

GARSTANG AND DISTRICT PROBUS CLUB

CONSTITUTION

September 2023

1) TITLE

- a) The Club shall be called Garstang and District Probus Club.

2) OBJECTS

- a) The aim of the Club shall be to provide a regular meeting point for members to promote social well-being through companionship, discussion and other pursuits as may be agreed upon.
- b) The Club shall be non-political, non-sectarian, and it shall not be, or be seen to be a fund-raising body.

3) MEMBERSHIP

- a) Membership shall be open to all Professional and Business men and women and others from any worthy vocation who appreciate and value opportunities for social contact with others in similar circumstances, who are resident in the Garstang area and retired or partially retired or approaching retirement.
- b) The total membership shall be restricted to 45 active members.
- c) An applicant for membership may be introduced by any member and admission or refusal shall be at the discretion of the membership.
- d) Membership of this Club shall consist of Ordinary Members, Honorary Members or Members on Leave of Absence.
- e) The officers may recommend for approval by the members the appointment of Honorary members, and they shall not be required to pay membership subscriptions or assumed to attend meetings.
- f) Leave of Absence Membership may be conferred upon a member because of illness, disability or any other substantial reason as may be agreed by the membership; they shall not be required to pay membership subscriptions or assumed to attend meetings.
- g) A member may resign by giving a written notice of resignation to the Secretary.

4) OFFICERS

- a) The Officers of the Club shall be the President, Vice-President, the Honorary Secretary and the Honorary Treasurer.
- b) The officers shall ensure that meetings, outings or tours are conducted in accordance with the Clubs Risk Management Policy

5) ANNUAL/ EXTRAORDINARY GENERAL MEETINGS

- a) An Annual General Meeting shall be held in July each year with notice being given to members at the May meeting. Any proposals to amend the constitution shall be lodged with the secretary no later than fourteen days prior to the meeting.
- b) The President, Vice-President (who shall be the President in the ensuing year), Honorary Secretary, Honorary Treasurer shall be elected at the AGM.
- c) The President shall serve for one year, but if circumstances dictate, may stand for re-election. The Honorary Secretary and Honorary Treasurer shall serve for three year terms but may stand for re-election.
- d) The Honorary Secretary and the Honorary Treasurer shall take office at the ordinary meeting following the AGM.
- e) Election of Officers:
 - i) Nominations shall be called for at the April meeting and they shall be lodged with the Secretary no later than the May meeting. If insufficient nominations are received to fill all vacancies, those nominated shall be deemed elected. If there are no nominations for positions further nominations shall be sought at the AGM. If there is more than one nomination for a position, an election shall be held.
 - ii) Voting shall be by show of hands or by secret ballot as decided by members. The candidate receiving the greatest number of votes shall be declared elected. Proxies may be accepted but must be lodged with the Secretary in writing prior to the meeting.
 - iii) Where there is an equal division of votes, the President shall have a casting vote, in addition to a deliberative (ordinary member) vote.
- f) An Extraordinary General Meeting shall be called on the request, in writing to the Secretary, of not less than five members (excluding Honorary Members and Leave of Absence Members). Notice of such meeting shall be given to members at least twenty one days before the meeting is to be held with a statement setting out the purposes for which the meeting has been called and any motions submitted.
- g) Ten members shall form a quorum for an Extraordinary General Meeting.
- h) The President, or in the absence of or the inability of the President to do so, the Vice President shall preside at all meetings. In the absence of both officers the members present shall elect a Chairman.

6) ORDINARY MEETINGS

- a) Ordinary luncheon meetings of the Club shall usually be on the first Tuesday of each month except for the Special Meetings in June and December.
- b) Members are expected wherever possible to attend these meetings, and in the event of not being able to do so, should send an apology to the Honorary Secretary by 10am on the Monday preceding the meeting at the latest. Failure may render a member liable to reimburse the club for the cost of a missed meal.
- c) Members may invite Guests to the Luncheon Meetings but be responsible for payment of the luncheon fee for the Guest. The Secretary shall be notified of such Guests by 10am on the Monday preceding the Meeting at the latest.

