

## **The Omagh Probus Club: Constitution**

### **1. Title**

The club shall be known as “Omagh Probus Club” herein referred to as “The Club”.

### **2. Address**

The official address of the club shall be that of the Current Honorary Secretary at any time.

### **3. Objectives**

The objectives of the club shall be to provide a regular meeting point for fully or partially retired professional or businessmen, who would appreciate and value social contact in their retirement, an opportunity for meeting others in similar circumstances and to associate or affiliate with similar bodies, as may be deemed desirable.

### **4. Membership**

4.1. Membership shall be comprised of general and honorary members and is open to all professional and businessmen aged sixty years and over, who have fully or partially retired from their normal business or profession and who reside within the Omagh District Council area of County Tyrone, Northern Ireland.

4.2 The restrictions regarding residence or age may be waived at the discretion of the committee.

4.3 Application for membership is accepted only on the proposal and seconding by a member of the club and confirmed by the General Committee; the prospective member having attended at least one meeting of the club as a guest.

4.4 A member, leaving the district, may retain his membership provided his annual subscription has been paid for the remainder of the current year.

4.5 The membership shall not exceed fifty in number at any one time, excluding honorary members.

4.6 General membership is established and continued on payment of the annual subscription, to be determined each year at the Annual General Meeting of the club.

4.7 A register of members shall be maintained and updated continuously.

### **5. Management**

5.1 The club shall be managed by a general committee, elected annually and responsible for policy, membership and finance.

5.2 The General Committee shall comprise the following office bearers, elected annually at the AGM.

- (a) The President
- (b) The Vice President
- (c) The Second Vice President
- (d) The Honorary Secretary
- (e) The Honorary Treasurer
- (f) The Welfare Officer
- (g) The Public Relations Officer

5.3 The offices of President, Vice President and Second Vice President are for a period of one year only. The President, on retirement, shall automatically become an ex-officio member of the committee for the following year.

5.4 Meetings of the general committee shall be chaired by the President or one delegated, the proceedings being recorded by the Honorary Secretary. Four members shall form a quorum.

5.5 The President, or one delegated, shall, when necessary, exercise a casting vote or defer any topic for further consideration.

5.6 The General Committee may, as required, appoint sub-committees or individual members to perform specific functions on behalf of the club. Such appointees shall be ex-officio and non-executive members of the club.

5.7 The general committee shall be indemnified against all risks, damage and expenses incurred by the club.

## **6. Finance**

6.1. The management of the club's finances shall be maintained to acceptable accountancy principles and all monies received on behalf of the club shall be lodged in a general account, established in the name of the club, in a bank nominated by the General Committee.

6.2 All accounts over the value of £30.00 shall be paid by cheque. All cheques issued in the name of the club shall bear the signatures of the Honorary Treasurer and countersigned by the Honorary Secretary.

6.3 All items of expenditure exceeding £30.00 in value shall have the full approval of the Club General Committee prior to the transaction of any such expenditure

6.4 The club's accounts shall be subject to annual audit by persons appointed for the purpose and a copy circulated to each member present at the AGM.

## **7. General Meetings**

7.1 The General Committee shall, annually, call at least one general meeting of the whole membership and any additional such meetings as considered necessary.

7.2 A general meeting of the club shall be called by the secretary on the written request of not less than fifteen members. 21 days notice of such a meeting shall be given.

7.3 The Annual General Meeting, chaired by the President or one designated shall take place as soon as possible after January 1<sup>st</sup> each year, at a time and place designated by the General Committee.

7.4 The business of the Annual General Meeting shall be the presentation of general and financial reports, the election of officers and auditors, the determination of

subscriptions for the ensuing year, the consideration of motions presented and any other business.

7.5 A statement, giving 14 days advance notice of the intention to convene the AGM, detailing the agenda and motions for discussions shall be presented to the membership.

7.6 Each member entitled to vote, may submit a motion for discussion at the AGM, provided that the motion is submitted in writing to the Honorary Secretary at least 16 days prior to the date of the AGM.

7.7 Only general members of the club shall be entitled to vote. Voting shall be by simple majority on a show of hands, except when a ballot is requested by the meeting, in advance of any discussion.

7.8 Ten members present shall form a quorum.

## **8. Properties**

The properties of the club shall be vested in the name of the club.

## **9. Guests**

Members may invite guests to club meetings; each guest being limited to three visits annually.

## **10. General**

The General Committee shall have the power to make such rules, not covered, considered necessary for the smooth running of the club.