

Bylaws of the Chapter

Article 1: Identity

Section 1: Name This organization shall be known as *Prime Timers Minneapolis/St Paul*, a duly chartered chapter of Prime Timers Worldwide (herein referred to as “the chapter”).

Section 2: Fiscal Year The Chapters fiscal year is July 1 to June 30.

Section 3: Vision A diverse social organization for the enrichment of gay and bisexual men at all stages of their lives.

Article 2: Mission

- Prime Timers Minneapolis/St. Paul mission is to enrich the lives of our members by providing social, educational, and cultural events driven by our members.
- We are an intergenerational organization, partnering with other organizations for the mutual benefit of our members.
- We strive for inclusion of all people in a safe, supportive, and affirming environment
- Our activities focus on members who are 50 plus

Article 3: Membership

Section 1a: Enrollment: All applicants must be of legal age (21 years old), as defined by the State of Minnesota. The Board of Directors may reject an applicant’s application, with cause. The Board of Directors will advise an applicant that they have been rejected for membership and state the reason for their decision in writing. The safety of active members will be the primary concern of the Board of Directors.

Section 1 b: Revocation of Membership A membership may be revoked by the Board of Directors for cause. Upon receipt of complaints concerning a member, the Board of Directors shall investigate the complaint and as a committee of the whole give warning to the subject of those companies in writing. Continuation of actions outlined in the complaints will result in the cancellation of membership. The member will be notified of the revocation in writing by the Board of Directors. Grounds for revocation include but are not limited to behavior that jeopardized safety of other member or brings disrepute upon the chapter.

Section 2: Term of Membership: New memberships become valid upon the receipt of the completed application, payment of dues, and applicable initiation fee. Renewals for current members are considered valid upon receipt of their dues payment. All

memberships expire at the end of one year after payment of dues. Current members who do not pay their dues by their annual renewal date shall be considered inactive and will cease to receive the benefits and privileges of members. Inactive members may be reinstated upon paying their dues and initiation fee.

Section 3: Dues: Dues shall be set annually by the Board of Directors and be presented to the membership in the newsletter. The board will take comments via e-mail, mail or phone. The board at its meeting following the comment period they set shall set dues.

Section 4: Other Assessments: No other assessments shall be levied on the general membership except by a two thirds (2/3) vote of the members present at a general meeting called for that purpose.

Section 5: Privacy: To maintain the privacy of all members, the Chapter roster shall not be made available to any outside interest. Members who violate this policy shall be subject to immediate disciplinary action.

Section 6: Meetings: General membership meetings will be held periodically as called by the Board of Directors. Location and time to be set in the meeting call. An annual meeting of the membership shall be called for November. The agenda must include the annual Board of Directors election. A general meeting of members shall also be called by the President of the Chapter upon receipt of a petition signed by five (5) Chapter members in good standing. Notification to members of general meetings shall be timely: a minimum of five (5) days recommended.

Section 7: Quorum: The quorum shall be those members present at meetings of the membership, duly called.

Section 8: Voting: Chapter members in good standing attending a duly called meeting shall be entitled to one (1) vote upon each matter submitted to a vote.

Article 4: Board of Directors

Section 1: Definition: There shall be a Board of Directors (herein “the Board”) composed of five (5) elected members.

Section 2: Composition: Nominees shall be elected to the Board annually for a two year term. All Board members are elected as members-at-large, and serve from the time of election in the March meeting until the completion of the election process at the March meeting in which their terms expire.

Section 3: Duties: The Board of Directors shall have the management and general control of the organization’s property, finances and affairs. The Board of Directors cannot contract for the spending of more than the amount of uncommitted funds in the treasury. Any member of the Board, having been absent for two consecutive Board

meetings without reasonable cause, shall be declared as having abandoned his position, and the resulting vacancy shall be filled according to Article 4, Section 7 below.

Section 4: Meetings: It is recommended that the Board hold its first meeting as soon as possible after the election to select Officers and make Committee assignments. A regular Board meeting shall be held monthly. The president shall serve as Chairman of the Board of Directors, and shall preside at all Board meetings.

Section 5: Quorum: The quorum of the Board of Directors shall be a simple majority of the sitting Board's total membership.

Section 6: Voting: Each Board member has one (1) vote on any issue and a vote of the majority of the Directors present will adopt or enact the issue. The President shall not vote except in the case of a tie.

Section 7: Vacancies: If a vacancy occurs, the Board may appoint any Chapter member in good standing to serve until the next annual election by the general membership, based on an affirmative vote of a simple majority of the Board of Directors. If a vacancy occurs among the Officers, the Board shall fill the position in a like manner.

Article 5: Officers

Section 1: Definition: The Chapter Officers shall be President, Vice President, Secretary, and Treasurer.

