



HOW TO FORM A PROBUS CLUB

A MANUAL FOR THE SPONSORING ROTARY CLUB

**ISSUED BY: THE PROBUS COUNCIL
OF SOUTHERN AFRICA**

*This Manual was edited
and amended during January 2005
by the Probud Association of the Western Cape*

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For further information please address queries or suggestions to:

The Editor, PO Box 1268, Sea Point, 8060

E-mail: bob.goebel@polka.co.za

SO YOU WANT TO FORM A PROBUS CLUB?

Congratulations! You will find it an interesting and satisfying experience; but, what's more important, you will be giving a group of retired people the opportunity to enjoy the fellowship of their peers, to expand their interests, to extend friendships – and, possibly to improve their health.

In fact, Probus will offer them the same opportunities for the development of acquaintance, fellowship and interests that you have found in Rotary – without the obligations of service or the rigid attendance requirements.

WHAT IS PROBUS?

A Probus Club is a local association of retired or semi-retired professional or business people or others who have had a measure of responsibility in any field of worthy endeavor and who are of good character and are respected in their communities. They meet regularly for fellowship and an extension of their interests.

The name is an amalgam of the abbreviation of the words PROfessional and BUSiness. Probus is also a Latin word meaning honest and virtuous, from which the English word “probity” is derived.

In South Africa we have Men's, Ladies and Mixed Probus Clubs.

THE NEED?

Research in recent years has discovered abundant evidence of the need for retired business and professional people to associate with others of similar vocational / educational backgrounds.

Their social and sporting clubs, their voluntary work, their hobbies do not always provide this association. Generally, these people miss intellectual stimulation, in the broader sense, provided by their former business, professional or executive activities. Within a short time after retirement, the desire to meet others in similar circumstances manifests itself quite strongly.

The need may be met, for some and in part, by groups organized for former staff by public companies, or other large organizations, but most of these meet infrequently and the great majority of retired people do not enjoy these limited opportunities.

The sense of isolation experienced by many people, who formerly held positions of responsibility and challenge, often leads to emotional stress that can result in actual physical illness. One researcher asserts that “one quarter of all British managers are dead within six months of retirement and the same trend is occurring elsewhere”, so great is their need for peer-group companionship and intellectual stimulation.

The need, moreover, is growing with increased longevity and the encouragement of early retirement.

The rapid growth of the Probus movement in recent years provides further evidence of the need for this kind of association.

WHAT DOES A PROBUS CLUB DO?

The short answer: it does what it likes, within constitutional limits. Probus Clubs meet as frequently as desired, (viz. monthly, fortnightly or weekly), for fellowship, morning tea and/or lunch, a pint and pie, a short business session and to hear an interesting guest speaker. But that is only the beginning. Many arrange visits to factories, defense establishments, industrial complexes, police stations, plant nurseries – the places a Rotary Club might be expected to include in its list of vocational visits. Some enjoy short outings – picnics, visits to gardens and places of scenic or historical interest, braai's and theater performances.

In Australia many organize extended tours of anything from one day to a few weeks - sometimes as a single club, sometimes in association with other Probus Clubs. These are usually fellowship occasions with spouses and invited friends.

Some Probus Clubs have a number of special interest groups within the club – such as music, art, history, sport, drama, hiking, cycling, philately, numismatics, sailing, and many more. A Probus Club in fact can provide all the enjoyment of a Rotary club without the obligations of service, the attendance requirements and the classification system.

The Standard Constitution for Probus Club in Southern Africa provides, by implication, that it shall be non-political, non-racial and that it shall not be a fund raising group. The Probus Club is not a service club; because many Probus members give generously of their time in voluntary work, either individually or in other service clubs or charitable bodies.

HOW DOES THE CLUB OPERATE?

Its members run a Probus Club. It elects its officers annually.

The club operates within its constitution and bye-laws, the constitution is standard to all clubs, the suggested bye-laws are adapted to suit the circumstances and needs of the specific club.

No club may call itself a Probus Club or use the Probus name or emblem unless:

- (a) It has to be sponsored by a Rotary club, in consultation with a Regional Probus Association.
- (b) It adopts the Standard Constitution and drafts a set of bye-laws incorporating certain operational and administrative clauses.
- (c) Is accredited (on the application of the sponsoring Rotary club) as a Probus Club by the “Probus Council of South Africa” or by delegation, a Regional Probus Association.

THE COST?

Membership subscriptions in existing clubs, (in 2004), are approximately R50-00 per annum. This provides for the supplying of gifts (sometimes) for guest speakers, production of a club newsletter and postage and other administrative costs. An entrance fee of approximately R40-00, (in 2004), to cover the cost of the lapel badge etc.

The only other additional cost to members is the tea and / or lunch charge.

THE MEETING PLACE?

The Probus Club members choose their meeting place. It is usually in a licensed club, hotel, restaurant, hall or community center. (Rotary chooses the initial meeting place).

THE PROBUS – ROTARY RELATIONSHIP?

Unlike Rotary's other sponsored clubs, (Rotoract and Interact) to which the sponsoring club has a continuing responsibility, Probus Clubs requires no assistance or supervision.

The sponsor Rotary Club's direct responsibility ends when it invests the foundation president with his / her collar of office. Having ensured that the foundation members are properly qualified for membership of a Probus Club, and having satisfied itself that the first officers and members of the new club are fully aware of their duties and the Probus concept, the Probus Club is left to "paddle its own canoe".

