



## Women's Probud Club of White Rock & South Surrey

### POLICIES AND PROCEDURES

#### I. Aims and Objectives

1. The Purpose of PROBUS is to stimulate thought, interest, and participation in activities for those, who, in retirement or semi-retirement appreciate and value opportunities to meet others in similar circumstances and of similar levels of interest. The Club is dedicated to encouraging fellowship between members who are compatible with each other and to providing an opportunity for the development of friendships.

#### II. Membership

1. A prospective member of the Club shall complete and submit an application form for membership.
2. Prospective members are advised to attend one meeting, with the exception of the AGM, before joining, and will be notified that they will be placed on a wait list if one exists.
3. If no wait list exists:
  - a. Prospective members without a sponsor shall be referred to the Membership Coordinator, who shall present their application to the Management Committee. Once approved and fees are received, the new member may participate in mini-clubs and other activities.
  - b. Potential new members who are sponsored by an existing member(s) and who meet the criteria of PROBUS Canada's Constitution, upon completing an application form and submitting a cheque for payment of the membership fee, shall immediately be able to take part in PROBUS activities.
4. If a wait list exists:
  - a. The applicant's name shall be added to the wait list according to the date that Probud received the application.
  - b. When a membership opening becomes available, the person's application will be reviewed according to 3.a. and 3.b.
  - c. Once approved, the applicant will submit their fee, after which they may participate in club activities.
5. Formal approval of the new member will be made by email or at the next meeting of the Management Committee.
6. Following the new member's approval by the Management Committee, the member's badge will be ordered.
7. If, after reviewing an application, the Management Committee does not believe the potential member fits the Constitution's criteria, the Membership Chairperson will contact the potential member and their sponsor within one week.
8. The Management Committee establishes membership and initiation fees annually. After September 1, new members are charged one-half the annual fee. Members joining in January or February will pay full annual fees for the following year. Initiation fees are not discounted.
9. The term of annual membership shall be from March 1 to February 28/29.

10. Annual fees are due March 1. The Management Committee will make reasonable attempts to contact members who have not renewed by that date to determine if they have resigned.

### **III. Management**

1. The President will arrange Management Committee meetings prior to the General Meeting.
2. The President shall review the Standard Constitution for clubs and their own club Bylaws and Policies and Procedures with their Management Committee prior to or at the first Management Committee meeting, following the establishment of a new Management Committee.
3. The President will be made aware of all Management Committee communications and directives affecting club business prior to sending out.

### **IV. General Meetings**

1. General Meetings are held monthly.
2. The Traditional Lands Acknowledgement will be read at the beginning of the September and March General Meetings.
3. General Meetings will consist of a short business section on club matters followed by a program and lunch.
4. The Chairperson is neutral/non-judgmental and is there to facilitate the wishes of the membership in a democratic manner.
5. An informal vote by a show of hands may be taken at a General Meeting, to be decided by a simple majority. As there are no minutes taken at General Meetings, an affirmative vote shall be moved, seconded and voted on at the subsequent Management Committee meeting in order to maintain a written record of such vote.
6. Coordinators of mini-clubs plan meetings/events throughout the month specific to the interests of members. These mini-clubs meet on a regular basis. The Management Committee maintains a current list of active mini-clubs which are listed in the Club newsletter. All mini-clubs with the exception of book clubs will be open to all paid members. Mini-clubs meet on a regular basis and may be limited due to venue size.
7. The Management Committee shall ask for volunteers to help arrange special events such as an annual picnic, a Christmas event, or an event to mark the Club's anniversary date.
8. The amount to be paid to speakers is set annually in the budget and are paid using the following guidelines:
  - i. Professors and experts in person or by Zoom will be paid personally. If they are travelling from afar, for instance, Vancouver, add mileage allowance.
  - ii. If a speaker is employed by a government body that normally forbids the acceptance of personal gifts or payments, there will be no speaker fee paid. A small thank you gift may be presented if approved by the speaker.
  - iii. If a speaker represents a charity, they may be presented with a small thank you gift. The balance of the fee will be paid to the charity.
  - iv. If a speaker representing a charity declines the gift, then the full fee is donated to the charity.
  - v. A speaker who is a member of Probus will receive a gift of approximately one half of the speaker fee.
  - vi. A complimentary lunch is offered to the speaker plus one companion.

9. The Management Committee desires that individuals interested in joining Probus follow the appropriate steps laid out on our website.
10. When lunch is offered to members at a General Meeting, an email is sent out to all members to confirm whether they wish to purchase lunch or coffee. That information is the basis for ordering the food from the caterer. If the member does not attend the meeting, they owe the lunch money to the club and must arrange for payment.
11. All attendees of the General Meetings should register at the front desk.

## **V. Financial**

1. Membership fees are the main source of Club revenue and are set in the annual budget.
2. The Management Committee shall establish limits on expenses as dictated by the budget. Extraordinary expenditures require a majority vote by the general members.

## **VI. Other**

1. Club members are strongly urged to share the work in the Club.
2. Club members will conduct themselves in a professional manner that promotes good communication and mutual respect.
3. The Management Committee will publish a newsletter in advance of the General Meeting that will be made available to members via the web page or e-mail.
4. Only past members may be invited by a current member to purchase a ticket for the Christmas Luncheon.