



WENTWORTH POINT PROBUS CLUB INC STANDING RESOLUTIONS

BACKGROUND

A Probus Club is governed by a constitution which includes the Articles of Accreditation (Articles) which are consistent across all Probus Clubs. The Articles are adopted by each Club on formation. Clubs that become incorporated on or after formation must include the Articles, which are shown in ***bold and italic*** typeface, in their Club's constitution.

The Recommended Constitutions provided by PSPL require the adoption of Standing Resolutions. PSPL has produced these Recommended Standing Resolutions to assist Clubs manage their internal affairs. Clubs are free to make any changes or variations to these Recommended Standing Resolutions without approval from PSPL. However, the Standing Resolutions set out in part A of this document must be adopted for compliance with the Club's constitution.

A. STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION

The constitution of a Probus Club requires additional information to be provided for in its Standing Resolutions. For a Club that has adopted PSPL's Recommended Constitution, this is normally referenced in the Club's constitution by the words "as provided for in the Standing Resolutions".

Accordingly, the following Standing Resolutions are required to be adopted by Clubs:

1. The Club will be managed by a Management Committee ("Committee") comprising a President, one Vice-President, a Secretary, a Treasurer, and 6 or 7 other members in such roles of the Committee as may be decided from time to time. (Constitution clause 7.(a)).
2. Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club. (Constitution clause 8.(b))
3. The maximum number of consecutive terms for which a Committee member may serve in the same role are terms 2 years for President, 4 years for other roles. (Constitution clause 8.(l)).
4. The Club will meet monthly at 10.30am on the 3rd Monday of each month, except for December and January], at Pulse Gym Function Room 1. (Constitution clause 12.(a)). If the Monday is a public holiday, a new date convenient to all will be set by the committee.
5. In relation to Committee meetings, at least 1 week's notice must be given to Committee members. (Constitution clause 7.(j))
6. The annual subscription will be \$50 and is payable by members by 31 March each year. There is no joining fee payable by new members. (Constitution clause 14.(a))
7. The maximum number of Ordinary Members of the Club will be 150. (Constitution clause 5.(f))
8. There will be no more than 5 Honorary Members at any one time. (Constitution clause 5.(f)).

9. There will be no more than 5 Life Members at any one time. (Constitution clause 5.(f)).
10. The Treasurer will submit financial reports to general meetings on a monthly basis. (Constitution clause 10.(b)).
11. If the Club is incorporated, a Public Officer will be appointed. (Constitution clause 11).
12. Provided 14 days' written notice has been given, these Standing Resolutions may be amended at any general meeting of the Club, a quorum being present, by a simple majority vote of those members present and voting. (Constitution clause 25.(a))

B. ADDITIONAL STANDING RESOLUTIONS

In addition to the above Standing Resolutions, it is recommended that Clubs consider adopting the following Standing Resolutions:

13. The Immediate Past President is an ex officio member of the Committee by virtue of his or her past service as President with voting rights.
14. The Committee is authorised to appoint assistants to any of the positions on the Committee. Assistants are not sitting members of the Committee and are not entitled to vote. However, if an assistant is acting for a member of the Committee in his or her absence, then the assistant will have one vote.
15. The President, Vice President, Treasurer and Secretary are the authorised signatories on the Club's bank account(s), including Electronic Funds Transfers, provided always that any two of these signatories authorise such transactions.
16. The Committee will ensure that the Club's annual financial statements will be certified, reviewed or audited if there is a legislative requirement to do so.
17. Visitors may attend a maximum of 3 meetings and/or activities of the Club. If a person continues to attend meetings and/or activities beyond this protocol, that person will be classified as a non-member and the Club will be required to pay the non-member capitation fee to PSPL.
18. Members are expected to attend 50% of the Club's monthly meetings in any calendar year, subject to any leave of absence being granted by the Committee.
19. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
20. The Club at present will not maintain a waiting list, protocol as follows:
 - (a) the maximum number of persons on the waiting list will be nil.
 - (b) an expression of interest to join the Club will be recorded on the waiting list by date.

- (c) a membership application form will only be offered to a person on the waiting list when a vacancy becomes available.
 - (d) monies will only be received or accepted from a person on the waiting list when an application for membership has been approved by the Committee.
 - (e) persons on the waiting list may attend Club meetings and/or activities in accordance with the Club's protocol for visitors.
21. The Club has a Privacy Policy that outlines how it will collect, hold, use and disclose members' personal information. This is available on the Club website under the "Documents" tab.
22. The Club has a Refund and Payment Policy, detailed on every outing flyer.
23. The Club has a Risk Management Policy, available on the Club website under "Documents" tab.
24. The Committee must notify PSPL of changes to the Club's membership as they occur. In the case of new members, any pro rata capitation fees will be paid to PSPL at the earliest opportunity.

AMENDING STANDING RESOLUTIONS

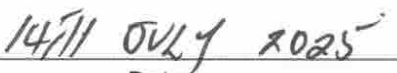
- a. To amend or replace a Standing Resolution, a simple majority vote by members in a general meeting must pass either an amendment to an existing Resolution or a new Resolution.
- b. A Standing Resolution may be moved at a general meeting from the floor with or without due notice depending on the nature of the motion. If the matter is contentious or is related to an existing Standing Resolution, 14 days' written notice should be given to all members. Once the motion is moved, the motion must be seconded and then, following discussion, a vote taken.
- c. A Standing Resolution remains on the books until such time as the Resolution no longer applies, is amended, rescinded or a new Resolution overrides the previous Resolution.



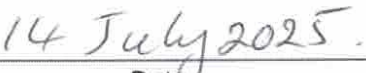
 President



 Secretary



 Date



 Date