

PROBUS CLUB OF HOBART MACQUARIE



STANDING RESOLUTIONS

ISSUE DATE NOVEMBER 2011

UPDATED AUGUST 2024

THE PROBUS CLUB OF HOBART MACQUARIE - STANDING RESOLUTIONS

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THE PROBUS CLUB OF HOBART MACQUARIE - STANDING RESOLUTIONS

DATE: APRIL 2021

NAME (RESOLUTION OCTOBER 2012)

The name of the Club is **The Probus Club of Hobart Macquarie . (Club) (PCHM)**

1. MEMBERSHIP (Ref PROBUS Club Handbook)

Membership shall be open to people of both genders.
Endeavours to be made, as far as practicable, for a "balance" of gender.

Levels of Membership shall be:

General/Ordinary Membership

Full Fee paying and participating members

Non-Active Membership (RESOLUTION APRIL 2013)

Persons who are waiting Induction as Members, due to long Waiting Lists
Persons who have "retired" as full members, but wish to continue "contact" with the Club. Eg frail/aged/infirm members.
When attending Probus Club activities, these members are "covered", as Club Guests, by Probus Insurance.
Generally Club Annual Membership Fees will be waived, but having due consideration of the Club's financial position, a reduced fee may be requested to "cover" costs of mailing Newsletters and/or Information material. If necessary a reduced fee of \$10.00 per annum may be charged.

Life Membership

Granted in accordance with Probus Club Handbook.

Members' Guests & Prospective members.

**** Updated – RESOLUTION NOV 2021**

Prospective Membership *(Updated – RESOLUTION NOVEMBER 2021)

People intending to become members may attend General Meeting as Guests.

EXPRESSIONS OF INTEREST (RESOLUTION SEP 2020)

All people who are deemed to be prospective members are to complete an **Expression of Interest Form** upon first attendance at the Club.

This form to be part of the **Wait List** .

Prospective Members (PM) may participate in (Club) Activities, but where numbers are restricted/limited full (Club) members take precedence.

As per Probus requirements, Prospective Members (PM) must attend a minimum of three Club General Meetings prior to induction.
*Membership Officer to maintain a Record of Attendance of PMs in date order.

There will be occasions where Prospective membership continues past the obligatory three attendances before induction as a Full Member

Introduction of Prospective Members

Where appropriate prospective member/s are to be introduced, where possible, by a (Club) Member at a General Meeting, giving a "pen picture" of the prospective member/s.

Ceiling:

The Membership Ceiling should accord with the capacity of the venue to comfortably cater for the number of members.

Management Committee to determine Club Membership ceiling limit as needs arise.

(AMENDED BY RESOLUTION AUGUST 2017).

2. PRIVACY (Ref PROBUS Club Handbook)

Clubs are subject to the Privacy Act of 1988.
Club Publications must include the Protection Statement
Eg " This XXXXXX is "Private and Confidential" for Probus members only and not to be used for any other purpose.

Members' permission must be obtained before their photograph/s is/are published in any publication.

Also, permission shall be obtained from Guest Speakers and Guests to publish their Photograph/s

Members' permission is to be obtained prior to the publication of their private address, contact numbers and/or e-mail address by (Club) in the Annual Membership List..

3. OFFICE BEARERS (RES APRIL, 2012 & FEB 2016 SEPT 2020 & NOV 2021)

(Ref PROBUS Club Handbook – Positions & Functions)

Nomination Forms to be prepared prior to AGM.

Elected and Appointed at each Annual General Meeting

***The Elected Committee Positions of the (Club) shall be: Amend Res Nov 2021**

a*.	President	<i>Males/Females alternate years if possible</i>
b*.	Vice President/ Guest Speaker Officer**	
c*.	Secretary	
d*.	Treasurer*	
e*.	Activities Officer**	
f*.	Newsletter Editor**	
g*.	Membership Officer	<u>Resolution September 2020</u>

NOTE: A member must be a financial member for at least 12 months before being eligible to be appointed/elected to a Committee Member position.

RESOLUTION MAR 24

Appointed Positions shall be: November 2021

h.	Immediate Past President (Ex officio) (voting rights)	<u>Nov 2021</u>
i .	Assistant Secretary	
j.	Assistant Treasurer** (Immediate past Treasurer)	<u>March 2021</u>
k.	Assistant Activities Officer	
l.	Assistant Guest Speaker Officer	<u>Nov 2021</u>
m.	*Royal Yacht Club of Tasmania (RYCT) Liaison Officer	
n..	Assistant RYCT Officer	<u>Nov 2021</u>
o & p	Welfare Officers (1 Male 1 Female)	<u>(RESOLUTION AUGUST 2012)</u>
q.	Audio/Visual Officer	

- r. Historian & Statistician October 2018 (**RES OCT 2018**)
s. Librarian (Books/CD/DVD Loans) March 2014
t. Attendance Officer **Note APR 2021**
u. Photographer **Nov 2021**
v, w, & x SIG Coordinators Walkie/Talky, Knitting & Nattering, Q&A & Gadgets **NOV 2021**
y. Honorary Auditor **NOV 2021**

*Note: (Club) meets at the RYCT Premises – Maryville Esplanade Sandy Bay
This position liaises with the RYCT in matters concerning (Club/RYCT)

Duties of Office Bearers are detailed in the **Probus Club Handbook**.

