



Detroit Parrot Head Club

**BY-LAWS**  
Revised 2/9/2006

# *By-Laws of the Detroit Parrot Head Club<sub>est. 1992</sub>*

*Amended February 9, 2006*

## **Article I: General**

- A The name of the organization shall be the "Detroit Parrot Head Club" heretofore referred to as "DPHC" and have a center of activity in the Greater Detroit (Royal Oak) Area of Michigan.
- B The purpose of the organization is to promote the DPHC as a not-for-profit organization. This organization shall assist and support other not-for-profit organizations in the community and aid environmental concerns. It will also provide social activities for people interested in the music of Jimmy Buffett and the lifestyle portrayed in that music.
- C The DPHC is a charter member of the National Organization, "Parrot Heads in Paradise, Inc." and as such shall not engage in any activities contrary to the published by-laws of "Parrot Heads in Paradise, Inc."
- D Documents referenced within the body of the By-Laws, "Activities and Events – Participation" and "Parrot Points" can only be revised by a 2/3 majority vote of the Board of Directors.

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

- A. Membership in the DPHC shall be open to anyone meeting and agreeing to membership requirements specified in Appendix A, "Membership Agreement".
- B. A member is considered non-active in good standing when:
  - 1. Their dues are current.
  - 2. They have a signed membership agreement on file.
- C. A member is considered active in good standing when:
  - 1. They have met all the requirements as detailed in Article II Section B.
  - 2. They meet the standards as set out in the DPHC Document, "Detroit Parrot Head Club – Activities and Events – Participation".
- D. Dues:
  - 1 Prior to January 15<sup>th</sup> of each year, the Board of Directors shall determine, by majority vote, the amount of Dues for the next year.
  - 2 Each member shall pay Dues by the end of the month of the anniversary date of their first payment ("Anniversary Date").
  - 3 Upon written request by a member no less than thirty (30) days before their Anniversary Date, the Board of Directors may by majority vote, waive, reduce or extend the due date of payment of Dues because of the member's financial hardship.
  - 4 Any person, who has not paid dues by the date, according to Article II, Section D2, will be considered to have terminated their membership and payment of dues will reinstate their membership under a new anniversary date.
  - 5 Any persons wishing to terminate their membership between anniversary dates will not be refunded any portion of their dues without a majority vote of the Board of Directors.
  - 6 If the Board of Directors determines by majority vote between anniversary dates that a person does not meet the requirements of membership as stated in Article II, the Board of Directors can refund a portion of that person's dues pro-rated by the number of days remaining until the anniversary date, thus terminating membership in the organization and all rights and privileges therewith.
  - 7 Refunds of dues are only made with a majority vote of the Board of Directors.

## **Article III. Administration**

- A Board of Directors:
  - 1 The organization will be operated and managed by the Board of Directors. The Board of Directors

shall be made up of the following positions:

- President
  - Vice-President
  - Secretary
  - Treasurer
  - Member at Large (2)
- a. All officers' terms shall consist of (1) one calendar year running from January 1<sup>st</sup> through December 31<sup>st</sup> of the following year elected.
  - b. Officers can be elected for consecutive terms to the same position.
- 2 The responsibilities of all members of the Board of Directors are detailed in the DPHC Document, "Detroit Parrot Head Club – Responsibilities: Board of Directors & Committees".
  - 3 The Board of Directors shall meet, at a minimum, on a monthly basis.
  - 4 The President shall be empowered to call additional meetings, as deemed appropriate.
  - 5 Each Officer shall have access to, i.e. ability to download/copy from web site, an updated/complete membership list. The access to and possession of the list is ruled by the following:
    - a. DPHC Membership list is not to be shared with or copied to members.
    - b. DPHC Membership list may not be used for personal gain or to create any kind of mailing list.
    - c. DPHC Membership list may not be used for solicitation of votes for any office.
    - d. DPHC Membership list may not be used to express personal views or opinions.
    - e. DPHC Membership list and files must be destroyed upon departure from office.
    - f. DPHC Membership list will be used for Club business **ONLY**.
  - 6 Each Officer must be an active member in good standing of the club as defined in Article II Section C.
  - 7 An Officer who cannot complete a term shall be replaced by someone nominated by the Board of Directors and approved by a simple majority vote of the Board of Directors.

#### B. Appointed Officers:

- 1 The President, subject to a majority vote of the Board of Directors, can choose any necessary Committee Chairperson from the membership at large to serve in select Committees.
- 2 No appointed Chairperson shall have a vote in any decision of the Board of Directors.
- 3 The tasks of the appointed Chairperson and their committee shall be defined by the Board of Directors as outlined in the DPHC Document, "Detroit Parrot Head Club – Responsibilities: Board of Directors & Committees".
- 4 Committees include but are not limited to the following:
  - Charity Coordinator
  - Membership Chairperson
  - Merchandise Committee
  - Highway Clean Up Coordinator
  - Major Party/Event Coordinator
  - Newsletter Editor
  - Food Drive Coordinator
  - Nominating/Election Committee
  - Webmaster
  - Decoration/Raffle Committee
5. Any Committee Chair must be a member in good standing and can be removed from their position for failure to perform any of their duties in a timely and objective manner by a 2/3 vote of the Board of Directors.

### Article IV: Elections

#### A. Elections:

- 1 Elections can be held at anytime for any reason by a majority vote of the Board of Directors.
- 2 The Board of Directors will not endorse any candidate for any office.
- 3 Any club member in good standing can be nominated by the Board of Directors to run for any office.
- 4 Elections will be communicated to the members at least one (1) month prior to the deadline for voting.
- 5 The Election Committee will publish a request for nominations. The deadline for submission of nominations will be determined annually. Candidates for office must make their intentions known to

- the Election Committee and Board of Directors by October 1 of the election year.
- 6 Ballots will be distributed by mail and votes received before October 24<sup>th</sup> or a date specified by the Election Committee will be counted. Any vote received after the deadline will not be considered valid and not counted. The Club is not responsible to pay ballot return postage.
  - 7 If there are not enough candidates for these positions the Board of Directors will immediately begin a search for additional candidates. In the event that a position is uncontested, the Board of Directors may accept the candidate in lieu of a full election.
  - 8 A member must at the least be non-active and in good standing ninety (90) days prior to the nomination due date of the election year to vote.

**B. Election Committee:**

- 1 A person who is not a member of the Board of Directors or planning on running for office will be appointed by a unanimous vote of the Board of Directors. The Chairman will be responsible for collecting and tabulating the voting responses also for communicating and certifying the results of any elected officer to the Board of Directors.
- 2 The duties of the Election Committee are detailed out in the DPHC document, "Detroit Parrot Head Club – Responsibilities: Board of Directors & Committees".

**C. Election Ties:**

- 1 In the event of a tie vote for any position, the tie will be broken by a vote of the current President and all current members of the Board of Directors in attendance by a simple majority.
- 2 If the tie vote remains, the current President will break the tie. If the position in question involves the President then the tie-breaker vote will go to the current Vice President.

## **Article V: Resignation and Removal from Office**

**A Resignation from Office**

1. Any member of the Board of Directors may resign by mailing or delivering a written resignation to the President. A resignation becomes effective when the President receives it.
2. Any vacancy on the Board of Directors except for a vacancy in the Presidency shall be filled by a majority vote of the Board of Directors. In the case of a vacancy in the Presidency the Vice-President shall act as interim President until the next general election as outlined in the DPHC Document, "Detroit Parrot Head Club – Responsibilities: Board of Directors and Committees".
3. Any member of the Board of Directors resigning from office without completing the terms of the office, for reasons other than "hardship", shall not be eligible to run for a position on the Board of Directors for a period of one year from the date of resignation.
4. In the event any elected officer fails to meet the membership requirements during their term in office, they shall receive a written notice of a 30-day grace period to correct the "disqualifying event". At the end of this period, any officer failing to meet the requirements shall be asked to resign.

**B. Removal from Office**

1. Any elected Board of Directors member may be removed for just cause including but not limited to, misrepresentation of club stated goals, unauthorized use of club funds, non-performance of duties of office, and missing three (3) Board of Directors meetings in a row.
2. Recalls of any member of the Board of Directors can be made by any member in good standing upon presentation of a petition which describes the reason for the recall. The petition must be signed by at least 25% of the members in good standing at the date on which the petition is presented to the President. The recall of any elected officer may be for any of the following reasons:
  - Mental or physical disability resulting in substantial inability to execute the duties of that office.
  - Malfeasance, misfeasance or nonfeasance of office.
3. In the event of a recall of the President, the petition is to be handed to the Vice-President who will then act in the roll of the President for the purposes of the recall.

