

Probus Club of Moss Vale Inc.  
Adopting Changes to Standing Resolutions

Current or new Article	Revised or additional Article	Rationale for Change.
A.3 Maximum number of consecutive terms President limited to 1 year. Committee member limit is 3 years. A.6 Annual Subscription Fee  B.14 New   B.22 New   B.16 New	No maximum set for consecutive terms For President or Committee  Increase to \$45  Committee authorised to appoint assistants   Risk Management Policy   Addition of proposed new member conditions	Allow President to serve more than 1 year Flexibility for Committee members.  PSPL Capitation fee increase.  Substitute for Committee member during absence and gain experience for ensuing years  Inclusion of statement of the Clubs Risk Management Policy  To evaluate the suitability of the applicant for membership.



## **PROBUS CLUB OF MOSS VALE INC.**

### **STANDING RESOLUTIONS**

#### **BACKGROUND**

A Probud Club is governed by a constitution which includes the Articles of Accreditation (Articles) which are consistent across all Probud Clubs. The Articles are adopted by each Club on formation. Clubs that become incorporated on or after formation must include the Articles, which are shown in ***bold and italic*** typeface, in their Club's constitution.

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. Standing Resolutions are designed to complement the Club's constitution and should not be inconsistent with a Club's constitution. A Club's constitution will prevail in the event of any such inconsistency.

The Recommended Constitutions provided by PSPL require the adoption of Standing Resolutions. PSPL has produced these Recommended Standing Resolutions to assist Clubs manage their internal affairs. Clubs are free to make any changes or variations to these Recommended Standing Resolutions without approval from PSPL. However, the Standing Resolutions set out in part A of this document must be adopted for compliance with the Club's constitution.

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

The constitution of a Probud Club requires additional information to be provided for in its Standing Resolutions. For a Club that has adopted PSPL's Recommended Constitution, this is normally referenced in the Club's constitution by the words "as provided for in the Standing Resolutions".

**Accordingly, the following Standing Resolutions are required to be adopted by Clubs:**

1. The Club will be managed by a Management Committee ("Committee") comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer, a Tours Officer, a Membership Officer, and such other members of the Committee in such roles as may be decided from time to time. (Constitution clause 7.(a)).  
*[Club to decide which additional roles it requires which may include Guest Speakers, Newsletter, Publicity and Welfare]*
2. Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club. (Constitution clause 8.(b))
3. The maximum number of consecutive terms for which a Committee member may serve in the same role is that no maximum has been set for consecutive terms. (Constitution clause 8.(l)).
4. The Club will meet monthly at 10AM on the 2<sup>nd</sup> Thursday of each month, except for the months of December and January at Mittagong RSL Club. (Constitution clause 12.(a))

5. In relation to Committee meetings, at least seven day's notice must be given to Committee members. (Constitution clause 7.(j))
6. The annual subscription will be \$45 and is payable by members by 31 March each year. The joining fee payable by new members will be \$40. (Constitution clause 14.(a))
7. The maximum number of Ordinary Members of the Club will be 104. (Constitution clause 5.(f))
8. There will be no more than one (1) Honorary Member at any one time. (Constitution clause 5.(f)). Such Honorary Members shall not be able to hold office and shall not be entitled to vote but shall enjoy all membership privileges and shall not be expected to pay annual fees.
9. There will be no more than three (3) Life Members at any one time. (Constitution clause 5.(f)). Such Life Members shall enjoy all membership privileges and shall not be expected to pay annual fees.
10. The Treasurer will submit financial reports to general meetings on a monthly basis. (Constitution clause 10.(b)).
11. If the Club is incorporated, the Secretary will act as the Public Officer if one is required. (Constitution clause 11).

#### **B. ADDITIONAL STANDING RESOLUTIONS**

12. The Immediate Past President is an ex officio member of the Committee by virtue of his past service as President with voting rights.
13. 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 absence, then the assistant will have one vote.
14. 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.

*[It is recommended that a Club considers authorising up to 4 signatories and whether it wishes to place any restrictions on Committee members who are related]*

15. The Committee will ensure that the Club's annual financial statements will be certified, reviewed or audited if there is a legislative requirement to do so,
16. All prospective members of the Club should attend at least one General meeting before submitting an application. The applicant should then be interviewed by two Committee members, and then approved or otherwise, by the Committee.
17. 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.

18. Non Active membership may be conferred upon a member who, because of carer responsibilities, illness or physical disability has been granted leave of absence by the Club. Such non-active members shall be granted leave of absence however financial membership shall continue to apply in these cases.
19. 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.
  - (f) the Club shall adopt a protocol to manage and maintain a waiting list including non member attendances.
  - (g) the record keeping of members shall include applicants and their details as well as visitors.
20. The Club shall operate under its Privacy Statement attached to its list of members which states, "The Probus Club of Moss Vale respects your privacy". This membership list and details contained therein are copyright, are for the sole use of Probus Club of Moss Vale members and are not to be passed on to a third party.
21. The Club shall operate under a Tours and Refund Policy which states that Refunds to Tours, Visits and or Functions that have been paid in advance by members will only be refunded if notified directly to a member of the Committee up to a maximum of 7 days before the planned date of the said Tour, Visit or Function.
22. The Club will adopt a Risk Management Policy in that all reasonable steps to protect the health and well-being of members/visitors at any Probus club of Moss Vale organised, managed or sponsored activity. These activities include any event organised by the Club such as meetings, outings, tours, trips and interest groups.
23. 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.

#### **AMENDING STANDING RESOLUTIONS**

- a. To amend or replace a Standing Resolution, the members at a 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 will normally require a simple majority vote of those members present and voting. However, a Club may select a higher majority vote (such as 75%) and that should be clearly stated in its Standing Resolutions.
- 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.

**Members resolved to formally adopt the above Standing Resolutions by Special Resolution at a General Meeting held on .....(day and date)**

Signed..... President.

Signed.....Secretary