*Club duties and responsibilities of Office Bearers, Assists and other Appointments/Positions are detailed in a set of POSITION PORTFOLIO OF RESPONSIBILITIES documents held by the Club Secretary. *(FEBRUARY 2016 & Updated MARCH 2023)

There is no “official” requirement for Nomination/Secunder for Assists and/or other Appointments/Position.

Note: **The Immediate Past President (IPP)** will host Club guests at General Meetings (Ref: Item 24)

****VICE PRESIDENT/GUEST SPEAKER OFFICER (Additional)**

To liaise with Newsletter Editor as to Guest Speaker programme to meet Newsletter printing “deadlines”.

To have “Guest Speakers’ “ arranged for the first two General Meetings (months) after the AGM to facilitate a smooth change over.

To advise GM of Programme of Speakers (3 months in advance)

To ensure suitable facilities are available at RYCT for Speaker’s presentation.

To purchase bottled wine, or other suitable gift to be presented as a thank you to the Speaker/s

Meet and host Guest Speaker at GM.

To introduce Guest Speaker and Topic at GMs

Note: President to thank Guest Speaker and present wine at conclusion.

ALMONER Position Withdrawn (RESOLUTION AUGUST 2012)

WELFARE OFFICERS (RESOLUTION AUGUST 2012 APRIL 2021)

Two Positions of WELFARE OFFICER (1 Male, 1 Female) introduced. Duties are to enquire as to the welfare of sick, distressed, frail members and check on lack of attendance with a view to the resolution of any problems that may arise in this regard, if required.

Information to Welfare Officers are to be accepted only from spouses or close friend of the affected Member **Addition APRIL 2021**

****NEWSLETTER EDITOR. (Additional)**

Where practicable prepare articles with a photograph (.Jpg format) regarding suitable (Club) activities and/or members, for publication in PROBUS MAGAZINE. (“Active Retirees”) and other PSPL productions **Note March 2021**

****TREASURER (Additional)**

Present Monthly Financial Reports at GM. This is to be issued with Club Newsletter.

Liaise with Newsletter Editor to provide Financial Report for publication in/with Monthly Newsletter. Meet “deadline”

****ACTIVITIES OFFICER (Additional)**

To liaise with Newsletter Editor as to Activities/Outings Programme. Meet “deadline”
To have Activities/Outings arranged for the first two months after the AGM to facilitate a smooth change over.

To advise GM of Programme of Activities (3 months in advance)

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- Representation (Information Day (3),
 - Representation Handclasp (2) .../5
- ...5...

Telephone calls etc

- Activities Officer (refund of annual fees)
- Guest Speaker Officer Present

FUNDS MANAGEMENT (RESOLUTION OCTOBER 2010)

A small workable surplus is to be maintained each Fiscal Year. The balance of available funds are to be spent for the benefit of the current membership in each year.

PETTY CASH

Treasurer to maintain a small operating Petty Cash Account **FEB 2020**

2. PAYMENT OF FEES RESOLUTION MAR 2021

The Annual Membership Fee will be a total amount comprising the following

- a. Annual Club Fees (including PSPL Capitation Fee)
- b. Determined Monthly Room and Morning Tea Fees Meeting Fees x 10 (10 Monthly Meetings per Probus Year).

This total fee (a +b) will be due for payment by the last Tuesday in April each Year.

The Annual Fees may be paid in two equal amounts as agreed by the Committee. First Instalment due by last Tuesday in April, final instalment due last Tuesday in July

At present there are no additional costs Club for use of RYCT premises outside of General Meetings.

3. SPECIAL ACTIVITIES

Generally "Self Funding" and "Cost Neutral" to (Club). Costs of certain functions (eg Christmas Function) may be subsidised if General Funds permit.

4. NEW MEMBERS - JOINING FEE (RESOLUTION FEBRUARY 2012)

All new members shall be required to pay a Joining Fee which will consist of the Cost of the Induction Kit (April 2014 \$10.00) plus Club Annual Fee (CAF). *Should member/s join after July in any year, then the (CAF) shall be reduced by 50%.*

5. MEETINGS & ACTIVITIES

- **GENERAL MEETINGS**

Will be held on the **Second Tuesday** in Each month, excluding the months of December and January. *The Annual Christmas Function is to be held on the Second Tuesday in December.*

*Location	RYCT Premises Marieville Esplanade Sandy Bay	
Timing	9.45 am for 10.00 am opening.	
Morning Tea	10.30am to 11.00 am	(approx)
Guest Speaker	11.00am to 12.00 noon	(approx)
Close	12.00 noon	(approx)

*RYCT Management to determine actual location of Meeting (See RYCT Meeting/Function Location Board in foyer)

- **MANAGEMENT COMMITTEE MEETINGS**

Location and timing to be determined by President & Mgmt. Committee.
RYCT Board Room may be “booked” for these meetings.

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- **MONTHLY ACTIVITIES/OUTINGS**

Will be arranged for the **Fourth Tuesday** of each month, excluding the months of December and January.

However a Summer Barbeque may be arranged for a suitable date in January, usually near Australia Day.

All Costs/Fees for outings/activities must be paid, in full, by attending members by the GM prior to the Activity/Outing. *“Cost Neutral to (Club)”*

Refunds after the activity/outings, of costs/fees will only be made in exceptional circumstances and/or sickness.
These activities are an integral part of the (Club) Annual programme and an **Attendance Register** must be maintained to accord with Probus Insurance requirements. Registers to be passed to Secretary for filing.

- **SPECIAL INTEREST GROUP (SIG) ACTIVITIES**

Special Interest Groups may be established or arranged on an “ad hoc” basis.

Eg (Dining Group, Travel (Intrastate, Inter-State, International) Group; Theatre/Cinema Group, Craft Group, Walking Group, etc).

This SIG must be approved by (Club) Committee/Gen. Meeting and “minuted”.

*A Club Group Coordinator is to be appointed who is responsible for the maintenance of an **Attendance Register** to accord with Probus Insurance requirements.*

Completed Attendance Registers to be passed to Secretary after each event.

6. COMMITTEE

MANAGEMENT COMMITTEE (EXECUTIVE COMMITTEE) (**RESOLUTION APRIL 2012**)

The Management Committee (Executive Committee) shall consist of the Club Members who have been elected to the following Executive Positions at the Annual General Meeting.

Only Members of The Executive Committee can propose and second motions and have voting rights.

Members occupying Assistant Positions & Other Appointments may attend MC meetings and participate in discussions only.

Ref PROBUS Management Handbook 2022.

- a. President President shall preside all meetings and shall have a “casting vote”

*** Joint Signatory of Club Cheques**

- b. Vice President/ Shall deputise for President as necessary
Guest Speaker Officer Shall present a Report & Prog. to each meeting

*** Joint Signatory of Club Cheques**

- c. Secretary Shall keep Minutes of proceedings and present Minutes of past meeting at each meeting
Shall present Inward & Outward correspondence.

*** Joint Signatory of Club Cheques**

- | | | |
|----|----------------------|---|
| d. | Treasurer | Shall present a Financial Report to each General & Committee Meeting.
and an Annual balanced/audited Statement at the AGM. * Joint Signatory of Club Cheques .../7
....7.. |
| e. | Activities Officer | Shall present a Report & Prog. to each meeting |
| f. | Newsletter Editor | Produce Monthly Club Newsletter and manage Public Relations/Media matters |
| g. | Immediate Past Pres. | Ex officio |
| h. | Membership Officer | Manage the Membership, Recruiting, Recording & Statistics etc |

The Management Committee (Executive Committee) shall meet at least four times per Club Year.

*** Joint Signatories of Cheques..... (RESOLUTION NOVEMBER 2012)**

President, Secretary, Vice President, Treasurer
Any two to sign

Financial Transactions (Updated RESOLUTION OCTOBER 2018)

To be recorded and managed by using (Club) Cheque Account.

Electronic Outwards Transactions are to be actioned/managed by any two **cheque signatories**, in each other's company.

Collection of monies may be managed by the **Activities Officer**, paid to the **Treasurer**, who will issue a "blanket receipt" for the total amount.

SPECIAL COMMITTEES

As required Committees for specific Events may be raised from the Management Committee or "The Floor" as required.

7. APOLOGIES

To accord with PROBUS Insurance requirements apologies given to all meetings must be given either by the member apologising (to Meeting or Committee member) or by another member who has had prior advice from the member to the Secretary.

Apologies for an extended period of absence may be given in advance to Secretary.

8. CLUB YEAR

The Club Year shall commence in March (at the AGM) in one year and conclude at the March (at the AGM) in the next year.

9. ANNUAL GENERAL MEETING (Ref PROBUS Club Handbook)

The Club Annual General Meeting (AGM) will be conducted in concert with the March General Meeting each year.

At the AGM the outgoing President will present a Report showing the Club's activities over the past year.

At the AGM the Treasurer will present the Audited Annual Financial Report showing the Club's financial transactions over the past Club Financial Year.

At the AGM the Club's Office Bearers for the next year will be elected. **Res. NOV 2021**

Vice President/Guest Speaker Officer; Secretary; Treasurer; Activities Officer; Newsletter Officer/Editor; Membership Officer;

The previous Year's Vice President will automatically become President for the next Probus Year.

10. CLUB FINANCIAL YEAR

The Club Financial Year shall be from 1st Jan in one year to 31st December in the next coinciding with the Club Year.

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11. DRESS

Neat casual dress for both Males & Females at meetings.
Members to dress appropriately to afford personal protection at Excursions etc. and wear all protective garments etc in accordance with the requirements of areas visited.

12. LIST OF MEMBERS

Secretary to compile a List of Members once a year. (August) showing members' Name, Address Contact Telephone Numbers and e-mail address (if member gives permission) Probus and Privacy Act conditions to be observed
This list is to be printed and issued, to all members, within an appropriate Club Newsletter.

13. SPECIAL NOTICES

An Information Sheet containing Special Notices to be compiled and published in an appropriate Newsletter twice a year.
A copy of this Information Sheet to be included in (Club) Induction Kit.

14. VEHICLE PARKING AT RYCT

Members are to be aware of and abide by RYCT Motor Vehicle Parking policy for Club Members and Visitors at RYCT Car Parks adjacent to Club premises.

PCHM members who are not RYCT members are visitors.

15. RYCT MEMBERSHIP

(Club) Members are encouraged to become RYCT member/s and/or support RYCT Functions/Events.

16. CLUB HISTORY/ARCHIVING OF RECORDS

Facilities are available at the Tasmanian State Archives for deposit and recording of (Club) Records. All records should be "inspected" and "archived" every two years.

17. ANNUAL RECORDS - SPEAKERS AND ACTIVITIES

The Guest Speaker Officer and Activities Officer are to each maintain a record of Speakers and Activities/Outings for each Calendar Year and pass to the Secretary in February for inclusion in HMPC's Presentation to the PROBUS Information Day, held each April.

