



Happy Valley Combined Probud Club Incorporated (A4380)

Standing Resolutions Adopted Date: 01/07/2025

1. All previous Standing Resolutions are null and void.
2. The Club will be managed by a Management Committee ("Committee") comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer, a Membership Officer, a Activities/Speaker Coordinator and other members of the Committee in such roles as may be decided from time to time. (Constitution clause 7.(a)).
3. Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club. (Constitution clause 8.(b))
4. The term of Office of the President shall be one year, which may be extended to not more than two consecutive years if required due to special circumstances. Other Officers and Committee Members may serve for not more than three successive years in any one office except as otherwise determined and recommended by the Committee to Members for decision. (Constitution clause 8.(l)).
5. The Club will meet monthly except where determined by the Committee (Constitution clause 12.(a))
6. In relation to Committee meetings, at least 5 days notice must be given to Committee members. (Constitution clause 7.(j))
7. The annual subscription will be approved each year at the AGM and is payable by members by 31 March each year. A joining is fee payable by new members. (Constitution clause 14.(a))
8. The maximum number of Ordinary Members of the Club will be as determined by the Management Committee. (Constitution clause 5.(f))
9. There will be no more than 3 Honorary Members at any one time. (Constitution clause 5.(f)).
10. There will be no more than 3 Life Members at any one time. (Constitution clause 5.(f)).
11. The Treasurer will submit financial reports to general meetings on a [monthly] basis. (Constitution clause 10.(b)).
12. As the Club is incorporated, an appointed Committee member, will act as the Public Officer. Then notice will be given to the relevant Government Department (Constitution clause 11).
13. 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))
14. 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.

15. 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.
16. Four nominated Committee members (including the Treasurer) 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.
17. The 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.
18. 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.
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 adopt a Privacy Policy that outlines how it will collect, hold, use and disclose members' personal information.
21. The Club will adopt a Risk Management Policy.
22. The Committee must notify Probus South Pacific Ltd 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.