

APPLETON PROBUS CLUB

RULES

Title

The club shall be called the Appleton Probus Club.

Membership

Membership shall be open to all retired professional businessmen aged sixty or over, resident in Appleton and surrounding districts.

An application for membership must be proposed and seconded by existing members. The applicant will be accepted as a member after due consideration by the Management Committee at their next management meeting.

The total number of members will be agreed by the Management Committee but will not exceed 60.

The restrictions regarding residence or age may be waived at the discretion of the committee.

Any member who has failed to attend fifty per cent of the meetings held in the past year, unless this is because of ill-health, holidays, or other special reason, will automatically forfeit his membership. His vacancy will be filled by the first applicant on the waiting list.

Should the displaced member wish to rejoin the club, his name will be added to the waiting list.

When the total number of members has reached the Management Committee's agreed number, the Secretary will keep a record of any other applications for reference only.

Honorary Membership

When the continued ill health of a member makes it appear that it is very likely that he will be unable to return as a fully active member of the Club and in order to recognise the effort put in by the member during his years in the Club, and to preclude any possibility of the member disappearing into obscurity that he be offered Honorary Membership of the Club but only if the member wishes it.

Special Members

The Management Committee will recommend that special membership be offered to present and past members who due to personal circumstances cannot attend the normal business meetings. All those recommended to be accepted by a majority vote at the next business meeting.

Constitution

There shall be a Management Committee of eight consisting of the President, Vice President, Secretary, Assistant Secretary, Treasurer, Social Secretary and two Ordinary Members.

All will be elected at the Annual General Meeting.

All retiring officials will be eligible for re-election.

The President shall be succeeded by the Vice President and the retiring President shall be invited to sit on the new committee if not already elected to the Committee.

If any member is elected to more than one official position then the shortfall on the Committee will be made up by electing further ordinary members to ensure a Committee of eight.

All members will be involved in managing the Club by means of regular business meetings. Day to day matters will be handled by the Management Committee. The President or Vice President plus either the Hon. Secretary or the Hon. Treasurer can make emergency decisions when necessary but they must be ratified at the next meeting.

There will also be elected at each Annual General Meeting an Honorary Auditor.

Meetings

The club will meet on the second Wednesday of each month for lunch to be taken at 12.15pm prompt, and the fourth Wednesday of each month at **10.15am** for a coffee morning meeting. Meetings to take place at the **Warrington Sports Club** or such other venue as the Committee may decide.

When there is a lunch meeting, members must notify the Secretary of their non-attendance at least two days before the luncheon, otherwise they will be responsible for any expense incurred on their behalf.

The Management Committee will meet as and when it is deemed necessary. A quorum for a Management Committee shall be five members.

Annual General Meeting

This will be held on the first meeting in April of each year, at a time and place determined by the Committee. Due notice of this meeting will be given to members.

Special General Meeting

The Secretary shall call a Special General Meeting on the written request of no less than one third of the members, and shall give members at least fourteen days notice of such meeting.

Voting

Voting at all meetings shall be by show of hands, or by ballot if so requested. In the event of an equal division of votes, the Chairman of the meeting shall have a second or casting vote.

Subscriptions

There will be a joining fee of £10 for all new members. The annual subscription will be determined at the Annual or Special General Meeting, and will be due on the first meeting in April of each year. The annual subscription will include the subscription due to the Warrington Sports Club and the cost of the coffee at the morning meetings.

Any member not paying his subscription within three months of the Annual General Meeting will be deemed to have forfeited his membership.

Accounts

A statement of accounts for the period ending December each year will be submitted to the Annual General Meeting after being audited by a member appointed at the previous Annual General Meeting.

The Committee will appoint the club's bankers. All cheques will normally be signed by the Treasurer and one other signatory. In exceptional circumstances such as the absence of a Treasurer two of the other appointed signatories may sign cheques until the Treasurer resumes his duties or another member is appointed as Treasurer.

Guests

Members may introduce guests at the coffee mornings but not at the luncheons unless arrangement is made with the secretary. The same guest may not attend more than three meetings in a year.

Contingencies

Any contingency not covered by these rules will be determined by the Committee or Special General Meeting.

Alterations of the Rules

Alterations to the rules will only be made at a General Meeting, of which due notice of the proposed alteration shall have been given at the meeting immediately prior to the General Meeting for discussion at that meeting.