

# **PHLOC 186**

**DECEMBER 15, 2010**

**ARTICLE 1. GENERAL:**

- A. THE NAME OF THE ORGANIZATION SHALL BE PARROT HEADS OF THE LOWER OHIOVALLEY CLUB (PHLOC 186), AND IS LOCATED IN EVANSVILLE, INDIANA.

**ARTICLE 2. MEMBERSHIP AND DUES:**

**A. A MEMBER IN GOOD STANDING:**

- 1 A MEMBER IN GOOD STANDING IS A MEMBER WHOSE DUES ARE CURRENT,

**B. A MEMBER IS CONSIDERED ACTIVE;**

1. SO LONG AS THEIR DUES ARE CURRENT  
2. SO LONG AS THEY PARTICIPATE IN CLUB SPONSORED VOLUNTEER EVENTS, MINIMUM 2 CLUB EVENTS AND 6 MEETINGS A YEAR AND SOCIAL ACTIVITIES.

**C. DUES:**

- 1 .THE EXECUTIVE COMMITTEE SHALL DETERMINE AND SET THE AMOUNT OF DUES OWED BY EACH MEMBER BY A MAJORITY VOTE, (\$25.00 PER PERSON PER YEAR, IF JOINING AFTER JULY 1<sup>ST</sup>, DUES ARE \$20.00 PER PERSON FOR THE REMAINDER OF THE YEAR).  
2. THE EXECUTIVE COMMITTEE SHALL REVIEW MEMBERSHIP DUES ON AN ANNUAL BASIS AND ADJUST ACCORDINGLY.  
3. DUES SHALL BE PAID ON A YEARLY BASIS AND COLLECTED BY THE TREASURER WITH A METHOD APPROVED BY A MAJORITY VOTE OF THE EXECUTIVE COMMITTEE.  
4. ANY MEMBER WISHING TO TERMINATE HIS/HER MEMBERSHIP WILL NOT BE REFUNDED ANY PORTION OF THEIR DUES.  
5. ANY TERMINATED MEMBER MAY REJOIN THE CLUB

**ARTICLE 3. EXECUTIVE COMMITTEE:**

**A. EXECUTIVE COMMITTEE:**

1. THE ORGANIZATION WILL BE OPERATED AND MANAGED BY THE EXECUTIVE COMMITTEE.  
2. THE EXECUTIVE COMMITTEE SHALL BE MADE UP OF THE FOLLOWING OFFICERS: A PRESIDENT, A VICE PRESIDENT, A SECRETARY, AND A TREASURER, (OR CO-DIRECTORS FOR ANY OF THE FOUR POSITIONS OR MERGED POSITIONS)  
3. THE EXECUTIVE COMMITTEE SHALL MEET, AT A MINIMUM, ON A QUARTERLY

BASIS.

4. THE EXECUTIVE COMMITTEE SHALL HAVE UPDATED AND COMPLETE MAILING LIST OF CURRENT MEMBERS OF THE CLUB.
5. EACH EXECUTIVE COMMITTEE MEMBER MUST BE AN ACTIVE MEMBER OF THE CLUB AS DEFINED HEREIN.
6. AN EXECUTIVE COMMITTEE MEMBER WHO CANNOT COMPLETE A TERM OR IS INEFFECTIVE IN HIS/HER POSITION SHALL BE REPLACED AND APPROVED BY A SIMPLE MAJORITY VOTE OF THE MEMBERSHIP.

**ARTICLE 4. ELECTIONS AND PERIOD OF SERVICE**

**A. PERIOD OF SERVICE:**

1. ALL OFFICERS' TERM SHALL CONSIST OF TWO (2) CALENDAR YEARS RUNNING FROM JANUARY 1 THROUGH DECEMBER 31. THE PRESIDENT AND SECRETARY WILL BE ELECTED ON THE ALTERNATING YEARS AS THE VICE PRESIDENT AND TREASURER.
2. OFFICERS CAN BE ELECTED FOR CONSECUTIVE TERMS AT THE SAME POSITION, OR RUN FOR A DIFFERENT POSITION.
3. THE OFFICERS OF THE EXECUTIVE COMMITTEE FOUNDING THE PARROT HEADS OF THE LOWER OHIOVALLEY WERE DECIDED UPON BY A MAJORITY VOTE OF THE FOUNDING OFFICERS.

