



PROBUS Club of Alliston
Founded September 22, 1988
BYLAWS

I. TERRITORY

1. Membership in the Club shall primarily, but not necessarily, be from the area of Alliston, Ontario, Canada.

II. MEMBERSHIP

1. Membership in the Club is open to retired or semi-retired people, regardless of marital status, gender identity, sexual orientation, or any other ground prohibited under Section 1.3(1) of the Canadian Human Rights Act.
2. An application for membership shall be accompanied by an initiation fee of \$25.00 and an annual membership fee of \$60.00. Depending on when a new member is accepted during the year, the membership fee shall be prorated on a quarterly basis. All Club members can view the Standard Constitution for PROBUS Clubs (Canada) on the PROBUS Canada Website and the PROBUS Club of Alliston's Constitution and Bylaws on the PROBUS Club of Alliston Website. Each new member will be presented with a name badge by the President or his/her designate.
3. Membership may be held in more than one PROBUS Club. When a waiting list exists and an opening occurs, priority shall be given to the first applicant on the Club's Waiting List.
4. Membership caps are to be determined by a vote of the Management Committee. Present membership cap is at 180 persons plus honorary and life members (September 2016).
5. Annual membership fees are due and payable September 1st.
6. The Management Committee may terminate membership of any member who fails to pay the annual membership dues by October 31st.
7. 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.
8. 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.
9. 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 by the President. The resignation request should be made if, after discussion between the member and the Executive, the conflict is not resolved. Should such discussion be unsuccessful, the member will be asked by the President to resign. Should the member not resign, the Management Committee, by majority vote, may choose to not accept the renewal of the membership of the member for the



following and any subsequent year(s) and shall return any Club membership renewal fees paid by or on behalf of the member for any period for which the member's membership in the Club has not been in effect.

III. MANAGEMENT COMMITTEE

1. The Club shall be managed by a Management Committee consisting of a President, a Vice President(s), a Secretary, a Treasurer, the Immediate Past President, a Membership Coordinator, and such other persons as the Club deems necessary.
2. Each member on the Management Committee has one vote on the Committee with the exception that when two or more individuals occupy a Management Committee position (such as co-chairs for a position), only one individual, as determined by those occupying the position, shall exercise a vote on the Committee and count toward a Committee quorum.
3. In the event a Management Committee member occupies more than one Committee position, only one such position shall be counted when determining a quorum for the Committee, and the member shall have one vote on the Management Committee.
4. At the discretion of the Management Committee in any instance, Committee voting may be by open voting or by secret ballot. Votes by Management Committee members may be cast by telephone or other electronic means during the meeting, and any such vote shall be reflected in the quorum present for that vote.
5. The President, or designate, shall preside at all meetings of the Management Committee and all General Meetings of the Club and shall be the principal executive officer of the Club charged with generally overseeing the business and affairs of the Club.
6. The Vice President shall perform the duties of the President in the absence of the President.
7. The Secretary shall be responsible for recording and archiving all minutes of the Management Committee meetings and Annual General Meetings and archiving all material correspondence and material records of the Club.
8. 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.
9. The Membership Coordinator shall be responsible for the membership roster which shall include members' names, postal and email addresses, telephone numbers, and other information which the Club may determine. The membership roster shall only be available to members of the Management Committee for privacy concerns. Any requests to obtain the membership roster must be approved by a majority of the members of the Management Committee before distribution.
10. The membership roster shall not be used for commercial purposes.
11. The President shall review the Standard Constitution for Clubs and their own Club's Bylaws with the Management Committee prior to or at the first Management Committee meeting following the establishment of a new Management Committee.



IV. ELECTION OF MANAGEMENT COMMITTEE MEMBERS

1. A Nominating Committee consisting of the President, Immediate Past President (or other Management Committee member as determined by the Committee) and a Club member-at-large selected by the Management Committee, shall present to the General Meeting immediately prior to the Club's Annual General Meeting a slate of candidates for consideration for Management Committee positions that will be vacant on the date of the Annual General Meeting. The President shall also advise the membership at that General Meeting of the process for acceptance of any further nominations.
2. When an election is required, voting shall be by a show of hands by the members or if necessary, a secret ballot.
3. Should a Management Committee position become vacant prior to the position's termination date, the Management Committee may appoint a Club member to serve the remainder of that term.

V. CLUB EXECUTIVE

1. The Club's executive shall have the sole authority on behalf of the Club to sign financial instruments (cash disbursements, cheques, credit/loan provisions, etc.) and material contracts and to open, close or move Club financial accounts.
2. The Club's executive must be members of the Management Committee and occupy one or more of the following positions on the Committee:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Immediate Past President
 - Membership Coordinator
3. The exercise of the executive's authority in any instance shall be evidenced at the time by the signature of two current executive members and must have the approval of the Management Committee when such approval has not been previously delegated to them.
4. At no time may the Club have fewer than three executive members in place, none of whom shall be the same person.

VI. GENERAL MEETINGS

1. The Annual General Meeting shall be held on the regular meeting day of September. At this meeting, members of the Management Committee shall be elected. General meetings of the Club shall be held on the second Tuesday of each month.
2. The quorum for all General Meetings shall be 25% of the membership.



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3. 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's newsletter and/or website shall be sufficient.

VII. 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 or Past President.
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.

VIII. PROFITABILITY

1. Club activities are to be budgeted to break even.
2. The Club may advance funds, with prior approval of the Management Committee, where prepayment of event tickets is 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 other than in exceptional circumstances at the discretion of and with the specific approval of the Management Committee.
4. In keeping with the Club's constitution, nothing shall prevent the payment of approved remuneration for services actually rendered to the Club.

IX. ASSETS

1. Assets of the Club (e.g. funds, supplies, equipment, purchased services, brand, website, email accounts, newsletter) shall be used solely for the direct purposes of Club business and activities. Any Club assets in the possession of a Management Committee member whose term has expired shall be immediately conveyed to the member's successor or to the President.



X. AMENDMENT

1. Any bylaw may be amended by a motion receiving approval by a two-thirds (2/3) majority of the members present and voting at a General Meeting, provided that such meeting has a quorum, and provided that notice of the motion has been given.
2. The Club's bylaws must be consistent with the *Standard Constitution for Probus Clubs*.
3. The Club's bylaws shall be reviewed for possible amendments every three years (or sooner if deemed necessary by the Management Committee or the Club membership).
4. When the *Standard Constitution for Probus Clubs* updates are published by PROBUS Canada, the PROBUS Club of Alliston shall adopt them as being the current constitution version to be followed.
5. The President shall review the *Standard Constitution for Probus Clubs* with the Management Committee within 90 days of formal issuance of revisions to that document to determine any impact such revisions may have on the operations and/or bylaws of the Club.

Bylaws Approved by Membership: *November 14, 2023*