



PROBUS CLUB OF LANTZVILLE

Procedures/Policy Manual

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Procedures and Policy Manual

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P.O. Box 466
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Last revision: 2014-03-01

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Management Committee Duties

The Management Committee shall consist of the following elected and appointed officers of the club:

The President

shall:

- a. be the chief executive officer and shall represent the Club at public and other functions.
- b. represent the Club at the Mid-Island Probus Presidents' Forum
- c. oversee the operations of the Club.
- d. report to the Annual Meeting of the membership on the conduct of the affairs of the Club.
- e. preside over all meetings of the Management Committee and the Club membership and have the right to vote on all issues.
- f. act as one signing officer for Club financial transactions
- g. be responsible for effecting all orders and resolutions of the Management Committee.
- h. perform such other responsibilities and duties as may be assigned by the By-laws or the Management Committee.

Reviewed/ revised: 2012-04-10

The Vice-President

shall:

- a. perform the functions of the President when the President is unable to perform them
- b. secure guest speakers for the monthly meetings, ensure that the correct set-up is made to accommodate them, invite a club member to thank the speaker with a small token of appreciation and write a note of thanks following the meeting.
- c. act as one signing officer for Club financial transactions
- d. perform such other tasks and duties as may from time to time be assigned by the By-laws or the Management Committee.

Reviewed/ revised: 2012-04-10

The Secretary

shall:

- a. be responsible for ensuring the preservation of archival material & the maintenance of current files in proper order.
- b. shall use the following guidelines for preserving archival records
 - 1) Minimum of 7 years
 - i. Minutes of the Annual General meetings
 - ii. Annual financial statements.
 - 2) Two years, or more, if records are kept for historical archiving.
 - i. newsletters
 - 3) Three years
 - i. Minutes of the General Meetings
 - ii. Minutes of the Management Committee meetings.

- 4) The Lantzville Probus Charter and By Laws and other certificates are to be kept in perpetuity.
- c. Ensure the recording of the proceedings of the Management Committee and Membership meetings.
- d. ensure distribution of the Minutes of the Management Committee meetings to each member of the Management Committee.
- e. act as one signing officer for Club financial transactions
- f. ensure availability of the minutes of the General Meetings to each member of the Club. At least one hard copy of the previous General Meeting is to be available at General Meetings.
- g. having editorial privileges, post the Minutes of General Meetings to the club web site
- h. ensure the issuing of notice of meetings of the Management Committee to each member of the Committee.
- i. pursuant to By-law VI 2, advise Probus Centre-Canada Inc. by December 31st, each year, of the Club's regular meeting place, day and time, the number of its members as of the previous September 30th together with the names, addresses and telephone numbers of its President and Secretary.
- j. perform such other tasks and duties as may from time to time be assigned by the By-laws or the Management Committee.

Reviewed/ revised: 2012-04-10

Revised: 2012-08-14

The Treasurer

shall:

- a. ensure that all funds of the Club are deposited in a financial institution approved by the Management Committee.
- b. ensure that all withdrawals are signed by 2 signing officers. The signing officers shall be The President, the Vice President, the Secretary and the Treasurer.
- c. ensure that all required contracts, documents or other written instruments of commitment shall be signed by one of the signing officers and must be authorized by Minute or Resolution of the Management Committee.
- d. in accordance with the policy established by the Charter members, ensure that a minimum cash balance of \$3,000.00 is maintained at all times.
- e. maintain and control all financial records of the Club.
- f. present periodic financial statements to the Management Committee and to the membership at the General Meetings.
- g. present the Financial Statement for the previous year and the Budget for the new year at the October General Meeting.
- h. act as one signing officer for Club financial transactions
- i. in collaboration with the Secretary and pursuant to By-law VI 2, remit to Probus Centre-Canada Inc. the annual assessment levied by Probus Centre-Canada Inc. by December 31st of each year using the September 30th membership count.
- j. ensure that the Management Committee is insured annually against liability using the Directors' insurance coverage offered by Probus Canada
- k. perform such other tasks and duties as may from time to time be assigned by the By-laws or the Management Committee.

