

# **Bylaws for the Metro Parrot Head Club, Incorporated**

Accepted and Adopted     **MARCH 24**    , 2018

## **MISSION STATEMENT**

The Metro Parrot Head Club is a non-profit corporation whose purpose is promote friendships and organize social activities for people with similar interests, including enjoyment of the tropical spirit of Jimmy Buffett's or similar artists music and to assist in local community and environmental concerns. Our club is open to anyone with a tropical spirit and desire to contribute to the betterment of our communities.

## **Article I: Organization**

1. The name of the organization shall be the Metro Parrot Head Club, Incorporated (hereafter referred to as "Metro" or "the Club").
2. Metro is a chartered club in good standing with the international parent organization of Parrot Heads in Paradise, Inc., hereafter referred to as "PHiP".
3. Metro and PHiP maintain no legal affiliation. PHiP and/or its officers will not be held liable or accountable for the actions or behavior of METRO or any of its members.
4. In the event of dissolution, officers shall donate all assets remaining, after the payment of all bills, legal expenses and other financial obligations to a charity or charities previously supported by the Club.

## **Article II: Membership**

Membership in Metro is open to anyone meeting the following guidelines:

1. A member should have an interest in the music of Jimmy Buffett or similar artists.
2. A member should have an interest in community service and environmental concerns.

3. A member must have a commitment toward the success of achieving the goals of the Club.

## **Payment of dues**

1. A member's annual dues will start on the date he or she joins the Club and must be made annually in January for all following years of membership.

2. By a majority vote, the Board of Directors (Board) can waive, reduce, or extend the deadline for payment of dues for any member due to financial hardship.

3. Any member who has not paid their dues by the end of January will be considered delinquent and their membership will be suspended. Payment of dues will re-activate his or her membership.

4. Changes in annual dues will be determined by a majority vote of the Board.

5. Membership in good standing will entitle a member to receive Club mailings, or electronic mailings, attend Club events, purchase Club merchandise, be eligible to vote in club elections, be eligible to hold elected office and to register for Meeting Of The Minds.

6. Dues are not tax deductible.

7. Dues are non-refundable under any circumstance.

8. The dues paid by those who join the Club after September 30 of a calendar year shall be applied to the following year.

## **Recall of Membership**

Any membership may be censured for a specified period of time from the Club and from some or all privileges therewith by a majority vote of the Board for infractions of the Bylaws and/or Code of Conduct.

Any membership may be terminated from the Club and from all rights and privileges therewith by a majority vote of the Board for infractions of the Bylaws and/or Code of Conduct or for participating in any illegal activity at officially sanctioned Metro Parrot Head Club functions.

Reasons for censure or membership termination can be, but are not limited to: misappropriation of funds, misfeasance, malfeasance, nonfeasance, possession of an illegal controlled substance at an event endorsed by the organization, direct endangerment to self or others or actions determined to be a detriment to this

organization as a whole. Or a violation of any of the items addressed in the Metro Code of Conduct (Article XIV: Appendix A).

An individual who has been censured or whose membership has been terminated may have a member in good standing make an appeal in writing to the Board for reinstatement to Member in Good Standing Status. Upon receipt of such an appeal, the Board shall re-evaluate the censure or recall. A majority vote of the Board will determine if the censure or recall stands or if the member will be reinstated.

### **Article III: Board of Directors and Administration**

The Club will be directed by Board of Directors (hereinafter “BOD” or “the Board”) of officers elected by all members in good standing of the Metro Parrot Head Club. Officers of the Club shall be President, Vice President, Secretary, Treasurer, Community and Environmental Affairs, Membership Director, and Social Director. All elected and appointed members of the BOD shall be current members in good standing with membership dues fully paid.

Prior to seeking a position on the Board, an individual must be a member in good standing for a minimum of one year.

Club officers shall serve without compensation. Expenses incurred by officers in carrying out administrative duties of the Club shall be reimbursed upon presentation of sufficient documentation to the Treasurer and approval by the Board.

