



THE PROBUS CLUB MANUAL

**All you need to know about
PROBUS
and a
PROBUS CLUB**

(Management Committee Edition)

**ISSUED BY: THE PROBUS ASSOCIATION
OF THE WESTERN CAPE**

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and developed from publications
on the Internet during August 2005 by
The Probus Association of the Western Cape*

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INTRODUCTION

Because each Probus Club is autonomous and independent of all others, their Management Committees (MC) assumes critical significance for the wellbeing of their clubs and indeed the future growth of the Probus movement. How a club operates and what is done for and by it's members is determined by the MC alone and this Manual should be looked upon as an insight into how some successful clubs function. In South Africa clubs have got together to constitute a "Council" and Regional Associations to take care of the legalities such as the protection of the Probus logo and trademark, promote the Probus philosophy and offer advice when called on to do so. These bodies have no controlling function and exist at the behest of the clubs that created them and for as long as their usefulness persists.

By virtue of the fact that you have been elected to serve on the MC one must assume that you are a Probian of some standing. Consequently some of what follows will be "old hat" to you. However because the text of the "Members Edition" has been expanded there may be some ideas that will prove useful in your endeavour to promote enjoyment and fellowship in your club.

THE PROBUS PHILOSOPHY

Probus was created to provide retired or semi-retired professional or business people, (or others who have had a measure of responsibility in any field of worthy endeavour), with the opportunity and venue to meet regularly for fellowship and to extend their interests, while doing this without the responsibility for fund collection, charity work or any other onerous duty.

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 FOR PROBUS

Research in recent years has found abundant evidence of the need for retired business and professional people to associate with others of similar vocational or educational backgrounds. Their social and sporting clubs, their voluntary work, and their hobbies do not always provide this association. Generally, these people miss the 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, and for some in part, by groups organized for former staff by public companies, or other large organizations; however 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 senior managers, who do not engage in some form of constructive activity, are dead within six months of retirement", 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.

HOW A PROBUS CLUB OPERATES

There is no structured, prescribed format for the operation of a Probus Clubs. It meets for fellowship as frequently as desired, monthly, fortnightly or weekly for morning tea or lunch,

a pint and pie, or in the early evening for a drink and a snack. A short business session is usually preceded or followed by an invited speaker.

But that is only the beginning. Many clubs 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. Many enjoy short outings, picnics, visits to gardens and places of scenic or historical interest, braai's and theatre 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 can in fact provide all the enjoyment of a Rotary or Lions club without the obligations of service, the attendance requirements and the classification system.

The Standard Constitution for Probus Clubs 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. Many Probus members give generously of their time in voluntary work, either individually or in other service clubs or charitable bodies.

A Probus Club is run by its members and elects its officers annually, The club operates within a constitution and bylaws. The constitution is standard to all clubs and the suggested by-laws are adapted to suit the circumstances and needs of the specific club. (*See "Autonomy" page 6*).

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

- (a) It has been sponsored by a Rotary club.
- (b) It adopts the Standard Constitution, (as amended from time to time) and drafts a set of bylaws, (mandatory in terms of South African Tax Law), incorporating certain operational and administrative clauses considered necessary.
- (c) Is accredited as a Probus Club by the "Probus Council of Southern Africa" or by delegation, a "Regional Probus Association". When the Certificate of Accreditation is presented to the club's Foundation President it is explained that, within the few limits imposed by the Standard Probus Club Constitution, and the laws of the land, the Probus club is self governing.

MEMBERSHIP, COST & MEETING PLACE

Membership subscriptions in existing clubs in 2005, 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. There is also an entrance fee of approximately R40-00 to cover the cost of the lapel badge, etc. The only other additional cost to members is a meeting fee to cover the cost of the venue, tea, lunch or drinks.

Probus Clubs choose their venue for meetings which is usually a licensed club, hotel, restaurant, hall or community center.

SPOUSE INVOLVEMENT

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 stated there are men's, ladies and mixed Probus clubs).

THE PROBUS – ROTARY RELATIONSHIP

Unlike Rotary's other sponsored clubs, (Rotaract and Interact) to which the sponsoring club has a continuing responsibility, Probus Clubs require no assistance or continuing supervision. The sponsor Rotary Club's direct responsibility ends when it invests the foundation president with his or 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". Never the less, an invitation to the President of the sponsoring Rotary Club to attend a meeting once a year is encouraged.

PROBUS INTERNATIONALLY

Probus Clubs are autonomous. There is no international association or board governing Probus. In England the Probus Club of Bromsgrove, Worcestershire however, decided in 1979 to undertake the task of operating a Probus Information Center to serve Probus Clubs in Great Britain and Ireland.

In 1981 the Probus Center – South Pacific was established in the South West Pacific area, (Australia and New Zealand), by authority of the Rotary District governors of the time,. This has proved to be a most efficient source of worldwide Probus information and a visit to their website <http://www.probus.com.au> is recommended.

Probus Clubs can be found in many corners of the English speaking world including the USA and Canada to which visits from South African Probus members are always welcomed. A Probus Directory of clubs in the Southern African region and major international contacts is available.

IN SOUTH AFRICA

The first Probus Club in Southern Africa was accredited on the 8th March 1977. This was originally named the "Probus Club of Central Durban", later changed to Probus Durban. The first President was Archdeacon Jimmy Draper.

The names Charles Spindler, Jack Woods and Walter Eastman figure largely in the history of Probus and it is from documents obtained from these three eminent Probians that this short history has been compiled.

During the late 70's and early 80's Probus continued to grow in KwaZulu Natal but Charles Spindler had his sights on moving to the Western Cape. In 1984 the first Western Cape club was formed in Somerset West.

By 1986 the number of clubs in KZN had grown to the extent that a Regional Association was deemed necessary. The first chairman was the Rev. Bill Bell.

The Probus philosophy moved into Johannesburg in 1987 with the founding of the “Probus Club of the North” in Sandton followed in 1988 by the Bedfordview Club. The names of Roy Pascoe and Vernon Schultz now appear in the history book.

