



# CONSTITUTION

## **PREAMBLE**

*The PROBUS name and emblem are registered under the Australian and New Zealand Trade Marks Acts. They may be used only by Probus Clubs, Probus Associations and other bodies accredited by the Probus Centre - South Pacific Incorporated and they may not be used for any commercial purpose without the written approval of the Probus Centre - South Pacific Inc. To hold accreditation a Probus Club must have been sponsored by a Rotary Club.*

### 1. TITLE

- a. *The name of this Club shall be “ The Combined Probus Club of Coonara-Cherrybrook Incorporated”.*

### 2. AIMS and OBJECTS

- a. *The purpose of this Club shall be to advance intellectual and cultural interests among adult persons who have retired or are semi retired from their former occupations.*
- b. *It will hold regular meetings and arrange activities to provide opportunities for fellowship, the development of acquaintance and social interaction.*
- c. *It shall strive to be seen as a worthwhile organisation by the local community.*
- d. *It shall be non-political and non-sectarian. It shall not endorse any candidate for public office and shall not take corporate action at any meeting with the intention of influencing the policies or decisions of governments; however the merits of any public question may be a subject of fair and intelligent study or discussion at a club meeting for the information of members.*
- e. *It shall not be, or be seen to be, a fund raising body. The Club by a majority decision of its members may engage in corporate projects for social benefit provided that any such activity shall not involve the raising of funds and provided that individual participation in any such project shall be entirely voluntary.*

### 3. MEMBERSHIP

- a. *Membership of this Club shall be open to retired and semi retired professional and business people and others from any worthy vocation who appreciate and value opportunities for social contact with others in similar circumstances.*
- b. Membership of this Club shall be primarily for residents of Cherrybrook, Castle Hill and surrounding areas.
- c. Membership of this Club shall consist of ordinary members as defined in clause 3(a) and non-subscribing members comprising Honorary Members, Life Members or Non-Active Members.
  - i. Honorary Members may be elected at the discretion of and on such terms as may be decided upon by a majority of members at a General Meeting. Honorary Members shall not be required to pay membership subscriptions, shall not be eligible to hold office and shall not be entitled to vote but shall enjoy all other privileges of membership. The maximum number of Honorary Members shall be as decided by members at any General Meeting.

- ii. 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. Life Members shall not be required to pay membership subscriptions but shall enjoy all other privileges of membership. The maximum number of Life Members shall be as decided by members at any General Meeting.
- iii. Non Active Membership may be conferred by the Management Committee upon a member who because of illness or a physical disability has been granted leave of absence by the Club, such members shall not be included in the member number of the Club during that period of absence. Non-financial membership may be granted to Non Active Members, no maximum number of such members being applicable.
- d. The maximum number of ordinary members shall be decided by members at an Annual General Meeting.
- e. ***Applicants for membership must be sponsored by two members of the Club and approved for membership by a majority of the Management Committee.***
- f. ***No person shall be denied membership of the Club for reasons of race, religion, or political persuasion.***
- g. Upon the acceptance or rejection of an application for membership by the Management Committee the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.
- h. An appeal against rejection of application for membership shall be in writing addressed to the Secretary and submitted to the next General Meeting of club members for decision.
- i. Members' must attend a minimum of 6 "events" of which not less than 3 of these must be the regular monthly meetings. The word "events" encompasses meetings, club events, outings and group activities. This requirement is subject to leave of absence in cases of sickness or on any other reasonable grounds.
- j. A member may resign by giving a written notice of resignation to the Secretary.
- k. The membership of a member convicted of an indictable offence may be terminated, without right of appeal, by decision of the members at a General Meeting.
- l. The membership of a member may be terminated should such a member not comply with the provisions of these rules or act in a manner considered injurious or prejudicial to the character or interests of the Club.
- m. The membership of such a member may be terminated at a General Meeting of the Club if a majority of members present at the meeting vote in favour of removing the member.
- n. Before a vote of members is taken about termination of membership, the member must be given a full and fair opportunity to show cause why there should not be a termination of membership.
- o. If after considering all representations made by the member, the meeting decides to terminate the membership, the Secretary must give the member written notice of the decision within seven days thereof.
- p. Should the member give written notice of appeal to the Secretary within one month of the decision, a meeting must be held within two months of receipt to consider the appeal. In the event of the appeal being rejected the Secretary must give the member written notice of the decision within seven days thereof.