Normally an interest continues and visits between clubs are arranged to foster the Family of Rotary concept. It is also important for Rotarians to be aware that new members are needed in existing Probus Clubs to ensure the continuity of the club. Names of prospective members can be given to the Probus Club closest to where such person lives. The ideal would be for the Rotary Club to appoint a person to liaise with the Probus Club. Contrary to what some Rotarians seem to think Probus Clubs are not clubs for retired Rotarians. While there are some Rotarians or former Rotarians in most Probus Clubs, the vast majority have not been Rotarians.

ARE SPOUSES INVOLVED?

Involvement of spouses or friends varies from club to club, in most clubs, only members (or visiting Probians) attend the regular meetings, but spouses and friends are invited to meetings and outings of special interest. All clubs welcome visiting Probians and guests who are potential members. (As previously mentioned there are men's, ladies and mixed Probus clubs).

WHAT IS THE "PROBUS COUNCIL OF SOUTHERN AFRICA"?

Because there was no international or national association of Probus Clubs, to elect a governing board or council and establish a secretariat, the Probus Club of Bromsgrove, Worcestershire, in 1979 agreed to establish and operate a Probus Information Center to serve Probus Clubs in Great Britain and Ireland.

In the South West Pacific area (Rotary ANZO Region) in 1981, by authority of the Rotary District governors of the time, the Probus Center – South Pacific was established.

In South Africa, at the meeting of the Rotary Governors Council – Southern Africa held on 11 – 12 February 1989, the following resolutions were unanimously approved.

1, That it recognizes the need for the "Probus Council - Southern Africa", as an activity of Rotary, it accepts its aims and objectives and approves its establishment and the election of a Representative Council.

The "Probus Council - Southern Africa" will comprise:

- A Chairman
- A Vice-Chairman
- A Secretary / Treasurer
- The Rotary District Probus Officers from all Southern African districts
- One representative nominated by Probus clubs in each Rotary District where Probus Clubs are established.

2 That the Governors Council– SA Districts appoints a standing committee on Probus

RESPONSIBILITIES OF THE PROBUS COUNCIL

The Governors Council decided that the responsibilities of the Probus Council would be:

- (a) To support and advise the Rotary Clubs in Southern Africa, through the District Committees, to ensure that each new Probus Club is formed in accordance with certain basic standards – as set out in the Standard Constitution (Appendix 11)
 - (b) To provide a service to Probus Clubs by:
Maintaining a Directory of clubs and office bearers.
Publish a quarterly Newsletter.
 - (c) To operate as an information center.
 - (d) The accreditation of new Probus Clubs when these are established in Southern Africa, and advise the other clubs of such accreditation.
 - (e) To act as custodian of the Probus Name and Emblem, and protect them from improper use.
 - (f) The Probus Council will, at all times, respect the autonomy of Probus Clubs.
- The purpose of the Probus Standing Committee to provide a link between “The Probus Council - Southern Africa” and the District Governors in the sub-region. It was proposed that these three officers be appointed ex-officio members of the “Probus Council - Southern Africa” Executive.

FURTHER DEVELOPMENTS

The Governors Council had failed to recognise that:

- 1, By 1986 the number of clubs in Kwa Zulu Natal had grown to the extent that a Regional Association was deemed necessary. The first chairman was the Rev. Bill Bell.
- 2, A distributing facility for Probus supplies, had already been appointed in the form of the Probus Shop, P O Box 3029, Tiger Valley, 7526. Tel 021 592-5922, Fax 021 592-5111.

On further consideration, in the interest of practicality, it was decided that the Council should be a nominated body as opposed to an elected one. The first nominated members being the Executive of the Kwa Zulu Natal Probus Association, (as this was the only body elected directly by Probus clubs at that time). The intention being to rotate the responsibility for the nomination of Council members, every three years, between Regional Associations as these came into being.

It was further proposed that the District Governor of the Rotary District, in which the Council is from time to time operating, would be an ex-officio member of the Council.

A formal constitution embodying the ideals as set out above was then drafted.

This Constitution, (as amended from time to time), serves the Council at this time. The name of the Council was changed to ”The Probus Council of Southern Africa” at the time of drafting.

By 1997 the Probus movement had spread widely through Southern Africa. Six regions (roughly coinciding with the six Rotary Districts) had been established. Three of the regions have formally constituted Regional Associations, KwaZulu Natal, Western Cape and Gauteng South, each with its own Constitution, while Zimbabwe, Gauteng North and Eastern Cape / Free State are served by “Co-ordinating Officers”.

HOW TO FORM A PROBUS CLUB

Failure to form a successful Probus Club can be almost guaranteed if you go out and casually ask a few retired people if they might be interested in joining a club for retired business and professional people. The answer is predictable: "I seem to be busy enough in my retirement, I don't think I'd be interested, thank you".

And that will be that! You'll report to the Rotary Club that there is no interest in a Probus Club in the area and your community or vocational service committee will get on with more important matters and the retired folk in your club territory will not be given the opportunity to join a Probus Club because they were not given complete information

There's another simple, single step to failure. Put an advertisement in the local paper announcing that there will be a meeting held to form a club for retired people. Those who turn up probably will be militant pensioners who think you are forming a local political lobby group. Whatever you do then will be wrong. You'll be damned if you form a club and damned if you don't.

