



# Tallahassee Parrot Head Club Standard Operating Procedures

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## I. Governance

1. The Standard Operating Procedures (SOP) and Bylaws govern the operations of the Tallahassee Parrot Head Club, Inc. ('TPHC' or 'Club').
2. TPHC is a non-profit corporation and local chapter of the national network of Parrot Head Clubs collectively called Parrot Heads in Paradise (PHiP). All Clubs are required to comply with the guidelines set forth by PHiP. Stated in part, "The organization will engage in activities that are charitable, educational and that promote the general welfare of the community. Parrot Heads in Paradise, Inc. is a Not-For-Profit Corporation, whose purpose is to assist in community and environmental concerns and provide a variety of social activities for people who are interested in the music of Jimmy Buffett and the tropical lifestyle he personifies." For more details go to [www.phip.com](http://www.phip.com).
3. The Club motto is "Party with a Purpose!" and the Club mission statement is "ParrotHeads make the community a better place, one feather at a time."

## II. Code of Conduct

1. The Tallahassee Parrot Head Club is an equal-opportunity, non-exclusive, non-political, non-commercial social organization. TPHC considers all faiths, beliefs, affiliations, and sexual orientation to be private matters beyond the scope of our charter. Therefore, the Club strictly limits public activities to aiding charities and performing community service and does not offer itself as a forum for any venture or call-to-action not related to our core business, as stated I, Governance, paragraph 2.
2. Members may not approach other members and non-members for sales, services, or solicitations as a representative of the Club, whether real or implied, outside those approved by the Board of Directors. This includes, but is not limited to, person to person contact or solicitation via the TPHC website, Facebooks pages, email, phone, or the like.
3. Club Members will treat fellow members, guests, sponsors, hosts, and their personal property with respect always. Members are personally responsible for their words, actions and deeds and agree not to exhibit behaviors that are disrespectful, unfitting, or otherwise. This includes discussing matters of a personal nature with any Club member or non-member ("gossip"). Additionally, members agree to adhere to all local, state, and federal laws always. All Club members must agree to abide with the Code of Conduct and act in a responsible fashion. Failure to abide by the Code of Conduct may result in expulsion from the Club.
4. It is the responsibility of Club members (including Board members, chairs, and committee member, that all matters of personal conflict, as participant or as a witness to

such behavior, shall be brought before the Board of Directors for resolution. Any Club member that willfully ignores said responsibilities or engages in or continues to engage in actions that conflict with these responsibilities or the Code of Conduct may be expelled from the Club.

### III. Security

1. Administrative access is determined each January by the incoming Board. Members of the Board and/or specified Club members shall have access to secure areas for administrative oversight and functions required to conduct Club business, e.g., the Webmaster must have access to domain settings for web development. At least two, and preferably three, Board members or designees shall have access to each secure location/account simultaneously. If an administrator leaves for any reason, account access must be revoked immediately. Secure information shall remain contained and not shared with unauthorized individuals for any reason. The Board-approved, authorized administrators shall be listed on the TPHC Website ([www.TallahasseeParrotHeadClub.com/](http://www.TallahasseeParrotHeadClub.com/)) and updated as needed, to ensure members know whom to contact.

a) Secure Club Accounts:

- a. Simplelists
- b. GoDaddy (Web development and email)
- c. Facebook (Group and Page)
- d. Alphabet (Gmail, Photos, Drive, etc.)
- e. Centennial Bank
- f. PayPal
- g. Square
- h. USPS mailbox
- i. HUB International liability insurance policy

b) Unsecured List (not administratively locked down)

- a. Membership List (not secured; maintained by the Membership Chair)
- b. Distributed Membership List for internal distribution only (not secured; maintained by designated Board member)

### IV. Communications

1. Appropriate communication channels, as identified in Article III (Duties) of the Bylaws, include, but are not limited to, email, announcements at socials, social media, and postings to the Club website. Official Club announcements and information will be disseminated via

the Club's email distribution list. Other forms of official communication, such as social media, text, etc., may be used but are not recognized as official communiques.

2. Any TPHC member may send announcements to Club members by emailing [Members@TallahasseeParrotHeadClub.com](mailto:Members@TallahasseeParrotHeadClub.com). Emails are initially held for administrative review before approval and distribution. Emails should be reviewed by an administrator within 24 hours. If the email is time sensitive, the author can reach out to an administrator to request an expedited review. Email authors should not approve their own emails; however, if any email is not approved within 24 hours, contact the Captain.

3. Should an email contain incorrect information, an administrator will deny the email and contact the author for correction and resubmission. If an email is deemed inflammatory, irrelevant, or otherwise inappropriate, an administrator will deny the email and inform the author of the inappropriate content. If the violations continue, the author may be banned from the Club's email server list.

4. The Club's website, [www.TallahasseeParrotHeadClub.com](http://www.TallahasseeParrotHeadClub.com), is hosted by GoDaddy.com and maintained by the Club's Webmaster. All Board members should maintain oversight over the content of the website. Ideally, at least two Board members, in addition to the Webmaster, should have Administrative access and a working knowledge of web development at any time. Board members shall determine eligible Board members for this duty. If no Board member has the skill or desire to undertake these tasks, the Board of Directors should seek out another Club member to assist. If none is found, then the Board could determine if an outside entity could be hired to maintain the website.

5. The Club maintains two Facebook interfaces. The Club Page ([www.Facebook.com/groups/TallahasseePHC/](https://www.Facebook.com/groups/TallahasseePHC/)) and the Club's community page ([www.Facebook.com/Tallahassee-ParrotHead-Club-1885562041708175/](https://www.Facebook.com/Tallahassee-ParrotHead-Club-1885562041708175/)).

6. Board members shall maintain administrative oversight of all social media outlets maintained by the Club. Any Board member may opt out of this administrative role, but the Club shall maintain a minimum of three administrators per outlet at any time and list the administrators on the Club website.

7. Members and nonmembers are responsible for their posts on social media maintained by the Club. Posts must follow TPHC and PHiP's Code of Conduct and must be relevant to the Club's core business or related in some manner with the tropical lifestyle, community service and the like. Jokes and photos of parrots, pirates, beach themes, etc. are acceptable if they are in good taste. Posts deemed in violation of these guidelines will be

denied publication. If the violations continue, the author will be informed and banned from further posting.

8. The Club's official email address is [TallahasseeParrotHeadClub@gmail.com](mailto:TallahasseeParrotHeadClub@gmail.com). This account is primarily used to field PHiP emails, other external emails, and process emails from PayPal and Square. Other accounts associated with the Club's Alphabet account include Drive and Photos, each of which are administered by specified Board members or delegated representative(s).

## V. Membership Privileges

Parrothead Clubs that are members in good standing with PHiP receive the following membership privileges:

1. Clubs have an opportunity to purchase Jimmy Buffett concert tickets, as defined in the [PHiP guidelines](#) and under the direction of the PHiP Director of Ticket Administration.
2. Limited use of the terms: Parrot Head, ParrotHeads, Margaritaville and any other licensed words as granted permission by Margaritaville, Inc.
3. Limited use of the national logo for Parrot Heads in Paradise, Inc. The national logo may not be used in any manner of commerce by any Club without prior written consent of the PHiP Board of Directors. The PHiP logo may be used for advertising your Club and in conjunction with your own Club logo only.
4. Opportunity for the Club members to attend the national organization's annual meeting, known as Meeting of the Minds, or MOTM, and other regional leadership events.
5. The Club maintains two storage units and a mobile trailer (and various items contained within). Club members may borrow club resources, for example, the club trailer, club tent, and club sound system by contacting the Board of Directors and signing out the requested items by completing a sign-out form (provided upon request).
  - a. Items loaned out must be returned in the condition received. The trailer must be returned in an orderly fashion, with items organized and neatly stacked and the trailer swept and free of debris. No food items may be stored in the trailer or the storage units.
  - b. It is up to the club member who borrowed an item(s) to return the item(s) to their origin.
  - c. Members who store the Club trailer are not responsible for delivering the trailer or items from the trailer. This responsibility lands on the person borrowing the item(s).

