



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 Annual General Meeting and is payable by members by 30 April each year. The joining fee payable by new members will be determined at the Annual 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 Probus South Pacific Ltd and the Probus 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.

22/05/2026



President's signature



Secretary's signature

PRIVACY POLICY

PRIVACY

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 or other members designated to perform tasks on behalf of the committee, which requires member contact details'.

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 Management of the Club and to any other organiser/s of recognised Probus activities.
- I understand that I am the person who is fully responsible for the state of my health and 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 behaviour.
- I declare that to the best of my knowledge I am fit enough to undertake club activities and agree to advise the organiser immediately should my state of health change.
- I 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 (when necessary) and I accept that it is not the role or responsibility of the club or a club member to act as carer.
- I understand that the Club publishes photographs of members on its website and newsletter to promote the Club and that membership of the Club implies consent to the publication of such photographs unless I personally inform the Secretary in writing that I do not consent to publication.
- I understand that by completing this declaration, this in no way restricts or limits the insurance cover available to me as a member through the Probus National Insurance Scheme whilst participating in a 'recognised activity' of the Club.
- I take responsibility for ensuring that the information provided above is kept up to date by notifying the Probus Club Secretary of any change/s.

REFUND & PAYMENTS POLICY

Only recognised Probus tours and activities recommended, approved and minuted by the Committee of Management 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 are 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.

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.

3.3 Carers

Members cannot be expected to provide a carer role for other members. Where a carer is required, they must be in attendance during all of the meeting/function with the member, in case an emergency situation occurs during the meeting/function.

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.

Only the Treasurer, and, in their absence the delegated officer referred to in section 20 of the Standing Resolutions, may have access to the debit card pin number.

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 Management 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 (for guests/non-members)
- Accident/Injury/ Incident Report Details of Injuries Sustained

Examples of the forms are attached.

The following form is to be used for guests/non-members. This has been incorporated into the Membership Application form for members.

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'S SIGNATURE _____ DATE: _____

VISITORS SIGNATURE _____ DATE: _____

ACCIDENT / INJURY / INCIDENT REPORT

Tick where applicable:			
	Accident.....	Injury.....	Incident.....
Name of injured person(s)			
(1)			
(2)			
*Injury details to be completed on separate sheet.			
Location of Accident / Injury / Incident.			
Number of Persons present at Meeting / Activity / Outing / Tour.....			
Describe the activities of all parties involved at the time of the Accident / Injury / Incident.			
Cause of Accident / Injury / Incident.			
Number of Persons Injured (if applicable).			
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.....			
.....			
.....			

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

DETAILS OF INJURIES SUSTAINED

Name of injured person(s) (1)

Details of injury:

Name of injured person(s) (2)

Details of injury: