



PRIME TIMERS CALGARY

OPERATIONAL GUIDELINES

MISSION STATEMENT

Prime Timers are older gay or bisexual men and younger men who admire mature men. Members are men who choose to have their social lives enriched by the diverse activities in which our members engage.

PRIME TIMERS (General Parameters)

1. PTW is an international society registered as The Original Prime Timers Worldwide, Inc., doing business as Prime Timers. It is a Society for mature gay and bisexual men and their younger friends over 21, coming together for social, educational and cultural purposes. The Society is organized as a federation of autonomous chapters, one of which is Prime Timers Calgary. Members of Prime Timers Calgary subscribe to the aims and objectives of Prime Timers Worldwide, and abide by the Constitution and Bylaws of the Original Prime Timers Worldwide, Inc. A copy of the current Constitution and Bylaws of PTW is available for examination from the Board of Prime Timers Calgary.
2. Prime Timers Calgary does not support political causes, or otherwise attempt to influence legislation, and Prime Timers Calgary (PTC) shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This will not preclude the Board of Prime Timers Calgary from dissemination of information about issues or conducting educational activities. Neither shall it preclude political candidates from speaking to the membership. In such cases, the Board will endeavour to present differing viewpoints and opposing candidates. (This Guideline is not intended to preclude individual members of Prime Timers Calgary from taking part, active or otherwise, in any of the above-mentioned activities.)

PRIME TIMERS CALGARY

1. MEMBERSHIP

- A. Membership is open to mature men 21 and over.
- B. Applicants under the age of 40 are subject to the approval by the Board.
- C. If the applicant is not being sponsored by a member and is under 40 years old, then a Board member may interview the applicant and report his findings to the Board for consideration.
- D. The Board shall have the power to warn or suspend a member, or reject membership for violation of the Guidelines, when such behaviour reflects negatively on the Chapter. A simple majority vote of the Board is required.

2. ANNUAL DUES

- A. The Calgary Chapter operates on a fiscal year, viz., September 1 to August 31. Annual dues are set by the Board and are due at the annual General Meeting in September, but may be received by the Treasurer up to November 30 in order for the name of the member to be printed on his membership card (see 6.C.).
- B. The Annual Dues as of October 5, 2003 is \$30.00 per membership.
- C. The Annual Dues are prorated semi-annually at 50% of the annual membership, viz., September 1 to end of February @ \$30.00; March 1 to August 31 @ \$15.00.
- D. A member may terminate his membership at any time by submitting written notice to the President. Membership fees are non-refundable. Failure to pay the membership fee as described in the Guidelines, sixty days past the due date, without notification to the Board, automatically terminates membership in Prime Timers Calgary.
- E. Upon notification to a Board Member, perspective and current members who cannot afford the annual dues may, at the discretion of the Board, have their dues partially or entirely provided from a special fund (i.e., 50/50 draw, donations) set up for this purpose, and administered by the Board. Note that the fund may also cover other expenses throughout the year, e.g., tickets to the Christmas Party. (Under no circumstances are their dues to come from the general revenue of the Chapter. The identity of the members accessing this fund will be kept confidential within the Board.

3. **ORGANIZATION**

- A. **BOARD** - A Board has traditionally comprised the following member positions which governs Prime Timers Calgary:

President
Vice President
Secretary
Treasurer
Program Coordinator
Editor PTC Newsletter
Member-at-large (one)

In the event the Secretary and Treasurer are the same person, then an additional Member-at-Large should be added. (The responsibilities of some positions may be combined with that of another at the discretion of the Board, until the size of our membership makes it feasible to sustain a seven-member Board).

Only members in good standing in Prime Timers Calgary shall be eligible to participate in its business meetings or serve in any of its elective or appointive positions.

The Board members are elected by the membership at the Annual General Meeting held in September each year. A separate election is held for the position of President, with the other Board members being elected without identification of the positions they will fill on the new Board. Terms of office are for one year. In the event the outgoing President does not wish to serve as Past-President on the newly elected Board, any former President may serve as Past-President at the request of the newly elected Board.

