

CENTRAL OKLAHOMA PARROTHEAD ASSOCIATION BY-LAWS

ARTICLE I: NAME

- A. This organization will be called the Central Oklahoma Parrothead Association (COPA).
- B. Club Charter - The Central Oklahoma Parrothead Association (COPA) is a charter club under Parrot Heads In Paradise, Inc. (PHIP). COPA abides by the bylaws and requirements of PHIP. COPA is committed to and will operate consistently with the interests and objectives of the national organization (PHIP).
- C. Purpose – To gather like-minded people who enjoy social gatherings, the writings and music of Jimmy Buffett and other Trop Rock artists. In addition, COPA conscientiously works for the betterment of the community.

ARTICLE II: MEMBERSHIP

- A. Membership in COPA shall be open to anyone meeting membership requirements specified in Article II Section B and C.
- B. Membership requirements are as follows:
 - 1. Paid dues according to a schedule set and approved by a majority vote of the Executive Committee (ExComm) prior to December 31 of each year. Dues are to be submitted to the current Treasurer of COPA by submitting a check to the current Treasurer of COPA, by mailing a check to the Director of Membership, or any manner prescribed by policy of the Executive Committee (ExComm).
 - 2. Completed membership application annually by all members and submission of the annual dues to the current Treasurer of COPA.
 - 3. Appreciation of social gatherings, living the lifestyle described in the music of Jimmy Buffett and the Trop Rock music genre.
 - 4. Interest in community service, humanitarian, and environmental concerns.
 - 5. Commitment toward achieving the goals and purpose of the organization.
 - 6. Trina Geer and Leanna Olsen are recognized as the co-founders of the Club and as such their Club membership dues are waived for life.
- C. **Member Code of Conduct** – The following will not be accepted. Violations of these codes will be reviewed by the ExComm and could result in suspension or termination of membership.
 - 1. Any activity that threatens the safety of our members, the public, and/or employees of the establishment where the Parrothead event is being held.
 - 2. Any activity that threatens the well-being of the property at an event.
 - 3. Any activity that disrupts the event.
 - 4. Any activity inconsistent with the general purpose of the event.
 - 5. Any activity that would disrupt the legitimate business of the event host/sponsor.
 - 6. Disruptive profanity; vulgar or threatening language at an event.
 - 7. Behavior that is disparaging to our artists or venues while at the event.
 - 8. Members must be responsible for all items, monetary or otherwise, that they commit to COPA or COPA events either verbally or in writing.
 - 9. Crimes of Moral Turpitude

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D. Payment of Dues

1. Payment of dues will be made annually by December 31 to continue membership for the following year.
2. By a majority vote, the ExComm can waive, reduce or extend the deadline for payment of dues for any member due to financial hardship. Requests for such provisions must be submitted in writing to any member of the ExComm 30 days prior to December 31 for the upcoming year.
3. Payment of dues will be done in accordance with the policy determined by the ExComm.
4. Any person who has not paid dues by December 31 will be considered to have terminated his/her membership. Payment of dues will reinstate the membership.

E. Refund of Dues

1. Refunds of dues are only made with a majority vote of the ExComm.
2. Any persons wishing to terminate his/her membership will not be refunded any portion of his/her dues without a majority vote of the ExComm, and with just cause.
3. If the ExComm determines by majority vote that a person does not meet the requirements of membership stated in Article II Section B, the ExComm can refund a portion of that person's dues pro-rated by the number of days remaining until the end of the year, thus terminating membership in the organization and all rights and privileges therewith.
4. Any person who has not paid dues by December 31 will be considered to have terminated his/her membership. Payment of dues will reinstate the membership.

ARTICLE III: EXECUTIVE COMMITTEE/APPOINTIVE CHAIRPERSONS

A. Executive Committee

1. The organization will be managed and operated by the ExComm. The ExComm will consist of the current Club officers, as well as appointed Committee Chairs.
2. All elected and appointed members of the ExComm must be current members in good standing of the organization. All elected and appointed members of the ExComm must live within COPA's area of operation, per PHIP requirements.
3. The ExComm may appoint Chairs who will become a non-voting member of the ExComm from the time of their appointment until their committee task is concluded.
4. The ExComm will meet at least quarterly and the President may convene additional meetings at his/her discretion.
5. The quorum shall consist, for any meeting, a majority of the total official voting members of the ExComm at the time of vote.
6. In the event that any business must be decided by the ExComm between scheduled meetings, the President may conduct a meeting by telephone, email, or other method prescribed by policy of the ExComm, with the members of the ExComm, either individually or as a group. Regular quorum rules apply with each voting member considered present.

