

# **WANTAGE PROBUS CLUB**

(Founded 1975)



## **Constitution & Rules**

**Issued August 2017**



# **CONTENTS**

## **1. DESCRIPTION**

## **2. OBJECTIVES**

## **3. MEMBERSHIP**

- 3.1. Qualifications
- 3.2. Numbers
- 3.3. Applications
- 3.4. Obligations

## **4. CONSTITUTION**

- 4.1. Officers and Committee
- 4.2. Committee Meetings
- 4.3. Quorum

## **5. MEETINGS**

- 5.1. Monthly Luncheon Meetings
- 5.2. Annual General Meetings
- 5.3. Special General Meetings
- 5.4. Quorum
- 5.5. Voting
- 5.6. Absence
- 5.7. Guests
- 5.8. Visitors

## **6. FINANCIAL**

- 6.1. Accounts
- 6.2. Subscriptions
- 6.3. Cost of Meals
- 6.4. Notification of Absence
- 6.5. Guests
- 6.6. Final Disposal

## **7. INDEMNITY**

## **8. DATA PROTECTION**

## 1. DESCRIPTION

- 1.1. The name of the club shall be the **WANTAGE PROBUS CLUB**
- 1.2. The Club is a Members Club

## 2. OBJECTIVES

- 2.1. To provide professional and business men living in Wantage and District the opportunity to take lunch together, sharing their interests, experiences and enjoying good fellowship regularly on at least one occasion each month.
- 2.2. To invite speakers to address members on topics of general or unusual interest.
- 2.3. To organise and conduct such other social activities as the Members may decide from time to time.

## 3. MEMBERSHIP

### 3.1. Qualifications

- (a) **Membership.** This shall be open to professional and businessmen resident in Wantage and the surrounding district, who have fully or partially retired from their normal business or profession.
- (b) **Associate Membership.** On the death of a member who leaves a widow/partner, after an appropriate interval she shall be offered the opportunity to become an Associate Member, and to receive a copy of the Club Newsletter. There will be no fee for such membership and it will entitle her to attend social events organised by the club.
- (c) **Honorary Membership.** Honorary Members may be appointed at the discretion of the Committee following their retirement from Membership due to illness, age or infirmity. There will be no fee for such membership. Such members shall be entitled to attend Club Lunches, Trips and Events at their own cost. Attendance at Club Lunches is subject to reasonable notice in advance to the Treasurer not later than 6pm on the Friday preceding the Monday lunch.

Honorary members shall also be entitled to continue to receive copies of the Newsletter and notification of events. For the avoidance of doubt, Honorary Members do not have the right to vote. The discretion of the Committee may be extended to those who have already retired from the club as well as those who retire after 2<sup>nd</sup> February 2016.

### **3.2. Numbers**

- (a) The total membership shall be determined by the Committee. When membership reaches this number the names of further applicants shall be placed on a waiting list in the order applications were received, and membership granted as vacancies occur.
- (b) Whilst a prospective member is on the waiting list he may attend lunches or dinners as a Provisional Member, providing the expected attendance is less than the total membership.

### **3.3. Applications**

- (a) **Prospective Members.** At the request of a member to the Secretary, a prospective member will be introduced to the Club members as a guest at a Monthly Luncheon Meeting providing the expected attendance is less than the total membership.
- (b) **Applications for Membership.** Following attendance at a Club meeting as a guest, applicants for membership must complete the approved Probus membership application form which they will receive from the Club Secretary.

The completed application form must be returned to the Secretary for approval by the Committee. Applicants are not entitled to be given a reason in the event of an unsuccessful application.

### **3.4. Obligations**

Members undertake the obligation of regular attendance at Monthly Luncheon Meetings, and are required to provide prior notice of absence to the Treasurer when unable to attend.  
(See also item 6.4)

## **4. CONSTITUTION**

### **4.1. Officers and Committee**

- (a) The Chairman, Honorary Secretary, and Honorary Treasurer shall be the Officers of the Club, and be elected at an Annual General Meeting. They will be responsible for arranging the Monthly Luncheon Meetings and managing the affairs of the Club.
- (b) Additional members, as deemed necessary by the Officers to arrange Speakers, Outings etc., shall be elected to form the Committee. One of whom will be the Vice-Chairman.
- (c) In the event of the Chairman being unavailable the Vice-Chairman will discharge the Chairman's responsibilities.

(d) Any Officer or Committee member may retire by giving notice to the Secretary. Such casual vacancies arising between annual general meetings may be filled by the Committee.

(e) The Committee shall have the power to appoint additional members.

(f) The Committee shall have the power to appoint sub-committees.

(g) A Member having served as an Officer for three years shall retire and not seek re-election as an Officer for at least one year, thus encouraging wider membership involvement.

(h) Should the Club be unable to elect the Officers at the AGM for any reason, then the Chairman will inform Membership that there will be no alternative but to disband the Club.

#### **4.2. Committee Meetings**

The Committee shall convene not less than **three** times a year at times arranged in committee.

#### **4.3. Quorum**

Three elected and/or appointed members of the Committee shall constitute a quorum.

### **5. MEETINGS**

#### **5.1. Monthly Luncheon Meetings**

(a) Luncheon Meetings (hereafter referred to as the meetings) of the Club will normally take place on the first Monday of each month at 12.15pm

(b) In the event of the first meeting being a Bank Holiday, the Meeting will be transferred to the second Monday of the Month

(c) Occasional evening meetings may be arranged

(d) The Chairman or Honorary Secretary will confirm the time and venue of the next Meeting at the end of each Meeting.

