

Chicago Parrot Head Club
By-Laws
(Amended: Effective May, 2019)
(Proposed Amendments: April, 2021)

Article I – General

- A. The organization shall be called Chicago Parrot Head Club, sanctioned in 1993. The organization shall herein be referred to as “CPHC.”
- B. CPHC is a non-profit organization whose purpose is to assist in community outreach programs and to provide for its members a means of social interaction for people interested in Jimmy Buffett's music and tropical spirit. This is in keeping with the goals of all nationwide Parrot Head clubs of providing volunteer support for local and environmental concerns, as well as hosting assorted social activities for people with similar tastes and interests.
- C. Disclaimer: We are recognized by, but in no way attached to, Jimmy Buffett and his business interests Worldwide. We are not associated with HK Management, MCA Records, Island Records, Mailboat Records, or Margaritaville Records. It shall be stressed that Mr. Buffett's to be an active member name, his song titles, lyrics, names of businesses owned by Mr. Buffett, and the term “Parrothead” are all registered trademarks and should not be used for the pursuit of profit. Clubs are allowed to use the term “Parrothead” on T-shirts, merchandise, etc., but not Jimmy Buffett's name.
- D. Dissolution: Upon dissolution of the CPHC, any funds remaining after all expenses have been paid shall be donated to a charitable organization to be determined by a majority vote of the final Board of Directors.

Article II – Board of Directors

- A. General
 - 1. The Board of Directors, sometimes referred to as the PilotHouse Crew, or Crew, shall manage all business and executive matters in accordance with the guidelines of Parrot Heads in Paradise, Inc. and the Club's Statement of Purpose (Article I, section B).
 - 2. The seven (7) volunteer directors shall consist of the President, Treasurer, Secretary, Membership Director, Charity Director, Social Director, and Communications Director.
 - 3. It is the responsibility of the Board of Directors to meet no less than quarterly to discuss, in good faith, the issues and concerns of the members of the Club, and all past, present, and future direction of the Club.
 - 4. Meeting quorum shall consist of a majority of the Board of Directors.
 - 5. All members of the Board of Directors are entitled to one (1) vote on all matters brought before the Board and a simple majority vote of those present at the meeting is required to adopt any motion introduced at said meeting.
 - 6. Any and all Board decisions will be reported at the next General Business meeting.
 - 7. Directors shall serve as volunteers, without compensation except for the waiver of dues as set forth in Article V, Sections H, #5 & #6.
- B. Terms of Office
 - 1. Each Board of Directors Officer's term will consist of two (2) years of service. All seven (7) positions shall be voted on in the 2008 election. The Treasurer, Membership Director, and Social Director shall serve a one (1) year term and be subject to a new election in 2009 before beginning their two (2) year cycle. The President, Secretary, Charity Director, and Communications Director shall serve their two (2) year terms and elections for those positions will be held in 2010 and every two (2) years after that date. There will be no term limits for any position. All terms of office will expire at the Call to Order of the November General Meeting of the following year.
 - 2. Any Director who resigns from office without completing the term of office will not be eligible to run for a Director position again for two (2) years from the date of resignation.
- C. Eligibility Requirements

1. All Officers/Executive Board Members shall be members in good standing, for a period of no less than six (6) months prior to nomination/appointment.

D. Vacancies

1. Vacancies in all positions can be created by resignation, abandonment of duties, or by violation of any articles of the by-laws. A position shall be defined as abandoned if the Officer is absent from all General Business Meetings without just cause for a period of three (3) consecutive months. Persons filling vacated positions shall be appointed for the duration of the term by a majority vote of the Board, with the exception of the Treasurer position. This position for appointment must be presented to the membership for approval with a majority vote of those members present at a general membership meeting.
2. Abandonment and just cause will be determined by a two thirds (2/3) vote of all Board members.
3. Should the office of President become vacant, or the President become incapacitated, the Treasurer shall continue to exercise the powers, duties, rights, and responsibilities of the President's Office until such time that a selection by nomination by majority vote of the Board of Directors is reached, or upon return to duty by the President. In the circumstance whereby no one steps forward to be President of the Chicago Parrothead Club, after following all avenues of nomination and/or selection, the current or vacating President is authorized to discontinue the Club.
4. Should any other Directors office become vacant, the remaining Directors shall appoint a volunteer Director subject to the standard approval of the Executive Board. Should a Director have an Assistant, the Assistant shall be given first choice to hold the Director position.
5. All such positions will be deemed temporary until the next General Election can be held.

E. Removal

1. Any Director may be removed from office for "just cause," for reasons including, but not limited to: malfeasance, nonfeasance, and misfeasance, gross negligence in responsibilities in office, omissions or actions determined by the Board of Directors to be a detriment to the Club. This shall be subject to review by the Board of Directors, and approved by the membership of the Club.
2. Any Director missing three (3) consecutive planned meetings (monthly business meetings or special meetings) without reasonable cause shall be deemed removed.
3. Any member of the Club may bring a written motion for removal before the Board of Directors. The Directors shall review the motion for consideration.
4. This motion will be voted upon within 15 (fifteen) working days of receipt by the Directors, unless written dispute or request for clarification is received of any member. Such a request shall be filed within seven (7) working days, with a response required within an additional seven (7) working days. This correspondence shall continue until the matter is resolved and voted upon.