**C. Vacancies of Officers**

1. Within 30 days of the presentation of a Recall Petition to the President , a special Election Committee shall be appointed by the members of the Board of Directors not involved in the recall, to supervise the voting, to receive and count ballots and to certify the results, in writing to the President and in the

- newsletter.
2. Balloting rules of a regular election shall apply, except that the designated date for the final receipt of ballots shall be no more than 30 days from the date of the newsletter publication.
  3. In all recall elections, a minimum vote of ten percent (10%) of the general membership must be received in order to affect a recall. A simple majority of the ballots cast will determine rejection or approval.

## **Article VI: Meetings**

### **A. Board of Directors Meetings**

1. Meetings shall be held monthly and will be open for attendance by all interested Members. Only Officers may vote at such meetings. Special meetings can be called to address new concerns of the club as needed.
2. "Closed" Board of Directors meetings with attendance of only Officers will be held as required.
3. A General Membership meeting should be held at least annually to be determined by the Board of Directors.
4. Minutes of each meeting will be taken by the Secretary or in their absence by someone appointed by the officer conducting the meeting.
5. All decisions reached at these meetings shall be by majority vote.
6. The quorum shall consist, for any meeting, of 4 of 6 voting members of the Board of Directors.

### **B. Social Events**

- 1 The club will attempt to have social events once a month, a happy hour or similar gathering.
- 2 All club members are invited to attend and bring guests.

## **Article VII: Concert Tickets**

### **(As governed and approved by the PHiP Board of Directors)**

#### **Given:**

There is no guarantee that Jimmy Buffett will perform a concert tour in a given year. Should there be a concert tour, there is no guarantee that The DPHC or any other PHiP affiliated club will be offered the privilege of obtaining Club Group Seating Tickets for a concert. Ticket Guidelines of PHiP prevail in any dispute and or conflict between Club Policy and PHiP Policy.

### **A. General Information**

1. A copy of the club membership roster must be reviewed by the Board of Directors and sent to the PHiP Ticket Administrator highlighting active in good standing club members.
2. The Board of Directors will act as the PHiP Liaison in all matters concerning Club tickets. The Board must approve all ticket requests, based on eligibility.
3. At the time a concert is announced, a copy of the DPHC Document, "Detroit Parrot Head Club – Notice of Eligibility" will be included in each members newsletter requesting the member inform the Board if they would like to be considered for tickets. In the event a member does not receive the newsletter, alternate means of contact will be attempted.
4. Tickets will be distributed in accordance with the rules provided by the national headquarters of Parrot Heads in Paradise (See Appendix B). PHiP will advise which clubs are in our Region and with whom we must share tickets. If there is no concert in our "area", The Board will notify PHiP of the venue that is closest to our Clubs Center of Activities (COA).
5. Once the Board receives from PHiP notice of ticket amounts, the Board will review the list of those members requesting tickets and assign tickets based upon Parrot Points. When this review is complete a copy of the DPHC Document, "Detroit Parrot Head Club – Notice of Qualifying" will be sent to the member
6. The costs of tickets are determined by the venue and are not to be sold for more than face value. The President or designated member of the Board is responsible for collection of money from all participating clubs and club members.
7. Club members owe the estimated ticket price at the time of their ticket request with the remainder due at a date assigned by the ticket coordinator. If request for payment deadline is missed, tickets are forfeited. Overages, if any, will be donated to the charity of choice as determined by the BOD.

8. When the tickets are made available, the President or designated member of the Board is responsible for picking up the tickets and distributing to the Board for appropriate dispersal to membership.
9. The member is responsible for obtaining tickets their tickets from the President or Board representative. It is suggested to include a SASE with the ticket payment if member is not planning on attending a Club sponsored event prior to the concert date. If this method is chosen it is not the responsibility of the DPHC to obtain replacements if the tickets are not received after mailing.
10. Ticket sales to non-PHiP affiliated Club Members is strictly forbidden under PHiP Ticket Guidelines.

