



Bylaws

Bylaw No. 1 - Territory

Membership in this Club shall primarily but not necessarily be from the area of The City of Kawartha Lakes.

Bylaw No. 2 - Membership

2.1 Joining the Men's PROBUS Club of Lindsay

An individual wishing to join must meet the criteria as established by the PROBUS Club Constitution and be sponsored for membership by at least one member. The prospective member must complete the required application form and submit same to the Management Committee.

Upon acceptance by the Club a new member shall be presented with a copy of the Standard Constitution, Club By-laws and policies, name badge, and a lapel pin. The member shall present to the Club treasurer the required \$40.00 initiation fee and the annual membership dues pro-rated in accordance with from the date of the new member's acceptance in accordance with the attached Schedule A.

2.2 Membership Dues

Annual membership dues are payable on the first day of October each year - the amount to be determined from time to time by the Management Committee. A member need not attend a meeting to pay his dues. Payment can be made by cheque - made payable to The Men's PROBUS Club of Lindsay and mailed to the address of the current Registrar.

2.3 Honorary Life Memberships

Honorary Life memberships may be conferred upon a member who has rendered outstanding service to the Club by a majority of members voting at a general meeting. An honorary member shall not be required to pay the annual membership dues and shall enjoy all privileges of membership except voting and election to office. No more than 5% of the membership shall be honorary members at any given time.

2.4 Termination of Membership

2.4.1 Member Initiated Termination

Any club member wishing to terminate his membership in the Club may do so by indicating his intention either verbally or in writing to a member of the Management Committee. No reason(s) need be given (See Policy on Refunds).

2.4.2 Management Committee Initiated

The Management Committee may terminate an individual's membership for non-payment of dues. In the absence of notification of a member indicating his desire



to terminate his membership and in the absence of dues having been paid the Management Committee shall attempt to determine the reason for dues not having been paid. The first approach will be to ask the Registrar to contact the delinquent member first by telephone and then in writing. If dues remain unpaid by the end of the second month following the Annual General Meeting, i.e. the end of December, the membership of the delinquent member shall be considered terminated and a notice to that effect shall be sent to him in writing by the Registrar.

2.4.3 Re-instatement of a Member

At the discretion of the Management Committee a former member may be re-instated without having to pay the initiation fee.

Bylaw No. 3 – Management

3.0 The management of the club is conducted by the Management Committee which is comprised of the **Executive** – President, Vice President, Secretary, Treasurer, Past President, Registrar and **The Board of Directors**.

The signing authorities are Secretary, Treasurer, Registrar & President.

3.1 President

- a. The President, or designate, shall preside at all meetings of the Management Committee and the Club.
- b. The Club President shall normally serve for a term of one year but may not serve for more than two consecutive years.
- c. The President shall review the Club Constitution and Bylaws with the Management Committee prior to or at the first Management Committee meeting following the establishment of a new Management Committee.

3.2 Vice-President

- a. The Vice-President shall also serve as the President-Elect with the intent that the President-Elect will become the next President of the Club.
- b. The Vice-President shall normally serve for a term of one year but may not serve for more than 2 consecutive years.

3.3 Past President

- a. The Past President will sit on the nominating committee and act as an advisor to the President and Executive.
- b. The Past President shall normally serve for a term of one year but may not serve for more than two consecutive years



3.4 Secretary

- a. The Secretary shall be responsible for all minutes of the Club.
- b. The Secretary shall be responsible for the safekeeping of all official club documentation.
- c. The term for the Secretary is at the discretion of the membership.

3.5 Treasurer

- a. 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.
- b. The Treasurer may not serve for more than 4 consecutive years.

3.6 Registrar

- a. The Registrar shall be responsible for all matters concerning the management of membership. Including the collection of membership dues.
- b. The Registrar will maintain a current list of all members with their contact information and dues status.

3.7 The Board of Directors

These positions are created by the Management Committee as required and are voted on by the club membership. Positions may include leadership for Program, Communications, Club Services, Health and Welfare, Technical Services, etc.

3.8 Terms for Other Officers and Management Committee Members

The terms of other Management Committee Members are at the discretion of the membership.

Bylaw No. 4 - Nominating Committee & Election of Officers

4.1 The Committee

There shall be a standing committee known as the Nominating Committee consisting of the president-elect and two past presidents, if available, otherwise two Club members in good standing designated to present to the Annual General Meeting a slate of candidates for election to the various positions on the Management Committee.

4.2 Committee Process

Prior to the regular meeting in September the Nominating Committee shall seek out members who are interested in serving in some capacity on the Management Committee.

At the regular meeting in September the Chair of the Nominating committee shall report to the membership the status of the proposed slate of nominations.



Members may convey to the Nominating committee any further nominations but must do so at least 14 days before the date scheduled for the Annual General Meeting.

At the AGM the Chair of the Nominating Committee shall present to the members present the finalized version of the slate of candidates prepared to stand for election.

4.3 Ballot

When an election is required, voting shall be by secret ballot

Bylaw No. 5 - General Meetings

The Annual General Meeting shall be held on the regular meeting day in the month of October. At this meeting members of the Management Committee shall be elected and two members in good standing shall be appointed to conduct a financial review of the year-end financial statements.

General meetings of the Club shall be held on the second Tuesday of each month at 10:00 am at a location designated by the Management Committee in the Lindsay area, or as otherwise arranged.

The meetings can be held preferably in person. Alternately in emergency circumstances virtual meetings may be held.

The quorum at all General meetings shall be 25% of the membership.

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.

Bylaw No. 6 - Financial

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, Registrar, Secretary.

Bylaw No. 7 - Amendment

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.

Any such amendment must be consistent with the Standard Constitution.

The Club's Bylaws shall be reviewed for possible amendments every three years or as deemed necessary.



Bylaw No. 8 - Management Committee E-Voting

In circumstances requiring a vote by the Management Committee between regular meetings, decisions may be made by an e-vote of the Members of the Committee - such e-votes to be confirmed at the next regular Management Committee meeting.

Bylaw No. 9 – Governance Process

The Club to use in all official meetings Robert's Rules of Order with the following exception that members will be asked to declare any pecuniary interest, instead of conflict of interest.



SCHEDULE A

THE MEN'S PROBUS CLUB OF LINDSAY Membership Dues

Annual Dues

For the period from October 1st to September 30th of the following year, dues are:
\$85.00

Application Fee for New Members

\$40.00 to accompany application form

Pro-rated Dues for New Members

Between Oct 1 st and Dec 31 st	\$85.00 (applied to current year)
Between Jan 1 st and March 31 st	\$75.00
Between April 1 st and June 30 th	\$50.00
Between July 1 st and Aug 31 st	\$25.00
Between Sept 1 st and Sept 30 th	\$85.00 (applied to following year)

Refund of Dues (determined by date of notification of termination)

Between Oct 1 st and Dec 31 st	\$70.00
Between Jan 1 st and March 31 st	\$50.00
Between April 1 st and June 30 th	\$25.00
After July 1 st	Zero