



PROBUS CLUB HANDBOOK

Helpful Guidelines for Management Committees

2024-2025 Edition

Australia and New Zealand

INTRODUCTION

This Probus Club Handbook is provided to Management Committees to assist with best practice management and good governance. Its contents have been carefully compiled by the PSPL Team who have many years' experience in all aspects of Probus affairs, administration, financial management, strategic planning and membership growth.

The material contained in this Handbook is of a general nature only. While every effort has been made to ensure the accuracy of the information contained in this Handbook, these guidelines should not be regarded as a substitute for professional advice. Should a Club require clarification on any matter, it should consider contacting PSPL for assistance.

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KEY CHANGES IN 2024-2025 EDITION

This edition provides further information in relation to Model Governing Documents and Privacy. Further guidelines have also been provided under Accounting, Audit and Tax with respect to activities, trips and tours and the classification of income for taxation purposes.

This edition also includes the latest Partner offers at the time of publication.

PSPL CONTACT DETAILS

The PSPL Team is your first point of contact. Our staff members are your help line to ensure you enjoy fun, friendship and fellowship in Probus.

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PROBUS SOUTH PACIFIC LIMITED

Our History

The Probus movement had its genesis in two ancestors - both in the U.K. and both established by Rotary Clubs. The first was known as the Campus Club. It was formed in 1965 by the Rotary Club of Welwyn Garden City, 20 miles north of London with Fred Carnhill as the driving force. [Its name was derived from the area of the town in which it was conceived - the Campus.] The second, with Harold Blanchard as the catalyst, was formed by the Rotary Club of Caterham in 1966 and was named the Probus Club, for the "PRO" in professional and the "BUS" in business. Both were formed to meet the need for companionship of their peers and mental stimulation for retired business and professional men.

The first Probus Clubs in the South Pacific region were the Probus Club of Kapiti Coast in New Zealand in 1974 and the Probus Club of Hunters Hill in Australia in 1976.

By 1981 there were 44 Clubs in Australia and New Zealand and this saw the formation of the "Probus Information Committee". This was the foundation that led to the later PROBUS umbrella organisations initially "Probus Centre - South Pacific Inc" and today "Probus South Pacific Limited" (PSPL).

In 2011 Probus Centre – South Pacific Inc became Probus South Pacific Limited. This involved a change in the corporate structure from an incorporated association to a company limited by guarantee (CLG). A company limited by guarantee is the appropriate structure for not-for-profit organisations (NFPs). The change in legal structure from an incorporated association to a CLG neither changed the accreditation of Probus Clubs nor the financial or tax position of PSPL. In fact, it imposed stricter obligations upon PSPL in respect of governance and financial reporting.

PSPL is a NFP organisation and therefore does not allow the distribution of surpluses (profits) to its members. Any surplus PSPL makes is put back into providing services to Probus Clubs and Probus Club members.

On our inaugural Probus Day on 1 October 2020, PSPL was proud to acknowledge the following members who played a significant role in the formation, establishment and success of Probus in the South Pacific:

Bob Burnett	Bill Jacobs
Frank Carr	Cliff Johnstone
Lance Chessell	Cec Short
Wal Freeman	Jim Stanford
Paul Henningham	Norman Van Dyke

We thank these dedicated members for their commitment to Probus.

PSPL Structure

PSPL is made up of the PSPL Board of Directors and the PSPL Team based in Parramatta NSW. PSPL Board members (Directors) act in a voluntary capacity and are dedicated to promoting the development of fun, friendship and fellowship and the advancement of intellectual interests for retirees in the South Pacific region. Detailed information on each of the Directors can be found on the PSPL website at www.probusouthpacific.org/pages/about_probus_board_of_directors

Like Probus Clubs, PSPL is governed by a constitution which outlines the objectives and role of PSPL as well as its membership and Board structure. A copy of the PSPL Constitution can be found on the PSPL website.

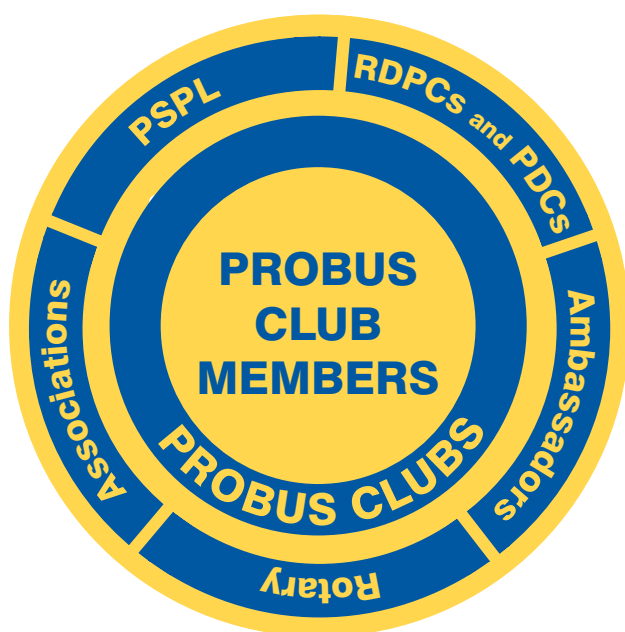
PSPL's role is to serve the members of our Probus Community, a community that shares the Probus values that have been developed over more than 49 years. It is these values and our motto of fun, friendship and fellowship that are at the core of Probus.

Under the guidance of the PSPL Board, the PSPL Team is responsible for ensuring the efficient and effective delivery of a wide range of services including membership, administration, insurance, and support to Probus Clubs and Probus Club members in the South Pacific region.

Our Vision

To promote the growth, development and support for the Probus Community in the South Pacific region, as the most recognised and accessible organisation for retirees, fostering the true spirit of Probus – friendship, fellowship and fun.

The Probus Community



At the centre of our Probus Community are Probus Clubs and Probus Club members. PSPL is one part of the Probus Community formed to support Probus Clubs and Probus Club members.

PSPL SERVICES

PSPL's primary objective is to act as a service and support centre for the Probus Community in the South Pacific region.

PSPL's Services and Responsibilities

The range of services provided by PSPL, and its various responsibilities include:

- Accreditation of Probus Clubs and Probus Associations
- Provision of the National Insurance Programs for Australia and New Zealand
- Provision of the excess component of Public Liability and Association Liability Insurance
- Guidelines to assist Management Committee members with Club leadership, membership growth and administration
- Provision of the Probus Club Handbook which sets out helpful guidelines for Management Committees
- Model constitutional documentation which incorporates both legislative and accreditation requirements for Probus Clubs and Probus Associations
- Management of the Probus Partnership Program and Member Benefits Scheme
- Provision of a range of resource materials for Clubs such as membership application forms, risk management policy guidelines, etc
- Powerpoint presentations to assist with membership growth and succession planning
- Complimentary hosting of websites for individual Probus Clubs
- Programs to host and run virtual and/or face-to face Information Days
- Administration of the Register of Accredited Clubs and Associations
- Administration of Probus Club membership information
- Administration of the Directory of Probus Clubs and Associations
- An online facility for submission of Club and membership information
- Administration of Guest Speakers' Lists
- Provision of a range of personalised and generic promotional material including flyers, business cards, balloons, posters and banners
- Promotion of the Probus community through various mediums and materials
- Formation of new Probus Clubs
- Management of the PSPL website and social media platforms
- An Online Shop for ordering of resource and promotional material
- Provision of the Club Administration section of the PSPL website including guidelines, templates, forms and Club communications
- Publication of the *Active Retirees* magazines for Australia and New Zealand
- Production of the *Active Retirees* E-Newsletter and *Community News* publications
- Maintenance of the Probus trademarks in Australia and New Zealand
- Authorisation of licensees of Probus merchandise
- Email and telephone support as required

Capitation Fees

Capitation fees are payable by Probus Clubs on behalf of their members. These fees are set to cover the wide range of membership, administration, insurance and support services available to Clubs and members.

Capitation fees are determined by the PSPL Board each year and every effort is made to ensure that the fees are reasonable as required by the PSPL Constitution.

Clubs are required to pay capitation fees for all categories of members (except non-active members and carers) for the Probus year of 1 April to 31 March . Capitation fees are payable to PSPL by 30 April each year (for the ensuing year) and are based on a Club's membership as at the date of its Annual General Meeting. Clubs are required to make additional capitation fee payments for members who have renewed their membership after the initial capitation fee payment to PSPL or for new members who join during the year.

Where new members join a Club during the year and are replacing members who have left, no additional capitation fees are required for those new members. However, if a Club's membership has increased since its last capitation fee payment, pro-rata capitation fees are payable for additional members as follows:

Members joining between 1st April – 30th June – full capitation fee is payable

Members joining between 1st July – 30th September – 75% of the capitation fee is payable

Members joining between 1st October - 31st December – 50% of the capitation fee is payable

Members joining between 1st January - 31st March – 25% of the capitation fee is payable

In addition to the payment of capitation fees, Clubs are required to provide information about their Club members. The minimum information required for each Club member is their first name and last name. However, members are encouraged to provide PSPL with additional information that will assist with membership retention and growth.

Club membership information verifies the number of members covered under the National Insurance Programs and allows members to access a range of member benefits. It also provides PSPL with important statistical information for membership retention and growth.

At the request of a Club Committee member, PSPL can provide a copy of their Club's membership listing held by PSPL.

Annual Returns

Each year Clubs are required to submit their annual returns to PSPL by 30 April. Annual Return forms are provided to Clubs each year and include:

1. Club Annual Update Form which is pre-filled with both Club and Management Committee information held by PSPL;
2. Capitation Form for payment of capitation fees. For New Zealand Clubs this also includes

magazine information; and

3. Member Listing Amendment Form for updating of current member information.

Each of these Annual Return forms can be submitted online via the Club Administration section of the PSPL website. Alternatively, Clubs can complete the forms manually and send to PSPL by email or post.

Throughout the year, Clubs are also required to advise PSPL of any changes to their Management Committee. These changes should be provided to PSPL as soon as practicable through the Club Administration section of the PSPL website or by email to admin@probussouthpacific.org

Changes to member information such as new members and/or resignations should also be submitted online or by email to general@probussouthpacific.org using the Member Listing Amendment Form which is available in the Club Administration section of the PSPL website under Forms and Templates.

PSPL MEMBERSHIP

Under PSPL's Constitution, Clubs have the opportunity to become members of PSPL. Membership of PSPL is designed to enhance the relationship with each Probus Club through the service, support and accreditation processes. PSPL membership is completely voluntary and offers the following benefits to Clubs that take up PSPL membership:

1. Clubs will attract the same responsibilities from PSPL's Directors as do members (shareholders) of other public companies from their Directors;
2. Notice of all PSPL Members' meetings will be made available to Clubs so that Clubs will have the opportunity to contact their Representative Member/Director beforehand and make their views known; and
3. As a PSPL Member, Clubs will secure the legal right to receive PSPL's Annual Reports which include PSPL's annual financial statements.

It should be noted that:

- Membership of PSPL will not entitle Clubs to attend or vote at Members' meetings other than via their Representative Member/Director.
- As required by law, membership of PSPL will require Clubs (but not Club members) to contribute a one-off amount of up to \$10.00 to the assets of PSPL but only in the unlikely event that PSPL is wound up without sufficient assets to pay outstanding debts. This obligation will continue for a period of up to one year following the winding up of PSPL.
- Although membership of PSPL will provide Member Clubs with the legal right to receive PSPL's Annual Reports, PSPL has, in fact, always made its Annual Reports available to all accredited Probus Clubs and will continue to do so.

Accredited Clubs are free to become a member of PSPL at any time and can change their decision

regarding their PSPL membership at any time. A Club's decision regarding membership of PSPL will not in any way affect a Club's accreditation by PSPL or the level of service and support provided to Clubs by PSPL.

Membership and Accreditation

It is important to understand that membership of PSPL has nothing to do with accreditation. Probus Clubs are accredited by PSPL through the adoption of the Articles of Accreditation either in the Standard Probus Club Constitution or the Incorporated Model Probus Club Constitution.

Both the Standard Probus Club Constitution and the Incorporated Model Probus Club Constitution contain the accreditation requirements that each Probus Club adheres to and, provided the Club complies with these requirements, accreditation by PSPL is maintained.

ROTARY AND PROBUS

Probus is one of Rotary's greatest success stories. For over 49 years, Probus Clubs have continued to provide social activities and fellowship to those members of our community who are either semi or fully retired. There are many synergies common to both Probus and Rotary. Each organisation plays a vital role in the communities they serve and the strength of our success results from the partnership of Rotary and Probus working together.

Rotary and Probus are intrinsically linked, both possessing the ability to contribute to the growth of these two vital community service activities. Many Probus Clubs have maintained great relationships with their sponsoring Rotary Club and all Clubs are encouraged to connect with their local Rotary Club in the following way:

- Invite the President of your sponsoring Rotary Club as a guest speaker to provide an update on what is happening in your local community
- Involve Rotary in your Club's milestone events such as presenting life membership certificates, anniversary celebrations and Club functions
- Share your Club newsletters with Rotary and ask Rotary to do the same with your Club. Sharing these newsletters with your members can help them keep up-to-date with what is happening in your community
- Hold a Probus open day to drive membership and invite your local Rotary Club to attend so they can see Probus in action

MEMBERSHIP REPRESENTATIVES

Supporting Clubs in membership retention and growth is PSPL's primary objective. Our membership strategy is centred around a collaborative approach that sees us all working together. There are a number of Membership Representatives within our community who can assist Clubs locally on a range of issues. These include:

Probus District Chairmen (PDC)

Probus Clubs are allocated to Probus Districts. The role of the PDC is to work with PSPL and fellow Membership Representatives to develop and drive membership retention and growth strategies. These strategies include the identification and establishment of new Probus Clubs and local promotional activity.

PDCs are appointed by PSPL, and their contact details can be found on the PSPL website under About Probus.

Rotary District Probus Chairmen (RDPC)

Each accredited Probus Club is associated with a Rotary District and each Probus Club has been sponsored by a Rotary Club on formation. The growth of Probus throughout the years has been influenced by the commitment of the many Rotarians who serve as Rotary District Probus Chairmen. Our RDPCs play an extremely important liaison role between Rotary and Probus and are recognised by PSPL as key partners ensuring the stability and growth of the Probus Community.

Working with PSPL and fellow Membership Representatives, the RDPC's role is to investigate the need for new Probus Clubs, engage Rotary Clubs in sponsoring the formation of these Clubs and support existing Clubs. RDPCs play an important role in continuing to build and strengthen the relationship between Probus and Rotary and to encourage Probus Clubs to keep in contact with their sponsoring Rotary Club.

Ambassadors

Probus Ambassadors are members who are nominated by their Club. Ambassadors work with fellow Membership Representatives at a local level to identify and develop strategies within their local community to enhance opportunities to grow and strengthen Probus Club membership.

This role is critically important in supporting the future and successful operations of Clubs and the enjoyment of members. Ambassadors act as the conduit for communication among local Clubs. Ambassadors liaise with other volunteer members and PSPL and are proactive in driving the membership strategy locally.

As the PDCs role is to develop and drive the membership strategy for the Probus district, where a PDC is appointed, Ambassadors work with the PDC to agree the actions required to deliver membership growth. Clubs are encouraged to nominate an Ambassador to represent their Club in the membership growth program. To find out more about nominating an Ambassador, contact the PSPL Team.

MEMBERSHIP GROWTH

For some time now PSPL, along with Ambassadors, RDPCs, PDCs and Associations, has been working with members of our Probus Community to drive membership growth through its existing Clubs and the formation of new Clubs.

The membership strategy centres around Clubs working together locally in either Probus Districts or Clusters. A Cluster is a group of approximately 10-15 Clubs that join together to specifically focus on member retention and growth.

In Cluster meetings, Ambassadors and representatives of each Club within the Cluster meet at least quarterly to develop and implement strategies that will increase membership. Given the number of retirees across Australia and New Zealand, these strategies are likely to be a combination of assisting existing Clubs to increase membership and/or establishing new Clubs. Clubs are encouraged to work as a group to create Probus awareness in their local community rather than combat membership issues individually.

In addition to focusing on the growth of Clubs, Cluster meetings provide great networking opportunities through sharing information about activities, speakers and leadership. These meetings are held locally to ensure that Club representatives are not travelling long distances and are usually co-ordinated and facilitated by either the RDPC/PDC or Ambassador.

To support the membership strategy, PSPL has developed a range of resources to assist Clubs with their growth and vitality. These include:

1. Our Guide on Attracting New Members & Club Leadership covering a range of helpful tips on how to promote Clubs and lead them effectively.
2. Our Club Health Check that can assist in identifying opportunities to improve a Club's overall appeal.
3. Our wide range of personalised and generic promotional material available to each Club. These include personalised flyers, posters and business cards which can be ordered through the Online Shop or by contacting the PSPL Team.
4. The development of personalised growth plans that identify opportunities for Club promotion at a local level.

All Management Committee members are encouraged to review our membership resources. Most importantly, we suggest each Club nominate an Ambassador and participate in our membership growth program through their RDPC, PDC or local Association. Please note that only some States/Regions have local Associations.

Leading your Club

Good leadership ensures the longevity and viability of a Club into the future. Management Committee members are Club leaders who take charge and build momentum. The Committee's

focus should be on leadership, membership retention and growth and less on administration. Here are a few simple ways to achieve this:

1. **Enthuse Members** - Understand that members matter. It is not about how many members a Club has, but how many are actively participating in the Club. Create a reason for them to come to meetings regularly by catering to their interests, (not just the Committee's). Get members excited enough to tell their friends about the great things your Club does, and maybe their friends will come along and join in!
2. **Make Everyone Feel Welcome** - Every member in your Club needs to feel appreciated and part of the Probus family. Make them proud to be a member, and proud to be a part of your Club.
3. **Understand what members want** – A healthy Club is one that is growing and changing. Do not presume to understand what members want out of Probus without asking them – use PSPL's Health Check or a suggestion box to find out more about members' interests and ideas.
4. **Avoid "clique groups"** – Clique groups can make some members feel isolated. Create opportunities for members (who do not normally socialise together) to get to know each other through speakers, games and activities.
5. **Keep activities fresh and exciting** – Try new activities that cater to a variety of activity levels and interests. While not every member will participate in every activity, the goal should be to have all members participating in some of them. If they are not participating, ask why.
6. **Do the housework** - Correct and accurate administration makes things easier for the incoming Committee and ensures the Club's smooth progress for many years to come.