**B. ELECTIONS:**

1. AN ACTIVE MEMER CAN BE NOMINATED OR VOLUNTEER FOR THE EXECUTIVE COMMITTEE TO RUN FOR ANY OFFICE.
2. CANDIDATES FOR THE OFFICE MUST MAKE THEIR INTENTIONS KNOWN TO THE EXECUTIVE COMMITTEE. (DATES TBA)
3. IF THERE ARE NOT ENOUGH CANDIDATES FOR THESE POSITIONS THE EXECUTIVE COMMITTEE WILL IMMEDIATELY BEGIN A SEARCH FOR ADDITIONAL CANDIDATES.

**ARTICLE 5. OFFICERS AND DUTIES:**

**A. THE PRESIDENT OR CO DIRECTORS SHALL:**

1. CHAIR EXECUTIVE MEETINGS AND GENERAL MEMBERSHIP MEETINGS.
2. COLLECT INPUT FROM THE VICE PRESIDENT, SECRETARY AND/OR COMMITTEE CHAIRS AND DISTRIBUTE THE INFORMATION AS NECESSARY TO THE CLUB MEMBERS. IF THERE IS A PUBLIC RELATIONS PERSON THEY WILL BE IN CONTACT WITH SPONSORS.
3. APPOINT ALL NON-ELECTED COMMITTEE HEADS WITH THE APPROVAL OF THE EXECUTIVE COMMITTEE.
4. HAVE THE POWER TO CALL ANY SPECIAL MEETINGS OF THE EXECUTIVE

*COMMITTEE, BUSINESS MEETINGS OR GENERAL MEETINGS.*

- 5. WORK WITH THE COMMITTEE CHAIRPERSONS TO ASSURE ASSIGNED TASKS ARE COMPLETED.*
- 6. SUBMIT ALL REPORTS (SEMI-ANNUALLY/2 PER YEAR) TO PHiP ORGANIZATION.*
- 7. ACT AS LIASON BETWEEN OTHER PARROT HEAD CLUBS.*
- 8. BE THE CONTACT FOR ALL PHiP BUSINESS.*

***B. THE VICE PRESIDENT SHALL:***

- 1. IN THE ABSENCE OF THE PRESIDENT: CONDUCT ALL EXECUTIVE MEETINGS, BUSINESS MEETINGS AND ASSIST THE PRESIDENT IN ADMINISTRATING THE NEEDS OF THE CLUB.*
- 2. MAINTAIN A COMPLETE MEMBERSHIP INFORMATION LIST WHICH INCLUDES NAME, PHONE NUMBERS, ADDRESS AND E-MAIL.*
- 3. SHALL SUCCEED TO THE PRESIDENCY IF THE CURRENT PRESIDENT IS UNABLE TO COMPLETE TERM IN OFFICE.*
- 4. INSPECT THE FINANCIAL RECORDS BI-ANNUALLY.*

***C. THE SECRETARY SHALL:***

- 1. KEEP ACCURATE RECORDS OF ALL EXECUTIVE AND BUSINESS MEETINGS.*
- 2. CORRESPOND WITH ANY NON-PROFIT ORGANIZATION OR INDIVIDUAL REQUESTS, APPROVED BY THE EXECUTIVE COMMITTEE IN THE ABSENCE OF THE PUBLIC RELATIONS PERSON.*
- 3. RECEIVE FROM THE COMMITTEE CHAIRS AND RECORD THE NAMES OF THOSE WHO PARTICIPATE IN VOLUNTEER AND SOCIAL ACTIVITIES.*
- 4. UPON COMPLETION OF HIS/HER TERM, TURN OVER ALL RECORDS AND CLUB HISTORIES FOR THAT YEAR OR OTHERWISE IN HIS/HER POSSESSION TO THE SUCCEEDING SECRETARY NO LATER THAN JANUARY 31<sup>ST</sup>.*

***D. THE TREASURER SHALL:***

- 1. KEEP ACCURATE RECORDS OF THE FINANCIAL ACTIVITIES OF THE CLUB AND PAYMENT OF DUES BY CLUB MEMBERS.*
- 2. ASSUME RESPONSIBILITY FOR FINANCIAL MATTERS OF THE CLUB.*
- 3. PREPARE QUARTERLY FINANCIAL REPORTS FOR THE EXECUTIVE COMMITTEE.*
- 4. PRESENT THE FINANCIAL RECORDS BI-ANNUALLY FOR INSPECTION BY ALL BOARD MEMBERS.*
- 5. UPON COMPLETION OF TERM, TURN OVER ALL FUNDS, BOOKS AND FINANCIAL RECORDS TO THE SUCCEEDING TREASURER.*

