

THE MOONRAKER PROBUS CLUB OF DEVIZES

Constitution and Rules

1. Title and Concept:

The Club will be titled "The Moonraker Probus Club of Devizes". The basic purpose of the Club will be to provide regular gatherings of persons who, in retirement, appreciate and value opportunities to meet others in similar circumstances and of a similar level of interest. Its emphasis is to be simple in structure, free from the constraints and obligations of a Service Club, involve members in minimal cost, be directed primarily in providing fellowship, with an opportunity to develop friendships amongst members who are compatible with one another. This Constitution may only be amended and approved by a majority of the total current membership.

2. Membership:

- (a) Membership shall be open to all professional and business men and women resident in the Devizes area who are retired or semi-retired.
 - (b) New members normally may only be proposed and seconded by existing members, who must themselves have been members of the Club for at least two years. Details of a proposed new member must be provided on the Club's approved form of application which should be obtained from the Club Registrar or Secretary. The Club Committee must approve all applications for membership.
 - (c) Anyone, moving to the area and already a member of a Probus Club wishing to join the Club shall take precedence over any other person wanting to join.
 - (d) Any member may occasionally introduce a guest to a Club meeting. The Club Committee agreed that each member should be limited to three guests per year. It was also agreed that £2.00 would be levied per guest. It is customary to invite any person intent on joining the Club to attend at least one meeting before his acceptance into the Club.
 - (e) (i) A register of members and their attendance at meetings will be maintained by the Registrar. Whenever possible members should advise of their intended absence from meetings.
(ii) A member shall be deemed to have relinquished their membership if:-
 - (a) they have not paid their annual subscriptions within three months of the due date.
- OR**
- (b) if they attended only five or less of the Club's regular meetings in the twelve months preceding a meeting of the Committee.
 - (c) The Committee shall review the Attendance Register at their meetings and will consider whether or not there are extenuating circumstances, such as long term illness, when considering whether or not to apply the provisions of this clause.
 - (d) At the discretion of the Committee, honorary membership may be

Offered to a member who has given long and outstanding service to the Club.

(e) The total membership, not including honorary members, shall not exceed the number to be determined by the Committee from time to time.

3. Officers and Committee

The Officers of the Club shall be Chairman, Vice Chairman, Secretary, Treasurer, Registrar, Programme Secretary and Outings Secretary. The affairs of the Club will be managed by a Committee comprising the Officers and three members. They, together with an Honorary Auditor, will be elected annually at the Annual General Meeting.

The Chairman will not normally hold office for more than one year and on his retirement the Vice Chairman will normally succeed. Following his retirement from office the Chairman shall become an *ex-officio* member of the Committee for such period as the succeeding Chairman holds office.

Five members of the Committee shall constitute a quorum and the Committee shall have power to co-opt members and appoint Sub-Committees.

It will be the responsibility of the Club Committee to oversee the affairs of the Club on behalf of the members to ensure its smooth function and success.

4. Meetings:

The Annual General Meeting will normally be held in the month of February each year, at the time and place determined by the Committee. Four weeks notice will be given orally to the members. The Secretary shall call a Special General Meeting on a written request of not less than ten members, and shall give a least four weeks notice of any such meeting. Voting at meetings will be by a show of hands, or by ballot, if so determined. In the event of an equal division of votes, the Chairman shall have a second or casting vote.

5. Subscriptions:

The annual subscription, for the following Calendar Year, shall be determined by the elected Club Committee. All members shall be obliged to be members of the Crown Centre and responsible for payment of their annual dues to the Centre, whilst the Club holds its meetings at that venue.

5. Accounts:

A Statement of Accounts for the period to the end of December each year shall be prepared by the Treasurer and presented for approval at the Annual General Meeting, after audit by the Honorary Auditor.

A bank account shall be maintained by the Treasurer for the safe custody of Club funds and shall be operated under his signature countersigned by the Secretary or any other Committee signatories listed from time to time

Amended and Approved June 2006.

CHAIRMAN.....