- d) The minutes of each Meeting, when confirmed at the following meeting, shall be assumed as signed by the President of the meeting verifying their accuracy, and filed electronically by the secretary.
- e) The Officers shall exercise general control and management of the club affairs between meetings, reporting on actions taken at the next Meeting of members.
- f) Voting shall be by a show of hands or by secret ballot as decided by members.
- g) In the event of an equal division of the votes the President shall have the casting vote.

7) SPECIALMEETINGS

- a) The June meeting shall be a Summer Lunch on the first Tuesday in the month when guests of members plus widows/ widowers of former members are invited at their cost.
- b) The December meeting shall be a Christmas lunch on the first Tuesday in the month when guests of members will be invited at their cost, plus widows/ widowers of former members who will be invited at the cost to the club.

8) SUBSCRIPTIONS

- a) The Annual Subscription shall be paid on joining and thereafter in August of each year.
- b) The sum payable shall be agreed at the AGM.
- c) A new Member joining after the 31st January will pay 50% of the annual subscription.

9) FINANCE

- a) The funds of the Club shall be derived from joining fees, annual subscriptions, donations, excess of income over expenditure derived from activities such as social visits, etc., as the members determine.
- b) The Financial year shall end on the last day of June.
- c) An Income and Expenditure Account (and Balance Sheet if appropriate) together with the auditor's report for the twelve months to the end of the financial year shall be presented to the Annual General Meeting. They will be audited by an independent person who shall be a member of the Club (elected at the AGM) but who cannot be an Officer.
- d) The Treasurer or in the absence of the Treasurer, a delegated member shall be authorised to deposit all funds of the Club to the credit of the Club's bank account within two working days of receiving the funds.
- e) The Treasurer shall have the prime responsibility for operation of any bank accounts opened in the name of the Club, with the Secretary as alternative signatory.
- f) One signatory can approve any financial transaction (although changes to account details will require the signature of both the Treasurer and Secretary).

10) SURPLUS LEVEL

- a) The aim is that the club maintain an acceptable surplus to ensure that the club is in a sound financial position.
- b) An acceptable surplus is regarded as one year's worth of the club's fixed costs, estimated to be between £400 and £500. Any surplus over this level should be used for the benefit of the membership. This can be done by subsidising club activities, or any other purpose with the approval of the current membership.

11) DUTIES OF OFFICERS

- a) The Secretary shall keep the records of membership and attendance at meetings, shall record and preserve the minutes of meetings, and perform such other duties as ordinarily pertain to the office.
- b) The Secretary shall keep a register of members in which shall be recorded their names, addresses, telephone numbers, date of joining, date of death or resignation and such other information as the Club may require.
- c) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Meeting and General Meeting are entered in a minute book or electronically held files.
- d) The Treasurer shall have custody of all funds and assets of the Club accounting to the Club annually, shall submit monthly reports to members and perform such other duties as ordinarily pertain to the office.
- e) Except as otherwise provided in this Constitution, the Secretary shall keep custody of or keep under control all books, documents and securities of the Club.
- f) All accounts, books, documents and securities of the Club shall be available for inspection by any member of the Club upon request.

12) WINDING UP

- a) In the event of the Winding Up of the Club any surplus funds shall be donated to a charity or charities agreed by the remaining members.

13) EMERGENCY POWERS

- a) In the event of an emergency the officers of the Club shall be empowered to take whatever action they deem necessary.

14) ALTERATION TO THE RULES

- a) These rules may be altered by a Resolution passed at any Annual or Extraordinary General Meeting.
- b) The Club may by a majority decision of members adopt by-laws not inconsistent with this Constitution, embodying additional provisions for the management of this Club.
- c) The Secretary shall review this constitution plus any by-laws, annually to ensure prevalence, and confirm changes are in agreement with the membership at the AGM.

This version of the Constitution was adopted with immediate effect at the Extraordinary General Meeting of the Club held on 5th September 2023

Signed **A Collier, President**

..... **I Dickinson, Secretary**

Reviewed with no changes July 2024