

Prime Timers Indianapolis Constitution and Bylaws

ARTICLE I.

Name: This organization shall be known as Prime Timers Indianapolis.

ARTICLE II.

Objective: Prime Timers Indianapolis is a social organization whose objective is to sponsor educational, cultural, and other activities for gay, bisexual men, and trans men either single or coupled, in a supportive atmosphere. The Policies & Procedures support this objective.

ARTICLE III.

Governance: The officers shall consist of a President; Vice President & Treasurer; Secretary; Dining, Entertainment, and Calendar of Events Coordinator; Coordinator for the Constitution, Bylaws, Policies and Procedure; Coordinator for Marketing and Special Events; and the New Member and Inter-Chapter Liaison. The Board of Directors shall be composed of these officers. The President shall be the Chairman of the Board of Directors.

ARTICLE IV.

Election of the Board of Directors:

The Board will solicit nominations for candidates for office beginning at the February membership meeting. Nominees must be members in good standing and current in dues payment to be eligible to run for election. Nominations also will be accepted from the membership by email or mail to the President to be received in time to be recorded at the March Board meeting to run for election. The names of those nominated by any of the aforementioned methods shall be emailed by the President to those who have accounts and sent by U.S. Postal Service to those who do not no later than March 31st. Elections, by paper ballot or written proxy, will be held at the general membership meeting in April. Those who cannot attend may also email their vote to the President at least 24 hours before the election. Members must be current in dues in order to be eligible to nominate candidates or to vote in the election.

1. The candidates receiving the greater number of votes for each office shall be declared elected. They shall serve a one term of one year from May 1st through the last day of April or until the subsequent year's election.
2. Vacancies on the Board shall be filled by appointment by the President and ratified by a majority of the members of the Board. The appointment(s) will be noted in the minutes.

ARTICLE V.

Duties of Officers:

1. **President:** The President shall preside at the meetings of the Board of Directors and general membership meetings and enforce the Constitution and Bylaws and the Policies & Procedures. The President shall also determine the agenda for the meetings after consulting with the other officers. The President shall be responsible for all documents and property of the club. The President or his designee, if the Vice President & Treasurer is not available, shall represent the club as necessary.
2. **Vice President & Treasurer:** The Vice President & Treasurer shall serve as the President in that officer's absence or inability. The Vice President shall assist the President in duties pertaining to the management of the club.

- 3. As Treasurer:** Receive all monies of the club and deposit them in the Prime Timers Indianapolis account in a bank approved by the President. The Treasurer pays all bills of the club that are approved by the President. The Treasurer may sign checks for approved expenditures provided he obtains a receipt and that there are adequate funds in the account to pay the bill. The Treasurer will keep financial records of all monies and transactions and maintain bank account statements and receipts. The Treasurer will report specific income and expenses and bank balances to the Board of Directors and members at their monthly meetings. This officer will also maintain a copy of the President's list of members and their contact and dues payment information and assist the President in duties pertaining to the management of the club.
- 4. Secretary:** This officer's duties include drafting and maintaining records of all meetings of the general membership and the Board of Directors and making them available to each member.
- 5. Dining, Entertainment, and Calendar of Events Coordinator:** This officer shall assist the Board of Directors in determining establishments for dining and entertainment meetings of the club. Once the Board approves scheduling, The Dining, Entertainment, and Calendar of Events Coordinator shall secure reservations or make appropriate arrangements with each establishment and notify membership well in advance of each event. If something interferes with the approved choice of establishment, this officer shall confer as soon as possible with the President so that alternate plans may be made.
- 6. Coordinator for the Constitution, Bylaws, Policies and Procedures:** This officer shall recommend changes and additions to the written documents governing the organization and to procedures of the Board and shall help the Board to govern in compliance with these once adopted.
- 7. Coordinator for Marketing and Special Events:** This officer shall develop and recommend to the Board marketing strategies and the implementation thereof and shall also help develop and coordinate special events such as house parties or others beyond the regular monthly meetings and regular dining events. The Coordinator for Marketing and Special Events shall maintain the chapters' social media presence.
- 8. New Member and Inter-Chapter Liaison:** This officer shall work with others to help welcome new members into the Chapter and integrate them into the organization. The New Member and Inter-Chapter Liaison shall also coordinate activities with the International Prime Timers Worldwide and other chapters, encouraging attendance by Prime Timers Indianapolis members and developing opportunities for programs that bring members of other chapters to Indianapolis.
- 9. Board of Directors:** The Board of Directors shall be responsible for the management and general control of the club's property, records, finances and general affairs. The Board cannot contract for the spending of more than the amount of funds in the bank.

 - A. A quorum of the Board shall be met if 4 of 7 members are in attendance at any Board meeting.
 - B. The Board has the power to warn or suspend any member and his voting privilege for violating the terms of the Constitution and Bylaws and Policies & Procedures.
 - C. The Board will propose the annual dues.

ARTICLE VI.

Meetings:

1. The Board will meet monthly at a date and place determined by the Board. The Board will have an agenda to conduct its business.
2. There will be general membership meetings at a time and place approved by the Board and announced to members at least one month in advance.

ARTICLE VIII.

Adoption and Amendments:

1. This Constitution and Bylaws and any subsequent amendments thereto shall take effect when approved by the email vote or paper proxy by a simple majority of the members who are in good standing. Each member in good standing of the chapter will receive a copy of the proposed and approved documents, **or**
2. The Board may amend this document upon motion by a Board member, properly seconded, and subsequently approved by a quorum. Each member in good standing of the chapter will receive a copy of the approved document, **or**
3. A proposed amendment presented by a petition of ten members in good standing shall be presented by the Secretary of the Board to the full membership for a vote within thirty days of receipt. The proposed amendment and petition must be in writing. The proposal shall be considered adopted if approved by simple majority vote of the members in good standing. Each member in good standing of the chapter will receive a copy of the proposed and approved documents.

Approved:

30 March 2007 – by the members attending an annual membership meeting
14 February 2008 – subsequent revisions approved at meeting of the chapter
01 October 2010 – membership ballot
03 March 2015 – by the Board of Directors
24 April 2018 – by the Board of Directors
15 October 2024 – by the Board of Directors