



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 Life Memberships

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



THE MEN'S PROBUS CLUB OF LINDSAY

MANAGEMENT COMMITTEE

Executive... 6 Positions	Directors... 5 Positions
President	Club Services & Social Events
Vice President	Communications
Past President	Health & Welfare
Secretary	Program
Treasurer	Technical
Registrar	

The Management Committee typically meets every other month to review club affairs and make decisions that provide smooth operation of the club from month to month. A quorum is 50% +1 of the Executive.

In general terms the Executive are expected to attend all Management Committee Meetings, while Directors' attendance is optional and usually needed when there is something to report or decide upon from their area of responsibility.

The Executive may meet or communicate outside the fixed schedule of bi-monthly Management Committee meetings to make decisions on important matters that arise from time to time, and which need addressing in a time sensitive manner.



RESPONSIBILITIES OF THE MEMBERS OF THE MANAGEMENT COMMITTEE

PRESIDENT

- a. Has a general responsibility for the overall operation of the Club and
- b. Oversee all aspects of the club's operation:
- c. Act as a signing officer for the Club.
- d. Ensure that club policy is followed.
- e. Ensure that any club projects/special events are carried out in an efficient, well planned and timely manner.
- f. Represents the Club to the public when required.
- g. Chair regular monthly club meetings and initiate new members.
- h. Chair meetings of the Management Committee.
- i. Notify club members, both orally and in writing, of any new policy or other issue affecting the members.
- j. Prepare and distribute the agenda for Management Committee meetings.
- k. Prepares agenda/format for the Annual General Meeting; and,
- l. Serve as an ex officio member on all club committees
- m. Review club constitution and bylaws at the first MC Meeting following the election with the new MC.
- n. Normally serve for a term of one year but not more than 2 consecutive years
- o. Responsible for ensuring historical documentation retained by the club

PAST PRESIDENT

Serve on the Management Committee

- a. Responsible for the Founders' Award process as detailed in the Club's policies.
- b. Sit on the nominating committee
- c. Normally serve for a term of one year but not more than 2 consecutive years

VICE PRESIDENT

Serve as the President-Elect of the Club.

- a. Act as a signing officer for the Club.
- b. Perform the duties of the President when the President is unable to do so; and,
- c. Chair the Nominating Committee
- d. Is the Social Event contact for the executive.
- e. Normally serves for a term of one year but not more than 2 consecutive years

SECRETARY

Serve on the Management Committee.

- a. Act as a signing officer for the Club.
- b. Prepare, retain, and distribute minutes of Management Committee meetings and



such other meetings requiring minutes.

- c. Advise Probus Centre-Canada Inc. of the name and address of the current club president and club secretary following the Annual General Meeting in October.
- d. Arrange for payment of the Club's annual assessment to Probus Centre-Canada Inc.; and,
- e. Responsible for maintaining and emptying the club's mailbox and disseminating any literature or other materials
- f. Maintain a filing system for all official club documents.
- g. The term of office is at the discretion of the membership

TREASURER

Serve on the Management Committee.

- a. Act as a signing officer for the Club.
- b. Prepare an annual budget for the approval of the Management Committee.
- c. Maintain in a separate account in the name of the Club, in an accredited financial institution, all monies accruing to the Club.
- d. Pay all appropriate invoices received by the Club;
- e. Prepare a monthly financial statement for presentation to and approval of the Management Committee; and,
- f. Present to the AGM an annual Financial Statement to be reviewed by at least two club members appointed at the previous AGM.
- g. The maximum term of this office is four (4) consecutive years.

REGISTRAR

Serve on the Management Committee.

- a. Responsible for all matters relating to the recruitment and/or termination of club members.
- b. Serve as the contact for those members who wish to invite a guest to a regular meetings and make all arrangements necessary for such a guest.
- c. Responsible for maintaining an up-to-date list of all members.
- d. Prepare the folder to be presented at the initiation ceremony for new members at a regular meeting of the Club.
- e. Order lapel pins and name badges as required
- f. Responsible for the badge box.
- g. Collect and record membership dues, guest fees and forward to the treasurer.



