

***Revised 26 October 2014***  
**CODE OF REGULATIONS**  
**And BY-LAWS of**  
**Columbus Ohio Prime Timers, Inc**

**ARTICLE I**

**NAME**

This chapter shall be known as Columbus Ohio Prime Timers, Inc., hereafter known as the chapter. Council of Officers is hereafter known as the Council.

**AFFILIATIONS**

Columbus Ohio Prime Timers, Inc shall be a chapter of Prime Timers Worldwide.

**ARTICLE II**

**OBJECTIVES**

Columbus Ohio Prime Timers, Inc. is a social chapter for mature gay and bisexual men and their male admirers. Its objectives are:

1. To promote educational, cultural and social activities for its members.
2. To offer support and encouragement to those members experiencing a time of crisis and/or joy in their lives.

**ARTICLE III**

**MEMBERSHIP**

Membership is open to any gay or bi-sexual male twenty-one (21) years of age or older without regards to race, religion, national origin, physical appearance, HIV status, or other health conditions, who subscribes to the objectives of the Columbus Ohio Prime Timers, Inc. and pays appropriate dues as prescribed by the By Laws. Upon the termination of membership, all rights of the member shall cease.

**PRIVACY**

A member's personal information shall not be published in newsletters, communications, rosters or other material without his written and signed permission. The exception to this will be for official needs among Council of Officers to conduct the business of the chapter.

**GENERAL MEMBERSHIP MEETINGS:**

1. A General Membership meeting shall be held each month.
2. Special General Membership meetings may be called by the Council to address specific issues
3. Twenty-five percent (25%) of members in good standing shall constitute a quorum to transact business of the chapter. Each member shall be entitled to one vote.
4. Monthly membership meetings shall be hosted by a member of the chapter.
5. Meetings are open to members, guests, and any prospective members who subscribe to the objectives of Columbus Ohio Prime Timers, Inc.

### CONDITIONS FOR MEMBER REMOVAL

No member shall perform or engage in sexual activities at any General Membership meeting of the chapter.

A member may be expelled from the chapter for conduct injurious to the character and welfare of the chapter by a simple majority vote of the Council.

## ARTICLE IV

### CHAPTER FUNDS

Funds of the chapter shall be used solely to advance its objectives and purposes. No part of said funds shall benefit, directly or indirectly, any member or individual. The chapter shall have authority to receive dues from its members. The chapter shall have authority to receive donations from any source, in cash or other property acceptable to the chapter.

## ARTICLE V

### COUNCIL OF OFFICERS

The officers of the Council shall be the following:

1. President (elected)
2. Vice-President (elected)
3. Secretary (elected)
4. Treasurer (elected)
5. Immediate Past President (by virtue of the office)
6. Membership Chairman (appointed)
7. Publicity/Newsletter Chairman (appointed)
8. Activities/Special Events Chairman (appointed)
9. Hospitality/Goodwill Chairman (appointed)

The Council shall consist of no less than five (5) persons. The five must be President, Vice-President, Secretary, Treasurer, Immediate Past President, or a member at large appointed by the President.

### RESIGNATION, REMOVAL, AND VACANCIES

An officer may resign at any time by notifying the Council in writing to that effect by filing the notice with the President.

An officer may be removed with just cause by the affirmative vote of two-thirds of the persons then serving as Officers at a regular or special meeting of the Council.

### COUNCIL OF OFFICERS MEETINGS:

1. Council meetings are called by the President and are held as often as necessary to ensure the smooth running of the chapter.
2. Meeting times and dates are scheduled with the approval of the Council.

3. At the discretion of the Council matters of importance to the General Membership may be brought before the membership for a vote.

### QUORUM

To have a regularly scheduled Council meeting there must be a quorum of at least five officers present.

All matters voted on by the Council other than the removal of an Officer only require a simple majority vote of the quorum of officers present.

## ARTICLE VI

### COMMITTEES

#### AD HOC COMMITTEES:

Ad Hoc Committees shall be formed by the Council as needed, and dissolved after their task is completed. The President will appoint the chairman and may appoint additional members to the Ad Hoc Committees with the approval of the Council. The President shall be a member of all Ad Hoc Committees.

## ARTICLE VII

### INTEREST GROUPS

Any Interest Group may be formed with the approval of the Council and shall be considered active:

1. If it includes at least four persons who are members of the chapter.
2. If they meet regularly to discuss their interests or participate as a group on a regular basis in activities related to their interests.

## ARTICLE VIII

### PROPERTY TITLE

Ownership of all property, effects, and assets of the chapter shall be in the name of Columbus Ohio Prime Timers, Inc., held in trust for the benefit and enjoyment of the General Membership.