**ARTICLE 6. REMOVAL FROM OFFICE:**

- 1. ANY ELECTED COMMITTEE MEMBER MAY BE REMOVED FOR JUST CAUSE*

*INCLUDING BUT NOT LIMITED TO, MISREPRESENTATION OF THE CLUB STATED GOALS, UNAUTHORIZED USE OF CLUB FUNDS, NON-PERFORMANCE OF DUTIES OF OFFICE, AND MISSING THREE (3) CONSECUTIVE EXECUTIVE COMMITTEE MEETINGS.*

**ARTICLE 7. MEETINGS:**

- 1. MEMBERSHIP MEETINGS SHALL BE HELD MONTHLY.*
- 2. THOSE CLUB MEMBERS ATTENDING THESE MEETINGS WILL CONDUCT THEMSELVES IN A BUSINESS-LIKE MANNER. ANYONE NOT CONDUCTING HIM/HERSELF IN A BUSINESS-LIKE MANNER MAY BE ASKED TO LEAVE THE MEETING.*
- 3. GUESTS OR MEMBERS ADDRESSING THESE MEETINGS SHALL HAVE THE ATTENTION OF ALL WHO ARE PRESENT.*
- 4. ISSUES THAT REQUIRE ACTION WILL BE DISCUSSED IN DETAIL AT THE NEXT EXECUTIVE COMMITTEE MEETING.*
- 5. THE SECRETARY SHALL TAKE MINUTES AT THESE MEETINGS, IF UNAVAILABLE, MINUTES WILL BE TAKEN BY A CLUB MEMBER APPOINTED BY THE OFFICER CONDUCTING THE MEETING AND REPORT THE RESULTS TO THE CLUB VIA E-MAIL.*

**ARTICLE 8. SOCIAL EVENTS:**

- 1. THE CLUB WILL ATTEMPT TO HAVE SOCIAL EVENTS ONCE A MONTH, A HAPPY HOUR OR SIMILAR GATHERING.*
- 2. ALL CLUB MEMBERS ARE INVITED TO ATTEND AND BRING GUESTS.*

**ARTICLE 9. COMMITTEES:**

**A. ESTABLISHMENT OF COMMITTEES:**

*THE FOLLOWING COMMITTEES WILL BE ESTABLISHED, COMMITTEE CHAIRS WILL BE APPOINTED POSITIONS AND ALL CLUB MEMBERS ARE ENCOURAGED TO PARTICIPATE. COMMITTEE CHAIRS WILL BE REQUIRED TO SUBMIT A REPORT TO THE PRESIDENT AFTER EACH EVENT.*

*INFORMATION SHOULD INCLUDE NAME OF THE EVENT, AMOUNT OF FUNDS RAISED, AREA(S) OF DISTRIBUTION OF SAID FUNDS, CONTACT NAME AND ADDRESS FOR THE CHARITY, AND NUMBER OF VOLUNTEERS, THE SIGN-IN SHEET FOR THE EVENT SHOULD BE GIVEN TO THE SECRETARY IN A TIMELY MANNER.*

**1. SOCIAL COMMITTEE:**

*THE SOCIAL COMMITTEE SHALL ORGANIZE SOCIAL ACTIVITIES SUCH AS THE MONTHLY SOCIAL EVENT, CABIN FEVER, ANNIVERSARIES, CHRISTMAS AND*

PARAKEET PARTIES.

2. **VOLUNTEER COMMITTEE:**

THE VOLUNTEER COMMITTEE SHALL ESTABLISH AND COORDINATE THE VOLUNTEER BASE FOR ALL PLANNED ACTIVITIES.

3. **MEMBERSHIP COMMITTEE:**

THE MEMBERSHIP COMMITTEE WILL BE IN CHARGE OF PUBLIC RELATIONS, AND NEW MEMBERSHIP WELCOMING/INTRODUCTIONS.

4. **HISTORICAL COMMITTEE:**

HISTORICAL COMMITTEE WILL BE RESPONSIBLE FOR KEEPING/GATHERING ALL RECORDS AND PICTURES FOR THE CLUB SCRAPBOOK AND CONCEPTION OF THE PARROT HEADS OF THE LOWER OHIOVALLEY CLUB RECORDS.

**B. COMMITTEE ROLES:**

1. COMMITTEES WORKING WITH A CHAIRPERSON WILL BE GIVEN RESPONSIBILITY FOR SPECIFIC EVENTS AND ACTIVITIES.
2. COMMITTEES ARE EXPECTED TO REPORT TO THE EXECUTIVE COMMITTEE ON THE PROGRESS, OR LACK THEREOF, OF SPECIAL EVENTS AND ACTIVITIES AS NECESSARY. (A REPORT WILL BE GIVEN)
3. COMMITTEE CHAIRPERSONS WILL NOT HAVE A VOTE ON THE EXECUTIVE COMMITTEE.