#### B. Eligibility – All

1. The member must be a member in good standing (active or non-active) with The DPCH. No person with DPHC dues in arrears may be eligible to purchase Club Tickets. For purposes of eligibility and seating location, active members receive priority over non-active.
2. Ticket eligibility and seating location for a given concert year will be determined by “Parrot Points” as set out in the DPHC Document, “Detroit Parrot Head Club – Parrot Points” and the DPHC Document, “Detroit Parrot Head Club – Activities and Events – Participation”
3. Parrot Points for the purpose of tickets are earned on a “Running” Calendar and not a “Calendar Year” basis.
4. DPHC members eligible for tickets will receive first priority for Club tickets/seats. Tickets purchased by a DPHC member and accompanied non-DPHC “Guest” will be allocated after the DPHC member’s seats have been assigned. The accompanying “Guest” must be a member of a PHiP sanctioned charter.
5. If a person is a member of multiple clubs and qualifies for tickets with each club he/she is not restricted from purchasing tickets from each club.

#### C. Eligibility – Single Membership

1. All requirements of Article VII Section A & B must be met
2. A single membership may invite one Non-DPHC “guest” to a concert, BUT ONLY if sufficient tickets are available AND the guest joins The DPHC prior to the date of ticket purchase by completing a membership form and paying current Club membership dues. In this instance Article VII Section B3 would directly apply.

**[Details: This is inline with the PHiP guidelines that state: “...single members are eligible for two tickets, provided a member of the local Parrot Head Club uses the second ticket.]**

#### D. Eligibility – Joint Membership

1. All requirements of Article VII Section A & B must be met
2. A joint membership will be able to earn ticket eligibility for EACH of the joint members listed at the address of the membership.

**[Details: This is inline with PHiP guidelines that state: A family membership is eligible for two tickets.” and “in the event that there are more than four active members in good standing in the same household, provisions will be made by the local Club President for additional disbursement of tickets to these members.”]**

3. Joint members, who cannot use their entire ticket allotment, may apply the same Single Membership rules as detailed in Article VII Section C for their unused tickets.
4. An invited “Guest” is allowed only one opportunity to use a DPHC ticket. Also a “Guest” is required to sit with the DPHC member to who the tickets have been assigned.

#### E. Payments

1. Once the DPHC tickets have been assigned, the member responsible for the ticket[s] MUST pay the ticket cost to the DPHC by the date set by the Ticket Coordinator.
2. Regardless of any change in the status of their individual or family/guest’s concert attendance, the

member responsible MUST pay for all tickets. Refusal to comply will result in the member's ticket eligibility being revoked for that year's concert.

### **Article VIII. WEB Site & Membership List**

- A. The DPHC WEB site, [www.detroitparrotheadclub.com](http://www.detroitparrotheadclub.com) is the property of the Club and is maintained by the Club Webmaster for the purpose of informing Club members as well as the general public of the activities of the DPHC.
- B. Club members may request to have information put on the WEB site, providing a "Link" can be added to a specific web site for further information. The information must first be presented to the President for Board approval. Pending this approval, the President will then pass the information on to the Webmaster for inclusion.
- C. The DPHC Membership List, including Club members name, address, phone numbers and email addresses will not be distributed outside of the Club, or used by club members for any type of solicitation, including bulk mailings or bulk emailing. Rules of conduct regarding the DPHC Membership List are detailed under Article III Section A5.

### **Article IX. Miscellaneous**

- A. A receipt must accompany reimbursement of all authorized expenses to any Committee Chair under \$50.00. This would include paints, building materials and decorations needed for social or volunteer events.
- B. Any expenses over \$50.00 must have pre-approval of the Board of Directors and accompanied by a receipt.
- C. Authorized signers on any Club bank account shall include the President, Vice President and Treasurer.
- D. Any special events must be budgeted to a break-even point.
- E. Newsletter advertising rates will be determined by the Board of Directors.
- F. If the organization disbands, any and all funds remaining after all expenses have been satisfied, shall be donated to a charitable organization approved by the Board of Directors.
- G. Neither the DPHC nor its officers shall be held liable for the actions of its club members as per the Membership Agreement.

### **Article X: "Wings" of Core Club**

Given:

The Area of Operations of a Parrot Head Club, according to PHiP rules (Article X Section 2) is a fifty (50) mile radius from the Clubs' Center of Activity (CoA).

