

# Part 1

## The Probus Story

### Women's Probus Club of Cambridge Riverside



#### 1.1 Who Are We

PROBUS is the association of retired and semiretired persons who join together in autonomous Clubs throughout the world. The word PROBUS is an abbreviation of the words PROfessional and BUSiness, but membership is not restricted to these two groups. It also embraces former executives of government and other organizations and, in fact, anyone who has had some measure of responsibility in any field of endeavour.

The basic purpose of a PROBUS CLUB is to provide regular gatherings to those who, in retirement, appreciate and value opportunities to meet others in similar circumstances and of similar levels of interest.

The emphasis is that the Clubs:

- Be simple in structure.
- Be free from the constraints and obligations of service Clubs.
- Involve members at a minimum cost.
- Be directed, primarily, to providing fellowship and the opportunity for development of acquaintance.
- Seek members who are compatible with one another.

Their activities normally fall into two parts:

- A meeting on a set day of each month for about 1½ hours, comprising about 30 minutes of business, 15 minutes coffee break and 45 minutes for a speaker and discussion
- Visits (between meetings) to organizations and places of particular interest to members and occasional social and sports activities
- Rising out of their membership and activities there is self-generating goodwill, a sense of belonging, a diverse background of interests, fellow feeling and cordiality evident within the Clubs, ensuring for PROBUS a highly successful future as a firmly established part of the community.
- To preserve the integrity and reputation of these autonomous Clubs, they are encouraged to adhere to the standard constitution provided. This has proved to be a very successful basis for serving the needs of retirees in the many countries in which the PROBUS movement is now flourishing.

## **Some Important Features:**

- The Clubs are non-political and non-sectarian
- They are non-profit and non-fund raising
- All Clubs are sponsored by Rotary or by an existing Probus Club, but on formation are autonomous, independent of their sponsor and independent of each other. There is no central governing body but Rotary or the sponsoring Probus Club maintains contact and an ongoing interest in their progress.
- Past membership in Rotary, or any service Club is not a requirement for potential members of PROBUS.
- Some Probus members are members, or past members, of Rotary or other service Clubs.
- There is no restriction on the number of members from any one vocation.
- There is no compulsion to attend any number of meetings.
- PROBUS members may be active members of any other organization and many are.
- Members' spouses and guests are invited to take part in most visits and in special functions.

## **1.2 Founding Clubs**

Probus Clubs spring from two main roots: the "Campus Club" founded by the Rotary Club of Welwyn Garden City and the "Probus Club" founded by the Rotary Club of Caterham in England in 1965 and 1966 respectively. Since then they have spread worldwide and continue to be established at a rapidly increasing rate as former professional and business persons and executives, invited to join, recognize the value of participation and observe the enthusiasm of existing members and the way in which PROBUS enriches their lives. PROBUS moved to New Zealand in 1974 and to Australia in 1976. There are now over 2200 Clubs and over 190,000 members in the Pacific Region. The U.K has also expanded tremendously.

The first PROBUS CLUB in North America was the PROBUS CLUB OF CAMBRIDGE, Ontario, sponsored in 1987 by the Rotary Club of Galt in Rotary District 7080. Currently in **Canada** there are 245 **clubs** with more than 36,500 members (updated June 2020).

PROBUS CENTRES, organized by Rotary, are set up to encourage and advise on the formation of further Clubs, maintain an up to date directory of local Probus Clubs, distribute lapel pins and other regalia as may be found necessary, and publish a Probus Newsletter regularly, giving ideas and information on the activities of local Probus Clubs. A small annual contribution per member assists in funding the operations of Probus Centre-Canada, Inc.

It is important to recognize that Probus Centre-Canada, Inc. owns and controls the Probus Logo and Probus Name in Canada.

### **1.3 Women's Probus Club of Cambridge Riverside**

In 2005, it was established that there was a need of another Women's Club in Cambridge. On April 13, 2005, there was a meeting for the proposed Women's Probus Club of Cambridge Riverside.

The organising committee comprised of:

Joan Moyer

Shirley Vero

Verna Ferguson

Marion Logan

Shirley Sharratt

and Nancy Troyak, District 4 Rep.

The first meeting was held on April 30, 2005 at Saginaw Golf Course in Cambridge.

First Issue, May 11, 2005 of Women's Probus Club of Cambridge Riverside Newsletter:

"Without the assistance of Joan Moyer, President, Women's Probus club of Cambridge and Convenor of Proposed Women's Probus Club of Cambridge Riverside, our day could not have been such a great success.

"Much to the surprise of Joan Moyer and all of the other wonderful members of Women's Probus Club of Cambridge that attended and helped in launching our new club, an entire Management Committee was elected.

"Outstanding attendance brought us just under 70 Founding Members!"

Membership was \$50 plus \$25 initiation fee.

President- Margaret DeBrusk

President Elect- Lorna Renwick (there was no 2<sup>nd</sup> President Elect at the time but by June 2005, it was  
Barb Shannon.)

Secretary- Marguerite Power (Margaret Hube became Marguerite's assistant)

Treasurer- Mary Jo Murray

Facility Coordinator- Barb Hedley & Sue Rolt

Historian/Archivist- Joyce Fraser

Membership- Diane Day

Program- Elaine Thieman ( Noreen assisted Elaine)

Travel- Mary Ann Poland

Newsletter- Connie Sacco (In September, Lorna Renwick took over as Interim Newsletter  
Editor and in December 2005, Margaret Christy took over Newsletter)

Cheer/Visiting- Audrey Bailey & Jeannine Foley

Probus Centre-Canada, incorporated in 1995, issued its Accreditation Certificate for the Women's Probus Club of Cambridge Riverside, confirming it was registered as Probus Club #170 on May 26, 2005.

