

Criteria and Process for the nomination & granting of "Life Membership" of

THE COMBINED PROBUS CLUB OF COONARA-CHERRYBROOK
INCORPORATED ('the Club'):

Criteria

1. Life Membership may be conferred upon a member who has rendered outstanding service to the Club;
2. Any nominee must have been a financial member of the Club for a minimum of ten (10) years;
3. Nominee/s must have contributed a minimum of seven (7) years service across one or more roles in the Club including as an Activity/ Group Leader, Committee member, *Chatter* publisher, Honorary Auditor or other roles that have significantly benefitted the Club and its members;
4. In the event that there is more than one nomination in a given year, each nominee should be considered according to the tangible criteria outlined in (3.) above, as well as any additional outstanding or meritorious service that each member has contributed to the Club. This process is important to ensure that the most suitable member or members are chosen for Life Membership;
5. The Management Committee may not recommend a member for Life Membership in any year if they consider the nominee/s did not currently fully meet the necessary requirements of membership as well as having provided outstanding service over an extended period;
6. Standing Resolution (21 October 2008) states there shall not be more than 5 Life Members at any one time;
7. The Club's Constitution states that Life Members shall not be required to pay membership subscriptions but shall enjoy all other privileges of membership.

Nomination Process

1. Any member of the Club may nominate a member for consideration of Life Membership;
2. The Proposer must submit a written nomination to the Secretary that includes details of the nominee's service to the Club and any other relevant matters supporting the nomination;
3. Blank nomination forms and selection criteria are available from the Club's Membership Officer and Secretary and can also be found on the Club website under the heading "Forms and important information";
4. Completed nomination forms should be submitted to the Secretary before 1 February each year for consideration by the Management Committee prior to the Annual General Meeting;

5. Proposers will be advised by the Secretary that their nomination has been received and is being considered;
6. The Secretary will forward the submission to the sub-committee for consideration. The sub-committee, consisting of the four Executive Officers on Committee (comprising the President, Vice-President, Secretary and Treasurer) and the ex-officio Past President, shall consider the nomination/s and determine whether the nomination/s will be presented to the full Management Committee for a decision. In the event that any of the sub-committee is unavailable to serve at the time, then the committee may appoint another committee member to replace that member on a temporary basis. Any sub-committee member who is nominated for Life Membership is required to stand aside and another committee member should be appointed temporarily to consider the nomination/s put forward;
7. If for any reason the sub-committee consider that a submission made is incomplete or inadequate, additional information may be sought from the proposer;
8. If the Committee considers that a member has met the requirements for appointment to Life Membership, the President will propose the motion for ratification at the General Meeting held in conjunction with the Club's Annual General Meeting. Voting to be 75% majority of members in attendance.
9. In the event a member is nominated for Life Membership by more than one member then only the first proposer will be named when the motion is put to the General Meeting for ratification.

3rd April, 2018

NOMINATION FORM FOR LIFE MEMBERSHIP

Person Nominated: _____

Proposer: _____

Evidence of Outstanding Service to the Club. (Please read “Criteria and Process for the nomination and granting of Life Membership”):

Additional Supporting Information:

Signature of the Proposer:

Date:

Instructions:

- Please submit to the Club Secretary.
- Confirmation of receipt will be provided.
- You will be advised if additional information is required.