TEN EASY STEPS TO SUCCESS

People who have held positions of responsibility are unlikely to be impressed by slipshod organization; and they are not likely to be interested in joining a club unless they are in possession of all the information about the proposed club.

If the need exists for a club in your community (as it clearly has existed in most) then success can be guaranteed if the formation is properly planned and the plan is efficiently executed.

There are ten simple steps to success:

1. Compile a list of retired and semi-retired people who are potential members. This should be the responsibility of the Vocational Services Committee. All members of the club should be asked to participate by providing names, addresses and telephone numbers. However, club members should be asked NOT to approach and discuss Probus with the people whose names they have submitted. It should be made clear to all members that the Probus Club will be for retired business and professional people and others of similar interest and background. It is helpful to have the co-operation of local doctors, pharmacists, bank managers, clergy, sports clubs, personnel managers of large organizations and others.
2. Appoint a conveyor responsible for making all arrangements for the Interest and Organizational meetings and also to co-ordinating the total operation. Ideally, this assignment should be given to an enthusiastic retired Rotarian. Before taking any action, the convener should consult with the Probus Association.
3. Arrange a venue for meetings. The venue, of possible should be at no cost to the Probus Club and should be suitable not only for the Interest and Organization meetings, but also for subsequent meetings of the club.
4. Set a date for the Interest and Organization Meetings: It is wise to allow about eight weeks from the time you begin compiling the list of potential members to the Interest

meeting. Assuming there are sufficient “starters” at the Interest Meeting, the Organization meeting should be held as soon as possible.

5. Prepare an invitation to the Interest Meeting (see Appendix 1). The invitation should be sent out about four weeks before the meeting and followed up with telephone calls to those who have not responded one week before the meeting. Some conveyors have reported considerable success from telephone calls to selected potential members, asking them for names of friends or acquaintances who could be invited to the meeting. In addition to yielding further names, this approach enables the convener to establish friendly relationships with interested people and often to assess the level of interest and ascertain the most popular day of the week for meetings.
6. Report progress. To sustain the interest of all Rotarians in the project, the convener should be asked to give a progress report at each meeting of the Rotary Club.
7. Prepare press release releases (See Appendix 2). If it appears necessary, to ensure a good attendance, an article should be submitted to the local newspaper about 14 days prior to the meeting. It is particularly important in the large “dormitory” suburbs of major cities and the popular retirement areas that a press announcement be published giving the name and telephone number of the convener.
8. Attend the Interest and Organization Meetings and ensure that the suggested procedures are followed (See Appendices 3 and 4)
9. Apply for Accreditation of the Probus Club (See Appendices 6 & 7). This should be done immediately after the Organization Meeting.
10. Arrange for the attendance of the Rotary Club President and the Probus Association Chairman at the first Probus Club Meeting after the election of the Management Committee, for the formal presentation of the Presidential collar, Accreditation Certificate, Probus lapel badges and any other furniture or regalia the Rotary Club intends to present. This can be a simple but dignified ceremony at a regular meeting or an “occasion” on the lines of a Rotary charter presentation.

THE COST TO THE ROTARY CLUB

Apart from the cost of typing, the only costs involved are for:

How to Form a Probus Club Manual, photocopies (meeting agenda, constitution, membership and application forms, invitation letter and attendance records), postage, President’s collar, (2004 price about R400-00), Probus lapel badges (R30-00) members usually pay for these, Probus leaflets, Probus directory, etc.

INITIAL MEMBERSHIP

To establish an immediately viable club, the aim should be to have a minimum of 15 foundation members. It should be noted, however, that many clubs that have become highly successful began with as few as 10 members.

INTEREST MEETING PROCEDURE

The meeting format as set out in the suggested agenda has proved satisfactory (See Appendix 3). Ideally, the President of the sponsoring Rotary Club should chair the Interest Meeting; and the convenor or the Probus Association Chairman or his representative should deliver the address on Probus. (See Appendix 9). As each potential member arrives at the meeting, they should be greeted and asked to enter their name, address and telephone number in the attendance record (See Appendix 8). Each potential member should be given one complete kit consisting of the following: An agenda for the meeting, a recommended constitution, an application for membership form (See Appendix 5), a Probus leaflet, (see Appendix 10), and a name badge. Before the meeting ends, those present should be given the notice of the Originating meeting. They should be asked to read the material and be prepared at the next meeting to form a Club, adopt a constitution and formulate bye-laws, elect officers, decide on entrance fee and annual subscription, and decide on a day, time and venue for meetings.

ORGANISATION MEETING PROCEDURE

Again, the meeting should be chaired by the sponsoring Rotary Club President or, in his absence, the Vice-President, or Convener. An agenda should be handed to each person attending (See Appendix 4). Additional copies of the Constitution and bye-laws should be available, as well as Probus leaflets.

The attendance register should be signed before the meeting starts. Obviously, those present (having attended the Interest meeting and having read the material given to them) are those who intend to become foundation members of the Probus Club. There is therefore, no need to waste time on a preamble. You can get right down to the business of formation.

