

PROBUS CLUB OF COBOURG AND DISTRICT

BY – LAWS

ARTICLE 1 TERRITORY

Membership of this Club shall be primarily from, but not exclusive to, the area of Northumberland County.

ARTICLE 11 MEMBERSHIP

- (a) The membership year will run from the second meeting of September to the second meeting of September of the following year.
Applications must have two (2) members as sponsors as required by the Constitution, and be accompanied by an initiation fee and an annual fee to be determined by the Management Committee.
Applications dated after March 31 and before July 31 will only require a prorated annual fee. From August 1 the full annual fee will apply and will include the following year's membership.
After acceptance, new members will be presented with a Probus lapel pin, a name badge and other material as determined by the Management Committee.

ARTICLE 111 MANAGEMENT

- (a) The Club shall be managed by a Management Committee comprising a President, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, Immediate Past President (Probus Liaison) and others as determined by the Management Committee.
A vacancy shall be filled by the Management Committee.
- (b) The President or designate shall preside at all meetings of the Management Committee and the Club.
The Recording Secretary will maintain all Minutes of meetings.
The Membership Chair will maintain a record of all members addresses, former vocation, telephone numbers, e-mail addresses and other means of popular communication.
A Membership Listing will be provided to the members annually, clearly marked "Not for use for commercial or other purposes, unless with the express approval, in writing, from the Management Committee."

ARTICLE 1V ELECTION OF OFFICERS

- (a) The Past President or alternate shall present a slate of nominees, (with their prior agreement to stand), at the first meeting in September.
Any further nominations, (with prior agreement to stand), shall be conveyed to the Past President or alternate at least 24 hours in advance of the Annual Meeting.
The election will be held at the second meeting in September.
- (b) A scrutineer, who is not a candidate for election, may be appointed by the Past President or alternate before the election begins.
- (c) Voting shall be by ballot. The candidate with the greatest number of votes shall be elected.
- (d) The President shall serve for one year and all other members of the Management Committee shall serve not more than two (2) consecutive years in their position. Other than the Presidency, these terms may be extended upon the approval of the Membership.

ARTICLE V MEETINGS

- (a) The Annual General Meeting of the Club shall be held on the last meeting day of September each year for the election of officers, and an auditor shall be appointed. A quorum for voting is 25% of the membership.
- (b) General Meetings of the Club shall be held on the 1st and 3rd Thursday of each month at a location to be determined by the Membership and will include business, profiles, a lengthy friendship period, and a variety of programs. In lieu of a Speaker, an off-site activity may take place.
- (c) Meetings of the Management Committee will be held as required.
- (d) Any Notice of Motion must be submitted, in writing, to the Corresponding Secretary and must be read at the meeting prior to the meeting at which it is to be voted.

ARTICLE V1 FINANCIAL

- (a) The financial year of this Club shall begin on October 1.
- (b) Club Group Liability Insurance shall be paid annually to Probus Centre – Canada, Inc. with a contribution for Probus-Centre costs of service to existing Clubs, to be paid by October 31.
- (c) The Treasurer shall deposit all funds of the Club in a bank or trust company approved by the Management Committee. Signatories for cheques shall be any two (2) of the following: President, Vice-President, Treasurer and Recording Secretary.
- (d) An audited Income and Expenditure account, and Balance Sheet if applicable, for the twelve (12) months ending September 30 shall be presented to the Annual General Meeting. The final month may be an estimate.
- (e) The Treasurer shall give a semi-annual financial update to the membership.

ARTICLE V11 TERMINATION

- (a) The Management Committee may terminate, in writing, the membership of any member failing to pay annual dues at the appropriate time.

ARTICLE V111 AMENDMENT

- (a) Any clauses in these By-Laws may be amended by a two-thirds majority vote of the members present at any General Meeting.
A General Meeting is any regular twice monthly meeting.
The Annual General Meeting is the General Meeting held on the last meeting day of each September.

PASSED by the Management Committee on this ____ day of _____ 2010

President

Secretary

CONFIRMED by unanimous vote of all members on this ____ day of _____ 2010

President

Secretary