- A. Due to the large area a Club may cover, members of the Core Club (DPHC) may choose to form a branch of the Club here after referred to as a "Wing", to allow their specific geographic area to service members better (Happy Hours etc...). This "Branch" would not have autonomy but would fall the under the umbrella of the DPHC.
- B. Any member in good standing may request to start a "Wing" by: Petitioning the current DPHC President in writing detailing your reasons for starting a "Wing" as well as the plans you have for the upcoming year. Approval of the "Wing" would require 2/3 majority vote of the DPHC Board of Directors.
- C. The "Wing" will exist from January 1<sup>st</sup> thru December 31<sup>st</sup> of any calendar year and will only continue with a 2/3 majority vote of the DPHC Board of Directors each year.
- D. The "Wing" may be disbanded with cause at any time with a 2/3 majority vote of the DPHC Board of Directors.
- E. The "Wing" would not have its own Board of Directors; a regional "Captain" under jurisdiction of the Members at Large would govern this "Branch". The "Captain" would not be a member of the DPHC Board of Directors nor have voting privileges with the Board.
- F. Any and all expenses of the "Wing" to be paid for by the Core Club must first have the pre-approval of the Board of Directors.
- G. The "Wing" would be allowed to run its own "area specific" events, with prior approval of the DPHC Board of Directors, as long as the events were not in conflict with any event of the DPHC.
- H. The "Wing" would not require any additional membership dues.
- I. The "Wing" would still be subject to all the rules and By-Laws of the DPHC

**Article XI: Adoption of the By-Laws**

- A. Adoption of the By-Laws or revisions thereof which are approved by majority vote of the Board of Directors shall be ratified by a majority vote of the votes received from the general membership.
- B. The By-Laws go into effect no later the 12/31/06 or when the general membership voting results are finalized, whichever is earlier.

**Article XII: Amendments to By-Laws**

- A. The changes and/or additions must be presented to the Board of Directors for approval by a petition signed by at a minimum, 50% of the members in good standing.
- B. Once approved by the Board of Directors in a 2/3 majority vote, it will be presented to the club membership for acceptance or rejection according to normal balloting rules and Article IV.

**APPROVAL AND ADOPTION OF THE PROPOSED BY-LAWS**

Upon careful consideration and vote, the above BY-LAWS are hereby adopted  
on this \_\_\_\_\_ day of \_\_\_\_\_, 2006

_____ President Signature	_____ print name	_____ date
_____ Vice-President Signature	_____ print name	_____ date
_____ Secretary Signature	_____ print name	_____ date
_____ Treasurer Signature	_____ print name	_____ date
_____ Member at Large Signature	_____ print name	_____ date
_____ Member at Large Signature	_____ print name	_____ date

**APPENDIX A**

**MEMBERSHIP AGREEMENT**

It is the intention of the Detroit Parrot Head Club to provide social and charitable activities for the enjoyment and benefit of all our members, guests, hosts and charities. All members of the organization shall be required to treat fellow members, guests and hosts and their personal property with respect. Members also agree to abide by all local, state and federal laws, including, but not limited to, governing misuse of personal privileges, personal property and controlled substances.

Members of the Detroit Parrot Head Club, by virtue of their membership agreement, agree to demonstrate personal responsibility for their words, actions and deeds and not to exhibit behaviors that are harmful to themselves and other members, guests and hosts or their personal property. We seek to provide a pleasant atmosphere in which to share our common love of the music and tales of Jimmy Buffett and to further the charitable ideals that we seek to uphold.

The Detroit Parrot Head Club will not condone behavior contrary to our objectives nor that which we feel is harmful or injurious to others. By virtue of your membership in the Detroit Parrot Head Club you have indeed agreed to "Party with a Purpose" in a most responsible fashion! You further agree to hold the Club, It's officers, and all its membership, harmless from any consequences, monetary or otherwise, that may result due to violations of this Membership Agreement

_____	_____	_____
<b>Member Signature (Primary)</b>	<b>print name</b>	<b>date</b>
_____	_____	_____
<b>Member Signature (secondary)</b>	<b>print name</b>	<b>date</b>

The Board of Directors may suspend, either permanently or for a specified period of time, from the Detroit Parrot Head Club and any of its club-sponsored events, any member whom a majority of the Board of Directors determines no longer meets the requirements for membership as set forth in the section of these By-Laws entitled Membership Agreement. This must be done by a majority vote. The vote suspends such member's membership in the Detroit Parrot Head Club and all rights and privileges associated therewith

