

# **PTWW Policies and Procedures**

## **Objective**

The objective of PTWW Policies and Procedures is to provide guidance and interpretations to established PTWW bylaws. Over time, there have been discussions and motions in PTWW Board meetings that cover certain points, but they are not contained in a convenient easy to reference place. It is the intent that this “Policies and Procedures” document be established as a supplement to the bylaws and included on the website.

## **Major Sections**

**Board of Directors**

**Chapters**

**Conflict of Interest Policy**

**Conventions**

**Independent Members**

**Recurring Events**

**Regional Events**

**Web site**

**Woody Baldwin Chapter Development Fund**

**Appendices**

## **Board of Directors**

### ***Board Meetings***

The bylaws require that the Board meet at least once a year at an in-person meeting. The biennial convention meeting satisfies this requirement for the meeting that year. It has been the practice to the Board to meet quarterly in a telephone “Conference Call” format. During the non-convention year, an in-person meeting will be scheduled by the Board at a time and place convenient to the participants.

### ***Board Member Chapter Membership***

The PTWW bylaws provide that Board members must be from different chapters. Some Prime Timers belong to more than one chapter because of their desire to support a chapter in a former city of residence, to provide a social contact in a chapter in a city that they frequently visit or seasonally live near another chapter. The provision that only one Board member from a chapter may serve on the PTWW Board raised an issue concerning a member who had a “social membership” at another chapter sought nomination to the Board where another Board nominee was already a member. This potential conflict is resolved with the consideration that a chapter must recommend that the potential nominee and verify that the nominee is a member in good standing of the chapter. Further, the Nominating Committee will insure that only one member from a chapter is approved as a nominee.

### ***Board Nomination Process***

The bylaws provide the general timetable for the nomination of Board members to be elected at the biennial convention. The following details these events from the establishment of a nominating committee to the election of the Board at the biennial convention.

- President appoints a nominating committee of at least three people from different chapters no less than 4 months before the date of the election.
- Nominating committee chairman, no less than 3 months before the date of the election, announces to all chapters the date and location of the election, the positions open for nomination, and requests nominations be submitted to the nominating committee chairman.
- All nominations must be received by the nominating committee chairman no less than 2 months before the date of the election.
- Nominations shall be considered and approved by at least two-thirds of the members of the Nominating Committee. The Committee should verify that nominees are 1) supported by their chapter, but only one nominee per chapter; 2) proficient with the use of a computer for e-mail and documents used by the Board members in communication with each other and with the chapters; and 3) nominees for President should have previous experience as a PTWW Board Member or a Chapter Officer. The Committee may approve all, some, or none of the nominations for each position.
- The nominating committee chairman will compile a list of nominations and submit this to the President. The Board will confirm the date, place, and closing time of the election.
- No later than 6 weeks before the date of the election, the nominating committee chairman will send a list of nominations with date, place, and closing time of the election to all chapters.
- Between time of the announcement of the nominees and the Convention, any nominee can circulate a “platform” to all chapters. They may request assistance from the Board to facilitate the distribution.
- Voting is held at the Business Meeting at the Convention

### ***Business Meeting Proxy***

The PTWW bylaws allow the voting at business meetings by a Chapter President in attendance or by a written Proxy certified by the Chapter President or other officer. The general format of the Proxy includes: (See Proxy Template in Appendix A.)

- 1.) Chapter Name
- 2.) Name of the Proxy Holder, who will attend the meeting  
(A member in good standing of the chapter; a representative of another chapter known to the Proxy granting chapter; or a PTWW Board member)
- 3.) Certification  
(Signed by the Chapter President or Board Member – if submitted by postal mail)  
(Submitted from the e-mail address of the Chapter President or other chapter officer – if submitted by e-mail)
- 4.) Date submitted

Optionally, the Proxy may specify the intended vote on any issue or may leave the vote to the discretion of the Proxy Holder.

If your chapter is not certain that the President will attend the meeting, a Proxy should be submitted. If the chapter President is in fact able to attend, the Proxy will be ignored. If no Proxy Holder is named or the named Proxy Holder is absent, the proxy will be voted by the presiding officer of the meeting or his delegate.

The Proxy should be submitted by e-mail or postal mail to the PTWW Secretary so that it is received at least one week in advance of the meeting.

### ***Business Meeting Voting Procedures***

General motions may be voted by voice vote of the meeting attendees.

