



PROBUS CLUB OF GREENSBOROUGH INC.

STANDING RESOLUTIONS

PART A - STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION

1. The Club will be managed by a Management Committee ("Committee") comprising a President, Vice-President, a Secretary, a Treasurer and seven 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 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 not more than three successive years in any one office, except as otherwise determined by the Management Committee. (Constitution clause 8. (l.)).
4. The Club will meet monthly on the 1st Monday of each month, except for January, at the Greensborough RSL Club. (Constitution clause 12. (a)).
5. In relation to Committee meetings, at least one month's notice must be given to Committee members. (Constitution clause 7. (j)).
6. The annual subscription payable by a member will be reviewed and set at the Annual General Meeting. The annual subscription is payable by members by 31 March each year. The joining fee payable by new members will be \$15.00. (Constitution clause 14. (a)).
7. The maximum number of Ordinary Members of the Club will be 140. (Constitution clause 5. (f)).
8. There will not be a limit to the number of Honorary Members at any one time. (Constitution clause 5. (f)).

Honorary Membership has been granted to:

- Myra Biddiscombe May 2024

9. There will be no more than three (3) Life Members at any one time. (Constitution clause 5. (f)). Life Membership has been granted to:

- Frank Wheatley March 2012
- Ardelle Kellock November 2017
- Eunice O'Callaghan February 2021

10. The Treasurer will submit financial reports to General Meetings monthly. (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. Providing 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)).

PART B - ADDITIONAL STANDING RESOLUTIONS

In addition to the above Standing Resolutions, it is recommended that Clubs consider adopting the following 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 President, Secretary, Treasurer and Assistant 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.
16. The Committee will ensure that the Club's annual financial statements will be certified, reviewed and audited by a person who is not involved in their preparation
17. Visitors may attend a maximum of three meetings and/or activities of the Club.
18. 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. Visitors will pay a \$3.00 fee each General Meeting they attend. Carers attending a General Meeting with a member are exempt from paying the \$3.00 visitor's fee.
20. An apology must be received by a member of the Management Committee or the Attendance Officer prior to the commencement of the General Meeting or Annual General Meeting.
21. For insurance purposes, members leaving the Club meeting before 12 midday are to notify a member of Committee and sign the **Leaving Early** book.
22. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
23. The club will maintain a waiting list protocol as follows:
- the maximum number of persons on the waiting list will be twenty.
 - the expression of interest to join the club will be recorded on the waiting list by date.
 - A membership application form will only be offered to a person on the waiting list when a vacancy becomes available.
 - Monies will only be received accepted from a person on the waiting list when an application for membership has been received.
 - Persons on the waiting list may attend Club meetings and/or activities in accordance with the Club's protocol for visitors.

Privacy Policy

Greensborough Probus Club is committed to protecting the privacy of members and managing personal information in accordance with the Australian Privacy Principles (151221). Although not legally bound by the Privacy Act 1988 due to our turnover, we adopt these principles as best practice. Refer Greensborough Probus Club Privacy Policy.

Register of Members

The Register of Members and the Register of Emergency Contacts must be securely maintained and updated regularly. The Member Telephone Directory is updated and distributed to all members annually.

Access to Member Information

Access to personal information is restricted to the Club's Management Committee, Activity Leaders and their assistants in the performance of their roles.

Access to information is revoked when Committee Members/Activity Leaders leave their roles. They must return, destroy, delete any member details held by them. This includes notifying PSPL to remove access to the Club Administration portal.

Members give consent on the Membership Application forms for their photos/digital image to be used in Probus publications; however, members may withdraw their consent by writing to the Club Secretary.

Refund and Payments Policy

All refunds and payments will be in accordance with Greensborough Probus Refund and Payments Policy.

Free of Charge Offers

In the event any Outing, Activity or Tours Leader is offered a "free of charge" ticket or discount from the provider, any such offer or discount should be declined or applied so that it benefits every person participating in that outing, activity or trip.

Risk Management

Risk Management involves assessing the risk of something detrimental happening and minimising that risk, assisting in ensuring the safety, health and in turn ensuring the success and enjoyment of Probus Activities. Refer Greensborough Probus Club Risk Management Policy.

Technology

- Avoid using the same password for all online accounts and change passwords regularly.
- Club Email Address - Avoid using personal email addresses on behalf of the Club. Consider using a generic email address, which has the benefit of all correspondence being received at one central location.
- Use 'bcc' when sending bulk emails to a group of Members.
- Install Anti Malware/Anti-Virus on Club laptop
- Update laptop regularly.
- Ensure electronic data is backed up on a USB stick or in print.

AMENDING STANDING RESOLUTIONS

- a. To amend or replace a Standing Resolution, the members at a General Meeting must pass either an amendment to an existing Resolution or a new Resolution.
- b. A Standing Resolution may be moved at a General Meeting from the floor with or without due notice depending on the nature of the motion. If the matter is contentious or is related to an existing Standing Resolution, 14 days' written notice should be given to all members. Once the motion is moved, the motion must be seconded and then, following discussion, a vote taken.
- c. Changes to Standing Resolutions will require a simple majority vote of those members present and voting.
- d. A Standing Resolution remains on the books until such time as the Resolution no longer applies, is amended, rescinded or a new Resolution overrides the previous Resolution.

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 3 November 2025.

Kay Parker

President's signature

J Trevor

Secretary's signature