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7. In the event of a matter requires a vote be taken via telephone, email, or other method prescribed by policy of the ExComm, the President will contact each ExComm member and will be responsible for reporting the results of the vote, including each member's vote to the entire ExComm via email.
 - a. The President will post the maximum amount of time allowed to respond to a vote via email, not to exceed 48 hours.
 - b. Should time be a factor in voting, the President must contact each member via phone, text, or other method prescribed by policy of the ExComm, in addition to email/text, to allow ExComm members the opportunity to vote in an important matter of COPA.
8. No member of the ExComm may hold more than one proxy for a meeting of the ExComm. A proxy is defined as a written signed assignment of vote (physical or electronic document) to another current voting member of the ExComm, delivered to the ExComm group via a method approved by the ExComm.
9. All members of the ExComm will be entitled to vote on all matters of administration unless otherwise specified in the By-Laws. A majority vote is required to adopt any motion introduced at an ExComm Meeting.
10. In the event of a tie vote in which each member of the ExComm has cast a vote, including the President, the tie will be broken by an additional vote placed by the President.
11. Failure to attend or submit a proxy for two (2) consecutive meetings by any member of the ExComm shall be viewed by the ExComm as the resignation from that office and that member is ineligible to run for any ExComm position for a period of two years from the date of resignation

B. Appointive Chairpersons

1. The President can select any member, subject to a majority vote of the ExComm, to serve in any committee Chair position that the ExComm has created. The appointed committee Chair must be an active member of COPA for one (1) year prior to being appointed to the position.
2. The tasks of the appointed Chair and their committee will be defined by the ExComm. The purpose of a committee and appointed Chair is to relieve the ExComm of time-consuming details involved in projects that COPA as a group pursue. Committees consisting of the Chair and his/her committee will plan and execute projects as *defined by the ExComm. Committee Chairs will report to ExComm as needed at the ExComm* meetings as to the progress of their committee. Should the committee require funding from the general fund to execute their goal, permission must be granted by ExComm prior to any contracts or agreements signed or funds expended. If the committee has the responsibility of making a financial plan to execute the given task, the committee will continue to report to the ExComm on a regular basis but may enter into or expend funds that are collected by the committee for the purpose of the designed goal as approved by ExComm. All funds collected by a committee will be deposited with the COPA Treasurer and will be recorded by the name of the project in the general fund. All funds will be distributed from that project fund, as designated by the committee, by the COPA Treasurer as approved by ExComm.
3. Expenses in excess of the amount set by ExComm Policy should be discussed within committee and voted on by the committee members present at the committee meeting. If

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expenses are discussed outside of committee meetings the Chairperson, club President, and Treasurer who are members of the committee by default must vote on the expense.

4. The ExComm may appoint Chairs who will become a non-voting member of the ExComm and receive email communication from the board from the time of their appointment until their committee task is concluded or at the discretion of ExComm. The Chairs may request to be removed from the ExComm email group.
5. The committee Chair may be removed by a majority vote of the ExComm
6. No appointed Chairperson will have any ExComm voting privileges or rights.