- d. Violations of any policy stated above may forfeit use of club equipment for one year.
6. Members can earn Parrot Points throughout the year based on the level of activity. The more active a member is the more points they can potentially earn. Different activities can earn different point amounts, for example:
- a. Serves as a Board member – 12 points
  - b. Chairs a major function – 10 points  
Examples of major functions include the SGI Chili Cook-Off, a parade, the Phrenzy, the Pub Crawl, and the holiday party.
  - c. Chairs a minor function– 5 points  
Examples of minor functions include FL Cares ramp builds, environmental cleanups, and house parties.
  - d. Attends an out-of-town Parrot Head function – 5 points  
Examples of out-of-town Parrot Head functions include the SGI Chili Cook-Off, the Panama City Parrot Head Club Rendezvous, the Florida Regional Conference, and Meeting of the Minds. It is up to the event chair to forward attendance information as an Activity Report to the Membership Chair and Captain for distribution.
  - e. Serves on a committee – 4 points
  - f. Attends a Board meeting – 2 points
  - g. Attends a social, activity, or event – 1 point
  - h. Wears a name tag to a social – 1 point
  - i. Serves as charity sponsor for one of the monthly charities. – 1 point
  - j. Parrot Points are earned throughout the calendar year.
  - k. Members are responsible for signing in at functions where a sign-in sheet is available. Sign-in sheets are typically provided by the Event, Membership or Social chair and members should ask for one if it is not evident.
  - l. The most active Club members will be given first choice for purchasing Club tickets. If a member turns down the opportunity to purchase tickets, the opportunity passes to the next member. Tickets may only be used for members in good standing including parakeets
  - m. The opportunity to buy tickets for Jimmy Buffett concerts is a privilege, not a right. Members that violate the PHiP Ticket Disbursement Policy will permanently lose their opportunity to buy Club tickets.
  - n. It is a duty of the Captain to administer the Parrot Points regarding ticket purchases and to ensure compliance with the PHiP Ticket Disbursement Policy.

- o. Members must pay for membership and tickets by the established deadline or else will forfeit their tickets. The Club is not responsible for cash sent through the mail. If a check is returned for insufficient funds, the tickets are forfeited. All service fees incurred on returned checks are the responsibility of the member.
- p. Members in good standing can request a list of members and the total number of points each member has accrued throughout the year. The Membership Chair will provide the list within 10 business days after the request is made.
- q. Parrot Points are also used to designate the annual Golden Flipflop award winner.

## VI. Membership Categories

### A. Full Members

Full members aged 18 and older enjoy membership privileges and can run for a position on the Board, chair a committee, participate on a committee, vote on issues presented to the Club by the Board, earn Parrot Points, and are eligible for concert tickets.

### B. Parakeets

Membership for Parakeets younger than 18 are sponsored by a parent, legal guardian or other relative, like a grandparent. Parakeets can participate in Parakeet-friendly Club activities, earn Parrot Points, and are eligible for concert tickets. Parakeets do not pay annual dues and are not eligible to vote.

### C. Honorary Members

The Board can vote to grant Honorary Membership to individuals associated with the Club. Honorary members enjoy the same privileges as full members but do not pay annual dues and are not eligible to vote. Honorary memberships expire at the end of each year.

### D. Snowbird Members

Snowbird members – members who do not reside locally throughout the year – pay half of the annual membership dues and enjoy the same privileges of membership as full members. Snowbird memberships will no longer be granted as of April 2018, although Snowbird memberships granted prior to that date will be honored.

### E. Lifetime Members

Lifetime members enjoy the same privileges of membership as full members without paying annual dues for as long as the Club remains active. Lifetime memberships will



no longer be granted as of November 2006, although Lifetime memberships granted prior to that date will be honored.

## VII. Membership Requirements

### A. New Members

1. Annual dues for new members are \$25. For new members that join in the last quarter of any year, membership dues will run through to December of the following year.
2. New members must complete the membership form and pay dues to join the Club.

### B. Renewing Members

1. Annual dues for members that renew by January 31 are \$25. Dues increase to \$30 for members who renew after January 31. If a member renews their membership in the 4<sup>th</sup> quarter of the year (at \$30), this amount includes membership dues for the following year. A Renewing Member is defined as being a Full Member the prior year.
2. Renewing members that do not pay the membership dues by January 31 are no longer considered members in good standing and are not eligible to enjoy the privileges of membership until membership is renewed, including removal from the Club email distribution list. Once the membership fee is paid, privileges are restored.
3. If a newer form version is available, or if the member's information on the previous form has changed, Club members are required to submit a new membership form and pay the annual membership dues to renew.

### C. Members in Good Standing

1. By December 1, Club members must be notified that their memberships must be renewed by January 31 to remain members in good standing.
2. The Board can vote to reduce or waive annual dues for members experiencing financial hardship. A written request must be submitted to the Board for consideration.
3. Membership expires at the end of the year for everyone except Lifetime members and members that join or renew in the last quarter (October, November, or December).
4. Dues will not be refunded to members who terminate their membership.
5. All members agree to adhere to the Code of Conduct, Bylaws, and Standard Operating Procedures.

#### D. Expulsion

1. Members that violate the Code of Conduct may be expelled from the Club by a majority vote of the Board.
2. Annual dues will not be refunded to members expelled from the Club.
3. Members that have been expelled are no longer eligible to renew their Club membership.