F. Recall

1. Recall of any member of the Board of Directors can be made by any member upon presentation of a petition, which describes the reason for recall. The petition must be signed by at least twenty-five percent (25%) of the current members in good standing at the date on which the petition is presented to any member of the Board of Directors.
2. The recall of any elected officer 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, misfeasance, or nonfeasance of office.
3. Upon presentation of such a petition to the President, a special election chairman shall be appointed to supervise the voting, to receive and count ballots and to certify the result, 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 it is received by the editor three (3) days prior to the deadline date established by the Newsletter Editor and/or his/her committee, and provided electronically.

Formatted: Indent: Left: 0.68", Right: 0.31"

~~editor three (3) days prior to the deadline date established by the Newsletter Editor and/or his/her committee, and provided electronically.~~

4. Balloting rules of a regular election or vote shall apply, except that the designated date for the final receipt of ballots shall be no less than thirty (30) days nor more than ninety (90) days from the date of the newsletter publication.
5. In recall elections, a minimum vote of twenty percent (20%) of the membership must be received in order to affect a recall. A simple majority of the ballots cast will determine rejection or approval.
6. The President shall inform the membership, in writing via the newsletter ~~or~~, in addition to any other (written/electronic) documented media, of the results no later than ten (10) days following the certification of the election.

G. Duties

1. President: The President shall be the principal executive officer of the organization, in charge of the business and affairs of the organization. The President shall assure that the resolutions and directives of the Board of Directors are carried out, except in those areas where the Board of Directors ~~assign~~ assigns the responsibilities to another person. The President shall:
 - I. Be the executive Officer of the corporation and preside at the monthly business meetings, any special meetings and meetings of the Directors.
 - II. Serve as primary PHIP contact, including submitting to the PHIP Director of Membership a semi-annual report describing all community, charity, and environmental projects, due by July 31st and January 31st of each year.
 - III. Be the official liaison with other local clubs, groups, and organizations with which the Club wishes to communicate, unless otherwise delegated by the President.
 - IV. Be the Official Liaison with all beer and liquor manufacturers, their agents, and distributors, unless otherwise delegated by the President.
 - V. Act as the ticket liaison between the designated regional ticket coordinator and CPHC.
 - VI. Formulate and manage effective policies for fair and impartial distribution of Jimmy Buffett concert ticket blocks.
 - VII. Mediate ticket disputes.
 - VIII. Formulate the job descriptions for and assign the respective duties of the additional positions, subject to the approval of the majority of the Board of Directors.
 - IX. Be an ex-officio member of all committees.
 - X. Have the power to call Special Meetings of the organization and Special meetings of the Executive Board.
 - XI. Be financially responsible for the Club.
 - XII. Acts as the designated signature authority for CPHC.
 - XIII. Maintain physical office of the club (i.e. PO Box, telephone, etc.), unless otherwise delegated by the president.
 - XIV. Overall administration, responsibility for the club, keeper of club records, mailing lists, etc.
 - XV. Volunteer time at local and national events.
 - XVI. ~~Timely~~ Be responsible for ensuring timely transfer of all documents related to ~~this~~ the position into CPHC's electronic storage location as available (ie. Dropbox).
 - XVII. Maintain and promote timely communications with the Board of Director's and the general membership.
 - XVIII. Be responsible for maintaining and updating any information related to the listed Presidential duties to any of the clubs existing social media platforms and related website pages.
 - ~~XVIII~~.XIX. Cast one (1) vote in all matters before the Board of Directors regarding CPHC.
2. Treasurer: The Treasurer shall:
 - I. Manage all accounting and financial activities of the organization.
 - II. Maintain adequate records and files for the organization according to generally accepted accounting practices and have all records available upon request.
 - III. Provide club financial records for review at all Club general membership meetings.

Formatted: Tab stops: Not at 1.56" + 1.56"

Formatted: Not Expanded by / Condensed by

Formatted: Indent: Left: 1.12"

