



STANDING RESOLUTIONS OF THE Asquith Mixed Probuc Club (INC.)

6th January 2022

Club Number 9003799

Accreditation Number 2414 dated 2 October 2008.

Incorporation Number INC9890687 dated 19 January 2009.

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 of a President, Vice-Presidents (2) (incl President Elect) Secretary, Treasurer. A maximum of 9 **Committee Members** will be appointed to be responsible for Guest Speakers, Visits & Entertainment, Membership, Club Bulletin & Publicity, Welfare and such other activities as may be decided from time to time by the Management Committee. The immediate Past President shall be a member, ex officio, of the Management Committee with full voting rights.
3. In the event of the President Elect being unable to assume Presidential Office at the Annual General Meeting the committee is empowered to accept nominations from members who have previously served on The Committee for presentation to the Annual General Meeting.
 - (a) The Management Committee are authorised to appoint a Probuc Liaison Officer (with email access to allow communication with PSPL) at the Annual General Meeting or the April committee meeting. The Secretary will normally operate as the liaison Officer.
 - (b) The Management Committee are authorised to appoint an assistant Secretary and assistant Treasurer.
 - (c) Three people, being the current President, Treasurer and Secretary, are authorised by the Management Committee to sign club withdrawals, either by EFT or cheque. Of these three, two must sign every withdrawal.
4. The Club shall meet monthly at 10.30 am on the first Thursday morning of each month at Asquith Rugby League Club Ltd. (known as Magpies Waitara), or temporally in exceptional circumstances, electronically, or as the Management Committee may decide.
5. The Club may meet at another time, on another day, or another venue by decision of the members.
6. The maximum membership of the club shall be 150 active members.
7. The Management Committee shall endeavour to maintain a gender balance of not more than 60% of any one gender.

Document History: - Standing Resolutions May 2015.pdf
Standing Resolutions April 2015.docx
Revised Standing Resolution July 2019.docx with appendix.
Revised Standing Resolution 19 Sept. 2019
Revised Standing Resolution 4th Oct. 2019
Revised Standing Resolution 10th Oct. 2019
Revised Standing Resolution 11th October 2019
Adopted, Standing Resolution 6th January 2022



8. Then 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: carers, wives, partners, widows/widowers of deceased members, associates and affiliates. Exemption - no count or fee applies for carers.
9. The Management Committee shall annually include a budget allocation for payment of NON-MEMBER fees and authorise the Treasurer to remit the annual fee payment to PSPL on behalf of the club.
10. 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 and gender as the waiting list.
 - (2) A membership application form will not 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 may attend all club meetings and functions and be required to meet associated costs in attending.
11. Visitors may attend a maximum of 12 meetings of the Club
12. The Club shall operate under a Privacy Policy in accordance with the Privacy Act. (See Appendix I) Page 4.
13. The Club shall operate under a Tours & Refund Policy. (See Appendix II)*
14. The Club shall operate under a Risk Management Policy. (See Appendix III)*
15. The club shall operate under a Meeting Procedures and Recording *Policy* (see Appendix IV).
16. Sandra Death is confirmed as Public Officer. The Club's official address shall be the home of the public officer.
17. The subscription payable by members shall be reviewed at the November general Meeting. Subscriptions are due on the 31st December each calendar year.
18. The joining fee payable by a member on admission to the Club will be reviewed at the November Meeting.
19. There shall not be more than 5 Honorary Members at any one time. Honorary members may be elected at the discretion of and on such terms as may be decided upon by a majority

Document History: - Standing Resolutions May 2015.pdf
Standing Resolutions April 2015.docx
Revised Standing Resolution July 2019.docx with appendix.
Revised Standing Resolution 19 Sept. 2019
Revised Standing Resolution 4th Oct. 2019
Revised Standing Resolution 10th Oct. 2019
Revised Standing Resolution 11th October 2019
Adopted, Standing Resolution 6th January 2022



of members 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.

Honorary membership has been granted to:
Keith Carson

20. There shall not be more than 3 Life Members at any one time. 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. (See Appendix V for the club Policy on Life Membership and Awards)

Life membership has been granted to:

21. There shall not be more than 5 Non-Active Members at any one time. Non-Active membership may be conferred upon a member who because of carer responsibilities, illness or physical disability has been granted leave of absence by the club. Such Non-Active members shall be granted leave of absence and non- financial membership [shall or shall not] apply in these cases.

Non-Active Membership has been granted to:

..... Period of time

22. The Club shall establish a protocol for receiving and recording genuine apologies. Such apologies must be received by a member of the Committee of Management prior to the commencement of the general or annual general meeting by a method accepted and approved by the membership.

Actions relating to apologies, absence and leave shall be decided by the committee.

