



By-Laws of The Hanover Area Parrot Head Society, Inc.
(Effective March 1999, 10/11/99, 4/21/05, 11/23/2007, 3/31/2011, 2/13/18)

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ARTICLE I: NAME, ORGANIZATION AND AFFILIATION

- A. This organization will be called The Hanover Area Parrot Head Society, also referred to as T.H.A.P.H.S. or The Society.
 - 1. No person or group may enter into activities in which any of these names or **owned logos** are used or associated without the prior written approval of the Executive Committee of The Hanover Area Parrot Head Society.
- B. T.H.A.P.H.S. is incorporated in Pennsylvania as a 501(c)(3) non-profit organization.
- C. The Society is a chartered member of Parrot Heads in Paradise, Inc. (PHiP) and will adhere to this group's rules and regulations.
 - 1. We are recognized by but are in no way affiliated with Jimmy Buffett or any of his business interests or management.
 - 2. The term's "Jimmy Buffett," "Margaritaville," "Parrot Head(s)," "Parrothead(s)," " Parrot Head Club," "Parrothead Club" and "PHC" are all registered trademarks and/or copyrights of Margaritaville, Inc. or other corporate holdings of Jimmy Buffett.

ARTICLE II: MISSION AND MISSION STATEMENT

- A. MISSION STATEMENT: To provide a social environment for those kindred spirits who enjoy the sounds and perspectives of Jimmy Buffett's music. In doing so it is **The Society's** goal to bring a little bit of paradise to the Hanover area through participating in community service activities and supporting environmental causes.

ARTICLE III: MEMBERSHIP

- A. Membership in The Hanover Area Parrot Head Society shall be open to anyone meeting the requirements as specified in Article III, Section C. Membership shall be open to all persons regardless of sex, creed, national origin, sexual orientation or disability.
- B. Classes of membership
 - 1. Full Voting. Adult member over the age of 21. Eligible to vote in elections, hold office, earn service points, attend Meeting of the Minds and other PHiP sanctioned events.
 - a. Individual. One voting member.
 - b. Couple. Two voting members.
 - 2. Keet/Junior. The Society encourages family participation at events and activities where appropriate. Children of Full Voting members under the age of 21 are welcome to participate only under parental supervision.
 - a. Upon application, Keets will be considered members but not pay dues, have voting privileges or be eligible to hold office.

- b. Keet Service Points shall be recorded according to the schedule published by the ExComm.
 - c. Keet sized work shirts and other merchandise may be special ordered at regular price.
3. Honorary. Non-voting, non-dues paying member. By approval of the Executive Committee.
 4. Life. Full voting, non-dues paying adult member, and spouse. By approval of the Executive Committee to recognize and reward extraordinary long-term service to The Society.
- C. Membership requirements:
1. All members shall pay dues according to the schedule set in Article III, Section B and D in the amount approved by a majority vote of the Executive Committee prior to December 31 of each year.
 2. The person should have an interest in Jimmy Buffett's music.
 3. The person must have an interest in community service and environmental concerns.
 4. The person must have a commitment towards the success of achieving the goals of the organization.
- D. Payment of dues
1. The payment of membership dues will be made annually by December 31st for the next year.
 2. By a majority vote, the Executive Committee can waive, reduce or extend the deadline for payment of dues for any member due to dire financial hardship. Requests for such provisions must be submitted in writing to any member of the Executive Committee.
 3. Any person who has not paid their dues by 30 days passed the deadline will be considered to have terminated their membership in T.H.A.P.H.S. and will lose all rights and privileges of membership.
 - a. If membership dues are paid beyond the above deadline, the Executive Committee may make reinstatement of lapsed members to "active" status on an individual basis.
 - (1) Service points will not be reinstated under any circumstance.
 4. Membership dues are not tax deductible and are non-refundable for any reason.
 5. Dues for new members joining in the period from November 1 to December 31 will be applied to the next full dues collection period.
- E. Termination of membership
1. The Executive Committee of The Hanover Area Parrot Head Society may revoke membership from any member whom the entire Executive Committee determines no longer meets the requirements for membership as set forth in Articles III and XI of these By-Laws. This must be done by a unanimous vote. That vote ends such member's membership in The Hanover Area Parrot Head Society and all rights and privileges associated therewith. Upon termination, all items belonging to The Hanover Area Parrot Head Society must be returned to The Society.
 - a. Examples for termination are: Fighting, theft, defacing property, conduct unbecoming to the Parrot Head movement or outright violations of the Code of Conduct

