

# 4 SEASONS PROBUS CLUB

## OPERATING POLICIES

### 1. LIMITED MEMBERSHIP

4Seasons Probus Club membership is limited. Currently the maximum is 300 but it is reviewed annually. Any change in this number must be approved by the members. After the maximum is reached, applicants will be placed on a Waiting List in sequence by date of application. As space becomes available candidates will be offered membership according to their place on the Waiting List. If a new member is added during the course of the fiscal year, their membership fee will be prorated.

### 2. RESTRICTIONS ON NON-MEMBERS AT 4SPC FUNCTIONS

Non-members, including those on the waiting list, may occasionally attend functions as invited guests, unless the event is specifically restricted to members. Our Club was formed and is operated for the benefit of its members. They finance its operation and do the work of running activity groups and events. Their interests are not being served by activities that are crowded or limited because of nonmembers. Any non-member taking advantage of our meetings or our activity groups on a regular basis should be politely discouraged from attending and encouraged to join the club.

Monthly Meetings: Guests of our members are welcome on an occasional basis and should be introduced as guests. Name tags for guests are available at the door.

Club Events (Car Rally, Picnic, Theatre Trips, etc.): These events are arranged by our members, for our members, who have first right of refusal. If there is room left and the event will benefit, guests may be included at the discretion of the organizer. Non-members must be invited by a member and registered as guests. Sign up sheets should indicate members first and have a waiting list for guests. However, we encourage a “fill up the bus” policy after members have had opportunity to sign up, thus making the excursion financially viable.

Activity groups: Invited guests (including spouses) are also welcome on an occasional basis. They must register with the Activity Coordinator in order to be covered by our group liability insurance policy.

4 Seasons Probus Club does not support activities which are significantly nonmember through its newsletter or membership list.

### 3. SANCTIONED ACTIVITIES

The key consideration for activities is whether or not they contravene the constitution of the Club. Our club is one of hundreds of PROBUS Clubs in Canada. The constitution under which all these clubs were formed states that we are a social club – non-political, non-sectarian, non-commercial and non-fundraising.

Our non-commercial status means that no member may use club membership lists, web site, newsletter, meetings, events or facilities to solicit business unless requested by the club.

If the activity contravenes our constitution, 4 Seasons Probus Club cannot support it through its meetings, or newsletter. *PROBUS Liability Insurance will not cover activities unless they are organized and operated with full knowledge and approval of the Management Committee.*

### 4. COMMUNITY ANNOUNCEMENTS, TICKET SALES

Because of the number of community and commercial organizations asking to market to our membership, announcements at meetings are made only through the Vice-President who should be contacted by the Sunday before the monthly meeting.

A table is provided at those meetings for brochures, ads etc.

*Ticket sales for non-PROBUS events must have the approval of the Management Committee and may be accepted if deemed appropriate and beneficial to the Club. IE a fill the bus trip to the AGO organized by an outside art gallery.*

### 5. FINANCING OF ACTIVITIES

As a rule, Event prices will be set to break even. For whole Club events, expenses are budgeted and participants charged accordingly.

If the Event is subsidized by the club and guests are permitted, guests will not receive the subsidy. Payment should be made by cheque, made out to 4 Seasons Probus Club - NO CASH PLEASE. The treasurer provides banking services for cheques received and payment from those funds for invoices approved by the Social/Activity Convenor.

Activity group finances are separate from Club finances and every group is expected to finance its own activities and manage the funds. However, the treasurer will hold collected funds for activity groups that experience the need to get into contractual agreements with businesses outside of the club. For example, situations requiring the rental of facilities or transportation for large groups (bus company). In these cases, payment should be by cheque made out to 4 Seasons Probus Club - rather than by cash. The treasurer would provide payment for invoices approved by the activity group coordinator.

Any two of the President, Vice-President, Secretary or Treasurer are authorized to sign contracts which are binding on the 4 Seasons Probus Club when sanctioned by the Management Committee. If necessary, it is possible for the Management Committee to delegate that authority to an individual.

## 6. ROLE OF SOCIAL EVENT AND ACTIVITY COORDINATORS

Event and Activity Coordinators will submit their proposal to the Conveners who will take it to the Management Committee for approval. Once approved, the Coordinators will advertise the event to club members, register participants and convey information such as time, place etc. to the participants.

Social Event Coordinators will collect the fee for their event and pass the funds over to the Treasurer. Just prior to the event, the Social Event Coordinator will request a payment, using the Social Committee template, and the Treasurer will issue a cheque to cover the cost.

Fees for Activity groups are usually minimal and can therefore be managed by the Coordinator. Where fees are higher, however, for things such as equipment or transportation, the Activity Coordinator may feel more comfortable working through the treasurer and is welcome to do so.

## 7. REFUNDS

Members often pay in advance for activity group events or whole club events like the Picnic,

Christmas Party, Car Rally, theatre trips etc. If they later find they cannot attend, a refund may or may not be possible. Club policy is that if the organizer of the event has already made a financial commitment on the member's behalf, no refund or a partial refund may be given. It is up to the member to approach people on a waiting list (if one exists), or to privately sell their ticket to another member.

## 8. USE OF ASSETS

PROBUS is a non-profit organization and as such cannot build considerable assets. Membership fees cover a PROBUS Canada Liability Policy, badges and operating costs. Any surplus may be used for items or activities and events from which the entire membership may benefit if they so choose.

## 9. COMMUNICATION WITHIN THE CLUB

Membership list – This information is confidential, for use in connection with the activities of the club and is not to be disclosed to any other person or organization or used for any commercial, charitable or other purpose. Members may request that their addresses and phone numbers not be published in the list. The list will be available in a private members only, password protected section of the website.

Monthly meetings - Members may make Activity announcements at the monthly meeting. A table and bulletin board are provided for those wishing to set out information on club and community activities.

Newsletter - Every club member has access to the monthly newsletter via the Club website. Members may submit items to the newsletter editor or webmaster who may then edit them to fit the space available or to conform to style. A final review is carried out by the Club president or designate. Community news articles and information must be submitted to the Vice President or designate for review as to appropriateness prior to being published online.

As needs arise, additional communications containing information relating to specific activities may be sent to the members by email by or on behalf of the Management Committee.

Email – The majority of our members are on email. Privacy laws have led us to have a Club policy that we blind carbon (Bcc) the recipients when sending email to a group.

#### 10. ALCOHOL

PROBUS Centre Canada recommends that clubs do not provide alcohol. At Club events like the Christmas Dinner, alcohol may be purchased from a licensed vendor. PROBUS does not sell or supply alcohol.