At a Rotary District Governors meeting in 1988, Mike Coleman of Johannesburg was asked to oversee the establishment of a co-ordinating and advisory body for Probus in Southern Africa.

The Probus Council of Southern Africa was thus born with its own constitution that primarily outlined the functions and duties required of it. Jack Wood was the first chair. It was then, and still is today) a nominated body as opposed to an elected one. The first nominated members were the Executive of the Kwa Zulu Natal Association. The intention was to rotate the responsibility for the nomination of Council members between Regional Associations every three years.

One of the first functions the Council undertook was to draft a Standard Constitution for Probus Clubs in Southern Africa. Constitutions were solicited from England and Australia and these formed the basis of the Standard Constitution circulated to and accepted by all Probus Clubs in Southern Africa to be operational on the 1st July 1989.

By 1997 so many clubs had taken root in the Western Cape that an Association was deemed necessary. Derek Erickson took the Chair.

The original Standard Constitution for Probus Clubs in Southern Africa was an amalgam of mandatory clauses (in italics) and clauses that could be adapted by individual clubs to suit the unique circumstances pertaining to those clubs. This led to confusion and a Standard Constitution (containing in essence the Italicised clauses) and a set of recommended by-laws was drawn up. The by-laws being the clauses from the original Constitution that could be adapted by individual clubs. This amended “Standard Constitution for Probus Clubs registered with the Probus Council of Southern Africa” took effect from the 1st September 1999 with the Recommended By-laws following on the 1st November 1999.

At the beginning of the “New Millennium” the responsibility for nominating the Probus Council for Southern Africa was passed on to the Western Cape Regional Association. Dr Cecil Craig was elected President of the newly constituted Council. In 2003 the Probus Association of Gauteng South took over the reins of the Council with Vernon Schultz as President..

The Council Constitution of 1988 and the Standard Club Constitution are amended from time to time to meet current legal standards and the requirements of our South African Constitution.

These together with the constitutions of the Regional Associations, form the legal basis for the conduct of Probus in our Country. They are accepted by our members, meet the requirements of all Banking Institutions and form the basis for the Tax Exemption granted by the Receiver of Revenue.*(See page 15).*

CLUB AUTONOMY

It must always be remembered that Probus Clubs are autonomous. The fact that clubs, within a geographic area, get together to constitute a “Regional Association” in no way negates this autonomy. The Association is elected to provide support when needed, to act as an information center, research ways in which clubs can improve the standard of fellowship they provide for their members and help in the growth of the Probus movement. The executive of an association can not dictate to a club as to how it performs its mandate to provide fellowship and enjoyment for its members.

The functions of the Probus Council of Southern Africa are to maintain a Directory of clubs and office bearers, accredit new clubs, uphold constitutional standards, advise clubs on their legal and Income Tax requirements and safeguard the Probus Trademark and Emblem.

THE CLUB MANAGEMENT COMMITTEE

No organization can perform its intended function without leadership, planning, organizing and control. This means then that a Probus Club needs a management committee to be chosen from its members. It is important that a new member application and interview procedure must stress that every member should be prepared to serve on the management committee.

How to go about electing a management committee and the titles of the principal officers is detailed in the Standard Constitution. The number of committee members and the tasks that they perform is for the committee to decide. How the Management Committee fulfills the task of providing fellowship, entertainment and intellectual stimulation is its primary responsibility. When, where and how frequently the club meets should be stipulated in the club by-laws.

FUNCTIONS OF MANAGEMENT COMMITTEE MEMBERS

(This list of functions is provided as a guide only. They are usually grouped together, as best suits the needs of the club, taking the size and location of the club into consideration and the personality of the person chosen to perform the function).

The task of the Management Committee is to administer the club affairs in accordance with the constitutional documents (That is the Constitution and By-laws) and ensure that all legal and constitutional requirements are met. Unless the membership has delegated greater authority to the Committee, by resolution or in its By-laws, the Committee has no authority to make further decisions without the consent of members by resolution. Committees may recommend, they may not dictate to members. Moreover, few committee discussions need to be kept secret, unless they are about sensitive matters concerning individuals and are potentially embarrassing, distressing or harmful or might, if made public, involve the club in litigation.

Strategic plans for the future should include consideration for a succession plan for the management committee and to start thinking ahead and planning early. The annual requirement to elect officers should be considered well in advance of the Annual General Meeting, which is to be held before the end of April of each year.

The membership should be made aware of the upcoming elections. Persons capable of filling the vacancies should be approached to accept nomination for the relative positions. The Vice President is elected with the intention to take office in the ensuing year.

Excluding the President and Vice President it is not unreasonable for committee members to serve more than three years in any one position. This will allow an opportunity for other members to be nominated for office and to ensure committee members do not become entrenched in a position. The key to a successful club is to ensure that capable and willing members are prepared to take an active role on the Management Committee of the club.

THE PRESIDENT

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

It is recommended that the President

- be familiar with the Constitution and Bylaws and have a copy available for reference at all meetings;
- understand how to chair a meeting;
- ensure that an agenda is prepared for the meeting;
- begin and end meetings on time;
- take the opportunity to meet all members, guests and visiting Probians on a fellowship basis;
- ensure that committee recommendations are brought to the membership for acceptance and ratification;
- encourage members to contribute stories, articles, letters and photographs for publication in the Club Newsletter;
- keep in mind - and remind members from time to time - of the aims, objects and origins of Probus, emphasising the importance of fellowship and friendship. It is recommended that this be done at the commencement of each meeting;
- invite the President of the sponsor Rotary Club to special occasions (change-over, birthday/anniversary meetings and Christmas functions). This is a gesture that is greatly appreciated.

VICE PRESIDENT

It is recommended that the Vice President

- be familiar with the Constitution and Bylaws and have a copy available for reference at all meetings;
- understand how to chair a meeting and work closely with the President to become familiar with the role and responsibilities of the presidency;
- take the opportunity to meet all members, guests and visiting Probians on a fellowship basis.

