

# **THE SPRINGWOOD DISTRICT COMBINED PROBUS CLUB Inc.**

## **STANDING RESOLUTIONS - ONGOING**

To facilitate a smooth transition between Management Committees at the end of each year, one of the final tasks for a Committee is to review the Standing Resolutions for the coming year and to put any proposed changes to the Annual General Meeting for approval. These Standing Resolutions cover such matters as composition of the Committee, membership, activities, fees, etc., and may not contravene the Constitution. The Standing Resolutions may be amended at any General Meeting by a simple majority, provided that a minimum of 14 days' written notice of proposed changes has been given to members.

### **1 Standing Resolutions – Management Committee**

1.1 The Club will be managed by a Management Committee which shall be comprised of:

1.1.1 The Executive Committee as defined in the Regulations of the NSW Associations Incorporations Act:

- President;
- Vice President(s);
- Secretary and
- Treasurer.

1.1.2 Additional Officers which may vary from time to time and with the options of multiple individuals sharing a particular role, and one individual filling multiple roles if approved by the membership:

- Membership Officer;
- Deputy Treasurer;
- House Manager;
- Welfare Officer;
- Guest Speakers Officer;
- Trips and Tours Officer(s) - covering overseas trips, tours, as well as any tours arranged with other organisations;
- Newsletter Editor;
- Technology Officer;
- Immediate Past President who is an ex-officio member of the committee for one year only and has full voting rights; and
- Additional positions which may be approved by the membership from time to time.

A minimum of 1 week's prior notice in writing must be provided to Committee members prior to Committee meetings. Each individual on the Committee will have only one vote.

1.2 Members may volunteer as assistants to Committee members from time to time and:

1.2.1 An open invitation is extended to assistants to Committee members as well as to Activity Coordinators, to attend Committee meetings as observers should they wish.

1.2.2 Assistants to members of the Committee have no voting rights at a committee meeting except as a proxy for the Committee member that they assist in cases where that Committee member is unable to attend the meeting.

1.3 Nominations for election to the Committee will require a proposer and seconder by two members of the Club.

1.4 The roles of Public Officer, Auditor, Historian/Archivist and the Club's Probus District Cluster (PDC) Ambassador are to be reviewed and confirmed at each AGM. These are not Committee members.

1.5 Signatories for transactions on the Club's general financial bank account are to be a minimum of any two Committee members, at least one of whom must be an Executive Committee member. These signatories must be formally confirmed by the membership and recorded at each AGM.

1.6 There is no maximum number of consecutive terms for which a Committee member may serve in the same role.

1.7 The Public Officer is nominated by the Management Committee and endorsed by a simple majority of the membership at a subsequent General Meeting. The Public Officer role is vacated if he or she: dies; resigns in writing to the Committee; is removed from office by the passing of a Special Resolution at a General Meeting; becomes bankrupt; becomes a mentally incapacitated person; or ceases to be a resident of New South Wales. A new Public Officer must notify NSW Fair Trading within 28 days of the new appointment using the approved Form A9 (Notice of appointment of public officer and notice of change of association address).

## **2 Resolutions – Membership**

2.1 Either gender shall be given equal access for admission to the Club.

2.2 In general, visitors to the Club may be admitted to a maximum of three meetings, except in circumstances approved by the Committee. The Membership Officer should approach visitors on their third visit to invite them to join the Club by completing a Membership Application form. Once submitted the prospective member will be notified of the acceptance of their application and the date of their induction or if the maximum membership ceiling has been reached, the prospective member's name will be placed on a waiting list until a vacancy occurs. The prospective member should be invited and encouraged to attend meetings until such a vacancy occurs.

2.3 Ex-members of the Club whose membership has lapsed and who wish to re-join (providing there is a vacancy) must pay a re-joining Fee. The re-joining Fee shall be \$5 if they still have their original Club badges or \$30 if new badges need to be purchased.

2.4 The joining fee is set at \$30 and the annual subscription is set at \$60, and both shall be reviewed at each AGM and a *pro rata* (at a rate of 25% per quarter or part thereof) applied for new members joining part way through the year.

