

**BYLAWS OF THE  
PARROT HEADS OF THE SAVANNAH RIVER**

**ARTICLE I (NAME)**

This organization shall be known as the PARROT HEADS OF THE SAVANNAH RIVER. No person or group may enter into activities in which the name of the Club is used or associated without prior approval of the Executive Committee.

This organization has been created under the ideals of the Parrot Heads in Paradise (PHIP), the national Parrot Head Club, and will remain a member in good standing, respecting all guidelines and by-laws of PHIP.

**ARTICLE II (PURPOSE)**

The objects and purposes for which the Club is formed are as follows:

- 1) To be a source of enjoyment, relaxation and fellowship.
- 2) Assist in community and environmental concerns and provide a variety of social activities for people of similar interest.

**ARTICLE III (OFFICERS)**

The officers shall be as follows:

- 4) President
- 5) Vice-President
- 6) Secretary
- 7) Treasurer
- 8) Membership

**ARTICLE IV (EXECUTIVE COMMITTEE)**

The Executive Committee shall be comprised of the five elected officers and four board members

(elected by the membership).

**ARTICLE V (MEMBERSHIP/DUES)**

- 1) There shall be two classes of membership
  - a) Single for \$20.00 annual dues
  - b) Family for \$30.00 annual dues
- 2) Dues will be paid annually January 1, to the Membership officer
  - a) New members joining after July 1 thru November 1, will pay dues
    - i) Single \$10.00
    - ii) Family \$20.00
    - iii) Dues will be paid again January 1 at the regular annual fee.
  - b) New members joining in November and December, will pay full price and this will count as next years' annual dues.

**ARTICLE VI (TERMINATION)**

- 1) Any member may be terminated with “just-cause” by the two-thirds vote of the Executive Committee (Board).
- 2) Upon termination, all items belonging to the Club will be returned to the Club

02/21/05  
Rev. 5

#### **ARTICLE VII (MEETINGS)**

- 1) Regular meetings will be held every month, to be decided by the majority opinion.
  - a) Annual review as to place and time.
- 2) Special meetings and fundraisers will be held at various locations, depending upon the nature of event. Members will be notified of these events through regular meetings and newsletters.
  - a) Executive Committee must pre-approve of all fundraisers and their designated beneficiary prior to any releases or publicity.
- 3) Board meetings will be held at the discretion of the Board, usually held, prior to a regular meeting.
- 4) Only officers and board members shall attend Board meetings.

#### **ARTICLE VIII (TERM OF OFFICE)**

- 1) The elected officers will serve a term of 1 year but not more than 3 consecutive terms, unless approved by the Executive Committee and voted on by general membership.
- 2) Only members in good standing (paid members) shall be eligible
  - a) To be elected for an office
  - b) To vote in an election
  - c) To nominate a member for an office
- 3) The terms of office will run from April thru March, with annual elections being held in March.
- 4) Any officer may resign by filing a written resignation with the Secretary or President.
- 5) Any officer may be removed from office by the general membership at any regular or special meeting.
- 6) In the event of a vacancy of:
  - a) President, the Vice-President will complete the term
  - b) Any other officer, or member of the Executive Committee, the vacancy will be filled with any eligible member of the club (in good standing) by a majority recommendations of the Executive Committee and nominations and vote by the general membership.

#### **ARTICLE IX (FINANCES)**

- 1) Budget shall be submitted by the Treasurer quarterly, to the President which will contain:
  - a) Budget expenditures and balances

- b) Cash receipts, disbursements and balances
- 2) Payments of bills in the amount of \$30 or less may be authorized by the President upon the concurrence of the Treasurer as to the availability of funds.
- 3) Payments of bills in the amount of \$30 or more may only be authorized by the majority vote by the Executive Committee.
- 4) All checks or monies shall be dispersed by the Treasurer.
- 5) Monies raised for charities shall be turned over to the Treasurer
  - a) A report will be submitted to Executive Committee for approval
  - b) Once approved a check will be issued by the Treasurer to the charity.

02/21/05  
Rev. 5

#### **ARTICLE X (DUTIES OF OFFICERS)**

##### **1) PRESIDENT**

- a) Preside over all meetings
- b) Perform all functions incident to the office of President
- c) To coordinate special events and fundraisers by organizing members and appointing committees as needed.
- d) To interface with other clubs and pass along to the Club all information related to events and other items of interest
- e) To deliver all Club property in his/her possession to their successor
- f) To serve as advisory member of the Executive Committee, after their term has expired for a period of one year

##### **2) VICE-PRESIDENT**

- a) To perform all duties of the President in the event of the President's absents or inability to perform
- b) To plan and coordinate meeting room arrangements and programs
- c) To assist the President in planning and coordinating special events and fundraisers
- d) To maintain attendance roster, and participation of members with fund raising events using point system for future ticket availability
- e) To deliver all Club property in his/her possession to their successor

##### **3) SECRETARY**

- a) To issue notices of all meeting and keep minutes
- b) To conduct all correspondence of the Club and maintain a file of all such correspondence
- c) To keep and maintain the bylaws and amendments thereto as books and records of the Club
- d) To deliver all Club property in his/her possession to their successor

4) TREASURER

- a) Collect all dues, fees and other funds of the Club and deposit said funds in the bank
- b) To submit financial statements quarterly
- c) To secure approval for reimbursement of any debts over \$30 from the Executive Committee prior to any payments being made
- d) To pay all bills approved by the Executive Committee and those accrued in the normal course of Club business
- e) To deliver all Club property in his/her possession to their successor

02/21/05

Rev. 5

5) MEMBERSHIP

- a) Revises, updates and submits an application form for the upcoming year to the newsletter editor for inclusion in the final newsletter of the year
- b) Distribute application form to prospective members
- c) Collects completed application forms with dues and submit dues to Treasurer
- d) Maintain and update membership records
- f) Submit revisions/additions of the membership and birthday list to the newsletter editor for quarterly publication
- g) Delivers all Club property in his/her possession to his/her successor

6) EXECUTIVE COMMITTEE

- a) Attend all quarterly or planning meetings
- b) Approve of any fundraisers/charities
- c) Approve for payment to be made to charities from fundraisers
- d) Approve Treasurer's quarterly report
- e) Ensure ticket handling is handled according to the by-laws

**ARTICLE XI (TICKETS)**

- 1) To be offered and distributed according to The Parrot Heads of the Savannah River Parrot Point System

## **ARTICLE XII (NEWSLETTER)**

- 1) Newsletter material to be submitted to the Newsletter Editor
- 2) Every newsletter will have the deadline for material to be submitted for the next newsletter
- 3) Newsletter to be mailed quarterly
  - a) Copy mailed to all members in good standing (dues paying members, active or not)
  - b) Courtesy copy **may** be sent to prospective members twice, then dropped from mailing list

## **ARTICLE XIII (AMENDMENTS)**

- 1) Motion brought up at meeting
  - a) Members not present at meeting to be notified of issue by the Secretary
  - b) Issue to be resolved at the following meeting