



THE COMBINED PROBUS CLUB OF COONARA-CHERRYBROOK INCORPORATED

STANDING RESOLUTIONS

1. The Club will be managed by a Management Committee comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and such other members of the Committee in such roles as may be decided from time to time.
2. Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club.
3. No maximum number has been set for consecutive terms for which a committee member may serve in the same role.
4. The Club will meet monthly at 10.30 am on the 3rd Tuesday of each month, at Castle Hill RSL Group Premises.
5. The Club may meet at another time, on another day, or at another venue by decision of the members.
6. In relation to Committee meetings, at least 3 days' notice must be given to Committee members.
7. The annual subscription will be \$60 and is payable by members by 31 March each year. The joining fee payable by new members will be \$45.
8. The maximum number of Ordinary Members of the Club will be 230.
9. There will be no more than 5 Honorary Members at any one time.
10. There will be no more than 5 Life Members at any one time.
11. The Treasurer will submit financial reports to general meetings monthly.
12. The Secretary will act as the Public Officer.
13. 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 the affirmative vote of not less than 75% of those members present and voting.
14. 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.
15. 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.

16. The President, Vice President, Treasurer and Secretary 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.
17. 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.
18. Visitors may attend a maximum of 3 meetings and/or activities of the Club. 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.
19. Members are expected to attend at least 3 meetings/activities of the Club in any calendar year, subject to any leave of absence being granted by the Committee.
20. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.
21. 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.
22. The Management Committee is authorised, at its sole discretion, to make donations to suitable registered charities from its excess funds, with the proviso that the aggregate donations made in any one calendar year does not exceed \$500.00.
23. Any Probus club member organising a 'Function, trip or event' shall not personally be entitled to a discount or gratuity or the like, offered by the provider. If any such Refund or Gratuity is available it is to be shared equally amongst those attending the said function, trip or event.

Approved Tuesday 20th May 2025