CLUB SECRETARY

All secretarial, minute and record keeping duties rest here. The Secretary should be familiar with the Constitution and bylaws and ensure that there is a copy of each available for reference at meetings.

The duties of the secretary are summarized as follow:

- Record minutes of committee meetings and monthly general meetings. Read minutes at the following meeting and ensure that they are signed by the President or presiding officer at that meeting. (In some clubs the secretary keeps comprehensive minutes of each monthly general meeting and reads them at the following meeting. In others a short precis of the previous meeting is given at each meeting. Some publish a brief report of each meeting in the club newsletter. In each case the accuracy of the minutes or report is the responsibility of the secretary.)
- Prepare an agenda for each committee meeting and general meeting, including the Annual General Meeting, for which written notice is to be given well in advance.
- Record minutes of Annual General Meeting.
- At the Annual General Meeting, read Minutes of the previous A.G.M. and ensure that they are signed by the President or presiding officer.
- Ensure that notice of the election of officers is given and nomination forms are available one or two months prior to closing date for nomination and that they are returned as specified in your club by-laws.
- Keep an up-to-date list of office bearers, committee members and sub-committee, with addresses and telephone numbers.
- Answer all correspondence promptly. Correspondence should be presented to the committee and records of all correspondence should be maintained.
- After the election of officers at the Annual General Meeting each year, advise the Probus Council. of the names, addresses and telephone numbers of the incoming President and Secretary (for inclusion in the Probus Directory) and the number of club members, including honorary and life members if any. This annual return to the Probus Council is a constitutional requirement.
- Before vacating office, brief the successor on the Secretary's duties and any committee matters still pending or decisions still to be implemented; and hand over all records.

CLUB TREASURER

The office of Treasurer is important; and while it is not essential to have accountancy qualifications it is desirable that the Treasurer be at least familiar with elementary book-keeping and banking procedures. The duties are not onerous but they should be discharged conscientiously.

- The Treasurer should be aware of the taxation requirements for a Probus club and ensure that these are complied with. (*See also page 17*).
- Ensure that the club has a bank account, with a minimum of three signatories. (Members of the committee).
- Attend all meetings of the committee and submit current financial position, the detail of which will be determined by the committee.
- Prepare a budget each year, giving consideration to the annual financial commitments and the club's existing financial position, and recommend the amount for the annual subscription.
- Collect annual subscriptions.
- Pay all accounts.
- Arrange petty cash for small outgoings, (such as printing and duplicating, stationery, postage, telephone calls, tea expenses), and record in Petty Cash book. Members incurring expenditure should submit itemised claims with receipts and should be reimbursed at each meeting.
- Close books at the end of the financial year, prepare accounts for submission to the Receiver of Revenue and prepare a report for the Annual General Meeting.
- Arrange change of bank signatories after the A.G.M and inform the Receiver of Revenue of

changes, (and at any time during the year if there should be an extraordinary change of signatories for any reason).

- Hand over all books and records and brief the new Treasurer on duties.

CLUB NEWSLETTER AND PUBLICITY EDITOR

Newsletters vary widely in Probus, some providing concise news and announcements on a single A4 sheet and others assuming the proportions of a community newspaper. Their size, format and choice of material is the prerogative of the editor (or committee); but all editors seem to include the following in each issue:

- The day's guest speaker and subject or/and Club member talk (if any).
- Program for the next two or three meetings.
- Future outings and contact member for each outing.
- Report of last meeting, often with a precis of the guest speaker's address.
- News of club interest groups and contact numbers.
- Special news of members: birthdays, anniversaries, on overseas trips, in hospital.
- Other information the committee wishes to convey to all members and any information intended for all members from the Probus Council or Regional Association

It is suggested that the editor regularly provide a copy of the club newsletter to the sponsoring Rotary club's bulletin editor. It is important that all members receive a copy of the publication. Some clubs post or deliver them to all members before the meeting. Many use e-mail. Others distribute them at meetings and post copies to absent members. Some clubs have a small committee to be responsible for the newsletter. If not, it may be wise to have at least one deputy editor.

GUEST SPEAKER CONVENER

Arranging an interesting program is one of the most important and challenging assignments in a Probus club. To hold the interest of members, the program should be well balanced with informative and thought-provoking subjects presented by accomplished speakers. Some highly qualified people are uninteresting speakers; so it is a good idea, if possible, to check on a person's "track record" before extending an invitation to speak at the club. Club members should be asked regularly to provide the names of potential speakers. In addition;the Guest Speaker Convener should:

- aim to arrange a varied program six months in advance;
- attend committee meetings and provide a list of future speakers;
- give newsletter editor a list of future speakers each month for the information of members; and also announce names and subjects of the next three speakers at each meeting;
- approach the speaker at least three months before the meeting at which the person is invited to speak. If necessary, explain the objectives of Probus;
- ask speaker for the title of the talk and a biographical note; (for the information of the newsletter editor and the member chosen to introduce the speaker);
- follow up with a letter confirming the arrangements, setting out details of location, time (suggesting arrival in time to have tea/coffee/drink with members if appropriate), length of address, (suggest 45 minutes including question time), transport arrangements and the contact telephone number;
- follow up with reminder telephone call about five days before the date of meeting, checking on any special arrangements, equipment required (blackboard, screen, video) and confirm any transport arrangements;
- greet speaker on arrival; offer refreshments, introduce to president, committee and the member who will be introducing the said speaker;

- arrange for a member, preferably one with some understanding of or interest in the subject, to thank the speaker and present a small gift as a memento of the visit; (Attractive small gifts with the Probus emblem are available from The Probus Shop. It is very important that the persons introducing and thanking the guest speakers be reminded that they are not extra guest speakers!)
- try to have a short list of emergency speakers who can fill in with an interesting talk at short notice. It is most probable that there are excellent speakers in the club who, if asked, will have a program prepared; but make sure you have more than one reserve speaker;
- many clubs have a Club member talk at each meeting; for a few minutes, about their professional or business career or some special interest. Such talks are almost always very interesting and help to promote friendship within the club.

