



PROBUS CLUB OF WHITE ROCK & SOUTH SURREY

BYLAWS

APPROVED BY MEMBERSHIP

OCTOBER 2020



BYLAWS
of the
Probus Club of White Rock & South Surrey

(Revised Edition, October 2020)

Preamble

The Probus Club of White Rock & South Surrey (the Club) was established on September 9, 1987. The Club exists and functions for the sole benefit of its members, under the auspices of the parent organization, Probus Canada. Its organizational structure, governance, management and all of its activities are subject to the provisions of The Standard Constitution for Local Probus Clubs – Canada, the Constitution of the Probus Club of White Rock & South Surrey and these Bylaws. The administration and management of the Club’s day-to-day and ongoing activities are further assisted by policy guidelines as determined from time to time by the Club Management Committee.

(Amended, October 2020)

Bylaw No. 1 – Territory

1. Membership in this Club shall primarily, but not necessarily, be from within the cities of White Rock and Surrey, British Columbia, Canada.

Bylaw No. 2 – Membership

- 1. The Club shall be open to men with professional or business backgrounds and other persons who have had some measure of responsibility or achievement in any field of endeavor.**

- 2. Applications for membership shall be sponsored by at least one Probus member in a form prescribed by the Management Committee and submitted together with the one-time initiation and annual membership fees as established by the Management Committee. *(Amended-----2020)***

3. **The Club Management Committee will review the fee structure periodically and may make adjustments based on the financial circumstances of the Club. (Amended, October 2020)**
4. **Annual membership fees are payable on the first day of March in each calendar year.**
5. **The Management Committee may terminate the membership of any member who fails to pay the annual membership fee on or before the last day of June in the current calendar year.**
6. **Upon acceptance by the Club, a new member shall be given access to the Probus Constitution and Club Bylaws and will be presented with a Probus lapel pin and a name badge by the President or his designate. (Amended, October 2020)**
7. **Members leaving the White Rock – South Surrey area may retain their Club membership upon paying the prescribed annual dues.**
8. **Membership Caps, if any, shall be determined by the Management Committee. (Amended, October 2020)**
9. **When a waiting list exists and an opening occurs, priority shall be given to an applicant who is not a Probus Member elsewhere.**
10. **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 5% of the membership shall be Honorary members at any given time. (Amended, October 2020)**
11. **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 5% of the membership may be Life members at any given time.
(Amended February 12, 2020, and October 2020)

12. Conduct of Members. If, in the opinion of and after due consideration by the Club Management Committee, a member conducts himself in such a manner as to bring discredit on the organization or cause discord within the membership, the said member or members may be asked to resign. The resignation request(s) should be made in writing if, after discussion between the member(s) and the Management Committee, the conflict is not resolved. (Amended, October 2020)

13. Termination of Membership. The membership of any member who declines or fails to resign within 30 days of having been requested to do so in accordance with 2.13 above, may be terminated with formal notice of the termination provided in writing to the member on behalf of the Management Committee. Upon such termination, the Management Committee may reimburse a portion of the membership fees paid for the current year, on a pro-rated basis. (New, October 2020)

Bylaw No. 3 – Management and Officers

- 1. For the purposes of these Bylaws, Officers of the Club shall be the President, the Vice President, the Secretary and the Treasurer. (New, October 2020)**
- 2. The Club shall be managed by a Management Committee comprised of the President, Vice President, Secretary, Treasurer, the immediate Past President, and such other functions as determined by the Management Committee, all of whom shall be elected each year at the Annual General Meeting. (Amended, October 2020)**
- 3. The President is the chief executive officer of the Club and shall normally serve for a term of 1 year but may not serve for more than 2 consecutive years. The President or his designate shall preside at all meetings of the Management Committee and the Club. (Amended, October 2020)**
- 4. Management Committee positions of Vice President, Secretary, Treasurer and such others as determined by the Management**

Committee are identified and described in Policy documents prescribed for that purpose. (New, October 2020)

- 5. The Management Committee shall have the authority to fill vacancies of Management Committee positions, other than the President and the Past President, which may exist from time to time between elections. (Amended, October 2020)**
- 6. The Management Committee shall have the authority to appoint sub-committees.**
- 7. Club activity groups may be created for the benefit and enjoyment of members with the approval of the Management Committee. Group coordinators who manage the group activities must be approved by and shall operate under the direction of the Management Committee. (New, October 2020)**
- 8. Club mechanisms and procedures for communicating information to its members shall not be used to convey any form of advice unless the source is clearly qualified as an expert in that field, as determined by the Management Committee. (New, October 2020)**