**ARTICLE 10. CONCERT TICKETS (AS GOVERNED BY THE PHiP BOARD OF DIRECTORS)**

A COPY OF THE CLUB MEMBERSHIP ROSTER MUST BE RECEIVED BY THE EXECUTIVE COMMITTEE AND SENT TO THE PHiP TICKET ADMINISTRATOR HIGHLIGHTING THE ACTIVE MEMBERS. A TICKET COORDINATOR WILL BE CHOSEN BY THE EXECUTIVE COMMITTEE MEMBERS TO ACT AS THE CLUB AND PHiP LIAISON. THE CLUB PRESIDENT MUST APPROVE ALL TICKET REQUESTS, BASED ON ELIGIBILITY. TICKETS WILL BE DISTRIBUTED IN ACCORDANCE WITH THE RULES PROVIDED BY THE NATIONAL HEAD-QUARTERS OF PARROT HEADS IN PARADISE. PHiP WILL ADVISE WHICH CLUBS ARE IN OUR REGION AND WITH WHOM WE MUST SHARE TICKETS. THE COST OF TICKETS IS DETERMINED BY VENUE AND ARE NOT TO BE SOLD FOR MORE THAN THE FACE VALUE. THE TICKET COORDINATOR IS RESPONSIBLE FOR COLLECTION OF MONEY FROM ALL PARTICIPATING CLUBS AND CLUB MEMBERS. IF REQUEST FOR PAYMENT DEADLINE IS MISSED, TICKETS ARE FORFEITED. WHEN THE TICKETS ARE AVAILABLE, THE COORDINATOR IS RESPONSIBLE FOR PICKING UP THE TICKETS. THE 186<sup>TH</sup> PHLOC WILL USE A POINT SYSTEM FOR TICKET ELIGIBILITY IN CASE OF A LIMITED SUPPLY OF

TICKETS AND INTERESTED CLUB MEMBERS. POINTS WILL BE OBTAINED THROUGH CLUB ACTIVITY AND PARTICIPATION. MEETINGS AND SOCIAL EVENTS 5 PTS, COMMUNITY SERVICE 10 PTS, FUNDRAISERS FOR CHARITY EVENTS 25 PTS.

**ARTICLE 11. AMENDMENTS TO BY-LAWS:**

**A. ONCE ADOPTED, THE BY-LAWS CAN BE CHANGED IN THE FOLLOWING MANNER:**

1. THE CHANGES AND/OR ADDITIONS MUST BE PRESENTED TO THE EXECUTIVE COMMITTEE FOR APPROVAL.
2. ONCE APPROVED BY THE EXECUTIVE COMMITTEE IT WILL BE PRESENTED TO THE CLUB MEMBERSHIP.

**ARTICLE 12: MISCELLANEOUS:**

1. A RECEIPT MUST ACCOMPANY ANY REIMBURSEMENT OF ALL AUTHORIZED EXPENSES TO ANY CLUB MEMBER UNDER \$50.00. THIS WOULD INCLUDE PAINTS, BUILDING MATERIALS AND DECORATIONS NEEDED FOR SOCIAL OR VOLUNTEER EVENTS.
2. ANY EXPENSES OVER \$50.00 MUST HAVE PRE-APPROVAL OF THE PRESIDENT AND TREASURER AND ACCOMPANIED BY A RECEIPT.
3. ANY SPECIAL EVENTS MUST BE BUDGETED TO A BREAK-EVEN POINT.
4. IF THE ORGANIZATION DISBANDS, ANY AND ALL FUNDS REMAINING AFTER ALL EXPENSES HAVE BEEN SATISFIED, SHALL BE DONATED TO A CHARITABLE ORGANIZATION APPROVED BY THE EXECUTIVE COMMITTEE.
5. THE PARROT HEADS OF THE LOWER OHIOVALLEY CLUB SHALL NOT BE HELD LIABLE FOR THE ACTIONS OF ITS CLUB MEMBERS.

**AMENDED, DECEMBER 15, 2010**

**WHITNEY A. KISSEL- PHOUNDER 2003/PRESIDENT-2003 - 2010**

**LINDA LYNXWILER—ACTING VICE PRESIDENT 2010**

**PATTI LUIGS – SECRETARY 2010**

**VINCE LYNXWILER -TREASURER 2009-2010**