

# **VERWOOD PROBUS CLUB**

## **CONSTITUTION and RULES**

### **Index**

- 1. Title**
- 2. Aim**
- 3. Membership**
- 4. Committee Constitution**
- 5. Vice President**
- 6. Meetings**
- 7. Subscriptions and Finance**
- 8. Attendance at Luncheons**
- 9. Dress code for Luncheons**
- 10. Dissolution**
- 11. Alteration to Rules**

## **1. Title**

The Club shall be called "VERWOOD PROBUS CLUB."

## **2. Aim**

The aim of the club shall be to promote fellowship and friendship amongst members by means of the following:

- (a) Holding a luncheon meeting for members and their guests on the third Tuesday of each month.
- (b) Arranging such social activities for members as deemed appropriate.
- (c) Maintaining and keeping a secure Club Website.

## **3. Membership**

Membership is open to residents in Verwood or surrounding areas. Our criterion is that members are of good standing in their local community. Generally, but not exclusively, they will be retired or semi-retired business or professional men. If the numbers of members reaches the ceiling of 70, then a waiting list, decided by the committee, will be created.

New members shall be proposed and seconded by existing members and their application approved by the Committee.

## **4. Committee Constitution**

The Club will be managed by a committee of members, consisting of President, Vice President, Treasurer and Secretary and any other officers the group deems necessary to carry out the required activities, which may include Welfare Secretary, Speakers' Secretary, Events' Secretary, Webmaster, Assistant Treasurer, Dining Secretary and Assistant Secretary. Committee members may cover, if necessary, for absent officers on an *ad-hoc* or ongoing basis.

Election to these offices will be by the Membership at the Annual General meeting.

The guiding principle governing committee members will be to serve the Membership. The Term and Responsibilities of each individual position on the Committee will be determined by the Committee as and when necessary, depending on the circumstances.

The President shall retire on the completion of the agreed term in office and will normally be succeeded by the Vice President. It is expected of Committee Members that they will serve as President if invited.

Not less than five committee members present at a committee meeting, at least one of whom must include President, Secretary or Treasurer, will constitute a quorum. If a decision will be required when five members are not to be present at a committee meeting, then the Secretary will contact missing members and report their views in order to constitute a quorum.

The position of Honorary Member should be proposed and seconded by club members and then invited by the committee to this position. To obtain honorary membership, the member must have been a member for at least 6 years and have served in a position of responsibility within the club. Honorary membership can also be removed at the discretion of the committee.

## **5. Vice President**

The Vice President shall be selected by the Committee for the ensuing year. The chosen nominee will normally, but not necessarily, have served as a committee member and must be formally proposed and seconded at the Annual General Meeting for acceptance by the membership. The Vice President will normally, but not necessarily, become President the following year. In the event the Committee cannot nominate a suitable candidate at its March Meeting, then an Extraordinary General Meeting may be convened in April, for the members to select such a person, or the decision will be made at the AGM.

## **6. Meetings**

The May luncheon meeting shall constitute the Annual General Meeting and nominations for officers and committee must be notified to the Secretary by the April meeting.

An Extraordinary General Meeting shall be called by the Secretary at the request of the Committee, or on written request of not less than ten members, giving reasons for the meeting, with at least one month's notice of such meeting. Voting at all meetings shall be by show of hands or by ballot, at the discretion of the Committee, and a simple majority of those present and voting shall decide.

For the purpose of calling meetings, a month is defined as the period between luncheon meetings notwithstanding this may be a shorter or longer period than a calendar month.

## **7. Subscriptions and Finance**

There shall be a Joining fee for New Members and an Annual subscription fee for all Members, these two fees to be approved by the Committee. The Annual Subscription Fee shall become payable in April for the following Probus year. A pro-rata Annual subscription fee will be determined by the Committee for those joining during the financial year. Each New Member shall be entitled to a Probus Lapel badge and Name badge, to be presented on joining the club.

Any member failing to pay his subscription by the end of APRIL shall be deemed to have resigned. A New Joining fee and annual subscription fee will be charged to resigned members wishing to rejoin, this charge will be at the discretion of the Committee.

Payments on behalf of the Club shall be signed by the Treasurer as the BACS banking system is used for payments.

A statement of accounts for the twelve-month period to 31st March each year shall be drawn up by the Treasurer and presented for approval at the Annual General Meeting, after review by an approved examiner appointed at the previous Annual General Meeting.

Any surplus arising in any financial year will be either added to the Club's Reserves or used for the benefit of members in a manner to be decided by the Committee.

## **8. Attendance at Luncheons**

A Luncheon shall be booked at every meeting for each member of the Club, and he will be required to pay the cost, unless he gives notice that he will not be attending to the Secretary for Dining or failing him, the Treasurer, by the Thursday evening before the meeting. The Luncheon Fee covering the cost of the Lunch and the Speakers costs will be reviewed and approved by the Committee as and when necessary. In the case of non-notification, payment will be at the discretion of the Committee. (Sudden illness or major family matters after Thursday evening preventing attendance, no payment will be charged). Members may bring a guest to luncheon meetings, subject to their giving notice to the Secretary by the Thursday evening before the meeting, advising the name of the guest. The Member will be liable to pay for his guest's lunch. No guest may be invited more than three times in any calendar year.

The dress code for Members attending luncheons will be Formal Smart Casual.

## **9 Dress code for Luncheon**

Smart jacket/blazer or suit, trousers, collared shirt, tie optional, smart shoes; no jeans, polo or T shirts, trainers or sandals please. Exception may be made for medical reasons.

An Ordained Minister of the Church may wear a Clerical Collar.

Jackets may be removed at Members' discretion after arrival.

**Luncheon**– 12.00 to 2.00pm

**Speaker's Presentation** –2.00 to 3.00pm

**Committee Meetings** – normally 11.00am to 12.00.

**Verwood Probus Financial Year** --1<sup>st</sup> April to 31<sup>st</sup> March

## **10. Dissolution**

The Committee decides the point at which dissolution is considered. In the event of the club being wound up, an extraordinary meeting of the members shall be called, giving at least 21 days' notice, and if 75% of the members agree, any assets, after liabilities have been discharged, shall be distributed to charity or charities by formal meeting of the committee. Any debts or financial liabilities shall be borne jointly by all of the club's members.

## **11. Alteration to Rules**

These rules may be altered at an Annual General Meeting or Extraordinary General Meeting, of which due notice has been given, subject to approval by a simple majority of those present