A Club Historian to be appointed to manage Club History and attend to archiving.

The Tasmanian State Archives is to be the repository for (Club)'s. Historical material.

Financial & Administrative Records need only be kept for 7 years,

18. REPRESENTATION

(Club) sponsorship (i.e. payment of required costs) at the following Probus Activities shall be as follows;

*Southern Probus Club's Annual Information Day. **RESOLUTION APRIL 2017***

President, Vice President/Guest Speaker Officer, Secretary, Activities Officer and another Committee Member, viz (5) Five Committee Members. *Others may attend at their own cost.*

Southern Probus Clubs' Annual Handclasp Event, if held.

Two members, generally President and Secretary

19. RECORDS OF ATTENDANCE Note MARCH 2021

It is a requirement of Probus Centre South Pacific Inc Insurance Policy that Records be prepared and maintained of all members and guests attending Probus Activities (Meetings, Activities/Outings, Special Interest Groups (SIG) etc).

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General Meetings and Committee Meetings

Minutes, including names of attendees and Apologies Lists are prepared and maintained by (Club) Secretary.

At GMs Attendance Officer **Note MARCH 2021**

Records attendance of members at Meetings per Attendance List.

Members report to Attendance Officer on arrival.

Activities/Outings and SIGs

Lists, showing names of all attendees at each event, are to be prepared and maintained in a permanent "book".

The Activities Officer shall be responsible for recording attendance at Club Activities/Outings and the member organising the SIG shall effect this duty.

These records will be required in all cases where incidents arise where there may be an insurance claim.

20. SPECIAL INTEREST GROUPS (SIG) (RESOLUTION APRIL 2012)

A SIG is a group of (Club)'s Members who pursue an interest outside of the usual Club Activities.

SIGs become "official" when recorded in Club General Meeting Minutes.

A (Club) member attending each SIG event is to be nominated to record the attendance of all (Club) members attending. This record is to be passed to the Secretary after the conclusion of the SIG event.

Current (MARCH 2013) PCHM SIGs are;

Dining Group at RYCT - Luncheon at the RYCT Dining Room immediately after General Meetings

Book DVD/CD Swap Group

Walking Group

21. DEATH OF A MEMBER/MEMBER'S FAMILY (Revised RESOLUTION AUG 2012)

Club support shall be readily available to family of deceased members.

It is not (Club) Policy to insert Obituary Notices in the Media.

Members

There will be occasions when **current members** die.

Club condolences will be passed to the family of the member, by the Secretary, with a Condolence Card.

A suitable "Vale" notice shall be placed in the Club Newsletter. At the next suitable GM the President shall advise of the death and invite members to observe a short period of silence to reflect on the life of the member. (Note1)

Note 1 Prior to this the President should advise/confer with member/s of the family who may be attending the GM.

Member's Family.

Should a 1st Degree Relative/Partner* of a Current Member die, then (Club) condolences shall be passed to the member with a Condolence Card.
*1st Degree Relative/Partner (Spouse, Partner, Child, Parent or Sibling)

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Past Members.

Having regard to the previous involvement of the Member with the Club, Club condolences may be passed to the family with a Condolence Card.

Attendance at Funeral

This is a conscience matter for each (Club) member, however, representation should be made by as many members as possible.

Note. Recognition of and compliance with the wishes of the family on these occasions must be complied with. Eg request for no condolences.

22. INDUCTION KIT

An **Induction Kit** will be provided to each New Member as part of the Induction Ceremony/Process.

The Secretary to arrange acquisition of the required

This kit, to be in Probus folder, to consist of:

- *Probus Folder
- *PROBUS Induction Certificate (completed)
- *PROBUS Badge (Brooch females/Stick Pin males)
- (Club) Photographic Montage of members
- (Club) Special Instructions/Notes

Note* Items acquired from RDU Marketing – PROBUS Central

Induction Fees include the costs of Items* Joining Fee \$20

(RESOLUTION FEB 2016)

23. PHOTOGRAPHIC MONTAGE OF MEMBERSHIPS (RESOLUTION APRIL 2012)

If practicable a Photographic Montage is to be prepared, at least annually, that contains, in Surname (alphabetical order), photographs (Head & Shoulder) of all members.

“Cut off date” for publication would be April each year and each financial members provided with a new copy.

It will be the members’ responsibility to keep their copy current, taking information about new members (photograph) and those would leave (Club) from Newsletters.

This publication will be a Club photographic record and also assist in “socialising” between members as a ready identifier of members.

24. PERSONAL PROFILES (RESOLUTION APRIL 2012)

Should there be a time when a “filler activity” is required at meetings members may be requested to present a brief personal profile about themselves, career, family etc. 5 minutes would be ample time for such an activity.

Also, should a Guest Speaker not be able to attend, at the last minute, this activity could be a Plan B.

25. GENERAL KNOWLEDGE QUIZ Annexe K

A General Knowledge Quiz has been prepared and is available for use, viz;

- Alternate PLAN B for entertainment at GMs when a Guest Speaker becomes unavailable at very short notice, or

- As an Activity to extend (Club) activities and Socialisation.

The Guest Speaker Officer should be the custodian of Quiz Material

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26. RECOGNITION OF MEMBERS' 80th, 90th 95th 100th "BIRTHDAY MILESTONE"

Special mention, together with a photograph is to be included in an appropriate Club Newsletter to recognise members when they celebrate an 80th, 90th, 95th or 100th Birthday.