All reimbursements made to officers will be documented by the Treasurer and available for review. Said reimbursements shall be included in the financial statements prepared by the Treasurer.

All disbursements must be authorized, in advance, by a majority of the Board. The Board member requesting the disbursement cannot vote on the request.

#### **Board Members:**

- The Board of Directors will consist of seven positions.
- These Positions will be filled via the process mandated within these Bylaws.
- The Board of Directors positions will be President, Vice-President, Secretary, Treasurer, Community and Environmental Affairs Director, Membership Director, and Social Director.

- Past Presidents, at their discretion, may elect to participate in Board meetings as a non-voting member.
- These positions will be open for election in alternating years as described below.
- All terms will begin on January 1st and end on December 31st of the following odd or even year as it applies to each position.

President – Elected in even numbered years

Secretary – Elected in even numbered years

Community and Environmental Affairs Director – Elected in even numbered years

Vice-President – Elected in odd numbered years

Treasurer – Elected in odd numbered years

Membership Director – Elected in odd numbered years

Social Director – Elected in odd numbered years

#### A. RULES FOR ELECTING THE BOARD OF DIRECTORS

1. No later than **SEPTEMBER 1** of each year, an Elections Officer shall be selected by the Board of Directors to serve as the individual who takes nominations and counts the ballots. This individual shall not be a current member of the Board of Directors and must be a member in good standing.
2. All members in good standing will be notified that an election will be held, for whatever positions are becoming open by **OCTOBER 1** of each year.
3. The Elections Officer must receive all nominations no later than **OCTOBER 15** of each year. All nominations must be signed by the nominee to be considered valid. Each person nominated as a candidate for office must meet the criteria of a member in good standing. A resume and position statement must accompany the nomination for each person running for office.
4. The Elections Officer shall create a ballot listing each nominee in alphabetical order by position.
5. The Elections Officer will mail a hard copy the ballot or send an electronic ballot of candidates to each household of a member(s) in good standing by **NOVEMBER 1**. Each household, either single membership or family membership shall have one vote. All voting must be completed and postmarked by **NOVEMBER 20**. The results will be communicated to the club no later than **DECEMBER 1**.

6. Write-in candidates will not be allowed.
7. A ballot that is not received is considered an abstention vote.
8. The only votes accepted will be those from members in good standing.
9. In the event that the election results in a tie between two candidates, an immediate run-off election shall be held between the two candidates receiving the most votes entered into this run-off.
10. Voting will be conducted by either hard copy ballot or electronic ballot. Hard copy ballots will be mailed to each household of members in good standing at the address on file with the Director of Membership at the time the elections begin. Only one ballot will be mailed to each household. Each household, either single membership or family membership shall have one vote. The Election's Officer will reply within 48 hours that the ballot has been received. If the member receives no confirmation, it will be their responsibility to contact the Election's Officer to correct the situation or submit another vote.

## B. VACANCIES

1. Should the office of the President become vacant, the Vice President shall automatically exercise all powers, duties, rights, and responsibilities of the President's office. A Special Election will be held, as expeditiously as possible, to fill the office of Vice President.
2. Should any other elected office become vacant, the remaining Board of Directors shall appoint a qualified Club member in good standing to serve in the interim until the next general election for that position.
  - a. Any sitting member of the Board of Directors may run for a different Board position without penalty. Should that person be elected, he/she must resign the previous position without penalty. The subsequent open position will then be filled according to Article V, Section B, Item 2.
3. Any Board member who voluntarily resigns or gives up an elected position will not be eligible to run for an elected position for a period of at least one year.

## C. NEPOTISM

No person who is elected or appointed to the Board of Directors may serve concurrently with any other Board member who is related to that person by marriage, civil union, through a “significant other” relationship, or as a blood relative closer than second cousins.

This provision is intended to prohibit the concurrent Board service of parents with their adult children, siblings with each other, first cousins with each other, and spouses with each other, regardless of whether such spousal relationship was created through marriage, civil union, or informally through the consent of two adults.