### VIII. Board of Directors

#### A. Overall Board Responsibilities

1. The Board of Directors ('Board' or 'BoD') consists of the following positions, which are positions voted in by Club members:
  - a. Captain (President)
  - b. First Mate (Vice President)
  - c. Purser (Treasurer)
  - d. Scribe (Secretary)
  - e. Three Members at Large
2. The Board of Directors shall meet a minimum of six times a year (every odd month, starting in January). Any Board member who misses three meetings without good cause will be dismissed from the Board of Directors, with the first two offenses being documented with written notices by the Captain. Meetings are inclusive, in that, members in good standing may attend. Only elected board members are allowed to vote. Voting with non-elected members present will be conducted in private, if necessary due to sensitive matter. Additional meetings may be called throughout the year exclusively for Board members as needed.
3. All Board members are eligible to join the PHiP Club Leader email list and the Regional Club Leader email list. These mailing lists include relevant information about current and future events in the Parrothead world and important regional and national announcements from PHiP.
4. The Board solicits, reviews, approves, or denies all events, including monthly charity events for the current calendar year or if necessary, for upcoming calendar years.
5. When required, the Board oversees budget requests for all events and must pre-approve said budgets before any event can be announced to Club members.
6. Members may recommend other charities or events outside the monthly socials, but the Board must pre-approve these events, too. Such options are encouraged but should not conflict with the Wednesday socials that support monthly charities.

7. In the Fall, the Board will send a request to Club members for monthly and recurring charity event sponsors. Members may request a charity and month which will be reviewed by the Board and the monthly charity calendar will be approved for the next calendar year.
8. The Outgoing Board, in conjunction with the Membership Chair, will designate the winner of the annual Golden Flipflop Award.

## B. Board Member General Duties

The following responsibilities generally outline Board position responsibilities. For a more detailed outline, see *TPHC Monthly Timeline and Board PD (2023)*.

### 1. **Captain**

- a. The primary duty of the Captain is to administer Club business-see Bylaws
- b. The Captain is the Club's official representative for PHiP. The representative must be a member of the PHiP Club Leader List and distributes PHiP communications to the Club, brings Club member concerns, comments, and suggestions to PHiP's attention and votes on national issues. The representative must report any changes in Board members to the PHiP Director of Membership within 30 days.
- c. No member shall run for the position of Captain without having served at least one full term on the board.

### 2. **First Mate**

- a. The primary duty of the First Mate is to assist the Captain in completing tasks relevant to the core business of the Club. In the event the Captain is unable to complete a full year term, the First Mate shall inherit all the Captain duties. The remaining Board must decide if to hold a special election or remain as is until the official process kicks in.

### 3. **Scribe**

- a. Takes meeting minutes at each Board meeting and distributes to the Board for review within seventy two hours of Board meeting.
- b. Incorporates Board comments and sends draft minutes to Board for email approval, within one week.

c. Sends approved minutes to Webmaster for posting on the Club website and notifies Club members of meeting minutes.

3. **Purser**

a. The purser handles financial matters associated with the Club.

4. **Members at Large**

a. Members at Large shall assist the officers in running the Club and are expected to assist chairs and other members in whatever capacity is required.

C. **Board Transition Responsibilities by Position – Outgoing and Incoming**

1. **Outgoing Captain**

a. Send completed annual report for the previous year to  
PHiPAnnualRenewal@gmail.com.

2. **Incoming Captain**

- a. The Incoming Captain schedules the first Board Meeting the first week of January and requests items for the agenda. Two weeks before the scheduled date (usually at the end of January) notify Board members and Club members of meeting date and time, location, and provide the agenda items.
- b. Ensures all newly elected Board Members have reviewed the Bylaws, SOP and monthly Timeline, and are aware of their responsibilities.
- c. Appoints or reappoints committee chairs and reports the committee makeup to the Board in January, for their vote of approval.
- d. Ensures the list of new club officers is submitted to  
phipmembership@gmail.com.
- e. Ensures all security accounts are updated (outgoing board members deleted and new designees added) per SOP.
- f. Ensures the Name-Tag Chair has the necessary equipment and training to fulfill their duties.
- g. Sends TPHC members a welcome letter that includes links to Facebook, and website, explains the Simplelists email process and where to find the Bylaws and SOP. Highlight the fun, our mission, and opportunities to get more involved.
- h. Ensures Simplelists is up to date with all active members' current emails.
- i. Obtains trailer, storage and PO box keys and designates two people to hold them.

