

Las Vegas Prime Timer's Policies and Procedures

(Ratified- August 6, 2015)

Objective

The objective of the LVPT policies and procedures is to provide guidance and educational interpretations. It is the intent that this document be established as a supplement to the bylaws and be included on the LVPT web site. Las Vegas Prime Timers is a social chapter of men over twenty-one who prefer the company of older men in a supportive, positive way for both gay and bisexual men.

Board of Directors

The constitution and bylaws require that the Board meet on a monthly basis at such time and place determined by the Board. The Board of Directors will consist of the President, Vice President, Treasurer, Secretary and any additional elected Board Members. The core officers of President, Vice President, Treasurer and Secretary will be elected in November of every other even numbered year to serve a two year term, or until their successor shall be elected. The installation of officers will be at the January General Meeting. Supporting Board Members are the Newsletter Editor, Event's Chairman, Webmaster, Hospitality Chairman, Membership and Marketing Chairman and two Members at Large. These will be elected in November of each year to serve a one year term beginning with their installation at the January General Meeting. The Board may expand or contract the size of the Board as needed. Special meetings of the Board of Directors may be held when called by the President or when requested by five or more members of the Board. Such meetings may be called to immediately follow a regular club meeting providing the special meeting is announced at the beginning of the regular meeting. The presence in person of the majority of its members constitute a majority (minimum of five) at any meeting of the Board of Directors. One Board member is required to attend any LVPT sponsored event.

Nominations

1. A majority of the current Board will appoint an Ad Hoc Nomination Panel Leader in August of each year. This leader will appoint members to form a committee to help him if needed.
2. The purpose of the Nomination Panel will be to solicit prospective Board members for the election slated for the upcoming year. All prospective nominations must be received at least two months prior to the election. The prospective nominees must accept their nomination, either verbally or in writing, before they are actually placed on the election slate.
3. The Nomination Panel Leader will present a list of the prospective officers to the chapter membership at the October general meeting. There can be more than one candidate for each office. Nominations can also be presented verbally from existing members at any time before the October deadline. All LVPT members will be made aware of the date, time and place of the October general meeting. At the end of this meeting, a final list of nominations will be presented to the membership for formal approval by the chapter membership in attendance. The function of the Nomination Panel will end at this time.

Consent

No nominee, prospective candidate, candidate, elected person, appointee, committee or panel member, or person eligible to fill any chapter position, may seek, be proposed by others, nor accept any position, officer or ancillary, without his expressed approval and consent being made, either orally or in writing, to the majority of the LVPT chapter members at any chapter general meeting.

Board Elections

At the November general meeting, the election will be completed by ballot by all LVPT members who are qualified to vote and are in good standing with the chapter. Upon request, an electronic vote will be accepted as long as it is submitted to the President twenty-four hours prior to the start of the November

meeting. A majority vote is needed to elect new board members. A chapter member may hold more than one board position.

Recalls

Any Board member will be immediately and automatically removed from office at the conclusion of any vote for recall by a majority of Board members present at any assigned Board meeting. The reason for the recall must be submitted in writing. The recall will be completed by a vote of “NO CONFIDENCE” by the board membership. Such a recall will not prohibit the recalled member from seeking and holding office again in the future.

Benefits of Membership

We provide the following to individual Prime Timers:

1. A monthly color newsletter emailed to each member and posted on the web site.
2. Regional Gathering/Convention every year.
3. A web site for LVPT.
4. Each member may visit any event free except for the cost of a meal or admission.
5. LVPT contact information is posted on the LVPT web site so it is easy for someone to join the chapter.
6. Make an effort to raise the status of older gay and bisexual men in society.
7. Make gay and bisexual men aware that life does continue regardless of age.
8. Sponsor opportunities for travel events, meals and socialization, educational presentations and community outreach.

LVPT reserves the right to refuse membership to any person.

Chapter Boundaries

The LVPT chapter boundaries encompass all of Clark County, Nevada.

Policy on Transgendered Members

If a prospective member identifies as male, he is eligible for membership. This policy was reaffirmed by formal vote of the World Wide Board and is being followed by Las Vegas Prime Timers.

LVPT Gathering/Conventions

LVPT holds an annual regional gathering/convention. This is usually scheduled during the first week of May. After selecting the hotel where the event will be held, the chapter selects/nominates the chairperson of committees that will be necessary to orchestrate the events of the convention. The following chairperson positions are normally filled: Registration, Hospitality, Entertainment, Volunteer, Catering, and Events. Volunteers are also recruited to assist the chairperson. Chairpersons have to be available all days of the convention in order to be compensated for registration and hotel accommodations. Volunteers will be compensated for their daily activity by the appropriate chairperson. LVPT has the right to refuse registering any person for the gathering/convention.

Recurring Events

Board and Planning Committees meet the first Thursday of the month at 6:30PM at the LGBT Center.

General meeting and lunch is held the third Saturday of each month at noon the LGBT Center

Regional Gathering/Convention is held annually the first week of May.