23. The Management committee shall provide the Probuc Centre annually with the club's membership list in accordance with accreditation requirements set by the Probuc centre.

24. 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 75% of the members present and voting, (or where proxies are accepted) notice of such proposed amendment(s) having been published to all members at least twenty-one (21) days before such meeting.

Members resolved to formally adopt the above Standing Resolutions numbered 1-23 by Special Resolution at a General Meeting held on (Day and date)

Signed _____
President

Secretary

Date _____



Appendix I.

Privacy Policy

Scope:

This statement applies to personal information collected by the Asquith Mixed Probus Club Incorporated

Personal information:

It is our usual practice to collect personal information directly from you.

Sometimes we collect personal information from a third party if you have consented or would reasonably expect us to collect the information in this way, for example in an emergency situation that arises on outings.

Uses:

We only use your personal information for the purposes for which you give it to us and for related, internal management purposes, and for the dissemination of club information.

We do not give information about you to other government agencies, organisations or anyone else unless one of the following applies:

- you have consented
- *. you'd expect us to or we have told you we will
- *. it is required or authorised by law
- *. it will prevent or lessen a serious and imminent threat to somebody's life or health or the disclosure is reasonably necessary for law enforcement or for the protection of club revenue.



Appendix II

ACTIVITIES AND REFUND POLICY

General

1. Activities and excursions are organised to cater for a wide range of club interests. These include single day activities and extended tours.
2. **One day excursions** will normally be organised for the third Thursday of each month
3. Details of the ***Itinerary and Costs will be published IN:***
 - the monthly Bulletin and In the Club Auditorium at the general meetings.
4. **Payments** must be made by the close of the monthly meeting one month prior to the activity.
5. **Refunds:** If the minimum number of participants have not booked and paid one month prior to the excursion it will be cancelled and refunds will be made.
6. **Non-attendance:** Where the Club has to pay for the activity for the numbers booked, we **are unable to refund monies** paid if any member is unable to join an activity for which a booking has been made. - Notwithstanding this policy, the committee may consider written requests for a refund where the member is unable to attend in exceptional circumstances
7. Special provisions apply for extended tours. These will be published with each activity. Insurance for these activities is the responsibility of the participant.

Procedures

Booking and Payment

1. Complete an **Activities Booking/Payment voucher and receipt** form in full. There are blank forms at the meeting. This procedure also must be followed if paying electronically.
2. Present the completed form with payment **at the payment desk** where a receipt will be provided.
3. If paying by cheque, make it payable to ***Asquith Mixed Probus Club Inc.***
4. **Electronic Payment:** If payment has been made electronically, attach a transaction receipt (from the relevant bank) to the Activities Voucher and Receipt form, and present it at the payments desk before going to the tour organiser.
5. **Tour Organiser's desk:** Present the receipt at the Tour Organiser's desk to have your attendance confirmed and have your receipt endorsed by the organiser.
6. **Retain your receipt** — Your receipt may be required when claiming a refund, credit or replacement ticket.
7. **Refunds:** When the Club cancels, or reduces the cost of a tour, the Club may arrange a refund.
8. **Where a member seeks a refund** after withdrawing from an activity or activity has

Document History: - Standing Resolutions May 2015.pdf
Standing Resolutions April 2015.docx
Revised Standing Resolution July 2019.docx with appendix.
Revised Standing Resolution 19 Sept. 2019
Revised Standing Resolution 4th Oct. 2019
Revised Standing Resolution 10th Oct. 2019
Revised Standing Resolution 11th October 2019
Adopted, Standing Resolution 6th January 2022



been cancelled or where special circumstances apply a written request is to be submitted to the committee via the Secretary or Activity organiser.

Appendix III

RISK MANAGEMENT POLICY

1.0 GENERAL STATEMENT

This policy was adopted by the members of the Asquith Mixed Probus Club at a meeting held on _____. The Asquith Mixed Probus Club Incorporated recognises the need to minimise potential risks to members and visitors, which may occur as a result of their participation in the activities of the club.

It is important to the overall enjoyment of the club that potential areas of risk be identified and controls put in place to reduce the risk of injury.

This policy is also designed to provide officers and group leaders of activities, tours and outings confidence in their administrative roles within the club.

Nothing in this policy is designed to restrict the enjoyment of member's or visitor's participation in the activities of the club.

The purpose of this policy is

- To reduce the risk of injury
- To protect the club and its members in the event of action being taken against the club, its officers, activity leaders or individual members.

.

2. DISCLAIMER

The Asquith Mixed Probus Club Inc. in no way claims this manual to be a comprehensive document covering all aspects of "Risk Management", which is likely to affect the operations of the club.

The document suggests a number of important areas that should be covered in order that a safer environment may be provided for Members and Visitors.