If the presiding officer determines that the motion calls for a secret ballot, ballots will be prepared and distributed to the Chapter representatives and Proxy Holders.

Ballot counting will be done by the PTWW Secretary and may be assisted by others as necessary.

### ***Databases***

Major databases maintained by PTWW are the Chapter List (aka Roll of Chapters), maintained by the Secretary and the Independent Members List, maintained by the Chairman of Independent Chapter. Databases must not reside with only one person. Backup copies must be maintained locally and must be distributed to other designated Board members periodically to maintain availability and continuity in the event of unforeseen circumstances. Please refer to Appendix C for File Naming Conventions.

### ***Document Distribution***

The Board has requested that materials distributed to the Board members in PDF format, also be distributed in the native format to facilitate future changes. (With the availability of newer versions of MS Word and MS Excel, be sensitive to the versions that others are using.)

### ***Historian Position***

Pat Karr (Houston Chapter member and former PTWW President) was originally designated by Woody Baldwin (Founder) as the informal historian. A large collection of paper records has already been sent by Woody Baldwin to Pat Karr. Considerable editing of this material to remove unneeded material has been done by Pat and turned over to Michael Stone who has now been designated the official Historian. It is planned to scan this material and maintain in digital form. Determination of electronic records to be kept by the Historian needs to be established.

### ***Newsletter Obituaries***

The Board developed criteria for determining which obituaries would run in the PTWW Newsletter. In order to avoid the appearance of the local newspaper pages, only the following obits will be included: Founder, Board Members (past and present) and Partners of current board members. This policy was originally published in the August 2009 issue of the newsletter.

### ***Treasurer Policies and Procedures***

The following special policies and procedures apply to the activities of the Treasurer:

- The Board will provide for a surety bond in the amount of \$50,000 for the Treasurer and President and other officers authorized as signatories of the accounts.
- No wire transfers should be used for transfer of funds unless approved in advance by the Board.
- No payment of more than \$500 of a non-budgeted item should be made without the approval of two Board members

## **Chapters – New**

### ***Chapter Start-up Kits***

A package of information about starting a new chapter is available to aid any group interested in establishing a new Prime Timers chapter. Suggestions for choosing the chapter name for a new chapter are included in this package.

Contact the President or the Vice-President or the Director Emeritus for a copy, available in electronic format.

### ***Benefits of Membership***

What do we provide individual Prime Timers? (Both independents and chapter members) PTWW provides the following at no additional cost:

- A color electronic newsletter six times each year
- International convention every other year (odd numbered years)
- Maintains a web site for PTWW and individual chapters
- Each member may visit any event at any other chapter where they might be visiting free except for the cost of a meal or admission
- Each Chapter's contact information is posted on the PTWW web site so it's easy for someone to join that chapter
- Provides assistance in starting new chapters or to lend support to a struggling chapter
- Hosts regional gatherings across the country
- Work to raise the status of older gay and bisexual men in society through our presence at LGBT and mainstream conventions and events of nationally recognized organizations for older adults
- Makes gay and bisexual men aware that life does NOT end at age 40, 50, 60 etc.
- Sponsors opportunities for cruises and travel events each year

### ***Chapter Boundaries***

In non-metropolitan areas where there is no established MSA, the term “nearby” as used in the bylaws is now defined as 30 miles

## **Chapters**

### ***Chapter Dues***

The bylaws establish the need for chapters to pay dues annually to the Treasurer of PTWW. The current dues payment (established at Oct 2009-Toronto Convention) for a chapter is \$2.00 per member as of December 31 and is payable by January 31.

Dues are waived for first year chapters and chapters that are being reestablished. They will receive their first dues letter at the end of the year of their first anniversary.

The following timeline has been established for the process.

October 15 -- The Secretary will send an e-mail to all chapters, (chapter Presidents and chapter Liaisons), requesting that the Chapter Information Sheet (CIS) be updated and returned to the PTWW Secretary by the middle of November. The objective is to obtain current CIS information prior to distribution of the annual Dues Letter.

December 1 -- The Dues Letter and e-mail will be sent to all chapters, except the newest chapters for whom dues are waived. The Dues Letter e-mail will be sent to the chapter President, Liaison and Treasurer. A Dues Letter document may also be sent to the postal mail address of the chapter. Dues payment should be returned no later than January 31.

