



PROBUS CLUB OF THE ENTRANCE INC. STANDING RESOLUTIONS

1. The Probud Club of The Entrance Inc (referred as the “Club” in this document,) shall be managed by a set of Standing Resolutions approved and adopted by members.
2. The Club will be managed by a **Management Committee** (“Committee”) comprising a President, Vice-President, a Secretary, a Treasurer and 7 (seven) other members of the Committee responsible for: Guest Speakers, BBQ organiser, Social Events coordinator, Theatre Organiser , Bulletin Editor, Membership-Attendance, Welfare, and such roles as may be decided from time to time by the Club.

The immediate Past President may be a member, ex Officio, of the Committee with full voting rights.
3.
 - (a). The Management Committee are authorised to appoint an Assistant Secretary, and Assistant Treasurer However, if the assistant is acting in her/his absence then the assistant would have the one vote
 - (b). All members of the Management Committee may serve for not more than three successive years in any one office except as otherwise determined and recommended by the Management Committee for decision. (old constitution 4(b) new Club Constitution Clause 7 (a))
 - (c) The Treasurer and one other delegated signatory to the Account appointed by Management Committee are authorised to use Electronic Funds Transfer (EFT) banking system for Club account in accordance *with Clubs new constitution*.
 - (d) As the Club is incorporated , The Management Committee shall appoint a Public Officer (new club constitution)
4. The Treasurer will submit financial reports to general meetings on a monthly basis. (*new Club Constitution clause 10.(b))*.
5. The Management 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.
6. The maximum membership of club shall be 120.
7. The Management Committee will endeavour to ensure all new members to our Club are welcomed, This may be by a Buddy System or inviting new members to a morning tea.
8. The Club will meet monthly at 10.00am on the 4th Tuesday of each month except for December, at the Bateau Bay Bowling Club. However, the Club may meet on another day or at another Venue, by decision of the members.(new Club constitution clause 12(a).
9. In relation to Committee Meetings, will be held on the 2nd Tuesday of each month, at 10.30am, venue The Bateau Bay Bowling Club , notice must be given to Committee members at least 3 days prior meeting. (Constitution clause 7.(j)). The Club may meet at another time or on another day or at another Venue by decision of the Management Committee members.

10. The Annual subscription will be \$55.00 per annum and is payable by members by 31st May each year. This annual fee is pro rata for new members joining as below (*new Club Constitution Clause 14 (d)*)

1st April- 30th June = \$55.00

1st July = 30th September = \$42.00

1st October – 31st December = \$28.00

1st January - 31st March = \$14.00 (*new Club constitution clause 14 (b)*).

11. The joining fee payable by new members will be for purchase of name badge \$10.00 for (Clip) or \$12.00 for magnetic (*New Club Constitution clause 14.(a)*)

12. The Management Committee shall annually, account for the number of NON MEMBERS regularly attending club meetings and/or activities outside the club protocol for visitors attendance, such persons shall include, wives, partners, widows/widowers of deceased members, associates and affiliates.

Exemption= no count or fee applies for carers, and financial members of other Probus Clubs. The Management Committee shall annually include a budget allocation for payment of NON-MEMBER fees and authorise the Treasurer to remit the annual fee payment to Probus South Pacific LTD, on behalf of the Club.

The Management Committee may classify a member as a non-active member who because of illness, physical disability or for personal reasons, has been granted leave of absence by the Club. As a Non-active member, they may have their annual subscriptions waived however are not eligible to be a committee member or to vote at general meetings. (*new Club Constitution Clause 5 (i).*)

13. An election of Officers and Committee Members (Known as the Management Committee) shall be held at the Club's Annual General Meeting on or before 31st March each year as follows;

(a) A call for nominations in accordance with the Club's constitution.

(b) Nominations shall require a proposer and a seconder by two financial members of the club. (*new Club Constitution 8(b)*)

(c) The returning Officer and, in the case of secret ballot a scrutineer, neither of whom are candidates for election shall be appointed by Management Committee.

14. The Club shall establish a protocol for receiving and recording genuine apologies Such apologies must be received by a member of the Management Committee prior to the commencement of the General Meeting or Annual General Meeting by a method accepted and approved by the membership.

15. The Club shall adopt a protocol to manage and maintain a waiting list.

(a) an expression of interest to join the Club will be recorded on the waiting list by date.

(b) When appropriate a membership application form will be offered to a person on the waiting list, when there is a vacancy for membership.

(c) 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.

- (d) persons on the waiting list may attend Club meetings and/or activities in accordance with the Club's protocol for visitors.
16. Visitors may attend a maximum of 3 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 of the club and will be required to pay the non-member capitation fee to Probus South Pacific Ltd.
 17. There will be no more than 5 Honorary Members at any one time (New Club Constitution clause 5.(f) (g).
 18. There will be no more than 6 Life Members at any one time, (*New Cub Constitution clause 5 (f)&,(h)*)
 19. The Secretary must notify Probus South Pacific Ltd (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.
 20. The Club will adopt a Privacy Policy that outlines how it will collect, hold, use and disclose members' personal information. (reference the Probus Club Handbook)
 21. The Club will adopt a Risk Management Policy (reference the Probus Club Handbook)
 22. The Club will adopt a Refund and Payment Policy (Reference the Probus Club Handbook)
 23. These Standing Resolutions, excluding those articles related 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 75% of the members present and voting.(or add where proxies are accepted) notice of such proposed amendment (s) having been published to all members at least 21 days before such meeting.

Members resolved to formally adopt the above Standing Resolutions numbered 1 – 23 by
Special Resolution at General Meeting on.....(day and date)

Signed:.....

President.

.....

Secretary

Date:.....