Reviewed/ revised: 2012-04-10

Reviewed/ revised: 2012-05-08

The Past President

shall:

- a. provide appropriate counsel and advice to members of the Management Committee as needed.
- b. be the Chairperson of the Nominations Committee in accordance with By-law V 1.
- c. perform such other tasks and duties as may from time to time be assigned by the By-laws or the Management Committee

Reviewed/ revised: 2012-04-10

The Membership Chairperson

shall:

- a. ensure that an up to date membership list is maintained and is not used for any purpose other than Club information. The list to include, at a minimum, Name, Address, Telephone number, e-mail address, Month of birth, Former profession.
- b. ensure that the membership list is retained in at least two digital copies, one of which shall be stored in a location separate for the other for disaster recovery purposes.
- c. register new members complete with all the required information
- d. in exchange for the full annual membership fee, provide new members with a kit including the Constitution and the Lantzville Probus By Laws, personal name tag, Probus pin and a Club membership list.
- e. collect the appropriate annual membership fees
- f. ensure that updates to the membership list are provided to members of the Management Committee and all conveners as revisions are made and that copies are mailed to all Club members quarterly.
- g. Ensure that the list of members is not used for commercial purposes.
- h. shall maintain a wait list above the membership limit in order of application with priority given to those individuals that do not belong to another Probus Club unless they are recent arrivals to the area.
- i. request that nominators accompany their nominees to induction to membership and ensure that the new members are suitably introduced to other club members and activity conveners.
- j. ensure that name badges are securely stored and made available at club functions and social events such as, e.g. the Spring Lunch
- k. perform such other tasks and duties as may from time to time be assigned by the By-laws or the Management Committee

Reviewed/ revised: 2012-04-10

Reviewed/ revised: 2012-05-08

Revised: 2014-03-01

The Social Chairperson

shall:

- a. coordinate the Club's major social activities by requesting volunteers for each event as the need arises.
- b. perform such other tasks and duties as may from time to time be assigned by the By-laws or the Management Committee

Reviewed/ revised: 2012-04-10

The Sunshine Chairperson

shall:

- c. monitor the welfare of Club Members and report on members' health and welfare to the Management Committee and the Club Membership.
- d. mail an appropriate card of caring to members who are sick or who lose a loved one in the immediate family – spouse, parents or children.
- e. liaise with the Convener of Helping Hands to determine if further help is needed.
- f. when a club member dies a contribution valued at \$25.00 shall be made either in the form of a floral tribute or as a donation to the charity of the family's choice.
- g. perform such other tasks and duties as may from time to time be assigned by the By-laws or the Management Committee

Reviewed/ revised: 2012-04-10

The Newsletter Editor

shall:

- a. be responsible for publishing the Newsletter with all pertinent information including the Minutes of the past General Meeting and distribute it to all the Members by either e-mail or postal service.
- b. having editorial privileges, post a copy of the current Newsletter to the club web site
- c. provide a current Newsletter to Probus Canada for publication on their Probus Canada website.
- d. remind members that any member submitting an article to be included in the newsletter is responsible for proof reading and meeting the publication deadline.
- e. circulate to the Club members such other information as from time to time may be necessary
- f. perform such other tasks and duties as may from time to time be assigned by the By-laws or the Management Committee

Revised: 2012-08-14

The Webmaster

shall:

- a. be responsible for maintaining the club web site – see Management/Club web site below
- b. retain a back-up copy of the club web site in case of disaster recovery
- c. perform such other tasks and duties as may from time to time be assigned by the By-laws or the Management Committee

Reviewed/ revised: 2012-04-10

Revised: 2012-08-14

Management

In the event of absence, for any reason, of a member from the Management Committee at the Management or General Meetings, said absent Executive Member/Officer shall obtain and brief their replacement for said meeting(s) in advance.

The Management Committee shall be insured annually against liability using the Directors' insurance policy offered by Probus Canada.

