



# STANDING RESOLUTIONS

Ringwood Clocktower Probud Club Inc. ( Herein called RCPC )

Sponsored by Rotary District 9810 - Established April 2007

(Includes amendments adopted Nov 2015, Nov 2018, requirements of PSPL 2025 and fees for 2025-26)

## 1. MANAGEMENT COMMITTEE - refer Constitution point 7

- a) The RCPC shall be guided by a set of Standing Resolutions approved and adopted by members.
- b) The RCPC shall be managed by a Management Committee (herein called the Committee). The Management Committee will consist of the President, Vice President, Secretary, Treasurer, and 5 other members. Membership Secretary, Welfare, Convenor Coordinator, Publicity, Member Liaison Officer. (2025 PSPL required amendment)
- c) Nominations for election to the Management Committee will require a proposer and seconder, both of whom must be voting members of the RCPC.
- d) A Member who is coopted to REPLACE an ill member can stay on Committee until the end of that term, and with voting rights, but a member who is coopted to ASSIST a Committee member with a specific job can stay until that job is completed, but will have no voting rights.
- e) The offices of President and Vice President should be held, preferably, by female and male members alternately, all other positions being non-gender specific, whilst maintaining, if possible, the club's gender ratio within the Committee.
- f) The Vice President will be President elect for the ensuing year. All other positions will be declared vacant at the AGM.
- g) No maximum has been set for the number of consecutive terms for which a Management Committee member may serve in the same role. From a knowledge point of view, it is preferable that roles, other than President and Vice President, are held by the same committee member for 3 years.
- h) The Management Committee is authorised to appoint an assistant to any of the positions on the Management Committee. Such assistants are not sitting members of the committee and are not entitled to vote. However, if the assistant is acting for an officer in his/her absence then the assistant will have one vote representing the officer.
- i) Notice of at least seven days for a Management Committee meeting shall be given.
- j) The Management Committee shall meet monthly, unless a quorum is unavailable.
- k) As the RCPC is incorporated, it is the Secretary who shall act as The Public Officer.

## 2. MEETINGS - refer Constitution point 12

- a) The RCPC shall meet on the 3rd Wednesday of each month, at 9.30 at the Dorset Gardens Hotel. Changes to place, day and time of a meeting may be agreed from time to time by a simple majority vote of the membership in attendance at any General Meeting or an electronic poll of the entire membership. Two celebration meetings, usually the Birthday party and the Christmas party, may be changed at the discretion of the Committee, taking into consideration the agreement the club has with the facility at which it meets.
- b) The Annual General Meeting will be held in March of each year.

- c) In the event of a member's inability to attend a monthly meeting, an apology should be made to the Membership Secretary and must be received prior to the commencement of the meeting.
- d) Members leaving club meetings or activities early must sign the attendance register indicating the time of their departure.
- e) For an extended absence, a request for "Leave of absence" should be directed to the membership secretary.

### **3.(A) Standard Membership - refer Constitution point 5**

- a) The maximum membership of the club shall be 150 which may be reviewed annually by the Management Committee and any proposed changes approved by members at a General Meeting by simple majority.
- b) The membership waiting list shall be kept by the Membership Secretary and reviewed regularly by the Management Committee.
  - i. An expression of interest to join the club will be recorded by date and gender on a waiting list, and the Application for Membership form completed.
  - ii. In the case that the RCPC has a waiting list, it shall not exceed 20 people.
  - iii. In the case that the RCPC has a waiting list and an applicant possesses and agrees to provide specific skills currently required by the Club, consideration may be given to expediting their membership.
  - iv. A membership application must be approved by a majority of the Management Committee.
  - v. No monies shall be received or accepted until such time as the application for membership has been approved by the Management Committee.
  - vi. Prospective members are required to attend two General meetings before their induction at their third General meeting. Upon induction the Membership Secretary shall notify PSPL electronically, and a capitation fee paid if this/these additions exceed the membership paid for the current year.
  - vii. Deletions from membership are similarly notified.
- c) The annual subscription payable by members shall be due by April 1st each year and will be reviewed annually prior to the Annual General Meeting. The joining fee payable on admission to the club shall be reviewed annually prior to the Annual General Meeting.
- d) A Membership Directory comprising names, addresses, telephone and mobile numbers and email addresses shall be provided to all members with the proviso that the list is for members' use only and not to be distributed or sold to outside agencies. All information is to be kept private and confidential and may only be used within the confines of Probus and shall not be used for any other purpose. Any member may choose not to be included in such by giving written notice to the Secretary prior to publication.
- e) The Management Committee shall endeavour to maintain a gender balance of not more than 60% of any one gender in line with the maximum membership of the club.
- f) Members who due to ill health or other personal reasons, are unable to attend more than 3 meetings per year, may apply in writing to the Management Committee for Non-Active Status, stating the reason or circumstance for special dispensation. At the discretion of the Committee, Non-Active Status may be granted which will include a Non-Active annual

