



WILLOUGHBY NORTH PROBUS CLUB INC. STANDING RESOLUTIONS

A. STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION

1. The Club will be managed by a Management Committee ("Committee") comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and eight 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 for which a Committee member may serve in the same role is – President one year and other members three years – these terms being extendable by the Committee. (Constitution clause 8.(l)).
4. The Club will meet monthly at 10.00am on the 3rd Wednesday of each month, except for December, at Willoughby Uniting Church. (Constitution clause 12.(a))
5. In relation to Committee meetings, at least seven days' notice must be given to Committee members. (Constitution clause 7.(j))
6. The annual subscription will be \$55 and is payable by members by 31 March each year. The joining fee payable by new members will be \$30. Both amounts will be adjustable by decision of members at general meeting (Constitution clause 14.(a))
7. The maximum number of Ordinary Members of the Club will be 125. (Constitution clause 5.(f))
8. There will be no more than five Honorary Members at any one time. (Constitution clause 5.(f)).
9. There will be no more than five Life Members at any one time. (Constitution clause 5.(f)).
10. The Treasurer will submit financial reports to general meetings. (Constitution clause 10.(b)).
11. The Secretary will act as the Public Officer. (Constitution clause 11).
12. Provided 21 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))

B. ADDITIONAL STANDING RESOLUTIONS

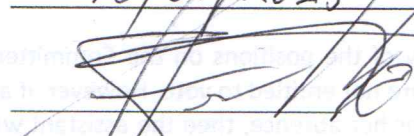
13. The Immediate Past President is an ex officio member of the Committee by virtue of his or her past service as President, with voting rights.
14. The Committee is authorised to appoint assistants to any of the positions on the Committee. Assistants are not sitting members of the Committee and are 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, Vice Presidents, Treasurer and Secretary are the authorised signatories on the bank account and for Electronic Funds Transfers, provided always that any two of these signatories authorise such transactions.
16. 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.
17. Visitors may attend a maximum of three 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 Probus South Pacific Limited.
18. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
19. The Club will maintain a waiting list protocol as follows:
 - (a) the maximum number of persons on the waiting list will be ten.
 - (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 Committee.
 - (e) persons on the waiting list may attend Club meetings and/or activities in accordance with the Club's protocol for visitors.
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 Committee must notify Probus South Pacific Limited 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 Probus South Pacific Limited at the earliest opportunity.

CERTIFICATION

We hereby certify that, a quorum being present, these 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

16/07/2025 [insert date]


President's signature


Secretary's signature