



Port Macquarie Combined

Probus Club Inc.

Reg. No1007962
Unit 9/202 Oxley Highway,
Port Macquarie NSW 2444



President

Pamela Williams

Secretary

Jane Morris

STANDING RESOLUTIONS dated 13 July, 2022

1. The Club shall be managed by a set of Standing Resolutions approved and adopted by members. These Standing Resolutions shall be read in conjunction with the Club's Constitution and if there is any conflict between the two documents the Constitution shall take precedence over these Resolutions.
2. The address of the Club for service notices etc will be to the current Secretary's address.
3. The Club shall be managed by a Management Committee comprising a President, a Vice-President, a Secretary, a Treasurer (collectively "Committee Members") and five other members of the Management Committee (Officers) to be responsible for guest speakers, membership, welfare, club bulletin and publicity, social activities and such other activities as may be decided from time-to-time by the Club.
4. The Management Committee is authorised to appoint an Assistant Secretary and Assistant Treasurer. Such assistants are not sitting members of the Committee and are not entitled to vote. However, if the assistant is acting for the officer in his or her absence, then the assistant would have one vote representing the officer.
5. The Secretary shall be responsible for liaison with Probus South Pacific Limited (PSPL).
6. The Secretary shall be appointed as Public Officer unless it is determined otherwise at an Annual General Meeting. The Public Officer is responsible for ensuring that all statutory obligations are met.
7. The Treasurer and one other delegated signatory to the account appointed by the Management Committee are authorised to use electronic funds transfer (EFT) banking system for club accounts.
8. At the AGM a Returning Officer shall be appointed who is not a candidate for election and this Officer shall receive nominations and conduct the election of Officers and Members of the Committee.
9. The Club shall meet monthly at 9.45 am on the second Wednesday of each month.
10. The Club may meet at another time, on another day, or at another venue by decision of the members.

11. Potential members will be required to attend three activities (including a General Meeting) before making an application. If they then wish to join, an application form should be completed. If there is a vacancy available, the application will be presented to the Management Committee for approval. If there is no vacancy, applications will be held in date order of receipt until a vacancy arises. During the waiting period, applicants may attend Club meetings and functions subject to the provisions of Resolution No. 22c. Joining and membership fees are payable once approved, after which the applicant becomes a full member of the Club. They are then eligible for induction.

12. There shall not be more than two Honorary members at any one time. Such Honorary members shall not be expected to pay annual fees.

13. There shall not be more than two Life members at any one time. Life members shall enjoy all membership privileges and shall not be expected to pay annual fees.

14. The Membership Officer will keep a record of all appointments as Honorary, Life and Non-Active members.

15. The Management Committee shall endeavour to maintain a gender balance of not more than 60% of any one gender.

16. A Social Committee shall be formed of at least four other members in addition to the social organiser.

- (a) The social organiser shall choose the number and members of the Social Committee and submit to the Management Committee for approval.
- (b) The social organiser shall nominate a host for each social function.
- (c) Costing for social functions shall be on a self-supporting basis except when the Management Committee decides a Club subsidy is appropriate. The costing should allow for those administrative costs that are attached to every function.
- (d) Non-members who attend social functions shall be charged an extra amount where practical as recommended by the Social Committee and agreed by the Management Committee.
- (e) For those social functions paid for directly by the Club, payment in advance shall be obtained from members and guests. If a member or guest is unable to attend a function and sufficient notice is given, a refund shall be paid providing the Club is not financially disadvantaged by that person's absence.
- (f) A deposit may be required for members or guests wishing to attend functions.

17. Special interest groups may be established subject to the approval of the Management Committee.

18. The Club shall operate under a risk management policy (refer to the Club website).

19. The Club shall operate under a privacy policy in accordance with Privacy Act (refer to the Club website).

20. The subscription payable by members will be set or reconfirmed at the Annual General Meeting.

21. The joining fee payable by a member on admission to the Club will be set or reconfirmed at the Annual General Meeting.


22. Attendance:

- (a) Members who will be absent from a monthly meeting should submit an apology to the Membership Officer.
- (b) Members who are planning on taking leave of absence for up to six months must notify the Secretary. If an extension of time is required, approval to be sought from the Management Committee.
- (c) Visitors may in any one calendar year attend up to three General Meetings and up to six social activities with members receiving preference.

23. The Management Committee shall provide Probus South Pacific Limited annually with the Club's membership list.

24. Individual members must not make announcements concerning functions or meetings of other organisations without the prior approval of the Management Committee. Any such request must be submitted to the Secretary for consideration by the Committee.

25. These Standing Resolutions may be amended at any General Meeting of the 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 must be circulated to all members at least 21 days before such meeting.



Pamela Williams, President



Jane Morris, Secretary