

MENS PROBUS CLUB OF GLENROY INC.

BY LAWS

1. MANAGEMENT.

- (a) The Club shall be managed by a Management Committee, hereinafter called the "Committee", comprising a President, Vice-President, Secretary, Treasurer and Committee Members responsible for Functions (2), Guest Speakers, Membership, Attendance, Records, Newsletter Editor, Newsletter Distribution, Catering, Strolls, Bowls *and* Golf and such other activities as may be decided from time to time by the Club. The Immediate Past President shall be a member, ex officio of the Committee.
- (b) The Auditor and Public Officer, being appointed, are not members of the Committee.

2. MEETINGS.

- (a) The Club shall meet monthly on the Second Tuesday of each month, as determined at the Club Formation Meeting (October 1988).
- (b) The Club may meet at another time, on another day, or at another venue by the decision of the Members.

3. MEMBERSHIP.

- (a) The maximum membership of the Club shall be 105, as determined at the August 2000 General Meeting.
- b) Membership of this club will be contingent upon attendance at regular meetings of not less than 50% of club meetings in any one year subject to leave of absence in cases of sickness or any other reasonable grounds, Refer to the Constitution.
- c) It should be noted that the proposer of the member is the focus of information on the health and attendance of the member he proposed

4. SUBSCRIPTION/JOINING FEE.

- (a) The current Annual Subscription payable by Members is \$25.00, reviewed annually by the Committee.
- (b) The current Joining Fee payable on joining the Club is \$10.00, reviewed annually by the Committee.

5. NON SUBSCRIBING MEMBERSHIP

- (a) Honorary Members: Refer to the Constitution for criteria
- (b) Life Members: Refer to the Constitution for criteria
- (c) Non Active Members:
 - (a) Any subscription collected from the member at the time of the leave of absence being granted would be retained by the Club.
 - (b) In successive years following change to Non-Active Membership, the member would be excused from paying any subscription or other dues to the Club, and would not be included in Club payments and statistics to both Probus Centre South Pacific and the Probus Association of Victoria
 - (c) With granting of Non-Active Membership to a member, a vacancy in Club membership would occur.
 - (d) Following recovery from the sickness initiating the granting of leave of absence, the member may resume full membership and pay any subscription applicable for the current year.
 - (e) When a Non-Active Member resumes full membership ((d) above), the Club membership limit may be temporarily exceeded until a vacancy allows return to the Club membership limit.
 - (f) During a period of Non-Active Membership, the member may continue to receive the Club Newsletter and any other Club communication or benefit the Club provides, eg, the member's partner could participate as appropriate in Club activities.
 - (g) The change to this level of membership must be discussed with the member in question in conjunction with his proposer and/or family and preferably applied for in writing to the Secretary.

6. PROSPECTIVE MEMBERS / VISITORS.

- (a) A Prospective Member is welcome to attend 3 meetings and also participate in other Club Activities, but not take precedence over Members if numbers are limited.
- (b) A Visitor may attend Club activities but shall not take precedence over Members or Prospective Members if numbers are limited.

7. REIMBURSEMENTS.

The following remunerations apply:

Secretary	\$40.00	Speakers Officer	\$30.00	Newsletter Editor	\$30.00	Functions
Officer	\$40.00	Newsletter Distributor	\$50.00	Strolls Officer	\$30.00	

These amounts are reviewed annually by the Committee and will be paid within 3 months into the new Club year.

8. NEWSLETTER.

The Club Newsletter the "Communicator" is published and distributed monthly before each meeting. Members who reside distant from Glenroy or who are away on holidays can make arrangements for mailing of the newsletter at the member's cost.

9. FINANCE.

In the absence of the Treasurer a delegate of the Club's management Committee should deposit within two (2) working days, all funds to the credit of the Club's account in the bank or other financial institution approved by the Club

10. OUTING REFUNDS.

A refund of the money paid by a member for an outing where the member's cancellation is received by the organizer after the booking has been confirmed by the Provider, will only be made if the service provider has allowed a reduction in the final cost. The refund will be the amount by which the final cost was reduced divided by the number of cancellations received, or the amount paid by the member, whichever is the lesser, eg, if the service provider has allowed a reduction of \$120.00, and six cancellations were received, the refund would be \$20.00 per cancellation, or the amount paid by the member, whichever is the lesser.

11. GUEST SPEAKERS.

It is customary for the Club to present the Guest Speaker or main Guest Speaker at monthly meetings with a gift (usually a custom-made pen) not exceeding \$12 in value. Reasonable travel expenses (up to \$25) may be reimbursed to the Guest Speaker if he/she should require it. When travel expenses are paid, the presentation of a gift is at the discretion of the Speakers Officer.

12. EMERGENCY ROSTER.

Should an occasion of such proportion arise, (i.e. death of a member) where every club member needs to be informed as soon as possible, then an emergency phone-around will take place. Should any club member learn of such a happening he will contact either the President or Secretary who, using the emergency roster will contact the various committee members, who will in turn contact the members as listed, advising each of the details. The emergency roster will be produced by the newsletter editor, reviewed periodically, and a copy given to each committee member

13. RISK MANAGEMENT

This Probus Club recognises the need to ensure the minimisation of the potential risks to members and visitors, which may occur as a result of their participation in the activities of the Club. It is important also, that members identify any potential areas of risk so that controls can be put in place to reduce the possibility of injury or illness.

14. EMERGENCY EVACUATION

The following club delegates have been elected by the committee to take charge in the event that an emergency evacuation is required from any venue where the club members are holding a meeting/function. They are John Elletson, Geoff Milley, and Geoff Woods. Irrespective of the venue, all members should make themselves familiar with exit doors and assembly points in case of an emergency.

15. AMENDMENTS

These By Laws (other than those determined at an Annual General Meeting), may be amended at a Club General Meeting, a quorum being present, by the affirmative vote of not less than three quarters of the Members present and voting, notice of such proposed amendment having been published to all Members at least twenty-one days before such meeting.