PROBUS CLUB OF BARRA BRUI INC.

STANDING RESOLUTIONS

Effective 2025 amended 23rd Oct 2026

A. STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION

1. **Management Committee** - The Club will be managed by a Management Committee ("Committee") comprising the President, Vice-President, Secretary, Treasurer, Immediate Past President and up to seven other members in roles as may be decided from time to time. (Constitution clause 7.(a)).

2. **Nominations for Management Committee** - Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club. (Constitution clause 8.(b))

3. **Maximum term of office** - No maximum has been set for the maximum number of consecutive terms for which a committee member may serve in the same role. (Constitution clause 8.(l)).

4. **Time and Venue for Meetings** - The Club will meet monthly at 10.00am on the 4th Friday of each month, except for December, at the Turramurra Club 181 Bobbin Head Road North Turramurra. The Committee may reschedule a future monthly meeting to an alternative Friday where the normal monthly Friday falls on a public holiday or where a schedule event conflicts with the normal meeting date. (Constitution clause 12.(a))

5. **Notice of Committee Meetings** – A minimum of 14 days' notice must be given to Committee members. (Constitution clause 7.(j))

6. **Annual Subscriptions** - The annual subscription for the year ahead will be set at the Annual General Meeting and becomes due for payment on 31st March each year and must be paid by the 15th of April. The joining fee payable by new members will also be set at the AGM. (Constitution clause 14.(a))

7. **Maximum Membership** -The maximum number of Ordinary Members of the Club will be 120. (Constitution clause 5.(f))

8. **Honorary Members** -There will be no Honorary Members. (Constitution clause 5.(f)).

9. **Life Members** - There will be no Life Members. (Constitution clause 5.(f)).

10. **Finance Report**- The Treasurer will table a financial report at each Management Committee meeting and provide a summary at monthly general meetings. (Constitution clause 10.(b)).

11. **Public Officer** -The Secretary will be the appointed Public Officer. (Constitution clause 11).

12. **Amending Standing Resolutions** - These Standing resolutions may be amended, replaced or rescinded at any general meeting of this Club, a quorum being present, by the affirmative vote of not less than 75% of the members present and voting notice of such proposed amendment(s) having been published to all members at least twenty-one (21) days before such meeting. (Constitution clause 25.(a))

13. **Quorum**

    Management Committee – The quorum for a meeting of the Committee is a majority of Committee members. (Constitution clause 7 (e))

    General Meeting - The quorum for a general meeting is 25% of the total number of Voting Members. (Constitution clause 12 (c))

B. ADDITIONAL STANDING RESOLUTIONS

14. **Immediate Past President** - 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. **Appointment of Assistants** - 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. **Authorised Bank Signatories –** Any two of either **t**he President, Vice-President, Treasurer, Secretary, or other members of the Committee authorised by the Committee to be signatories, provided that one of the signatories must always be either the President, Vice-President, Secretary or Treasurer.

17. **Visitors** - Are defined as persons who are non-members who attend or are invited by a member to attend a Club activity (monthly meeting, outing, activity, or event) as a guest. Visitors may only attend a maximum of four Club activities in a financial year. If a person attends more than four activities, that person will be classified as a non- member and not a visitor and should be encouraged to apply to become a Member of the Club or at minimum they must pay the appropriate PSPL non-member capitation fee which the Club must remit to PSPL for insurance coverage.

18. **Certifying of Financial Accounts** - The Committee will ensure that the Club's annual financial statements are certified, or audited if there is a legislative requirement to do so.

19. **Waiting List for New Members** - The Club will maintain a waiting list protocol as follows:
    (a) the maximum number of persons on the waiting list will be six.

    (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.

20. **Privacy** - The Club is exempt from the requirements of the Privacy Act 1988 as we do not meet the Act's annual turnover threshold of $3 million. Whilst exempt, as a matter of best practice the Club will follow the Australian Privacy Principles under the Privacy Act. The Club's Privacy Policy setting out how it will collect, hold, use and disclose members' personal information is available on the Club's website or can be obtained from the Secretary.

21. **Membership changes -** The Committee will 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.

22. **Attendance Records** - Attendance records are to be maintained for 13 months for all meetings and activities of the Club. (Monthly meetings, Interest Group activities and outings). The Treasurer will be responsible for maintaining attendance records for all monthly meeting, outings and away trips. The convenor/organiser of each of the approved Interest groups will be responsible for maintaining records for meetings, outings, events, or activities of the Interest group. Where the convener/organiser will not be in attendance, the convenor/organiser of the Interest Group will arrange for another member to record attendance.

23. **Apology for Non-Attendance** - Members wishing to record an apology for non-attendance should do so by contacting the Secretary directly by telephone or email in advance of the meeting. Members should not put forward an apology for another member unless they have been specifically requested by the non-attending member to do so.

24. **Non-Active Members** - The Management Committee may confer Non-Active Membership upon a member who because of carer responsibilities, illness or physical disability is not able to attend meetings. Non-Active Members will continue to receive the newsletter and other information provided to members. Non-Active Members will not be included in the member count of the Club and future annual subscriptions will be waived as long as they remain a Non-Active Member. A record of Non-Active Members is to be maintained by the Membership Secretary and should be reassessed prior to each AGM and the current number of non-Active members tabled at the AGM and monthly General Meetings.