Management Committee members do not have to do everything themselves. Consider appointing assistants or ask members to assist in one-off projects. Most importantly refer to the wide range of resources available from PSPL. These are available through the Club Administration section of the PSPL website or by contacting the PSPL Team.

7. **Maintain and grow membership** - Every Association around the world is experiencing a downturn in membership brought about by changes in culture, ageing population and other factors. To stay viable, Clubs need to have a continual focus on keeping existing members and sourcing new ones.

How you will do this will depend on your Club but consider it a matter of urgency and start planning on how your Club can grow and remain viable over the next few years. Refer to the range of ideas on how to grow your Club included in this Handbook. The PSPL Team can also assist with providing a personalised Membership Growth Plan for your Club.

8. **Have a succession plan** - Ensure that members understand the role of the Management Committee. This can be done by preparing a brief role description for each Management Committee position. Help members see that being on the Committee is a team effort. This can be done by:
 - a. inviting persons who may be potential Committee members to observe a Committee meeting so they can see firsthand how the process works.

- b. allocating one-off projects to members who are not on the Committee.
- c. appointing assistants as this will help in reducing the workload for any one person.
- d. having “general” Committee members as part of your Committee. Some members are happy to be involved in the Club’s management but would prefer not to hold a specific title. General Committee members can assist with whatever function is needed from time to time. This may encourage members to join the Committee if they do not have to hold the responsibility of a specific role.

Refer to the Succession Planning section in this Handbook for further information.

9. Have fun - Fun is what both you and your members want, so provide it in truckloads.

Growing Club Membership

Membership is the critical responsibility of all Club leaders. Each member of a Club’s Management Committee has a key role to play by having a constant focus on both membership retention and growth.

Even if a Club is full, this can change quickly if the Club is not providing the range of interests and activities that keep members engaged. It is not just about how many members a Club has, but rather how many members are actively participating in that Club. Members that have a positive experience are more likely to stay in a Club and also share their positive experiences with others.

A Club’s membership is constantly changing, members will leave either through attrition or changes in lifestyle, so it is extremely important that each Club has a membership retention and growth plan.

There are a number of initiatives that Clubs can implement to attract new members:

1. **Promote your Club** – PSPL has a wide range of complimentary personalised and promotional resources available for Club promotions. This includes personalised flyers, posters and business cards. Utilise these resources wherever retirees may frequent such as doctors, dentists, pharmacies, libraries and over 55 communities

Consider appointing a Publicity Officer within your Club whose sole focus is to generate publicity that will attract new members.

2. **Letterbox drop** – Distribute personalised flyers or business cards throughout the community. Involve your members by asking the walking group to distribute your Club’s promotional material. If the Club does not have a walking group, consider starting one.
3. **Advertise at the Club venue** – PSPL provide complimentary posters that can be personalised with your Club’s meeting information. Place these at your Club’s venue and local businesses where prospective members often frequent. Consider offering a “thank you” to these businesses in your Club’s newsletter.
4. **Community announcements in local and seniors newspapers** - Publicise your Club, its meeting date, names of recent and planned guest speakers, outings and events, and include contact

information for membership enquiries. Provide well written content and use real photos of your Club activities so prospective members can see Probus in action. Usually, local newspapers are happy to include this information free of charge given the importance of Probus in the community. PSPL can assist with content, please contact our Team if you would like assistance.

5. **Local community radio** - Take advantage of its community announcements and publicise your Club and speakers. Use the Probus jingle which can be downloaded from the PSPL website at www.probusouthpacific.org/pages/about_probus_what_is_probus or contact our Team for a copy.
6. **Showcase your Club** - Create a website for prospective members to find your Club; either one through PSPL (provided complimentary) or one of your own design. Visit the PSPL website to view the range of options available.

Facebook is another platform Clubs can use to attract new members. Over 55's are considered to be one of the most active groups on Facebook. Similar to a website, an active presence on the internet assists in generating enquiries from prospective members direct to your Club. Clubs with their own Facebook page may consider targeted paid promotional campaigns via Facebook. PSPL can assist with providing a personalised image to use for this form of advertising. PSPL has developed guidelines to assist Clubs in establishing and maintaining a presence on Facebook. These guidelines are available in the Club Administration section of the PSPL website under Membership Growth and Retention.

7. **Have a membership drive at the local shopping centre** - Some shopping centres allow for non-profit organisations to staff a display table, free of charge. Use the range of complimentary promotional material available from PSPL for the membership drive. This includes personalised flyers, business cards and posters. PSPL can also supply chocolates for the membership drive.

Encourage prospective members to approach the display table by offering a prize. Local businesses are usually happy to donate a prize in exchange for an acknowledgement in the Club's newsletter. The prize does not have to be expensive - a small coffee machine, sandwich maker or a gift basket will suffice. A Club could also purchase a prize if unable to source a donation.

Prospective members will then be interested in either the prize, the chocolates, or both. To be eligible for a ticket to win the prize, the prospective member would need to provide their contact information which then becomes a source of prospective members which a Club can follow up.

8. **Probus Publications** - Encourage all members to share the *Active Retirees* magazine and/or E-Newsletters with friends via email. Include an invitation when sharing for prospective members to visit the Club to see what Probus is all about.
9. **Involve your members in the Club's membership goals** – While Club leaders have the overall responsibility for membership retention and growth, they do not have to do all the work. Consider establishing a member-get-member program with prizes for those who introduce the most members into the Club.

10. **Have an Open Day** – An open day is where members are encouraged to bring a friend to see Probus in action. Ensure that the open day is showcasing the Club effectively. Consider having a variety of speakers, a themed event or even play some games to highlight the fun aspect of the Club. Provide an invitation to prospective members which can include mention of a free morning tea if this is available on the day.
11. **Keep in touch with visitors** – Those who visit your Club are considering joining so it is important to keep in touch. Maintain a prospective members list and email/post them a copy of your Club's newsletter. Also share the *Active Retirees* magazine and/or E-Newsletters with prospective members via email.
12. **Local retirement village** - Connect with the local retirement village to let them know about your Probus Club. Many villages are looking for activities for their residents to participate in. Ask if they are willing to promote your Club in their village newsletter in exchange for an acknowledgment in the Club's newsletter.
13. **Have a variety of outings and activities** - Ensure there are outings and activities for all tastes and capabilities. Survey members about their preferences for different kinds of interest groups, activities or trips/tours. Ask those not taking advantage of activities and outings programs if there are other kinds of outings they would enjoy. Network with other nearby Clubs to help fill buses and share experiences.
14. **How engaged are your members** - Do your members participate in activities and come to all the meetings? How do you measure the success of your Club? It is important to understand what your members want from your Club, consider a survey or a suggestion box asking members what activities they would like, some of the suggestions may surprise. Utilise the PSPL Club Health Check.
15. **Review your meeting format** - Make meetings exciting. The formal part of the meeting should not take very long, play a different game at each meeting or have a theme, such as a style, colour or era. Create games that discourage "clique" groups by having members sit in different seats with prizes for those who learn an interesting fact about a member who they do not know.
16. **Review the average age of your members** - It is important for the future of your Club to attract younger retirees wherever possible. One way to achieve this is to have a wide variety of activities for both younger and older retirees to participate in and make meetings and outings focus on fun and friendship.
17. **Consider your venue** - Is your venue clean, cheerful, with sufficient space, safe, with adequate facilities and parking? Would another venue at the right price be more suitable?
18. **Assess your membership ceiling** - Your Club's membership ceiling is about how many persons can fit in the Club's venue. Is the membership ceiling where it needs to be, or can it be higher?
19. **Make visitors and prospective members feel welcome** – It is possible that prospective members may be nervous about attending their first meeting, particularly if they do not know many of the members. It is important to ensure that prospective members are made to feel welcome. Consider establishing a "buddy" system for prospective members as well as new members.

Include visitors on your email list to receive newsletters so they can read more about your Club activities while considering joining.

20. **Keep in contact with your local member** – Staying in regular contact with government representatives creates a range of opportunities for your Club. Regardless of their political affiliation, government representatives understand the value of Probus and the benefit it brings to the local community by keeping retirees engaged and connected.

Ask your government representative to create awareness of your Club through their website, newsletters and social media pages. PSPL can provide artwork for these various mediums.

Register your Club on the representative's mailing list to take advantage of any grants that may be available to assist community groups with hosting of events and/or purchase of equipment.

21. **Plan your Probus Month celebrations early** - On 1 October 2020, the inaugural Probus Day was launched. The 1st of October was selected in line with the International Day of Older Persons which is celebrated across the world each year. Since its introduction in 2020, **Probus Day** has been so successful - it is now known as **Probus Month**.

Probus Month is a great way to generate awareness by inviting prospective members to see Probus in action. Probus Month celebrations include lighting of landmarks in Probus colours, flying of Probus flags, joint Club activities, morning teas, bbqs and picnics. Probus Clubs and Associations are encouraged to plan their Probus Month celebrations early and seek support from local government to assist with funding and promotion for their events.

22. **Keep in contact with your sponsoring Rotary Club** - Keep connected with your sponsoring Rotary Club, they are a good source of members for Probus and by sharing newsletters, all members can keep up to date with what is happening in their local community.

Most importantly, nominate an Ambassador from your Club to network with other Clubs in your local area to work together on growing Probus in your local community.

SUCCESSION PLANNING

It is extremely important to have a succession plan in place. Asking members to take on the responsibility of a management position can be quite daunting, particularly when some existing Management Committee members have been in the role for a number of years. In some cases, members may not want to take on a long-term commitment for fear of the unknown if they do not have a clear understanding of the role.

Consider the following when preparing a succession plan:

1. Ensure that members understand the role of the Management Committee. This can be done by preparing a brief role description for each Committee position. There is information on each role in this Handbook which can be used as a guide.

2. Start planning early as it takes time for members to consider taking on these roles. Continually recruit new members onto the Management Committee in preparation for the ensuing year.
3. Invite persons that may be potential Committee members to observe a Committee meeting so they can see firsthand how the process works.
4. Consider appointing one or more assistants for Secretary, Treasurer and Outings, Activities and/or Tours Officer. This will assist in reducing the workload for any one person and may encourage members to become involved.
5. Consider appointing more than one Vice President. These persons could work together with the current President and Immediate Past President to learn the role prior to their own term as President.
6. Consider engaging potential Committee members to assist in one-off projects such as organising a particular activity. Potential Committee members may be more inclined to assist in a one-off project.
7. Consider having “general” Committee members as part of your Management Committee. Some members are happy to be involved in the Club’s Management but would prefer not to hold a specific title such as Membership Officer or Secretary. General Committee members can assist with whatever function is needed from time to time. This may encourage members to join the Committee if they do not have to hold the responsibility of a specific role.
8. Review the powerpoint presentation on succession planning provided by PSPL. This presentation is designed to encourage members to consider nomination and can be adapted by your Club as required.
9. Have a Membership Growth Plan (as recommended in this Handbook) that continually brings in new members to your Club who may serve on Committees in the future.

These suggestions are designed to let your members know that being on the Committee is a team effort that can be very rewarding.

PROBUS MONTH



On 1 October 2020, the inaugural Probus Day was launched. The 1st of October was selected in line with the International Day of Older Persons which is celebrated across the world each year. The objective of Probus Day for our Community is to have a focal point in our calendar to celebrate Probus.

The inaugural Probus Day in 2020 was a huge success with many Clubs across our Community taking the opportunity to celebrate Probus through open days, celebratory picnics, morning teas, lighting of landmarks and the flying of Probus flags. Since its introduction in 2020, **Probus Day** has been so successful, it has become **Probus Month**. Probus Clubs and Associations are encouraged to plan their Probus Month celebrations early and seek support from local government to assist with funding and promotion.

PARTNERS

PSPL has developed a Partnership Program that facilitates a range of exclusive benefits and services for Probus Club members in the areas of travel, lifestyle, finance and health.

Probus Club members are encouraged to show their support for Probus Partners. Hear directly from our Partners about their products and services below. Visit their websites to stay up-to-date with their offers.

Trade Travel – Gold Probus Partner



Proudly associated with Probus South Pacific since 2005.

Trade Travel now offers a comprehensive travel service tailored specifically for Probus Clubs, whether you're traveling as a group, joining a tour, embarking on a cruise, or planning a private holiday.

CLUB TOURS AND “JOIN A TOUR” WITH TRADE TRAVEL

Trade Travel offers a comprehensive range of touring options including short breaks and extended tours all over the world. They source interesting and quality experiences on their fully hosted tours and the Trade Travel team's passion to provide a personal service for each of their clients is so important. Everything is stress free, once your destination has been chosen, you will receive a personalised itinerary for your Club and our Area Managers are on hand to assist. Trade Travel also offer a range of tours for individual Club members looking to join a tour departure. See their range of touring options on the Trade Travel website.

MEMBER TRAVEL

Trade Travel offers an array of captivating cruising adventures and incredible holiday packages for your next holiday. Look at their website for just some of the options.

LOCAL REPRESENTATIVES

Trade Travel offers a local service so you can discuss your Clubs touring options and present at your next Probus Club meeting. Let them inspire you and give you an insight into the many destinations that are available.

As a proud Gold Partner, Trade Travel have an unbelievable offer for the Probus Members Benefits Scheme, click [here](#) for more details.

T: Australia 1800 034 439 | **New Zealand** 0800 443 044

W: <https://www.tradetravel.com.au/> | **E:** bookings@tradetravel.com

Collette – Silver Probus Partner

Discover The World with Collette

At Collette, each traveller is considered to be their personal guest. Every moment of your tour matters, which is why the Collette team goes above and beyond to make your trip the trip of a lifetime. Their passionate tour managers are committed to giving you the very best experience to make sure you feel like part of the Collette family. And as a third-generation family-owned company that has been designing and running tours for over 100 years, family is at the heart of their operations.



Collette offers more than 170 tours across the world in all seven continents. Their local teams have selected the best inclusions and accommodations. For instance, you may stay under the night sky in a cozy glass igloo as you search for the Northern Lights or wake up in the stunning Château Lake Louise in Banff.

Offering different travel styles such as Classic tours, where you will be part of a group of up to 44 travellers to see some of the world's most iconic destinations. These Classic tours allow you to see the highlights at a value-minded price while skipping the queues at big locations. Alternatively, Small Group Explorations tours are for the culturally curious, with up to 24 travellers. Inclusions are often experiences that are hard to find or book. Truffle hunt in Tuscany or meet St Bernard dogs in Switzerland!

Collette is offering Probus members a special discount of \$100 per person on ANY tour. When coupled with seasonal offers, that could save up to \$500 per person!

Book confidently knowing that Collette's Cancellation Waiver allows you to cancel for any reason and get a full refund (minus the deposit) – all the way up to 24 hours before your trip starts.

Want to book through your preferred local travel agent? You can book your Collette holiday in person by visiting any travel agent in Australia and still receive the Probus member's special discount.

For Reservations, contact Collette at:

T: Australia 1300 161 647 | **W:** <https://www.collette.com/en-au/landing-pages/partners/probus>

APT Luxury Travel - Bronze Probus Partner

With 95 years of experience and a 98% customer satisfaction rating, APT is proud to call itself the expert in luxury travel. And as Australia's largest family-owned tour and cruise operator, it is committed to delivering unforgettable travel experiences to its valued guests.



LUXURY TRAVEL

No matter the destination, APT's passionate Tour and Cruise Directors and local guides draw on their vast wealth of knowledge to provide the fascinating insider insights and life-enriching travel experiences others can't.

APT knows one type of holiday doesn't fit all, so it has created a range of travel styles to ensure your experience is perfectly suited to you. You can glide between magical cities on a European river cruise, explore the incredible landscapes of the Rockies by rail, set off on a 4WD adventure through

the Kimberley and much more. The choice is yours, and APT's award-winning fleet will guide you in unprecedented luxury.

Knowing exactly what you need for your journey, its dedicated and experienced staff will organise and take care of all the fine details, so you can relax and enjoy the inclusive holiday experience. It's the sort of luxury that sets you free.

Also, part of the APT family, is [Travelmarvel](#) who deliver premium journeys at exceptional value. With a fleet of brand new contemporary European river ships, Travelmarvel is an excellent option for those who enjoy comprehensive inclusions with the freedom to explore.

Probus Club members receive - \$250 per person exclusive discount off APT or Travelmarvel Europe or Vietnam/Cambodia River Cruise + APT Luxury Small Ship Mediterranean cruises. Or \$100 per person off all other APT or Travelmarvel bookings

Contact APT at:

T: Australia: 1300 336 932 | **New Zealand:** 0800 223 368 | **W:** www.aptouring.com.au

Coal River Coaches – Bronze Probus Partner



As a trusted Probus Partner with an illustrious history spanning over 30 years, Coal River Coaches and Love Tasmania Tours are excited to present their comprehensive and unparalleled services.

Coal River Coaches: Luxury Travel in Comfort

On one front, they take pride in Coal River Coaches, offering an exquisite fleet of luxury vehicles ranging from cars to 57-seaters. Their dedicated and knowledgeable driver guides are passionate about showcasing the breathtaking beauty of Tasmania, ensuring your exploration of the state is not only comfortable but also enlightening.

Love Tasmania Tours: Crafting Memorable Itineraries

On the other side of their business, Love Tasmania Tours specialises in meticulous itinerary planning and touring. Whether you prefer pre-planned adventures or fully customised itineraries, they have the expertise to curate the perfect Tasmanian holiday tailored to your group's travel style. But their offerings don't stop there – Love Tasmania Tours boasts a wealth of experience in providing fully inclusive tours across mainland Australia and internationally.

Probus Club Exclusive: Enjoy Special Discounts

To express their gratitude to the esteemed members of Probus, they are thrilled to offer an exclusive discount of 15% off the base price for their 6-day West Coast, 6-day East Coast and 11-day Full loop adventures when booking for groups of 20 or more. Even if you're booking as an individual, they extend a 10% discount off the best price.

Travel Club: Where Dreams Become Journeys

Explore the world with like-minded travellers by joining their successful Travel Club. Their loyal clients have discovered the allure of their dream destinations, you and your club can become a part of this vibrant community too.

Connect with Us

Delve deeper into the possibilities of discovering pristine nature and remarkable stories, you are invited to reach out to our dedicated transport and tour coordinators at Coal River Coaches and Love Tasmania Tours.

T: 03 6272 2645 | **E:** tours@lovetasmaniatours.com.au | **W:** <https://buschartertasmania.com.au/>
W: www.lovetasmaniatours.com.au

Outback Aussie Tours – Bronze Probus Partner



Enjoy iconic bucket-list destinations of Outback Queensland in 2024 with Outback Aussie Tours.