#### **Places for our general meetings:**

Saginaw Golf Club -April 13, 2005

Grand Valley Golf Club May 11, 2005 to June, 2008

(In 2005 , we started the club late in the year so we met in July & August)

(At September's Annual General Meeting, we elected a 2nd Vice President: Linda Constant)  
Whistle Bear Golf Club: September, 2008 - December, 2011

Cambridge Mill, January, 2009 - March, 2012, temporary location given to us by Whistle-Bear Golf Club who were renovating

Whistle Bear Golf Club: April, 2012 - June, 2012

Calvary Pentecostal Assembly Sept, 2012 - June 2015

Grand Valley Golf Club September 2015 - December 2018

Sunbridge Hotel & Conference Centre Cambridge January 2019 - June 2019

Portuguese Club of Cambridge, Townline Road, September 2019-present

Here is an excerpt  
from the fist issue of  
the newsletter, dated  
May 11, 2005.

### **WE'RE PROUD TO BE PART OF WOMEN'S PROBUS CLUB OF CAMBRIDGE RIVERSIDE**

On April 13, 2005, at Saginaw Golf Club of Cambridge, a meeting for a "Proposed Women's Probus Club of Cambridge Riverside" was held... and what a day it was!

With outstanding assistance of Joan Moyer, President, Women's Probus Club of Cambridge and Convenor of Proposed Women's Probus Club of Cambridge Riverside, our day could not have been such a great success.

Much to the surprise of Joan Moyer and all of the other wonderful members of Women's Probus Club of Cambridge that attended and helped in launching our new club, an entire Management Committee was elected.

Outstanding attendance brought us just under 70 Founding Members!

Enthusiasm was electric in the room and all I can say is that I was very happy to be part of a celebration of a new Club that has a vision "To stimulate thought, interest and participation in activities aimed at keeping members engaged in the world around them."

## Part 2 Constitution



### Women's Probus Club of Cambridge Riverside Club #170 Established 2005

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, WITH SIMILAR LEVELS OF INTEREST, 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. These shall not be used for commercial purposes without the written approval of PROBUS CANADA. Accreditation of a PROBUS Club shall be effective upon acceptance and approval by PROBUS CANADA of an application with the prescribed fee from a sponsoring Rotary Club or a recognized PROBUS Club. Rights to the use of the name and emblems, except on saleable articles, are automatically included with accreditation.

#### Article 1. Title

1.1 *The Club shall be called "THE WOMEN'S PROBUS CLUB OF CAMBRIDGE RIVERSIDE".*

#### Article 2. Aims and Objectives

2.1 The purpose of the Club shall be: In keeping with the preamble, to provide regular meetings, guest speakers, programs and activities for retired and semi-retired persons with similar interests.

2.2 Because many of its members may already be active in service to the community, the activities of the Club shall be directed solely towards acquaintance, fellowship, and learning:

- a. The Club shall not be competitive with any other organization.
- b. The Club shall be non-political and non-sectarian.
- c. The Club shall not be, nor appear to be, a fund raising or service club.

## **Article 3. Membership**

3.1 The Club shall be for women who have had some measure of responsibility or achievement in any field of worthy endeavour.

3.2 Application for membership, subject to approval by the Management Committee, shall be sponsored by at least one member. Founding members do not require sponsorship.

3.3 Regular attendance is not mandatory.

3.4 Membership may be held in more than one PROBUS Club.

## **Article 4. Management**

4.1 The Club shall be managed by a Management Committee consisting of a President, a President Elect, a Secretary, a Treasurer, the immediate Past President, and such other persons as the Club deems necessary.

4.2 All elected members of the Management Committee shall have equal voting privileges.

4.3 In its Bylaws, the Club is strongly urged to determine what, if any, terms are to be established for the Officers and other Members of the Management Committee.

4.4 The Management Committee shall meet monthly or as the need arises.

4.5 The quorum at a Management Committee meeting shall be 50% plus one of the Committee.

4.6 The Management Committee shall have authority to fill vacancies that may arise between elections.

4.7 The Management Committee shall have authority to appoint sub-committees.

4.8 The Membership Chairperson shall be responsible for the list of members' names, addresses, phone numbers, and such other information required by Club Bylaw. This list must not be used for commercial purposes.

4.9 The Club shall co-operate with Rotary and other PROBUS Clubs in the formation of new PROBUS Clubs.

## **Article 5. GENERAL MEETINGS**

5.1 General meetings of the Club shall be held monthly or as determined by the Club.

5.2 There shall be an Annual General Meeting held in accordance with Club Bylaws. In advance of the meeting, members shall be provided with a financial statement for the twelve months prior to the Annual General Meeting.

5.3 At each Annual General Meeting the presiding officer shall present nominations from the Nominating Committee for positions on the Management Committee. Elections, when necessary, shall be by ballot.

5.4 Meetings shall be conducted according to commonly accepted rules of parliamentary procedure in keeping with Roberts Rules of Order. A motion that receives an equal number of affirmative and negative votes shall be considered lost.

## **Article 6. ANNUAL RETURNS**

6.1 The financial year of the Club shall be established at a date which will appropriately coincide with the Annual General Meeting of the Club.

6.2 By December 31st of each year, and in conjunction with an Application for Accreditation of a new Club, each Club shall submit to PROBUS CANADA a completed Annual Returns Information Form and Directory Renewal Form as distributed by PROBUS CANADA. Information within these forms is for the sole use of PROBUS CANADA.

6.3 The Treasurer shall remit to PROBUS CANADA the annual assessment levied by PROBUS CANADA by December 31st of each year.

## **Article 7. MEMBERSHIP FEES**

7.1 Each member of the Club shall pay the annual membership fee as provided in Club Bylaws.

## **Article 8. NON-PROFITABILITY**

8.1 The income and property of the Club shall be applied solely towards the objectives of PROBUS and no portion thereof transferred directly or indirectly to the members. Nothing herein shall prevent the payment of approved remuneration for services actually rendered to the Club.

## **Article 9. DISSOLUTION**

9.1 In recognition of Rotary service and contribution towards the expansion of PROBUS, any funds remaining on dissolution of the Club shall be donated to The Rotary Foundation (Canada) or to another registered charitable organization as approved by a majority of the Club Members at a General Meeting.