A "fun" Certificate has been introduced to mark the 80th Birthday of members, an "OBE" Over Bloody Eighty "OBE" for male members and Over Beautiful Eighty "OBE" for females.

Before any action is taken member's permission is to be obtained.

(AMENDED RESOLUTION AUGUST 2024)

27. GUESTS - HOSTING & INFORMATION (RESOLUTION APRIL 2013)

a. **Management:**

Immediate Past President (IPP) will be responsible for the meeting, greeting and introduction to meeting of guests (members' guests & prospective members 1st meeting) at each General Meeting.

b. **Hosting:**

IPP to facilitate Guests at the Meeting Morning Tea Session where practicable.

c. **Information:**

Prospective Members/Guests are to be provided with an Information Sheet (Annex M) that provides a "brief" of PROBUS and Hobart Macquarie Club in particular.

This may be provided prior to the meeting by members, or at the "door" of General Meetings, by the Membership Officer

Note; When there is a number of guests, previous IPPs to assist when required.

28. NEXT OF KIN DETAILS Annexe L (RESOLUTION APRIL 2013)

A list of membership NOK details is to be maintained by Club Secretary from information obtained from;

- a. Existing Members Annual NOK Updates or advice from members
- b. New Members From Application for Membership Forms (NOK)

Current details (List) showing ;

Member's Name	1 st NOK and Contact.	2 nd NOK and Contact.
---------------	----------------------------------	----------------------------------

Lists are also to be held by Activities Officer and/or Organiser of Special Activity Group/s (SIG)

List to be updated annually (MAY)

29. RISK MANAGEMENT POLICY Annexe M (RESOLUTION NOVEMBER 2012)

A Risk Management Policy (RMP) adopted that reflects the intent of the document provided by PSPL.

Committee established to review and manage the RMP.
To be reviewed on or before 11 MARCH 2014.

30. PROBUS IDENTIFICATION (ID) CARD. (RESOLUTION MAY 2013)

In 2012 PSPL issued existing members with a unique ID card each, which “doubles” as a “Concession Card” for offers and activities organised by PSPL.

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The Cards also identify the member by;

Club Name
Member's Name
Probus Nine Numeral Number 58383xxxxx **Note APRIL 2021**

Cards will be issued by PSPL to all new members following application/advice from Clubs.

Secretary to request ID Cards from PSPL following induction of members.

31. ELECTRONIC CONTACT WITH PROBUS SOUTH PACIFIC LTD (PSPL)

PSPL may be contacted, electronically, by:

Web Site: www.ProbusSouthPacific.org

Tasmania www.probusouthpacific.org/tag/TAS

Facebook: www.facebook.com/ProbusSouthpacific

Active Retirees Magazine

Web Site: [www : mahlabmedia.com.au](http://www.mahlabmedia.com.au)

E-mail: Hallie@mahlabmedia.com.au

32. ACTIVITIES/EXCURSIONS FOLDER

Activities Officer and Organiser/s of Special Activities Groups (SIG) to maintain an Activities Folder to facilitate recording of Members Attendance, Accidents/Incidents and advice to NOK, should the need arise.

At the conclusion of each Activity/Excursion, completed forms are to be passed to Club Secretary for processing and filing.

The following forms are to be held in this Folder;

Current List of Members Attendance List Form No 2 Risk Management Policy
Next of Kin (OK) Details list
*Accident/Injury/Incident /Report Form No 3 Risk Management Policy
*Details of Injury/injuries Sustained Form No 4 Risk Management Policy

*Note: These forms to be passed to members should they be injured in an accident/incident when participating a Club Activity/Excursion.

Completed forms to be passed to Secretary for processing in connection with Insurance Claims.

33. “GET WELL” CARDS (RESOLUTION MAY 2013)

Welfare Officers to arrange and send “Get Well, or like Cards” to members who may be indisposed and are unable to attend Club Meetings/Activities.

34. ACCIDENTS & INCIDENTS (RESOLUTION NOVEMBER 2012)

Secretary to manage PROBUS Insurance claims in connection with injuries that may be suffered by members in connection with approved Club Meetings/Excursions/Activities or travelling to/from meetings/excursions/activities.

Members who are injured whilst effecting Club Business "outside" of meetings/activities/excursions are also "covered" by the Insurance Policy. (eg Banking, Printing, Reconnoitre for excursions, etc)

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It is members' responsibility to complete the required forms and provide all necessary/requested information to the Secretary to manage their "case" with Probus Insurance, to finality.

Reference: Risk Management Policy

35. ASSET REGISTER Annexe O (RESOLUTION AUGUST 2013)

An Asset register, in electronic format (.xls) shall be maintained by the *TREASURER, to show the disposition of the Club's Assets. It shall be audited each Club Year.

***Resolution OCT 2021**

36. VISITOR/ PROSPECTIVE MEMBERS INFORMATION SHEET (MIS) Annexe N (RESOLUTION AUGUST 2013)

A Single A4 Page containing information and details that are relevant to PROBUS and Hobart Macquarie shall be prepared and maintained. This will be held by the Secretary and used as a "flyer hand out" by the Immediate Past President (IPP) when discussing membership with Visitors and Prospective members. Also this form can be used by members to assist discussion with interested persons.

A supply of the MIS to be held by Secretary and Membership Officer at the "front desk" at each meeting.

