

Tallahassee Parrot Head Club (TPHC)
Standard Operating Procedures, v1
January 2018

Article I. Function

The following Standard Operating Procedures, also referred to as 'SOP', is intended to accompany the current, approved Bylaws and shall govern operations of the Tallahassee ParrotHead Club.

Article II. Membership, Dues and Meetings

Section 1 - Club Membership

Each member of the Club shall be referred to in this SOP as a "Member" and all Members of the club shall be referred to collectively as the "Membership" and must meet the membership requirements specified in Article II, Section 2 of this SOP.

Section 2 - Requirements for Membership

The requirements for membership in TPHC shall be as follows:

1. A Member must pay membership dues upon joining the club on a pro-rated schedule set and approved by the Executive Committee. Hence thereafter, dues must be paid by the last day in the month of January.
2. A Member must not owe any money to the club for dues or other expenses.
3. A Member must have an interest in Jimmy Buffett's music.
4. A Member must have an interest in community service and environmental concerns.
5. A Member must have a commitment towards the success and achievement of the goals of the Club.

Section 3 - Denial of Membership

The Executive Committee may deny membership in the Club to any person whom the Executive Committee determines by a unanimous vote does not meet the requirements for membership set forth in Article II, Section 2 of this SOP.

Section 4 - Expulsion from Membership

The Executive Committee may expel any Member whom the entire Executive Committee determines no longer meets the requirements for membership set forth in Article II, Section 2 of this SOP. This must be done by unanimous vote. The vote thus terminates such Member's membership in the club and all rights and privileges associated therewith, with no refund of club dues.

Section 5 - Payment of Dues

1. Payment of dues will be made annually by the end of the month of January for all members. Notification for payment of dues will be by the first meeting in December.

For new members, dues will be pro-rated quarterly.

2. By a majority vote, the Executive Committee can waive, reduce or extend the deadline of dues for any member due to financial hardship. Requests for such provisions must be submitted in writing to any member of the Executive Committee within 30 days of the membership dues renewal date.
3. Refunds of dues are only made with the majority vote of the Executive Committee.
4. Any persons wishing to terminate his/her membership between membership dues renewal dates will not be refunded any portion of his/her dues without a majority vote of the Executive Committee.
5. Any person who has not paid dues by January 31st will be considered to have his/her membership terminated and only payment of dues in full plus a \$5 late fee will reinstate his/her membership.
6. Dues can be increased or decreased with the majority vote of the Executive Committee.
7. Membership shall be defined as any single adult eighteen years of age or older. Parakeets (children) under the age of eighteen are included in the parent/guardian membership.

Section 6 - Types of Memberships

1. Full Membership – entitled to all rights and privileges of the Tallahassee Parrot Head Club, Inc., including but not limited to: run for office, chair a committee, be a member of a committee, vote, earn Parrot Points, and be eligible for Club tickets.
2. Honorary Membership – non-dues paying member entitled to all rights and privileges of the Tallahassee Parrot Head Club, Inc., including but not limited to: chair a committee, be a member of a committee, vote, earn Parrot Points, and be eligible for Club tickets. An Honorary Membership will be given upon majority vote of the Executive Committee yearly.
3. Lifetime Memberships – Effective November 2006 no Lifetime Memberships will be granted. All previous Lifetime Memberships will be honored.

Section 7 - Types of Meetings

1. Social Meetings of the Membership (Phlockings) shall be held on the first and third Wednesday of every month at a time and place to be determined by the Executive Committee and communicated to the membership through the email, website and newsletter.
2. Business Meetings (Parlays) - The Executive Committee will meet every odd month. The EC will set the meeting schedule for the following year and relay to the membership by email, website, and/or newsletter before January 1st. The Captain can convene additional meetings at his/her discretion. All Executive Committee meetings are open to all members of the organization but only Executive Committee members can vote at Executive Committee meetings.

Article III. Committees

Section 1 - Committee Chairpersons

1. Committees may include, but are not limited to the following:
 - a. Bond Chair – no, this is not for getting Parrot Heads out of jail! This includes collecting school supplies, etc. for the students of Bond Elementary, and coordination of supplies to our Bond Elementary rep.
 - b. Chili Cook-Off Chair – includes entering the Club into St. George Island Chili Cook-Off, coordinate selling of items as phundraising portion, coordinate decorating of booth, coordinate volunteers for the weekend, etc.
 - c. Community Service Chair – includes building community relations, coordinating with community/Club to get us more involved (i.e. Habitat for Humanity).
 - d. Elections Chair – includes coordinating and running yearly elections and, if needed, special elections (should know the election information in the SOP inside out and backwards, as well as front-wards).
 - e. Membership/Welcoming Committee Chair – includes new member welcome, keeping track of membership information, welcoming new members, collect dues and turn them in to Purser, send personal welcome email to new members, etc.
 - f. Newsletter Chair – includes writing newsletter, submitting newsletter to the PHIP Newsletter Contest, and getting newsletter to web team for inclusion on the website.
 - g. Parade Chair – works with Springtime Tallahassee and Winter Festival Parade to enter us into parade and make sure we are legit (i.e. Insurance), share needed information to Club members regarding parade, coordinate theme.
 - h. Parrot Points/Nametags Chair – includes keeping track of points, make name tags for each member in attendance of event after event.
 - i. PHrenzy Chair – include coordinating location, publicity, ticket sales, food, silent auction, music, room nights, decorations, insurance (if needed) etc. for event. Get pre-approval of Executive Committee before signing any contracts.
 - j. PHundraising Chair – coordinate phundraising efforts for all smaller phundraising events that arise throughout the year.
 - k. Publicity Chair – includes publicizing our Club (i.e. getting Social information in newspaper), coordinating publicity teams for big events (i.e. Phrenzy), etc.

