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PROBUS CLUB OF THE BATTLEFORDS

Operations manual

August 1, 2024

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CONSTITUTION

Probus is a local, national and international association of retired people who come together in non-political, non-sectarian, non-profit, autonomous clubs which provide regular opportunities for members to meet others in similar circumstances, make new friends and maintain and expand their interests.

The Probus name, trademarks, rights and emblem(s) are registered with Industry Canada as the property of Probus Canada. Once accredited as a club by Probus Canada, the rights to use the name and emblems are automatically included.

1. The purpose of the club is to provide fellowship, social contacts and through guest speakers, to expand the knowledge and satisfy the curiosity of the members.
2. The Battlefords Probus Club will not be competitive with any other organization in its membership drive or in its day-to-day objectives.
3. The club will remain non-political and non-sectarian.
4. The club will not be nor appear to be, a fund raising or service club.
5. The club will charge a membership fee to meet the costs of a meeting room, a coffee service or other needs as determined by the membership as proposed by the club executives and approved by the membership. In addition a part of the membership fee will be paid to Probus Canada as required by the constitution.

MEMBERSHIP

1. The Club shall be for men and women with a professional or business background or who have some measure of responsibility or achievement in any field of worthy endeavour.
2. Upon application for membership the club will assign a sponsor to guide and inform the prospective member.
3. Regular attendance at any meeting is non mandatory

MANAGEMENT

1. The Club shall be managed by a committee consisting of a President, a Vice-President, a Secretary, a Treasurer, the immediate Past President and such other persons as the club deems necessary to produce a newsletter, manage the web page and any other function.
2. All elected members of the Management Committee have equal voting rights
3. The President will normally serve for one year but may serve longer at the discretion of the Management Committee under extraordinary circumstances.
4. A quorum at any meeting of the Management Committee shall be 50% of attendees.
5. The Management Committee shall meet monthly during those months that the club plans to meet.
6. A tie vote on any motion that is proposed shall be considered lost
7. The Management Committee shall have the authority to fill vacancies between elections.
8. The Management Committee shall have the authority to appoint sub-committees.
9. A membership list shall be maintained as required by the club and kept confidential.
10. Management Committee members may communicate by email or through other electronic measures to discuss and decide on matters of urgency and make decisions based on those communications.

GENERAL MEETINGS

1. General meetings of the club shall be held monthly or as determined by the club.
2. The Annual General Meeting of the club shall be held annually and shall include a financial statement and an election of officers of the club.
3. At each Annual General meeting, the presiding officer shall present nominations for the positions of President, Vice President, (who is President Elect for the following year) and any other positions as required by the club.

MEMBERSHIP FEES

1. Membership fees will be established to meet expenses incurred by the club for meeting rooms, any refreshments and any other costs as established by the management committee and agreed on by the membership.
2. Membership dues will be set by the management committee by August 1st of each year and are due and payable by September 30 of each year. Failure to pay dues by due date may result in cancellation of membership.
3. The Treasurer of the club shall remit the current fee to Probus Canada by December 31st of each year. The current fee as at 2024 is \$3 per member.

AMENDMENT

1. An amendment to these articles of the clubs constitution may be made by any member of the club or by a Director of Probus Canada upon submission to the Management Committee.
2. Proposed amendments may be considered at any meeting of the Board of Directors of Probus Canada.
3. Any amendment approved by Probus Canada shall be communicated to each club and become an amendment to each clubs constitution.

BY-LAWS

TERRITORY

1. The membership of the Battlefords Probus Club will normally be from the city of North Battleford, the town of Battleford and surrounding villages and towns such as Unity, Wilky, Cochin and Meota, but may include anyone who expresses an interest in becoming a member.

MEMBERSHIP

1. An application to join the Battlefords Probus Club shall be accepted by the membership chairperson who will assign a current member to act as sponsor. The sponsor shall act as a mentor and shall explain the structure of the club, the annual fee and when it is due and act as an ambassador to introduce the new member(s) to the club. The sponsor will familiarize the new member with the clubs constitution and bylaws.

