

WOMEN'S PROBUS CLUB KITCHENER WESTMOUNT BY-LAWS (Revised Nov 14, 2024)

BY-LAW 1 – TERRITORY

Membership of this Club shall be primarily from, but not exclusive to, the area of the Region of Waterloo.

BY-LAW 2 – MEMBERSHIP

1. An applicant shall complete the application online or in hard copy, submit an initiation fee of \$25.00 plus the annual membership fee. The membership chair will circulate the application to the management team for information.
2. On payment of the required fees, a new member shall be presented with a PROBUS name badge and a current directory by the membership chair, president or substitute.
3. Attendance shall not be mandatory.
4. An Honorary Member may be elected by a majority of members at a General Meeting.

Honorary members shall not be required to pay membership fees and may enjoy all other privileges of membership. No more than two percent of the membership may be Honorary Members at any one time.
5. Life membership may be conferred upon an existing member who has rendered outstanding service to the Club. Life members shall not be required to pay membership fees and may enjoy all other privileges of membership. No more than two percent of the membership may be life members at any one time.
6. Annual membership fees are payable on or before September 30th.
7. Membership may be held in more than one PROBUS Club. When a waiting list exists and an opening occurs, priority will be given to an applicant who is not a PROBUS member.
8. Membership is to be capped at 195.

BY-LAW 3 – MANAGEMENT

1. The Club shall be managed by a Management Committee comprised of President, Immediate Past President, Vice-President, Secretary, Treasurer, Membership Chair, Committee Chairs and Archivist. A Chairperson may designate an alternate from her Committee when she is not able to attend.
2. The President, or in her absence her designate, shall preside at all meetings of the Management Committee of the Club. The Secretary shall be the officer responsible for all minutes.
3. The Club President shall serve one term, but not more than two (2) years.
4. The Management Committee shall meet monthly, or as the need arises.
5. The quorum of a Management Committee meeting shall be 50% +1.
6. A motion that receives an equal number of affirmative and negative votes shall be considered lost.
7. The Management Committee shall have responsibility to fill vacancies that may arise between elections.
8. The Management Committee shall have the authority to appoint sub-committees.

9. The Membership Chair shall be responsible for the list of members' names, addresses, email addresses, telephone numbers occupations/responsibilities, birthdays and other information required by the Club By-Laws. A Directory with members' contact information is to be issued annually to members along with clear directions that the information is not to be used for commercial or other purposes.
10. The Club shall co-operate with Rotary and other PROBUS Clubs in the formation of new PROBUS Clubs.

BY-LAW 4 – ELECTION OF OFFICERS

1. 1. A Nominating Committee made up of the Past President (as Chair), President, Vice-President, and Membership Chair, shall publish a slate of nominees for each office in the Management Committee (with their prior agreement to stand). Further nominations (with their agreement to stand) shall be conveyed to the Nominating Committee at least 14 days in advance of the Annual General Meeting to allow for ballot preparation.

BY-LAW 5 - MEETINGS

1. The Annual General Meeting shall be held on the regular meeting day as determined by the Management Committee.
2. General Meetings of the Club shall be held on the Second Tuesday of each month at any such time and place as may be decided by the Management Committee.
3. A quorum shall be 25% of the membership.
4. Any notice of motion shall be submitted in writing to the Secretary and shall be read to the regular meeting of members the month prior to the meeting at which it is to be considered.
5. When necessary, meetings, including voting, may be held electronically.

BY-LAW 6 – FINANCIAL

1. The Treasurer shall deposit all funds of the Club in a financial institution approved by the Management Committee.
2. The signing officers shall be any one of the following: Treasurer, President, or Vice-President. To create oversight the Treasurer will e-mail the monthly bank statements to the President and the Vice-President.

BY-LAW 7 – AMENDMENT

1. Any clauses in these By-Laws may be amended by a two-thirds majority of the members present and voting subject to the above quorum, and notice of motion in By-Law 5 (3) and (4).
2. Any such amendment must be consistent with the Standard Constitution.