



STANDING RESOLUTIONS - PROBUS CLUB OF LEUMEAH (COMBINED) INC.

Management

1. The Club shall be managed by a set of Standing Resolutions approved and adopted by members.
2. The Club shall be managed by a Management Committee (herein after called '**The 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, Club Bulletin, Hospitality, Welfare, Attendance and such other activities as may be decided from time to time by the Club.
3. The Immediate Past President shall be a member, ex officio, of the Committee with full voting rights.
4. The Probud Liaison Officer will be the Vice-President.
5. The positions of Assistant Secretary and Assistant Treasurer are nominated positions to be elected at the AGM.
6. 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.
7. 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 EFT or cheque.
8. The Manager of the Website will be appointed by the Committee.
9. The offices of President and Vice-President should be held by female and male alternately, all other positions non-gender specific.
10. The Secretary is confirmed as the Public Officer.

Meetings

11. The Club shall meet monthly at 10:00am on the third Monday of each month at West's Leagues Club, Leumeah
12. The Club may meet at another time, on another day, or at another venue by decision of the members.
13. The Club shall establish a protocol for receiving and recording genuine apologies. Such apologies must be received by a member of the Management Committee prior to the commencement of the General or Annual General Meeting by a method accepted and approved by the membership.
14. Members leaving club meetings or activities early must advise a member of the Management Committee of their departure.

Membership

15. The maximum membership of the club shall be 150 which will be reviewed at the AGM. This number will not preclude a husband and wife joining if the membership number is 149.
16. The Management Committee shall endeavour to maintain a gender balance of not more than 65% of any one gender.
17. The Management Committee shall annually account for the number of NON-MEMBERS regularly attending club meetings and/or activities outside the Club's protocol for visitor attendance.

Such persons shall include approved wives, partners, widows/widowers of deceased members, associates and affiliates.

Exemption - no count or fee applies for carers and financial members of other Probus Clubs. The Management Committee shall annually include a budget allocation for payment of NON-MEMBER fees and authorises the Treasurer to remit the annual fee payment to Probus South Pacific Ltd on behalf of the Club.
18. 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 and gender as the 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, such application must be sponsored by two current members of the Club and approval for membership given by a majority of the Management Committee.
 - (d) No monies shall be received or accepted from a person on the waiting list until such time as the application for membership has been approved by the Management Committee.
 - (e) Those persons included on the waiting list must meet the requirements of attendance under the protocol set for visitors. Visitors must attend two meetings before submitting an application for membership. Visitors may attend a maximum of 3 meetings and activities of the Club.
19. The subscription payable by members shall be \$35.00 per annum which will be reviewed at the Annual General Meeting. (Increase approved at the AGM on 21 March 2016)
20. The joining fee payable by a member on admission to the Club shall be \$15.00 which will be reviewed at the Annual General Meeting. (Increase approved at the AGM on 16 March 2015)
21. Honorary members may be elected at the discretion of and on such terms as may be decided upon by a majority of members at a general meeting. There shall not be more than three Honorary Members at any one time. Honorary Members shall not be eligible to hold office and shall not be entitled to vote but shall enjoy all other membership privileges and shall not be required to pay membership subscriptions.
22. Life membership may be conferred upon a member who has rendered outstanding service to the Club. Nominations shall be submitted in writing to the Management Committee for consideration, and if approved, referred to the next general meeting of the Club for confirmation. Life Members

shall enjoy all membership privileges and shall not be required to pay membership subscriptions. The maximum number of Life Members shall be as decided by members at any general meeting.

23. Non-Active membership may be conferred upon a member who because of carer responsibilities, illness or physical disability has been granted leave of absence by the Club. Non-Active members shall not be required to pay membership subscriptions and shall not be included in the member number of the Club during their leave of absence.
24. The Management Committee shall provide Probus South Pacific Ltd annually with the club's membership list.

Privacy

25. All Probus Clubs are subject to the requirements of the Privacy Act 1988 in Australia and those in New Zealand by the NZ Privacy Act 1993. The Club shall operate under the following Privacy Policy approved by members at the meeting on Monday 18 June 2012 in accordance with the Privacy Act:

(a) Protecting Members' Privacy

The Probus Club of Leumeah Combined Inc. is committed to protecting the privacy of its members. The information collected in relation to members shall 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 shall not disclose any information, except in accordance with the provisions of the Privacy Act.

(b) Personal Information held by the Club

It is a condition of membership of this club that each member consents to providing personal information in the form of his/her name, residential address, telephone and mobile numbers, email address (if applicable), date of birth and emergency contact details, position in club (where necessary) being included in a membership list. In accordance with the Constitution there is a dual responsibility of the Secretary and Membership Officer to maintain a register of member's personal details (listed above). This is maintained on a database which is on a dedicated laptop (not connected to the internet) and is updated as necessary.

