



PROBUS CLUB OF SYDNEY INC.

(No. 9880410)

STANDING RESOLUTIONS

- 1. The Club shall be administered in accordance with a set of Standing Resolutions approved and adopted by Members by Special Resolution** at a General Meeting and may be amended, excluding those articles related to the Annual General Meeting, at a General Meeting 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 authorised to accept cheques and use the PayPal Online Gateway, Electronic Funds Transfer (EFT) banking system for all club receipts. All payments are to be made by EFT, such payments being signed electronically by any two Officers from a list of Officers who shall be approved by Committee Resolution in April each year and advised to the Club's Bank in writing signed by the Treasurer and Secretary.
- 4. The Club shall meet monthly at 10 am on the first Tuesday day of each month, February through December (the second Tuesday 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 Resolution*** of the members.
- 6. The Club shall hold an Annual General Meeting within three months of the end of its Financial Year, being the calendar 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 and may be altered by Special Resolution.
- 8. The Club shall manage and maintain a waiting list to record names nominated for membership, details and sequence in which nominations are 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 Resolution at an Annual General Meeting.
- 15. The joining fee payable by a nominee on admission to the Club as a member shall be determined by Resolution at an 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 Committee shall provide Probus South Pacific Ltd annually with the Club's membership list.
- 20. Non-members contacts may be recorded in the Club database at the discretion of the Committee.

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

*An Appendix is a Policy document attached to these Standing Resolutions.

**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.

***A 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.