The new Board takes authority immediately following completion of the elections, with the new President taking the chair for the rest of the Annual General Meeting.

B. **BOARD POSITIONS, JOB DESCRIPTIONS AND COMMITTEES**

The following are guidelines for the duties of the respective office holders. The exact responsibilities of each position may change slightly every year with the election of the new Board, but the basic duties are outlined.

President: presides at meetings of the Board and general meetings of the chapter, and is responsible for guiding the activities of the chapter. The President or Vice President shall represent the organization as necessary. The President or Vice President represent the Chapter to Prime Timers Worldwide, if possible attends the biennial PTW convention, and appoints a proxy if he is unable to attend in person. He ensures that there is an alternate signing authority for the bank account.

B. BOARD POSITIONS, (Continued)

Vice President: appointed by the Board, the duties include fulfilling the functions of the President in his absence or incapacity.

Secretary: receives and distributes all incoming mail, maintains the records (archives) of the chapter, takes the minutes of Board meetings, and is responsible for seeing the mail box is emptied on a regular basis. Keeps the membership roster up to date, and keeps the data base manager informed of any changes. He responds to telephone, letter, and e-mail requests for information about Prime Timers. He mails out the newsletter. The Secretary is also responsible for seeing that appropriate material is placed on the hand-out table at the monthly meeting (these should include the latest newsletter from other chapters, brochures from speakers, copies of the Pride pages, or other gay-related brochures, and sign-up sheets for dining out, video nights etc.). The duty of interpreting or drafting amendments to the Guidelines falls to the Secretary, unless an appointed Past President is specifically given such responsibilities.

Treasurer: receives and deposits all moneys for the chapter and provides a statement of the financial position of the chapter as requested (usually for each issue of the newsletter); collects member dues (which are determined by the Board), pays chapter bills (including the annual tithe to PTW), maintains the bank account and is a signing officer for the account. A further duty of the Treasurer is to prepare a budget for approval by the Board. (See 5.A.)

Newsletter Editor: responsible for the newsletter (obtaining material, editing it as appropriate, compiling the newsletter and printing it); newsletter from other chapters should go to the Newsletter Editor first, in order to extract pertinent news for the PTC Newsletter. Internet access is essential for this position.

Program Coordinator: responsible for obtaining speakers as needed for the monthly meetings, and for activities at all monthly meetings.

Member-at-Large: this member of the Board is assigned duties as needed; these might include but are not limited to, assisting, on the committees for the various social events such as potlucks and the Christmas Party, and organizing special functions such as dining out or excursions to places of interest, and fund raising.

Past-President: an honorary position for former presidents - the voice of sober second thought to the Board, may at the discretion of the Board, sit on the Board as a non-voting ex-official member. The Board retains the power to appoint a former president as a member, either for a limited term for a special task, or for a full one-year term, depending on the Board's needs. A former president must be a member in good standing.

C. **MEMBERSHIP COMMITTEE** - The Membership Committee will consist of three parts; the Greeting Committee, In Touch We Care, and Members-In-Need.

- i. The Greeting Committee will greet members at meetings of the general membership, and extend hospitality at all official social events. They will also ensure that any guests or new members are not left alone for extended periods of time.
- ii. In Touch We Care will be a telephone network which will be used by Prime Timers Calgary to regularly communicate upcoming activities and topical information to all current members. The Committee will listen to the likes and dislikes of members, and pass their recommendations to the Board. It shall be regularly activated prior to each monthly meeting as a reminder of what is happening.
- iii. The Members-In-Need Committee will keep contact with Members during the crisis times in individual lives, keep the Board informed so that the Board will be able to contact the member individually, and ensure the humanity/compassion of our organization. The Members-In-Need will have responsibilities for "outreach" to club membership. It will manage the process of sick and visiting for members who are ill and/or need assistance from the club.
- iv. The Membership Director will report regularly to the Board. The Director, at his discretion, will send get-well cards and/or gift baskets, birthday cards and sympathy cards, to members at the appropriate time.

