



STANDING RESOLUTIONS OF THE LADIES PROBUS CLUB OF VALENTINE INC.

1) MANAGEMENT

- 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 (herein after called 'The Committee'), comprising of a President, Vice President, Secretary, Treasurer and 14-16 Committee Members to be responsible for Guest Speakers, Visits & Entertainment, Club Bulletin & Publicity, Welfare, and such other 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 and have full voting rights.
- c) The Management Committee is authorised to appoint a Probus Liaison Officer who is not a member of the committee, however at this point of time this has not been implemented.
- d) The Treasurer, or in the absence of the Treasurer, the Assistant Treasurer and one other delegated officer are authorised to use Electronic Funds Transfer (EFT) banking system for club accounts when deemed necessary. Cheques in payment of accounts shall be signed by any two of the delegated officers.
- e) March 2020, the Management Committee agreed to increase the number of delegated officers (or authorised signatories) to six, being President, Vice President, Secretary, Treasurer, Assistant Treasurer and Activities Officer.

2) MEETINGS

- a) The Club shall meet monthly at 10.30am on the 2nd Monday of each month at Valentine Bowling Club.
- b) The Club may meet at another time, on another day, or at another venue by decision of the members.
- c) A register of attendance, apologies and members/guests leaving early, will be maintained for insurance purposes.

3) WELFARE

- a) The Committee to be advised of those members who are sick or bereaved or feeling isolated or lonely or who may be in need of moral support or physical help.
- b) Send cards with appropriate messages to sick or bereaved members or isolated members.
- c) Arrange support if needed, either by member visits, telephone calls or transport to meetings.
- d) Consider non-active membership for those with long term illness.
- e) Records to be kept by the Welfare Officer.

4) OUTINGS

- a) Payment to be made to the Club by EFT transfer, or through banking organization, or by cash to the Activities Officer, by the date nominated by the Club. Cash collected by Activities Officer to be given to Treasurer with a reconciliation list, at conclusion of meeting.
- b) The Club is responsible for costs to the Provider, once numbers are given.
- c) If a member has paid and cannot attend, and notifies before numbers are given for the occasion, or if the whole outing is cancelled, the Treasurer can arrange a refund.

- d) Once numbers are given to Provider – no refunds.
- e) Checklist of all attendees to be maintained and early departures to be noted for insurance purposes.
- f) The Treasurer to advise Activities Officer when payments are made online, for outings.

5) MEMBERSHIP

- a) The maximum membership of the club shall be 120 which will be reviewed at the Annual General Meeting.
- b) Membership of this club shall be contingent upon attendance of not less than 50% in any club year, subject to sickness or any other reasonable grounds.
- c) Persons who are full financial members of another Probus Club shall not be eligible to nominate for a position on the Management Committee of this Club.
- d) Application for leave of absence will only be necessary if members are unable to attend more than two consecutive meetings.
- e) Members, *if possible*, should submit an apology prior to the commencement of meetings. If more than three consecutive meetings are missed without an apology or a leave of absence application, a representative of The Committee will endeavor to do a welfare check.

6) WAITING LIST

- f) If the maximum membership of 120 is reached, the Club will maintain a Waiting List. The Waiting List will have a limit of 6 (six) prospective members.
- g) Prospective members can register an Expression of Interest after attendance at two meetings. The Expression of Interest will be recorded on the Club’s Waiting List in order of receipt. A membership application form will only be offered to a person on the waiting list when a vacancy for membership becomes available. Forms are available from the Membership Officer.
- h) Prospective members are limited to three meetings, or two meetings and an outing before joining. This is to allow prospective members to assess if the Club suits their needs, and for the Club to not over expose their insurance policies.

7) PSPL POLICIES

- a) The Club shall operate under a Privacy Policy in accordance with the Privacy Act and a Tours and Refund Policy.
- b) These policies are available on the LPCOV web page under Rules - www.valentineladiesprobus.au2.com.
- c) The position of Public Officer to be appointed by the Committee.

8) SUBSCRIPTIONS

- a) The subscription payable by members shall be \$30 per annum which will be reviewed at the Annual General Meeting.
- b) Persons joining the Club during the year shall pay:

1 st Apr - Jun 30 th	\$30.00
1 st Jul - Sep 30 th	\$22.50
1 st Oct - Dec 31 st	\$15.00
1 st Jan - Mar 31 st	\$7.50

- c) The joining fee payable by a member on admission to the Club shall be \$10 which will be reviewed at the Annual General Meeting and such fee shall include the cost of a name badge.

9) HONORARY MEMBERSHIP – LIFE MEMBERSHIP – NON-ACTIVE MEMBERSHIP

- a) There shall be no more than two (2) Honorary Members at any one time.
- b) Honorary Members may be elected at the discretion of and on such terms as may be decided upon by a majority of members present 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. Capitation fees are payable for these members.
- c) There shall not be more than two (2) Life Members at any one time.
- d) 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.
- e) 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 is unable to attend meetings due to a long-term illness or physical disability. Membership fees are not payable for this category and they are not included in the Club’s member count.
- f) Non-Active Members will continue to receive the newsletter and any other information normally provided to members.
- g) Non-Active Members who recover from their illness or disability and wish to resume ordinary membership, will be given preference over other prospective members on the Waiting List.
- g) Non-Active Membership if granted will be subject to a review annually by the committee.

10) MEMBERSHIP RECORDS

- a) The Management Committee shall provide PROBUS SOUTH PACIFIC LTD. with the club’s membership list in accordance with accreditation requirements set by PSPL.

11) AMENDMENTS

- a) These Standing Resolutions, excluding those articles related to the Annual General Meeting, may be amended at any general meeting of the Club, a quorum being present, by the affirmative vote of not less than 75% of the members present and voting, notice of such proposed amendment(s) having been published to all members at least twenty-eight (28) days before such meeting.

Members resolved to formally adopt the above Standing Resolutions numbered 1 to 11 by Special Resolution at a General Meeting held on 14 February 2022.

Signed:	MAXINE PHILLIPS	President.....
	BETTY LIND	Secretary.....
	BETTY LIND	Public Officer.....

Dated: 14 February 2022