



Probud Club of Rouse Hill Incorporated

NSW Fair Trading Registration: INC1600604
Probud Club Number: N9004157

Proud to have been Sponsored by the former Rotary Club of Rouse Hill Inc.

**PROBUS CLUB OF ROUSE HILL INCORPORATED
(NSW Fair Trading Regn. INC1600604)**

STANDING RESOLUTIONS

SEPTEMBER 2025

The Standing Resolutions of the Probus Club of Rouse Hill Incorporated

(September 2025)

BACKGROUND

Probus Club is governed by a constitution, which includes the Articles of Accreditation (Articles) which are consistent across all Probus Clubs. The Articles are adopted by each Club on formation. Clubs that become incorporated on or after formation must include the Articles in their Club's constitution.

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 it, and in the event of any inconsistency, the constitution will prevail.

These are the Standing Resolutions of the Probus Club of Rouse Hill Incorporated (the "Club", or "We", or "we") referred to in the Club's current constitution (the "Constitution").

A. Standing Resolutions Required by the Club's Constitution

1. The Club will be managed by a Management Committee ("Committee") comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and up to ten (10) other members of the Committee in such roles as may be decided from time to time. (Constitution clause 7a)).
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. Committee members and officers shall be elected annually. The term of office of the President shall be one (1) year, which may be extended to not more than two (2) consecutive years, if required, due to special circumstances. Other committee members and officers may serve for not more than three (3) successive years in any one office except as otherwise determined and recommended by the Committee to members for their decision. (Constitution clause 8 (l)).
4. The Club will meet monthly at 10.00am on the 4th Friday of each month, except for December, at The Fiddler, Rouse Hill, or will otherwise meet at such times and places as determined by the members. (Constitution clause 12 (a & b)).
5. In relation to committee meetings, at least 7 days' notice must be given to committee members. (Constitution clause 7 (j)).
6. The annual subscription will be \$75.00 and is payable by members by 31 March each year. The joining fee payable by new members will be \$35.00. (Constitution clause 14 (a)). Annual membership subscriptions and joining fee shall be reviewed annually by the Committee and their recommendation presented to members for consideration and agreement at a General Meeting, prior to the due date for payment.
7. The maximum number of Ordinary members of the Club will be one hundred and thirty (130). (Constitution clause 5(f)).
8. There will be no more than two (2) Honorary members at any one time. (Constitution clauses 5(f) and 5(g)).

9. There will be no more than three (3) Life members at any one time. (Constitution clauses 5(f) and 5(h)).

10. The Treasurer will submit financial reports to General Meetings each month (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)).

B. Additional Standing Resolutions

B1 Management Committee

1. 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.

2. Any Committee member or officer holding two positions on the Committee shall exercise only one vote.

3. 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. The Treasurer is the authorised signatory of the Club's debit card account and is authorised, subject to approval of the Committee, to arrange issue of supplementary card(s) to certain members to facilitate regular payments and minimise out of pocket expenses.

4. The immediate Past President is an ex officio member of the Committee, with voting rights, by virtue of his or her past service as President.

5. The Committee will be responsible for appointing persons as Coordinators and/or Leaders, as it deems necessary, to coordinate and/or lead member groups (and visitors if appropriate), undertaking activities and/or interests approved by the Committee.

6. The Committee will ensure that the Club's annual financial statements are certified, reviewed or audited where there is a legislative requirement to do so.

B2. Meetings

1. Members are expected to attend at least 50% of the Club's General Meetings in any calendar year, subject to any leave of absence being granted by the Committee.

2. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.

B3. Membership

1. The Committee shall endeavour to maintain a gender balance amongst the membership.
2. Non-Active membership may be conferred, in accordance with clause 5(i) of the Constitution, upon a Member who, because of carer responsibilities, illness or physical disability, has been granted leave of absence by the Club, no maximum number of such members being applicable.

