



Probus Club of South Muskoka
Club #119, Chartered June 12, 2001
P.O. Box 266 Bracebridge, Ontario P1L 1T6

CLUB POLICIES

From time to time the Management Committee may establish, rescind or modify policies to guide the conduct of the Club's business. These policies must be framed within the letter and intent of the constitution and bylaws of the Club. The Management Committee will inform the members of changes to policies from time to time.

CONDUCT OF CLUB MEETINGS

Promotion of non-Probus Events (Enacted as Policy 2001-1, Sept 24, 2001)

No member may promote non-Probus events at Club meetings through announcements, posters or distributed material (other than the message board designated for such purpose), nor through use of the Club's membership list.

Rationale: Club members attend meetings for fellowship and enjoyment of the program. Since most members are involved in a variety of social, cultural and business activities, there is a potential for disruption and distraction at Club meetings, if members were to use it as a forum for promotion of their other interests. Further, members provide personal contact information to the Club, for the sole purpose of communication within the Club and are entitled to protection of their privacy where other matters are concerned.

Announcements (Enacted as Policy 2001-2, revised Sept 2013)

Members who wish to make Probus-related announcements at Club meetings must receive the permission of the President before the meeting.

Rationale: The President needs to chair the meeting and control the time and content of agenda items.

Guests at General Meetings (Enacted as Policy 2002-1, revised Sept 2013)

Members are welcome to bring guests to the Club's general meetings, but they may not invite any individual to more than one meeting per quarter. [Mar 5, 2002]

Rationale: The Club has chosen to limit its membership numbers in order to increase its effectiveness in fostering social contacts. Non-members wishing to join the Club are encouraged to apply for membership.

Guidelines for Guest Speakers (Enacted as Policy 2012-1)

Every guest speaker will surely have an experience / expertise / occupation / business / etc., which is why we have invited them to share their story. However, guest speakers must be advised that our policies do not permit them to overtly solicit for a specific organization, product, or service in the course of their talk. They are welcome to mention, in passing, that these are available, and to place promotional materials on our display table, and to offer items (such as books or fundraising items) for sale after the close of the meeting.

Rationale: Members expect to enjoy guest speakers for their message only, and they must be allowed to make their own decision about whether or not they wish to support the speaker's cause, organization, business, book, etc. Speakers and topics are vetted by the Management Committee in advance to ensure compliance with this policy.

Guests at Social Events / Special Interest Activities (Enacted as Policy 2002-2)

Members may invite guests to participate in the Club's social events and Special Interest Group activities, if this is satisfactory in the judgment of the event coordinator / group leader and does not result in the exclusion of any members.

Rationale: The Club's aim is to provide members with opportunities for fellowship. If participation of guests in social events and special interest group activities would not detract from this aim, they are welcome. In some circumstances, guests' participation may improve the viability of the event. For example, guests may help to fill a bus on a field trip or provide sufficient numbers to complete teams. However, the Club always gives first priority to its members where the number of event participants is limited.

Participation of Other Clubs in South Muskoka Activities (Enacted as Policy 2002-3)

Other Probus Clubs may be invited to participate in meetings, social events and Special Interest Group activities at the discretion of the Management Committee.

Rationale: The Club's aim is to provide members with opportunities for fellowship. If participation of members of other Probus Clubs in meetings, social events and special interest group activities would not detract from this aim, they are welcome. In some circumstances, this participation may improve the viability of the event. For example, members of other clubs may help to fill a bus on a field trip or provide sufficient numbers to complete teams. However, the Club always gives first priority to its members where the number of event participants is limited.

Special Interest Groups (Enacted as Policy 2010-1, Revised Oct 2021)

Probus' principles require that club activities be seen as open and welcoming, and not exclusionary.

Rationale: We wish to allow members to participate fully in club activities, and encourage new groups to form once the demand is created.

Attendance Records - Events and Special Interest Groups (Enacted as Policy 2012-2, revised Nov 2018 & Jan 2019)

Club members who volunteer to lead or host events and Special Interest Group meetings must keep a running record of who attended, and file the record quarterly, with the Club Secretary. A record is required for all events where a fee is paid to include: the name, address, telephone number and whether the fee has been paid for all those attending.

Rationale: The records become proof that the gathering was sanctioned by a Probus Club, so that if an accident or injury were to occur, Probus Club insurance would come into play and protect the convener, and the Probus Club of South Muskoka from possible personal liability.

MEMBERSHIP

Member Badges (Enacted as Policy 2011-1)

New members will receive a name badge in conjunction with their induction. Replacement badges will be provided for any member at cost, upon request to the Membership Chairperson.

Rationale: The cost of replacement badges is an unpredictable and unbudgeted expense, and therefore should be borne by the member who has lost or misplaced their badge.

Dues for Partial Year (Enacted as Policy 2012-3, revised Dec 2012)

Members joining the Club within the last six months of the (Probus) year will be charged 1/2 of the current annual fee. They will pay the full current initiation fee.

Rationale: It is unfair to charge a full year's fees to a person who is a member for less than half a year.

Reinstatement of Former Members (Enacted as Policy 2002-4, revised Sept 2013 & Jan 2019)

Former members will be processed for membership as if they had never previously held membership in the Club. This means that there must be a vacancy on the membership list and they must pay both annual dues and the initiation fee. This latter provision may be waived at the discretion of the Management Committee.

Rationale: The Management Committee may terminate the membership of any member who fails to pay the annual membership fee by the day of the June General Meeting. In the event that a member allows their membership to

lapse, the Club will proceed to fill the vacancy with a person on the waiting list. If the former member wishes to rejoin the Club, they may do so by re-applying.