- j. Welcomes members and makes announcements and introductions at socials and other gatherings (AKA “Phlockings”).

**3. Incoming First Mate**

- a. Assist Captain with transition and other Club chores.
- b. Serve as back-up chairperson at Socials and serves as Committee Representative, assisting committee members in whatever capacity is necessary to reach their goals.
- c. Serve as co-signer on the Club’s bank account, if necessary.

**4. Outgoing Purser**

- a. Prepares the final financial report for the Incoming Board.
- b. Prepares and submits renewal dues payment to PHiP, P.O. Box 64148-4148, Pipe Creek, TX 78063
- c. Submits Division of Corporations Annual Report (with input from incoming Purser, if necessary).

**5. Incoming Purser**

- a. Coordinates a trip to the bank to change the signatory authority on the TPHC accounts. Signature authority is preferably bestowed on the Purser, Captain, First Mate and Scribe. A minimum of three Board members should be an authority.
- b. Updates and submit renewal and payment to Sunbiz.org to maintain not-profit status.

**6. Outgoing Scribe**

- a. Must document the names of the newly elected Board members in November Board meeting minutes.

**7. Incoming Scribe**

- a. Sends Board members a link to the Bylaws, SOP, and meeting agenda as well as the current Monthly Timeline activities.

**D. Ex-Officio Board Members (Do not vote).**

## **1. Membership Chair**

- a. Coordinates with Captain and Purser to compile and submit the PHiP Bi-Annual Report and Annual Membership Renewal Form to PHiP by the assigned due dates.
- b. Is responsible for maintaining the Membership Directory, collecting membership forms and dues, forwarding dues to the Purser for deposit, keeping completed and signed membership forms on file.
- c. Encourages members to renew and ensures new members are recognized (providing a white lei and new member goodie bag).
- d. Reiterates that dues go up from \$25 to \$30 after January 31.
- e. Sends members an info-letter (email, Facebook, web link) pertaining to the Parrot Point System and Golden Flip-Flop Award.
- f. Provides sign-in sheets at all socials.
- g. Coordinate initiation of new members, with Social Chair.
- h. Provides updates on membership numbers and recruitment efforts and a summary of Activity reports to the Board.
- i. Keeps Captain, Name Tag Chair and Webmaster updated with member information.
- j. Maintains Membership Directory and shares with Board, with separate membership list, vetted and approved by Club members will be shared with Club Members by means of Club email system only.

## **2. Webmaster**

- a. Maintains an operational Club website as a condition of PHiP renewal.
- b. Updates list of new officers on the website.
- c. Ensures content is accurate and updated in a timely manner, including donation page and activity calendar.
- d. Posts calendar of monthly charities once approved by the Board.
- e. Posts the minutes when received from the Scribe for the most recent Board meeting, once approved by the Board.
- f. If none of the Club members are familiar with website development, then the Board will pursue a third-party solution to maintain Club website.

## **3. Social Chair**

- a. Coordinates the Club socials (Phlockings), informs members of the bi-monthly and 5th Wednesday socials.

- b. Informs members who have been approved to chairperson a monthly charity of their month and responsibilities. In coordination with the charity chair, notifies Club members of socials via email and FaceBook the week before the social.
- c. Confirms the venue, hires the musician, sets up before the social, and makes announcements during the social, as well as ensuring the musician is paid the approved \$100.00, if not covered by venue.

#### **4. Marketing and Media Chair**

- a. Leads efforts to inform members via social media, email and direct communications about significant Club activities.
- b. Helps ensure outreach to the public via mainstream media (local radio, television, social media, and public websites) to highlight major Club activities. If unable to attend, he/she should provide the Scribe with a brief written report (nothing to report is acceptable) two days before the Board Meeting.
- c. The Marketing and Media Chair should assist the Membership Chair in recruitment and retention of members as needed.
- d. Springtime Tallahassee is normally in April, so the Marketing and Media chair should begin planning to promote this event.
- e. The St. George Island Chili Cook-off is typically the first Saturday of March, so the Marketing and Media chair should begin planning to promote this event.

#### **5. Environmental Chair**

- a. Acquire necessary information on working with Keep Tallahassee Beautiful and Leon County for the bi-monthly road cleanup.
- b. Begin planning additional environmental activities.

#### **6. Name-Tag Chair**

- a. Obtain the laminating machine, materials, and files to begin taking on the Name-Tag Chair responsibilities.
- b. Print name tags for all active members showing their annual membership, as well as tags for any recent activities. Distribute at socials and other gatherings.