D. **NOMINATING COMMITTEE**

In order to avoid the Board perpetuating itself, the nominees brought before the members for voting at the Annual General Meeting in September are selected by a Nominating Committee. The Board appoints the Nominating Committee several months before elections are to be held, where possible.

The Nominating Committee should preferably comprise three members, one of whom should be a member of the existing or a past Board (this is to ensure that at least one person on the Nominating Committee is familiar with the activities of the Board). The Nominating Committee will select its own Chairman who will report its findings to the Board. It is desirable, but not essential, that none of the members of the Nominating Committee is willing to serve on the Board to be elected.

Notice of the names of members on the Nominating Committee should be published in the monthly newsletter (desirable but not essential), with a request for those interested in being nominated to the Board to contact the

D. Nominating Committee (Continued)

chairman of the Nominating Committee by a specified date (to be set when fine tuning this document in May/June). It should be stressed that members may suggest names of other members who have either expressed a wish to serve on the Board but are too shy to put forward their own names, or whom the member thinks would make a contribution to the Board and the Chapter.

Beyond this date the Nominating Committee should:

- i. Ascertain the wishes of the current Board members with respect to their being willing to stand for a further term;
- ii. Determine the number of Board positions to be filled by non-incumbents;
- iii. Review the list of current members and select names as follows:
 - President (to be named to this position)
 - Six Members of the Board
- iv. Ensure that all members nominated are willing to serve if elected;
- v. Report their findings to the President before the monthly meeting prior to elections and in time for an announcement of the nominations to be placed in the monthly newsletter.

The Nominating Committee may carry out their search for nominees as they see fit. If they wish to conduct a telephone poll of all members, they can be supplied with a list of members' telephone numbers. It is important that the Nominating Committee ensures that the potential nominees they contact are aware of the duties of the Board and are willing to attend the monthly meetings of the Board. Potential nominees should also be made aware of the positions to be filled by Board members (other than the President), and that the first duty of the new Board will be to fill those positions.

At the Annual General Meeting the candidates selected by the Nominating Committee, and ratified by the Board, will be presented to the meeting by the Chairman of the Nominating Committee, who will chair the meeting for the elections. He will then call for nominations from the floor, first for the position of President – and should any be forthcoming, and the nominee is willing to serve if elected, then an election must take place. The second call for nominations from the floor will be for Board Members, and if there are any, then an election must take place. It is the duty of the Chairman of the Nominating Committee to point out the duties of the Board to members nominated from the floor. The first election will be for the position of the President, and the second for the other members of the Board. If there are no nominations from the floor then the Chairman may simply call for a proposer and a seconder for the slate as selected by the Nominating Committee. The outgoing Board should therefore ensure that voting forms are available, with blank spaces for write-in names of those members nominated from the floor.

This rather complex method of choosing a new Board was developed to ensure that members had every opportunity to have their names placed on a ballot for the Board.

E. MEETINGS

The Chapter should endeavour to hold a regular monthly meeting, though in the summer months an outdoor activity for all members is appropriate e.g., a wiener roast. By tradition, there have been no meetings in July and August, though the Board sometimes meets in the month of July. Experience shows that most of the meetings will include a speaker, though these should be interspersed with gatherings such as potlucks, the anniversary party and a Christmas party.

The Board should meet before each monthly meeting, and in time for any decisions to be included in the Newsletter to be distributed to members at the next monthly meeting. Any Board member missing two (2) consecutive meetings without a reasonable explanation shall be considered as having resigned, and a new member shall be appointed by the Board of Directors to fill the remaining term.

F. ATTENDANCE

i. General Meetings and Regular Functions

Members are highly encouraged to bring interested persons as guests and prospective members to the monthly meetings and regular functions. However, guests attending for the third time will be asked to become members.

ii. Special Functions

Special functions may be opened to members' guests subject to the Board's approval (where appropriate as not intended to reduce rights and freedoms of individual members). In the event of limited spaces at a function, members shall be given priority.

