

Approved by PROBUS CENTRE-CANADA OCT. 4, 2006

SUGGESTED BYLAWS FOR LOCAL PROBUS CLUBS (CANADA)

NOTE: These Bylaws are recommendations only, and may be changed by the Club to meet its needs. See Bylaw No.8.

Bylaw No. 1 – Territory

1. Membership in this Club shall primarily, but not necessarily, be from the area of -----
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Bylaw No. 2 – Membership

1. An application for membership shall be accompanied by an initiation fee of \$---- and an annual membership fee of \$-----. Depending on when a new member is accepted, the membership fee may be prorated as follows----- . 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 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. Annual membership fees are payable on [month and date].
5. The Management Committee may terminate the membership of any member who fails to pay the annual membership fee by [month and date].
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. 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 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 Committee, the conflict is not resolved.

Bylaw No. 3 - Management

1. The President **or designate** shall preside at all meetings of the Management Committee and the Club.
2. The Secretary shall be responsible for all minutes of the Club and the Club's archival material.
3. The Membership Chairperson shall be responsible for the membership roll which shall include members' names, postal and email 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.
4. 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.
5. 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 committee.

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 an election is required voting shall be by ballot.

Bylaw No. 5 - General Meetings

1. The Annual General Meeting shall be held on the regular meeting day of [month]. At this meeting, members of the Management Committee shall be elected.
2. General meetings of the Club shall be held on the [day] of each month at [time] at [place].
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 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 Treasurer, President, Vice- President, Secretary.
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 are 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 4.
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.