37. INSURANCE OF CLUB ASSETS/EQUIPMENT (RESOLUTION OCTOBER 2013)

The Club will "carry its own insurance" of Assets/Equipment. reference Club Asset Register.

This will be reviewed annually.

38. ASSETS/EQUIPMENT REPLACEMENT/MAINTENANCE ACCUMULATION FUND (RESOLUTION OCTOBER 2013)

An Annual Accumulation Fund shall be reviewed and determined each year (approximately 10% of value of assets/equipment) to cater for maintenance/ replacement of Club's Assets/Equipment; reference Club Asset Register.

The initial/seed amount is \$250.00, commencing on the 2014/5 Club Year.

39. GENERAL MEETING INFORMATION TABLE (RESOLUTION FEBRUARY 2014)

An Information Table will be established, near the entrance to the Meeting Room, at all Club General Meetings.

The following matter will be located upon this table for assess/self service by all members.

- Minutes of previous meeting
- Newsletters
 - Current
 - Historic
- Probus "Active Retirees" Magazines
- Advertising Material
- Notices (Club & PSPL)
- Reference Copies of;
 - Club Standing Resolutions
 - PSPL "Your Passport to PROBUS"
 - Club Photographic Montage of members
 - Club Risk Management Policy
 - Club List of Members' Details

- Other Material/Information to be distributed to members.

Managed by Secretary

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40. MINUTES OF GENERAL MEETINGS (GM) (RESOLUTION FEBRUARY 2014)

The Minutes of General Meetings (GM) shall be produced by the Secretary and copies E-mailed to members who indicate they wish to receive “e-mailed copies” minutes, prior to the next GM.

For those members who do not have e-mail facilities a small numbers of “hard copies” to be produced and placed on the Information table at the next GM. *Ref Item 39 Dot Point 1.*

Minutes will not be read out at GMs.

Action Secretary.

41. EXCURSIONS & ACTIVITIES MANAGEMENT KIT (RESOLUTION APRIL 2014)

Reference Standing Resolution 5 Dot Points 2 & 3

A Documentation Kit is to be established and maintained for the information and use by Club Activities Managers / Coordinators when managing Club Activities, both programmed regular excursions and Special Interest Group (SIG) activities.

This is complimentary to PROBUS Insurance requirements.

Any records, eg Attendance Records and Insurance Claims will be held for 5 Years.

These kits will include;

Attendance Records
Membership List & Contacts
Risk Management Policy & Proformae
Next of Kin Information

42. THANKING OF GUEST SPEAKERS AND/OR PERSONNEL INVOLVED WITH EXCURSIONS/OUTINGS

(RESOLUTION APRIL 2015)

Guest Speakers, invited by the Club’s Guest Speaker Office, attend and present topics at General Meetings. They are introduced by the Guest Speaker Officer and a vote of thanks, together with a small gift, is passed by the President at the General Meeting.

The Club’s Activities Officer arranges Outings/Excursions and in doing so has contact with personnel at the venue visited. At the conclusion of the Outing/Excursion the President moves a vote of thanks, on the day, to the appropriate personnel connected with the venue.

It was resolved that the matter of a formal written thanks to relevant/appropriate people be arranged/decided between the President and/or Guest Speaker or Activities Officer on each occasion, if necessary.

43. ASSISTANT POSITION (ASSISTS) & APPOINTMENTS (AMEND RESOLUTION OCT.2018 & MAR 21) NOTE MARCH 2021 OCT 2021

Booklet containing details of assistant positions issued to incumbents at 2021/22 AGM

Each Year, nominations may be invited from members to “fill” a number of Assistant Positions (Assists) which assist Committee Members and Appointments to positions that “extend” the activities of the Club.

The “filling” of the Assistant Positions & Appointments are ratified at Annual General Meetings

The occupants of these positions, may attend Committee Meetings as necessary, but do not have voting rights, unless they represent the associated Committee Member.

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Assistant Positions; RESOLUTION NOV 2021

- Assistant Secretary. Assists the Secretary and may affect projects
- Assistant Treasurer Assists the Treasurer in financial management matters
- Assistant Activities Off. Assists the Activities Officer as required.
- Assistant RYCT Liaison Off. Assists the Club RYCT LO
- Assistant Guest Speaker Off. Assists the VP/Guest Speaker Officer

Appointments ;

- Historian & Statistician Manages Club's History & Statistics**
- Photographer
- RYCT Liaison Officer Liaises with RYCT Mgmt on RYCT/PCHM matters
- Attendance Officer Records the attendance of members at Meetings
 - **NOTE MARCH 2021**
 - Attendance List to Secretary, Treasurer, Newsletter Officer
- Welfare Officer/s Liaison between HMPC and indisposed members
- Special Interest COORD Manage HMPC Special Interest Groups (SIG)
Manage Attendance records.

EG:

- Walkie/Talkie Knitting/Nattering Q&A SIGs
- Q & A – Arm Chair Travel, Digital Communications. SIG Knitting & Nattering Librarian Manage "lending" library (Novels/CDs/DVDs) at GMs
- Audio/Visual Manager Manage PCHM's Audio/visual equipment and operations
- Honorary Auditor Audit Club Financials DEC each year

* GM General Meeting *PCHM Probus Club of Hobart Macquarie
*Q & A Questions & Answers *RYCT Royal Yacht Club of Tasmania
*SIG Special Interest Group

44. MINUTES/PROCEEDINGS OF COMMITTEE MEETINGS

(RESOLUTION AUGUST 2016)

At the Chairman's discretion, relevant information discussed at a Committee meeting, may be provided to the General Meeting following the Committee Meeting in a "Dot Points" summary format only (Summary Report).