ARTICLE IV: OFFICERS AND DUTIES

A. President

1. The President will be the Chief Executive Officer, in charge of the business and affairs of the Club. The position is an elected position per the By-Laws and shall have full voting rights as a member of the ExComm.
 2. The President will be the official liaison with other local groups and any other organization with which the Club wishes to communicate.
 3. The President will preside over all meetings of the ExComm and General Membership.
 4. The President or appointee delegated by the President for the event will be the official liaison between the Club and Parrot Heads in Paradise, Inc. (PHIP) and Margaritaville, Inc., as provided for by the By-Laws of PHIP and prescribed by the guidelines set forth by Jimmy Buffett and Margaritaville, Inc. A majority vote of ExComm is required to overrule.
 5. The President will be the official liaison between the Club and all beer and liquor manufacturers, their agents and distributors, unless otherwise delegated by the President for an event, a majority vote of ExComm is required to overrule.
 6. The President will be exclusively responsible for communications to the general Club membership and other Clubs in PHIP unless otherwise delegated by the President, a majority vote of ExComm is required to overrule.
 7. The President will have the authority to write checks and use debit cards from all Club checking accounts in the absence of the Treasurer. A majority vote of ExComm is required to overrule.
 8. The President will be listed as the Administrator of all accounts pertaining to the Club website and the Club's domain name, unless otherwise delegated by the President. A majority vote of ExComm is required to overrule.
 9. The President will appoint all committee Chairs and any other appointive officers with the approval of a majority vote of the ExComm and shall make any other appointments deemed necessary by that body.
 10. The President will be an ex-officio member of all committees. That is, an automatic member of all committees due to the level and duties of the ExComm office.
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11. The President will be the official communicator of reminders to the general membership of the rules policy of communications to and with the COPA membership, and will address specific violations of the rules.
12. The President will fill any vacancy on ExComm with a club member of their choice who is willing to serve in the vacant position. ExComm must approve this selection with a majority vote. The replacement's term will end at the conclusion of the officer's term.
13. The President has the authority to execute and sign contracts on behalf of the club, with the approval of ExComm.
14. The President will assemble an Accounting Review Committee that will be approved by the ExComm. This committee will meet with the current Treasurer and President biennially to review accounting policies and procedures (as described in the COPA Accounting Policies and Procedures Manual, created March 2014). The committee will conduct a review of the previous two calendar year's financial activities. The review will be conducted and concluded by June 30th of the current year. A report will then be presented with findings to the ExComm for approval.
 - a. The Accounting Review Committee will consist of a Chair and at least two current COPA members with accounting backgrounds. The Accounting Review Committee members cannot currently be a member of the ExComm or have been a member of ExComm within the last two years.

B. Vice President

1. The Vice President will actively assist the President in administrating the business of the organization and preside in the absence of the President. The Vice President shall in the absence of the President, have the powers and duties of the President. The position is an elected position as per the By-Laws and shall have full voting rights as a member of the ExComm.
2. The Vice President will perform all other duties incidental to the office or as assigned by the President or the ExComm.
3. The Vice President will have the authority to write checks and use debit cards from all Club checking accounts in the absence of the Treasurer and/or President. A majority vote of ExComm is required to overrule.
4. The Vice President shall work closely with the Director of Events for activities.
 - a. The Vice President will be on the South Region and PHIP leaders board communications and provide regional and national Parrothead event information to COPA membership.
 - b. The Vice President or appointee will keep the general membership informed of events other than COPA.
5. The Vice President will interface with other regional Clubs for the advancement of the COPA and PHIP. The Vice President will work closely with the Director of Events for Club advancement.
6. The Vice President has the authority to execute and sign contracts on behalf of the club, with the approval of ExComm.

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C. Secretary

1. The Secretary will maintain copies of minutes of all the ExComm meetings. The position is an elected position as per the By-Laws and shall have full voting rights as a member of the ExComm.
2. The Secretary will furnish copies of the minutes to all ExComm members, appointed officers and to others designated by the ExComm or the President.
3. The Secretary will respond or correspond with other groups or individuals as requested by the ExComm or President.
4. The Secretary will be responsible for communicating with the local media and serve as the Club public affairs liaison.
5. The Secretary will be responsible for preparing any updated By-Laws that have been approved by ExComm for presentation to the general membership for a vote. Upon approval by the membership the Secretary will submit the updated By-Laws for publication on the website.
6. The Secretary will maintain all current and critical information relating to the website administration.
7. Upon leaving office, the Secretary will pass on all materials, books, notes and records for the present and prior years, in good condition, to the succeeding Secretary.

