

**TREASURE COAST PARROT HEAD CLUB**  
**BY-LAWS - Updated 12/11/25 - v3**

## **Article 1-General**

For the Purpose of these By-Laws, Treasure Coast Parrot Head Club will be identified as TCPHC

**A. Name:** The organization shall be called the Treasure Coast Parrot Head Club.

**B. Purpose:** The purpose of the organization is to promote the TCPHC as a humanitarian group sharing community and environmental information for majority approved mutual benefits. The organization will engage in activities which are charitable, educational, high spirited, and promote the general welfare of the community.

**C. Statement of Purpose:** TCPHC is a not-for-profit organization dedicated to preserving and improving the environment, active in community-oriented projects and concerns as a means of social interaction with like minded people interested in the lifestyle and music of Jimmy Buffett and a tropical spirit.

**D. DISCLAIMER:** We are recognized by but in no way attached to Jimmy Buffett and his business interests in Key West, New Orleans, Charleston, Orlando, or any other City where his interests are located. We are not associated with HK Management, MCA Records, Island Records, Mailboat Records, or Margaritaville Records. We would like to stress that Mr. Buffett's name, his song titles, lyrics, names of businesses owned by Mr. Buffett, and the term "Parrot Head" are all

registered trademarks and should not be used for the pursuit of profit. Clubs are allowed to use the term "Parrot Head" on t-shirts, etc but NOT Jimmy Buffett's name.

## **Article II—Membership and Dues**

**A. Club Membership:** Membership in TCPHC shall be open to all, regardless of sex, creed, national origin, or sexual preference. A member will be considered in good standing so long as his/her dues are current. Yearly Membership runs from Jan 1- Dec 31. A calendar year.

**B. Dues:** The annual dues of TCPHC, Payable by Check or Cash, will be as follows:

Effective September 2025, Cost—Individual: \$20.00, Family: \$35.00 per household. An individual member is considered to be one adult head of household at a single address. A family is considered to be two adults and any dependent children at a single address up to the age of 18.

### ***NO REFUND of Dues at any time***

Dues will be prorated for New Members on the ***INITIAL Year ONLY***. (Single / Family) as noted:

Jan- June - \$20 / \$35

July- Dec- \$10 / \$17.50

1. Once a member, you do not get the privilege of the prorated dues for year thereafter.
2. The annual dues will run continuous with one-year enrollment ending at the end of December of that year.
3. Due's renewals are due not later than the end of January of that year.

4. Membership renewal reminders will be emailed in the month prior to renewal.
5. Membership will entitle a member to a welcome letter, TCPHC identification and a continuous flow of emails. Minutes are always available for the asking

**C. Denial of Membership:** The Executive Board may deny membership in TCPHC to any person whom the entire Executive Board determines by a unanimous vote does not meet the requirements for membership as described in the Code of Conduct.

**D. Conduct:** All members agree to recognize and adhere to the attached "Code of Conduct". Infractions to the "code" are subject to actions as stated in Article VI Section C.

### **Article III—Meetings**

**A. Rules of Order:** The Rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern TCPHC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that TCPHC may adopt.

**B. General Business Meetings:** General Business Meetings will occur at least every quarter. These meetings will be conducted by the Club President or in his/her absence, a designated member of the Executive Board.

**\*\*It was decided by the Executive Board of TCPHC, that an Officer can have the Option to Attend a General Business Meeting via an Electronic Device. \*\***

Any member in good standing may attend the general business meeting but cannot vote and will conduct themselves in a professional manner or be asked to leave the meeting until they

feel they can conduct themselves in a professional manner. Minutes will be taken at all meetings and reported out at the following meeting. All meetings will be held within the geographical boundaries of the club.

The Board will act on recommendations from the Club Membership. The Membership gives the Board the Authority to vote on, act on and decide on issues for the betterment of the Club. The Board can have the option to use Technology available for Conference Calling for use in the Monthly Meetings or when needed. Minutes from these Executive Board Meetings will be made available to all members in good standing and reported out at the next general business meeting.

