BY-LAWS OF
THE LOWER ALABAMA
PARROT HEAD CLUB



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LOWER ALABAMA PARROT HEAD CLUB

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BY- LAWS OF THE

LOWER ALABAMA PARROT HEAD CLUB

ARTICLE I – ORGANIZATION

Section 1 **Name:** The name of the organization shall be the Lower Alabama Parrot Head Club, also known as LAPHC. Within the By-Laws, it is also referred to as The Club.

Section 2 **Purpose:** The LAPHC is a not-for-profit organization that promotes a variety of social activities for people attracted to the tropical, "laid back" lifestyle personified thru the music of Jimmy Buffett. The club is dedicated to providing support for the local community, charitable and environmental causes, encouraging the local Parrot Head friendly music scene, sharing information for the mutual benefit of the members, building friendships and having fun.

Section 3 **Philosophy:** The LAPHC supports the philosophy of "Party with A Purpose". Our goal is to leave our community just a little bit better than we found it. We raise funds and donate volunteer hours to a number of local and national charities, community projects and/or environmental concerns, all while having fun. You could say that we give back to the community one party at a time!

ARTICLE II – MEMBERSHIP

Section 1 **Membership Requirements**: Membership in the Club is open to anyone twenty-one (21) years of age and older, who has an interest in community service, improving the environment, and wanting to have fun.

Section 2 **Membership Categories:** The Club recognizes two (2) membership categories.

2a. Active Member: Member is current in their payment of annual Club dues and has attended at least 25% of the Membership Meetings and/or Club volunteer opportunities during the previous twelve (12) months.

- Active Members can be a candidate for and vote in the election of Club Officers.
- Active Members can be a Committee Chairperson and can serve as a member of a committee.
- Active Members can vote on issues presented at Membership Meetings.

2b. Casual Member: Individual is current in their payment of annual Club dues, but has not attended a minimum of 25% of the Membership Meetings and/or Club volunteer opportunities in the previous twelve (12) months.

- Casual Members cannot be a candidate for Club Office but can vote in the election.
- Casual Members cannot be appointed as a Committee Chairperson but can serve as a member of a committee.
- Casual Members can vote on issues presented at a general Club membership meeting.

Section 3 **Membership Responsibilities:**

- The LAPHC is apolitical. In respect for each other and the enjoyment of all, Members are requested to abstain from publicly expressing personal opinions or support for politicians or political parties during Membership Meetings and other Club functions.

- Members that attend any Club function will be held personally accountable for their actions and the actions of their guest.
    - No members shall hold the Club responsible for the actions of another Club member or a member's guests.

Section 4 **Removal of Individual Membership:** The membership of any Club member can be revoked by a majority vote of the Executive Board, if they determine the member has committed an act which is detrimental to the reputation or well-being of the LAHPC.

- Acts considered as possible causes for revoking a membership include, but are not limited to: Club misrepresentation, fraud or misuse of club assets (tangible or intangible, including the club roster, website or Facebook page), or any other behavior which the Executive Board determines is detrimental to the well-being or reputation of the Club.

ARTICLE III – MEMBERSHIP DUES

Section 1 **Membership Dues**: LAPHC membership dues have been established by the LAPHC Executive Board and are valid for the calendar year (January 1st to December 31st).

- Any changes in the amount of the dues requires a majority vote approval by Executive Board no later than November 1st.
    - The approved increase will take effect on January 1st of the next year.

Section 2 **Payment of Dues:** Membership dues are due at the time of application and annually thereafter.

- New Members pay the current years dues at the time of application.
- Existing members' annual dues are due by December 31st for the upcoming calendar year.
    - Members who have not paid their dues by December 31st will have their Club membership terminated.
    - If the dues are not paid by the end of January 31st, the member will be removed from the Club roster.
- A reminder that dues are due by December 31st will be made at the Membership Meeting, by email, thru the Club's newsletter, Facebook page and/or Website, during November, December and January of each year.
- Membership dues are non-refundable.

Section 3 **Hardship Exceptions:** With a majority vote, the Executive Board can waive, reduce, or extend the deadline for dues payment for any member experiencing bonified financial or other hardships.

ARTICLE IV - MEETINGS

Section 1 **Membership Meetings**: The Membership Meetings are a combination of a business meeting and social event. They are the primary general gatherings for the Club's members. As a part of the Membership Meeting, some type of charity, community or environmental component will normally be included.

