

**WICHITA PRIME TIMERS
CONSTITUTION AND BY-LAWS
(Updated September 19, 2024)**

ARTICLE I. NAME AND OBJECTIVE

SECTION 1: The name of this organization shall be WICHITA PRIME TIMERS (W. P. T.) The W. P. T. Chapter is an affiliate of Original Prime Timers Worldwide, Inc.

SECTION 2: The purpose for which the W. P. T. is formed is to be a social organization whose only objective is to promote social interaction, participate in cultural and educational activities, and have a supportive atmosphere for mature gay/bisexual men. It is the nature of W. P. T. to enhance the quality of life for all its members.

ARTICLE II. MEMBERSHIP

SECTION 1: Membership is open to any gay/bisexual man twenty-one (21) years of age and older, who is in accord with the principles and policies of W. P. T. and who pays the required dues.

SECTION 2: Guests at official Prime Timer events shall be limited to individuals who meet the requirements for membership. To attend more than three (3) Prime Timer events in a 12-month period, guests must become a paid member of the group or be invited and accompanied by a current member. This policy shall not apply to individuals who are invited to make presentations to the group

SECTION 3: To maintain the privacy of all members, the membership list shall not be shared with any non-member, including other prime timer chapters. Violators shall have their membership revoked.

SECTION 4: Each paid member shall be entitled to one (1) vote on each matter submitted to a vote of the membership.

SECTION 5: The annual membership dues shall be set by the Board of Directors. If the Board of Directors changes the dues structure, that change will remain in effect until it is again addressed by the Board of Directors.

SECTION 6: A member may terminate his membership at any time by submitting a letter to the president. Membership fees are non-refundable. Failure to pay the dues as described in Article II, Section 5 by the February membership meeting automatically terminates membership in Wichita Prime Timers. The membership of any person who acts in opposition to the purpose of Wichita Prime Timers as set forth in Article I, Section 2 herein, or who jeopardizes the right of privacy of any member may be revoked upon the vote of three fifths of the Board of Directors. Any conduct that would be viewed as inappropriate in a normal social setting or any conduct that could be in any way interpreted as sexual harassment is not condoned or tolerated. Such conduct could result in revocation of membership upon the vote of three fifths of the Board of Directors. A member may appeal the decision of the Board of Directors to a regularly scheduled business meeting of the full membership and seek reinstatement by a vote of a majority of members there present.

SECTION 7: A one dollar minimum may be assessed of each member at events hosted in a private home. A minimum of one dollar may be assessed of each member at general membership meetings.

The assessments are for utility costs. No other assessment shall be levied on the general membership except by a two- thirds vote; of the members present at any monthly meeting.

SECTION 8: Members only may chair committees, hold office, vote, represent W.P.T. in any officially sanctioned capacity, and have such other right, duties, and responsibilities as may be determined by the membership.

ARTICLE III: OFFICERS of the Board of Directors

The following officers are elected by the general membership and are voting members of the Board and may serve for a maximum of two consecutive years.

1. President, votes in the event of a tie
2. Vice President
3. Secretary
4. Treasurer
5. Member at Large
6. Member at Large

The Following officers are appointed by the President and are voting members of the Board and may serve until replaced.

7. Activities Coordinator
8. Membership Coordinator
9. Editor of the News Letter
10. Hospitality Chairman
11. Chapter Liaison

SECTION 1: The President shall be the Chief Executive Officer of Wichita Prime Timers, and subject to the Board of Directors, shall have general supervision and control over its affairs. He shall serve as President of the Board of Directors and preside at all meetings of Wichita Prime Timers and shall enforce the by-laws. The President shall recommend such measures as he considers desirable to further Wichita Prime Timers objectives. The President shall be responsible for all valuable documents and archives of the chapter. The President or his designee shall represent Wichita Prime Timers as delegate to the World Wide Prime Timers convention. In the event of disability, absence, or withdrawal of the President, the Vice-President shall assume his title, duties and all obligations. Should further succession to the office be necessary, the title, duties, and obligations shall be assumed by the Secretary.

