

PROCEDURES OF PROBUS CLUB DE PONTIVY

PROBUS is short for "**PROFESSIONAL AND BUSINESS CLUB**" and, in France, members are called "**Probusiens**".

Meetings:

Members will meet and lunch on the 2nd Tuesday of the month from 10h30 to 14h00 at the agreed location.

Members unable to attend must inform the Secretary at least 48 hours before the meeting to enable catering numbers to be co-ordinated.

Dress Code: **Gentlemen** – Jacket & Tie (preferably a Probus Tie)

Ladies – Comparable Attire.

Members:

The number of members is limited to 50

Conditions of acceptance:

- Members must be retired and at least 50 years of age.
- They must have held a responsible position in business, the armed forces, the civil service or a profession.

Procedure of Acceptance:

- A candidate's application has to be supported by at least two members of the Club.
- The sponsors will apply to the Committee who will verify that the conditions of acceptance are fulfilled and will introduce the application to all members during a meeting.
- After a unanimous acceptance, the applicant is invited to the next meeting.
- Any member who disagrees with an application is required to inform the Committee after the meeting. This is to avoid any public dispute on the matter.

Assiduity:

Members should make every effort to maintain a regular attendance to the meetings and various activities.

Visitors:

Member guests are permitted to attend meetings twice a year, but are expected to become a member if they wish to attend more.

Honorary Members:

A member, who cannot attend meetings regularly, is entitled, with the agreement of the Committee, to be appointed, an "honorary member". The honorary member pays the annual fee.

Widows/Widowers:

The widows/widowers of the deceased members are invited to the various activities.

The President and the Committee:

- All members must be willing to be elected President unless they have a sound reason, declared before the election.
- The President is elected for two years by a ballot at the General Assembly in October. They take office in the following January. They cannot be re-elected within a period of four years, from the end of their term.
- Any member can stand for election to the committee or President, provided that they are proposed and seconded by existing members. In order to stand for President the candidate must have been a member for at least one full year.
- A quorum of 25% is required at the AGM, absent members are allowed to register a vote.
- After their election, the President-elect is invited to the meetings of the Committee as an observer, if not already a committee member, until their installation in January.

Fees etc:

- Annual fees are required to cover expenses (stamps, meals of the guests, visiting speakers' expenses etc...).
- January 2012 - December 2012 the fee is 40euros,
- Costs of the meals and of other activities are paid on the day of the meeting to the Treasurer or his/her representative, except in the case of outings which may require a deposit or a payment in full.
- This is a non-profit making Club. Members of the Committee are not paid.

PROBUS CLUB DE PONTIVY RULES

Article 1:

The Club has been founded by people who have agreed these rules: An association governed by the law of the 1st of July 1901 and the decree of the 16th of August 1901 and called: “**PROBUS Club De Pontivy**”

Article 2:

The aim of the association is the friendship between the members according to the fundamental principles of the PROBUS Clubs as defined by the PROBUS Charter.

Article 3:

The office of the association is located at the President's residence.

Article 4:

To be a member a person must have been approved by the Committee that examines admission applications and accepted unanimously by the members.

Article 5:

The loss of membership may be due to:

- Resignation
- Death
- Expulsion by the Committee for a serious reason. The member would have been invited by letter to come and give an explanation to the Committee.

Article 6:

At his own request and subject to specified conditions, a member may become an honorary member.

Article 7:

The association is managed by a Committee consisting of the President, the Vice President, the immediate past President, the Secretary and the Treasurer and any other member who is elected to serve.

The President is elected for two years, by ballot, at the General Assembly in October.

The President's mandate is not renewable for a minimum of four years.

The remaining members of the committee are elected annually at the General Assembly in October.

The President and all the committee members take office at the January meeting following their election.

Other committee member positions maybe created should the need arise.

If a vacancy arises, the Committee appoints a temporary replacement.

The permanent replacement is decided at the next General Assembly.

All members' appointments will end at the same date, apart from the President.

Article 8:

The Committee meets at least once every six months.

Decisions are taken by majority vote and in the case of a tied vote by the casting vote of the President.

Article 9:

The General Assembly is formed by all members of the association.

The General Assembly meets at least twice a year.

- Once in October to elect the next President (in alternative years) and to elect the officers and any other committee members.
- Once in January when the new officials will take office and to approve the annual accounts.

The President, with the help of members of the Committee, presides over the General Assembly and draws up a report.

The Treasurer presents a Receipts and Payments Account to the assembly.

The members will be invited and informed of the agenda at least ten days before the assembly.

Only the questions mentioned on the Agenda will be discussed at the General Assembly.



PROBUS CLUB DE PONTIVY

PROCEDURES & RULES

JANUARY – DECEMBER 2012

Association No: W562000980