



**STANDING RESOLUTIONS
OF THE
PROBUS CLUB OF PORT MELBOURNE (INC.)**



1. The Club shall be managed by a set of Standing Resolutions approved and adopted by members.
2. The Club shall be managed by a **Management Committee** (herein after called '**The Committee**'), comprising of a President, Vice-President, Secretary, Treasurer, and between five (5) and seven (7) **Committee Members** to be responsible for Guest Speakers, Visits & Entertainment, Membership, Club Bulletin & Publicity, Welfare and such other activities as may be decided from time to time by the Club.
The immediate Past President shall be a member, ex officio, of the Committee with full voting rights.
3. (a) The Committee is authorised to appoint an assistant Secretary and assistant Treasurer. Such assistants are not sitting members of the Committee and are not entitled to vote. However, if the assistant is acting for the officer in his/her absence then the assistant will have one vote representing the officer.

(b) The Treasurer and one other delegated officer of the Committee, appointed by the Committee, are authorised to use an Electronic Funds Transfer (EFT) banking system for Club accounts.
4. The Club shall meet monthly at 10.00am for a 10.30am start on the fourth Friday of each month, other than in the months of January and December, at the Port Melbourne Neighbourhood Centre.
5. The Club may meet at another time, on another day, or at another venue by decision of the members.
6. The maximum membership of the Club shall be 100, which may be reviewed at the Annual General Meeting.
7. The Committee shall annually include a budget allocation for payment of honorary and life member fees, and authorise the Treasurer or Secretary to remit the annual fee payment to both Probust South Pacific Ltd and the Probust Association of Victoria on behalf of the Club.
8. The Club shall adopt a protocol to manage and maintain a waiting list (if required).
 - (a) An expression of interest to join the Club will be recorded by date on the waiting list.
 - (b) No membership application form will be offered to a person on the waiting list until such time as there is a vacancy for membership.
 - (c) When appropriate, a membership application form will be offered to a person on the waiting list, such application must be sponsored by two current members of the club and approval for membership given by a majority of the Committee.
 - (d) No monies shall be received or accepted from a person on the waiting list until such time as the Committee has approved the application for membership.
 - (e) Those persons included on the waiting list must meet the requirements of attendance under the protocol set for visitors.
9. Visitors may attend a maximum of two (2) meetings of the Club.
[This rule has been established so as not to over expose Probust insurance policies and to avoid having visitors enjoy all the benefits of membership without the responsibilities. These responsibilities include; annual fees, attendance and participation in club meetings and activities and at some time during membership to take an active role on the Committee.]

10. The Club shall operate under a Privacy Policy in accordance with the Privacy Act (See Appendix I).
11. The Club shall operate under a Tours & Refund Policy (See Appendix II).
12. The Club shall operate under a Risk Management Policy (See Appendix III).
13. The subscription payable by members shall be determined at the Annual General Meeting.
14. The joining fee payable by a member on admission to the Club shall be determined at the Annual General Meeting.
15. There shall not be more than two (2) Honorary Members at any one time. Honorary members may be elected at the discretion of and on such terms as may be decided upon by a majority of members at a general meeting. Such Honorary Members shall not be eligible to hold office and shall not be entitled to vote but shall enjoy all membership privileges and shall not be expected to pay annual fees.
Honorary membership has been granted to: *None*
16. There shall not be more than two (2) Life Members at any one time. Life membership may be conferred upon a member who has rendered outstanding service to the Club. Nominations shall be submitted in writing to the Committee for consideration, and if approved, referred to the next General meeting of the Club for confirmation. Such Life Members shall enjoy all membership privileges and shall not be expected to pay annual fees.
Life membership has been granted to: *Keith Crowther, Ron Cassano*
17. There shall not be more than two (2) Non Active Members at any one time. Non-Active membership may be conferred upon a member who, because of carer responsibilities, illness or disability, has been granted leave of absence by the Club. Such Non Active members shall be granted leave of absence and shall not be expected to pay annual fees (may state time limit or unlimited).
Non Active Membership has been granted to: *None*
18. The Committee shall provide Probus South Pacific Ltd annually with the Club's membership list in accordance with accreditation requirements set by Probus South Pacific Ltd.
19. These Standing Resolutions, excluding those articles related to the Annual General Meeting, may be amended at any General meeting of this Club, a quorum being present, by the affirmative vote of not less than 75% of the members present and voting, notice of such proposed amendment(s) having been advised to all members at least twenty one (21) days before such meeting.

