



PROBUS CLUB OF WINDSOR Inc.

STANDING RESOLUTIONS

A. STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION

The constitution of a Probus Club requires additional information to be provided for in its Standing Resolutions. For a Club that has adopted PSPL's Recommended Constitution, this is normally referenced in the Club's constitution by the words "as provided for in the Standing Resolutions".

Accordingly, the following Standing Resolutions are required to be adopted by Clubs:

1. The Club will be managed by a Management Committee ("Committee") comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer, and (8) 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 (Constitution clause 8.(l)).

3.1	President	2 Years
3.2	Vice President	Unlimited
3.3	Secretary	Unlimited
3.4	Treasurer	Unlimited
3.5	Any other Committee Member	Unlimited
4. The Club will meet monthly at 10.00 a.m. for a 10.30 a.m. start on the 1st Wednesday of each month, except for December and January, at Windsor RSL Club. (Constitution clause 12.(a))
5. In relation to Committee meetings, at least one week's notice must be given to Committee members. (Constitution clause 7.(j))
6. The annual subscription is approved by Members at an AGM and is payable by members by 31 March each year. The joining fee payable by new members will be \$30.00. (Constitution clause 14.(a))
7. The maximum number of Ordinary Members of the Club will be 70. (Constitution clause 5.(f))
8. There will be no more than 3 Honorary Members at any one time. (Constitution clause 5.(f)).
9. There will be no more than 3 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 Committee is to appoint a Public Officer. (Constitution clause 11).
 - 11.1 In NSW, a Public Officer for an incorporated association acts as the official point of contact and an authorised signatory, ensuring the association's compliance with its statutory obligations.
 - 11.2 The Public Officer is also responsible for informing NSW Fair Trading of any changes to the Club's official address and fulfilling other duties as outlined in the NSW Associations Incorporation Act.
 - 11.3 The Treasurer is currently appointed as the Club's Public Officer
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))
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.
16. The Committee will ensure that the Club's annual financial statements will be reviewed and certified by a person who has not been involved in their preparation, before presentation to the AGM.
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.
18. Members are expected to attend 70% 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.
 - (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. (See Annexure 1.)

22. The Club will adopt a Refund and Payment Policy. (See Annexure 2.)

23. The Club will adopt a Risk Management Policy. (See Annexure 3.)

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.

Annexure 1



PRIVACY POLICY

PROBUS CLUB OF WINDSOR

Windsor Probus Club is committed to protecting the personal information and the privacy of members. The Club aims to adhere to legal standards in order to safeguard members' personal information, foster trust within our community, and ensure transparency regarding data handling practices.

The Windsor Probus Club is exempt from the requirements of the Australian Privacy Act 1988, as the Club does not meet the Act's turnover currently set at three million dollars (\$3,000,000). However, in accordance with the recommendation of Probus South Pacific and as a matter of best practice, Windsor Probus Club wishes to follow the Australian privacy principles under the Privacy Act when collecting, holding, using, or disclosing personal information. Accordingly, our club has established a privacy policy for the handling of personal information.

Information Collection

Windsor Probus Club collects the following information from members:

Legal name, Preferred name, membership Number, Date of Birth, Address, Phone number, Email Address, and Emergency Contact mobile number and relationship to member.

The purpose of the collection of this information is for membership management, communication, and event planning by the Committee.

Data Usage

Members' details are used by the Committee to communicate with members via newsletters, activity updates, event announcements, and event registration.

Data Sharing

- Member information is for Committee use only and will not be shared with third parties without consent. If Third party services are used (e.g., a travel planning consultant or similar), members will be notified that their details have been given to this party.

- The Club newsletter and website will not publish any member's personal details without their consent and will include this endorsement: 'Private and confidential for Probus' use only and not to be used for any other purpose'.

Data Security

Access to members' details and emergency contacts may be given to Activity Co-ordinators (Champions) who are responsible for the management of events and activities of the Club, including the safety of members in case of emergency.

Member Rights

- A member may at any time, on application to the Club Secretary, access their personal information held by the Club and have that information amended or corrected.

- A member may draw to the attention of the Secretary any perceived breach of the Australian Privacy Principles (APP), and such complaint will be considered and responded to by the Club's Committee.

Data Retention

Personal information will be retained securely as long as a person is a member of Windsor Probus Club.

Consent

- The Club may publish photographs of a member on its website, in its newsletter and/or on social media to promote the Club and its events unless a member has advised the Club Secretary in writing that they do not consent to such publication.

- If a Member does not wish to appear in any photos:

- It is the responsibility of the Member to inform the event organiser or a committee member before or at the start of the event.
- The Member should make themselves known and, where possible, avoid positioning themselves in group photos or near cameras.
- All reasonable efforts to accommodate your request will be made, but we cannot guarantee complete exclusion from all images, particularly in public or group settings.

- Members can opt in or out of receiving communications from the Club by contacting the Secretary.

- Any sensitive information (e.g., health-related data) will require explicit consent from the member for it to be held by Windsor Probus Club.

Policy Updates

Members will be notified of any changes to the privacy policy via email communication. The privacy policy will be reviewed regularly to ensure compliance and relevance.