If you are dreaming of a trip to Outback Queensland and looking for the best Australian outback tours experience, local group touring specialist of 37 years (based in Longreach) Outback Aussie Tours are your ultimate choice. Their dedication to providing authentic outback experiences ensures that your journey through Outback Queensland, is unforgettable. www.outbackaussietours.com.au

Imagine enjoying a sunset drink atop Big Red Sand Dune or standing at the Tip of Cape York, while travelling in style and comfort in a custom-built 4x4 Coach. With their fully inclusive guided overland journeys, you can guarantee that you're well taken care of by their incredible team. All Outback Aussie Tours' guided holidays have a dedicated driver and host who are trained to Savannah Guides Enterprise standards, providing exclusive interpretation and stories throughout your complete experience. Enjoy their warm outback hospitality, benefit from strong relationships with local characters and be entertained by local yarns as they share their in-depth knowledge and passionate connection with the land, their home. Sit back and enjoy the ride with Outback Aussie Tours.

Gather a group of Probus members and join their fully inclusive tours to bucket-list destinations such as Longreach, Winton, Corner Country, Gulf Savannah, Cape York and Torres Strait and experience iconic landmarks and hidden gems with this award-winning tour company.

Probus Exclusive Offer

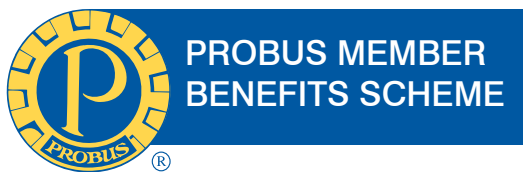
At Outback Aussie Tours, all guests are treated like VIP's. For any Probus Member, group or individual, take advantage of an exclusive offer just for you. Book your Guided Holiday in 2024 and travel by 30 June 2025 to receive FREE travel on a one-way first-class sleeper rail journey to or from Brisbane to Longreach or Cairns (Offer ends 31 December 2024).

It's easy to book!

To view Probus Deals and book, please contact our friendly reservations team on:

T: (07) 4658 3000 | **E:** info@oat.net.au | **W:** <https://outbackaussietours.com.au/probus-on-tour/>

MEMBER BENEFITS



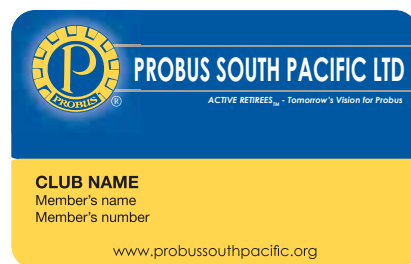
Probussouthpacific Club members have access to discounts and offers through their Probussouthpacific membership. These include offers from Probussouthpacific Partners and the Probussouthpacific Member Benefits Scheme. Information about these exclusive offers can be obtained from the PSPL website or by contacting the PSPL Team. It is important to note

PSPL negotiates these offers for the benefit of Probussouthpacific Club members. Club members should quote their membership number to access exclusive discounts.

Membership Cards

The Probussouthpacific Membership Card contains:

- Club name
- Member name
- Individual membership number



The Probussouthpacific Membership Card does not contain any information other than the above and PSPL will not provide any additional member information to MBS partners.

The Probussouthpacific Membership Card number is also used as the login and the password for Club members to access the Club Administration section of the PSPL website.

Club member information is collected in accordance with PSPL's Privacy Policy which can be viewed on the PSPL website at www.probussouthpacific.org/pages/probus_privacy_policy This information will not be given or sold to any third party for commercial purposes.

Important Information about Partner Offers

The information provided about Partners is of a general nature only and should not be considered as a recommendation or endorsement by PSPL of any of their products, services or advice. PSPL recommends that Probussouthpacific Club members (or any other person relying on the information in this Handbook) undertake their own enquiries to determine if a product, service or advice is suitable for them before purchasing. Persons considering these offers should review any terms, conditions or disclaimers that may be applicable. Probussouthpacific Program Partners and Membership Benefit Scheme Partners acknowledge that they are aware of, and undertake to comply with, the provisions of any applicable legislation in relation to false and misleading advertising or statements and unfair contracts and practices. PSPL negotiates these exclusive offers on behalf of Probussouthpacific Club members and may receive a commission or payment for advertising costs from the sale of some of the offers. PSPL accepts no liability for any of the products, services or advice being offered by its Partners.

CLUB CONSTITUTION

The Constitution

On formation a Probus Club must adopt the Preamble and the 12 Articles set out in the Standard Probus Club Constitution, also known as the Articles of Accreditation. Probus Clubs that become incorporated on or after formation can adopt the Incorporated Model Probus Club Constitution.

Both the Standard Probus Club Constitution and the Incorporated Model Probus Club Constitution contain the Articles of Accreditation that each Probus Club adheres to. Provided the Club complies with these requirements, accreditation by PSPL is maintained.

It is important therefore that the Management Committee be familiar with the provisions of the Club's constitution along with any by-laws and/or standing resolutions approved by the members of their Club. It is equally important that the difference between the constitution and any by-laws and/or standing resolutions that the Club has adopted be fully understood.

The Articles of Accreditation may only be amended in accordance with a Constitutional Review. At the time of printing this Handbook, PSPL is undertaking a Constitutional Review which will result in updated Constitutions and Standing Resolutions for adoption by both incorporated and unincorporated Clubs. For this reason Clubs considering changes to their Constitution are encouraged to defer any changes until such time the updated Constitutions are available.

All Probus Clubs are required to provide PSPL with a signed copy of their current constitution. If you are unsure about whether or not your Club has adopted the correct constitution or whether or not your Club has provided PSPL with a copy, please contact the PSPL Team.

Incorporation

PSPL recommends that all Probus Clubs become incorporated. Incorporation creates a separate legal entity, distinct from its members, which can sue and be sued. In an unincorporated Club, the members of the Management Committee run the risk of being held personally liable for debts or liabilities incurred by their Club. Because an incorporated Club is a separate legal entity, it is generally responsible for the Club's debts and liabilities.

PSPL provides an incorporated model constitution for Probus Clubs to adopt. This model contains both the Articles of Accreditation and the relevant legislative requirements.

There are a number of requirements that Clubs must adhere to if they are incorporated. These requirements can differ depending upon the applicable legislation and generally include the lodgement of an annual return with annual financial statements as well as the appointment of a Secretary and/or Public Officer.

The Public Officer is the official contact person between the Club and the regulator for incorporated associations. Refer to the Public Officer section of this Handbook for further information.

It is up to each Club to understand its requirements with respect to lodgement of various documents with the relevant regulatory authority. The regulators for incorporated associations are:

ACT - Fair Trading - www.accesscanberra.act.gov.au

NSW - Department of Fair Trading - www.fairtrading.nsw.gov.au

NT - Northern Territory Government Information and Services - www.nt.gov.au

QLD - Department of Fair Trading - www.fairtrading.qld.gov.au

SA – Information and Services for South Australians - www.sa.gov.au

TAS - Consumer, Building and Occupational Services - www.cbos.tas.gov.au

VIC - Consumer Affairs Victoria - www.consumer.vic.gov.au

WA - Department of Mines, Industry Regulation and Safety - www.commerce.wa.gov.au

NZ - Registrar of Incorporated Societies - www.companiesoffice.govt.nz/

PSPL provides a Financial Reporting Requirements Summary set by each regulator. This summary can be found in the Club Administration section of the PSPL website under Club Management Guidelines.

By-Laws

The current Model Constitutions provided by PSPL allow for the adoption of by-laws or standing resolutions. By-laws are a set of house-keeping or management rules that regulate a Club's internal affairs in accordance with the wishes of their membership. By-laws are an outdated concept which PSPL proposes to remove as part of the 2023 Constitutional Review. As such, we recommend that Clubs adopt standing resolutions, rather than by-laws, to manage their internal affairs.

A by-law must not be in conflict with any provision in a Club's constitution. If there is a conflict, the relevant clause in the Club's constitution will take precedence over anything in a by-law.

Provisions for amending by-laws are usually contained within the by-laws themselves. To amend a by-law, 21 days written notice of the proposed motion to amend the by-law, must be given to all members. Once the motion is moved, the motion must be seconded and then, following discussion, a vote taken. A 75% majority vote of those members present and voting is normally required to formally adopt the motion unless a Club's by-laws indicate otherwise. Clubs should refer to their constitution to determine whether or not proxies are accepted.

A by-law remains in place until it is amended or rescinded or a new by-law overrides the previous by-law. It would be advisable to keep a record of all by-laws in one document for ease of reference.

Standing Resolutions

Standing resolutions are similar to by-laws insofar as they set out ongoing internal rules for the Club which may be changed from time to time by the membership. To amend or replace a standing resolution, the membership must pass either an amendment to an existing standing resolution or

pass a new resolution.

A standing resolution must not be in conflict with any provision in the Club's constitution. If there is a conflict, the relevant clause in the Club's constitution will take precedence over anything in a standing resolution.

A standing resolution may be moved at a General Meeting from the floor with or without due notice depending on the nature of the motion. If the matter is contentious or is related to an existing standing resolution, it is recommended that 21 days written notice be given to all members. Once the motion is moved, the motion must be seconded and then, following discussion, a vote taken.

Provisions for amending standing resolutions are usually contained within the standing resolutions themselves. Amendments to standing resolutions will normally require a 50% majority vote of those members present and voting. However, a Club may select a higher percentage (such as 75%) and that should be clearly stated in its standing resolutions.

A standing resolution remains in place until such time as the resolution is amended, rescinded or a new resolution overrides the previous resolution. It would be advisable to keep a record of all standing resolutions in one document for ease of reference.

A set of Model Standing Resolutions is available in the Club Administration section of the PSPL website under Club Management Guidelines.

Amending a Club's Constitution

When a Probus Club is formed, it adopts the Preamble and 12 Articles in the Standard Probus Club Constitution. Together, these are known as the Articles of Accreditation. Probus Clubs that become incorporated adopt an Incorporated Model Probus Club Constitution. In the incorporated model constitution, these articles are represented in bold and italic typeface. The incorporated models also contain additional legislative and management clauses.

The Articles of Accreditation may only be amended in accordance with a Constitutional Review that involves consultation with all Probus Clubs.

Clubs wishing to change any of the clauses, other than the Articles of Accreditation, may do so with the approval of their membership and in accordance with the Constitution. However, it is important that Clubs seek pre-approval from PSPL prior to submitting changes to their members for consideration. This is because Clubs may inadvertently change clauses, standing resolutions or by-laws that may conflict with either legislative or accreditation requirements which could result in additional work for the Club.

Club Name Change

Clubs should seek approval from PSPL to formally change their name. When considering a name change, there are a number of issues to consider such as:

- the names of other local Clubs in the area

- the time and effort involved in changing the Club’s constitution
- whether the proposed name makes the Club’s location identifiable (the Club name should contain a suburb that has a postcode)
- the cost imposed by regulators for incorporated Clubs to change their name
- any costs to change material provided to Club members

Model Governing Documents

Each Australian State and Territory provides a set of model governing documents (commonly known as ‘Model Rules’ or a ‘Model Constitution’) that an incorporated association (such as a Probus Club) can adopt. These model governing documents contain the matters (if any) that must be included in an incorporated association’s constitution under the relevant legislation, as well as many other rules that may be considered best practice for the internal management of an incorporated association.

There can be a large number of provisions in model governing documents issued by regulators that are not based on legislative requirements. Accordingly, they should not be relied upon when determining whether or not a Club should adopt a particular provision.

In New Zealand, the NZ Companies Office no longer provides a “Sample Set of Rules” that can be referred to for guidance. Instead, the Companies Office now offers a Constitution Builder on its website.

Questions or concerns regarding the application of a particular provision in any model should be referred to PSPL for assistance.

CLASSIFICATION OF MEMBERS

A person wishing to become a member of a Probus Club is required to complete a membership application form sponsored by two members of the Club. The person becomes a member once their membership application has been approved by the Management Committee and their name has been entered in the Register of Members.

Members who have the right to vote at General Meetings retain that right until such time as they either resign or have their membership terminated in accordance with the Club’s constitution.

There are several approved categories of Probus Club membership. Capitation fees are payable for all classes of membership except for Non-Active Members. The membership categories detailed in the PSPL Incorporated Model Probus Club Constitution are:

Ordinary Member

Ordinary Members form the majority of members of the Club and include the original foundation members from when the Club was first formed. Minimum attendance requirements apply in accordance with the Club’s constitution, by-laws and/or standing resolutions. Capitation fees are payable for this category.

Honorary Member

Honorary Members may be elected at the discretion of, and on such terms as determined by, a majority of members in a General Meeting. Honorary Members are not required to pay membership subscriptions to their Club and are not eligible to hold office or vote. Given that Honorary Members cannot hold office or vote, it would be unusual to grant honorary membership to an existing member as this would remove their voting rights.

Honorary membership could be considered for those individuals who have contributed to the Club in the past who no longer intend to be an active participant in the Club. Honorary Members shall enjoy all other privileges of membership. Capitation fees are payable for this category.

Life Member

Life membership may be conferred upon a member who has rendered outstanding service to the Club. Nominations must be submitted in writing to the Management Committee for consideration and, if approved, referred to the next General Meeting of the Club for confirmation.

Life Members are not required to pay the Club's annual membership subscription but enjoy all other privileges of membership. It is recommended that there should be no more than three Life Members at any one time. A person retains their life membership until such time as they resign from the Club. Life Members that are no longer able to participate due to frailty or ill-health can be transferred to non-active membership while retaining their life membership status.

Capitation fees are payable for this category. Refer to the Induction of Life Members section of this Handbook for suggested induction wording.

Non-Active Member

Non-active membership was introduced to assist Clubs with long waiting lists as well as members who are unable to attend meetings due to long-term illness. An example would be a member who is frail and ill and therefore unable to attend meetings or other activities of the Club.

Non-active membership is not intended for a member afflicted with a short-term illness or a disability such as a broken leg or arm requiring a short absence from Club meetings. A member transferred to non-active membership should continue to receive the newsletter and any other information normally provided to members.

Non-Active Members are not included in the Club's member count which allows those prospective members on a Club's waiting list to be approved as an Ordinary Member, provided the maximum membership number is not exceeded. Capitation fees are not payable for this category.

When a Non-Active Member recovers from their illness or disability they remain a Non-Active Member until such time as they resume ordinary membership. If the Club has reached its membership ceiling, the Non-Active Member should be placed on the Club's waiting list until there is a vacancy.

A Non-Active Member should be given preference over other prospective members on a Club's waiting list. As with any other prospective members on the waiting list, if a Club allows them to participate regularly in activities, then the Club will be required to pay a Non-Member capitation fee.

VISITORS

Clubs should establish a protocol for the number of times a visitor may attend Club meetings and/or activities. This protocol should be detailed in either a by-law and/or standing resolution. This protocol should be established so as not to overexpose PSPL's insurance policies and to avoid having visitors enjoy all the benefits of Probus Club membership without the responsibilities imposed on members.

It is recommended that visitors be allowed to attend up to 3 activities including meetings. After that, it is expected that the visitor will become a member of the Club provided the Club has a vacancy.

If for some reason the person is unable to become a member and the Club allows that person to continue attending meetings, including activities outside the Club's visitors protocol, the Club will be required to pay a non-member capitation fee for that person.

Clubs or Associations that allow persons other than members to participate in Probus activities, including meetings, should ensure they obtain their contact details, emergency contact information and consent in relation to photographs and videos. It is recommended that the Registration Form for Outings, Activities and Tours be used for this purpose. This form is available in the Club Administration section of the PSPL website under Club Management Guidelines.

NON-MEMBERS

PSPL's goal is to encourage the growth of Probus Club membership. A person who is considering joining a Club is usually invited by the Club to attend as a visitor. Clubs should establish a protocol for the number of times a visitor may attend Club meetings and activities. PSPL recommends that a person who is considering joining a Club be permitted to attend up to 3 meetings and/or activities. This should be sufficient time for a person to determine whether or not they wish to join the Club.

If the person does not join the Club but continues to attend Club meetings and/or activities, outside the protocol set by the Club, this person is classified as a non-member. Clubs that allow non-members should pay the non-member capitation fee. If the person attending a Club's meeting or activity is a financial member of another Probus Club, the non-member capitation fee does not apply.

The Club should not charge a non-member for all or part of the capitation fee applicable to non-members. Charging the non-member a fee may infer that the person has membership rights under the Club's constitution, which they do not.

While all participants in a Club activity are covered by the National Insurance Programs, it is expected that in the event of an insurance claim, a Club will be able to provide supporting

documentation with respect to the claimant's attendance at a Club meeting and/or activity and the nature of their membership. Insurance coverage is subject to the terms and conditions of the relevant policies. Copies of the National Insurance Programs are available in the Club Administration section of the PSPL website under Club Insurances.

The objective of the non-member fee is to discourage regular participation by a person without membership. It is understood that, in some cases, a person is unable to join the Club either because the Club has a waiting list or it may be a single gender Club. In these cases, such persons should be encouraged to join a neighbouring Club.

STRUCTURE OF THE MANAGEMENT COMMITTEE

The constitution states that the Club be managed by a Management Committee comprising a President, one or more Vice Presidents, a Secretary, a Treasurer (collectively 'Committee Members'), and such number of other members of the Management Committee ('Officers') as provided for in the Club's by-laws and/or standing resolutions.

These other members of the Management Committee would normally include an Outings, Activities and/or Tours Officer, Newsletter Officer, Membership Officer, Guest Speakers Officer, Publicity Officer, Welfare Officer and such other roles as determined by the Club.

Clubs should consider having "general" Committee members as part of their Management Committee. While some members are happy to be involved in the Club's Management, they may prefer not to hold a specific title such as Membership Officer or Secretary. General Committee members can assist with whatever function is needed from time to time. This may encourage members to join the Committee if they do not have to hold the responsibility of a specific role.

Each member of the Management Committee is entitled to one vote in accordance with the Club's Constitution.

Management Committees are encouraged to consider the appointment of assistants for any or all of the Management Committee positions. Assistants provide support as well as a pathway for succession. Normally assistants are not afforded voting rights as they are not elected members of the Management Committee. However, a Club's by-laws and/or standing resolutions may provide voting rights to assistants in the absence of the elected person. If appointing an assistant Treasurer, the Management Committee should consider the level of authority given to the assistant in the absence of the Treasurer.

It is possible that a Club may not be able to fill all Management Committee positions. There are a number of options to consider in this situation. One person can hold more than one position temporarily while a suitable member is sourced to fill that position. This person may hold two or more positions but would only have one vote at Management Committee meetings.