- IV. Obtain prior approval of the Directors for the administrative costs required for the monthly operation of the organization.
 - V. Maintain all Club financial accounts.
 - VI. Acts as the designated signature authority for CPHC in the absence of the President.
 - VII. Submit a monthly financial statement to the Directors.
 - VIII. Provide financial records to the Board of Directors on a quarterly basis and after all major CPHC events.
 - IX. Submit a complete printed financial report to the General Membership at the February General Meeting. This report shall also be available to all members in good standing, upon request, via e-mail or other form of electronic communication.
 - X. File all tax returns and corporation papers on an annual or "as needed" basis in compliance with Federal, State, and local laws.
 - XI. Oversee an annual audit of the previous year's records as necessary.
 - XII. ~~Timely~~ Be responsible for ensuring timely transfer of all documents related to the position into CPHC's electronic storage location as available (ie. Dropbox).
 - XIII. Maintain and promote timely communications with the Board of Director's and the general membership.
 - XIV. Cast one (1) vote in all matters before the Board of Directors regarding CPHC.
3. Secretary: The Secretary shall:
- I. Keep an accurate and complete permanent written record of all business conducted by the Directors and club business meetings.
 - II. Respond or correspond with other groups or individuals as requested by the Board of Directors.
 - III. Convey any information the club members submit for publication.
 - IV. Coordinate the purchase and sale of club related merchandise.
 - ~~V. Receive the application information and enter it into the club computer system.~~
 - ~~VI.V.~~ Maintain a copy of the master list of all members and their contact information.
 - ~~VII.VI.~~ ~~Timely~~ Be responsible for ensuring timely transfer of all documents related to the position into CPHC's electronic storage location as available (ie. Dropbox).
 - VII. Maintain and promote timely communications with the Board of Director's and the general membership.
 - I. Be responsible for maintaining and updating any information related to the listed Secretarial duties to any of the clubs existing social media platforms and related website pages. (ex. Google calendar, website-meeting minutes page, social media platform posts).
 - ~~VIII.I.~~ ~~Maintain and promote timely communications with the Board of Director's and the general membership.~~
 - ~~IX.VIII.~~ Cast one (1) vote in all matters before the Board of Directors regarding CPHC.
4. Membership Director: The Membership Director shall:
- I. Welcome new members to the Club, to include a personal welcome, phone call or e-mail, at or before their first event.
 - II. Distribute renewal applications to all club members as specified at least thirty (30) days prior to membership expiration.
 - III. Receive the application information and ensure information is entered into the clubs master membership spreadsheet.
 - IV. Maintain and update the clubs group e-mail account "chicagoparrotheads@googlegroups.com" to contain all members in "good standing".
 - ~~III.V.~~ Contact members whose memberships have lapsed.
 - ~~IV.VI.~~ Provide staffing to manage membership tables with knowledgeable and enthusiastic members at designated events.
 - ~~V.VII.~~ ~~Timely~~ Be responsible for ensuring timely transfer of all documents related to the position into CPHC's electronic storage location as available (ie. Dropbox).
 - ~~VI.VIII.~~ Maintain and promote timely communications with the Board of Director's and the general membership.
 - IX. Be responsible for maintaining and updating any information related to the listed Membership Director duties to any of the clubs documents, existing social media platforms and related website pages. (ex. Membership spreadsheet, Google calendar, website-membership page, social media platform posts).

Formatted: Indent: Left: 1.12", Space Before: 0 pt

Formatted: Line spacing: single, Tab stops: Not at 1.62" + 1.62"

Formatted: Not Expanded by / Condensed by

Formatted: Right: 0.13", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Left + Aligned at: 1.05" + Indent at: 1.55", Tab stops: 1.55", Left + 1.56", Left + Not at 1.58" + 1.58"

Formatted: Indent: Left: 1.12", Hanging: 0.27", Right: 0", Space Before: 0.05 pt, Numbered + Level: 2 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Left + Aligned at: 1.12" + Indent at: 1.37", Tab stops: 1.39", Left + Not at 1.55" + 1.56"

Formatted: Space Before: 0 pt, Tab stops: Not at 1.56" + 1.56"

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

- ~~IV~~.X. Cast one (1) vote in all matters before the Board of Directors regarding CPHC
5. Charity Director: The Charity Director shall:
- ~~I~~.II. Assume the responsibility and oversee all charitable endeavors of the group, including environmental, community, and charity events and activities.
 - ~~II~~.III. Establish, build, and maintain partnerships with each charitable organization the CPHC supports with monetary and staffing contributions, and act as a primary contact between the Charity and the CPHC and its' members.
 - ~~III~~.IV. Respond to requests for information and correspondence from other Clubs, groups, and organizations with regards to charitable events and functions.
 - ~~IV~~.V. ~~Timely~~ Be responsible for ensuring timely transfer of all documents related to the position into CPHC's electronic storage location as available (ie. Dropbox).
 - VI. Maintain and promote timely communications with the Board of Director's and the general membership.
 - ~~V. Maintain and promote timely communications with the Board of Director's and the general membership.~~
 - VII. Be responsible for maintaining and updating any information related to the listed Charity Director duties to any of the clubs existing social media platforms and related website pages. (ex. Google calendar, website-charity page, social media platform posts).
 - ~~VI~~.VIII. Cast one (1) vote in all matters before the Board of Directors regarding CPHC.