D. Treasurer

1. The Treasurer will assume the responsibility of managing all accounts and financial activities of the Club including the COPA CARES 501(c)(3) Charity Fund. This position is an elected appointed position as per the By-Laws and shall have full voting rights as a member of the ExComm. The Treasurer will not however, have voting rights on monetary requests from the COPA CARES board but will be considered as an advisory member of the COPA CARES board of directors. The Treasurer shall perform all duties and functions as described in the bylaws.
2. The President can select any member, subject to a majority vote of the ExComm, to serve in the Treasurer position. The appointed Treasurer must have been an active member of COPA for at least (3) years prior to being appointed to the position and a prior member of the ExComm Financial Review Committee. This appointed position will expire like all other officers as shown in Article V: Period of Service.
3. Like any other appointed ExComm position, the Treasurer may be removed by a majority vote of the ExComm but an immediate suitable replacement will be found and installed as described in paragraph 1.
4. The Treasurer will attend ExComm meetings and have the books of the organization ready for examination by any member of the ExComm upon request.
5. The Treasurer will prepare quarterly financial reports for presentation to the ExComm.
6. The Treasurer will secure approval for reimbursement/payment of any debts from the majority of the ExComm prior to any payment being made over an amount determined by the ExComm and defined as a policy.

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7. The Treasurer will be permitted to maintain an amount determined by the ExComm and defined as policy for petty cash to cover any minor reimbursement/payment of debts and to use as change at Club events. ExComm will be provided with a detailed explanation of debts paid as soon as the next official ExComm meeting.
8. The Treasurer will provide the Director of Membership with all membership applications received once the proper fee has been collected.
9. The Treasurer will be the liaison between COPA and the Treasurer of the COPA Cares Fund.
10. Upon leaving office, the Treasurer will pass on all materials, books, notes and records, for the present and prior years, in good condition, to the succeeding Treasurer.
11. The Treasurer will have the authority to write checks and use debit cards from all Club checking accounts. A majority vote of the ExComm is required to overrule.
12. The Treasurer will be an ex-officio member of all committees. That is an automatic member of all committees due to the level and duties of the ExComm office.
13. The Treasurer will meet with the President and the Accounting Review Committee during the semi-annual COPA Accounting Review, provide all requested information as needed, and cooperate with them until the review is concluded.
14. The Treasurer has the authority to execute and sign contracts on behalf of the club with the approval of ExComm.

E. Financial Advisor

1. Subject to approval by a majority vote of ExComm, the President may, not shall, appoint the outgoing Treasurer to the position of Financial Advisor to assist with the Treasurer's duties during the transition period to a newly appointed fully functional Treasurer.
2. The Financial Advisor will be a non-voting member of the ExComm with otherwise full ExComm inclusion as an officer until their task/duties are judged by ExComm to be completed.
3. The Financial Advisor may be removed at any time for any reason by a majority vote of the ExComm.

F. Director of Events

1. The Director of Events will be responsible for the solicitation and promotion of ideas for activities. The position is an elected position as per the By-Laws and shall have full voting rights as a member of the ExComm.
2. The Director of Events shall plan, coordinate, solicit, promote and present to ExComm at least one monthly event for the Club taking into consideration some keet friendly events. Once approved by ExComm the Director of Events will then promote the event to the Club.
3. The Director of Events shall work closely with the Vice President for activities.
 - a. The Director of Events will be on the South Region and PHIP leaders board

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communications and provide regional and national Parrothead event information to COPA membership.

- b.** The Director of Events or appointee will keep the general membership informed of events other than COPA.
- 4.** The Director of Events will assist the Vice President to interface with other regional Clubs for the advancement of the COPA and PHIP.
- 5.** The Director of Events will oversee the organization and implementation of all events. Members may be requested to help form committees to accomplish these activities.
- 6.** The Director of Events will notify and promote to the general membership upcoming events and will keep the RSVP list of upcoming events, unless otherwise delegated.
- 7.** The Director of Events or appointee will create a calendar of upcoming events to be made available on the Club website, through the club communication, and social media.
- 8.** The Director of Events has the authority to execute and sign contracts in the capacity of Director of Events on behalf of the club with approval of ExComm.
- 9.** The Director of Events will be an ex-officio member of all committees. That is, a member of all committees due to the level and duties of the office.