## IX Committees

### A. Committee Governance

1. Members who sit on a Committee shall use discretion and treat all persons with respect, including, but not limited to, current, former, and new club members, potential club members, volunteers, co-chairs, hosts, vendors, sponsors, merchandizers, and the public.
2. Committee Chairs are approved by the Board but may select their own committee members.
3. A Financial Committee shall be appointed by the Board of Director prior to a major Club function.
4. See Article VI in the Bylaws for additional details on committee governance.
5. Committee Chairs will send Activity Reports to the Membership Chair, Name Tag Chair and Captain within two weeks of event conclusion. Essentially, Activity Reports are required for any TPHC-sponsored event where volunteer hours and/or funds and/or goods are collected and donated.
  - a. At a minimum, Activity Reports must include the name and date of the activity or event, the name, address, and phone number of the charity benefiting from the activity, the names of the volunteers, the number of volunteers, the total number of hours' volunteers worked on the activity, and the amount of money donated to the charity.
  - b. When assigned to manage Club funds at any Parrothead event, official or otherwise, no member (including the chair) shall consume alcohol or any other substance that may interfere with their cognitive skills.
  - c. Failure to submit an Activity Reports by any member may result in exclusion from the bi-annual and annual PHiP reports.

### B. Chairing Club Events (non-committee)

#### a) Overview

- a. The Chair of any TPHC event is responsible for all aspects of their event.
- b. TPHC socials are held on the 1st and 3rd Wednesday of each month. The 1st Wednesday is at a location normally selected by the Social Chair, but coordination between the monthly Chair and the Social Chair is recommended. The 3rd Wednesday is held at Corner Pocket Bar & Grill on Apalachee Parkway.
- c. The Chair is required to announce each social event via the Club email system no later than the Friday preceding each Wednesday social. This is



done by sending an email to [members@tallahassee-parrot-head-club.com](mailto:members@tallahassee-parrot-head-club.com). Once the email is sent, the sender will receive a notification that the email is under review. Email administrators review each email sent to the Club for accuracy and content. It is recommended that the Chair also advertise on the Club's Facebook group section at <https://www.facebook.com/groups/TallahasseePHC>. Each advertisement should be submitted no later than the Friday prior to the 1st and 3rd Wednesdays. If a Chair does not have a Facebook account, they can reach out to First Mate or Social Chair for assistance. At a minimum, the advertisement should contain.

- I. The name of the Charity (information on the charity, e.g., their Mission Statement, website URL, etc.)
  - II. Date and times of the social
  - III. The name of the venue (physical address is recommended)
  - IV. The name of the scheduled musician, if any.
- d. Musicians are normally scheduled by the Social Chair and payment for the musician must be established prior to the social (some venues will pay for the musicians, others will not). If the venue will not pay the musician (\$100), the Chair and/or Social Chair must contact the Purser prior to the social so a TPHC check can be produced.
- e. The Chair must coordinate with the charity organization so they can attend both socials. During this process, the Chair should identify one or more contacts within the organization and share this information with the Board. Sharing this information is beneficial because
- I. The contact information that can be used for future events, and
  - II. For inclusion in the semi-annual and annual reports sent to PHiP
- f. The Chair should introduce the monthly organization and contact(s) at each social. The contact for the organization is expected to give a brief announcement/presentation at the social. It is permissible for the organization to hand out flyers, etc.
- g. The Chair is expected to sell tickets at each social. Soliciting the organization to assist with ticket sales is recommended.
- h. If a Chair is unable to attend a social, they must ask another member to assist. It is not up to the Social Chair, nor the charity organization to run the social in place of the Chair.

- i. Funds are collected by selling tickets and tickets can be sold to any adult at the social. It is not a requirement that ticketholders be Club members, but participants must be present to win.
- j. There are usually 2-3 drawings for smaller giveaways at each social. It is up to the Chair to shore up prizes for each drawing. Please do not assume the Social Chair will have items on hand at each social. If giveaways are purchased for raffle, please keep the cost under \$10 per item, and deliver the receipt to the Purser within 2 weeks from the date of the second social for reimbursement.
- k. Tickets are normally purchased with cash but can also be purchased via credit or debit card using Square. Please contact the Captain or the Purser for more information.
- l. After smaller prizes are given away, there is a final drawing - The person with the winning ticket receives 50% of the money raised. Winners can donate a portion of or all their money back to the charity if they wish.
- m. All monies collected are the responsibility of the Chair and must be handed over to the Purser after the final drawing (or other Board member if the Purser is not in attendance). The Purser will deposit the money and send a check to the organization after the charity month has ended.
- n. The Chair is required to complete an Activity Report within two weeks after the second social of the Chair's given month. The Activity Report template is provided by the Social Chair or a Board member. Report template will be provided. The report is emailed to the Board or printed and handed to a Board member. The information is shared with the Membership Chair so they can account for Parrot Points. The Activity Report is necessary because
  - i. It Gives the Chair "credit" for the time they dedicated to the charity.
  - ii. Makes documentation and submission easier for the semi-annual and annual PHiP reports. If an Activity Report is not completed and submitted, it may be excluded from the PHiP report.