ROLE OF THE MANAGEMENT COMMITTEE

The key to a successful Club is effective leadership and regular activities. The Management Committee's overall responsibility is to provide opportunities for fun, friendship and fellowship through a wide range of activities that engages its membership.

The role of the Management Committee is to manage the Club in accordance with the Club's constitution, by-laws and/or standing resolutions and the law. It therefore has the power to make binding decisions on behalf of the Club which are not subject to review by the membership. However, Committees should report to their members on any decisions made and are encouraged to seek their member's views on any matters that may be considered contentious.

Each Committee member should be familiar with the Club's constitution, by-laws and/or standing resolutions and ensure that there are copies available at meetings. They should also be aware of Club policies and protocols and have access to insurance documents. Each Committee member should have a portfolio detailing their role and responsibilities.

Roles and Responsibilities

All Management Committee positions must be nominated in accordance with the Club's constitution, by-laws and/or standing resolutions and be duly elected at the Club's Annual General Meeting.

President

Successful leaders have a united team working with them and good decisions are almost always made by consensus. The main role of the President is to provide leadership and direction to the Management Committee to ensure their Club embodies the true spirit of Probus – fun, friendship and fellowship. While the President and the Management Committee deal with administrative matters as part of their role, the focus should be on the engagement and retention of members and the growth of their Club.

The role of the President can be summarised as follows:

1. Should be familiar with the constitution, by-laws and/or standing resolutions and have a copy available for reference at all meetings.
2. Should understand how to chair a meeting and the protocol for motions, debate/discussion and voting. Refer to the Rules of Debate for Meetings section of this Handbook.
3. Should ensure that an agenda is prepared for meetings.
4. Should begin and end meetings on time.
5. Should take the opportunity to meet and greet all members, guests and visiting Club members.
6. Should ensure that Committee recommendations (where required) are brought to the membership for decision/confirmation.
7. Provide leadership and direction to the Management Committee to ensure the Club embodies the true spirit of Probus – fun, friendship and fellowship.

8. Implement and review the Club's Membership Growth Plan which focuses on engagement and retention of members as well as membership growth.
9. Implement a succession plan for all Management Committee positions.
10. Encourage members to contribute stories, articles, letters and photographs for Probus publications, PSPL's website or social media platforms.
11. Should maintain a positive relationship with the Club's sponsoring Rotary Club.
12. Before vacating office, brief their successor on the role of the President and any outstanding matters and hand over all records.

Vice President

The main role of the Vice President is to assist the President in providing leadership and direction to the Management Committee to ensure their Club embodies the true spirit of Probus – fun, friendship and fellowship.

The role of the Vice President can be summarised as follows:

1. Should be familiar with the constitution, by-laws and/or standing resolutions and have a copy available for reference at all meetings.
2. Should understand how to chair a meeting and the protocol for motions, debate/discussion and voting. Refer to the Rules of Debate for Meetings section of this Handbook.
3. Should work closely with the President to become familiar with the role and responsibilities of the Presidency.
4. Should take the opportunity to meet and greet all members, guests and visiting Club members.
5. Chairs meetings in the President's absence and deals with any presidential issues that may arise in the President's absence.
6. Assists with the duties of any Committee member in their absence or arranges an alternative assistant.
7. Assists any Committee member who has a heavy workload.
8. Before vacating office, brief their successor on the role of the Vice President and any outstanding matters and hand over all records.

A Club, by resolution of members may, in accordance with its constitution, by-laws and/or standing resolutions, elect a Senior and Junior Vice President as part of the Club's succession plan. While any Club member, including an incumbent Vice President, would need to nominate for the role of President, a Club, by resolution of members, may create a by-law and/or standing resolution for the Vice (or Senior Vice) President to be President Elect for the ensuing year. This fulfils the general expectation that a Vice President will nominate for the role of President in the following year.

Secretary

The main role of the Secretary is to support the President to ensure the Management Committee functions smoothly. The Secretary is responsible for ensuring meetings are effectively organised and minuted. The Secretary is required to maintain up-to-date records and be the key point of contact for the Club.

The role of the Secretary can be summarised as follows:

1. Ensures timely and effective distribution of correspondence to Committee members and Club members as required.
2. Should be familiar with the constitution, by-laws and/or standing resolutions and have a copy available for reference at all meetings.
3. In consultation with the President, prepares agendas for each Management Committee meeting, General Meeting and Annual General Meeting and issues formal notices of meeting.
4. Records minutes of Committee meetings, General Meetings and Annual General Meetings and presents these minutes at the following meeting for formal adoption as a 'true and correct record'.
5. Ensures approved minutes are signed by the President or Chair at the next meeting. Refer to the Minutes section of this Handbook.
6. Issues notices for the election of Committee members and nomination and proxy forms in accordance with the Club's constitution.
7. Maintains a Register of Members' in accordance with the Club's constitution.
8. Maintains a current list of Committee members including addresses, email and telephone numbers.
9. Presents new applications for membership for the Committee's consideration.
10. Ensures that following the Annual General Meeting, the PSPL Annual Return Forms and payment of fees are lodged by 30 April each year.
11. The Secretary or the Treasurer may be authorised to be responsible for the security and custody of Club petty cash. Refer to the Petty Cash section of this Handbook.
12. Ensure PSPL is advised of changes to the Club's membership list including the payment of pro-rata capitation fees as required.
13. Before vacating office, brief their successor on the role of the Secretary and any outstanding matters and hand over all records.

The Management Committee may be authorised under the Club's by-laws or standing resolutions to appoint assistants to any of the positions on the Committee. Assistants are not elected members of the Management Committee and, as such, 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.

Public Officer

Each Club is required by its constitution to have a Secretary. Most incorporated Clubs require the Secretary, or another member of the Committee, to be designated as the Public Officer. The Secretary and/or Public Officer acts as the official contact person for the relevant regulator of incorporated associations (such as Probus Clubs). It is common practice for the Secretary to fulfil the role of Public Officer. Unincorporated Clubs do not require the appointment of a Public Officer.

Following is a summary of the statutory requirements for the appointment of Public Officers in incorporated Clubs:

Australian Capital Territory: The *Associations Incorporation Act 1991* requires the appointment of a Public Officer.

New South Wales: The *Associations Incorporation Act 2009* requires the appointment of a Public Officer.

Northern Territory: The *Associations Act 2003* requires the appointment of a Public Officer.

Queensland: Under the *Associations Incorporation Act 1981* there is no requirement to appoint a Public Officer as the Secretary is responsible for the duties of the Public Officer.

South Australia: The *Associations Incorporation Act 1985* requires the appointment of a Public Officer.

Tasmania: The *Associations Incorporation Act 1964* requires the appointment of a Public Officer.

Victoria: Under the *Associations Incorporation Reform Act 2012* there is no requirement to appoint a Public Officer as the Secretary is responsible for the duties of the Public Officer.

Western Australia: The *Associations Incorporation Act 2015* does not require an incorporated association to appoint a Public Officer or Secretary. However, a Club's constitution requires the appointment of a Secretary.

New Zealand: The *Incorporated Societies Act 2022* does not require an incorporated association to appoint a Public Officer.

Where the appointment of a Public Officer is required by law, incorporated Clubs are responsible for ensuring the role is filled in accordance with the relevant legislation.

Treasurer

The main role of the Treasurer is to ensure that clear and accurate financial records are maintained and that all funds are accounted for. It is not essential to have accountancy qualifications. However, it is desirable that the Treasurer be familiar with bookkeeping and banking procedures.

The role of the Treasurer can be summarised as follows:

1. Ensures that processes are in place for the handling of all Club funds in order to minimise risk of loss or theft.
2. Ensures that all payments are approved or ratified by the Management Committee.
3. Ensures that the Club has a bank account(s) which may include cheque or electronic transfer facilities. Most financial institutions offer accounts where two or more signatories on an account can authorise payments electronically via a secured method. Treasurers are encouraged to review the options available through their financial institution.
4. Arranges payment of annual fees to PSPL by 30 April each year, as well as additional pro-rata payments throughout the year.
5. Prepares and submits a financial report for all Committee Meetings, General Meetings and Annual General Meetings.
6. Prepares a budget each year giving consideration to the annual financial commitments and the Club's existing financial position and recommends the amount of the Club's annual membership subscription.
7. Collects all Club funds and issues receipts in accordance with Club protocol.
8. Ensures that Club funds are banked within two working days to comply with insurance requirements.
9. The Secretary or the Treasurer may be authorised to be responsible for the security and safe custody of the Club's petty cash. Refer to the Petty Cash section of this Handbook.
10. Pays all accounts by non-negotiable cheque or by EFT facility. Small accounts can also be paid using petty cash with appropriate supporting documentation.
11. Reconciles bank accounts monthly.
12. Submits financial records for audit or review as required by the Club's constitution.
13. Updates the bank signatories as required.
14. Maintains a register of Club assets.
15. Prepares guidelines detailing what items of expenditure incurred may be considered for reimbursement.
16. Be aware of government concessions and taxation requirements for a Probus Club and ensure that these are complied with.
17. Before vacating office, brief their successor on the role of the Treasurer and any outstanding matters and hand over all records.

The Management Committee may be authorised under the Club's by-laws or standing resolutions to appoint assistants to any of the positions on the Committee. Assistants are not elected members of the Management Committee and, as such, are not entitled to vote. However, if an assistant is acting for a member of the Management Committee in their absence, then the assistant will have one vote.

A by-law and/or standing resolution may authorise the Treasurer and one other delegated Officer,

appointed by the Management Committee, to use electronic funds transfers (EFT) for Club accounts.

Immediate Past President

The Immediate Past President (IPP) is normally an ex officio member of the Management Committee in recognition or by virtue of their past service as President. This is not an elected position but rather an appointment to offer support and advice and assist with the succession of the new President.

The IPP does not have any greater authority within the Committee than any other member of the Committee. The IPP is eligible to hold any other position on the Committee. If elected to such a position, the IPP only has one vote in that elected position. Otherwise, the voting entitlement (if any) of the IPP is normally determined by a Club's by-laws and/or standing resolutions.

Newsletter Officer

Monthly newsletters vary widely in Probus, some providing concise news and announcements on a single A4 sheet and others assuming the proportions of a community newspaper. The size, format and choice of material are the responsibility of the Newsletter Officer (or Management Committee).

The Newsletter Officer should ensure requests by members for privacy are met. A Club's newsletter may include the following:

1. A meeting's guest speaker and subject.
2. Program for the next two or three meetings.
3. Calendar of activities and outings.
4. Future outings and co-ordinators contact numbers for each outing.
5. Report of previous meeting, often with a summary of the guest speaker's address and Club member's talk.
6. News of Club interest groups and co-ordinators contact numbers.
7. Member profiles, particularly for new members.
8. Extracts from PSPL's publications such as *Active Retirees* and *Community News* highlighting feature articles or special offers.
9. Reminder to visit the PSPL website and social media platforms.
10. Special news regarding members: birthdays, anniversaries, overseas trips.
11. Information from the Committee, PSPL and Membership Representatives.
12. Information on local Rotary projects.

Displaying contact information and/or Club bank account details in the public domain increases the risk of this information being used for unwanted spam or identity theft. Clubs that publish their newsletters on the internet should either remove this information from the newsletter or publish a

“public” version of the newsletter without the sensitive information.

With respect to photographs or videos included in newsletters, while consent to appearing in a photograph or video taken during an approved Probus event will usually be implied, Management Committees are responsible for ensuring that they have consent from participants for their photographs or videos to be published in their newsletters. Refer to the Privacy section of this Handbook for additional information on photographs and videos.

Clubs may seek sponsorship or donations from local businesses to cover newsletter printing and postage costs. Such sponsors or donors may receive recognition in the newsletter in the form of a small advertisement or statement. Sponsorship of Club newsletters does not authorise or entitle the sponsor or donor to use the Probus name or Probus logo.

Any newsletter containing advertisements as a result of sponsorship arrangements or donations should include a disclaimer stating that “Probus does not endorse any of the advertisers in this publication”.

It is recommended that a copy of the newsletter be sent to the Club’s sponsoring Rotary Club. This will help strengthen the Club’s relationship with Rotary and share what is happening in the local community.

Copies of newsletters should also be forwarded to a Club’s RDPC, PDC and PSPL for inclusion of newsworthy items in Probus publications, PSPL’s website or social media platforms.

PSPL has a newsletter template for use by Clubs which is available in the Club Administration section of the PSPL website under Forms and Templates.

Publicity Officer

The role of the Publicity Officer is to raise Probus awareness by generating publicity in the local community. This includes informing the local media of Club events. Not all local news media send reporters and photographers to events organised by community groups. Accordingly, to have your Clubs news and events reported, you must be pro-active.

The Officer should:

1. Submit articles to local newspapers and radio stations. Please be aware of the requirements of members privacy when submitting articles or news.
2. Check deadline dates and always submit content well in advance.
3. Photographs should be electronically submitted and accompanied by a caption naming those pictured.
4. If an article is used by local media, telephone or send a note of appreciation. A polite word of thanks will not only make someone’s day but also may encourage consideration and acceptance of future articles.
5. Regularly submit articles and photographs of interest to PSPL for inclusion in Probus

publications, PSPL's website or social media platforms.

While consent to appearing in a photograph or video taken during an approved Probus event will usually be implied, Management Committees are responsible for ensuring that they have consent from participants for their photographs or videos to be published in PSPL's publications prior to sending these to PSPL. Refer to the Privacy section of this Handbook for additional information on photographs and videos.

Guest Speakers Officer

Each month, members have the opportunity to hear from interesting guest speakers. Many members retain an active interest in Probus because of the diversity of speakers. To hold the interest of members, programs should be well-balanced with informative and thought-provoking subjects presented by accomplished speakers.

The Officer should:

1. Aim to arrange a varied program six months in advance. Utilise Probus Partners as guest speakers on a regular basis to stay up to date with the latest Partner offers.
2. Provide a list of proposed speakers to the Committee to gauge interest.
3. Approach the speaker at least three months before the meeting at which the person is invited to speak. If necessary, explain the objectives of Probus.
4. Check payment or any other requirements the speaker may have prior to confirming the booking.
5. Ask the speaker for the title of the talk and biographical notes (for the information of the Newsletter Officer and the member chosen to introduce the speaker).
6. Follow up with a letter/email confirming the arrangements, setting out the location, time (suggest arrival in time to have tea/coffee with members), length of address, transport arrangements and contact telephone number.
7. Follow up with a reminder telephone call about five days before the date of meeting, checking on any special arrangements, equipment required (white board, screen, and projector) and confirm any transport arrangements.
8. Greet speaker on arrival - offer refreshments, introduce to the President, the Committee and the member who will be introducing the speaker.
9. Arrange for a member, preferably one with some understanding of or interest in the subject, to thank the speaker and present a small gift in appreciation. Attractive small gifts with the Probus logo are available from our authorised licensee(s).
10. Try to have a short list of emergency speakers who can fill in with an interesting talk at short notice. Probus Partners can usually fill in for cancelled speakers at short notice.
11. Appreciate that Club members often make the most interesting guest speakers. Such talks help promote friendship within the Club.

While some speakers may offer a product or service, it is not recommended that any sales of the

product or service be conducted during a Probus meeting. Any member wishing to use products or services from guest speakers do so in a private capacity. Accordingly, members should understand the speaker's terms and conditions as neither PSPL, nor the Club/Association take responsibility for any product or service provided.

A list of guest speakers is available in the Club Administration section of the PSPL website under Guest Speakers List.

Membership Officer

The Membership Officer is responsible for maintaining up-to-date membership records, management of membership applications and assisting with membership retention and growth.

The Officer should:

1. Maintain an up-to-date Register of Members.
2. Advise PSPL of any changes to the Club's Member Listing i.e. new members, resignations. These changes can be submitted online through the Club Administration section of the PSPL or via the Member Listing Amendment Form, also available on the PSPL website.
3. Distribute Probus Membership Cards and Passports to Probus. Passports can be ordered through the Online Shop or by contacting the PSPL Team.
4. Maintain a record of members and visitors at each meeting and advise the Secretary of those present.
5. Ensure that name badges are available at each meeting, that they are handed to members as they arrive and collected before they leave. Alternatively, members may wish to retain their own badges.
6. Ensure that membership application forms are completed correctly. Applications should not be issued unless the Club has a vacancy for membership or has set a protocol for a waiting list. No monies should be accepted prior to acceptance of membership.
7. Prepare induction kits for new members containing a copy of the Club's constitution and information about Probus. Note that Member Induction Kits are available in the Online Shop in the Club Administration section of the PSPL website or by contacting the PSPL Team. Refer to the sample Induction of New Members section of this Handbook for suggested wording.
8. Ensure that there is a welcoming program in place for the new member's first few meetings, either with their sponsors or through a "buddy" program.

Outings, Activities and Tours Officer

The role of the Outings, Activities and Tours Officer is exciting and rewarding. It requires planning, organisational skills, patience and imagination. It is recommended that more than one Officer be appointed to fulfil this role.

The Management Committee should approve a Probus activity once they are satisfied that it meets

all management guidelines. These activities include any event organised by a Club or Association such as meetings, outings, tours, trips and interest groups.

When assessing whether or not to approve an activity, the Management Committee should consider all of the information related to that activity in order to approve it. This would normally include interest from members, location, availability, cost and risk assessment.

For insurance purposes, the approval of an activity should be reflected in the Club's minutes as being approved. Not all of the information the Management Committee considers needs to be reflected in the Club minutes. However, the minutes should contain sufficient information to understand what is being approved.

The Officer(s) should:

1. Investigate and propose suitable outings and activities to the Management Committee for consideration. In costing each outing or activity, ensure that all expenditure is covered and any cancellation fees are taken into account. Any discounts or "free of charge" offers should be applied so as to benefit all participating members.
2. Maintain liaison with other Clubs with a view to arranging occasional joint outings.
3. Ensure that a risk assessment for each activity is conducted when determining suitability.
4. Ascertain feasibility - costs and booking arrangements.
5. Ask members for suggestions of proposed outings, tours and other activities.
6. Ensure that attendance lists are maintained for all approved activities.
7. Ensure that all members are provided with clear instructions in relation to the activity or outing that minimise risk including contingency plans.
8. Collect money by a nominated date before each activity, keep complete records and issue receipts for all funds received.
9. Give all money collected to the Treasurer for banking with a detailed listing of all funds received.
10. Carefully record all expenses, such as postage and telephone calls, and submit these to the Treasurer with receipts for reimbursement.
11. Consider offers from Probus and MBS Partners given that they normally attract a discount for Probus members.