There is no obligation for the Chairman/Committee to provide information that may be of a confidential/delicate/restricted matter.

45. MANAGEMENT OF MEMBERSHIP - ABSENTEEISM

(RESOLUTION AUGUST 2017)

Should a member be absent for three (3) consecutive General Meetings without an apology being presented a letter is to be forwarded to the member concerned, after the third absence, enquiring as to their welfare/circumstances and their future intentions regarding membership of Hobart Macquarie.

46. PAYMENT METHODS _____ (RESOLUTION APRIL 2018 FEB 2020)

Members may pay monies to The Club using the following methods;

- **ELECTRONIC BANKING TRANSFERS. (Preferred)**
 - **Electronic Deposit** into Club's Commonwealth Bank Account (CBA)
- BSB 06 7002 A/c 1013 1719 (Probus Club Macquarie Hobart Combined)
*Important - Advise Treasurer and/or * Activities Officer by e-mail or 'phone, of Your Name
Amount Transferred
Purpose of Money (eg BBQ, Subscription etc.)*

- Number of Transaction issued by CBA (if paid into CBA direct)
- * Activities Officer if paying for an activity

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- DIRECT DEBIT SQUARE NOTES MARCH 2021 NOTE JULY 24**

A "square" is available for members to make direct debit payments for fees and or activities at GMs

Electronic receipt advice given to payees if required.

- o Club Electronic Payments Authorisation.

Electronic Outwards Transactions are to be actioned/managed by any two **cheque signatories**, in each other's company.

Collection of monies may be managed by the **Activities Officer**, paid to the **Treasurer**, who will issue a "blanket receipt" for the total amount.

- CASH**

- o Handed to Treasurer, or
- o Paid into Club's CBA Account BSB 06 7002 A/c 1013 1719
- o Paid into Bendigo Bank Account BSB 633 000 A/c 215 500 646 **JULY 24**
Important - Advise Treasurer and /or Activities Officer by e-mail or 'phone
 Your Name
 Amount Transferred
 Purpose of Money (eg BBQ, Subscription etc.)
 Number of Transaction issued by CBA Bendigo Bank

- CHEQUE**

- o Handed/mailed to Treasurer with note showing purpose of money.
- o Cheques to be discontinued JULY24

- COLLECTIONS BY ACTIVITIES OFFICER (AO)**

- o AO may receive monies for activities and record these collections. The AO hands the Treasurer a "bulk amount" and a Treasurer issues a "Blanket Receipt"

47. PERSONAL RESPONSIBILITY

(RESOLUTION SEPTEMBER 2020)

All members must accept **responsibility for their own physical well being and any disability/event** that may arise at any/all Club Events (Meetings, Activities etc) that may arise so that no person/s is/are put at risk.

Members' own Carers may be required to assist – not a Club Member.

48. MEMBERS ATTENDANCE

GENERAL RESOLUTIONS 2021

General & Annual General Meetings

All members must advise the Attendance Officer of their attendance and be "Marked Off" on the Meeting "Attendance Register" by the Attendance Officer.

Activities & Excursions

All members must advise the Activities Officer of their intention to attend any Activity/Excursion and upon arrival at the Activity/Excursion advise the Activities Officer of their attendance.

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Special Interest Groups

All members must advise the SIG Coordinator of their attendance and be "Marked Off" on the SIG "Attendance Register"

Leaving Early Activity

Members who wish to leave prior to the conclusion of the event are to give advice to the Activities manager at the time of departure.

Leaving Early Meetings

Members who wish to leave prior to the conclusion of a meeting are to give advice to the Secretary at the time of departure.

49. NOTICES OF MOTION

RESOLUTION FEBRUARY 2023

All Notices of Motion are to be submitted to the Club Secretary, in writing, who will determine whether or not the subject is submitted to the General Meeting or the Management Committee for consideration.

50. VICE PRESIDENT POSITION SENIOR & JUNIOR RESOLUTION FEBRUARY 2023

Due to the difficulty of the Vice President to be able to effect the duties of office it was resolved that the position of Vice President be "split" into Senior & Junior Vice President, for this year only. *(2023/24)*

The Senior Vice President will progress to the position of President next year.

The Junior Vice President will assist as required, mainly with the arrangement of Guest Speakers.

51. PROBUS MEMBERS' MILESTONE MEMBERSHIP RESOLUTION FEBRUARY 2023

Recognition of Members' Milestone Membership to be included as a special section of the Club Monthly Newsletter.

Milestones occur at 5 yearly intervals.

52. ROYAL YACHT CLUB OF TASMANIA RYCT POLICY/REGULATIONS RESOLUTIONS

Hobart M, from time to time, by the RYCT in connection with the use of accommodation and attendance by members at the RYCT premises.

53. PANDEMIC/PENDEMIC VACCINATIONS VARIOUS RESOLUTIONS

At times when vaccinations are required, no person is to be enrolled as a member of Hobart Macquarie Probus Club unless they are fully vaccinated according to law.

No member of Hobart Macquarie Probus Club will be permitted to attend Meetings/Activities/Excursions etc unless they are, first, fully vaccinated according to law.

No visitors and or guests will be permitted to attend Club Meeting and/or activities unless they are fully vaccinated according to law.

Proof of vaccination will be required.

