



CONSTITUTION AND BY-LAWS

ARTICLE I

Name: This organization shall be known as Boston Prime Timers, Inc.

ARTICLE II

Objective: Boston Prime Timers is a social, educational, and support network for mature gay and bisexual men.

ARTICLE III

Officers: The officers shall be a President, Vice President, Treasurer and Secretary. There shall be a Board of Directors composed of seven or nine members, as determined by the Board of Directors: the President, Vice President, Treasurer, Secretary, Immediate Past President who may continue to serve as a member of the Board for a maximum of one year without election, and two or four other members. The President, Vice President, Treasurer and Secretary shall be elected by the Board of Directors for two years at the March Board Meeting. Such officers may serve a maximum of two consecutive terms in the same position. Each year, nominees shall be elected to the Board of Directors to fill vacancies for a two year term by a majority of members present at the February Membership Meeting. Board members may serve a maximum of three consecutive terms, unless they hold an officer position. The President shall be the Chairman of the Board of Directors. The candidate(s) for the office of President shall be from those members who are on the Board of Directors.

ARTICLE IV

Committees: There shall be a Program Committee, a Membership Committee, a Hospitality Committee and any other committee deemed necessary by the Board, all of whom shall be appointed by the Board. All members of all committees, and the chairman of each committee, shall have their names and positions listed in the monthly Prologue. All committees shall report their activities and recommendations to the Board at its regular monthly meeting.

ARTICLE V

Duties of Officers and Committees:

1. **President:** The President shall preside at general meetings of the organization and the Board of Directors and enforce the By-Laws, Policies & Procedures. The President or his designee shall represent the organization as required.
2. **Vice President:** The Vice President shall serve as President in that officer's absence or disability.
3. **Treasurer:** It shall be the duty of the Treasurer to manage the financial affairs of the organization in compliance with all statutory requirements and with the approval of the Board of Directors. He shall maintain the financial records of the organization showing all receipts and disbursements. The Treasurer shall provide to the Board a monthly report showing the financial condition of the organization. Checks may be signed by the Treasurer, President, Vice-President or Office Manager. Checks above an amount set annually by the Board of Directors shall be countersigned by another person authorized to sign checks.
4. **Secretary:** The Secretary shall keep minutes of all meetings of the Board of Directors, and shall perform such other duties as requested by the Board of Directors.

5. **Organizational Documents:** Legal records and Prime Timers archives shall be maintained in the office of the Boston Prime Timers, Inc.
6. **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.
 - a) A quorum of the Board of Directors shall be met if 4 of a 7 member board or 5 of a 9 member board are in attendance.
 - b) The Board of Directors shall have the power to warn and/or expel a member for violation of the By-Laws, rules and regulations in accordance with Article X.
 - c) Vacancies on the Board of Directors, except for term expiration, will exist only when one of the following conditions applies:
 - i) 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.
 - ii) A Board member dies.
 - iii) A Board member tenders his resignation in writing.
 - iv) A Board member is expelled in accordance with Article X.
 - d) If a vacancy occurs on the Board of Directors, the Board may name a member to serve until the next annual election by the general membership.
 - e) If a vacancy occurs among the officers, the Board of Directors shall fill the vacancy by offering it to a Board member.
7. **Membership Committee:** The Membership Committee shall be composed of one Board member and non-board member(s). The duties of the Committee shall be to contact and welcome new members and discuss their applications for any clarification and shall report any changes to the database manager. The Committee shall submit to the Board of Directors suggestions and/or membership concerns.
8. **Program Committee:** The Program Committee shall consist of the President and other interested Board members and non-board members. The Committee shall discuss relevant themes for Gay seniors and select speakers that will instruct and entertain at the ten member gatherings. The Committee shall report to the Board of Directors at its regular monthly meetings.
9. **Hospitality Committee:** The Hospitality Committee shall be consist of one Board member and lead volunteers for the following functions: Member Gathering Hospitality Coordinator, Member Gathering Reception Desk Coordinator Meet & Greet Coordinator, and Facility Set Up Coordinator. The Committee will develop an annual plan for hospitality at all Boston Prime Timers events to ensure that the organization continues to welcome regular members and host prospective members with care and imagination. The Boston Prime Timers Board of Directors will establish an annual budget to be used by the Hospitality Committee for refreshments, supplies, and related expenses.

ARTICLE VI

Meetings:

1. The annual meeting of the Board of Directors shall be held on the Tuesday preceding the first Saturday of March, at which time the officers for the current year shall be installed.
2. The regular meetings of the Board of Directors shall be held on the Tuesday preceding the first Saturday of each month.
3. The regular meetings of the general membership shall be on the third Saturday of each month.
4. The President shall call a special meeting of the Board of Directors at the written request of 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 VII

Order of Business:

The order of business at meetings of the general membership shall be to conduct the business affairs of the organization; to provide programs for information, education and support for the membership, and to provide an opportunity for social interaction of members.

