



## Special Resolutions for The Probud Club of Templestowe Valley (Combined) Inc

Probud Reg. No 58457

Inc. Registration A0045497C

Probud Accreditation 2219

### 1. **MANAGEMENT Amended by Vote October 2023**

- a) The Club shall be managed by a set of Standing Resolutions approved and adopted by members.
- b) The Club shall be managed by a Management Committee of nine members, (herein after called "The Committee"), comprising President, Vice-President, Past President, Secretary, Treasurer, Activities Leader, Membership, Welfare and Speakers. The Immediate Past President shall be a committee member, ex-officio.  
All committee members are entitled to a vote. The Committee may appoint a Sub-Committee, from time to time, as required, to report to the Committee. Officers of the Club may be responsible for Tours and Visits, Entertainments, Fellowship, Publicity, Club Bulletin and such other activities as may be decided by the Club.
- c) The Management Committee is authorized to appoint an assistant Secretary and assistant Treasurer. Such assistants are not sitting members of the Committee and are not entitled to vote. However, if the assistant is acting for the officer in his/her absence then the assistant would have one vote representing the officer.
- d) The Treasurer and one other delegated officer of the Management Committee, appointed by the Management Committee, are authorized to use Electronic Funds Transfer (EFT) banking system for club accounts.
- e) Offices of President and Vice President to be non-gender specific. (Amended October 2023)

### 2. **MEETINGS Amended by Vote March 2018**

- a) The Club shall meet monthly at 9.45 am on the second Monday of each month at the Ted Ajani Centre, Thompsons Road Lower Templestowe, 3107.
- b) The Club may meet at another time, on another day, or at another venue by decision of the members whether a permanent or temporary change.
- c) The Club has established a protocol for receiving and recording genuine apologies. Such apologies must be received by a member of the Management Committee prior to the commencement of the General or Annual General Meeting by a method accepted and approved by membership.
- d) Members leaving club meetings or activities early must advise a member of the Management Committee or representative of their departure.

### 3. **MEMBERSHIP Amended by Vote February 2019)**

- a) The maximum membership of the Club shall be one hundred and fifty or as determined at the Annual General Meeting held prior to the 31st March of each year. *However, when a vacancy occurs, thus allowing a wait listed member to join the club, **AND** this brings the membership numbers to the upper limit set by the club, **AND**, the application of the new member indicates a spouse or partner as applying at the same time, then the membership can rise to ONE above the set limit to allow the partner to join. This will always be at the discretion of the management committee. When this occurs, the next vacancy is not filled, and the number of members returns to the set limit.*
- b) The club shall adopt a protocol to manage and maintain a waiting list.  
(i) An expression of interest to join the club will be recorded by date and gender as the waiting list.  
(ii) When appropriate, a membership application form will be offered to a person on the waiting list, such application must be sponsored by two current members of the Club and approval for membership given by the majority of the Management Committee.  
(iii) No monies shall be received or accepted from a person on the waiting list until such time as the application for membership has been approved by the Management Committee.  
(iv) The person on the waiting list may attend all club meetings and activities and be required to meet associated costs in attending.
- c) The Management Committee shall provide Probud South Pacific Ltd. annually with the club's membership list.

4. **SUBSCRIPTIONS**

- a) The Subscriptions payable by members is \$35.00 per annum or as determined at the Annual General Meeting held prior to the 31st March each year.
- b) The joining fee payable by a member on admission to the Club is \$20.00 or as determined at the Annual General Meeting held prior to the 31st March of each year.

5. **NON-SUBSCRIBING MEMBERSHIP**

- (a) There shall not be more than six Honorary Members at any one time.
- (b) There shall not be more than three Life Members at any one time.

Life Membership has been granted to Kerry McInerney in 2009, and Doug Hayne in 2012

6. **PRIVACY POLICY**

The Club shall operate under a Privacy Policy in accordance with the Privacy Act.

7. **GUIDELINES FOR DISCONTINUING OR VARIATION OF A PROBUS CLUB ACTIVITY**

If a letter or suggestion is forwarded from a Probus Club Member to the Probus Club Committee regarding the discontinuance or variation of a Probus Club Activity Group, that letter will be re-directed to the Leader of that particular Activity Group.