- The LAPHC will hold regular Member Meetings.
    - The meeting will generally be held monthly but not less than quarterly.
    - Notification of the time and location of the meeting will be provided to the Club membership by email and/or thru the Club's newsletter, Facebook page or Website.

- The Membership Meetings will be conducted by the Club President.
    - In the President's absence, the President will designate the Vice President, or another Executive Board member, to serve in their place.
- The Membership Meetings are open to all members, as well as to prospective members and guests.
- Club members wishing to make a presentation at a Club Meeting should provide a short description of the subject and reason for the request then email to the Club President a minimum of five (5) days prior to the meeting.
    - The topic should fit within the general parameters of the Club's Purpose and By-Laws and be of general interest to the Club's Parrot Head audience.
    - The President will review the request and, if it meets the requirements, add it to the meeting agenda.
        - If the member strongly disagrees with the President's decision not to add a presentation to the agenda, the decision can be appealed to the Executive Board for a majority decision.
    - Last minute requests will be considered by the President on an exception basis.
- Members wishing to invite non-members to make a presentation at a Club meeting should provide a short summary of the subject and reason for the request. This should be emailed to the Club President a minimum of five (5) days prior to the meeting.
    - The topics should be limited to charities, community issues or events and local Parrot Head related services, products or businesses.
        - The topic should be consistent with the Club's purpose and By-Laws and be of particular interest to the Club's Parrot Head audience.
        - No direct sales of non-club items or services are allowed.
    - The President will review the request, and if it meets the requirements, add it to the meeting agenda.
        - If the member strongly disagrees with the President's decision not to add a presentation to the agenda, the decision can be appealed to the Executive Board for a majority decision.
    - Allowing a non-member presentation does not constitute an endorsement by LAPHC Executive Board or Club.
- Voting for Club matters or business that are presented at a Member Meeting will be made by a simple majority vote of the Members present at the meeting.
    - A quorum is required for a vote to be official. A quorum is defined as a minimum of 10% of the membership being present and voting at the meeting.
    - This procedure excludes voting for Club Officers, which is a separate procedure.

Section 2 **Executive Board Meetings:** The Executive Board Meetings will hold "regular" Executive Board Meetings at least quarterly.

- Additional "special" Executive Board Meetings can be held on an "as needed" basis, as determined by the President.
    - If deemed necessary by the President, the special meetings can be conducted over Zoom, the phone, email or other reasonable method.
    - A quorum is required for the Executive Board meeting to be official. The minimum attendance required for a quorum includes: the Club President, plus 3 of the 6 remaining voting Executive Board members.
    - If the President is not able to attend an Executive Board Meeting, the President can delegate his authority to the Vice President who will become "acting" President for that meeting.
- Decisions on all matters considered by the Executive Board will be determined by a majority vote.
    - Each member of the Executive Board, with the exception of the Club President, will have one vote on all matters governed by the Club.
        - The Club President will only vote to break ties.

- Any member of the Executive Board that is unable to attend a scheduled meeting can vote on any matter being presented by providing a written proxy with designated Board member's name and submitted to the Club President prior to the meeting.

- A summary of Executive Board Meetings, including significant actions or decision that affect the Club membership, will be reported at the next Membership Meeting, and/or by email, thru the Club's newsletter, Facebook page or Website.

Section 3 **Club Committee Meetings:** Will be held on an "as needed" basis.

- The Committee Chairperson is responsible for the supervision and direction of the Committee Members based on defined goals and tasks assigned by Executive Board.
- Voting on Club Committee business will be made by a simple majority vote of the committee members.
- The Committee Chairperson will report any significant progress made, hurdles faced, decisions made, etc. to the Executive Board.

Section 4 **Club Social Events & Volunteer Opportunities:** The Club will also have other social events and volunteer opportunities on a regular basis.

- Social events and volunteer opportunities are open to all club members.
- Notice for the social events and volunteer opportunities will be announced at the Membership Meeting, and/or by email, thru the Club's newsletter, Facebook page or Website.

