



## ENGADINE-YARRAWARRAH PROBUS CLUB STANDING RESOLUTIONS

1. The Club will be managed by a “Management Committee” comprising a President, Vice President, Secretary, Treasurer, Membership Officer, and other members of the club in such roles as may be decided from time to time. (Constitution Clause 7.a).

*Note: The Committee will decide which additional committee roles it requires, which may include Guest Speakers, Outings, Activities, Tours, Newsletter, Publicity and/or Welfare.*

2. Nominations for election to the Management 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 Management Committee member may serve in the same role is two (2) terms. (To be re-assessed if required). (Constitution Clause 8.l).
4. The Club will meet monthly at 10:00am, on the 2<sup>nd</sup> Monday of each month, except for December, at Tradies Gynea. (Constitution Clause 12.a).
5. In relation to Committee meetings, at least seven (7) days’ notice must be given to the Committee members. (Constitution Clause 7.j).
6. The annual subscription for members will be \$60, or at a rate to be determined as required, to be paid by members on or before 31 March each year. The joining fee payable by new members will be \$30, or at a rate to be determined as required. (Constitution Clause 14.a).
7. The maximum number of Ordinary Members of the Club will be 140. (Constitution Clause 5.f).
8. There will be no Honorary Members. (To be re-assessed if required). (Constitution Clause 5.f).
9. There will be no Life Members. (To be re-assessed if required). (Constitution Clause 5.f).
10. The Treasurer will submit financial reports to the membership at the monthly general meetings. (Constitution Clause 10.b).
11. The Club is incorporated, so the Secretary will act as the Public Officer. (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).

*Note: Also refer to clauses on Amending Standing Resolutions, Clauses 25 to 28.*

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 Management 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, Treasurer, Assistant 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. Accounts are held with the Commonwealth and Westpac Banks.
16. The Management 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 three (3) meetings of the Club. If a person continues to attend meetings 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 six (6) of the Club's monthly meetings in any Probus 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 five (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 Management Committee.
  - (e) persons on the waiting list may attend Club meetings and/or activities.
21. The Club has a Privacy Policy which outlines how it will collect, hold, use and disclose members' personal information.
22. The Club's "Refund and Payment Policy" is:

Once a final payment has been made to a Supplier or Venue, there will be NO refunds.
23. The Club has a Risk Management Procedure in place.
24. The Management 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 as required.

25. To amend or replace a Standing Resolution, the members, in a general meeting, must pass either an amendment to an existing Resolution, or initiate a new Resolution.
26. A Standing Resolution may be moved at a general meeting, from the floor, with or without due notice, depending on the nature of the motion. If the matter is contentious or is related to an existing Standing Resolution, 14 days' written notice should be given to all members. Once the motion is moved, the motion must be seconded and then, following discussion, a vote taken.
27. Changes to Standing Resolutions will normally require a simple majority vote of those members present and voting. However, the Management Committee may choose to nominate a higher majority vote at 75% of those members present and voting, should the matter be deemed to be a significant item.
28. A Standing Resolution remains on the books until such time as the Resolution no longer applies, is amended, is rescinded, or a new Resolution overrides the previous Resolution.

...*K Deane*.....

Secretary

...*J Deane*.....

President