



## ®PROBUS CLUB OF HARRINGTON PARK - STANDING RESOLUTIONS

Version 2019

1. The Club shall be managed in accordance with the approved Standing Resolutions adopted by Members.
2. a. The Club shall be managed by a Management Committee, comprising a President, one or more Vice Presidents, a Secretary, a Treasurer (collectively “Committee Members”), and seven (7) other Members of the Management Committee (“Officers”) to be responsible for:
  - Bulletin
  - Welfare
  - Membership
  - Outings and Tours
  - Risk Management
  - Hospitality and Events
  - Speakers Convenor

and such other activities as may be decided from time to time by the Club.

b. Should there be no nomination for a particular position on the HPP Management Committee then the HPP members agree that a Committee Member, who has been in the same position for three (3) successive years, is eligible to nominate to remain in that position until an eligible HPP member is prepared to nominate for that position.

c. It is expected that the Club’s Vice-President will be the President Elect for the ensuing year.

3. The maximum membership of the Club shall be 90 members which will be reviewed at the Annual General Meeting.
4. The Management Committee shall endeavour to maintain a gender balance of not more than 60% of any one gender.
5. The Club shall meet monthly at 10 am, on the fourth Monday of each month at Harrington Park Community Centre – 33A Fairwater Drive Harrington Park. The Club may meet at another time, on another day or at another venue by the decision of Members.
6. The financial year of this club shall begin on 1 January and end on 31 December each year.
7. An income and expenditure account (and balance sheet if appropriate) for the twelve months to the end of March in each year shall be presented to the Annual General Meeting after being audited by a person appointed at the previous Annual General Meeting.
8. The subscription payable by Members shall be \$50.00 per annum,(Pro rata quarterly for new members, joining throughout the year.),which will be reviewed at the next Annual General Meeting
9. The joining fee payable by any Member on admission to the Club shall be \$30.00 which will be reviewed at the next Annual General Meeting.
10. The Management Committee are authorised to appoint a Probus Liaison Officer (with email access to allow communication with Probus South Pacific Limited) at the Annual General Meeting or at the April Committee meeting. The Probus Liaison Officer is not a sitting Member of the Committee and is not entitled to vote.

11. The Management Committee are authorised to appoint an assistant Secretary and assistant Treasurer. Such assistants are not sitting Members of the Management Committee and are not entitled to vote. However, if the assistant is acting for the Officer in his or her absence then the assistant would have one vote representing the Officer.
12. The Management Committee shall annually account for the number of non-members regularly attending Club meetings and/or activities outside the Club's protocol for visitor's attendance. Such persons shall include: Wives, partners, widows/widowers of deceased Members, associates and affiliates. Exemption - no count or fee applies for carers. (Non Member Policy)
13. The Management Committee shall annually include a budget allocation for payment of non-member fees and authorise the Treasurer to remit the annual fee payment to Probus South Pacific Limited on behalf of the Club in full.
14. The Management Committee shall provide Probus South Pacific Limited annually with the Club's membership list in accordance with accreditation requirements set by Probus South Pacific Limited which is accordance with the Australian Privacy Act. (Membership List Template and Membership Amendment List Template)
15. The Club shall adopt a protocol to manage and maintain a waiting list.
  - (1) An expression of interest to join the Club will be recorded by date and gender as the waiting list.
  - (2) No membership application form will be offered to a person on the waiting list until such time as there is a vacancy for membership.
  - (3) 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 a majority of the Management Committee.
  - (4) 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.
  - (5) Those persons included on the waiting list must meet the requirements of attendance under the protocol set for visitors.
16. Visitors may attend a maximum of three (3) meetings of the Club.  
*[This rule is recommended so as not to over expose our insurance policies and to avoid having visitors enjoy all the benefits of membership without the responsibilities. These responsibilities include; annual fees, attendance and participation in Club meetings and activities and at some time during membership to take an active role on the management committee.]*
17. The Club shall operate under a Privacy Policy in accordance with the Australian Privacy Act.
18. The Club shall operate under a Tours& Refund Policy.
19. The Club shall operate under a Risk Management Policy.
20. The Club shall operate under a Ticket Policy.
21. The Club shall operate under a Code of Conduct Policy.
22. 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 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. Honorary membership has been granted to:

.....  
 .....  
 .....

23. There shall not be more than two (2) Life Members at any one time. Life membership may be conferred upon a Member who has rendered outstanding service to the Club. Nominations shall be submitted in writing to the Management Committee for consideration, and if approved, referred to the next general meeting of the Club for confirmation.  
Such Life Members shall enjoy all membership privileges and shall not be expected to pay annual fees.

Life membership has been granted to:

.....  
.....

24. There shall not be more than six (6) Non Active Members at any one time. Non Active membership may be conferred upon a Member who because of carer responsibilities, illness or physical disability has been granted leave of absence by the Club. Such Non Active Members shall be granted leave of absence and non-financial membership [shall or shall not] apply in these cases.  
Non Active Membership has been granted to:

..... Period of time .....  
..... Period of time .....  
..... Period of time .....

(May state time limit or unlimited)

25. The Club shall establish 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 the Members.  
Members leaving Club meetings or functions early must advise a member of the Management Committee of their departure.
26. The Club’s Secretary is confirmed as the Public Officer.
27. The Club shall operate a Grievance Policy. Refer to Section 13 of the HPP Club Constitution (Internal Disputes).

Members resolved to formally adopt the above Standing Resolutions numbered 1 - 25 at a General Meeting held on 24<sup>th</sup> November 2014.

Note: Since the 2014 Standing Resolutions numbered 1 - 25 model was adopted by members there have been several changes adopted by members that now form part of the above 2019 version of the Standing Resolutions numbered 1 - 27.

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

Date \_\_\_\_\_

- Non Member Policy
- Membership List Template
- Membership List Amendment Template
- Club Privacy Policy in accordance with the Australian Privacy Act
- Club Tours & Refund Policy
- Club Risk Management Policy
- Club Grievance Policy