From time to time, the Officer may be invited to participate in familiarisation programs known as "Famils" programs. This enables the Officer to experience a destination firsthand in readiness for a Club trip. Clubs should set a protocol for free of charge (FOC) benefits offered to Officers.

Welfare Officer

The role of the Welfare Officer is to keep in touch with sick or bereaved members or those members feeling isolated or lonely or who may be in need of moral support or physical help.

The Officer should:

1. Send cards with appropriate messages to sick and bereaved members.
2. Advise the Committee if support is needed, either by member visits or transport to meetings.
3. Consider recommending non-active membership for those with long term illnesses.
4. Ensure that the member is kept up-to-date on Club matters.
5. Carefully record all expenses, such as postage and telephone calls, and submit these to the Treasurer with receipts for reimbursement.

MEMBERSHIP TRANSFERS AND REFUNDS

PSPL does not recognise transfers between Clubs as they are each individually accredited entities with their own membership. Members that choose to be members of more than one Club are required to pay membership fees to each Club. Clubs should implement a protocol as to whether or not refunds will be paid to members who resign from a Club. The timing of the resignation should be considered when setting a refund protocol.

Clubs can provide a letter of introduction to Probus members who relocate and wish to join another Club, however persons relocating should not take precedence over persons currently on a Club's waiting list.

GENDER BALANCE

Probus is made up of mens, ladies and combined Clubs with the majority being combined.

It is recommended that combined Clubs endeavour to maintain a gender balance of 50%. Maintaining a gender balance can be quite challenging as this can be impacted by natural attrition. This is why the standing resolution recommended by PSPL uses the words "endeavour to" given that attrition is outside a Club's control.

From a legal standpoint, Clubs across Australia and New Zealand are not subject to sex discrimination legislation as clubs such as Probus Clubs are exempt under these pieces of legislation. This means that there is no issue with having single gender Clubs. Clubs can target a specific gender for membership and also accept applications from a certain gender. Clubs should not decline applications simply to maintain their gender balance given that Clubs should be "endeavouring" to maintain a gender balance.

Clubs should maintain separate waiting lists for each gender in date order given that Club membership is by individual application. Clubs should not give preference to married couples over single persons.

For further information about waiting lists, please refer to the Waiting List section of this Handbook.

WAITING LIST

Clubs are encouraged to establish a protocol to develop and maintain a waiting list for person(s) wanting to join their Club.

A person wishing to join a Club should register an expression of interest. These expressions of interest should be recorded on a Club's waiting list in order of receipt. Combined Clubs should consider separate waiting lists for each gender.

As Club membership is by individual application, Clubs should not give preference to married couples over single persons. Person(s) on a waiting list should be encouraged to join a neighbouring Club. They can remain on a Club's waiting list while enjoying all the benefits of Probus through their membership of a neighbouring Club.

A Club's waiting list protocol may include the following:

1. Set a maximum limit for the waiting list to avoid anyone having to wait extended periods before they join the Club.
2. Expressions of interest will be recorded on the waiting list by date and gender.
3. A membership application form will only be offered to a person on the waiting list when a vacancy for membership becomes available. It is recommended that Clubs use the Probus Club Membership Application Form. This form contains the necessary consents and information required from each member. A sample Probus Club Membership Application Form can be found at the back of this Handbook and can also be downloaded from the Club Administration section of the PSPL website under Forms and Templates
4. 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.
5. Persons(s) on the waiting list may attend Club meetings and/or activities in accordance with the Club's protocol for visitors. Refer to the Visitors section of this Handbook.

MINUTES

Minutes should be taken for all meetings including Committee Meetings, General Meetings and Annual General Meetings.

The purpose of minutes is to accurately record the proceedings of the meeting. The minutes do not need to provide a word for word commentary. However, they should accurately reflect what was agreed at the meeting and any relevant discussion.

The minutes should indicate whether a motion put to the meeting was carried or not carried unanimously or by a majority. The Secretary may also record any abstentions or dissenting votes on a motion - particularly if the members abstaining or dissenting request that this be recorded in the minutes.

Draft minutes of meetings should be presented to the Chair of the meeting for review. Once reviewed, the draft minutes of any General Meeting should be circulated to members as required either electronically or in printed form. Prior to approving the minutes, members should be given the opportunity to bring forward any suggested amendments to the minutes. Minutes of Management Committee meetings should only be circulated to members of the Management Committee.

The mover of a motion to confirm the minutes needs to have been present at the meeting to which the minutes relate. This is because a member who was not actually present at the meeting would not be in a position to move a motion stating that the minutes be confirmed as a “true and correct” record of the meeting. The seconder of the motion does not need to have been present.

As the adoption of minutes of General Meetings should be approved by members, any amendments to the minutes should only be approved at a General Meeting. Although minutes of an Annual General Meeting (AGM) are approved at the following AGM, any member of the current Management Committee (even if not on Management Committee at the time the AGM was held) can suggest changes to the draft minutes prior to circulation to the membership provided they were in attendance at the AGM in question.

As a Club’s AGM can result in a change of bank signatories, the newly appointed Management Committee should consider holding a separate Management Committee meeting immediately after the AGM to minute the change of signatories for provision to their financial institution if required. It is recommended that Clubs understand their financial institution’s requirements before their AGM to ensure a smooth transition of signatories.

Once the draft minutes are approved by members, they should be signed by the Chair at the next meeting and stored by the Secretary. Refer to the Record Keeping section of this Handbook for additional information.

Some Clubs prefer the Secretary to read out the minutes at Club meetings. Rather than reading these out, as minutes are required to be circulated, it is recommended this be done prior to the meeting at which the minutes are being approved. This allows more meeting time to be spent on fun, friendship and fellowship.

Although a “minute book” is referred to in most Club constitutions, the concept of a “minute book” is somewhat antiquated by virtue of advancements with electronic storage of records.

While there is no definition of what constitutes a “book” in terms of the various pieces of legislation that deal with minutes, it is generally accepted that the term “book” has quite a broad meaning under the law. Accordingly, where a “book” is required to be kept or prepared it may be done “by recording or storing the matters concerned by means of a mechanical, electronic or other device.”

If a Club only stores minutes electronically, the electronic versions of these minutes should be stored with a signature. This can be done by scanning signed copies of the minutes or by using digital signatures. Digital signatures should only be used with the approval of the signatory.

RECORD KEEPING

The requirement for retention of records varies depending upon the relevant legislation. It is recommended that Clubs maintain minutes and financial records for a minimum of 7 years. For insurance purposes, membership information and attendance lists for all approved events should be retained for at least 13 months.

Records (including minutes of all meetings) may be stored in either printed or electronic form. However, if stored electronically they must be capable of being reproduced in written form.

If a Club stores records electronically there should be some safeguards in place to protect the information such as automatic back-ups or storage on a separate hard drive. As an added precaution, a copy of all electronically stored records could be provided to one or more members of the Management Committee.

There are various electronic storage methods that Clubs can consider. Rather than storing files on local devices, cloud storage should be considered. Cloud storage through Google Drive currently offers 15GB of free storage which is considered sufficient for electronic storage of Club files. With cloud storage, several people can sign into a Google Drive account across multiple devices to manage files as needed.

Similar to a generic email address, storage of information in one central location is preferred as it will save time in locating files and minimises the risk of information being misused, lost or stolen when stored on local devices.

RISK MANAGEMENT

We acknowledge that Clubs and Associations are led by volunteers who want to help their members enjoy Probus fun, friendship and fellowship. However, in doing so, the risks associated in meeting that objective need to be considered.

Effective risk management assists in ensuring the safety of participants and, in turn, the success of Probus activities. Accordingly, Clubs and Associations should take all reasonable steps to protect the health and welfare of their members/visitors at any Probus organised, managed or sponsored activity. These activities include any event organised by a Club or Association such as meetings, outings, tours, trips and interest groups.

PSPL recommends that Clubs and Associations implement a Risk Management Policy. Risk management is about assessing the risk of something detrimental occurring and minimising that risk. Although it is not mandatory to have a Risk Management Policy, at a minimum Clubs and Associations should have a specific plan in relation to the risks associated with COVID-19.

Risk management does not have to be an onerous task. While each Club and Association is responsible for its own risk management, PSPL has developed guidelines to assist Management Committees in the development of their own policy. These guidelines can be found in the Club Administration section of the PSPL website under Club Management Guidelines.

Covid-19

It is important to understand that each State and Territory in Australia and New Zealand have their own restrictions and rules in place with respect to COVID-19. These will vary from time to time depending upon the number of cases.

While most restrictions have now been lifted, it is up to each Club and Association to ensure that it is complying with the requirements of the relevant regulatory authorities in their State/Territory/Country.

It is equally important to ensure that participants are aware of their responsibilities with respect to COVID-19.

With respect to vaccinations, this is a personal choice that depends on one's own individual health and overall circumstances and, as such, each member is encouraged to seek their own medical advice in relation to COVID-19 vaccinations. The role of the Club and/or Association is to have as many members as possible participate in Probus activities without imposing on a person's privacy.

Accordingly:

1. Clubs or Associations should not insist on their members being vaccinated and therefore should not be excluding members on that basis.
2. For privacy reasons, members should not be asked whether they have been vaccinated.
3. In order to minimise the risk to fellow members, consider setting reasonable conditions on all participants (i.e. both members and/or guests) who wish to attend a Probus meeting, outing, activity or tour in the interests of health and safety such as the wearing of masks and physical distancing. This would need to be applied to all participants equally so as not to "single out" those who are not vaccinated. Consideration should be given to whether the imposition of conditions is appropriate and in line with the current health advice.
4. Consider using the suggested Registration Form for Outings, Activities and Tours provided by PSPL. This form encourages attendees to consider the state of their health and ability to participate prior to attending a Probus meeting or event.

While it is understood that a venue owner, or an outing, activity or tour provider may insist on participants being vaccinated, it is not up to a Club or Association to provide health advice or to insist on its members being vaccinated.

Ultimately, each Club and Association is responsible for their risk management and for the assessment of their own level of risk. Clubs and Associations have the authority to restrict participation in meetings, activities, etc as they see fit on the basis of their own risk assessment.

However, any decision by a Management Committee to exclude unvaccinated participants from meetings or events should be referred to the members of the Club or Association for approval.

Each Club and Association should have a policy in relation to COVID-19 which includes a risk assessment specifically related to COVID-19 as well as a plan in the event that a participant tests positive. PSPL has developed Risk Management Policy Guidelines as well as a COVID-19 Risk Assessment Checklist and Incident Response Plan for Clubs and Associations to consider.

COPYRIGHT

Musical Performances

The performance of music in Australia and New Zealand is regulated by One Music Australia and One Music New Zealand respectively, who license organisations to play, perform, copy or record music. Any music that is subject to copyright can only be performed under a licence issued by One Music. Copyright exists up to 70 years after the death of the writer/composer of the music itself.

A licence from One Music is required for Clubs that perform music that is subject to copyright. This licence is required for performances within Clubs and/or to members of the public and applies regardless of whether or not members and/or guests pay to see a performance.

One Music is unable to provide a blanket licence covering all Clubs given that Clubs are separate entities. For information on how to apply for a licence and the costs involved, please visit www.onemusic.com.au for Australia and www.onemusicnz.com for New Zealand.

Photographic Images

There may be occasions where Clubs or Associations would prefer to use professional images on their website or social media when promoting an event. While there is a wide range of images available online, these may be subject to copyright restrictions. Caution should be exercised when accessing such material to ensure no inadvertent breach of copyright occurs.

PRIVACY

Clubs and Associations should understand their obligations with respect to privacy. It is recommended that the following be considered when dealing with personal information. PSPL has developed Risk Management Policy Guidelines to assist Management Committees in the development of their own privacy policy. These guidelines are available in the Club Administration section of the PSPL website under Club Management Guidelines.

Australia

Australian Clubs are exempt from the requirements of the Privacy Act 1988 as Clubs do not meet the Act's annual turnover threshold of \$3 million.

While exempt, as a matter of best practice, it is recommended that Australian Clubs follow the Australian Privacy Principles under the Privacy Act when collecting, holding, using or disclosing

personal information. Clubs should establish a Privacy Policy for the handling of personal information.

New Zealand

New Zealand Clubs are subject to the requirements of the Privacy Act 2020 and should therefore establish a Privacy Policy that follows the Information Privacy Principles under the Act. These Principles include that the personal information provided to Clubs by members is being collected for a lawful purpose, used in accordance with that purpose, stored appropriately, not provided to a third party without consent and is subject to the relevant individual's control. It is essential that Clubs receive a member's consent to the use of their personal information. This can be achieved by using PSPL's Membership Application Form.

New Zealand Clubs should also be aware that the Act requires them to notify the Privacy Commissioner and any affected individuals if a "notifiable privacy breach" occurs. The definition of a "notifiable privacy breach", and the actions that Clubs must take if a breach occurs are set out in the Act and on the Privacy Commissioner's website at <https://www.privacy.org.nz>

Establishing a Privacy Policy

All Clubs in Australia and New Zealand should adopt a privacy policy that includes the following:

Access to Member Information

A Club or Association's Privacy Policy should outline how personal information will be managed and stored and who is authorised to access such information e.g Management Committee members, assistants and/or activity co-ordinators.

Once a Management Committee member's term of office has expired, they are no longer entitled to use any information provided to them while on the Management Committee. Anyone who has access to member information by virtue of their position on the Management Committee must promptly return or, if appropriate, destroy any of the information in their possession (or on any devices) once their term of office has expired. This applies equally to anyone who may have assisted the Management Committee.

Clubs and Associations are encouraged to have processes in place ensure that this occurs which include advising PSPL of changes to Management Committee members to ensure access to the Club Administration section is removed.

Register of Members

Clubs and Associations maintain personal information in their Register of Members and such other lists that may be required to be kept e.g. meeting and/or event attendance lists. It is important to ensure that all personal information is securely maintained. Consider using cloud storage for member information rather than storing on local devices as well as password protecting files to restrict access to authorised persons only.

Members Consent

It is a condition of membership of a Club that each member completes a membership application form and consents to personal information in the form of their name, address, landline and/or mobile number and email address being included in the Club's Register of Members.

It is recommended that Clubs use the Probus Club Membership Application Form. This form contains the necessary consents and information required from each member. A sample Probus Club Membership Application Form can be found at the back of this Handbook and can also be downloaded from the Club Administration section of the PSPL website under Forms and Templates.

In addition to maintaining a Register of Members, Clubs are required to provide membership information to PSPL. The minimum information required by PSPL for each Club member is their first name and last name.

Management Committees are responsible for ensuring that they have the necessary consents from members for the provision of information to PSPL. This includes photographs to be published in PSPL's publications prior to them being sent to PSPL.

Photographs and Videos

Consent to appearing in a photograph or video taken during an approved Probus event will usually be implied as it is reasonable to expect that participants would be aware that photos and videos taken at such events are the property of the Club or Association and therefore can be used in Probus promotions.

However, Management Committees should take steps to ensure that all participants understand how photographs and videos may be used. These steps include the use of PSPL's Membership Application Form and/or the Registration Form for Outings, Activities and Tours for participants who are not members. Reminders on the use of photographs and videos can also be provided in any material supplied to participants in relation to a Probus event.

These forms are available in the Club Administration section of the PSPL website under Club Management Guidelines.

Internal Directory of Members

Clubs and Associations that publish and distribute an internal Directory of Members should ensure prior to publication that all members understand the scope of distribution and have given consent for their information to be included. Members retain the right to request withdrawal of their personal details from the Internal Directory of Members at any time.

The Directory should be kept secure at all times and if maintained electronically, ensure that it is only issued to other members in accordance with a Privacy Policy. Any outdated printed copies should be securely destroyed.

A notice should be included in the Directory stating that 'This Directory of Members is for the

exclusive use of members and must not be made available to persons who are not members except as required by law.'

Emergency Contact List

Members would normally expect that their next of kin contact information would be readily available to the Management Committee in the event of an emergency. Although members are encouraged to carry a Medical Card that includes emergency contact information, this may not always occur. Accordingly, there should be a process in place to confirm and/or collect next of kin information from all participants. This includes any individuals who are not members.

Access to Emergency Contact Lists should normally be restricted to Management Committee members and/or activity co-ordinators. As a matter of course, the information should be marked 'Private and Confidential and not for distribution.'

Club Newsletter

Clubs are encouraged to publish their own newsletter to keep members informed about what is happening in their Club. While being an excellent communication tool among members, consideration needs to be given to what information is being included in newsletters - particularly if they are published on the internet.

Displaying contact information and/or Club bank account details in the public domain increases the risk of this information being used for unwanted spam or theft. Clubs should either remove this information from the newsletter or publish a "public" version of the newsletter without the sensitive information.

Clubs should also ensure that the necessary consents are obtained before publication.

Clubs should include an endorsement in the Club newsletter stating – 'Private and Confidential - for Probus use only and not to be used for any other purpose'.

PSPL has a newsletter template for use by Clubs which is available in the Club Administration section of the PSPL website under Forms and Templates.

Communicating with Members via Email

When communicating with members via email, it is important to address emails in the 'bcc' address field. While members may have consented to sharing their email addresses with other members, using bcc will ensure that email addresses are not visible to others. This is particularly important if an email is inadvertently forwarded in error.

FUNDRAISING

One of the advantages of Probus is that it is all about fun, friendship and fellowship with fellow retirees. Probus Clubs are neither service or fundraising entities. Each Club's constitution states that it must not be, or be seen to be, a fundraising body.

Fundraising can best be described as the raising of money for the benefit of a third party such as a person, charity or specific cause. This means that a Club cannot specifically engage in an activity as a Club such as running a barbecue or a raffle to raise money for a specific person, cause or charity for a third party.

However, if a Club wishes to donate money it already has in its general funds to a charity or a specific cause, it can do so, provided the Club's membership approves such a donation.

The main source of income for Clubs is from annual membership subscriptions and joining fees (if charged). Clubs can source additional funds throughout the year through activities such as lucky door prizes. Prizes can either be purchased by the Club or donated by local businesses.

Monies collected from these activities do not amount to fundraising because they are benefitting the Club and not a third party. Similarly, grants received for the benefit of the Club are not considered fundraising.

Clubs may also seek sponsorship or donations from local businesses to cover newsletter printing and postage costs. Such sponsors or donors may receive recognition in the Club's newsletter in the form of a small advertisement or statement. Sponsorship of Club newsletters does not authorise or entitle the sponsor or donor to use the Probus name or Probus logo.