## **Article 10. BYLAWS**

10.1 Club Bylaws and their amendments shall be consistent with this Constitution.

## **Article 11. AMENDMENT**

11.1 A proposed amendment to this Standard Constitution for Clubs may be moved by a Director of PROBUS CANADA or by any member of a Club via their Management committee.

11.2 A proposed amendment to this Standard Constitution from a Club shall be forwarded to PROBUS CANADA for consideration at a meeting of the Board of Directors, PROBUS CANADA by the President of the Club following approval by their Management Committee.

11.3 Proposed amendments may be considered at any meeting of the Board of Directors of PROBUS CANADA.

11.4 Any amendments approved by the Board of Directors of PROBUS CANADA shall be communicated to all Clubs and shall become an amendment to each Club's Constitution.

11.5 The name or gender composition of the Club may be changed at any General Meeting of the Club, following an advance notice of the motion to change to all Members at least thirty (30) days in advance of the meeting, the quorum required by Club bylaw being present, and a two-thirds majority of the members present will be required to carry the vote. The amendment shall be effective when it has been communicated to PROBUS CANADA.

*This Constitution is consistent with the 2015 Standard Constitution as revised by  
Probus Canada.*

# **Part 3 Bylaws**

## **Revised July 2020**

### **AUTHORITY:**

For any matter not governed by these by-laws, Roberts' Rules of Order shall be the authority.

### **DEFINITIONS:** AGM means ANNUAL GENERAL MEETING

MC means MANAGEMENT COMMITTEE

### **ARTICLE I: ELIGIBILITY**

Membership in this club shall primarily be from, but not exclusive to, the area of Cambridge, Ontario, Canada.

### **ARTICLE II: MEMBERSHIP**

- a) Members shall be retired or semi-retired women.
- b) The membership year shall be September 1<sup>st</sup> – August 31<sup>st</sup>.
- c) The maximum number for membership is 210.
- d) There is an annual membership fee of \$75 and a one-time initiation fee of \$25. The fees shall be reviewed annually and voted upon by the membership.
- e) If, in the opinion, and after due consideration by the Management Committee, a member conducts herself in such a manner to bring discredit on the organization or she causes discord within the organization, she may be asked to resign. The resignation request should be made if, after discussion between the member and the Management Committee, the conflict is not resolved.

### **ARTICLE III: MANAGEMENT**

The Club shall be managed by a Management Committee consisting of the Executive Officers, "optional" Member-at-Large, and the Standing Committee Chairs.

### **ARTICLE IV: STANDING COMMITTEES**

Standing committees are: Facility, Finance, Nominating, Membership, Program, Public Relations, Special Events, Travel and Newsletter.

### **ARTICLE V: MEETINGS**

- a) The MC meetings will be monthly following the regular General Meeting unless otherwise scheduled.
- b) General Meetings are to be held 10 months per year on the date, time and place as determined by the membership upon the recommendation of the MC. Meetings will be cancelled under mitigating circumstances.
- c) The AGM of the Club shall be held on the regular meeting day of June each year. It may be scheduled later if there are mitigating circumstances.
- d) At the majority of General Meetings, seating will be allocated for promoting socialization.

## **ARTICLE VI: FINANCES**

- a) The fiscal year is May 1 to April 30.
- b) The Treasurer is the official custodian of the funds.
- c) The Treasurer shall serve as the Chair of the Finance Committee.
- d) The Annual Budget as approved by the MC, must be approved by the membership at the AGM.
- e) The Treasurer shall deposit all funds in a bank or trust company approved by the MC.
- f) Signatories for cheques shall be any 2 of the following: President, President Elect, Treasurer, Assistant Treasurer.
- g) The fee for Probus Canada, which includes the Club Liability Insurance and the Directors' and Officers' Insurance, as well as costs of service to existing clubs shall be paid annually by the date stipulated by Probus Centre Canada, Inc. (December 31<sup>st</sup>)
- h) The MC shall appoint a person(s) to perform an annual financial review and to submit a report to the MC before the AGM.

## **ARTICLE VII: ELECTION OF OFFICERS**

- a) A Nominating Committee, chaired by the Immediate Past President, shall include 2 Past Presidents and 2 club members of good standing who are not running for election.
- b) The Probus Club President position shall normally be for a term of 1 year however she may be elected for a 2<sup>nd</sup> year.
- c) All other MC members shall be eligible for re-election up to a maximum of 5 years.
- d) After a break of 2 years, a MC member shall be eligible to be elected again to the MC.
- e) Where a position cannot be filled, the incumbent may remain, if willing.
- f) At the AGM, the Chair of the Nominating Committee shall present the slate of candidates, who have agreed to stand for election to the MC, for the ensuing year. Nominations will also be invited from the floor.
- g) If necessary, voting may be by a show of hands or ballot.
- h) The MC shall have the authority to fill vacancies that may arise between elections.

## **ARTICLE VIII: AMENDMENT**

Any article in this By-Law may be amended by a vote taken if a quorum of 50% + 1 of ALL members is present. A vote passes with a 50% +1 vote of the members present at any General or Annual Meeting. The Membership must be given 30 days written notice of proposed amendments.

## **Part 4 Policies and Procedures**

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# **POLICY & PROCEDURES...July 20, 2020**

## **Definitions**

AGM is Annual General Meeting  
MC is Management Committee  
PCC is Probus Centre Canada, Inc.

## **ARTICLE I: ESTABLISHMENT AND AUTHORITY**

- A) These Policies & Procedures may be amended at any meeting of the MC.
- B) Where these procedures do not address any issue, Roberts' Rules of Order shall prevail.
- C) The day-to-day management of the business affairs of the Women's Probus Club of Cambridge Riverside is the responsibility of the MC, in keeping with its Constitution and By-Laws and the Constitution of Probus Centre-Canada, Inc. and the direction given by the general membership of the Club as recorded in Minutes of General Meetings.

## **ARTICLE II: CLUB REPRESENTATION**

Only the Club President may speak on behalf of the Club with Probus Centre-Canada, Inc. Probus Region or with any other organization unless another member is authorized by the president to do so.

