

Route 66 Parrot Head Club

By-laws

ARTICLE I

GENERAL

Article I: Name

The name of this Association shall be the Route 66 Parrot Head Club, a NOT-FOR-PROFIT ORGANIZATION.

Article II: Objective

The Route 66 Parrot Head Club (Route66PHC), a not-for-profit organization, was formed by a group of Jimmy Buffett fans from the Franklin/Crawford/Gasconade County area of Missouri in February of 2012. The objectives and goals of the organization are as follows:

- 1) To provide an informal and friendly social club for the appreciation of the music and lifestyle that makes one a "Parrot Head".
- 2) To promote civic responsibility and conservation in the Franklin/Crawford/Gasconade County area of Missouri.

Article III: Phounders

For the record, the Route66PHC Phounders are Pam Ray, Richard Ray, Marion Laskowitz and Randy Laskowitz.

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. 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

ORGANIZATION

1. Route66PHC 's fiscal year shall be January 1 - December 31.
2. The zip code defining Route66PHC 's "center of activity" for PHIP purposes is 63080.
3. Route66PHC's official postal address shall be: P.O. Box 426, Sullivan, Missouri 63080.
4. No loans shall be contracted on behalf of the club.
5. All decisions/contacts/contracts/gifts shall be in the best interest of the club, its membership &/or treasury and not for individual gain.
6. This organization has been created under the ideals of the Parrot Heads in Paradise (PHIP) Inc., the nationally sanctioned Parrot Head Club, and will remain a member in good standing, respecting all guidelines and bylaws of PHIP.

ARTICLE III

MEMBERSHIP

A. Membership will be open to all who have the desire to contribute for the betterment of their community and environmental concerns while having fun and leaving something positive behind.

B. An active member in good standing shall:

1. Pay dues set forth by the Route66PHC.
2. Adhere to bylaws adopted by the membership of Route66PHC, as well as Parrot Heads In Paradise, Inc.
3. Have an interest in community service and environmental concerns.
4. Participate in club activities.
5. Not act on behalf of the club without approval from the Board of Directors. This applies to, but is not limited to, planning events, requesting donations, and posting to internet sites.
6. Have a completed "active" membership form on file.
7. Pursuant to the request of HK Management, The Howard Rose Agency, and Margaritaville Holdings Inc., no Route66PHC member, Board of Directors member or founder is authorized to contact any of these organizations regarding Jimmy Buffett concert tickets or any other matter pertaining to Parrot Heads in Paradise, Inc. Any and all communication shall be through Parrot Heads in Paradise, Inc. (PHIP).

C. Annual Dues:

1. Membership dues are based on a standard calendar year of January through December. All new membership applications received between the September 30 and the end of the current calendar year are valid through December 31 of the following year.
2. Membership dues and renewals are due by January 1 of each membership year.
3. On the last day of February, any member with dues in arrears will be considered inactive. Payment of said dues will reinstate membership.
4. If membership is terminated or the member wishes to withdraw from the club, dues *will not* be refunded.
5. The Board of Directors shall determine the club dues, with input from the general membership, and what is in the best interest of the club. Dues are currently \$25 per person or \$40 per couple per year.
6. 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 the Board of Directors 30 days prior to the fiscal year.
7. The Board of Directors can extend "honorary membership" annually to approved persons, based on service to Route66PHC.

D. Removal of Membership:

1. Any member may be terminated or denied renewal of membership with just cause including, but not limited to, wrong doing, failure to adhere to responsibilities as specified in the bylaws, or actions determined to be a detriment to the organization as a whole.
2. A written motion for removal can be submitted by any Route66PHC member to any member of the Board. The Board will notify the member who is in dispute first. Then the Board has 15 days to request clarification or to dispute the motion. Requests for clarification will be filed within 15 days with the member. The member then is required to respond in the same time frame. The correspondence shall continue until the matter is resolved. Email or phone meetings are acceptable. The motion will be voted on following completion of correspondence. A two thirds majority of the Board is necessary for action.
3. Upon termination, all items belonging to the club will be returned to the club in current/good working order.
4. Once a member has been terminated or denied renewal in accordance with the bylaws, approval of the Board of Directors is required for reinstatement.

ARTICLE IV

MEETINGS

A. Board of Directors, or business meetings:

1. Will be held on a monthly basis, or more frequently as needed as determined by Board, on the second Thursday of the month.
2. Meetings and dates will be determined and announced by the Board to promote maximum attendance by members. Notification of upcoming meetings and a call for agenda items will be given 7 to 10 days prior to a Board of Directors' meeting.
3. Will be held at a Parrot Head Phriendly establishment in Route66PHC.
4. Will be open to all members in good standing.