ARTICLE IV: ADMINISTRATION

- A. This organization will be managed and operated by the Executive Committee which is comprised of the following officers: President, Vice President, Secretary, and Treasurer to be selected by a majority vote of ballots received from the membership and three (3) Members at Large, chosen by the elected Officers.
1. The Executive Committee may also be referred to as the "ExComm."
 2. All elected and appointed members of the Executive Committee must be current members in good standing of the organization. See Article VIII, Section B3a.
 3. Each Officer's term will consist of one (1) year running January 1 to December 31.
 4. No Officer may serve more than two (2) consecutive terms in the same office unless there is a significant and overriding need as determined by the ExComm.

5. The elected secretary and treasurer will nominate assistants for approval by the ExComm.
 - a. These assistants are non-voting members of the Excomm unless acting as proxy in the absence of the office holder.
6. The quorum for any meeting shall consist of four (4) of the seven (7) members of the ExComm.
7. A majority vote is required to adopt any motion introduced at any ExComm meeting.
 - a. In the event of a tie, the President shall cast the deciding vote.
8. All members of the ExComm will be entitled to vote on all matters of administration unless otherwise specified in these By-Laws.
9. The ExComm will meet at least quarterly and the President can convene additional meetings at his/her discretion.
10. The fiscal year for The Hanover Area Parrot Head Society shall begin on January 1 and end on December 31.

ARTICLE V: 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 Society wishes to communicate.
2. The President shall chair all meetings of the ExComm and general membership.
 - a. In any voting issues that end in a tie, the President shall cast the deciding vote.
3. The President shall appoint all committee chairmen and any other appointive officers with the approval of a majority vote of the ExComm and shall make any other appointments deemed necessary by that body.
 - a. The President is considered to be a member of all committees.
4. The President, unless this duty is specifically delegated to another member, will be the contact for all PHiP correspondence and be responsible for all required submissions to that organization.
 - a. Prepare and submit bi-annual reports.
 - b. Submit member list, dues and all other required documentation to PHiP for membership renewal by January 31st of each year.

B. Vice President

1. The Vice President shall assist the President in administrating the business of the organization and shall preside in the absence of the President if the President is unable to serve out the term.
2. The Vice President is responsible for tabulating Service Points earned by each member at T.H.A.P.H.S. sanctioned events. See Article IX.

C. Secretary

1. The Secretary shall keep minutes of all ExComm meetings and shall furnish copies of the minutes to all ExComm members, appointed officers and to others designated by the ExComm or the President.
2. The Secretary shall respond or correspond with other groups or individuals by request of the ExComm or President.
3. Upon leaving office, the Secretary shall pass on all materials, books, notes and records for the present and prior years, in good condition to the succeeding Secretary.
4. The Secretary is to maintain a current membership roster, mailing and e-mail lists.

D. Treasurer

1. The Treasurer will be responsible for all financial matters of The Society.
 - a. The President, Vice President, Treasurer or another ExComm member are the authorized signatories of the organization's bank account.
2. The Treasurer shall attend ExComm meetings and have the books of the organization ready for examination by any member of the ExComm by upon request.

3. The Treasurer shall present the books annually for inspection by a member of the ExComm or another qualified member as appointed by the President.
4. The Treasurer shall prepare quarterly reports for presentation to the ExComm and PHiP.
5. The Treasurer will prepare and submit all required sales and income tax forms.
6. Upon leaving office, the Treasurer shall pass on, for the present and prior years, all funds, records and books in good order to succeeding Treasurer.

A. Member At Large

1. Three (3) Members at Large will be selected by the Officers of The Society for each annual term.
2. It is the responsibility of the ExComm Members at Large to attend the ExComm meetings and to present in good faith, the issues and concerns of members of the organization who are not members of the ExComm.
3. A Member at Large may accept a request by the ExComm or the President to serve as its special agent in specific matters.

