Ashtead and Leatherhead Probus

Rules of the Club

1. **Title**

   The Club shall be called 'Ashtead and Leatherhead Probus'.

2. **Aim**

   To promote fellowship amongst retired and semi-retired professional and business people living in the surrounding area.

3. **Membership**

   a. Membership shall be open to professional and business people who are fully or partially retired from their normal profession or business.

   b. An applicant for membership shall submit their application in a manner and form decided upon from time to time by the Committee, such application being subject to its approval, normally represented by the Club Secretary.

   c. Subject to a continuing obligation to insure the Club, its members and guests against foreseeable risks, the Committee shall be authorised to formulate such policies and procedures as it shall determine relating to the Club's affairs and in particular, data protection, health and safety, fire evacuation, risk assessments (including event organisation). As long as these have been posted on the Club's website and drawn to the attention of Members by email, Members shall be bound by their terms as if the same were contained in these Rules.

4. **Constitution**

   a. There shall be a Chairman, Vice Chairman, Club Secretary, Membership Secretary, and Treasurer and the affairs of the Club shall be managed by a Committee consisting of these officers and up to six others, all to be elected at the Annual General Meeting. A Committee member may be designated as having more than one role.

   b. The Chairman of the Club shall automatically retire from office on the completion of one year and shall normally become an ex-officio committee member for the year following. The Chairman may also be elected for a second term (only).

   c. As long as at least two are officers, four members of the Committee shall constitute a quorum. The Committee shall have power to co-opt additional committee members, to appoint one or more sub-committees, and for the remainder of the year, fill any vacancies, including that of Examiner of the Club's Accounts.

   d. The Committee shall also have the power to expel a Member if, after due warning, the Member continues to behave in a manner clearly incompatible with the Club's aim, ethos or procedures. The power may be exercised without warning if a Member is deemed to have brought the Club into serious disrepute. A Member whose membership subscription or lunch cost is more than two months in arrears may also be required to resign their membership.

5. **Lunch Meetings**

   a. Shall normally be held on the third Monday of each month. The cost shall be decided upon from time to time by the Committee and shall be payable by Members in advance, or on the day, in such manner as the Committee shall determine.

b. Members may bring prospective Members and male or female guests to lunch meetings provided the appropriate administrative requirements are met.
c. To avoid being charged, non-attendees must comply with the procedures determined by the Committee as notified to Members from time to time. In case of emergency or other reasonable excuse accepted by the organiser, apologies other than in accordance with such procedures may be accepted but Members may be liable to pay the cost if charged by the venue.
d. Exceptions to the above procedures are ticketed or other special events which must be booked in accordance with procedures advised at the time and paid for in advance. Male and female guests are encouraged if space is available and appropriate administrative requirements met.
e. The Committee shall have the power to substitute a lunch meeting with an online meeting if circumstances prevent a physical meeting taking place.

6. General Meetings

a. Unless the Committee decides otherwise, the business of the Annual General Meeting will be dealt with at the October lunch meeting. At least three weeks' notice of such meeting shall be given to Members.
b. An Extraordinary General Meeting shall be called by the Club Secretary on the written request of not less than fifteen Members.
c. Voting at all meetings shall be by a show of hands. In the event of an equal division of votes the Chairman shall have a second or casting vote.
d. Any Resolutions proposed to be voted upon at any general meeting must be notified by email to the Club Secretary at least ten days in advance of such meeting.
e. The Committee has the power to decide in exceptional circumstances that a general meeting shall be held online with electronic voting.

7. Subscriptions

The amount of the annual subscription shall be determined at the Annual General Meeting and any proposed increase advised to Members. The subscription shall be payable no later than the end of the following January.

8. Accounts

An Income and Expenditure Account for the year ended 30th June each year shall be prepared and presented for approval at the Annual General Meeting, after examination by a suitably qualified Examiner, normally appointed at the previous Annual General Meeting.

9. Disclaimer

Neither the Club nor members of its Committee shall be liable for losses, or any other liability (save for injury or death caused by their proven negligence) arising out of membership of the Club and/or participation by a Member or their guest in its lunch and other meetings, outings and events.