



## PROBUS CLUB OF SYDNEY, INC.

### STANDING RESOLUTIONS

1. The Club shall be administered in accordance with a set of Standing Resolutions approved and adopted by members by Special Resolution\*\*
2. The Club shall be managed by a **Management Committee** (herein after called '**The Committee**'), comprising a President, a Vice-President, a Secretary, a Treasurer, and up to ten other **Officers** to be responsible for Guest Speakers, Social Activities, Membership, Club Bulletin, Web Site, Welfare and such other activities as may be decided from time to time by the Committee.
3. The Treasurer is authorized to use an Electronic Funds Transfer (EFT) banking system, in addition to cheques, for club receipts and payments. All payments are to be signed by two officers of the Committee of which one is expected to be the Treasurer. The President or Vice-President is to sign off with the Treasurer any movements in Term Deposits. Statements of Income and Expenditure, Assets and Liabilities and the Bank are to be tabled at each Committee Meeting
4. The Club shall meet monthly at 10 am on the first Tuesday day of each month, February through December (Wednesday in November) at the Union, University and Schools Club.
5. The Club may meet at another time, on another day, or at another venue by a Special Resolution of the members.
6. The Club shall hold an Annual General Meeting within six months of the end of its Financial Year. The Financial reporting obligations must comply with Tier 2 of NSW Fair Trading's incorporated associations rules.
7. The maximum membership of the Club shall be 150 that may be altered by a Special Resolution.
8. The Club shall manage and maintain a waiting list to record names nominated for membership, details and sequence in which the nomination was received for every person nominated and seconded for membership. Vacancies for membership must be offered to persons on the waiting list, according to the sequence in which the Club received the nominations.
9. Visitors may attend a maximum of 20 meetings and activities of the Club in any one year.
10. The Club shall operate under a Privacy Policy in accordance with the Privacy Act. (See Appendix I)
11. The Club shall operate under a Tours & Refund Policy. (See Appendix II)
12. The Club shall operate under a Risk Management Policy. (See Appendix III)
13. The person who for the time being holds the position of Secretary is confirmed as the Public Officer.
14. The Annual subscription payable by members shall be determined by an Ordinary Resolution at any Annual General Meeting.
15. The joining fee payable by a nominee on admission to the Club as a member shall be determined by an Ordinary Resolution at any Annual General Meeting.
16. There shall not be more than three Life Members at any one time. Life members may be elected at the discretion of and on such terms as may be decided upon by a Resolution of members at a General Meeting. Such Life Members shall not be eligible 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.
17. There shall be no Honorary Members unless the members by Special Resolution decide otherwise.
18. There shall be no Non Active Members unless the members by Special Resolution decide otherwise.
19. The Management Committee shall provide Probis South Pacific Ltd annually with the Club's membership list.
20. These Standing Resolutions, excluding those articles related to the Annual General Meeting, may be amended at any general meeting of this Club by Special Resolution.

Members resolved to formally adopt the above Standing Resolutions numbered 1-19 by Special Resolution at a General Meeting held on

..... (Day and date)

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

Date \_\_\_\_\_

An Ordinary Resolution of Members is a resolution that receives more than 50% of paid-up Members present and voting on the resolution voting for the resolution

A Special Resolution of Members is a resolution that receives less than 25% of paid-up Members present and voting on the resolution voting against the resolution