OUTINGS AND ENTERTAINMENT CONVENER

The job of the outings convener is demanding, exacting and rewarding. It requires planning and organizing skills, patience and imagination. If it is usual to be organising and at the same time receiving payment for two or three outings in advance, it is important that there be one or two assistants appointed. The Convener needs to:

- Attend committee meetings.
- Investigate and list suitable outings. Maintain liaison with other clubs with a view to arranging occasional joint outings.
- Ascertain feasibility – costs; booking details.
- Submit list of proposed outings to Committee.
- Arranges visits to interesting places and organizations. Arranges special luncheons, dinners, theater bookings and other functions.
- Ask members at general meetings for interests, suggestions and popularity of proposed outings.
- Book well ahead. Notify Publicity / Newsletter Editor of arrangements for publication at least two months in advance of the date of outing. (N.B. check newsletter deadlines.)
- Announce outings well ahead, being careful to give date, time and place of departure and return, costs, contact person's telephone number, clear directions (if members are to travel independently), and contingency plans.
- Collect money at a chosen date before each outing and keep complete records.
- Give all money collected to Treasurer for banking and request club cheque in favour of the coach and/or venue managements (restaurants, hotels/motels). Carefully record all expenses, such as postages and telephone calls, and submit to treasurer, with vouchers if possible, for reimbursement.
- Cost each outing, ensuring that all expenditure is covered but, as Probus is not a fund-raising body, do not seek to make a profit.
- Keep a list of outings to avoid repetition and also as a help to other clubs who may seek your suggestions.

MEMBERSHIP SECRETARY

The membership secretary has two main responsibilities: member services and membership extension.

Services – Under services within the club, the duties are simple.

- Keep a register of names, addresses and such other information the club may require, of all members and ensure that an up-dated copy is in the hands of the person responsible for posting, e-mailing or delivering the club newsletter. (If the club distributes newsletters at

meetings and mails copies to absent members, ensure that, after each meeting, a list of absentees is given to the member responsible for mailing.)

- Present new applications for membership at the first committee meeting after receipt. If there is no vacancy, the name should be placed on a waiting list.
- Prepare (or buy) a name badge for each member.
- Some clubs arrange for name badges to be available at each meeting, that they are handed to members as they arrive and collected before they leave.
- Maintain a record of members and visitors at each meeting and advise the Club Secretary of those present. (a licensed club may require a list.)

Extension – For effective membership extension it is important that a suitable application or proposal form be used and that all applications bear the signature of the proposer and seconder as well as that of the applicant. It is suggested that the form should provide for information about the proposed member: date of birth, marital state (and name of spouse), former vocation, position(s) held in firm, department or organisation, titles, honours and awards, academic or professional qualifications etc. Probus is an organisation for former business and professional people, the Committee should carefully examine the qualifications for membership of the candidate before being accepted.

The induction of a new member should be carried out with dignity and the modest ceremony befitting the occasion. A common practice is for the President to call upon the proposer to introduce the newly-elected member. The proposer does so, clearly announcing the new member's name, former vocation and current interests; after which the President very briefly outlines the purpose of Probus and "Inducts" the new member. Invest the inductee with a Probus pin or badge and asks the members to extend a welcome, which they do by acclamation.

After induction the membership secretary should ensure that the proposer and/or seconder takes the new member in hand for the next few meetings to ensure that the inductee meets and gets to know other members, is encouraged to join in club activities and becomes fully assimilated.

CLUB SERVICE, HOSPITALITY AND LIAISON CONVENER

Services

Keep in touch with sick or bereaved members or those who are in need of moral support or physical help.

- Send cards with appropriate messages to sick or bereaved members.
- Advise executive committee if support is needed, either by member visits or transport to meetings.
- Offer suggestions to committee.
- Report to committee and general meetings giving details of your activities

Hospitality

- Recruit volunteers to hospitality committee and arrange roster and allocate tasks.
- Ensure availability of equipment as required and that this is stored at venue or brought to each meeting if kept elsewhere.
- Purchase disposable cups, stirrers, coffee, tea-bags, sugar, milk, fruit juice, soft drinks, biscuits and plastic garbage bags for tea/coffee break. Be responsible for meeting room arrangements, seating, microphone, name badges, refreshments and so on. Welcomes and introduces visitors.
- Keep birthday diary and mail birthday cards. Contact members who may be ill or hospitalized for whatever reason.

Liaison

- Seeks 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.

FORMATION OF NEW CLUBS

Our Standard Constitution for Probus Clubs states that the formation of a new Probus Club requires the sponsorship of Rotary. This does not absolve us of all responsibility for initiating the process when the need is clearly evident.

The need is clearly evident when a club gets too big. What is too big is for to the club to decide. Many clubs feel comfortable with 30 to 40 members, while others can handle many more. The symptoms of “too big” begin with cliques starting to form, when some members object to place allocation at lunch or dining out functions. That is when the Management Committee should start subtly suggesting that, “we need to start thinking of forming a new club”.

The need is also evident when there is a limit on club membership and a long waiting list starts to form, or when it is noticed that retirement complexes and condominiums start to develop in the area with lots of retired people taking up residence.

The press release, which follows, has been found to produce good results but word of mouth is still the best form of communication. Get to know the local Community Newspaper Editor. Take a photo of something happening in the club and give it to the editor with the press release. (*A Manual on “How to form a Probus Club” is available*).

PRESS RELEASE

FELLOWSHIP FOR RETIRED BUSINESS AND PROFESSIONAL PERSONS

Retired professional and businesspersons, (and others who have had a measure of responsibility in any field of endeavour), living in the area will shortly have the opportunity of enjoying each other’s company on a regular basis through the formation of a new Probus Club.

A Probus Club is not just 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, lunch or in the early evening. A speaker will be invited to address the monthly meeting. Other activities, such as visits to places of interest, theatre performances and the like may also be arranged from time to time.