G. Director of Membership

- 1.** The Director of Membership will keep accurate membership records and provide a Club roster for the needs and requirements of PHIP and the ExComm Board in a format acceptable to the ExComm. The position is an elected position as per the By-Laws and shall have full voting rights as a member of the ExComm.
- 2.** The Director of Membership will develop and recommend a membership strategy consistent with ideals of the Club and PHIP, lead the Club in gaining new members and provide membership forms to prospective members at all Club meetings, socials, events and activities.
- 3.** The Director of Membership will receive all membership applications from the Treasurer and update the member roster as required.
- 4.** The Director of Membership will welcome new members with appropriate acknowledgement and ensure they are provided with a COPA Club I.D.
- 5.** The Director of Membership will maintain Club historical records/data dealing with Club membership.
- 6.** The Director of Membership will be responsible for the maintenance and direction of rosters and lists of the general membership at the direction of the President and ExComm.

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H. Director of Charities

1. The Director of Charities will be the liaison with the committee Chair of a charity event. The Director of Charities will be responsible for establishing and maintaining relations with Club charity/volunteer organizations. The position is an elected position as per the By-Laws and shall have full voting rights as a member of the ExComm.
2. Director of Charities will propose to the ExComm community service events and/or charity events and make them known to the membership through club communication, announcements, the website, and social media.
3. Director of Charities will investigate any viable charities or community service events suggested by membership, bringing the viable suggestions to Ex-Comm for discussion.
4. Director of Charities will be responsible for maintaining detailed records of community events and information required by PHIP for charter renewal.
5. The Director of Charities will be an ex-officio member of all fund-raising committees. That is, an automatic member of all committees due to the level and duties of the ExComm office.
6. Director of Charities or appointee will maintain the RSVP list for charity events.
7. Director of Charities will provide reports to ExComm of community service results and future events in planning.

I. Members at Large

1. The Club shall always maintain a minimum of two (2) permanent Member-at-Large Positions. These positions are elected positions as per the By-Laws and shall have full voting rights as members of the ExComm. Additional Members-at-Large positions may be added to ExComm at a rate of one per 100 members over 200 members for the preceding year. These additional Members-at-Large will be nominated and elected during the election period to have full voting rights as members of the ExComm.
2. The President may appoint temporary Member-at-Large positions at the rate of 1 position for every 50 members over 300 members with the prior approval of the ExComm. These additional Member-at-Large positions shall be non-voting members of the ExComm. These appointed Members-at-Large term will expire December 31st of the current year unless reappointed by the President.
3. The Member-at-Large will communicate with members, attend ExComm meetings and present in good faith the issues and concerns of the membership. A Member-at-Large will extend a welcome to new club members and help them better understand the club and events COPA sponsors.
4. Members at Large will accept a request by the ExComm or the President to serve as special agents in specific matters.

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J. Property Steward

1. The Property Steward will check in/out, maintain all Club property and submit an annual inventory to the ExComm not later than March 31st of each year. The position is an elected position as per the By-Laws and shall have full voting rights as a member of the ExComm.
2. No Club property shall be signed out for an extended amount of time without prior approval of the ExComm.
3. The Property Steward will report to the ExComm all broken, missing or property not promptly returned as approved by the ExComm.
4. The Mini-Mart inventory will be stored near the COPA property in the Property Room and will be made accessible to the Mini-Mart Chairperson. The Mini-Mart inventory shall not be removed from the Property Room unless directed by the Mini-Mart Chairperson or a majority of ExComm. The Property Steward is not responsible for the inventory of the mini mart.
5. The Mini-Mart Chair will submit an inventory report for the Mini-Mart to the Property Steward by March 15th. The Mini-Mart inventory report will be submitted along with the Property Steward report to ExComm.
6. Any property belonging to COPA shall not be used or consumed by any person without written consent of the ExComm after an approval by majority vote of same. The term "property" includes all property real or personal, tangible or intangible, which may be owned, created by, or in the possession of the organization, absent an overriding legally enforceable contract.

ARTICLE V: PERIOD OF SERVICE

- A. Each officer's term will consist of two (2) years of service running from January 1 to December 31 as selected by a majority vote of the general membership. Officers terms of service will be staggered for expiration in alternating years for continuity of the ExComm direction of COPA.