## **ARTICLE III: MEMBERSHIP**

- A). The annual membership fee is payable no later than June 20. For new members joining February 1 or later, the fee is pro-rated. Fees are paid by cheque or e-transfer. Cash is not accepted.
- B). There is a non-prorated initiation fee.
- C). Partial-year renewals and/or leaves of absence are not permitted.
- D) A member who turns 90 years of age, prior to September 1<sup>st</sup> of a new Probus year, shall have the membership fee waived. They must still complete and submit the annual membership renewal form by June 20<sup>th</sup>. This will stand for the remainder of their Probus membership.
- E) Application for membership is accepted at any time.
- F) New members will be accepted first from a waiting list
- G) Members who are ill or shut in will be contacted by the Cheer and Visiting Co-ordinator.
- H) Members will receive a newsletter 10 times per year, except under mitigating circumstances.
- I) New members at the time of induction will receive a New Member Package to include Probus pin, Name Tag, and the Privacy Policy and Travel Waiver (both to be signed and returned). A copy of the Constitution, By-Laws, Policy & Procedures, Privacy Policy, Membership List, and a Travel Waiver Form will be sent electronically.
- J) The Club will make a donation of \$50 to a Women's Charity in memory of a member who dies, at the time the death occurs.
- K) As per the Constitution of Probus Centre-Canada Inc., members are not allowed to advertise/promote items for sale or sell tickets to non-Probus events at our meetings.

## **ARTICLE IV: INTEREST GROUPS**

- A) Interest groups must be approved by the MC.
- B) Activities of interest groups must be congruent with the Club's Constitution, By-Laws and Policies and Procedures.
- C) Interest groups are self-managed and self-funded by the members participating therein.
- D) Only current members of the Probus Club of Cambridge Riverside may participate in Interest Groups under the auspices of the Club.

## **ARTICLE V: FINANCES**

- A) Revenue comes from membership fees, initiation fees and Mystery Woman Draws.
- B) Expenditures outside the budgeted allocation must be approved in advance by the management committee.
- C) Any request for reimbursement submitted without valid receipt(s) must be approved by two signing officers.
  - Any payments requiring cash will be paid by cheque to the committee Chair.
- D) When monies are transferred to the Treasurer by other members of Probus, both will count the monies being transferred. They will fill in a tally sheet for the amount and both will sign the form for the treasurer's record.
- E) Any surplus monies are to be used to the advantage of the membership.
- F) A reserve of one year's operating expenses shall be retained and reviewed annually.

## **ARTICLE VI: MEETINGS**

All meetings shall be perfume free.

### **1) GENERAL MEETINGS**

- A) Meetings will be held the 2<sup>nd</sup> Wednesday of every month from 9:30 to 11:30 a.m. from September to June inclusive, unless otherwise scheduled.
- B) At each meeting there will be a presenter or special activity.
- C) Seating:
  - i. Each member will be given a randomly selected table number & will sit at the table with the corresponding number except at Christmas and June Luncheons. Any other times will be directed by the MC.
  - ii. One table will be reserved for members with special needs. "Preferred Seating"
  - iii. Other reserved tables: "President's Table" (including Secretary and Club Archivist), "Guests and Members" and "Inductees"
- D) Mystery Woman Draw:
  - i. A Mystery Woman will be chosen at every General Meeting.
  - ii. Proceeds will be shared equally between the winner and the club.
  - iii. Club proceeds will be used at the discretion of the MC.
  - iv. Guests and invited presenters may not buy Mystery Woman tickets.
- E) Guests:
  - i. Guests may be invited at the discretion of the President and the Membership Chair, e.g. out of town visitors, and/or family members or friends.
  - ii. A prospective member may attend one time only as a guest.
  - iii. A prospective member will be given a club brochure, and may receive an electronic copy of the application form, privacy policy and travel waiver form on request to the membership chair.
- F) Presenters:

Presenters are not to ask for donations or promote articles for direct sales. Presenters can educate and inform members. They may set up a table to display items which members may choose to sample or purchase after the meeting even though the presenter did not promote the items during the presentation. Members giving presentations are subject to these same rules.

### **2) MANAGEMENT MEETINGS**

The MC meeting will follow the General Meetings unless otherwise scheduled. At all Management Meetings, a majority to pass a motion is 50% + 1 of the MC present.

### **3) ANNUAL GENERAL MEETING (AGM)**

In addition to the regular program, the business meeting shall include: an election of officers and MC, a Year-End Financial Review, approval of the budget and annual reports from the President and Committee Chairs. The AGM will be held at the June General Meeting unless otherwise scheduled. A majority to pass a motion is 50% + 1 of the members present.

## **ARTICLE VII: CONFERENCES AND CONVENTIONS**

- A) The MC will determine and approve the number to attend and be paid for by the club of any Probus related function.
- B) Mileage will be reimbursed at Canada Revenue Agency rates per km.

## **ARTICLE VIII: TRAVEL POLICIES**

- A) The Chair, or her designated committee member, has the authority to act as an agent of the Club for negotiating and signing contracts for all aspects of a trip (e.g. buses, restaurants, theatre tickets, etc.)
- B) Travel is organized on a break-even basis and is not for profit.
- C) Registration for travel is on a first come, first served basis and a chronological list of participants is retained.
- D) Trips are available to Probus members and guests from the first day of registration, unless otherwise designated.
- E) Trips may be organized through a Travel Tour Company.
- F) Payment for a Travel Trip is to be done by cheque, non-refundable, and must accompany sign-up. Post-dated cheques are not accepted.
- G) The purchaser of a ticket is responsible for finding a replacement if she cannot travel. The Travel Chair may have a waiting list.
- H) Should the Club need to cancel Travel plans, any monies paid shall be returned.
- I) The Chair shall submit a balance sheet and final report to MC at the conclusion of a trip, when a Tour Company is not used. If a Tour Company is used, a report will provided.

