*The Management Committee may establish, rescind, or modify policies to guide the conduct of the Sub's basing. These policies are to reflect the intent of the Bylaws and Constitution of the Club. The Management Committee will keep the members informed of policy changes from time to time.*

*Policies are created to assist in the management of the Club. As circumstances change, Club policies are expected to change. Policy changes require approval by the Management Committee.*

**Revised January 2023**

**Elections**

##### Candidates for Management Committee Members

The nominee for President proposed by the Nominating Committee will have served as the 1st Vice President of the outgoing Management Committee.

All other Management Committee positions are open to all members each year. Applications to be considered for a management position will be made to the Nominating Committee, consisting of Past President, President and one other management committee member.

**Membership**

1. Applicants for Membership

The Membership Chair will review membership numbers each June after renewals are finalized to determine number of vacancies and inform Management Committee. Members will be advised of the openings in the Newsletter and information will be posted on the Probus Mountainview website. Application will be available on the website and be accepted on a first come first served basis. The club does not maintain a waitlist.

1. Sponsoring New Members

3.a) New members are required to be sponsored by another member.

3.b) Membership requests from people new to Collingwood and who do not know a member can contact the membership chair for possible sponsorship.

 4. Vacancy

When a vacancy occurs the Membership Chair may invite new members.

5. Cancelled Membership

Failure to renew a membership within the 60 day period set out in the Notice of Renewal sent to members will result in loss of membership. Members may regain membership, by reapplying when the club begins its new membership drive.Tthat person may reapply if vacancies are available the following year.

6. Membership Cap

The membership is capped at 275. Any change to the membership cap will be decided upon by the Management Committee.

 7. Spouses and Partners

The application form for membership will read- “We are by definition a Combined Probus Club.”

Applicants who are married or in a relationship are required to join and also renew together with the following exceptions.

7.a) Should a member become widowed, the surviving member can continue to renew as a single member.

7.b) Should a member become separated each member can renew as a single.

7.c) Should one member become medically unable to participate, the other member can renew as a single member.

7.d) Should a single member become involved in a domestic relationship both people are required to become members in the subsequent year.

8. Membership fees

 The Management Committee may adjust the membership fees as it deems necessary for the successful operation of the Club.

 9. Administration Fee

 The Management Committee may adjust the one-time administration fee paid by new members as it deems necessary for the successful operation of the Club. This fee covers the cost of the Probus Name Badge.

10.Guests at General Meetings

 Members may invite guests to the Club’s General Meetings, but each guest may attend only one meeting per year

# **Events**

11.

 The Management Committee delegates authority to the Social Committee to initiate and organize activities and events that are consistent with the Club’s objectives: acquaintance, fellowship, and learning. The Management Committee delegates to the Social Committee be authority to design guidelines for organizing events and social activities.

 12. Budget

Club activities are to be budgeted to break even. Budgets for events will normally be approved by the Social Committee Co-Chairs. However. for those events that will have considerable costs, such as the Golf Tournament, the Summer BBQ and the Christmas Dance, the Social Committee shall table the proposed budget before the Management Committee and the Management Committee shall approve the budget of the event prior to the event being opened for sign-up by the members.

13. Fundraising Events

As the Constitution requires that Probus Clubs are to be *non-political, non-sectarian,* and to not be, nor appear to be, a fund raising or service club, the Social Committee shall examine each event for compliance with these terms.

Where there is a question of compliance, the Social Committee shall seek the

advice of the Management Committee. No event which benefits a member directly shall be endorsed by either the Social Committee or the Management Committee.

14. Safety for Outdoor Activities & Events

Organizers of outdoor activities will be asked to have first aid items on hand. The Social Committee will distribute a list of suggested safety items to organizers of outdoor activities.

 15. Profit and Losses from Events

All profits and losses incurred by an event will be dealt with by the Management Committee.

 16. Guests at Social Events and Special Interest Group Activities

Members may invite guests to participate in the **social** events and special interestgroup activities sponsored by the Club providing it does not result in the exclusion of any membersand providingthe event coordinator approves of such participation.

Fees are set on an event-by-event basis and guests may be charged a fee above what members pay.

17. Participation of Other Clubs in Mountainview Social Events

Other Probus Clubs may be invited to participate in meetings, social events, and special interest group activities at the discretion of the Management Committee.

