



PROBUS CLUB OF LUGARNO STANDING RESOLUTIONS

BACKGROUND

A Probud Club is governed by a constitution which includes the Articles of Accreditation (Articles) which are consistent across all Probud Clubs. The Articles are adopted by each Club on formation. Clubs that become incorporated on or after formation must include the Articles, which are shown in ***bold and italic*** typeface, in their Club's constitution.

In addition to a constitution, Clubs are required to adopt Standing Resolutions which regulate their internal affairs in accordance with the wishes of their membership. Standing Resolutions are designed to complement the Club's constitution and should not be inconsistent with a Club's constitution. A Club's constitution will prevail in the event of any such inconsistency.

A. STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION

The constitution of a Probud Club requires additional information to be provided for in its Standing Resolutions. For a Club that has adopted PSPL's Recommended Constitution, this is normally referenced in the Club's constitution by the words "as provided for in the Standing Resolutions".

Accordingly, the following Standing Resolutions are required to be adopted by Clubs:

1. The Club will be managed by a Management Committee ("Committee") comprising a President, a Vice-President, a Secretary, a Treasurer and [10] other members of the Committee in such roles as may be decided from time to time. (Constitution clause 7.(a)). These are: Activities Coordinator; Events Coordinator; Guest Speakers; Hospitality; Membership; Newsletter; Publicity; Travel; Website Admin; Welfare.

The Executive Committee ((Sub-committee) Constitution Clause 7i)) shall meet from time to time to make decisions on minor issues these decisions are limited to matters under \$200 and compliant with the Club's Standing Resolutions. On advice from Probud HO

2. Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club. (Constitution clause 8.(b))
3. The maximum number of consecutive terms for which a Committee member may serve in the same role is [one year for the position of President and no maximum consecutive terms for other members of the Committee.]. (Constitution clause 8.(l)).
4. The Club will meet monthly at [10am] on the [2nd] [Friday] of each month, except for [January], at [Lugarno Anglican Church Hall]. (Constitution clause 12.(a))
5. In relation to Committee meetings, at least [6 days] notice must be given to Committee members. (Constitution clause 7.(j))
6. The annual subscription will be \$[75] and is payable by members by 31 March each year. The joining fee payable by new members will be \$[30]. (Constitution clause 14.(a))

7. The maximum number of Ordinary Members of the Club will be [90 if there is only one vacancy and and if a couple is next on the waiting list the maximum may be raised to 91. This will be reviewed at each AGM]. (Constitution clause 5.(f))
8. There will be no more than [2] Honorary Members at any one time. (Constitution clause 5.(f)).
9. There will be no more than [2] Life Members at any one time. (Constitution clause 5.(f)).
10. The Treasurer will submit financial reports to general meetings on a [monthly] basis. (Constitution clause 10.(b)).
11. Jenny Beck (currently Membership Officer) will act as the Public Officer. (Constitution clause 11).
12. Provided 14 days' written notice has been given, these Standing Resolutions may be amended at any general meeting of the Club, a quorum being present, by a simple majority vote of those members present and voting. (Constitution clause 25.(a))

B. ADDITIONAL STANDING RESOLUTIONS

13. The Immediate Past President is an ex officio member of the Committee by virtue of his or her past service as President [with] voting rights.
14. The Committee is authorised to appoint assistants to any of the positions on the Committee. Assistants are not sitting members of the Committee and are not entitled to vote. However, if an assistant is acting for a member of the Committee in his or her absence, then the assistant will have one vote.
15. The President, Vice President and Treasurer are the authorised signatories on the Club's bank account(s), including Electronic Funds Transfers, provided always that any two of these signatories authorise such transactions.
16. The Committee will ensure that the Club's annual financial statements will be certified, reviewed or audited if there is a legislative requirement to do so.
17. Visitors may attend a maximum of 3 meetings and/or activities of the Club. Members wishing to bring a visitor must advise a member of the Executive (President, Vice President, Secretary or Treasurer). If a person continues to attend meetings and/or activities beyond this protocol, that person will be classified as a non-member and the Club will be required to pay the non-member capitation fee to PSPL.
18. Members are expected to attend [50%] of the Club's monthly meetings and/or activities in any calendar year, subject to any leave of absence being granted by the Committee.
19. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
20. The Club will maintain a waiting list protocol as follows:
 - (a) the maximum number of persons on the waiting list will be [25].
 - (b) an expression of interest to join the Club will be recorded on the waiting list by date.

- (c) a membership application form will only be offered to a person on the waiting list when a vacancy becomes available.
- (d) approval of the Executive Sub-Committee is required prior to payment of Joining and Membership fees from a person on the waiting list.
- (e) persons on the waiting list, after invitation to join, may attend Club meetings and/or activities in accordance with the Club's protocol for visitors.

- 21. The Club will adopt a Privacy Policy that outlines how it will collect, hold, use and disclose members' personal information.
- 22. The Club will adopt a Refund and Payment Policy.
- 23. The Club will adopt a Risk Management Policy. *This will be reviewed periodically at least at the beginning of each Probus year by the Management Committee.
- 24. The Committee must notify PSPL of changes to the Club's membership as they occur. In the case of new members, any pro rata capitation fees will be paid to PSPL at the earliest opportunity.
- 25. Under the Club's succession Plan the Vice President is expected to prepare for the role of President for the ensuing Probus year

Standing Resolutions adopted at the Annual General Meeting 13 March 2026

Signed: _____

SHL KKK

President

[Signature]

Secretary

Date: _____

20/7/26

AMENDING STANDING RESOLUTIONS

- a. To amend or replace a Standing Resolution, the members in general meeting must pass either an amendment to an existing Resolution or a new Resolution.
- b. A Standing Resolution may be moved at a general meeting from the floor with or without due notice depending on the nature of the motion. If the matter is contentious or is related to an existing Standing Resolution, 14 days' written notice should be given to all members. Once the motion is moved, the motion must be seconded and then, following discussion, a vote taken.
- c. Changes to Standing Resolutions will normally require a simple majority vote of those members present and voting.
- d. A Standing Resolution remains on the books until such time as the Resolution no longer applies, is amended, rescinded or a new Resolution overrides the previous Resolution.