## **ARTICLE IX: SPECIAL EVENTS POLICIES**

- A) The Chair, or her designated committee member, has the authority to act as an agent of the Club for negotiating and signing contracts for events (e.g. Christmas entertainment, lunches, venues, etc.)
- B) Registration for events is on a first come, first served basis and a list of chronological participants is retained.
- C) Payment for an event can be done by cheque or cash, non-refundable. Post-dated cheques are not accepted.
- D) The purchaser of an event ticket is responsible for finding a replacement if she cannot attend. Purchaser is required to advise the Special Events Chair if the member cannot attend and/or if another member will attend in her place.
- E) Should the Club need to cancel a planned event, any monies paid shall be returned.
- F) The Chair shall present a balance sheet and final report to MC at the conclusion of each event.

## APPENDICES

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## APPENDIX A

### **MANAGEMENT COMMITTEE TERMS OF REFERENCE**

The Club shall be managed by an MC consisting of the President, Immediate Past President, President Elect, Secretary, Treasurer, optional Member-At-Large and the Chairs or Designate of the Facility, Membership, Program, Special Events, Travel, Newsletter and Public Relations Committees. The role of the Management Committee is to direct the affairs of the club, ensuring consistency with the Constitution, By-Laws and Policies and Procedures of the Cambridge Riverside Women's Probus Club.

The President, President Elect or Past President shall preside at all meetings of the Club and the MC.

#### **EXECUTIVE OFFICERS**

#### **DUTIES & RESPONSIBILITIES**

**The President shall:**

- a) Ensure that all actions of Management and all committees and activities are in accordance with the policies and practices of Probus Centre-Canada Inc. and the Constitution, By-laws and Policies & Procedures of this Club.
- b) Serve as the official spokesperson for this Club and represent this Club at all Probus Meetings and appropriate functions
- c) Plan and chair monthly Management and General Meetings.
- d) Vote only to decide a tie.
- e) Act as one of the signing officers of the club's bank account.
- f) Act as ex officio member of all committees of the club except the Nominations Committee.
- g) Ensure that the club's financial books are reviewed annually.
- h) Prepare a written report for the AGM.

**The President Elect shall:**

- a) Become familiar with all aspects of the President's position and assist as required.
- b) Act as one of the signing officers on the Club's bank account/s.
- c) Serve as a member of the Special Events Committee.
- d) Liaise with Coordinators of the Interest Groups to ensure that only current Probus Cambridge Riverside members are participants.
- e) Be responsible for the Mystery Woman committee.
- f) Prepare a written report for the AGM.

**The Secretary shall:**

- a) Record and distribute Minutes of all Management and General Meetings of the Club.
- b) Maintain a Record of Motions & distribute a copy to each management member yearly at the beginning of the new membership year.
- c) Correspond on behalf of the Club when requested by the President.
- d) Maintain an up-to-date copy of the Club's Constitution, Bylaws and Policies and Procedures.
- e) Maintain a filing system for all correspondence and documents.
- f) Provide packages of information for new members of the MC, to include: written list of current MC members; current Constitution, Bylaws, Policies and Procedures and Record of Motions
- g) Maintain in coordination with the Membership Chair, an accurate list of members and email the Newsletter and other correspondence to all members as required.
- h) Prepare a written report for the AGM.

**The Immediate Past President shall:**

- a) In the absence of the President and President Elect, Chair the Management and General Meetings.
- b) Serve as a member of the MC.
- c) Chair the Nominating Committee.
- d) Chair the Past Presidents' Committee.
- e) Review the By-Laws and Policies & Procedures and propose any required changes to the MC as soon as possible, commencing with the 2021-22 year.
- f) Purchase card and gift not to exceed \$100.00 (including taxes) for outgoing President for presentation at the AGM.
- g) Prepare a written report for the AGM.

**The Treasurer Shall:**

- a) Serve as a signing officer of the Club's bank account(s).
- b) Arrange for the signatories (President, President Elect, Treasurer, Assistant Treasurer) to sign bank documents as soon as possible after Elections
- c) Ensure electronic access to bank accounts by the Treasurer, Assistant Treasurer and President, not including cash withdrawals/transfers.
- d) Manage investments.
- e) Chair the Finance Committee
- f) Collect and deposit all monies received by the Club using a co-signed tally sheet when monies are received by cheque or cash. Complete an itemized deposit sheet for the bank.
- g) Notify Membership Chair when fees are received by e-transfer.
- h) Ensure that all bills for goods purchased or services rendered are promptly paid by cheques signed by two of the four signatories.
- i) Record all financial transactions in a general journal and account ledger based on generally accepted accounting practices. Records will include: the budget, monthly and annual reports; deposit sheets; bank statements; receipts and expenditure statements from members and any relevant correspondence.
- j) Work with Committee Chairs and the MC to prepare the annual budget.
- k) Submit a monthly financial statement to the MC including an ongoing budget record for committees.
- l) Present the proposed annual budget for approval to the MC prior to financial year end, April 30th. Present the annual budget to the membership for approval at the AGM.
- m) In cooperation with the President, arrange for an annual review to be completed by two qualified members in May.
- n) Present the approved, reviewed financial statements at the AGM.
- o) Ensure that the membership / insurance fee is submitted to Probus Centre-Canada, Inc. is submitted by the date stipulated (**Dec 31st**)
- p) Ensure that all financial records are retained for the previous seven years.
- q) Prepare a written report for the AGM.

**The Member-at-Large shall:**

- a) Serve in a Member-at-Large position with full voting privileges
- b) serve to recognize members with a commitment to assisting in various areas of responsibility within the MC.
- c) May be asked to chair and ad hoc committee, from time to time.

**PAST PRESIDENTS' COMMITTEE**  
**TERMS OF REFERENCE**

The Past Presidents' Committee, chaired by the immediate Past President, consists of all Past Presidents. The committee shall meet at least once per year and act as a review board on any matter referred to it by the President. The Chair of the committee should inform the current club President of any matter which the committee feels would benefit the club.

**FINANCE COMMITTEE**  
**TERMS OF REFERENCE**

The Finance Committee chaired by the Treasurer, includes the President and the Assistant Treasurer. The role of the committee is to establish the budget for the fiscal year in conjunction with input from management, to nominate 2 qualified club members to review the past year's financial records, and to make recommendations regarding the annual membership fee. Electronic access to the bank account will be held by the Treasurer, the Assistant Treasurer and the President.

