

PROBUS CLUB OF SAINT JOHN
BYLAWS

Bylaw No. 1. Territory:

1. Membership in the Club shall primarily, but not necessarily, be from the area of Saint John.

Bylaw No. 2 – Membership:

1. An application for membership shall be accompanied by an initiation fee, and annual membership fee, as determined at the Annual Meeting preceding the application. Upon acceptance by the Club, new members shall be given a copy of the CONSTITUTION and the CLUBS BYLAWS, and will be presented with a Probus of Saint John lapel pin and a name badge by the President or his designate.
2. Membership may be held in more than one Probus Club. When a waiting list exists and an opening occurs, priority shall be given to an applicant who is not a Probus Member.
3. Membership caps can be determined by a vote of the members.
4. Annual membership fees are payable on or before October 31st.
5. The Management Committee may terminate the membership of any member who fails to pay the annual membership fee for 2 years from the due date.
6. “Honourary Membership” may be conferred on a person by a majority of members voting at a General Meeting. Honourary members shall not be required to pay the annual membership fee, and shall enjoy all privileges of membership except voting and election to office.
7. “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.
8. Conduct of Members. If, in the opinion of and after due consideration by the Club’s Management Committee, a member conducts himself in such a manner as to bring discredit on the organization or they cause discord within the membership, they may be asked to resign. The resignation request should be made if, after discussion between the member and the Management Committee, the conflict is not resolved.

Bylaw No. 3 – Management:

1. The President or designate shall preside at all meetings of the Management Committee and the Club.
2. The Secretary shall be responsible for all minutes of the Club and the Club’s archival material.

3. The Membership Chairperson shall be responsible for the membership roll, which shall include members' names, postal and email addresses, telephone and fax numbers, and other information, which the Club may determine. The membership roll shall be distributed to the members at least annually, and shall include a statement that it is not to be used for commercial purposes.
4. The Treasurer shall maintain and control all financial records of the Club and provide monthly financial statement to the Management Committee and annually to the Club Membership.
5. The President shall review the Constitution and the Club's By-laws with their Management Committee prior to or at the first Management Committee meeting following the establishment of a new committee.

Bylaw No. 4. – Election of Officers:

1. A Nominating Committee as established by the current Management Committee shall present to the Annual General Meeting a slate of candidates for election to the Management Committee.
2. Any further nominations (with prior consent to stand) shall be conveyed to the Nominating Committee at least 14 days prior to the Annual Meeting.
3. If there is no more than 1 nominee for each position the President shall instruct the Secretary to cast one ballot for the slate of candidates. If there is more than one nominee for any position the vote for that position shall be by ballot.

Bylaw No. 5 – General Meeting:.

1. The Annual General Meeting shall be held on the regular meeting day in September. At this meeting, members of the Management Committee shall be elected.
2. General Meetings of the Club shall normally be held on the 3rd Wednesday of each month at 10:00 a.m. at a place to be announced by the President.
3. The quorum at all General Meetings shall be 20% of the membership.
4. The President may at his discretion entertain any motion from the floor that is consistent with these By-Laws. He may require any motion to 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 Newsletter shall be sufficient.

Bylaw No. 6 – Financial:

1. The Treasurer shall receive, record and deposit in a financial institution approved by the Management Committee all funds of the Club. The signing officers shall be any two of the Treasurer, President, Vice-President, and Secretary.

2. The fiscal year of the Club shall end on June 30th.
3. An annual financial review shall be conducted and a report presented to the Annual General Meeting of the Club.
4. The annual financial review may be conducted by a member of the club who is not a member of the Management Committee.

Bylaw No. 7 – Non-Profitability:

1. Club activities are to be budgeted to break even.
2. The Club may advance funds, with approval of Management Committee, when 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 club activity.

Bylaw No. 8 – Amendment:

1. Any bylaw may be amended by a two-thirds majority of the members present and voting at a General Meeting, provided that one month's notice of motion has been given as required by By-law No. 5.4. and provided a quorum is present, as defined in By-Law 5.3.
2. Any such amendment to the Club's by-Laws must be consistent with the Constitution.
3. The Club's Bylaws shall be reviewed for possible amendments every three years or as deemed necessary.

Revision Approved (date)

Attested by: Richard Burpee,
President
Robert Taylor,
Secretary