Formatted: Not Expanded by / Condensed by

Formatted: Tab stops: Not at 1.55" + 1.56"

Formatted: Condensed by 1.65 pt

Formatted: Indent: Left: 1.05", Hanging: 0.5", Right: 0.13", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Left + Aligned at: 1.02" + Indent at: 1.56", Tab stops: 1.55", Left + 1.56", Left + Not at 1.62" + 1.62"

Formatted: Not Expanded by / Condensed by

Formatted: Condensed by 0.75 pt

5.6. Social Director: The Social Director shall:

- I. Coordinate ~~the~~ CPHC social events—~~Act~~ and act as ~~Primary Contact~~ primary contact for said events.
- II. Coordinate ~~all~~ participation at the PHIP annual convention.
- III. Provide and coordinate participation for existing social media platforms.
- ~~III~~IV. Plan all events and budgets to be fiscally responsible and in accordance with past practices. The event budgets must have prior approval of the Directors.
- ~~IV~~V. Appoint committees and assistants when deemed necessary and report these appointments to the Directors.
- ~~V~~VI. Coordinate promotions of Club events.
- ~~V~~VII. Arrange for pick-up, delivery, and return of rental necessities.
- ~~V~~VIII. ~~Timely~~Ensure timely transfer of all documents related to the ~~position-~~ into CPHC's electronic storage location as available (ie. Dropbox).
- ~~VIII~~I. ~~Maintain and promote timely communications with the Board of Director's and the general membership.~~
- IX. Maintain and promote timely communications with the Board of Director's and the general membership.
- X. Be responsible for maintaining and updating any information related to the listed Social Director duties to any of the clubs existing social media platforms and related website pages. (ex. Google calendar, website-performers page, social media posts)
- ~~IX~~XI. Cast one (1) vote in all matters before the Board of Directors regarding CPHC.

6.7. Communications Director: communications director shall:

- ~~I~~XII. Be responsible for the documentation of all events photographically.
- ~~II~~XIII. Be responsible for the updating of the Club photo albums and make sure it is available online.
- ~~III~~XIV. Be responsible for collecting pictures electronically or otherwise for posting on the Club's social media sites (website, Facebook, etc.).
- ~~IV~~XV. Communicate, organize, disseminate, and be the sole source of all public information concerning CPHC (In conjunction with the President).
- ~~V~~XVI. Be the editor of the Official Club newsletter.
- ~~VI~~—ProvideEnsure timely delivery of club announcements to all members that have no e-mail address.
- ~~VII~~—Coordinate assembly and distribution of Club ID cards.
- ~~VIII~~XVII. ~~Timely~~transfer of all documents related to the ~~position-~~ into CPHC's electronic storage location as available (ie. Dropbox).
- ~~IX~~I. ~~Maintain and promote timely communications with the Board of Director's and the general membership.~~
- XVIII. Maintain and update ~~promote timely communications with the official Club~~Board of Director's and the general membership.
- XIX. Ensure maintenance of existing social media platform accounts
- ~~X~~XX. Ensure club web site: www.chicagoparrotheads.com, ~~adding and deleting is~~ maintained and updated with current events and information, ~~pictures, events, etc.~~ as necessary.
- XXI. Be responsible for maintaining hosting site issues and act as webmaster for all domains listed under hosting platform.
- ~~XI~~XXII. Maintain and update @Chicagoparrotheads.com e-mail addresses.
- ~~XII~~XXIII. Manage and maintain the CPHC and Pilot House Crew e-mail groups list.
- XXIV. Be responsible for maintaining and updating any information related to the listed Communications Director duties to any of the clubs existing social media platforms and related website pages. (ex. Google calendar, website-webmaster, social media platform posts)
- ~~XIII~~XXV. Cast one (1) vote in all matters before the Board of Directors regarding CPHC.

Article III – Elections and Voting

A. Board of Directors voting:

- 1. The Board of Directors shall be selected by a majority vote of ballots received from the membership.
- ~~2~~—No later than July 31st of each year, an Election Officer will be appointed by two thirds (2/3) vote of the current Board of Directors. This individual cannot be a current member of the Board, a member seeking office, nor can he or she be a current club leader or representative,

Formatted: Indent: Left: 0.87", Space Before: 0.05 pt, Line spacing: single, Numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.83" + Indent at: 1.08", Tab stops: 1.12", Left + 1.12", Left + Not at 1.07" + 1.07"

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Space Before: 0 pt, Tab stops: Not at 1.39"

Formatted: Not Expanded by / Condensed by

Formatted: Right: 0.13", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Left + Aligned at: 1.05" + Indent at: 1.55", Tab stops: 1.55", Left + 1.56", Left + Not at 1.58" + 1.58"

Formatted: Indent: Left: 0.87", Space Before: 0.05 pt, Line spacing: single, Numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.83" + Indent at: 1.08", Tab stops: 1.12", Left + 1.12", Left + Not at 1.07" + 1.07"

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Indent: Left: 1.05", Hanging: 0.5", Right: 0.13", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Left + Aligned at: 1.02" + Indent at: 1.56", Tab stops: 1.55", Left + 1.56", Left + Not at 1.62" + 1.62"

Formatted: Condensed by 1.65 pt

Formatted: Not Expanded by / Condensed by

Formatted: Condensed by 0.75 pt

Formatted: Right: 0.13", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.82" + Indent at: 1.07"

