



## STANDING RESOLUTIONS LUGARNO PROBUS CLUB

1. The Club shall be managed by a set of Standing Resolutions approved and adopted by members.
2. 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 other members of the Management Committee (**Officers**) being Club Newsletter/Publicity Officer, Membership Officer, Welfare Officer, Activities Coordinator, Hospitality, Guest Speakers, Website Admin/Manager which will meet monthly.

Interest groups (report to Activities Coordinator).

Art Classes, Arts and Culture, Book Club, Cards, Craft, Dancing, Dining, Gardening, Golf, Painting and Drawing, Scrabble, Special Events, Sunset Champagne, Tennis, Travel, Walking. Each quarter (March, June, September and December) the interest group leaders may attend that month's Management Committee meeting.

The immediate Past President shall be a member, ex officio, of the Committee with full voting rights.

3. a. The Management Committee is authorised to appoint an assistant Secretary and assistant Treasurer. Such assistant/s are not a sitting member 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/s would have one vote representing the officer.  
  
b. The Treasurer and two delegated signatories to the account appointed by the Management Committee are authorized to use Electronic Funds Transfer (EFT) banking system for club accounts. Amounts over \$1,000 are to be authorised by one of the delegated signatories together with the Treasurer prior to payment.
4. The Club shall meet monthly at 10:00am on the 2<sup>nd</sup> Friday of the month at Lugarno Anglican Church. The Club may meet at another time, on another day, or at another venue by decision of the members.
5. The maximum membership of the club shall be 90. If there is only one vacancy, and a couple is next on the waiting list then the maximum may be raised to 91. This will be reviewed at each Annual General Meeting.
6. The Management Committee shall endeavour to maintain a gender balance of not more than 60% of any one gender.
7. 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: Approved wives, partners, widows/widowers of deceased members, associates and affiliates.

Exemption – no count or fee applies for carers and financial members of other Probus Clubs. The Management Committee shall annually include a budget allocation for payment of NON-MEMBER

fees and authorises the Treasurer to remit the annual fee payment to Probus South Pacific Ltd on behalf of the club.

8. 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 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.
  
9. Visitors may attend a maximum of 3 meetings and activities of the Club.  
*[This rule has been established 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.]*
  
10. Lyn Elvey, the Secretary is confirmed as the Public Officer.
  
11. The subscription payable by members shall be \$70.00 per annum which will be reviewed at the Annual General Meeting.
  
12. The joining fee payable by a member on admission to the Club shall be \$30.00 which will be reviewed at the Annual General Meeting.
  
13. 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 membership. Members leaving club meetings or activities early must advise a member of the Management Committee of their departure.
  
14. The Management Committee shall provide Probus South Pacific Ltd annually with the club's membership list.
  
15. 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 50% of the members present and voting, notice of such proposed amendment(s) having been published to all members at least twenty-one (21) days before such meeting.

Standing Resolutions amended at AGM on 8<sup>th</sup> March 2024.

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

Date 8/3/2024