### C. Suggested Activities and Events

- a) Wheelchair Ramp/Stairs Construction. The Club teams up with FL Cares, or a similar charity, to build wheelchair ramps and stairs throughout the year. The Chair schedules a date and time with FL Cares, publicizes the event, coordinates volunteers, and submits an Activity Report.
- b) Road Runners Chili Cook Off. The Club usually attends the Road Runners Chili Cook Off each year, which is held on the first Saturday in February. The event is managed by an organization other than TPHC and is held at Shucker's Half-Shell Oyster bar in Tallahassee. The Club pitches a tent and sells chili and other items for the designated charity.
- c) Environmental Cleanups. The Environmental Cleanup Chair schedules environmental cleanup activities for the Club, distributes information, and submits Activity Reports to the Membership Chair and the City of Tallahassee for the Riggins Road cleanups. Keep Tallahassee-Leon County Beautiful aids (contact 850/545-6507 for supplies and info). The Chair is encouraged to suggest and coordinate other environmental events, such as beach or local lake cleanups.
- d) Florida Regional Conference.

The Florida Regional Conference is an annual Parrot Head conference open to all members in good standing. Since this event is out of town, lodging must be secured well beforehand, and there is usually a registration cost to attend. The costs of registration, housing and all other related costs are the responsibility of the attending Club member.

- e) Meeting of the Minds (MOTM) Convention.

The MOTM Convention is the annual PHiP conference and is held the first week in November. The Captain is our official voting representative but may delegate to another member who is attending. Since this event is out of town, lodging must be secured well beforehand, and there is usually a registration cost to attend. The costs of registration, housing and all other related costs are the responsibility of the attending Club member.

- f) Springtime Tallahassee and Holiday Events/Parades.

The Club sometimes participates in the Springtime Tallahassee and Winter Festival Parades. The Parade Chair registers the Club in the parade, makes sure the Club has

the appropriated liability insurance, coordinates the theme for the float, coordinates volunteers to get everyone at the right place at the right time, and submits an Activity Report to the Membership Chair. Any member in good standing can chair the Springtime Tallahassee Parade and the Winter Festival Parade, with the approval of the Board, which also must vote to approve any budget expenditures. A proposed budget must be presented to the Board for approval prior to any actions being set in motion.

g) Phrenzy

The Parrot Head Phrenzy is the Club's biggest fundraiser, typically held in August, to benefit The Alzheimer's Project. The Phrenzy Chair is responsible for finding a venue for the Phrenzy and getting approval from the Board before signing any contracts or making payments. The Chair will get liability insurance for the event if needed. The Chair is also in charge of coordinating volunteers to handle publicity, ticket sales, food, silent auctions, music, and decorations, and submits an Activity Report to the Membership Chair.

h) Pub Crawl

The Club usually holds an annual Pub Crawl (aka Pup Crawl) at a handful of local bars. The Chair schedules the event, decides which charity to support, distributes information, and submits an Activity Report to the Membership Chair.

i) SGI Chili Cook-Off

The St. George Island (SGI) fire department holds an annual chili cook-off the first weekend in March. The SGI Chili Cook-Off Chair registers the Club for the event and coordinates volunteers to set up and decorate the booth and provide items for sale (e.g., chili, Jell-O shots, beads), and submits an Activity Report to the Membership Chair. Since this event is out of town, lodging must be secured well beforehand, and there is usually a registration cost to attend. All costs are the responsibility of the Club member.

j) Panama City Rendezvous

The Panama City Parrothead Club holds an annual fundraiser on Panama City Beach the first weekend in April. TPHC normally sends a group of people to represent the Club. Since this event is out of town, lodging must be secured well beforehand, and there is usually a registration cost to attend. All costs are the responsibility of the Club member.