THE CONSTITUTION & BYLAWS (See Appendix 11)

When calling for a resolution to adopt the constitution, it is wise to avoid either reading it to members or dealing with it clause by clause. This invariably leads to a detailed discussion of each clause. It is better to tell members that this constitution is recognised by most other clubs worldwide and that the bylaws are the vehicle for giving each club its individuality and autonomy. Use the Probus Bylaws format to prepare a set that meets the local conditions and submit this for discussion and approval

ELECTION OF THE COMMITTEE

It is best, of course, to fill all the positions on the Management Committee of the club at the Organisation meeting. As with all new clubs, it is helpful to have the names of willing people to accept the key positions of President, Vice-President, Secretary and Treasurer. If the positions have not been filled at the Organisation meeting, volunteers should be called for to form a steering committee, which can be authorized to appoint officers within a specific time. Before the meeting ends, arrangements should be made for the Management / Steering Committee to meet briefly after the close of the meeting to discuss the functions of the committee (see page 13) and arrange for at least one further meeting of the club and decide on arrangements for opening a bank account and appoint signatories. After the last agenda item, the Chairman should declare the new club to be the Provisional Probus Club of, and hand over the meeting to the Foundation President.

GUEST SPEAKERS

It should be suggested to the Management Committee, that, instead of inviting guest speakers to the first two or three meetings, each member be asked to give a five-minute talk on his or her former vocation, interests and hobbies.

This is known to promote fellowship and can identify some very interesting guest speaker talent for future meetings.

To help the new Club establish a guest speaker list, the sponsoring Rotary Club might provide a list of capable speakers.

INCOME TAX (See Appendix 12)

As with all Rotary Clubs it is necessary for the new Probus Club to register with the South African Revenue Service. From experience it is found that the best route to follow is to write directly to the Tax Exemption Unit in Hatfield Pretoria. Address the letter to The Director, Tax Exemption Unit, PO Box 11955, Hatfield, 0028 with the request that a copy of the Exempt Institution application form (EI 1) be sent to the new club Secretary. A format for the completion of the EI 1 is attached as Appendix 12.

THE CHECK LISTS

Week 1.

After consideration of recommendation by the Vocational Service Committee and adoption by the Rotary Club Board of Directors: The President announces the decision of the board to form a Probus Club and invites the co-operation of all members. The Vocational Services Director addresses the club on Probus and asks all members to begin submitting names, addresses and telephone numbers of suitably qualified retired business and professional people. The President appoints a Probus Convener and asks him / her to consult with the Probus Association Chairman. The Rotary Club advises the Probus Association Chairman of the intention to form a Probus Club and advises him the name and contact details of the Convener. The Vocational Service Director and Convener begin seeking personal interviews with key people in the community (service clubs, bank managers, doctors, lawyers, clergy etc) to seek names of suitable candidates for membership – emphasizing that the source of information will remain confidential.

Week 2.

Arrange a venue for the Interest and Organization Meetings, (Convener's home, sports club, hotel with privacy), preferably at no cost. After checking with the Probus Association, set a date and time for the Interest and Organization Meetings. Remind members to provide their lists of potential members by week 4 (announce the actual date)

Week 3.

Prepare the letter of invitation, agenda for Interest Meeting (See Appendix 3) and Organization Meeting (See Appendix 4), Membership Application Form (See Appendix 5) and attendance record for photocopying. Prepare press release and verify newspaper deadlines. Report progress at Rotary meeting – and issue a further reminder to provide lists of potential members.

Week 4.

Invite Presidents and members of nearby Probus Clubs to attend Interest Meeting and select one or two to give a five-minute address. If you intend to telephone selected potential members to provide further names of potential members, this is the time to do it. Advise the Probus Council and the Probus Association of your intention to form a Probus Club. Order the President's collar, lapel badges, Probus leaflets, and the Constitution.

Week 5.

Send invitations to attend the Interest Meeting to all potential members. Enclose a Probus pamphlet. Submit the new item to the local press, to appear during week 6. Photocopy the agenda, constitution, membership application forms and attendance record sheets. Report progress at the Rotary meeting and ask for assistance at the Interest and Organization Meetings

Week 6.

Obtain suitable identity labels (adhesive or pin-on). Prepare address to Interest Meeting (See Appendix 9) or confirm with whoever will deliver the main address. Confirm meeting date and time with the venue manager. Arrange for a photographer.

Week 7.

Telephone invitees who have not replied to the invitation. Convener reports progress and outlines arrangements for Interest and Organization Meetings in detail.

Week 8.

Hold Interest meeting. Confirm arrangements for Organization Meeting. Invite all those interested and qualified to attend the Organization Meeting. Brief potential members on progress at the Organization Meeting. Ensure that they have copies of the Constitution and the leaflet.

Week 9.

Check arrangements for collection of subscriptions by one or two Rotarians after the meeting has decided upon the amount.

Ensure the agenda, name tags; extra copies of the constitution, receipt books, membership application forms and attendance registers are ready.

Hold the Organization Meeting and collect subscriptions.

Arrange with the officers of the Probus Club for:

1, the Rotary Club President to attend the next meeting to, invest the Probus Club President with the collar of office.

2, The Chairman of the Probus Association to present the Certificate of Accreditation the President of the new Probus Club to present members with their Club badges.

NOTE. If the Interest and Organization Meetings are held on the same day, the action for week 9 will be taken in Week 8.

FUNCTIONS OF MANAGEMENT COMMITTEE MEMBERS

THE PRESIDENT

The President is usually, (although not necessarily), elected to serve a one year term. He will usually chair all club meetings including those of the Management Committee and act as the spokesperson of the club in any formal communication. His function and that of all other MC members should be clearly outlined in the club bylaws.

