THE WOMEN'S PROBUS CLUB OF NORTH SHORE VANCOUVER

BYLAWS

Bylaw I – Territory

1. Membership in the Club shall primarily, but not necessarily, be from North Vancouver and West Vancouver, B.C.

Bylaw II - Membership

1. An application for membership shall be accompanied by an initiation fee and an annual renewal fee thereafter as determined by the Management Committee. There is no monthly fee for attendance at meetings. Depending on when a new member is accepted, the membership fee may be prorated. Upon acceptance by the Club, a new member shall be given the *STANDARD CONSTITUTION FOR PROBUS CLUBS IN CANADA, the BYLAWS of The Women's Probus Club of North Shore Vancouver* and a name badge.
2. **Annual membership** fees are payable on or before June 30th annually. The Management Committee may terminate the membership of any member who fails to pay the annual fee by June 30th.
3. The total number of members shall be determined by the Management Committee.
4.. If, after due consideration and in the opinion of the Club's Management Committee, a member conducts herself in such a manner as to bring discredit on the organization or cause discord within the membership, she may be asked to resign. The President or her designate shall make this request in writing to the member.
5. All **guests** must be accompanied by a member, and each guest may attend up to two meetings throughout the program year. The Management Committee, given the circumstances, reserves the right to determine whether guests will be allowed at specific meetings. A nominal guest fee per meeting shall be charged.

Bylaw III - Management

1. The **President** or her designate shall preside at all Management Committee and general meetings. The President shall review the *STANDARD CONSTITUTION FOR PROBUS CLUBS IN CANADA and BYLAWS of The Women's Probus Club of North Shore Vancouver* with the Management Committee at the first Management Committee meeting following the establishment of a new Management Committee.
2. The **Treasurer** shall maintain and control all financial records and transactions and provide financial statements/reports to the Management Committee monthly and to the Club membership annually.
3. The **Secretary** shall record and distribute all minutes of the Club to the Management Committee, deal with correspondence as required and maintain the Club's archival materials.
4. The Membership Chair shall, on an annual basis, develop two membership rosters for the club: i) one for exclusive use by the Management Committee with all relevant member biographical and contact information and; ii) one to be sent to Club members containing only names and telephone numbers. At membership renewal time, the renewal form will have the option for members to have their telephone number excluded from the roster.
The membership roster shall include a statement that it is not to be used for commercial purposes and not shared with non-Club members.

Bylaw IV. - Election of Officers

1. A **Nominating Committee** shall consist of three Club members in good standing, including two Past Presidents (if available) and another Club member. They shall present to the Annual General Meeting a slate of candidates for election to the Management Committee.
2. Any further nominations (with prior consent of the nominee) shall be sent in writing to the Nominating Committee at least 14 days prior to the Annual General Meeting. The nominee(s), along with the slate of

nominees presented by the Nominating Committee, shall be made known to the general membership at least 14 days before the Annual General Meeting.
3. When an election is required, voting shall be by open voting, with the exception if more than one person is competing for the same position, then voting shall be by ballot.

Bylaw V. - General Meetings
1. The **Annual General Meeting** shall be held on a regular meeting day in September each year. Members of the Management Committee shall be elected at this meeting.
2. **General meetings** of the Club shall be held on the third Monday of the month (January to June and September to November) at 10:00 am at a location in North Vancouver or West Vancouver, B.C. or otherwise as decided by Management Committee if circumstances necessitate a change.
3. The **quorum** at all general meetings shall be 25% of the membership.
4. A **notice of motion** shall be submitted in writing to the Secretary and read out at a general meeting at least one month prior to the meeting at which it is to be considered. It shall also be published in the Club newsletter at least once prior to the meeting at which it is to be considered.

Bylaw VI. - Financial
1. The Treasurer shall receive, record and deposit all of the Club's funds in a financial institution approved by the Management Committee. The signing officers shall be any two of the President, Vice President and Treasurer.
2. An annual financial review shall be conducted by a qualified financial person approved by the Management Committee and who is not a member of the Management Committee.
3. Following the annual financial review, the Treasurer shall present a financial year-end statement at the Annual General Meeting (AGM). The year-end financial statement and the minutes of the previous AGM shall be sent to the membership before the Annual General Meeting.
4. The Treasurer shall present an annual operating budget based on the expect4ed membership to the Management Committee for approval and to be sent to the membership before the Annual General Meeting.

Bylaw VII.- Non-Profitability
1. Club activities are to be budgeted based on the expected membership to cover annual expenses.
2. The Club may advance funds, with approval of the Management Committee, when prepayment of event expenses is required prior to the collection of funds from members. Such advances will 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.

Bylaw VIII. - Bylaw Amendment
1. Any Bylaw may be amended by a two-thirds majority of the members present and voting at a general meeting provided that notice of motion has been given as required in *Bylaw V./4.*
2. Any such amendment to the Club's Bylaws must be consistent with the *STANDARD CONSTITUTION FOR PROBUS CLUBS IN CANADA – THE WOMEN'S PROBUS CLUB OF NORTH SHORE VANCOUVER.*
3. The Club's Bylaws shall be reviewed for possible amendments every three years or as deemed necessary.

Created August 7, 2008
Revised November 21, 2011
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