membership fee as detailed in section 14 below. In special circumstances the Management Committee may place members on the Non-Active List. Members on the Non-Active list will have no voting rights for the period they are listed but will be permitted to attend up to three meetings, or activities or a combination of the two, (such as Club functions, trips or lunches etc.) and receive the monthly newsletter. If circumstances change for these people and they are able/do attend more than three occasions, they may be required to resume full membership. This can occur even if this raises the existing ceiling of membership to accommodate them.

- g) Non-Active members are not included in the membership count. The Management Committee shall provide PSPL annually with the club's membership list. However should a Non Active member exceed the three General Meetings or three Activity Group meetings or a combination of either, i.e. total of three, the Club is required to pay a Non-Member Capitation Fee to PSPL.
- h) Ringwood Clocktower Probus Club will provide 'names only' to be included in the Probus South Pacific LTD Membership Database for members who elect to 'Opt-out' and 'names plus other information' for members who elect to 'Opt-In'.

### **3. (B) – OTHER MEMBERSHIP**

- a) There shall not be more than three 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 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.
- b) There shall not be more than three Life Members at any one time. Life membership may be conferred upon a member who has rendered outstanding service to the RCPC. Nominations shall be submitted in writing to the Management Committee for consideration, and if approved, referred to the next General Meeting of the RCPC for confirmation. Such Life Members shall enjoy all membership privileges and shall not be expected to pay annual fees. Life Membership has been granted to: Anne Oughtibridge, Colin Pask and Annette Oakley.
- c) Non-Active membership may be conferred upon a member who, because of care responsibilities, illness or physical disability, has been granted leave of absence by the RCPC.

### **4 FINANCES - refer Constitution point 10**

- a) The RCPC shall operate three business accounts and two term deposit accounts, under the management of the Treasurer. The three business accounts include a General account for membership fees and administrative expenses; an Activities expenses account and a Debit card account. The signatories shall be any two of the RCPC - President, Vice President, Secretary or Treasurer. They are authorised to operate Electronic Funds Transfers, payments, and other normal banking transactions. The purpose of the debit card account is to facilitate the ease of payment(s) for activities by the Activities /Tours Convenor. The Activities Convenor will submit appropriate invoices for funds to be transferred to the Debit card from Activities account. Following the payment(s), receipt(s) will be provided to the Treasurer.
- b) Any two members who are related or maintaining a personal relationship whilst office bearers of the club may not be joint signatories on RCPC accounts.
- c) The Treasurer and delegated officer(s) of the Management Committee, appointed by the Management Committee are authorised to use the Electronic Funds Transfer (EFT) banking system for club accounts.

- d) The treasurer, or their approved proxy, shall submit financial reports on a monthly basis, both to Management Committee Meetings and General meetings.
- e) Any RCPC expenses incurred and paid must be approved by the Treasurer before the expenses are incurred and claim for reimbursement must be accompanied by receipts.
- f) On the recommendation of the Treasurer and at the discretion of the Management Committee, the Treasurer may invest RCPC funds in the name of Ringwood Clocktower Probus Inc. in short term interest-bearing deposits at the bank for periods not exceeding 12 months. Signatories to be any two of the current nominated signatories of the Club's two accounts. Interest on maturity of investment is to be paid into the Club's General Account. (Approved at the General meeting 15th September 2010).
- i) Probus South Pacific Ltd has approved that in the absence of the Treasurer, a delegated member of the club may deposit all funds of the RCPC to the credit of the Club's account in the bank or other financial institution approved by the Management Committee. (Approved General Meeting October 20<sup>th</sup>, 2010).
- j) The RCPC Annual Financial statements shall be audited by a person approved by the AGM, that person being someone who is not involved in preparation of the Annual Financial Statement.

## 5. VISITORS

The RCPC is required to establish a protocol for visitors to ensure every person attending RCPC activities is adequately covered by our insurance policies. We are required to report annually to PSPL and to pay an additional fee for non- Probus visitors attending on more than three occasions.