CLUB SECRETARY

All secretarial, minute and record keeping duties rest here.

CLUB TREASURER

The keeper of the funds. Attends to the requirements of the Receiver of Revenue.

GUEST SPEAKER CONVENOR

Arranges for guest speakers and secure details of backgrounds. Hosts guest speakers at meetings. Arranges for formal introduction and vote of thanks.

OUTINGS AND ENTERTAINMENT ORGANIZER

Arranges visits to interesting places and organizations. Arranges special luncheons, dinners, theater bookings and other functions.

MEMBERSHIP SECRETARY

Maintains membership records and compile a membership list from time to time. Supplies membership application forms to prospective new members, co-ordinates interviews with applicants and reports to the M C for final acceptance decision.

CLUB NEWSLETTER AND PUBLICITY SECRETARY

Prepares, produces and mails the Club Newsletter to all members prior to meetings, as may be the policy of the Club. Arranges for press releases and press attendance, as may be appropriate, to report special addresses, functions and events.

LIASON OFFICER

Seek opportunities to co-operate with other Probus Clubs, and encourages inter club visits and joint activities. Assists Rotary, when requested, in the establishment of further Probus Clubs. Endeavors to facilitate liaison with Probus Clubs in other countries.

CLUB SERVICE OFFICER

Be responsible for meeting room arrangements, seating, microphone, name badges, refreshments and so on. Welcomes and introduce visitors. Keeps birthday diary and mail birthday cards. Contacts members who may be ill or hospitalized for whatever reason.

APPENDIX 1

Suggested Letter of Invitation to Prospective Members

ON SPONSORING ROTARY CLUB'S LETTERHEAD

Date

To: name
Address
Address

Dear Sir / Madam

PROBUS CLUB

We believe that you could be interested in becoming a foundation member of a club for retired and semi-retired professional businesspersons and executives resident in, the formation of which is being sponsored by our Rotary Club.

Please accept this letter as an invitation to attend an Interest Meeting to be held at.....(place), on (date) at(time)
The basic purpose of PROBUS Clubs, is to provide regular meetings and fellowship for those retired and semi-retired persons who appreciate and value, in their retirement, opportunities to meet others of a similar level of interest, enjoy hearing addresses by guest speakers, and visiting places and organizations of specific appeal to members.

Most Probus Clubs meet once or twice a month for tea / coffee or lunch and to hear a guest speaker. Between meetings, visits to places of interest are organized.

The first Probus Club was formed in the United Kingdom in 1965.

There are now over 4 600 of these clubs spread over twenty-one countries, with many more in the pipeline. In South Africa, there are already 118 clubs and the interest is spreading.

Please contact me at(tel. no) or(name)
.....(alt tel no) if you can attend.
It would be nice if you could bring a friend with you.

Yours sincerely

Conveyor.

APPENDIX 2

PRESS RELEASE

Probus offers fellowship to retired business and professional persons

Retired and professional and business persons living in the
area will shortly have the opportunity to enjoy each other's company on a regular basis.

The Probus Club, explains.....(Rotarian's name) from the sponsoring
Rotary Club of..... is not another service club.

It is an opportunity for retired or about to retire professional persons and business executives
to meet together for fellowship and in the pursuit of interests and activities mutually
beneficial to themselves. Not having to conform to any centralized organization or prescribed
way of conducting its affairs, a Probus Club can remain fairly flexible in its operation to
ensure that it meets the needs of its members.

It is anticipated that the new club will meet once a month for tea or lunch and speakers will be
invited to address meetings. Other activities will be arranged from time to time.

If you would like further information or wish to attend the interest meeting
at.....(time) on..... (date) at
.....(venue), please phone (contact
person) on(telephone number).

APPENDIX 3

Suggested agenda for Interest Meeting (On Sponsor Club's Letterhead)

Agenda for the proposed Probus Club - Interest Meeting to be held at
.....(venue) on.....(date) at(time) .

On behalf of the members of the Rotary Club (Probus Club) of thank
you for your interest in the formation of a Probus Club in this community.

AGENDA

- 1 Assembly – distribution of literature
- 2 Call to order, remarks by the conveyor and introduction of the Rotary President
- 3 Welcome by the Rotary President
- 4 Introduction of the Keynote speaker
- 5 Address by the Keynote speaker – “Probus”
- 6 Brief address by others (if required)
- 7 Question time
- 8 Time and date of next meeting to form a Probus Club
- 9 Announcements and thanks for attendance
- 10 Coffee and fellowship

Signed
Conveyor.

APPENDIX 4

Suggested Agenda for Organization Meeting
(On Sponsor Club's letterhead)

Proposed Probus Club – Organization Meeting

Notice of Meeting and Agenda

The meeting is to held at(venue)
on(date) at(time)

AGENDA

- 1 Welcome and opening address by the convener
- 2 Resolution to form a Probus Club and decide on its name:
(Proposal to be called for)
- 3 Receipt of applications for membership (forms)
- 4 Resolution to accept all applications as foundation membership.
- 5 Adoption of the Constitution and suggested Bye-Laws
- 6 Election of Officers – in terms of the proposed Constitution (refer to Appendix 11 paragraph 5.2 and the bye-laws).
The convener should hand over the chair to the Probus President on his / her election.
- 7 Venue for meetings
- 8 Meeting times and dates (lunches or tea / coffee)
- 9 Annual subscriptions (to cover running expenses, lapel badges, guest speakers, production and mailing of newsletters, stationery and postage, venue cost, if any).
- 10 General business and questions
- 11 President's remarks – reminder of next meeting's time and date, the first Management Committee Meeting to be held immediately after this meeting
- 12 Close / Coffee and fellowship.

