



Epping and District Probus Club Inc

Standing Resolutions – 12th November 2018

1. The Club shall be managed by a Management Committee (herein after called 'The Committee') comprising of a President, Vice-President, Secretary, Treasurer and 5 Committee Members to be responsible for Tours, Outings, Walks, Guest Speakers, Welfare and other such activities as may be decided from time to time by the Club. The immediate Past-President shall be a member, ex-officio, of the Committee.
2. The Committee will generally meet monthly to manage the affairs of the Club.
3. The Committee may invite a maximum of two additional members to join the Committee with a view to future succession.
4. The Club shall generally meet monthly at 10am on the second Monday of each month at the Presbyterian Church Hall cnr Bridge and Rawson Streets, Epping.
5. The maximum active membership of the Club shall be 120. The Club membership will be restricted to male members.
6. The annual subscription payable by members shall be determined by the Committee and approved by the members at the Annual General meeting.
7. The joining fee payable by a member on admission to the Club shall be determined by the Committee and approved by the members at the Annual General meeting.
8. Members may be transferred, as approved by the Committee, to Non-Active Membership of the Club as a result of carer responsibilities, illness, or physical disability. Non-Active members shall not be required to pay an annual subscription while they unable to attend meetings or activities. Non-active members will not be included in the annual return to PSPL.
9. The Committee shall appoint a Public Officer of the Club as required.
10. The newly elected Committee shall take office at the conclusion of the Annual General Meeting.
11. Members leaving the district may retain their membership.
12. The death of a member will be recognized by the observance of a one minute silence at the beginning of the meeting following his death. There will be no oration.

13. The considerations passed to the partner of a deceased member are as follows:
 - (a) If the deceased member has already paid for a future activity, the partner will be invited to take part in the activity or have the cost refunded. The partner may be invited to take part in any other activities
 - (b) In the Club year in which the member died, the partner shall be invited to attend the Christmas luncheon at no cost.
14. Social activities are organised for the benefit of the members and their partners. Prospective members may be invited to attend if 'seats' are available.
15. When wives or partners are invited to an activity, a member may also invite a companion to accompany him.
16. No other relatives or friends may be invited to these activities unless there are unfilled vacancies available – see SR17.
17. When a minimum number of members is required at an activity and failure to obtain this number would result in cancellation or financial loss to the Club, the Officer responsible for Outings, in agreement with the Committee, may invite friends, relatives, or members of another Probus Club to avoid cancellation or financial loss.
18. Payment for an activity must be made at or prior to the meeting in the month in which the activity takes place. If payment is not made at this time there is no obligation on the Officer responsible to include the member in the activity.
19. Where payment for an activity has been made and a member cancels his registration, a refund will depend on circumstances and at all times will be at the discretion of the Committee. Any refund will exclude the proportion of fixed costs of the activity for which the Club is responsible.
20. Where registrations for an activity exceed places available, excess registrations will be accepted only on a "stand-by" basis, with attendance subject to cancellations.
21. Female spouses/partners of members and widows of deceased members who regularly attend Club activities (five or more events in a financial year) will be classified as Guests. The Committee shall account annually for the number of Guests and include a budget allocation for payment of 'Non-Member' fees as required in the annual return to PSPL.

22. The Committee recognises that it has a duty of care towards members, and guests whilst attending and participating in activities of the Club. Every three months the President will draw member's attention to Exits, Fire Extinguishers, First Aid and Emergency Phone at the commencement of the General meeting at the Presbyterian Church Hall. Each Officer responsible for Outings, Walks and Tours will compile a list of members and guests attending, carry the list of emergency contact numbers for members and a first aid kit. Each Guest shall be required to provide an emergency telephone number when registering for the activity.
23. Privacy – the information collected in relation to members shall be held in accordance with the thirteen Privacy Principles contained in the Australian Privacy Act 1988. The Management Committee shall ensure that all records held by the Club comply with such privacy principles and shall not disclose any information except in accordance with the provisions of the Privacy Act.
24. These Standing Resolutions may be amended at any general meeting of this Club, (notice having been given 28 days prior to the meeting and a quorum being present), by the affirmative vote of not less than 50% of the members present and voting.
25. In the absence of the Treasurer a delegated member of the Club may deposit all funds of the Club to the credit of the Club's account in the bank or other financial institution approved by the Committee.
26. Member's wives, partners and widows are invited to attend all General Meetings as Guests of the Club.
27. Service of Notices may be made in the following manner:
 - (a) Where a Member has specified an e-mail address, either on the application form for membership of the Club or subsequently, by electronic transmission to that address or
 - (b) Where a Member has not specified an e-mail address to the Club, by pre-paid post to the address of the person given on the application form for membership or subsequently changed or
 - (c) Placing a Notice in the letter box at the address specified to the Club by the member or
 - (d) In person.

These Standing Resolutions as adopted at the General Meeting on 12th November 2018 replace Standing Resolutions adopted 13th July 2009 and revised 12th July 2010, 9th August 2010 , 14th May 2012 and 11th August 2014.

President: Col Jones

Secretary: Ross Beattie