SECTION 2: The Vice-President shall perform such duties as the President and the Board of Directors may assign, but shall specifically chair the Grievance Committee. The Vice-President shall act in the same capacity as President during his absence. The Vice-President shall routinely monitor all committees. The Vice-President may be asked to participate in a given committee or chair a committee in the chairman's absence.

SECTION 3: The Secretary shall take and maintain minutes of all meetings of Wichita Prime Timers and the Board of Directors, conduct all correspondence as directed and give notice of meetings.

SECTION 4: The Treasurer shall collect membership fees, make required disbursements as approved by the Board, maintain Wichita Prime Timers bank account(s), maintain all requisite financial records and reports and provide regular reports to the membership and the Board of Directors on the financial status of Wichita Prime Timers. He will sign all checks. A counter signature will be required of the President/Vice-President when the dollar amount exceeds \$100. Reimbursements for ordinary expenses incurred to conduct the business of Wichita Prime Timers shall be reimbursed immediately upon presentation of proper receipts to the treasurer.

SECTION 5: There shall be two elected Members-at-Large on the Board of Directors. The responsibility of at-large members is to represent the general membership at board meetings.

SECTION 6: The immediate Past President shall serve on the Board as an advisor, with voting privileges, providing he completed his term as President.

SECTION 7: The President shall make the appointments of the following officers with approval of the Board of Directors by a majority vote.

a. Activities Coordinator plans all social events and venues on a monthly basis and provides an activity calendar for publication. Members are encouraged to submit recommendations for activities/event. The activities on the calendar will be considered official WPT events and are open to those listed in Article II Membership Sections 1 & 2.

b. Membership Coordinator processes applications for membership and keeps the membership roster current. The membership roster consists of but is not limited to members names, address, telephone number, e-mail address, birth date, anniversary date and date joined.. Anonymity will be assured for any applicant who requests same.

c. Hospitality Coordinator is responsible for hospitality functions, to include but not limited to acting as greeters at functions/activities, sending greeting cards for members birthdays/anniversaries and get well cards when members are ill.

d. Newsletter/Bulletin Editor publishes and distributes the monthly newsletter.

e. Chapter Liaison is responsible to act as representative in the Presidents absence at Prime Time World Wide Convention and act as liaison between the Wichita Prime Timers and World Wide Prime Timers and report to the President and Board. Chapter Liaison has Proxy Voting Privileges in the absence of the President for PT World Wide elections

SECTION 8: The term of office for **all elected** officers shall be for one year. **Elected** Officers may serve on the Board of Directors for a maximum of two consecutive terms in each office. Vacancies in offices shall be filled by a special election at a regular business meeting of Wichita Prime Timers determined by the Board of Directors not later than sixty (60) days after the vacancy occurs. Candidates for vacancies may be submitted to the Nominating Committee by the general membership and nominations from the floor shall be accepted.

ARTICLE IV: MEMBERSHIP MEETINGS

SECTION 1: The regular meetings of the general membership shall be held during the third weekend of each month unless the Board of Directors designates an alternative meeting time. The time for meetings will be announced in the monthly Bulletin/Calendar.

SECTION 2: The President or any member of the Board of Directors may call special meetings. Notice of a special meeting shall specify the business to be transacted and no business other than that stated in the notice shall be considered. The President, or in his absence the officers in the normal order of succession, shall conduct any special meetings.

SECTION 3: A quorum of the membership for transacting business shall be 20% of the total membership.

SECTION 4: No meeting may be canceled or postponed except by the Board of Directors, or in an emergency, by the President.

SECTION 5: Voting at meetings shall be restricted to members in good standing.

SECTION 1: The order of business at all meetings of the general membership shall be as follows:

1. Communications and announcements.
2. Introduction of new members and guests.
3. Presentation of items from the Board of Directors for approval as appropriate.
4. Questions/comments from the floor.
 - a. Update of past activities.
 - b. Suggestions for new activities.
5. Keynote speaker and/or special program.
6. Refreshments, socializing and registration for activities entertainment.
7. Adjournment.

This order of business may be changed at the discretion of the Board of Directors.

