

PROBUS CLUB OF PARKSVILLE

BY-LAWS

Approved March 21, 2011

BY-LAW NO.1 – TERRITORY

Membership in this club shall primarily, but not necessarily, be from the area of School District 69.

BY-LAW NO.2 – MEMBERSHIP

1. Membership dues shall consist of an annual membership fee of \$30.00 for one person or \$50.00 for a couple. Depending on when a new member is accepted, the membership fee may be prorated as follows: full membership fee when accepted prior to June 30th; 50% of membership fee when accepted on or after July 1. Upon acceptance by the Club, a new member shall be presented with a Probus lapel pin and name badge by the President.
2. Annual membership fees for the coming year are payable by January 1.
3. The Management Committee may terminate the membership of any member who fails to pay the annual membership by January 31
4. 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 2% of the membership shall be Honorary members at any given time.
5. 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 shall be life members at any given time.
6. The Club's membership shall not exceed 135 members.

BY-LAW NO.3 – MANAGEMENT

1. The President, or appointee, shall preside at all meetings of the Management Committee and the Club.
2. The Secretary shall be responsible for all minutes of the Club.
3. The Treasurer shall manage the finances of the Club.
4. The Membership Coordinator shall be responsible for the membership roll, which shall include members' names, postal and e-mail addresses, telephone numbers and other information which the Club will determine. The membership roll shall be available to the members at least annually and shall include a statement that it is not to be used for commercial purposes. The Membership Chair shall maintain attendance records.
5. The Management Committee shall:

- a. Consist of the President, Vice-president, Secretary, Treasurer, Past President, and Coordinators and Members-at-Large as designated by the Management Committee.
- b. Produce a monthly newsletter and distribute it to all members, and maintain a web site for members and potential new members.
- c. Make the Club's Constitution and By-Laws available to the membership.
- d. Arrange for speakers for the Monthly Meetings;
- e. Arrange for visits to places of interest.
- f. Arrange for keeping the Club's archival material.

BY-LAW NO.4 – ELECTION OF OFFICERS

1. A Nominating Committee consisting of the Vice-President 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. A term of office shall be the calendar year (January to December incl.) following the Annual General Meeting.

BY-LAW NO.5 – MEETINGS

1. The Annual General Meeting shall be held on the regular monthly meeting day of November. At this meeting members of the Management Committee shall be elected and an auditor appointed.
2. Monthly Meetings of the Club shall be held on the 3rd Monday of each month at 9 AM at a location in Parksville to be determined by the Management Committee.
3. The quorum at all Monthly Meetings and the Annual General Meeting shall be 25% of the membership.
4. Any notice of motion shall be submitted in writing to the President and presented to the Monthly Meeting one month prior to the meeting at which it is to be considered.
5. Any notice of motion shall be published in the Club's newsletter prior to the meeting at which it is to be considered.

BY-LAW NO.6 – FINANCIAL

1. The Treasurer shall deposit all funds of the club in a financial institution approved by the Management Committee.
2. The signing officers shall be any two of the Treasurer, President, Vice President and Secretary.
3. An Income and Expenditure account (and balance sheet, if appropriate) for the twelve months ending December 31 each year, shall be presented to the February Monthly Meeting after being audited by a member appointed at the previous Annual General Meeting.

BY-LAW NO.7 – AMENDMENT

1. Any by-law may be amended by a two-thirds majority of the members present and voting at a Monthly or Annual General Meeting provided that notice of motion has been given as required by Bylaw No. 5, paragraph 4 and 5.
2. Any such amendment must be consistent with the Club Constitution.