For further information please contactat phone number

MEMBERSHIP APPLICATION FORM

THE PROBUS CLUB OF.....

Application for Membership

I hereby apply for membership of the Club.

Name and initials
First nameSpouse's first name
Birthday anniversary: SelfSpouse.....
Wedding anniversary:
Residential address:
Postal address:code:.....
E-mail address:
Telephone numbers: Home:Cell:
ID Number:
Former vocation:
Present interests:

I am prepared to:

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

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

Date:..... Signature:

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.....



**STANDARD CONSTITUTION
FOR PROBUS CLUBS
REGISTERED WITH
THE PROBUS COUNCIL OF SOUTHERN AFRICA.
(As amended July 2005)**

1, THE PREAMBLE

The word 'PROBUS', "Probus" and the "P" logo may only be used by The Probus Council of Southern Africa, Probus Associations and accredited Probus Clubs; and may not be used for any commercial purpose.

2, THE FORMATION OF A PROBUS 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 Probus Association, or where no such Association exists, the Probus Council.

2,3 Adherence by the Probus Club to this Constitution in order to continue to retain accreditation and registration.

3, The Aims and Objectives of a Probus 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 Probus 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 Probus Directory for the Southern African Region shall be forwarded to the Secretary of the Probus Council of Southern Africa, via the relevant Probus Regional Association or Rotary District Probus 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 by-laws as may be considered necessary. Such by-laws shall not replace nor revoke any part of this Constitution for Probus Clubs in Southern Africa.

6, MEETINGS

6,1 An AGM shall be held prior to the AGM of the relevant Probus Regional Association.

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 of the club year. The Financial Statements is to 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 Probus 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.

The following is a suggested format for bylaws to be adapted, (or completely rewritten), to meet the needs of each individual Probus Club. (See 5.8 of the Standard Constitution).

PROBUS CLUB 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 theday of each month ath.... forh....,
- 2, Monthly newsletter to be circulated prior to meeting.
- 3, Management meets on theday 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. | 5, Speaker / Outings Convener. |
| 2, Deputy President. | 6, Entertainment Convener. |
| 3, Minute / News Letter Secretary. | 7, Membership / Social Secretary. |
| 4, Treasurer. | 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. *(See also page 7 above)*

CHANGE OF BYLAWS

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

**THE PROBUS ASSOCIATION OF THE WESTERN CAPE
CONSTITUTION**
(as amended on 24 June 2002)

- 1, **NAME**
The name of the Association is:
The Probus Association of the Western Cape (the Association)

- 2, **OBJECT**
The object of the Association is to promote the interest of it's member clubs including :
 - 2,1 Providing a means for the exchange of ideas between clubs.
 - 2,2 Facilitating and encouraging interclub activities.
 - 2,3 Assisting in the promotion of fellowship.
 - 2,4 Assisting in the formation of new Probus Clubs.
 - 2,5 Keeping Clubs informed on Probus matters by newsletter or otherwise.
 - 2,6 Maintaining and updating a Directory of Clubs.
 - 2,7 Rendering advice and assistance, other than financial assistance, to members.
 - 2,8 Promoting the use of, and arranging the supply of, Probus regalia, badges, ties, literature and like commodities.
 - 2,9 Safeguarding the Probus name and emblem to protect them from improper use.

- 3, **LIMITATION OF POWERS**
The Association shall not be entitled to take any action which detracts from the autonomy of member clubs or conflicts with the Standard Club Constitution.

- 4, **MEMBERSHIP**
Members shall be accredited Probus Clubs as shall elect to join the Association upon its establishment, and new Clubs accredited thereafter, situated within the Region.
Accreditation shall be granted by Exco on behalf of the Association and shall be submitted to The Probus Council of Southern Africa (the Council) for registration and issuing of the accreditation certificate.

- 5, **REGION**
The Region of the Association shall comprise the Province of the Western Cape.

- 6, **MANAGEMENT OF THE ASSOCIATION**
 - 6,1 An Executive Committee (Exco) shall manage the Association.
 - 6,2 Exco shall comprise twelve members, namely one member appointed by the District Governor of Rotary District 9350, a Secretary, a Treasurer and nine other members.
 - 6,3 Members, excluding the nominated member, shall be elected at an Annual General Meeting, (AGM).
 - 6,4 The Secretary and Treasurer shall be elected for three years.
 - 6,5 The other members shall be elected for two years; of these, three shall retire each year.
 - 6,6 Those members with the greater length of service since their latest election shall retire first. In the event of there being equal service the decision shall be by lot. At the end of the first year of operation of the Association half of the other members chosen by lot shall retire.
 - 6,7 Retiring members shall be eligible for re-election.
 - 6,8 Exco shall elect from amongst it's members a Chairman and, if necessary, a Vice-Chairman.
 - 6,9 The member appointed by the Rotary District Governor shall not be eligible to be Chair.
 - 6,10 Exco may fill casual vacancies by the co-option of a member of a member club. A co-opted member shall serve until the next AGM and shall be eligible for election.
 - 6,11 Exco shall meet not less than four times a year.
 - 6,12 Five members shall constitute a quorum.
 - 6,13 Exco shall ensure that proper records of it's meetings and financial statements are kept, which shall be available for inspection by members on request.

6.14 By-laws may be proposed by Exco or a member club and shall be submitted for ratification at an AGM or Special General Meeting (SGM).

7. GENERAL MEETINGS

7.1 The Association shall hold an AGM each year during May or June. SGMs shall be convened by Exco;

7.1.1 whenever it thinks fit, or,

7.1.2 when requisitioned to do so by not less than four member Clubs.

7.2 Member Clubs shall be given thirty days notice of SGMs and the notice shall set out the business of the Meeting.

7.3 The venue for each Meeting shall be determined by Exco.

7.4 Meetings shall be chaired by the Chairman of Exco or failing him by a member of Exco appointed by Exco.

7.5 Member clubs shall not be restricted as to the number of their members attending meetings but each member Club shall appoint in writing one official delegate who shall exercise its vote on its behalf.

