



## POLICIES and PROCEDURES

### **1. Format for monthly membership meetings**

- a. Introduce and welcome new members.
- b. Update the Treasurer's report.
- c. Briefly summarize the highlights of the last meeting.
- d. Briefly announce any decisions of the Board and upcoming events.
- e. Introduce the speaker and his/her presentation – allocating no more than 60 minutes for the presentation (including a question and answer period).
- f. Reserve at least 30 minutes for fellowship and refreshments at the end of the meeting.

### **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 and refreshment 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) at a minimum of 4 hours in advance of the meeting.
- b. The Treasurer 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 for the event.
- b. The organizer will also contact the Treasurer so that he may notify members through e-mail 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 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 \$1.00 at each Monthly Membership Meeting to cover site and refreshment costs.
- c. Non-members will be asked to contribute \$2.00. (This will be temporarily waived for non-members 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.