

## MODEL STANDING RESOLUTIONS ADOPTED BY PROBUS CLUB OF SURFCOAST ANGLESEA

### PROBUS CLUB OF SURFCOAST ANGLESEA (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 a President, a Vice-President who will be the President Elect, a Secretary, a Treasurer, and up to eight Officers to be responsible for Guest Speakers, Visits & Entertainment, Membership & Welfare, Club Bulletin & Publicity, Camps, Tours and Outings, and such other 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. The Committee is authorised to appoint an assistant Secretary and assistant Treasurer if required. Such assistants are not sitting members of the committee and are not entitled to vote. However, if the assistants are acting for the officers in their absence, then the assistants will have one vote each when representing their respective officers.

4. The Club shall meet monthly at a time and location determined by The Committee.

5. The maximum membership of the club shall be 130 which will be reviewed at the Annual General Meeting.

7. The Club shall adopt a protocol to manage and maintain a waiting list.

(1) An application to join the club will be recorded by date on the waiting list.

(2) When a membership application form is offered to an applicant, such application must be sponsored by two current members of the Club and approval for membership given by a majority of The Committee.

(3) No monies shall be received or accepted from an applicant until such time as the application for membership has been approved by The Committee and a vacancy exists.

(4) Those persons included on the waiting list must meet the requirements of attendance under the protocol set for visitors.

8. Visitors may attend a maximum of 3 meetings and 4 activities of the Club at their expense.

9. The Club shall operate under a Privacy Policy in accordance with the Privacy Act.

10. The Club shall operate under a Tours & Refund Policy.

11. The Club shall operate under a Risk Management Policy.

12. The Probus Club Secretary is confirmed as the Secretary (as outlined in Clause 72 of the Associations Incorporation Reform Act (2012)).

13. The subscription payable by members shall be reviewed and determined at the Annual General Meeting.

14. The joining fee payable by a member on admission to the Club shall be reviewed and determined at the Annual General Meeting.

15. There shall not be more than 5 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 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 or shall not) be expected to pay annual fees.

16. Non-Active membership may be conferred by The Committee 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 ongoing leave of absence and non-financial membership may be granted at the discretion of The Committee.

17. A Leave of Absence may be granted to a member who due to sickness, travel or some adversity is unable to attend more than 3 consecutive meetings. Written application should be made to The Committee with sufficient reason given and The Committee may excuse a member from attending meetings for a specific period of time. During periods of granted leave of absence the member remains a member of the Club and The Committee may determine whether fees are payable or not.

18. The Club shall establish a protocol for receiving and recording genuine apologies. Such apologies must be received by the Membership and Welfare Officer prior to the commencement of the general or annual general meeting by a method accepted and approved by The Committee.

19. Members leaving club meetings or activities early must advise the Membership and Welfare Officer of their departure.

20. The Committee shall provide Probus South Pacific Ltd annually with the club's membership list.

21. 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 1-21 by Special Resolution at a General Meeting held on Monday

Signed



President

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Secretary

Date

18<sup>th</sup> March 2020