Bylaw No. 4 – Election of Officers and Other Management Committee Members

- 1. Officers and all other members of the Management Committee shall be elected at the Annual General Meeting as set out in these Bylaws. (Amended, October 2020)**
- 2. A Nominating Committee consisting of the Vice President as chairperson and two Past Presidents (if available, otherwise two Club members in good standing) appointed by the Vice President, shall prepare a slate of candidates as nominees for positions on the Management Committee. (Amended, October 2020)**
- 3. At each Annual General Meeting, the Presiding Officer shall present nominations by the Nominating Committee for positions on the Management Committee. Elections may be conducted by ballot, show of hands or acclamation. (Amended, October 2020)**

4. For the purposes of section 3 above, the Presiding Officer shall be the President unless another attending Officer or former Officer of the Club is appointed by the Management Committee. *(Amended, October 2020)*

Bylaw No. 5 – Management Committee Meetings

1. The Management Committee shall normally meet monthly and when otherwise considered necessary at the call of the President or the Management Committee. *(Amended, October 2020)*
2. The quorum at a Management Committee meeting shall be 50% plus one of the total Management Committee positions occupied at the time of the meeting. *(Amended, October 2020)*
3. Management Committee meetings shall normally be held with all attendees being physically present at the meeting site. The meeting may, at the call of the President, be conducted in whole or in part by any available electronic means which enable adequate sharing of information, discussion and decision-making. *(New, October 2020)*

Bylaw No. 6 – General Meetings

1. The Annual General Meeting shall be held on the regular meeting day in March of each calendar year. *(Amended, October 2020)*
2. General Meetings of the Club shall normally be held on the second Wednesday of each month or otherwise as determined by a majority vote of its membership. In special or extraordinary circumstances which may exist from time to time, the Management Committee may determine that General Meetings be held otherwise. *(Amended, October 2020)*
3. General meetings of the Club shall normally be held with all attendees being physically present at the meeting site. The meeting may, at the call of the President, be conducted by any available electronic means which enable adequate sharing of information, hearing from guest speakers, discussion and conducting the usual and ordinary affairs of the Club. *(Amended, October 2020)*

4. A motion that receives an equal number of affirmative and negative votes shall be considered lost.
5. "Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.
6. A quorum for a General Meeting shall be the greater of 20 regular members or one third of the then paid membership. *(Amended, October 2020)*
7. A notice of a proposed resolution or motion shall be submitted, in writing, to the Secretary and read to the General Meeting at least one month prior to the meeting at which the resolution or motion is to be considered. Additionally, this information shall be forwarded to members not in attendance at this General Meeting, in any of the Club Newsletters, communication e-mails or facsimiles.
8. Following the Annual General Meeting, the Club shall register the names of the President and Secretary together with their respective addresses, telephone numbers, and e-mail addresses with Probus Canada, no later than April 30th of that calendar year. *(Amended, October 2020)*

Bylaw No. 7 – 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, or Secretary. Two signatures shall be required on all cheques except for cheque amounts of \$1000 or less, where only one signature shall be required. All payments shall be approved monthly by the Management Committee. *(Amended, October 2020)*
2. Each member of the Club shall pay the annual membership fee as required no later than the 30th of June or at joining. *(Amended, October 2020)*
3. The Club shall pay the annual fees assessed by Probus Canada for the then current PROBUS fiscal year.

- 4. The fiscal year of the Club shall begin on the first day of March and end on the last day of the succeeding February. *(Amended, October 2020)***
- 5. In anticipation of the Annual General Meeting, a financial review, under the direction of the Management Committee, will be conducted of the Club Treasurers records for the past fiscal year. The review shall include the Balance Sheet, the Statement of Income and Expenditures and the respective records pertaining thereto. In the interests of transparency as well as the protection of the integrity of the Treasurer, the Management Committee and the Club, the review shall be conducted with the participation of a suitably qualified member appointed by the Management Committee. *(Amended, October 2020)***
- 6. At least three (3) clear days in advance of the Annual General Meeting, members shall be provided with a financial statement for the preceding fiscal year ending the last day of February in the current calendar year. *(Amended, July 2022)***

Bylaw No. 8 – Amendments

- 7. Any Bylaw may be amended by a recommendation of the Management Committee and consented to by a two-thirds majority of the members present and voting at a General Meeting, provided that a notice of motion has been given as required by Bylaw No. 6, section 7. *(Amended, October 2020)***
- 8. Any such amendment to the Club Bylaws must be consistent with the Club Constitution. *(Amended, October 2020)***
- 9. The Club Bylaws shall be reviewed by or on behalf of the Management Committee for possible amendments when deemed appropriate. *(Amended, October 2020)***

Above revised Bylaws of the Probus Club of White Rock & South Surrey APPROVED at the General Meeting of the Club on Wednesday, October 14, 2020.

CERTIFIED CORRECT:

_____ (*PRESIDENT*)

_____ (*SECRETARY*)