7.6 Each member club shall have one vote at meetings and may attend in person or by proxy.

7.7 Every resolution shall, unless a poll is demanded, be decided upon by a show of hands.

7.8 A poll may be demanded by the Chairman or by not less than three delegates having the right to vote, either before or immediately after the result of a show of hands is declared.

7.9 There shall be no quorum required for AGMs or SGMs except for the adoption of any proposal to alter the Association's Constitution or to wind up the Association, where a quorum of at least fifty per cent of member clubs shall be represented, at the meeting, physically or by proxy. If a quorum is not present within thirty minutes from the time appointed for the meeting those present shall constitute a quorum.

7.10 If Exco considers that any matter raised by itself or in a resolution submitted by member clubs is not a contentious issue it shall be entitled to submit such matter to member clubs for a decision by postal ballot. If eighty per cent of member clubs vote in favour it shall be accepted as if passed by a SGM, failing which it shall be submitted to a SGM for debate and decision.

8. PROCEDURE FOR ANNUAL GENERAL MEETINGS

8.1 Not less than 60 days before each AGM a written notice shall be given to member clubs advising them of the date of the AGM and calling for:

8.1.1 nominations of candidates for election.

8.1.2 resolutions to be proposed at the AGM

8.2 Nominations and resolutions shall be in writing and shall be sent to the Chairman or Secretary of Exco to arrive not later than forty days before the date of the AGM.

8.3 Nominations for Exco shall not require a seconder. Resolutions shall be seconded by a member.

8.4 A short resume of each candidate's business, professional and/or community service may accompany the nomination.

8.5 Members shall be given thirty days notice of each AGM, which notice shall include:

8.5.1 Audited Financial Statements for the past financial year.

8.5.2 A budget and a proposed subscription for the next financial year.

8.5.3 Names of candidates for election to Exco and their resumes.

8.5.4 Resolutions to be proposed at the meeting.

8.6 The AGM shall appoint an auditor for the next financial year.

9. FINANCE

9.1 The Association's financial year shall be from 1st March to 28th February.

- 9.2 The finances of The Association shall be under the control of the Treasurer subject to the direction of Exco.
- 9.3 Any banking, saving, or similar account in the name of the Association shall be maintained with a reputable deposit receiving institution. Two members of Exco from those given signing powers by Exco shall sign all withdrawal documents.
- 9.4 The Association's activities shall be financed by subscriptions of member clubs as determined at each AGM.
- 9.5 A budget for the next financial year shall be drawn up by the Treasurer, approved by Exco and, together with a recommendation for the subscription for the next year, be submitted to member clubs at the AGM.
- 9.6 Subscriptions are payable thirty days after the AGM at which they are determined.

10 AMENDMENTS

Amendments to this Constitution shall be made by a majority vote of member clubs at an AGM or SGM and shall be presented to Council for ratification.

11 TERMINATION OF MEMBERSHIP

Membership shall be terminated by Exco if the member club fails to comply with its obligations under the Constitution despite being requested to do so. Such termination shall be submitted to Council for registration.

12 WINDING UP

The Association shall be wound up by resolution of a SGM. The distribution of any surplus of assets over liabilities shall be determined by the meeting and shall be subject to ratification by the Council.

THE PROBUS COUNCIL OF SOUTHERN AFRICA CONSTITUTION (As amended March 2003)

1. MEMBERSHIP OF THE COUNCIL

1,1 The Probus Council shall be an autonomous body and shall serve for three years. The Executive of a Probus Regional Association shall constitute the Council. After three years the responsibility for constituting the Council shall rotate to and devolve upon another Probus Regional Association..

1,2 The Chairman and Secretary of the Regional Association need not necessarily be the President and Secretary of the Probus Council.

1,3 The District Governor of ROTARY INTERNATIONAL, in whose district the Probus Council is at that time situated, shall be entitled to nominate the appointed District Officer for Probus to the Probus Council.

2. AIMS AND OBJECTIVES OF THE PROBUS COUNCIL

2,1 To act as Custodian in Southern Africa of the word "PROBUS", "Probus" and the "P" Logo. "PROBUS", "Probus" and the "P" Logo may be used only by the Probus Council, Probus Associations and accredited Probus Clubs; and may not be used for commercial purposes.

2,2 To act with the District Governors of the Rotary Districts of Southern Africa in matters of common interest if required.

2,3 To submit an annual report to the appropriate Rotary District Governor, through the appropriate Probus Regional Associations.

- 2,4 To provide a Standard Constitution for registered Probus Clubs and to amend said Constitution as may from time to time be required.
- 2,5 To provide a service to, and where applicable, contact with Probus Clubs in Southern Africa.
- 2,6 To encourage Probus Clubs in Southern Africa to adhere to the Standard Constitution.
- 2,7 To aid in the formation of new Probus Clubs.
- 2,8 To accredit and register new clubs established in areas where no Probus Regional Association is operative.
- 2,9 To register new clubs granted accreditation by Probus Regional Associations.
- 2,10 To maintain an Annual Directory of Probus Clubs in Southern Africa.
- 2,11 To establish, where possible, Probus Regional Associations to cover all areas of Southern Africa.
- 2,12 To maintain contact with other National Probus bodies.

3. FINANCES

- 3,1 The Probus Council may, through the Probus Regional Associations, levy an annual subscription on Probus Clubs in Southern Africa proportional to the number of registered members in a club.
- 3,2 The proposed annual subscription, and the reasons therefore, shall be notified to all Clubs and Associations three months prior to being instituted.
- 3,3 An income and expenditure account shall be maintained.
- 3,4 An annual financial statement to the end of February shall be submitted to all Probus Associations and to those Probus Clubs situated in an area where no Probus Association is operative.

4. AMENDMENTS

Amendments to this Constitution shall be by a majority vote at an Annual General or Special General Meeting of the Council.

