**PROBUS CLUB OF OTTAWA – ALTA VISTA**
91 Pike Street, Ottawa ON K1T 3J6

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# BYLAWS

## Bylaw No. 1 - TERRITORY

Membership in this Club shall be primarily from the area of the former (pre-2001) City of Ottawa

## Bylaw No. 2 - MEMBERSHIP

1. The annual fee will be $30.00 per person effective for the 2026 membership year. For new members joining in October, November or December, the fee will cover the following year. For new members joining in July, August or September the fee will be half the annual fee for the current year.
Guests will be welcome to attend two events, after which they must take out a membership to continue.
Upon acceptance by the Club, a new member shall be given a copy of the Club's Constitution and Bylaws, and presented with a Certificate of Membership and a Probus lapel pin by the President.

**2.** Members must provide sufficient personal information to allow the Club to contact them. This information and any additional personal information collected is subject to bylaw 8.

**3.** Annual membership fees are due and payable on January 1st.

**4.** The Management Committee may terminate the membership of any member who fails to pay the annual membership fee by March 31 and shall terminate the membership as of June 30.

**5.** Honorary Membership may be conferred upon an individual who by virtue of their position in the community, outstanding accomplishment, or special service to the Club merits special recognition. (note 1.) This member shall not be required to pay the annual membership fee, and shall enjoy all privileges of membership except voting and election to office. Honorary Membership is limited to a ceiling of the greater of two percent of the

membership or five individuals at any given time. Any member of the Club may nominate an individual for Honorary Membership through reference to the Management Committee. Honorary Membership is approved by a majority of members voting at a general meeting. Honorary Membership does not expire; however the Management Committee may declare an Honorary Membership "inactive" and no longer count it towards the ceiling.

A subsidiary class of Honorary Membership exists to recognize individuals who have made a presentation to the Club. These persons receive "Honorary Membership" for a fixed one year period during which they are not be required to pay the annual membership fee, and shall enjoy all privileges of membership except voting and election to office. They do not count towards to Club's ceiling on Honorary Membership.

Notes to Honorary membership
Examples of a candidate for Honorary Membership would be:
- a Minister (or Secretary) of a church providing meeting space to the Club;
- a donor who provides goods or services on an ongoing basis;
- c. etc.

**6.** Emeritus Membership may be conferred upon a former regular member of the club for whom, by virtue age, health, mobility, or similar practical issues, is no longer feasible to participate as a regular member. Emeritus Members will be considered deserving for a combination of long standing membership in the club, extensive service on the Management Committee or other noteworthy accomplishment. Emeritus Members shall not be required to pay the annual membership fee, and shall enjoy all privileges of membership except voting and election to office. Nominations for Emeritus Membership are at the discretion of the Management Committee, but shall be ratified annually by majority vote of the full Membership.

Notes to Emeritus Membership
"long standing" is intended as 15 + years
"extensive service on the Management Committee" is intended as 2 or more terms
"other noteworthy accomplishment" may be service tom the club outside the Management Committee

**Bylaw No. 3 - MANAGEMENT**

**1.** Normally the President shall preside at all meetings of the Management Committee and the Club. In the absence of the President the Vice President shall preside. If both are absent a member of the Management Committee may be nominated to Preside.

**2.** The Secretary shall be responsible for all minutes of the Club and the Club's archival material.

**3.** The Membership Chairperson shall be responsible for the membership roll, which shall include members' contact information and such other information as the club may collect. The membership roll shall be safeguarded in accordance with bylaw 7.

**Bylaw No. 4 - ELECTION OF OFFICERS AND MANAGEMENT COMMITTEE MEMBERS**

**1.** A nominating committee consisting of the President, Vice President and one other Club member, preferably a Past President, shall present to the annual general meeting a slate of candidates for election to office and to the Management Committee.