G. FINANCIAL MATTERS

- i. The Treasurer, at the discretion of the Board, will prepare a budget at the beginning of the fiscal year for approval by the Board.
- ii. No Board should run a deficit. It is expected that any shortfall, between proposed expenditures and member's dues will be covered by various fund-raising activities, such as the coffee fund, bottle drives and garage sales.
- iii. Donations from the Chapter to so-called "worthy causes" are discouraged. Rather, the Board may encourage members to contribute as individuals.
- iv. The Board has the authority to expend an amount not exceeding \$500.00 per single item without seeking prior approval of the membership. Any item exceeding this amount must be brought to the membership for approval.

4. **Member Database – mailing address, membership cards and labels for meetings**

- A. Information about members is to be kept in the strictest confidence, with access to the data being on a 'need to know' basis. TO MAINTAIN THE PRIVACY OF ALL MEMBERS, THE MEMBERSHIP LIST OR ROSTER SHALL NOT BE SHARED WITH ANY NON-MEMBER, INCLUDING OTHER PRIME TIMER CHAPTERS. VIOLATORS SHALL HAVE THEIR MEMBERSHIP REVOKED. The database is to be kept current and only the information below is to be stored. Only information on current paid-up members is stored. It is desirable for only one member to be responsible for the data base, which includes the name, address, communication numbers and birthday (day, month, and year is preferred) as well as an e-mail address, if appropriate. No other information is to be stored.
- B. For the monthly meetings the following are needed:
- i. name tags with members' first names only;
 - ii. a set of address labels for distribution of the Newsletter to those members who did not pick up their copy at the meeting;
 - iii. a set of address labels for distribution of the Newsletter to those PTW chapters that send us their Newsletter, plus all Canadian chapters.
- C. Membership cards with the members' name printed on the card are prepared only for those members who are paid up as of October 31st. Members joining after this date will have their names written on the card by the Secretary. Members have the option as to how they wish their name to appear on the card and this option is to be indicated on the Membership Application Form. At the time these guidelines were approved the database was held by Don B.
- D. Other Databases. Two other databases are maintained so that future Boards may plan events after taking into account past activities. The databases are:
- i. names and topics of speakers at the monthly meetings (File: PTC Meetings.doc);
 - ii. restaurants visited for Dining-Out trips (File: DiningOut.doc). At this time the databases would be held by Don B.

5. **Prime Timers Calgary Monthly Newsletter**

The Prime Timers Calgary Monthly Newsletter is the official publication of Prime Timers Calgary. The objectives in printing and distribution to members and to other PTW chapters are as follows:

- A. To disseminate information to members about the activities of the Chapter;
- B. To provide members with a forum for expressing their views (Letters to the Editor);
- C. To bring to members' attention any events in other chapters, or news from the PTW Board, that may be of interest. Examples might include events in nearby chapters that members from Calgary might wish to attend, and details of PTW conventions and vacation packages;
- D. As a forum for interesting snippets of news of special interest to gay or bisexual men;
- E. News of gay-related events in Calgary and Alberta;
- F. To let other chapters of PTW know about the activities of the Calgary Chapter.

Because PTW and its Chapters are non-political by their constitution, it is inappropriate for the newsletter to contain articles that promote the Chapter in a political manner. It is also inappropriate for members full names to be used because many of our members are still 'in the closet'.

6. **PTW Biennial Convention**

It has been customary to hold an Open House at the convention, for which the Chapter spends \$150 (Cdn. Dollars) on snacks, drinks (usually a punch), etc. Lapel pins are usually obtained from the City of Calgary convention bureau and other sources.

7. **Property**

The ownership of all property, effects and assets of the organization shall be in the name of Prime Timers Calgary, 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 organizations.

8. **Private Property & Personal Injury**

The organization shall not be held responsible for the loss of, or any damage to, property belonging to members. Prime Timers Calgary is not responsible for the actions of any of its members or guests, or accidents and actions of the members or guests.

9. **Distribution of Chapter Funds and Property**

In the event of dissolution of Prime Timers Calgary, accumulated funds and property will be distributed equally amongst the members active at that time.