ARTICLE V

BOARD OF DIRECTORS

A. The Board of Directors shall consist of club members of good standing:

1. President (2 year term starting even years)
2. Vice President (2 year term starting odd years)
3. Secretary (2 year term starting even years)
4. Treasurer (2 year term starting odd years)
5. Charity Director (appointed by elected board yearly)
6. Membership Director (appointed by elected board yearly)
7. Public Relations Director (appointed by elected board yearly)
8. Social Director (appointed by elected board yearly)
9. Ways & Means Director (appointed by elected board yearly)
10. Webmaster (appointed by elected board yearly)

(The Executive Board will be comprised of the 4 Elected Officers and Club Phounders)

- B. A quorum of more than 50% of current board members will be required in all club decisions. An absentee ballot will be allowed on matters of old business (previously discussed topics). A proxy will also be allowed but must be in writing (email acceptable) and state specifically if it covers only specific topics or the agenda as a whole.
- C. Elected Board of Directors members shall serve a term of two years, January 1 - December 31. To allow for continuity, a minimum of 2 board members shall be elected at the end of each year.
- D. The Board of Directors shall handle all business decisions of the club. The Board will be responsible for ensuring all Route66PHC activities are conducted within the guidelines of PHIP Inc. and within the bylaws of Route66PHC.
- E. Outgoing/Incoming board members shall work together for a smooth transition. All materials held by the outgoing board member shall be forwarded to the incoming board member in a timely manner and those materials shall be current and in good working order.
- F. Any board member may resign by filing a written resignation with the Board of Directors.
- G. Any board member may be removed from his/her position with "just cause" including, but not limited to, wrong doing, failure to perform job responsibilities, as specified in the bylaws, gross negligence in office, or actions determined to be a detriment to the organization as a whole. A majority vote of the remaining Board of Directors will be needed to remove a member. Upon termination, all items belonging to the club will be returned to the club in current/good working order.
- H. All Board of Director positions will be elected by the Club members. When a position does open on the Board between elections, an open invitation must be submitted, via email, to the entire Phlock, soliciting volunteers to

apply for the empty seat. Once names have been submitted, the Board will vote on the candidates and make necessary approvals.

ARTICLE VI

BOARD OF DIRECTOR DUTIES

All board members will, to the best of their ability, perform their listed duties and represent the club in a positive manner.

A. President:

1. Chair all business meetings.
2. Be the designated contact for all PHIP business.
3. Interface with other clubs and pass items of interest.
4. Receive end of year reports from board members.
5. Receive committee reports from committee chairs.
6. Can delegate any of these duties to another board member or a member in good standing as needed.
7. Shall submit end of year and mid-year reports to PHIP and to club secretary for records of the club.

B. Vice President:

1. Ensure meetings of the Board of Directors are conducted in an orderly manner and within the guidelines of the Route66PHC and PHIP. Shall ensure meetings of the Board of Directors Meetings have a quorum and to reschedule in unable to get a quorum.
2. Shall oversee the MoDot Adopt A Highway program, including scheduling of a minimum of 4 trash pick up dates and reporting results to MoDot via their web portal.
3. Shall preside over monthly meeting in the absence of the President.

C. Secretary:

1. Recorder of all meetings
2. Maintain end of term reports from the President as records of the club.
3. Maintain committee reports from committee chairs as records of the club.
4. Notify the President if unable to attend and event so that arrangements can be made for a substitute.
5. Maintain and update the bylaws for the ROUTE66PHC and amendments thereto as records of the club.
6. Work directly with Webmaster in regards to ROUTE66PHC web page content and updates.
7. Submit interim and end of year reports to the President.

D. Treasurer:

1. Shall secure (with Board of Directors approval) and maintain the club bank account.
2. Prepare and timely file the applicable yearly Tax Exempt Return with the IRS.
3. Collect dues, fees, and other funds of the club and deposit said funds into the club bank or financial institution.
4. Record all financial transactions.
5. Submit financial reports monthly at Board of Director meetings.
6. Receive all bills/receipts for reimbursement.
7. Shall submit end of year report to the President.
8. Work with the Membership Director to keep a current membership list in order to ensure that renewal notices are issued to all members.

E. Charity Director:

1. Shall be Route66PHC liaison with any and all charity and community organizations which the club wishes to assist.
2. Shall oversee charitable and community fundraising functions as needed, working with Charity Chairmen.

