



Narellan Probus Club (Inc)

STANDING RESOLUTIONS

Club Number 593455

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 of a President, Vice-President Secretary, Treasurer, and a minimum of 3 and a maximum of **6 Committee Members**. (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. The Probus Liaison Officer is not a sitting member of the committee and is not entitled to vote.

b) The Management Committee is authorised to appoint an assistant Secretary and assistant Treasurer. If such assistants are not a sitting member of the committee, they are not entitled to vote. However, if the assistant is acting for the officer in his/her absence then the assistants would have one vote representing the officer.

c) The Management Committee is authorised to appoint a Membership Officer.
4. Cheques or electronic payments of all club accounts shall be processed by any two of the following, President, Vice-president, Secretary or Treasurer and members selected by the committee.
5. The Club shall meet monthly at 10.00am on the 1st Friday of each month.
6. In extraordinary cases the Club may meet at another time, on another day, or at another venue by a decision of the executive.
7. The maximum membership of the club shall be 120 which will be reviewed by a decision of the members.
8. The Management Committee shall endeavour to maintain a gender balance of not more than 60% of any one gender.
9. 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: Wives, partners, widows/widowers of deceased members, associates and affiliates. Exemption - no count or fee applies for carers.
10. The Management Committee shall annually include a budget allocation for payment of NON-MEMBER fees and authorise the Treasurer to remit the annual fee payment to PSPL on behalf of the club.
11. 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 on any such list. A completed expression of Interest Form is to be completed and will be kept in chronological order by the Membership Officer. Each such form shall be presented in person by the applicant at a club meeting.
 - b) No membership application form will be offered to a person on the 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 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 list until such time as the application for membership has been approved by the Management Committee.
 - e) All persons on the list must meet the requirements of attendance under the protocol set for visitors.

f) The President will call upon the Proposer of the new member to introduce them by announcing the new member's name, former vocation and current interests. The President then very briefly outlines the purposes of Probus and inducts the new member by presenting them with a probus badge and the asks the members to extend a welcome to the new member

- 12. Visitors may attend a maximum of 3 meetings of the Club each year.
- 13. The Club shall operate under a Privacy Policy in accordance with the Privacy Act. (See Appendix I)*
- 14. The Club shall operate under a Tours & Refund Policy. (See Appendix II)*
- 15. The Club shall operate under a Shows & Refund Policy. (See Appendix III)*
- 16. The Club shall operate under a Risk Management Policy. (See Appendix IV)*
- 17. The Club shall appoint a Public Officer at the Annual general meeting.
- 18. The subscription payable by members shall be \$50.00 per annum which will be reviewed at the Annual General Meeting.
- 19. 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.
- 20. There shall not be more than 2 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:

21. There shall not be more than 2 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:

22. There shall not be more than 6 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:

Period of time (May state time limit or unlimited)

23. The Club shall establish a protocol for receiving and recording genuine apologies. Such apologies must be received by the Membership Officer 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 functions early must advise a member of the Management Committee of their departure.

24. 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 75% 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 1-24 by Special Resolution at a General Meeting held on 6th April 2018

Signed _____ President _____ Secretary

Date _____