DIRECTORS

The term of these offices is at the discretion of the membership

DIRECTOR/COMMUNICATIONS

Serve on the Management Committee

- a. Responsible for producing an electronic newsletter, the Banner, on a regular basis, the timing to be determined by the Management Committee.
- b. Maintain an electronic file of all newsletters sent to the members.
- c. Disseminate information to the members as determined by the Management Committee
- d. Maintain the Club Web Site (may be delegated)
- e. Record and maintain the club's historical data

DIRECTOR/CLUB SERVICES & SOCIAL EVENTS

Serve on the Management Committee;

- a. Responsible for the provision and set-up of suitable meeting room accommodation.
- b. Arrange for catering services at regular monthly meetings.
- c. Maintain and display club regalia.
- d. Assist the organizers of special events with physical arrangements when requested to do so.
- e. Research and establish a list of restaurants suitable for optional post meeting lunches and arrange for these lunches to take place.
- f. Maintain an inventory of Club promotional items.

DIRECTOR/PROGRAM

Serve on the Management Committee;

- a. Responsible for the selection and scheduling of guest speakers for the Club's monthly meetings.
- b. Chair Program Committee meetings and develop a preliminary list of recommended guest Speakers for presentation to and consideration of the Management Committee;
- c. Advise the Director/Club Services on a monthly basis of guest speaker
- d. Support equipment required and/or any other pertinent information;

DIRECTOR/TECHNICAL SERVICES

Serve on the Management Committee

- a. be responsible for the provision and set-up and operation of audio-visual aids required;

DIRECTOR/HEALTH AND WELFARE

Serve on the Management Committee

- a. Responsible to implement the Bereavement, Condolences and Health of



Members Policy.

THE MEN'S PROBUS CLUB OF LINDSAY

Information Guide for Prospective & New Members

AIM OF THE CLUB

To provide regular meetings for retired and semi-retired men who appreciate and value increased opportunities for social contacts, talks or presentations by guest speakers on topical subjects, and visiting places and organizations of specific appeal to members.

The emphasis is that the Club: be simple in structure;

- * be free from the constraints and obligations of service clubs;
- * Involve members at a minimum cost;
- * be directed, primarily, to provide fellowship and the opportunity for development of acquaintances.
- * seek members who are compatible with one another.

The Club is non-political, non-sectarian, non-profit, and non-fund raising.

MEMBERSHIP

Membership is open to men with professional or business backgrounds as well as men who have had some measure of responsibility or achievement in any field of worthy endeavour.

Membership in the Club requires the sponsorship of a current Probus member and is subject to the approval of the Management Committee.

Regular attendance is not a requirement, and no attendance is taken at meetings.

REGULAR MEETINGS

The Club meets on the second Tuesday of each month, usually at the Celebrations (south entrance), 35 Lindsay Street North, Lindsay.

Meetings begin at 10:00 a.m. with a 30-minute social session with refreshments, followed by a guest speaker, ending with a short business meeting around 12 noon. Following each meeting some members attend an *optional* lunch at one of the local restaurants - arrangements are made by the Director/Club Services once the number intending to attend has been determined at the meeting.



NON-MEETING ACTIVITIES

When the Club arranges for social events, trips, etc. - sometimes on meeting days. Members' spouses and friends are invited to take part in most visits and in special functions.

MEMBER SERVICE

In order to keep the Club progressive, it is hoped that all members, at some time and in keeping with their ability, will assume a position of some responsibility in connection with the operation of the Club. The Club's success depends entirely on the efforts of those on the Management Committee and on the various committees responsible in one way or another for the operation of the organization.

MEMBERSHIP FEES

Membership fees consist of:

- A. a one-time initiation fee of \$40 which covers such things as membership in Probus Centre-Canada, Inc., official name badges and Probus pins.
- B. an annual club membership fee of \$85 - the amount is determined annually by the Management Committee of the Club. The annual fee covers meeting hall rentals, refreshments, and administrative and operational costs.

A member who joins partway through the year *may* be eligible for a reduced annual club membership fee for the part of the year he belongs.

FURTHER INFORMATION

For further information on Probus Clubs in Canada please visit the Probus Canada website –