



STANDING RESOLUTIONS OF THE PROBUS CLUB OF MARION (INC.)

(as at 4th March 2024)

1. MANAGEMENT

- a. The Probis Club of Marion (herein called "The Club") shall be managed in accordance with the Constitution of the Probis Club of Marion Incorporated and this set of Standing Resolutions as approved and adopted by members.
- b. The Club shall be managed by a Management Committee comprising
 - i an Executive consisting of the President, Vice-President, Secretary and Treasurer, and
 - ii up to seven other Officers
 - iii In addition to their responsibility in the overall management of The Club, each committee member shall be assigned and be responsible for the operation / management for of one or more of the following portfolios
 - Guest Speakers,
 - Activities - Visits & Entertainment,
 - Membership,
 - Welfare,
 - Club Newsletter,
 - Promotion and Publicity,
 - Special Ladies,
 - Group Tours,
 - Internal Groups.and
 - such other responsibilities as may be decided from time to time by the Management Committee.
- c. The Immediate Past President (IPP) shall be an ex-officio member of the Management Committee without voting rights, HOWEVER, should the IPP be elected to the Management Committee in another capacity, then the IPP shall have voting rights whilst acting in that elected capacity.
- d. Apart from the President and Vice-President, all other Management Committee members may have an assistant, approved by Club members, to assist them in the management of their respective portfolios.
All such assistants shall be permitted to attend Committee meetings without voting rights HOWEVER, if acting in the absence of the elected Management Committee member, the relevant assistant shall have voting rights.

2. FINANCE

- a. Settlement of Accounts
 - i The Treasurer (or duly approved Acting Treasurer), is authorized to settle accounts approved at a Management Committee or a General meeting by cheque, electronic or other means as approved by the Management Committee.
 - ii Where an urgent payment is required the Treasurer (or Acting Treasurer) may settle the account, having first obtained written or an email approval from another Executive Committee member. All such urgent payments must be ratified at the first available Management Committee or General meeting held after the said urgent payments were paid.
- b. Any member of the club who is organizing a paid activity should not incur a personal expense provided that a budget for that activity has been approved by the committee of the club.
- c. A monthly financial report with a reporting date of the Wednesday prior to the Committee meeting is to be submitted to the Committee. If approved, the same report is to be submitted at the following General Meeting
 - iii

3 MEETINGS

- a. The club shall meet monthly at 10.30 am on the first Monday of each month. However, there shall be no general meeting held in the month of January. Should the first Monday of a month be a Public Holiday, then for that month the general meeting shall be held on the second Monday.
- b. The day and/ or time of a general meeting can be changed by a decision of the members at a general meeting or, in the case of an emergency, by The Executive.
- c. The Club shall meet at the Marion Sports & Community Club, or any other venue as agreed by members at a General meeting or, in the case of an emergency, by the Executive.

- d All members are responsible to ensure that the Membership Officer is aware of their apology, preferably prior to a meeting.
- e. The Membership Officer is responsible for the recording of apologies from or on behalf of each member and at each meeting.
- f. The Secretary shall record apologies for each meeting in the minutes of that meeting.
- g. The Membership Officer is responsible for the recording of the attendance of each member and at each meeting.
- h. The Secretary shall record the attendance for each meeting in the minutes of that meeting.
- i. Persons leaving a Club meeting early must advise the Membership Officer prior to or on their departure.

4 MEMBERSHIPS

- a. Membership Numbers
 - i The maximum membership of the club shall be 120 including Life Members and approved non-Active members.
 - ii. The maximum membership shall be reviewed from time to time by the Management Committee. Proposed changes must be approved at an Annual General Meeting or a Special General Meeting called for that purpose.
- b. Criteria for Membership
 - i A potential member shall have submitted a membership application signed by two current members to the Management Committee for approval.
 - ii. A simple majority of the Management Committee shall have approved the membership application.
 - iii. A potential member shall have attended a minimum of 3 general meetings and shall be the next person line on the waiting list (if any).
- c. Waiting List protocol
 - i. An application for membership of The Club will be recorded on the waiting list in chronological order as it is received.
 - ii. To be eligible to be placed on the waiting list the potential member must have attended a minimum. of 3 general meetings.
 - iii. Membership application forms will not be considered for acceptance by the Management Committee until there is a membership vacancy.
 - iv. Potential members on the waiting list may attend monthly meetings and participate in Club activities but will be responsible for any costs incurred by the Club for their attendance.
 - v. Potential members on the waiting list shall not be required to pay a membership fee until such time as their membership application has been approved by the Management Committee.
- d. Transfer of Probus Membership
 - i An application from a member of another Probus Club to transfer to or become a member of the Probus The Club of Marion Inc. shall be granted approval without being placed on a waiting list subject to the following.
 - 1 Submission of a membership application signed by two current members.
 - 2 Payment of the required membership subscription.
 - 3 Does not owe any fees to another Probus Club.
 - 4 Has not had their membership terminated or denied by another Probus Club.
- e. Non-Members

The Club shall count and record annually the number of Non-members regularly attending Club meetings and activities and pay to Probus South Pacific Ltd the per capita for each non-member.