Members resolved to formally adopt the above Standing Resolutions numbered 1 through 19 by Special Resolution at a General Meeting held on 22 July 2016.

Signed _____
President

Secretary

Appendix I**PRIVACY POLICY**

The Probus Club of Port Melbourne is subject to the requirements of the Privacy Act 1988 in Australia.

The information collected in relation to members shall be held in accordance with the information privacy principles contained in the Privacy Act. The Club shall ensure that it complies with such information privacy principles and shall not disclose any such information, except in accordance with the provisions of the Privacy Act.

Members

It is a condition of membership of this Club that each member consents pursuant to the Privacy Act to personal information in the form of his/her name, residential address, telephone and mobile number, email address and office held in club (where necessary) being included in a membership list.

Club Internal Directory

The Club should ensure that prior to distribution of the Club Internal Directory, all members have given approval for inclusion. Members retain the right to request withdrawal of their personal details from this publication.

Notice should be included in the Directory: 'This Directory of Members is for the use of members of the Committee of the Probus Club only'.

Club Newsletter

The Club 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'. With the exception of Committee members, no contact details for Club members should be included in the Newsletter.

Website

The Club Webmaster will ensure that the following measures are taken to protect the privacy of Club members:

- a member will be referred to by only their first name and surname initial (e.g. John S)
- any photos of members posted on the website (or in the newsletter) will not be named
- no private contact details of any Club members will be posted on the website.

Welfare

Medical condition details should not be made available to any person or body without prior approval of the member concerned.

Medical Cards are not the responsibility of the Club or Tour Leader; they must remain the responsibility of individuals to keep current and to hold personally. Probus insurers will not defend a claim of negligence against a club or member for not providing a medical card belonging to a member or guest in the case of an emergency.

New Members

The following statements should be included in the Membership Application Form, above the signature panel of the applicant.

- *I agree to accept the Concept of Probus and to take an active role in both attendance and participation of this club.*
- *I understand that the information provided in this application will be used to assess my application and maintain my membership. If any information is not provided, I understand that my application may not be processed.*
- *I acknowledge that at some time during my membership, I may be called upon to take an active role on the Committee of Management.*

- *I consent to my name, address, telephone number and email address being included in a 'Directory of Members' to be distributed only to members of the Committee of the Probus Club of Port Melbourne*
- *I understand that I may access any personal information the Probus Club holds about me upon request.*
- *I understand that the Probus Club of Port Melbourne has Public Liability Cover of \$20M through PSPL and that the Club Secretary can provide a copy of the Probus National Insurance Programme summary.*

Appendix II

TOURS & REFUND POLICY

Only recognised Probus tours and activities recommended, approved and minuted by the Committee for Probus members and guests will be covered by the Probus National Insurance Program.

Individuals should consider taking out Travel Insurance – visit www.probussouthpacific.org for Probus Travel Insurance details.

Day Tours/Activities

In the event of cancellation, Probus members/guests need to provide one (1) week's notice when seeking a refund. In an emergency situation, this may be waived, at the discretion of the Committee. Refund qualifications may vary depending on monies paid and commitments given to bookings with third parties. A full (or any) refund may not be possible in certain circumstances.

