

**PROBUS Club of Mississauga South**  
**Club Operational Guidelines**  
**Amended August 2023**

**PREAMBLE:** This is the record of guidelines adopted by the Management Committee to enable the effective operation of the Club. They supplement the Club Constitution and By-Laws and provide flexibility to deal with issues that arise or specify how the By-Laws will be interpreted in practical situations. These Guidelines were based on clauses removed from the Constitution and By-Laws, as well as other matters of policy that have arisen from time to time. In case of discrepancies, the Constitution and By-Laws take precedence.

**1. Role of the Management Committee**

The Management Committee (“MC”) is made up of elected officers: President, Vice President, Secretary, Treasurer and a number of elected Directors with various responsibilities, as laid out in Section 6 (Duties of the Management Committee members). It may also include non-elected members at the discretion of the Management Committee to perform specialized roles. As described in Section 3 of the By-Laws, the Management Committee is responsible for the ongoing operations of the Club and ensuring its future prosperity.

- 1.1. The Management Committee shall meet monthly at a time and place of their choosing.
- 1.2. Quorum is achieved when 50% of Management Committee members are present.
- 1.3. The Management Committee may also convene at other times for a special purpose such as the annual planning session of the new Management Committee.
- 1.4. All expenses for meetings of the Management Committee will be covered by the Club.
- 1.5. Amending the Constitution and By-Laws:
  - 1.3.1. From time to time, the Management Committee will examine the Constitution and By-Laws and propose amendments that may be deemed necessary in the furtherance of the wellbeing of the Club and its members. This will be led by the Past President, as set out under Section 6.3.5.

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1.3.2. In the event that any changes become necessary, the Secretary, through the Communications Director, shall inform members by publishing details of the proposed changes in the next CONTACT or equivalent means. At the regular meeting in the month following the placement of the notice in the CONTACT newsletter, the President or Alternate shall ask for a resolution and seek membership approval.

**2. Annual Dues**

The annual dues payable by all members shall be set by the Management Committee.

2.1. Current annual dues are as follows:

2.1.1. Regular - \$75

2.1.2. Associate member – \$25

2.2. Fees payable by new applicants/members are as follows:

2.2.1. Upon application, a fee of \$20

2.2.2. Upon approval, a fee of \$25 to cover the cost of the name badge and PROBUS pin.

2.2.3. An additional fee to take the membership to the end of the current year, as follows:

a. If inducted in September through March: \$75

b. If inducted in April through June: \$50

c. If inducted in July or August, the next year's fee of \$75

**3. Announcements and Promotions**

Consent of the Management Committee is required before:

3.1. Members of another PROBUS Club can address the Monthly Meeting.

3.2. Another Club is given space in CONTACT to promote their travel or other event.

3.3. Another Club advertises at General Meetings.

3.4. Members of PCMC are given the opportunity to publicize a non-PROBUS activity or interest at any General Meeting.

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**4. Amendments to Operational Guidelines**

- 4.1. The Management Committee may add, modify, or delete provisions of the Operational Guidelines from time to time as required. Such changes are to be proposed by motion made at a Management Committee meeting, approved by majority of the Management Committee members and recorded in the minutes.
- 4.2. At the earliest opportunity, the Secretary will update these Operational Guidelines as appropriate, including the date of the amendment.
- 4.3. When appropriate, the membership must be advised of the nature of the change and its rationale, either in a notice in CONTACT, announcement at a meeting, or both.

**5. Accessibility of Governing Documents**

Like the Constitution and By-Laws, the Operational Guidelines are available to all members upon request and are posted to the “members’ only” section of the Club’s website.

**6. Duties of the Management Committee Members**

This section provides a brief description of the tasks for each Management Committee member. For the interest of others who might be interested in joining the Management Committee, an estimate of the monthly time involved in each role is provided.

**6.1. The President shall: (6 hrs/mo)**

- 6.1.1. Prepare the agendas for the Annual General Meeting, special general meetings and monthly meetings of the Management Committee and the members.
- 6.1.2. Preside over the meetings.
- 6.1.3. Not vote on resolutions except in the event of a tie vote when the President shall cast the deciding vote.
- 6.1.4. Prepare a monthly message to the members to be inserted in the monthly CONTACT.