## APPENDIX B

# CONCERT TICKETS POLICIES AND GUIDELINES

By [Nellie Carlen](#), Director of Ticket Administration

Approved by 2000 PHIP Board of Directors

## TICKET DISBURSEMENT RULES

(Revised March 19, 2005)

### PRELIMINARY INFORMATION:

1. Do not, under any circumstances, contact the Howard Rose Agency or HK Management. Only the Ticket Administrator is permitted to contact these agencies in regard to Parrot Head tickets. Any other contact will result in the loss of ticket privileges and the placing of a club on probation, effective immediately. This is extremely important.
2. At the beginning of each year, a copy of each club membership roster must be sent to the Director of Membership, including addresses, phone numbers and e-mail address. If a club does not submit their current membership roster with their annual renewal to the Director of Membership by January 31<sup>st</sup> they will not be considered for PHiP ticket distribution for the next concert year.
3. Include the name and city of the closest venue to your location. You may only go to the concert that is closest to you, a choice of any venue you prefer is not allowed.
4. The Ticket Administrator and one point of contact for each show, known as the Ticket Coordinator, will determine number of tickets needed for each show.
5. When the Ticket Administrator announces the dates of the tour, information must have already been received in regard to number of tickets that will be needed for a show so a positive number of tickets needed can be easily determined and ordered. Do not send in ticket requests directly to the Ticket Administrator. All requests must be sent to the Ticket Coordinator.
6. Once the tour has been announced and confirmed by the Ticket Administrator, ticket requests must be given to the Ticket Coordinator for each venue. All requests will be considered, but may not be granted based on the number of clubs eligible for a venue. If additional tickets are available for a show after all eligible club requests are satisfied, The Ticket Coordinator may send out an email to the club leaders list asking if any other club members would like to purchase tickets.

### 1. TICKET COORDINATORS:

1. One Ticket Coordinator will be appointed by the Director of Ticket Administration for each concert tour show annually.
2. The Coordinator must be willing and able to be available for phone calls and e-mails from club members and other clubs in regard to tickets for the specific venue.
3. The Ticket Administrator will work with the Coordinator to develop a list of clubs eligible for a particular show, based on location, eligibility and distance.
4. The Coordinator will submit a list of all clubs in the vicinity that are within a reasonable distance to the venue for tickets to that show. The Administrator will verify with the Director of Membership that club lists and renewals have been received including the number of total club members.
5. All ticket requests to the Coordinator must be in writing, either in the form of an email or regular mail if email is not available. In turn, total ticket requests for each show must be made in writing to the Administrator.
6. Should requests for tickets be made to the Administrator, bypassing the Coordinator, these requests will be immediately forwarded to the Coordinator for inclusion with the total ticket count for tickets.
7. The Coordinator must supply both a work and home phone number to the Administrator. This information will be provided to the Howard Rose Agency who will in turn give the information to the venue representatives for notification of the availability of the tickets for pick-up.
8. No sales of Parrot Heads In Paradise Inc. tickets are allowed to non-members of clubs.

9. Clubs who are not in good standing with Parrot Heads In Paradise Inc. will not be considered eligible for tickets. All clubs must follow the annual deadlines set up by the Parrot Heads In Paradise Inc. By-Laws for membership with the national Parrot Heads in Paradise organization.
10. No more than two tickets maximum will be made available per each paid member. Household memberships are eligible for two tickets and single memberships are eligible for two tickets, provided a member of a Parrot Head Club uses the second ticket. In the event that there are 4 active members in a household, provisions will be made by the local Club President for additional disbursement of tickets to these members.
11. Once the number of tickets required for each show is turned into the Administrator, there cannot be any changes. The Howard Rose Agency does not allow us to return any tickets, nor will they add to the tickets once the final number of tickets has been requested for each show of the tour.
12. The Virtual Parrot Head Club is entitled to no more than four (4) tickets per show. The Ticket Coordinator for the VPHC will contact the local coordinator to inform them of the number of tickets that will be used.

