completed in a timely manner
- E. Shall deal with and try to resolve complaints and issues within the Club
- F. Shall preside at Club planning meetings and conduct all votes made by the membership during Club planning meetings. If not present, this responsibility is taken by the Communications Chairperson
- G. Shall maintain the Clubs mailing address and be responsible for distributing mail to appropriate chairpersons
- H. Shall keep the guidelines of the Club up to date
- I. Shall be a signatory on the Club bank account

Section 2 - Communications Chairperson

- A. Shall take, maintain and publish minutes of Club planning meetings
- B. Shall preside in the absence of the Operations Chairperson and shall succeed the current term if the Operations Chairperson is unable to serve out the term
- C. Shall serve as Liaison with other Parrot Head Clubs
- D. Shall be responsible for providing updates for the Regional Calendar
- E. Shall conduct all votes made by the membership during Club planning meetings in the absence of the Operations Chairperson
- F. Shall be responsible for coordinating the publication of the Club newsletter, and distributing it to the membership
- G. Shall be responsible for coordinating the development and updating of the Clubs Website
- H. Shall be responsible for maintaining the Clubs telephone number

Section 3 - Membership & Merchandise Chairperson

- A. Shall maintain the Club membership database and backups
- B. Shall maintain the e-mail distribution list and backups
- C. Shall be responsible for notifying all club members of annual membership renewal
- D. Shall collect all dues from members and provide to Finance Chairperson
- E. Shall collect all payments for merchandise and provide to Finance Chairperson
- F. Shall maintain sign-in sheets and records participation at all Club events and maintains database of this information for reporting purpose

- G. Shall provide to the Board a list of "Members In Good Standing" upon request
- H. Shall provide mailing labels as needed for club
- I. Shall provide annual membership cards for club members
- J. Shall maintain inventory of all club merchandise
- K. Shall be responsible for ordering club merchandise
- L. Shall coordinate the selling of club merchandise

Section 4 - Events & Activities Chairperson

- A. Shall act as the liaison between the Club and all charitable and environmental organizations which the Club supports
- B. Shall work with event committees and act as coordinator of all charitable and environmental events and activities
- C. Shall be responsible for Club event and activity sign-up and registrations
- D. Shall be responsible for coordinating music and entertainment at all applicable Club events
- E. Shall set-up and provide logistical support for Club events, activities and meetings
- F. Shall be responsible for working with Finance Chairperson in establishing budgets for events.

Section 5 - Finance Chairperson

- A. Shall maintain and balance the Club bank account
- B. Shall be a signatory on the Club bank account
- C. Shall record and keep track of all financial functions and transactions
- D. Shall collect funds from all Club events and activities, membership and merchandise and deposit in Club account
- E. Shall issue checks for all donations
- F. Shall issue checks for expenditures based on receipts supplied

Article IV - Meetings

Section 1 - Annual General Membership Meeting

- A. The meeting is open to all members of the Club.
- B. The meeting will be held in January of each year at a time and place to be determined by the Administrative Board and communicated to the general membership through the Club newsletter, email, hotline and /or website.
- C. The purpose of the meeting will include, but is not limited to, a review of the past year and review of goals for the year ahead, and an open forum for discussion of the clubs annual calendar.

- D. A majority showing of hands of attendees will determine club-voting issues
- E. Should a tie result in Club voting issues the final outcome is determined by a quorum vote by the Administrative Board.

Section 2 - Planning Meetings

- A. The meetings are open to all members of the Club.
- B. The meetings will be held monthly on the last Tuesday of each month, unless other specified or cancelled, at a time and place to be determined by the Administrative Board and communicated to the general membership through the Club newsletter, email, hotline and /or website.
- C. The purpose of the meeting will include, but is not limited to, the planning and organization of all Club events; activities and current club business.
- D. A majority showing of hands of attendees will determine club-voting issues.
- E. Should a tie result in Club voting issues the final outcome is determined by a quorum vote by the Administrative Board.
- F. Should a Club member wish to add a topic to the meeting agenda they must notify the Administrative Board at least 24 hours prior to the meeting.

Article V - Concert Ticket Availability

Section 1 - Description

At their discretion, Jimmy Buffet's management company may provide a certain number of tickets for the enjoyment of the PHiP clubs in the vicinity of the concerts. Those tickets are shared with other eligible clubs that have chosen the same primary venue.

To be considered eligible all clubs are required to comply with the guidelines set forth by PHiP, Inc. including community service activity over the previous one-year period and submission of a biannual club activity report to the PHiP Director of Membership.

It should be noted that receiving club tickets is a privilege, not a right. With the addition of new clubs and the growth of the existing ones, there is no guarantee that there will be enough tickets available for all of those who are eligible. Therefore, should tickets be available, they will be offered to those members who have shown the highest level of commitment and participation in the Club, as determined by the Administrative Board.

Section 2 - Guidelines

- A. Selling Club tickets for monetary profit (i.e. scalping) is strictly prohibited by PHiP, Inc. and could result in the loss of ticket privileges not only for our club but for all PHiP, Inc

clubs. Any member proven guilty of scalping club tickets will immediately be dismissed from the club.

- B. In the event that you have purchased a club ticket(s) and find yourself unable to attend the show, notify your ticket coordinator. The ticket coordinator will maintain a wait list of eligible members and can assist in distributing your ticket to the next eligible member on the list.

Article VI - Miscellaneous

Section 1 - Expenses

- A. No Club member shall obligate the Club financially or otherwise without prior approval of the Administrative Board.
- B. Reimbursement of authorized expenses to any member who has incurred expense on behalf of the Club shall be provided upon submission of proper documentation, including receipts.

Section 2 - Property

Any property belonging to the Parrot Heads of North Carolina shall not be used or consumed by any person without the consent of the Administrative Board. The term "property" includes all property real or personal, tangible or intangible, which may be owned, created by or in the possession of the Club.

Article VII - Amendments to Club Guidelines

These Club Guidelines may be amended by a majority vote of the members present at the Annual General Membership Meeting or at a meeting called by the Administrative Board for the specific purpose of Guideline Amendment.