

The Probus Club of Meltham

Rules and Conditions

Rules agreed at the Inaugural Meeting held on Thursday 20th February 1975, and subsequently amended on 8th April 1998, 28th March 2012, 24th April 2013, 9th April 2021, 8th March 2023, and 13th March 2024

1. The Club shall be called The Probus Club of Meltham.
2. The Club shall be non-political and non-sectarian, with the object of providing fellowship for the members by holding regular meetings on the second and fourth Wednesdays of each month, and a variety of social events. A meeting may be held by suitable electronic means agreed by the club committee in which each participant may communicate with all the other participants.
3. Any member participating at a meeting by suitable electronic means agreed by the club committee in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting
4. Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.'
5. Membership will be open to all retired and semi-retired men, complying with Rule 6.
6. Application for membership is to be made on the approved form and submitted to the Secretary. Such application must carry the signature of the applicant, the proposer, and the seconder, the latter two who shall be members of the club. The application will be put to the membership at the next convenient meeting, and members invited to submit any comments to the Committee before the next committee meeting is held. The committee will then consider the application. If accepted the new member will be introduced at the next meeting. Under exceptional circumstances, the option to first put applications to committee before membership is allowed, but the applicant must be present when the application is put to the members. The proposer and seconder of candidates deemed ineligible by the Committee will be notified, and they will be allowed to discuss the matter with Committee in council. If accepted a member agrees to abide by the Rules of the Club, to have their details recorded in Club documents solely for Club use, and to serve on the Committee if requested.
7. The Club will keep a record of all members in accord with the Data Protection Act and will not disclose any personal details of members, without their express permission, to third parties. Members must ensure that any changes to their circumstances, as recorded by the Club, are notified to the Secretary.
8. The club will arrange suitable annual insurance covering the club's assets, and protection for members whilst engaged in club activities.
9. Any member who, without reasonable cause, has not paid their subscription by the end of June, shall be reminded in writing, to their last known address. If payment is not made within one month of the reminder, he shall cease to be a member.
10. Visitors may attend meetings at the discretion of the Chairman. The Chairman must be informed of the presence of visitor prior to the commencement of the meeting. In the event that the visitor is hosted, it will be the responsibility of the host to inform the Chairman.

11. There shall be a Chairman, Vice Chairman, Secretary, Treasurer and Speaker Secretary, who shall be known as Officers of the Club. It is mandatory that of these roles, those of Chairman, Treasurer and Secretary must be performed by separate individuals to avoid any conflict of interest. There must also be no less than five additional committee members, to be elected at the Annual General Meeting. Four members, one of whom who must be an Officer, will form a quorum. The Committee may co-opt members from time to time for specialist knowledge or Committee shortfalls. A co-opted member's status shall cease no later than the next Annual General Meeting
12. Officers shall retire from office after completion of one year, but if this is thought impractical by Committee, then such Officer can seek re-election by members at the Annual General Meeting. To maintain continuity, the Chairman may hold office for two years before retiring, then becoming an ex-officio member of the committee for the following year.
13. Nominations for Officers and Committee members must have the agreement of the candidate and be supported by a proposer and seconder. Such nominations must be made at or prior to the Annual General Meeting.
14. All Committee members will have the opportunity to stand for re-election after a first term of three years, and for a further term of up to three years, provided a year has elapsed between the end of the first term and the beginning of the second term of office. If, however, circumstances make it undesirable to lose an Officer's experience, then the 12-month holiday can be dispensed with. Under normal circumstances, however, when a member makes themselves available for a second three-year term, preference will be given to an ordinary member offering themselves for a committee post for the first three-year term. Should there be no ordinary member wanting to join committee then the co-opt option of clause 11 may be taken by the Committee.
15. The Annual General Meeting of the Club shall be held in March of each year at which a minimum of 15 members shall be present to form a quorum.
16. Voting at meetings shall be by a show of hands, or by ballot if demanded by three or more members. In the event of a tie, the Chairman shall have the second or casting vote.
17. The club entrance fee shall be £5, and the annual subscription shall be decided at the AGM, being due forthwith. Candidates joining the club will be asked to pay subscriptions pro-rata, the year being divided quarterly, quarters ending 31st March, 30th June, 30th September, and 31st December.
18. A charge shall be levied at each meeting to contribute towards the costs of refreshments. This is to be determined by the Committee and ratified by the members at the Annual General Meeting.
19. The funds and assets of the Club will be vested in the Officers and Committee, and held by the Treasurer. A bank account will be held and maintained by the Treasurer in a manner deemed appropriate from time to time by the Committee. Any extraordinary expenditure proposed from time to time must be authorised by the committee and duly recorded in the meeting minutes. Given reasonable notice, the Treasurer will have readily available accounts to be produced when requested.
20. An Income and Expenditure account shall be prepared by the Treasurer to the end of December, and presented for approval at the Annual General Meeting, after being audited by a member appointed at the previous Annual General Meeting. If this member is

unavailable at the Annual General Meeting, a substitute can be appointed by the Committee.

21. Members intending to submit propositions or raise matters for discussions at the Annual General Meeting must announce the fact and give details no later than two meetings preceding the Annual General Meeting.
22. A Special General Meeting shall be called by the Secretary on the written request, either by standard mail or electronic mail, of not less than five members. At least two meeting's notice of any such meeting must be given to members.
23. Any changes to the Constitution must be passed by a two-thirds majority of members present at a Special General Meeting.
24. Honorary Life Membership may be conferred at an AGM on a member of 25 year's standing, a member who has attained 100 years of age, or a member who has performed particularly meritorious service to the Club. Such an Honorary Member will retain all the rights of an ordinary member, and may contribute to the Club funds, in lieu of subscription, if they wish.
25. Those members properly incurring debts or services on behalf of the club shall be absolved from any personal liability for the payment of those same services.

Certified a true copy of the Constitution of the Probus Club of Meltham, approved by members at Special General Meeting held on 13th March 2024.

... Charles Waterhouse

Chairman

... Alan Starkey

Secretary