ARTICLE V - ELECTED CLUB OFFICERS

Section 1 **Club Officers**: The elected Club officers include:

1) President	3) Secretary	5) Activities Director	7) Digital Coordinator
2) Vice President	4) Treasurer	6) Outreach Coordinator	

- Club members seeking an elected officer position must qualify as an Active Member.
- Each elected club officer will serve a term of two years.
  - The term will begin on January 1st and end December 31st, two years later.
- Elected officers are required to abstain from voting on any issues brought before the Executive Board where there exists a perceived or actual personal interest in the outcome of the vote on the issue.

Section 2 **Club Officer Responsibilities**:

2a. President: The Club President is the Chief Executive Officer of the Club. The responsibilities of the Club President will include, but are not be limited to, the following:

1) Serve as liaison between the Club and Parrot Heads in Paradise, Inc.
2) Represent the Club in Club activities involving other Parrot Head Clubs, community groups, or charities.
3) Conduct and preside over all Membership Meetings.
4) Nominate Club committee chairpersons for the approval of the Executive Board.
5) Ensure that Club activities support the goals established under the Purpose section of the Club's By-Laws and conforms to the By-Laws of Parrot Heads in Paradise, Inc.
6) Report club activity to PHIP Biannually. January to June activities will be reported in July. The full year activities will be reported in January.

2b. Vice President: The Club Vice President will assist the Club President in administering the business of the Club. The responsibilities of the Club Vice President will include, but

not be limited to, the following:

1) Conduct Club business in the absence of the Club President.
2) Succeed to the position of Club President if the Club President is unable or unwilling to complete their term.
3) Schedule and arrange the location of Membership Meetings at least 15 days prior to a scheduled meeting. Ensure the time and location of membership meetings will be provided to membership through the Club newsletter, on the Club Facebook page, on the Club Website and/or by email.
4) Supervise the planning and execution of Club activities.
5) Maintain, or delegate the maintenance of, a twelve (12) month rolling record of member attendance at Membership Meetings and volunteer opportunities to determine members' membership status.
6) Provide leadership and support to membership committee, champion their ideas to the board, help them overcome hurtles, advocate for funds needed.

2c. Secretary: The Club Secretary will record the business of the Club, maintain a historic record of the Club's recorded business and prepare Club correspondence when needed. The responsibilities of the Club Secretary will include, but not be limited to, the following:

1) Take the minutes of all Executive Board meetings.
   - Provide minutes of the Executive Board meeting to all members of the Executive Board within 10 days of each meeting and to any Club member requesting it.
   - Provide a summary of significant actions or decisions made at Executive Board Meetings to the membership at the next Membership Meeting, by email, thru the Club newsletter, on the Club Facebook page and/or on the Club Website.
   - Maintain a historic record of Executive Board meeting minutes.
2) Take the minutes of all Membership Meetings.
   - Provide the minutes to the Club President within 10 days of each meeting.
   - Make Membership Meeting minutes available to Club membership by email, posting it to the Club Website and/or other reasonable means, within 20 days of each meeting.
   - Update and maintain a historic record of the minutes of past member meetings.
3) Respond to outside correspondence directed to the Club, under the direction of the Club President.
4) Recruit and oversee a Club Member to serve as Newsletter Specialist.
   - The **Newsletter Specialist** will be responsible for the development, publishing and distribution of the Club's monthly Newsletter.
     - The Newsletter Specialist can add club members to act as a Newsletter Team, as the Specialist deems reasonably necessary.
     - The Newsletter can be disbursed to the membership by email and/or posting to the Club website.
5) Maintain the updated Club membership roster.
   - The Club Secretary may delegate the updating of the Club roster to the Membership Committee and/or another Executive Board member, as is appropriate.
   - Distribute roster updates to the Executive Board at least quarterly.
   - Membership information is considered confidential and sharing of the information with members, or others, requires approval by the Executive Board.
     - Use of the Club roster for commercial purposes is strictly forbidden.
6) When leaving office, present historical materials, notes, and records, in good condition, to the succeeding Club Secretary.