MANAGEMENT

1. The club shall be managed by a Management Committee comprised of a minimum of a President, a Vice President (who is President Elect), a Treasurer and a Secretary. At the discretion of the management committee there may be other members of the committee such as a Webmaster, a Speaker Chair, a Special Events Coordinator and Members At Large.
2. The President will normally preside at all meetings but may relinquish the chair at his/her discretion.
3. The Secretary shall keep minutes of each meeting in an outline form, minutes of each management meeting in detail including an action list that may arise from each meeting and shall distribute these minutes by email to each member of the management committee.
4. The Membership Chairperson shall keep a list of members with some biological details such as birthday and gender as well as email addresses and phone numbers. This list will be kept on the club website and protected by password in a members only area.
5. As it is the intention of the club (subject to change) to meet ten months of the year beginning in September and pausing in June, an auditor from within the club shall be appointed to audit the club finances in preparation for the Annual General Meeting in September.

6. The Management Committee shall have the authority to appoint an alternate member to fill any management position between elections.
7. Members of the Management Committee may attend a management meeting remotely if required.

ANNUAL RETURNS

1. The financial year of the club shall be established at a date which will as nearly as possible coincide with the Annual General Meeting
2. The Secretary of the club shall advise Probus Canada following the Club's accreditation, and by December 31 of each year, of the Club's regular meeting place, the number of members as at that date and the names, addresses including email address of the President and Secretary.
3. The Treasurer shall remit to Probus Canada the annual assessment levied by Probus Canada by December 31st of each year.

MEMBERSHIP FEES

1. Each member of the Club shall pay the annual membership fee as provided by the Club By-Laws.

NON-PROFITABILITY

1. The income and property of the club shall be applied solely towards the objectives and activities of the Club and no portion thereof shall be transferred directly or indirectly to any member save for reimbursement of expenses incurred by a member in meeting an approved expense on behalf of the club.
- 2.

TERMINATION OF MEMBERSHIP

1. The Management Committee may terminate any membership for failure to pay the membership fees or for any conduct that brings the reputation of the club into disrepute upon a two thirds vote of the Management Committee.

AMMENDMENTS

1. Any clause in these by-laws may be amended by a two-thirds vote of the of the members present at a General Meeting and voting subject to a quorum and notice of motion to amend.

POLICIES, PROCEDURES & GUIDELINES

The Battlefords Probus Club is governed by a Constitution and By-Laws, however, much of the day-to-day operation of the club is managed by the Management Committee and members of the club. It is expected that the following procedures and guidelines will be used as a reference in carrying out the normal operation of the club.

MEMBERSHIP

1. There is no cap on the number of members who can apply to join the Battlefords Probus Club until this clause is altered by the Management Committee. A lack of a facility that can accommodate a much larger membership may require such a change.
2. Membership size and the membership fee shall be reviewed annually to meet current meeting room requirements and club expenses.

ILLNESS AND BEREAVEMENT

1. The club shall assign a 'Sunshine' volunteer whose task shall be among other assignments, to send out a 'get well' card to those who fall ill.
2. Upon the passing of a member, a card of condolence shall be sent on behalf of the club.
3. Membership fees that were paid within three months of the passing of a member shall be refunded by cheque to a survivor of the member.

GENERAL MEETINGS

1. Coffee and Tea will be served at each regular meeting.
2. The Speaker Chair will attempt to engage a speaker for each regular meeting. Nothing prevents the Speaker Chair from engaging a speaker from within the club.
3. All regular meetings are open to guests. Guests are limited to two meetings as a guest of a member following which they are encouraged to apply for membership.

4. The club will maintain an email list of members and use this list to communicate an outline of any meeting prior to the date of the meeting with details of the agenda and a preview of the guest speaker including his or her subject.
5. Normally, both the Annual General Meeting and the December meeting will be scheduled without a speaker although at the discretion of the Management Committee, the Annual General Meeting may engage a speaker depending on the items to be discussed during the meeting. The Speaker Chair shall liaise with the Management Committee in this regard.