- q. At that meeting, before a vote of members is taken, the member must be given a full and fair opportunity to show cause why the application should not be rejected or why the membership should not be terminated.

4. MANAGEMENT

- a. *The Club shall be managed by a Management Committee, herein after called “the Committee”, comprising a President, Vice President/President Elect who shall become the President in the following year, a Secretary, a Treasurer, herein after called “Officers” and such number of Committee Members as decided at any General Meeting.*
- b. *Officers and Committee Members shall be elected annually. The term of office of the President shall be one year, which may be extended to not more than two consecutive years if required due to special circumstances.* Other officers and Committee Members may serve for not more than three successive years in any one office except as otherwise determined and recommended by the Committee to members for decision.
- c. For the purpose of these rules, the office of an officer of the Club or of an ordinary member of the Committee becomes vacant if the officer or member
  - i. Ceases to be a member of the Club
  - ii. Becomes an insolvent under administration within the meaning of the Corporations Law.
  - iii. Resigns the office in writing given to the Secretary.
- d. A casual vacancy on the Committee may be filled by action of the Committee.
- e. A quorum at meetings of the Committee shall be a majority of the members thereof.
- f. Voting shall be by a show of hands, a Committee Member having one vote only. Proxies are accepted.
- g. Where there is an equal division of votes at a Committee Meeting, the Chairman shall have a casting vote in addition to a deliberative vote.
- h. The minutes of each Committee Meeting, when confirmed at the following meeting, must be signed by the Chairman of the meeting verifying their accuracy.
- i. The Committee shall have power to appoint sub-committees to deal with specific matters.
- j. Meetings of the Committee shall be as determined by the Committee, meeting at least once in every four calendar months to exercise obligations.
- k. The Secretary shall advise members of the Committee the time and venue for each meeting, at least seven days prior to the meeting, orally or by mail, electronic transfer or any other method agreed upon.
- l. The Committee shall exercise general control and management of the club affairs between meetings, reporting on actions taken at the next General Meeting of members.
- m. A member of the Committee may be removed from office at a General Meeting of the Club if a majority of members present at the meeting vote in favour of removing the member.
- n. Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why removal from office should not be effected.
- o. A member of the Committee has no right of appeal against the member’s removal from office under this section.

5. ELECTION OF THE COMMITTEE

- a. *An Annual Meeting for the election of officers shall be held before March 31<sup>st</sup> of each year.*

- b. **Members elected shall take office from April 1<sup>st</sup> each year.**
- c. Nominations for positions on the Committee for the ensuing year shall be called for at the meeting preceding the February meeting, such nominations to be lodged with the Secretary no later than the February meeting. These positions shall be filled by ballot, if necessary, at the Annual General Meeting.
- d. Voting shall be by show of hands or by ballot as decided by members. The candidate receiving the greatest number of votes of members present and voting in the election for each office or Committee position shall be declared elected. Proxies are accepted.
- e. Where there is an equal division of votes, the Chairman shall have a casting vote in addition to a deliberative vote.
- f. If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed elected and further nominations shall be received at the Annual General Meeting.
- g. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed elected.
- h. If the number of nominations received is more than the number of vacancies to be filled, an election shall be held.