**By-law No. 5 - TERMS OF OFFICE**

The term of office for the President shall be two years except that the President shall continue to hold office until a successor is elected or the position is filled by resolution of the Management Committee under Article III.6 of the constitution. Such resolution must be made within 6 months. The President may not be elected for a third successive year.

Terms of office for other members of the Management Committee shall be one year. These members may stand for re-election.

**Bylaw No. 6 - MEETINGS**

**1.** Club meetings shall be held on the fourth Wednesday of each month at 10 o'clock in the forenoon at Gloucester Presbyterian Church, 91 Pike Street, Ottawa. Notice of an exception shall be given in the second month before the exception. No business shall be transacted at Club meetings

**2.** An annual general meeting shall be held on the Club meeting day in November. At this meeting, officers and other members of the Management Committee shall be elected, and an auditor or auditors shall be appointed.

**3.** A special general meeting may be called by the Secretary on instructions from the President or the Management Committee. Such special meeting shall be held immediately before a Club meeting. Notice of the meeting and any motion to be presented at the meeting shall be presented at the Club meeting in the month prior.

**4.** The quorum at all general meetings shall be twenty percent of the membership.

**5.** General meetings and Management Committee meetings shall be conducted in accordance with Robert's Rules of Order.

**Bylaw No. 7 - FINANCIAL**

**1.** The Treasurer shall deposit all funds of the Club in a financial institution approved by the Management Committee.

**2.** The signing officers shall be any two of:
Treasurer, President, Vice-President, Secretary.

**3.** The financial year shall coincide with the calendar year.

Bylaw No. **8 - PRIVACY POLICY**

**1.** The Club shall not release members' personal information to any third party.

**2.** Dissemination of members' personal information within the Club shall occur only when necessary for the operation of the Club.

**3.** Persons privy to members' personal information shall undertake not to disseminate it further.

Bylaw No. **9 - NEW PROBUS CLUBS**

**1.** The Club shall actively co-operate with Rotary and other Probus Clubs in the formation of new Probus Clubs.

Bylaw No. **10 - AMENDMENT**

**1.** Any bylaw may be amended by a two-thirds majority of the members present and voting at a general meeting, provided that notice of motion has been given as required by Bylaw No. 5, paragraph 3.

**2.** Any such amendment must be consistent with the Club's Constitution.

Signed on behalf of the Probus Club of Ottawa - Alta Vista:

_____ 26 November 2025
Ann Ketcheson Date
President

Witnessed by

_____ 26 November 2025
Margot Montgomery Date
Secretary

## Amendment History

**AMENDMENT #1 – November 2017**
Bylaw No. 5, Terms of Office was amended by removing the last sentence of paragraph 1, which restricted the President to one term, and adding, "Members may stand for re-election, except that the President may not be re-elected for more than two successive terms." to paragraph 2.

**AMENDMENT #2 – November 2018**
The first sentence of Bylaw No. 2 was amended from "An application for membership shall be accompanied by an annual membership fee of $20.00 for an individual or $30.00 for a couple." To the current fee schedule of $25 and $40 respectively.

**AMENDMENT #3 – November 2019**
The fee schedule was updated to $30 and $50 respectively.

**AMENDMENT #4 – November 2022**
The fee for new members was clarified.

**AMENDMENT #5 – November 2023**
By-law 2, Section 5 (Honorary Membership) was replaced by new text.
By-law 2, Section 6 (Life Membership) was replaced by a new section (Emeritus Membership) with appropriate wording.

**AMENDMENT #6 – November 2024**
By-law 2, Section 1. Paragraph 1 (Fee structure) was replaced.

**AMENDMENT #7 – November 2025**
By-law 2, Section1, Paragraph 1 (Fee structure) Annual fee changed to $30 per person and the fee for new members joining in July, August or September will be half the annual fee.
By-law. 5 – Section 1, Paragraph 1 (President). The President's term is extended to 2 years, re-election restriction on the President and procedure if no President is elected.