



## **THE CONSTITUTION FOR PORTLAND PROBUS CLUB**

*(To be read in conjunction with The Bylaws for Portland Probus Club)*

### **PREAMBLE**

1. The name of the Club is Portland Probus Club.
2. The word 'PROBUS' and the "P" logo may only be used by Probus Clubs and may not be used for any commercial purpose.
3. The Club was sponsored by the Rotary Club of the Island and Royal Manor of Portland.
4. The Aims of Portland Probus Club are:
  - a. To provide a facility for friendship among retired, semi-retired persons and those who will be retiring shortly.
  - b. To promote activities which may include meetings, addresses, outings and sports events and any other means of providing friendship and the enjoyment of retirement.

### **MEMBERSHIP**

5. Membership of the Portland Probus Club shall be open to retired and semi-retired Professional and Business persons and other retired and semi-retired people, who have held a measure of responsibility.
6. Membership is open to men and women.
7. Application for membership (with the exception of founding members) must be sponsored by two unrelated members of the Club and approved by the Management Committee.
8. The Club may elect Honorary Members as well as Life Members on the recommendation of the Management Committee.
9. A list of all members and the applications to join shall be maintained.

### **MANAGEMENT**

10. The Management Committee shall be responsible for the organisation of all the activities of the Club. It shall consist of the following:

President	Vice President	Immediate Past President	Secretary
Treasurer	Speaker Finder	Event Coordinator	Publicity Member
Membership Sec	Welfare Member	Webmaster	
11. A description of their responsibilities is listed in the Club Bylaws.
12. Members of the Management Committee shall be elected at the Annual General Meeting and will be expected to attend most of the Club and Committee meetings.
13. Nominations for office shall be given in writing to the Secretary by the date of the meeting in February. After that date nominations will not be considered.
14. If there is more than one nomination for each post, voting will be by secret ballot at the AGM.
15. Five members of the Management Committee present at a meeting shall constitute a quorum.
16. The Management Committee may appoint one or more sub-committees as necessary and may co-opt from the membership individuals for a specific purpose.

17. The Management Committee may establish and amend such Bylaws as may be considered necessary.

### **MEETINGS**

18. The AGM shall be held annually on the first Thursday in March.

19. A Special General Meeting shall be convened by the Management Committee and Notice of such a Meeting shall be circulated to all Members by appropriate means and announced by the Secretary at the Ordinary Meeting immediately prior to the proposed Special General Meeting.

20. In an emergency, the Committee may convene a Special General Meeting, giving such Notice as they consider appropriate under the circumstances.

21. A Member may request, in writing to the Secretary, a Special General meeting. The Secretary will arrange to convene such a Meeting, provided such a request has the approval of at least 60% of the members present at the Ordinary Meeting immediately following receipt of such a request.

22. The Special General Meeting shall only consider business stated in the Notice convening it.

23. A quorum at an AGM or SGM shall be 25% of all members.

24. Voting at an AGM or SGM shall be by show of hands unless a ballot has been specifically requested by a minimum of 20% of the members present.

25. The Chairperson shall have a second or casting vote if required.

26. Any notice of a special motion for an AGM shall be in writing and submitted to the Secretary. The Secretary shall read this notice of motion at the Club Meeting one month prior to the meeting at which the motion is to be formally proposed.

### **FINANCE**

27. The Treasurer shall keep an income and expenditure account for the 12 months of the Club's financial year (1 February to 31 January).

28. The Treasurer shall maintain a bank account specifically for Club funds and ensure that all monies paid to the Club are deposited in that account.

29. In addition to the Treasurer, two other Committee members shall be authorised to countersign cheques. Cheques will be valid if signed by any two of the three signatories.

30. Authorised signatories will be decided by the Management Committee.

31. An audited Financial Statement shall be presented at the AGM.

32. The annual subscription shall be agreed at the AGM.

### **DATA PROTECTION POLICY**

33. A copy of the Club's current data Protection Policy is attached to the Bylaws of the Club.

### **AMENDMENTS**

34. Amendments to this Constitution shall be by a majority vote at a General Meeting.

### **WINDING UP**

35. On winding up, the funds of the Club shall be handed to a Charity approved at a General Meeting.