



## **PINEWOOD COMBINED PROBUS CLUB INC**

### **BY-LAWS**

#### **ARTICLE 1: TERRITORY**

- a. Membership of the PINEWOOD COMBINED PROBUS CLUB INC shall be primarily for the residents of the **CITY OF MONASH**

#### **ARTICLE 2: MEMBERSHIP**

- a. Membership of this club shall be contingent upon attendance at regular meetings of not less than fifty percent in any club year, subject to leave of absence in cases of sickness or on any other reasonable grounds.
- b. Honorary members may be elected at the discretion of and on such terms as may be decided upon by a majority of members at an ordinary meeting. Honorary members shall not be required to pay membership subscriptions, shall not be eligible to hold office and shall not be entitled to vote but shall enjoy all other privileges of membership.
- c. Life Membership may be conferred upon a member who has rendered outstanding service to the club. Nominations shall be submitted in writing to the Management Committee for consideration, and if approved, referred to the next general meeting of the club for confirmation. Life Members shall not be required to pay membership subscriptions but shall enjoy all other privileges of membership. There shall be not more than 2 life members at any one time.
- d. Non Active Membership may be conferred upon a member who because of illness or a physical disability has been granted leave of absence by the club. Such members shall not be included in the member number of the club during that period of absence. Non financial membership may be granted to Non Active members.
- e. The total membership of the Club shall be a maximum of one hundred (100) members. (Amended 12 March 2015)
- f. The Committee of Management is authorised to temporarily increase the membership by one (1) to enable, where necessary, the admittance of a couple when only one vacancy becomes available. The authority can only be utilized by the Committee when the Membership Numbers are reduced to one below the maximum membership numbers approved by Members at the Annual General Meeting and a couple is next on the waiting list for membership. (Inserted 13 March 2014)
- g. The Management Committee will endeavour to maintain a gender balance of not more than 60% of any one gender and to maintain a membership of at least 85% of Monash residents. In the event that the gender ratio exceeds 60% priority will be given to the applicants who help to correct the imbalance.
- h. Increase in the total membership may from time to time be determined by the Club members at an Annual General Meeting pursuant to a notice of such proposed amendment being published to all the members at least 21 days before the meeting.

- i. That the joining fee will be \$30.00 per person and an annual subscription will be \$35.00 per person, both of which will be reviewed annually at the Annual General Meeting

### **ARTICLE 3: MANAGEMENT**

- a. The Club shall be managed by a Management Committee, herein after called “the committee” comprising a president, 1 vice president, a secretary, a treasurer and up to 5 others. The Committee is responsible for club programs such as guest speakers, tours and visits, entertainment, membership, fellowship, club bulletin, publicity and such other activities as may be decided from time to time by the club. The immediate past president shall be a member, ex-officio, of the committee but with voting rights. (Amended 10 March 2016)
- b. The term of office of the president shall be one year, which may be extended to not more than two years if required due to special circumstances. Officers and committee members may serve for not more than three successive years in any one office except as otherwise determined by the committee.
- c. A casual vacancy on the committee shall be filled by action of the committee.

### **ARTICLE 4: ELECTION OF OFFICERS**

- a. As required by the Constitution, the election of officers and committee members shall be held before the end of March in each year.
- b. Notice of the election of officers and committee members shall be given at a general meeting of the club at least one month before the election.
- c. All nominations and acceptance of nominations shall be in writing and signed by the nominators and candidates and shall be in the hands of the secretary before the commencement of the meeting at which the election is scheduled.
- d. A returning officer and a scrutineer, neither of whom are candidates for election, shall be appointed by the presiding officer before the election begins.
- e. Voting shall be by show of hands or by ballot as decided by the members. The candidate receiving the greatest number of votes of members present and voting in the election for each office or committee position shall be declared elected.
- f. If two candidates receive an equal number of votes, the members shall decide the method by which the tie shall be resolved.

### **ARTICLE 5: FINANCIAL YEAR**

- a. The financial year of this club shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup>.

### **ARTICLE 6: MEETINGS**

- a. General meetings of the club shall be held monthly at such time and place as the members decide.
- b. The Annual General Meeting shall be held in the month of March each year, at which the annual report and annual accounts.
- c. The annual accounts will be reviewed each year by a financial committee consisting of the Treasurer and two other members who do not have any financial involvement in the Club. (Amended March 10, 2016)

- d. Meetings of the committee shall be held monthly or as otherwise determined by the committee.
- e. A quorum at a general meeting shall be twenty five percent of the membership excluding honorary members
- f. A quorum at meetings of the committee shall be a majority of the members thereof.
- g. An extraordinary general meeting shall be called on the request in writing of not less than twenty five percent of the total membership, excluding honorary members. Notice of such meetings shall be given to members at least one month before the extraordinary general meeting is to be held with statement setting out the purposes for which the meeting has been called and any motions submitted.
- h. Voting at a general meeting shall be by show of hands, or by ballot if required by a majority of members.
- i. Where there is an equal division of votes at a committee meeting or a general meeting, the chairman shall have a casting vote in addition to a deliberative vote.
- j. The president or, in her/his absence or inability to do so, the vice president, shall preside at all meetings. In the absence of both the president and vice president, the members present shall elect a chairman of the meeting.
- k. Any Notice of Motion must be submitted in writing to the secretary and must be read to members at the meeting prior to the meeting at which the motion is to be formally proposed.

#### **ARTICLE 7: ACCOUNTS**

- a. An income and expenditure account (and balance sheet if appropriate) for the twelve months to the end of December in each year shall be presented to the Annual General Meeting after being audited by a person appointed at the previous Annual General Meeting.
- b. The treasurer shall deposit all funds of the club in a bank, building society or other financial institution decided upon by the committee. (Amended 10 March 2016)
- c. All cheques and EFT transactions in payment of accounts shall be signed or verified by authorised signatories who shall be any two of the President, Vice President, Secretary or Treasurer. (Inserted 10 March 2016)

#### **ARTICLE 8: SUBSCRIPTIONS**

- a. The annual subscription payable by members shall be as determined from time to time by the members.
- b. The Committee may terminate the membership of any member who has not paid the prescribed subscription within three months of the Annual General Meeting.

#### **ARTICLE 9: AMENDMENT**

- a. These By-laws may be amended at a general meeting of the club, a quorum being present, by the affirmative vote of not less than three-quarters of the members' present voting, notice of such proposed amendment having been published to all members at least 21 days before such meeting.