

**PROBUS CLUB OF NANOOSE BAY**  
**POLICY STATEMENT**  
**Up-Dated: March, 2012**  
**Approved by Membership: March, 2012**

**Introduction**

The Probus Club of Nanoose Bay is a social club; its constitution forbids its development into either a service or fundraising club. It began with a modest group of 86 charter members in 1999.

The size of the organization calls for particularly careful management of its affairs, especially in relation to the handling of financial matters, and relationships with other clubs, contractors, etc.

Probus Centre – Canada, Inc. provides a standard Constitution, which has been adopted by the Probus Club of Nanoose Bay. The club has established By-Laws (up-dated and approved, March, 2008) that provide a framework for the management of the club.

The purpose of this policy statement is to guide Management Committee members, and others delegated to undertake tasks on behalf of the Club, in operating in a consistent and responsible manner.

**Management**

1. In general, decisions and commitments, verbally and in writing, made in the name of the Club should be approved by the Management Committee. Decisions required during the interval between Management Committee meetings should be made by the President, Vice-President, or delegate, after consultation with appropriate committee members, and should be reported back at the next Management Committee meeting.
2. No Member shall serve for more than four consecutive annual terms, except where a fifth year is served as the immediate Past President.
3. Couple should not serve together on the Management Committee.
4. The President should have served a minimum of one year on the current or prior Management Committee, preferably –but not necessary – as Vice President in the previous year.

**Financial Matters**

1. Payment for membership dues, events and trips should be by cheque (payable to the Probus Club of Nanoose Bay) in order to identify the member and to allocate the payment to the correct account.

2. When cash payments are received, a receipt should be issued showing the member's name, the amount and purpose of the payment.
3. Fees received for each monthly meeting should correspond with, and be reconciled to, the member and guest attendance list.
4. The charge for Club-sponsored events and trips must include a nominal mark-up over the anticipated cost to cover contingencies so that the Club does not have to cover any shortages. If a club activity results in an excess of receipts over expenses, such excess will become part of the Club funds.
5. Disbursement of Club funds requires approval of the Management Committee. Approval may take several forms:
  - a. The disbursement has been pre-approved through a budget process.
  - b. The disbursement is for payment of a pre-approved event or trip.
  - c. Disbursements for operating expenses require invoices that are approved at a Management Committee meeting.
6. Club signing officers should not sign cheques that are reimbursing themselves for expenses incurred on behalf of the Club.
7. Investment of Club surplus funds requires the approval of the Management Committee.

### **Donations**

No requests for donations to or from the Club may be made without the prior approval of the Management Committee.

### **Speakers**

No fees will be paid to speakers for presentations to the general meetings of the Club. Consideration will be given, where needed, for the payment of speakers' expenses. In selecting a speaker, consideration should be given to ensuring that the content of the speaker's presentations will be non-commercial and non-partisan politically.

### **Events and Outings**

The organization of events and outings can sometimes be quite complex – involving relationships with contractors to provide transportation, accommodation, meals, etc. It can involve handing large sums of money, running into the thousands of dollars for some of our more ambitious projects. It is important that a careful record is kept of commitments made, deposits paid by the Club and payments made by members. A policy statement in relation to trips, etc. is attached – see Schedule A.

## **Membership Matters**

1. The order of eligibility, for members and non-members, to participate in Club events, activities and trips is set out in Section 3 of Schedule A (attached to this policy statement).
2. If an individual's membership terminates for any reason (e.g. on the death of the individual), such membership is not transferrable.
3. A sub-committee consisting of the President, Vice-President and Membership chair will rule on special circumstances pertaining to an individual's membership or to an applicant for membership. Lapsed membership will not be considered as "special circumstances".
4. The membership is limited to 180 paid members, except when a single vacancy occurs and the next applicants on the wait list eligible for membership are a couple. In this case, the membership quota can be increased to 181 paid members.

## **Special Interest Groups**

Guidelines for leaders and members of Special Interest Groups (SIGs) are contained in the attached Schedule C document.

## **Travel Expense Reimbursement**

1. Members of the Club may occasionally represent Probus in official business (e.g. annual conference). Reimbursement to travel expenses, which must be supported by receipts, is provided for:
  - a. Lodging
  - b. Air/Rail expense for long distance travel
  - c. Auto expenses at an appropriate rate per kilometer when the travel destination exceeds 100 kilometers
  - d. Ferry Costs
  - e. Parking expenses
  - f. Reasonable meal expenses
2. To qualify for reimbursement, individuals traveling on behalf of the Probus Club of Nanoose Bay must be pre-approved by the Management Committee. The Committee shall determine the number of delegates and spouses to attend the BC Probus Conference each year, basing its decision on projected costs and the current financial position of the club.