

STANDING RESOLUTIONS
of the
Port Douglas and District Probus Club



Preamble (Taken from the Probus Club Handbook - Helpful Guidelines for Officers)

Standing Resolutions are the guidelines for the 'housekeeping' or management of the club in accordance with the wishes of the membership. A Standing Resolution may not be in conflict with an Article of the Constitution.

Membership

1. It is advised that prospective Members attend two General Meetings before submitting an Expression of Interest or an Application to join the Club.
Visitors may attend a maximum of 3 meetings. If a person continues to attend meetings 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.
2. Those persons included on the waiting list may attend all Club Meetings and will be required to make a nominal payment for associated club running costs (see item 6, Membership Waiting List Policy).
3. Those persons included on the waiting list may attend all Club activities and will be required to pay the specified activity cost.
4. The maximum membership of the Club shall be 80 members which shall be determined annually at the AGM.
5. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
6. At all times that the Club is at its membership ceiling the Club's approved Waiting List Policy will be followed.
7. Non-Active membership can be granted to a member who, because of carer responsibilities, illness or physical disability, is unable to attend Club meetings. When a Non-Active Member recovers from their illness or disability, they remain a Non-Active Member until such time as they resume ordinary membership.
8. A Non-Active member who is in a position to become an Active Member again will be placed ahead of all other prospective members on the waiting list.
9. If a single vacancy arises and the next two prospective members on the waiting list are a couple, they can both be offered membership. In this situation the Club will temporarily be above its membership ceiling, and two members would need to leave the Club for a further vacancy to arise.
10. There will be no more than two Honorary Members at any one time.
11. There will be no more than two Life Members at any one time.
12. 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.

Management

1. The Club shall be managed by a Management Committee (herein after called 'the Committee'), comprising of a President, Vice-President, Secretary, Treasurer, and up to 6 other members which could fill other responsibilities such as Assistant Secretary, Trips and Outings, Guest Speaker, Hospitality, Membership, Newsletter, Dine Out, Special Events and other programs and 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 on motions considered by the committee.

2. Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club.
3. There shall be no maximum number of consecutive terms for which any Committee member may serve in the same role.
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 on Committee motions. 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. Other responsibilities and activities conducted within the Club may be voluntarily undertaken by other members of the Club, subject to the agreement of the Committee and by the Members.
6. All correspondence received from Members on any Club policy and/or management issues shall be directed to the Secretary in the first instance, where the subject matter will then be dealt with by the Committee.
7. Whenever a Club Member dies the Club's Bereavement Policy will be followed.
8. The Club's Risk Management Policy shall be periodically reviewed.
9. The Club's Privacy Policy shall be periodically reviewed.
10. From time to time the Committee may need to handle unusual situations or incidents within the Club. When this arises, there must be consultation by the Committee to ensure that consensus is reached before the Club's official response is made public. In adopting this process, it is acknowledged that individual Members of the Club are free to express and make their own response to events independent of the Club's position.

Meetings

1. The Club shall meet on the fourth Monday of each month (but not December), at the Tin Shed, Port Douglas, commencing at 09.30 am.; except for the month of January, when it will be the third Monday of the month.
2. The Club may meet at another time, on another day, or at another venue by decision of the Members.
3. Meetings of the Committee shall be held every second month and more often if deemed required at an agreed venue determined by the Committee.
4. As specified in the Club's Risk Management Policy members who leave General Meetings early are to sign out, indicating their time of departure.
5. Attendees will abide by meeting venue emergency procedures including evacuation and the Committee shall ensure they are familiar with this procedure.
6. In relation to committee meetings, at least 7 days' notice must be given to committee members.

Subscriptions

1. A subscription payable by Members shall be \$50.00 per annum, with annual review (as defined by clause 14c) and is payable by the April Meeting. Pro rata rates apply for new members as detailed in the Club's Constitution.

Finance

1. The Treasurer will table financial reports to general meetings on a monthly basis.
2. The President, Treasurer and Secretary are the authorised signatories on the Club's bank account, including Electronic Funds Transfers. Any two of these signatories may authorise such transactions provided that the two signatories are not related.
3. All money collected from Members for membership, activities, trips or outings shall be recorded and then kept in a secure location. If feasible, large sums of money should be banked as soon as possible. It is accepted that some Activity Leaders will retain money collected to pay venue rent, or purchase items that are essential for the smooth operation of the activity. Receipts are to be handed to the Treasurer as soon as possible after the event has occurred. Whenever possible, the preferred payment is by electronic bank transfer.

4. In order to enable more accurate and easier accounting Members making single or multiple payments for membership, activities, trips or outings need to place the correct amount in separate clearly marked envelopes, which clearly indicates their name and specifies the amount being paid for each item.
5. Members who withdraw from activities, outings or trips, having already paid any expenses towards such, will not be refunded until all financial commitments have been met. Any balance of monies will then be shared equally among those persons seeking a refund, up to the amount they actually paid.
6. If required, the Committee will ensure that the Club's annual financial statements are audited by a person who is not involved in their preparation.

Club Appointments

1. If required, the positions of, Club Auditor, Club Safety Officer and Assistant Treasurer will be Annual Appointments made by the Committee of Management and will be presented to the Members at each AGM for ratification. These appointments will be documented and updated annually in the Members' Handbook.

Club Activities

1. Non-Members cannot take part in Club Activities unless invited by a current financial Club Member.
2. Members may carpool, as long as the courtesy does not involve setting a fee to travel. The driver shall ensure he/she is licensed, not intoxicated and the vehicle is road worthy and registered. Probus insurance will cover Members and guests engaged or participating in any 'recognised activity of the club', normally listed in club records and bulletins.
3. As specified in the Club's Risk Management Policy, all newly inducted members will be required to complete a registration form (Form 01). This entails the signing of a declaration regarding participation in all Club Activities, Overnight Trips and Club Outings and the provision of emergency contact information. The emergency contact information will be confirmed on an annual basis.
4. If required, the Club will reimburse guest speakers for travel expenses for total distances over 100 kilometres.

Amendments and New Standing Resolutions

1. Provided 14 days written notice has been given, these Standing Resolutions may be amended at any General Meeting of this club, a quorum being present, by the affirmative vote of not less than 50 per cent of the Members present and voting.
2. No Standing Resolution should be moved at a general meeting from the floor without it having been presented to the committee first, either in writing or as a personal presentation.
3. To amend or replace a Standing Resolution, the members in a general meeting must pass either an amendment to an existing Resolution or a new Resolution.
4. A Standing Resolution shall remain on the books until such a time as the resolution no longer applies, is amended, or a new resolution overrides the previous resolution.

Certification

We hereby certify that, a quorum being present, these standing resolutions were adopted by a decision of not less than three-quarters of the members present and voting at a general meeting of the Club held on 24/11/2025.



President's signature

24/11/25

Port Douglas & District Probus Club



Secretary's signature

24/11/25

Standing Resolutions November 2025