Formatted: Font: 11 pt

- but he or she must be a member in good standing of the CPHC. This individual will be responsible for collecting and tabulating the voting responses and for
2. communicating and certifying the results of any elected officer to the Board of Directors.
 3. A call for nominations will be printed in the June and July newsletters and sent electronically. This notice will include the offices to be elected, the dates and terms of the upcoming election and a statement that the election will be by ballots voting for a simple majority.
 4. Any member of CPHC shall have the opportunity to submit to the Election officer a nomination for consideration of office. Applicants must comply with the following requirements:
 - I. Applicant must be a member in good standing.
 - II. Applicant must have been a member of CPHC for six (6) full months prior to nomination for his/her position.
 - III. Applicant must submit their nomination for consideration to the Election Officer by mail, email, or in person to the club address of record or to the elections Officer no later than the third Wednesday of September or in person at the General Business meeting.
 5. The election officer is responsible for preparing a ballot for timely distribution to the membership. Ballots will be mailed or emailed to club members upon request no later than the 30th of September of each year. Each ballot shall contain the name of the member to which it is intended and shall include all offices to be elected and all qualified nominees for each office. It shall also contain the name of the Election Officer and address to where they can be mailed. Only return ballots received by the third Wednesday of October shall be counted. Ballots may also be delivered in person at the October Business meeting, and general election voting of present members shall occur.
 6. If a nominee is unopposed in the election, the Election Officer can declare that nominee as a winner without the need for a vote.
 7. All voting for the next years' officers must be completed by the October General Meeting. Final results of the election shall be tabulated before the end of the October meeting and announced at that time.
 8. The election officer shall then seal all ballots to be maintained for 30 (thirty) days and then destroyed.
 9. The newly elected Directors, as certified by the Election Officer, shall take office immediately.
- B. Elements for Voting
1. Elections can be held at any time for any reason by a majority vote of the Board of Directors. Only the Board can present motions to be voted on by the General Membership or before the Board of Directors once a petition is brought forward.
 2. The Board of Directors as a whole or in part will not endorse any candidate for any office in any arena except as specified in Article III, Section A, Item 4.
 3. Any election or voting for any reason, not otherwise covered by these By-Laws, which require membership vote, will be advertised through the newsletter and electronically and all votes will be based on majority 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 (1) month prior to the deadline of voting. The Board of Directors will determine the deadline by which mail-in votes must be postmarked and only those responses will be counted.
 5. For voting by mail, the ballot will contain the name and address to which the ballot must be returned with a clear communication of the deadline for voting.
 6. The organization is not required to pay for return postage on any ballots.
 7. Election Committee
 - I. The Election Officer overseeing the election of Board members shall abide by the course of action as described in Article III, Section A. items 1-8.
 - II. The Election Officer can be removed for failure to perform any of his/her duties in a timely and objective fashion by a two-third vote of the Board of Directors.
 - III. Election Committee members shall perform their duties until the election has been completed and certified, and then relieved of their duties. Committee members may be reappointed to future elections as necessary.
 8. In the event of a tie vote of any General Membership vote, a run-off election will be

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Font: 10 pt

Formatted: List Paragraph, Right: 0.13", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.82" + Indent at: 1.07", Tab stops: 1.07", Left + 1.07", Left

Formatted: Right: 0.13", Space Before: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.82" + Indent at: 1.07"

Formatted: Font: 11 pt

Formatted: Right: 0.13", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.82" + Indent at: 1.07"

Formatted: Font: 11 pt

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.82" + Indent at: 1.07"

held among the two (2) persons or options presented for vote. If a run-off is not possible as in the case of a yes or no proposal, the Board of Directors will decide based on a majority vote.

9. In the event of a tie within the Board of Directors, the tie vote in an election or motion before the Board will be broken by a vote of the President and all voting members at Large on the Board that are present. If a tie vote remains, the President will break the tie.
10. In the event that business must be decided by the Board of Directors between scheduled meetings, the President may conduct an in person meeting, an on-line meeting, a meeting by telephone or e-mail ~~of~~ each member of the Board of Directors, either individually or as a group. Regular quorum rules will apply with each voting member considered present.

Formatted: Indent: Left: 0.83", Hanging: 0.25", Right: 0.07", Space Before: 3.65 pt

11. Each Board member must respond within reasonable published time parameters using the designated crew email to maintain continuity of records.
- C. Nominating
1. Candidates wishing to run for office who are not already on the Board of Directors will follow the procedures in Article III, Section A, Item 5.
 2. Only members in good standing will be considered for nomination to any elected position.
 3. In the event that an elected official fails to meet the membership requirements at any time during his/her term, he/she will receive written notice from the Board that a thirty (30) day grace period will be offered to correct the disqualifying event. At the end of the grace period, any elected officer who failed to meet the membership requirements will forfeit his/her position on the Board of Directors.

Formatted: Indent: Left: 0.83", Hanging: 0.25", Tab stops: 1.06", Left + Not at 1.08"

Article IV – Appointed Committee Officers (ACO)

- A. The president may appoint additional committee officers from the membership at large as deemed necessary, subject to a majority vote of the Board of Directors. These ACO's hold non-voting positions, and shall serve as appointed chairpersons of one designated committee.
- B. The tasks of the appointed chairman and his/her committee shall be defined by the Board of Directors.
- C. Committee members serve at the discretion of the ACO in charge of that committee.
- D. The committee chairperson's term of office will be established by the Board of Directors.
- E. The appointed chairperson may be removed by the President or a majority vote of the Board of Directors.
- F. The appointed chairperson may appoint his/her own committee, with the exception of the elections committee.
- G. CPHC respects the recommended appointment of a regional ticket coordinator per the request of PHIP.
- H. Appointed Committee Officers and committees may include, but are not restricted to, the following:
 1. elections
 2. historian/scrapbook
 3. membership
 4. newsletter editor
 5. public relations
 6. singles coordinator
 7. travel coordinator
 8. other chairpersons may be established and appointed as the need arises.