## **Article IV—Chapter Officers, Executive Board and Elections**

### **A. Officers and Elections**

1. The club will elect the following officers: President, Vice President, Treasurer, Secretary, Member-at-Large, Communication Director and Charity Director for a Two (2) year term under the conditions listed below:
  - The President, Secretary, Membership Director, Communication Director and Social Director shall be elected in the even years.
  - The Vice President, Treasurer, Member-at-Large and Charity Director shall be elected in the odd years.
  - Terms Start on Jan 1<sup>st</sup> of the following year run a full 2-year term ending on Dec. 31<sup>st</sup>.
2. Election Officer/ Designee: (*when needed*) The Election Officer/ Designee will be from the General Membership;

the General Membership will be asked for 2 Volunteers for the Election Committee. The Executive Board shall appoint an Elections Officer to conduct and oversee the next election procedure on or before the August General Meeting. Both the Election Officer and the Designee shall not be related in any way to the Nominees. The Election Officer and the Designee shall operate within the guidelines provided by the Executive Board. The Election Officer and the Designee shall maintain the privacy and integrity of all assigned duties. such as conducting simple ballot or electronic voting on an as needed basis during the year.

3. Nominations: The Election Officer shall mail, or e-mail, a "call for nominations" to all members in good standing for all Offices to be elected for the upcoming term at the September General Meeting. This notice shall 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. Nominations may be sent in writing, or e-mail, to the club address of record, postmarked no later than October 1<sup>st</sup>. Nominations announced at the October Meeting. Qualified nominees, as determined by TCPHC-By-Laws and/or Executive Board, shall be placed on the ballot.

Such Qualifications include but not limited to:

- a. For the President's Position, the Nominee must have been a Member of TCPHC for the past year and held a Board position in TCPHC.
- b. For any other Board Position, the Nominee must have been a Member of a Sanctioned Club for 6 months.

If no Oppositions on the Ballot, then no Ballots need to be sent out. Notification will be sent to all Club Members. At

the December Meeting the Election Officer shall cast one vote to accept Ballot.

4. Elections: 2025- We will make use of Electronic Voting. on or before October 31. A single membership shall receive one ballot, and a family membership shall receive two ballots, if there are 2 e-mails. Each ballot shall include a number that corresponds to a member that it is intended. The Election Officer and the Designee shall both keep records of incoming Ballots and validate those thru electronic voting.

5. Electronic Voting.... The ballot will include all offices to be elected and qualified nominees for each office and finalized no later than November 30th.

Notifications of New Board Members sent out prior to the December Meeting. The Election Officer and Designee shall print results to be maintained for 30 days and then permanently destroyed by shredding, burning or equivalent method.

## B. Executive Board

The Executive Board will consist of the Club President, Vice President, Secretary, Treasurer, Member-at-Large, Membership Director, Communication Director, Charity Director, and Social Director. These positions represent the desired full structure of the Executive Board; however, one or more positions may remain vacant until a qualified member volunteers or is appointed.

The absence of one or more positions will not prevent the Executive Board from conducting business, provided quorum requirements are met. A quorum shall consist of at least 60% of the Executive Board members currently in office.

The Executive Board will be responsible for ensuring all club activities are conducted within the guidelines of Parrot Heads in Paradise, Inc. and the Club Statement of Purpose as outlined in Article I-B. The Board will be empowered to make decisions between business meetings to ensure these goals are met.

All decisions will be by majority vote of the Executive Board members present, with each member except the President having one vote. In the event of a tie, the President will cast the deciding vote. All Board decisions will be reported at the next general business meeting. The Board will act on recommendations received from the general membership at the general business meetings or sent to any Board member in good standing at any time. The Board will forward approved projects/concepts to the general membership at the general business meetings.

### C. Responsibilities of Officers

#### 1. President:

- a. Have such powers and duties as are usually exercised by such an office.
- b. Serve as Executive Officer of the Club and preside at all general business meetings, special meetings, and meetings of the Executive Board.
- c. Assign the individual responsibilities of the Vice President.
- d. Work with Committee Chairpersons and Vice President to help ensure all assigned tasks are completed in a timely manner.
- e. Have the power to call Special Meetings of the Club and the Executive Board.

- f. Appoint, subject to the approval of the Executive Board, and except as provided elsewhere in these bylaws, members to Standing and Special Committees, including to fill vacancies.
- g. Address matters placed in their charge by the Executive Board or membership.
- h. Address and attempt to resolve complaints and issues within the Club and with PHIP.
- i. Serve as liaison with PHIP or designate this role to another Executive Board member on a case-by-case basis.
- j. Issue checks when the Treasurer is unavailable and time is of the essence.