## **FACILITIES COMMITTEE**

### **TERMS OF REFERENCE**

The role of the Facilities Committee is to negotiate and communicate with the manager of the facility and committee chairs to ensure that the meeting room is set up for regular meetings, with refreshments as required.

### **DUTIES AND RESPONSIBILITIES**

#### **CHAIR shall:**

- a) The Chair, in conjunction with the MC, shall negotiate the contract for the meeting venue.
- b) Arrange for the meeting room and refreshments for all regular meetings of the Club meeting room arrangements and special presentation aids for presenters.
- c) Work in close coordination with the venue manager and other MC members to coordinate any special requirements to the facility e.g. AV equipment, # of tables etc.
- d) Set up room no later than 30 minutes prior to the start of every regular club meeting. Place table signs, numbers and sign in sheets. After collecting sign in sheets and recording attendance numbers, sheets are given to the Membership Chair.
- e) Arrange for the safe storage of the Club Possessions
- f) Arrange that each member is given a randomly selected table number indicating where they are to sit for each meeting, except for those sitting at a reserved table, and the Christmas and June Luncheons.
- g) Oversee the posting of items on the Bulletin Board, which will be both Probus and Community information/events.
- h) Recruit committee members and assign tasks as required (e.g. handing out table #'s, collect sign in sheets, etc.)
- i) Manage committee activities within allocated budget
- j) Attend the monthly MC meetings or arrange a designate
- k) Present a committee report at each MC meeting
- l) Present information at General meetings, as required
- m) Submit appropriate information to the Newsletter Editor, when required.
- n) Maintain records, which should be passed on to the incoming committee chair for reference and action, as required
- o) Prepare a written report of the committee's activities for the AGM
- p) Provide in depth orientation to successor

## **MEMBERSHIP COMMITTEE TERMS OF REFERENCE**

The role of the Membership Committee is to enroll new members, renew memberships, maintain a roster of current members and update the MC as it changes. The membership list is not to be used for commercial purposes.

### **DUTIES AND RESPONSIBILITIES**

#### **CHAIR SHALL:**

- a) Attend monthly MC meetings and present a report at each meeting.
- b) Recruit at least two additional members for the Membership Committee and provide them with the Duties and Responsibilities.
- c) Hold committee meetings as required.
- d) Present Membership Committee reports at General Meetings as required.
- e) Maintain up-to-date records of each member's name, address, email, phone number for annual distribution to all members in the Membership Directory in coordination with the Secretary.
- f) Maintain additional information about members which is made available to the Management Committee only as needed, such as: vocation, interests, service preferences, emergency contact information.
- g) Purchase materials and make name tags in conjunction with the secretary. The Management Committee, members requiring special seating, and guests will be identifiable by their name tag.
- h) Receive nominations of prospective members from current members.
- i) Liaise with Public Relations to recruit new members through brochures, ads, and information sessions, when necessary to maintain membership numbers.
- j) Maintain a waiting list of prospective members on a first-come-first-served basis, including sponsor name and date of meeting attended.
- k) Contact the next eligible member on the waiting list when there is room. Give them the new member package and assist with their induction into the Club.
- l) Receive notice from members concerning guests who will be coming to a meeting and inform the General Meeting Chair and the Facilities Chair. Give them information about the Club if they are interested. Make sure they know they are not eligible to buy Mystery Woman tickets. Keep a list of guests who have attended a General Meeting.
- m) Keep an electronic copy of all forms and information and print only if necessary. Order membership pins from Probus Canada as needed.
- n) Coordinate annual fee payments and deposits to the Club's bank account with the Treasurer.
- o) Coordinate preferred seating for guests and members with special needs with the Facilities Chair.
- o) Prepare budget with the Treasurer and manage expenditures within allocated budget.
- p) Prepare new members packages, maintain a supply of member, president and past president pins.
- q) Review and update application and membership renewal forms as required
- r) Distribute and collect membership renewal forms by June 20<sup>th</sup>.
- s) Prepare a written report of the Membership Committee's activities for the AGM.
- t) Provide in-depth orientation to successor.

#### **Members shall:**

- a) Ensure that members' name tags are alphabetically arranged and available to be worn at meetings. MC, members requiring special seating, and guests will be identifiable by their name tag.
- b) Assist the chair at the Membership table at General Meetings.
- c) Assist special needs members as required.
- d) Assist members who pick up their printed newsletter.
- e) Attend MC meetings as required when the Chair is not available.
- f) Other duties as required by the chair.

## **NEWSLETTER COMMITTEE TERMS OF REFERENCE**

The role of the Newsletter Committee is to communicate ongoing and upcoming Probus events and other pertinent information to members, e.g. New members, activities, travel, By-Law Changes and ongoing Probus affairs. Newsletters will be emailed to all members. Anyone without an email address can receive a paper copy.

### **DUTIES AND RESPONSIBILITIES**

#### **Editor Shall:**

- a) Collect and edit material obtained (from the MC and Interest Group Coordinators) and produce a monthly Club Newsletter.
- b) Provide newsletter to the Club Secretary for electronic distribution to the Members.
- c) Ensure the newsletter is printed and distributed to members not receiving electronic mail, who have provided self-addressed stamped envelopes, or have opted to pick up at the General Meeting.
- d) Liaise with Public Relations Chair to obtain photographs for the newsletter.
- e) Attend Monthly MC meetings.
- f) Prepare a written report for the AGM.
- g) Provide in-depth orientation to successor.

## **NOMINATING COMMITTEE TERMS OF REFERENCE**

The Nominating Committee, chaired by the immediate Past President, consists of one other Past President and 2 appointed regular members, in good standing, who are not running for office. The role of the nominating committee is to find people to serve in leadership positions on the Management Committee.