Club members, as individuals, can choose to assist their local Rotary Club in a fundraising event. The fundraising event would be run by Rotary for a specific purpose and Club members can choose to participate on an individual basis.

ASSOCIATIONS

Historically local Probus Associations were established to assist Clubs with the exchange of ideas and information and assist in social activities. Associations play an important role in supporting Clubs locally. They also play a vital role in the growth of our Community. There are a number of Associations across Australia and New Zealand however, not all areas have Associations.

Although it is not a requirement for a Probus Club to be affiliated with a Probus Association, such affiliations provide Clubs with opportunities to network with other Clubs at a local level.

NATIONAL INSURANCE PROGRAMS

The National Insurance Programs in Australia and New Zealand provide coverage for approved activities. These activities include any event organised by a Club or Association such as meetings, outings, tours, trips and interest groups and provide coverage (subject to terms and conditions of the relevant policies) for all participants in approved Probus activities.

In Australia the National Insurance Program provides cover for Public Liability, Personal Injury, Association Liability and Club Money Cover for approved Probus Club activities.

While there is no restriction within the Australian National Insurance Program as to the length of Probus activities, it should be noted that the Program is not designed for extended trips and/or tours as it does not provide coverage for incidents that would normally be covered by travel insurance policies. Accordingly, members are encouraged to consider travel insurance for trips and/or tours that involve overnight stays.

In New Zealand the National Insurance Program includes cover for Public Liability, Association Liability and Club Money Cover. New Zealand Club members are covered for personal injury by the Accident Compensation Corporation and as such, personal injury cover is not included in the New Zealand National Insurance Program.

The National Insurance Programs do not provide cover for illness.

The Program is renewable on 30 June each year and an Insurance Coverage Summary and Certificate of Currency are provided to Clubs following renewal. It is important to ensure that all Clubs are aware of the coverage available. Club members can access information relating to the coverage in the Club Administration section of the PSPL website under Club Insurances.

The Insurance Coverage Summary contains a brief description of the individual insurances within the National Insurance Programs and highlights the sections of the insurance programs that have relevance to PSPL, Probus Clubs, Probus Associations and Probus Club members. It should not be treated as a replacement for the relevant policy documents which are available upon request. It should also be noted that the insurance coverage provided is subject to terms, conditions, limitations and exclusions which are detailed in the policy documents.

Approving Activities

Activities include any event organised by a Club or Association such as meetings, outings, tours, trips and interest groups. The approval of an activity should be reflected in the Club's minutes. When assessing whether or not to approve an activity, the Management Committee should consider all of the information related to that activity in order to be able to approve it. This would normally include interest from members, location, availability, cost and risk assessment.

Not all of the information the Management Committee considers needs to be reflected in the Club minutes. However, the minutes should contain sufficient information to understand what is being approved.

Accidents or Injuries

Clubs should report any injury, accident or incident involving Club members or guests to PSPL by lodging the Incident Report Form as soon as practicable. A report should be lodged by the Club regardless of whether or not medical attention was required. The Incident Report Form is available in the Club Administration section of the PSPL website under Forms and Templates.

It is recommended that Clubs maintain an Incident Register ensuring all relevant details are recorded.

Car-Pooling

There are no restrictions in either the National Insurance Programs or PSPL's guidelines that restrict car-pooling for approved Probus activities.

The Australian National Insurance Program provides personal injury coverage for travel to and from Probus approved activities which includes meetings. This means that participants are covered, subject to the terms and conditions of the policy, during a trip to and from an approved Probus activity or meeting. This includes picking up and returning another member to their home or original pick-up point. New Zealand Club members are covered for personal injury by the Accident Compensation Corporation and as such, personal injury cover is not included in the New Zealand National Insurance Program.

It is important to note that the Programs do not provide coverage for damage to a motor vehicle used in an approved Probus activity as any damage to the motor vehicle is expected to be covered by the vehicle's insurance. It is also important that the owner of the vehicle understands that in the event of an accident where an excess may be required to be paid, this excess is not covered and is the responsibility of the vehicle's owner and not the Club.

The Australian National Insurance Program does provide personal injury coverage in the event that a participant in an approved Probus activity is injured in a vehicle. However, consideration will be given to where the vehicle is registered, and coverage would be assessed by the insurer on a case-by-case basis.

When using a participant's vehicle, as part of a Club's risk assessment, we suggest that Clubs seek verbal assurance from the owner of the vehicle being used that the vehicle is in good roadworthy condition, appropriately registered and insured. The Club should also confirm that the driver has a current drivers' licence.

Hired Vehicles

The National Insurance Programs do not provide cover for damage to any motor vehicle (including hired vehicles) nor do they cover the excess payable by the hirer in the event of a motor vehicle accident. In the situation where a Club hires a vehicle, the hire fee normally includes insurance for any damage to the vehicle.

Before hiring a vehicle, please refer to the relevant regulatory authority for any specific licensing or registration requirements that may be applicable.

If a hired vehicle is damaged, an excess may be payable by the hirer. In some cases, the insurance excess can be waived by paying a higher rental fee. The National Insurance Programs do not provide cover for any excess payable for a hired vehicle. However, travel insurance may be considered to provide coverage for the excess component.

Carers

All participants in an approved Probus activity, including carers, are covered under the National Insurance Program, subject to the terms and conditions of the relevant policies. Club members can access information relating to the coverage in the Club Administration section of the PSPL website under Club Insurances. It is a matter for each Club to determine what fees, if any, they charge a carer and their level of participation. PSPL does not charge capitation fees for carers.

Management Committees should consider the adoption of a Standing Resolution that requires carers attending meetings and/or activities be approved by the Committee.

Club Property

The National Insurance Programs do not provide cover for the loss or damage to property owned by a Club or Association. A Club wishing to insure any of its assets should obtain their own insurance.

PSPL WEBSITE - www.probussouthpacific.org

The PSPL website is a platform to showcase Probus and the many benefits of Probus Club membership as well as assist Management Committees with the day to day running of a Club. The key aspects of PSPL website are:

Club Locator

For those interested in joining Probus, the Club Locator is an excellent tool for finding Clubs by either suburb or postcode. The Club Locator provides information about when and where Clubs meet, whether or not they are taking new members and will also provide a link to a Club's website and Facebook page (if in place) allowing prospective members to contact a Club directly.

Prospective members can find their local Club on the PSPL website homepage at <https://www.probussouthpacific.org/directories/lookup> or by selecting Join Probus today.

Prospective members who complete an online form enquiring about a Probus Club will receive an automated email with the Club's contact information. The Club Secretary will also receive an email with the prospective member's contact information to allow for follow up as required.

Club News

The best way to showcase Probus is for potential members to see Probus in action. Clubs are

encouraged to regularly submit interesting editorial and images about what activities, trips or interest groups are keeping members engaged and connected. Editorial should be sent by email to editorial@probussouthpacific.org for inclusion in Probus publications, PSPL's website or social media platforms.

Member Benefits

Probus members can access a range of Partner offers and member benefits through the Probus Member Benefits Scheme. All members are encouraged to regularly visit the PSPL website to stay up-to-date with the latest offers.

Club Administration Section

The Club Administration section of the PSPL website contains vital information, resource material and documents to assist Management Committees in effectively running their Club. This section includes guidelines, forms, templates, and presentations. This section also has an Online Shop for ordering of Probus resources and promotional material as well as the online Directory of Probus Clubs.

Each Management Committee member can access the Club Administration section of the PSPL website. This access is provided to all Management Committee members that have an email address and a mobile phone number which is required for two factor authentication. Management Committee members that share common email addresses will need to contact PSPL to arrange access.

Club members can also access the Club Administration section with the member's card number as the login and the password. Club members do not have access to the online Directory of Probus Clubs due to privacy of the contact information. Members can view the Online Shop however, orders can only be placed by Committee members.

Any Club member having difficulty accessing the Club Administration section should contact the PSPL Team.

Directory of Probus Clubs

The Directory of Probus Clubs (available online and in print) is for the exclusive use of accredited Probus Clubs, Probus Associations and other persons authorised by PSPL in accordance with PSPL's Privacy Policy.

Management Committee members can access the online Directory of Probus Clubs through the Club Administration section of the PSPL website.

The information and content of the Directory may only be used in accordance with PSPL's Privacy Policy. Such information and content may not be made available to others for any purpose whatsoever without the prior written consent of PSPL; nor may it be used by Club members or others as a commercial mailing list.

Printed copies of the Directory of Probus Clubs can be obtained by contacting the PSPL Team. Management Committees are asked to securely destroy any outdated print versions of the Directory.

Online Shop

The Online Shop in the Club Administration section of the PSPL website is convenient and easy to use. Clubs can order a wide range of complimentary personalised and generic promotional material as well as additional resources such as induction kits, certificates, medical cards, presentation folders, balloons and Probus Passports.

A sample of the promotional material is outlined in the Attracting New Members Guide which is provided to Clubs in the President's Kit each year. The Guide can also be viewed in the Club Administration section of the PSPL website under Membership Growth and Retention.

CLUB WEBSITES

Clubs are encouraged to have their own website as a website assists in showcasing Probus to prospective members. A website provides information about a Club and its activities and can also be used to communicate with existing members by including upcoming meetings, events and newsletters.

PSPL can provide Clubs with a complimentary website that sits within the Probus website. This is also known as a microsite. It should be noted that PSPL's website was built a number of years ago and, as such, the functionality is limited. Technology changes very rapidly and there are other website providers that have more flexibility than the microsite that we provide. There are many other companies that provide easy to use software to build websites.

The website options available to Clubs as follows:

LEVEL 1 - This website (also known as a microsite) is complimentary. It is self-managed by the Club or Association. The microsite is a standard template design and is hosted within the PSPL website. PSPL will provide a login and password along with instructions to manage the content in the Club's website.

The website is a basic template with 11 pre-formatted pages. It should be noted that PSPL's website was built a number of years ago and, as such, the functionality is limited.

LEVEL 2 - This is the same website provided in Level 1 however it is updated by PSPL for an annual cost of AUD\$100.00. This annual cost includes one update per month with information supplied by the Club or Association. Once again, Clubs or Associations should consider the limited functionality of the pre-formatted pages.

LEVEL 3 – Clubs and Associations can contact PSPL's website designer (AA Software Solutions) to develop their own independently hosted website. Our website designer can be contacted by email at atif@aa软waresolutions.com.au

When contacting AA Software Solutions, Clubs should indicate that they are from Probus and note that a fee will apply. PSPL has no involvement and does not benefit from any negotiations between Clubs/Associations and AA Software Solutions.

LEVEL 4 - Clubs or Associations can have their independently hosted website linked to their information on the PSPL website. Simply provide the website's URL address to have your site listed in the Club Locator. There is no cost for this service.

CLUB EMAIL ADDRESSES

PSPL encourages Clubs to have generic email addresses that belong to the Club rather than using the private email addresses of individual members. This ensures that all the correspondence is in a single location and allows for a smooth transition when there are changes in Management Committees. A Gmail account is the preferred option as it is user friendly. Sample generic email addresses can be created for each Management Committee position such as presidentsampleprobus@gmail.com, secretarysampleprobus@gmail.com. The benefits of having generic email addresses through Gmail are:

- Consistent email addresses that do not change as different people fill management roles within the Club
- It is simple to transfer control of the email account to new Management Committee members
- Email can be accessed from any internet connected device including smartphones and tablets
- Correspondence can be retained in a single location over many years which minimises the need to maintain paper-based records
- There is no requirement for email backups as the email information is not stored locally
- Software is usually upgraded automatically with little user effort required
- There is usually no cost associated with Gmail accounts

Every Gmail address automatically comes with a Google Drive facility which allows Clubs to store their files in the cloud. This has the benefit of one central storage point for all Club information and assists with the protection of information as it is stored on the cloud rather than on local devices.

ACTIVE RETIREES PUBLICATIONS



The *Active Retirees* magazines, published quarterly, are the flagship publications for the Probus Community. Complementing these magazines in Australia is the *Active Retirees* E-Newsletter. These publications keep members informed about the latest Club news, feature articles, special events and competitions. They also contain great articles of interest on finance, technology, health and travel.

In addition to *Active Retirees*, PSPL also publishes *Community News* to further support Clubs and their members in delivering fun, friendship and fellowship.

Members are encouraged to share these publications with their friends as these are a great way to showcase our community. Management Committee members have the option to subscribe members to receive Probus publications directly via email. Members can also subscribe to receive these publications via the PSPL website or by contacting the PSPL Team.

INFORMATION AND PARTNER DAYS

Management Committee members are encouraged to attend their local Information Day each year. These may be held either face-to-face or via technological means. These days provide a great opportunity for Committee members to come together to:

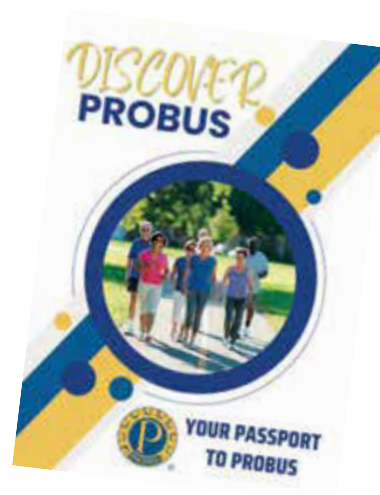
- Learn about what is happening in our community.
- Learn about the services and support provided by PSPL.
- Share valuable information that will assist Committee members in Club leadership and administration.
- Learn about strategies for membership growth.
- Share ideas, experiences and network with all participants.
- Hear directly from Probus Partners about their exclusive offers.
- Ask questions and meet PSPL representatives.

For details of dates and venues please contact the PSPL Team.

PASSPORT TO PROBUS

The Passport has been designed to assist and guide Club members in enjoying the full benefits of Probus Club membership by providing awareness on a wide range of unique products, services and benefits.


Management Committees are encouraged to include a Passport in the induction kits for new members. Clubs may order Induction Kits and complimentary Passports through the Club Administration section of the PSPL website under the Online Shop.



MEDICAL CARDS

Medical Cards are provided complimentary by PSPL as a service to members. Clubs may order Medical Cards for members through the Club Administration section of the PSPL website under the Online Shop.

The information contained in the Medical Card is the sole responsibility of the individual whose name appears on the card. It is recommended that the card should be carried by individuals at all times.

COMMENTS/MEDICATION	IN AN EMERGENCY CONTACT	MEDICAL CARD
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	NAME _____ PHONE _____ NAME _____ PHONE _____	 PROBUS CLUB OF _____ <small>The information contained in this medical card is the sole responsibility of the individual whose name appears on this card. This card should be carried by the individual at all times.</small>

PROBUS MERCHANDISE



BLUE MOOSE

PRODUCTIONS

Clubs and members are encouraged to purchase products bearing the Probus marks from our authorised licensee, Blue Moose Productions. They specialise in print services, including banners and the supply of Probus badges and merchandise.

A catalogue outlining the range of badges, pins, name tags and general merchandise is available on the PSPL website at [www.probusouthpacific.org/pages/Probus Merchandise and Regalia](http://www.probusouthpacific.org/pages/Probus_Merchandise_and_Regalia)

Blue Moose do not take orders by phone as this eliminates the risk of errors occurring. The most efficient way of ordering is online via their website. However, Clubs can also send them an email with their order information.

E: probus@bluemooseproductions.com.au **W:** www.bluemooseproductions.com.au/probus

ACCOUNTING, AUDIT and TAX

Club Financial Year

A Club's financial year is set out in its constitution and cannot be the same as the Probus year which is 1 April to 31 March. A Club's financial year must provide sufficient lead time to allow for the audit or review of financial statements (if required by its constitution) prior to the Club's Annual General Meeting which must be held before 31 March each year.

As all Clubs are required to hold their AGM by 31 March each year, incorporated Clubs must ensure that their financial year end is within the legislative timeframe set by the relevant Act as follows:

For Clubs in NSW, QLD, WA and New Zealand, their balance date must be no more than 6 months prior to their Annual General Meeting. Clubs in the ACT, NT, SA and VIC are required to have a balance date no more than 5 months prior to their Annual General Meeting.

Tasmanian Clubs have no set timeframe, although the Tasmanian Model Rules suggest that the financial year should end 3 months prior to their Annual General Meeting.

Setting Joining and Annual Membership Fees

Clubs normally set their joining and annual membership fees at the Annual General Meeting. The fees payable by Clubs are set by the PSPL Board in November of each year. Clubs are then advised of these fees in December. Treasurers should review the joining and annual membership fees payable as part of their budget process once the fees payable to PSPL are known.

Management Committees should ensure that annual membership subscriptions and joining fees (if charged) sufficiently reflect the costs associated with managing a Club which include the capitation fees payable to PSPL as well as ongoing running costs.

While Clubs are not profit-making entities, it is recommended that Clubs maintain one year's operating costs as a surplus. Refer to the Surplus (Profit) Level of this Handbook for further information. The PSPL Team can assist Clubs in determining fees.

Monthly & Annual Reporting

Financial statements should be prepared on a monthly basis. Financial statements normally include a Balance Sheet and a Profit and Loss Statement. The annual financial statements and audit report (if required by a Club's constitution) must be presented to members at the Annual General Meeting. Where a Club is incorporated, reporting is required to the relevant regulatory authority. Some lodgements may incur a fee.

At both General Meetings and Annual General Meetings, members receive the Club's financial statements. There is no requirement to have either the monthly or annual financial statements approved or accepted by members as approval is the responsibility of the Management Committee prior to presentation.

Clubs should also complete a bank reconciliation as part of the monthly reporting process. If a Club maintains a separate bank account for outings or activities, this account must also be reconciled monthly.

Most Clubs would not need to prepare a Balance Sheet as the only asset/s that a Club would normally have would be one or more bank accounts. If a Club or Association has purchased asset/s, it would need to consider whether to expense the purchase through the Profit and Loss Statement or have the asset/s listed in a Balance Sheet. As there is no requirement for a Club or Association to adopt an accrual accounting method, the asset/s can either be expensed or capitalised.

The Treasurer's report should provide an overview of the financial performance of the Club. At the Annual General Meeting, the Treasurer should also comment on the Club's budget and seek approval for the level of joining and annual membership fees.

PSPL provides a template for a Profit and Loss Statement which can be used by Clubs. This template can be used for both monthly and annual financial reporting and contains examples of income and expenditure items that Clubs may have. Clubs may also have other items that are not listed. The template is available in the Club Administration section of the PSPL website under Forms and Templates.

Management Committees should also provide reports on various aspects of the Club. These reports should include how the Club is progressing with its Membership Growth Plan, level of member participation and status of waiting lists.

