

PROBUS CLUB OF CARDIFF LLANISHEN: RULES & CONSTITUTION

1. **NAME.** The name of the Club shall be the PROBUS CLUB OF CARDIFF LLANISHEN.
2. **GENERAL POLICY.** The Club aims to provide fellowship for retired men with professional and business backgrounds, enabling them to meet together regularly and attend organised events.

The Club shall be non-sectarian and non-political and no part of its funds shall be used for any purpose in conflict with the foregoing.
3. **THE YEAR.** The Probus Year shall be from 1st May to 30th April each year.
4. **MEMBERSHIP.** The membership shall comprise men who are retired or virtually so, having previously held positions of responsibility. The maximum number of members shall be recommended by the Committee and approved by the Club. Each application for membership shall be sponsored by two existing members and acceptance shall be at the discretion of the Committee. In exceptional circumstances, an unsponsored application will be considered at the discretion of the Committee.

Honorary membership. The Committee, at its discretion, may confer honorary membership on members who have given distinguished service to the Club over a period of many years.
5. **REGULAR MEETINGS.** The Club shall meet normally on the third Thursday of each month at the venue recommended by the Committee and agreed by the Club. Each member shall be expected to attend at least 50% of the regular meetings in each Probus Year.
6. **SUBSCRIPTIONS.** The annual subscription shall be recommended by the Committee and confirmed at the Annual General Meeting. At the start of each Probus Year the subscription will be due for payment on 1st May. Failure to pay by 31st May of that year could result in loss of membership, if so determined by the Committee. A new member shall pay the Annual Subscription, *pro rata* to the date of joining.
7. **DATA PROTECTION.** Information provided by members will be kept in accordance with the General Data Protection Regulation (GDPR) and the Club's Privacy Policy. It shall only be used to support the aims and activities of the Club. This includes the annual publication of names and telephone numbers in the Club Handbook that is issued for members' use only.
8. **ANNUAL GENERAL MEETING (AGM).** An AGM shall be held on the regular meeting day in March of each year.

The Agenda of the AGM shall include:

- a) to receive a report from the Committee on the state of the Club.
- b) to receive and approve the Budget for the following year.
- c) to appoint one Honorary Auditor who shall not be a Committee member.
- d) any other business at the discretion of the President.

9. **SPECIAL GENERAL MEETINGS (SGMs)**. SGMs shall be held in February and October of each year on the regular meeting day.

(a) The Agenda of the SGM in February shall include for the following year:

- (i) the election of the President and Vice-President.
- (ii) the election of the Secretary, Assistant Secretary, Webmaster and the Treasurer.
- (iii) the election of the Social and Speaker Secretaries.
- (iv) the election of two ordinary Committee members.

(b) The Agenda for the SGM in October shall include:

- (i) a presentation of the audited accounts and balance sheet for the previous year by the Treasurer for acceptance by the Club.
- (ii) on occasions, the election of a Speaker Secretary for the following year

10. **EXTRAORDINARY GENERAL MEETING (EGM)**. An EGM shall usually be held on a regular meeting day

- (a) at the request of the Committee, or
- (b) at the request of not fewer than ten members, made in writing to the Secretary. The request should specify the nature of the business to be discussed. Such an EGM will be convened within six weeks of receipt of the written request, with 21 clear days notice being given in writing to the membership.

11. **THE COMMITTEE**

- (a) shall be composed of the Officers of the Club, *viz.* the President, Vice-President, Secretary, Assistant Secretary, Webmaster, Treasurer, two Social Secretaries, Speaker Secretary, the Immediate Past President, plus two other ordinary members who shall be elected at the February SGM.

As noted above, the Speaker Secretary will be elected at the February SGM except that in those years at the end of which a Speaker Secretary's tenure will end, a new Speaker Secretary will be elected at the October SGM;

- (b) shall be responsible for the day to day working of the Club;
- (c) shall receive nominations in writing proposing members who are willing to serve on the Committee for the following year - each nominee being proposed by two other members. Nominations must be received by the Secretary not less than 14 days before the SGM. In the event of no nomination for any position on the Committee, nominations may be made at the SGM;
- (d) shall nominate a Vice-President, having regard to the recommendation of the incoming President, for election at the February SGM.
- e) The President and Vice-President shall serve for one year in Office. Subject to re-election, the other Officers should serve for a maximum of three years in any one Office. Ordinary Committee members may serve for a term of up to three years but are then ineligible to serve on the Committee until at least one year has passed, unless elected to be an Officer. In the event of an inability to fill positions on the Committee, the Club may at the AGM agree to override the above limitations.

- (f) The retiring President shall serve as Immediate Past President (IPP) for the year following his term as President. After his term as IPP, he shall not be eligible for election to the Committee for one year.
- (g) The Committee may, at its discretion, co-opt members to fill any needs arising between AGMs. Co-opted members may serve until the next AGM.

12. QUORUM. Four members of the Committee shall form a quorum for a Committee Meeting.

Ten members shall be present for an AGM, SGM or EGM to be quorate.

13. RULES OF THE CLUB. The rules of the Club will be reviewed annually by the Committee and may be altered or rescinded by a majority of not fewer than two-thirds of those members present at an AGM or EGM.

14. SOCIAL EVENTS. The Club will normally organise annually three dining functions, namely an Annual Dinner, a Christmas Lunch, and a Lunch to commemorate the Handover of the Presidency. In addition, outings to places of interest and/or theatrical performances may be organised from time to time. Members' wives and partners are welcome to participate in any of these activities. Guests of members may also participate, but Club members shall be given priority where numbers are limited.

Details of individual activities, to include indicative costs to participants, shall be approved by the Committee and notified to members before reservations or commitments to participate are invited. The Committee may require an initial non-refundable deposit to be charged for some outings, especially those involving overnight accommodation. Members are responsible for their own personal travel insurance.

Payment of full costs shall be made in advance of any activity and before the stipulated deadline. Reimbursement will only be allowed if the organiser is notified of a member's cancellation in reasonable time before the event such that no financial loss is incurred by the Club as a consequence.

15. VISITORS. Any visitor is welcome to join a monthly regular meeting of the Club at the discretion of the Committee, up to a maximum of three times a year.

16. CONDUCT. Should the conduct of a member be deemed to be unacceptable or unprofessional, he may be expelled from the Club by a majority vote of members present at a General Meeting (AGM, SGM or EGM), of which the member shall have 21 days written notice giving brief particulars of the conduct in question.

17. WINDING UP. In the event of the Club being wound up, any assets shall be realised and, after paying all creditors and other obligations, any surplus remaining shall be used in whatever way decided by a formal meeting of the Committee. Any debts or financial liabilities shall be borne jointly and severally by all of the Club's members.