2d. Treasurer: The Club Treasurer will be responsible for the financial matters of the Club. The responsibilities of the Club Treasurer will include, but not be limited to, the following:

1) Maintain a detailed and updated record of the financial status of the Club.
    - Have this detailed financial status ready for presentation at Executive Board meetings.
    - Provide Executive Board members a copy of the detailed financial status upon request.
2) Prepare a financial summary report for each membership Meeting.
    - Upon request, present the financial summary at Membership Meetings.
3) Assist the Club President in preparing the bi-annual report for Parrot Heads in Paradise, Inc.
4) Approve reimbursement payment within the authority of the Treasurer.
5) Prepare and sign checks for all approved requests for Club payments.
6) Ensure that an audit by a select number of the membership is done annually and independent of the Board.
7) When leaving office, present all funds, books and records for the present and prior years, in good condition, to the succeeding Club Treasurer.

2e. Activities Director: The Club's Activities Director (formerly Parrot Head at Large) will lead the club's social events/activities. This member may select a fun title which they will use during their term. The responsibilities of this person will include, but not be limited to, the following:

1) Assist in identifying opportunities for organizing, promoting and successfully holding Club Social events, as approved by the Executive Board.
2) Update, or ensure updates are made for, social activities on the Club's website, newsletter, and/or other Club social media.
3) Provide leadership and support to fun committee, champion their ideas to the board, help them overcome hurtles, advocate for funds needed.
4) Include the Club Fun Committee to help with events, set up, etc.
5) Act as a liaison between all Club members and the Executive Board

2f. Outreach Coordinator: The Club's Outreach Coordinator will lead the Club's fund raising and volunteering opportunities as approved by the Executive Board. This member may select a fun title which they will use during their term. The responsibilities of the Outreach Coordinator will include, but not be limited to, the following:

1) Assist in identifying, organizing, promoting and conducting the Club's goal directed activities, as approved by the Executive Board.
2) Update, or ensure updates are made for, fund raising and volunteer opportunities on the Club's website, newsletter and/or other Club social media.
3) Provide leadership and support to fundraising and volunteer committees, champion their ideas to the board, help them overcome hurtles, advocate for funds needed.
4) Recruit chairpersons for individual (1) charity fundraising and (2) volunteer opportunities.
5) Act as a liaison between all Club members and the Executive Board.

2g. Digital Coordinator: The Club's Digital Coordinator is responsible for overseeing all Club social media. This member may select a fun title which they will use during their term. The responsibilities of this person will include, but not be limited to, the following:

1) Oversee, or delegate the oversite of, the development, updating and management of the Club's website and social media accounts.
2) Guide the Executive Board on using the Club's website and social media to improve the Club's exposure, identify opportunities to improve the Club's processes, and to identify limitations that may be faced when using the Club's website and social media.

3) Provide leadership and support to the Public Relations committee, champion their ideas to the board, help them overcome hurtles, advocate for funds needed.

Section 3 **ELECTION OF CLUB OFFICERS:** Club Officers are elected by a majority vote of Active Members.

- Club Officer Elections will be managed by the **Election Officer**.
  - The Election Officer is independent of the Executive Board.
- In the year of an election, the Club membership will be notified of an upcoming Election and the process to make nominations at the September Membership Meeting thru the Club's newsletter, Facebook page or Website and/or by email.
- Any Club Member can make nominations for each office.
  - Members may nominate themselves or, with permission, another person.
  - Nominees must be Active Members.
  - The Election Officer will make available nomination forms which will include a section for the nomination of the candidate, and a section for the person nominated to acknowledge their intent to run by providing a brief Candidate's Statement about themselves, their qualifications, reasons they want to serve, etc.
  - Current Club Officers should inform the Elections Officer at their earliest convenience if they choose not to run for re-election.
  - Nominations must be received no later than October 31st of the election year.
- The Election Officer will present the slate of candidates to the Executive Board by the 5th day of November.
  - In the event all positions are uncontested, the current Executive Board can vote to accept the current slate of candidates in lieu of a full election.
- In the year of an election, the Election Officer will announce the slate of candidates and the details of the voting process at the November Membership Meeting, and/or by email, thru the Club's newsletter, Facebook page or Website.
- Candidates may campaign for office in two ways.
  - Candidates will be entitled to make a 1 to 3-minute campaign speech during the November Membership Meeting.
  - Additionally, the Election Board will compile the Candidate Statements submitted as part of the Nomination form into an Election Candidate Information document with each if the candidates' statements grouped by office.
    - The document will be made available to the membership at the November Membership Meeting, and/or by email, thru the Club's newsletter, Facebook page or Website,
- The process for voting will be completed on-line or other reasonable method.
  - The Election Board will prepare election ballots for the Club Members' votes.
  - Voting can begin as early as the 1st day of December, but must be completed by 12:00 midnight before the Club's annual Christmas Party (or perhaps, if so directed, by December 15).
- The Election Officer and committee will certify the final results of the election which will be announced by the Club President at the Club's annual Christmas Party and/or thru the Club's newsletter, Facebook page, or Website,
- In the event of a tie, the winner will be determined by a coin flip, odds or evens, or rock paper scissors (Election Officer's choice).
  - The Election Officer can officiate the tie breaking process at the Club's annual Christmas Party or other location or method mutually agreed upon between the Election Officer and candidates.