3. Shall keep ongoing list of charity functions, participants, man hours worked and money and goods donated throughout the year.
4. Shall submit end of the year report to the President.

F. Membership Director:

1. Shall notify membership of annual dues renewals.
2. Shall maintain a list of members' names, addresses, phone numbers, e-mail addresses, birthdays, dates when they joined the club, dates of latest renewals, spouse or significant other that is also a member and children that are members. The list will be updated as needed and forwarded to all executive board members.
3. Shall keep all membership applications in an appropriate file and update as needed.
4. Shall create and hand out the identification badge to members as needed. He /she will also maintain the laminating machine used for the purpose of creating these badges. He/she will also hand out club lanyards to members and procure additional lanyards when needed.
5. Maintain a "Parrot Points" database for ticket allotment purposes.

G. Public Relations Director:

1. Shall oversee and maintain the club's relations with the general public, other groups, and businesses that the club has contact with.
2. Shall submit press releases to appropriate media outlets.
3. Shall maintain Route 66PHC photo library of activities.
4. Shall maintain Route66PHC scrapbook

H. Social Director:

1. Submit recommendations of club social events for approval by the Board of Directors.
2. Set up and schedule Monthly Happy Hour/Bored Meetings in regards to Parrot Head friendly establishments, including any Happy Hour Drink or Food specials. Give details to Secretary for website posting and member email notifications.
3. Plan, execute and recommend to the membership a schedule of activities consistent with the mission statement of the Club and PHIP.
4. Oversee all Club social events through coordination of and with committee chairs and event coordinators as appropriate Act as Chairperson for the Club's Birthday Party and Christmas Party
5. Shall submit end of the year report to the President.

I. Ways and Means Director:

1. Shall be Club liaison with suppliers of Club merchandise such as t-shirts, hats, jackets, etc. which may display the Club logo, and which are to be sold to raise funds for the Club.
2. Shall determine appropriate merchandise, place orders, and tender payment for said merchandise from Club funds upon delivery.
3. Shall provide Club merchandise or sale at appropriate functions, shall receive payment for said merchandise, and shall transfer funds received to the Club Treasurer for deposit.
4. Shall verify that any purchase of Club merchandise is made by a Club member of any charter club of PHIP, Inc.

J. Webmaster:

1. Maintain Route66PHC website ensuring it reflects current information.
2. Work with the Secretary regarding new content
3. Shall maintain the security of the club web page.
4. Shall post information of club events and club functions to the web page.
5. Shall solicit information, articles, and pictures from club members to be posted on the web page.

ARTICLE VII

ELECTIONS

- A. Outgoing President shall act as Elections Officer or appointed member. Phounders will assist Elections Officer in counting votes.
- B. Election Officers will solicit volunteers for nomination for Open Board positions to all club members via email with stated deadline for submissions.
- C. EO will compile a slate of candidates from volunteers and announce election date with deadline for absentee ballots.
- D. EO will hold election at November club meeting. Absentee ballots will be accepted via email 7 days or more before election day.
- E. Newly elected Board members will assume duties on 1/1.
- F. All adult club members in good standing may vote for each open position.

ARTICLE VIII

SOCIAL/COMMUNITY SERVICE COMMITTEE CHAIRPERSONS

- A. Committee Chairpersons are not required to be on the Board of Directors but must be members in good standing of Route66PHC.
- B. Ensure that special events and functions are planned and completed in a timely manner.
- C. Work closely with the Board of Directors on all projects/events,
- D. Keep the Board of Directors informed on all plans and progress.
- E. Committees will not be formed without the specific guidance and knowledge of the Route66PHC or the Board of Directors.
- F. Provide a report summarizing the event and a list of participating members, for the tracking of parrot points. This will be provided upon completion of the event/function by the chairperson or a designated person on the committee to the Community Service Director.
- G. Provide a report monies, goods (with value), hours, etc. of the event.

ARTICLE IX

CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

- A. Contracts:
 - 1. No Route66PHC member shall have the authority to represent Route66PHC in any capacity, contract, obligation, function, or event without the express authorization of the Board of Directors.
- B. Checks:
 - 1. All checks, drafts, or other orders for the payment of monies, notes, or other evidence of indebtedness issued in the name of Route66PHC shall be signed by the Treasurer and one other officer.
 - 2. The Treasurer shall have the authority to designate other persons as authorized and described herein as deemed necessary.

3. Any charges imposed on the club due to insufficient funds by an Route66PHC member will be charged to that Route66PHC member.

C. Deposits:

1. Receipts of the club shall be deposited on a timely basis.
2. Credit will not be extended to any member of the Route66PHC including the Board of Directors.
3. Any funds owed to the Route66PHC must be paid prior to receipt on any concert tickets.

