

TULSA AREA PRIME TIMERS CONSTITUTION AND BY-LAWS

ARTICLE I NAME AND OBJECTIVES

SECTION 1. The name of this organization shall be Tulsa Area Prime Timers (TAPT). The Tulsa Area Prime Timers Chapter is an affiliate of the Prime Timers Worldwide.

SECTION 2. Tulsa Area Prime Timers is a social organization for gay and bisexual men. Our primary objectives are to make and sustain friendships and to share recreational, cultural and educational activities within an atmosphere of trust, respect and support for one another and the organization. To ensure the privacy of our members, discretion should be practiced at all times and in all matters.

ARTICLE II MEMBERSHIP

SECTION 1. Membership is open to any gay/bisexual man twenty-one years of age or older who is in accord with the principles and policies of Tulsa Area Prime Timers, and who pays the membership fee. A Household membership constitutes two regular members residing at the same address.

SECTION 2. Each paid member shall be entitled to one (1) vote on each matter submitted to a vote of the membership.

SECTION 3-1. The annual membership dues shall be as follows: Single Membership; \$30.00 Household Membership; \$35.00. The annual membership dues shall be renewable on the first day of January. Membership dues may be increased or decreased on the renewal date upon a recommendation of a majority of the Board Members and affirmed by a majority of the members present at the December general meeting.

SECTION 3-2. Membership dues are non-refundable unless approved by an affirmative vote of a majority of the Board of Directors. Any refund shall be pro-rated on a monthly basis for the remaining membership year.

SECTION 4. A member may terminate his membership at any time by submitting a letter to the President. Failure to pay the membership fee as described in Article II, Section 1 for three (3) months automatically terminates membership in Tulsa Area Prime Timers. The membership of any person who acts in opposition to the purposes of Tulsa Area Prime Timers as set forth in Article I, Section 21, herein, or who jeopardizes the right of privacy of any member may be revoked upon a vote of three/fifths of the Board of Directors. A member has the right to appear before the Board of Directors at which termination action is being considered, and may appeal the decision of the Board of Directors at a regular, scheduled business meeting, and seek reinstatement by the vote of a majority of the members there're present. To maintain the privacy of all members, the membership list or roster shall not be shared with non-members.

SECTION 5. For refreshments, two dollars minimum will be assessed of each person (including guests) attending events hosted in a private home. No other assessments shall be levied on the general membership except by a two-thirds vote of the members present at any monthly meeting, provided a notice postmarked at least two weeks prior to the meeting outlining the agenda item has been sent to the general membership.

SECTION 6. Members only may chair committees, hold office, vote, represent Tulsa Area Prime Timers in any officially sanctioned capacity, and have such other rights, duties and responsibilities as may be determined by the membership.

SECTION 7. Each member is requested to host one event or activity per year.

ARTICLE III OFFICERS

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

SECTION 2. The Vice-President shall perform such duties that the President or 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 a designated absence of the President. The Vice President shall routinely monitor all committees, and coordinate any questions and/or requests for help. 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 maintain the membership list, take and maintain minutes of all meetings of Tulsa Area Prime Timers and the Board of Directors, conduct all correspondence as directed, and give notice of meetings. He shall keep a list of current members, their addresses, and appropriate rosters. Updated rosters will be furnished to the membership annually.

SECTION 4. The Treasurer shall collect membership fees, make required disbursements as approved by the Board, maintain Tulsa Area Prime Timers bank account(s), maintain all requested financial records and reports, and provide regular reports to the membership and the Board of Directors on the financial status of Tulsa Area Prime Timers. He will sign all checks.

SECTION 5. There shall be two Members-at-large who shall perform such duties as follows:
* The Editor of the Tulsa Area Prime Timers Newsletter, whose duties shall be to oversee production of the Newsletter. Such person shall be appointed by the President with approval of a majority of the membership present and voting. Appointments are made on an annual basis.
* The other Member-at-large shall perform such duties as the President and the Board of Directors may assign. Appointments are made on an annual basis.

SECTION 6. The immediate past President shall serve on the Board of Directors as an Adviser, without voting privileges, providing he filled his term as President.