Signed.....Convener.

APPENDIX 5

Suggested Application Form for Probus Membership

THE PROBUS CLUB OF.....

Application for Membership

I hereby apply for membership of the Probus Club of

Name and initials

First nameSpouse's first name

Birthday anniversary: SelfSpouse.....

Wedding anniversary

Residential address

.....

Postal address

.....Postal code.....

Telephone numbers: Home:Business:.....Cell:.....

ID Number

Former vocation:

Present interests

.....

Date..... Signature

I am prepared to:

- 1, serve on the Management Committee if asked to do so Yes / No
- 2, use my car to transport other members on day time outings Yes / No
- 3, use my car to transport other members on evening functions Yes / No

I understand that an entrance fee of R..... and an annual subscription of R are payable on the acceptance of my application for membership.

Proposed by..... Tel no.....

Seconded by..... Tel no.....

FOR COMMITTEE USE

Interview comments

Date form received.....Date accepted

Fees received R.....Applicant informed.....

Secretary.....Treasurer.....

APPENDIX 6

Suggested Letter to Sponsor Rotary Club. Requesting Sponsorship

The Secretary
Rotary Club of
.....
.....

Dear Sir

PROBUS CLUB

Following the formation of the Provisional Probus Club of
this is to inform you that the club has accepted the Standard Constitution for Probus Clubs
registered with the Probus Council of Southern Africa and will adapt the recommended Bye-
Laws and operate accordingly.

It is appreciated that the suggested Bye-Laws are for guidance only and may be
modified as determined by the members.

Accordingly, we now request that you apply to the regional Probus Association for the
accreditation of the Probus Club of and the issue of the Accreditation
Certificate.

The Probus Club of Meets at.....(venue)
at(time)

Yours sincerely

.....PresidentAddress

Telephone

.....SecretaryAddress

Telephone.....

APPENDIX 7
Suggested letter for Registration

ROTARY CLUB LETTERHEAD

The Secretary
The Probus Council of Southern Africa
PO Box 11316
Aston Manor 1630

Dear Sir

This is to certify that

1 This Rotary Club, in consultation with the regional Probus Association, have formed the Probus Club of on(date)

2 The members of the Probus Club adopted the Standard Constitution for Probus Clubs and have drafted a set of Bye-Laws following the suggested proforma.

3 The officers of the Probus Club have agreed to comply with all the conditions required for accreditation and their letter is appended hereto – Appendix 6.

4 The foundation members of the club are properly qualified for membership.

The regional Probus Association has issued the Accreditation Certificate and I therefore apply for registration of the Club.

Yours truly

President
Rotary Club of

Names and addresses of Probus Foundation members.....
President
Secretary

NOTE: A copy of this letter must be sent to the Rotary District Probus Officer.

APPENDIX 9

Suggested Notes for Keynote Address at Interest Meeting

Rotary's formation in 1905 - Subsequent Growth – Summary of Service Activities – Meeting of Needs

Foundation of Probus: Brief history – Growth - Distribution (World this region)

Retirement – Experiences – Problems – Needs

Rotary's plan to meet need – with Probus

Definition – Probus

Relationship of Probus to Rotary

Differences between Probus and Service Clubs

Membership levels (average numbers 40 – 70) limiting club size

Probus club activities – typical meeting format – other activities

Cost of Probus

Autonomy

Obligations

“Probus Council of Southern Africa” – Protection of name / emblem / standards

Club communications

Management of the Club – Officers – Elections

Involvement of spouses and guests

Why another Club?

Conclusion.



PROBUS

CLUBS FOR RETIRED PROFESSIONAL AND BUSINESS PERSONS, FORMER EXECUTIVES AND OTHERS

PROBUS is an Association of retired and semi-retired persons who join together in autonomous Clubs throughout the world to stimulate thought, interest and participation in activities at a time of life when horizons are narrowing and opportunities to make new friends limited.

The word PROBUS is an abbreviation of the words PROfessional and BUSiness, but membership is not restricted to these two groups. It embraces also former executives of Government and other organizations and, in fact, any person who has had some measure responsibility in any field of endeavor. The basic purpose of a Probud Club is to provide regular gatherings of persons who, in retirement, appreciate and value opportunities to meet others in similar circumstances and of a similar level of interest.

The emphases in the Clubs:

- * Being simple in structure and free from the constraints and obligations of service clubs
- * Involving members in minimal cost.
- * Being directed, primarily, to providing fellowship and the opportunity for development of acquaintance.
- * Seeking members who are compatible with one another

Their activities, normally, fall into two parts:

- * A meeting on set days either once or twice each month, either, from 10h00 to 12h00 with tea and coffee provided, 12h30 for 13h00 for a luncheon meeting usually lasting until about 14h30 or a late afternoon meeting followed by refreshments. At these meetings, a guest speaker is normally invited – with discussion afterwards.
- * Visits (between meetings) to places and organizations of particular interest to members and occasional social, theater or sports activities. are arranged

Arising out of their membership and activities there is self generating goodwill, a sense of belonging, and a diverse background of interests, fellowship and cordiality evident within the Clubs ensuring for Probud a highly successful future.