Article V – Membership and Dues

- ~~A.~~ Membership in CPHC shall be open to anyone, regardless of sex, creed, national origin, or sexual preference, and meeting the membership requirements specified in Article V, Section A.
- A. C. All members are expected to fully comply with all laws set forth. Any member breaking the laws does so at their own risk and is personally liable for the consequences of those actions.
- B. CPHC will not be held liable for the personal actions of its' individual members.
- C. Membership requirements shall be as follows:
- ~~1.~~ A member shall pay dues annually.
 - ~~2.~~ Single membership: an amount determined by the current Board of Director's. Any changes in membership fees will be effective on the Member's Anniversary renewal date.
 - ~~3.~~ 1. Household membership: both parties must reside at the same address and will receive one newsletter. in an amount determined by the current Board of Director's. Any changes in membership fees will be effective on the Member's Anniversary renewal date.
 - ~~4.~~ 2. The person must have an interest in Jimmy Buffett's music, tropical spirit, lifestyle, and/or tropical rock (TropRock) music.
 - ~~5.~~ 3. The person must have an interest in community service and environmental concerns.
 - ~~6.~~ 4. The person must have a commitment toward the success of achieving the goals of the organization.

Formatted: Not Expanded by / Condensed by

Formatted: Font: 10 pt

Formatted: List Paragraph, Indent: Hanging: 0", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.58" + Indent at: 0.83", Tab stops: 0.83", Left

Formatted: Condensed by 0.4 pt

Formatted: Indent: Hanging: 0.25", Right: 0"

Formatted: Condensed by 1.35 pt

Formatted: Indent: Hanging: 0.25", Right: 0.28"

- 7.5. A member must not have any outstanding financial or other obligations to the CPHC or other PHIP sanctioned clubs.
- 8.6. Any illegal ~~Activity~~activity at any CPHC function will not be tolerated and will be grounds for membership termination with no refund of club dues.
- 9.7. Members shall not falsely represent themselves in an attempt to secure goods, services, tickets, accommodations, etc. for personal gain. Solicitations on behalf of the CPHC should be coordinated through the Board of Director's. All donations given to the CPHC through an individual must be turned over the CPHC by giving such items to any current Board member with all appropriate contact information regarding said donor when possible.
- 10.8. Members shall not join the CPHC solely to promote their own self-interests or interests of their business.
- 11.9. No member shall conduct themselves in a manner that would adversely impact the reputation or well-being of the CPHC, PHIP, or any affiliated club. Any illegal activity will be grounds for immediate revocation of membership by the Board of Director's and denial of PHIP tickets.
- D. Being a member of CPHC does not guarantee the member tickets to any Jimmy Buffett show. A member must remain active in the club to be eligible to receive tickets or for any other Club promotions.
- E. Active Member Status: A member will be conferred active member status as long as they are current on dues payment, and during the last year have participated in at least three (3) CPHC community, charity, or environmental events, attended at least three (3) monthly meetings, and have not violated any of the CPHC or PHIP By-Laws within the current or previous ticket season, nor maintain an outstanding debt to CPHC or PHIP.
- F. Membership dues ensure the continued operation of the club: newsletter production, letters, notices of upcoming events, postage, banners, web site production, and includes annual dues to the National PHIP, as well as allowing donation to many of the worthwhile charities the Club supports.
- G. The Board of Directors may present "guest" or "in-kind" memberships to individuals/families who make notable contributions to CPHC or PHIP. Any member in good standing may nominate people they feel are deserving of such an honor. The Board will then require a majority vote for approval. This is a non-voting membership that is in effect until October of the following year, at which time the individual/family will be invited to join as regular members.
- H. Payment of Dues
1. Payment of dues by current members will be made annually on or around the third Wednesday of September, being the anniversary month of CPHC. ~~Persons joining the club after the annual renewal date will pay a prorated amount of 75% for the first quarter rounded up, 50% for the second quarter rounded up, 25% for the third quarter rounded up, and within the fourth quarter will pay the full amount of membership up until the renewal date. Any member who joins CPHC under the reduced prorated rate but does not pay in full at the next scheduled annual renewal must pay the full membership amount before being considered for any club benefits as stated within CPHC by laws for the next calendar.~~The membership of new members joining CPHC after June 1st will be carried over into the upcoming year.
 2. By a majority vote, the Board of Directors 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 executive Board within 30 days of his/her anniversary date.
 3. Any person who has not paid their dues by the due date may be subject to termination of their membership.
 4. Members with late dues will not be awarded any of the privileges due a member in good standing for the period within which they are delinquent.
 5. The Board of Directors shall be exempt from paying membership dues during their term of office.
 6. Upon completion of a full term of office, outgoing Board members are exempt from paying membership dues for the immediate following year.

