



Probud Club of Avoca Beach Inc. STANDING RESOLUTIONS

PREAMBLE

The constitution of a Probud Club requires additional information to be provided for in its Standing Resolutions. This is normally referenced in the Club's constitution by the words "as provided for in the Standing Resolutions".

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.

1. The Probud Club of Avoca Beach Inc. will operate according to a Constitution approved by Probud South Pacific Ltd and registered with the NSW Office of Fair Trading, and a set of Standing Resolutions approved and adopted by members by ordinary resolutions at general meetings.
2. A Standing Resolution (excluding one related to business to be conducted only at the Annual General Meeting) may be adopted, amended or rescinded at any general meeting of the Club by the affirmative vote of not less than one half of the members present and voting, provided that notice of the proposed addition, amendment or rescission of a Standing Resolution has been given at the previous general meeting or has been published to all members at least twenty one (21) days before such meeting.
3. A Standing Resolution remains current until the Resolution is amended, rescinded, replaced or no longer applies.

STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION

4. The Club will be managed by a Management Committee which will comprise the President, one or two Vice Presidents, a Secretary, a Treasurer and up to eight (8) other members responsible for such functions as Membership, Social Activities, Marketing and Publicity, Guest Speakers, Club Newsletter, and other functions as may be decided from time to time.
5. Nominations for election as a member of the Management Committee must be endorsed by two Voting Members who propose and second the nomination.
6. The maximum number of consecutive terms for which a Management Committee member may serve in the same role is three (3) terms, unless
 - (a) the member is the only member standing for election to the position, or
 - (b) the Club members, by special resolution, vote to allow the member to stand for election to the position before an election for the position is conducted.
7. Generally, the Club shall meet monthly on the third Monday of each month (except December) at the Avoca Beach Bowling & Recreation Club, commencing at 10.15am and at other times, days and places by decision of the members.
8. A notice of a general meeting or Annual General Meeting may be given by publication in the Club Newsletter, publication on the Club's website, and/or delivered by electronic means (email), post or personally to the address or electronic address shown on the Register of Members. The notice must contain details of the date, time and location of the general meeting and details of business to be considered.
9. A notice of a Management Committee meeting, with details of the date, time and location of the meeting and business to be considered, must be given to each member of the Management Committee at least five (5) days prior to the meeting.
10. A Club meeting may be cancelled or postponed by resolution of the members or the Management Committee.
11. The Annual Subscription payable by each member, other than a Life Member, shall be forty dollars (\$40.00).

12. For new members, pro rata annual subscriptions will be payable on application for membership as follows:
 - (a) if joining between 1 April and 30 June - full subscription;
 - (b) if joining between 1 July and 30 September -75% of full subscription;
 - (c) if joining between 1 October and 31 December – 50% of full subscription;
 - (d) if joining between 1 January and 31 March – 25% of full subscription, or full subscription for the following membership year.
13. The Joining Fee payable by a member on application for admission to the Club shall be twenty dollars (\$20.00), until resolved otherwise, regardless of the date of joining the club.
14. The Management Committee may, by resolution, terminate the membership of any member who has not paid the annual subscription by 21st April and remove them from the Register of Members. Notice of the proposed termination of membership must be given to the member at least 28 days before membership is terminated.
15. The maximum number of Ordinary Members of the Club will be one hundred and ten members (110).
16. The Club shall be a 'combined (mixed gender) club' and the Management Committee shall endeavour to maintain a membership balance of male and female members.
17. There will be no more than two (2) Honorary Members at any one time.
18. There will be no more Life Members than 5% of the Club Membership at the time any Life Member is elected. Nominations must be submitted to the Management Committee for consideration and approval. Life Members will enjoy all the privileges of membership but will not be expected to pay annual membership fees.
19. The Treasurer will submit financial reports to each general meeting.
20. The Public Officer will be appointed, or be confirmed, at each Annual General Meeting. The Management Committee must fill any vacancy in the office of Public Officer within 28 days of a vacancy occurring and the new Public Officer must advise the NSW Office of Fair Trading of the details of the appointment within 28 days of taking office.