Voting Procedures

Items up for a vote during any official LVPT meeting should normally be done by a voice vote. If the presiding officer cannot reliably determine the result, or if there are reasonable objections to the result, then the vote is recast by the showing of hands and a count is taken by the Secretary or his substitute. If it is determined that the nature of a vote requires a secret ballot, ballots will be prepared beforehand and distributed at the moment the voting begins. The Secretary or his substitute will then count the votes and report the result before the conclusion of the meeting. Only members present can vote at general meetings and a quorum is required for Board meeting votes.

Data Bases

There are two databases maintained by the Las Vegas Prime Timers; a membership roster maintained by the Membership Chairman and an events register, maintained by an individual assigned by the Planning Committee. Databases should not reside with one person, with periodic backup copies maintained on both chapter laptops if the original is not kept on one of them. A password protected backup of both databases is to be maintained and secured online by the Webmaster in the Board member's section of the chapter's website in case of unforeseen circumstances. Please refer to the **File Naming** section for naming conventions.

Document Distribution

All documents that are a work in progress or a template that is used on an ongoing basis are to be kept in a Microsoft Office format. Microsoft maintains an online version of their office products and can be used by Board members who do not have or want to own a copy of their software. These documents can be distributed to Board members to facilitate future changes and should only be sent out from and too official email addresses provided by the chapter. Any documents that go out to the general membership or public at large are to be distributed in a PDF format to help protect against fraudulent use of official chapter documents and to help avoid problems with document type

compatibility. Backup copies of all documents are to be maintained on the chapter website by the Webmaster in the Board member's section and on both chapter laptops. Please refer to the **File Naming** section for naming conventions.

Document Archiving

A process is in the works to obtain and convert any previous paper documents to an electronic format. These electronic documents will be maintained by the Webmaster (and possible Historian) on the chapter's website. Determination of electronic records to be kept will be determined by the Board (and possible Historian).

Website

It is the purpose of the Las Vegas Prime Timers to maintain a current and up to date website for the dissemination of information of interest to the public and chapter members. Ongoing maintenance of the website is the responsibility of the chapter Webmaster with the assistance of Board members that are assigned the task of overseeing the specific functions being presented.

The website is to be used as a hub to provide access to all records the Board requires be made available to the public and membership, as well as an archive for chapter records and historical documentation.

The website is currently to be broken down in the following sections:

Home Page: This section is a general greeting page with general information about the chapter and a listing for where to go to obtain more detailed information. All information provided in this section is subject to approval of the Board.

Regional Gathering/Convention: This section is for publishing information about the current regional gathering/convention and provide all forms necessary for registration and making any necessary arrangements for attending. The information provided in this section is to be developed by the Planning Committee.

Newsletters: This area is used to obtain copies of the current and past newsletter published by the chapter. The newsletter is added to the site by the Webmaster after it is released by the Newsletter Editor to the membership email list.

Calendar: The calendar is an add-on application to the website listing all current and future events sponsored by the chapter. The details for each event are to be listed and maintained by the Event's Chairman and Webmaster. Details are to include date, time, location with full address, and any other important information necessary. All events need to be approved by the Planning Committee before being listed on the calendar.

Chapter Information: The purpose of this section is to provide official chapter information that is available to the public at large as well as chapter members. The information to be presented are:

1. Contact and chapter history information
2. Current membership application
3. Chapter Bylaws
4. Month Board Meeting minutes
5. Monthly Planning Committee minutes
6. Monthly Treasury report
7. Monthly General Meeting minutes

All reports are not available for publishing until they have been approved by the Board.

Members Only Area: Access to this area is available to current members in good standing and requires that the member register himself to gain access. The section will also be used by the Board to publish forms and information for chapter use only. This section is maintained by the Membership Chairman and Webmaster.

Board Only Area: Access to this section is restricted to elected Board members only. This area is for storing backups of the current membership and special events registration database. Other current documents include a full chapter roster, Excel birthday listing, and any other sensitive information the Board would need to perform their assigned tasks. This area is maintained by the Webmaster.

Document Archive: This section is for storing historical information only. The items to be stored here will be determined by the Board (and possible chapter Historian). The Documents Archive is a sub section of the Board area.

File Naming Conventions

To keep files easy to find and identify, a logical naming convention is needed. The file name should be a brief alphanumeric title with alphabetical letters naming the file at the start and numeric letters toward the end showing the date the file applies to. If there are updated versions of a particular file and you want to keep all versions archived, then the letter “v” and number needs to be appended at the end of the file name.

Naming convention’s examples are:

The chapter membership database and distributed roster:

mem_db_012015.accdb

mem_roster_012015.pdg

A second version of the files would be named as such:

mem_db_012015_v2.accdb

mem_roster_012015_v2.pdf

This naming convention applies to files that are being archived only. If you have working files or templates that you are using then the file naming can be what best works for the individual using them.

Board Members Duties

President

Sends email to all Board members asking for input for agenda items.

Sets the agenda of the monthly Board Meeting, Planning Committee Meeting and the General Meeting.

Emails agendas to all Board members and Chairs these meetings.

Submits finalized signed documents to the Secretary.

Acts as public relations representative for all matters public and private of concern to LVPT.

Represents LVPT on the Worldwide Board.

