



PROBUS CLUB OF HOLLAND PARK INC 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. Clubs that become incorporated on or after formation must include the Articles, which are shown in ***bold and italic*** typeface, in their Club's 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 has produced these Recommended Standing Resolutions to assist Clubs manage their internal affairs. Clubs are free to make any changes or variations to these Recommended Standing Resolutions without approval from PSPL. However, the Standing Resolutions set out in this document must be adopted for compliance with the Club's constitution.

STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION

Part A

1. The Club will be managed by a Management Committee ("Committee") comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and **10** 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 the Committee member may serve in the same role **is 3 terms**. (Constitution clause 8(l)).
4. The Club will meet monthly at **09.30am on the 2nd Tuesday of each month except in December at the Mt Gravatt Showgrounds**. (Constitution clause 12(a))
5. In relation to Committee meetings, at least **1 week** notice must be given to Committee members. (Constitution clause 7(j))
6. The annual subscription will be **\$50.00** and is payable by members by 31 March each year. The joining fee payable by new members will be **\$20.00** (Constitution clause 14(a))
7. The maximum number of Ordinary Members of the Club will be **75**. (Constitution clause 5(f))

8. There will be no more than **2** Honorary Members at any one time. (Constitution clause 5(f)).
9. There will be no more than **4** 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. If the Club is incorporated, the Secretary will act as the Public Officer if one is required. (Constitution clause 11).
12. 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))

Part. B. ADDITIONAL STANDING RESOLUTIONS

A vacancy on the Committee may be filled in accordance with the Standing Resolutions. The position when filled is an appointed position, not an elected position. Elections may only be held following due process at the Annual General Meeting.

13. 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.
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. **Approval can be provided verbally.**
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. 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 **at the discretion of the Committee.**
18. Members are expected to attend **6 meetings (60%)** 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) the maximum number of persons on the waiting list will be **5- 10**.
 - (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.
21. The Club will adopt a Privacy Policy that outlines how it will collect, hold, use and disclose members' personal information. (Refer to the Probus Club Handbook for further information).
22. Refund and Payment Policy.
- REIMBURSEMENT OF EXPENSES – Any member of the Club may receive reimbursement of the costs in connection with their club duties after receiving prior approval from an officer of the Club and approved by the management committee for such an expenditure. They should present to the Treasurer their own invoice or receipt of the expense incurred. Reimbursements shall be made after approval.*
23. The Club will adopt a Risk Management Policy.
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.

J. R. Hydon
President

7/8/2025

Maria J. L. van Eps
(Secretary)
7/8/2025