

# STOKESLEY PROBUS CLUB

## CONSTITUTION

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### 1. CLUB TITLE

- (a) The Club shall be known as Stokesley Probus Club and based at Stokesley Town Hall

### 2. ETHOS

- (a) The primary aim of the club is to promote good fellowship.
- (b) This will be achieved by:
  - 1. establishing a simple management structure
  - 2. having no constraints such as an attendance rule or dress code
  - 3. operating at minimum cost
  - 4. holding monthly meetings with speakers and refreshments
  - 5. organising occasional lunches
  - 6. holding a Christmas Lunch for members and guests
  - 7. organising occasional visits to places of interest for members and guests
  - 8. distributing a programme of meetings to members
  - 9. circulating a calendar of club activities
  - 10. recording activities through the club website

### 3. MEMBERSHIP

- (a) Membership is open to all men.
- (b) Each candidate for membership shall be proposed by existing members. All proposals shall be submitted on the Membership Application Form.
- (c) Membership may be refused at the absolute discretion of the committee. Such decisions will be accompanied with the reason for refusal.
- (d) A list of the membership including addresses and telephone numbers shall be circulated to members annually by email, or on request, provided as a paper copy. In order to comply with the General Data Protection Regulation, the list can only include members who have consented to their details being kept on the list. Members who do not explicitly consent cannot receive communications from the club.

The membership list is used for internal club purposes only and is not made available to any third party.
- (e) Compliance with these rules is a condition of membership.

### 4. SUBSCRIPTIONS

- (a) All members shall pay an annual subscription for renewal of membership that will be determined at the Annual General Meeting (AGM). Those joining part-way through a year shall pay pro-rata.
- (b) Members shall be responsible for the payment of their subscription to the Treasurer by the 30th April each year.
- (c) Members who fail to renew their annual membership within 3 months without good reason (for example: illness; family illness; bereavement, etc.) shall be deemed to have resigned from the Club.

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### 5. MEETINGS

- (a) The Club shall meet on the third Tuesday of the month (no meeting in December).  
The September meeting will be held on either the second or third Tuesday to ensure it avoids Stokesley Fair Week.
- (b) An AGM shall be held in April of each year.
- (c) The Secretary shall call an Extraordinary General Meeting (EGM) at the request of the committee or on the written request of no less than ten members giving not less than 21 days' notice of such a meeting, stating only the business to be transacted.
- (d) Voting at all meetings shall be by a show of hands or ballot at the discretion of the Chairman.
- (e) Approval at a General Meeting shall be by a simple majority of the members present.  
In the event of an equal division the Chairman, or Secretary, shall have a second and casting vote.
- (f) A quorum at the AGM or an EGM shall be one third of the membership at the time of the meeting.

### 6. COMMITTEE

- (a) The affairs of the club shall be managed by a committee consisting of the following: Chairman, Secretary, Treasurer & Membership Officer, Website Manager, Speaker Finder and a minimum of three General Members.  
Elections to the Committee shall be held at an AGM.
- (b) Newly elected and re-elected committee members shall take office immediately.
- (c) The committee has the power to co-opt members, with full committee rights, during the year. The tenure of co-opted members is limited to the following AGM.
- (d) The retiring Chairman shall be an ex-officio member for one year.
- (e) The Chairman & General Members of the committee shall serve for three years and Office-holding members of the committee for five years.
- (f) A minimum of four members of the committee shall form a quorum.  
Decisions will be made by a simple majority.  
In the event of a tie, the Chairman shall have a second casting vote.
- (g) The Secretary, or Chairman, shall call for nominations for committee members at meetings prior to the AGM stating the specific role.
  - 1. Nominations shall be proposed and seconded by any members of the club
  - 2. Nomination forms may be obtained from the Secretary or Chairman
  - 3. Nomination forms shall be submitted prior to the AGM to the Secretary, or Chairman, who shall conduct the election.
- (h) If any committee member retires or becomes unavailable during his term of office the Chairman will seek to co-opt a replacement in consultation with the Committee.
- (i) A quorum is required to approve a co-option.

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- (j) Any co-opted committee member may be nominated as a new member of the committee at the following AGM. Subject to appointment, the term of office starts from the AGM

### 7. FINANCIAL

- (a) The Treasurer shall manage such accounts as are necessary to ensure that the financial records of the club are accurately maintained.
- (b) All Income and Expenditure Accounts for the period ending March 31st each year shall be prepared and presented by the Treasurer after an audit by an Auditor appointed at an AGM to serve for 3 years.
- (c) In the event of the Auditor retiring or becoming unavailable, the Chairman will seek to co-opt a replacement in consultation with the committee for the period to the next AGM.
- (d) A committee quorum is required to approve a co-option.
- (e) The club shall use a bank account approved by the committee.
- (f) Payments will normally be made by the Treasurer or Chairman using bank transfers, debit card or cheques. The Treasurer and Chairman will hold debit cards.
- (g) The Chairman's Budget will cover Fun Draws, Gifts and items approved by the Treasurer
- (h) The Chairman's Budget will be reviewed annually by the committee before being recommended to members for approval at the AGM.
- (i) The Speaker Finder's Budget will be reviewed annually by the committee before being recommended to members for approval at the AGM.
- (j) Committee members will provide a written statement of their expenditure for acceptance by the Treasurer and Club Auditor.
- (k) The club is a non-profit making organisation.  
All club funds shall be devoted to achieving the ethos of the club.

### 8. SAFETY

- (a) All members shall take care of themselves and have regard for the safety of others at meetings and club events.
- (b) Members are reminded that it is their personal responsibility to decide on the level of their capability and whether they should participate in each of the club activities.

### 9. DISSOLUTION

- (a) In the event of the Dissolution of the club any outstanding funds, assets or debts shall be considered by the committee and proposals presented to members for final decisions at an EGM.

### 10. GENERAL

- (a) Any matters not covered by the constitution shall be dealt with by the committee whose decision will be final.

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### 11. AMENDMENTS to the CONSTITUTION

- (a) The constitution may only be altered by majority agreement at a quorate AGM or EGM
- (b) Every proposal for an alteration shall be submitted in writing to the Secretary not less than 21 days before any such meeting.