



PROBUS CLUB OF MELBOURNE BEARBRASS Inc. (“The Club”) STANDING RESOLUTIONS Version 2.0

1. A. The Club will be managed by a Management Committee (“Committee”) comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and not more than five other members of the Committee in such roles as may be decided from time to time by the Committee. (Constitution clause 7.(a)).

B. Club roles, for example Guest Speakers, Outings, Activities and/or Tours, Membership, Newsletter, Publicity and Welfare etc, may be performed by members of the Committee and/or other members of the Club who are not members of the Committee, as determined by the Committee from time to time.
2. A. Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club. (Constitution clause 8.(b))

B. Members nominating for President and Vice President must not be a financial member of another Probus club for their term in office.
3. The maximum number of consecutive terms for which a Committee member may serve in the same role is 5 terms. (Constitution clause 8.(l)). The tenure of Committee members may be extended to an additional term(s), if required due to special circumstances, as approved by members at a general meeting.
4. The Club will meet monthly at 10:30 a.m. on the 2nd Tuesday of each month, except for December and January, at the Community Hub or at a place and/or time, as determined by members. (Constitution clause 12.(a))
5. In relation to Committee meetings, at least 7 days notice must be given to Committee members. (Constitution clause 7.(j))
6. The annual subscription will be set at the February general meeting and is payable by members by 31 March each year. The joining fee payable by new members will also be set at the February general meeting (Constitution clause 14.(a))
7. The maximum number of Ordinary Members of the Club will be 1,000. (Constitution clause 5.(f))
8. There will be no more than 2 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. A. The Treasurer will submit financial reports to general meetings on at least an annual basis. (Constitution clause 10.(b)).

B. The Treasurer will submit financial reports to every management committee meeting held.
11. If the Club is incorporated, the Secretary will act as the Public Officer if one is required. (Constitution clause 11).

12. 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))
13. A. 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.
B. If the position of President becomes vacant, the Vice President shall take the role of President until the next annual general meeting.
C. In the absence of a President or Vice President, the chair for general meetings and/or management committee meetings shall be determined by popular vote of members at the meeting.
D. The Immediate Past President is an ex officio member of the Committee by virtue of his or her past service as President with voting rights.
14. The Committee is authorised to appoint assistants to any of the positions on the Committee. Assistants appointed in this way are not sitting members of the Committee and are not entitled to vote unless they were elected as a committee member at the annual general meeting. However, if an assistant is acting for a member of the Committee in his or her absence, then the assistant will have one vote.
15. The President, Vice President, 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.
16. 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.
17. A. Visitors may attend a maximum of 3 regular events (e.g. Book Group, Table Tennis, Wine Group, Walking Group, Coffee Club, Cards, Mahjong, Movies, Sunday Roast, Visual Arts etc) of the Club.
B. The determination of what constitutes a "regular" event will be made by the Committee
C. Visitors may attend a maximum of 3 one-off activities (i.e. any Club organised activity which is not defined as a "regular" event) per Probus year (i.e. April 1st to March 31st).
D. Should a Visitor be prevailed upon to attend a one-off activity in order to allow the Club to meet a requirement from a venue such as minimum attendance numbers or to obtain a cost discount, the attendance will not count against the restriction detailed in 17 C above.
E. Visitors may only attend regular events and one-off activities, if invited and hosted by a Club member, who must also attend the regular event or one-off activity.
F. Visitors attending a regular event or one-off activity, must have their attendance recorded by the relevant Convenor on ClubRunner
G. When inviting visitors to regular events and one-off activities, members must be aware of and comply with the limitations defined in 17 A, B, C, D and E above and communicate those limitations to their visitors
H. Where it becomes apparent that a visitor has exceed the limits defined in 17A and 17C above, the President will communicate with the member who invited the visitor requesting:

- i. The member no longer invite the visitor
- ii. The member explain to the visitor the rules around attending Club regular events and one-off activities and suggest club membership if they wish to attend further regular events or one-off activities.

18. The Club will maintain a waiting list protocol as follows:

- (a) the maximum number of persons on the waiting list will be 999.
- (b) an expression of interest to join the Club will be recorded on the waiting list by date.
- (c) a membership application form will only be offered to a person on the waiting list when a vacancy becomes available.
- (d) 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.

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

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

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

22. 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.

23. The acceptance of an application for membership shall be subject to paying all joining and membership fees payable.

24. Where there are references to minutes being signed by the chair of a meeting in the Constitution, it is considered that this requirement is met by a supporting email, referencing the specific set of minutes.

Members resolved to formally adopt the above Standing Resolutions numbered 1-24 by Special Resolution at a General Meeting held on 9th September 2025.

Signed Colleen Hanan - President

CH

Signed Mel Gray – Secretary

MG

Date 9th September 2025

* Appendices available on request to Secretary, Melbourne Bearbrass

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
1.2	12 th July, 2022	<ul style="list-style-type: none"> • Add new paragraph 8 (all other following paragraphs renumbered as a consequence of this addition) to allow the nomination of an Officer of the general committee by the MC, subject to limitations on the number of Officers on the MC. Any such nomination to be approved by a majority of members at a general meeting. • Name Tony Thomas as one of two possible concurrent life members
1.3	14 th May, 2024	<ul style="list-style-type: none"> • Amend section 23 of the Standing Resolutions to add Mel Gray as a life member of Bearbrass Probus • Add a standing resolution to allow for the full rebate of the pro-rata annual membership fee for any new members joining the club between 01 January and 31 March (new Resolution No 21) • Re-number resolutions to accommodate additional resolution
1.4	28 th July, 2025	<ul style="list-style-type: none"> • Draft for MC consideration including PSPL Constitutional Review requirements.
2.0	9 th September, 2025	<ul style="list-style-type: none"> • Approved at general meeting including PSPL Constitutional Review requirements including clarification on rights of non-members to attend events and limitation on members of other Probus clubs becoming President or Vice President