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- 6.1.5. Prepare an annual report summarizing the activities of the Club, including finances.
  - 6.1.6. Mentor the vice-president who is president in-waiting.
  - 6.1.7. Participate in the Nominating Committee
- 6.2. The Vice President shall: (2 hrs/mo)
- 6.2.1. In the absence of the president, fulfill the duties of the President.
  - 6.2.2. Seek out and subsequently schedule Life Experience speakers.
  - 6.2.3. Participate in the Nominating Committee
  - 6.2.4. Familiarize himself with all the Constitution, By-Laws, Operational Guidelines, Activities of the club, etc. to prepare himself for the duties of President.
- 6.3. The Past President shall: (2 hrs/mo)
- 6.3.1. Lead the Nominating Committee comprised of himself, the current President and Vice President.
  - 6.3.2. At the July General Meeting, invite nominations for positions on the Management Committee and summarize the nominations process. Nominations should be in writing to the Past President no later than the August regular meeting, and include the name of the nominee, the position for which he is being nominated, and include an acknowledgement of the nominee's agreement to serve if elected.
  - 6.3.3. Provide the report of the Nominating Committee for inclusion in the October issue of CONTACT.
  - 6.3.4. Present the report of the Nominating Committee to the Annual General Meeting and make a motion for acceptance.
  - 6.3.5. When necessary, conduct or lead a review of the Constitution, By-Laws and/or Operational Guidelines. All amendments are to be first approved by the Management Committee. Constitution and By-Law amendments also require approval by a vote of the membership.
  - 6.3.6. Be responsible for availability of the Club's Constitution, By-Laws, and Operational Guidelines.

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- 6.3.7. Ensure that updated copies of the Constitution, By-Laws and Operational Guidelines, which include all the changes enacted, are maintained on the Club website.
  - 6.3.8. Plan and host the annual POPP's Social.
  - 6.3.9. Distribute job descriptions to potential Management Committee candidates.
- 6.4. The Secretary shall: (2 hrs/mo)
- 6.4.1. Take and distribute the minutes of the meetings of the Management Committee to said committee.
  - 6.4.2. Archive the minutes of the meetings of the Management Committee.
  - 6.4.3. Take the minutes at the AGM and ensure the approved minutes are posted to the Club's website.
- 6.5. The Treasurer shall: (2-3 hrs/mo)
- 6.5.1. Receive and deposit all monies received by the Club.
  - 6.5.2. Receive and verify all statements of the Club bank account.
  - 6.5.3. Present a financial statement to the monthly meeting of the Management Committee.
  - 6.5.4. Present an annual financial statement to the Annual General Meeting and for publication in CONTACT in advance of the AGM.
  - 6.5.5. Arrange for Club signatories at the bank
  - 6.5.6. Lead the discussion on the fee structure and budgets each spring.

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- 6.6. The Program Director shall: (4hrs/mo)
- 6.6.1. Secure interesting speakers on a wide range of topics likely to interest the members, particularly as they are retirees: business, health, culture, sports, travel, and personal achievement are areas of interest.
  - 6.6.2. Potential speakers are to be vetted for suitability and availability, as well as ensuring a variety of topics are covered.
  - 6.6.3. Speakers who appear to be actively fundraising for a charity or promoting a commercial service are discouraged.

Once a speaker has agreed to speak:

- a. Advice should be provided as to guidelines re time constraints, physical arrangements, time and location of the meeting, and a date.
- b. Speaker's requirements should be determined well in advance, such as video projector, sound, side table for objects, books etc.
- c. Obtain a bio for introducing the speaker to the audience and to assist in summarizing a report on the talk later. Determine if the speaker expects remuneration of any kind.
- d. Advise CONTACT editor of the list of upcoming speakers and their topics.
- e. Arrange for a member to watch for and greet the speaker, a member to introduce the speaker and a member to thank the speaker (usually the President).
- f. Ensure the speaker receives either a cheque in an envelope or a suitable memento like a pen.
- g. At the discretion of the Program Director, PCMS may cover the cost of lunch for the speaker and one PCMS member at the conclusion of the meeting if appropriate.
- h. Alternatively, a donation may be made on the speaker's behalf to a charity of choice.

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The following are optional current responsibilities for the Program Director but could be someone else who is available to take on the activity: (3-4 hrs/mo)

- a. Write up a report for CONTACT, summarizing the speaker's presentation.
- b. Assist Club members who agree to make a Life Experience presentation by organizing remarks, photos, PowerPoint etc. should it be required.

6.7. The Events Director shall: (20 hrs/mo)

On a self-funded basis, oversee a sub-committee and co-ordinate events such as:

- 6.7.1. Attendance at plays and concerts for the benefit of members.
- 6.7.2. Visits to industrial plants, public venues and other places of interest.
- 6.7.3. Christmas, POPPs and Valentine's Day gatherings.
- 6.7.4. The receipt and forwarding to the Treasurer of all monies paid by members for individual activities.
- 6.7.5. The Director will manage the revenue and costs of all events to ensure that any shortages or surpluses are minimal. Any differences will be balanced over the current year.

