



MINTO PROBUS CLUB Inc. STANDING RESOLUTIONS

BACKGROUND

A 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, which are shown in ***bold and italic*** typeface, 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 a Club's constitution. A Club's constitution will prevail in the event of any such inconsistency.

1. The Club will be managed by a Management Committee comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and other members of the Committee in such roles as may be decided from time to time. (Constitution clause 7.(a)).
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. The maximum number of consecutive terms (note 1.) for which a Committee member may serve in the same role is three terms. (Constitution clause 8.(l)).
4. The Club will meet monthly at 10:00am on the Third Tuesday of each month, except for December, at Wests Leagues Club. (Constitution clause 12.(a))
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 determined by members and is payable by members by 31 March each year. The joining fee payable by new members will be \$20 (Constitution clause 14.(a))
7. The maximum number of Ordinary Members of the Club will be 120. (Constitution clause 5.(f))
8. There will be no more than one Honorary Member award presented per term, if applicable. (Constitution clause 5.(f)).
9. There will be no Life Members. (Constitution clause 5.(f)).
10. The Treasurer will submit financial reports to general meetings on a monthly basis. (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))
13. 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.
14. 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 unrelated of these signatories authorise such transactions.
15. 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.
16. 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.
17. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
18. The Club will adopt a Privacy Policy that outlines how it will collect, hold, use and disclose members' personal information. (Refer to the Probus Club Handbook for further information).
19. The Club will adopt a Refund and Payment Policy.
20. The Club will adopt a Risk Management Policy.
21. The 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 at the earliest opportunity.

Members resolved to formally adopt the above Standing Resolutions numbered 1-21 by Special Resolution at a General Meeting held on 16 September 2025.

Signed 
President: Maree Downy


Secretary: Christine Hayes

Date 10/02/26

Note 1: A "term" is defined as the year between AGM elections.