Extended Tours

In the event of cancellation, Probus members/guests need to provide twenty eight (28) days notice when seeking a refund. In certain situations this may be waived, at the discretion of the Committee. Refund qualifications may vary depending on monies paid and commitments given to bookings with third parties. A full (or any) refund may not be possible in certain circumstances. (example: motel and coach bookings)

Payments

Payments from those Probus members/guests listed for tours need to be made by the nominated date. Failure to pay by the nominated date will result in the Probus members/guest named being removed from the list.

All such funds must be banked in the Club account within two working days.

Waiting Lists

No payments to be paid by those Probus members/guests placed on a waiting list until notified.

Tour List

Ensure those names of guests placed on the list for tours need to be genuine and authorised by the guest.

Other clubs tours

Be aware if travelling with other Probus groups that their policies may vary.

Appendix III**RISK MANAGEMENT POLICY****1. General Statement**

The Probus Club of Port Melbourne recognises the need to ensure the minimisation of the potential risks to members and visitors, which may occur as a result of their participation in the activities of the club.

It is important to the overall enjoyment of the Club that potential areas of risk be identified and controls put in place to reduce the possibility of injury.

This policy is also designed to provide for officers, committee & sub committee members and leaders of activities, outings and tours confidence in their administrative roles within the Club.

Nothing in this policy is designed to restrict the enjoyment of members' or visitors' participation in the activities of the Club.

The purpose of this policy is twofold:

- a) to reduce the risk of injury
- b) to protect the Club and its members in the event of action being taken against the Club, its officers, committee and sub committee members, activity leaders or individual members.

2. Disclaimer

The Club in no way claims this policy to be a comprehensive document covering all aspects of risk management that are likely to affect the operations of the Club.

The document suggests a number of important areas that should be covered in order that a safer environment may be provided for members and visitors.

Whilst every effort has been made to ensure issues related to risk management within the Club, the Committee does not accept any responsibility for any errors, omissions or inaccuracies whatsoever within in the document.

This policy is provided on the basis that the Club shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete or out of date information contained within the document.

3. Safety and protocol**3.1 The meeting venue**

The Committee shall ensure:

- a) A First Aid kit is available for use at all meetings.
- b) A record of all members, guests or visitors attending meetings is maintained.
- c) All power leads, microphone cables and other electrical fittings are properly secured or covered.
- d) All persons present are advised of the location of exits, evacuation assembly point and the procedures to be followed in the case of an emergency
- e) A list of emergency numbers is kept and maintained at the registration desk at all times.
- f) Normal/reasonable duty of care is undertaken and observed.

3.2 Food service

The appointed Hospitality officer shall be responsible for:

- a) Club managed food and beverage services.
- b) The setting up and the cleanliness of facilities.
- c) Ensuring that good hygiene practices are undertaken and observed.
- d) Maintaining safe procedures.

4. Activities, outings and tours

The appointed officers shall manage all approved Club activities with the assistance of other Committee members.

- a) Where possible a record of members, visitors and guests attending to be maintained.
- b) Any incidents/accidents/injuries to be recorded and if necessary be reported to PSPL for insurance purposes.

5. Handling of money

The Treasurer is responsible for the financial management of Club funds, under the direction of the Committee.

The Treasurer is responsible for managing the collection and banking of monies, and for financial budgeting and reporting as described in the Standing Resolutions of the Probus Club of Port Melbourne.

In addition:

- a) The Treasurer may delegate the collection of monies being paid by members/guests for Club activities to the organisers of such programs; however, the Treasurer remains responsible for banking of collected monies and for reconciliation of Club funds.
- b) All Club monies must be banked into the account of the Club within two working days for insurance cover (note that this is an amendment from the five working days stipulated in the Club Constitution, approved in 2013).
- c) The Committee must approve all financial transactions made by the Club.
- d) The Treasurer must ensure that no payments are made without evidence of the debt by way of invoice, voucher or receipt.
- e) The Treasurer will prepare an annual budget setting out anticipated income and expenditure for approval by the Committee and the AGM.
- f) The Treasurer is responsible for ensuring that a register of the Club's assets is maintained.