A resignation, death, or forfeiture of membership for any cause will mean that any property held in trust by that member shall be returned to the chapter immediately.

Should Columbus Ohio Prime Timers, Inc. ever be disbanded and cease to exist the remaining officers of the Council shall give the property, effects, and assets of the chapter to either Prime Timers Worldwide or to a Prime Timers chapter in Ohio.

## ARTICLE IX

### LIMITATION OF LIABILITY

Each member shall be responsible for his conduct at all functions of the chapter and shall indemnify and hold harmless the chapter, any and all other members and any member host against any injury, damages, or loss suffered as a result or arising from said member's conduct and behavior.

Each member of the chapter further agrees to indemnify and hold harmless the chapter and its officers and members for any injury that said member sustains at chapter functions except that an injured member shall have specific recourse against other individual members who negligently, recklessly, or intentionally cause them harm or injury.

In the performance of his duties an officer is entitled to rely on information or statements including fiscal and written reports prepared by those officers whose function it is to author such documents.

The chapter may retain legal counsel, public accountants, or other persons at the discretion of the Council of officers.

## ARTICLE X

### DISSOLUTION

The chapter may be dissolved upon the affirmative vote of at least two-thirds (2/3) of the total membership of the chapter. Upon such dissolution, after paying or making provisions for payment of the liabilities of the chapter, the Council shall dispose of its remaining assets as set forth in Article VIII.

## ARTICLE XI

### AMMENDMENTS

This Code of Regulations may be amended, altered, repealed or superseded, either in whole or in part, by the affirmative action of a majority of the members present at any General Meeting of the chapter.

Amendments to the Code of Regulations and By Laws of the Columbus Ohio Prime Timers, Inc., chapter may be proposed by the Council or by a petition from ten percent of the General Membership to the Council. Before an amendment is to be voted on, it must be published and sent to the membership at least 30 days prior to the vote. Amendments require a simple majority vote of the General Membership present at any General Membership or Special General Membership meeting of the chapter at which a quorum is present and acting.

## BY-LAWS Of Columbus Ohio Prime Timers

### SECTION 1

### RULES AND ADOPTION

The Code of Regulations governs the actions of the chapter. The by-laws determine how the Code of Regulations is applied.

Robert's Rules of Order are to be used to conduct all meetings of the Council.

## SECTION 2

### DUES

Membership dues will be set by the Council and must be paid to Columbus Ohio Prime Timers, Inc. Dues are due by January 1 of each year. Dues not paid by January 1 will result in membership suspension.

Chapter dues paid to Prime Timers Worldwide are due by January 31 of each year. The amount to be paid by each member is determined by Prime Timers World Wide.

## SECTION 3

### COUNCIL OF OFFICERS

The Council shall:

1. Conduct the operations of the chapter and perform executive and leadership duties of the chapter in accordance with the Code of Regulations. All members shall report to the President and Council, matters of interest or concern to the chapter.
2. Approve all matters related to the property, finances, and affairs of the chapter.
3. Introduce, discuss, amend, and prepare all amendments to the Code of Regulations and by-laws of the chapter.
4. Advise and approve all appointments made by the President.
5. Determine, in the event of an incapacitating illness of an officer or malfeasance by an officer of the Council, a proper course of action. The President will appoint a member of the chapter to fill this position with a simple majority vote by the Council.
6. Each officer, both elected and appointed, shall have one vote at all Council meetings.
7. The term of office for each officer will be for one year. Each term will begin on January 1.

Duties of the Officers:

#### President:

The President shall:

1. Preside over meetings of the General Membership and the Council.
2. Appoint, with the approval of the Council, a member of the chapter as a representative to Prime Timers Worldwide, and other chapters, if he is unable to attend.
3. Appoint, with the approval of the Council, all chairmen of Ad Hoc Committees.
4. Appoint, with the approval of the Council, a Web Master.
5. Appoint, with the approval of the Council, an interim replacement for an elected officer when a vacancy occurs.
6. Appoint, with the approval of the Council, an Audit Committee or contract with a professional auditor to audit financial records at the end of each year.
7. Remove, with the approval of the Council, any officer or Ad Hoc Committee chairman that is not performing his duties as set forth in the Code of Regulations.
8. Send dates, times, locations, and agendas of all meetings to the Council and Web Master.
9. Ensure the Code of Regulations and by-laws of the chapter are followed.

10. Man or appoint council member(s) to man the hotline phone, post office box, web-site, and email address.

Vice-President:

The Vice-President shall:

1. Assume all duties of the President during his absence.
2. Serve or chair, when requested by the President, on an Ad Hoc Committee other than the Nominating Committee.
3. Have signature authority over all financial accounts with the Treasurer.