B4. Membership Protocol

The Club currently adopts the following protocol for dealing with any expression of interest or any application to join the Club:

1. A person wishing to join the Club shall first complete and submit to the Membership Officer (or Club Secretary) both a formal Expression of Interest form and a formal Participant's Declaration for Outings and Activities form. When such forms are received, the relevant information shall be recorded by date and gender.
2. Before being given a formal Membership Application form for an available vacancy, any person who has lodged an Expression of Interest must have attended a minimum of three (3) Club organised activities, including at least one regular General Meeting of the Club, to be eligible for membership. Any direct costs relating to participation in any such meetings or activities to fulfill this requirement shall be to the account of the applicant and not the Club.
3. When the Club membership reaches the agreed maximum as specified in clause A.7 above, the Club shall maintain a membership Waiting List, by date, of persons who have submitted an Expression of Interest. The waiting list will be reviewed regularly by the Committee.
4. The Waiting List shall be limited to ten (10) persons, which number shall be reviewed at each Annual General Meeting.
5. When an Expression of Interest is received and the Waiting List is full, the applicant's name, gender, address, telephone number(s) and email address shall also be forwarded to Probus South Pacific Limited ("PSPL") for inclusion in the central register for persons interested in joining a Probus Club.
6. No Membership Application shall be offered to any person on the Waiting List until such time as there is a membership vacancy.
7. When a membership vacancy is available, Membership Application form(s) shall be offered to the person(s) on the Waiting List in the order that Expression of Interest forms were received from them.
8. When offering a Membership Application form to a person on the Waiting List, the Committee shall take into consideration the gender balance of the Club's membership and, if applicable, the person's membership of another Probus Club.
9. Notwithstanding the foregoing requirements of clauses 2 to 8 inclusive of this Resolution B4, the Committee, in exceptional circumstances, is empowered to approve and offer membership to any person on the Waiting List, regardless of his or her position in the date of receipt of Expressions of Interest sequence, subject to a membership vacancy being available.
10. Except for direct costs of outings and activities organised by the Club referred to in clause B4.2, no monies shall be received or accepted from any person on the Waiting List until they have been approved by the Committee and accepted as members of the club.
11. The membership of any Member of the Club may be terminated by the Committee upon any of the grounds set out in Clause 6 (Resignation and Termination of Membership) or Clause 14 (Subscriptions) of the Constitution.

B5. Non-Member Protocol

1. To avoid having visitors enjoy all the benefits of membership without any of the responsibilities, which include paying annual fees, attending and participating in Club meetings and activities, any visitors or non-members who have not submitted an Expression of Interest, may attend a maximum of three (3) Club meetings, outings or activities over any two (2) calendar year period.
2. The Committee shall annually account for the number of non-members regularly attending Club meetings. The term non-members include husbands, wives or partners of members and the widows/widowers of deceased members. However, no count or fee shall apply for carer(s) accompanying any member, or for any financial member of another Probus Club.
3. Where relevant, the Committee shall annually include a budget allocation for payment of non-member fees and authorise the Treasurer to remit the annual fee payment to Probus South Pacific Limited ("PSPL") on behalf of the Club.
4. Clauses B5.1, B5.2 and B5.3 above shall not apply to any person attending a Club meeting who represents PSPL, or Rotary District 9685, or is a current member of a Rotary club, a guest speaker, or guest presenter, or a person accompanying any of such people to a Meeting, or any other person designated as a Guest of the Club by a Committee Member.

B6. Members with Disabilities

1. Some Club members may suffer disabilities which restrict their ability to move around and to reach and participate in meetings, outings and activities of the Club.
2. Where the Club member requires such support, the Committee shall ask any member suffering disabilities to provide their own carer(s) to assist with transport and mobility during meetings, outings and activities.

Carers need not join the Club and shall not be asked to pay any fees, except for the entry fees, transport costs and meal costs, or other costs or charges made for outings and activities.

B7. Handling of Money

Handling of Money

The Club's policy for the handling of money is as follows:

General

Members will be asked to make payments by Bank Transfer or by direct deposit to the club's bank account. If members wish to pay by cash, they will be asked to take the payment to the bank.

Members can make deposits directly to the club bank account at any branch of the ANZ Bank. Details of the Club's bank account are in the Newsletter each month or can be requested from the Treasurer. If choosing to make payments this way, members must include their phone number (the one registered with the club) as a reference and also the relevant code so that the payment can be recognised by the Treasurer. Codes are included in the Newsletter and other communications, as appropriate.

The Treasurer (or approved representative in the Treasurer's absence) shall ensure that all monies received from members is recorded against the appropriate cash book item.