- a) A visitor is defined as an individual attending a recognised Probus event (meeting or activity) who is not a member of the Ringwood Clocktower Probus Club Inc.
- b) Visitors can be classified as **Member Visitors** (i.e., a current paid up member of **any** Probus Club), or **Non-Member Visitors** (i.e., not a member of any Probus Club).
- c) Members of another Probus Club are welcome at any of our meetings or activities without limitation but must first be invited by a current Ringwood Clocktower Probus Club member or with the prior approval of the President or Secretary.
- d) Other than with the prior approval of the Management Committee, Non-Member visitors may only attend up to a maximum of three meetings or activities or combination of both in the club per year. This does not apply to persons who have completed an Application for Membership form.
- e) A Non-Member partner of a Ringwood Clocktower Probus Club member is considered a visitor, and the same conditions apply.
- f) Attendance Sheets must make provisions for recording Member visitors and Non-Member visitors to our club activities, so that we can accurately advise PSPL of our liability for additional non-member Capitation fee, when appropriate.
- g) The Management Committee shall account annually to PSPL for the number of Non-Member visitors attending club meetings and/or activities where this exceeds the club's protocol for visitors attendance.

Note: No count or fee applies for carers and financial members of other Probus Clubs. The Management Committee shall annually include a budget allocation for payment of Non-Member visitor fees and authorise the Treasurer to remit the annual fee payment to PSPL on behalf of the RCPC.

## **6. NEWSLETTER**

- a) The RCPC Newsletter shall be named 'CLOCKING ON' and will be published on a monthly basis.
- b) The Newsletter shall be distributed, as will the Minutes of the last meeting and the Treasurer's Report. The preferred method of distribution is email.

## **7. SPEAKERS**

- a) RCPC information shall be provided to Speakers on a formatted sheet.
- b) At the discretion of the Management Committee, an amount considered appropriate by the committee shall be provided from the Club's General Account funds to the speakers toward travel, a gift or donation.

## **8. INSURANCE**

- a) It is mandatory that a record of attendance is kept for all Meetings/ Tours/ Outings/ Activities and will be retained by the Coordinator of each, for the required 13 months.
- b) It is mandatory that visitors and Probus members from other Probus clubs sign our Visitor's Book.
- c) A speaker who receives a gift as a token of appreciation is considered a visitor, but a speaker who requires a fee for their services is considered a contractor.

## **9. CLUB HISTORY**

The RCPC history needs to be maintained. All club records and photographs should be documented and as detailed as possible for this purpose and will be managed by the RCPC Archivist.

## **10. WEBSITE**

The RCPC will maintain its own website.

## **11. POLICIES**

The RCPC will have policies as required by PSPL and/or considered necessary by the Management Committee.

## **12. AFFILIATION**

At the discretion of the Management Committee and members:

- a) The RCPC shall affiliate with the Probus Association of Victoria Inc.
- b) The RCPC shall affiliate with any other Probus Association in our region considered appropriate by the Management Committee.

## **13. AMENDMENTS TO STANDING RESOLUTIONS (Including Appendices)**

Standing Resolutions (excluding those related to the Annual General Meeting) may be amended,

if required, at any General Meeting of the club, a quorum being present, by the affirmative vote of not less than 50% of the members present and voting, notice of such proposed amendments having been published to all members at least twenty one days before such meeting.

At the discretion of the committee a minor, non-contentious, changes to the Resolutions may be called for, with no notice, at a General Meeting, and may be voted on by those present.

#### **14. ANNUAL VARIATIONS - refer Constitution point 14**

The following are the annual variations for Financial Year 2025-2026

- i. Annual Subscription per member - \$70
- ii. Annual Subscription per non-active member - \$10
- iii. Membership Joining fee - \$30 per member.

#### **15. REVIEW OF CONSTITUTION, RESOLUTIONS, ATTACHED POLICIES and other RCPC DOCUMENTS**

Review of constitution, resolutions, attached policies and any other RCPC documents shall occur annually, changes made, if required, and the date recorded, to ensure currency.

Reviews can be done by any full member of the RCPC.

Changes to the Constitution, Resolutions and attached Policies will occur as per point 13 of this document.

#### **POLICY DOCUMENTS**

The following policies are available on the club website under menu > DOCUMENTS.

- 1 Payments & Refunds Policy**
- 2 Risk Management Policy**
- 3 Privacy Policy**
- 4 Publicity & Social Media Policy**
- 5 Advertising Policy**
- 6 Defibrillator Policy Policy**

If a member requires a copy of a particular policy and they do not have access to our club's website, then please contact the club's secretary for a copy of the required policy.