

## **TUCSON PRIME TIMERS' BYLAWS**

March 2009 (Initial)  
March 28, 2018 (As amended)  
May 16, 2022 (As amended)

### **Article I – Name, Affiliation, & Purpose**

The Tucson Prime Timers (TPT hereafter) is a social organization established to help meet the needs of mature gay or bisexual males and their admirers. It is a chapter of Prime Timers Worldwide. Its objectives and activities evolve as the priorities of the members become apparent.

### **Article II – Membership**

#### ***Section A, Paragraph 1 – Eligibility***

- a) Membership is open to any gay or bisexual male 21 years of age or older without regard to race, religion, national origin, physical appearance, being differently abled, or HIV status, who subscribes to the objectives of TPT and pays appropriate dues.
- b) Male nonmembers may attend the TPT general meeting or a TPT activity; however, after attending two activities, the nonmember will be asked to join the organization. For any nonmember attendance after two activities, payment of a \$10 guest charge will be required.

#### ***Section A, Paragraph 2 – Meetings***

TPT shall hold general membership meetings on a monthly basis. The purpose of the meeting shall be three-fold: to apprise the membership of any issues concerning the group, to announce upcoming events, and to socialize.

#### ***Section A, Paragraph 3 – Termination of Membership***

- a) A member may terminate his membership at any time by submitting a letter to the Secretary. Upon the termination of membership, all rights of the member shall cease.
- b) A person's membership may be terminated for due cause by the Board of Directors (Board hereafter).

#### ***Section A, Paragraph 4 – Dues***

- a) TPT membership requires payment of nonrefundable annual dues at rates established by the Board and published in the December newsletter. Renewal of membership shall be by payment of annual dues no later than January 31 of the renewal year.
- b) A number of "scholarship" memberships will be made available for those interested persons with limited incomes. The Board must approve any request for such memberships.
- c) If a member has achieved 20 continuous years of membership with TPT, the member will be given an "Honorary Life Membership" for his 21<sup>st</sup> year and beyond.

#### ***Section A, Paragraph 5 – Responsibilities***

- a) To maintain the privacy of all members, the Membership Directory must not be shared with any nonmembers. Violators will be subject to disciplinary action by the Board.
- b) TPT does not tolerate discrimination based on any basis as outlined in II.A.1.a. above. Members who speak or act in a manner contrary to this policy will be subject to disciplinary action by the Board.

#### ***Section B – Grievances***

As necessary, the Board shall function as a Grievance Committee. The Grievance Committee shall convene and investigate allegations of misconduct upon written complaint of one or more members. Once received, the Committee shall acknowledge any written complaint within 3 days. As necessary, the Committee shall conduct a hearing with the concerned member(s). A written decision shall be provided upon completion of the investigation. A member may be expelled for conduct injurious to the character and welfare of the organization by a majority vote of the Board.

### **Article III – Organization**

**Section A, Paragraph 1 – Board of Directors, Composition**

- a) The Board shall consist of the following elected officials: President, Vice President, Secretary, Treasurer, and a minimum of 4 Members at Large.
- b) The President, Vice President, Secretary, and Treasurer shall not be members of the same household.

**Section A, Paragraph 2 – Board of Directors, Meetings**

The Board shall meet at least quarterly at the discretion of the officers. The President or a majority of the members of the Board may call open or closed special meetings. No regular business shall be transacted at a special meeting, only that stated as the purpose of the meeting.

**Section A, Paragraph 3 – Board of Directors, Duties**

The Board shall plan membership agenda, conduct routine business matters, provide leadership and direction for the organization, and do all such things necessary to further the organization and its objectives

**Section A, Paragraph 4 – Board of Directors, Election**

- a) The Board shall be elected by the general membership through secret ballot. A simple majority of the votes cast shall constitute a valid election. The election results shall be announced at the November general meeting and the Board members shall assume their duties the following January 1.
- b) As necessary, the Board shall fill a vacancy of an elected position by appointment and the newly appointed person shall serve only for the remainder of the unexpired term.