January 10 -- A reminder e-mail will be sent to all chapters who have not yet responded. The theme stressed in the follow-up message should be “You are requested to remit the dues payment and return the information sheet by the January 31 deadline. The PTWW Board members are volunteers also and do not have a lot of time to spend following up with tardy chapters.”

February 10 -- If not received by this date, a \$25 late fee will be assessed. If payment is not sent in a timely manner, the late charge should be added to the check amount.

February 28 -- If not received by this date, a \$40 late fee will be assessed. If payment is not sent in a timely manner, the late charge should be added to the check amount.

March 31 -- If not received by this date, the chapter will be considered “Not in Good Standing”.

### ***Chapter Charter***

A “Charter” document will be prepared for each chapter to recognize the date of the establishment of the chapter and their membership in Prime Timers Worldwide. The original large-size format used in the past has been replaced by a smaller letter-sized format that facilitates preparation and distribution.

### ***Chapter Logo***

The minimum requirement for the logo used by each chapter must include the words “Prime Timers” and the clasped hands image. A new logo design was introduced in 2007 and the Board has decided that chapters may use either the older or the newer design as long as those two elements are present.

### ***Chapter Parties***

There have been some complaints about a chapter that had adopted the policy of holding the monthly general meeting as a clothing optional event. There is concern that newcomers feel awkward or harassed in that environment and do not return. This practice is deemed detrimental to the purpose and name of Prime Timers Worldwide. Such social activities should be held outside the official chapter events calendar.

### ***Policy on Members of Dissolved Chapters***

In the event that a chapter is dissolved or disbanded, the following steps are required of the chapter to ensure that remaining members have the opportunity to continue a relationship with Prime Timers.

- 1.) Provide a roster of current and recent members (name, home address, e-mail address and telephone contact information).
- 2.) Provide a current chapter financial statement.
- 3.) Provide funding, if available, for all current paid up members to be enrolled as Independent Members.

Current and recent members of this chapter will then be sent a PTWW Independent Membership form and be invited to join Prime Timers as an Independent Member. Currently paid up members will then be eligible to join for the balance of the year for no additional charge. Funds available from the dissolved or disbanded chapter will be used to reimburse the PTWW Treasury to cover Independent Membership fees for those chapter members. At the beginning of the following calendar year, those members may renew based on the then current Independent Membership rate.

### ***Policy on Transgender Members***

In previous discussions on the membership of transgender persons in Prime Timers chapters, the following approach was established. A gay or bisexual person who identifies themselves as a male is eligible for membership in Prime Timers Worldwide. It is not an organization for persons who identify as a female. This policy was approved at the Board meeting in February 2013.

# **Conflict of Interest Policy**

## ***Purpose***

The purpose of this conflict of interest policy is to protect the tax-exempt interest of Prime Timers World Wide (hereafter PTWW) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of PTWW or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## ***Definitions***

### **1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family (including domestic partners):

- a.** An ownership or investment interest in any entity with which PTWW has a transaction or arrangement,
- b.** A compensation arrangement with PTWW or with any entity or individual with which PTWW has a transaction or arrangement, or
- c.** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which PTWW is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest.

Under Procedures, Paragraph 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board decides that a conflict of interest exists.

## ***Procedures***

### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.

### **3. Procedures for Addressing the Conflict of Interest**

- a.** An interested person may make a presentation at the governing board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b.** The chairperson of the governing board shall, if appropriate, appoint a disinterested person to investigate alternatives to the proposed transaction or arrangement.
- c.** After exercising due diligence, the governing board shall determine whether PTWW can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d.** If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board shall determine by a majority vote of the disinterested directors, whether the transaction or arrangement is in PTWW's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### **4. Violations of the Conflicts of Interest Policy**

- a.** If the governing board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b.** If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### ***Records of Proceedings***

The minutes of the governing board and all committees with board delegated powers shall contain:

- a.** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's decision as to whether a conflict of interest in fact existed.
- b.** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### ***Compensation***

- a.** A voting member of the governing board who receives compensation, directly or indirectly, from PTWW for services is precluded from voting on matters pertaining to that member's compensation.
- b.** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from PTWW for services is precluded from voting on matters pertaining to that member's compensation.
- c.** No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from PTWW, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### ***Annual Statements***

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a.** Has received a copy of the conflicts of interest policy,
- b.** Has read and understands the policy,
- c.** Has agreed to comply with the policy, and
- d.** Understands PTWW is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### ***Periodic Reviews***

To ensure PTWW operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a.** Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b.** Whether partnerships, joint ventures, and arrangements with management organizations conform to PTWW's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### ***Use of Outside Experts***

When conducting the periodic reviews as provided for in Article VII, PTWW may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

## **Conventions – PTWW**

### ***Conventions – Historical List***

See Appendix D

### ***Convention “Convention and Event How To Manual”***

This manual has been developed based on experiences of organizing regional events, recurring events and past conventions.

