



THE PROBUS CLUB OF PORT MELBOURNE Inc. STANDING RESOLUTIONS

A. STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION

1. The Club will be managed by a Management Committee ("Committee") comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and 5-7 other members of the Committee in such roles 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 is not specified. (Constitution clause 8.(l)).
4. The Club will meet monthly at 10:30 am for an 11:00 am start on the 4th Friday of each month, except for December/January, at the Liardet Street Community Centre. The September meeting date may move to the 3rd Friday dependant on the public holiday. (Constitution clause 12.(a))
5. In relation to Committee meetings, at least 2 weeks notice must be given to Committee members, but normally 4 weeks. (Constitution clause 7.(j))
6. The annual subscription will be determined at the February General Meeting and is payable by members by 31 March each year. The joining fee payable by new members will be determined at the February General Meeting. (Constitution clause 14.(a))
7. The maximum number of Ordinary Members of the Club will be 100, which may be reviewed at the Annual General Meeting. (Constitution clause 5.(f))
8. There will be no more than 0 (zero) Honorary Members at any one time. (Constitution clause 5.(f)).
9. There will be no more than 2 Life Members at any one time. (Constitution clause 5.(f)).
10. The Committee shall annually include budget allocation for payment of honorary and life member fees and authorise the Treasurer or Secretary to remit the annual fee payment to both Probud South Pacific Ltd and the Probud Association of Victoria on behalf of the Club.
11. Where a member is required to have a carer any charges for the carer will be at member rates.
12. The Treasurer will submit financial reports to general meetings on a monthly basis. (Constitution clause 10.(b)).
13. If the Club is incorporated, the Secretary will act as the Public Officer if one is required. (Constitution clause 11).

14. 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

15. The Immediate Past President is an ex officio member of the Committee by virtue of his or her past service as President with full voting rights.
16. If the absence of both the President and Vice President is known in advance, the Committee will delegate a Committee member to chair the General Meeting.
17. 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.
18. The Secretary will provide the date, time and place of the next standard meeting within the minutes of the meeting. The agenda for the next meeting including date, time, place and business to be considered, will be distributed during the week prior to the meeting. The applies to both Committee and General Meetings.
19. The Membership Secretary will be responsible for the maintenance of the Register of Members and interactions with Probus South Pacific Ltd regarding membership changes.
20. The President, Vice President, Treasurer, Assistant 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 over \$100.
21. The Club's financial transactions are made via Electronic Funds Transfer. Members are encouraged to use alternate means if they do not have direct access to Electronic Funds Transfer.
22. The Treasurer and the delegated officers referred to in section 20 shall be able to use a debit card linked to the Club bank account for the purpose of making authorised payments. The debit card shall be held and controlled by the Treasurer. If the Treasurer is not in attendance when the card is to be used to make a payment, the delegated officer may use the card and then return it to the Treasurer with all receipts.
23. 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.
24. 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. Coffee Mornings are not included in this count as they are held in a public space.
25. 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.

26. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
27. The Club will maintain a waiting list protocol as follows:
- (a) the maximum number of persons on the waiting list will be 10.
 - (b) an expression of interest to join the Club will be recorded on the waiting list by date.
 - (c) the Club gives preference to applicants from Port Melbourne, South Melbourne, Albert Park, Middle Park and those precincts of Fisherman's Bend that fall within the City of Port Phillip.
 - (d) a membership application form will only be offered to a person on the waiting list when a vacancy becomes available and they have attended 2 meetings.
 - (e) 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.
 - (f) persons on the waiting list may attend Club meetings and/or activities in accordance with the Club's protocol for visitors.
28. The Club may provide facilities to allow members, not present at a meeting, to participate via technology. However, this in no way requires the club to provide technology.
29. The Club will adopt a Privacy Policy that outlines how it will collect, hold, use and disclose members' personal information. (See Appendix I).
30. The Club will adopt a Refund and Payments Policy. (See Appendix II).
31. The Club will adopt a Risk Management Policy. (See Appendix III).
32. 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, the members in 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. Changes to Standing Resolutions will normally require a simple majority vote of those members present and voting. However, a Club may select a higher majority vote (such as 75%) and that should be clearly stated in its Standing Resolutions.

- d. 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's signature

Secretary's signature