Section 2: Composition: Individuals elected to the Board shall subsequently be elected to these offices by the members of the Board of Directors at their first meeting following the annual election in March.

Section 3: Duties of the President: Preside at all meetings of the Chapter and the Board of Directors, and enforce the Constitution and Bylaws as adopted. Represent the Chapter to the gay community and greater community, serving as official spokesman for the Chapter. Represent the Chapter to the Worldwide Prime Timers Board. The President shall be responsible for the official notices to members related to his office.

Section 4: Duties of the Vice President: Fulfill the duties of the President in his absence. Carry out specific duties at the direction of the President. The Vice President shall be responsible for official notices to members related to his office.

Section 5: Duties of the Secretary: Record and maintain, as a permanent record the minutes of all meetings of the general membership and the Board of Directors. Conduct correspondence on behalf of the Chapter. Act as custodian of all reports, correspondence, and all other documents (except financial) of the Chapter. The Secretary shall be responsible for official notices to members related to his office. Maintain all valuable or historic documents and archives of the Chapter.

Section 6: Duties of the Treasurer: Receive all monies for the Chapter and deposit same in a timely manner, not more than three (3) times each month, in the name of Prime Timers Minneapolis/St Paul in such bank or trust company approved by the Board of Directors. Pay all bills on behalf of the Chapter as approved by the Board of Directors. All checks drawn on Chapter accounts shall require the signature of any two officers. Keep a record, belonging to the Chapter, showing all monthly receipts and disbursements. Submit a detailed report to the monthly Board of Directors meeting, explaining the financial condition of the Chapter, including receipts, disbursements, and balances of the general fund and any other Chapter accounts. Submit an abbreviated report in the monthly newsletter to the general membership recapping the status of the Chapters general fund and any other accounts. Act as custodian of all financial documents and materials related to the Chapter. The treasurer shall be responsible for official notices to members related to his office.

Article 6: Committees

Section 1: Ad Hoc Committees: Ad Hoc committees may be appointed for any special event or purpose. They may be established for occasions that provide education or social opportunities for Chapter members, or functions that are in larger scope. The Board of Directors will assume responsibility for membership, newsletter and events/programs.

Article 7: Elections

Section 1: Nominating/Election committee: In October, a Nominating/Elections committee shall be set up. Up to five (5) members in good standing will be named. Current members of the Board may not serve on the committee. Volunteers will be sought to serve on the committee. First call for volunteers should go out no later than September newsletter.

Section 2: Nominations: The Nominating/Election committee shall solicit and evaluate individuals to stand for election to the Board of Directors as outlined in Article 4. They shall present a slate of candidates to be included in the October general membership newsletter.

Section 3: Voting: Chapter members in good standing shall be entitled to one (1) ballot and may only vote for the maximum number of positions specified on the ballot. Ballots marked with more than the maximum number of positions shall be considered spoiled and not counted for any candidate. The secretary shall prepare a notice of election and coded ballot with instructions on mail voting. Mail ballots must be received one week before the November meeting. Ballots received later will be considered spoiled and not be counted for any candidate. Members voting at the March meeting must bring their coded ballot.

Section 4: Counting the votes: The Nominating/Election committee shall serve as tellers for counting the ballots. The candidate(s) receiving the largest number of votes shall be declared elected to the vacant position(s).

Article 8: Property

Section 1: Title: The title and ownership of all property, effects, and assets of the Chapter shall be in the name of the Prime Timers Minneapolis/St. Paul, in trust for the benefit and enjoyment of all Chapter members. A resignation, death, or forfeiture of membership for any cause shall be considered as an assignment and release to the Board of Directors, as trustees of the Chapter, all rights, title and interest of such members in and to the property and assets of the Chapter.

Section 2: Private Property: The Chapter shall not be responsible for any loss of or damage to, property belonging to members.

Article 9: Affiliation with Prime Timers Worldwide

As an affiliate of Prime Timers Worldwide, the Chapter is obliged to contribute to the support of PTWW. The Board of Directors is hereby authorized to pay the annual per-member assessment. Any other assessments or fees levied by Prime Timers Worldwide must be presented to the general membership for approval, prior to payment.

Article 10: Amendments to Bylaws

Amendments to these bylaws may be proposed by the Board of Directors or by a petition signed by fifteen (15) Chapter members in good standing. Proposed amendments must be published at least thirty (30) days prior to a vote being taken. Adoption of amendments requires a simple majority vote of the members present at a general meeting called for that purpose.

Article 11: Adoption of Bylaws

These bylaws shall take effect when adopted by a majority vote of members present. Upon adoption, a copy shall be distributed to all members in good standing. New members shall receive a copy upon receipt of their application and dues.

Submitted January 2015, Bylaws Committee, as approved November 8, 2014