



The Probus Club of Rouse Hill Inc.

NSW Fair Trading Registration: INC1600604
Probus Club Number: N9004157

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

The Standing Resolutions of the Probus Club of Rouse Hill Inc.

Approved by members 24 January 2025

The original, signed copy is retained with the Club Secretary.

This copy uploaded for member information is unsigned.

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24 January 2025

A. Reference to the Constitution

1. These are the Standing Resolutions (the "Standing Resolutions") of the Probus Club of Rouse Hill Incorporated (the "Club", or "We", or "we") NSW Fair Trading Registration Number INC1600604, referred to by clauses 4a, 4b, 6a, 7a and 17 of the current Constitution of the Probus Club of Rouse Hill Incorporated (the "Constitution").

B. Management Committee

1. The Club shall be managed in accordance with clause 4 of the Constitution and these Standing Resolutions, as approved and adopted by its members (the "Members") at a general meeting of the Club as indicated below.

2. The Club shall be managed by a Management Committee (the "Committee"), comprising Officers elected to the positions of: a President, a Vice-President who shall be the President Elect for the following Probus year, a Secretary and a Treasurer (collectively the "Executive Committee") and up to ten (10) additional Officers, who shall be responsible for Guest Speakers, Outings and Activities, Membership, Club Newsletter, Publicity, Welfare, Risk Management and such other activities as may be decided from time to time by the Club.

3. The Immediate Past President of the Club shall be a member of the Committee, with full voting rights, for the ensuing year

4. The Committee shall appoint a Public Officer, in accordance with clause 16 of the Constitution and the Associations Incorporation Act 2009, who shall fulfill the duties specified in the Act and the Associations Incorporation Regulation 2010 - Schedule 1. This role is generally undertaken by the Secretary, but the person has to be a Committee member.

The Public Officer shall be entitled to vote on Committee matters. The Public Officer may also be appointed by the Committee to act as a Committee member or Officer in a capacity detailed in Clause B2 but shall exercise only one vote.

5. Any Committee member or Officer holding two positions on the Committee shall exercise only one vote.

6. The Committee is authorised to appoint an Assistant Secretary, who shall not be a current member of the Committee and shall not be entitled to vote at Committee meetings, except when the Assistant Secretary is acting for the Secretary in the Secretary's absence, when the Assistant Secretary shall have one vote representing the Secretary.

7. The Committee is authorised to appoint an Assistant Treasurer, who shall not be a current member of the Committee and shall not be entitled to vote at Committee meetings, except when the Assistant Treasurer is acting for the Treasurer in the Treasurer's absence, when the Assistant Treasurer shall have one vote representing the Treasurer.

8. The Assistant Secretary and Assistant Treasurer shall be invited to attend Committee meetings if they wish to, and where possible shall be asked to attend the Committee meeting immediately prior to a scheduled absence of the Secretary or Treasurer respectively and to stand in for the Secretary or Treasurer when absent.

9. The Treasurer and other delegated members of the Committee, appointed by the Committee, shall be authorised to use a Electronic Funds Transfer (EFT) banking system for Club and any approved, current club debit or credit card(s).

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

C. Meetings

1. This Club shall meet on the fourth Friday of each month except December, at a suitable venue as approved by club Members.
2. The Club may meet at another time, on another day, or at an alternative venue, as approved by club Members.

D. Membership

1. The maximum membership of the Club shall be one hundred and twenty five (125) Members, which number shall be reviewed at each Annual General Meeting.
2. The Committee shall endeavour to maintain a gender balance amongst the membership of not more than 60% of any one gender. However, it is recognised and accepted by the Members that such a gender balance may not be achieved.
3. Membership of the Probus Club of Rouse Hill Inc. shall be available to residents of Rouse Hill, New South Wales and surrounding neighbourhoods.
4. Honorary Members may be elected in accordance with clause 3.c.i of the Constitution. The Club shall not have more than two (2) Honorary Members at any time.
5. Life Membership may be conferred, in accordance with clause 3.c.ii of the Constitution, upon a Member who has rendered outstanding service to the Club. There shall not be more than three (3) Life Members at any one time.
6. Non-Active Membership may be conferred, in accordance with clause 3.c.iii 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.

