PROBUS CLUB OF Strathfieldsaye Combined
STANDING RESOLUTIONS

1. The Club will be managed by a Management Committee ("Committee") comprising a President, a Vice-President, a Secretary, Assistant Secretary, a Treasurer, Assistant Treasurer and 6 Committee members to be responsible for Trips & Tours, Social, Club Bulletin, Membership and other activities as may be decided from time to time by the Club (Constitution clause 7. (a)).

2. Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club. (Constitution clause 8. (b)

3. The maximum number of consecutive terms for which a Committee member may serve in the same role is 3 terms. (Constitution clause 8. (1)

4. The Club will meet monthly at 10.00am on the second Thursday of each month at the Strathfieldsaye Community Church. (Constitution clause 12. (a)) The Club may meet at another time, on another day, or at another venue by decision of the Members.

5. In relation to Committee meetings, at least 7 days' notice must be given to Committee members. (Constitution clause 7. (j))

6. The annual subscription will be set at the Annual General Meeting (AGM) and is payable by members by 31 March each year. The joining fee payable by new members will also be set at the AGM. (Constitution clause 14. (a))

7. The maximum number of Ordinary Members of the Club will be 120. (Constitution clause 5. (f))

8. There will be no more than 3 Honorary Members at any one time. (Constitution clause 5. (f)).

9. There will be no more than 2 Life Members at any one time. (Constitution clause 5. (f)).

10. Strathfieldsaye Combined Probus Club Inc will not support the appointment of either Life or Honorary Members at this time.

11. The Treasurer will submit financial reports to general meetings on a monthly basis. (Constitution clause 10. (b)).

12. The Secretary will act as the Public Officer under the Victorian Associations Reform Act 2012. (Constitution clause 11).

13. 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))

14. The offices of President and Vice President should be held by male and female Members alternately, where possible. All other positions being non-gender specific.

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15. 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.

16. The Committee is authorised to appoint assistants to any of the positions on the Committee. Assistants are not sitting members of the Committee and are not entitled to vote. However, if an assistant is acting for a member of the Committee in his or her absence, then the assistant will have one vote.

17. The President, Vice President, Treasurer, Assistant Treasurer and Secretary are the authorised signatories on the Club's bank account(s), including Electronic Funds Transfers, provided always that any two of these signatories authorize such transactions.

18. The Committee will ensure that the Club's annual financial statements will be certified, reviewed or audited if there is a legislative requirement to do so.

19. Visitors may attend a maximum of 2 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.

20. 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.

21. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.

22. 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.

23. The Club will adopt a Privacy Policy that outlines how it will collect, hold, use and disclose members' personal information. (Refer to the Probus Club Handbook for further information).

24. The Club will adopt a Refund and Payment Policy.

25. The Club will adopt a Risk Management Policy.

26. The Committee must notify PSPL of changes to the Club's membership quarterly. In the case of new members, any pro rata capitation fees will be paid to PSPL at the end of each quarter.

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27. The Club's Email mailbox is to be overseen by an administrator. The President and Secretary and one other Committee member if considered necessary are to have access to the mailbox. The password is to be changed after each Annual General Meeting.

9th October 2025

G.J. TODD
PRESIDENT

J Willis
Secretary
09 October 2025

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