PROBUS CLUB OF PITTWATER INC
STANDING RESOLUTIONS

A. STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION

The Constitution of Probus Club of Pittwater Inc requires additional information to be provided for in its Standing Resolutions. This is referenced in the Club's Constitution by the words "as provided for in the Standing Resolutions".

Accordingly, the following Standing Resolutions are required to be adopted by the Probus Club of Pittwater Inc:

1. The Club will be managed by a Management Committee ("Committee") comprising a President, a Vice-President, a Secretary, a Treasurer and 6 other members of the Committee in such roles as may be decided from time to time. (Constitution clause 7.(a)).

2. Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club. (Constitution clause 8.(b))

3. The maximum number of consecutive terms for which a Committee member may serve in the same role is 5 terms. (Constitution clause 8.(l)).

4. The Club will meet monthly at 10 00am on the 2nd Tuesday of each month at Mona Vale Surf Lifesaving Club. (Constitution clause 12.(a))

5. In relation to Committee meetings, at least 28 days notice must be given to Committee members. (Constitution clause 7.(j))

6. The annual subscription will be $50.00 and is payable by members by 31 March each year. The joining fee payable by new members will be $20.00. (Constitution clause 14.(a))

7. The maximum number of Ordinary Members of the Club will be 100. (Constitution clause 5.(f))

8. There will be no more than 5 Honorary Members at any one time. (Constitution clause 5.(f)).

9. There will be no more than 5 Life Members at any one time. (Constitution clause 5.(f)).

10. The Treasurer will submit financial reports to general meetings on a monthly basis. (Constitution clause 10.(b)).

11. If the Club is incorporated, the Secretary will act as the Public Officer. (Constitution clause 11).

12. 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 a simple majority vote of those members present and voting. (Constitution clause 25.(a))

B. ADDITIONAL STANDING RESOLUTIONS

In addition to the above Standing Resolutions, the Club adopts the following Standing Resolutions:

13. The Immediate Past President is an ex officio member of the Committee by virtue of his past service as President with voting rights.

14. 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.

15. All Club payments must be authorised by at least 2 Committee members.

16. 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.

17. 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.

18. The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.

19. The Club will maintain a waiting list protocol as follows:

    (a) the maximum number of persons on the waiting list will be 20.

    (b) an expression of interest to join the Club will be recorded on the waiting list by date.

    (c) a membership application form will only be offered to a person on the waiting list when a vacancy becomes available.

    (d) monies will only be received or accepted from a person on the waiting list when an application for membership has been approved by the Committee.

    (e) persons on the waiting list may attend Club meetings and/or activities in accordance with the Club's protocol for visitors.

20. The Club will adopt a Privacy Policy that outlines how it will collect, hold, use and disclose members' personal information.

21. The Club will adopt a Refund and Payment Policy.

22. The Club will adopt a Risk Management Policy.

23. 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.

AMENDING STANDING RESOLUTIONS

a. To amend or replace a Standing Resolution, the members in general meeting must pass either an amendment to an existing Resolution or a new Resolution.

b. A Standing Resolution may be moved at a general meeting from the floor with or without due notice depending on the nature of the motion. If the matter is contentious or is related to an existing Standing Resolution, 14 days' written notice should be given to all members. Once the motion is moved, the motion must be seconded and then, following discussion, a vote taken.

c. Changes to Standing Resolutions will normally require a simple majority vote of those members present and voting. However, a Club may select a higher majority vote (such as 75%) and that should be clearly stated in its Standing Resolutions.

d. A Standing Resolution remains on the books until such time as the Resolution no longer applies, is amended, rescinded or a new Resolution overrides the previous Resolution.

CERTIFICATION

We hereby certify that, a quorum being present, these standing resolutions were adopted by a decision of not less than three-quarters of the members present and voting at a general meeting of the Club held on

12 August 2025 [*insert date*]

President's signature

Secretary's signature