SECTION 7. The term of office for all officers shall be two (2) years. Officers may be re-elected to serve on the Board of Directors in each office. Vacancies in offices shall be filled by a special election at a regular business meeting of Tulsa Area Prime Timers determined by the Board of Directors, no later than sixty (60) days after the vacancy occurs. The special election shall be announced at least fourteen (14) days prior to the meeting at which the election will be conducted. The Nominating Committee shall submit nominations for vacancies and nominations from the floor shall be accepted.

ARTICLE IV MEMBERSHIP MEETINGS

SECTION 1. The regular meetings of the general membership shall be held monthly.

SECTION 2. The President or the Board of Directors may call special meetings. Notice of a special business meeting shall specify the business to be transacted, and no business other than that stated in the notice shall be considered.

SECTION 3. A quorum of the membership for transacting business shall be a simple majority of the membership present, and/or 3/5th of the Board of Directors.

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

SECTION 5. Guests, being in accord with Article II, Section 1, may attend both business and program sessions unless the Board elects to restrict a particular meeting to members only. Guests may not vote.

SECTION 6. Voting at meetings shall be restricted to paid-up members only.

ARTICLE V ORDER OF BUSINESS

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

1. Call to order.
2. Opening comments by the President.
3. Introduction of new members and guests,
4. Reading of the minutes of last meeting, followed by the procedural process of letting the minutes stand as read or as amended.
5. Treasurers report.
6. Communications and announcements of up-coming events.
7. Questions and comments from the floor.
 - a. Up-date on past activities.
 - b. Suggestions for new activities.
8. Introduction of keynote or guest speaker (if any), and/or special program.
9. Adjournment, followed by refreshments, etc.

ARTICLE VI COMMITTEES

SECTION 1. BOARD OF DIRECTORS: The Board of Directors shall be composed of the President, Vice President, Secretary, Treasurer, and two Members-at-large. The President shall preside at the meetings of the Board of Directors, but he shall not vote unless there is a tie. The order of business at Board meetings shall be as follows:

1. Secretary's report
2. Treasurer's report
3. Committees' reports
4. Old Business
5. New Business
6. Adjustments to general meeting agenda
7. Announcements
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 TAPT sponsored activities, and do all authorize minor projects, manage group property, provide leadership and direction such necessary to further the organization and it's objectives. Special Board meetings may be called as necessary.

SECTION 2. Standing Committees may be established by the membership. The President may establish Ad Hoc Committees. All committees will be responsive to the Board of Directors, which shall oversee their operation. The membership or the Board of Directors may delegate such powers 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 and concern for Tulsa Area Prime Timers.

SECTION 3. The President shall appoint committee chairmen with the advice and consent of the Board of Directors, except the Nominating Committee, which shall be selected and elected by the membership.

SECTION 4. The President may, with the advice and consent of the Board of Directors, dissolve any Ad Hoc Committee, or remove any Ad Hoc Committee Standing Chairman.

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

1. FINANCE COMMITTEE. When Tulsa Area Prime Timers reaches a membership of 150, the Board of Directors shall see that a Finance Committee be started if one is not already established. The Finance Committee shall consist of the President, Treasurer, and two (2) other Tulsa Area Prime Timer members, The committee shall oversee and prepare an annual budget for approval by a majority of the membership present and voting. The committee is to ensure financial integrity for the organization.

2. **ACTIVITIES COMMITTEE.** The Activities Committee shall be an umbrella committee with two sub committees: The Program Sub-Committee, and the Hospitality Sub-Committee. The Activity Committee shall be responsible for all official events, programs and venues. Social events and venues for the current year should be planned well in advance, and shall be self-supporting. The Activity Committee shall prepare a final draft of the next month's activity calendar by the third week of each month. The Activities Committee shall maintain a notebook/album collecting the newsletters from other chapters. The official photographer for Tulsa Area Prime Timers will be a member of the Activities Committee.

A: **PROGRAM SUB-COMMITTEE.** The Program Committee shall recommend speakers and/or programs for the monthly general meetings except the month of nomination/election meeting.

B. **HOSPITALITY SUB-COMMITTEE.** The Hospitality Committee will coordinate the volunteers for all functions, making sure there are enough members there, act as hosts at monthly meetings, introducing new members to the general membership, and make new members feel welcome. The Hospitality Committee will see and keep contact with members during crisis times so that the Board will be able to contact the member individually and insure the humanity of the chapter. The committee will also plan for, purchase and set up refreshments for the monthly meetings of the general membership, and clean up afterwards. The Hospitality Chairman or his designate shall be the point of contact from other Prime Time Chapters and the Prime Timers Worldwide for social hospitality during their visit(s) to Tulsa.