D. Expenditures:

1. Route66PHC members wishing to be reimbursed for Route66PHC related activities or supplies necessary for official Route66PHC events, must get preapproval from the Board of Directors.
2. To obtain reimbursement, the member shall submit the original receipts to the Treasurer.

E. Gifts:

1. The Board of Directors may accept, on behalf of the organization, any contribution or gift for the general purpose of the organization.
2. Any and all contributions or gifts must be turned over to the Board of Directors.
3. Until such time that the organization receives an IRS tax exemption determination letter, the following disclosure statement must be included on all new member applications, renewal notices, any written solicitations and broadcast solicitations (including incoming calls in which membership is discussed): "This contribution is not deductible as a charitable contribution for federal income tax purposes."

ARTICLE X

CONCERT TICKETS

When and if Jimmy Buffett concert tickets should be make available for Club members to purchase:

- A. A ticket administrator will work under the PHIP guidelines and from the local point system to ensure all qualified members in good standing are awarded an opportunity to purchase PHIP designated concert tickets.
- B. A point system will be used to determine which club members are eligible for these tickets. These tickets are a privilege, not a right. They are made available to the most "active" Route66PHC members as a reward for their volunteerism. A Parrot Point is earned by participating in a community service event. If the event covers more than one day, additional points can be earned for each day worked. Chairpersons can earn up to 5 points for their efforts in chairing a community service project.
- C. Only Route66PHC members in good standing will be eligible for club tickets. Each eligible Route66PHC member will have access to ONE ticket. Tickets issued by PHIP, Inc. may be used ONLY by Route66PHC members, or members of a chartered PHIP club.
- D. If a ticket is purchased, and then cannot be used for any reason, that ticket must be returned to the Route66PHC to be made available to the next available member. The ticket administrator will make all attempts to resell the ticket to eligible members. If a ticket cannot be resold, the original owner will assume liability for the unsold ticket.
- E. Your check for the ticket must be received by the deadline imposed or you will forfeit your option and your check will be returned without a ticket. If the bank returns your check for insufficient funds, your tickets will be forfeited. Cash or money orders will be accepted as payments for tickets, as well.

- F. In the event Route66PHC has access to concert tickets other than PHIP issued, the Board of Directors may approve non-club members use, i.e. when raffled for a charity organization or as a reward for a "Phriend" of the club.

ARTICLE XI

ADOPTION AND AMENDMENT OF BYLAWS

- A. These bylaws will go into effect for an indefinite period no later than 02/13/2014 and replace the bylaws that went into effect 11/8/12.
- B. A majority vote of the Board of Directors will be required to ratify/accept these bylaws for the Phlock and any future amendments to the bylaws.

ARTICLE XII

DISSOLUTION OF ROUTE 66 PARROT HEAD CLUB

- A. Dissolution of the Route66PHC shall require an affirmative vote of a majority of active members, entitled to vote, who are present at a meeting called exclusively for such purpose.
- B. At the time of the decision to dissolve the club, Route66PHC property shall be sold to current members or donated to another Parrothead Club or a charitable organization. The money raised by the sale of property will be deposited into the Route66PHC bank account.
- C. Upon dissolution, the Board of Directors, after paying or making provision for payment of all the liabilities of the Route66PHC, shall arrange for the distribution of the remaining assets to a charity of the Board of Director's choice.

AMENDMENT APPROVED 7/9/2014 BY ROUTE 66 PARROT HEAD CLUB BOARD OF DIRECTORS

ARTICLE III

MEMBERSHIP

AMENDED TO READ

- C. Annual Dues:
 - 1. Membership dues are based on a standard calendar year of January through December.
 - 2. Membership dues and renewals are due by January 1 of each membership year.
 - 3. On the last day of February, any member with dues in arrears will be considered inactive. Payment of said dues will reinstate membership.
 - 4. If membership is terminated or the member wishes to withdraw from the club, dues *will not* be refunded.
 - 5. The Board of Directors shall determine the club dues, with input from the general membership, and what is in the best interest of the club. Dues are currently \$20 per person or \$40 per couple per year.
 - a) July 1-September 30, dues to be pro-rated: Couple \$30 Single \$15 for new/first time members only
 - b) October 1-December 31, dues to be pro-rated: Couple \$20 Single \$10 new/first time members only
 - 6. 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 the Board of Directors 30 days prior to the fiscal year.
 - 7. The Board of Directors can extend "honorary membership" annually to approved persons, based on service to Route66PHC.