

# **PITTSBURGH PRIME TIMERS**

## **Constitution and By-Laws of PITTSBURGH PRIME TIMERS**

### **ARTICLE I. Name and Affiliation**

This organization shall be known as **PITTSBURGH PRIME TIMERS (PPT)**.

Any affiliation(s) this organization shall hold with any other group or groups shall be determined by a majority vote of members in good standing and such affiliations may be changed or terminated at any time, as the membership deems necessary. Such changes shall be reflected in the By-Laws of this Constitution.

### **ARTICLE II. Objective**

Prime Timers is an organization whose objectives include the promotion of educational and cultural activities and social welfare among mature gay and bisexual men, as well as younger men who enjoy the company of mature men, and those who are supportive of these objectives.

### **ARTICLE III. Officers and Board of Directors**

1. There shall be a Board of Directors composed of five (5) members. Two (2) additional Board Members may be elected by the general membership if they so choose and it is deemed necessary and/or advisable.
2. The Board of Directors shall be elected by the general membership for a two year term of office at the annual meeting held on the anniversary of PPT in July by a majority vote of members in good standing who may be present and voting, or who submit their votes in writing via a signed document prior to the election. For the first election, 3 or 4 members will be elected for a one-year term and the remaining for a two-year term. Following elections will be for two-year terms.
3. At the first board meeting the new board will elect four (4) officers from their own. Those four officers will be a President, Vice President, Treasurer, and Secretary. They will serve for a term of two years unless it is necessary to replace an officer who has resigned.

### **ARTICLE IV. Committees**

1. There shall be such committees as are deemed necessary by the Board of Directors, all of which shall be appointed by the President subject to the advice and consent of the Board of Directors. These committees shall include, but not be limited to, those described in Article V below.
2. Members of all committees, and the chairman of each committee, shall have their names and positions posted at the meeting place, in roster, and in the minutes of the Board of Directors.

## **ARTICLE V. Duties of Officers and Committees**

1. **President:** The President shall be the chief administrative officer, and shall preside at general meetings of the organization and the Board of Directors and enforce the Constitution and the By-laws of the organization as necessary.
2. **Vice President:** The Vice President shall direct and assist the Program Committee in the planning and execution of social, cultural, and educational events sponsored by the organization, including presentations and activities at the monthly general meeting, special events, and any regular special interest groups in which members wish to participate. The Vice President shall serve as President in the absence or disability of the President.
3. **Treasurer:** It shall be the duty of the Treasurer to receive, collect, and account for all monies of the organization and deposit same in the name of PITTSBURGH PRIME TIMERS in a bank or trust company approved by the Board of Directors, and to act as custodian of all financial documents and to pay all bills of the organization approved by the Board of Directors. He shall keep a book electronic or paper belonging to the organization showing all monthly receipts and disbursements. At the meetings of the Board of Directors, he shall submit a detailed report showing the financial condition of the organization. All checks shall be signed by the Treasurer or by the President in the Treasurer's absence. Checks will be counter-signed by the President when they exceed a dollar limit set by the Board of Directors.
4. **Secretary:** The Secretary shall keep a book of records of all meetings of the Board of Directors, conduct correspondence, have custody of reports and papers, and act as Clerk of the Board of Directors. He shall also serve on the Membership Committee, and shall keep the official list of members and their addresses and perform such other duties as requested by the Board of Directors. He shall provide to the Publicity Committee in a timely fashion any communications from the Board of Directors that need to be disseminated to the general membership.

## **ARTICLE VI. Board of Directors**

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.

1. A quorum of the Board of Directors shall be met if one (1) more than half of the total of the Board of Directors.
2. The Board of Directors shall the power to warn and / or suspend a member for violation of the By-Laws, rules, and regulations in accordance with ARTICLE X.
3. Vacancies on the Board of Directors, except for term expiration, will exist only when one of the following conditions apply:
  - A. A Board member is absent without reasonable excuse for three or more consecutive Board meetings. Any member of the Board of Directors having been absent for two

consecutive meetings without reasonable excuse shall be notified by the Secretary that upon the third such absence the office will be declared vacant by the Board of Directors, who shall fill such vacancy.

- B. A Board member dies.
  - C. A Board member tenders his resignation in writing.
  - D. A Board member is expelled by a majority vote of the remaining Board.
4. If a vacancy occurs among the Board Members-at-Large, the Board shall name a member from the general membership to serve until the next general election by the general membership. Any member wishing to be considered for filling a vacated position must submit his name in writing to the Board within 30 days of the announcement appearing in the newsletter.
  5. If a vacancy occurs among the officers, the Board of Directors will first attempt to fill the vacancy by offering it to one of the Board Members-at Large. If a Board member cannot be found to fill the vacancy, the Board may name someone to the position from among the general membership.

## **ARTICLE VII. Standing Committees**

The following committees shall be considered as necessary for the orderly functioning of the organization. Additional committees or subcommittees can be formed. Each committee will consist of at least two (2) members or more. Each committee will elect their chair or co-chairs.

1. **Membership Committee:** The duties of the Membership Committee will be to process or reject applications for membership. The Membership Committee will use its discretion in assessing dues from persons of limited income, and shall set policies relating to membership fees and membership renewal dates with the advice and consent of the general membership, as stated in the By-Laws of this Constitution.
2. **The Program Committee:** The Program Committee will consist of several subcommittees:
  - a. **The Social Committee:** The Social Committee will recommend speakers, programs, and venues for social events as well as implement them.
  - b. **Hospitality Committee:** The Hospitality Committee will greet new members at the meetings of the general membership and extend hospitality at all social events. This committee will also plan for, purchase, and set up refreshments for the monthly meeting of the general membership, and clean up afterwards. This committee will also contact (Send cards and/or flowers, etc.) members who are ill or for any other reason need the support of PPT.
  - c. **The Dine Out Committee**
  - d. **The Breakfast Committee**
  - e. **OTHER** subcommittees based on the interests of the members of PPT

3. **Communications Committee:** The Communications Committee will consist of several subcommittees:
  - a. Newsletter Committee
  - b. Technology/Web Committee
  - c. Publicity Committee: The Publicity Committee shall prepare and disseminate to the media notices about monthly meetings and information involving the organization. It shall also prepare newsletters and lists of upcoming events for distribution to the general membership.
  - d. Telephone Committee
  - e. Regular Mail Committee
  
4. **Grievance Committee:** The Grievance Committee shall consist of three members of the organization who will receive and investigate all written complaints of alleged misconduct. They shall conduct a hearing with the concerned member(s) present and present their findings to the Board of Directors for action at their next meeting.

#### **ARTICLE VIII. Elections For The Board of Directors**

1. The annual membership meeting shall be held at the July Anniversary meeting. At that meeting the members will elect the new Board of Directors.
  
2. The newly elected Board of Directors will meet at a time and place to be determined to elect and install the officers and set the agenda for the coming year. The Board will also determine the schedule of Board meetings for the coming year. The board will also determine additional membership meetings that may be held through out the year in addition to the annual membership meeting. This meeting will be held no later than mid August following the July membership meeting.
  
3. The President shall call a special meeting of the membership at the written request of at least ten members or of a majority of the Board of Directors. No regular business shall be transacted at the special meeting, only that stated as the purpose of the meeting.

#### **ARTICLE IX. Nominations**

1. Nominations for candidates for the Board of Directors will be solicited at the June meeting of the general membership. Nominations will be accepted from the floor and by mail as long as they are received in time to be recorded at the June Board meeting. The names of the nominees will appear in the July newsletter, along with the names of those Board members whose terms have not yet expired. Elections, by paper ballot, will be held at the September meeting of the general membership.

2. The candidates receiving the greatest number of votes shall be declared elected. In the event of a tie, a runoff election shall be held at the same meeting. If the contest is still undecided, the serving President shall appoint one of the tied candidates to the contested position.
3. Unopposed nominees must be elected by a majority of members attending the September meeting of the general membership.
4. In order to maintain continuity, the President may ask a Board member to remain in office for an additional amount of time.

## **ARTICLE X. Membership**

1. All requests for membership shall be directed to the Membership Chairman who shall supply an application form to the prospect. The prospect shall return to the Membership Chairman the completed form with his dues.
2. The anonymity of all applicants and members shall be maintained, if requested. Our understanding of sanctuary protects prime Timers/ Pittsburgh, its meetings, and its mailing list. No member or participant need fear exposure or abuse in joining or attending chapter functions.

All information that individuals may reveal of them is to be honored by others with total confidentiality. Mutual trust and respect is offered to all who may elsewhere experience alienation, distrust or rejection. We welcome all into this sanctuary and expect that the terms of this sanctuary will be subscribed to and agreed by all members, guest and other participants in the affairs and activities of Pittsburgh Prime Timers.

3. To maintain the privacy of all members, the roster must not be shared with any non-members. Violators will be subject to disciplinary action.
4. Dues shall be received from each member on a schedule determined by the Membership Committee with the advice and consent of the Board of Directors, as stated in the By-Laws of the Constitution.
5. No other assessments shall be levied on the general membership except by a two-thirds vote of the general membership. Any assessments beyond dues shall be clearly described in the By-Laws of this Constitution.

## **ARTICLE XI. Discipline**

1. The Grievance Committee upon written complaint of one or more members shall conduct investigation into allegations of misconduct.
2. A member may be suspended for a period of time to be decided by the Board of Directors for conduct injurious to the character and welfare of the organization or any of its members by a majority vote of the Board.

3. A member may be expelled for conduct injurious to the character and welfare of the organization or any of its members by a majority vote of the Board of Directors.

## **ARTICLE XII. Property Title**

The title to ownership of all property, effects, and assets of the organization shall be in the name of PITTSBURGH PRIME TIMERS, in trust for the benefit and enjoyment of the 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 organization, of all rights, title and interest of such members in and to the property and assets of the organization.

## **ARTICLE XIII. Private Property**

The organization shall **not** be held responsible for the loss of or damage to belongings to members.

## **ARTICLE XIV. Amendments**

1. **Amendments to this Constitution:** Amendments to the Constitution may be proposed by the Board of Directors or by a petition of at least ten members to the Board of Directors. Before an amendment is accepted as valid, it must be accepted by a unanimous vote of the Board of Directors and a two-thirds vote of the general membership. After the Board has approved the Amendment, the officers must inform the membership of the upcoming general vote on it at meetings and through the newsletter for the two months leading up to a vote.
2. **Amendments/Changes to the By-Laws:** Amendments or changes to the By-Laws of this Constitution may be proposed by the Board of Directors or by a petition of at least ten members to the Board of Directors. Before a change or amendment is accepted as valid, it must be accepted by a majority vote of the Board of Directors and a two-thirds vote of the general membership. After the Board has approved the change or amendment, the officers must inform the membership of the upcoming general vote on it at meetings and through the newsletter for the two months leading up to the vote.

## **ARTICLE XV. Adoption**

The Constitution and By-Laws shall take effect when accepted by all members of the Board of Directors, and shall be made available to all member of the organization.

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# **BY-LAWS to the Constitution of PITTSBURGH PRIME TIMERS**

## **Section 1. Affiliation**

This organization shall be an autonomous chapter of Prime Timers Worldwide.

## **Section 2. Membership Dues**

Membership shall be due for renewal each year upon the anniversary of the date upon which each member became a member of the organization. The Membership Committee shall be responsible for seeing that any dues that need to be received from each member are received and are given to the Treasurer, and that any member who does not pay his dues within a reasonable time shall be dropped from the roster of members in good standing.

## **Section 3. Member Reimbursements**

1. Whenever any member shall incur a financial expense on behalf of the organization at the request of the Board of Directors, he shall be responsible to obtain a receipt or other proof of the expense and submit a copy of the same to the Treasurer, who shall be responsible to reimburse the member from the organization's funds in a timely manner.
2. When a member hosts a function of the organization and incurs expenses, which he does not wish to be paid with general funds, the Program Committee may consult with him to arrange for then solicitation of donations from the members who participate in the event. If payment of a donation will be a prerequisite of the participation in any event, the membership must be informed of this fact in any announcements related to the event.
3. With the advice and consent of the Board of Directors, the Program Committee or any of its subcommittees may solicit donations from the membership to offset the cost of food, refreshments and/or other expenses at functions of the organization, if they deem it necessary.