

24.9.13



**STANDING RESOLUTIONS  
OF THE  
COMBINED PROBUD CLUB OF MANNINGHAM (INC.)**

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 five Committee Members who will be responsible for 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 an assistant Secretary and assistant Treasurer. Such assistants are not a sitting member of the committee and are not entitled to vote. However, if the assistant is acting for the officer in his/her absence then the assistant would have one vote representing the officer.  
  
(b) The Treasurer and one other delegated officer of the Management Committee, 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 10.00 am on the fourth Tuesday of each month at Bulleen Baptist Church, Marcus Avenue, Bulleen.
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 130 which will be reviewed at the Annual General Meeting.
7. The Management Committee shall endeavour to maintain a gender balance of not more than 60% of any one gender.
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: Wives, partners, widows/widowers of deceased members, associates and affiliates. Exemption - no count or fee applies for carers.
9. 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 Probud South Pacific Ltd on behalf of the club.

10. 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 must meet the requirements of attendance under the protocol set for visitors.
11. Visitors may attend a maximum of three meetings 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.]*
12. The Club shall operate under a Privacy Policy in accordance with the Privacy Act. (See Appendix I)\*
13. The Club shall operate under a Tours & Refund Policy. (See Appendix II)\*
14. The Club shall operate under a Risk Management Policy. (See Appendix III)\*
15. The Secretary is confirmed as the Public Officer.
16. The subscription payable by members shall be \$20.00 per annum which will be reviewed at the Annual General Meeting.
17. The joining fee payable by a member on admission to the Club shall be \$20.00 which will be reviewed at the Annual General Meeting.
18. There shall not be more than three 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.
19. There shall not be more than five 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:  
Freda Brilliant.  
Ron Williamson  
Les Roper
20. There shall not be more than five 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.



21. The Club shall establish a protocol for receiving and recording genuine apologies. Such apologies must be received by a member of the Committee of Management 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.
22. The Management Committee shall provide Probus South Pacific Ltd annually with the clubs membership list in accordance with accreditation requirements set by Probus South Pacific Ltd.
23. 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, (or add 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.

Members resolved to formally adopt the above Standing Resolutions numbered 1-23 by Special Resolution at a General Meeting held on ..... (Day and date)

Signed *P. Payne Vice President* *Tom Burr*  
President Secretary

Date *24-9-13*

\* Sample templates available through Probus South Pacific Ltd