Note: Carers or financial members of other Probus Clubs are to be excluded from the said count

Non-members, as defined in the Probus Handbook, may include but are not necessarily limited to: -

 - The wife or partner of a current member.
 - Widows of deceased members (Special Ladies)
 - Associates (e.g. Rotary club members)
 - Affiliates (e.g., Members of other Probus Clubs)

Persons that are not on the waiting list or a member of the club and that, at the invitation of a Club, member has attended more than 3 club general meetings in any one Club year, or has participated regularly in Club activities.
- f. Honorary Members

There shall not be more than two (2) Honorary Members at any one time.

Honorary members may be elected at the discretion of and on such terms as may be decided upon by a simple majority of members at a general meeting.

Such Honorary 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.

A record of the Names and date of commencement of Honorary Membership shall be maintained by the Secretary.

- g. Life Membership
 - i There shall not be more than 5 Life Members at any one time.
 - ii Life membership may be conferred upon a member who has rendered outstanding service to the club.
 - iii Nominations must be
 - 1 submitted in writing on the approved Life Membership Nomination form
 - 2 considered by a sub-committee consisting of the Incumbent President and up to two current Life Members , and,
 - 3 if approved, referred to Club members at the next General meeting for confirmation.
 - iv Such Life Members shall enjoy all membership privileges and shall not be expected to pay annual fees.
 - v A record of the Names and date of commencement of Life Membership shall be maintained by the Secretary.
 - h. Non-Active Members
 - i The number of Non-Active Members at any one time shall be at the discretion of the Management Committee.
 - ii Non-Active membership may be conferred upon a member who, because of carer responsibilities, illness, or physical disability, is unable to attend club meetings on a regular basis.
 - iii Such Non-Active members shall be granted leave of absence until the commencement of the next financial year at which time all Non-Active memberships shall be reviewed.
 - iv A record of the Names, dates of commencement and terms of Non-Active Members shall be maintained by the Membership officer.
 - i Carers.
 - i Carers of members that require assistance to attend meetings are welcome to attend the meetings but shall not participate in the proceedings.
- 5 PRIVACIES** i The Club shall operate in accordance with the Privacy Act as advised by Probus South Pacific Ltd.
- 6 TOURS POLICY**
- i The Club shall operate under the Tours Policy prepared by the Probus Club of Marion and /or Probus South Pacific Ltd.
 - ii Persons leaving a Club activity early **must** advise the Tour leader prior to their departure.
 - iii The Tour Leader is allowed access to Emergency Contact numbers for those members on tour.
 - iv A full costing of any proposed tour must be submitted to the Committee for approval prior to proceeding with the tour arrangements or commitments.
- 7 RISK MANAGEMENT**
- i The Club shall operate under a Risk Management Policy prepared in accordance with the guidelines provided by Probus South Pacific Ltd.
 - ii The Club shall operate under a Risk Management Plan prepared in accordance with the guidelines provided by Probus South Pacific Ltd
- 8 PUBLIC OFFICER**
- i The Club's Public Officer shall be appointed at the Annual General Meeting each year and recorded in the minutes of that AGM
 - ii Should the position of Public Officer become vacant during a Club year, then the Management Committee is authorized to appoint a replacement.
 - iii Any change in the person so appointed **must** be advised to the appropriate South Australian Department within the specified time limit.
- 9 ANNUAL SUBSCRIPTIONS**
- i The annual subscription fee payable by each category of membership shall be determined each year by the Management Committee and approved by a simple majority at the Annual General Meeting.
 - ii For members who commence their membership during a financial year, then that new member shall be required to pay a pro-rata fee as advised by Probus South Pacific Ltd
- 10 PROBUS SOUTH PACIFIC INC.**
- i The Management Committee shall provide Probus South Pacific Ltd annually with the Clubs' membership list.
- 11 STATE HEALTH REGULATIONS.**
- ii The Club shall abide by all health regulations issued by the Government of South Australia in relation to the health, safety and activities of members.

12 STANDING RESOLUTIONS

- i These Standing Resolutions shall be reviewed and updated by the Management Committee annually prior to the Annual General Meeting, and as may be required from time to time.
- ii Such updates, excluding those articles related to the Annual General Meeting, shall be approved at a general meeting of the Club by a simple majority of the members present.

PROVIDED THAT

- a. a quorum is present for the whole meeting

AND

- b. a notice of such proposed amendment(s) has been given to all members at least twenty-one (21) days before such meeting by either post or electronic means to the last known address of members entitled to vote.

Members resolved to formally adopt the above Standing Resolutions numbered 1-12 by Special Resolution at the General Meeting held on 6th March 2023

Signed..........

Neville De Young
President

Dated 4th March 2024

STANDING RESOLUTIONS

In accordance with clause 12 of the Standing Resolutions dated and approved on the 7th of March 2022, a notice of the motion to accept these revised Standing Resolutions was emailed, delivered, or mailed to the last known address of members entitled to vote.