Reviewed/ revised: 2012-04-10

Reviewed/ revised: 2012-05-08

Quote from the Club By-laws:

Management

1. The Club shall be managed by a Management Committee consisting of a President, a Vice President, a Secretary, a Treasurer, the immediate Past President, the Membership Chairperson, the Social Chairperson, the Sunshine Chairperson and the Newsletter Editor
2. All members of the Management Committee shall have equal voting privileges.
3. The Club President shall normally serve for 1 (one) year, but may not serve for more than 2 (two) years.
4. The Management Committee shall meet monthly or as the need arises.
5. The *quorum* at a Management Committee meeting shall be 50% plus one of the Committee.
6. All members of the Management Committee shall have equal voting privileges.
7. In the event of a tie vote, the President shall poll the votes of any missing, reasonably-available Management Committee members.
8. The management committee shall have authority to fill vacancies, other than that of President, that may arise between elections
9. The management Committee shall have authority to appoint sub-committees.
10. If an executive member/officer, other than the President, is unable to fulfill their duties the Management Committee shall appoint an acting replacement for the remainder of the term of said executive member/officer.
11. If the President is unable to fulfill his/her duties the Vice-President shall assume the duties of the President and a bi-election shall be held by the general membership for a new Vice-President. The new President and Vice-President shall continue their term into the following fiscal year.
12. The Club shall co-operate with Rotary and other Probus Clubs in the formation of new Probus Clubs.
13. The Past President shall review the Standard Constitution for Clubs, and the Lantzville Probus Club By-Laws with all members of the Management Committee prior to, or at, the first Management Committee meeting following the establishment of a new Management Committee.

14. All new Management Committee members shall review the “Management Committee Duties” part of the Procedures/Policy Manual prior to the first Management Committee meeting.

Revised 2014-03-01

Club Web Site

1. The club shall maintain a web site at lantzvilleprobus.org which is a proxy for lantzvilleprobus.wordpress.com
2. The URL for administration is - <https://lantzvilleprobus.wordpress.com/wp-admin/>
3. The webmaster shall have the user name “lantzvilleprobus” and the password for access shall be conveyed privately to successive webmasters.
4. A Google calendar of club events shall be maintained using the Google account: lantzvilleprobus@gmail.com with the same password as that used for WordPress editing as per #3 above.
5. The web site uses the WordPress Twenty Eleven theme and shall reflect the club’s activities and, in addition to the “Home” page, shall have, as a minimum parent pages entitled “About”, “Activity Conveners”, “Calendar”, “Gallery”, “Member Bios”, “Newsletter” and “Operations”
 - a. Home – location of announcements regarding various group activities
 - b. About – history, meeting place and time for General Meetings, postal address etc
 - c. Activity Conveners – a list of all activity group conveners and some information regarding the specific activity, places and times of meeting etc
 - d. Calendar – a calendar of club events maintained by means of synchronizing with a Google calendar as per #4 above.
 - e. Gallery – a collection of photos reflecting club activities
 - i. Archive of photos of the month – photos submitted by members and displayed for one month in the right hand side bar in a Text widget.
 - f. Member Bios – introductory information about new members in order to introduce them to the club
 - i. Recent Member Gallery – gallery of photos of new members introduced by means of the Member Bios page

- g. Newsletter –
 - i. Current Newsletter - the current monthly newsletter
 - ii. Newsletter Archive – 2012, 2013, 2014 – archive of newsletters
 - h. Operations – primarily for the use of the Management Committee and containing:
 - i. The club By-laws
 - ii. General Meeting Minutes – 2012
 - iii. New Member Brochure
 - iv. List of Past Presidents
 - v. Policy and Procedures Manual
 - i. A calendar on the Home page indicating a count down to the next significant social event and another for the next General Meeting together with a list of the next 6 events gleaned from the calendar..
 - j. The right hand side bar shall include a photo with caption of the current President, a Text widget incorporating the current “Photo of the month”, a list of birthday celebrations for the current month, a link to the club YouTube channel and a web site statistics widget.
 - k. The header banner image on each page shall be randomly selected from a gallery of photos submitted by the Photographic Group.
6. The Newsletter Editor shall have editorial privileges to allow the Newsletter to be uploaded.
 7. The Secretary shall have editorial privileges to allow the Minutes of General Meetings to be uploaded.
 8. The Senior Convener (Convener of conveners) shall have editorial privileges to allow changes to be made to the Activity Conveners page..

