



## THE PROBUS CLUB OF CAMBERWELL STANDING RESOLUTIONS

### BACKGROUND

A Probus Club is governed by a constitution which includes the Articles of Accreditation (Articles) which are consistent across all Probus Clubs. The Articles are adopted by each Club on formation.

In addition to a constitution, Clubs are required to adopt Standing Resolutions which regulate their internal affairs in accordance with the wishes of their membership.

### A. STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION

1. The Club will be managed by a Management Committee ("Committee") comprising a President, a Secretary, a Treasurer, one or more Vice-Presidents if available and 6 - 8 other members of the Committee in such roles as may be decided from time to time.
2. Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club.
3. Ideally the positions of President, Secretary and Treasurer will initially be for a 2 year term. Additional consecutive terms of 1 year may be served in the absence of new nominations for these positions.
4. There is no maximum number of consecutive terms for the other committee positions, however every effort will be made to encourage new committee members each year which may necessitate the resignation of some existing members.
5. The Club will meet monthly at The Camberwell Central Bowls Club on the 4<sup>th</sup> Tuesday of each month, except for December, January when there will not be a meeting and in March when the AGM will be held at a different venue.
6. In relation to Committee meetings, at least one week's notice must be given to Committee members.
7. The annual subscription will be \$65 and is payable by members by 31 March each year. The joining fee payable by new members will be \$20.
8. Senior Members are required to pay the capitation fee as prescribed by PSPL and an annual subscription fee of \$20.
9. The maximum number of Ordinary Members of the Club will be 110. (Constitution clause 5.(f))
10. No more Honorary Members will be appointed.
11. There will be no more than [4] Life Members at any one time. (Constitution clause 5.(f)).
12. The Treasurer will submit financial reports to general meetings on a monthly basis. If the Club is incorporated, the Secretary will act as the Public Officer if one is required.

13. 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.

## **B. ADDITIONAL STANDING RESOLUTIONS**

14. 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.
15. 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.
16. The 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.
17. Visitors may attend a maximum of 3 meetings and or activities of the Club after which they must apply for membership if they wish to attend further meetings or activities. Visitors, at the discretion of the Management Committee, may participate in additional activities, events or tours and will be required to complete the PSPL registration form.

This rule does not apply to such persons as spouses, partners, widows/widowers of deceased members, associates and affiliates and other non-members when invited to attend club dinners, special occasions, outings and trips

18. The Committee will ensure that the Club's annual financial statements will be reviewed by a person who is not involved in their preparation
19. 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.
20. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
21. 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) 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.
  - (e) persons on the waiting list may attend Club meetings and/or activities in accordance with the Club's protocol for visitors.
22. Travel Insurance is compulsory for all overnight and overseas tours.
23. The Club will adopt a Privacy Policy that outlines how it will collect, hold, use and disclose members' personal information.

- 24 The Club will adopt a Refund and Payment Policy.
- 25 The Club will adopt a Risk Management Policy.
- 26 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.

**27 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 require a simple majority vote of those members present and voting.
- (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.

24/02/2026

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President's signature

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Secretary's signature