To preserve the integrity and reputation of these autonomous clubs, they adhere to a constitution and suggested bye-laws. This has proven a very successful basis for serving the needs of retired people in many countries in which the Probud movement is now flourishing.

Some important features:

- * The Clubs are non-political and non-racial.
- * There are Men's, Ladies and Mixed Clubs
- * They are non-profit making and non-fund raising
- * All clubs are sponsored by Rotary, but, on formation, are autonomous, independent of Rotary and independent of each other. There is a central Council and Regional Associations, but Rotary maintains contact and an understandable continuing interest.
- * Past membership of Rotary is not a requirement for potential members of Probud.
- * There is no restriction on the number of members from any one vocation.
- * Each club decides on the required number of meetings attended for continued membership.
- * Probud members may be active members of any other club or organization and most are.
- * Membership fees usually don't exceed R50-00 per year with a charge for coffee or luncheon meetings.
- * Spouses and guests are invited to participate in most visits and in special functions.

The clubs spring from two main roots: "Campus Club" founded by the Rotary Club of Welwyn Garden City and the "Probud" Club founded by the Rotary Club of Caterham in England in 1965 and 1966 respectively.

Since then they have spread worldwide and continue to be established at a rapidly increasing rate as former professional and business persons and executives, invited to join recognize the value of participation and observe the enthusiasm of existing members and the way in which Probud is enriching their lives.

In the Southern African sub-region, the first Probud Club was established in 1977 in Durban and Probud has since spread to many other regions of the country. Rapid growth is expected in the short to medium term.

The Probud Council, Probud Regional Associations, (and Probud Centers maintained by Rotary in some Rotary Districts), encourage and advise on the formation of further Clubs, maintain up-to-date directories of Probud Clubs, and through the Probud Shop, distribute lapel badges and other regalia, as may be found necessary.

Probud development is an ongoing Rotary activity.



STANDARD CONSTITUTION
FOR PROBUS CLUBS
REGISTERED WITH THE PROBUS COUNCIL
OF SOUTHERN AFRICA.
(As amended March 2003)

- 1, The word 'PROBUS', "Probus" and the "P" logo may only be used by The Probud Council of Southern Africa, Probud Associations and accredited Probud Clubs; and may not be used for any commercial purpose.
- 2, The formation of a Probud Club requires:
 - 2,1 Sponsorship by a Rotary Club in consultation with the local District Governor of Rotary International.
 - 2,2 Accreditation by a regional Probud Association, or where no such Association exists, the Probud Council.
 - 2,3 Adherence by the Probud Club to this Constitution in order to continue to retain accreditation and registration.
- 3, The Aims and Objectives of a Probud Club are: -
 - 3,1 To provide a facility for fellowship among retired and semi-retired persons.
 - 3,2 To promote activities which may include meetings, addresses, outings and sports events and any other means providing fellowship and the enjoyment of retirement.
- 4, Membership
 - 4,1 Membership of a Probud Club shall be open to retired and semi-retired Professional and Business persons, and other persons who have had a measure of responsibility in any field of endeavour.
 - 4,2 Application for membership (with the exception of foundation members) must be sponsored by two members of the Club, and approved by the Management Committee.
 - 4,3 A Club may elect Honorary Members as well as Life Members on the recommendation of the management committee.
- 5, Management
 - 5,1 A Club shall be run by a management committee.
 - 5,2 Officers shall consist of a President, Vice-President, Secretary, Treasurer and 2 or more committee members. One of the committee members shall be the immediate Past President.
 - 5,3 The management committee shall be elected at the Annual General Meeting (AGM).

5,4 A register of all members shall be maintained.
5,5 The names and addresses of the President and Secretary, and whatever other information may, from time to time, be required for the compilation of the Probud Directory for the Southern African Region, shall be forwarded to the Secretary of the Probud Council of Southern Africa, via the relevant Probud Regional Association or Rotary District Probud Co-ordinating Officer, within 14 days of the AGM of the Club.

5,6 The management committee shall be responsible for the organization of all the activities of the Club.

5,7 50% of the management committee members present at a meeting shall constitute a quorum.

5,8 The management committee may establish such bylaws as may be considered necessary. Such bylaws shall not replace nor revoke any part of this Constitution for Probud Clubs in Southern Africa.

6, Meetings

6,1 An AGM shall be held during March /April each year.

6,2 A Special General Meeting (SGM) shall be called by the Secretary if not less than 20% of all the members request, in writing, for such a SGM.

6,3 A quorum at an AGM or SGM shall be 25% of all members.

6,4 Voting at an AGM or SGM shall be by show of hands unless a ballot has been specifically requested by a minimum of 20% of the members present.

6,5 The Chairperson shall have a second or casting vote if needed.

6,6 Any notice of motion for an AGM or SGM must be in writing and submitted to the Secretary. The Secretary shall read this notice of motion at the Club Meeting one month prior to the meeting at which the motion is to be formally proposed.

7, Finance

7,1 The Treasurer shall keep an income and expenditure account for the 12 months to the end of February each year. The Financial Statements shall be presented at the AGM.