The content of the letter is to be discussed with the members of that Activity Group and the decision of that group will be passed back to the committee and the Activity groups' decision will be binding on the Committee and will be final.

8. **TOUR AND REFUND POLICY**

The Club shall operate under a Tours and Refund Policy

9. **RISK MANAGEMENT POLICY**

The Club shall operate under a Risk Management Policy

10. **EXTREME WEATHER POLICY**

Under the Club's responsibility for the safety and welfare of its members, an approved club activity may need to be cancelled in the event of extreme weather conditions.

Such conditions would include activities to be held in outdoor premises or non air-conditioned indoor premises where the Bureau of Meteorology temperature forecast is for 35 degrees Celsius or higher. They would also include other forecasted extreme weather events such as electrical storms, high winds and the like.

All Activity Leaders are required to observe this Policy and to communicate any cancellations to participants as necessary.

11. **CORPORATE PROJECTS FOR SOCIAL BENEFIT**

To support and formally recognize that the following items:

- i) Craft Group "Cancer Support Day"
- ii) Annual Book Giving to the Smith Family
- iii) Notices in the Newsletter related to Peter McCallum continue as our corporate projects for social benefit as stated in the Constitution 2e. (Amended 9/3/2018)

12. **THE CONSTITUTION TO INCLUDE MODEL RULE NO 75 - Custody and inspection of books and records.**

This inclusion and CAV letter is on page 8 of the Probus Club of Templestowe Valley Inc. Constitution

13. **AMENDMENTS**

- (a) Any notice of motion to amend these Standing Resolutions must be submitted to the Secretary, in writing at least twenty-eight days prior to the meeting at which the motion is to be formally proposed.
- (b) These Standing Resolutions, excluding those articles related to the Annual General Meeting, may be amended at any general meeting of this Club, a quorum being present, by the affirmative vote of not less than three quarters of the members present and voting, notice of such proposed amendment/s having been published to all members at least twenty-one days before such meeting.

**Amendments Voted for and Passed**

Standing Resolution 7 added at the General Meeting held on Monday 9<sup>th</sup> November 2015  
Standing Resolution 2a at the General Meeting held on Monday 9<sup>th</sup> March 2018  
Standing Resolution 3a at the General Meeting held on Monday 11<sup>th</sup> February 2019 Standing  
Resolution 1b at the General Meeting held on Monday 8<sup>th</sup> April 2019  
Standing Resolution 10 added at the General Meeting on Monday 9<sup>th</sup> May 2022  
Standing Resolution 1e at the General Meeting on Monday 9<sup>th</sup> Oct 2023

Jenny Powell

Rita Webb

President's signature

Secretary's signature

**Resolution 1.....**

WHEREAS , Acknowledging David French, the Templestowe Valley Probus club's Speakers Officer is unavailable to attend any management committee meetings:

WHEREAS , Recognising his ability to book all speakers in advance for all monthly meetings:

WHEREAS , Agreeing his presence is not required at management committee meetings:

WHEREAS , Requesting the Speakers Officer to send a list of speakers he has booked with their chosen topics to be approved by the management committee :

RESOLVED , that the role of Speakers Officer be changed from an elected position to an appointed position by the management committee:

SUBMISSION STATEMENT Submitted by

Probus club of Templestowe Valley President. Rhonda Sinclair

Date

**Motion**

**That Resolution 1 as read be accepted**

**Moved:** Rhonda Sinclair Please show agreement by raising your hand Carried/Declined

**Resolution 2**

Whereas ; Acknowledging the assistant secretary, who performs the role of minute secretary is required to attend every club and management committee meeting.

Whereas ; Requesting the assistant secretary be given voting rights

Resolved; That the assistant secretary be granted voting rights at all management committee meetings.

SUBMISSION STATEMENT Submitted by

Probus club of Templestowe Valley President Rhonda Sinclair

Date

**Motion**

**That Resolution 2 as read be accepted**

**Moved :** Rhonda Sinclair Please show agreement by raising your hand. Carried/Declined