This Nepotism Clause pertains only to members of the Board of Directors and does not extend to Club members who may be appointed to positions or committees.

### **Period of Service:**

Each officer’s term will consist of two (2) years running from January 1 to December 31 of the second (2nd) year. Each officer will be selected by a vote of the membership as described in Article V, Elections.

In that the initial election is taking place in an even numbered year, terms for the Vice President, Treasurer, Membership Director and Social Director shall only be one year. Beginning with the election in 2019, the Vice President, Treasurer, Membership Director and Social Director positions will be for a two year term.

All Board of Director positions will be limited to two terms. Any member of the Board of Directors who will have to leave office due to term limits may run for election for any other Board position.

The seven members of the Board will be entitled to one (1) vote on all matters of the administration unless otherwise specified in the By-Laws. A majority vote is required to adopt any motion introduced at any Board meeting. Board Members may attend meetings by teleconference, video conference, or any other electronic method as required.

An “Official” Board meeting will require a quorum of five members. The Board will not be able to vote on any motions without a quorum being present.

Replacement of Members of the Board. If a member of the Board, with the exception of President, relinquishes their position or cannot fulfill their term of

office, any club member can nominate a candidate to fill the position until the next general election. The candidate shall be approved by a majority vote of the Board. In the case of President, the Vice President shall assume the position of President, and the vacancy of the Vice Presidency shall be filled as described above. Should the Vice President be unable or unwilling to assume the duties of President, the following order of succession shall be used: Treasurer, Secretary, Membership Director, Community and Environmental Affairs, Social Director.

Any Board member may be removed from office for just cause including, but not limited to misappropriation of funds, malfeasance, nonfeasance, misfeasance, gross negligence in office, or actions determined to be a detriment to this organization as a whole. A motion for removal of a member of the Board will be brought to the President, who shall disburse such motion to the remaining members of the Board of Directors for consideration. A motion to remove the President shall be brought to the Vice President. An emergency meeting of the Board of Directors will convene within 30 days of notification. The entire Board of Directors will attend this meeting, unless written dispute or any Board Member requests clarification. Such request shall be filed within seven (7) working days with the Board. This correspondence shall continue until the matter is resolved and voted upon. A two-thirds majority of the balance of the Board of Directors is necessary for action.

## **President**

- Shall be the Chief Executive Officer and work as a liaison between PHiP and other Parrot Head Clubs and relay these communications to the Board.
- Shall, when present, serve as the official club representative at meetings, events and community service activities.
- Shall serve as liaison to national level organizations, sponsors (i.e., Margaritaville Foods) and other clubs.
- Shall call and schedule meetings, preside over Board and General Meetings, set the business rhythm for the Board including, agendas, timing of notices and timing of meetings. Provide agenda for all Board meetings and facilitate said meetings.
- Shall approve and file reports in a timely manner to assure that the Club remains in compliance with the requirements of PHiP.
- Release or approve the release of official communications to the Club and to outside organizations

- Shall assimilate new Board members. Shall demonstrate leadership and move the Club forward toward the ideal of the Golden Coconut.
- Shall establish ad-hoc committees as necessary.
- Shall be responsible for responding to all complaints except those about the President, which shall be handled by the Vice President. The President may respond to complaints directly and will publish a summary via the BOD minutes.
- Upon leaving office, former Presidents shall be included in all email correspondence involving the Board, should they so desire, and will hold an advisory (non-voting) position on the Board. For up to one year.

## **Vice President**

- Shall assist the President in administering the business of the organization, shall preside in the absence of the President and shall succeed the current term if the President is unable to serve out the term.
- Shall advise and assist the President as necessary.
- Shall be responsible for the administration of all raffles conducted during Metro events, including, but not limited to, prize distribution and ticket sales. Shall serve as Board buddy for any member running a raffle.
- Vice President should be responsible for responding to all complaints about the president.
- Shall be responsible for administering a member recognition program.
- Shall be responsible for sending correspondence to members for life changing events such as bereavement, birth announcements, marriages...etc.

