



STANDING RESOLUTIONS OF THE COMBINED PROBUS CLUB OF BELMONT CENTRAL (INC)

A Probud Club is governed by a constitution which includes the Articles of Accreditation (Articles) which are consistent across all Probud 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.

However, the Standing Resolutions set out in part A of this document must be adopted for compliance with the Club's constitution.

Part A

1. The Club shall be managed by a set of Standing Resolutions approved by members consistent with Item 16. below.
2. The Club shall be managed by a **Management Committee** (herein after called "**The Committee**"), comprising of a President, Vice-President, Secretary, Treasurer and Committee Members to be responsible for Programs, Membership, Out & About, Newsletter Editor, Welfare, Publicity Officer and such other activities as may be decided from time to time by the Club. The Immediate Past President shall be a member, ex officio, 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. (Constitution clause 8.(b))
4. The maximum number of consecutive terms for which a Committee member may serve in the same role is 3 years. (Constitution clause 8.(l)).
5. The Club shall meet monthly at 10.30 a.m. on the 2nd Wednesday of each month at the Wauru Ponds Hotel, 1154 Princess Highway, Wauru Ponds, Vic. 3216
6. The Club may meet at another time, on another day, or at another venue by decision of the members.
7. The subscription payable by members shall be \$50.00 per annum which will be reviewed at the Annual General Meeting.
8. The joining fee payable by a member on admission to the Club shall be \$20.00 which will be reviewed at the Annual General Meeting.
9. The Secretary is confirmed as the Public Officer.
10. In relation to Committee meetings, 1 days notice must be given to Committee members. (Constitution clause 7.(j))

11. The maximum number of Ordinary Members of the Club will be 130. (Constitution clause 5.(f))
12. There will be no Honorary Members. (Constitution clause 5.(f)).
13. There will be no Life Members. (Constitution clause 5.(f)).
14. The Standing Resolutions, excluding those articles related to the Annual General Meeting, may be amended at any General Meeting of the Club, a quorum being present, by the affirmative vote of not less than 75% of the members present and voting (only written proxies are accepted) notice of such proposed amendment(s) having been published to all members at least twenty one (21) days before such meeting.

AMENDING STANDING RESOLUTIONS

- a. To amend or replace or rescind 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, 21 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 75% majority vote of those members present and voting
- c. A Standing Resolution remains in force until such time as the Resolution no longer applies, is amended, rescinded or a new Resolution overrides the previous Resolution.

Part B. ADDITIONAL STANDING RESOLUTIONS

15. (a) The Management Committee is authorised to appoint an Assistant Secretary and Assistant Treasurer and assistants to any other Committee positions, as required. Such assistants may attend Committee Meetings but do not have any voting rights. However, if the assistant is acting for the officer in his/her absence, then the assistant for that position would have one vote representing the officer.

(b) The Treasurer and one other designated signatory from the Management Committee are authorised to make payments from the Club's bank account. The signatories are President, Vice President (senior V.P. if more than 1), Secretary & Treasurer.
16. The Management Committee shall annually include a budget allocation for payment of **non-member's fees** and authorise the Treasurer to remit the annual fee payment to Probus South Pacific Limited on behalf of the Club to cover Insurance issues that may arise for occasional visitors to General Meetings or Club Activities.

17. 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 by date on the waiting list. A prospective member will be expected to attend at least two General Meetings but no more than three and participate in at least one Club activity but no more than three prior to application of membership. They will be placed on a waiting list.
 - (b) No membership application form will be offered to a person on the waiting list until such time as there is a vacancy for membership.
 - (c) When appropriate, a membership application form will be offered to a person on the waiting list; the applicant must be sponsored and seconded by current members of the Club and approval for membership given by the majority of the Management Committee.
 - (d) Once the application for membership has been approved by a majority vote the Management Committee, the joining fee and (pro-rata) membership fee is payable upon induction into the Club.
18. The Club shall operate in accordance with the Privacy Act.
19. The Club shall operate under a Refund Policy for any organised activity by the club that requires payment, such as lunches, special outings, or trips etc. no refund payment will be made once a payment is made to respective venues. Monies may be refunded in extenuating circumstances after consideration by the committee.
20. The Club shall operate under a Risk Management Policy.
21. The Club shall establish a protocol for receiving and recording apologies. Such apologies must be received by the Attendance Officer prior to the commencement of the General or Annual General Meeting by a method accepted and approved by the members.
- Members leaving the Club meeting or functions early must advise a member of the Management Committee of their departure.
22. The Management Committee shall provide Probus South Pacific Limited annually with the Club's membership (names only) list in accordance with accreditation requirements set by Probus South Pacific Ltd.
23. The Club Vice-President (or one of the Vice-Presidents, should there be two) shall be 'President Elect' for the following Probus year, and should the Club find itself in the position of not having a Vice-President, then a current member of the Committee shall be appointed by a majority of the Committee.
24. For the purpose of clarifying issues that may be relevant to claims through Probus South Pacific Insurance, all Club activities published in the Chatterbox are activities that have been agreed to and sanctioned by Club members. If however, due to unforeseen circumstances (weather, location problems etc.) and time does not permit the publication of a revised schedule, then the authorized Team Leader may make changes as necessary to ensure a safe and satisfactory activity. A record of these changes must be kept by the Team Leader and forwarded to the Secretary.

25. Procedure for dealing with un-financial members:-
- (a) At the General Meeting after the AGM the Treasurer, in his report, will remind members that subscriptions are now overdue and should be paid either at this meeting or within the next two weeks.
 - (b) Approximately 45 days after the AGM the Treasurer will attempt to contact un-financial members to arrange for immediate payment, or to ask whether the member intends to resign.
 - (c) At the second General Meeting after the AGM the Treasurer will attempt to personally contact remaining un-financial members. Immediately after the meeting the Treasurer will again attempt to contact with those who have yet to be contacted.
 - (d) Approximately 75 days after the AGM the Treasurer will send formal letters to the remaining un-financial members, stating that they have 30 days to pay or resign.
 - (e) At the first Committee Meeting after the expiry of the 30 day notice period, the Committee will review the membership of those who have not resigned or paid.
26. The AGM shall be held in the month of March each year at which the Annual Report and Annual Accounts will be received and an Auditor / Reviewer shall be appointed for the following year.
27. Receipts will be written for all money collected by the Club.
28. The Club will authorise the Assistant Treasurer and all members of the Committee to be eligible to bank Club money.
29. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
30. 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.

Signed: President:

Secretary:

Date review adopted