Contact the PTWW President for the current version of the document.

### ***Convention Bid Process***

At each biennial convention, there will be a convention interest meeting for all chapters interested in hosting a future convention. Expectations of the Board and the next steps the chapter must take will be discussed. The Board criteria for evaluating a proposal will also be covered. Within the following year, interested chapters will be contacted to see if they need help, have questions, or are still interested in proposing a convention. Two months prior to the convention, each chapter will be encouraged to submit their written proposal to the Board for their review prior to the convention. At the convention, the interested chapters will make a presentation to the Board of their proposal for hosting the next convention. The Board would then consider the proposals and presentations based on the criteria and select the host chapter for next convention being held in two years. The location and host chapter for the next convention will be announced at the convention.

### ***Convention Participants***

The convention will be open to all people, not just members. The wording will be added to the registration form that will highly recommend that attendees who are not members should join their local chapter or join as an Independent Member. Non-members will be charged an increased fee (\$40) for convention registration. It is expected that the increased registration fee will encourage non-members to join their local chapter or become an Independent Member prior to registration.

## **Conventions – Other**

PTWW had a booth at the annual AARP Convention in Las Vegas, NV in October 2009 and in Orlando, FL in September/October 2010. AARP organizational problems with the New Orleans in September 2012 and their decision to hold two smaller conventions in 2013 changed the PTWW plan. It was agreed that PTWW drop the AARP Convention from our outreach program and use our resources for other events.

The Board may consider and approve other outreach conventions, meetings, and events.

## **Independent Members**

### ***Independent Dues***

Independent Members will receive PTWW communications electronically, except for the Membership Card, which will be sent by postal mail. The newsletter will be sent as an e-mail with a PDF attachment. The annual roster and periodic roster updates will be sent as an e-mail with a PDF attachment. The current annual membership fee for Independent Members is \$15 per year per household.

With the availability of the electronic option, the dues structure has been simplified to use only individual pricing and no longer includes special pricing for international members.

### ***Independent Application***

An Application for an Independent Member can be denied when there have been negative reports concerning the applicant. For example, a reported history of making unwanted contacts with members listed on the IM roster.

## **Recurring Events**

Events that began as chapter events or regional events have become part of the permanent list of annual social events that are very popular with Prime Timers members and their friends.

### ***Recurring Chapter Events:***

1. COPT Labor Day Getaway
2. Las Vegas Western Regional

### ***Celebration of Friends***

Tom Pence (aka Tomcat), the organizer of Celebration of Friends expressed interest in working with the Prime Timers on projects of mutual interest. Arrangements have been made for a room at the annual Celebration of Friends gathering that could be used as a hospitality suite for the Prime Timers. He is also organizing “The Alliance” focusing on senior members and aging issues. He has already put on his web site a reference to The Alliance that includes PTWW, Caffmos (Manchester, England) and may add other groups such as SAGE and AARP. These references have also been placed on the PTWW web site.

## **Regional Events**

The PTWW Board of Directors and Chapter Presidents in attendance at the meeting at the 2005 Orlando Convention agreed that PTWW should increase the regional activities during the non-convention years.

### ***Regional Events – Historical List***

See Appendix D

Such events will provide the members in the region with additional social activities and it is hoped to increase the participation of PTWW Independent Members. Regional events will limit the expense of travel thus encouraging attendance. These events might also generate interest in creating new chapters in those cities where no chapter currently exists.

It is anticipated that the host chapter will receive input and participation from the surrounding chapters and make this a truly “Regional Event”

The PTWW Board of Directors will support the host chapter(s) in several ways, including: Availability of a “Convention and Event How To Manual”; Financial support, if needed, by making a loan to the chapter for ‘seed money’; Publicizing the event in the newsletter; Encouraging regional chapters to publicize the event in their newsletters.