OTHER

1. The Communications Chair shall produce a newsletter monthly which shall be hosted on the club web site and produce enough printed copies as requested by those who cannot communicate electronically.
2. Publicity announcements, promotional materials or the sale of community event tickets may not be carried out without the express permission of the Management Committee.
- 3.

MANAGEMENT COMMITTEE MEETINGS

1. The Management Committee shall meet monthly under normal circumstances at a place and time as determined by the Committee or by video conference if required. All members of the club are invited to attend any Management Committee meeting if they so desire.

INDUCTION OF NEW MEMBERS

1. A new member of the club shall be formally introduced to the general membership with the presentation of a name tag. Following the presentation, the new member shall briefly outline his or her background.

CLUB EVENTS AND FIELD TRIPS

1. With few exceptions, events and field trips are at the exclusive expense of the members attending and therefore are self-funded. In all cases it is desired that such events be organized and led by a volunteer from the club who is also planning to attend.
2. Volunteers may be assisted by the Special Events Coordinator who may assist.
3. Volunteers are encouraged to keep a comprehensive list of those who plan to attend and record meticulously any money that is collected.
4. Monies collected shall be kept separate from the normal transactions of the club.
5. Tickets for events shall not be purchased in advance without payment from the member planning to attend. Organizers will not prepurchase tickets to any event with the expectation that the club will reimburse if someone changes their mind about attending.
6. A member who cannot attend at the last minute due to circumstances beyond their control shall be responsible for finding a replacement or bearing the cost of the ticket.

50/50 DRAW

1. To assist the club in meeting expenses and to keep the annual dues at an/affordable level, a 50/50 draw will take place at each meeting. The club will solicit a volunteer to sell tickets to the draw where 50% of the money raised will be awarded to the draw winner and 50% will be deposited to the club account.
2. In order to facilitate the draw, a roll of tickets shall be purchased at club expense and replenished as needed. A 'cash drawer' or 'float' will be provided for the purpose of making change for ticket purchases. This cash 'float' should be kept intact to the extent possible. Tickets for the draw will cost \$5 for 3 tickets and any multiple thereof. The Management Committee shall have the exclusive authority to change the particulars of the 50/50 program.
3. The draw for the winner of the shall take place at the end of the meeting, preferably be the guest speaker if possible.
4. After removing the cash 'float' and dividing the remaining money in half, the winning cash shall be placed in an envelope for awarding to the winner of the draw.
5. A brief report shall be provided to the Management Committee after each meeting and shall be published in the newsletter.

JOB DESCRIPTIONS

PRESIDENT

The President of the club should be chosen for his or her leadership qualities and willingness to undertake the role of President. It is not an inconsequential role and requires a significant commitment on behalf of the individual for a minimum of twelve months, not including the previous year in the role of Vice President.

1. With the assistance of the Management Committee, the President shall
 - a. Prepare an agenda for the Management Committee meeting
 - b. Prepare an agenda for the monthly general meeting
 - c. Organize the Annual General meeting
 - d. Organize special Management Committee meetings as required
 - e. Chair meetings as required
 - f. Confer with core club volunteers to ensure completion of required tasks and responsibilities.
2. Induct new members to the club.
3. Chair the Nominating Committee meeting to present a slate of officers for the Annual General Meeting.
4. Chair the Annual General Meeting
5. Organize the Christmas Luncheon
6. Attend any regional meetings as required
7. Act as a signing officer for the club

Under normal circumstances, the office of President is not an elected position but rather is the progression from Vice President to President. If the incumbent is unable to fulfil this obligation due to any circumstance, the role of President shall be subject to nomination and a vote.

REQUIREMENTS

1. The role of club President is a strong commitment to the club which involves a three year period beginning with Vice President and culminating with a one year period of Past President. The commitment includes attending Management Committee meetings as much as possible for the three year period, supervising the roles of other committee members and advising the incoming President at the conclusion of his term.

VICE PRESIDENT

Purpose : The position of Vice President is essentially an apprenticeship for the role of President and the incumbent is expected to assume the role of President at the conclusion of his one year term.

