

# BYLAWS

## THE GLACIER PROBUS CLUB 228

### **Bylaw No. 1 – Territory**

1. Membership in this Club shall primarily, but not necessarily, be from the area of the Comox Valley, Vancouver Island.

### **Bylaw No. 2 – Membership**

1. Membership in the Club is open to retired or semi-retired people, regardless of marital status, gender identity, sexual orientation, or any other grounds prohibited under Section I.3(1) of the Canadian Human Rights Act.
2. An application for membership shall be accompanied by an annual membership fee as set by the Management Committee.

Upon acceptance by the Club, a new member shall have access to a copy of the Constitution of The Glacier PROBUS Club 228 and the Bylaws for The Glacier PROBUS Club 228 and will be provided with a name badge.

3. The membership cap for the Glacier Probus Club will be determined, if deemed necessary, by a vote of the membership at the Annual General Meeting or a Special General Meeting.
4. Membership is renewed annually. The annual fee shall be determined by the passing of the annual budget at the Annual General Meeting. The Management Committee may terminate the membership of any member who fails to renew the annual membership by the deadline stated on the renewal invoice.
5. **Honorary** membership may be conferred on a person by a majority of members voting at a General meeting. An Honorary member shall not be required to pay the annual membership fee and shall enjoy all privileges of membership except voting and election to office. No more than 2% of the membership shall be Honorary members at any given time.
6. **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. No more than 2% of the membership may be Life members at any given time.
7. **Conduct of Members.** Glacier Probus Club requires members and guests to adhere to a “Scent Free” environment for all in person meetings, events, and activities.

If in the opinion of, and after due consideration by, the Club's Management Committee, a member who has conducted himself/herself/theirself/selves in such a manner as to bring discredit on the Club or on PROBUS CANADA or causes serious discord within the Club membership, or they put the safety of other members at risk, the Management Committee shall endeavour to discuss and favourably resolve the issue with the member. Should such discussion be unsuccessful, the member may be asked by the President to resign. Should the member not resign, the Management Committee, by majority vote, may choose to not accept the renewal of the membership of the member for the following and any subsequent year(s) and shall return any Club membership renewal fees paid by or on behalf of the member for any period for which the member's membership in the Club has not been in effect.

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### **Bylaw No. 3 - Management**

1. **The President or designate** shall preside at all meetings of the Management Committee and the Club. . The roles of President, Vice-President and Past President normally follow a three-year cycle, with the Vice-President becoming President in the second year, and then Past President in the third year.
2. **The Secretary** shall be responsible for all minutes of the Club and the Club's archival material.
3. **The Membership Director** shall be responsible for the membership roll which shall include members' names, postal and email addresses; telephone numbers, and other information which the Club may determine. A list of members' names shall be made available to the members 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 statements to the Management Committee and annually to the Club Membership.
5. **The President** shall review the Standard Constitution for Clubs and their own Club's Bylaws with their Management Committee prior to or at the first Management Committee meeting following the establishment of a new committee.

(See Appendix 1 for the structure and roles of the Management Committee).

### **Bylaw No. 4 – Election of Officers**

1. A Nominating Committee consisting of two Past Presidents or club members in good standing 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 fourteen (14) days prior to the Annual General Meeting.
3. If the list of nominees matches the list of Management Positions, then the vote for the positions shall be by show of hands.
4. When an election is required, voting shall be by written ballot.

### **Bylaw No. 5 -Special and General Meetings**

1. The Annual General Meeting shall be held on the regular meeting day of June. At this meeting, members of the Management Committee shall be elected.
2. General meetings of the Club shall be held on the first Thursday of each month except for the months of July, August, and December, at the established meeting time and place. This meeting date may be changed at the discretion of the Management Committee.
3. The quorum at all Special and General meetings shall be 25% of the membership. If a quorum is not present within the first 15 minutes of the appointed meeting time, the meeting shall stand adjourned for an additional 15 minutes. If after 30 minutes of the original

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appointed meeting time a quorum is still not present, the members present shall constitute a quorum. Attendance numbers will be determined by the Registration Director or designate.

4. Any notice of motion shall 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. All members shall be notified of this notice of motion prior to the meeting at which it is to be considered

### **Bylaw No. 6 – Financial**

1. The Treasurer shall receive, record and deposit all funds of the Club in a financial institution approved by the Management Committee. The signing officers shall be any two of the Treasurer, President, Vice President and Secretary.
2. The annual financial review shall be conducted by a member of the Club who is not a member of the Management Committee and who has a financial background.
3. An annual financial review shall be conducted, and an interim report presented to the Annual General Meeting of the Club. A final report will be made available to the membership after the Annual General Meeting.

### **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 a Club activity.
4. Nothing herein shall prevent the Management Committee from authorizing remuneration to a Club member who is providing a pre-approved service which benefits the Club and/or is open to all Club members.

### **Bylaw No. 8 - Amendment**

1. Any bylaw may be amended, added, or deleted by a two-thirds majority of the members present and voting at a General meeting or Special General meeting, provided that notice of motion has been given as required by Bylaw No. 5 paragraph 4.
2. Any such amendment to the Club's Bylaws must be consistent with the Standard Constitution.
3. The Club's Bylaws shall be reviewed for possible amendments as deemed necessary.

**Bylaws Approved by Membership: June 1, 2023**