DRAFT RULES AND CONSTITUTION

1. **TITLE**-**Probus Club of Ashford**
2. **PURPOSE AND OBJECT** – To encourage and foster fellowship between members of the Club. The Club should avoid issues that might have a damaging effect on its purpose. Religion and party politics shall be excluded from all proceedings of the Club.
3. **MEMBERSHIP**
4. Membership shall be open to professional and business persons aged sixty and over, who have fully or partially retired from their normal business or profession. and who reside in the area administered by the Ashford Borough Council.
5. Restrictions regarding residence or age may be waived at the discretion of the Committee.
6. An applicant for membership shall be proposed and seconded by existing members and then approved by the Committee. The applicant must have attended at least one meeting of the Club as a guest.
7. Membership shall be limited to sixty-five persons (excluding 3(f)). Subscriptions will become due on joining but for new members joining After March, the subscription will be apportioned for the balance of the year to the following March.
8. At the discretion of the Committee, membership may be considered to have lapsed at the end of the Club year if attendance at Club meetings, or non-payment of dues, does not warrant continued membership. Such member to be advised in writing by the Honorary Secretary.
9. In special circumstances, at the discretion of the Committee, Honorary Membership may be conferred on a Member of the Club, who has given exceptional service to the Club during their years of Membership.
10. **CONSTITUTION**
11. The Officers of the Club shall be a:-

President, Vice President, Honorary Secretary and Honorary Treasurer.

1. The affairs of the Club shall be managed by a Committee of these Officers and up to four members, all of whom shall be elected at an Annual General Meeting, having with their consent, been proposed in writing to the Honorary Secretary, by any Member of the Club, at least seven days before the Annual General Meeting.
2. Vacancies however arising may be filled by the Committee until the next Annual General Meeting.
3. The Committee have the power to co-opt.
4. Officers and ordinary Committee Members shall retire from office annually, but with the exception of the Immediate Past President, shall be eligible for re-election. The President of the Club shall, other than in exceptional circumstances, retire from office on completion of one year in the Chair and shall automatically be an ex-officio Member of the Committee for the year following retirement.
5. No ordinary member of the Committee shall be eligible to serve on it for more than two consecutive years unless otherwise agreed and approved at the Annual General Meeting. Members holding the office of Honorary Secretary and Honorary Treasurer shall not be eligible to serve for more than three consecutive years.
6. Three members of the whole Committee shall constitute a quorum.
7. The Committee may appoint Sub-Committees as necessary.
8. **MEETINGS**
9. The Club shall meet on the second and fourth Friday in each month, except on Public Holidays, at a time to be designated by the Committee.
10. An Annual General Meeting, of which 21 days notice in writing must be given, shall be held in April of each year at a time and place to be determined by the Committee.
11. The Honorary Secretary shall call a Special General Meeting on the written request of no fewer than ten Members and shall give all Members, in writing, at least21 days notice of such meeting.
12. Voting at all meetings shall, at the request of Members present, be by show of hands or ballot. In the event of an equal division, the Chairman of the meeting shall have a second and casting vote.
13. The quorum at an Annual General Meeting or Special General Meeting shall be one third of the membership of the Club.
14. **SUBSCRIPTION**
15. The Annual Subscription shall be determined at each Annual General Meeting.
16. Members shall be responsible for paying their dues to the Honorary Treasurer at the Annual General Meeting or not later than twenty-eight days thereafter.
17. Honorary Members shall not be required to pay an Annual Subscription.
18. If a Member is approved during the Club year then the subscription shall be apportioned.
19. **ACCOUNTS AND FINANCE**
20. The Honorary Treasurer shall maintain such accounts as are necessary to ensure that the financial records of the Club are accurately kept.
21. The Honorary Treasurer shall deposit all monies paid to the Club into a banking account specified by the Committee.
22. In order to facilitate practical administration of Club funds and to allow for prompt payment of monies owed, all cheques and withdrawal of funds for payment on behalf of the Club shall be signed by the Honorary Treasurer or in his absence by a Member approved by the Committee for that purpose. Provided that the Treasurer shall at the request of the Committee, permit inspection of Club funds accounts at any reasonable time.
23. An Income and Expenditure Account for the period ending 31st March each year shall be prepared by the Honorary Treasurer in time for the Annual General Meeting after examination by a member appointed by the Committee.
24. **GUEST**

Upon giving prior notice to the President or the Honorary Secretary, Members may introduce guests to any ordinary meeting of the Club, providing that each guest shall not be brought to a meeting more than three times in one year.

1. **ALTERATION OF RULES**

Alteration of Rules may be made at the Annual General Meeting, or at a Special General Meeting convened in accordance with 5(c). provided that details of the proposed alteration are given to Members in the notice convening the meeting.