Officers with terms beginning in odd calendar years:

President
Director of Membership
Director of Charities
Property Steward and
Member at Large - approximately one-half of the total Member at Large positions

Officers with terms beginning in even calendar years:

Vice President
Director of Events & Entertainment
Secretary
Treasurer and
Member at Large - approximately one-half of the total Member at Large positions

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ARTICLE VI: ELECTIONS AND VOTING

A. Election of Officers will be held as follows:

1. By September 15 of each year, an "Election Official" will be selected by the current President, with the approval of ExComm to serve as the individual who takes nominations and counts the votes for the ExComm. This individual will not be a current member of the ExComm and must be a member in good standing of COPA.
2. The Election Official will notify the general membership via email and accept nominations for each office from members in good standing. The Election Official will provide a description of the duties described herein for each officer's position on the upcoming ballot plus a current copy of the Policies. Members may nominate themselves or another person. If another person is nominated, the Election Official must verify that person's intent to run for office. Each position must have at least one candidate nominated. If the Election Official notifies the President of any vacancy to the ballot the President or other ExComm members will reach out to individual club members for a nominee. If a vacancy remains after the election the President with the approval of ExComm may fill any vacancy.
3. All nominations must be received by the Election Official by October 15. Any current ExComm officer whose term is about to expire will submit his/her own nomination no later than October 1. Failure to submit notification by an officer will result in his/her term ending on December 31.
4. The Elections Official will present the slate of candidates to the President who will then forward the communication to ExComm by October 16 of each year.
 - a. Candidates may campaign for an office to the general membership during the period of October 16th through October 31st.
 - b. Due to excessive communications a candidate may only solicit votes via electronic method to the general membership (COPA-members) a maximum of 3 times per election period.
5. A ballot will be created and communicated by October 20. In the event that all positions are uncontested, the current ExComm may vote to accept the new slate of candidates in lieu of a full election.
6. The election official will send a minimum of 3 communications to the membership explaining the details of an election and the proper procedure to vote for an officer.
7. All voting by the membership for the next terms officers should be completed by November 1. If the ballot is electronic the ballot will close at midnight on October 31.
8. In the case of a tie vote, the President will break the tie by an additional vote.

B. Elections Official

1. By September 15th of each year, an "Elections Official" will be selected by the current President to serve as the individual who takes nominations and counts the votes for the ExComm general election. This is an appointed position and shall not have any ExComm voting rights or privileges. This individual will not be a current member of the ExComm and must be a member in good standing of COPA.

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2. The Election Official's term expires at the close of the election. The Election Official's term expires at the close of the election. The Election Official's position may be repeated by the same individual for the following year with a limit of 2 consecutive years.
3. The Election Official overseeing the election of the ExComm shall abide by the course of action as described in Article VI Section A, Items 1-8. The Election Official can be removed for failure to perform any of his/her duties in a timely and objective fashion by a majority vote of the ExComm.

C. Nominating & Candidates

1. Candidates wishing to run for office who are not already on the ExComm will follow the procedures in Article VI.
2. Only members in good standing will be considered for nomination to any elected position.

D. Elections and Voting-General

1. Voting can be held at any time for any reason by a majority vote of the ExComm. Only the ExComm can present motions to be voted on by the general membership or before the ExComm.
2. The ExComm as a whole or in part will not endorse any candidate for any office.
3. Any election or voting for any reason not otherwise covered in these By-Laws which require a membership vote will be advertised through direct email or other forms of communication of the club and the results will be based on majority votes of responding members.
4. Any items to be voted on by the general membership must be communicated to the members at least 14 days prior to the deadline for voting. The ExComm will determine the deadline by which email votes must be submitted and only those responses will be counted.
 - a. The general membership will be contacted as a follow-up reminder 1 week prior to the deadline and again 24 hours before the deadline for a total of 3 emails.
5. In the event of a tie vote with the ExComm, the vote or motion before the ExComm will be broken by an additional vote of the President.
6. In the event of a tie vote during an election or general meeting, the vote or motion before the membership will be broken by an additional vote of the President.