**Section A, Paragraph 5 – Board of Directors, Term of Office**

The term of office for the Board shall be 2 years beginning directly after assumption of elected office on January 1.

**Section A, Paragraph 6 – Board of Directors, Quorum**

A simple majority of the Board constitutes a quorum for the transaction of business at any meeting of the Board.

**Section A, Paragraph 7 – Board of Directors, Voting**

In any meeting of the Board when a vote is cast, the President votes only to break a tie.

**Section A, Paragraph 8 – Board of Directors, Resignation / Termination**

- a) A member of the Board may resign at any time by notifying the Board in writing and filing the notice with the Secretary.
- b) If a member of the Board is failing to perform his duties to the detriment of TPT, the member may be removed from office or from the Board by a majority vote of the Board, less the member in question.

**Section B, Paragraph 1 – Duties of Officers & Board Members**

The Board shall maintain the customary powers, duties, and responsibilities of offices as detailed in these Bylaws.

**Section B, Paragraph 2 – The President shall**

- a) Preside at general monthly meetings and all meetings of the Board.
- b) Enforce the Bylaws, policies, and procedures.
- c) Manage the general operation of TPT.
- d) Assure that the officers, committee chairs, and Board members fulfill their respective duties.
- e) Act as the Treasurer in the event of the Treasurer's temporary absence or incapacity.
- f) Act as liaison to other organizations not specifically assigned to another officer.
- g) Submit an article for the monthly newsletter.
- h) Maintain a list of TPT assets and their location.

**Section B, Paragraph 3 – The Vice President shall**

- a) Assume all duties of the President in his absence and also assist the President in his duties.

- b) Attend committee meetings as deemed necessary, and shall serve as Chair, Hospitality Committee.
- c) Be responsible for maintaining the TPT archives, serving as the TPT Historian.
- d) Review all proposals and / or motions present at TPT meetings for their impact on existing TPT Bylaws and shall report the impact to the Board as soon as possible.
- e) Shall serve as Chair, Communications Committee.

***Section B, Paragraph 4 – The Secretary shall***

- a) Keep the minutes of all Board and general meetings and provide a copy of those minutes to the Newsletter Editor for inclusion in the newsletter.
- b) Conduct necessary correspondence.
- c) Receive and disseminate, as appropriate, all valuable documents (e.g., letters of intent, counted ballots, resignations) of TPT, sending appropriate materials to the archives.
- d) Serve as the Chapter's liaison with Prime Timers Worldwide and with other chapters and provide recurring reports of such activities to the Board.
- e) Temporarily assume the President's duties if the President and Vice President are incapable of fulfilling their duties and do so until the Board names a replacement.
- f) Maintain and distribute application forms to prospective members.
- g) Maintain, with the assistance of the Treasurer, a Membership Directory that includes member names, addresses, interests, phone numbers, birth dates, and e-mail addresses.
- h) Send Welcome Packets (Welcome Letter, newsletter, Membership Directory, Bylaws) to new members.

***Section B, Paragraph 5 – The Treasurer shall***

- a) Account for all monies of TPT and deposit the same in the name of TPT in a bank or trust company approved by the Board.
- b) Sign all checks, but only after approval by the Board if the amount of the check exceeds the disbursement amount established by the Board.
- c) Collect and record all financial transactions of TPT and its assets, receipts, and disbursements in an accurate and organized manner.
- d) Make monthly reports to the Board of the detailed TPT financial status.
- e) Make an oral financial report at each general meeting and provide a copy of the report to the Newsletter Editor for publication in the next newsletter.
- f) Ensure all bank accounts have at least two signatures on file as outlined under the financial procedures.
- g) Interact with Secretary to maintain an up-to-date Membership Directory.

***Section B, Paragraph 6 – The Members at Large shall***

- a) Actively seek opinions, ideas, suggestions, and input from the membership on a continuing basis and bring these concerns to the attention of the Board.
- b) Fill vacancies as officers on the Board when requested by the Board.
- c) Perform other duties as requested by the Board.

