PROBUS CLUB OF SURFCOAST ANGLESEA INC.

STANDING RESOLUTIONS

1. The Club will be managed by a Management Committee ("Committee") comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and five other members of the Committee to be responsible for Guest Speakers; Outings and Activities; Membership and Welfare; Newsletters and Publicity; Camps and Tours; and such other roles as determined by the Club. Further General Committee members may be elected to assist in the management of the Club.

2. Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club.

3. The maximum number of consecutive terms for which a Committee member may serve in the same role is 3 terms, unless there are exceptional circumstances

4. The Club will meet monthly at 9:30 a.m. on the 3rd Monday of each month, except for January, at the Anglesea Hotel.

5. In relation to Committee meetings, at least one week's notice must be given to Committee members.

6. The annual membership subscription shall be reviewed and determined at the February General Meeting and is payable by members by 31st March each year. The joining fee payable by new members shall be reviewed and determined at the February General meeting.

7. The maximum number of Ordinary Members of the Club will be 100.

8. There will be no more than 5 Honorary Members at any one time.

9. There will be no more than 5 Life Members at any one time.

10. The Treasurer will submit financial reports to General meetings on a monthly basis.

11. If the Club is incorporated, the Secretary will act as the Public Officer if one is required.

12. 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.

13. 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.

14. 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.

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

16. 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.

17. Visitors may attend a maximum of 3 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.

18. Members are expected to attend 30% of the Club's monthly meetings in any calendar year, subject to any leave of absence being granted by the Committee.

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

20. The Club will maintain a waiting list protocol as follows:
    (a) the maximum number of persons on the waiting list will be 10.

    (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.

21. The Club will adopt a Privacy Policy that outlines how it will collect, hold, use and disclose members' personal information, based on the Risk Management Policy guidelines set out by Probus South Pacific Limited (PSPL)

22. The Club will adopt a Payment and Refund Policy, based on the guidelines set out by PSPL.

23. The Club will adopt a Risk Management Policy, based on the guidelines set out by PSPL.

24. The Committee must notify PSPL of changes to the Club's membership as they occur. In the case of new members, any pro rata capitation fees will be paid to PSPL at the earliest opportunity.

Members resolved to formally adopt the above Standing Resolutions, numbered 1-24, by Special Resolution at a General Meeting held on Monday, 17th November 2025

Signed: ________________________________ ________________________________
President Secretary

Date: ________________________________