

# **BEAVER VALLEY PROBUS CLUB OPERATING POLICIES**

These operating policies have evolved within the Management Team meetings since the founding of the Beaver Valley Club in 2001. Any member with questions or wishing to attend a Management Team meeting is invited to contact the President.

## **1. LIMITED MEMBERSHIP**

Beaver Valley Probus membership is limited. The maximum is reviewed annually. New members are taken in once a year, based on an estimate of how many members will not renew. We have a restriction on the total number of members because of -

- . the logistics of running a large group
  - ie. fee collection, membership tags and lists, activity groups, newsletter production, website maintenance, insurance premium payment (based on numbers). Changing numbers once a year makes these jobs done by volunteers manageable.
- . fire regulations at BVCC, the only place big enough to hold us all
- . need for space to socialize comfortably in the BVCC
- . not enough room for all at events like the Christmas Party and Annual Picnic

## **2. RESTRICTIONS ON NON-MEMBERS AT BEAVER VALLEY FUNCTIONS**

Non-members, including those on the waiting list, may occasionally attend functions – as invited guests, unless the event is specifically restricted to members.

Our Club was formed and is operated for the benefit of its members. They finance its operation and do the work of running activity groups and events. Their interests are not being served by activities that are crowded or limited because of non-members.

Any non-member taking advantage of our meetings, or our activity groups on a regular basis should be politely discouraged from attending and encouraged to join the club.

Beaver Valley Probus does not support activities which are significantly non-member through its website, newsletter, membership lists, Liability Insurance or free use of the BVCC.

### **Monthly Meetings**

Guests of our members are welcome on an occasional basis and should be introduced as guests. Name tags for guests are available at the door.

### **Activity Groups**

Guest of members are welcome on an *occasional* basis. Ex-members are guests.

### **Events (Car Tour, Picnic, Theatre Trips, Dinner Out etc.)**

These are arranged by our members, for our members, who have first right of refusal. If there is room left and the event will benefit, guests may be included at the discretion of the organizer. Non-members must be invited by a member and registered as guests. Sign up sheets should indicate members first - and have a waiting list for guests.

### **3. SANCTIONED ACTIVITIES**

The key consideration for activities is whether or not they contravene the constitution of the Club. Our club is one of hundreds of Probus Clubs in Canada. The constitution under which all these clubs were formed states that we are a social club - non political, non sectarian, non commercial and non fund-raising.

Our non commercial status means that no member may use club events or facilities (newsletter, website, meetings) to solicit business unless requested by the club. If the activity contravenes our constitution, Beaver Valley Probus cannot support it through its meetings, website or newsletter. Probus Liability Insurance will not cover activities unless they are organized and operated with full knowledge and approval of the Management Team.

### **4. COMMUNITY ANNOUNCEMENTS, TICKET SALES**

Because of the number of community and commercial organizations asking to market to our membership, announcements at meetings are made only through the Vice-President who should be contacted by the Sunday before the monthly meeting. A table is provided at those meetings for brochures, ads etc. Ticket sales for non-Probus events are not welcomed.

### **5. FINANCING OF ACTIVITIES**

For whole Club events, expenses are budgeted and participants charged accordingly. If the Event is subsidized by the club and guests are permitted, guests will be charged extra. Payment should be made through cheques made out to Beaver Valley Probus Club, NOT CASH. The treasurer provides banking services for cheques received, and payment from those funds for invoices approved by the event co-ordinator.

Activity group finances are separate from Club finances and every group is expected to finance its own activities.

Any two of the President, Vice-President, Secretary or Treasurer are authorized to sign contracts which are binding on Beaver Valley Probus when sanctioned by Management. If necessary, it is possible for the Management Committee to delegate that authority to an individual.

### **6. REFUNDS**

Members often pay in advance for activity group events or whole club events like the Picnic, Christmas Party, Car Rally, theatre trips etc. If they later find they cannot attend, a refund may or may not be possible.

Club policy is that if the organizer of the event has already made a financial commitment on the member's behalf, no refund or a partial refund may be given. It is up to the member to approach people on a waiting list (if one exists), or to privately sell their ticket to another member.

### **7. USE OF ASSETS**

Probus is a non-profit organization and as such cannot build considerable assets.

Membership fees cover a Probus Canada Liability Policy, badges and local operating costs. Any excess is to be used for items (i.e. the projector and laptop computer), or activities and events (i.e. Entertainment Too), from which the entire membership may benefit if they so choose.

## **8. COMMUNICATION WITHIN THE CLUB**

**Membership list** – This information is confidential, for use in connection with the activities of the club and is not to be disclosed to any other person or organization or used for any commercial, charitable or other purpose. Members may request that their addresses and phone numbers not be published in the list.

**Monthly meetings** - Members may make Activity announcements at the monthly meeting. A table and bulletin board are provided for those wishing to set out information on club and community activities. Notices should not be posted on the walls of the BVCC.

**Newsletter** - Every club member receives the monthly newsletter via their choice of mail or email. Members submit items to the newsletter editor who may edit them to fit the space available.

**Website** -The website contains our bylaws, a list of the management, a club calendar and details of club Activities. Activity co-ordinators are expected to keep the information up to date by sending it to the newsletter editor well in advance.

**Email** – Approximately 80% of our members are on email. Privacy laws have led us to have a Club policy that we blind carbon (Bcc) the recipients when sending email to a group.

## **9. CLUB PROJECTOR and LAPTOP COMPUTER**

The Club's projector and replacement bulbs are expensive. Trained operators may borrow the projector for use with activity groups but pay a small hourly charge that goes toward bulb replacements. **In general, these assets are to be used for Probus activities ONLY. Provision has been made to allow other local organizations to have access to our assets for an EMERGENCY only, but not on the day of our monthly meeting or at a time that the assets are being used by our activity groups.**

## **10. ALCOHOL**

Probus Centre Canada recommends that clubs do not provide alcohol. At Club events like the Christmas Dinner, alcohol may be purchased from a licensed vendor. Probus does not sell or supply alcohol.