#### **5.2. Annual General Meetings**

(a) An Annual General Meeting shall be held on the occasion of the **February Meeting** of the Club.

(b) The business of the meeting shall be:

- To receive reports from the Chairman, Secretary and Treasurer

- To elect Officers and other Committee members where vacancies have occurred
- To elect an Accounts Scrutineer from the membership who must not be a member of the Committee
- Altering these rules when necessary.

(c) Resolutions at annual general meetings shall be passed by a simple majority of the votes cast by the Members present at the meeting.

### **5.3. Special General Meetings**

(a) The Chairman or a group of not less than eight members may call a Special General Meeting at any time.

(b) The meeting will normally take place at a Monthly Luncheon Meeting.

(c) The Secretary shall give notice of the Special General Meeting at the prior Luncheon Meeting, and will provide notice to those members absent. The notice shall include details of the matters to be discussed.

(d) The business which may be conducted at the meeting shall be: -

- Any business deemed urgent that cannot be delayed until the next Annual General Meeting
- Altering these rules
- Dissolving the Club.

(e) Resolutions at Special General Meetings shall be passed if three-quarters of the votes cast by the Members present at the meeting are in favour.

### **5.4. Quorum**

One third of the total membership shall constitute quorum at all general meetings.

### **5.5. Voting**

(a) Voting at the General meetings and in Committee shall be by a show of hands, or ballot if so determined by a majority of the members present.

(b) In the event of an equal division of votes at an Annual General Meeting, the Chairman of the meeting shall have a second or casting vote, but there shall be no second or casting vote at a Special General Meeting.

## **5.6. Absence**

- (a) A member who has been absent on four consecutive occasions without a reasonable explanation will be notified, and allowed a further month to decide whether to resume regular attendance or be invited to resign from the Club.
- (b) If a member has been prevented from attending meetings for medical reasons for six consecutive months and wishes to retain membership of the Club, membership shall be suspended until such time as he is able to resume attendance, when full membership shall be reinstated without payment of a further joining fee.

## **5.7. Guests**

Members must advise the Treasurer beforehand of their intention to bring Guest(s) to a Luncheon Meeting **{See 3.3 (a), 6.4 and 6.5}**

## **5.8. Visitors**

Should a member of any other Probus Club express a wish to visit the Club and join us at a regular Luncheon Meeting, he will be invited to attend provided that such attendance does not exceed the maximum seating and will be subject to the rules of the Club during his visit.

# **6. FINANCIAL**

## **6.1. Accounts**

- (a) The financial year shall be January 1<sup>st</sup> to December 31<sup>st</sup>.
- (b) An income and expenditure account together with a balance sheet for the financial year will be prepared by the Honorary Treasurer, and presented at the Annual General Meeting following scrutiny by a member appointed at the previous Annual General Meeting. In the event that the appointed Scrutineer is unable to act it may alternatively be by a member appointed by a meeting of the club.

## **6.2. Subscriptions**

- (a) **Joining Fee:** Each new member on joining the Club will pay a joining fee. This fee will be determined by the Committee in accordance with the principles laid out in para (b) below, and made known to the membership in accordance with para (c) below.



(b)**Annual Subscription:** This shall be such sum as the Committee may from time to time determine (unless otherwise determined at a General Meeting) and shall be due on joining the Club and subsequently on the 1<sup>st</sup> January of each year.

At the discretion of the Committee a new or reinstated member may be allowed to pay a reduced Annual Subscription for any period less than a full year.

(c)**Payment of Subscriptions:** The amount of the Annual Subscription will be announced to members at the December Luncheon Meeting.

Payment of the subscription becomes due at the January luncheon, and any member whose subscription remains unpaid after the March luncheon shall be deemed to have retired from the Club.

### **6.3. Cost of Meals**

The cost of meals is negotiated with the Caterer by the Committee from time to time, and will be announced to the members as changes occur.

### **6.4. Notification of Absence**

(a)To facilitate catering arrangements the Honorary Treasurer must communicate the number expected for each luncheon to the Caterers not later than the Friday before the meeting.

(b)Members who have not notified the Honorary Treasurer of their proposed absence before 6 p.m. on the Friday before the meeting will be held responsible for payment of the lunch.

### **6.5. Guests**

Individual members will pay for meals and other refreshment taken by themselves and their guest(s) at Club meetings. The Committee may from time to time waive the payment for guest meals where it is deemed appropriate.

### **6.6. Final Disposal**

In the event of the Club ceasing to function, any residual funds will be given to local charities, the recipients to be determined by a vote at the final meeting.

## 7. INDEMNITY

The Officers and members of the Committee shall not be liable (otherwise than as members) for any loss suffered by the Club, as a result of the discharge of their respective duties on its behalf, except such loss as arises from their respective wilful default, and they shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities incurred by them in the discharge of their respective duties.

## 8. DATA PROTECTION

- 8.1. In accordance with the latest version of the **Data Protection Act 1998**, the Wantage Probus Club Committee will act as the Data Controller for all data whether in writing/printed form or held electronically by Wantage Probus Club.
- 8.2. The collection, storage and use of members' Personal Data whether in writing/printed form or held electronically by Wantage Probus Club must meet the requirements of the latest version of the Data Protection Act 1998, details of which can readily be found on the internet.
- 8.3. Details of information about the club, its activities and data held are to be found on the Wantage Probus Club website. This website includes contact information for all Wantage Probus Club Committee members. All other member details are not in the public domain and can only be found in the Members Area of the website, which is protected by a username and password issued privately to members.
- 8.4. Membership Directories issued to members will contain advice on the retention and disposal of the directory and its content to ensure compliance with the latest version of the Data Protection Act 1998.