### **DUTIES AND RESPONSIBILITIES**

#### **CHAIR SHALL:**

- a) Recruit Committee members as specified within the terms of reference, and publish such vacancies in the Newsletter.
- b) Schedule committee meetings and develop a strategy early in the year
- c) Determine which positions will be vacant.
- d) Ensure candidates have a copy of the Club Bylaws and Policies and Procedures for review of position requirements.
- e) Publish nominees' names as developed, and ask for further nominations
- f) Prepare and Publish a slate of nominees 30 days prior to the AGM
- g) At the AGM, present the slate of candidates who have agreed to stand for election to the MC
- h) Ask for additional nominees from the floor, and if nominated, obtain their consent to stand
- i) Hold elections (obtain 3 members as scrutineers if required): vote by show of hands or by ballot
- j) If a vacancy occurs on the MC during the year, recruit members to fill the vacancies, in consultation with the MC
- k) Present a report to the monthly MC meeting
- l) Present information at Club meetings, when required
- m) Maintain records on potential candidates and all members contacted
- n) Provide orientation to successor

#### **MEMBERS Shall:**

- a) Attend meetings when scheduled
- b) Assist with developing a strategy
- c) Contact members, identified by the team, to enlist participation as a nominee
- d) Other duties as required by the Chair

## **PROGRAM COMMITTEE**

### **TERMS OF REFERENCE**

Membership consists of the Chair, volunteers and, the Chair or her delegate of the Special Events Committee. The role of the Program Committee is to plan programs of interest to the Club Membership for meetings throughout the year with the exception of Christmas.

### **DUTIES AND RESPONSIBILITIES**

#### **CHAIR SHALL:**

- a) Submit annual budget request to cover program costs
- b) Manage the program budget in a responsible manner
- c) Recruit members for the Program Committee
- d) Schedule and chair Program Committee meetings throughout the year as required
- e) For Program Committee meetings, send out an agenda in advance and minutes immediately after the meeting
- f) Ensure the committee organizes a program of interesting speakers for nine meetings per year (September-November and January - June).
- g) Attend Special Events committee meetings and/or arrange joint meetings with the Program Committee and Special Events to plan special meetings
- h) Ensure the newsletter editor receives speaker biographical information prior to newsletter deadline
- i) Complete the appropriate Requisition Forms to the Treasurer to ensure payment of honorariums and speaker gifts
- j) Prepare Program Committee report for yearly Club Annual Report
- k) Attend Management Committee meetings (or arrange for a delegate) and be prepared to do a brief program report
- l) Arrange for a person to manage the Probian Profile segment of meetings 5 times per year (September, November, January, March and May)

#### **MEMBERS SHALL**

- a) Attend 6-8 monthly program committee meetings throughout the year at a mutually agreed upon date, time and location
- b) Research and suggest potential speakers
- c) Contact potential speakers to determine their interest and availability to speak at a regular club meeting
- d) Confirm speakers by sending a standardized confirmation letter
- e) Ensure speakers send requested biographical information to meet newsletter deadlines and any AV requests in advance of the meeting
- f) Fully inform speakers of club requirements and meeting set-up
- g) Arrange for people to introduce and thank speakers
- h) Sign thank you card for presentation to the speaker with the honorarium or gift.
- i) Evaluate speakers and member response
- j) Other duties as required by the chair.

**PUBLIC RELATIONS COMMITTEE**  
**TERMS OF REFERENCE**

The role of the Public Relations Committee is to publicize the Club and its activities. Greeters, Cheer/Visiting coordinator and Archivist are members of this committee. The Chair is the official photographer for the Club.

**DUTIES AND RESPONSIBILITIES**

**CHAIR SHALL:**

- a) Arrange for the Club to have a Greeters Coordinator, a Cheer/Visiting Coordinator, and a Club Archivist and provide them the Duties and Responsibilities.
- b) Act as club photographer and take photographs at Club meetings and events and provide these to the Newsletter Editor and the club archivist.
- c) Coordinate external media requirements in cooperation with the President
- d) Prepare budget with the Treasurer and manage expenditures within allocated budget.
- e) Attend the monthly MC meetings or arrange for a committee representative to attend.
- f) Present a committee report at each MC meeting.
- g) Present information at general meetings as required.
- h) Maintain records, and pass these on to the successor with an in-depth orientation.
- i) Prepare a written report of the committee's activities for the AGM.

**MEMBERS SHALL:**

- a) The Greeters Coordinator will ensure that there are two greeters at each meeting and provide their names to the Newsletter Editor.
- b) The Cheer/Visiting Coordinator will encourage members to notify her of:
  - a. the death/ illness / surgery of a member
  - b. the illness or death of the spouse/ child/ parents/ in-law/ siblings (including half and step-siblings) / other significant person of a member
  - c. send an appropriate card to the member
  - d. request that the Treasurer make a donation to mark the death of a member, where the donation is to be made and provide a name and address for the member's family to respond.
    - i. Present to Chair at each GM a list of members to whom a card was sent and the general purpose of the card.
- c) The Club Archivist will ensure that all Club events are recorded and that the records and memorabilia are retained and stored in the Cambridge Archives by her during her tenure.
- d) Other duties as required by the chair.

## **SPECIAL EVENTS COMMITTEE**

### **TERMS OF REFERENCE**

Membership consists of the Chair, the President Elect, volunteers and when invited the Chair or her delegate of the Program Committee. The Special Events Committee plans the menu with the Venue Manager and entertainment (if any) for the December banquet. They also plan the menu or refreshments for the June Luncheon and any other celebrations as directed by the MC.

### **DUTIES AND RESPONSIBILITIES**

#### **CHAIR SHALL:**

- a) Recruit committee members and familiarize them with the terms of reference
- b) Prepare budget with the Treasurer and manage expenditures within allocated budget.
- c) Negotiate and sign contracts, as agent of Club, for event(s)
- d) Arrange entertainment for Christmas event
- e) Liaise with Venue Manager for event requirements, secure approval from the team and then the MC.
- f) Collect and record monies for events and submit to Treasurer using the approved protocol
- g) Obtain reimbursement for purchases.
- h) Attend monthly MC meetings or arrange a designate.
- i) Present a report at the MC meeting
- j) Attend the Program Committee meetings and share responsibilities for events, when required.
- k) Present information at General Meetings, as required.
- l) Prepare a report of the Committee's activities for the AGM
- m) Maintain records, which will be passed on to the successor for reference and action as required.
- n) Submit appropriate information to the Newsletter Editor by deadline
- o) Attend the Program Committee meetings and share responsibilities for events when required.
- p) Provide in depth orientation to successor.

