

## Standards Operating Procedures

### Article II: Membership and Dues

- A. Membership in the Club shall be open to all, regardless of race, sex, creed, national origin, age or sexual preference.
- B. Active Member in Good Standing
  - 2. Membership Application Form [ Attachment 1 ]
  - 4. All members (new and renewal) will be instructed to check the website and become familiar with The Club's bylaws. Some hard copies should be available upon request to members.
- C. Dues
  - 1. Payment of dues shall be \$15.00 per person
  - 2. New members joining after June 30<sup>th</sup> and until of end of the fiscal year shall pay \$10.00 per person
  - 3. Refunds of dues are only made with a majority vote of the EXCOMM.
  - 4. The EXCOMM can refund a portion of the withdrawing member's dues on a pro-rated basis determined by the number of days remaining until the end of the fiscal year.
  - 5. Upon refund, the member shall surrender their official club name tag(s).
- D. Removal/Loss of Membership
  - 1. Any member who has not paid their dues by March 31<sup>st</sup> is considered to have terminated their membership.

### Article III: Meetings

- A. Club Meetings
  - 1. Social Gatherings or "phlockings": The purpose of this/these meeting(s) will be to provide a social environment where membership can (but not limited to):
    - a) be informed of upcoming activities and events,
    - b) sign up for upcoming activities, events, or committees,
    - c) renew membership or become a new member.
  - 2. Membership will be informed of gathering(s) place and time through email, Club newsletter, Club website, and/or Daily Sun.
- B. EXCOMM Meetings
  - 1. Business of/for The Club will take place at these meetings.
  - 2. All active members in good standing are invited to attend. After agenda is distributed specific time period (as per agenda) should be provided for open discussion of club business.
  - 4. Members can receive a copy of EXCOMM meeting minutes through email, website, or some hard copies available at "phlockings".

## Article IV: EXCOMM

### D .Responsibilities

3. Club Activities /Events needing approval could be activities where The Villages Parrot Heads Club name or logo is used. Activities such as (but not limited to): bus trips, day trips, golf outings, tournaments. Announcements, flyers and/or brochures for such activities may not be distributed to club members/ or general public without prior approval of EXCOMM
6. EXCOMM is responsible for making sure all events and activities follow Mission Statement and Statement of Purpose.
12. Minutes of the EXCOMM meeting(s) shall be posted on the bulletin board at phlockings and on The Club's website.

### E. Operating Structure

1. EXCOMM decides how they will conduct business: a) Robert's Rules of Order, Parliamentary Procedure; b) Action Agenda, Modified Parliamentary Procedure, or Consensus
8. President may be notified of absence from an EXCOMM meeting by in person, by phone, by phone

### F. Responsibilities of Officers:

3. The Secretary may appoint a committee to help write The Club's Newsletter. The Newsletter must be approved by the President before publication.
4. The Treasurer:
  - a) It would be suggested that the Treasurer have some qualifications: i.e. bookkeeping background and/or a familiarity with Quicken or Quick book
  - b) Make deposits of monies received on a timely basis (within a 10 day period).
  - e) It would be suggested that current club members not be connected with the auditing firms because of conflict of interest.
5. Membership Director: may organize a committee to help: Collects dues, distributes new name tags, places present year on renewal name tags, checks to insure membership application forms are completed correctly and filed.

## Article V – Committee Chairperson(s)

- A. The Following committees can be established in order to maximize involvement and participation of club members:
  1. Web master
  2. Party Committee: Oversee and coordinate The Club's party functions such as: Anniversary Party, Pool Party, Tailgates, Christmas Party, New Years Eve Party, etc.
  3. Fund Raiser Committee: Oversee and coordinate the various fundraising events/activities of The Club such as: Poker Run, 50/50, Christian Food Pantry, C& L Tour, Operation Backpack, Haven House, Toys for Tots, Pancake Breakfast, Casino Night, Relay for Life, etc.

4. Sporting Events- Oversee and coordinate all sporting events such as: Golf Tournaments at The Villages, Golf Tournaments outside the Villages, Volleyball Tournaments, etc.
5. Travel Committee
6. Environmental Committee: Oversee and coordinate all environmental projects.
7. Club Photography: oversee and coordinate photo shoots and project.
8. Phins Up Shop- The Club's official clothing and accessories shop.

B. Committee Chairperson(s) when requested shall:

1. Follow the EXCOMM's written directives for Committee Chairperson(s). [Attachment 2]
2. Insure that events and functions are planned and completed in a timely manner, including adding additional committee members.
3. Insure that the event/activity is carried out within the framework of The Club's bylaws.
4. Work closely with The EXCOMM on all projects and events. Attend EXCOMM meeting(s) if asked to do so, and be prepared to give update on event's progress.
5. Provide a summarizing report including: a detailed plan and timetable of event, budget report, a list of participating members for point tracking, and recommendation / suggestions for the future of the event.

A. Additional Duties of A Committee Chairperson

1. If an event requires transportation that has been approved by the EXCOMM, a passenger manifest will be established. It is suggested that names, phone numbers, and method of payment be recorded as received. A wait list will be established in the event of cancellations, no shows, etc. Wait listed individuals will be added to the manifest in the order of when the request was made.

Article VI: Nominations and Elections

D. Elections Results

1. Election results to be announced via e-mail/website.

Article VII: Contracts, Checks, Deposits, Expenditures/Reimbursement

B. Expenditures:

1. Supplies can be ( but not limited to) construction materials, office supplies, supplies necessary for club activities and events
2. Members who anticipate incurring expenses for club related activities should, after obtaining proper EXCOMM approval, seek to have the company invoice the club directly for the amount due. If this is not possible, then submit the receipts to the Treasurer for reimbursement or payment.

Article VIII: Community Involvement/ Charity

- B. Allocations of The Club's financial (cash) contributions to charities will be based on the following percentages of the three (3) categories identified as:
  1. 75% to local charities also including emergency/ family assistance/feeling good fund

2. 12% to national charities
3. 13% to PHIPS ( Parrot Heads in Paradise Inc.) and other Parrot Heads Clubs charities

Article IX: Point System:

- A. Purpose of the Point System is :
  1. To reward members for their participation in club activities.
  2. To provide preferential ticket purchase for club sponsored events or Jimmy Buffett concerts
- B. The points will run biannually ( current and prior year)
- C. When the point system is enacted:
  1. No more than 2 tickets per member household will be available to the highest point earners.
  2. Ties shall be broken by the date of request.
  3. All qualified members will be given a deadline for purchase of these tickets. If that deadline passes the opportunity to purchase will go to the member with the next highest total.
- D. The Present Point System [ Attachment 3]

Article X: Property and Disclaimer

- A. Property
  1. Property includes the club Internet database of membership or any other form of club communication which could be utilized for personal gain.

Article XI: Bylaws Procedures

- A. Adoption
  2. It would be suggested that the membership shall have the proposed amendments or changes of the bylaws for a period of 15 days before the ratification vote.