Formatted: Indent: Left: 0.81", Hanging: 0.25", Space Before: 0 pt

Formatted: Condensed by 0.1 pt

- I. Refund of Dues
 - 1. Refunds of dues are only made with a majority vote of the Board of Directors.
 - 2. Any person wishing to terminate his/her membership between anniversary dates will not be refunded any portion of their dues without a majority vote of the Board of Directors.
 - 3. If the Board of Directors determines, by majority vote between anniversary dates, that a person does not meet the requirements of membership stated in Article V, Section B, the Board can refund a portion of that persons dues pro-rated by the number of days remaining until the anniversary date, thus terminating membership in the organization and all rights and privileges therewith.
 - 4. Any person who has not paid dues by the anniversary date will be considered to have terminated his/her membership and payment of dues will reinstate his/her membership under a new anniversary date.
- J. The Board of Directors reserves the right to refuse or terminate any membership.

Article VI – Meetings

- A. General membership meetings shall be held monthly at a designated location, date, and time as determined by the Board of Directors and communicated to the membership via newsletter, e-mail, and/or web site information.
- B. CPHC recognizes “Robert’s Rules of Order” as the standard guideline for conducting meetings and parliamentary procedure of CPHC.
- C. General membership meeting decisions will be passed by a simple majority vote of members present.
- D. Minutes will be taken at all meetings and will be available upon request at the following meeting.
- E. All meetings will be held within the geographical boundaries of the Club.
- F. Board of Directors meetings will be held on an as needed basis and are open to all members, but only Board members can vote on issues brought forth.
- G. If no general membership meeting has been called for 18 consecutive months, any member may call a special business meeting by sending a written notice to each elected and appointed Officer.

Article VII – Altruism

- A. Events and/or activities sponsored by CPHC may have a portion of the proceeds raised donated to a designated charity. The Club will donate time and/or money to at least two local charities each year. The Charity Director has the responsibility to recommend to the general membership which charities to support. Individuals may also recommend charities and should do so through the Board of Directors.

Article VIII – Concert Tickets

- A. While it is not guaranteed, whenever possible, Jimmy Buffett’s management reserves a block of tickets for sanctioned Parrot Heads in Paradise Clubs at local concerts. We receive a block of tickets for the closest concert venue as determined by PHIP. To be eligible to purchase these tickets, you must reach ACTIVE MEMBERSHIP status each concert year, based upon the final concert within the jurisdiction of CPHC as dictated by PHIP and the first concert of the following year within the jurisdiction of CPHC as dictated by PHIP.
- B. Opportunities or items in limited supply may become available to the club. Members who participate in events, and accumulate the most points will have first priority to take advantage of these situations. The Parrot Point system was developed to track participation. Points are awarded as follows:
 - 1. Attend a monthly meeting (3 points)
 - 2. Attend a designated Environmental Event(5 points)
 - 3. Attend an “official” Club Social Event (2 points)
 - 4. Attend a Major Charity Event (5 points)
 - 5. Attend a non-major Charity Event (3 points)
 - 6. Sponsor a member for a major Charity Event (2 points)

Formatted: Indent: Hanging: 0.25", Right: 0.53"

7. Donate items (2 points) - ie: for 50/50, raffle, pop tops, toiletries, cell phones, etc. (limited to 2 points per item category per meeting)
 8. Special Donations (2 points) - ie: clothing drives, food drives, or others as announced
 9. write a newsletter article (2 points)
 10. refer a new member (5 points)
 11. work at an event (2-5 points)*
 12. organize an event (2-5 points)*
 13. Serve on the Board of Director's (20 points/month)
 14. Serve on an appointed committee (5-10 points/month)
 15. Any extra special events or opportunities as published by the Board of Directors.
* - depends on event
- C. Members must sign in at an event to receive credit for attending/participating. If a member has something they think they should get points for, note it on the Charitable Activities Log (points are awarded at the Board of Directors discretion). Each member in a dual membership accumulates points individually. Only one member of a dual membership gets credit for a single donation.
- D. All qualified members will be given a deadline for the purchase of tickets. If that deadline passes, the opportunity to purchase will be passed to the member with the next highest point total. Any eligible member who does not pay for requested tickets by the announced due date will be ineligible for PHIP tickets for the latter of one (1) year or until the tickets are paid for.
- E. Extra points can be awarded at the discretion of the Board of Directors.
- F. Reselling or "scalping" of tickets obtained by PHIP is strictly prohibited and will result in disciplinary action by CPHC.