7,2 The annual subscription shall be agreed at the AGM, and for new Clubs, at the Foundation Meeting.

8, Amendments

8,1 Amendments to this Constitution shall be by a majority vote at a General Meeting or Special General Meeting of the Probud Council of Southern Africa.

9, Winding Up

9,1 On winding up the funds of the Club shall be distributed to a Registered Charitable Organisation as determined by the Management Committee.

PROBUS BYLAWS

(To be read in conjunction with Standard Constitution for Probus Clubs)

NAME The name of the club shall be PROBUS

MEMBERSHIP

- 1, Maximum number of members.
- 2, Dual membership of another Probus Club is / is not permitted.
- 3, Membership will be open to men / women / men & women.
- 4, Transfer of Probus membership is / is not accepted with / without waiver of entrance fee. In the event of maximum membership, the transferee to attend meetings as guest until membership vacancy occurs.
- 5, New members to fill in application form, to meet the membership Secretary and to attend consecutive meetings before formal acceptance.

MEMBERSHIP FEES

- 1, Entrance fee R....., 00 (one off payment).
- 2, Annual membership R....., 00, reviewed annually, (reduced, proportionally, for number of months of membership to Club year-end).
- 3, Monthly attendance fee R....., 00.
- 4, Annual fees not paid within months of due date can lead to membership termination, (at the discretion of Management).

MEETINGS

- 1, The Club meets on the day of each month ath.... forh....,
- 2, Monthly newsletter to be circulated prior to meeting.
- 3, Management meets on the day of each month ath....
- 4, Venue for Club Meetings –

ATTENDANCE

- 1, Apologies must be given when unable to attend a meeting.
- 2, Missing meetings in succession without apologies can lead to suspension or forfeiture of membership, (at the discretion of Management).

MANAGEMENT COMMITTEE

- 1, President.
- 2, Deputy President.
- 3, Minute / News Letter Secretary.
- 4, Treasurer.
- 5, Speaker / Outings Convener.
- 6, Entertainment Convenor.
- 7, Membership / Social Secretary.
- 8, Past President.
- 9, One or more members may be co-opted onto Management for a specific function and for specified and limited time duration. Portfolios may be split or combined as dictated by necessity from time to time.

CHANGE OF BYE-LAWS

Proposals for change to bylaws to be submitted to Management for approval before adoption at the following Club Meeting by simple majority.

Income Tax and the Probus Club
Introduction.

As with all Rotary and Probus Clubs it will be necessary for a new club to register with the Receiver of Revenue.

Please note that a new Income Tax form – EI 1. (EI = Exempt Institution) is now in circulation. The format that follows applies to the new form.

The forms together with a letter explaining the procedure to be followed can only be obtained by writing to the Tax Exemption unit in Hatfield, Pretoria (see address below). The local Receivers office should have forms but these are usually out dated.

Modus Operandi.

- 1, It is no longer necessary to apply to your local Tax Office for registration. The Tax Exemption unit will handle the process for you.
- 2, Find copies of the standard club constitution, your club's financial statement, by-laws and the latest club newsletter. (New clubs should wait until they have collected club membership fees, opened a bank account and obtained an opening statement from the bank. This will substitute for a financial statement).
- 3, Fill in the form following the format on page two.
- 4, Post the EI 1 forms together with a copy of the Standard Constitution for Probus Clubs, a copy of the Club Newsletter, Bye-Laws and your Club's latest Income and Expenditure Report and Balance Sheet to:

SARS: Tax Exemption Unit (For attention Mrs E Van Zyl)
P.O.Box 11955,
Hatfield, **NB! Make two copies before sending**
0028.

- 5, When you receive your Certificate of Exemption make a few copies and preserve the original in a safe place.
- 6, Any correspondence or Return of Income forms received from you local SARS Office must be politely returned informing the sender of your Exempt Status with a copy of the Exemption Certificate attached.
- 8, It must be emphasized that once the Tax Exemption Unit in Pretoria grants exemption they take over and will be the only Tax office your club will be required to correspond with in future. The Unit withdraws the club's file from the local Receiver's office.

Format for EI 1

- Section A Association of Persons (place an in the block provided).
- Section B No
- Section C Fill in your club name preceded by Probus, e.g. Probus Atlantic, Probus Pendraggon etc. Complete postal address, e-mail address (if applicable), Income Tax No. (if known) and mark your language preference. (Leave the rest of section C blank).
- Section D Complete bank details, (most clubs have a savings a/c and the Post Office Bank seems to offer the best terms at present).
- Section E The details of the Club President, Secretary and Treasurer are required. (If you don't want to fill in your tax no. then don't)
- Section F Section 10(1)(d): and Company, society or other association of persons established to provide social and recreational amenities or facilities for members.
- Section G Not applicable.
- Section H ***(Write the following in the spaces provided)***
1,
A monthly meeting is held to which a speaker of interest is invited.
A monthly visit to a place of interest is organized.
One theatrical, cultural or social event is arranged.
2,
The club is funded by its members by way of:
An entrance fee on joining the club.
An annual membership subscription.
A monthly fee for meeting attendance.
The cost of outings, social and other events is paid by members.
3,
On winding up the funds of the club shall be distributed to a registered charitable organization as determined by the management committee.
- Section I Attach a copy of the latest Financial Statement.
- Sections J and K Not required.
- Section L The particulars of the person who has completed the form must be filled in.