

PROBUS Club of Mississauga South  
By-Laws  
Amended August 2023

1. MEMBERSHIP

1.1. Regular Members

- 1.1.1. The Management Committee shall determine the appropriate size of the membership of the club on an ongoing basis.
- 1.1.2. Regular members include those who have been approved by the Management Committee but not yet formally inducted.
- 1.1.3. Due consideration must be given to the size of facilities available, and the level of participation by the members in the meetings, events, and activities.

1.2. Prospective Members

- 1.2.1. If applicable, a waiting list of Prospective Members will be maintained by the Membership Director who will ensure that they are submitted to the Management Committee for approval and then inducted on a “first come, first served” basis.
- 1.2.2. The monthly publication CONTACT will be sent by e-mail to all those on the waiting list who have provided an e-mail address.

1.3. Associate Members

- 1.3.1. The Associate Program provides the opportunity for widows of deceased members to maintain social ties with the PCMS.
- 1.3.2. The widow of a deceased member will be treated as a paid associate member for the duration of the membership year. The associate member fee will be due as specified in the Operational Guidelines.

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2. GUESTS

- 2.1. Members may bring male guests to any monthly meeting. A female guest may attend if she is a member of another Club.
- 2.2. A Member's partner may be invited to attend any meeting as approved by the Management Committee.

3. CLUB OPERATIONAL GUIDELINES

- 3.1. The Management Committee shall maintain "Club Operational Guidelines", separate from the By-Laws and reviewed and modified as appropriate.
  - 3.1.1. The guidelines describe the roles of the officers and directors, and the conduct of the Club's activities (for example managing payment for activities and events, cost recovery, cash advances to the convener, or the schedule for paying dues).
  - 3.1.2. A guideline may be enacted by vote of the Management Committee as required without further reference to the membership for approval. It may be similarly amended or rescinded by vote of the Committee.
  - 3.1.3. Guidelines must be formally documented, include supporting rationale, and be freely available to the membership as a supplement to the By-Laws.
- 3.2. Terms of Office
  - 3.2.1. Except for the terms of the President and Past President who are elected for one-year terms, members elected to the Management Committee are to serve at least two years in any given office.

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3.3. Election of Officers and Directors

- 3.3.1. The election of Officers and Directors follows the recommendation of the Nominating Committee as stipulated in Section 4.2 of the Constitution.
- 3.3.2. The Report of the Nominating Committee shall be put to a vote at the Annual General Meeting.
- 3.3.3. If an election for any office is contested where more than one candidate is running for election to the same position, a vote of the members will be conducted by secret ballot.
- 3.3.4. In the event of a tied vote the President or alternate shall require an additional vote to decide the election.
- 3.3.5. The Management Committee has the authority to create co-Directorships involving two members acting in the same portfolio.

4. BY-LAW AMENDMENTS

- 4.1. These By-Laws may be amended at any Annual General Meeting or Regular Monthly Meeting, a quorum of 25% being present, if 2/3 of those present are in support. Notice of Motion of By-Law Amendments must be given at least one meeting prior to the meeting at which the amendment is to be presented.

5. ANNUAL DUES

- 5.1. The annual dues payable by all members shall be set by the Management Committee.
- 5.2. Annual dues are payable to the Treasurer on or before the end of September. Current annual dues are listed in Section 2 of the Club Operational Guidelines.

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- 5.3. In addition to the statutory fee for prospective members, new members shall pay an additional fee upon induction. Additional fees are listed in Section 2 of the Club Operational Guidelines.
- 5.4. Any member who has not paid by the December meeting will be considered to have forfeited his membership forthwith. A letter will be sent to the member by the President.

6. PROMOTIONS

- 6.1. Promotion of non-Probuss events, products, services, or causes is generally not permitted.
- 6.2. Exceptions must be approved by the Management Committee in accordance with the Operational Guidelines.

7. EVENTS

- 7.1. Unless specifically approved by motion passed by the Management Committee, all events are to be self-financing.
- 7.2. Reservations for an event will not be accepted without full prepayment by the member. If the Member cancels before the event a refund will be made if no charge ensues to the Club.
- 7.3. The person in charge of the event normally accepts the funds payable on behalf of the PROBUS Club of Mississauga South.
- 7.4. The Director of Events and the Treasurer will report the financing of each event on a separate schedule. They will also take any measures necessary to ensure that no additional costs are incurred by the Club.

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8. ACTIVITIES

8.1. All club activities are to be self-financing.

9. NEWSLETTER - "CONTACT"

9.1. CONTACT will be distributed as described in the Communications Director's job description.

9.2. Submissions to CONTACT should be provided by e-mail to the editor according to the deadlines spelled out on the last page of each issue.

9.3. CONTACT will publish, in précis, all members' biographies presented at monthly meetings.

10. LIABILITY INSURANCE

10.1. Coverage for the club members, directors and officers is provided by the umbrella policy of PROBUS Canada.

11. PROBUS ORDER OF PAST PRESIDENTS (POPPs)

11.1. The POPPs group, organized with the support of the Management Committee, consists of the Past Presidents of the Club and the current President and is available to the Management Committee for consultation.

11.2. Normally each June, POPPs sponsors a social event which is open to Club members, their partners and associate members.

11.3. At the Annual General Meeting of the Club, the convenor of POPPs shall induct the Club's retiring President into POPPs with an appropriate presentation.