## **Secretary**

- Shall take the minutes of all meetings all Board meetings and furnish copies to all Board members, appointed officers and to others designated by the Board or the President within 7 days of a meeting. The minutes must be approved by the Board prior to its release to general members.



- Shall be responsible for external communication with media outlets. (i.e. Press Releases to PHIP and the Regional Coordinators, Radio Contacts, etc). All communications must be approved by the President prior to their release.
- Shall maintain the club bylaws.
- Upon leaving office, the Secretary shall pass on all materials, books, notes and records for the present and all prior years in good condition to the succeeding Secretary.

## **Treasurer**

- Shall assume the responsibility for all financial matters of the organization and keep regular books of account which shall be open at all times to any member of the organization upon request.
- Shall provide monthly financial reports at the Board meeting. The financial statement must be approved by the Board prior to its release to general members.
- Shall be responsible to reimburse members for Board approved and documented club expenses and notifying member of documentation needed to get approval or reimbursement.
- Shall be responsible for distributing payments to organization from the club within 45 days of the event and as required.
- Shall prepare all regular financial reports for Board.
- Shall be responsible for administration of financial auditing and tax reporting. Upon leaving office, shall pass on all funds, books, and records, for the present and prior years, in good condition to the succeeding Treasurer.
- Shall be responsible for maintaining records as required by PHiP for its annual report.

## **Community and Environmental Affairs Director**

- Shall be responsible for establishing and maintaining relations with non-profit, charitable and environmental organizations for which we can volunteer our time, talent or treasure.
- Shall be responsible for administration and coordination of community service events which shall include but not be limited to the following:

- Documenting and reporting to Membership Director member attendance at events.
- Specific event requirements.
- Shall maintain and publish a schedule of community service events.
- Shall be responsible for maintaining detailed records of community service events as required by PhiP for charter renewal.

## **Social Director**

- Shall be responsible for increasing the social participation by the membership.
- Shall be responsible for administration and coordination of social events which shall include but not be limited to the following:
  - Suggesting members in good standing to serve as coordinators of social events in their respective areas ie. NYC, NJ, CT, METRO North, Long Island West and Long Island East.
  - Documenting and reporting to Membership Director member attendance at social events.
  - Specific event requirements.
- Shall maintain and publish a schedule of social events.
- Shall be responsible for maintaining detailed records of social events as required by PhiP for charter renewal.
- Shall be responsible for increasing social activity and participation by club membership.

## **Membership Director**

- Shall be responsible for administration of membership in the club which includes but is not limited:
  - Dues
  - Club specific identification (If available)
  - PHIP membership cards (If available)
  - Club membership information communication
  
- Shall be responsible for administration of club tickets, should any be available. The membership Director can recommend a club member in good standing to serve as Club Ticket Liaison to PHiP, subject to BOD approval.
- Shall have the primary responsibility for recruitment of new members and maintaining up-to-date information on the entire membership.
- Shall be responsible for maintaining detailed membership records as required by PhiP for charter renewal.
- The following statement is to be added to each printed or electronic membership directory “This directory is for the exclusive use of the Metro Parrot Head Club members. It is not to be utilized for any purpose not directly associated with the Club, nor is it to be released to other parties without the approval of the Board.

**Common Duties for all Board members:**

- All Board members shall provide a monthly update and/or report of activities for Board meetings and for publication in the minutes, if applicable.
- All Board members are responsible for fielding complaints, welcome suggestions, taking questions from the membership and bringing them to the Board if necessary.
- Upon leaving office all Board members shall pass on all contacts, materials, notes, and records, for the present and prior years, in good condition to the succeeding Board member. Prior to leaving office all Board members shall spend a period of three (3) months acclimating the incoming officer to the responsibilities and procedures of his/her position.