3. **MEMBERSHIP COMMITTEE.** The duties of the Membership Committee will be to process applications for membership. This committee will serve as greeters to any Tulsa Area Prime Timer function, meet to hear any grievances, and pass their recommendations on to the President of Tulsa Area Prime Timers. This committee will be responsible for keeping the membership roster current, and for 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 request of any applicant. The Secretary shall serve on the Membership Committee.

4. **PUBLICITY COMMITTEE.** The Publicity Committee shall prepare and disseminate to the appropriate media notices about monthly meetings and information involving the chapter. The Publicity Committee's responsibilities shall include the organization's newsletter, advertising, securing community exposure, providing liaison with other local gay organizations, and any other possibility to provide visibility of Tulsa Area Prime Timers in the gay community. The committee shall print: (1) application forms, (2) information bulletins, (3) newsletter header and second sheets, envelopes, and mailing labels, (4) copies of the Constitution and By-Laws, (5) annual rosters as needed for distribution to the general membership. The Publicity Committee shall mail copies of the newsletter to other chapters as well as to the Prime Timers Worldwide Chairman. A budget of proposed expenses to provide services to the membership, and on behalf of the membership, shall be presented to the Board of Directors during the first meeting of the fiscal year.

5. GRIEVANCE COMMITTEE. The Grievance Committee shall consist of three members: The Vice President and at least two volunteers. Only one volunteer may be a Board Member. The Grievance Committee 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 review at their next meeting.

6. NOMINATING COMMITTEE. The Nominating Committee is set forth in Article VII, Section 1.

SECTION 6. Committees shall regularly report their activities to the Board of Directors and to the Membership.

ARTICLE VII NOMINATIONS

SECTION 1. The Nominating Committee shall be elected by the members present and voting at the May membership meeting each year. A minimum of three members shall be elected by the membership. The Committee shall select a chairman. A slate of nominees for each office shall be submitted to the general membership meeting held in August of each year. Additional nominations may be made from the floor at said meeting.

SECTION 2. Elections shall be conducted at the August membership meeting each year. A majority of members present and voting shall elect in cases of two candidates for an office. In the case of three or more candidates for an office, plurality voting shall apply. New officers will be installed, and will assume their duties on or before the September meeting each year.

ARTICLE VIII RULES OF ORDER

SECTION 1. All questions of parliamentary procedure shall be governed by the most recent edition of Robert's Rules of Order, Revised.

ARTICLE IX PROPERTY-PERSONAL INJURY

SECTION 1. The Chapter shall not be held responsible for the loss of or damage to property belonging to members. Tulsa Area Prime Timers is not responsible for the actions of any of its members or guests, or accidents caused by action of the members or guests. Each person assumes his own risk for himself or his property at any Tulsa Area Prime Timers function or meeting.

ARTICLE X PROPERTY

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

ARTICLE XI AMENDMENTS TO BY-LAWS

SECTION 1. Amendments to the Constitution and By-Laws may be proposed by the Board of Directors or by a petition of ten members to the Board. Any proposed changes to the Constitution and By-Laws must be presented to 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.

ARTICLE XII 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 the next general meeting. After adoption, a copy shall be made available to all members and to new members.

ADOPTION AND AMENDMENTS:

- 3 May 2005 **Original document was approved and adopted.**
- 1 November 2005 **ARTICLE II, Section 3-1**
Amended this section to increase or decrease membership dues on the renewal date.
- ARTICLE II, Section 3-2**
Amended to include provisions regarding refund of membership dues.
- 4 May 2010 **ARTICLE III, Section 7**
Amended term of Officers from one to two years.
- 2 April 2013 **ARTICLE III, Section 7**
Amended to provide that Officers may be re-elected to serve on the Board of Directors in each office. (Eliminated term limits).

Murrel Wilmoth typed this updated edition of TAPT's BY-LAWS.
 Adopted by TAPT Board and General Membership 2 April 2013.
 Attest:

 Steven L. Dubois, President
 Tulsa Area Prime Timers