



MODEL STANDING RESOLUTIONS ISSUED BY PROBUS SOUTH PACIFIC LIMITED

**PROBUS CLUB OF MITCHAM NUNAWADING (INC.)**  
**Club # 58132 Inc Reg # A0062625M**

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** comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and a number of other members, to make the Management Committee who are responsible for Guest Speakers, Visits & Entertainment, Membership, Club Bulletin & Publicity, Welfare, Tour Leader, Outings Officer and such other 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.

3. (a) The Management Committee is authorised to appoint a Probus Liaison Officer (with email access to allow communication with PSPL) at the Annual General Meeting or the April Committee Meeting.
- (b) The Management Committee is authorised to appoint an assistant Secretary and assistant Treasurer. Such [assistant/s] [is/are] not a sitting member of the committee and [is/are] not entitled to vote. However, if the assistant is acting for the officer in his/her absence then the [assistant/s] would have one vote representing the officer.
- (c) The Treasurer and designated signatories appointed by the Management Committee are authorized to use Electronic Funds Transfer (EFT) banking system for club accounts.
4. The Club shall meet monthly at 10am on the 2<sup>nd</sup> Tuesday day of each month at the Willis Room, City of Whitehorse Centre.
5. The Club may meet at another time, on another day, or at another venue by decision of the members.
6. The maximum membership of the club shall be 100 which will be reviewed at the Annual General Meeting.
7. Deleted
8. The Management Committee shall annually account for the number of NON MEMBERS regularly attending club meetings and/or activities outside the clubs protocol for visitor's attendance. Such persons shall include: Approved spouse, 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.

9. The Club shall adopt a protocol to manage and maintain a waiting list.
  - (1) An expression of interest to join the club will be recorded by date and gender as the waiting list.
  - (2) No membership application form will be offered to a person on the waiting list, until such time as there is a vacancy for membership.

(3) 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.

(4) 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.

(5) Those persons included on the waiting list may attend all club meetings and activities and be required to meet associated costs in attending.

10. Visitors may attend a maximum of 3 meetings and activities of the Club.

*[This rule has been established so as not to over expose our insurance policies and to avoid having visitors enjoy all the benefits of membership without the responsibilities. These responsibilities include; annual fees, attendance and participation in club meetings and activities and at some time during membership to take an active role on the Management Committee.]*

11. The Club shall operate under a Privacy Policy in accordance with the Privacy Act. (See Appendix I)\*

12. The Club shall operate under a Tours & Refund Policy. (See Appendix II)\*

13. The Club shall operate under a Risk Management Policy. (See Appendix III)\*

14. The Secretary is confirmed as the Public Officer.

NB: Not applicable to Victorian Clubs.

15. The subscription payable by members shall be \$35.00 per annum which will be reviewed at the Annual General Meeting.

16. The joining fee payable by a member on admission to the Club shall be nil which will be reviewed at the Annual General Meeting.

17. There shall not be more than 4 Honorary Members at any one time. 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. Such Honorary Members shall not be eligible to hold office and shall not be entitled to vote but shall enjoy all membership privileges and shall not be expected to pay annual fees.

Honorary Membership has been granted to:

.....Jutta Collins..... Date: ...March 2015.....  
..... Date: .....  
..... Date: .....

18. There shall not be more than 6 Life Members at any one time. 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.

Such Life Members shall enjoy all membership privileges and shall not be expected to pay annual fees.

Life Membership has been granted to:

...Frank Wells..... Date: .....  
..... Date: .....  
..... Date: .....

19. There shall not be more than 10 Non Active Members at any one time. 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. Such Non Active members shall be granted leave of absence and non-financial membership shall apply in these cases.

Non Active Membership has been granted to:

...Laurie Bell.....Period of time for 1 year from March 2015.....  
...Ted Arrowsmith..... Period of time for 1 year from March 2015.....  
Malcolm McGregor Period of time for 1 year from March 2015

(May state time limit or unlimited)

20. The Club shall establish a protocol for receiving and recording genuine apologies. Such authorised apologies must be received prior to the commencement of the general or annual general meeting by a method accepted and approved by the membership.  
Members leaving club meetings or activities early must advise a member of the Management Committee of their departure.
21. The Management Committee shall provide Probus South Pacific Ltd annually with the clubs membership list.
22. 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, notice of such proposed amendment(s) having been published to all members at least twenty one (21) days before such meeting.

Members resolved to formally adopt the above Standing Resolutions numbered 1-22 by Special Resolution at a General Meeting held on Tuesday 8 March 2016.

Signed \_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

Print name Athol Wells\_

Ray Summers

Date Wednesday 9 March 2016.

Wednesday 9 March 2016.

Note: Original copy with signatures of the President and Secretary are held by the Secretary.  
Wednesday 9 March 2016.

PSPL – 0213

\* Appendix attached

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**PROBUS CLUB OF MITCHAM NUNAWADING (Inc)**  
**Club # 58132 Inc Reg # A0062625M**  
Ray Summers  
Monday 7 February 2016.