***Section C, Paragraph 1 – Committees and Interest Groups***

- a) TPT committees provide vital functions for TPT. With the exception of the Hospitality Committee, which is chaired by the Vice President, the President shall appoint or delegate the member committees to appoint, subject to Board approval, a Chair for each TPT committee.
- b) In all of their actions, the Committees shall be sensitive to member's confidentiality, concerns, and current situations, and respond appropriately on behalf of TPT.

***Section C, Paragraph 2 – The Hospitality Committee shall***

- a) Greet new members and guests at meetings of the general membership and extend hospitality at all social events, introducing them to TPT members.
- b) Reach out to, and maintain a list of active members who are ill, hospitalized, or recently bereaved,

including contact with the afflicted member to coordinate visitation and contact by the membership as deemed appropriate.

- c) Inform TPT membership of an afflicted member's status as appropriate through monthly reports to the Board, articles in the newsletter, and announcements at general meetings.
- d) Create a brief notice for the Newsletter Editor upon news of the death of a TPT member along with any available funeral information for publication.
- e) Provide birthday and sympathy cards and physical or emotional support when warranted.
- f) Upon notification by the Board, provide thank you notes or notes of appreciation.
- g) Maintain a list of distribution sites for the TPT Information Brochure, distribute copies of the brochure to these sites as needed, and on a continuing basis seek new distribution sites.
- h) Revise and update the TPT Information Brochure as needed.
- i) Keep records and receipts of all Committee-related expenditures and provide them to the Treasurer on a regular basis.

**Section C, Paragraph 3 – The Activities Committee shall**

- a) Oversee and coordinate the planning and execution of all general membership social activities and events. This will include, but not be limited to: in-home events like movie nights, game nights, and potlucks; dining out events at local restaurants; cultural events, museum tours, and theater attendance; and sports and outdoor events.
- b) Provide an announcement / flyer to promote the activity or event, including cost, time, directions, and any pertinent information available to ensure the success of the event.
- c) Distribute activity or event reminders to the membership.
- d) Work with the Newsletter Editor to prepare sign-up sheets, e-mail, or other forms of communication to promote the activity or event.
- e) Maintain records of past activities and events, excluding dining events, for planning purposes.
- f) Review the Interest List to develop ideas for future activities and events and, as needed survey members for new areas of interest.
- g) Suggest activities and events that might appeal to the membership to the Board for approval.
- h) Work with the Treasurer to ensure collection and payment of monies for activities.
- i) Keep records and receipts of all Committee-related expenditures and provide them to the Treasurer on a regular basis.

**Section C, Paragraph 4 – The Communications Committee shall**

- a) Consist of, at least, the Vice-President as Chair, the Newsletter Editor, and the Webmaster.
- b) Oversee production and content of the newsletter, the content and currency of the website, and the Chapter's presence on various social media platforms.

**Section C, Paragraph 5 – The Board Elections Committee shall**

- a) Be appointed before the September general meeting and shall be dissolved after voting is completed.
- b) Present the slate of candidates at the October general meeting; accept nominations from the floor at the same meeting.
- c) Generate and distribute a ballot to the membership within 1 week of the October general meeting, with the requirement that executed ballots be returned to the Secretary for compilation no later than November 1.

**Section C, Paragraph 6 – Ad Hoc Committees**

The Board shall form *ad hoc* committees as needed and dissolve them after their tasks are completed.

**Section C, Paragraph 7 – Interest Groups**

- a) With Board approval, TPT members who share a common interest or activity may, at their request, be designated as an Interest Group.
- b) The leader for each Interest Group shall provide information to the Vice President (as Hospitality Chair), Newsletter Editor, Webmaster, and the Activities Chair concerning activity dates, times,

and locations.

- c) Petition the Board for any special funds for the Interest Group.