Approves the monthly newsletter before it is published.

Signs checks and has use of the LVPT debit card.

Vice President

Assists the President in any way possible.

Acts in the same capacity as President during the President's absence.

Treasurer

Receives all monies and deposits them in the Las Vegas Prime Timer's bank account.

Keeps a file of all financial documents and receipts.

Keeps a record of financial transactions which shows all monthly receipts and disbursements using Quick Books, Quicken or a written ledger.

Submits a detailed report showing the financial condition of the organization at the monthly Board meeting.

After Board approval, distributes a monthly report to all members by email.

Signs checks and has use of LVPT debit card.

Secretary

Takes notes at the monthly Planning Committee Meeting, Board Meeting and the General Meeting.

Minutes are to be typed and saved in PDF format.

Submits minutes to the President after each meeting for initial corrections.

At the next Board meeting, the minutes are approved and posted on our website and sent to all members by email.

General Meeting minutes are sent to all members after the President posts the agenda for the next General Meeting.

Files all minutes, valuable documents and correspondence in a book of records.

Event's Chairman

Researches and finds a place to hold an event and puts it on the calendar.

One week before the event, sends email to all members with date, time, place, and to RSVP.

Three days before the event, emails all of the event information and names of those who have responded with RSVP.

Day before the event, he calls the place to confirm the number coming to the event.

Notifies members of Bar Night Out. No RSVP is needed.

All information for the next month's activities need to be done before the 20th of the current month.

Sends information out to the LV Night Beat Magazine and any other appropriate publication.

If a planned event has a cost for the organization, it will have to be approved by the Board.

Membership Chairman

Maintains and updates the membership database and roster on a daily basis. The membership database is currently a Microsoft Access file that lists all member that have been or are currently members of the chapter.

Whenever new members join, the information provided in the membership application is entered into the database and this information is used to create multiple reports including the chapter notification email list. It can also be used to track signing up for special chapter events where membership is required for attendance.

Maintains the following reports:

1. Chapter roster for distribution to chapter members. This document lists their names, phone numbers and interests.
2. Chapter roster for distribution to elected Board members. This roster is identical to the roster distributed to members with the addition of email addresses.
3. Birthday list for the Newsletter Editor.
4. Sign up list for the annual Christmas Party and Appreciation Banquet.
5. Year end roster to support calculation of annual dues for World Wide membership.

Responsible for distributing the roster to chapter members on an ongoing basis by email.

The roster for Board members will be maintained on the chapter website in a password protected directory that is maintained by the Webmaster and Secretary.

Keeps the chapter email notification program up to date with only current member subscriptions on the list.

Other ongoing responsibilities include: creating advertising for the chapter, sign up forms for special events and distributing membership applications upon request.

Hospitality Chairman

Greets members at events.

In charge of sign-in sheets, if needed.

Sells raffle tickets at General Meetings.

Be on call to host a scheduled event in the absence of the Event's Chairman.

Newsletter Editor

Maintains and publishes a monthly newsletter which contains a calendar of upcoming club events and other newsworthy items and photos which have a general appeal to LVPT members.

Submits completed newsletter to President for final approval.

After approval, emails newsletter to all members and posts it on the website.

Webmaster

Maintains and secures the chapter website daily.

Archives and backs up any important electronic records the Board deems necessary.

Maintains the chapter website including applying any necessary updates to the websites cms software (Joomla), and any plugins used to provide information and functionality. This includes providing help and how to guides to chapter members assigned to maintain any particular electronic files (calendar, chapter databases, etc.).

Responsible to ensure that the information contained on the web pages is accurate and up to date.

Removes old and outdated web pages on a timely basis.

Acts as liaison for the chapter with any vendors we contract with to provide electronic service and support.

Responsible to provide the Board with options for contracting with outside service if necessary and should be prepared to make a recommendation of action.

Maintains the chapter's two laptops on a regular basis and backs up and applies any critical updates needed for proper function and security.

Works with Board members who are in possession of the laptop to solve any performance problems.

Board Members At Large

May be assigned duties to assist the Event's Chairman as needed.

Be the first to be on call to host an event in the absence of the Event's Chairman.

Do research for upcoming events that sound interesting to the group.

Be available and willing to help anywhere as needed.

Steps for Putting Together a Gathering/Convention

- Select a committee of at least three people. President is Chairperson.
- Visit at least three to five hotels to host.
- Presents to the Planning Committee the hotels visited and examine the pros and cons of which one to use. The Planning Committee should vote on it and then present the recommendation to the Board for their vote of approval.
- The President will sign the contract.
- At least three or four months before the event vote on Chairpersons (Registration, Catering, Hospitality, etc.)
- The Planning Committee starts to work on an agenda and budget.
- Budget needs to be presented to Board for final approval.
- Registration form should include that LVPT has the right to refuse registering any person. If this should happen, the Planning Committee will vote on refusing to register the individual. The Board will be notified of the final vote.
- Event is usually held the first week of May. The Planning Committee will choose the dates.
- Purchases should be made using the Prime Timer's debit card whenever possible.
- Cancellations should have a termination charge of \$25.