Secretary:

The Secretary shall:

1. Record minutes of Council and General Membership Meetings.
2. Provide the minutes of the previous meeting to Council members.
3. Archive all official papers, and conduct all official correspondence of the chapter.

Treasurer

The Treasurer shall:

1. Act as custodian of all financial documents.
2. Have signature authority over all financial accounts with the Vice-President.
3. Receive all moneys of the chapter and deposit these funds in the name of Columbus Ohio Prime Timers, Inc. in a financial institution approved by the Council.
4. Pay all bills of the chapter approved by the Council.
5. Keep a register showing all receipts and disbursements, and retain the actual receipts.
6. Ensure that all bank accounts have at least two signatures on file and that those signatures are changed as necessary.
7. Submit a written, up-to-date report of the financial condition of the chapter at each meeting.
8. Submit to the Council by the last scheduled meeting of each year, an annual report of revenues, expenses, and net worth of the chapter.
9. Collect and count all monies by the end of each General Membership meeting.

Immediate Past President:

The Immediate Past President shall:

1. Function as liaison between the past and present Council of Officers.
2. Perform such special duties as may be requested by the President and approved by the Council.

Membership Chairman:

The Membership Chairman shall:

1. Maintain a membership database from which all membership rosters are derived.
2. Keep on file for one year, the applications filled out by prospective members.
3. Promote new membership activities.
4. Print name tags, membership cards, and monthly roster as needed.

Publicity/Newsletter Chairman:

The Publicity/Newsletter Chairman shall:

1. Publish and distribute a monthly newsletter.
2. Provide a separate flyer with General Meeting information including map.
3. Provide special membership announcements for members without access to the Internet.

Activities/Special Events Chairman:

The Activities/Special Events Chairman shall:

1. Oversee and coordinate the planning and execution of all social activities and special events.
2. Suggest events that might appeal to the General Membership to the Council for approval.
3. Maintain records of past events for future review.

Hospitality/Goodwill Ambassador Chairman:

The Hospitality/Goodwill Ambassador Chairman shall:

1. Coordinate locations and hosts for General Membership meetings.
2. Coordinate and encourage members to meet new guests and introduce them to active members.
3. Distribute and collect nametags.
4. Assist hosts with guides lines and lists of items needed for meetings.
5. Be sensitive to members' confidentiality, concerns, and current situations and respond appropriately on behalf of the chapter.

#### SECTION 4

Nominating Committee (an Ad Hoc Committee):

1. The Nominating Committee shall be appointed and announced by the President at the October General Membership meeting. Nominated candidates will not include any currently elected officer or partner thereof.
2. The Committee shall attempt to have a minimum of one candidate for each office, preferably more than one.
3. The Committee shall obtain permission from those candidates to be nominated. Any write-in candidates must indicate their approval.
4. Only current members may make nominations for office, run for office, or vote for candidates.
5. The President shall entertain nominations for any office from the floor at the November General Membership meeting.
6. Only members of the Nominating Committee may attend committee meetings.
7. The President shall present the slate of nominees at November General Membership meeting.
8. After the voting is complete the Nominating Committee shall be dissolved.
9. The Nominating Committee will generate a special mailing of the proposed ballot to the General Membership.

### ELECTION PROCEDURES

1. At the General Membership meeting held in November, the Nominating Committee Chairman will present the slate of officers.
2. Voting for the officers will be held at the December General Meeting.
3. Voting will be by secret ballot supplied by the Nominating Committee. Ballots shall have a space for write-in candidates.
4. A simple majority vote of the members present will constitute a valid election.
5. The newly elected officers shall attend the January Council meeting and assume their newly elected duties on January 1.

### SECTION 5

### INTEREST GROUPS

Members of Columbus Ohio Prime Timers who share a common interest or activity will be designated as an Interest Group.

The leader for each Interest Group will coordinate the following:

1. Provide information to the Newsletter Chairman and Web Master concerning dates, times, locations, and activities.
2. Send official notification related to their group to the Activities Chairman.
3. Petition the Council for any special funds for their interest group.

### SECTION 6

### FEES CHARGED

1. The Council sets fees for all events where a fee is appropriate.

### SECTION 7

### REIMBURSEMENTS

1. The Council must approve ALL monies spent.
2. Whenever any member shall incur a financial expense on behalf of the organization, he shall be responsible for obtaining a receipt or other proof of the expense, and submit it to the Treasurer.
3. The Treasurer will receive a receipt for any expense incurred on behalf of the organization or interest group, and present it to the Council for action.
4. Host expenses will be reimbursed at the potluck dinner.