5. WINDING UP

On winding up the funds of the Probus Council shall be distributed to a registered charitable organisation as determined by the Executive Committee.

**PROBUS COUNCIL OF SOUTHERN AFRICA
BYLAWS**

(as amended 7th June 2001)

Note: These Bylaws are to be read in conjunction with the Constitution.

- 1. Each Probus Regional Association is entitled to representation on the Council and is entitled to receive Minutes of Council Meetings.
- 2. Accredited and Registered Probus Clubs may seek representation on the Council.
- 3. The appropriate District Governor of ROTARY is entitled to attend, in person, all meetings of the Council, even if his nominee is in attendance.
- 4. The immediate Past President of the Council shall ipso facto be a member of the Council.

THE PROBUS GRACE

**BLESS US O LORD AND THE FOOD WE ARE ABOUT TO RECEIVE. WE THANK YOU
FOR THE FELLOWSHIP WE ENJOY IN PROBUS. HELP US TO REMEMBER THE
PLIGHT OF THE HUNGRY AND THOSE LESS FORTUNATE THAN OURSELVES. AMEN**

INCOME TAX AND THE PROBUS CLUB

As with all institutions or associations of persons that collect fees from members and operate a bank account it is necessary for every Probus Club to register with the Receiver of Revenue and to update the information sent to the Receiver every year after the Club Annual General Meeting.

The South African Revenue Service (SARS) has created a special unit to administer institutions like Probus and Rotary. The Tax Exemption Unit (TEU), situated in Hatfield Pretoria, provides a complete service from application to the submission of returns and assessments.

MODUS OPERANDI FOR OBTAINING TAX EXEMPTION

- Request an exemption form (EI 1) from the TEU at the follow address:
SARS Tax Exemption Unit
P.O.Box 11955,
Hatfield, 0028.
(mark the envelope "For attention Mrs E Van Zyl").
- It is no longer necessary to apply to your local Tax Office for registration. The Tax Exemption Unit will handle the process for you.
- Find copies of the Standard Club Constitution, your club's financial statement, By-laws and the latest Club Newsletter.
- Fill in the form following the format provided and make two copies of all documents. (*See next page*).
- Post the EI 1 form together with a copy of the Standard Constitution for Probus Clubs, a copy of a Club Newsletter, By-laws and your Club's latest Income and Expenditure Report and Balance Sheet to the TEU at the above address. (New clubs should wait until they have collected club membership fees, opened a bank account and obtained an opening statement from the bank, before making application. This will substitute for a financial statement).
- On receipt of your Certificate of Exemption make a few copies and preserve the original in a safe place.
- Any correspondence or Return of Income forms received from the local SARS Office should be returned, politely informing the sender of the club's Exempt Status and enclosing a copy of the Exemption Certificate.
- 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 once the club is registered with them.

Format for the completion of the Income Tax form for “Exempt Institutions” 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, and if asked by the PO clerk what Probus is, say its like a “Stokvel”).
- Section E The details of the Club President, Secretary and Treasurer are required. It is not necessary to fill in the tax numbers of individuals.
- 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.
- Section J not required.
- Section K not required.
- Section L The particulars of the person who has completed the form must be filled in.

NB. When doing the annual update only the first three pages, (sections A to E), of the "EI 1" need to be submitted if a copy of the Club's exemption is attached. If the "Letter of Exemption" can't be found the whole process will need to be followed again.

RULES OF DEBATE FOR FORMAL MEETINGS

(Most Probus meetings are conducted without strict adherence to the rules of formal debate. There may be some meetings however, such as an Annual General Meeting or perhaps a meeting where contentious matters are to be discussed, where the "tools of the trade" may come in handy).

MOTIONS

All motions, questions, statements and comments must be directed through the Chair. Motions must be **MOVED** and **SECONDED** before being debated. If it is not seconded, a motion lapses.

The **MOVER** of the motion may (and usually does) speak in support of the motion after it as been formally moved and seconded.

The **SECONDER**, after formally seconding a motion, may speak immediately after the mover or may reserve the right to speak later in the debate; however, the seconder forfeits this right if a vote is called for before she/he has had a chance to speak.

Each member may speak **ONCE ONLY** in favour of or against the motion, **WITHIN THE TIME** allowed.

At the conclusion of the debate and before the motion is put to the vote, the **MOVER** of the motion has the **RIGHT OF REPLY**. Neither the seconder of the motion nor the mover of an amendment - even when the amendment has been carried - has the right of reply.

AMENDMENTS

An **AMENDMENT** may be moved by a member who agrees with the motion in principle but wishes to suggest a change in detail. An amendment cannot be accepted if it negates the substance of the motion.

The Chairperson shall accept only **ONE** amendment to a motion for consideration at any one time.

The amendment must be disposed of before a further amendment can be considered.

An amendment must be **MOVED** and **SECONDED** and each member has the right to speak **ONCE** for or against the amendment, even if she/he has spoken previously on the motion.

A member who wishes to “amend an amendment” or suggest a more acceptable amendment may **FORESHADOW** a **FURTHER AMENDMENT**, to be moved **AFTER** the vote on the amendment under consideration. This is a useful device for advising members of another option.

When an amendment is carried, the **AMENDED** motion becomes the **MOTION**, subject to further amendment. If it is not amended further, the (amended) motion is put to the vote.

A RESOLUTION

When a motion is CARRIED it is recorded as a RESOLUTION of the meeting.

WITHDRAWING A MOTION

The mover of a motion, with the consent of his seconder, may seek permission to WITHDRAW THE MOTION. Permission to withdraw is granted by resolution of the meeting; however, a motion may NOT be withdrawn if an amendment has been moved and seconded, until the amendment has been debated and voted upon.

To save the time of the meeting a mover of a motion may, with the consent of the seconder, seek permission to WITHDRAW the motion IN FAVOUR OF THE AMENDMENT under consideration. (In this event, if permission is granted, the original motion is nullified and the mover of the amendment, which has become the motion, is the mover who has the right of reply).