Section 4 **Replacement of Elected Club Officers:**

- If the Club President's position on the Executive Board is vacated for any reason, the Club Vice President will assume the duties of the Club President.
  - If the Club Vice President chooses not to accept this responsibility, the position is offered to the other members of the Executive Board in the order of Secretary,

Treasurer, Activities Director, Outreach Coordinator and Digital Coordinator.

- With the exception of the position of President, the replacement for remaining term of the vacated officer's position will be determined by a majority vote of the Executive Board.
  - The Club President will nominate an Active Member of the Club to fill the vacated officer's position to the executive board.
    - The Executive Board's majority vote for approval is required for the nominee to assume the vacated Officer position.
    - Following the approval of the replacement, the Club President will notify the Club membership of the selection at the next Membership Meeting, and/or by email, thru the Club's newsletter, Facebook page or Website.

Section 5 **Recall of Elected Club Officer:** Any member of the Club can initiate the recall of an elected Club Officer.

- A recall petition must be prepared describing the reason for the recall.
  - The recall petition must be signed by a minimum of 15% the Club's membership and be presented to the Election Officer.
  - Upon receipt of the recall petition, the Election Officer will verify that the required number of signatures supporting the recall vote have been obtained, prepare the ballot and make it available to the Club membership for a vote electronically.
    - The recall voting will be open for seven (7) days.
    - A minimum of 60% of the votes cast must be in favor of recalling the Officer to successfully recall the Officer.
  - The Election Officer will certify the vote and report the results of the vote to the Executive Board by email within 24 hours.
  - If the vote is to recall the Officer, the Executive Board will dismiss the recalled Officer.
    - Once the officer has been notified of the recall, the Election Officer will announce the results of the recall election to the Club membership by email and/or at the next Membership Meeting.
  - If the vote was not to recall the Officer, the Election Officer will announce the results to the Club membership by email and/or at the next Membership Meeting.
- The Executive Board will follow the procedure for the Replacement of Elected Club Officers and fill the open position.
  - Within 14 days of replacing the recalled Officer's position, the Club President will announce the new Officer to the Club Membership. Notification can be at the next Membership Meeting, and/or by email, thru the Club's newsletter, Facebook page or Website.

ARTICLE VI – EXECUTIVE BOARD

Section 1 **Executive Board:** The LAPCH Executive Board the following Club officers:

1) President
2) Vice President
3) Secretary
4) Treasurer
5) Activities Director
6) Outreach Coordinator
7) Digital Coordinator

- The Executive Board guides the Club and is responsible for assuring club activities are conducted within the guidelines of Parrot Heads in Paradise, Inc (PHIP) By-Laws and the Club's By-Laws.
- The Executive Board is authorized to conduct the normal business of the Club.
- The Executive Board is empowered to make decision between Membership Meetings to ensure the Club Purpose is respected and Club goals are met.

Section 2 **President Emeritus:** When the position of Club President passes to a new member, the outgoing Club President will be asked to remain on the Executive Board as a non-voting Board Advisor for one year.

- The advisor position will help ensure continuity to the Executive Board and may provide historical perspective, and other valuable insights, that could otherwise be lost. The President Emeritus may also be instrumental as a mentor to the incoming President.
- The President Emeritus's roll requires the understanding that their roll is no longer the main decision maker.

