



PROBUS CLUB OF KNIGHTSBRIDGE-GLENHAVEN STANDING RESOLUTIONS

BACKGROUND

A Probud Club is governed by a constitution which includes the Articles of Accreditation (Articles) which are consistent across all Probud Clubs. The Articles are adopted by each Club on formation.

In addition to a constitution, Clubs are required to adopt Standing Resolutions which regulate their internal affairs in accordance with the wishes of their membership. Standing Resolutions are designed to complement the Club's constitution and should not be inconsistent with a Club's constitution. A Club's constitution will prevail in the event of any such inconsistency.

PSPL require the adoption of Standing Resolutions.

STANDING RESOLUTIONS

1. The Club will be managed by a Management Committee ("Committee") comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and eight other members of the Committee in such roles as may be decided from time to time. (Constitution clause 7.(a)).
2. Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club. (Constitution clause 8.(b))
3. The maximum number of consecutive terms for which a Committee Member may serve in the same role is: President 1 term, Committee member 5 terms. (Constitution clause 8.(l)).
4. The Club will meet monthly at 10:30am on the 4th Tuesday of each month at the Castle Hill Bowling Club or other venue as the Committee decides. (Constitution clause 12.(a))
5. In relation to Committee meetings, at least fourteen days' notice must be given to Committee members. (Constitution clause 7.(j)(l))
6. The annual subscription will be set at the February General Meeting and is payable by members by 30 April each year. The joining fee payable by new members will be set at the February General Meeting. (Constitution clause 14.(a))
7. The maximum number of Ordinary Members of the Club will be determined at the Annual General Meeting each year. (Constitution clause 5.(f))
8. There will be no more than two Honorary Members at any one time. (Constitution clause 5.(f)).
9. There will be no more than two Life Members at any one time. (Constitution clause 5.(f)).
10. The Treasurer will submit financial reports to general meetings on a monthly basis. (Constitution clause 10.(b)).

11. The Public Officer will be appointed by the Management Committee. (Constitution clause 11).
12. Provided 21 days' written notice has been given, these Standing Resolutions may be amended at any general meeting of the Club, a quorum being present, by a simple majority vote of those members present and voting. (Constitution clause 25.(a))
13. The Immediate Past President is an ex officio member of the Committee by virtue of his or her past service as President without voting rights.
14. The Committee is authorised to appoint assistants to any of the positions on the Committee. Assistants are not sitting members of the Committee and are not entitled to vote. However, if an assistant is acting for a member of the Committee in his or her absence, then the assistant will have one vote.
15. The President, Vice President, Treasurer and Secretary are the authorised signatories on the Club's bank account(s), including Electronic Funds Transfers, provided always that any two of these signatories authorise such transactions.
16. The Committee will ensure that the Club's annual financial statements will be certified, reviewed or audited if there is a legislative requirement to do so.
17. Visitors may attend a maximum of 3 meetings and/or activities of the Club in any year unless they have completed the move to join the Club. Any person attending Club activities will be required to complete the sign-in sheet.
18. Members are expected to attend 50% of the Club's monthly meetings in any calendar year, subject to any leave of absence being granted by the Committee.
19. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
20. The Club will maintain a waiting list protocol as follows:
 - (a) an expression of interest to join the Club will be recorded on the waiting list by date.
 - (b) a membership application form will only be offered to a person on the waiting list when a vacancy becomes available.
 - (c) monies will only be received or accepted from a person on the waiting list when an application for membership has been approved by the Committee.
 - (d) persons on the waiting list may attend Club meetings and/or activities in accordance with the Club's protocol for visitors.
21. The Club's Privacy Policy outlines that it will collect, hold, use and disclose members' personal information in accordance with the Privacy Act 1988: Member contact information is not to be shared or disclosed to others without the member's consent. Email addresses and information supplied to the Club by members is to be used only for Club business and only by Activity Leaders or by members of the current Management Committee.

22. The Club's Refund and Payment Policy: Membership fees are not refundable or transferrable. Event/function fees will only be refundable if payment to the event provider can be refunded to the Club. Policy guidelines are available in the Club Administration Section of the PSPL website.
23. Risk Management Policy: The Club encourages fun, fellowship and friendship. However, in doing so, the risks associated in meeting that objective need to be considered. The Club takes all reasonable steps to protect the health and welfare of our members at any Probus organised managed or sponsored activity. These activities include any event organised such as meetings, outings, tours, trips and activities. Policy guidelines are available in the Club Administration Section of the PSPL website.
24. The Committee must notify PSPL of changes to the Club's membership as they occur. In the case of new members, any pro rata capitation fees will be paid to PSPL at the earliest opportunity.
25. Advertising or commercial promotion of products or services at meetings, whether by members or visitors, is not permitted. Exceptions to this principle are the (related) display of material, sale of products or requests for donations arising from Speaker presentations, or fund-raising activities of a not-for-profit organisation, as approved by the Management Committee.


AMENDING STANDING RESOLUTIONS

- a. To amend or replace a Standing Resolution, the members in general meeting must pass either an amendment to an existing Resolution or a new Resolution.
- b. A Standing Resolution may be moved at a general meeting from the floor with or without due notice depending on the nature of the motion. If the matter is contentious or is related to an existing Standing Resolution, 21 days' written notice should be given to all members. Once the motion is moved, the motion must be seconded and then, following discussion, a vote taken.
- c. Changes to Standing Resolutions will require a simple majority vote of those members present and voting.
- d. A Standing Resolution remains on the books until such time as the Resolution no longer applies, is amended, rescinded or a new Resolution overrides the previous Resolution.

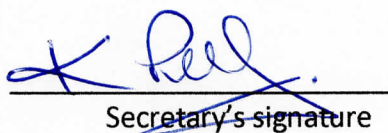
CERTIFICATION

We hereby certify that, a quorum being present, these Standing Resolutions were adopted by a decision of not less than half of the members present and voting at a general meeting of the Club held on

22.07.2025 [insert date]



President's signature



Secretary's signature