6. Forms

The following forms shall be used by the Club for all activities, outings and tours

- Registration Form for Outings and/or Tours
- Accident/Injury/ Incident Report Details of Injuries Sustained

Examples of the forms are attached.

REGISTRATION FORM FOR OUTINGS AND/OR TOURS

PARTICIPANTS DECLARATION

I _____ (NAME OF MEMBER OR VISITOR) hereby apply to participate in the activities of the club which may involve outings and tours and in so doing agree that while participating:

- I understand that I am the person who is fully responsible for the state of my health and I undertake to do all that is necessary so as not to place other participants under stress or duress or to put them in danger because of the state of my health or my behavior.
- I hereby declare that to the best of my knowledge I am fit enough to undertake club activities and agree to advise the Leader immediately should my state of health change.
- I hereby declare that I will only participate in activities where I am physically capable.
- I understand that any member or guest with a disability must have a carer/companion and I accept that it is not the role or responsibility of the club or a club member to act as a carer.
- I understand this declaration is effective from the date of signing for a period of twelve months.
- I understand that the Club publishes photographs of its members on its website and its newsletter to promote the Club and its events.
- I accept that the Club will imply that I have consented to the publication of such photographs unless I personally inform the Secretary in writing that I do not consent to such publication.
- I understand that by completing this declaration that it in no way restricts or limits the insurance cover available to me as a member/visitor through the Probus National Insurance Scheme whilst participating in a '*recognised activity*' of the club.
- In the case of any accident, illness or emergency please contact my next of kin:

Name _____ Relationship _____

Tel: _____ Mobile _____

Address: _____

Privacy Statement:

Information provided shall be kept private and confidential within the confines of the Probus club and shall only be used in the event of an emergency.

MEMBER/VISITOR SIGNATURE _____

DATE _____

ACCIDENT / INJURY / INCIDENT REPORT

Tick where applicable:		
	Accident.....	Injury.....
	Incident.....	
Name of injured person(s)		
(1)		
(2)		
Location of Accident / Injury / Incident.		
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.....		
.....		
Number of Persons present at Meeting/Activity/ Outing/Tour.....		
Describe the activities of all parties involved at the time of the Accident / Injury / Incident.		
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Cause of Accident / Injury / Incident.		
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.....		
.....		
Number of Persons Injured		
Was the Ambulance Service called? Yes.....No.....		
Was the Police notified? Yes..... No.....		
If yes by Whom ?.....		
At what time ?.....		
Name of Ambulance Officer in charge of treatment.....		
Name of Police Officer in attendance.....		
Police Station.....		
Accident / Injury / Incident first reported to:		
Name.....		
Position within the Club.....		
Home Address.....		Post Code.....
Home Phone ().....		
Mobile Phone.....		
Date Reported.....		
Time report made.....		
If any significant delay in reporting event please state reasons.....		
.....		
Witnesses to Accident / Injury / Incident. (at least two required)		

<p>Name.....</p> <p>Address..... Post Code.....</p> <p>Telephone.....</p> <p>Mobile.....</p> <p>Name.....</p> <p>Address.....</p> <p>.....</p> <p>..... Post Code.....</p> <p>Telephone.....</p> <p>Mobile.....</p>
<p>Witnesses to Accident / Injury / Incident. (at least two required)</p> <p>Name.....</p> <p>Address..... Post Code.....</p> <p>Telephone.....</p> <p>Mobile.....</p> <p>Name.....</p> <p>Address.....</p> <p>.....</p> <p>..... Post Code.....</p> <p>Telephone.....</p> <p>Mobile.....</p> <hr/> <p>Accident / Injury / Incident referred to (name of official)</p> <p>Confirm recorded in Minutes Yes/No Date</p> <p>Confirm notification to Probus South Pacific Limited Yes/No Date</p>

DETAILS OF INJURIES SUSTAINED

Name of injured person(s) (1)

Details of injury:

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Name of injured person(s) (2)

Details of injury:

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