**AV Equipment**

18. AV Equipment

The Club’s AV Equipment will not be lent to other organizations. The equipment may be used for our Club’s activities and only if one of two designated custodians of the equipment takes the equipment to and from the event and operates the equipment at the event.

**Newsletter, Website & Bulletin Board**

19. Newsflashes

Email blasts to members will be used sparingly to avoid the appearance of spam.

20. Obituaries

Obituaries of deceased members of our Club will not be posted in the Newsletter or on the website.

21. Promotion of Non-Probus Event

Members may post information about non-Probus events on the bulletin board provided that is provided at all meeting or in the area provided on the website. No member may promote non-Probus events at Club meetings through announcements or distributed material, nor through the use of the Club’s membership list.

## **Finances**

## 22. Cheques

All payment made by members for events and social activities are to be made by cheque payable to the Probus Club of Mountain View.

 23. Speaker’s Chair Budget

The Speaker’s Chair will table a budget with the Management Committee at the September meeting of each year to cover honoraria and the cost of speakers.

24. Management Committee Administrative Expenses

No member of the Management Committee may spend more than $50.00 without the approval of the Committee.

25. Social Committee Administrative Expenses

The Social Committee will have a budget of up to $50.00 per month for administrative expenses.

## **Insurance**

26. Liability Insurance

The Management Committee will arrange for liability insurance coverage annually for Club members through Probus Canada.

27. Liability Waivers

Non-members accompanying Social Committee – sponsored activities and events will be asked to sign a waiver of liability by the activity organizers.

**Website**

28. Website

**Structure:** The website will have two parts: the public section will be accessible by the public; the Members Only section will be accessible only by Club members via password.

**Maintenance:** The Communications Chair will maintain the website using commercial website professional services as needed. The Communications Chair may delegate maintenance of the site to other members.

**Budget:** The Communications Chair will prepare an annual budget for approval by the Management Committee.

**Privacy Protection Password:** The website will have a password for access to Members Only pages and will be shared with all members. The Communications Chair will change the password from time to time.

29. Operating Costs

An annual budget of $500 is allocated from the Clubs operating expenses for

the ongoing operation and maintenance of the website.

30. Photos

Event organizers or their delegates may send photos of their activities to the Communications Chair for display on the website in the Galleries section. Photos that are taken at events and social activities will be made available on the website.

31. Newsletter

The monthly Newsletter will be posted on the website and will be emailed to the members.

**Awards**

32. Presidents Cup

The President may from time to time present a member with the Presidents Cup in recognition of their outstanding contribution to the goals of the Club. The Cup will be accompanied by a $20 gift certificate to a local establishment chosen by the President. **Anyone actively serving on the Management Committee is ineligible to receive the Presidents Cup.**

**Thinking of Our Members**

33. Care Bears

In the event of an illness or accident of a member, the Care Bears will send an appropriate card to the members expressing best wishes on behalf of the Club.

In the event of a death in a member’s family, an appropriate card will be sent to the member expressing sympathy on behalf of the Club.

34. Donation Upon Death

In the event of the death of a member, a donation of $50 will be made to the General and Marine Hospital Foundation.

 **Communication**

35. Communication Policy

This policy is to clarify what matters should and should not be communicated to the general membership and what is the appropriate vehicle for communication.

1. Official Club business such as notifications about the AGM, calls for nominations to the Management Team and membership renewal notifications.

### Primary email blast

* 1. Secondary (if necessary): Website and/or newsletters
1. Urgent and important time sensitive matters, such as a change in venue of the meetings or a cancellation of a major event due to weather. This does not include notifications for a last-minute push looking for additional people to sign up for an event.

### a. Primary email blast

 b. Secondary (if necessary): Website and/or newsletter

#### Social events or news: Newsletter comes out the first weekend of each month.

* 1. Primary: Website and/or newsletters

###  b. Email communication as necessary

1. Member illness. There will be no general notifications to members regarding member illnesses or injury. Members reporting a member illness should be referred to the Care Bear Team.
2. Death of a Member. **If requested or at least approved by the family a brief death notice will be issued.**
3. Primary: email blast
4. No website or newsletter communication should be necessary.