



**STANDING RESOLUTIONS OF  
THORNLEIGH MIXED PROBUS CLUB INC  
(Version 8 – updated 2<sup>nd</sup> April 2017)**

1. Thornleigh Mixed Probus Club Inc. (the Club) shall be managed by a set of Standing Resolutions approved and adopted by members.
  
2. **Management**
  - (a) The Club shall be managed by a Management Committee established in accordance with the Constitution.
  
  - (b) The immediate Past President shall be a member, ex officio, of the Management Committee with full voting rights.
  
  - (c) After serving the year as Past President, the Past President acts as the Returning Officer at the next AGM. **7 May, 2015**
  
  - (d) The Management Committee shall also consist of the following Officers namely Activities Convenor, Membership Officer and Outings and Tours Officer. The President can invite other Club Officers to attend the Management Committee meetings either on a regular basis or as required. The other Club Officers are the Speakers Convenor, Special Events Officer, Welfare Officer, Risk Management Officer or the Club Historian. **07 November, 2013**
  
  - (e) The Vice President, duly elected at an Annual General Meeting, accepts the office with the intent that he or she is the President Elect for the ensuing year. **01 March, 2012**
  
  - (f) The Management Committee is authorised to appoint an assistant Secretary and assistant Treasurer. Such assistants are not sitting members of the Management Committee and are not entitled to vote. However, if the assistant is acting for the officer in his/her absence then the assistants would have one vote representing the officer.
  
  - (g) The Club shall elect members (Elected Members and/or Activity Leaders) to manage any responsibility that the Management Committee deems necessary.
  
  - (h) All positions on the Management Committee shall be non-gender specific.

### **3. Membership**

- (a) The maximum membership of the Club shall be 150 and reviewed from time to time at an Annual General Meeting. With the introduction of a Waiting List and being a Mixed Club, the Management Committee will endeavour to keep within this limit however there may be circumstances where this limit is exceeded but by no more than 1, in order to accommodate the introduction of couples from the Waiting List into our membership.

**01 March, 2012 and 07 November, 2013, 2 March 2017.**

- (b) The Management Committee shall endeavour to maintain a membership gender balance of not more than 60% of any one gender.

- (c) A resolution to set the Membership Joining Fee and Annual Subscription will be proposed for adoption at the Annual General Meeting to apply from 1st April.

**07 November, 2013**

- (d) Should a member resign within 30 days of receipt of their membership fees, a refund of the annual membership fee (not including the joining fee) will be made.

- (e) Visitors (including spouses and partners) may attend a maximum of three (3) meetings of the Club.

- (f) Notwithstanding the provisions of clauses 3 (d) and 5 (a), any member's spouse or partner, who is a current member of any other recognised Probus Club shall be classified as an Affiliated Member. An Affiliated Member may attend meetings and participate in activities of the Club without restriction, but will not be afforded any other rights bestowed on members of the Club.

**01 November, 2012**

- (g) Members leaving Club meetings early must report to the Membership Officer or their representative at the desk to record their early departure in the Attendance Register. Where a member departs early from an Outing, Activity or Function they must report to the Activity Leader or acting Activity Leader prior to leaving – this will be recorded on the Attendance Sheet.

**7 May 2015**

- (h) Notwithstanding anything to the contrary contained in these Standing Resolutions, where a member required the assistance of a carer to attend any

recognised Probus Club event and the carer is not a member of the Club, the restriction on such attendance will be expressly waived in the case of the carer.

**05 July, 2012**

- (i) When the membership number reaches the maximum membership of 120 as per Standing Resolution Clause 3 (a), the Club shall establish and maintain two Waiting Lists for prospective members, one for each gender.
  - i. Expressions of interest to join the Club must be submitted to the Club Officer on the Waiting List Application form.
  - ii. Names will be recorded on the relevant gender Waiting List in the order in which they are received by the Membership Officer. In the event that more than one application is received at the same time, the order of receipt will be determined by a ballot.
  - iii. When a vacancy in membership becomes available, the Management Committee will review the Waiting Lists and having regard for the Club's current gender balance (refer Standing Resolution Clause 3 (b) before offering a Membership Application.
  - iv. Such Membership Application will go through the normal process with sponsorship by two current members of the Club and final approval by the Management Committee.
  - v. No monies shall be received or accepted from a person on the Waiting List until such time as the Application for Membership has been approved.

