

PROBUS CLUB OF MIDDLE HARBOUR INC.

STANDING RESOLUTIONS

1. The Club will be managed by a Management Committee comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and several other members of the Committee in such roles as may be decided from time to time.
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 indeterminate. (Constitution clause 8.(1))
4. The Club will meet monthly at 10 a.m. on the 4th Thursday of the month, except for extended holiday times, at Middle Harbour Yacht Club. (Constitution clause 12. (a))
5. In relation to Committee meetings, at least 5 days' notice must be given to Committee members. (Constitution clause 7. (j))
6. The annual subscription will be recommended by the committee and after approval by the members at the AGM, and is payable by members by 31 March each year. The joining fee payable by new members will be recommended by the committee. (Constitution clause 14. (a))
7. The maximum number of Ordinary Members of the Club will be 120. (Constitution clause 5 (f))
8. There will be no Honorary Members at any time.
9. There will be no more than 3 Life Members at any one time. (Constitution clause 5. (f))
10. At the discretion of the committee, Members may be granted Non-active status. Such members should anticipate they will be unlikely to attend meetings due to long term illness. Non-active membership fees are adjusted to 50% of the Ordinary Member rate but Non-active members will not be included in the club's numbers, and will not have voting powers.
When granting Non-active membership to a person, the club secretary will be required to advise the person in writing that Non-active membership is not covered by the PSPL insurance and that the Non-active member be asked to sign that they have received such notice and to return this to the secretary.
Non-active members will continue to receive the Harbourside newsletter and all other communications sent to Ordinary-Members.

11. The Treasurer will submit financial reports to general meetings on a monthly basis to the end of the previous month. (Constitution clause 10. (b))
12. The Secretary will act as the Public Officer (Constitution clause 11).
13. Provided 14 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))

A. ADDITIONAL STANDING RESOLUTIONS

14. The Immediate Past President is an ex officio member of the Committee by virtue of his or her past service as President with voting rights.
15. 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.
16. 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.
17. 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.
- ~~18.~~ Visitors may attend a maximum of 3 meetings. If a person continues to attend meetings that person will be asked to either join the club or to leave.
19. The Club will maintain a waiting list protocol as follows:
 - (a) The maximum number of persons on the waiting list will be 50.
 - (b) An expression of interest to join the Club will be recorded on the waiting list by date.
 - (c) A membership application form will only be offered to a person on the waiting list when a vacancy becomes available.
 - (d) 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.
 - (e) Persons on the waiting list may attend Club meetings and/or activities in accordance with the Club's protocol for visitors.
20. The Club will adopt a Privacy Policy that outlines how it will collect, hold, use and disclose members' personal information.
21. The Club will adopt a Refund and Payment Policy
22. The Club will adopt a Risk Management Policy
23. 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 fee will be paid to PSPL at the earliest opportunity.

Members resolved to formally adopt the above Standing Resolutions numbered 1-23 by Special Resolution at a General Meeting held on _____

Signed _____

President

Suzanne Shaw

Secretary

Walter Giles

Middle Harbour Probus Club Inc.

Date _____

Dear Member,

We are pleased to offer you Non-active membership of our club, replacing the Ordinary membership that you have enjoyed. Non-active membership comes with the following benefits and requirements:

1. The annual subscription is 50 % of the subscription paid by Ordinary members.
2. You will not be counted in the numbers of our club's members and which we provide to PSPL.
3. You will continue to receive the club's newsletter, Harbourside, on a monthly basis.
4. You are welcome to attend any of our events, but you will not be covered by the PSPL insurance by doing so. As a consequence, you are required to sign this letter stating that you have read and agreed to these requirements.
- 5.