ARTICLE VI: COMMITTEES

A. Committee Chairs

1. The President may select any necessary committee chairs from the membership at large, subject to approval of a majority vote of the ExComm.
 - a. No appointed chair will have a vote in any ExComm decision.
 - b. The tasks of the appointed chair and his/her committee will be defined by the ExComm.
 - c. The committee chair's terms of office will be determined by the ExComm.
 - d. The appointed chair may be removed by a 2/3 vote of the ExComm.

2. The appointed chairs may appoint his/her own committee members.
 - a. Committee members serve at the discretion of the committee chairperson.

3. The appointed committees may include, but are not limited to, the following:

Elections	Alzheimer's Walk	Web Site Coordinator	Historian/Scrapbook
MS Walk	Special Events	Membership/Welcome	Concert Travel Coordinator
Newsletter	Society Merchandise	Annual Audit	HART Center
Fundraisers	Facebook Coordinator	Chili Cook-off	Relay For Life
Good Will	Veterans	SPCA	God's Meal Barrel

- a. Other committees may be established and appointed as the need arises.

4. Good Will

- a. Upon the death of a member in good standing, the club will make a monetary donation of not more than \$100 to the charity of the family's choice.
- b. Upon the death of an immediate family member (mother, father, child) of a club member in good standing, a monetary donation of \$25 will be made to the charity of the club member's choice.
- c. Only one donation will be made for each death, no matter how many family members are club members.
- d. Cards may be sent for illnesses and other family deaths for members in good standing.

5. Charities – A monetary donation to at least one charity will be awarded each month, per ExComm approval.

ARTICLE VII: MEETINGS

A. Executive Committee

1. ExComm meetings will be held on at least a quarterly basis.
 - a. The quorum shall consist, for any meeting, of four (4) of the seven (7) members of the ExComm.
2. Meetings are open to all members but only ExComm members have a vote at ExComm meetings.
3. Only ExComm members can present motions to be voted on by the general membership or before the ExComm.

4. In the event that any business must be decided by the ExComm between scheduled meetings, the President may conduct a meeting by telephone or e-mail with all members of the ExComm.
 - a. Regular quorum rules will apply with each voting member considered present.
5. Proxy voting:
 - a. Any member of the ExComm who cannot attend a scheduled ExComm meeting may provide for a written proxy to vote on his/her behalf.

B. General membership

1. A general membership meeting will be held at least annually at a time and place to be determined by the ExComm and communicate to the general membership.
2. A quorum is necessary at any general membership meeting which has been communicated in good faith.
 - a. Ten (10) percent of the membership, taken to the next whole number, shall constitute a quorum.
3. If no business meeting has been called for 18 consecutive months, any member may call a special business meeting by sending written notice to each elected and appointed officer.

ARTICLE VIII: ELECTIONS AND VOTING

A. Elections and voting

1. Elections may be held at any time for any reason by a majority vote of the ExComm.
2. The ExComm will not endorse any candidate for any office.
3. The general election nomination ballots will be distributed during the month of October and ballots for voting will be distributed during the month of November. Only ballots received by the end of November will be counted.
 - a. Any election or voting for any reason otherwise covered in these bylaws which require membership vote will be advertised and all votes will be based on majority votes of present membership or responding members.
4. Any items to be voted on by the general membership must be communicated to the members at least one (1) month prior the deadline for voting.
5. The ExComm will determine the deadline by which **votes** must be cast and how they are to be cast.
 - a. 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.
 - (1) The organization is not required to pay return postage on any ballots.
6. Election Committee
 - a. A person who is not a member of the ExComm or planning on running for office will be appointed by unanimous vote of the ExComm as Election Committee Chair.
 - (1) The chairman will be responsible for collecting and tabulating the voting responses and for communicating and certifying the results of any elected director to the ExComm.
 - b. The Election Committee is responsible for preparing a ballot for timely publication.
7. In the event of a tie vote of any general membership vote, a run off election will be held between the two (2) persons or the options presented for vote.
 - a. If a run off is not possible, as in the case of a "Yes or No" proposal, the ExComm will decide based on a majority vote.
 - b. In the event of a tie vote within the ExComm, the tie vote in an election or motion before the ExComm will be broken by a vote of the President and all voting Members at Large on the ExComm who are present.
 - (1) If the tie vote remains, the President will break the tie.