25. **Interest Groups** – The approved Interest Groups of the Club and the organiser/coordinator for each group to be approved at the Annual General Meeting each year.

26. **Risk Management & Safety** - The Club recognises the need to ensure the minimisation of potential injury to members and visitors, whilst attending and participating in the activities of the Club. A Risk Management Guidance Manual is to be maintained to raise safety awareness and for the need for risk management and to provide the Committee, Sub Committee members, Interest Group coordinators and leaders of activities, outings, and tours with guidance. This manual should be reissued to Committee members and Interest Group leaders following each Annual General Meeting with a request that Committee members and Interest Group leaders read and be aware of the need for risk mitigation and ensure action/steps are taken to identify and remove or minimise potential risk situations to avoid injury or accidents.

A member of the committee is to be appointed as the Risk Management & Safety Officer and be responsible for promoting a risk management culture within the Club and report all risk management or safety issues at Management Committee meetings. Risk Management is to be a permanent agenda item for all Management Committee meetings.

27. **Payments in and out** - Payments to the Club from members should be made by EFT directly into the Club's bank account where possible. Cash payments for membership renewal or outings must have a receipt issued for traceability. All outgoing payments from the Club will be made by EFT where possible and authorised by two of the authorised bank signatories in Standing Resolution 16. Payments by cash shall only be made after a Cash Payment Requisition Form is signed by two of the authorised bank signatories. The person receiving the cash payment must sign the Cash Payment Requisition form as having received payment except in the case of a cash payment to a speaker where the person handing the cash payment to the speaker shall sign on behalf of the speaker. Cheques issued by the Club shall be signed by two of the authorised signatories in Standing Resolution 16 who must also sign a Cheque Requisition Form. The Treasurer shall retain receipts and Cash Payment, Cheque and EFT Requisition Forms.

28. **Interest Groups Holding Funds** - Interest Groups may hold Funds collected from members at Interest Group functions to be used for future purchases/expenses. Interest Groups who do so are required to maintain an income and expenditure record showing monies in and payments out with the balance of money held. (the total of money received at each meeting not individual member payments). The balance of the funds held to be disclosed to the members of the group at each Interest Group meeting. At the end of each financial year, the Interest Group Co-ordinator will provide the Club Treasurer with a statement showing the amount of funds held by the group. A summary of these statements will be included as part of the financial accounts tabled at the AGM.

    The Management Committee can if it so desires, require an Interest Group or Interest Groups to pass some or all of the money held to the Treasurer for depositing in the Club's bank account.

29. **Tours Outings Refund Policy** - For all tours or outings where a deposit/full payment is required to be paid in advance by the club/members, the cancellation, refund, or penalty conditions are to be set out in writing in advance of payment being required. Any refund of monies paid by a member because of cancellation by the member, will always be subject to the Club being able to recover payments or not having to make payment and not incurring additional costs.

    For away trips it is recommended members arrange travel insurance at the time of having to make payment and this recommendation should be included in communication to members requesting payment along with the cancellation terms that apply.

    The Club will always seek to only make arrangements with reputable organisations' and will seek refunds on behalf of members where a refund entitlement is due but does not accept any responsibility for loss of payments where recovery efforts are unsuccessful.

30. **Registration Forms for away trips** - All persons registering to attend an away trip organised

by the Club will be provided with a Registration Form for the tour, which must be completed, signed and submitted not later than at the time of making the final payment for the away trip.

31. **Speakers at monthly meetings** – Speakers will be invited to stay for lunch with the cost met by the Club. A car park will be reserved, and speakers will be presented with a bottle of wine with a purchase cost around $30.

    In some cases, a bottle of wine may not be appropriate as a thank you gift for the speaker or the speaker may request a cash payment toward travelling expenses or a donation to a charity in lieu of a bottle of wine. The Committee may authorise a gift or payment in lieu of a bottle of wine.

32. **Photographs and Videos** - The Club will from time to publish photographs or videos taken at Club events in Newsletters or in the PSPL Magazine to promote the Club. Any member not wishing to have their photo published should advise the Club Secretary in writing.
33. **Activities of the Club -** As a general rule activities of the Club should be open to all members but a resolution of members at a general meeting can agree to a gender specific activity where the majority of members present believe a case or need for the gender specific activity proposed has been made.

    Definition "Case or Need" - For the purposes of this Standing Resolution, a "case or need" means a genuine and identifiable purpose or circumstance that provides a reasonable basis for an activity to be limited to members of one gender.

    Debate on an application for adoption of a Barra Brui Club activity or interest group will be restricted to whether a case or need has or has not been made.

CERTIFICATION

We hereby certify that, a quorum being present, these Standing Resolutions were amended with the addition of SR 33 adopted by a decision of not less than three-quarters of the members present and voting at a general meeting of the Club held on

23rd October 2026 [*insert date*]

President's signature

Secretary's signature