

STANDING RESOLUTIONS OF THE MELBOURNE SUNRISE PROBUS CLUB

[To be read in conjunction with the Constitution: where Standing Resolutions appear to be at variance with the Constitution, the Constitution applies]

A. MEMBERSHIP

- a) Membership of this Club shall be contingent upon a financial member attending not less than 50% (five) regular meetings in any Club financial year.
- b) In considering the consequence of sub-clause a) if membership requirements are not met, the Management Committee may use its discretion [Constitution clause 3(1)] in taking into account the member's wider participation in the life of the Club, including contributions to the Club in previous years.
If at least 40% (four) Club meetings have been attended in a Club financial year, members may claim recognition in that year for:
 - (i) participation in a recognised activity or Interest Group meeting
 - (ii) providing food for morning tea at a Club meeting
 - (iii) participation as a Committee of Management member in a Management Committee meeting

B. LEAVE OF ABSENCE

- a) Leave of Absence may be granted in case of sickness or any other reasonable grounds as determined by the Management Committee
- b) Meetings missed during a period of Leave of Absence shall be counted in determining 50% attendance in a Club year.

C. VISITORS

- a) A visitor is welcome to participate in up to 3 of either Club meetings or Interest Groups (the latter only if not disadvantaging a Club member's participation), before being invited to apply for Club membership when a vacancy occurs.
- b) If after 3 occasions, a visitor is unable (for whatever reason) to apply for membership when a vacancy occurs, occasional participation in an Interest Group activity as a guest of a member will still be possible.

D. MEMBERSHIP MAXIMUM NUMBER

- a) Maximum membership numbers are decided by the Club at the AGM each year.
- b) The Membership Officer will keep a chronological list of visitors interested in applying for membership, and notify each in turn when a space becomes available; this is when a membership application may be lodged, subject to nomination by two Club members.

E. MANAGEMENT

- a) The Club shall be managed by a Management Committee, comprising the Executive (president, vice-president, secretary and treasurer) and the Officers (responsible for the various functions of the club as may be decided from time to time by the Club). The immediate past president shall be an ex-officio member of the committee.

- b) All decisions of the Management Committee shall be reported to Club members. Where policy changes are proposed, the committee will bring recommendations to a Club meeting for members to make the determination.

F. ELECTION OF MANAGEMENT COMMITTEE

- a) As required by the Constitution, the election of the Management Committee shall be held at the annual general meeting before the end of March in each year.
- b) Notice of the impending election of the Management Committee shall be given at a general meeting of the Club at least two meetings before the annual meeting (ie. usually the November meeting of the previous year).
- c) All nominations shall be in writing and signed by two nominators (who are members of the Club) and the nominee; and shall be in the hands of the secretary before the end of the meeting preceding the annual meeting (ie. usually the February meeting).
- d) A returning officer and a scrutineer, neither of whom are candidates for election, shall be appointed by the presiding officer before the election begins.
- e) Voting shall be by show of hands or by ballot as decided by the members. The candidate for each office or committee position receiving the greatest number of votes from members present and voting in the election shall be declared elected.

G. FINANCIAL AND CLUB YEAR

The financial and Club year shall begin on 1st February and end on 31st January.

H. MEETINGS

- a) General meetings of the Club shall be held monthly from February to November each year, at such time and place as the members decide.
- b) The Annual General Meeting shall be held before the end of March each year:
- to receive the annual report and the annual financial statements
 - to elect Executive and Officers to the Management Committee
 - to set the joining fee and annual membership subscription for the year
 - to determine the membership maximum number
- c) Meetings of the Management Committee shall be held as determined by the committee.
- d) An extraordinary general meeting shall be called on the request in writing of not less than five members. Notice of such meeting shall be given to members at least 28 days before the extraordinary general meeting is to be held, setting out the purposes for which the meeting has been called and any motions submitted.

I. FINANCE

- a) An income and expenditure statement, cash flow and balance sheet for the twelve months to the end of January shall be presented to the Annual General Meeting.
- b) The treasurer shall deposit all funds of the Club in a bank, building society or other financial institution decided upon by the Management Committee. Signatories shall be the president, vice president, secretary and treasurer, with any two to operate the accounts (either by cheque or electronically).

- c) Each meeting of the Management Committee and each Club meeting shall receive current financial statements, so that the financial status is under constant vigilance.

J. SUBSCRIPTIONS

- a) The amount of annual subscription payable by members, and the joining fee for new members, shall be determined at each annual general meeting by the members.
- b) The outings registration form must be completed and signed before a subscription is validated each year.
- c) The Management Committee may terminate the membership of any member who has not paid the prescribed subscription within three months of the Annual General Meeting.

K. AMENDING THE STANDING RESOLUTIONS

- a) The Management Committee may bring to a Club meeting proposed changes to the Standing Resolutions, to be determined by members. Any such changes will be notified to members at least 28 days ahead of the meeting where the decision will be made. Successful adoption of amended Standing Resolutions shall be by affirmation of a majority of the members present and voting.