**02 May, 2013 and 07 May 2015**

- j) To clarify the Constitution's paragraph 3(i), which states "Membership of this Club shall be contingent upon attendance at regular meetings of not less than fifty percent in any one club year, subject to leave of absence in cases of sickness or on any other reasonable grounds"  
"Not less than fifty percent" is interpreted as attendance at 6 or more General Meetings in a club year.

- (k) To clarify the statement "on any other reasonable grounds" in the Constitution's paragraph 3(i), the following sentence will be added. "In situations when a member is having difficulty meeting the requirements of membership due to unforeseen circumstances, the Management Committee will exercise discretion and follow up individual cases so that the rule may be amended in that member's case."

**05 May 2016**

#### **4. Meetings**

- (a) The Club shall meet for General Meetings on the first Thursday of each month (except January) at the church hall at the Baptist Community Church in Thornleigh or an alternative venue if required. The Annual General Meeting will be held after the General Meeting at the March meeting.

**7 May 2015**

- (b) The Club may meet at another time, on another day, or at another venue by decision of the members.

#### **5. Club Activities**

- (a) Participation in Club activities by visitors, spouses/partners is allowed up to a maximum of three (3) occasions. However, where an event requires a minimum number, preference will be given to members over visitors. In circumstances where an event requires a minimum number, and the minimum number has not been met by the conclusion of the last General Meeting prior to the event, visitors(including spouses/partners) may be invited to participate in that event in order to reach the minimum number.
- (b) All members, with the exception of the Management Committee, will be rostered for various duties at General Meetings. The roster will be published in the newsletter. Activity Leaders responsible for receiving and receipting money will not be placed on the roster.
- (c) A member's booking for an outing/activity will not be confirmed until the required deposits and/or other payments are made.
- (d) Subject to 5(e) below, refunds of payments for any reason will not be made once the Club has been committed to the payment. Should a member, who has made a payment for any function/outing, be unable to attend, it will be the responsibility of the Club member to find another member to replace them or forfeit the payment.
- (e) Any member wishing to cancel an extended tour booking will need to provide at least twenty-eight (28) days' notice when seeking a refund. It is important to note that refund qualifications may vary depending on moneys already paid by the Club and commitments given to individual tour providers. Consequently, a full (or partial) refund may not be possible in certain circumstances e.g. motel and/or coach bookings etc.

- (f) Where possible, waiting lists will be kept of members wishing to attend a function that has closed. Members unable to attend will be provided names from this waiting list to find a replacement.
- (g) When making a payment for an outing/activity, the onus is on the member to provide for each separate activity
  - i. A pre-completed payment/receipt form (copies of which are available in the newsletter or on the website, if applicable)
  - ii. The correct amount (cash or cheque).
- (h) The Management Committee may authorise the creation of a new Interest/Activity group where there is sufficient interest from members of the Club to form such a group and at least one member is willing to co-ordinate the group. The Management Committee will appoint a coordinator to organise the running of the group within the guidelines determined by the Management Committee.
- (i) With the exception of Management Committee meetings, all members participating in any Club meetings are required to sign an attendance register.
- (j) By the next General Meeting, each Activity Leader is to provide the attendance sheet of any activity since the last General Meeting to the Risk Management Officer, or in the absence of the Risk Management Officer, to a member of the Management Committee. These records to be filed and kept by the Risk Management Officer.

**6. Club Communications**

- (a) The primary means of Club communication will be via email.
  - (b) Members' email addresses should only be used for Club business.
  - (c) Where a member does not have access to email,
    - i. Mailing of hard copies of the newsletter prior to the General Meeting will be possible providing the member provides the Newsletter Editor with an appropriate stamped self-addressed envelope.
    - ii. Should there be a legal requirement to communicate with members and that requirement will not be fulfilled by the next General Meeting, then the communication will be mailed to the member.
7. The Club shall operate under a **Privacy Policy** in accordance with the Privacy Act.
8. The Club shall operate under a **Risk Management Policy**.

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 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.

Members resolved to formally adopt the above Standing Resolutions numbered 1-8 by Special Resolution at a General Meeting held on Thursday 5<sup>th</sup> May 2016.

Signed \_\_\_\_\_  
President Secretary

Date \_\_\_\_\_