ARTICLE V: COMMITTEES

SECTION 1. The Board of Directors shall be composed of the President, Vice President, Secretary, Treasurer, Immediate Past President, two Members-at-Large, the Activities Coordinator, the Membership Coordinator, the Hospitality Coordinator and the Editor of the Bulletin. The President shall preside at the meeting of the Board of Directors but shall not vote unless there is a tie. The order of business for the Board of Directors shall be as follows:

1. Adopt Agenda
2. Secretary's Report
3. Reading and approval of minutes and financial statement
4. Committee Reports
5. Old Business
6. New Business
7. Adjustments to General Meeting agenda
8. Adjournment

The Board of Directors shall plan membership meetings, including the preparation of an agenda, conduct routine business matters, oversee the operation of committees, authorize minor projects, manage group property, provide leadership and direction for the organization, attend a major portion

of all sponsored activities and do all such things necessary to further the organization and its objectives. 60% of the Board constitutes a quorum.

SECTION 2: Standing Committees shall be established by majority vote of the Board of Directors. The President shall establish ad Hoc Committees. All committees will be responsive to the Board of Directors, which shall oversee their operation. The Board of Directors may delegate such work to the Committees as is necessary to further the goals and objectives of the organization. The purpose of these committees is to involve as many members as possible in sharing the responsibilities of the organization and seeing that duties, jobs, and activities are carried out with integrity.

SECTION 3: The President shall appoint committee chairmen with the advice and consent of the Board of Directors.

SECTION 4: The President may, with advice and consent of the Board of Directors, dissolve any Ad Hoc Committee or remove any Ad Hoc Committee or standing committee chairman.

SECTION 5: Standing Committees and their functions are as follows:

a. FINANCE COMMITTEE

When Wichita Prime Timers reaches a membership of one-hundred, the Board of Directors shall see that a Finance Committee be started if it is not already established. The Finance Committee shall consist of the President, Treasurer and two (2) other Wichita Prime Timers members. The Committee shall oversee and prepare an annual budget for approval by a majority of members present and voting. The Committee is to ensure financial integrity for the organization.

b. ACTIVITIES COMMITTEE

The Activities Committee will be activated when the Wichita Prime Timers membership reaches one hundred. The Activities Committee, will operate under the direction of the Activities Coordinator/Chairman. The Program Committee will be a sub-committee of the Activities Committee. Social events and venues for the current year should be planned well in advance and shall be self-supporting. The Activities Committee shall prepare a final draft of the next month's activity calendar by the third week of each month (final approval by the Board). The Activities committee shall maintain a notebook/album collecting the newsletter from the other chapters. The official photographer for Wichita Prime Timers will be a member of the Activities Committee.

1) PROGRAM COMMITTEE: The Program Committee will recommend speakers and/or programs for the monthly general meetings (except in the month of nominating/election meeting). The Vice President will chair the program committee.

c. MEMBERSHIP COMMITTEE:

This Committee will be activated when Wichita Prime Timers membership reaches one hundred. The duties of the Membership Committee, under the direction of the Membership Coordinator/Chairman, will be to process applications for membership. Committee members will serve as greeters at any Wichita Prime Timers function, meet to hear any grievances and pass their recommendations on to the President of Wichita Prime Timers. This Committee will be responsible for keeping the Membership Roster current and securing new members. It is expected that one member of this committee will have a computer to keep the membership records. The Membership Committee will

assure the anonymity of any applicant who requests such. The Secretary shall serve on the Membership Committee.

d. GRIEVANCE COMMITTEE:

This Committee will be activated when Wichita Prime Timers membership reaches one hundred. The Grievance Committee shall consist of three members--The Vice President and at least two members appointed by the Board of Directors. Only one other member may be a Board member. The committee shall review 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 review at their next meeting.

f. HOSPITALITY COMMITTEE:

This Committee will be activated when Wichita Prime Timers membership reaches one hundred. The Hospitality Committee, under the direction of the Hospitality Coordinator/Chairman shall be responsible for all hospitality functions for Wichita Prime Timers. The duties of the committee include but are not limited to acting as greeters at Prime Timer functions/activities, sending greeting cards for members birthdays/anniversaries and get well card when members are ill.

