



## **PROBUS SECUNDUS CLUB HARPENDEN**

### **Rules and Constitution**

#### **1. Name**

The Club shall be called the Probus Secundus Club Harpenden.

#### **2. Objectives**

Membership of the Club shall be open to retired or semi-retired professional and business men for the purpose of promoting good fellowship, by meeting regularly for stimulating discussion, and by such other activities as will ensure the success of the Club.

#### **3. Management**

- 3.1. The management of the Club shall be in the hands of an elected Executive Committee which will consist of Chairman, Immediate Past Chairman, Vice Chairman, Treasurer, Committee Secretary, Membership Secretary, Events Secretary, Speaker Secretary, Welfare Secretary and one or more other members, with power to co-opt during the year members to assist them generally or in any particular way, and to fill casual vacancies on the Committee or to act as officers until the next Annual General Meeting.
- 3.2. The Chairman shall be elected by the members and normally hold office for one year only and on relinquishing the Chair shall serve for one year as Immediate Past Chairman.
- 3.3. Each year the Chairman shall normally be succeeded by the Vice Chairman, the latter having been appointed by the Committee before the Annual General Meeting.
- 3.4. The Secretaries and Treasurer shall be elected annually, but none of these offices shall normally be held for more than three consecutive years. This rule may be waived by the Committee when appropriate.
- 3.5. Ordinary members of the Committee shall be elected annually to fill vacancies
- 3.6. The quorum for a Committee meeting shall be five.

#### **4. Casual vacancies**

- 4.1. Nominations to fill vacancies on the Committee shall be made to the Committee Secretary, duly proposed and seconded and with the prior consent of the nominee.

#### **5. General Meetings**

- 5.1. The Annual General Meeting shall normally be held on the date of the July meeting.
- 5.2. At each Annual General Meeting:
  - 5.2.1. The accounts for the previous financial year ending on 31 May (having first been examined by the Independent Examiners) shall be presented for approval.
  - 5.2.2. The Committee shall be elected.
  - 5.2.3. Independent Examiners shall be appointed.
  - 5.2.4. Any other business that has been communicated to the Committee Secretary shall be considered.

### 5.3. Extraordinary General Meetings

5.3.1. An Extraordinary General Meeting may be called at any time by the Executive Committee or by a minimum of 15 members by written requisition, stating the purpose for which the meeting is required, addressed to the Committee Secretary.

5.3.2. Notice of an EGM shall be given to all members by e-mail or by written notice to those unable to receive e-mail.

5.3.3. Notice of an EGM shall be given a minimum of 14 days before the date of the meeting.

5.3.4. An EGM shall normally be held on the date of a monthly Club meeting.

5.4. The quorum for any General Meeting shall be 20 members.

5.5. Voting at any General Meeting shall be by show of hands or by ballot at the discretion of the Chairman of the Meeting. In the event of an equal division of votes the Chairman of the Meeting shall have a casting vote.

## 6. Subscriptions

The amount of the annual subscription shall be determined by the Executive Committee and approved by the Annual General Meeting.

## 7. Membership Applications

Applications for membership of the Club will be made to the Membership Secretary (or other member of the Executive Committee). Applications shall be proposed and seconded by a member of the Club and approved by the Executive Committee.

## 8. Accounts

8.1. Accounts shall be kept, prepared and independently examined each year and presented for approval at the Annual General Meeting.

8.2. Two Independent Examiners shall be appointed at each Annual General Meeting. They shall not be members of the Committee.

## 9. Dates of Meetings

Club meetings will normally be held on the third Thursday of each month.