ARTICLE VIII

Nominations:

1. The President shall appoint a Nominating Committee no less than four (4) calendar months before the date set for an election. The committee shall be composed of two current board members and two non-board members. Nominations for candidates for the Board of Directors will be solicited at the November meeting of the general membership. Nominations (with the agreement of the person nominated) will be accepted by mail or email and must be received by the Nominating Committee by the end of the January membership meeting. Nominations shall be considered and approved by a majority of the members of the Nominating Committee. The Committee may approve all, some, or none of the nominations for each position, based upon knowledge, skills, abilities and personal characteristics of the nominees. The names of the nominees will appear in the February newsletter. The names of those Board members whose terms expire by the February membership meeting will also appear in the February newsletter, with an indication of whether they intend to seek another term on the Board. Elections, by paper ballot, will be held at the February meeting of the general membership.
2. The candidates receiving the greater number of votes shall be declared elected.
3. In order to maintain continuity, the President may ask a Board member to remain in office for an additional amount of time.

ARTICLE IX

Membership Eligibility and Dues:

1. Prospective members shall submit an official application form with the appropriate dues.
2. All applicants must be a gay or bisexual male over the age of 21.
3. To maintain the privacy and confidentiality of all members, the roster must not be shared with any non-members. Violators will be subject to disciplinary action.
4. Dues shall be set annually by the Board for the following program year.

ARTICLE X

Discipline:

1. Investigation into allegations of misconduct and/or inappropriate behavior shall be conducted by the Board of Directors.
2. A member may be expelled for conduct/behavior injurious to the character and welfare of the organization by a two-thirds vote of the Board of Directors.

ARTICLE XI

Property Title: The title to and ownership of all property, effects and assets of the organization shall be in the name of Boston Prime Timers, Inc., in trust for the benefit and enjoyment of the members. No member shall have any individual rights, title and interest in and to the property and assets of the organization.

ARTICLE XII

Private Property: The organization shall not be held responsible for the loss of or damage to property belonging to members.

ARTICLE XIII

Amendments: Amendments may be proposed by the Board of Directors or by a petition of ten members to the Board of Directors. Before an amendment is adopted it must be accepted by a two-thirds vote of the Board of Directors.

Article XIV

Adoption: This Constitution and By-Laws shall take effect when accepted by all members of the Board of Directors. A copy shall be distributed to all members. A copy shall be given to all new members.

- END -

CONSTITUTION AND BY-LAWS

REVISIONS

- Adopted January 9, 1991
- Revised July 10, 1991 (Hospitality Committee added.)
- Revised February 5, 1992 (January nomination/election changed to February.)
- Revised October 7, 1992 (Vice President added.)
- Revised September 8, 1993 (“rules and regulations” replaced by “Policies & Procedures.”)
- Revised December 8, 1993 (Article VIII, nomination procedure changed to allow by mail.)
- Revised July 5, 1994 (Article V, 5, vacancy on Board by resignation in writing ... candidates for filling vacancy submit name in writing.)
- Revised January 11, 1995 (Added "bisexual" to Article II.)
- Revised November 29, 1995 (Changed “December” to “November” in Article VIII,1. Changed “...Wednesday preceding second Saturday of January” to January Board meeting.)
- Revised January 10, 1996 (Changed Article III to allow Board to be from seven to nine members and Article V5a to change quorum from “5 members” to “4 to 5 members.”)
- Revised October 30, 1996 (Added “Immediate Past President” to Article III.)
- Revised January 15, 1997 (Changed “second” to “first Saturday” in Article VI.2)
- Revised January 2, 1998 (Changed Article VIII. All references to January changed to February)
- Revised November 4, 2000 (POLICIES & PROCEDURES #11 added)
- Revised September 30, 2008 (Major revision)

POLICIES & PROCEDURES

1. If a member does not attend a function for which he has paid, and he does not cancel by the advertised deadline, that money will not be refunded.
2. When attending functions at a member's home, and unless directed otherwise by the host, attendees will leave \$2 each to help defray costs.
3. When carpooling is used to transport members to functions, riders are expected to share the cost of the gasoline and tolls, if any. The driver has full authority to rule on such matters.
4. If a member signs up for a Potpourri Party, he must make every effort to attend. If for any reason he cannot attend, he must notify the host at least 48 hours in advance in order to allow another member to take his place.
5. A visitor will be allowed to take part in no more than two General Membership Meetings. After that, he is expected to apply for membership. For all other functions, non-members must be accompanied by a member, or be an invited guest of Boston Prime Timers, Inc.
6. Any member(s) may attend a Board Meeting upon written request to the President outlining the reason for attending at least two weeks prior to such meeting.
7. Money/checks for functions must be received or postmarked no later than the advertised cut-off date.
8. Boston Prime Timer's, Inc. was established as a nonprofit social, educational and support organization that depends upon volunteers and contributions to support its activities. In keeping with that general tenor, philosophy, and code of existence, no member should expect, or receive payment for services willingly rendered to the club. All such deeds will be considered courtesies, kindnesses, donations, or contributions. Reimbursement for out of pocket expenses, previously authorized by the Board, i.e. supplies, postage, telephone calls, snacks, beverages, etc. incurred by members in pursuit of group function, activities or business will be paid from the treasury.
9. Solicitation of funds from outside sources by Prime Timers members and/or committees shall be reviewed with the Board of Directors in order to maintain a coordinated approach.