ARTICLE VI: NOMINATIONS

SECTION 1: The Nominating Committee shall be appointed by the President at the October membership meeting each year. A minimum of three members shall be appointed. . A chairperson shall be selected by the committee. A slate of nominees for each office shall be submitted to the general membership meeting held in November of each year. Additional nominations may be made from the floor at said meeting. Officers take office at the January Board of Directors meeting.

SECTION 2: Elections shall be conducted at the November membership meeting each year. New officers will be installed and will assume their duties during the January Board of Directors meeting each year.

ARTICLE VII: RULES OF ORDER

SECTION I: The most recent edition of Robert's Rule of Order shall govern all questions of parliamentary procedure.

ARTICLE VIII: PRIVATE PROPERTY-PERSONAL INJURY

SECTION 1: The chapter shall not be held responsible for the loss of or damage to property belonging to members. Wichita Prime Timers is not responsible for the actions of any of its members or guests or accidents and actions of the members or guests. Each person assumes his own responsibility for himself or his property at any Wichita Prime Timers function or meeting.

ARTICLE IX: PROPERTY

SECTION 1: The title to and ownership of all property, effects, assets and inventories shall be in the name of Wichita Prime Timers. In the event of dissolution of Wichita Prime Timers, such assets and property will be distributed in accordance with the laws of the state of Kansas governing Non-Profit Organizations.

ARTICLE X: AMENDMENTS TO BY-LAWS

SECTION 1: The Board of Directors may propose Amendments. A petition of ten members may also propose amendments. All amendments must be approved by the membership. After the Board's

consideration, proposed changes shall be submitted in writing to the membership at the next business meeting. Any alteration, amendment, or repeal of these By-Laws requires a two thirds vote of the membership present at the business meeting immediately following the meeting where written notification of proposed alteration, amendment or repeal is given.

SECTION 2: A document shall exist titled "Policies and Procedures" as an addendum to these Bylaws. It shall act to further clarify some of the language of the Bylaws. It shall be formulated and maintained by the Board of Directors, a simple majority vote by the Board will approve changes.

ARTICLE XI: ADOPTION

SECTION 1: This Constitution and By-Laws shall take effect when accepted by a two-thirds vote of the Board of Directors and a simple majority of members in good standing present at a general meeting. After adoption, a copy shall be made available to all members and to new members.

***POLICIES AND PROCEDURES ADDENDUM**

Policy regarding recognizing the death of individuals Adopted by the Board of Directors April 16, 2018

Upon the death of ANY current or former member of the Wichita Prime Timers, the group may send flowers or make a memorial contribution.

The cost of the flowers or memorial contribution shall be limited to \$50.00.

The cost shall be funded from the Wood Baldwin memorial line item.

The Board may also, at its discretion, approve similar recognition to non-members.

Policy regarding the selection of the Clyde Mason award Adopted by the Board of Directors September 10, 2018

1. The president shall appoint a selection committee at the June Board meeting.
2. The Membership Chairman shall maintain and provide a list of all previous recipients of the award.
3. The committee shall consist of 3 or 4 members who previously have received the Clyde Mason award.
4. The selection committee shall appoint it's own chairman.
5. Members may submit names of potential recipients to the committee during the three weeks following the announcement of the committee members.
6. After consideration of potential recipients, the committee shall select one member to receive the award.
7. The chairman shall notify the president who shall arrange for a plaque to be prepared.
8. The name of the recipient shall be kept confidential until the award is presented at the annual Founder's Day event.

Policy regarding the selection of the Hall of Fame Plaque Recipient(s) Adopted by the Board of Directors September 2024

1. The selection committee shall consist of all current members of the Hall of Fame that are in good standing.
2. The committee shall meet in June to discuss new enshrinements.
3. Those eligible are either founding members or those members that have showed a high level of service to the chapter either through promotion of the group or participation or organizing of events for a number of years.
4. The committee can select up to two members per year, but may choose not to add anyone for any particular year.

5. Current chapter membership is not a requirement for enshrinement.
6. The name(s) of those selected shall be given to the chapter president no later than the end of July so that the plaque may be engraved.
7. The name(s) of those selected shall remain confidential until being presented at the Founder's Day celebration in August