#### **MEMBERS SHALL:**

- a) Participate at Committee meetings, provide ideas and suggestions (e.g. St. Valentine's Day, St. Patrick's Day, Probus Month) and vote on outcomes
- b) Purchase supplies and food as required
- c) Assist with creating table favours, centerpieces, door prizes, etc.
- d) Assist at planned events (e.g. event registration, distribute door prizes, participate in program specials, etc.)
- e) Other duties as required by the Chair

## **TRAVEL COMMITTEE TERMS OF REFERENCE**

Membership consists of the Chair and volunteers. The role of the Travel Committee is to plan travel events for members.

### **DUTIES AND RESPONSIBILITIES**

#### **TRAVEL CHAIR SHALL:**

- a) Maintain records (written and monetary) of all travel functions, including monies and list of participants.
- b) Recruit Committee members and schedule meetings as required.
- c) Attend the monthly MC meetings and present a report.
- d) Provide information at the General Meetings, as required.
- e) With the Travel Committee, plan, organize and implement travel outings (venue, transportation, tickets, restaurant and/or hotel accommodations) and arrange for an escort to accompany the trip; or plan and facilitate trips with a Travel Tour Company.
- f) For Club organized trips, set budget, arrange signup (receive cheque and issue receipt), negotiate and sign contracts, verify all participants have a Travel Waiver Form on file, and arrange a tour escort.
- g) Calculate the Cost of a travel event as close as possible without causing a deficit to the Club.
- h) Submit collected monies for travel to Treasurer or to a Travel Tour Company (if the trip is arranged through one).
- i) Arrange and pay deposit(s) and pay final invoice for tickets, bus, restaurant, and hotel, when required.
- j) Submit reimbursement request to Treasurer.
- k) Submit balance sheet and final report of Club organized trip to MC at completion of trip.
- l) Prepare a written report for the AGM.
- m) Provide in-depth orientation to successor.

#### **MEMBERS SHALL:**

- a) Present and support new trip ideas.
- b) Assist with contacting and coordinating venues, bus companies, lunch/dinner locations, hotels, etc.
- c) Create advertising and ticket receipts for Club organized trips
- d) Participate in promoting trips, as required
- e) Assist with signups of participants and collection of cheques at Travel Table
- f) Escort Club trips, when requested
- g) Other duties as required by the chair.

### **INTEREST GROUP COORDINATORS**

Coordinators are not members of MC

Coordinators arrange dates and location where required

Coordinators facilitate teams (and spares) or member lists, where required

Coordinators submit notices to Newsletter Editor, when required

All groups are self sufficient

NOTE: Euchre and Bridge collect \$10 from each participant to facilitate special Xmas and June events and provide prizes, managed by the Coordinator

NOTE: Coordinators may require assistant(s), e.g. scorekeeper, gift buyer

#### **CURRENT GROUPS:**

Board games  
Book Clubs 1 & 2  
Bowling  
Breakfast Club  
Bridge 1,2,3,4,5  
Comcats (computer club)  
Cribbage  
Euchre A,B,C,D,E;  
Lunch Bunch  
Purls Craft Group  
Quilting  
Sharps & Flats  
Walking Club

**APPENDIX B**  
**PRIVACY POLICY**

NAME (Print) \_\_\_\_\_

- 1) The personal information of each member belongs to that person only and cannot be lawfully released to third parties without the specific consent of the individual concerned, preferably in writing.
- 2) The personal information of members is collected for club purposes and to complete a roster to be circulated to club members.
- 3) The personal information of members will NOT be released to a third party by the Club for ANY reason without the member's consent.
- 4) If the Club has a website or the Club maintains a website, personal information of members will not be published on the website.
- 5) The personal information of members will NOT be available through or on websites maintained by the Club or Probus Centre Canada.

I have read the above policy and agree to publication of personal information intended for the exclusive use of the Women's Probus Club of Cambridge Riverside.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Personal Information and Privacy (adapted from Probus Canada's website)**

While Probus is a non-political, non-sectarian, non-profit series of autonomous clubs with no commercial agenda, it does exist as an organization dedicated to providing fellowship and learning opportunities for its members.

The Probus Club collects only basic contact information for the functioning of the club and such information is part of the membership application process. Such information, name, address, phone number, and an email address is generally in the Club's Membership Directory, accessible only by paid members with a password, and is not considered sensitive information by government legislation.

The Privacy Act of Canada applies only to government agencies. PIPEDA, Personal Information Protection and Electronic Documents Act, applies only to organizations that engage in commercial activity. *Neither Act applies to Probus.* There is no federal act that applies to non-commercial organizations such as Probus.

*Basically, the government acts pertinent to privacy of information do not apply to a non-commercial, non-profit organization that collects "non-sensitive information". i.e. name, address, and phone number.*

*Email addresses are becoming the norm in contacting members.*

Women's Probus Club of Cambridge Riverside, Privacy Policy May 2020

**APPENDIX C**  
**TRAVEL WAIVER FORM**

NAME: \_\_\_\_\_

Registration Form for Outings and/or Tours

**PARTICIPANTS DECLARATION**

I hereby apply to participate in an outing/tour and in so doing agree that while participating:

- I understand that I am the person who is fully responsible for the state of my health and I undertake to do all that is necessary so as not to place other participants under stress or duress or to put them in danger because of the state of my health or my behavior.
- I declare that to the best of my knowledge I am fit enough to undertake outings/tours and agree to advise the Travel Committee immediately should my state of health change.
- I declare that I will only participate in activities when I am physically capable.
- In the case of accident, illness or emergency while on an outing/tour please contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Privacy Statement: Information provided shall be kept private and confidential within the confines of the Women's Probus Club of Cambridge Riverside.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_