Section 3 **Executive Board Financial Approval Responsibilities:**

- **Payment of or Reimbursement for Club expenses:** Requests to pay Club expenses, or reimburse members for Club expenses they incurred, should be presented to the Club Treasurer.
  - All requests for payment require the submission of proper documentation, including receipts.
  - Payments for expenses incurred by the Club, or payments to reimburse member for expenses they incurred on behalf of the Club, must be approved by the Executive Board prior to payment.
    - Members should obtain prior approval for expenses they expect to incur on behalf of the Club from the Club Treasurer. The Executive Board may ultimately approve and authorize the repayment of unapproved expenses incurred by a Club member, but will not be obligated to do so.
  - Requests for payment of Club expenses or member reimbursements in excess of $100.00 must be approved by the Executive Board prior to payment.
    - Expenses up to $100.00 can be approved and paid under the Club Treasurer's authority.
  - Payments for member's time and services are only considered on an exception basis and require approval of the Executive Board.
    - When possible, Club members should be encouraged to donate their time and services to Club activities.

ARTICLE VII – ELECTION OFFICER

Section 1 **Election Officer:** The Election Officer will facilitate, manage and oversee the Club's election process, as well as other matters voted upon by the general Club Members.

- The Election Officer is independent of the Executive Board.
  - The Election Officer does not serve on, or have a vote on, the Executive Board.
- The Election Officer is appointed by the Executive Board.
  - The candidate will be nominated by the President and confirmation is voted upon by the remaining members of the Executive Board. The confirmation or rejection of the candidate is determined by a simple majority.
- Election Officer may recruit additional members to empower an election team, should they reasonably determine additional help is needed to manage the election process.

Section 2 **Election Officer Responsibilities:** The Election Officer, and/or the Election Team will have the following responsibilities for Club elections:

- Preparation of Ballots and Voting Instructions (electronically or other reasonable method)
- Certification of Election Results
- Report of Election Results to Club President

ARTICLE VIII - APPOINTED CLUB COMMITTEE CHAIRPERSONS

Section 1 **Appointments:** Members can be appointed as chairperson of the Club's committees.

- Committees requiring a chairperson may include but are not limited to:
  Fundraising Club Fun Public Relations

Volunteering Membership By-Laws Revision

- Additional appointed Club positions or committee chairpersons can be created with the approval of the Executive Board.

Section 2 **Committee / Position Descriptions**

- **Fundraising Committee**: Assist the Club's "Outreach Coordinator" with identifying charitable opportunities that complement the Club's purpose. Lead efforts for fundraising during Club meetings. functions, and activities to achieve the Club's philanthropic objectives.
- **Volunteers Committee**: Assist the Club's "Outreach Coordinator" with identifying community service and environmental related volunteer opportunities for the Club to participate. Help to recruit a Team Manager to spearhead the Club's involvement in each event, and volunteers to support the Club's effort. Provide support for the volunteer teams efforts.
- **Club Fun Committee**: Assist the Club's Activities Director with suggestions for Club social events and provide leadership and support to make them successful.
- **Public Relations Committee**: Manage Club communication strategies to boost the Club's visibility, highlight the Club's achievements and events, and create a positive community image. Assist Club's Digital Coordinator with electronic media.
- **Membership Committee**: Assist the Club's Vice President in the Club's efforts to recruit potential members, onboarding new member and the retention and satisfaction of existing members. Manage the monthly meeting check-in table … attendance log, distribution of name tags, welcome guests/new members, help with information.
- **By-Laws Committee**: Identify and recommend updates needed to keep the By-Laws current and relevant. Review specific Articles, Sections of Articles, or do a comprehensive review of the entire By-Laws, as requested by the President or Executive Board.

Section 3 **Appointment Procedures:** The Club President or Board members select and nominate members to serve as chairperson of club committees.

- Nominees must be active members.
- After a majority vote for approval by the Executive Board, the Club President appoints the Active Member as chairperson of a committee.

Section 4 **Duties and Responsibilities:**

- An appointed Club committee chairperson will have the following duties and responsibilities:
  - Selection of the members of the Committee.
    - Committee members must be members of the Club.
    - The number of committee members will vary with each committee and will be determined by the committee chairperson.
  - The committee chairperson will:
    - Ensure the committee accomplishes the defined tasks and goals from the Executive Board.
    - Be responsible for the supervision and direction of the committee members.
    - Provide the Board with updates of any progress, decisions, hurdles faced or actions taken by the committee as the chairperson deems worthwhile or anytime it is requested by the Executive Board.
    - Receive a Committee Guide which should be updated as needed and passed on to succeeding Club committee chairpersons.