DUTIES AND RESPONSIBILITIES

1. The Vice President shall assume the roles and responsibilities of the President in his or her absence. The Vice President shall be a signing officer of the club. The Vice President shall attend Management Committee meetings unless circumstances prevent such attendance.
2. Conduct meetings when required under generally accepted rules of order.
3. Assist in the nomination of replacement officers for the Management Committee.
4. Act as a signing officer for the club banking activities.
5. Advise

REQUIREMENTS

1. A willingness to make a three-year commitment to the management of the club.
2. Strong leadership skills are desirable.
3. Must be prepared to attend Management Committee meetings as well as monthly meetings of the club.

SECRETARY

Purpose: To provide accurate and timely records of meetings, to distribute any incoming mail and correspond on behalf of the club when required. To keep a current list of action objectives as determined by the Management Committee.

DUTIES AND RESPONSIBILITIES

1. Record, transcribe and distribute minutes of monthly Management Committee meetings in a timely manner.
2. Report and outline of the monthly General Meeting
3. Read and move for adoption of minutes of previous meetings.
4. Maintain a record of minutes for a period of for years.
5. Maintain a mailing address for the Battlefords Probus Club and retrieve club mail periodically
6. Act as a signing officer for the club

REQUIREMENTS

1. Must be free to attend Management Committee meetings as well as monthly general meetings.
2. Must be able to take comprehensive notes during meetings
3. Computer and typing skills are an asset.

TREASURER

Purpose: To receive, disburse and bank all funds of the Club as entrusted to him/her as directed by the Management of the Club. Maintain records in accordance with accepted accounting practices.

DUTIES AND RESPONSIBILITIES

1. Receive, deposit, record and report all funds directed to the Club or paid out by the Club.
2. Prepare annual financial statements for approval by Club Management and for reporting to the membership at the Annual General Meeting.
3. Be prepared to report generally at the monthly meeting.
4. Ensure signing officers for the club are enrolled at the bank and that an approved motion appointing members as signing officers is presented to the bank.
5. Act as a signing officer for the Club.

REQUIREMENTS

1. Basic knowledge of bookkeeping
2. Ability to prepare financial reports
3. Willingness to attend Management Committee meetings and General Meetings.

MEMBERSHIP CHAIR

Purpose: To support current membership and engage in efforts to increase membership enrollment as decided by the Management Committee.

DUTIES AND RESPONSIBILITIES

1. Ensure a welcome table is set up at each meeting with
 - a. Application forms
 - b. A copy of the club manual
 - c. Guest book and temporary name tags
 - d. Member name tags
2. Assign role of a greeter(s) for each meeting
3. Record attendance at each general meeting
4. Be prepared to report total membership and any applications outstanding
5. Introduce guests who are in attendance
6. Process applications for membership and approve in accordance with the Club requirements and objectives.
7. Receive membership payments for hand off to the Treasurer.
8. Coordinate with the Treasurer during the membership renewal period
9. Contact members who are late with membership renewal to determine intentions.
10. Prepare an introductory package for the General Meeting when a new member is to be inducted. The package will assist in introducing the new member. New members should be instructed that they are expected to introduce themselves and be prepared to outline their background.

REQUIREMENTS

The Membership Chair is an essential part of the Management Committee and should be prepared to attend all meetings.

SPEAKER CHAIR

Purpose: The Speaker Chair shall be responsible for engaging guest speakers for each General Meeting. Guest speakers may be invited from outside the club or from inside the club.

DUTIES AND RESPONSIBILITIES

1. Engage with the Management Committee and other members as well as any community contacts to schedule a guest speaker for each General Meeting.
2. Avoid speakers who have a commercial message or who have a religious or political bent.
3. Greet and introduce the speaker and prepare to thank the speaker at the conclusion of their presentation.
4. Determine any requirements the speaker may need for their presentation and in consultation with the President and/or the Management Committee arrange for the same.
5. Ensure the Speaker is familiar with the meeting location and provide contact information if circumstances prevent his/her arrival.
6. Have an alternate program available in the event the guest speaker is unable to attend.
7. Ask the guest speaker to make the draw for the monthly 50/50
8. Take charge of any club audio/video equipment the club may own
9. Inform members of the club as to the topic and name of the guest speaker prior to the meeting
10. Solicit members assistance in sourcing guest speakers.