TERMINATING THE DEBATE

After members have spoken for and against the motion, the Chairperson indicates his/her intention to put the motion. At this time, the mover may exercise or waive the right of reply. No further debate is allowed after the mover has replied.

Any member, at any time during the debate, may move THAT THE MOTION BE NOW PUT. This motion is NOT DEBATABLE and must be put immediately. If the motion “that the motion be now put” is carried, then the motion under discussion also must be put without further debate, provided that the mover may still exercise his right of reply.

POINTS OF ORDER

A POINT OF ORDER should be raised ONLY to direct the attention of the chairman to a procedural error, a departure from the rules or a motion or an amendment that, if carried, would be unconstitutional or unlawful.

When a member raises a point of order (by standing or raising a hand and saying: “Point of Order, Mr or Madam Chairperson!”) the Chairperson must halt proceedings and ask the member to state the point of order.

After the member has stated the reason or reasons for raising the point of order, the Chairperson gives a ruling, either upholding or disallowing the point of order. The debate then continues. A point of order must NOT be accepted if it is raised to refute a statement made in debate.

A point of order MAY be raised, for example, to remind the Chairperson that the person who is speaking has spoken earlier in the debate, or that a speaker’s time has expired, or that the material being introduced by the speaker is not relevant to the debate, or that the Chairperson has neglected to apply any rule of debate or procedure.

MOTION OF DISSENT

If a member disagrees with the ruling on a point of order, a MOTION OF DISSENT may be offered as follows: “With respect, I move dissent from the Chairperson’s ruling.” If the motion is seconded, the Chairperson vacates the Chair, which is then occupied by a Deputy or Vice Chairperson.

Addressing the Deputy, the Chairperson states the reasons for the ruling, quoting the relevant rules or constitutional provisions on which the ruling was based. The following motion is then put, WITHOUT DEBATE: “That the Chairperson’s ruling be upheld.”

After the vote, the Chairperson resumes the Chair and the debate resumes with any variation in procedure dictated by the decision of the meeting in the vote.

LEAVE TO MAKE A STATEMENT

A member who has spoken once in a debate may, under certain circumstances, be granted LEAVE TO MAKE A STATEMENT, to provide an explanation or clarify a misunderstood or misinterpreted point.

Leave to make a statement may be granted ONLY by resolution of the meeting. A motion that leave be granted, if seconded, is put WITHOUT DEBATE.

If leave is granted, the statement must be limited to the provision of factual information only. This device may NOT be used as an opportunity to introduce further argument.

RESCINDING A RESOLUTION

After the lapse of time specified in the constitution or rules, a MOTION TO RESCIND a resolution may be offered. If carried, such a motion nullifies the original resolution.

In most organisations a rescission motion is not accepted until after a certain time has elapsed or unless a notice of motion has been given in advance of the meeting.

SUSPENSION OF STANDING ORDERS

If it becomes necessary or desirable to depart temporarily from the prepared agenda to deal with an extraneous matter, STANDING ORDERS may be SUSPENDED by resolution.

Usually the Chairperson asks for a motion for the suspension of Standing Orders (stating the reason: eg. to welcome a new member; to introduce a distinguished guest; to deal with an emergency), which, if offered and seconded, is put without debate.

After the extraneous matter has been dealt with, the meeting, again by resolution, resumes Standing Orders.

CASTING VOTE

Depending upon the constitution or rules of the organisation, the Chairperson may have a deliberate as well as a casting vote.

When a casting vote is called for the Chairperson traditionally casts a vote so as to preserve the status quo IRRESPECTIVE of the nature of his deliberative vote (if any).

CONCLUSION

So there you have it. If your club is successfully providing a forum for fellowship and enjoyment for its members with a growing membership or waiting list, then it is probably following many of the guidelines presented above.

Although each Probus Club is independent of every other club and does with, and for, its members exactly what its Management Committee decides to do, it is important to remember that without growth, decay and demise are inevitable. Probus club membership is often restricted due to the size of the meeting venue or the membership number is capped due to a resolution by the club to limit the number of members to what they regard as a manageable number.

A frequently asked question is, "what is the ideal size for a successful Probus Club". In South Africa we have successful clubs ranging in size from 16 to 100 members. However true fellowship is our ideal and from observation it would seem that between 30 and 40 members provide the opportunity for all to get to know one another and for comradeship to develop.

Here are some suggestions for your consideration if a club is in need of new members::

- Introduce of a prospective member with an invitation to a lunch meeting or outing. (Don't forget to pay for the lunch).
- Have a "Bring a Friend" day (especially if you have an interesting speaker)
- Hold a "BINGO" evening, or arrange an inter-club quiz and invite a friend or two.
- Contact your sponsoring Rotary Club for names of prospective retirees.
- Seek the assistance of your sponsoring Rotary Club as to affective areas of recruitment, for example Rotarians' places of business.
- Provide your sponsoring Rotary Club newsletter editor with a copy of your Probus Club newsletter.
- Promotion of Probus at your local community hall, council, library or any public waiting rooms such as doctors and dentist surgery where Probus leaflets can be regularly left with a sticker indicating a name and contact number for any persons that may be interested.
- Establish and continue regular contact with surrounding Probus clubs. This may encourage joint club activities, membership recruitment opportunities and the sharing of information.
- Send an interesting article about the activities of your club to your local community newspaper.
- Keep contact with other clubs and use the opportunities for interaction that your Regional Association may present to gain new ideas to generate a spirit of excitement in your club.
- Where it is deemed to be necessary, help with the formation and accreditation of new clubs and maintain contact with Rotary.

By electing you onto the Management Committee the members of your club have handed you co-responsibility for ensuring that they continue to have fun and enjoy their membership of a truly member centered organization. Have fun and enjoy the honour and privileged.

“Wear your badge with pride”

My most sincere thanks go to Tony Donovan, Tish Foyle and Johann Mets for their most welcome and invaluable contribution to the compilation of this Manual.

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