- Upon leaving office, if mutually agreed upon by the Board and the outgoing Board member, the outgoing member shall assume an advisory position to the new Board member, as necessary, for a period up to two years.
- Board members should foster unity within the club.
- Board should foster new relationships with community organizations. Prior to leaving office all Board members shall spend a period of three (3) months acclimating the incoming officer to the responsibilities and procedures of his/her position.

#### **Article IV. Appointed Officers**

- The Board may create any committees as necessary and may appoint any officers to run these committees from the membership.
- All appointed officers shall be members in good standing.
- All appointed are required to give regular status reports to the Board.
- The Board shall be responsible for making the membership aware of any officers needs via the most efficient means.
- No appointed officers will have a vote in any Board decision.
- The Board will define the tasks of the appointed officer.
- The Board will determine the officer's term of office.
- The appointed officer may be removed by a 2/3 vote of the Board.

- The appointed officer will submit a list of potential committee members to the Board for approval. The Board will approve all committee appointments by a simple majority vote.
  - Committee members serve at the discretion of the officer appointed by the Board.
- The appointed officers may include, but are not limited to the following: Special Events Chairpersons. In addition, the following Board members will chair these committees should they choose to create them during their term in office: Secretary, Newsletter Committee; Membership, Ticket Committee; Social, Social Committee; Community & Environmental Affairs, Community & Environmental Affairs Committee.

### **Electronic Media Officer**

- Shall administer the domain metrophc.org
- Shall be responsible for administering and moderating electronic media accounts and tools, including but not limited to the following:
  - Metrophc.org
  - Yahoo! Groups
  - Social Media
  - Online payment systems
  - Assist Board in updating all online documentation.
- Shall be responsible for administration of any electronic voting.
- Reports to the President.
- Has access to all Board members.
- Is accessible by all Board Members.
- Should attend all Board meetings.

## **Article V: Meetings**

### **General Membership Meeting**

- A General Membership Meeting may be called and held each quarter, at a time and place to be determined by the Board and communicated to the general membership a minimum of 30 days prior to the meeting. If there is insufficient business to warrant a meeting, the President may elect not to hold a meeting, provided such a motion is approved by a simple majority vote of the Board. However, there shall be a minimum of two General Meetings during a calendar year.

### **Board Meetings**

- The Board will normally meet monthly and may convene additional meetings at its discretion.
- The quorum at any Board meeting shall consist of 5 of the 7 members of the Board.
- Voting on issues will require that all Board members have their say in the vote request put before them. A majority vote of the entire Board, (all seven members), is what is required to pass.
- An “Official” Board meeting will require a quorum of five members. The Board will not be able to vote on any motions without a quorum being present.
- Minutes of Board meetings shall be available to all members in good standing upon request.
- **ORDER OF BUSINESS**
  1. Call to Order.
  2. Old and Unfinished Business.
  3. New Business.
  4. Reports of Officers.
  5. Reports of Committees if any.
  6. Determination of next Board Meeting time and location.
  7. Adjournment.
- The Board will meet monthly. If there is insufficient business to warrant a meeting, the President may elect not to hold a meeting, provided such a motion is approved by a simple majority vote of the Board. Additional business may be

conducted outside of the monthly Board meetings, through any means of communication accessible to all Board members.

## **Article VI: Assets and Liabilities**

- Reimbursement of expenses to any member who has incurred an expense on behalf of the organization must be accompanied by a written request for reimbursement to the Board. Proper receipts and documentation must be submitted for consideration.
- Submission of officers' receipts for reimbursement will be approved in the same manner except the officer will excuse himself/herself during the discussion of the reimbursement and will not vote on the same.
- Proceeds of an event are the property of the club and should be submitted to the treasurer within 30 days of the event.
- Members need prior approval from the Board for commitment of club funds.
- Any property belonging to the organization shall not be used or consumed by any person without the written consent of the BOD and an approval by a majority vote of the same. 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 in an overriding legally enforceable contract.

