

# **Waurn Ponds Deakin Combined Probus Club Inc.**



**P.O. Box 6129 Highton Victoria 3216**

## **CURRENT STANDING RESOLUTIONS**

- 1) The Club shall also be Managed by a set of Standing Resolutions approved and adopted by members.
- 2) The Club shall be managed by a Management Committee (herein called 'The Committee') comprising of a President, one or two Vice Presidents, the Senior Vice President being the President Elect, a Secretary, a Treasurer, and Committee Members to be responsible for the activities of the Club. The immediate Past President shall be a member, ex officio, of the Committee and is entitled to vote if present at the Committee Meeting.
- 3) The Management Committee is authorized to appoint an Assistant Secretary and an Assistant Treasurer. Such assistant/s to the elected officer do not have voting rights. However, if the assistant is acting for the officer in his/her absence then the assistant/s would have one (1) vote representing the officer.
- 4) The financial year of this club shall begin on 1st January and end on 31<sup>st</sup> December.
- 5) The President, Secretary, Vice President and Treasurer shall be authorised to sign cheques or conduct banking transactions on behalf of the Waurn Ponds Deakin Combined Probus Club Inc. with any two (2) to sign co-jointly.
- 6) The Club shall meet monthly at 10.30 a.m. on the first Monday of each month at the designated Meeting Venue with the exception of January every year.
- 7) The Club may meet at another time, on another day, or at another venue by decision of the members.
- 8) The Annual General Meeting shall be held in the month of March each year.

- 9) The maximum membership of the club shall be 120 which will be reviewed at the Annual General Meeting. (AGM)
- 10) The club shall adopt the following protocol to manage and maintain a waiting list: (Nov 2014)
  - a) An expression of interest to join the club will be recorded when the visitor has attended the required three (3) meetings.
  - b) No membership application form will be offered to a person on the waiting list until such time as there is a vacancy for membership, and
  - c) When appropriate a membership application form will be offered to a person on the waiting list, such application must be sponsored by two (2) current members of the club and approval for membership given by a majority of the Management Committee, and,
  - d) Membership monies must be received from the person on the waiting list before the application for membership has been considered or approved by the Management Committee, and
  - e) Those persons included on the waiting list must meet the requirements of attendance under the protocol set for visitors.
- 11) An electronic copy of the club's membership records shall be retained by both the Secretary and the Membership Officer. The lists shall be regularly synchronized for security of record purposes.
- 12) The subscription payable by members, currently \$40 shall be reviewed at the General Meeting before the end of February each year. New members will be charged a Pro Rata Fee depending on the time of year they are inducted. (Oct 2025)
- 13) The Nomination or Joining Fee for all new Members is currently \$20, which shall be reviewed at the General Meeting before the end of February each year. (Oct 2025)
- 14) Non-active members are not required to pay subscriptions. A record of non-active members should be appended to the membership list.
- 15) The club shall operate under a Risk Management Policy.
- 16) The club shall operate under a Privacy Policy in accordance with the Privacy Act. The Privacy Clause is to be read and signed by each member.
- 17) Club Activities, Trips, Tours & Events.
  - a) All proposed Club Activities must be brought before a Committee Meeting before any bookings take place. Preferably this would be at least two (2) months in advance. (Nov 2014)

- b) The organiser of Trips & Tours is not to have a free trip. The dollar amount would be divided up between all travellers.
- c) Refunds – Cancellation refund to be made on a Pro Rata basis.
- d) People in wheel chairs need their own carer on any outings or tours.
- e) An Accident Report form is to be contained in each activity folder, and a First Aid Kit is also to be taken to each activity. (Oct 2014)
- f) The Cut-off Notification Time for Activity Cancellations with full refunds to Club Members will be set at 7 days prior, unless a Replacement Person can be found for the Activity. (June 2023)

18) Accidents.

- a) An Incident, Injury and Accident Report must be completed if any such event occurs at a Club Event.

19) Guest Speakers.

- a) All speakers must be asked permission to use their name and photo in our Bulletin. (Sep 2014)

20) Stamped Self Addressed Envelopes.

- a) Stamped self-addressed envelopes are to be provided by members who do not have an email address in order for the Monthly Bulletin and General Meeting Minutes to be posted to them. (Oct 2014)

21) PSPL Model Victorian Incorporated Constitution.

- a) The Club will formally adopt as Club Policy the PSPL Model Constitution dated 2025. (Oct 2025)

22) The Management Committee shall provide Probus South Pacific Ltd. annually with the names of the Club's membership in accordance with accreditation requirements set by Probus Inc.

23) Distribution of Member Details.

- a) Any distribution of Member's Details should be limited to their Name, Address, Email Address and Phone Number. Any member can opt out of having any of their details included (except Name) by advising the Secretary. (Dec 2016)

24) The Management Committee is authorized to increase the membership by one (1) to enable, where necessary, the admittance of a couple or partners when:

- a) One (1) vacancy only becomes available.
- b) The increase can only be utilized by the Committee when:
  - i. The membership numbers are reduced to one (1) below the maximum membership and, the couple or partners are next on the waiting list for membership. (Dec 2016)