No money is to be paid directly to, or collected by, any Activity Leader (Outings Officer or Interest Group Leader).

Receipt and Recording of Money Received

Printed receipts will no longer be issued. Members who wish to receive a receipt can request this from the Treasurer.

The Treasurer, (or approved representative) shall:

1. record the purpose for which the funds have been received, to identify precisely the amounts received from members for each outing or activity and for other purposes e.g. annual fees, joining fees etc. The Club's auditor shall then be able to match money received with the income categories.
2. provide the relevant Activity Leader and the Membership Officer with a spreadsheet or other record of payments made for reconciliation and recording purposes for each activity.
3. ensure that the monthly report shall clearly identify the funds held for each outing and activity which have yet to be paid by the Club and which are therefore not part of the Club's funds, to show the actual financial position of the club.
4. ensure that members are provided with a bank payment code reference for the activity for all electronic payments.

(1) Reimbursement and Payment of Money

Fully detailed receipts and/or invoices must be provided to the Treasurer or their representative when seeking reimbursement for expenditure made on the Club's behalf.

In the case of items requiring approval of members in a General Meeting, a copy of the Minutes of such meeting is to be appended to the invoice/receipt.

In the case of items approved by the Club's Committee, the item must be recorded in the subsequent Treasurer's Report.

In the case of outings and activities, the Activity Leader must provide the Treasurer with any accepted quote or expense evidence, the deposit amount, and/or the final payment amount(s) for which payment is required. Cash payments will only be made under special circumstances and must be pre-approved by the Committee.

Signatories to cheques or electronic online authorisations must verify supporting documentation and sign/authorise in confirmation.

Electronic Payments will be uploaded to the bank system by the Treasurer, or approved representative, and subsequently authorised by a second approver electronically.

(2) Reimbursement and Payment of Money

- A. With prior approval of the Treasurer, members may expend and claim expenditure for out-of-pocket consumables and extraneous items to a maximum value of \$250.00 per claim.
- B. By majority, the Committee has the authority to expend general club funds to a maximum value of \$500.00 without a referral to the general members.
- C. Club expenditure between \$500.00 and \$1,500.00 must be supported by a written quotation and approved by the Committee before presentation to General Meeting for ratification.
- D. Club expenditure over \$1,500.00 must be supported by (2) two written quotes and approved by the Committee before presentation to a General Meeting for ratification.

All such expenditure under payments A, B, C and D must be accompanied by a vendor quote/tax invoice or receipt.

B8. Financial or Other Benefits

No member(s) shall be permitted to receive any benefit or remuneration arising from the activities of the Club and any benefit or remuneration which does arise must be made available to all members of the Club participating in such activities. This provision shall not exclude the Club reimbursing members for expenditures made on behalf of the Club, provided that any such written claim is made on the approved Expense Reimbursement form of the Club and accompanied by receipts confirming the expenditure and that it is on behalf of the Club. All applications for reimbursement are to be submitted to the Treasurer.

B9. Appendices

1. These Standing Resolutions include the four appendices referenced below, and these appendices form an integral part of this document. They are listed on the Club's website.
2. The Club shall operate under a Privacy Policy in accordance with Australian Privacy Principles and the Privacy Amendment (Enhancing Privacy Protection) Act 2012, as set out in Appendix 1.
3. The Club shall operate under an Outings and Activities Policy, which includes a Cancellation and Refunds Policy, as set out in Appendix 2.
4. The Club shall operate under a Risk Management Policy, as set out in Appendix 3.
5. The Club shall operate under a Communication Policy, as set out in Appendix 4.

B10. Apologies

The Protocol for receiving and recording genuine apologies shall be as follows:

Such apologies must be received by the Membership Officer or Club Secretary, prior to the commencement of a General Meeting.

Members leaving Club meetings or functions early must advise a member of the Committee of their impending early departure.

B11. Information Provided to PSPL

The Club shall provide PSPL with such details of the Club's membership, including details of new members, members who have resigned or failed to renew their membership, and such other information as required for compliance with the accreditation requirements set by PSPL.

The members of the Probus Club of Rouse Hill Incorporated resolved to formally adopt these Standing Resolutions, numbered A1-12 and B1-11.

Approved by members majority vote at general meeting (date) ____/____/____

Signed by President (date) _____/_____/_____