## **Article VII: Operations**

- The fiscal year for the Metro Parrot Head Club shall begin on Jan 1 and end on Dec 31.
- All monies of the Club shall be received by the Treasurer and deposited in a Federally insured bank account in the name of the Club.
- The Treasurer, President and Vice-President shall be authorized signatories of the organization's bank account. All disbursements must be authorized by no less than two officers, neither of which can be the originator of the disbursement request. All disbursements in excess of \$100 must be authorized in advance by the Board.
- All special events shall be budgeted to at least "break even" financially. If a deficit appears likely, it will be reported to the Board promptly.

- Any contract or legal document that obligates the Board in any manner is to be approved in advance by the Board.
- Only Board members shall be authorized to sign contracts or legal documents on behalf of the Board.
- No General Member can claim to represent the Board in any manner or at any event sponsored by a club sanctioned by PHiP, unless appointed to do so by the Board.
- Any property belonging to the Metro Parrot Head Club, Inc. shall not be used, transferred, acquired, divested or consumed by any person without written consent of the Board 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 the Metro Parrot Head Club absent an overriding legally enforceable contract.
- Use of mailing lists identifying club leaders or club members for solicitation purposes of any kind (including charitable) is strictly prohibited.
- Request for dissolution of the club can be made by a club member in good standing to the Board of Directors.
  - The Board of Directors shall determine whether this vote shall be presented to all members in good standing.
  - Dissolution will be done if enough votes are collected such that the remaining club members no longer meets PHiP's rules for a club in good standing.
  - This vote will take place by written ballot.
  - Upon the dissolve of the organization, any monies left in the bank account will be designated as a charitable donation.



## **Article VIII: Definition of Events**

### **Community Service and Environmental Affairs**

- The primary purpose of the event, as designated by the BOD is to support a charitable or environmental organization or to provide a community service or if the primary purpose of the event is to raise money for a charitable organization.

### **Social**

- The primary purpose of the event as designated by the BOD is social in nature.
- If a raffle or fundraiser is held during a social event, the event remains a social event.

## **Article IX: Ticket Distribution**

- The ticket administrator, which is either the membership director, or a member in good standing who is appointed by the BOD, will determine the amount of “assistants” required. The BOD will appoint the Ticket Administrators “assistants” from the general membership. The role of the assistants will be determined by the Ticket Administrator.
- Once the Club has been notified by PHiP that there will be a concert in our area, an email will be sent to all Club members for the purpose of obtaining ticket requests. The e-mail will also include the Ticket Administrator(s) phone numbers for ticket questions and BOD member’s phone numbers for non-ticket related questions. The object of this is to use the ticket process as an opportunity to receive feedback from the membership.
- The ticket administrator(s) will be responsible for the making of the allocation phone calls, writing informational articles for the Banana Wind, collecting money and gathering member feedback from those calls.
- The ticket administrator(s) will update the BOD frequently, or when changes are made to the final distribution list, i.e. refusals and returns (and increasingly as the concerts approach) regarding the status of tickets and their distribution.
- Payments can either be mailed in or paid online if resources are available to do so. A self-addressed stamped envelope may be required for distribution of tickets and at the discretion of the ticket administrator(s).
- The ticket Administrator(s) will be responsible to submit contingency plans to the BOD to deal with late arriving tickets.

- The ticket administrator(s) will determine the distribution method (mail, at a function, or pick-up).
- Ticket Administrator(s) will be polite and courteous to the members.
- Past Presidents will be eligible for two tickets regardless of activity level. Every effort will be made to keep families together by seating and day of ticket assignment, but point level will be a major factor.
- Club members who have requested concert tickets are responsible for paying for those tickets. There will however be a reasonable accommodation for extenuating circumstances.
- Tickets that have been requested by Club members but are no longer needed will be returned to the club, and made available to other members in good standing.
- The BOD for the METRO Parrot Head Club will be the interpreter of all PHIP ticket rules.
- Ticket account is to be set up and maintained by Club treasurer, if it is deemed to be necessary by the BOD..
- The BOD will approve all expenses and documentation will be provided to them.
- Tickets will be distributed PER PAID ADULT MEMBER. Tickets will be distributed 2 per member. Therefore, single membership will be eligible for two tickets and family membership will be eligible for four tickets. BOD members will be treated the same as other members (2 tickets Per Paid Adult).
- All memberships are defined as single memberships. However, an appropriate discount on membership fees will be given for two members in the same household. Children under eighteen may be added to any membership, but they will not be entitled to vote or receive tickets.

