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**THE PROBUS CLUB OF PETERBOROUGH AND DISTRICT**

**CONSOLIDATED BYLAWS**

**SEPTEMBER 2018**

**Bylaw No. 1 – Territory**

1. Membership in this Club shall primarily, but not necessarily, be from the area of Peterborough and District.

**Bylaw No. 2 – Membership**

1. An application for membership, including the signed Membership Information Consent Form, shall be accompanied by an initiation fee of \$25.00 and an annual membership fee of \$30.00. Upon acceptance by the Club, a new member will be presented with a PROBUS lapel pin and a name badge by the President or his/her designate.
2. Membership may be held in more than one PROBUS Club. When a waiting list exists and an opening occurs, priority shall be given to an applicant who is not a PROBUS member.
3. Membership caps are to be determined by a vote of the members.
4. Honorary membership may be conferred on a person by a majority of members voting at a General meeting. An Honorary 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 Honorary Members at any given time.
5. 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.
6. Conduct of Members. If, in the opinion of, and after due consideration by the Club's Management Team, a member conducts himself/herself in such a manner as to bring discredit on 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 Team, the conflict is not resolved.

**By-law No. 3 – Management**

1. The President, or designate, shall preside at all meetings of the Management Team and the Club.
2. The Secretary shall be responsible for all minutes of the Club. The Archivist will be responsible for all of the Club's archival material.

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3. The Membership Chairperson shall be responsible for the membership roll which shall include members' names, postal and email addresses, telephone numbers, and other information which the Club may determine. The membership roll may be distributed to members, upon request, with the proviso that it is not to be used for commercial purposes.
4. The Treasurer shall maintain and control all financial records of the Club and provide monthly financial statements to the Management Team and annually to the Club Membership.
5. The President shall review the Standard Constitution for Clubs and their own Club's Bylaws with their Management Team prior to or at the first Team meeting following the establishment of a new Management Team.

**By-law 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 Club meeting prior to the Annual General Meeting a slate of candidates for election to the Management Team.
2. Any further nominations (with prior consent to stand) shall be conveyed to the Nominating Committee at least 14 days prior to the Annual General Meeting.
3. When an election is required, voting shall be by show of hands.

**By-law N0. 5 – General Meetings**

1. The Annual General Meeting (AGM) shall be held on the regular meeting day of September. At this meeting, members of the Management Team shall be elected.
2. General meetings of the Club shall be held on the first Wednesday of each month at 10:00 a.m. at a suitable location, as determined by the Management Team.
3. The *quorum* at all General meetings shall be 25% of the membership.
4. 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 (for example, in the Club Newsletter) shall be sufficient.

**By-law No. 6 – Financial**

1. The Treasurer shall receive, record and deposit all funds of the Club in a financial institution approved by the Management Team. The signing officers shall be any two of the Treasurer, President, Vice-President, or Secretary.
2. The Financial Year of the Club shall be September 1<sup>st</sup> to August 31<sup>st</sup>.
3. The Club may maintain a contingency reserve fund of approximately one year's expenses.

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4. The Management Team may authorize the amount of a payment to a speaker.
5. A mileage allowance, at a rate authorized by the Management Team, may be provided for out-of-town speakers to help defray travel costs.
6. Any expenditure over \$300.00 for an item not identified in the annual budget will be approved at a General Meeting prior to the expenditure being made.
7. An annual Financial Review shall be conducted and a report presented to the Annual General Meeting of the Club.
8. The annual Financial Review may be conducted by a qualified member of the Club who is not a member of the Management Team.

**Bylaw No. 7 - Non Profitable**

1. Club activities are to be budgeted to break even.
2. The Club may advance funds, with the approval of the Management Team, 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.

**By-law No. 8 – Amendments**

1. Any by-law 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 4.
2. Any such amendment to the Club 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.

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