- l. Relay For Life Chair – includes attending Relay information meetings, signing up Club, coordinating volunteers/walkers, tent, theme, etc.
- m. Shell Point Chair – coordinate quarterly clean-ups of Shell Point Beach. If needed, coordinate additional clean ups. One clean-up should coincide with the PHIP National Clean Up (usually in September). Coordinate the Clubs involvement in the Shell Point Regatta.
- n. Social Chair – coordinate bi-monthly social functions for Club members, 5th Wednesdays, etc.
- o. Website Chair – includes working with web designer(s) to brand THPC, get website up to date, and maintain website. Includes working with other chairs to get their updated info to include on the website.

At the first Executive Committee meeting in January the above committees will be divided up among the Executive Committee members to oversee the completion of these events maintaining communications with the Committee Chair. * Other chairpersons may be established and appointed as the Executive Committees see fit.

Article IV. Miscellaneous

Section 1 - Reimbursement of Expenses

If any Member desires to request reimbursement for expenses incurred on behalf of the Club, such request must be made to the Executive Committee and accompanied by proper documentation, including receipts. Requests by members of the Executive Committee for reimbursement shall be made in the same manner, except that such Member shall excuse him/her from the meeting during the discussion of the reimbursement and will not vote on the same. Any expenses for which reimbursement may be sought should be discussed in advance of payment to receive authorization from the Executive Committee.

Section 2 - Bank Accounts and Financial Obligations

1. The funds of the Club shall be deposited in such banks and depositories within 15 days as determined by the Executive Committee and shall be withdrawn only upon checks and demands for money decided by such member(s) of the Executive Committee.
2. Disbursements of the Club funds in excess of \$150.00 shall be signed by the two (2) members on file at the bank; Captain, Purser, and a third Executive Committee member shall be on file at the bank.
3. Contractual agreements in excess of \$100.00 must be signed by two (2) members of the Executive Committee.
4. If a member's check is returned by the bank for insufficient funds the member must pay the amount of the check and all service fees incurred in cash.
5. Annual recurring fees/costs will be paid without needing the Executive Committee's prior approval; i.e. PO Box, PHIP Dues, Incorporation fee.

Section 3 - Fiscal Year

The fiscal year for the Club shall begin on January 1 and end on December 31.

Section 4 - Directories

The following statement is to be added to each printed membership directory: "This directory is for the exclusive use of Tallahassee Parrot Head Club, Inc., members. It is not to be utilized for any purposes not directly associated with the Tallahassee Parrot Heads, nor is to be released to other parties without the approval of the majority of the Club."

Section 5 - Budgets for Special Events

All Special Events shall be budgeted to at least "break even" financially. Exception may be made if money is going to a charity. If a deficit appears likely, it will be reported to the Executive Committee within 15 days of the end of the event.

Section 6 - Tickets to Jimmy Buffett Concerts

1. Tickets are a privilege, not a right. They are made available to the most "active" club members as a reward for their volunteerism throughout the year. Violation of ticket regulations will permanently remove your opportunity to obtain tickets from the club.
2. The most active members will be given first choice on purchasing tickets through the club. Active members will be decided on the following point system:
 - a. Serve as an Executive Committee Member – 10 points
 - a. Chair a Major Function (\$1000+) – 8 points
 - b. Chair a Minor Function (less than \$1000) – 6 points
 - c. Serve on a committee – 4 points
 - d. Write Newsletter Article – 2 points
 - e. Donate goods at a function for charity – 2 points
 - f. Members who attend Executive Committee Meetings – 2 points
 - g. Attend Phlockings/Events – 1 point
 - h. Wear Nametag at Phlockings/Events – 1 point
3. Periodically there may be other club functions where points may be earned. Sign-up sheets will be at each function and will be used to determine points. It is the responsibility of each member to sign up at each function. Members' current point total is always available to upon request of the First Mate.
 - a. Members must participate in a minimum of two (2) community service events to be considered for club tickets. The event year begins on January 1 and ends December 31 of the following year. Points may be carried over for up to six months if there are no ticket opportunities during a calendar year.
 - b. If an eligible member turns down his/her ticket option, it passes on to the next eligible active member.
 - c. Member's checks for the tickets must be received by the deadline imposed or members will forfeit the option and the check will be returned without tickets. If a check is returned by the bank for insufficient funds, the tickets will be forfeited. All service fees incurred on returned checks will be the

responsibility of the member. Cash or money orders will be accepted as payment for tickets as well. (The Club will not be held responsible for cash sent through the mail.)

- d. The Club must follow the rules of PHIP or its privilege for club tickets will be forfeited.