



PROBUS CLUB OF ROSEVILLE STANDING RESOLUTIONS January 2026

1. The Club will be managed by a Management Committee ("Committee") comprising a President, a Vice-President, a Secretary, a Treasurer and 8 other members of the Committee in such roles as may be decided from time to time.
2. Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club.
3. The maximum number of consecutive terms for which a Committee member may serve in the same role is 3 terms subject to extension by resolution at an AGM.
4. In relation to Committee meetings, at least 1 weeks' notice must be given to Committee members.
5. The Treasurer will submit financial reports to general meetings and Committee meetings on a monthly basis.
6. The Club Secretary will act as the Public Officer unless otherwise decided by the Committee.
7. 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.
8. 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.
9. The Treasurer, and up to three other delegated signatories to the accounts appointed by the Committee, are authorized to use Electronic Funds Transfer (EFT) banking system for Club accounts.
10. The Committee will ensure that the Club's annual financial statements will be reviewed and certified by a competent person who is not involved in their preparation.
11. The Committee shall annually account for the number of non-members attending Club meetings and/or activities by recording an allowance of 6 full time members to cover any multiple short term non-member visits. This is to ensure that any non-member visitors are covered by the Club's PSPL insurance policy.

12. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
13. 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.
14. The Committee shall endeavour to maintain a reasonable gender and age balance within the Club.
15. The maximum number of Ordinary Members of the Club will be 120.
16. The annual subscription will be \$50 per annum which may be reviewed at the AGM and is payable by members by 31 March each year. The joining fee payable by new members on admission to the Club will be \$30, which may be reviewed at the AGM.
17. There will be no more than 5 Honorary Members at any one time.
18. There will be no more than 5 Life Members at any one time.
19. Members are required to attend 50% of the Club's monthly meetings in any Club year, subject to any leave of absence being granted in case of sickness or any other reasonable grounds.
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 Refund and Payment Policy.
22. The Club will adopt a Risk Management Policy.
23. The Club shall establish a protocol for receiving and recording genuine apologies. Such apologies must be received by a member of the Management Committee prior to the commencement of the general or annual general meeting by a method accepted and approved by the membership.
24. The Club will meet monthly at 10am on the 1st Monday of each month at the Roseville Uniting Church Hall. The Club may meet at another time, on another day, or at another venue by decision of the Committee.
25. Club will maintain a waiting list protocol as follows:
 - (a) the maximum number of persons on the waiting list will be 6.
 - (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) Joining fee will only be received or accepted from a person on the waiting list when an application for membership has been approved by the Committee.

- (e) persons on the waiting list may attend Club meetings and/or activities and be required to meet any associated attendance costs.

There is an exemption to this resolution for carers and financial members of other Probus Clubs, subject to Committee discretion.

26. 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.

Certification

We hereby certify that, a quorum being present, the Standing Resolutions were adopted by a decision of not less than three quarters of the members present and voting at a general meeting of the club held on

___05 January 2026_____ (insert date)

___Helen Jagger_____

Rennie Fritschy

President's Signature

Secretary's Signature