

4Seasons Probus Club Bylaws

Revised, April 25, 2019

Bylaw No. 1-Territory

Membership in this Club shall primarily, but not necessarily, be from the area of Collingwood Ontario.

Bylaw No. 2 - Membership

1. An application for membership shall be accompanied by a membership fee set by the Management Committee and approved by the membership. Depending on when a new member is accepted, the membership fee may be prorated to the Club's fiscal year end October 31.

Upon acceptance by the Club, a new member shall be given a copy of the STANDARD CONSTITUTION FOR PROBUS CLUBS (CANADA) and the CLUB BYLAWS, and will be presented with a Probus name badge by the President or his/her designate.

- . 2. Membership may be held in more than one Probus Club.
3. Membership caps are to be determined by a membership vote. Currently, our cap is set at 300.
4. Annual membership fees are payable on November 1.
5. The Management Committee may terminate the membership of any member who fails to pay the annual membership fee within 60 days of notice given that fees are due.
6. Honourary membership may be conferred on a person by a majority of members voting at a General meeting. An Honourary member shall not be required to pay the annual membership fee and shall enjoy all privileges of membership except voting and election to office. No more than 2% of the membership shall be Honourary members at any given time.
7. Life membership may be conferred, by a majority of members voting at a General meeting, upon a member who has rendered outstanding service to the Club. A Life member shall not be required to pay the annual membership fee, and shall enjoy all privileges of membership. No more than 2% of the membership may be Life members at any given time.
8. Regarding conduct of members, if, in the opinion of and after due consideration by the Club's Management Committee, a member conducts himself/herself in such a manner as to bring discredit to the organization or they cause discord within the membership, they may be asked to resign. The resignation request should be made if, after discussion between the member and the Management Committee, the conflict is not resolved.

4Seasons Probus Club Bylaws

Bylaw No. 3 - Management

The Management Committee will consist of President, Vice President, Past President, Secretary, Treasurer, Membership Chairperson, Communications Chairperson, Speakers Chairperson and two (2) Events/ Activities Conveners.

From time to time it might be necessary to add management officers or sub committees to this list. Any new positions or subcommittees will be presented to the membership by the Management Committee for volunteers. Examples of possible subcommittees: Social Committee, News Letter Editor, Club Activity Organizers and event organizers.

The duties of the officers/ subcommittees shall be those usually pertaining to their respective offices and as provided for in the Constitution and Bylaws.

1. The President or a designate shall preside at all meetings of the Management Committee and the Club.
2. The Vice President shall perform all the duties of the President during any absence of the President. The Vice President will obtain a meeting facility for General meetings, manage the facility contract and be responsible for logistics and function of the General Meetings. The Vice President would ascend to the Presidency if for any reason the President is unable to perform his or her duties during the normal term of office. Otherwise the Vice President will be elected to President following the process provided for in the Constitution and Bylaw for election of officers.
3. The Past President shall participate on the Management committee and assist the President in all their duties as needed.
4. The Secretary shall be responsible for all minutes of the Club and the Club's archival material.
5. The Treasurer shall maintain and control all financial records of the Club and provide monthly financial statements to the Management Committee and annually to the Club Membership.
6. The Membership Chairperson shall be responsible for the membership roll which shall include members' names, postal and email addresses and telephone numbers (including cellphone numbers), and other information which the Club may determine. The membership roll shall be distributed to the members at least annually and shall include a statement that it is not to be used for commercial purposes.
7. The Communications Chairperson will manage the Club's website and publish the monthly newsletter.
8. The Speaker Chairperson will select appropriate speakers for the monthly General Meetings.

4Seasons Probus Club Bylaws

9. The Events/ Activities Conveners, which there will be two individuals, shall chair the social committee and be responsible for coordinating with the activity coordinators and event organizers. The Events/Activities Conveners will bring all activity and event recommendations to the Management Committee for approval. The Conveners will provide a calendar of events to the Communications Chairperson for input into the monthly Newsletter, at least one week before the General meeting.
10. Monthly Management Meetings will be held two weeks before the General Meetings on the second Wednesday of each month at 9:30am at rotating Management Committee members' homes.
11. The President shall review the Standard Constitution for Clubs and their own Club's Bylaws with their Management Committee prior to or at the first Management Committee meeting following the establishment of a new Management Committee.

If any office of the Management Committee becomes vacant, it shall be filled at the meeting at which vacancy has been received or as soon after as possible.

Bylaw No. 4 - Election of Officers

1. A Nominating Committee consisting of the President-Elect and two Past Presidents (if available, otherwise two Club members in good standing) shall present to the Annual General Meeting a slate of candidates for election to the Management Committee.
2. Any further nominations (with prior consent to stand) shall be conveyed to the Nominating Committee at least 14 days prior to the Annual Meeting.
3. When voting is required, it shall be by ballot or by a show of hands if a majority of members in attendance agree.

Bylaw No. 5 - General Meetings

1. The Club's year-end shall be October 31.
2. General meetings of the Club shall be held on the fourth Wednesday of each month at 1:00 pm at a location which will be determined according to the monthly event being organized.
3. The Annual General Meeting shall be held on the regular meeting day namely the fourth Wednesday of November. At this meeting, members of the Management Committee shall be elected.
4. No General monthly meetings will occur in July or August. The December meeting date will be decided upon by the members each year so that it does not conflict with religious holidays.

4Seasons Probus Club Bylaws

5. Summer activities will proceed according to members' interests and the availability of volunteers.
6. The quorum at all General meetings shall be 25% of the membership.
7. Any notice of motion shall be submitted in writing to the Secretary and read to the General Meeting one month prior to the meeting at which it is to be considered. For the information of members not in attendance at this General Meeting, one prior notice in the Club Newsletter shall be sufficient.

Bylaw No. 6 - Financial

1. The Treasurer shall receive, record and deposit all funds of the Club in a financial institution approved by the Management Committee. The signing officers shall be any two of the following: Treasurer, President, Vice President, Secretary and Past President.
2. An annual financial review shall be conducted and a report presented to the Annual General Meeting of the Club.
3. The annual financial review may be conducted by a qualified member of the Club who is not a member of the Management Committee.

Bylaw No. 7 -Non-Profitability

1. Club activities are to be budgeted to break even.
2. The Club may advance funds, with approval of Management Committee, when prepayment of event tickets is required prior to collection of funds from Members. Such advances shall be repaid to the Club.
3. An individual member of the Club must not gain from a discount, commission, gratuity or other benefit arising from a Club activity.

Bylaw No. 8 - Amendment

1. Any bylaw may be amended by a two-thirds majority of the members present and voting at a General meeting, provided that notice of motion has been given as required by Bylaw No. 5 paragraph 7.
2. Any such amendment to the Club's By-laws must be consistent with the Standard Constitution.
3. The Club's Bylaws shall be reviewed for possible amendments every three years or as deemed necessary.

Adopted with amendments by unanimous vote of members present at March 27, 2019 General Meeting