



CONSTITUTION

1.0 Name & Aims of Club

- 1.1 The Club shall be called the Retford Mens Probus Club (The Club).
- 1.2 The primary aim of The Club is to promote good fellowship.
- 1.3 The Club employs a non political non sectarian ethic in all its activities.
- 1.4 The Club is not a fund raising organisation. There is no central organising body, The Club sets its own rules and elects its own Officers to manage activities.

2.0 Membership

- 2.1 Membership shall be open to gentlemen who are retired, semi-retired or approaching retirement, who are of good character and respected in their communities.
- 2.2 Existing members wishing to introduce a friend may seek the President's approval to bring the friend to a meeting after which, if they are still interested, they will be invited to complete an application form. When considered by the Committee, the Secretary shall inform the applicant of the decision.

3.0 The Committee

- 3.1 The affairs of The Club shall be managed by a Committee consisting of the President, Vice-President (President Elect), Secretary, Treasurer, Press and Publicity Officer. The Immediate Past President may also be invited to join the Committee.
- 3.2 All members of the Committee shall be elected by and from club members at the Annual General Meeting (AGM), or an Extraordinary General Meeting (EGM) convened for the purpose.

3.3 Up to two members may be co-opted by the Committee for special tasks but will not serve beyond the following AGM unless elected.

4.0 Club Officers

4.1 The President, Treasurer, Secretary, Press & Publicity Officer and Accounts Auditor will be re-elected each year at the AGM but may not serve more than three consecutive years in office, other than in exceptional circumstances. The retiring President (Immediate Past President) may continue as an ex-officio member of the Committee for the following year. The Vice President/President Elect will automatically become President on the post being vacated. Members of the Committee shall retire after three years and may re-stand if they wish.

5.0 Club Meetings, AGM, EGM & Normal Meetings

5.1 The AGM Agenda shall be prepared by the Secretary in conjunction with the Committee. The Agenda shall include Presidents report, Secretary's report, Treasurers report (including recommendation for next seasons subscriptions and review of insurance requirements), Almoners Report (if Almoner elected previously), report of Press and Publicity Officer. Items on the Agenda will require a vote and acceptance will be proposed and seconded by the membership present. An item of Any Other Business (AOB) to allow members contributions shall be part of the Agenda. An item affording a review and adoption of these Standing Orders shall be included.

5.2 Committee meetings will be held at least twice during The Club's calendar year. A minimum of three members is required for a quorum and must include at least three of the following officers: President, President Elect, Secretary, Treasurer Press and Publicity officer.

5.3 Club meetings shall normally be held on 1st and 3rd Fridays during a season of meetings. The schedule will ultimately be arranged around the availability of the meeting venue and the final programme will be published on the website. The season of meetings to extend from early September until early May.

- 5.4 In the event a motion is tendered from the floor by a member in respect of the business under discussion this will be accepted at the discretion of the President who will chair each meeting.
- 5.5 The said motion on being accepted will then require to be seconded prior to being open for debate by members within a pre-announced timed period determined by the President and subsequently voted upon for acceptance or rejection.
- 5.6 Should the Secretary receive a written resolution from a member in advance of any given meeting and in anticipation this will be accepted as a motion for discussion at a future meeting a similar format shall be adopted. In the event of a 'rider motion' to a motion under discussion, again the accepted format is applied.
- 5.7 The AGM shall be held in May of each year unless otherwise arranged and members given at least four weeks notice.
- 5.8 An Extraordinary General Meeting (EGM) shall be held for matters which would otherwise require AGM consideration may be held at the discretion of the President or if a request is made in writing to the committee and signed by five or more ordinary members. The request must state the reason for the meeting and the Committee must give it due consideration. No matters other than the stated reason(s) for the EGM may be discussed or voted upon at an EGM.
- 5.9 Voting on proposals effecting change in policy requires a minimum of two thirds majority support for adoption; voting on ordinary day-to-day issues requires a simple majority of members present. The President has a casting vote in case of ties.

6.0 Membership

- 6.1 In recognition of a member's outstanding contribution to the fulfilment of the objectives of The Club, the president, on the recommendation of the committee, may confer on them honorary membership. Honorary Members shall have the same rights, privileges and obligations as ordinary members, but pay no subscriptions.

- 6.2 Membership of The Club may be terminated at any time by members by notifying the secretary. No refund of subscription will be given.
- 6.3 The membership of any member can be terminated by the Committee if it considers their words or actions have not been in keeping with the requirements of membership, or are likely to bring The Club into disrepute. Such a decision must be supported by at least 3 members of the Committee. The member should be advised in writing by the Secretary. An appeal and appearance before the Committee to justify their actions will be granted providing a written letter of appeal is lodged with the Secretary within ten days of the member being notified of the Committee's decision. If the appeal is not upheld no refund of subscription will be given.

7.0 Finances & Subscriptions

- 7.1 The Club's financial year shall run from September until May.
- 7.2 Banking arrangements will be for the discretion of Treasurer.
- 7.3 Signatures of any two officers from the President, President Elect, Secretary and Treasurer will be required for cheques but the Treasurer ONLY may conduct internet banking for The Club, providing a mandate is signed by at least two signatories, or whatever the bank requires.
- 7.4 The annual accounts and balance sheet shall be available at the AGM. The accounts should be audited each year by a member (other than a Committee member) nominated by the President, to whom they will report their findings, or an external auditor.
- 7.5 Annual subscriptions are due on the first meeting of a new season of meetings in early September each year, a sum agreed by the previous AGM. Failure to pay at the end of three months from the due date unless the default is due to incapacity, illness, or other situation beyond the control of the member, will mean membership is forfeited. Members joining after the due date will pay a subscription pro-rata for their first year.

8.0 Changes to the Constitution

8.1 Proposals for a change or changes to the constitution may be made by the Committee, or an ordinary member in a written proposal to the President, and should include the names of the proposer and seconder, the detail of the proposed change, and must be lodged with the Secretary at least three weeks before the AGM or EGM.

9.0 Dissolution

9.1 The Club shall be dissolved if the Committee call an EGM or the motion is proposed at an AGM and the motion for dissolution is put to the membership and three quarters of members present agree the dissolution. On such dissolution surplus funds shall be donated to the Lincs & Notts Air Ambulance or Bassetlaw Hospice as voted for at the EGM or AGM.

10.0 Data Protection

10.1 Club members' personal details provided on the membership application/renewal form will be stored by the Treasurer and Secretary and processed in line with the General Data Protection Regulations.