Prospective members' (waiting list) names and required information are recorded on the database. Other committee members may require some of member's personal details to carry out their functions as Welfare Officer, Treasurer, Tours & Outings Officers and Bulletin Editor etc.

(c) Personal Information distributed to Probus South Pacific Ltd (PSPL)

The Club supplies PSPL the following information for each member: name, address, telephone and mobile numbers, date of birth and email address. This ensures that each member continues to be covered under the Probus Insurance Policy. The Club each year provides PSPL with information on meeting arrangements and the officers for the ensuing year and is given in accordance with the requirements of our Constitution.

Tours and Refunds

26. The Club shall operate under the following Tours & Refunds Policy approved by members at the meeting on Monday 18 June 2012:

(a) Day Tours & Outings (Theatre, Lunches etc)

In the event of cancellation, Probus members/guests need to provide AS MUCH PRIOR NOTICE AS POSSIBLE WITH A MINIMUM OF ONE WEEK when seeking a refund.

Refund qualification may vary depending on monies paid and commitments given to bookings with third parties. A full refund may not be possible in certain circumstances (Example: motel bookings, coach bookings, entrance fees, club bookings and other bookings).

Once theatre tickets have been purchased for Probus members/guests, the Club has no liability for any refunds.

Refunds for all activities will be made by Direct Deposit to the member's bank account. If this is not possible a club cheque will be issued for the amount of the refund.

(b) Extended Tours

In the event of cancellation, Probus members and guests need to provide TWENTY EIGHT (28) DAYS NOTICE when seeking a refund.

Refund qualification may vary depending on monies paid and commitments given to bookings with third parties. A full refund may not be possible in certain circumstances (Motel and Coach Bookings).

All cases for refunds (day tours, outings, extended tours etc) will be determined at the following Committee meeting. It is advisable to have your own travel insurance cover for such tours.

(c) Payments

Payments from Probus members/guests for Day Tours, Outings and Extended Tours are determined by the co-ordinators and notified when advertising the event. Your intention, by your signature to participate in an event, signifies that you have accepted the terms and conditions of payments and refunds. Payment can be made by cash, cheque or by bank transfer. Receipts will be issued for outings undertaken by the Club. Payments from Probus members/guests listed for tours and outings need to be made by the nominated date.

Failure to pay by the nominated date will result in the Probus member/guest being removed from the list.

(d) Waiting Lists

No payments to be paid by those Probus members/guests placed on a waiting list until notified.

(e) Tour Lists

Please ensure those names of guests placed on the lists for tours need to be genuine and authorised by the individual.

(f) Other Club Tours

Please be aware if travelling with other Probus clubs that their policies may vary.

(g) Insurance Cover

Please be aware that only recognised Probus tours and activities recommended by the Committee of Management and approved by the membership, will provide Probus Insurance cover for members and guests.

Risk Management

27. Having a Risk Management Policy is a requirement for all Probus Clubs in the South Pacific Region. The Club shall operate under the following Risk Management Policy approved by members at the meeting on Monday 18 June 2012:

Members shall be required to sign a Participant's Declaration as follows:

When applying to participate in Club Outings/Tours I agree that while participating in them:

- I understand that I am the person who is fully responsible for the state of my health and undertake to do all that is necessary so as not to place other participants under stress or duress or to put them in danger because of the state of my health or my behaviour.
- I hereby declare that to the best of my knowledge I am fit enough to undertake each Outing/Tour and to agree to advise the Leader immediately should my state of health change.
- I hereby declare that I will only participate in Outings/Tours where I am physically capable of doing so.
- I am aware that photographs may be taken during Outings/Tours and my image may be included in such photographs. It is with my full knowledge and approval should it occur that photos are taken of me.
- In the case of any accident, illness or emergency please contact my preferred Emergency Person which I have notified to the Club.

28. These Standing Resolutions, excluding those articles related to the Annual General Meeting, may be amended at any general meeting of this Club, a quorum being present, by the affirmative vote of not less than 50% of the members present and voting, (where proxies are accepted), notice of such proposed amendment(s) having been published to all members at least twenty one (21) days before such meeting.

Change History

Additional Standing Resolutions approved at the General Meeting held on 18th June 2012

Standing Resolutions approved at the General Meeting held on 19th August 2013

Variation to Standing Resolution 3.c) approved at the Annual General Meeting held on 18 March 2019

Variation to Standing Resolution 4 approved at the General Meeting held on 17th January 2022

Variation to Additional Standing Resolution 2 approved at the General Meeting held on 20th February 2023

Variation to Additional Standing Resolution 3 approved at the General Meeting held on 20th February 2023

Variation to Standing Resolution 3. c) 1) approved at the General Meeting held on 20th March 2023

Standing Resolutions and Additional Standing Resolutions consolidated into a single Standing Resolutions in Oct 2023