



PARROT HEADS LIVING ON THE COAST



## Canadian Pacific PHLOC By-Laws

### **Article I: Name**

#### **A. Name & Purpose**

1. The name of the organization shall be the "Canadian Pacific PHLOC" and is located in and around Vancouver, British Columbia, Canada.
2. Within the club PHLOC shall be the accepted acronym for "Parrot Heads Living On the Coast".
3. It is acceptable to refer to club members as "The PHLOC", "Pacific PHLOC ers", or Canadian Pacific PHLOC ers".
4. The purpose of the organization is to promote the PHLOC as a non-profit organization. This organization shall; undertake charitable activities to positively enhance the community assist and support other non-profit organizations in the community, and aid environmental concerns.
5. It will also provide social activities for members and people interested in the music of Jimmy Buffett and the tropical state of mind.
6. Some events and/or activities sponsored by the PHLOC will have a portion of the proceeds raised donated to a designated charity. The club will donate time and/or money to at least two local charities each year.
7. The PHLOC will be involved in at least one environmental cause a year. The Executive Committee 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 Executive Committee.
8. The Canadian Pacific PHLOC credo is "Party With A Purpose," and as such all members are encouraged to do just that. However it is the official position of the club that members must do so responsibly. This includes making arrangements for designated drivers or using public transportation when appropriate.

### **Article II: Membership and Dues**

#### **A. A member is considered active:**

1. So long as dues are current.
2. So long as the initial registration fee has been received by the club treasurer.
3. So long as they participate in club sponsored volunteer events.
4. So long as they participate in social activities. (Exemption for out of Province members)

#### **B. A member in good standing:**

1. A member in good standing is a member whose dues are current.

#### **C. Types of membership:**

1. Individual member shall be any person wishing to participate in PHLOC activities.
2. Family members shall be any two or more individuals residing at the same address who wish to participate in PHLOC activities.
3. Honorary Out Of Town shall be any person wishing to be officially associated with the PHLOC but resides out of the Province, or more than a reasonable (as determined by the executive committee) distance from Vancouver B.C. or is otherwise unable to regularly attend club functions and meetings.

D. Dues:

1. The Executive Committee shall determine and set the amount of dues owed by each member by a majority vote.
2. The Executive Committee shall be empowered with the authority to review the amount of dues charged to the membership on a yearly basis and adjust the amount as deemed fitting and proper.
3. Dues shall be paid on an annual basis and collected by the treasurer with a method approved by a majority vote of the Executive Board.
4. Any member wishing to terminate his or her membership will not be refunded any portion of their dues, or registration fee.
5. Any member that has not paid his or her dues by the due date approved by the Executive Committee shall be considered to have terminated his or her membership within the PHLOC.
6. Any terminated member can rejoin the PHLOC; however, it will be under a new anniversary date.
7. The Executive will make payment of \$1 to PHiP for each PHLOC member. This ensures all PHLOC members are registered members with PHiP.

**Article III. Administration**

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.
3. The President and Secretary shall be elected in the even years, The Vice President and Treasurer shall be elected in the odd years.
4. The Executive Committee shall meet, at a minimum, on a quarterly basis.
5. The President, Vice President, shall be empowered to call additional meetings as deemed appropriate.
6. Three (3) Executive Committee members must be in attendance to convene an Executive Committee meeting.
7. Each Executive Committee member shall have an updated/complete mailing list.
8. Each Executive Committee member must be an active member of the PHLOC as defined herein.
9. An Executive Committee member who cannot complete a term shall be replaced by someone nominated by the President and approved by a simple majority vote of the Executive Board.

B. Elections:

1. Any active PHLOC member can be nominated by any PHLOC member in good standing to run for any office.
2. All Officers/Executive Board Members shall be members in good standing for a period of no less than one year prior to nomination/appointment.

**Article IV. Elections and Period of Service**

A. Period of Service:

1. All officers' terms shall consist of two (2) calendar years running from February 1 through January 31 of the next year.
2. Officers can be elected for three (3) consecutive terms at the same position.

B. Elections:

1. Any active PHLOC member can be nominated by any PHLOC member in good standing to run for any office.

2. Candidates for office must make their intentions known to the Committee by November 1 of the upcoming election year.

If there are not enough candidates for these positions the President will immediately begin a search for additional candidates.

Voting will take place at the January Annual General Meeting (AGM).