Inserted: 2012-07-30

Revised: 2012-08-06

Revised: 2012-08-14

Revised: 2012-09-26

Revised: 2012-09-27

Revised: 2013-10-16

Revised: 2014-03-01

Order of Business – General Meetings

Rules of Order

1. The *quorum* at all General meetings shall be 25% of the total membership.
2. 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.
3. Any notice of motions shall be submitted in writing to the Secretary, the Newsletter Editor and the Webmaster for posting on-line one month prior to the meeting at which it is to be considered. For the information of members not in attendance at the General Meeting, one prior notice in the Club Newsletter shall be sufficient.

Inserted: 2014-03-01

Summary of Hall Set-up

At all General Meetings the Treasurer shall collect \$1.00 per person upon entry and record their attendance at the meeting. The Membership Chairperson shall ensure that the name tag box is accessible and shall also be ready to accept membership applications or renewals. The convener responsible for chair set-up shall ensure that tables and chairs to accommodate the attendees are set-up prior to 9:15 a.m. One table shall be placed at the entrance for the Name Tag Boxes, the Treasurer and the Membership Chairperson. Three tables shall be set upon along the side wall to accommodate activity sign-up sheets and the sound system. The Conveners of Conveners shall ensure that the notices for group activities and the necessary sign-up sheets are in place on the side tables prior to the meeting. The library books shall also be placed on one of the side tables.

Three tables shall be placed ready for coffee – two at the front of the hall, one at the back.

If required, the screen shall be lowered and the LCD projector set-up on a small table central to the screen and located close to the first row of seats.

Instructions for Coffee & Goodies

Per Joan Sawicki 2012-08-17

- 1 Usually have 3-4 volunteers but can do it with less
Request volunteers arrive before 8:30 am
Prepare sign-up sheets to display at each meeting
Reminder phone call to coffee volunteers 2-3 days before
Can also post name of volunteers on web site or email them
If short of volunteers many are willing help if asked
at the meeting
- 2 2 -3 days before meeting
Order baked goods from Save On Foods bakery
Phone 250 390-4517 Woodgrove Save On

Usually order 3 breakfast platters

- 3 Pick up goodies 8:00 am day of meeting (or night before)
Buy 1 litre cream, 1 litre milk
2 tins coffee or 1 large tin
If needed, sugar, tea, napkins, instant decaffeinated coffee etc.
- 4 Put coffee on as soon immediately upon arrival at the hall - takes 1 hour
Done when light goes on
Probus urns are stored in cabinet in basement
Instructions are in locked Probus cabinet in kitchen
Usually prepare for 100 people
Fill each coffee urn to 72 cup level
Use approximately 4 1/2 cups of coffee per urn
Cut large pastries in half
Turn on dishwasher upon arrival as it is slow to heat water
- 5 Clean up after
Empty dishwasher
Tea towels and dishcloths are tended to by O.A.P.
Remember the 4 white cream jugs belong to Probus
Remember the can opener belongs to Probus
Lock Probus cabinet in kitchen
Lock kitchen
Turn off all lights
Close windows if opened
Lock entrance door
- 6 Put name on all receipts
Submit to treasurer for reimbursement cheque
Or give to Coffee convenor

Ordinary General Meetings

Most General Meetings of the club use the following agenda which is subject to adjustment according to the business to be conducted:

Agenda

General Meeting

Lantzville Probus, Costin Hall, 4th Thursday of each month

1. **09:30** Call to order - President
2. Minutes of last meeting – Secretary

3. Attendance, welcome guests - Membership Chairperson
4. Treasurer's report - Treasurer
5. Membership report, new members – Membership Chairperson, President
6. President's report – President
7. Vice-President's Report – Vice President
8. Past-President's Report – Past President
9. Editor's report - Editor
10. Committee reports
11. Any other business
12. 10:00 Coffee
13. 10:30 – Monthly speaker
14. **11:30** Adjourn

Annual General Meeting

The Annual General Meeting of the club shall be held on the 4th Thursday of September each year in place of the normal monthly General Meeting. The order of business will use the following agenda which is subject to adjustment according to the business to be conducted:

Agenda

Annual General Meeting

Lantzville Probus, Costin Hall, 4th Thursday of September

1. **09:30** Call to order - President
2. Minutes of last meeting – Secretary
3. Attendance, welcome guests - Membership Chairperson
4. Treasurer's report - Treasurer
5. Membership report, new members – Membership Chairperson, President
6. President's report – President
7. Vice-President's Report – Vice President
8. Nominating Committee Report – Past-President
9. Installation of new officers
10. Award of Past-President pin to outgoing President
11. New President assumes chair of meeting
12. Editor's report - Editor

13. Committee reports
14. Any other business
15. 10:00 Coffee
16. 10:30 – September speaker
17. **11:30** Adjourn

Inserted: 2012-08-17

Club physical assets

The club owns an array of physical assets. The following list shows the asset, its normally stored location and whether or not it is shared with North Nanaimo Probus Club (blue highlight) which meets in the same building.

DATE	EQUIPMENT LIST	PROBUS CLUB OF LANTZVILLE
	ITEM	LOCATION
2001	BADGE BOX LARGE (2)	STORAGE CUPBOARD
2003	BADGE BOX SMALL	STORAGE CUPBOARD
2003	BANNER (PROBUS LANTZVILLE) – missing 2012	STORAGE CUPBOARD
2001	BELL (gift from Nanoose Probus)	STORAGE CUPBOARD
2004	BOOKS – several crates	BASEMENT, BESIDE STORAGE CUPBOARD
2007	BRIEF CASE	TREASURER
2001	CASH BOX	TREASURER
2001	GAVEL (gift from Nanaimo Probus) – missing 2007	STORAGE CUPBOARD
2007	PROBUS CLUB LECTERN	STORAGE CUPBOARD
2002/06	CLEAR DISPLAY STANDS 8 1/2 X 11 (20)	STORAGE CUPBOARD
2006	SIMPLY ACCOUNTING PROGRAM	TREASURER
2004	COFFEE URNS (2)	STORAGE CUPBOARD
2004	EXTENSION CORD (2)	STORAGE CUPBOARD
2003	KARAOKE AMPLIFIER SYSTEM	STORAGE CUPBOARD
2007	MILK JUGS (4)	STORAGE CUPBOARD
2004	STORAGE CUPBOARD	SEASIDE COMMUNITY HALL - BASEMENT
2003	WHITE BOARD & STAND & CARRY COVER	STORAGE CUPBOARD
2004	WHITE SCREEN FOR SLIDES ETC (Stan Mackey)	STORAGE CUPBOARD
2005	PROJECTION SCREEN 8X10 20-DALITE	SEASIDE COMMUNITY HALL - ABOVE STAGE
2006	MICROPHONE STAND & MIC CLIP	STORAGE CUPBOARD
2008	PROJECTION SCREEN CABLE & LOCK	SEASIDE COMMUNITY HALL - PROJECTION SCREEN
2008	GOLF PUTTING SET FOR BBQ	STORAGE CUPBOARD
2009	SHURE WIRELESS MICROPHONE SYSTEM	STORAGE CUPBOARD
2010	EPSON EX-71 DIGITAL PROJECTOR	STORAGE CUPBOARD
2011	BOCCE SET	C/O GARY BROTHERS

2012	SHURE WIRELESS LAPEL MICROPHONE	STORAGE CUPBOARD
2012	8' FIBREGLASS STEP LADDER	SEASIDE COMMUNITY HALL – ON STAGE
2012	GAVEL AND BLOCK	STORAGE CUPBOARD
	INVENTORY	
2008	PENS (50) (Lantzville Probus Club)	STORAGE CUPBOARD
2004	PINS - MEMBER - PAST PRESIDENT - CHARTER	MEMBERSHIP CHAIRMAN
	KEYS	
2001	KEYS CASH BOX (2)	TREASURER
2006	DEPOSIT KEYS COSTIN HALL & KITCHEN DOOR (2)	TREASURER & COFFEE CONVENOR
2004	KEYS KITCHEN CUPBOARD (2)	TREASURER & COFFEE CONVENOR
2001	KEYS POST OFFICE (2)	M PIERCE & TREASURER
2004	KEYS - STORAGE CUPBOARD BASEMENT (4)	PRESIDENT, TREASURER, COFFEE CONVENOR
2005	KEYS - LOCK ON PROJECTION SCREEN (3)	AUDIO CUSTODIAN, TREASURER, STORAGE CUPBOARD