## 2. COST OF TICKETS:

1. The Administrator is rarely advised of the cost of the tickets. The Coordinator will be responsible for checking the newspapers, contacting Ticket master or Ticket Pro, etc. when the tickets go on sale to the general public to determine the cost of the tickets for each show. The cost of the middle price tickets should be used as a guideline. The majority of the tickets provided to Parrot Heads In Paradise Inc. members are in this range. If the Coordinator contacts the venue to obtain price information, do not ask about the price of the Parrot Head tickets – the venue has no knowledge of these tickets until they are contacted by the Howard Rose Agency. Be sure to include any additional costs that the venue may charge for parking, service charges, etc.
2. Should there be a broker involved, contact the Administrator to verify charges quoted.
3. Tickets may not be sold for more than face value, plus any additional charges added by the venue. However, in the case when the coordinator is unsure of the exact cost of the tickets, he/she may request additional monies, with any proceeds either returned to the respective clubs or donated to an agreed upon charity. Be sure to include additional money from each club for mailing or overnight service.
4. The Coordinator is responsible for collecting money from all participating clubs and must provide the venue with a cashier's check in the full amount of the requested tickets immediately after they have been contacted for pick-up.
5. Once a club or a member confirms their request for tickets, changes cannot be made. A commitment to a certain number of tickets must be honored and monies for that amount must be sent to the Ticket Coordinator. If you bought tickets from Ticketmaster or any other ticket group, you would not be able to turn them back in. This procedure applies equally to the PHiP tickets. Any club who reneges on the total number of tickets requested after the ticket numbers have been turned in, will lose their ticket privileges for the following concert season. The PHiP Board of Directors also suggests that you revoke ticket privileges for any member who decides not to use the tickets they have requested and refuses to pay for them.
6. Payment from other clubs can be in the form of a club check, money order or cashier's check. No personal checks will be accepted. The PHiP Board suggests that a cashier's check be used at all times.
7. Approximately 3-4 weeks prior to the show, the venue will contact the Coordinator responsible for the tickets. He/she will be notified of the number of tickets being held in their name and the total cost.
8. A cashier's check for the entire amount due for all tickets ordered must be delivered to the venue upon notification. No changes may be made at this time and no partial payments are allowed. ALL tickets must be paid for at the same time.
9. Because the people at the venue are unaware of the Parrot Head tickets until they receive information from the Howard Rose Agency, they obviously don't know where they are and neither does the Administrator. Everyone will know where the seats are located when the tickets are picked up. Generally, the seats are in the same areas from year to year.
10. It is suggested that when distributing the tickets, mark down the section and seat numbers for each ticket for your club. In the event a ticket is lost, the Ticket Coordinator will be able to have the ticket replaced if this information is provided.

### **3. PARROT HEADS IN PARADISE INC. TICKET RULES:**

- 1. You may not advertise tickets in any way. For instance, “Join our Club, and you are eligible for tickets.”**
- 2. If an individual member is interested in buying tickets for another show, they must contact their own club president who will contact the Coordinator. Ticket requests from individual members will not be accepted, only through the club presidents. The local club president must approve all ticket requests, based on eligibility.**
- 3. All eligible members of a sanctioned Parrot Heads In Paradise Inc. club are entitled to attend one show in a concert tour year. This show must be the closest in distance to their city or locality. In the event that a Coordinator does not require all 300 tickets for one particular show, the Coordinator and the Administrator will consider other requests. No requests will be considered once the tickets have been ordered, only prior to the specific deadlines for ordering tickets.**
- 4. A specific deadline for providing the number of tickets required for a show is provided to the Administrator by a representative from the Howard Rose Agency – there are no exceptions to this deadline. If this deadline is missed, the tickets are forfeited. This is not our rule, it is determined by the Howard Rose Agency.**
- 5. Should any problems, questions or ticket issues arise, contact the [Ticket Administrator](#) immediately to rectify the situation.**
- 6. It is strongly recommended that each club have a method for determining which club members are eligible for tickets. One method that is widely used is the point system. The local Board of Directors determines how many points each member will receive in a specific list of categories. This information must be made available and publicized to all members of the club. Prior to a new concert tour, the secretary would add up the points for each person and that would determine who would be eligible for tickets. This system is extremely valuable when there are a great number of clubs eligible for one venue and only 300 tickets available.**

**Some examples of point system categories would be:**

- Committee involvement**
- Board of Directors involvement**
- Write a newsletter article**
- Bring in a new member**
- Participate in a charity event**
- Make a donation of either cash or an item for raffle or charity.**

Effective May 1, 2005