USE OF CLUB FINANCIAL RESOURCES

Care Bear Policy (Enacted as Policy 2002-6, revised Nov 2018, Jan 2019 and Oct 2021)

In the event of the death of a member, death of a member's family or illness of a member, the Care Bear shall be notified by any member and shall forward this information to the Management Committee.

a) In the event of the death of a member, the Care Bear shall inform the Treasurer to make a donation of \$25 to the Charity or Health Care Organization of the family's choice. The Care Bear shall provide the Treasurer with the necessary information of the charity of choice. A card shall be sent to the family. An announcement is to go in the Newsletter.

b) In the event of a death in a member's family, an appropriate card will be sent to the member expressing our sympathy.

c) In the event of the illness of a member, an appropriate card will be sent to the member expressing our best wishes.

d) The Care Bear will be reimbursed for the cost of cards and stamps.

e) The Care Bear will submit a report to the Newsletter, the month cards have been sent.

Rationale: The Club wants to show its support to members in times of illness or bereavement. Due to privacy issues, illnesses and death of a member's family will not be announced in the Newsletter, without the family's permission.

Club Service Recognition (Enacted as Policy 2002-7)

The Management Committee may recognize individuals who have made significant contributions to the Club by presentation of appropriate mementos.

Rationale: From time to time, the Club may wish to give appropriate recognition for serving on the Management Committee, as a Convener of a Special Interest Group, or making other significant contributions to the success of the Club.

Financial Subsidies for Social and Special Interest Group Events (Enacted as Policy 2002-8)

The Management Committee may approve the use of Club funds to underwrite a portion of the costs of social and special interest group events if participation numbers are not limited and the events are of broad interest.

Rationale: When Club resources permit, the Management Committee may provide financial subsidies for Social and Special Interest Group events as a way of returning surplus funds to members.

Social Event Finances (Enacted as Policy 2002-9, revised Oct 2021)

The organizers of Club events requiring payment of fees may require prepayment before booking the event and confirming members' and guests' participation. Organizers may refuse to refund fees to people who find they are unable to attend and ask that the members find someone to replace them as participants. All fees must be paid by e-transfer to probusclubofsouthmuskoka7@gmail.com or by a cheque, made out to the Probus Club of South Muskoka.

Rationale: The viability of some club events depends on certainty about the funds available and numbers of people who will participate. The challenge of organizing these events can only be accepted if "drop out's" fees are retained, or they find others to take their place at events. Payment of fees by e-transfer and cheque simplifies the management of funds and provides receipts for event participants.

Social Event Profits (Enacted as Policy 2007-2, revised April 2010 & Jan 2019)

Any social event that generates a surplus in excess of \$10.00 per person will be refunded by cheque to the individuals attending. If it is a joint event with other Probus clubs, their portion will be refunded to that club in one cheque for distribution.

Rationale: Club Bylaw #7 states that Club activities are to be budgeted to break even. Therefore any excess over \$10.00 per person should be refunded.

Member Expenses (Enacted as Policy 2002-11, revised Nov 2018 & Jan 2019)

Any member incurring expenses to organize an event or attend a sanctioned Probus Club event, on behalf of the Club, must receive permission from the appropriate Management Committee member, up to the amount of \$100.00. Any expense over this amount requires the approval of the Committee as a whole. The Treasurer shall be reimbursed for any expenses incurred on behalf of the Club.

Rationale: The Management Committee and Treasurer are accountable to the members for the wise use of the Club's financial resources.

Recognition of Speakers or Group (Enacted as Policy 2007-1, revised Feb 2010, Jan 2013, Nov 2018 & Jan 2019)

A cheque shall be made out to the individual speaker or group in the amount of \$100. However, if the speaker and/or group travels a significant distance, they may be offered an increased honorarium, upon approval by the Management Committee. Should the speaker request a cash payment, a cheque could be made out to the Speaker Chairperson, who arranges to provide the cash, on approval by the Management Committee.

Rationale: The Club wants to express its appreciation to its guest speakers. The amount is intended to include out-of-pocket expenses. It is impractical for the Club to create cheques payable to a charity or other cause, so if a speaker wishes to donate all or part of the honorarium, that is up to them to arrange. A paper trail is necessary for financial records.

ADMINISTRATION

Meeting Cancellation Protocol (Enacted as Policy 2014-1, revised Jan 2019)

The President shall have the authority to cancel any General Meeting if deemed necessary. Such cancellation should be done prior to 4:00 p.m. of the day prior to the meeting. If, on the morning of the meeting, a cancellation is warranted, this should be done by 7:00 a.m. Members will be notified by email or telephone and by a message on the local radio station.

The President shall have the authority to cancel any Management Meeting if deemed necessary. Such cancellation should be done prior to 4:00 p.m. of the day prior to the meeting. If, on the morning of the meeting, a cancellation is warranted, this should be done by 8:00 a.m. Members will be notified by email or telephone.

Rationale: The Management Committee is responsible for making safe decisions on behalf of the members.

Management Committee Meetings (Enacted as Policy 2004-1, revised May 2012, Sept 2013)

Management Committee Meetings will be held at a time and location to be determined in advance by the Committee from time to time. A quorum shall be at least 5 members, including at least two of the President, Vice-President, Treasurer, or Secretary.

Rationale: This is a normal practice of similar committees in most organizations.

Availability of Management Committee Minutes (Enacted as Policy 2002-10, revised Nov 2018 & Jan 2019)

The Secretary will make approved minutes of Management Committee meetings available to general members if requested, or on the website.

Rationale: Since the Management Committee's role is to act on behalf of the club's members, it needs to ensure that all members have access to information on the committee's actions.