## **Article X: Amendment to Bylaws**

- These Bylaws may be amended by a majority vote of the Board as required and as deemed necessary for the conduct of Club Business. In addition, amendments may be proposed to the Board by any member in good standing.
- Changes will be presented to the membership in the most efficient manner as determined by the Board. There shall be a comment period of 30 days during which Members may respond to the revised Bylaws. Any discussion deemed

necessary will be held in public forum. At the end of the discussion period, the BOD shall vote on the revised Bylaws.

## **Article XI: Adoption of Bylaws**

- These Bylaws will go into effect no later than **March 24, 2018**.

## **Article XII: Infractions of Bylaws**

- Any membership may be suspended for a specific period of time from the organization and some or all rights and privileges therewith at the discretion of the Board for infractions of the Bylaws and/or Code of Conduct.
- Any membership may be terminated from the Club and from all rights and privileges therewith by a majority vote of the Board for infractions of the Bylaws and /or Code of Conduct or for participation in any illegal activity at officially sanctioned Metro Parrot Head Club functions.
- See Article II, Recall of Members and Article XIV, Code of Conduct for additional information.

## **Article XIII: Disclaimers**

- Each member is responsible for his or her own actions and behavior positive and negative. The Club neither approved of assumes responsibility for actions by members, which may result in deliberate injury to persons or damage to property.
- Membership in the Club does NOT give permission to use Jimmy Buffett's name, song titles of lyrics, names of his businesses, websites or any trademarked, copy righted or reserved material(s) owned by Mr. Buffett, Margaritaville.com, Mailboat Records, Margaritaville, records, radio, restaurants, stores or resorts. Nor can any member use the logo or name of the Metro Parrot Head Club, Inc. or Parrot Heads in Paradise, Inc. without first getting permission.
- By signing up to be a member of this Club, you are agreeing to these terms and conditions and any other terms/rules set forth by the Metro Parrot Head Club, Inc. during your time as a member. Rules and terms may change. Notice of any rules/terms changes will be posted on our website [www.metrophc.org](http://www.metrophc.org). It is your responsibility to keep updated on any such changes.

- No Club member, officer or entity of the Club is authorized to contact HK Management or Margaritaville, Inc. its successors and/or assigns, regarding promotional materials provided by said organizations to PHiP, or any other matter pertaining thereto.
- The Club prohibits discrimination by any member or component entity on the basis of race, national origin, gender, religion, handicap, sexual orientation or marital status. It is a policy of this Club to foster a spirit of acceptance among all peoples.

## **Article XIV: Appendix A**

### **METRO Parrot Head Club Code of Conduct**

The METRO Parrot Head (further referred to as METRO) is an organization that participates and provides its members with opportunities to share in many different types of social activities and charitable experiences. For the benefit of all the members, guests and gracious charitable hosts we ask that members abide by the local, state and federal laws (including but not limited to) governing the misuse of personal privileges, property and controlled substances. The members of this organization shall be required to treat fellow members respectfully.

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

METRO does not condone nor tolerate behavior contrary to our objectives nor that which is harmful or injurious to others including its members. This includes inappropriate behavior at Charitable, Social or other events, or via any electronic media forums (i.e. Facebook, Twitter, Yahoo, etc.) where you are presenting yourself as a METRO member.

By virtue of your membership into METRO you have agreed to the philosophy of our national organization Parrot Heads in Paradise (PHIP) and agree to "Party with a Purpose" in a respectful, responsible manner. You agree to abide by PHIP and METRO BYLAWS, which are posted on their respective websites.