E. Replacement of ExComm Members

1. The President will fill any vacancy on ExComm with a club member of their choice who is willing to serve in the vacant position. ExComm must approve this selection with a majority vote. The replacement's term will end at the conclusion of the officer's term.
2. In the event of the resignation, recall, or the inability to fulfill his/her term of the President, the Vice-President would temporarily succeed the office until the Vice President and ExComm can facilitate the following:

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- a. The Vice President shall announce and accept nomination from the membership as a candidate for the position of President. The ExComm will review the candidates, a majority vote of ExComm will determine which candidate fills the position. The Vice President may submit a nomination for President as a member of the club.
3. In the event of multiple resignations that include the Vice President, the position would temporarily be filled by the Secretary, then Treasurer, then Director of Events, then Director of Membership, then Director of Charities, then Property Steward, then the longest standing Member at Large, and so forth; until the vacancies can be filled by the remaining ExComm members by the process outlined in Article VI -F- 2-a, above is facilitated.
4. In the event that an elected officer fails to meet the membership requirements at any time during his/her term, he/she will receive written notice from the President or assigned ExComm member that a 30-day grace period will be offered. At the end of the grace period, any elected officer who has failed to meet the membership requirements will forfeit his/her position on the ExComm. In this event the vacancy will be filled by the process described above Article VI – F -1 through 3.
5. Recalls of any member of the ExComm can be made by any member in good standing upon presentation of a petition which describes the reason for recall. The petition must be signed by at least 10 percent of members in good standing at the date on which the petition is presented to the President or the remaining ExComm members.
 - a. The recall of any elected officer may be affected for any of the following reasons:
 1. Mental or physical disability resulting in substantial inability to execute the duties of that office.
 2. Malfeasance, misfeasance or nonfeasance of office.
 3. Lack of confidence.
 4. Non-performance of duties.
 5. Non-compliance with the Member Code of Conduct, Article 2 C
 - b. Upon presentation of such a petition to the President, a special Election Officer shall be appointed to supervise the voting, to receive and count ballots and to certify the results, via email to the President with a copy for publication to the membership via a policy method prescribed by the ExComm. Such petition, together with a ballot shall be emailed or delivered via a policy method prescribed by the ExComm.
 - c. Balloting rules of a regular election or vote shall apply, except that the designated date for the final receipt of ballots shall be no less than 15 days or no more than 120 days from the date of the ExComm email or other ExComm approved method.
 - d. In recall elections a minimum vote of 10 percent of the membership must be received in order to affect a recall. A simple majority of the ballots cast will determine rejection or approval.
 - e. The President shall inform the membership in writing via email or other ExComm approved method of the results no later than 10 days following the certification of the election.
 - f. Upon completion the vacancy will be filled by the process described above Article VI – F – 1 through 3.

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ARTICLE VII: MEETINGS

- A.** A general membership meeting will be held at least annually at a time and place to be determined by the ExComm and communicated to the general membership.
- B.** All ExComm meetings are open to all members of the organization but only voting members of ExComm can vote at ExComm meetings. The President will notify the general membership via email or other ExComm approved method of all scheduled ExComm meetings at least two (2) weeks prior to the meeting.
- C.** If no ExComm business meeting has been called for two (2) consecutive quarters (six (6) consecutive months), any member may call a special meeting by sending a written notice, email, or other correspondence approved by the ExComm to each elected officer.
- D. Proxy**
 - 1. Any member of the ExComm who cannot attend a scheduled ExComm meeting may
 - 2. provide for a written proxy to vote on his/her behalf.
 - 3. No member of the ExComm will be allowed to vote in absentia through a proxy unless the proxy is in writing, signed, and transmitted to the ExComm Group via a method approved by the ExComm.

ARTICLE VIII: MISCELLANEOUS

- A.** Reimbursement of expenses to any member who has incurred authorized expenses on behalf of the organization must be accompanied by a written request for reimbursement to any member of the ExComm. Proper documentation, including original receipts, must be submitted for consideration.
- B.** Submission of officers' receipts for reimbursement will be approved in the same manner, except that the officer will excuse himself/herself during the discussion of reimbursement and will not vote on same.
- C.** Expenses in excess of the amount specified in the COPA ExComm Policy Manual should be discussed in advance of payment to receive authorization from the ExComm.
- D.** Authorized mileage reimbursements will equal the current IRS allowance.
- E.** Any property belonging to the organization shall not be used or consumed by any person without written/email consent of the ExComm and an approval by majority vote of same. The term "property" includes all property real or personal, tangible or intangible, which may be owned, created by or in the possession of the organization, absent an overriding legally enforceable contract.
- F.** The fiscal year for the COPA shall begin on January 1 and end on December 31.
- G.** The President, Vice President, and Treasurer are the authorized signatories of the organization's bank account.

