



PROBUS CLUB OF NORTH ILLAWARRA INC. STANDING RESOLUTIONS

BACKGROUND

A Probus Club is governed by a constitution which includes the Articles of Accreditation (Articles) which are consistent across all Probus Clubs. The Articles are adopted by each Club on formation. Clubs that become incorporated on or after formation must include the Articles, which are shown in ***bold and italic*** typeface, in their Club's constitution.

In addition to a constitution, Clubs are required to adopt Standing Resolutions which regulate their internal affairs in accordance with the wishes of their membership. Standing Resolutions are designed to complement the Club's constitution and should not be inconsistent with a Club's constitution. A Club's constitution will prevail in the event of any such inconsistency.

Clubs are free to make any changes or variations to these Recommended Standing Resolutions without approval from PSPL. However, the Standing Resolutions set out in part A of this document must be adopted for compliance with the Club's constitution. The Standing Resolutions below are based on the model provided by PSPL.

The Club has policies relating to (a) privacy, (b) tours and refunds, and (c) risk management.

Standing Resolutions as adopted by the Club shall be maintained in one document that includes the date of adoption of each resolution.

A. STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION

The constitution of a Probus 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 nominally eight (8) other members of the Committee in such roles as may be decided from time to time. (Constitution clause 7.(a)) including but not limited to Assistant Treasurer *Guest Speakers, Outings, Activities and/or Tours, Membership, Newsletter, Publicity and Welfare*.
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 an executive member of the committee may serve in the same role is three (3) terms. Executive members of the committee are the president, vice president, secretary and treasurer. (Constitution clause 8.(l)).
4. The Club will meet monthly at 10:30am on the 2nd Tuesday of each month at Woonona-Bulli RSL, or as determined from time to time by availability of the regular venue or transfer to another venue for such events as specially arranged events. (Refer Constitution clause 12.(a)). The Annual General Meeting (AGM) shall be held following the March general meeting each year.
5. Notice of a meeting of the committee, to be held at 10.30am on the 1st Tuesday of each month at Woonona Bulli RSL, will be forwarded by the secretary to each member of the committee at least 48 hours before the time appointed for the holding of the meeting. Notice of a meeting

will specify the general nature of the business to be transacted at the meeting. (Constitution 7 (J))

6. The annual subscription will be \$50.00 per member and is payable by members by 31 March each year. The joining fee payable by new members will be based on the proportion of the year remaining when they join. (Constitution clause 14.(a) & 14.(e))
7. The maximum number of Ordinary Members of the Club will be one hundred & twenty (120). (Constitution clause 5.(f))
8. There will be **no** Honorary Members at any one time. (Constitution clause 5.(f)).
9. There will be **no** 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). *(Note: Department of Fair Trading to be advised when New Secretary is appointed).*
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))
[see note on Amending Standing Resolutions below]

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, 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.
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.
[PSPL statement: If there is no legislative requirement for a Club to have its financial statements certified, reviewed or audited, a Club should at least have its financial statements reviewed by a person who is not involved in their preparation.]
17. Visitors may attend a maximum of three (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 and the Club will be required to pay the non-member capitation fee to PSPL.
18. Members are expected to attend the Club's monthly meetings. However, it is understood that due to age & health, financial members may not be able to attend monthly meetings. Members are still expected to provide prior apologies for non-attendance.

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 ten (10).
 - (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. (Refer to Tours & Pre-booked Events 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 the Standing Resolutions requires a simple majority vote of those members present and voting at the meeting.
- 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.

SUMMARY

This document has been prepared on the model provided by PSPL to provide Clubs with assistance on the development of their internal management rules.

These resolutions refer to the Risk Management Policy guidelines and Refund and Payment Policy guidelines which are available in the Club Administration Section of the PSPL website or by contacting the PSPL Team.

Date adopted: _____

Shelly Tough
President

John McQuiggin
Secretary

North Illawarra Probus Club Policy Documents:

- (a) Privacy Policy
- (b) Tour & Prebooked Events policy
- (c) Risk Policy

Recommended Review date: October 2030

This document has been modelled on the document provided by Probus South Pacific Ltd:
Recommended Standing Resolutions for Australian Probus Clubs 240225- © Copyright Reserved

This Document electronic reference for the Probus Club of North Illawarra Inc:

JMcQ Probus Admin/ "PSPL_RECOMMENDED_STANDING_RESOLUTIONS_for_North Illawarra Probus Club 2025"

NOTE: When adopted, the footer of this document will be amended to read:

"North Illawarra Probus Club Inc. Standing Resolutions REV 0 – Adopted dd/mm/yyyy - Page 4 of 4