E. Membership Protocol

1. The Club hereby adopts the following protocol for dealing with any expression of interest or any application to join this Club.
2. Any person wishing to join the Club shall first complete and submit both a Committee approved Expression of Interest form (an "Expression of Interest") and a Committee approved Participant's Declaration for Outings and Activities form, to the Membership Officer, or Club Secretary. When such forms are received, the relevant information shall be recorded by date and gender.
3. Before being given a Committee approved Membership Application form (a "Membership Application") 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 to become a Member. 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.
4. When the Club membership reaches the agreed maximum as specified in clause D1 above, the Club shall maintain a membership waiting list (the "Waiting List") of persons who have submitted an Expression of Interest. The waiting list will be reviewed regularly by the Committee.
5. The Waiting List shall be limited to ten (10) persons, which number shall be reviewed at each Annual General Meeting.
6. 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.

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- 7 No Membership Application shall be offered to any person on the Waiting List until such time as there is a membership vacancy.
8. 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.

9. When offering a Membership Application form to a person on the Waiting List, the Committee shall give consideration to the gender balance of the Club's membership and, if applicable, the person's membership of another Probus Club.
10. Notwithstanding the foregoing requirements of clauses 3 to 9 inclusive, of this Resolution E, the Committee, in exceptional circumstances, is empowered to 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 and approval of the Committee.

11 Except for direct costs of outings and activities organised by the Club referred to in clause E 3, no monies shall be received or accepted from any person on the Waiting List until they have been accepted as members of the club.

12. The membership of any Member of the Club may be terminated by the Committee upon any of the grounds set out in Clause 3 Membership, or Clause 7 Subscriptions, of the Constitution.

F. 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 calendar year period.
2. The Committee shall annually account for the number of non-members regularly attending Club meetings. The term non-members includes 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 PSPL on behalf of the Club.
4. Clauses F1, F2 and F3 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.

G. 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.

H. 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 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 include the relevant code so that the payment can be recognised by the Treasurer. Codes are included in the Newsletter 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 Treasury 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, in order to be able 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 Treasurers 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 cheque(s) must be issued, or Electronic Payment requirements. Cash payments will only be made under special circumstances and must be pre-approved by the Committee.

Signatories to cheques must verify supporting documentation and sign them in confirmation.

Electronic Payments will be uploaded to the bank system by the Treasurer, or approved representative, and subsequently approved 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 Expenditure and extraneous items to a maximum value of \$250.00 per claim.
- B. By majority, the management 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 management 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 management committee before presentation to general meeting for ratification.

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

Approval for payment is required by any two of the four club signatories.

I. 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.

J. Appendices

1. These Standing Resolutions include the three appendices listed below, which are attached to this document and form an integral part of it.
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.

K. Fees

1. The joining fee payable by a Member upon admission to the Club shall be reviewed and be set at each Annual General Meeting.
2. The annual subscription fee payable by Members shall be reviewed and be set at each Annual General Meeting and the amount payable will be pro rata'd according to the month the member joins the club.

L. 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 or an Annual General Meeting. Members leaving Club meetings or functions early, must advise a member of the Committee of their departure.

M. 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.

N. Amendment

Except as specified in clause D1 above and clause 3d of the Constitution, these Standing Resolutions may be amended at any general meeting of the Club, a quorum (as defined in Clause 6c of the Constitution)

being present, by the affirmative vote of not less than 75% of the Members present and voting, including proxies. Notice of such proposed amendment(s) having been published to all Members at least 21 (twenty-one) days before such meeting. No appointed Member, other than the Chairman of the Meeting, or the President or the Secretary may hold more than five (5) proxies.

The Members of the Probus Club of Rouse Hill Incorporated resolved to formally adopt these Standing Resolutions, numbered A to N

Approved by members majority vote (date) _____

Signed President (date) _____