CENTRAL OKLAHOMA PARROTHEAD ASSOCIATION BY-LAWS

- H. All special events shall be budgeted to at least "break even" financially. If a deficit appears likely, it will be reported to the ExComm promptly.
- I. All items not specifically shown or addressed in these By-Laws will be addressed with the establishment of a specific policy as directed by the ExComm.
- J. No COPA club member shall have the authority to represent Parrot Heads in Paradise, Inc., COPA, or COPA Cares in any capacity, contract, obligation, function or event without the express written authorization of the Executive Committee.
- K. COPA Charities – Charities and Charity events are determined by a majority vote of ExComm. Members may submit viable charities through the Director of Charities or any ExComm member. Additional information is available through COPA Policies.
- L. **Termination of General Membership Privileges**
 - 1. A member may lose their membership privileges for any of the following violations:
 - a. Misrepresentation of the club
 - b. Commitment of the club without approval to a function or financial commitment.
 - c. Harassment of another member or the staff at an event.
 - d. Threat of violence at an event.
 - e. Commitment of a violent act at an event.
 - f. Violation of the Member Code of Conduct – Article 2 C.

ARTICLE IX: AMENDMENT TO BY-LAWS

- A. Amendments to these By-Laws may be proposed by a petition signed by 10 percent of members and presented to the President.
- B. The ExComm can present, for general membership vote, any amendments to the By-Laws which have been approved by the ExComm by a majority vote.
- C. Balloting rules of a regular election shall apply, except that the designated date for the final receipt of ballots shall be no less than 14 or no more than 120 days of notification to the general membership.
- D. Revisions to the Bylaws for purposes of clarification, format, grammar, spelling or terminology are considered minor, provided said revision does not materially alter or impact the meaning and/or intent of the specific bylaw or effect local club operation in any way, and as such may be adopted by a unanimous vote of the Board of Directors (ExComm), then presented to the general membership.

ARTICLE X: ADOPTION OF BY-LAWS

- A. Adoption of the By-Laws or revisions thereof which are approved by majority vote of the ExComm shall be ratified by a majority vote of the responding general membership.
- B. These By-Laws are effective 15 May 2007.

- 1. As amended 7 September 2007.

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2. As amended 13 September 2010.
3. As amended 14 January 2013.
4. As amended 15 January 2015
5. As amended 4 January 2016
6. As amended the 18th of October, 2019 for January 1, 2020 effective date.
7. As amended the 31st of October, 2022 for a January 1, 2023 effective date.

OPA's Group Email Policy

First and foremost we must at all costs keep our COPA Email Group an open and friendly forum where members can have fun in an exchange of all things Parrot Head. Our three basic unwritten rules have always been keep it positive, family friendly and Parrot Head Centric.

To ensure we keep it positive, family friendly and Parrot Head Centric we ask each of you to follow some basic for use of our COPA Email Group and they are as follows:

- No emails on political positions, religion, or sports meant to incite or inflame.
- No general rants or open-to-the-public emails/letters professing your life's position. Please keep it off the COPA Email Group.
- All private/personal conversations should be taken back channel. For clarification back channel (B/C) means...If you want to address one person, DO NOT HIT Reply to all, click forward and hit or add the person's email's address you want to contact.
- And PLEASE, PLEASE, PLEASE, no more FW:FW:FW: jokes or other emails that require sending to ten other friends or else, at one time we averaged 70 or more of those type emails per month.
- And at all costs let's keep it PHun, PHamily PHriendly and Parrot Head Centric, because that's why we are all here.

We are not trying to restrict anyone's usage of the group, what we are simply trying to do is use the COPA Email Group for its intended purpose, PHun, PHamily PHriendly, Parrot Head Centric.

We do not believe anyone will intentionally violate the basic rules of the group as we know how respectful everyone in the group is of each other. But we do feel it necessary just the same to outline the consequences for repeat violators. In the unlikely event this occurs, as the rules are outlined and understood, so should the consequences be outlined and understood. They are as follows:

1st Violation: A written email warning from the COPA President

2nd Violation: A 2nd written email warning from the COPA President

3rd Violation: Removal from the COPA Email Group by vote of the ExComm until at least January 1 of the following year or longer based on the actual violation