The PTWW Board must approve the proposed regional events in advance. Coordinating the dates of the event is necessary to prevent overlap with PTWW events, other major chapter events, especially if date changes are being considered after initial approval. A form has been prepared to facilitate such approvals. See Appendix B

## **Tax Exempt Status**

Prime Timers Worldwide received from the IRS a Tax-exempt Status as a 501(c)(3) Public Charity for the central organization. This status was effective in August 2014. PTWW has long discussed the benefits of extending the tax-exempt status to chapters in the United States. Those benefits include:

- Making it easier to get liability and other insurance protection,
- The ability of persons to make tax deductible donations to PTWW or to a chapter,
- The ability to qualify for grants from the government, corporations, and foundations, and
- Allow chapters to avoid payment of sales taxes on purchases (in many, but not all states), especially in connection with items procured for chapter related operations and events.
- Allow chapters to qualify for substantial discounts for fees, assessments and purchases.

The original plan was to prepare and submit to the IRS a Group Exemption Letter request that would extend the PTWW tax-exempt status to those chapters requesting participation. The request process did not meet IRS requirements. The Board decided to let any chapter that wished to seek such tax-exempt status to make the request on their own by following the IRS requirements. Chapters organizing events that involve PTWW participation such as a convention or Board meeting may utilize the PTWW tax-exempt status for the event.

## **Website**

### ***Chapter Representation on the Website***

Each chapter name is listed in the Country, State, City section of the PTWW website, [www.PrimeTimersWW.com](http://www.PrimeTimersWW.com). It is the responsibility of each chapter to advise the webmaster of any changes to the specific chapter information on the website.

### ***Chapter Options for the Website***

- PTWW places a generalized web site onto the PTWW web site for the chapter; Very minimal maintenance is done by PTWW.
- PTWW places chapter designed web pages on the PTWW web site for the chapter; Maintenance of the site will be limited to updates to contact information and minimal calendar updates.
- The chapter builds and maintains their own web site; All maintenance is performed by the chapter or a webmaster hired by the chapter.

### ***Content Control of Chapter Websites***

The Board agreed there must be some limited control of content on the chapter websites. Content deemed inappropriate by the Board will result in a request to the chapter to remove the material from their web site. If the site is hosted by PTWW, the Board could ultimately request the webmaster to remove the material.

### ***Procedure for Updating Website with Chapter Information***

Anyone requesting items added to the website must include their name, position on the chapter board and a telephone number for verification. The Board directs that the Webmaster make the updates and to report such requests to the President. The Secretary should also be advised if the update includes information maintained in the database.

## **Woody Baldwin Chapter Development Fund**

### ***Establishment of the Fund***

In August of 2007, two past presidents of the Minneapolis/St. Paul Chapter proposed an idea to honor our founder, Woody Baldwin, by raising funds for his favorite charity. When checking with Woody they confirmed that at the top of his list is Prime Timers and the continued development and support of its chapters.

The Board accepted the proposal as part the PTWW financial structure. The official name of the fund is now "The Woody Baldwin Chapters Development Fund".

Since the start of Prime Timers in 1987, each Worldwide Board member who needed to travel to conduct any necessary business related to the start-up and support of chapters did so at his own expense. Each Board member (as in local chapters) is a volunteer and is not paid. In working with the Board of Directors of Prime Timers Worldwide, it was suggested the fund be used only when necessary for the start-up and support of chapters, with pre-approval of the Board. Funds donated are kept as a separate item and not in the general treasury of Prime Timers Worldwide.

A letter was sent to all Prime Timers Chapters suggesting that each chapter make a one-time donation of a suggested \$200 to kick off the fund. The Board has made the fund permanent by inviting individuals and chapters to make additional donations to the fund.

### ***Revenue from Cruises***

The Board approved increasing PTWW revenue by adding a small fee to cruise prices. Such revenue will be added to the Woody Baldwin Chapters Development Fund, and is justified by the promotion of the cruises in organization activities. The travel agency will be asked to increase the price of future cruises by a \$10 fee. (This did not apply to cruises where prices had already been announced.)

### ***Guidelines for donation of funds to PTWW***

Please consider Prime Timers when doing your estate planning and preparing your trusts and wills. Nearly 7,000 members know the value of the support, love and camaraderie this organization and its chapters have provided for them.