Whilst every effort has been made to ensure issues related to Risk Management within the Asquith Mixed Probus Club Inc the Management Committee does not accept any responsibility for any errors, omissions or inaccuracies whatsoever within in the document.

This Manual is provided on the basis that the Asquith Mixed Probus Club Inc shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete or out of date information contained within the document.

Document History: - Standing Resolutions May 2015.pdf
Standing Resolutions April 2015.docx
Revised Standing Resolution July 2019.docx with appendix.
Revised Standing Resolution 19 Sept. 2019
Revised Standing Resolution 4th Oct.2019
Revised Standing Resolution 10th Oct. 2019
Revised Standing Resolution 11th October 2019
Adopted, Standing Resolution 6th January 2022



3.1 THE MEETING VENUE

The committee shall ensure: -

- (a) A First Aid Kit is available for use at all meetings.
- (b) A record of members, guests or visitors attending meetings is maintained.
- (c) All power leads, microphone cables and other fittings are properly secured or covered.
- (d) **Emergency procedures** all persons present are advised of the locations of exits, evacuation assembly point and the procedures to be followed in the case of emergency.
- (e) A list of emergency numbers is kept and maintained at the registration desk at all times.
- (f) Normal/reasonable duty of care is undertaken and observed.

3.2 FOOD SERVICE

The Hospitality Officer shall be responsible for: -

- (a) Club Managed food and beverage services.
- (b) Rosters for the setting up and cleanliness of facilities.
- (c) Good hygiene practices being undertaken and observed.

4.0 ACTIVITIES, OUTINGS AND TOURS

- (a) The appointed leaders shall manage all approved club activities with the assistance of delegated subcommittee members.
- (b) Where possible a record of members, visitors and guests attending to be maintained.
- (c) Any incidents accidents/enquiries to be recorded and if necessary, for insurance purposes be reported to Probudus South Pacific Limited.

5.0 HANDLING OF MONEY

The Treasurer shall be responsible for:

- (a) The financial management of club funds under the direction of the Management Committee.
- (b) The Treasurer may delegate the collection of monies being paid by members & guests for club activities to the payment desk.
- (c) The Treasurer is to bank all collected monies within two working days for insurance cover.
- (d) The Committee must approve financial transactions made by the Club and ensure *all* payments carry two authorised signatures.
- (e) The Committee shall ensure that no payments are made without evidence of the debt by way of invoice, voucher or receipt. Where a cash refund is made to a member that member shall sign for the refund.

Document History: - Standing Resolutions May 2015.pdf
Standing Resolutions April 2015.docx
Revised Standing Resolution July 2019.docx with appendix.
Revised Standing Resolution 19 Sept. 2019
Revised Standing Resolution 4th Oct.2019
Revised Standing Resolution 10th Oct. 2019
Revised Standing Resolution 11th October 2019
Adopted, Standing Resolution 6th January 2022



- (f) A register of the Clubs assets shall be maintained.
- (g) A budget setting out the anticipated Income and expenditure, shall be presented at the November meeting.

Note: Cash based accounting system rather than an accrual system need not allow for depreciation of assets.

6.0 ROLES AND RESPONSIBILITIES OF OFFICERS AND ASSISTANTS

- (a) The President shall issue a statement of Roles and Responsibilities of elected officers and appointed leaders at change-over or on appointment in filling casual vacancies.
- (b) These statements will be based on published advice from Probus South Pacific Limited, The NSW Office of Fair Trading and professionals such as the Auditor. They will be in accord with the Club Constitution, standing resolutions appendices and circulated statements.

7.0 INTERNAL DISPUTES

- (a) Where parties to a dispute are unable to reach an agreement in respect of item 13(b) of the constitution the parties should meet with members of the Management Committee. The purpose of this meeting is to mediate the dispute.
- (b) Where a member of the Management Committee is a party to the dispute that officer should not chair such a meeting and must declare a conflict of interest.
- (c) Parties may be accompanied by a support person chosen from Club membership.

8.0 OTHER ISSUES

HIGH ENERGY ACTIVITIES

Walks: - The organiser must be assured by the member taking part, that he/she is capable of completing the activity without undue stress.

Heat Policy: - If activities are scheduled for days when the heat may rise to 35degrees C then members are responsible for self-assessment that they are physically capable of completing the task without undue stress. The event's organiser cannot be responsible for an individual's wellbeing under these circumstances.

The organiser of excursions /Activities recommend using the Risk Assessment Plan, attachment 1, General Statement.

Document History: - Standing Resolutions May 2015.pdf
Standing Resolutions April 2015.docx
Revised Standing Resolution July 2019.docx with appendix.
Revised Standing Resolution 19 Sept. 2019
Revised Standing Resolution 4th Oct.2019
Revised Standing Resolution 10th Oct. 2019
Revised Standing Resolution 11th October 2019
Adopted, Standing Resolution 6th January 2022



APPENDIX IV

Meeting Procedures and Recording.