## 2. Vice President: (Position may be vacant until filled)

- a. In the absence of the President, have the powers and duties of the President.
- b. Serve as liaison with other parrot head clubs and TCPHC committees.
- c. Serve as member of the Ticket Committee (when needed).
- d. Carry out duties delegated by the President or Executive Board.
- e. Work to ensure all PHIP/local charity guidelines are met.

## 3. Secretary:

- a. Record minutes at all business and Executive Board meetings.
- b. Perform duties as designated by the President and Executive Board.
- c. Post minutes from all General Business Meetings via the group email list (or other standard email distribution method) within 14 days of the meeting. Copies will also be available upon request of any member in good standing via email or USPS mail if requested.

## 4. Treasurer:

- a. Record and track all financial functions and transactions.
- b. Balance accounts, issue checks for all charities and expenditures based on receipts supplied.
- c. Perform other duties as designated by the President and Executive Board.

5. Membership Director:

- a. Ensure that the database of memberships is current and correct.
- b. Work with the Membership Committee to increase membership and retain existing members.
- c. Collaborate with other committees in the TCPHC.

6. Social Director: (Position may be vacant until filled)

Schedule at least one social per month and notify the general membership by email, Facebook, and website.

7. Member-at-Large: (Position may be vacant until filled)

Serve as liaison to the general membership. Has no specific duties unless assigned by the President of the Board or a Board committee but has the same rights and responsibilities as other board members.

8. Communications Director: (Position may be vacant until filled)

Oversee public communications, including newsletters, email blasts, website updates, and social media.

9. Charity Director: (Position may be vacant until filled)

Coordinate charity events, maintain relationships with local charitable organizations, and ensure fundraising aligns with the Club's mission and PHIP guidelines.

**Vacancies:**

Vacancies in all positions can be created by resignation, abandonment of duties (as further defined), 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 an extended period of time.

\*\*\*an Officer can have the Option to Attend a General Business Meeting via an Electronic Device. \*\*

Persons filling vacated positions shall be appointed for the duration of the term by a majority vote of the Executive Board.

**F. Abandonment** and just cause will be determined by a unanimous vote of all Board Members.

**Article V—Committees**

**A. General:** The following standing committees are established in order to maximize involvement and participation of the Club members. Web Page, Newsletter, Events, Merchandise, Membership. Other special committees may be established by the President, Executive Board, and/or general membership to deal with specific projects.

**B. Committee Roles:** The purpose of all committees is to ensure that day to day functions and special events are completed in a timely manner. To this end the committees, working under a chairperson, are given the detailed responsibility of specific events and activities. The committees are expected to work closely with the Executive Board on all projects/events. They are also required to keep the President and Board informed of all plans and progress.

1. Web Page—Maintain and keep club internet website current.

2. Newsletter—Ensure the club newsletter is published at least four times per year, normally January, April, July, and October delivery.
3. Membership—Ensure that there is an active recruiting program for new members and renewals within the TCPHC. Work with Treasurer to ensure membership lists are accurate and renewals are sent out on time. Maintain membership roles and renewals and communicate all changes to the Executive Board as needed.
4. Merchandise— See vendor.
5. Charity—Coordinate schedule of all charitable activities and communicate to the Executive Board monthly.

## **Article VI—Miscellaneous**

**A. Adoption of By-Laws:** These by-laws have been approved by a majority of the Executive Board. Future modifications/amendments to the by-laws will be researched and proposed by the Board. A majority vote of the Executive Board is needed to pass all modifications/amendments.

**B. Monies Generated:** All Monies will go thru the treasurer and disbursement will be approved by the Board.

### **C. Infractions of By-Laws:**

1. Any current TCPHC member may submit in writing only (signed, dated, and clearly written), within 30 days of the occurrence of the stated infraction/s, to the TCPHC Executive Board, a detailed statement regarding the alleged infraction/s of the TCPHC By-Laws, by any other current Parrot Head in Paradise PHC member.

2. The Board will inform, by letter, the TCPHC member of the alleged infraction/s against them, along with the name of the member who has submitted the infraction. The member will be given 30 days to provide a written response to the Board. If the member chooses not to respond within 30 days, the Board will move forward to a decision without the member's input.