Formatted: Indent: Hanging: 0.25", Space Before: 0 pt

Article IX – Miscellaneous

- A. Contracts: The Board of Directors only may authorize officer(s), agent or agents, and/or committee members, in addition to those mentioned and authorized in these By-Laws, to enter into any contract or execute and deliver any instrument in the name and on behalf of the club; such authority may be general or restricted to specific instances. All authorizations are to be in writing from the Board of Directors. No Club member shall have the authority to represent CPHC in any capacity, contract, obligation, function, or event without the express written consent of the Board of Directors.
- B. Checks, Drafts, etc: The President and/or Treasurer shall sign all checks, drafts, or other orders for the payment of monies, notes, or other evidence of indebtedness issued in the name of CPHC.
- C. Deposit: Receipts of the organization shall be deposited at least monthly to the credit of CPHC in such FDIC banks, savings and loans, trust companies, or other depositories as the Board of Directors may select.
- D. Financial Audit: Before the release of the CPHC financial status report to the General Membership at the February meeting, all records will be first audited by a third party committee to be named by the Board of Directors.
- E. Funds
1. A portion of the proceeds generated from the activities of CPHC may go to charity as determined by the general membership and/or Board of Directors.
 2. Distribution of funds may be limited in order to maintain a positive financial account and continue to support operating costs within CPHC.
 3. All special events should be financially self-supporting. If a deficit appears imminent, it shall be reported to the Board of Directors promptly.
 4. The Treasurer and/or President may submit or approve payments of not more than \$200, per occurrence, without prior approval from the other Board members.
 5. All other payments and purchases must be approved by a majority vote of the Directors in order to be funded by CPHC.
 6. All expenses must be approved prior to reimbursement.
 7. Reimbursement of expenses to any member who has incurred said expenses on behalf of the organization must be accompanied by a written request for reimbursement to any

- member of the Board. Proper documentation including receipts must be submitted for consideration.
8. Submission of Board Member 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 issue.
 - F. Gifts: CPHC members may accept, on behalf of CPHC any contribution, gift, bequest, or device. Gifts accepted by members on behalf of the Club remain the property of the Club and as such must be reported to the Board of Directors within thirty (30) days.
 - G. Property: Any property belonging to CPHC shall not be used, transferred, acquired, divested or consumed by any person without written consent of the Board of Directors following a majority vote of approval. The term "property" includes all property real or personal, tangible or intangible, which may be owned, created by or in the possession of CPHC absent an overriding legally enforceable contract.
 - H. Membership Directory: the following statement is to be added to each printed membership directory; "This Directory is for the exclusive use of Club members. It is not to be utilized for any purpose not directly associated with the Chicago Parrothead Club, nor is it to be released to other parties without the express written consent of the Board of Directors." Further, CPHC must submit the names, addresses, telephone numbers (optional) and email addresses (optional) of all members in good standing to PHIP, due no later than January 31st of each year.
 - I. Mailing List: Use of mailing lists identifying club leaders or club members for external solicitation purposes of any kind (including charitable) is strictly prohibited.
 - J. Fiscal Year: January 1 through December 31.
 - K. Amendments: Amendments to these By-Laws may be proposed by a petition signed by twenty-five percent (25%) of the current members in good standing and presented to the President. The Board of Directors can present, for general membership vote, any amendments to the By-Laws which have been approved by the Board of Directors by a majority vote.
 - L. Adoption of By-laws: These by-laws have been approved by a majority of members in good standing at a General Business meeting. Future modifications/amendments to the by-laws will be researched and proposed by a specially appointed committee.
 - M. Infractions of By-Laws by Individuals
 1. Any current CPHC member may submit in writing only (signed, dated, and clearly written), within thirty (30) days of the occurrence of the stated infraction(s), to the Board of Directors, a detailed statement regarding the alleged infraction(s) of the by-laws by any other current CPHC member.
 2. The Board will inform, by letter, the CPHC member of the alleged infractions against him/her, along with the name of the member who has submitted the infraction. The member will be given thirty (30) days to provide a written response to the Board. If the member chooses not to respond within thirty (30) days, the Board will move forward to a decision without the member's input.
 3. At the next scheduled Executive Board meeting, after the thirty (30) day deadline, the Board of Directors will evaluate the alleged infraction(s) and make one of the following decisions: A) No Action – the alleged infraction has been considered by the Board and the Board will take no action, B) Action – the alleged infraction has been considered by the Board and action is being taken as determined by a two thirds (2/3) decision of the Board. The specific action is entirely left up to the discretion of the Executive Board and is to be based only upon the stated infraction.
 4. If action is taken against the CPHC member for an infraction(s) of the CPHC by-laws, the member will be informed in writing within thirty (30) days of the Board of Directors decision. The member who submitted the original statement of alleged infraction(s) shall be provided with a copy of the Boards decision.
 5. The Board of Directors may suspend from CPHC any member whom the entire Board determines no longer meets the requirements for membership set forth in Article V of these by-laws. This must be done by two thirds (2/3) vote. The vote suspends such member's membership in CPHC and all rights and privileges associated therewith.

Formatted: Space Before: 0 pt

6. At the next scheduled CPHC meeting, the membership shall be informed of the decision, and the information shall be properly recorded in the minutes.
7. CPHC Board of Directors decisions shall be considered final.

Formatted: Indent: Hanging: 0.25", Space Before: 0 pt

Article X – Adoption Date: April 4, 2007

Amended Date: August 20, 2008

Amended Date: December 21, 2011.

Amended Date: May, 2019

End of Document