## **Article V. Officers and Duties**

### **A. President:**

The President shall:

1. Chair Executive Meetings and General Membership Meetings.
2. Prepare an agenda for all meetings. This agenda will be available on the website.
3. Collect input from the Executive Committee and/or committee chairs and distribute the newsletter as necessary to PHLOC members, via e-mail or Postal Service.
4. Appoint all non-elected committee heads with the approval of the Executive Board.
5. Have the power to call any special meetings of the executive committee, business meetings or general meetings.
6. Work with the committee chairpersons to assure assigned tasks are completed.
7. Be a non-voting member of all committees.
8. Submit all reports (semi annually/2 per year) to PHiP organization.
9. Act as a liaison between other local Parrothead Clubs.
10. Be the contact for all PHiP business.

### **B. Vice President:**

The Vice President shall:

1. In the absence of the President have the powers and duties of the President.
2. Serve as Liaison with other Parrothead Clubs and PHLOC committees.
3. Serve as Points and Ticket Coordinator.
4. Deal with other matters and or powers that are delegated to the position by the President or the Executive Board.
5. Work to insure all PHiP/local charity guidelines are met.
6. Chair Executive Meetings and General Membership Meetings in the absence of the President.
7. Assist the President in the preparation of an agenda for all meetings.
8. Be responsible for and act as coordinator for the club website.
9. Make recommendations to the President for the appointment of all non-elected committee heads.
10. Have the power to call any special meetings of the executive committee, business meetings or general meetings.

### **C. Secretary:**

The Secretary shall:

1. Keep accurate records of all executive and business meetings.
2. Furnish copies of the minutes to all executive members, committee heads and any PHLOC member that requests copies.
3. Correspond with any non-profit organization or individual requests, approved by the Executive Committee.
4. Receive from the committee heads and record the names of those who participated in volunteer and social activities.

5. Collect and organize pictures from PHLOC events for the PHLOC Scrap Book and Website picture Galleries and forward such to the Vice President.
6. Upon completion of his or her term, turn over all records and club histories for that year or otherwise in his or her possession to the succeeding secretary no later than January 31.

D. Treasurer:

The Treasurer shall:

1. Keep accurate records of the financial activities of the PHLOC and payment of dues by PHLOC members.
2. Assume responsibility for financial matters of the PHLOC.
3. Prepare quarterly financial reports for the Executive Committee.
4. Present the financial records annually for inspection by all board members.
5. Upon completion of term turn over all funds, books and financial records to the succeeding treasurer.
6. Prepare and present a financial report at all membership meetings and shall make said reports available to any member who requests a copy.

E. Advisor:

The Advisor (previous PHLOC president if available) may:

1. Attend executive meetings and offer advice as necessary.
2. Accept a request by President with approval by the Executive Committee to act as an agent of the PHLOC for any specific matter.

**Article VI. Removal from Office**

Any elected Executive Committee member may be removed for just cause including but not limited to, misrepresentation of PHLOC stated goals, unauthorized use of club funds, non-performance of duties of office, and missing three (3) Executive Committee meetings in a row

**Article VII. Meetings**

A. Membership Meetings:

1. Membership meetings shall be held on a quarterly basis (at the discretion of the President).
2. Those club members attending these meetings will conduct themselves in a business-like manner. Anyone not conducting him or her self in a business-like manner will be asked to leave the meeting.
3. Guests or members addressing these meetings shall have the attention of all that are present.
4. Issues that require action will be discussed in detail at the next Executive Board meeting.
5. The secretary shall take minutes at these meetings. If unavailable, minutes will be taken by a PHLOC member appointed by the officer conducting the meeting.

B. Social Events:

1. The PHLOC will attempt to have social events once a month, a happy hour or similar gathering. These events will be held on the weekends if possible.
2. All PHLOC members are invited to attend and be encouraged to bring guests.

C. Executive Meetings:

1. Executive meetings shall be held during the first month of each quarter and shall only be attended by the Executive Committee members. Special meetings can be called to address new concerns of the club as needed.
2. Minutes of each meeting will be taken by the secretary or in his or her absence by someone appointed by the officer conducting the meeting. These minutes will be posted on the website
3. All decisions reached at these meetings shall be majority vote and reported to the club membership.

## **Article VIII. Committees.**

### **A. Establishment of Committees:**

The following committees will be established, committee heads will be an appointed position and all PHLOC members are encouraged to participate. Committee chairs will be required to submit a report to the Executive Committee after each event. Information should include name of the event, amount of funds raised and number of volunteers. The sign-in sheet for the event should be given to the secretary on a timely basis.

1. Committees shall consist of no less than two (2) members.

### **The Social Committee:**

1. The Social Committee shall organize social activities such as a monthly social events, Anniversary, Christmas, Concert and Parakeet Parties.
2. Newsletter-Ensure the Club newsletter is published at least four times a year, normally January, April, July and October delivery.

