

Standing Resolutions of the **Dapto Combined Probus Club (Inc.)**

1. The Club shall be managed by a Management Committee (hereinafter called “The Committee”) comprising of a President, President Elect, Secretary, Treasurer and five Committee Members to be responsible for Membership, Tours, Bulletin, Guest Speakers and Social Functions, and any such other activities as may be decided from time to time by the club. The Immediate Past President shall be a member, ex officio, of the Committee with full voting rights. (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 for the President shall be 2 years.
4. The Committee is authorised to appoint an Assistant Secretary and Assistant Treasurer. Such Assistants are not a sitting member of the committee and are not entitled to vote. However, if the Assistant is acting for the officer in his or her absence then they would have one vote representing the officer.
5. The Treasurer and one other delegated officer of the Management Committee, appointed by the Committee, are authorised to use Electronic Funds Transfer (EFT) banking system for club accounts. A suitable number of delegated officers will be appointed by the Club, generally at the Annual General Meeting.
6. The Club shall meet monthly at 10am on the Fourth Thursday of each month at Dapto Leagues Club except for April and December.
7. The Club may meet at another time, on another day, or at another venue by a decision of the Committee.
8. In relation to Committee meetings, at least 4 weeks’ notice must be given to Committee Members. (Constitution clause 7. (j)).
9. The Subscription payable by members shall be as determined from time to time by the Committee.
10. The maximum membership of the club shall be 150 members, which will be reviewed by the Committee as required. (Constitution clause 5. (f)). In all club events and activities, priority will be given to financial members if numbers are restricted.
11. The Committee shall endeavour to maintain a gender balance of not more than 67% (two-thirds) of any one gender.
12. There shall not be more than four (4) Honorary Members at any one time. (Constitution 5. (f)).
13. There shall not be any more than three (3) Life Members at any one time. See Section 3.c.ii of the Constitution. (Constitution clause 5. (f)).
14. The Committee hereby adopts a protocol to manage and maintain a waiting list:
 - (a) Visitors may attend a maximum of three meetings of the club and will be required to pay associated costs in attending.

- (b) An expression of interest to join the club will be recorded by date and gender on the waiting list.
- (c) Those persons included on the waiting list may attend all club meetings and functions and be required to meet associated costs in attending.
- (d) A membership application form will be offered to a person on the waiting list at such a time as there is a vacancy for membership.
- (e) Such application form must be sponsored by two current members of the club and approval will be given by a majority vote by the Committee.
- (f) Transferees from other clubs are required to comply with (c, d & e) above.

15. The Treasurer will submit financial reports to general meeting on a Monthly basis (Constitution clause **10. (b)**).

16. The Secretary will be appointed as the Public Officer. (Constitution clause **11**).

17. The Membership Officer will maintain the register and attendance of members. (Constitution clause **9. (b)**).

18. Members are expected to attend 50% of the Club's monthly meetings in any calendar year, subject to any leave of absence being granted by the Committee

19. The Club shall establish a protocol for the receiving and recording of genuine apologies. Such apologies must be received by a member of the Committee prior to the commencement of the general or annual general meeting and recorded by the Membership Officer.

20(a) A record of members and others attending each activity shall be maintained by the activity organiser in order that all members and visitors participating in that activity will be covered by the general Probus Insurance policy. Records will be kept for a period of 13 months.

20(b) The Activity Officer will assess any risks involved for each Activity.

21. The Committee will ensure that the Club's annual financial statements are certified, reviewed or audited, then presented to the Committee as soon as possible and published for members in the next club Bulletin.

22. The club will adopt a Privacy Policy that outlines how it will collect, hold, use and disclose members personal information.

23. The Membership Officer will notify PSPL of changes of 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.

These Standing Resolutions, excluding those articles related to the annual general meeting may be amended at any general meeting of this club, a quorum being present, by the affirmative vote of not less than 51% of the members present and voting, and notice of such amendments having been published to all members at least twenty-one (21) days before such meeting. (Constitution clause **25. (a)**).

These Standing Resolutions were accepted by the unanimous vote of members
at a general meeting held on 18 September 2025.

Tony Gardiner
President

Jackie Shalavín
Secretary