



PROBUS CLUB OF Miami Combined Probust Club Inc.
STANDING RESOLUTIONS
(Dated 2nd September 2025)

BACKGROUND

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

A. STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION.

1. The Club will be managed by a Management Committee ("Committee") comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and six other members of the Committee to be responsible for: Welfare, Events/Activities, Themed Dinners/Lunches, Membership, Guest Speakers, Newsletter Editor/Webmaster. And other such roles as may be decided from time to time. (Constitution clause 7. (a)).
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. No maximum has been set for the number of consecutive terms for which a committee member may serve in the same role. (Constitution clause 8. (l)).
4. The Club will meet monthly at 10am, on the 1st Tuesday, of each month, except for January, at the Burleigh Heads & Mowbray Park Surf Living Saving Club, Burleigh Heads. (Constitution clause 12. (a))
5. In relation to Committee meetings, at least one month's notice must be given to Committee members. Meetings will be held on the last Tuesday of the month. (Constitution clause 7. (j))
6. The annual subscription will be \$35.00 and is payable by members by 31 March each year. The joining fee payable by new members will be \$20.00. (Constitution clause 14. (a))
7. The maximum number of Ordinary Members of the Club will be 65. (Constitution clause 5. (f))
8. There will be no more than three Honorary Members at any one time. Honorary Members are not required to pay annual subscriptions. They are entitled to all the benefits of membership except they are not eligible to be a committee member or to vote at General Meetings. (Constitution clause 5. (f)).
9. There will be no more than three Life Members at any one time. Life Members are not required to pay annual subscriptions. They are entitled to all the benefits of membership and are eligible to vote at general meetings. Life Members are included in the Club Membership of 65. (Constitution clause 5. (f)).

10. Non-active membership may be conferred upon a member who, because of long-term illness, physical disability or personal carer responsibilities cannot attend meetings and has been granted leave of absence by the club. Non active members are not included in the Club's membership count. (Constitution clause 5(i))
11. The Treasurer will submit financial reports to general meetings monthly. (Constitution clause 10.(b)).
12. If the Club is incorporated, the committee will nominate a member to act as a Public Officer if one is required. (Constitution clause (11)).
13. 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

14. The Immediate Past President is an ex officio member of the Committee by virtue of his or her past service as President without voting rights.
15. 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.
16. The 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.
17. 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.

[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.]

18. Visitors, (other than members of other Probus Clubs and those on the Wait List) must first attend a general meeting and then may attend a maximum of four meetings and/or activities of the Club each Probus Calendar year in any combination.
19. Members are expected to attend six of the Club's monthly meetings in any calendar year, subject to any leave of absence being granted by the Committee.
 - (a) The Club shall establish protocols for receiving and recording apologies. An apology is not counted as a meeting attendance.
 - (b) Members leaving club meetings early must advise the Membership Officer of their departure.
20. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
21. The Club will maintain a waiting list protocol as follows:
 - (a) the maximum number of persons on the waiting list will be ten.
 - (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 all Club meetings and/or activities and will be required to meet associated costs in attending.
- (f) Additional names will be "interested" persons without full attendance rights in accordance with the Club's protocol for visitors.
- (g) The Management Committee shall annually include a budget allocation for payment of Wait List capitation fees payable to PSPL.

22.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).

23.The Club will adopt a Refund and Payment Policy.

24.The Club will adopt a Risk Management Policy.

25.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

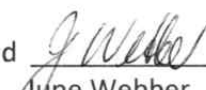
- a. To amend or replace a Standing Resolution, the members in general meeting must pass either an amendment to an existing Resolution or a new Resolution.
- b. A Standing Resolution may be moved at a general meeting from the floor with or without due notice depending on the nature of the motion. If 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 Standing Resolutions will normally require a simple majority vote of those members present and voting.
- 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

With regards to Resolution 23, and 24, these resolutions refer to the Refund and Payment Policy guidelines and Risk Management Policy guidelines which are available in the Club Administration Section of the PSPL website or by contacting the PSPL Team.

Members resolved to formally adopt the above Standing Resolutions numbered 1 – 25 at the General Meeting 2nd September 2025.

Signed


June Webber
President


Lesley Mayn
Secretary