Section 5 **Removal of A Member Serving as a Club Chairperson or Member of a Committee**: Any member serving in an appointed position, appointed as a chairman or serving as a committee member, can be removed by a majority vote of the Executive Board.

ARTICLE IX - MISCELLANEOUS CLUB INFORMATION

Section 1 **Club Events:** The financial goal for Club social events, fundraising events and volunteer opportunities is for the Club to "break even".

- In the planning of Club events, the Executive Board should be notified if the costs for the event exceed those expected or considered budgeted.

Section 2 **Fundraiser Event**: For any Club sponsored fundraising event, the Club shall retain their expenses for the event, with 100% of the remaining net proceeds going to the beneficiary the fundraiser is held for.

Section 3 **Club Property**: Club assets are intended for the sole use and benefit of the Club.

- Use or consumption of Club property for any non-club purpose will require approval of the Executive Board.

Section 4 **Electronic Media and Communication**

4a Email: Emails to the Club member roster should be used for Club business.

- All emails should be consistent with the Club By-Laws and the Club Purpose.
- Emails for personal or commercial purposes are strictly forbidden.

4b Club Website: The Club website is solely for use by the LAPHC. The purpose of the website is primarily to promote the Club, educate the public about the Club and provide information about Club happenings, business and/or other relevant Club information.

- Unapproved commercial advertising is strictly forbidden.
  - The Club Executive Board may authorize a "Sponsor" section on the website which would allow advertising by Club Sponsors.
    - The requirements for sponsorship and the cost of sponsorship levels, if any, will be set by the Executive Board.

4c Club Facebook Page: The Club's Facebook page is established as a private group for the Club to disseminate Club related information and/or the enjoyable interaction between current Club members.

- The content of posts to Clubs Facebook page should be loosely consistent with the Club By-Laws and the Club Purpose, and always respectful.
- The Club does not allow unauthorized commercial posts to the Facebook Page.
- The Club, consistent with the club purpose, will allow commercial posts:
  - From musicians who are Members of LAPHC, to share their **local** engagements only. Post can be made a maximum of one time per week.
  - Posts by members of the Club to promote non-Club sponsored local community activities, charitable events, or environmental efforts, which they are personally involved with. Posts can be made a maximum of one time a month and **must** include a disclaimer that the event is not sponsored or endorsed by the Club.
  - Any other commercial purpose posts must be approved by the Executive Board prior to being made.

ARTICLE X - AMENDMENT / REVISION OF EXISTING BY-LAWS

Section 1 **Proposed Amendments and/or Revisions**:

- Amendments or revisions to the existing By-Laws can be proposed by any club members or by the Bi-Laws Committee.
  - Member or By-Laws Committee proposed amendment(s) or revision(s) must be submitted to the Executive Board in writing or by email.
- The proposed amendment(s) or revision(s) will be reviewed by the Executive Board, and any questions, concerns or clarifications will be raised with the submitting party.
- Any revisions agreed to between the submitting party and Executive Board will be made

and the Amendment(s) and/or Revision(s) prepared to be presented to the Club membership.

Section 2 **Presentation of Amendments and Revisions**: Club members will be sent the proposed amendments and/or revisions by email and/or thru the Club's newsletter, Facebook page or Website.

- Members will be able to ask questions or voice concerns at the next Membership Meeting.
- Members can also ask questions or voice concerns by email.
  - The By-Laws Committee will provide the member with an answer and prepare a summary of any concerns for the next Membership meeting.

Section 3 **Voting on Amendments and revisions**: At the next Membership meeting, the Club President will review the summary of emailed questions and concerns and open the floor to Club members for discussion of the proposed amendment or revisions.

- The Club membership in attendance at the Membership Meeting will vote to approve or reject the proposed change(s).
  - A minimum 10% quorum level is required for a vote to be valid.
  - The vote is decided by a simple majority.

Section 4 **Adoption of Amendment or Revision to By-Laws**: An approved amendment(s) or revision(s) to the By-laws will go into effect immediately after the vote is certified.

The LAPHC By-Laws were presented and approved by the Club members at the January 17th, 2026 Membership Meeting.



Jeff Brusak, President
Lower Alabama Parrot Head Club