#### k) Recognition Party

To recognize outgoing board members, introduce the new board and recognize the Club achievers and the Golden Flipflop Award winner, the Club holds an event, usually in January. Normally plaques and certificates are distributed based on service to the Club.

### X. Club Finances

#### A. Governance

1. Centennial is the Club's bank for conducting business. The Purser and at least two additional Board members shall always maintain administrative rights over the account, as well as the Club's PayPal and Square accounts, which are used for processing electronic transactions, e.g., paying membership dues. Current administrators should be specified by the Purser and identified in the January minutes. Signature authority is preferably bestowed on the Purser, Captain, First Mate and Scribe; however, to avoid any conflict of interest, Board members who are related by kinship, marriage, civil union, or the like are not permitted to obtain signatory authority simultaneously.
2. The fiscal year is from January 1 to December 31.
3. Deposits are made within five business days of receipt. The Board decides how Club funds will be spent.
4. Events are budgeted to at least break even financially. Exceptions can be made if the money is going to charity. If a deficit appears likely, the chair must report the anticipated deficit to the Board within 15 days of the event.
5. For major events, TPHC may retain 8% of the net profits to support Club functions, with Board approval.
6. Disbursements more than \$500 must be signed by two of the three Board members on file at the bank.
7. Contractual agreements more than \$1,000 must be signed by two members of the Board.
8. If a Club member's check is returned by the bank for insufficient funds, the member must pay the amount of the check and service fees in cash.
9. Annual recurring expenses can be paid without prior approval from the Board provided the recurring expenses are included in the annual budget (see C below).

## B. Reimbursing Expenses

1. Members must receive prior authorization from the Board before making purchases that will be submitted to the Club for reimbursement.
2. Event Chairs submit a budget request for events that the Club pays expenses for. Once the budget request has been approved by the Board, the Chair can spend up to the approved amount without additional authorization. Expenses more than the approved amount must be approved by the Board to be eligible for reimbursement.
3. Receipts and a description of the purchase must accompany requests for reimbursement. The Purser cuts reimbursement checks within 10 business days of receiving the receipt and description.
4. Board members requesting reimbursement will recuse themselves from the vote to approve the reimbursement request.

## C. Annual Recurring Expenses

The Purser is responsible for ensuring that Club services used to manage Club operations are renewed by the established due dates. These pre-approved services are limited to:

1. PHiP Annual Membership Renewal Fee – Due by January 31 each calendar year
2. Division of Corporations Annual Report Renewal Fee– Due by January 31 each calendar year
3. Post Office Box Renewal Fee– Due by the end of February each calendar year
4. GoDaddy Website Renewal Fees
5. DNS – Due by the end of September each calendar year
6. Domain – Due by the end of February each calendar year
7. Email – Due by the end of March each calendar year
8. Software – Due by the end of April each calendar year
9. Simplelists Renewal Fee– Due by January 31 each calendar year,
10. Trailer Registration Renewal Fee– Due by June each calendar year,
11. Storage Unit insurance due each September,
12. HUB International Liability Insurance policy – Due by the end of July each calendar year.

## D. Savings and Surplus Funds

As a Not-For-Profit Corporation, we should ensure the fiscal stability of the Club, while ensuring that available funds are used to fulfill our mission of aiding charities and performing community service.

1. On an annual basis, the Purser shall create and submit an annual budget to the Board of Directors for review and approval.
2. Any funds more than the annual budget by the end of the fiscal year shall be distributed in equal amounts to the following:
  - a) Refunds hold three times the average annual expenditures (from the prior three years) in a savings-type format (e.g., savings, money market or certificate of deposit). This money is to ensure against major disruptions and provide for seamless continuity of the Club. It can only be spent with a majority vote of the Board and
3. After ensuring funds to cover all anticipated reimbursable expenses (see B above) and accounting for annual recurring expenses (see C above), any cash held in checking accounts beyond that required for savings (see 1 above), should be used to further our mission.
  - a) With Board approval, the money may be designated to improve the Club's functionality (e.g., trailers, displays, tools and fund-raising items) and advertising to make us more efficient.
  - b) After soliciting member ideas, the Board may grant extra donations to approved charities in increments of up-to \$500/per charity/per year. All such donations must be reported in the Board minutes to the members.

## XI Amending the Standard Operating Procedures

The Board can choose to vote to amend the Standard Operating Procedures permanently or temporarily for the duration of their term. The SOP does not require membership approval. The SOP needs to be updated to reflect temporary amendments but must be revised to document permanent amendments.