



## POLICIES and PROCEDURES

### **1. Order of Business for Monthly Membership Meetings**

(except the January nomination/election meeting):

- a. Welcome and introduction of new members.
- b. Update of the Treasurer's report
- c. Communications and announcements.
- d. Review and brief discussion of upcoming activities/events (only as needed).
- e. Keeping time constraints and the approved meeting agenda in mind, brief questions/comments can be taken from the floor.
- f. A speaker and/or special presentation and/or activity of no more than 60 minutes (including a question and answer period).
- g. Adjournment with at least 30 minutes for fellowship, refreshments and registration for upcoming activities/events.
- h. The substance or Order of Business for these meetings may be modified as required by circumstances (e.g. committee reports after Speaker).

### **2. Content of presentations at monthly membership meetings**

- a. Presentations (and the meeting in general) must be non-commercial in nature and not used to sell a product or service.
- b. Presenters from private businesses may describe their business, title, what they do and qualifications but must restrict selling their product or handing out their business cards to the fellowship period.
- c. Presenters from non-profit organizations may be exempt from this restriction and may promote the mission and programs of their organization during their presentation.

### **3. Policy for cancelling monthly membership meetings and major events**

- a. The decision to cancel a Monthly Membership Meeting or other major event will be made by the President (with consultation from Board Members when possible) a minimum of 4 hours in advance of the meeting.
- b. The Webmaster or Board member with website access will notify our members through e-mail and through our PTSL Web Site at <http://www.primetimersstl.org>
- c. If members are in doubt, they should check their e-mail and/or the website.
- d. For members without access to a computer, they should request to be placed on a "Call List" so that they might be contacted. (To be placed on our "Call List", members should contact the Treasurer directly.)

#### **4. Policy for cancelling all other events**

- a. The organizer of the event or host will be responsible for contacting members who have signed up / RSVPed for the event.
- b. The organizer will also contact the Web Master so that he may notify members through email and the PTSL Web Site.
- c. If members are in doubt about an event, they should contact the host, check their e-mail or look on the PTSL website.

#### **5. Policy for managing meeting and refreshment costs**

- a. Refreshments and set up for each monthly membership meeting will be handled by members of the Meeting & Refreshment Committee.
- b. Members will be asked to contribute \$3.00 at each Monthly Membership Meeting to cover site and refreshment costs.
- c. Non-members will be asked to contribute \$5.00. (This will be temporarily waived for nonmembers if they choose to join PTSL at that meeting).
- d. Contributions may be made in advance to the Treasurer if a member does not usually carry cash to meetings.
- e. This “pay-as-you-go” philosophy is designed to cover the costs of each Monthly Membership Meeting but also to keep annual dues low.
- f. Members facing financial hardships should contact our Chapter President or Treasurer to make alternative (and confidential) arrangements

#### **6. Policies for PTSL sponsored events and activities**

- a. In order to reduce potential liability for PTSL and hosts, PTSL will not purchase any alcoholic beverages for PTSL sponsored events or activities. In addition, hosts are strongly encouraged to host only events or activities which are BYOB (or alternatively, alcohol-free).

#### **7. Policies for Expenditures and Reimbursement**

- a. Unless previously approved by the Board, any drafts or payments in excess of \$150.00 will require the signature of two Board members.
- b. In all cases, receipts must be submitted to the Treasurer in order to be reimbursed for any expenditures.
- c. Funds will be committed for the following expenses or expense categories, and available assets will not fall below the amount necessary to cover the anticipated costs: organization maintenance funds (Prime Timers Worldwide annual fees, filing, incorporation, web hosting, and legal fees), contingency funds (meeting facility fees and event fee supplements for approved members).

#### **8. Policies for Annual Membership Fees & Newsletters**

- a. The membership year is July 1 thru June 30. Annual membership dues are set at \$15 per person and remitted annually along with a completed PTSL Membership/Renewal Form on or before July 1.
- b. New memberships received from January thru June will be prorated at the

amount of \$10 per person. Renewals received during that period will still be subject to the \$15 per person rate.

- c. Members will receive electronic publications (password-protected newsletters, event announcements, etc.) at no cost. However, because of significant associated costs, printed PTSL newsletters will be provided to members at an additional charge only for members that do not have computer access. This charge will be pro-rated for new members that join during the January thru June period.
- d. Members unlisted on the Membership List will receive the emails granting password access to the listed membership roster, newsletter and Board meeting minutes posted on the chapter's web site. However, due to privacy concerns, unlisted members will not receive the postal-mailed birthday cards and not be mentioned in the newsletter (except by first name only in special circumstances) or pictured in the newsletter.

#### **9. Policies for Scheduling Meetings and Reoccurring Calendar Events**

- a. A master calendar will be developed and maintained by the Board to determine activities of PTSL. This calendar will be published on the PTSL web site and monthly in the PTSL newsletter.
- b. A monthly Pot Luck will be held on the first Saturday of every month, unless otherwise specified in the chapter's calendar.
- c. The monthly membership meeting (MMM) will be held on the second Saturday of every month, unless otherwise specified in the chapter's calendar.
- d. A monthly Brunch and/or Dinner and/or Lunch will be held on the third Saturday or Sunday of every month, unless otherwise specified in the chapter's calendar.
- e. An annual Holiday Banquet will held on the first Saturday of December, unless otherwise specified in the chapter's calendar.
- f. An annual Election of the Board will held at the MMM on the second Saturday of March, unless otherwise specified in the chapter's calendar.
- g. Meetings of the Board will be held following the Monthly Membership Meeting in March and as needed on a date set by the Board.

#### **10. Policies for Posting Events on Website Calendar**

- a. All PTSL-sponsored events will be posted on the PTSL website's calendar by the Webmaster
- b. Events not sponsored by PTSL may be posted on the calendar if they are LGBT-related or senior-oriented or will benefit the chapter's members. These non-sponsored events will be evaluated on a case-by-case basis on whether they are appropriate for the calendar.