## 6. MEETINGS

- a. General Meetings of the Club shall be held at monthly intervals, except as otherwise decided by members when affected by Public Holidays and /or the December/ January holiday period.
- b. General Meetings of the Club shall be held at such a time and place approved by members.
- c. A quorum at meetings of the Club shall be twenty five per cent of the total club membership (excluding Honorary Members and Non Active Members) with a minimum of ten members.
- d. An Extraordinary General Meeting shall be called on the request, in writing, of not less than five members (excluding Honorary Members and Non Active Members). Notice of such meeting shall be given to members at least twenty one days before the meeting is to be held with a statement setting out the purposes for which the meeting has been called and any motions submitted.
- e. **An Annual General Meeting shall be held before March 31<sup>st</sup> each year** at such a place and time as may be determined by the Committee and at least twenty-one days notice of such a meeting shall be given.
- f. Notice of an Annual General Meeting stating the time, date, venue and business to be conducted at the meeting shall be given at the February meeting or by mail, electronic transfer or any other method agreed upon.
- g. Voting shall be by a show of hands, or by ballot if required by a majority of members (excluding Honorary Members and Non Active Members).
- h. At General Meetings, Extraordinary General Meetings or Annual Meetings of the Club a member shall have one vote only. Proxies are accepted.
- i. Where there is an equal division of votes, the Chairman shall have a casting vote in addition to a deliberative vote.
- j. The President, or in the absence of or the inability of the President to do so, the Vice President shall preside at all meetings. In the absence of both officers the members present shall elect a Chairman.
- k. The minutes of each meeting, when confirmed at the following meeting, must be signed by the Chairman of the meeting verifying their accuracy.
- l. Any notice of motion (other than to amend the Constitution or By-Laws) must be submitted to the Secretary, in writing at least fourteen days prior to the meeting at which the motion is to be formally proposed, where it must be read to members prior to discussion.

- m. Any notice of motion to amend the Constitution or the By-Laws must be submitted to the Secretary, in writing at least twenty eight days prior to the meeting at which the motion is to be formally proposed.

7. SUBSCRIPTIONS

- a. *Members of the Club shall pay a joining fee (if any) and an annual subscription.*
- b. *The subscription shall include such capitation and insurance fees as may be required by the Probus Centre - South Pacific Inc.*
- c. The joining fee (if any) and annual subscription payable by members shall be determined by members at the Annual General Meeting each year.
- d. The annual subscription is due and payable on the April 1<sup>st</sup> each year. Should a member have not paid the annual subscription by June 30<sup>th</sup> the Committee may recommend to members termination of membership.
- e. The subscription of a person joining the Club is to be paid pro-rata on a quarterly basis. That is where a person joins the Club during the:
 

Quarter ending June 30 <sup>th</sup>	Subscription is payable in full
Quarter ending September 30 <sup>th</sup>	Three-quarters of subscription is payable
Quarter ending December 31 <sup>st</sup>	One-half of subscription is payable
Quarter ending March 31 <sup>st</sup>	One-quarter of subscription is payable

Notwithstanding the date upon which a person joins the Club, the joining fee (if any) is payable in full.

8. FINANCE

- a. The funds of the Club shall be derived from joining fees, annual subscriptions, donations and such other sources as the members determine.
- b. The financial year of the Club shall begin on the 1<sup>st</sup> day of January and end on the last day of December.
- c. An Income and Expenditure Account (and Balance Sheet if appropriate) together with the auditor's report for the twelve months to the end of the financial year shall be presented to the Annual General Meeting after being audited by the person(s) appointed at the previous Annual General Meeting.
- d. The Treasurer shall deposit all funds of the Club to the credit of the Club's account in the bank or other financial institution approved by the Committee.
- e. Cheques in payment of accounts shall be signed by any two of the President, Vice President, Secretary or Treasurer.

9. DUTIES OF OFFICERS

- a. The Secretary shall keep the records of membership and attendance at meetings, shall record and preserve the minutes of meetings, and perform such other duties as ordinarily pertain to the office.
- b. *The Secretary or Public Officer shall keep a register of members in which shall be recorded their names, addresses, telephone numbers, date of joining, date of death or resignation and such other information as the Club may require.*
- c. The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Committee Meeting and General Meeting are entered in a minute book.
- d. The Treasurer shall have custody of all funds of the Club accounting for same to the Club annually, shall submit monthly reports to members and perform such other duties as ordinarily pertain to the office.

- e. Except as otherwise provided in this Constitution, the Secretary shall keep custody of or keep under control all books, documents and securities of the Club.
- f. All accounts, books, documents and securities of the Club shall be available for inspection by any member of the Club upon request.

10. COMMON SEAL

- a. The Secretary or Public Officer shall maintain custody of the common seal of the Club.
- b. The common seal shall not be fixed to any instrument except by authority of the Committee and the affixing of the common seal shall be attested by the signatures of either two members of the Committee or of one member of the Committee and of the Public Officer of the Club.