When making donations to this fund please make out your check to "Prime Timers Worldwide", and attach a note designating this check for "The Woody Baldwin Chapters Development Fund" and send to:

Prime Timers Worldwide  
c/o Treasurer

*(Please refer to the current PTWW newsletter or the "Contacts" page of the PWWW website for the correct mailing address)*

**PROXY TEMPLATE**

Prime Timers Worldwide – <Meeting Name>

**PROXY for Business Meeting – <Meeting Date>**

If the Chapter President is unable to attend the Business Meeting on <Insert Meeting Date>, the Chapter should submit a Proxy to insure that the Chapter has representation at the meeting and the Chapter is counted towards the quorum required for an official Business Meeting.

\_\_\_\_\_ designates  
(Insert **Chapter Name**)

\_\_\_\_\_ to represent our Chapter  
(Insert name of **Proxy Holder** expected to attend at the meeting)

at the <Name of Meeting> on <Meeting Date>.

**Certification:**

/s/ \_\_\_\_\_ Chapter President or other Officer

\_\_\_\_\_ (Printed Name) \_\_\_\_\_ (Date)

**Optional:**

The proxy holder is directed to vote as follows on items on the agenda:

The Proxy should be submitted by e-mail or postal mail to the PTWW Secretary so that it is received at least one week in advance of the meeting.

For the meeting of <Insert Meeting Date> the Proxy should be received by <Insert Date>.

E-Mail to: <Insert E-Mail Address>

Postal Mail to: <Insert Mailing Address>

### Regional Event Information/Application

There are no 'hard and fast' rules. This event may attract as few as 25 people and as many as 150. It is wise not to be involved in hotel guarantees. Simply plan the event as you already would have, with the consideration that Worldwide will help support and publicize that event and that more people will be involved than would have been if it were merely a chapter event. When news goes out to advertise this event (from Worldwide), you only need to provide the names and prices of nearby hotels available in the area at their 'going' rates.

If 'start-up' money is needed, Worldwide can provide you with a maximum loan of \$1,200, to be repaid in full once the event receipts have been received and paid.

Information from our "Convention and Event How To Manual" can also be helpful so be sure to ask us for that. If plans change from the information below, all changes need to be approved beforehand by the Prime Timers Worldwide Board. More than anything, we want you to have fun in planning and producing the event.

Chapter:

Name of Regional Event:

Dates:

Full Description of event:

\_\_\_\_\_  
Signature of Chapter President

\_\_\_\_\_  
Date

Loan requested    (Please circle)    No    Yes    Amount \$ \_\_\_\_\_

### File Naming Conventions

Storage of data files is important, but retrieval is even more important. To facilitate retrieval of data files, a logical naming convention is needed. Rule number one - provide a new name for a new or updated data file when it is distributed to others. This avoids confusion of the status of the data.

A filename in this environment should include a general category reference, a specific descriptor and a date. If necessary to distribute a second version on the same date, a version suffix should be added. This approach will allow filenames to be displayed in sequence in the folder. When separate folders are used for each calendar year, only month and day need to be included. Adding the two-digit or four-digit year to dates provides further clarity. When exchanging drafts of a document, the addition of the editor's initials to the filename allows unique names and provides identity of the author.

Early file organization approaches limited the number of bytes available for a filename. Later implementations allowed 255 bytes for filenames. That works great for system generated temporary files, but something shorter is easier to create and reference. Abbreviations, acronyms and dropping out most vowels keep the references shorter but still recognizable.

For the Independent Member database, examples might include:

IM\_DB\_021912.xls

IM\_DB\_021912\_v2.xls

IM\_Roster\_021912.doc

IM\_Roster\_021912.pdf

For the Chapter List database and extracts from the main database examples include:

ChptList021512.xls

ChptContacts021512.xls

ChptEmail021512.xls

***Conventions – Historical List***

Provincetown	1991
Vancouver, BC	1993
Dallas	1995
Palm Springs	1997
Washington, DC	1999
Palm Springs	2001
Houston	2003
Orlando	2005
Reno	2007
Toronto	2009
Palm Springs	2011
Columbus	2013
Las Vegas	2015
Chicago	2017
San Antonio	2019
TBD	2021

***Regional Events – Historical List***

1. San Antonio (Fiesta) April 21-30, 2006
2. Tri-States Tall Stacks – Cincinnati October 4-8, 2006
3. San Antonio (Fiesta) April 18-21, 2008
4. Denver July 17-19, 2009
5. Sarasota October 28-31, 2010
6. Denver July 19-22, 2012
7. Chicago July 17-20, 2014
8. Heart of America (Des Moines) May 27-31, 2015
9. Carolinas PRIME October 27-30, 2016
10. Carolinas PRIME October 25-29, 2018

