



# PROBUS Club of Nanaimo North

## Policies and Procedures

### Management

- The Management Committee has the authority to establish, or dissolve, appointed club Chairs and Committees.
- At a Management Committee meeting, all attendees are entitled to one vote unless otherwise agreed, and the quorum shall be as outlined in Club Bylaws III, 4.
- All Management Committee members are required to familiarize themselves with the club Bylaws and the Policies and Procedures document.

### Spending Requests and Reimbursement

- Non-budgeted spending over \$75 must be submitted in writing to the Management Committee for approval before spending takes place.
- Once spending is approved you can request a PROBUS cheque for the specified amount or use your personal credit card.
- Reimbursement requests must be submitted to the Treasurer with proof of expenditure.

### Minutes

- In addition to recording the minutes of the Management Committee meetings, the Secretary shall report and record important information, decisions and results of voting at general membership meetings to be included in the Secretary's report at the following Management Committee meeting. If the Secretary is not present at the general meeting, a fellow Management Committee member will relay the information to the Secretary.
- The Registrar shall include the number of guests and number of member attendees from the previous general membership meeting in their monthly report at the following Management Committee meeting.

### Records Retention

- Financial records must be retained for a minimum of seven years. Digital copies should be retained indefinitely.
- Meeting minutes and membership records should be preserved indefinitely. Digital copies can take the place of written or printed records. A digital copy of newsletters should be retained indefinitely.
- Electronic records should be regularly backed up and stored securely.

### Name Tag Replacement Policy

- Members are provided with a name tag upon joining.
- Replacement name tags are available but are paid for by the member, at cost.
- Requests for replacement name tags should be directed to the Registrar.
- In the case of members returning after significant absences from the Club, the Registrar may provide a free name tag at their discretion.

### Remuneration for Speakers

- Non-member speakers receive a \$75 honorarium for their time and effort. The payee field is left blank to allow the speaker to direct payment to the recipient of their choice.
- Club members are not eligible for the honorarium.
- The amount may be increased in rare circumstances as decided by the Management Committee.

### Guest Attendance at Meetings

- Members are encouraged to invite guests to attend General Membership meetings.
- Guests are limited to attending two meetings per year without becoming a member.
- The host member is responsible for informing the Registrar of guest attendance.

## Guest Attendance at Activities

- Club activities and events are for club members. Guests are welcome, but their participation is limited to just one time.
- If guests or other PROBUS Club members wish to attend another activity or event after their first visit, they must become a Nanaimo North Club member.
- If you are an Activity or Event Coordinator/ Activity Host and require another person to have enough participants for an activity/event, the same 'one time only' requirement applies.
- Guests are required to sign a Guest Participation Waiver form available on our website which should be retained for record purposes. The record format is left to the discretion of the activity/event coordinator/activity host.

## Election Process

- All elected positions must be re-elected each year, with written notice of intent being provided to the Nominating Committee one week prior to the general meeting that occurs one month before the AGM.
- Where mentioned in the Bylaws V, 4(e), Others refers to the Registrar.
- When an election to the Management Committee by membership is required at an Annual General Meeting, if there is no opposing candidate for any Management Committee position, the membership may vote to acclaim all such candidates.
- Should a Management Committee position become vacant prior to the position's termination date, the Management Committee may appoint a Club member to serve the remainder of that term.

## Minimum Cash Reserves

- PROBUS Canada recommends to its clubs to keep financial reserves that would cover one year of operational expenses. This amount for us is based on a rolling three-year average.

Dated: March 27, 2025