Inserted: 2012-08-17

Revised: 2012-09-26

Revised: 2013-10-19

Elections process

1. The Nominating Committee with the Past President as Chair and shall consist of:
2. Chair and 2 (two) Past Presidents, or two other members appointed by the Chair, who have signified they do not intend to stand for office.
3. Nomination forms for the position of Vice President, Secretary and Treasurer shall be published in the May and June newsletters. Nomination forms must be forwarded to the Chair of the Nominations Committee no later than June 30th.
4. Nominees must have signified in writing their willingness to stand for the office for which they have been nominated.
5. Nominations from the floor at the Annual General Meeting will not be accepted.
6. The Officers and Executive Members as listed hereunder shall be elected each year at the Annual General Meeting in the month of September, in the following consecutive order:
 - a. Vice-President (President-elect)
 - b. Secretary
 - c. Treasurer
7. At the end of each term (fiscal year);
 - a. The President shall become the immediate Past-President
 - b. The Vice President (President-elect) shall become the President
 - c. The Secretary and Treasurer may remain in their respective roles for the next term unless competing nominations are received.
8. Any required elections shall be held during the Annual General Meeting by secret ballot. Those unable to attend this Meeting may vote via an absentee secret ballot containing the voter's name and choice and be submitted to the Nomination Committee in advance of the meeting.
9. A successful candidate must receive a simple majority of the votes cast. In the event of a tie there shall be a recount. If there is still a tie, the President shall flip a coin to determine the winning candidate.
10. The results of any elections shall be announced to the membership prior to adjournment of the Annual General Meeting.
11. The induction of the new Executive/Officers and other members of the Management Committee shall take place at the end of the Annual General Meeting. The induction ceremony for the new Executive shall be conducted by the out-going President, using a format of his/her choice.

Reviewed/ revised: 2012-04-16

Membership

Where it is deemed necessary for the good and welfare of the Club, the Management Committee shall have authority to revoke, for cause, any existing membership.

Currently (2012) the maximum membership is set at 225. Membership caps shall to be determined by a vote of the Management Committee.

When a waiting list exists and an opening occurs, priority shall be given to an applicant who is not a member of any Probus Club.

Guests may attend General Meetings but are required, for insurance purposes, to sign the Guest Book provided for that purpose when entering the meeting hall.

Reviewed/ revised: 2013-05-14

Revised: 2014-03-01

Activities

An Activity group shall appoint a Convener. The Convener is responsible for submitting information or changes to the membership via the newsletter and/or at a General Meeting.

Waivers

Club members are normally covered for liability insurance by Probus Canada when engaging in Club activities. Such insurance also applies to guests. Club Activity Conveners are not obliged to require that guests sign a waiver form prior to participating in Club activities. Guests are still required to sign the guest register at General Meetings.

Tickets for social events

All tickets for social events shall be paid for in full at the time of purchase. Reservations for tickets will not be accepted.

Reviewed/ revised: 2012-07-26

Revised 2013-01-08

Speakers

Payment to speakers

The Management Committee has the discretion to pay a modest honorarium to visiting speakers. Expenses will usually be covered up to \$50.00. The membership has expressed concern that the annual fees not be increased to cover costs of speakers.

Minuted – General Meeting: May 28th, 2009

Reviewed/ revised: 2012-07-26

Solicitation of sales by speakers

Respectful of By-law I 6, a speaker/author may mention that books are for sale after his/her presentation to the membership at a General Meeting. Other sales solicitations by speakers or members are not acceptable.

Reviewed/ revised: 2012-07-26

By-laws Review

Any bylaw may be amended by a two-thirds majority of the members present and voting at a General Meeting, provided that 30 days notice of motion has been given. Such amendments shall become effective when they have been communicated to, and approved by, Probus-Centre – Canada, Inc.

The By-laws of the Lantzville Probus Club shall be reviewed for potential amendments at least every 5 years, or as deemed necessary.

All amendments must remain in compliance with the Standard Constitution of Probus Canada Inc and must be communicated to Probus Canada for approval.

Reviewed/ revised: 2012-04-16

Revised: 2014-03-01