Audit/Review

To ensure transparency and accountability for the financial statements of each Club, it is recommended that all Clubs undertake an annual internal audit or review of their financial statements for presentation at the Annual General Meeting. The decision to undertake an external audit or review rests with a Club's membership.

The PSPL Model Incorporated Constitutions contain a provision for Clubs to undertake an audit or review prior to the Annual General Meeting each year. Unincorporated Clubs include a provision for an audit or review in their by-laws.

Ordinarily, an audit or review for incorporated associations would not be required by law. PSPL provides a Financial Reporting Requirements Summary outlining the audit or review rules set by each regulator. This summary can be found in the Club Administration section of the PSPL website under Club Management Guidelines.

Although PSPL recommends that Clubs conduct an internal audit or review, it is up to each Club to determine whether this is appropriate for their Club. As the Incorporated Model Constitutions or by-laws include the requirement for either an audit or review, if a Club chooses not to conduct either, the Club will need to remove this requirement from their constitution or by-laws.

At the time of printing this Handbook, PSPL is undertaking a Constitutional Review which will result in updated Constitutions and Standing Resolutions for adoption by both incorporated and unincorporated Clubs. Clubs considering changes to their Constitution are encouraged to defer any

changes until such time the updated Constitutions are available.

Who can audit/review?

The term “audit” or “review” as used in the Incorporated Model Constitutions and/or by-laws is intended to refer to an internal audit or review of a Club’s financial statements and not an “audit” or “review” as defined under the relevant legislation.

For Clubs that choose to conduct an internal audit or review, the person appointed to conduct the audit or review does not have to be a registered company auditor. The person conducting the internal audit or review can be a member of the Club who has not been involved in the preparation of the financial statements.

However, if a Club’s membership determines that it should conduct an external audit in accordance with the relevant legislation, the Club would need to ensure that it meets all the requirements in terms of who can conduct such an audit. For more information about the requirements of the relevant regulatory authorities, please refer to the Financial Reporting Requirements Summary in the Club Administration section of the PSPL website under Club Management Guidelines.

The National Insurance Programs do not provide coverage to any person conducting the audit or review.

Surplus (Profit) Level

It is important that Clubs maintain an acceptable surplus to ensure that they are in a sound financial position at all times.

While Clubs are not profit-making entities, it is recommended that Clubs maintain one year’s operating costs as a surplus. Any surplus over this level should be used for the benefit of the membership and not be allowed to accumulate.

If a Club has accumulated a large surplus, steps should be taken to reduce this surplus. Any subsidy should benefit all members such as subsidising annual subscriptions or activities where all members participate. A Club may also host a Probus Month event or membership drive using surplus funds. It is not recommended that subsidies be applied to trips as this may only benefit a limited number of members.

Petty Cash

Petty cash may be used for small outgoings, such as printing and stationery, postage, telephone calls and morning tea expenses.

The Treasurer or the Secretary may be authorised to be responsible for the safe custody of petty cash and for its proper reconciliation.

Activities, Trips and/or Tours

Income from activities, trips and/or tours from members are not considered to be either taxable for the purposes of income tax or turnover for the purposes of GST.

This is because Clubs generally do not make any surpluses on such activities, trips and/or tours. Clubs are simply collecting funds on behalf of their members for payment to a third party that is providing the activity, trip or tour.

Although unintended, it is possible that a Club may inadvertently make a surplus on an activity, trip or tour. Sometimes this can occur when the charge per participant is lower than originally anticipated, often due to more participants undertaking the activity, trip or tour.

As these unintended surpluses are usually small amounts, it is impractical to provide refunds to each individual participant. Clubs can consider returning the surplus to members on the day of the activity, trip and/or tour in the form of an additional benefit such as extra food or beverages.

Clubs and Associations should establish a policy covering payments and refunds for approved activities. The policy should clearly indicate the circumstances in which participants are entitled to a refund.

In some cases, the Outings, Activities and Tours Officer or designated organiser may be offered a 'free of charge' (FOC) ticket or discount from the provider. Any such offer or discount should be applied so that it benefits every person participating in that particular outing, activity or tour.

Guidelines on how to establish this policy can be found in the Club Administration section of the PSPL website under Club Management Guidelines.

Business Numbers

In Australia, an Australian Business Number (ABN) is a public number provided by the Australian Business Register that gives enterprises in Australia a unique identification number which is used when dealing with Government bodies and/or third parties.

While Clubs do not undertake activities normally associated with a business, the main benefit of having an ABN for a Probus Club is that it will be able to access services that might otherwise be unavailable to it, such as EFTPOS facilities. Some grant applications also require a Club to have an ABN. For further information about how to obtain an ABN, please refer to our Information Sheet and ABN/TFN Application Guides in the Club Administration section of the PSPL website under Club Management Guidelines.

In New Zealand, a New Zealand Business Number (NZBN) is administered by the Ministry of Business, Innovation and Employment for similar purposes.

Goods & Services Tax (GST)

Goods and services tax is a broad-based tax on the sale of goods and services. If a Club meets the annual GST turnover threshold, it must register for GST. The thresholds are:

- For Australian Probus Clubs - \$150,000 annual turnover
- For New Zealand Probus Clubs - \$60,000 annual turnover

Turnover is a Club's gross income (not profit) and includes joining fees and annual membership subscriptions.

Monies collected from activities, trips or tours are not classified as turnover as these funds are being collected by the Club for payment to a third party that is providing the activity, trip or tour.

While joining fees and annual membership subscriptions are classified as turnover, it is unlikely that a Club would reach the annual turnover threshold for GST purposes.

Income Tax – Australian Clubs

All Probus Clubs are not-for-profit as they do not carry on business for the purposes of making a profit.

The non-profitability status of a Club is governed by clauses within its constitution that prohibit the distribution of funds to its members. These clauses are included in both the incorporated and unincorporated Constitutions provided by PSPL.

Being not-for-profit does not mean that a Club is exempt from having to pay income tax. If a Probus Club has annual taxable income of \$416 or more, it will need to lodge a tax return and pay tax at the applicable tax rate. Note that this applies to both incorporated and unincorporated Clubs.

Understanding taxable income

Taxable income is the amount of income that tax is payable on and is the difference between assessable income and deductible expenses. Not all income for a Club will be 'assessable' and not all expenses will be deductible.

The majority of income received by a Club would be considered income in the form of mutual income. 'Mutual income' is income derived by a Club from mutual dealings with its members. For income tax purposes, mutual income is non-assessable income and therefore not taxable.

Any income from an individual that is not a member of the Club such as a visitor, guest or non-member is assessable income and is therefore taxable.

Examples of the various forms of income and their tax treatment are outlined below:

Income type	Tax Treatment
Joining fees and annual membership subscriptions (from members)	Mutual income – not taxable
Donations and gifts (from members)	Mutual income – not taxable
Raffles (from members)	Mutual income – not taxable
Income from activities, trips and/or tours (from members)	Monies collected for activities, trips or tours is from members is mutual income and is not taxable. As this income is usually being collected by the Club for payment to a third party that is providing the activity, trip or tour, the payment to the third party is not deductible.
Income from activities, trips and/or tours from persons who are not members	Non mutual income – taxable. Monies collected for activities, trips or tours from persons who are not members is taxable income. As these monies are usually being collected by the Club for payment to a third party that is providing the activity, trip or tour, the payment to the third party for these persons would be a deductible expense. This should result in a net zero position.
Any other income from persons that are not members	Non mutual income - taxable
Interest income	Non mutual income - taxable
Grants or subsidies	May be taxable depending on the circumstances of the grant or subsidy

As a Club's mutual income is derived from its mutual dealings with its members, any expenses incurred in those mutual dealings (such as rent, badges, activities) are not deductible for tax purposes.

However, if a Club receives income from an individual that is not a member of the Club such as a visitor, guest or non-member, the income is taxable. Any associated expenses when dealing with non-members are deductible i.e. a non-member pays money to the Club for a trip – this is taxable income – the Club then pays the tour operator for the trip – that is a deductible expense. This leaves the Club in a net zero position because the Club is simply collecting money on behalf of the third party provider.

Income Tax – New Zealand Clubs

Probus Clubs are not-for-profit as they do not carry on business for the purposes of making a profit.

The non-profitability status of a Club is governed by clauses within its constitution that prohibit the distribution of funds to its members. These clauses are included in both the incorporated and unincorporated Constitutions provided by PSPL.

Being not-for-profit does not mean that a Club is exempt from having to pay income tax.

Probus Clubs in New Zealand are required to pay tax on their taxable income. This applies to both

incorporated and unincorporated Clubs. However, the applicable tax rate will be determined by whether or not a Club is incorporated. To lodge a tax return, a Club will need to apply for an Inland Revenue Department (IRD) number.

A Club can then apply to have its taxable income reduced by \$1,000. This is known as an income deduction. To take advantage of the income deduction, the IRD will need to confirm that a Club's Constitution meets the relevant requirements. These requirements are covered in the Constitutions provided by PSPL. Before applying for the income deduction, Clubs are encouraged to review their Constitution.

Understanding taxable income

Taxable income is the amount of income that tax is payable on and is the difference between taxable (assessable) income and deductions.

Examples of the various forms of income and their tax treatment is outlined below:

Income type	Tax Treatment
Joining fees and annual membership subscriptions (from members)	Not taxable
Donations and gifts (from members)	Not taxable
Raffles (from members)	Not taxable
Income from activities, trips and/or tours (from any participant)	Not taxable. Monies collected for activities, trips or tours is not taxable as these funds are being collected by the Club for payment to a third party that is providing the activity, trip or tour. This is regardless of whether the participant is a member or not.
Any other income from persons who are not members	Taxable
Interest income	Taxable
Grants or subsidies	May be taxable depending on the circumstances of the grant or subsidy

Any expenses incurred in relation to non-taxable income are not deductible for tax purposes. An example of a non-deductible expense would be the cost of badges for members. A deductible expense would be fees for bank accounts that earn interest.

GENERAL MEETINGS

General Meetings are normally held monthly at a set time and date as decided by the members. Members come together in meetings to enjoy the company of fellow members and hear from interesting speakers.

While the Club's constitution, by-laws and/or standing resolutions should be observed, the purpose of these meetings is to focus on fun, friendship and fellowship.

Minutes should be taken for Committee meetings, General Meetings and Annual General Meetings. The purpose of minutes is to accurately record the proceedings of the meeting, they do not need to be a word for word record of the meeting.

The agenda for General Meetings varies depending upon a Club's preference. The following sample agenda is provided for consideration:

General Meeting Agenda

1. President opens meeting and welcomes members, guests and introduces any special or official guests. Outlines housekeeping/safety and evacuation information.
2. Apologies
3. Confirmation that a quorum is present
4. Induction of new members, Life Members and Honorary Members (if applicable)
5. Confirmation of minutes of last meeting
6. Business arising from minutes Correspondence
7. Treasurer's report
8. Announcements
9. Reports by Committee members (as required)
10. Option for mini speaker (Club member)
11. General business
12. Morning tea
13. Introduction of guest speaker
14. Guest speaker
15. Question time
16. Vote of thanks to speaker
17. Confirmation of next meeting date
18. Meeting closes

Attendance and Apologies

For insurance purposes, attendance lists should be maintained for all Probus activities. These activities include any event organised by a Club or Association such as meetings, outings, tours, trips and interest groups. Recording a tick against the name of the member/guest in attendance is sufficient. Attendance lists should be kept for a minimum of 13 months for insurance purposes and can be stored electronically.

Clubs should also establish a protocol to receive and record apologies.

Leave of Absence

A leave of absence may be granted to a member in cases of sickness or on any other reasonable grounds. Upon written application to the Management Committee, provided sufficient reasons are given, a leave of absence may be granted excusing a member from attending meetings for a specified period of time.

In certain cases, a member who has been granted a leave of absence may be transferred to non-active membership. Non-active membership is not intended for a member afflicted with a short-term illness or a disability such as a broken leg or arm, requiring a short absence from Club meetings.

During the period of granted leave of absence the member remains a member of the Club provided they remain on the Club's Register of Members. A sample Leave of Absence form can be found in the Club Administration section of the PSPL website under Forms and Templates or by contacting the PSPL Team.

Induction Of New Members

The induction of a new member should be carried out with dignity and a modest ceremony befitting the occasion. A common practice is for the President to call upon the sponsor to introduce the member. The sponsor does so, clearly announcing the new member's name, former vocation and current interests.

The President then very briefly outlines the purposes of Probus, inducts the new member, presents the inductee with a Probus pin or badge and asks the members to extend a welcome, which they do by acclamation. The President may use the following wording for the induction of a new member:

Probus Clubs throughout Australia and New Zealand provide opportunities for senior members of our community to join together in friendship, fellowship and fun. I invite you to become a member of our community and to participate in the activities of our Club.

I now have pleasure in inducting you into the Probus Club ofand present you with your Probus pin as well as your name badge.

Clubs usually provide new members with an Induction or New Member Kit at this time. These kits normally include:

- an Induction Certificate
- a copy of the Club's latest newsletter
- the Club's internal Directory of Members
- a Passport to Probus highlighting the benefits of Probus Club membership. (The Passports can be ordered through the Online Shop in the Club Administration section of the PSPL website or by contacting the PSPL Team)
- a copy of the Club's Constitution along with any by-laws and/or standing resolutions

Induction Kits, Certificates and Probus Presentation Folders are available for purchase in the Online Shop in the Club Administration section of the PSPL website.

Induction of Life Members

The President may use the following wording for the induction of Life Members:

..... (NAME) you have been awarded Life Membership of the Probus Club of
because of your loyalty, commitment and excellence in support of Probus ideals of friendship, fellowship and fun.

As a respected member of our Club, you have continually displayed those qualities of membership which encourage the development of Probus principles and standards.

We sincerely thank you and have pleasure in presenting you with life membership of the Probus Club of.....

Life Member pins can be ordered through our authorised licensee, Blue Moose Productions. Their contact details can be found in the Merchandise section of this Handbook.

ANNUAL GENERAL MEETING

Planning For Your AGM

A Club's constitution requires an Annual General Meeting (AGM) to be held on or before 31 March each year. The AGM is the last meeting of the Probus year, which runs from 1 April to 31 March.

Each Club's constitution sets out the requirements for the issuing of notices, agendas and proxy forms. If permitted under a Club's constitution, proxy forms should be provided with the notice of the AGM.

At the AGM, all Management Committee positions are declared vacant and an election held for each position. Planning for the annual election of the Management Committee should be undertaken several months before the AGM. This includes the appointment of a Returning Officer by the Management Committee. The Returning Officer oversees the election process and should not be a person who is standing for election for a position on the Management Committee. The Returning Officer may be the Immediate Past President or a member of the Club who is entitled to vote at the election.

As the AGM must be held on or before 31 March, nominations are usually called for at the General Meeting preceding the February General Meeting. Nominations should be lodged with the Secretary by the February General Meeting. However, nominations can be called from the floor on the day of the AGM if no nominations have been received for a particular position.

Nominations are usually proposed and seconded by two financial Club members. A sample

Nomination Form is included in this Handbook and in the Club Administration section of the PSPL website under Forms and Templates. To encourage nominations, the Management Committee should prepare a brief description of each role and include these descriptions with the call for nominations. This could be done through the Club's newsletter.

As annual membership and joining fees are usually set at a Club's AGM, budgets should be presented at the Club's February General Meeting for members consideration.

The following sample Annual General Meeting agenda is provided for consideration:

Annual General Meeting Agenda

1. President opens meeting and welcomes members, guests and introduces any special or official guests. Outlines housekeeping/safety and evacuation information
2. Apologies
3. Confirmation that a quorum is present
4. Confirmation of minutes of last year's AGM
5. Business arising from last year's AGM minutes
6. Correspondence (addressed to this year's AGM)
7. Presentation of the Annual Report (President)
8. Presentation of the Annual Financial Statements (Treasurer)
9. Reports on other activities (if required)
10. General Business
 - a. Setting of annual membership fee
 - b. Setting of joining fees for new members
 - c. Setting or reconfirming membership ceiling (if applicable)
 - d. Appointment of auditor (if applicable)
11. Handover to the Returning Officer for the election of the Management Committee
12. Induction of Management Committee members
13. Appointment of a Public Officer (if applicable)
14. Meeting closes

Election of Management Committee

As part of the planning process for a Club's AGM, a Returning Officer should be appointed by the Management Committee to oversee the election of the incoming Committee.

At the AGM, the Returning Officer is provided with the nomination forms which should have been received by the February General Meeting. The Returning Officer declares all Management

Committee positions vacant and conducts an election as follows:

- If only one nomination is received for a particular position, then the person nominated is deemed elected.
- If more than one nomination is received for a particular position, an election is held either by ballot or by a show of hands as decided by members
- If a nomination has not been received for a particular position, the Returning Officer must call for nominations from the floor of the AGM for that position. If more than one nomination is received from the floor, an election is held either by ballot or by a show of hands as decided by members
- If a nomination from the floor is not received, the Returning Officer declares the position vacant. The vacancy may then be filled at a later date by an appointment made by the newly elected Management Committee.

It is possible that a Club may not be able to fill all Committee positions. There are a number of options to consider in this situation. One person can hold more than one position temporarily while a suitable member is sourced to fill that position. This person may hold two or more positions but would only have one vote at Committee meetings.

Under the relevant legislation, incorporated Clubs in the ACT, NSW, QLD and New Zealand require a minimum of three Management Committee members. Other States and Territories do not have a minimum requirement, in which case we recommend a minimum of two Management Committee members. Refer to the Succession Planning section of this Handbook for further information.

It is recommended that Clubs contact PSPL for further guidance where there are insufficient nominations for Committee member positions.

Presentation to New President

The following wording may be used for a new President:

*....., you have been elected as President of the Probus Club of
and as such it becomes your responsibility to uphold the Aims and Objectives as set out in the Club's constitution.*

As the leader of your Club, emphasis should be placed on the core values of friendship, fellowship and fun within our Probus Community.

It is my honour to present you with the President's Chain of Office as the new President of the Probus Club of

Voting

Members who have the right to vote at General Meetings retain that right until such time as they either resign or have their membership terminated in accordance with the Club's constitution.

Under a Club's constitution, the financial status of a member does not affect their right to vote.

Members who are unfinancial may have their membership terminated in accordance with a Club's constitution. However, this will require the approval of a Club's membership in a General Meeting.

Proxies and Quorum

A proxy vote is where someone else is authorised to vote on behalf of a member who is unable to attend a meeting. A Club's constitution would normally indicate whether or not proxies are accepted.

