



PROBUS CLUB OF WENTWORTH POINT INC STANDING RESOLUTIONS

Approved by members 17.4.23
Approved by PSPL 28.4.23
Registered with NSW Fair Trading 21.6.23

1. Club shall be managed by a Management Committee comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and up to 10 other members of the Management Committee to be responsible for Guest Speakers, Outings, Activities, and/or Tours, Membership, Newsletter, Website, Welfare, Catering, and such other activities as may be decided from time to time.
2. An election of officers and committee members (known as the Management Committee) shall be held at the Club's Annual General Meeting on or before March 31 each year as follows:
 - a. a call for nominations in accordance with the Club's constitution.
 - b. nominations shall require a proposer and seconder by two financial members of the Club.
 - c. a returning officer and, in the case of a secret ballot, a scrutineer, neither of whom are candidates for election, shall be appointed by the Management Committee.
3. The Public Officer will report within one month of the Annual General Meeting to NSW Fair Trading as per requirements for a Tier 2 incorporated association.
4. The Club shall meet monthly at 11am on the third Monday of each month, with the exception of December and January, at the Pulse Gym Function Room. If the Monday is a public holiday, the next date will be decided by a general resolution of members at the preceding meeting.
5. The annual subscription payable by a member shall be \$50.00 per annum. The joining fee payable by new members shall be a pro-rated annual fee as follows. These fees will be reviewed at each Annual General Meeting. Join before:
 - a. Quarter Ending June 30 Full Subscription Fee
 - b. Quarter Ending September 30 75% Of Subscription Fee
 - c. Quarter Ending December 31 50% Of Subscription Fee
 - d. Quarter Ending March 31 25% Of Subscription Fee

Notwithstanding the date upon which a person joins the club, the joining fee is payable in full.

5. The maximum number of ordinary members of the Club shall be 150. This number will be determined by members at each Annual General Meeting.
6. There shall be no more than 5 Honorary Members at any one time.
7. There shall be no more than 5 Life Members at any one time.



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8. The immediate past President shall be an ex officio member of the Management Committee by virtue of his or her past service as President with voting rights.
9. The Management Committee is authorised to appoint assistants to any of the positions on the Committee. Assistants are not sitting members of the Management Committee and are not entitled to vote. However, if an assistant is acting for a member of the Management Committee in his or her absence, then the assistant will have one vote.
10. The Treasurer and one other signatory appointed by the Management Committee, in accordance with the Club's constitution, are authorised to use Electronic Funds Transfer for Club accounts provided always that two signatories authorise each transaction.
11. The Management Committee shall, as far as practicable, endeavour to maintain an equal gender balance within the Club.
12. 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 the visitor must either join the Club or not attend any future meetings and activities.
13. The Club shall maintain a waiting list protocol as follows:
 - a. the maximum number of persons on the waiting list shall be 20.
 - b. an expression of interest to join the Club will be recorded on the waiting list by date and gender.
 - c. a membership application form will only be offered to a person on the waiting list when a vacancy becomes available.
 - d. monies shall only be received or accepted from a person on the waiting list when an application for membership has been approved by the Management Committee.
 - e. persons on the waiting list may attend Club meetings and/or activities in accordance with the Club's protocol for visitors.
14. The Club shall adopt a Privacy Policy that outlines how it will collect, hold, use and disclose personal information.
15. The Club shall adopt a Refund and Payment Policy.
16. The Club shall adopt a Risk Management Policy.
17. The Management Committee shall notify Probus South Pacific Limited of changes to the Club's membership as they occur. In the case of new members, any pro rata capitation fees



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will be paid to Probud South Pacific Limited at the earliest opportunity.

18. The Standing Resolutions, other than those matters reserved for an Annual General Meeting, may be amended at any general meeting of the Club, a quorum being present, by a majority vote of 51 per cent of members present and voting (including proxy votes if accepted).

Members resolved to formally adopt the above Standing Resolutions numbered 1-18 by Special Resolution at a general meeting held on Monday 17 April 2023

P. Logan

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President

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Secretary

17 APR 2023

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Date

17 April 2023

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Date