ADDITIONAL STANDING RESOLUTIONS

21. The Immediate Past President will be invited to join the Management Committee, with full voting rights.
22. The Club members, or the Management Committee, may appoint an Assistant Secretary, an Assistant Treasurer, assistants to Management Committee members allocated specific functions (such as Membership, Social Activities, Marketing and Publicity, Guest Speakers, Club Newsletter, etc.) and may make other appointments to facilitate the operations of the Club (such as Welfare Officer, Catering Officer, etc.). These appointees are not members of the Management Committee (unless elected as such) but will be accorded temporary membership of the Management Committee when representing a member of the Management Committee in his/her absence.
23. The President, Vice President, Treasurer and Secretary and Assistant Treasurer 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. A payment must not be authorised by two members who are related, or by a member who is the recipient of the payment.
24. The Management Committee will ensure that the Club's annual financial statements are certified, reviewed or audited between 1 January and the Club's Annual General Meeting in March by a person other than a member of the Management Committee who is appointed by the Club members.
25. A prospective member shall be required to attend at least three (3) general meetings of the club before applying for membership of the club.
26. To avoid having visitors enjoy all the benefits of membership without the accompanying responsibilities, and to avoid over exposure of insurance policies to risk, prospective members or legitimate visitors may attend

a maximum of three (3) meetings of the Club and activities within that period, before applying for membership, unless the Management Committee determines otherwise in the case of an individual prospective member or legitimate visitor.

If a person is permitted 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.

27. Membership of this club shall be contingent upon attendance at regular meetings of not less than fifty per cent in any club year, subject to leave of absence in cases of sickness or on any other reasonable grounds.
28. The Management Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
29. If the Club has achieved its maximum membership, prospective members may register their interest in applying for membership on a waiting list maintained by the Membership Officer. The Club will maintain a waiting list protocol as follows:
 - (a) the maximum number of persons on the waiting list will be twenty (20);
 - (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) a Joining Fee and Membership Fee will only be received or accepted from a person on the waiting list when accompanying submission of an application for membership to the Management Committee; and
 - (e) persons on the waiting list do not attend Club meetings or activities prior to being offered Club membership when a vacancy occurs.
30. The Probus Membership Representative will be the Probus Ambassador or, if the Probus Ambassador is unable to undertake this role, the Management Committee will appoint one of its members to this position.
31. The Club will establish and maintain an internet website for the information of members and to promote the club to prospective members.
32. 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).

The information collected in relation to members will be held in accordance with the information privacy principles contained in the Privacy Act. The club shall ensure that it complies with such information privacy principles and will not disclose any such information, except in accordance with the provisions of the Privacy Act.
33. The Club will implement a Social Activities Policy, including guidelines relating to payments and refunds, which will form part of these Standing Resolutions.
34. The Club will adopt a Risk Management Policy which will form part of these Standing Resolutions.
35. The Club will adopt a Website Management Policy, which will form part of these Standing Resolutions.
36. The Club will adopt an e-Mail Account Management Policy, which will form part of these Standing Resolutions.
37. The Club will adopt guidelines outlining the Obligations of Membership of the Club.
38. The Club will adopt guidelines for conducting raffles by the Club.
39. 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.
40. To maximise the time available during general meetings for members to be able to interact with each other and to plan for social activities:
 - (a) Members must have their attendance at a general meeting or function recorded on arrival to comply with PSPL policy and requirements for insurance purposes, but are not required to sign the attendance register;

- (b) The Minutes of the previous general meeting will be circulated by email to those members who have recorded their email address on the Membership Register and a copy will be available in the meeting room prior to the commencement of the meeting;
- (c) Instead of reading the Minutes of the previous meeting, the Minutes will be “taken as read” and proposed for adoption as an accurate record of the previous general meeting.
- (d) The agenda will list only items where there is current business for the information of, or consideration by, the members, with provision for general business.

ADOPTION OF STANDING RESOLUTIONS

At a General Meeting of the Probus Club of Avoca Beach Inc. held on

it was resolved that:

1. *All current Standing Resolutions be rescinded; and*
2. *The Standing Resolutions presented and recommended by the Management Committee be adopted.*

SCHEDULE OF AMENDMENTS TO STANDING RESOLUTIONS

Subsequent to the resolution of (insert date) the following amendments to Standing Resolutions have been adopted:

Date	Details of Amendment