11. INTERNAL DISPUTES

- a. The procedures set out in this rule applies to disputes between
  - i. A member and another member (in their capacity as members)
  - ii. A member and the Club
- b. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all parties.
- c. If the dispute is unable to be resolved in accordance with clause 11(b) the dispute is to be referred to a Community Justice Centre for mediation in accordance with the Community Justice Centre Act 1983.

12. INFORMATION

- a. *Each year, the Club shall provide the information required by the Probus Centre - South Pacific Inc. concerning membership, meeting arrangements and officers for the ensuing year.*
- b. *The Club shall provide the information on other matters as and when required by Probus Centre - South Pacific Inc.*

13. NON-PROFITABILITY

- a. *The income and property of the Club howsoever derived shall be applied solely towards the promotion of the objectives of the Club and no portion thereof shall be paid to or transferred directly or indirectly to the members of the Club provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or member of the Club for any services actually rendered to the Club, or reimbursement of expenses incurred on behalf of the Club.*

14. PUBLIC OFFICER

- a. A Public Officer shall be appointed in accordance with the requirements of the Associations Incorporation Act.

15. BY-LAWS

- a. *The Club may adopt By-Laws not inconsistent with this Constitution, embodying additional provisions for the management of this Club. Such By-Laws shall be amended from time to time as provided therein.*

16. WINDING UP

- a. *On winding up, the funds of the Club shall not be distributed to members but shall be donated to a charitable organisation, which prohibits distribution of its funds to members.*
- b. The liability of a member to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of winding up of the Club is limited to the amount, if any, personally owed by the member to the Club.

17. AMENDMENT

- a. *The clauses of this Constitution, including the Aims and Objects, may be amended at a General Meeting of the Club, a quorum being present, by the affirmative vote of not less than three quarters of the members present and voting, notice of such proposed amendment(s) having been published to all members at least twenty one days before such meeting.*
- b. *Such amendments shall not be effective until approved by the Probus Centre - South Pacific Inc. (prior to submission to The Office of Fair Trading) and accepted by the Office as being in compliance with the requirements of the Associations Incorporation Act.*

We hereby certify that, a quorum being present, this recommended Constitution was amended and adopted by decision of not less than a three quarter majority of the members present and voting at a meeting on the 17<sup>th</sup> March 2009.

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(President's Signature)

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(Secretary's Signature)



## STANDING RESOLUTIONS

1. The Club shall be managed by a Management Committee (herein after called 'the Committee'), comprising of a President, Vice President/President Elect who shall become the President in the following year, Secretary, Treasurer, and Committee Members to be responsible for Tours and Club Outings, Interest Groups, Guest Speakers, Membership, Risk Management, Welfare, Club Bulletin 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.

17<sup>th</sup> March 2009
2. The Club shall meet monthly on the 3<sup>rd</sup> Tuesday of each month

21<sup>st</sup> October 2008
3. The Club may meet at another time, on another day, or at another venue by decision of the members.

21<sup>st</sup> October 2008
4. The maximum membership of the club shall be 230.

17<sup>th</sup> March 2009
5. The subscription payable by members shall be a maximum of \$ 40.00 per annum.

17<sup>st</sup> March 2020
6. The joining fee payable by a member on admission to the club shall be \$ 30.00

17<sup>th</sup> March 2020
7. There shall not be more than 5 Honorary Members at any one time

21<sup>st</sup> October 2008
8. There shall not be more than 5 Life Members at any one time

21<sup>st</sup> October 2008
9. The Club Secretary shall be appointed as Public Officer, unless decided otherwise

19<sup>th</sup> August 2014
10. The number of members of one gender, male or female, shall not exceed sixty-five percent of the maximum membership number of the club

21<sup>st</sup> October 2008
11. These Standing Resolutions may be amended at any general meeting of this club, a quorum being present, by the affirmative vote of not less than 75 per cent of the members present and voting

21<sup>st</sup> October 2008
12. The Management Committee be authorised, at its sole discretion, to make donations to suitable registered charities with the proviso that the aggregate donations made in any one calendar year does not exceed \$500.00.

17<sup>th</sup> March 2012