***Section D – The Newsletter Editor shall***

- a) Be appointed by the President, subject to approval by the Board, for a 2-year term to produce and distribute the TPT Newsletter; also serving as a member of the Communications Committee.
- b) Produce a newsletter including: the Minutes of the previous general and Board meetings; the Treasurer's report; a list of the members of the Board, a schedule of upcoming events that includes meetings and social events, and other material deemed appropriate.
- c) Ensure all information and / or articles in the newsletter are neither derogatory nor inappropriate.
- d) Compile for potential publication any information on meetings, events, and any newsworthy material that might be of interest to the members.
- e) Receive and publish all paid nonmember advertisements. Business-card-size advertisements from members are published for free.
- f) Provide members either electronic (e-mail) or printed (postal mail) copies of the newsletter.
- g) Distribute copies of the newsletter to other chapters of Prime Timers Worldwide and provide copies to the Secretary for distribution to prospective or new members.
- h) Keep records and receipts of all newsletter-related expenditures and provide them to the Treasurer on a regular basis.

***Section E – The Webmaster shall***

- a) Be appointed by the President, subject to approval by the Board, for a 2- year term to maintain the TPT Website including links, text and images to keep the website current and relevant to ongoing and potential traffic; also serving as a member of the Communications Committee.
- b) Ensure that the Board-approved website includes or has links to: TPT mission statement, membership information, membership application, the Bylaws, a calendar of meetings and activities, synopses and / or pictures of past meetings and activities, and contact information for events, membership, and general information.
- c) Ensure all information at the website is neither derogatory nor inappropriate and is approved by the Board.
- d) Recommend website improvements to the Board, as necessary.
- e) Keep records and receipts of all website-related expenditures and provide them to the Treasurer on a regular basis.

**Article IV – General Operational Guidelines**

***Section A – Fiscal Year***

The fiscal year of TPT shall be January 1 through December 31.

***Section B – Financial Procedures***

- a) Records shall be maintained for 5 years following the end of the fiscal year.
- b) Financial records shall be maintained to reflect the nonprofit status of the organization.
- c) Financial records shall be maintained by the Treasurer and shall be available for review by any member on written request.
- d) Disbursing signatories shall be those of the Treasurer and the President. Board approval is required for checks in excess of \$100. The Board also must approve checks totaling more than \$250 to any one entity over a period of 3 months.
- e) All contracts are to be approved by the Board.
- f) Whenever any member incurs a Board-approved financial expense on behalf of TPT, that member shall be responsible for obtaining a receipt or other proof of the expense, and submit it to the Treasurer.
- g) The Treasurer shall receive a receipt for any expense incurred on behalf of TPT that has been approved by the Board, and make payment.
- h) When a member hosts a TPT function and incurs expenses that the member does not wish to be paid with general funds, the Activities Committee shall work with the member to arrange for the

solicitation of donations from the members who participate in the event.

**Section C – Rules of Order**

The latest edition of *Robert's Rules of Order* shall govern all rules of parliamentary procedure at general meetings **and** at meetings of the Board.

**Article V – Property Title**

- a) Ownership of all property, effects, and assets of TPT shall be in the name of TPT, held in trust for the benefit and enjoyment of the general membership.
- b) A resignation, death, or forfeiture of membership for any cause requires that any property held in trust by that member shall be returned to the Board immediately.
- c) Should TPT ever be disbanded and cease to exist, the remaining officers of the Board shall give the property, effects, and assets of TPT to Prime Timers Worldwide.

**Article VI – Limitation of Liability**

**Section A**

Each member shall be responsible for his conduct at all TPT functions and shall indemnify and hold harmless TPT, 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.

**Section B**

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

**Section C**

Each member or guest of TPT assumes his own responsibility for himself or his property at any TPT function, event, or meeting whether public or private.

**Article VII – Amendments to the Bylaws**

These Bylaws may be amended by two-thirds approval of the Board and subsequent approval by a simple majority of the members who vote. The amendments become effective immediately upon passage.

**Article VIII – Prime Timers Worldwide Bylaws**

When TPT Bylaws conflict with the Bylaws of Prime Timers Worldwide those of the international organization take precedence.

**Article IX – Effective Date**

These Bylaws shall become effective immediately following adoption by the Board and subsequent approval of the general membership present and voting through a simple majority.