**Procedures of the Probus Club of Newbury**



January 2021

**Management**

The Committee manages the Club to the best interests of the Members. In so doing it has the power to adapt the Procedures, but not the Constitution, without recourse to obtaining the Members approval at an Annual or Extraordinary General Meeting.

Any Member may call an Extraordinary General Meeting by obtaining the written support of 10% of Members and notifying the Secretary of the reason to arrange the meeting.

The Committee reports its activities to the Members through the Annual General Meeting, interim reports of Committee decisions are made through a newsletter or other form of communication.

The officers of the Club normally serve for the following durations:

Chairman and Vice Chairman - one year

Secretary, Treasurer, Membership Secretary, Speaker Secretary - three years

The immediate Past Chairman shall be an ex-officio member of the Committee for one year

All other members of the Committee serve for one year unless re-elected at the Annual General Meeting.

The Vice Chairman succeeds the Chairman at the next Annual General Meeting and deputises in his absence.

The Committee may co-opt additional Committee Members to fill vacancies until such time as their appointment is approved at the next Annual General Meeting.

**Membership**

Members normally live or have worked in the Newbury area. Members who move out of the area may retain membership provided they are capable of attending monthly meetings on a regular basis. Continued membership is conditional on payment of the annual subscription except for Life Members who are exempt from such payment.

**Application for membership**

Members of the Club are encouraged to identify a suitable candidate for membership or a person may approach a club member about membership. In either case the Member acts as sponsor to the Candidate and invites the candidate to a monthly meeting as his guest.

The application process for a candidate to join the Club is:

* Proposer obtains application form from the Membership Secretary.
* Candidate completes form and returns to Proposer.
* Proposer obtains signature of a Seconder and returns form to Membership Secretary.
* Membership Secretary invites candidate for interview by the Chairman and one other member of the Committee.
* If the application is approved after the interview the Membership Secretary places the name and date of application on the membership list (if there is a vacancy) or the membership waiting list (if the club is fully subscribed.
* Membership Secretary Invites the Proposer to introduce the Applicant at the next convenient meeting at which which the Chairman inducts the candidate as a Member or, if the Club membership is fully subscribed, Provisional Member.

The number of Provisional Members is limited to a maximum of 5% of the number of Members. Subject to available capacity a Provisional Member may attend all meetings with the exception of the Annual, or Extraordinary, General Meetings and take part in social activities on payment of all attendance and meal fees.

When a membership vacancy occurs the Provisional Member at the head of the waiting list is offered full membership and if he accepts is inducted at the next convenient monthly meeting.

A member of another Probus Club relocating to the Area may transfer his membership by completing the application form and undertaking the interview in the same manner as other candidates except that the interview may be conducted on the first visit.

**Termination of membership**

A Member may resign at any time by writing to the Chairman or the Membership Secretary, giving a reason for his resignation and the date such resignation is to take effect.

The Committee may terminate a membership if:

1. The Member has failed to pay his subscription within three months of it becoming due or has failed to attend three monthly meetings without giving a valid reason, or
2. By majority vote the Committee considers that the Member’s words or actions have not been in keeping with the requirements of membership or are likely to bring the Club into disrepute.

The Membership Secretary writes to the Member notifying of the intended termination, giving a right of appeal to appear before the Committee to justify why such action should not be taken prior to the Committee finalising such a decision.

**Club Meetings**

Members who do not give apologies for absence by the due date are required to pay the Club the full cost of the meal as the venue will charge the Club for meals prepared but not consumed.