B. Nominating

1. Members may run for any elected office by submitting a nomination to Elections Committee to be included in the ballot so long as the nomination has been in accordance with procedures communicated to the members.
2. Only members in good standing will be considered for nomination to any elected position and he or she must have been a member for at least one year (365 days).

- a. In the event that an elected officer fails to meet the membership requirements at any time during his or her term, he/she will receive written notice from the ExComm that a 30-day grace period will be offered to correct the disqualifying event. At the end of the grace period, any elected officer who has failed to meet the membership requirements will forfeit his/her position on the ExComm.
- C. Recall of any member of the ExComm can be made by any member upon presentation of a petition that describes the reason for recall. The petition must be signed by at least 25 members in good standing at the date on which the petition is presented to the Election Committee.
1. 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. Malfeasances, misfeasance or nonfeasance of office.
 2. Such petition, together with a ballot, shall appear in the next newsletter, provided it is received by the Editor three (3) days prior to a deadline date established by the Newsletter editor and/or his/her committee.
 3. Balloting rules of a regular election as outlined in Article VIII shall apply, except that the designated date for the final receipt of ballots shall be no less than 30 days or more that 60 days from the date of publication.
 4. In all recall election, a minimum vote of ten (10) percent of the membership must be received in order to affect a recall.
 - a. A simple majority of the ballots cast will determine rejection or approval.
 5. The President shall inform the membership of the results following the certification of the election.
- D. Replacement of members of the ExComm
1. The President, with the majority of the ExComm approval, may appoint a member in good standing to complete an un-expired term of office.
 - a. The President shall inform the membership.

ARTICLE IX: SERVICE POINTS AND TICKET DISTRIBUTION

- A. Parrot Points
1. Service points will be the tool used to apportion membership awards.
 2. Members will accrue service points on an annual basis for working during or participating in events sanctioned by T.H.A.P.H.S. on the schedule published by The Society. These points will be use for the following years ticket allocation or awards.
 - a. Service point are earned in the following ways 1pt- Attend meeting or event. 3pts- each Set-up event, Working an event, Clean up after event. 2pts- extra Bonus for working the whole day at an event.
 - b. If a membership is lapsed all points will be lost and cannot be regained.
 3. Officers, Members at Large and Committee members will be awarded points for their service to T.H.A.P.H.S. 5 pts- committee member 10pts- Committee Chairperson. 15pts- Member at large on Exec Committee or appointed officer. 20pts- Elected Officers.
 4. Points may not be bought, sold, traded or given to another member.
- B. Ticket distribution
1. Tickets will be offered to members in good standing on a first come first serve basis with money paid upfront .
 - a. In the case of ties, the member with the most seniority will have the first option to purchase the ticket or by lottery, whichever is deemed appropriate by the Concert Committee.
 2. If a member is offered a ticket and cannot attend the concert, that ticket must be returned to The Society and offered to the next member on the participation list.
 - a. Violation of this policy will result in the loss of future ticket privileges for that member.
 3. It is a violation of PHiP rules to give or sell a club ticket to anyone other than an eligible member of The Hanover Area Parrot Head Society.
 - a. Violations of this rule can mean not only the loss of The Society's PHiP charter but could result in the loss of all PHiP ticket privileges.
- C. Membership Awards

1. Members may take an annual, one-time discount on any in-stock Society merchandise purchase.
 - a. The discount percentage will be equal to the number of service points earned the previous year.
 - (1) No discount may be greater than \$25.00.
 - b. Use of the merchandise discount will mean that the member has relinquished their place on the priority list for eligibility to purchase a PHiP concert ticket.

