



Suggested By-Laws for Probus Club

1. Membership

- Applications for membership shall be submitted in writing to the Membership Officer and approved by the Executive Committee.
- Members are expected to attend meetings regularly and participate in club activities.
- Membership may be terminated for non-payment of subscriptions, prolonged absence without reasonable cause, or conduct detrimental to the club's values.
- Honorary membership may be conferred by the Executive Committee for distinguished service.

2. Subscriptions and Fees

- Joining fees and annual subscriptions shall be determined by the Executive Committee and approved at the AGM.
- Subscriptions are payable within the first month of the financial year.
- Members in arrears for more than three months may be suspended until payment is made.

3. Meetings

- Regular monthly meetings shall be held on a fixed day and time, determined annually.
- The Annual General Meeting (AGM) shall be held in _____, with at least 30 days' notice.
- Special meetings may be convened by the President or upon request of at least 25% of members.
- A quorum for general meetings shall be 25% of active members.

4. Executive Committee

- The Executive Committee shall meet at least quarterly to oversee club operations.
- Decisions shall be made by majority vote; in case of a tie, the President shall have a casting vote.
- Any committee member absent from three consecutive meetings without valid reason may be asked to resign.
- Vacancies occurring during the year may be filled by appointment of the Committee until the next AGM.

5. Duties of Officers

- **President:** Presides at meetings, represents the club, and ensures smooth functioning.
- **Vice President:** Assists the President and assumes duties in their absence.
- **Secretary:** Maintains records, correspondence, and minutes of meetings.
- **Treasurer:** Manages finances, prepares annual accounts, and ensures compliance with audit requirements.
- **Membership Officer:** Oversees membership applications, records, and engagement.
- **Events Coordinator:** Plans and organises outings, speakers, and activities.

6. Conduct of Members

- Members shall uphold the values of fellowship, inclusivity, and respect.
- Political, religious, or commercial promotion is not permitted at meetings or events.
- Members are expected to treat fellow members, guests, and speakers courteously.

7. Guests

- Guests may attend up to three meetings before applying for membership.
- Guests must be introduced by a member and registered with the Membership Officer.

8. Financial Management

- The financial year shall run from _____ to _____
- All payments shall be authorised by the Treasurer and one other officer.
- Bank accounts shall be operated in the name of the Club, with at least two signatories required.

9. Amendments to By-Laws

- These By-Laws may be amended by majority vote of the Executive Committee, subject to ratification at the next general meeting.
- Proposed amendments must be circulated to members at least 14 days in advance.