

Standing Resolutions - PCCBP



PROBUS CLUB OF CABARITA & BREAKFAST POINT INC 1501654 STANDING RESOLUTIONS

1. New membership is limited to post code 2137.
2. The Club will be managed by a Management Committee ("Committee") comprising a President, 2 Vice-Presidents, a Secretary, a Treasurer and 7 other members of the Committee in such roles as may be decided from time to time (Immediate Past President, Membership Officer, Activities Officer, Travel Officer, Outings Officer, Guest Speaker Coordinator & Welfare Officer).
3. Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club.
4. The maximum number of consecutive terms for which a Committee member may serve in the same role is a 4-year term.
5. The Club will meet monthly at 10.30 am on the 1st Friday of each month, except for December & January at a venue to be determined.
6. In relation to Committee meetings, at least 7 days' notice must be given to Committee members.
7. The annual subscription will be determined by the committee, presented to the members at the November meeting, and is payable by members by 28th February annually. The joining fee payable by new members will be determined by the committee.
8. The maximum number of Ordinary Members of the Club will be 250.
9. All members on the Club's Register of Members are entitled to vote at a Club's General Meetings and the Club's AGM.
10. The Treasurer will submit financial reports to general meetings on a monthly basis in a consistent format.
11. The Secretary will act as the Public Officer if one is required.
12. 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.
13. 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.
14. 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.
15. 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.
16. The Committee will ensure that the Club's annual financial statements will be certified, reviewed and audited.

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17. Visitors may attend a maximum of 3 meetings and/or activities of the Club. If a person continues to attend meetings and/or activities beyond this protocol, that person will be classified as a non-member and the Club will be required to pay the non-member capitation fee to PSPL.
18. The Club will maintain a new member protocol as follows:
 - (a) an expression of interest to join the Club will be recorded.
 - (b) a membership application form will only be offered when there is a vacancy in membership, and the membership is open.
 - (c) monies will only be received or accepted from a person when an application for membership has been approved by the Committee.
 - (d) persons who have submitted an expression of interest may attend Club meetings and/or activities in accordance with the Club's protocol for visitors.
19. The Club will adopt a Refund and Payment Policy.
20. The Club will adopt a Risk Management Policy.
21. 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.
22. The Club will adopt a Privacy Policy that outlines how it will collect, hold, use and disclose members' personal information.

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 will normally 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.
- (e) These Standing Resolutions rescind any previous Standing Resolutions.