

# OZARK MOUNTAIN PARROTHEAD CLUB BY-LAWS

March 12, 2009  
Amended Mar 4, 2010

## ARTICLE I: NAME

This organization is known as the OZARK MOUNTAIN PARROTHEAD CLUB.

## ARTICLE II: PURPOSE AND MISSION

A. Purpose: The Ozark Mountain Parrothead Club is a not-for-profit social and charitable club devoted to promoting friendships, social activities, and local charity support for kindred spirits who share a love for the tropical lifestyle, the music of Jimmy Buffett, and a desire to contribute to the betterment of the community through volunteer work and charitable efforts.

B. Mission: The mission of the Ozark Mountain Parrothead Club is to foster friendships and cooperation between people with similar interests and goodwill for the enjoyment of life and to make life and the environment better for others.

## ARTICLE III: MEMBERSHIP

A. Membership in the OZARK MOUNTAIN PARROTHEAD CLUB is open to anyone meeting the membership requirements specified in Article III section B.

B. Membership requirements are as follows:

1. A member shall pay dues according to a schedule set and approved by a majority vote of the Executive Board prior to Dec 31 of each year.
2. The person should have an interest in community betterment and be able to work well with other like minded individuals.
3. The person should have an interest in community service and environmental concerns.
4. The person should have an interest in participating in Ozark Mountain Parrothead Club activities.
5. The person should have an interest in the music of Jimmy Buffett and the tropical lifestyle he personifies.

C. Payment of dues

1. Payment of dues will be made annually by the 31st of December. Dues for new members will be prorated on a monthly schedule with the first month of

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membership beginning the month following dues payment.

2. By a majority vote, the Executive Board 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 to any member of the Executive Board within 30 days of the renewal date.

3. Any person(s) wishing to terminate their membership between renewal dates will not be refunded any portion of their dues.

4. Any person who has not paid their dues by December 31 will be considered to have suspended their membership. Payment of annual dues plus payment of a five-dollar reinstatement fee will reinstate their membership privileges.

## D. Removal from Membership

1. The Executive Board will conduct an investigation into any documented violations of the Club's Code of Conduct. Violations involving the breaking of local, state, or federal laws and behavior that is harmful or injurious to others or their property may be grounds for removal from club membership.

2. A unanimous vote in favor of removal by the Executive Board after all evidence is heard will be cause for removal from membership.

## E. Code of Conduct

1. The Club will not condone any behavior that is deemed harmful or injurious to others.

2. Club members will obey all local, state, and federal laws. By signing the Club's application for membership, each member agrees to accept personal responsibility with regard to personal actions, personal property, and misuse of controlled and/or intoxicating substances.

3. Each member of the Ozark Mountain Parrothead Club must conduct themselves in a way that does not detract from the Club's positive image.

4. Club members shall treat fellow members, guests, hosts, and charities and their personal property with respect and care.

## ARTICLE IV: EXECUTIVE BOARD

A. The organization will be managed by the Executive Board. \_\_

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B. Members of the Executive Board must be current members in good standing of the organization.

C. The Executive Board is composed of the following positions: President, Vice-President, Secretary, Treasurer, Membership Director, Projects Director, Entertainment Director, Public Relations Director, and Member-at-Large. (Amended Mar 4, 2010) \_\_

D. The Executive Board will meet at least monthly. The President can convene additional meetings at his/her discretion.

E. The quorum for an Executive Board meeting shall consist of 5 of the 9 voting members. (Amended Mar 4, 2010) \_

F. All members of the Executive Board will be entitled to vote on all matters of administration unless otherwise specified in the by-laws. A majority vote is required to adopt any motion introduced at any Executive Board meeting. For matters that may arise between Executive Board meetings, a majority vote via E-Mails is acceptable.

G. Each elected officer's term will be two (2) years commencing on January 1 and ending on December 31 of the following year. Winning candidate will be selected by a majority vote of the General Membership.

H. The President, Secretary, Projects Director, and Member-at-Large will be elected to serve (beginning) in even years. The Vice-President, Treasurer, Membership Director, Entertainment Director, and Public Relations Director will be elected to serve (beginning) in odd years. (Amended Mar 4, 2010)

## ARTICLE V: ELECTIONS AND VOTING

### A. Executive Board Elections:

1. At the October general membership meeting nominations for Executive Board positions will be accepted from any member in good standing. All nominations must be seconded. No standing Executive Board member shall nominate themselves.

2. At the October general membership meeting an Election Committee will be selected. This committee shall consist of three members in good standing who are not nominated for or serving as elected officers at this time.\_

3. At the November general membership meeting the Election Committee will hold the elections. Voting will be by paper ballots with the Election Committee counting

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all ballots.

4. Any member in good standing shall be able to cast a vote for any elected official.

5. A ballot will be printed in the Newsletter prior to elections to be used as an absentee ballot by any member who will be unable to vote in person at the November general membership meeting. This ballot will be mailed to a designated Election Board member and remain unopened until unsealed by all members of the Election Committee and counted by the Election Committee during the election at the November general meeting.

## B. VOTING

1. On any matter brought to the General Membership a simple majority vote, of members in good standing present at the meeting, shall be enough for ratification.

2. A member in good standing may request a vote on any matter at a meeting as long as the motion is seconded by another member in good standing.

## ARTICLE VI: OFFICERS AND DUTIES

### A. President:

1. The President shall be the Chief Executive Officer and liaison with other local groups and any other organization with which the club wishes to communicate.

2. The President shall preside over all Executive Board and general Membership meetings.

3. Except for Chairs (Article VII, section A) the President shall appoint, with the approval of the Executive Board, members to fill needed positions as deemed necessary by that body.

### B. Vice-President:

1. The Vice-President shall assist the President in administrating the business of the organization, preside in the absence of the President and shall succeed to the term of President if the President is unable to serve out the term.

2. The Vice-President shall manage the functioning of the Mini-Mart.

3. The Vice-President shall administer the club's recognition program.

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## C. Secretary:

1. The Secretary shall keep minutes of all Executive Board meetings and elections.
2. The Secretary shall make available copies of the minutes to all Executive Board members, appointed officers, and other members upon request.
3. The Secretary shall correspond with other groups or individuals as requested by the Executive Board or President.
4. The Secretary shall maintain the inventory of club property.

## D. Treasurer:

1. The Treasurer shall assume the responsibility for the financial matters of the club.
2. The Treasurer shall attend Executive Board meetings and have the books of the club ready for examination by any member of the Executive Board upon request.
3. The Treasurer shall present the books annually for inspection by a third party auditor appointed by the Executive Board.
4. The Treasurer shall prepare monthly reports for presentation at the Executive Board meeting.

E. Public Relations Director: The Public Relations Director shall oversee and maintain the club's relations with the general public, other groups, and businesses that the club has contact with.

## F. Membership Director (Added Mar 4, 2010):

1. The Membership Director 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.
2. The Membership Director shall keep all membership applications in an appropriate file and update as needed.

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3. The Membership Director 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.
4. The Membership Director shall notify members (by e-mail and then invoice) shortly after the first of October that next year's dues are payable. He/she will collect those dues giving a receipt where needed and make proper notations in the membership files as to the date, method and amount of payment including the check number. The collected money will then be turned over to the Treasurer with information of who made the payments.

G. Officer's General Duties: All elected and appointed officers shall, upon leaving office, pass on all relevant records to the succeeding officer.

## ARTICLE VII: CHAIRS

A. The Executive Board officer responsible for his/her designated club function(s) will select his/her necessary committee chairs from the membership at large subject to approval of a majority vote of the Executive Board to serve in committee positions which the board has created.

B. The tasks of the appointed chairs and his/her committee will be defined by the appropriate Board officer.

C. The committee chair's terms of office will be determined by the appropriate Board officer.

D. The appointed chair may appoint his/her own subcommittee members except for the Executive Board elections committee.

E. The appointed officers may include the following chairs with other chairs established and appointed as the need arises:

News Letter Editor  
Historian/Scrapbook  
Special Events

Web Master  
Facebook  
Merchandise

Games  
Sponsors  
Social

## ARTICLE VIII: MISCELLANEOUS

A. All expenses shall be discussed and approved in advance of payment by the Executive Board with any item in excess of the budgeted line item being presented to

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the Executive Board for approval.

B. Proper documentation including receipts shall be submitted prior to reimbursement to the Treasurer.

C. Any property belonging to the club shall not be used or consumed by any person without written approval and majority vote of the Executive Board. The term "property" includes all real or personal, tangible or intangible property which may be owned, created by, or in the possession of the club absent an overriding legally enforceable contract.

D. The fiscal year for the OZARK MOUNTAIN PARROTHEAD CLUB shall begin on January 1 and end on December 31.

E. The President and Treasurer are the authorized signatories of the club's bank account(s).

F. All "Special Events" shall be budgeted to at least "break even" financially. If a deficit appears likely, it will be reported to the Executive Board promptly.

G. The following statement is to be added to each printed membership directory: "This directory is for the exclusive use of the OMPHC members. It is not to be utilized for any purpose not directly associated with OMPHC, nor is it to be released to other parties without the approval of the Executive Board."

H. On dissolution OMPHC property will be auctioned off. Total OMPHC monetary assets minus liabilities will be donated to a charity as determined by majority vote of the Executive Board. (Added April 2, 2009)

## ARTICLE IX: ADOPTION OF BY-LAWS

A. Adoption of these By-Laws or revisions thereof which are approved by a majority vote of the Executive Board shall be ratified by a majority vote of the general membership.

B. Amendments to these By-Laws may be proposed by a petition signed by 15 or more members and presented to the President for ratification by the membership.

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