The Board of Directors (further referred to as BOD) reserves the right to uphold this said code of conduct for the betterment of METRO and ALL of its said members. The BOD

reserves the right to revoke or withhold any membership not abiding by the club code of conduct or any of the BYLAWS.

The Board of Directors (further referred to as BOD) reserves the right to uphold this said code of conduct for the betterment of METRO and ALL of its said members.

The BOD reserves the right to revoke or withhold any membership or censure a membership for not abiding by the club code of conduct or any of the Bylaws. A censured member, A.K.A. a member “not in good standing” will not be allowed to hold, run for or vote for any position in the club as long as they are considered not in good standing.

Any violation of the Code of Conduct by a member, who is not in good standing, will result in the automatic revocation of membership.

A club member who is not in good standing may have a member in good standing petition the BOD to have this status lifted after a period of no less than six months. Once a petition is received, the BOD will consider the petition at its next regularly scheduled meeting. If the BOD finds good cause to lift the status, it can, by a majority vote, return the individual to a member in good standing.

If the BOD does not feel that taking this action is appropriate at that time, the member will remain not in good standing and can petition the BOD at a later date.

Removal from METRO is a grave situation and primarily occurs due to misconduct on the part of an individual exposing the club to liability, credibility, or reputation issues. Therefore, any membership revoked for reasons stated above, shall not be entitled to a refund of any portion of their dues nor shall they be eligible to receive concert tickets or any other privileges and/or benefits associated with a METRO membership.

Approved by the members of the METRO PHC on **March 24, 2018** .

Adopted by the METRO BOD **March 24, 2018**.

## **Article XV: Appendix B**

### **METRO Parrot Head Club Facebook Page**

The METRO PHC Facebook group was created as a social gathering place for members and friends of the METRO PHC. In addition to members of the METRO Parrot Head Club, all Parrot Heads are welcome to this page and to visit [www.metrophc.net](http://www.metrophc.net) for everything METRO-related and especially to join and participate in the METRO PHC.

The administrators maintain this group to promote the METRO Parrot Head Club in general and the numerous Club sponsored social and community service events held throughout the year.

Like the METRO Parrot Head Club, the METRO PHC Facebook Group has a few common sense rules.

Posts need to be on-topic. They should be about or easily relatable to METRO PHC activities. Promoting METRO sponsored social or community service events is encouraged.

Posting photos taken at official METRO PHC activities is also encouraged. However, postings/pictures of other club or non-club events will be posted only at the discretion of the Administrators. Remember this group has over 300 members and all must be taken into consideration when posting pictures/posts of these kinds of events.

Photos taken at private gatherings, even if a number of Club members attend, will not be posted. The proper place for those photos are on an individual's own Facebook page.

Posts either about or easily relatable to Jimmy Buffett are always welcome. After all, he's the reason why we are here.

Posting information about Trop-Rock musicians who may be performing in the METRO Area is permitted if done infrequently (once per month).

METRO members who are also musicians/entertainers are allowed to post notices of their performances.

Posts regarding events and activities that are sponsored by neighboring parrot head clubs will be permitted if done infrequently (once per month).

No marketing, fundraising, soliciting or advertising in the group is permitted, regardless of the cause, without permission of the METRO PHC Board.

The METRO PHC Group is not the proper forum to discuss general Club matters. Nor is it the place to settle disputes that members may have with the METRO PHC Board or other Club members. Members who may have questions about the METRO Parrot Head Club are encouraged to contact the METRO PHC Board directly.

At all times this group needs to maintain a welcoming environment, where everyone can be comfortable, and to promote inclusion for all. Negative comments about other Club members, Board members and the METRO PHC in general will not be posted.

Although we generally don't believe in censorship, members are not free to write whatever they want. Respectful communication is mandatory.

Repeated submissions of posts that might be considered disrespectful, profane, derogatory or cyber-bullying will be cause for removal for the group.

We're all here to have fun either by partying with a purpose or participating in community service events that help make our corner of the world a better place. The purpose of the METRO PHC Facebook Group is to help us all succeed with these efforts.