NEWSLETTER CHAIR

Purpose: To report on the activities of the club while injecting anecdotes and humor in a colourful and engaging manner.

DUTIES AND RESPONSIBILITIES

1. To collect and publish items of interest to members of the club electronically.
2. To post the newsletter on the club website
3. To print five copies of the newsletter to be available at the General Meeting
4. Ensure that the Newsletter tab on the club website is available for public access
5. Prepare public news releases in cooperation with the Management Committee.
6. Submit invoices to the Treasurer for reimbursement of expenses.

REQUIREMENTS

1. Computer skills are a fundamental asset
2. Communicate with other members for newsletter content
3. Attention to detail and accuracy

WEBMASTER

Purpose: To manage all technical aspects of the Club activities. The WEBMASTER will be responsible for the Club web page, the Club email system and any social media if required.

DUTIES AND RESPONSIBILITIES

WEBSITE

1. Review and monitor the Club website.
2. Suggest changes to the website as needed
3. Monitor website activity

EMAIL

1. Update membership list on the website as new members are enrolled and any member ceases to be an active member.
2. Maintain a mass mail system to ease of communication with the membership.
3. Determine the most cost effective technologies on an annual basis through a detailed review of the Club's current systems.
4. Work in coordination with the Membership Chair, the Newsletter Chair and the Speaker Chair to post information on the Club website that is required for membership and public interest.

SOCIAL MEDIA

1. When and if the club decides to share club activities through Social Media sites the Webmaster shall establish the Club presence and maintain the site in accordance with Club policies. The Webmaster shall work with the Management Committee to determine who may post comment to the Club Social Media site.
2. Submit invoices for the maintenance of the Club Website to the Treasurer for payment or reimbursement.

REQUIREMENTS

1. Have a working knowledge of web development or be willing to learn the fundamentals.
2. IT experience would be an asset.
3. General knowledge of Social Media sites
4. Must be available from time to time to update the Management Committee on the Club's technology environment
5. Must share with the Management Committee, all credentials and passwords associated with any on-line technology that the Club uses in the normal course of it's annual activities.
6. Must submit to the Management Committee any analysis pertaining to the Club's on line activities.
7. Maintain a record of the Club's Domain Registration
8. Ensure that the next Webmaster is thoroughly familiar with all aspects of the operation of the Club technology prior to handing over the control.

NOTE

The role of Webmaster is one of the more difficult roles in the club. Great care must be taken to ensure that the person can handle the task despite the fact that he/she may be an enthusiastic volunteer. Domain names, email lists, posting data to the website and adding content to the website can be difficult tasks for uninitiated beginners which could result in errors that compromise the usability of the Club website. Caution is urged in picking the right person for this task.

PAST PRESIDENT

PURPOSE: The past president shall act as an advisor to the incoming president and the Management Committee. This is an unelected position by its very nature. This is the third year for this individual and by virtue of the fact that it is the third year of service to the club, he/she has considerable experience and knowledge concerning the overall operation of the club.

DUTIES AND RESPONSIBILITIES

1. Assume chairmanship of meetings in the absence of the President and the Vice President
2. Provide advice to the Management Committee
3. Assist in the tasks as identified by the Management Committee as required
4. Assist in an acknowledgment of the service to the club of the outgoing President which takes place at the Annual General Meeting.

REQUIREMENTS

The Past President by virtue of the fact that he/she has served for at least two years on the Management Committee has gained invaluable detailed knowledge of the operation of the Club and as such he/she is an essential member of the committee. Some or most of the members of the Management Committee may be attending in their capacity for the first time and together with the current President he/she may be the only members on the committee with detailed knowledge. While it may seem like retirement in some respects, the role of Past President remains an essential position.

