



Standing Resolutions Version 1.1

Melbourne Bearbrass Probus Club Inc. (“The Club”)

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 a President, one Vice-President (also President Elect), a Secretary, a Treasurer, (collectively “Committee members”) and not more than four (4) Officers to be responsible for activities including, but not limited to, guest speakers, interest groups, tours and visits, welfare, communication and publicity, membership and such other activities as may be decided from time to time by the Committee. The immediate Past President shall be a member, ex officio, of the Committee with full voting rights.
3. For purposes of succession planning, the Vice President elected at the annual general meeting, shall be also considered as President Elect and subject to a confirming vote at the next annual general meeting one year later, be appointed as President.
4. If the position of President becomes vacant, the Vice President shall be appointed as President until the next annual general meeting.
5. If the position of Vice President becomes vacant, the Secretary must call for nominations within 14 days and an election conducted at the next possible general meeting of the Club. The newly elected Vice President will assume that role until the next annual general meeting.
6. Committee meetings shall be held at least monthly at a time and place to be determined by the Secretary in consultation with the President, either face to face or using technology as appropriate to allow participation by Committee members and Officers. Committee meetings may be cancelled or scheduled outside of the monthly cycle, with agreement from a majority of Committee members.
7. 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 Committee member in his/her absence then the assistant would have one vote representing the Committee member.
8. The Treasurer and two (2) other delegated Committee members, appointed by the Committee and who are not from the same family, are authorized to use an online banking system for club accounts. Each transaction requires the authority of two (2) of the nominated Committee members.
9. The Committee shall appoint a suitably qualified person to undertake a financial review of the annual financial statement before it is presented to the annual general meeting.
10. General meetings of the Club shall be held at least monthly at a time and place to be determined by the Committee in consultation with the ordinary members, using technology as appropriate to allow online participation of club members when circumstances prevent club members meeting face to face. A general meeting of the club may be cancelled by the Committee, providing sufficient notice of such cancellation is communicated to the membership.
11. Annual general meetings may also be conducted online using technology as appropriate to allow participation of club members when circumstances prevent club members meeting face to face.
12. The Committee may suspend or cancel general meetings when a state of emergency is declared pursuant to the Public Health and Wellbeing Act 2008

13. The Committee shall annually account for the number of non members regularly attending face to face (i.e. not online) club meetings and/or face to face (i.e. not online) activities outside the club's protocol for visitor's attendance. People who qualify as non members, shall be those approved by the Committee.

Exemption – no count or fee applies for carers and financial members of other Probus Clubs. The Committee shall annually include a budget allocation for payment of non member fees and authorises the Treasurer to remit the annual fee payment to Probus South Pacific Ltd on behalf of the club.

14. Visitors may attend a maximum of 3 face to face meetings and/or activities of the Club. In the case of attending activities of the club, visitors will only be permitted if ordinary club members are not disadvantaged. Attendance at online meetings shall not count towards the limit of 3 but attendance at online activities shall count towards the limit of 3.

15. The Club shall operate under a Privacy Policy in accordance with the Privacy Act. (See Appendix I)*

16. The Club shall operate under a Tours & Refund Policy. (See Appendix II)*

17. The Club shall operate under a Risk Management Policy. (See Appendix III)*

18. The subscription payable by members shall be set annually at the Annual General Meeting.

19. The joining fee payable by a member on admission to the Club shall be set annually at the Annual General Meeting.

20. The acceptance of an application for membership is subject to the payment of the joining fee.

21. There shall not be more than 2 Honorary Members at any one time. Capitation fees are applicable.

Honorary Membership has been granted to:

..... Date:

..... Date:

22. There shall not be more than 2 Life Members at any one time. Capitation fees are applicable.

Life Membership has been granted to:

..... Date:

..... Date:

23. Non Active Members

a. When non active membership is granted by the Committee, non-financial membership may apply from the beginning of the next Club financial year. No refund for the current financial year shall be provided.

b. A non active member may request to be reinstated as an ordinary member at any time

c. Non active membership has been granted to:

..... Period of time

..... Period of time

..... Period of time

(May state time limit or unlimited)

24. The Club shall accept genuine apologies prior to the commencement of a general or annual general meeting, delivered personally either verbally or in writing and received by a member of the Committee. Apologies will be considered to be a non-attendance. Members leaving club meetings or activities early must advise a member of the Committee of their departure.

25. The Committee shall provide Probus South Pacific Ltd annually with the club's membership list.

26. 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 [66%] of the members present and voting plus proxies, notice of such proposed amendment(s) having been published to all members at least fourteen (14) days before such meeting.

Members resolved to formally adopt the above Standing Resolutions numbered 1-26 by Special Resolution at a General Meeting held on 15th December, 2020.

Signed Mel Gray - President



Signed Sue Hoile – Secretary

Date 3rd January, 2021

* Appendices available on request to Probus South Pacific Limited

CHANGE CONTROL

Version	Publish Date	Content/Amendments
0.4	1 st December, 2020	Initial draft for consideration by members at General Meeting of 15 th December, 2020
1.0	3 rd January, 2021	Initial approved version
1.1	9 th March, 2021	Change to paragraph 2 – “not more than four (4) officers” to “not more than five (5) officers” . Approved at AGM on 9 th March, 2021