



**PROBUS CLUB  
OTTAWA-RIDEAU VALLEY**

**STANDARD CONSTITUTION**

*The word "PROBUS" is registered under the Canada Trade Mark Act. It may be used only by PROBUS CLUBS, PROBUS ASSOCIATIONS and other bodies accredited by PROBUS CENTRE - CANADA. To hold accreditation, PROBUS CLUBS must maintain their constitution and comply with those paragraphs shown in italics below and on the following pages. The word "PROBUS" and the logo must not be used for any commercial purposes in Canada without express approval from the PROBUS CENTRE - CANADA. The formation of a PROBUS CLUB requires the approval of and sponsorship by a Rotary Club.*

**1. TITLE**

*The club shall be called "THE PROBUS CLUB OF OTTAWA - RIDEAU VALLEY".*

**2. TERRITORIAL LIMITS**

*Membership shall be primarily for residents of the RIDEAU VALLEY area.*

**3. AIMS AND OBJECTS**

- a) The purpose of a PROBUS CLUB is to provide regular meetings for retired and semi-retired professional and business persons, former executives and others with like backgrounds who appreciate and value, in their retirement, increased social contacts and opportunities to meet others to hold discussions and hear addresses on topical subjects at intervals agreed by the members; also to arrange visits by members to places and organizations of appeal.*
- b) The activities of the Club shall be directed primarily towards providing fellowship, the development of acquaintance and active participation in the Club's activities at minimum cost to members.*
- c) No competition is envisaged with other organizations.*
- d) The club shall be non-political and non-sectarian.*
- e) The club shall not be a fund raising organization.*

#### **4. MEMBERSHIP**

*The Club is for persons with professional business and executive backgrounds and others who have had some measure of responsibility or achievement in any field of endeavor*

- a) Applications for membership are to be accepted by the Director of Memberships who will submit them for information to the Management Committee at the next meeting.
- b) Members leaving the OTTAWA - RIDEAU VALLEY area may retain their membership.
- c) Residents outside the territory limits specified above will be welcome as members, in the expectation that they will consider joining a PROBUS CLUB in their own area should one be formed.
- d) However, members may belong to any number of PROBUS CLUBS subject to their acceptance by those clubs.
- e) The Club may elect honorary members on the recommendation of the Management Committee of the Club.

#### **5. MANAGEMENT**

- a) The Club shall be managed by a Management Committee comprising a President, Vice President (who will also be President-elect), Secretary and Treasurer. There will also be Directors responsible for:
  - Guest Speakers, Visits and Entertainment, Membership, Club Bulletins, Publicity, PROBUS Liaison and Community Service.
- b) Any number of these positions may be held by any one committee member except the President. The Immediate Past President shall automatically become an ex-officio Committee member for one year following retirement from office.
- c) *A new President shall be elected each year. The founding President may serve for two terms in succession if the Club has been formed less than nine months before the first Annual General Meeting as set down under "MEETINGS" below.*
- d) At each Annual General Meeting nominations shall be called for by the presiding officer for candidates for elected Director Positions on the Management Committee for a two year term. These positions shall be filled by ballot if necessary.
- e) In Committee, 50% of the members of the Management Committee shall form a quorum. If there is a tie vote the Chairman shall have a second or deciding vote.
- f) The Management Committee shall have the power to co-opt in order to fill vacancies which may arise.
- g) The Management Committee has the power to appoint sub-committees.

## **6. MEETINGS**

- a) Under normal circumstances, meetings of the Club will be held monthly on the first WEDNESDAY of the month from 10:00 A.M. to 12:00 noon at St. JAMES'S ANGLICAN CHURCH or at such other time, day and place as may be decided by the Management Committee.
- b) *An Annual General Meeting shall be held on the last meeting day in SEPTEMBER of each year, at such time, day and place as may be determined by the Management Committee.*
- c) The Secretary will call a Special General Meeting at the request, in writing, of not fewer than five members and shall give at least one week notice of such meeting with full particulars of the purpose for which it is called.
- d) The quorum at general meetings shall be 25% of the total Club membership.
- e) Voting at General Meetings shall be by a show of hands, or by ballot if requested.
- f) The chairman is to vote to break a tie.

## **7. NOTICE OF MOTION**

Any Motion that requires GENERAL MEMBERSHIP APPROVAL must be in the hands of the secretary, in writing, at least one meeting prior to the meeting at which the Motion is to be put forward

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## **8. ACCOUNTS**

A statement of Income and Expenditures for the twelve months to the end of August in each year shall be presented to the Annual General Meeting after being audited by one or more members appointed at the previous Annual General Meeting.

The Treasurer shall deposit all funds of the Club in a bank or trust company named by the Management Committee. The signatories for this account will be the President, Vice-President, Secretary and Treasurer with provision for any two of them to sign.

## **9. SUBSCRIPTIONS (ANNUAL DUES)**

- a) The annual subscription (dues) payable by members having been set may be altered at the Annual General Meeting.
- b) The first badge for a new member is given at no cost, but replacements will cost \$10.

## **10. AMENDMENTS**

*Any clause in this constitution, except those in italics, may be amended at any regular meeting, a quorum of 25 percent of members being present, by two-thirds vote of all members present, provided that the required Notice of Motion be given (see above).*

## **11. REGISTRATION**

*The Club shall register its current meeting arrangements, membership strength, names, addresses and telephone numbers of its President and Secretary with PROBUS CENTRE - CANADA in October of each year for inclusion in the Directory of PROBUS Clubs for the region produced in December of each year .*

Revised – September 1, 2010