



PROBUS Club of Northumberland

## **BYLAWS**

August 25, 2016

"Our Strength is Friendship,  
Our Success is Participation"

**PROBUS Club of Northumberland**  
**P.O. Box 491, Cobourg, ON. K9A 4L1**

**BYLAWS**

**Bylaw No.1 - Territory**

1. Membership in the Club shall be primarily, but not necessarily, from Northumberland County.

**Bylaw No.2 - Membership**

1. An application for membership shall be accompanied by our completed 'Application For Membership' form with an appropriate cheque for the annual fees. For individuals who had not renewed their membership within the last year or are current members transferring from another PROBUS club the fee will equal our annual membership fee. If the individual applying has not been an active member within the last year in any club the fee will equal the annual fee plus the one time fee covering initiation to PROBUS Canada. For new members joining between April 1<sup>st</sup> and July 31<sup>st</sup> the membership fee for that fiscal year only will be reduced by 50%.

2. The Management Committee will review, and if necessary, adjust the fee structure annually but will normally not increase fees during the fiscal year.

3. Individuals may attend general meetings as guests up to three times after which they are expected to apply for membership. Individuals may become members as per # 1 above after attending a minimum of two meetings.

4. When a waiting list exists and an opening occurs, priority shall be given to an applicant who is not a PROBUS member.

5. Upon unanimous acceptance by the Management Committee, a new member will be inducted into the club at a subsequent meeting. The inductee(s) will be presented with their name badge(s) by the President or Vice President and the sponsor( s) will present them with their membership kit.

6. The Membership Chair at the first meeting in May will announce the cost for annual membership for the ensuing fiscal year. Also announced will be the fact that these dues are required to be paid no later than August t=, Postdated cheques (dated no later than August 1<sup>st</sup>) are acceptable.

7. The Management Committee may terminate the membership of any member who fails to pay the annual membership fee by August 1<sup>st</sup>. Also, continued membership may be questioned should a member's attendance at general meetings fall below 25%.

8. Honourary membership may be conferred on a member by the Management Committee. Honourary membership is based on a member's above average continuous contribution to the club. Examples of this are service, volunteerism, attendance, tenure, or other special circumstances. Age is not a criteria. An Honourary member shall not be required to pay the annual membership fee and shall enjoy all the privileges of membership except voting and election to office. No more than 2% of the membership shall be Honourary members.

**Bylaw No.2 - Membership (Cont'd.)**

9. The Management Committee, having approved a member for Life membership, may recommend this individual to the regular membership. The criterion for this membership is that the individual has rendered exceptional service to the club. This designation will be conferred on the member once the majority of attendees at a regular meeting have agreed. A Life member shall not be required to pay the annual dues and shall enjoy all privileges of membership. No more than 2% of the membership shall be Life members.

10. The maximum number of total membership is 200.

**Bylaw No.3 - Management**

1. The President, or, when absent, the Vice-President, shall preside at all meetings of the Club and Management Committee. The Chair of the Nominating Committee shall preside over the election portion of the Annual General Meeting.

2. The Recording Secretary shall be custodian of the Constitution and Bylaws and be responsible for all minutes of the Club and the Club's archival material.

3. The Membership Chair shall collect all initiation and membership fees and be responsible for the membership roll, which may include members' names, postal and e-mail addresses, telephone and fax 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. Amendment sheets may be issued to members midterm to include any additions or changes.

4. There shall be no commercial soliciting within the meeting room.

**Bylaw No.4 - Election of Officers**

1. A Nominating Committee consisting of the Vice President, who will be the Chair of this committee and two Past Presidents, shall meet prior to September. The purpose of their meeting is to ensure there are candidates for all positions on the Management Committee and for the Chairperson of all committees to be presented to the general membership for approval in September.

2. If possible each year, the position of President and Vice President should alternate between male and female.

3. At the Management meeting in September, the Chair of the Nominating Committee presents the slate of Officers and Committee Chairs to the existing Management Committee for their approval.

4. After receiving approval from the present Management Committee the following occurs:

a) The Chair of the Nominating Committee presents the management approved slate to the general membership at the general meeting that same day.

b) The Chair of the Nominating Committee asks if there are any nominations from the floor.

#### **Bylaw No.4 - Election of Officers (Cont'd.)**

- c) In the event there are nominations from the floor which causes an election to be held for one or more positions, then (1) a scrutineer, who is not a candidate for office, shall be appointed before the elections begin. (2) the individuals standing for election shall be excused from the meeting for the vote. (3) voting shall be by ballot and the candidate receiving the greatest number of votes shall be elected. In the event of a tie, the Chair of the Nominating Committee will cast the deciding vote.
  - d) In the event there are no nominations from the floor a member from the general membership will make a motion to close the nominations.
  - e) The Chair of the Nominating Committee asks for a seconder for the close of nominations and once a member volunteers same then a request is made for a vote of all in favour of closing the nominations.
  - f) The Chair of the Nominating Committee asks for a seconder to approve the slate of the Management Committee and Committee Chairs as now presented. Once a member volunteers same a request is made for a vote to record all in favour of the slate.
5. The new Management Committee takes over at the A.G.M. which is the first meeting in October. Note: Often the new Management team is invited to attend the October Management meeting.
6. The elected officers consisting of President, Vice President. Secretary, Treasurer and Past President are the only Management Committee members who can vote on financial and membership issues. All other issues can be voted on by the Management Committee and Committee Chairs.

#### **Bylaw No.5 - Meetings**

1. General meetings of the Club shall be held on the second and fourth Thursdays of each month at 10:00 am.
2. The Annual General Meeting shall be held on the first regular meeting day of October to receive year-end financial and other reports, elect the Management Committee and appoint an auditor.
3. An attendance fee (as approved by the Management Committee) shall be charged per person, excluding speakers and special guests, at all general meetings to help defray meeting expenses.
4. The quorum at all general meetings shall be 25% of the membership
5. The Management Committee shall meet monthly or as the need arises at the call of the President.

**Bylaw No.6 - Financial**

1. The fiscal year shall run from August 1 to July 31 of each year.
2. The Treasurer shall deposit all funds of the Club in an account opened in the Club's name at a financial institution approved by the Management Committee. Wherever practical, all accounts shall be paid by cheque and there shall be no "Netting" of revenues and expenses by the Treasurer.
3. Any two of the Treasurer, President, Vice President, Recording Secretary shall sign cheques.
4. A Treasurer's report shall be given to the Management Committee at least quarterly. The fiscal year-end financial statements shall be audited before approval by the Management Committee and received by members.

**Bylaw No.7 - Amendment**

1. These Bylaws 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 in writing, signed by two members in good standing, and directed to the Recording Secretary who will distribute it to the members at least thirty (30) days in advance of the meeting.
2. Any such amendment must be consistent with the Standard Constitution and PROBUS Bylaws.
3. The Club's Bylaws shall be reviewed for possible amendments every three years or as deemed necessary.

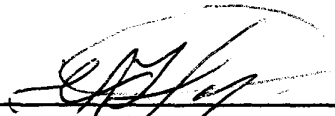
**Bylaw No.8 - Events**

1. When an event is scheduled with a set number of openings, priority will be given to members to sign up first followed by guests.
2. Upon the death of a member or spouse of a member, the Club will send a donation to the charity of choice, or if charity is not identified, to Northumberland Hills Hospital. The donation amount will be determined annually by the Management Committee.

The end.

Dated at Cobourg, Ont. this 25th day of August, 2016

  
**Barb Lawrence, President**

  
**Doug Lloyd, Vice President**