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	BASTION CITY NANAIMO PROBUS CLUB	Policy No. 2019-006 Schedule C APPROVED:

TITLE: **Operations and Management Policy – Schedule C**

Schedule C – Activities

1. What is an Activity?

1.1 Activities have been encouraged within the Bastion City Nanaimo Probus Club. They allow groups of Members to pursue particular interest together, outside the regular monthly meetings, Club-organized events, trips, and outings, and Club social events. Examples include the Photography Club, Book Club, Garden Club, etc. Activities remain fundamentally part of the Bastion City Nanaimo Probus Club.

2. Leadership

2.1 Each Activity group has an Activity Lead recognized by the Management Committee, responsible for coordinating and leading group activities and for reporting on those activities. These reports are normally given:

a. At the monthly General Meetings of the Bastion City Nanaimo Probus Club.
b. At the Annual General Meetings of the Bastion City Nanaimo Probus Club, which summarizes the year's activities.
c. To the Communications (Newsletter) Chair with a brief, current report of upcoming or recent activities.

3. Membership

3.1 Membership of Probus Activities is normally restricted to members of the Bastion City Nanaimo Probus Club.

4. Accountability

4.1 Activities must conform with the Club's By-Laws and Policy Statements. When an Activity, as part of the Bastion City Nanaimo Probus Club plans to contract in the name of Club with any outside agency (e.g., for commercial transport) then prior notification must be given to the Management Committee for its approval. The Activity Chair is the designated contact with the Management Committee for all Activities and should be kept informed of any significant plans or concerns.