



COMBINED PROBUS CLUB OF QUEENSCLIFFE INC.

STANDING RESOLUTIONS

A. STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION

The constitution of a Probud Club requires additional information to be provided for in its Standing Resolutions. For a Club that has adopted PSPL's Recommended Constitution, this is normally referenced in the Club's constitution by the words "as provided for in the Standing Resolutions".

Accordingly, the following Standing Resolutions are required to be adopted by Clubs:

1. The Club will be managed by a Management Committee ("Committee") comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and six (6) 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 5 terms, except for the positions of President and Vice President are limited to one term each. (Constitution clause 8.(l)). Where practicable the offices of President and Vice-President should be held by female and male members alternatively, all other positions being non-gender specific.
4. The Club will meet monthly at 9.45am on the first Monday of each month, except for January, at Point Lonsdale Bowls Club. (Constitution clause 12.(a)).
5. In relation to Committee meetings, Committee members will meet monthly at 9.30am on the third Friday of each month, except for December. (Constitution clause 7.(j))
6. The annual subscription will be \$50.00 and is payable by members by 31 March each year. The joining fee payable by new members will be \$20.00. (Constitution clause 14.(a))
7. The maximum number of Ordinary Members of the Club will be 150. (Constitution clause 5.(f))
The Committee shall endeavour to maintain a gender balance of not more than 60% of any one gender.
8. There will be no more than two (2) Honorary Members at any one time. (Constitution clause 5.(f)).
9. There will be no more than six (6) Life Members at any one time. (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))

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 without 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, Treasurer and Secretary 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. However, members of the same household cannot jointly authorise the same payment.
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 six (6) 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.
18. Members are expected to attend not less than 50% of the Club's monthly meetings in any calendar year, subject to any leave of absence being granted by the Committee.
19. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
20. The 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) 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.
21. 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).

22. The Club will adopt a Refund and Payment Policy.

23. The Club will adopt a Risk Management Policy.

24. 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.

AMENDING STANDING RESOLUTIONS

- a. To amend or replace a Standing Resolution, the members in 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 normally 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 6 October 2025.

Marilyn Brown
President's signature

Martin Warneke
Secretary's signature