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54. MEMBERSHIP CEILING – WAIT LIST

RESOLUTION APRIL 2023

Membership Ceiling to be set and maintained at 80 Persons.
Expressions of Interest to be obtained from person showing an interest in Joining when a vacancy occurs. Special Form to be completed.

A Wait List (WL) of person who have shown an expression of interest to be maintained.

Persons on the WL to be advised when vacancies occur. These persons still have to attend three meetings before induction is considered.

Reference Item 1 Membership and Probus Handbook.

55. MEMBERSHIP PERSONAL CONTACT LIST

RESOLUTION APRIL 2023

All members are to provide the Club with the Personal Contact details (Name and Contact Number) of their nominated first personal contact in the event of an emergency situation, involving them, which may arise at a Club Activity (eg Meetings, Excursions, Special Activity, etc).

All list of this information to be maintained and provided to the Secretary, Activities Officer and all members Managing Special Activity Groups (SAG).

56. ACTIVITY PERSONAL INFORMATION PORTFOLIO

REDOLUTIO MAY/JUNE 2023

Secretary, Activities Officer and Members managing Special Activities Groups (SAG) are to maintain a Portfolio of Membership personal Information to be used at Meetings and Activities for management, identification and recording purposes and if required, for personal emergencies, effecting members should such incidences arise.

Portfolio to include;

- Attendance Record Forms
- Members Personal Information including nominated personal emergency contacts.
- Blank Personal Accident Notification and Report Forms
- Photo Montage of Membership

57. MEMBER PERSONAL CONTACT LIST

RESOLUTION JULY 2023

Members Personal Contact list will not now be distributed to all members due to Privacy Restrictions.
These Lists will only be issued to Committee Members to use in their management roles.

58. REFUNDS FOR NON ATTENDANCE AT ACTIVITIES

RESOLUTION JULY 2023

Refund of moneys paid to attend Excursions/Activities, will only be refunded within 7 days of the commencement of the Activity/Excursion, unless the management of the Excursion/Excursion is willing to receive payment for reduced number of attendees.

59. PSPL RESTRICTION ON APPROVED ACTIVITIES/EXCURSIONS **RESOLUTION JULY 2023**

Management is be to aware of the limitation of types on Activities/Excursions imposed by Probus South Pacific Limited (PSPL) due to insurance policy limitations. (eg Horse Riding, Camping, Bush Walking, Jumping Castles and the like).

GLOSSARY

AGM	Annual General Meeting
AO	Activities Officer
CAF	Club Annual Fee
CBA	Commonwealth Bank Australia
CM	Committee Meeting
GM	General Meeting
ID	Identification Card
IPP	Immediate Past President
LOM	List of Members
MIS	Member Information Sheet
NOK	Next of Kin
PCHM	Probus Club of Hobart Macquarie
PSPL	Probus South Pacific Limited
RYCT	Royal Yacht Club of Tasmania
RMP	Risk Management Policy
SIG	Special Interest Group
WL	Wait :List

The LOM is used as a “Nominal Roll” at GMs, Outings/Activities, Recording of attendance and payments, Meetings and all Club events where such information is required.

ACTION: Secretary, Treasurer,
Asst. Treasurer,
Newsletter Editor

Document Format (XL .xls)

E. Newsletter Indicative format

A Newsletter is prepared and issued at each GM which contains informative and interesting topics.

ACTION: Newsletter Officer

*Document Format (Microsoft Publisher) File .pdf
This will depend upon the format known to the Editor.*

F. Photographic Montage of Club Members Indicative format

This “booklet” should be produced every two years and contains photos and names of all Club members.

Members are provided with a copy of each issue with the intention that they keep it current with information provided in Newsletters about separations and inductions.

This document is confidential to Hobart Macquarie membership.

Document Format (Microsoft Publisher)

G. Treasurer’s Report (Monthly) Indicative format

The Treasurer produces a Monthly Report of the Club’s finances which is presented at each GM. This may be “stand alone” or encompassed in the Newsletter.

ACTION: Treasurer

Document Format (Word .doc)

H. Treasurer’s Report (Annual) Indicative format

The Treasurer produces an Annual Report, (audited) of the Club’s Finances MAR – DEC each Year which is presented to the AGM.

This is a “stand alone” document

ACTION: Treasurer

Document Format (Word .doc)

I. Items for Probus Magazine “ACTIVE RETIREES” Indicative format

There will be occasions when (Club) holds an event/activity that is worthy of publication in “Active Retirees” The Probus Magazine for the information of the “Probus family” and to promote/publicise (Club).

This annexe provides the format of the E-mail and attached Jpeg photo that is forwarded to Probus Central (‘Active Retirees’ Magazine editor) for publication.

ACTION: Newsletter Editor

Document Format (e-mail)

J. Induction of NEW MEMBER/S Indicative Format

Document Format (Word .doc)

ACTION: President, Secretary & Newsletter Editor

K.	General Knowledge Quiz. <i>An activity for use as "Plan B" at GMs, or extra Activity.</i>	Indicative Format
L.	Next of Kin (NOK) Details Document Format (Word.doc)	Indicative Format ACTION : Secretary
M.	Risk management Policy Booklet Booklet Format	Indicative Format ACTION: Secretary
N.	Visitor/Prospective member Information Sheet Document Format (Word.doc)	Indicative Format ACTION: Secretary
O.	Asset Register Spread Sheet Format (.xls)	Indicative Format ACTION Secretary