- 25) Visitors may attend a maximum of 6 meetings/activities of the Club. If a person continues to attend meetings and/or activities beyond this protocol, that person will be classified as a non-member and the Club will be required to pay the non-member capitation fee to PSPL. (Oct 2025).
- 26) The Waiting List is to be capped at five (5). (Sept 2014)
- 27) The Management Committee shall annually account for the number of non-members attending club meetings and/or activities. (Dec 2016)
- 28) The Club shall establish a protocol for receiving and recording apologies. Such apologies must be received by the Secretary or the Membership Officer prior to the commencement of the Committee, General or Annual General Meeting. Apologies for Trips, Outings or other Activities need to be advised to the Activity Leaders on a timely basis. Members leaving Meetings, Club Trips or Outings early must advise the appropriate Club Member of their impending early departure. (Dec 2016)
- 29) That any authorised member of our Club including the Executive, the Committee and all Activity Leaders have the authority to conduct any Club Business including travel, on behalf of the Club, that is relative to the position they hold in the Club's Management structure. (Sep 2017)
- 30) These Standing Resolutions excluding those articles related to the Annual General Meeting may be amended at any General Meeting of this club, a quorum being present, by the affirmative vote of a majority of the members present and voting, and, that Notice of such proposed amendment/s having been published to all members at least 14 days before such meeting. (Oct 2025)
- 31) The Management Committee have identified the need for our Club to establish a standard approach in to how it officially responds to the loss of a Club Member. The following procedures formulate our Club's Official Bereavement Policy on such a sad occasion.
- a) The Club recognise the passing of Past Presidents and Foundation Members by Media with no Probus Logo included, a Card to Family and an announcement to Club Members, upon permission from the Family.
  - b) The Club recognise the passing of all other Members by announcement to Club Members and a Card to Family. (June 2019)

### 32) Guidelines for Group/Activity Leaders.

#### a) Calendar

The calendar is finalised and presented for approval at the Committee Meeting two (2) months in advance. ALL activities and events MUST be on the calendar to be approved as an official Probus activity and therefore covered by insurance.

Changes can only be made in exceptional circumstances – a venue closing down, etc. - after checking dates with the Calendar Coordinator.

#### b) Group/Activity Leader's Responsibilities

- i. Check dates with Calendar Coordinator if changing regular day/date. Information is required by the Calendar Coordinator by the Friday prior to the Committee meeting for approval at that meeting.
- ii. Book venues and for coffee that might follow after activities.
- iii. Email activity details to Calendar Coordinator, Bulletin Officer and Membership Officer (to do sign-on sheets) 2 months in advance.
- iv. Put sign-on sheets out prior to General Meeting – collect from Membership Officer on arrival at General Meeting.
- v. Contact venue a day or so prior to activity to confirm numbers with them.
- vi. Mark off all attendees, apologies, non-attendees.
- vii. Hand completed sign-on sheets to Membership Officer.
- viii. Collect monies, write receipts when appropriate – liaise with Treasurer. Is a cheque required prior to the event?
- ix. Ensure that a copy of the Injury/Accident/Incident Report form is in the back of the Activity folder (along with the current Emergency Contact List provided by the Membership Officer).
- x. First Aid Kit (provided by the Club) is required for Walking Group, Getaway and Out and About activities.

Although you may not intend continuing your role the following year, you are required to plan for the April activity for the new leader.

Not all of the above will apply to all Groups/Activities. If you have any concerns or questions, please feel free to speak to the Calendar Coordinator. (Nov 2019)

33) Certificate of Appreciation Awards to Club Members.

- a) The Minimum Criterion to be eligible to receive a Certificate of Appreciation Award is as follows:
  - i. Club Members who complete Five (5) years of active service whether continuous or not, in a Management Committee or other Club Designated Role shall be eligible to receive a Certificate of Appreciation Award.
- b) These Awards shall be presented at each Annual General Meeting to those Club Members who have qualified in the previous membership year by meeting the Minimum Criterion for the Award. (Jan 2025)

34) Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club. (Constitution clause 8.(b)). (Oct 2025)

35) The Club has not set a maximum number of consecutive terms for which a Committee member may serve in the same role. (Constitution clause 8.(l)). (Oct 2025)

36) In relation to Committee meetings, at least seven days' notice must be given to Committee members. (Constitution clause 7.(j)). (Oct 2025)

37) There will be no more than Zero Honorary Members at any one time. (Constitution clause 5.(f)). (Oct 2025)

38) There will be no more than Zero Life Members at any one time. (Constitution clause 5.(f)). (Oct 2025)

39) The Treasurer will submit financial reports to general meetings on a monthly basis. (Constitution clause 10.(b)). (Oct 2025)

40) If the Club is incorporated, the Secretary will act as the Public Officer if one is required. (Constitution clause 11). (Oct 2025)

41) 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. (Oct 2025)

42) 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. (Oct 2025)

43) 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. (Oct 2025)

44) The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate. (Oct 2025)

45) 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. (Oct 2025)

Members resolved to formally adopt the above Standing Resolutions numbered 34 - 45 by Special Resolution at a General Meeting held 6<sup>th</sup> October 2025 (Day and date)

46) The Non-Active List is to be capped at five (5)

47) Non-Active Members are only permitted to attend a maximum of 3 meetings per year of the Club, or others by special Invitation only

Members resolved to formally adopt the above Standing Resolutions numbered 46 - 47 by Special Resolution at a General Meeting held 1<sup>st</sup> December 2025 (Day and date)

Date: 1 December 2025\_\_\_\_

Signed: Kevin Taylor\_\_\_\_  
(President)

Signed Lloyd Collyer\_\_\_\_  
(Secretary)