ARTICLE X: MISCELLANEOUS

1. Reimbursement of expenses to any member who has incurred expenses on behalf of the organization must be accompanied by a written request for reimbursement to any member of the ExComm. Proper documentation including receipts must be submitted for consideration.
2. Submission of Officer's receipts for reimbursement will be approved in the same manner except that the Officer will excuse his/herself from the meeting during the discussion of the reimbursement and will not vote on same.
3. Expenses in excess of \$50 should be discussed to receive authorization of payment by the ExComm.
4. Mileage reimbursements will equal the current IRS allowance.
5. Any property belonging to the organization shall not be used or consumed by any person without written consent of the ExComm and an approval by majority vote of same.
 - a. The term "property" includes all property real or personal, tangible or intangible which may be owned, created by or in the possession of the organization absent an overriding legally enforceable contract.
6. The following statement is to be added to each printed membership directory: "This directory is for the exclusive use of T.H.A.P.H.S. members. It may not be utilized for any purpose not directly associated with T.H.A.P.H.S., or released to other parties without the approval of the Executive Committee."
7. The newsletter advertising rates shall be set by the Editor with approval of the ExComm.
8. All Special Events shall be budgeted to at least "break even" financially. If a deficit appears likely, it will be reported to the ExComm promptly.
9. All social fundraising must be approved by the Excomm a month before the fundraising is to occur.
 - a. This includes any individual fundraising for non-club events.
 - (1) The individuals wishing to do non-club fundraising at the social must get preapproved two weeks in advance, present a flier to be placed at the meeting and give a brief description at the meeting of their organization and fundraising event,

ARTICLE XI: CODE OF CONDUCT

- A It is the intention of The Hanover Area Parrot Head Society 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 while representing The Society. Members also agree to abide by all local, state and federal laws including, but not limited to, governing misuse of personal privileges, personal property and controlled substances.
- B Members of T.H.A.P.H.S. 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. T.H.A.P.H.S. will not condone behavior contrary to our objectives or that which we feel is harmful or injurious to others. By virtue of your membership in the T.H.A.P.H.S. you have indeed agreed to "Party with a Purpose" in a most responsible fashion!
- C These By-Laws of The Hanover Area Parrot Head Society read as follows in Article III, Section E1
The Executive Committee of The Hanover Area Parrot Head Society may revoke membership from any member whom the entire Executive Committee determines no longer meets the requirements for membership as set forth in Articles III and XI of these By-Laws. This must be done by a unanimous vote. That vote ends such member's membership in The Hanover Area Parrot Head Society and all rights and privileges associated therewith. Upon termination, all items belonging to The Hanover Area Parrot Head Society must be returned to The Society.

ARTICLE XII: AMENDMENT OF BY-LAWS

- A. Amendments to these By-Laws may be proposed by a petition signed by 25 or more members and presented to the President.
- B. The ExComm can present for general membership vote, any amendments to the By-Laws which have been approved by the ExComm by a 2/3 vote.
 - 1. Balloting rules of a regular election shall apply, except that the designated date for the final receipt of ballots shall be no less than 30 nor more than 60 days from the day of publication.
- C. Adoption of the By-Laws or revisions thereof, which are approved by majority vote of the ExComm, shall be ratified by a majority vote of the general membership.
- D. Minor revisions for clarification or of a typographic nature will require only the ExComm's approval to be considered amended. Written notice of such corrections must be made to the membership.

ARTICLE XIII: DISBANDING AND DISPERSEMENT OF THE ORGANIZATION

- A. Dissolution of the club shall require an affirmative vote of a majority of active members, entitled to vote thereon, who are present at a meeting called exclusively for such purpose.
- B. All property shall either be sold to The Society's current members, or sold or donated to another Parrot Head Club.
 - 1. Property consists of all goods owned by The Society, see Article X Section 5a, at the time of disbanding.
 - a. Money raised from the sale of such property will be deposited into The Society's account.
- C. Dispersal of Funds
 - 1. Upon dissolution, the ExComm shall pay, or make provision for the full payment, of all liabilities of The Society.
 - 2. The ExComm shall arrange for the distribution of all remaining assets to a charity of the ExComm's choice.
- D. Notification
 - 1. Notice of dissolution must be sent to all appropriate governmental agencies, PHiP and all other parties of note.

ARTICLE XIV: ALTRUISM

Events and activities sponsored by The Society will have a portion of the proceeds raised donated to a designated charity, determined prior to the event. The Society will donate time and/or money to at least one local charity each year. The Society will be involved in at least one environmental cause each year. The ExComm has the responsibility to make recommendations to the general membership as to which charities to support. Individuals may also recommend charities and should do so through the ExComm. Designated charities shall be decided upon by The Society membership at business meetings.