2.5 The ceiling number of members of the Club shall be set at 110, and reviewed at each AGM.

2.6 Life members of the Club shall be limited to a maximum of three at any given time. There will be no Honorary members.

2.7 With the exception of members' full names, access to all other personal details of members held in the Club's membership register is to be restricted solely to members of the Committee for legitimate Club purposes and the lawful access requirements of statutory authorities. This restriction shall not apply to any member wishing to inspect their own details in the membership register.

2.8 Members may not engage in the promotion, advertisement, or solicitation for non-Probud related, commercial, political, or religious activities at our General Meetings and events.

## **3 Standing Resolutions – Interest/Activity Groups and their Coordinators**

3.1 The Club recognizes the following Interest/Activity Groups and any other Activity Groups sanctioned by the Club from time to time, as officially recognized activities of the Club and that a small number of non-Probud members may take part in these groups on a casual basis:

1. Scrabble
2. Walking Group
3. Games Group
4. Mahjong Group
5. Canasta Group
6. Dining Group
7. Book Club
8. Gallery Group
9. Dining Out Group
10. Gardening Group
11. Table Tennis

Interest/Activity Groups must cover all the expenses incurred by that group. The Committee shall seek volunteers to act as Coordinator for each of the groups. The Coordinator, or any assistant appointed by the Coordinator should the Coordinator be unavailable, will manage all associated activities of the group.

Interest/Activity Group activities must be approved as an official activity and noted in minutes of a Committee meeting. Activity Coordinators must collect attendance details of participating members and guests and ensure that these are kept for at least 13 months as per PSPL recommendations. This is so that all members and guests on Club activities will be covered under the Probud

Comprehensive Insurance policy during the activities. A monthly report by Activity Coordinators, either delivered verbally or in writing shall be provided to the Committee and at Club General Meetings.

3.2 The activities of the various Interest/Activity Groups that have been formed or may be formed in future will be published in the Club's Newsletter each month.

3.3 Club Tours, Events and Dining Operating Policies:

3.3.1 Payments

- Members with their names on an event list need to pay by the due date.
- Failure to pay on time may result in member's name being removed from the list.
- When paying into the Club's bank account online, please note which tour or event is being paid and include the payee's surname.

3.3.2 Waiting list

- No payment is to be paid by members placed on a waiting list until they are notified that they may attend.

3.3.3 Departure Times

- Departure times from departure points will be advertised in the newsletter, or at a general meeting.
- It is the responsibilities of members to be on time for departure.

3.3.4 Refunds

Day Tours and Dining

- Members wishing to cancel and seek refund must give two weeks' notice.
- A full refund may not be possible due to monies paid and commitments given to arrangements with third parties. Otherwise, the Coordinator will endeavour to obtain a refund whenever possible.

Trips

- Members wishing to cancel & seek a refund must give twenty-eight days' notice.
- A full refund may not be possible due to commitments made and monies already paid to third parties.
- Replacement of your position by another member can possibly be arranged after discussion with the tour organisers.

General

- All deposits for activities are considered a commitment from the member and are non-refundable.
- After full payment has been made, refunds may not be possible (due to formal commitments, monies already having been paid to third parties or cost per head based on numbers attending having been fixed) and so it is strongly recommended that members consider purchase of travel insurance.

Every request for a refund will be considered by the Coordinator. In the case of dispute, the request will be referred to the Club Committee.

#### **4 Standing Resolutions – General Meetings**

4.1 A General Meeting of members shall be held on the third Wednesday of each month, except December, at the premises of the Springwood Country Club.

4.2 The Treasurer shall provide current financial statements at each monthly General meeting. All monies shall be deposited into the Club's bank account as soon as practicable after each meeting.

#### **5 Standing Resolutions – General**

5.1 The Club will not accept paid sponsors, donors, or advertising for the Club's Newsletter (as to do so may require the Club to submit an annual tax return – refer to "Sources of Income and Tax" and "mutual receipts" in the Probus Club Handbook).

*Approved by a vote of the membership at the General Meeting of 17 September 2025.*