Combined Probus Club of Northbridge Inc.

STANDING RESOLUTIONS

PREAMBLE The Club will be managed by a set of Standing Resolutions approved and adopted by the members in general meeting in accordance with the Constitution of the Club.

1. MANAGEMENT COMMITTEE

1.1 The Club will be managed by a Management Committee ("Committee") comprising a President, a Vice-President who is President-elect for the following year, a Secretary, a Treasurer, and a maximum of 10 other members of the Committee in such roles as the Committee may decide from time to time.

1.2 The Committee will use its best endeavours to arrange for the offices of President and Vice-President to be held by female and male members alternately. All other Committee positions shall be non-gender specific.

1.3 The Committee is authorised to appoint assistants to any of the positions on the Committee. Assistants are not sitting members of the Committee and not entitled to vote unless acting for a member of the Committee in his or her absence, in which case the assistant will have one vote.

1.4 The Treasurer and up to 3 other delegated Committee members, appointed by the Committee, are the authorised signatories on the Club's bank accounts, including Electronic Funds Transfers, provided always that any two of these signatories authorise these transactions.

1.5 Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club, either of whom may be the nominee.

1.6 The maximum number of consecutive terms for which a President may serve in that role is one term. No maximum number of consecutive terms is set for any other member of the Committee.

1.7 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.

2. MEETINGS

2.1 The Club will conduct a general meeting monthly at 10.00 a.m. on the third Monday of each month except December at Northbridge Golf Club.

2.2 Notwithstanding 2.1 the Club may, by decision of the members, meet at another time or on another day or at another venue.

2.3 The Committee will meet at such venue, dates and times as it may from time to time decide. At least 7 days written notice of such meetings must be given to Committee members.

2.4 Apologies for general meetings should be received by a Committee member prior to the commencement of the meeting.

3. MEMBERSHIP

3.1 The maximum number of Ordinary Members of the Club shall be 140 persons, provided that this limit may be reviewed at the Annual General Meeting or at an Extraordinary General Meeting and provided that the Committee may from time to time set a lower limit to allow for venue capacity or other constraints.

3.2 The Committee will use its best efforts to maintain a gender balance of membership, so that not more than 70% are of either gender.

3.3 There will be no more than 5 Honorary Members and no more than 5 Life Members at any one time.

3.4 The Membership Officer shall establish and maintain current the Club's Register of Members. The Committee must notify PSPL of changes to the Club's membership from time to time. For new members any pro rata capitation fees will be paid to PSPL at the earliest opportunity.

3.5 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.

3.6 The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.

3.7 A Non-active Member may request a return to Ordinary Membership which the Committee may approve if satisfied the member can regularly attend meetings, and may accept if there is an existing vacancy.

4. FEES AND SUBSCRIPTIONS

4.1 The joining fee payable by new members on admission to the Club will be $15.00

4.2 The annual subscription will be $50.00 and is due and payable by members on 31 March each year.

4.3 Both of the above amounts will be reviewed annually by the Committee and any desired changes will be submitted for approval by the members in general meeting.

5. WAITING LIST

5.1 The Club will adopt a protocol to manage and maintain a membership waiting list.

5.2 A membership application form will only be approved by the Committee when a vacancy for membership occurs.

5.3 A person on the waiting list may attend Club meetings and/or activities in accordance with the Club's protocol for visitors in 6.2

5.4 Membership application forms will be given to qualified persons in the chronological order of their positions on the waiting list and such applications when received must be sponsored by two current members of the Club and approved by the Committee.

5.5 No membership fees shall be due by or accepted from a person on the waiting list until such time as the Committee has approved the new membership.

5.6 Except in special circumstances, the Committee will approve new membership applications from those qualified persons in the order in which their application forms are received by the Committee or the Membership Officer.

6. VISITORS

6.1 The Club shall adopt and maintain a visitor protocol.

6.2 A visitor including a person on the Club's waiting list shall be required to attend a minimum of three meetings or two meetings and one activity as a visitor before he or she can be inducted as a member of the Club and such visitors should pay $5 per meeting.

6.3 A visitor who is not on the Club's waiting list may attend a maximum of three meetings and /or activities on payment of $5 per attendance.

6.4 The Committee may waive the maximum attendance limit and fee requirements of 6.3 in special cases, such as for the carer of a member or for a financial member of another Probus Club.

6.5 A visitor who continues to attend meetings or activities beyond this protocol will be placed on the waiting list and offered a membership application form.

6.6 The Committee will record any attendances of visitors outside this visitor protocol and the Treasurer is authorised to remit any fee payment due to PSPL as a result.

7. PRIVACY POLICY

7.1 The information collected in relation to members shall be held in accordance with the information privacy principles contained in the Privacy Act. The Club shall comply with such information privacy principles and shall not disclose any such information except in accordance with the provisions of the Privacy Act.

7.2 It is a condition of membership of the Club that each member consents to personal information in the form of his or her name, residential address, telephone and mobile number, email address and any office held in the Club being included in a membership list.

7.3 The membership list is for the exclusive use of the Committee and will not be made available to any other person except PSPL in line with its Privacy Policy 2011.

7.4 The Club's newsletter shall carry a notice indicating that it is private and confidential for Probus use only and is not to be used for any other purpose.

7.5 Medical condition details of any member should not be made available to any other person without prior approval of the member concerned.

7.6 The application form for new members shall contain a statement providing for the consent referred to in 7.2 on the terms set out in this protocol.

7.7 The Committee will use its best endeavours to ensure that group emails sent to members will be sent in such a manner that an individual's email address is not available to other members.

8. TOURS AND REFUND POLICY

8.1 The Club shall operate under a Tours and Refund Policy in accordance with the terms and conditions determined by the Committee and in accordance with the policy guidelines from time to time issued by PSPL.

8.2 For all tours the Club will required to accept the cancellation policies as notified from time to time by the tour operators and airlines.

9. RISK MANAGEMENT POLICY

9.1 The Club shall operate under a risk management policy in accordance with the policy guidelines from time to time issued by PSPL.

10 PUBLIC OFFICER

10.1 The Committee shall appoint as the Public Officer an ordinary member of the Club who is not a member of the Committee and can conduct the Annual General Meeting without having to be re-elected to that position.

11. FINANCIAL STATEMENTS

11.1 The Treasurer will submit financial reports to general meetings on a monthly basis.

11.2 The Committee will ensure that the Club's annual financial statements will be audited by an Auditor who will be appointed by the Committee and approved by the members at the Annual General Meeting.

12. AMENDMENT OF STANDING RESOLUTIONS

12.1 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.

12.2 To amend or replace a Standing Resolution the members must pass either an amendment to an existing Resolution or a new Resolution.

12.3 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.

Members resolved to formally adopt these Standing Resolutions by resolution at a General Meeting held on

Signed: …… ……..

President Secretary

Dated: