



PROBUS CLUB OF LEUMEAH (COMBINED) INC STANDING RESOLUTIONS

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".

Management Committee

1. The Club will be managed by a Management Committee ("Committee") comprising a President, one Vice-President (the Vice President is President Elect), a Secretary, a Treasurer and Officers to be responsible for Guest Speakers, Tours and Visits, Membership, Editor, Hospitality, Welfare, Attendance, Assistant Secretary, Assistant Treasurer and such other activities as may be decided from time to time by the Club. (Constitution clause 7.(a)).
2. The Probus Liaison Officer will be the Vice-President.
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 three (3) terms. (Constitution clause 8.(l)).

Meetings

5. The Club will meet monthly at 10.00 am on the third Monday of each month, except for December and any Public Holidays, at Wests Leagues Club, Leumeah (Constitution clause 12.(a)).
6. The Club may meet at another time, on another day, or at another venue by decision of the members.
7. In relation to Committee meetings, at least 7 days notice must be given to Committee members. (Constitution clause 7.(j)).
8. Members leaving Club meetings or activities early are requested to advise a member of the Management Committee or an Activity Organiser of their departure.

Membership

9. Currently the annual subscription will be \$40 and is due and payable on 31 March each year. The joining fee payable by new members will be \$15. The Meeting Fee will be \$5 per attendance. These are to be adjusted at the February meeting. (Constitution clause 14.(c). Receipts will be issued for joining fees and annual subscriptions.

10. The maximum number of Ordinary Members of the Club will be 150. (Constitution clause 5.(f))
This number will not preclude a husband and wife joining if the membership number is 149.
11. The Management Committee shall endeavour to maintain a gender balance of not more than 65% of any one gender.
12. There will be no more than 3 Honorary Members at any one time. (Constitution clause 5.(f)).
13. There will be no more than 3 Life Members at any one time. (Constitution clause 5.(f)).

Club Management

14. The Treasurer will submit a financial report to general meetings on a monthly basis. (Constitution clause 10.(b)).
15. The Assistant Treasurer may act as Treasurer if the Treasurer is away on holidays or is incapacitated for the end of the month or in the period before a meeting where the organisers need to be informed of who has paid for the outings. The Assistant Treasurer may have access to the bank account(s) to be able to do this.
16. If the Club is incorporated, the Secretary will act as the Public Officer if one is required. (Constitution clause 11). The Committee may, at its discretion, appoint an alternative Committee member as the Public Officer.
17. 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))
18. 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.
19. The Treasurer and three other delegated officers of the Management Committee are authorised to use the Electronic Funds Transfer (EFT) banking system to pay Club expenses.
20. The Club may operate an additional account with two debit cards to be used by the Treasurer and Tour Director for payment of Club expenses which cannot be paid by other means.
21. The Manager of the Website will be appointed by the Committee.
22. The offices of President and Vice-President should if possible be held by female and male alternately, all other positions non-gender specific.
23. The Committee will ensure that the Club's annual financial statements will be certified and reviewed. The financial statements should be certified by the Management Committee as being an accurate view of the Club's financial affairs.
24. Visitors may attend a maximum of 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.

25. Members are expected to attend 50% of the Club's monthly meetings in any calendar year, subject to any leave of absence being granted by the Committee. Apologies for absence from meetings are to be sent to the Attendance Officer and recorded by the Membership Officer.
26. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
27. The Club will maintain a waiting list protocol as follows:
 - (a) the maximum number of persons on the waiting list will be 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) 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.
28. 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.

Policies

29. The Club shall operate under a Privacy Policy and in accordance with the Privacy Act (Cwth) 1988.
30. The Club shall operate under a Tours and Refunds Policy.
31. The Club shall operate under a Risk Management Policy.

B. 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. However, a Club may select a higher majority vote (such as 75%) and that should be clearly stated in its Standing Resolutions.
- (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.

C. 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 17-11-25 [insert date]


President's signature


Secretary's signature