General

1. **Procedures** have been developed in accordance with our Constitution and Standing Resolutions. In addition, the procedures are designed to comply with the Corporations Act of 2009 relating to incorporated associations (Tier2) and related publications.
2. In circumstances where a standing resolution or policy guideline has not been developed the club shall proceed under the direction of the President (or Chairperson) for a particular meeting.
3. The President or Chairperson should remind committee members at the opening of each meeting of the Legal requirement to declare any conflict of interest.

Procedures:

1. Motions:

- a. Any member may make a proposal in writing as a notice of motion in person at any meeting. This is known as a motion.
- b. A seconder is required or the motion shall lapse.
- c. The Chairperson opens the debate with the mover speaking first.
- d. The Secunder may be given the right to speak.
- e. A Speaker against the motion and then for the motion, etc shall be invited to speak.
- f. After a reasonable debate the mover is invited to reply. The motion is then put to a vote
- g. If carried this motion then becomes a resolution.
- h. Where an amendment is moved and is successful, the amendment then becomes the motion. The amendment is then put as the motion.

2. Voting:

- a. Voting shall normally be by show of hands
- b. A simple majority is required for ordinary motions. In the case of Special resolutions, a 75% majority is required from members present and those who have applied for a postal ballot.
- c. Circumstances where a written ballot is to be used shall be the prerogative of the chairperson.
- d. Postal Ballots shall only be used where members are on leave or ill.



3. Special Resolutions:

- a. Shall apply in the case of changes to the constitution, appointment of honorary and life members and any special circumstance as recommended by the management committee.
- b. In addition, special resolutions shall apply where required by the Office of Fair Trading in relation to change of name or winding up.

4. Postal Ballots:

- a. Postal Ballots are only available to members who are ill, incapacitated or on leave.
- b. A written application to the Secretary is required for a postal ballot paper.
- c. They may not be used in cases of disciplinary appeals by members.

5. Recording of Resolutions

- a. Resolutions shall be recorded as

It was resolved to adopt the Meeting Procedures Policy of May 2015.

Moved Seconded Carried

- b. Any member may request a dissenting or abstaining vote be recorded.

- c. A member may request a vote count be taken and recorded.

- d. A vote count should normally be taken and recorded for Special resolutions.

- e. Special Resolutions regarding life or Honorary Membership shall be recorded as

Life Membership shall be conferred on

Moved Seconded.....

Date of Adoption..... Carried 90 for/ 4 against

April 17 2015 Revised Sept 2019

APPENDIX V

Life Membership and Awards Policy.

General

1. The club shall operate a policy to recognise significant service.
2. In the case of Life Membership, the policy will be in accord with PSPL guidelines, The Constitution and Standing resolutions.

Specific Awards

Long Membership

- a. Long membership recognition shall be commenced after 10 years membership.
- b. It shall then be recognised after each subsequent 5 years membership.

Document History: - Standing Resolutions May 2015.pdf
Standing Resolutions April 2015.docx
Revised Standing Resolution July 2019.docx with appendix.
Revised Standing Resolution 19 Sept. 2019
Revised Standing Resolution 4th Oct.2019
Revised Standing Resolution 10th Oct. 2019
Revised Standing Resolution 11th October 2019
Adopted, Standing Resolution 6th January 2022



Life Membership:

- a. A minimum of 15 years membership shall be required for the award of a life membership. This may be reduced in special circumstances such as ill-health
- b. A record of outstanding service to the club shall be a pre-requisite for this award.
- c. The club shall not appoint more than 3 life members at any one time.
- c. Nominations shall close with the Secretary at the close of the November club meeting.
- d. A sub-committee shall be appointed to process applications chaired by the President Elect.
- e. The immediate past-president should be a member of this sub-committee.
- f. The award shall consist of a life member's medal and framed citation. The recipient shall also be offered exemption from payment of fees.

Club Service Award

- a. This award is recognition for significant service, duty or assistance to the club.
- b. The award is made after a minimum of 7 years' service.
- c. The award shall be a laminated certificate or personalised gift.
- d. The nomination process shall be as for the life member award

President's award

- a. This award is at the discretion of the President and will normally be made at the AGM
- b. The award shall be a laminated citation or personalised gift.
- c. The award is for special service in keeping with the President's objectives.
- d. It may also be awarded for consistent service to club activities

This document was prepared under the authority of the Management Committee on Thursday 13th June 2019. The appointed Subcommittee was Sandra Death President, John Channon Vice President, John Davies Assistant Secretary, Vince Hughes and Laurie Keaton as advisors.