



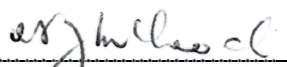
STANDING RESOLUTIONS

The Probuc Club of Nepean, Inc

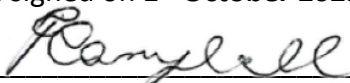
1. The Club will be managed by a set of internal management rules "Standing Resolutions" approved and adopted by members. These Resolutions are in accordance with the PSPL Constitution 240225.
2. The Club will be managed by a Management Committee ("Committee") comprising a President, a Vice-President, a Secretary, a Treasurer and other members of the Committee in such roles as may be decided from time to time. These roles include responsibility for Guest Speakers, Tours & Outings (one or more coordinators), Shows, Newsletter, Historian, Walks, Welfare, Hospitality. The Immediate Past President will be a member of the Committee with full voting rights.
3. Nominations for election to the Committee will require a proposer and seconder by two voting members of the Club.
4. 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.
5. The term of office for President and Vice-President is 1 year with no consecutive term. The Vice-President will be nominated for President at the next AGM. Other Committee Members to serve for a term of 3 years in the same role with unlimited consecutive terms.
6. The Club will meet monthly on the first Wednesday of each month at 10:30am at The Emu Plains Sporting and Recreation Club Ltd (trading name Leonay Golf Club) 1 Leonay Parade, Leonay. The Annual General Meeting (AGM) will be held on the first Wednesday of March each year. An attendance fee of \$3 for members and \$5 for visitors is payable when attending a meeting.
7. The Club may meet at another time, on another day, or at another venue by decision of the members.
8. Before applying for membership, a person needs to attend three monthly club meetings.
9. Members are expected to attend 50% of the Club's monthly meetings in the Probuc year 1st April to 31st March, subject to any leave of absence being granted by the Committee.
10. Non-Active Membership may be conferred upon a member who, because of illness, physical disability, or for personal carer reasons has been granted leave of absence by the Club. Non-Active members are not required to pay annual subscriptions, are not eligible to be a Committee member or to vote at general meetings. In cases where a member has not attended 50% of monthly meetings in a Probuc year for reasons other than mentioned, and there is a waiting list for membership, then that person may be transferred to non-active status to allow a person on the waiting list to join.
11. The maximum membership (Ordinary Members) of the club shall be 140.
12. Persons on a waiting list for membership may attend all club meetings and functions and will be required to meet associated costs in attending.
13. A member may resign at any time in writing, or by email or phone text, addressed to the Secretary.
14. Visitors may attend a maximum of 5 meetings and/or activities of the Club in a Probuc year. If the person continues to attend meetings and/or activities beyond this protocol, that person would need to apply for membership of the Club. If there are special circumstances which result in a person being unable to fulfil the requirements according to Resolutions 8 and 9, then that person will be classified as a non-member and will be required to pay the non-member capitation fee which will be sent to PSPL. The payment of this fee does **not** entitle a person to any membership rights or benefits. A carer is not classified as a non-member and is allowed to continue as a visitor.
15. The annual subscription payable by members is \$50 and is payable by 31 March each year.
16. The joining fee payable by a member on admission to the Club is \$15.

17. There shall not be more than ...2.... Honorary Members at any one time. Michael Manning was given Honorary Membership on 6/7/2005.
18. There shall not be more than ...4.... Life Members at any one time. Currently, the Life Members are Smith Moyle (5/3/2014), Joan Okey (7/8/2019), Joan Campbell (7/8/2019).
19. The President, Vice-President, Treasurer and Secretary are the authorised signatories on the Club's two bank accounts, which are the Club Account and Activities Account, including Electronic Funds Transfers (EFT), provided always that any two of these signatories authorise such transactions.
20. The Outings Co-ordinator/s and the Assistant to the Outings Co-ordinator are authorised to co-sign cheques and EFT payments with either the President, Vice-President, Treasurer or Secretary only on the Activities Bank Account of The Probus Club of Nepean, Inc.
21. All payments for individual events are to be received before or at the meeting prior to the actual event, or as specified. Payments to be made to the Treasurer, or by EFT to the Club's bank accounts.
22. The Treasurer will submit financial reports to general meetings and committee meetings each month.
23. The Committee will ensure that the Club's annual (Jan-Dec) financial statements will be reviewed by a person who is not involved in their preparation. Audit of End of Year Financial Statements is not required by NSW Fair Trading for Tier 2 Associations (total revenue for a financial year is \$500,000 or less, and current assets are \$1 million or less). The Probus Club of Nepean Inc is a Tier 2 Association.
24. The Secretary shall be appointed as Public Officer.
25. Bonuses offered to Club members by outside companies will go into Club finances.
26. Meetings of the Committee will be held monthly a week before a Club meeting, or as decided by the Committee provided a meeting is held once every 3 months. A notice/agenda is required at least 3 days prior.
27. Access to member information is authorised to the Management Committee and Assistants. PSPL is given information of name, phone number, email, and year of birth only.
28. Members consent to appear in a photograph or video taken during an approved Probus event is implied unless the member or visitor informs the secretary in writing that there is no consent (refer to Outings Registration Form and Membership Application Form).
29. At AGMs the retiring President, after declaring all Committee positions vacant, takes the chair as Returning Officer and conducts the election of the new Committee. Following the election, the Returning Officer introduces the new President and presents the person with a President's badge and Chain of Office. The new President then presents the past President with a Past President badge and introduces the new Committee to the members. Badges may be presented to Treasurer and Secretary. If a ballot is required, any past Presidents or past Committee members present and not standing for office, should be approached as scrutineers and distribute and collect ballot papers.
30. These Standing Resolutions may be amended at any general meeting of this Club, a quorum being present (a quorum at meetings of the Club shall be 25% of the total club membership), by the affirmative vote of not less than ...50%... of the members present and voting including proxy votes accepted. Notice of such proposed amendment(s) having been published to all members at least twenty-one (21) days before such meeting.

Members resolved to formally adopt the above Standing Resolutions numbered...1-30..... by Special Resolution at a General Meeting held on **1st October 2025** and signed on **1st October 2025** by



Nancy McLeod, President



Faye Campbell, Secretary