3. At the next scheduled TCPHC Executive Board meeting, after the 30-day deadline, the Board 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 is being taken as determined by a unanimous decision of the Executive Board. The specific action is entirely left to the discretion of the Executive Board and is to be based only upon the stated infraction.

4. If action is taken against a TCPHC member for an infraction/s of the TCPHC By-Laws, the member will be informed in writing within 30 days of the Executive Board's decision. The member who submitted the original statement of alleged infraction/s shall be provided with a copy of the Board's decision.

5. The Executive Board may suspend from TCPHC any member whom the entire Executive Board determines no longer meets the requirements for membership set forth in Article II of these By-Laws and/or "Code of Conduct". This must be done by unanimous vote. The vote suspects such member's membership in TCPHC, and all rights and privileges associated therewith.

6. At the next scheduled TCPHC meeting, the membership shall be informed of the decision, and the information will be properly recorded in the minutes.

***TCPHC Executive Board decisions are considered final.***

**E. Altruism:** Events and/or activities sponsored by TCPHC will have a portion of the proceeds raised to donate to a designated charity.

The club will donate time and/or money to at least one local charity each year. The club will be involved in at least one environmental cause a year, such as “River Clean-up / Adopt a Highway”, etc. The Charity Committee has the responsibility to make recommendations to the Board as to which charities to support. Individuals may also recommend charities and should do so through the Charity Committee.

**F. TCPHC Expenditures/Reimbursements/Receipts:**

TCPHC members wishing to be reimbursed or approved for expenditures for TCPHC related activities such as, but not limited to: construction materials, necessary supplies for official club events, other official and/or club sponsored functions, prior to spending moneys shall:

Obtain approval, (e-mail) from the President, Treasurer, or Vice President, for expenditures not to exceed \$50.00.

Obtain approval, (e-mail) from the executive board for expenditures of \$50.01 and above.

To obtain reimbursement, the member shall submit the written approval along with the receipts to the Treasurer.

Reimbursement requests submitted after the adoption of this subsection will not be granted without meeting all the requirements of this subsection. No exceptions. TCPHC members who anticipate incurring expenses for club related activities should (after obtaining proper Board approval) seek to have the company invoice the club directly for the amount due. If this is not possible, then submit the receipts to the Treasurer as indicated in the last paragraph.

#### **G. TCPHC Volunteer Hours:**

The Board approves of any Member Volunteering his or her time to any National, State, City, Town, Community and Environmental entity that provides a specific service to help Veterans, Elderly, Handicapped, Children, the Unfortunate, Pets and or Animals, and the World in which we live.

#### ***Article VII.-- Waiver of Liability***

- A. The Club, TCPHC, neither approves of nor assumes responsibility for actions by Members which may result in deliberate injury to persons or damage to property. TCPHC is not responsible for the loss of or damage to personal property at any TCPHC event or any personal injury.
- B. No TCPHC Member, Officer, or entity of TCPHC is authorized to contact HK Management or Margaritaville Inc., its successors and/or assigns, regarding promotional materials provided by the said organizations to the TCPHC

or any other matter pertaining thereto. All contacts with the aforementioned entities must be through PHIP.

*Article VIII – Code of Conduct*  
*See separate sheet below.*

## **Treasure Coast Parrot Head Club "CODE OF CONDUCT"**

It is the intention of the Treasure Coast Parrot Head Club (TCPHC) to provide social and charitable activities for the enjoyment and benefit of all our members, guests, hosts and charities. All members of the organization shall be required to treat fellow members, guests and hosts and their personal property with respect. Members also agree to abide by all local, state and federal laws (including but not limited to) governing misuses of personal privileges, personal property and controlled substances.

Members of the TCPHC, by virtue of their membership agreement, agree to demonstrate personal responsibility for their words, actions and deeds and not to exhibit behaviors that are harmful to themselves and other members, guests and hosts or their personal property. We seek to provide a pleasant atmosphere in which to share our common love of the music and tales of Jimmy Buffett and to further the charitable ideals that we seek to uphold.

TCPHC will not condone behavior contrary to our objectives nor that which we feel is harmful or injurious to others. By virtue of your membership in the "Treasure Coast PHC" you have indeed agreed to "Party with a Purpose" in a most responsible fashion!