If a Club's Constitution provides for proxies, the Club will need to determine whether it wishes to place a limit on the number of proxies any one member can hold as well as the timeframe in which Proxy Forms must be received by the Secretary. These requirements should be set out in the Club's by-laws and/or standing resolutions.

Proxies are generally accepted up to 48 hours before a meeting to give members the opportunity to exercise their right to vote. However, as indicated above, the timeframe is a matter that should be decided by the Club's membership.

Members who hold one or more proxies are only counted once when determining whether a quorum is present. Proxy Forms should be provided with the notice of the General Meeting.

A sample Proxy Form is available in this Handbook and in the Club Administration section of the PSPL website under Forms and Templates.

Term of Office - President

In accordance with a Club's constitution, the term of office of the President shall be one year, which may be extended to not more than two consecutive years if required due to special circumstances. Special circumstances include not having a nomination for the office of President or the Vice President not being in a position to fulfil the President's role.

An incumbent President cannot nominate to serve a second year. They can only be appointed for a second consecutive year by the Management Committee in the event that no nominations have been received, either in writing or from the floor.

Term of Office – Management Committee

All Management Committee positions are elected annually at the AGM. It is recommended that the same person should not serve more than three successive years in the same position unless otherwise approved by members.

A person may serve for more than three successive years in the same position on the Committee with the approval of members. Such person cannot nominate to serve for more than three successive years. They can only be appointed by members for more than three successive years in

the event that no nominations have been received, either in writing or from the floor.

GUIDELINES FOR EFFECTIVE MEETINGS

The overall goal of Probus is to provide retirees with the opportunity to engage in fun and friendship in a social environment. Probus Clubs are run entirely by volunteers who are committed to helping their Club thrive.

Sometimes when individuals and volunteers come together for a common purpose, there can be disagreements and differences of opinion, perhaps even personality clashes. It is how we deal with these situations that can be quite challenging, but at the same time quite rewarding, especially if positive outcomes prevail.

Productive discussions and meetings are essential to a Club's success. PSPL has developed a Guide to Effective Meetings which can assist Clubs with this process. This Guide can be found in the Club Administration section of the PSPL website under Club Management Guidelines.

RULES OF DEBATE FOR MEETINGS

Members come together in meetings to manage the affairs of the Club and to enjoy the company of fellow members. While the Club's constitution, by-laws and/or standing resolutions should be observed, the purpose of these meetings is to focus on fun, fellowship and friendship.

Where a meeting needs to determine a matter, a motion or an amendment, it will do so by each of its members casting their vote - usually either in favour of or against the proposal/matter put forward (although a member may abstain from voting if they so wish). The following information is provided to assist Clubs understand the rules of debate:

Motions - All motions, questions, statements and comments must be directed through the Chairman. A motion must be moved and seconded before being debated. If it is not seconded, the motion lapses. The mover of the motion may (and usually does) speak in support of the motion after it has been formally moved and seconded.

The seconder, after formally seconding a motion, may speak immediately after the mover or may reserve the right to speak later in the debate. However, the seconder forfeits this right if a vote is called for before she/he has had a chance to speak.

Each member may speak once only in favour of, or against, the motion within the time allowed by the Chairman.

At the conclusion of the debate and before the motion is put to the vote, the mover of the motion has the right of reply. Neither the seconder of the motion nor the mover of an amendment - even when the amendment has been carried - has the right of reply.

There is nothing to prevent the Chairman of the meeting from moving or seconding a motion.

However, in order to maintain impartiality or avoid a conflict of interest, the Chairman would not normally do so and would usually invite another member to move or second a motion. Nevertheless, it is common practice for the Chairman to move motions such as motions of congratulations, thanks or condolence. It is open to the members in a General Meeting to rescind any motion previously passed.

Management Committee members may move a motion that their reports be received. There is nothing that prevents a Treasurer, or other member of the Management Committee, from moving a motion that their report be received given that any such motion would need to be seconded and voted upon.

Amendments - An amendment may be moved by a member who agrees with the motion in principle but wishes to suggest a change to some detail in the original motion. An amendment cannot be accepted if it negates the substance of the motion.

The Chairman shall accept only one amendment to a motion for consideration at any one time. The amendment must be disposed of before a further amendment can be considered.

An amendment must be moved and seconded, and each member has the right to speak once for or against the amendment, even if she/he has spoken previously on the motion.

A member who wishes to “amend an amendment” or suggest a more acceptable amendment may foreshadow a further amendment, to be moved after the vote on the amendment under consideration. This is a useful device for advising members of another option.

When an amendment is carried, the amended motion becomes the substantive motion, subject to further amendment. If it is not amended further, the motion as amended, is put to the vote.

Resolution - When a motion is carried it is recorded as a resolution of the meeting.

Withdrawing a Motion - The mover of a motion, with the consent of his seconder, may seek permission to withdraw the motion. Permission to withdraw is granted by resolution of the meeting. However, a motion may not be withdrawn if an amendment has been moved and seconded, until the amendment has been debated and voted upon.

To save the time of the meeting a mover of a motion may, with the consent of the seconder, seek permission to withdraw the motion in favour of the amendment under consideration. In this event, if permission is granted, the original motion is nullified and the mover of the amendment, which has become the substantive motion, is the mover who has the right of reply.

Terminating the Debate - After members have spoken for and against the motion, the Chairman indicates his/her intention to put the motion. At this time, the mover may exercise or waive the right of reply. No further debate is allowed after the mover has replied.

Any member, at any time during the debate, may move “that the motion be now put”. This motion is not debatable and must be put immediately. If the motion “that the motion be now put” is carried, then the motion under discussion (the substantive motion) must then be put without further debate, provided that the mover may still exercise their right of reply.

Points Of Order - a point of order should be raised only to direct the attention of the Chairman to a procedural error, a departure from the rules of debate or a motion or an amendment that, if carried, would be unconstitutional or unlawful.

When a member raises a point of order (by standing or raising a hand and saying: "Point of Order, Mr or Madam Chairman!") the Chairman must halt proceedings and ask the member to state the point of order.

After the member has stated the reason or reasons for raising the point of order, the Chairman gives a ruling, either upholding or disallowing the point of order. The debate then continues.

A point of order must not be accepted if it is raised to refute a statement made in debate. A point of order may be raised, for example, to remind the Chairman that the person who is speaking has spoken earlier in the debate, or that a speaker's time has expired, or that the material being introduced by the speaker is not relevant to the debate, or that the Chairman has neglected to apply any rule of debate or procedure.

Motion of Dissent - If a member disagrees with the ruling on a point of order, a motion of dissent may be offered as follows: "With respect, I move dissent from the Chairman's ruling." If the motion is seconded, the Chairman vacates the Chair, which is then occupied by the Vice President (or Deputy Chairman). The Chairman states the reasons for the ruling, quoting the relevant rules or constitutional provisions on which the ruling was based. The following motion is then put, without debate: "That the Chairman's ruling be upheld." After the vote, the Chairman resumes the Chair.

Leave To Make A Statement - A member who has spoken once in a debate may, under certain circumstances, be granted leave to make a statement, to provide an explanation or clarify a misunderstood or misinterpreted point.

Leave to make a statement may be granted only by resolution of the meeting. A motion that leave be granted, if seconded, is put without debate.

If leave is granted, the statement must be limited to the provision of factual information only. This device may not be used as an opportunity to introduce further argument.

Rescinding A Resolution - If a member disagrees with a resolution that has been passed, a motion to rescind that resolution may be put at the following General Meeting provided sufficient notice has been given in accordance with the Club's constitution. If carried, such a motion nullifies the original resolution.

Suspension Of Standing Orders - Standing Orders are the procedural rules by which meetings are normally conducted. On some occasions it may become necessary or desirable to depart temporarily from the prepared agenda to deal with an extraneous matter. In such case, standing orders may be suspended by resolution.

Usually, the Chairman asks for a motion for the suspension of Standing Orders stating the reason eg. to welcome a new member; to introduce a distinguished guest; to deal with an emergency; which, if offered and seconded, is put without debate.

After the extraneous matter has been dealt with the meeting, again by resolution, resumes Standing Orders.

Casting vote - Depending upon a Club's constitution, by-laws and/or standing resolutions, the Chairman may have a casting vote as well as a deliberative vote. When a casting vote is called for, the Chairman traditionally casts a vote so as to preserve the status quo irrespective of the nature of their deliberative vote.

PSPL provides a diagram which depicts the order by which motions are to be moved. This diagram is available in the Club Administration section of the PSPL website under Club Management Guidelines.

TRADEMARKS



The Probus name and the Probus logo are registered trademarks owned by PSPL.

They may be used only by accredited Probus Clubs, accredited Probus Associations and other bodies authorised by PSPL. They may not be used for any commercial purpose without the prior written approval of PSPL.

Guidelines for authorised use

- The Probus logo must stand alone and not be embodied in any other marks or adulterated
- Official colours for the Probus logo are Blue PMS 286, Gold PMS 871 and Yellow PMS 129
- The ® symbol where possible should appear when the Probus logo is used to indicate that it is a registered trademark
- Club stationery bearing the Probus name and Probus logo may be reproduced using approved artwork in either the PMS colours or in black and white. Artwork for the Probus logo is available from PSPL
- Clubs may use the approved Probus name and Probus logo for death notices
- Clubs may use the approved Probus logo for funerals
- Etching is acceptable when using the Probus name or logo on glassware and mugs
- Clubs are required to provide PSPL with sample artwork for approval prior to commissioning embroidery or screen printing on Club garments

Probus Clubs and Associations:

- May not authorise the use of the Probus name and Probus logo to any third party

- May not allow any unauthorised use of the Probus name and Probus logo and must report any such breaches
- Must ensure the integrity of the Probus logo and not obstruct or interfere with the logo in any way
- Are not authorised to give permission to use the Probus name and Probus logo to any person or body for any purpose whatsoever without the prior written approval of PSPL
- May not produce merchandise, posters or banners for commercial sale using the Probus name and Probus logo

Unauthorised use of the Probus name or Probus logo for commercial purposes may result in legal action being taken by PSPL.

Trademark Licensing System

Part of PSPL's responsibility is to maintain and preserve the Probus name and Probus logo and associated trademarks by maintaining a licensing system.

Any individual or company wishing to manufacture or sell goods containing the Probus name, the Probus logo or any of the other Probus trademarks must be authorised by PSPL.

Any unauthorised reproduction or sale of the Probus trademarks, in any form, infringes the Probus trademarks. By licensing vendors or manufacturers of Probus merchandise, PSPL maintains control over reproduction and/or sale of its intellectual property. This control helps to maintain a consistent quality in the reproduction of the Probus logo and other Probus trademarks, ensuring accurate and faithful reproduction.

Clubs and Club members are encouraged to purchase products bearing the Probus trademarks from authorised licensee(s).

ANNUAL REPORT

Each year PSPL publishes its Annual Report which includes the audited financial statements for the year. The financial statements are prepared in accordance with the requirements of the *Corporations Act and* Australian Accounting Standards. To view PSPL's Annual Reports visit the PSPL website under About Probus.

WINDING UP

At some point it may be necessary to consider winding up a Club. This could be as a result of decreasing membership numbers and/or the inability to fill Management Committee positions. However, in many cases, PSPL can assist in resolving these issues.

There are a number of avenues to explore prior to making any decision to wind up. This Handbook

outlines a number of initiatives that Clubs can implement to increase their membership and fill Committee positions.

Clubs can consider amalgamating with another Club or becoming a combined gender Club if they are single gender. Committee members can also take on the role of two positions within the Committee temporarily.

It is recommended that Clubs seek assistance from PSPL before a Club's membership makes any decision to wind up the Club.



Probus

Management Committee Nomination Form

Club Name _____

Committee Position _____

Name of Nominee (print) _____

Signature of Nominee _____

Proposed by (print) _____

Signature _____

Seconded by (print) _____

Signature _____

Completed forms to be received by Secretary by (date) _____

Completed nomination forms must be received by the Secretary either in person, by post or by email by the date nominated above.



Proxy Form

PROBUS CLUB OF _____

I, _____
(Full Name)

of _____

(Address)

hereby appoint _____

or the President or Vice President of the meeting.

(Please insert 'X' in box if you wish to appoint the President or Vice President)

being a member of the Probuss Club of _____ to act as my proxy to
vote for me on my behalf at the General Meeting to be held on _____

(nominate day and date) and at any adjournment of that meeting, with the following restrictions:

No restrictions Yes restriction(s) as follows:

My proxy is authorised to vote in favour of/against the following resolution _____

My proxy is authorised to vote in favour of/against the following resolution _____

Any other restrictions: _____

Signed by the Member appointing the proxy _____

Date _____

Completed form to be received by the Club Secretary by _____ (nominate date)

*Clubs may include the following statement on the Proxy Form and/or as a By-Law or Standing Resolution:
"All votes shall be given personally or by the proxy but no member may hold more than __ (nominate
number) proxies."



Probus Club Membership Application Form – Australia

I hereby apply for membership for the Probus Club of _____ (the

Club) Title: _____ Surname: _____ Given Names: _____

Preferred Name on Badge: _____ Spouse/Partner Name: _____

Date of Birth ____/____/____ Email Address: _____

Address: _____ Postcode: _____

Landline: _____ Mobile: _____ Former Vocation: _____

Hobbies, Sporting & Other Interests: _____

In case of emergency, please contact: _____ Relationship: _____

Emergency Contact Telephone: _____ Mobile: _____

(The Emergency Contact person should not be a member of the Club)

1. I agree to be bound by the provisions of the Club's constitution, by-laws and/or standing resolutions and agree to take an active role in the Club through my attendance and participation.
2. I understand that the information provided in this application will be used to assess my application and maintain my membership. I understand that my application may not be processed if any of the above information is not provided.
3. I acknowledge that at some time during my membership, I may be called upon to take an active role on the Management Committee.
4. I consent to my name, address, telephone number and email address being included in the 'Directory of Members' to be distributed only to members of the Club.
5. I understand that I may access any personal information the Club holds about me upon request.
6. Unless advised otherwise in accordance with point 7 below, I consent to the information provided in this application form being provided to Probus South Pacific Limited (PSPL). I understand that this information may be used, held and disclosed by PSPL in accordance with the PSPL Privacy Policy which can be viewed at www.probusouthpacific.org or by clicking [here](#) (online access only). By signing this form, I acknowledge that I have read and agree to the terms of the PSPL Privacy Policy.
7. I understand that the minimum information required by PSPL is my first name and last name and that it is my responsibility to advise the Club Secretary in writing if I do not want PSPL to hold any of the additional information in this application form or I do not wish to be contacted by PSPL.
8. I understand that PSPL's National Insurance Program provides Public Liability Insurance of \$20 million and that I can access a summary of this coverage through the Club Secretary or the PSPL website.
9. I understand that the Club and/or PSPL may publish photographs or videos of members on their websites, in newsletters and on social media to promote the Club and Probus generally. By signing this application form, I consent to the publication of such photographs and videos unless I have advised the Club Secretary in writing that I do not consent to such publication.
10. I agree to receive *Active Retirees* publications from PSPL, which I can unsubscribe from at any time.

Applicant's Signature: _____ **Date:** _____

Sponsored by*: _____ Signature: _____ Date: _____

Sponsored by*: _____ Signature: _____ Date: _____

* MEMBERSHIP APPLICATIONS MUST BE SPONSORED BY TWO FINANCIAL MEMBERS OF THE CLUB. FOUNDATION MEMBERS OF NEW CLUBS DO NOT REQUIRE SPONSORS.

CLUB USE ONLY Date Received: _____ Approved by Committee on: _____

Monies Received: _____ Membership badge ordered: _____

A copy of this completed form should be sent to PSPL at general@probussouthpacific.org



Probussouthpacific Club Membership Application Form – New Zealand

I hereby apply for membership for the Probussouthpacific Club of _____ (the

Club) Title: _____ Surname: _____ Given Names: _____

Preferred Name on Badge: _____ Spouse/Partner Name: _____

Date of Birth ____/____/____ Email Address: _____

Address: _____ Postcode: _____

Landline: _____ Mobile: _____ Former Vocation: _____

Hobbies, Sporting & Other Interests: _____

In case of emergency, please contact: _____ Relationship: _____

Emergency Contact Telephone: _____ Mobile: _____

(The Emergency Contact person should not be a member of the Club)

1. I agree to be bound by the provisions of the Club's constitution, by-laws and/or standing resolutions and agree to take an active role in the Club through my attendance and participation.
2. I understand that the information provided in this application will be used to assess my application and maintain my membership. I understand that my application may not be processed if any of the above information is not provided.
3. I acknowledge that at some time during my membership, I may be called upon to take an active role on the Management Committee.
4. I consent to my name, address, telephone number and email address being included in the 'Directory of Members' to be distributed only to members of the Club.
5. I understand that I may access any personal information the Club holds about me upon request.
6. Unless advised otherwise in accordance with point 7 below, I consent to the information provided in this application form being provided to Probussouthpacific South Pacific Limited (PSPL). I understand that this information may be used, held and disclosed by PSPL in accordance with the PSPL Privacy Policy which can be viewed at www.probusouthpacific.org or by clicking [here](#) (online access only). By signing this form, I acknowledge that I have read and agree to the terms of the PSPL Privacy Policy.
7. I understand that the minimum information required by PSPL is my first name and last name and that it is my responsibility to advise the Club Secretary in writing if I do not want PSPL to hold any of the additional information in this application form or I do not wish to be contacted by PSPL.
8. I understand that PSPL's National Insurance Program provides Public Liability Insurance of \$10 million and that I can access a summary of this coverage through the Club Secretary or the PSPL website.
9. I understand that the Club and/or PSPL may publish photographs or videos of members on their websites, in newsletters and on social media to promote the Club and Probussouthpacific generally. By signing this application form, I consent to the publication of such photographs and videos unless I have advised the Club Secretary in writing that I do not consent to such publication.

Applicant's Signature: _____ Date: _____

Sponsored by*: _____ Signature: _____ Date: _____

Sponsored by*: _____ Signature: _____ Date: _____

** MEMBERSHIP APPLICATIONS MUST BE SPONSORED BY TWO FINANCIAL MEMBERS OF THE CLUB. FOUNDATION MEMBERS OF NEW CLUBS DO NOT REQUIRE SPONSORS.*

CLUB USE ONLY Date Received: _____ Approved by Committee on: _____

Monies Received: _____ Membership badge ordered: _____

A copy of this completed form should be sent to PSPL at general@probussouthpacific.org

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