### **The Volunteer Committee:**

1. The Volunteer Committee shall establish and coordinate the volunteer base for all planned activities.

### **The Membership Committee:**

1. The Membership Committee will be in charge of public relations, and new membership welcoming (nametags and introductions). Ensure that there is an active recruiting program for new members and renewals within the PHLOC. Work with Treasurer to ensure membership lists are accurate and renewals are sent out on time. Maintain membership roles and renewals, and communicate all changes to the Executive Board on a monthly basis.

### **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 committee report shall be given).
3. Committee chairperson will not have a vote on the Executive Committee.

## **Article IX. Concert Tickets** (As governed and approved by the PHiP Board Of Directors)

1. A copy of the PC PHLOC membership roster must be reviewed by the Executive Committee and sent to the PHiP Ticket Administrator highlighting active club members.
2. The Vice President will act as ticket coordinator. The PHLOC President must approve all ticket requests, based on eligibility and forward the list to the Vice President.
3. Tickets will be distributed in accordance with the rules provided by the national headquarters of Parrotheads in Paradise. PHiP will advise which clubs are in our Region and with whom we must share tickets.
4. Tickets are for PC PHLOC Members only.

5. The cost of tickets is determined by venue and is not to be sold for more than face value. The Ticket Coordinator is responsible for collection of money from all participating clubs and club members.
6. If request for payment deadline is missed, tickets are forfeited.
7. When the tickets are made available, the Coordinator is responsible for picking up the tickets.

Canadian Pacific PHLOC Concert Point System: The point calculation will run from the first event after the local Jimmy Buffett concert until the points are due for ticket purchase. No more than 2 tickets per member household will be available to the highest earners. This figure may be adjusted by the Executive Board based on ticket availability. Ties may be broken by lottery. All qualified PHLOC members will be given a deadline for purchase of these tickets. If that deadline passes the opportunity to purchase will go to the member with the next highest total. Tickets will only be available to PHLOC members in good standing. Any tickets issued to a member in good standing must be used by that member or returned to the ticket coordinator to be made available to other PHLOC members. Under no circumstances will tickets be resold or used by non-club members. All points will be awarded as per the following schedule subject to approval by the Executive Board:

#### Points

1. Officers/Committee Chairs: 10 pts (including newsletter editor);
2. Organize Charity Event: 5 pts;
3. Actively serve on any PHLOC Committee: 5 pts;
4. Participate in PHLOC charity function, community projects, assist in planning/running happy hours: 3pts;
5. Special Contributions/Projects (e.g. write newsletter article, attend AGM meeting, and contribute prizes): 2pts.
6. Attending Social Functions 1pt.
7. Additional points may be issued for other activities as determined by the Executive Board.

#### **Article X. Expenditures/Reimbursements/Budgets:**

PHLOC members wishing to be reimbursed or approved for expenditures for PHLOC related activities such as, but not limited to; construction materials, necessary supplies for official PHLOC events, other official and/or club sponsored functions, prior to spending moneys shall:

1. Obtain an "Expenditure Approval Form" from any PHLOC executive board member for expenditures not to exceed \$50.00.
2. Obtain an "Expenditure Approval Form" from the PHLOC executive board for expenditures of \$50.01 to \$999.99
3. Obtain an "Expenditure Approval Form" from the PHLOC executive board for expenditures of \$1000.00 or more and, in addition, expenditures of \$1000.00 or more shall not be approved by the executive board without first obtaining a vote of approval from the membership at a general business meeting.

To obtain reimbursement, the member shall submit the "Expenditure Approval Form", along with the "Reimbursement Request" form, and receipts to the PHLOC Treasurer. PHLOC members who anticipate incurring expenses for club related activities should (after obtaining proper PHLOC Board approval) seek to have the company invoice the PHLOC directly for the amount due. If this is not possible, then submit the receipts to the PHLOC Treasurer as indicated in the last paragraph.

#### **Article XI. Official Silly Club By-Law**

It shall be deemed a contravention of club by-laws to use the word "L-E-F-T". Any outright use of the word shall require the offending club member to:

1. Immediately and without delay completely consume any beverage currently in their possession.
2. AND: Be fined a sum of one (1) Canadian dollar for each instance. Fines collected shall be forwarded to the Treasurer and deposited to the Charity Fund.
3. OR: Sing loud enough for all in the vicinity to clearly hear, the first verse of "Margaritaville."

It shall be acceptable for PHLOC members to sing the word L-E-F-T if its use is required or unavoidable ...i.e. Fins to the LEFT!

**Article XII. Amendments to By Laws**

*A. Once adopted, the By-Laws can be changed in the following manner:*

4. The changes and/or additions must be presented to the PHLOC Executive Committee for approval.
5. Once approved by the Executive Committee, it will be presented to the club membership for acceptance or rejection.