6.8. The Membership Director shall: (8 hrs/mo)

- 6.8.1. Maintain the records of members, members on leave of absence, prospective and associate members, including the member's name, spouse's name, mailing address, telephone number and e-mail address.
- 6.8.2. Make available the updated list to all members in January and in August each year.
- 6.8.3. Update the Membership Roster at the end of each month and send it by email to each member of the Management Committee, the Telephone Committee Lead, **the Club Travel coordinator** and the member responsible for updating the member's pictures on the Club

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web site. The report should contain details of all changes made to the Roster during the current month.

- 6.8.4. Prior to each monthly meeting prepare a separate membership report outlining the number of Active members, number on leave of absence, number on prospective list and number of associate members which is sent to each member of the Management Committee.
  - 6.8.5. Organize the induction of new members, including how they access the Club's Constitution and By-Laws as found on the Club website.
  - 6.8.6. Advise all new members of the dues payable.
  - 6.8.7. Procure name badges for all new members.
  - 6.8.8. Procure special name badges for the new President, Past President, and Vice President.
  - 6.8.9. Obtain from the PROBUS Central Office membership pins, and special president and past president pins.
  - 6.8.10. Arrange for setting out Member's name badges in alphabetical order at the entrance to the monthly meeting and for their collection at the end of the meeting.
  - 6.8.11. Maintain an updated Application for Membership to be presented to the Management Committee which contains details of prospective member's interests in Club activities and optional birth and anniversary dates. Advise the Activities Director of specific interests expressed.
  - 6.8.12. Maintain a "Prospective Member Brochure" which outlines the aims of the Club and contains information regarding activities and answers to commonly asked questions by prospective members prior to their submitting an application.
  - 6.8.13. Arrange for brief bios to be presented at their induction.
- 6.9. The Activities Director shall: (2 hrs/mo)
- 6.9.1. Investigate the feasibility of organizing any activities suggested by members of the Club. If enough members are interested in



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participating in a given activity collect the names and organize the initial meeting.

- 6.9.2. Provide for the appointment of a Group Lead for each group to be responsible for future meetings of the group.
- 6.9.3. Each activity group is responsible for maintaining the activity by recruiting new members, appointing a Group Lead and expanding into new groups when necessary. Ideally, to promote participation Group Leads should be rotated every two years.
- 6.9.4. Appoint a Group Lead the Telephone committee, who will seek assistance from an appropriate number of members in telephoning or emailing all members a few days before the monthly meeting to inform them of the date and speaker. This committee will phone or email all members when an urgent message is to be transmitted.

6.10. The Communications Director shall: (12-15 hrs/mo)

- 6.10.1. Receive the various reports photographs and articles for inclusion in CONTACT.
- 6.10.2. Edit and organize the materials for inclusion in each issue.
- 6.10.3. Before each monthly meeting; send a colour issue of CONTACT to all members and those on the waiting list who have an e-mail address.
- 6.10.4. Distribute to all members by e-mail any announcements requested by the Management Committee.
- 6.10.5. Take photographs of speakers, new inductees.
- 6.10.6. Collaborate with webmaster to maintain the website

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- 6.11. The Members Welfare Director shall: (3 hrs/mo)
- 6.11.1. Contact members who are ill, disabled or grieving to ascertain their state of distress. A card will be sent for the first occasion of illness.
  - 6.11.2. In a timely fashion for inclusion in each issue of CONTACT. Submit a report to the editor.
  - 6.11.3. Report any updates or new health issues at the monthly meeting.
  - 6.11.4. Communicate with the telephone committee relative to phone outs between meeting dates.
  - 6.11.5. On the death of a member or his partner, son or daughter send a card of condolence to the next of kin.
  - 6.11.6. On the death of a member or his partner, arrange a donation to a charity of their choice.
  - 6.11.7. Consult with the Group Lead of the associate members with regard to the deceased spouse becoming an associate member.
  - 6.11.8. Arrange for the delivery of a floral tribute or donation to charity and a card for members celebrating 50th, 60th or 65th anniversaries
  - 6.11.9. Periodically remind members to keep him posted on the welfare of their friends at PROBUS.
  - 6.11.10. Communicate with the Membership Director regarding deceased members.
  - 6.11.11. Present receipts for expenditures to the Treasurer for reimbursement.
- 6.12. The Webmaster shall
- 6.12.1. Manage and update the Club's website including a list of upcoming speakers and the library of previous speaker.
  - 6.12.2. Ensure all members can access all documents from the Club website.
  - 6.12.3. Process emails as received, have an electronic template available for Club correspondence.