



Combined Probus Club of Westleigh Inc
Club No. 9002565 Accreditation No. 2379
STANDING RESOLUTIONS

BACKGROUND

A Probus Club is governed by a constitution which includes the Articles of Accreditation (Articles) which are consistent across all Probus Clubs. The Articles are adopted by each Club on formation. Clubs that become incorporated on or after formation must include the Articles in their Club's constitution. This has been done in this document.

In addition to a constitution, Clubs are required to adopt Standing Resolutions which regulate their internal affairs in accordance with the wishes of their membership. Standing Resolutions are designed to complement the Club's constitution and should not be inconsistent with a Club's constitution. A Club's constitution will prevail in the event of any such inconsistency.

The Recommended Constitutions provided by PSPL require the adoption of Standing Resolutions. PSPL has produced Recommended Standing Resolutions to assist Clubs manage their internal affairs. Clubs are free to make any changes or variations to these Recommended Standing Resolutions without approval from PSPL. However, the Standing Resolutions set out in part A of this document must be adopted for compliance with the Club's constitution. This has been done for this document.

PSPL INSTRUCTIONS FOR COMPLETION

The information required to complete some of the Standing Resolutions is highlighted in yellow and should be completed by the Committee for consideration by Club members in general meeting.

The Recommended Standing Resolutions that refer to privacy, tours and refunds, and risk management should have policies developed by Clubs based on the information contained in the relevant guidelines.

Once members have agreed the Standing Resolutions to be adopted by the Club, these should be maintained in one document that includes the date of adoption of each resolution.

A. STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION

The constitution of a Probus Club requires additional information to be provided for in its Standing Resolutions. For a Club that has adopted PSPL's Recommended Constitution, this is referenced in the Club's constitution by the words "as provided for in the Standing Resolutions".



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The following Standing Resolutions are required by PSPL to be adopted by Clubs due to the requirements of the Constitution:

Item	Standing Resolution	Date of Adoption
A STANDING RESOLUTIONS REQUIRED BY THE CLUB'S CONSTITUTION		
1	1(a) The Club will be managed by a Management Committee ("Committee") comprising a President, one or more Vice-Presidents, a Secretary, a Treasurer and [any] other members of the Committee in such roles as may be decided from time to time by the Committee by simple majority vote of the Committee. (Constitution clause 7.(a)).	14/03/22
	1(b) The duties of the elected members shall follow those set out in the Constitution and in the document "Responsibilities of Elected Members" to be found in the "Members" section of the Club's website.	
	1(c) The day to day duties of maintaining the record of membership and the record of applicants for membership of the Club imposed on the Secretary under Article 9(b) of the Constitution shall be exercised by the Membership Officer under delegation from the Secretary.	
	1(d) The Committee shall decide which elected and non- elected additional roles it requires which may include Guest Speakers, Outings, Activities and/or Tours, Membership, Newsletter, Publicity and Welfare	13/07/26
2	2(a) Nominations for election to the Committee will require a proposer and seconder by two Voting Members of the Club. (Constitution clause 8.(b))	13/07/26
	2(b) Nominations will be called each year for all Officer and Elected Officer positions as deemed necessary by the Committee. Where more than one nomination is received for the same position, the appointee to the position will be decided by majority vote at the Annual General Meeting.	14/03/22
	2(c) The Committee shall appoint the Public Officer to carry out the duties required by the Constitution. This shall default to the Secretary in the absence of an appointee.	08/08/11



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Item	Standing Resolution	Date of Adoption
3	3(a) The maximum number of consecutive terms for which a Committee member may serve in the same role is as follows: (Constitution clause 8.(l)). Elected Officers and Committee Members shall be elected annually in accordance with the Club's Standing Resolutions. 3(b) 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 and recommended by the Management Committee to members for decision. 3(c) 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 Management Committee to members for decision.	09/09/13
4	MEETINGS 4 The Club will meet monthly at [10.30 am] on the [2nd] [Monday] of each month, except when the meeting venue is unavailable or it is a public holiday. (Constitution clause 12.(a)). 4(a) In this event the meeting will be moved to either the first or third Monday of the month as decided by the Committee and advised to the members at a preceding General Meeting and in the monthly newsletter prior to the proposed date change. 4(b) The General Meeting and Annual General Meeting venue will be the Pennant Hills Bowling Club unless changed in accordance with Article B. hereunder. 4(c) The Club may meet at another time, on another day, or at another venue by recommendation of the Committee subject to the approval of a majority of members present at a General Meeting subsequent to the Committee decision.	14/03/22 14/03/22 14/03/22 14/03/22
5	In relation to Committee meetings, at least [7 days] notice must be given to Committee members. (Constitution clause 7.(j))	13/07/26



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Item	Standing Resolution	Date of Adoption
6	The annual subscription will be established by the Committee, on the advice of the Treasurer, before the February General Meeting. At the February General Meeting each year the annual subscription will be determined by members by ordinary vote and is payable by members by 31 March each year. (Constitution clause 14.(a))	13/07/26
7	MEMBERSHIP 7(a) The maximum number of Ordinary Members of the Club will be [175]. (Constitution clause 5.(f)). 7(b) The number of members of one gender, male or female, shall not exceed sixty percent of the current membership number of the Club. 7(c) Where the proportion of any gender temporarily exceeds 60 percent due to natural attrition of members, the Committee will use their best endeavours to restore the required percentage when offering new membership.	13/07/26
8	There will be no more than [three] Honorary Members at any one time. (Constitution clause 5.(f)).	13/07/26
9	There will be no more than [three] Life Members at any one time. (Constitution clause 5.(f)).	13/07/26
10	The Treasurer will submit financial reports to general meetings on a [monthly] basis. (Constitution clause 10.(b)).	13/07/26
11	The Secretary will act as the Public Officer if one is required. (Constitution clause 11). As an incorporated club this is required.	08/08/11
12	Provided 21 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 75% majority vote of those members present and voting. (Constitution clause 25.(a)) Standing Resolutions must be consistent with the Constitution, Risk Management Guidelines and Refund and Payments Guidelines.	14/03/22
B. ADDITIONAL STANDING RESOLUTIONS FOR WESTLEIGH PROBUD In addition to the above Standing Resolutions, PSPL recommend that Clubs adopt the following Standing Resolutions. Pre-existing Westleigh Probud Standing Resolutions have also been included:		



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Item	Standing Resolution	Date of Adoption
13	The Immediate Past President is an ex officio member of the Committee by virtue of his or her past service as President [with] voting rights.	08/08/11
14	14(a) 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. 14(b) The members of the Club authorise the Committee to determine the number of Elected Members that may be added to the Committee as Officers. Where an additional member has been appointed to the Committee, such appointment shall only apply for the current Probud year and shall not entail voting rights unless specifically agreed.	13/07/26 14/03/22
15	The Treasurer is authorized to use cheque, EFT and BPay for payment of club accounts. The payment must be co-signed or co-authorized by one other delegated officer of the Management Committee, who must also be an authorised signatory to the Club's bank account.	14/03/22
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. 16(a) An auditor shall be elected by vote of the members at each AGM. The appointee may be a member of the Club and, in addition, should - Be a member of a recognized accounting association or have sufficient experience in the financial area to satisfactorily carry out the duties of auditor. - Not currently is or has been a committee member in the past 3 years prior to election as auditor.	13/07/26
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.	13/07/26



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Item	Standing Resolution	Date of Adoption
18	18(a) Members are expected to attend [50 %] of the Club's monthly meetings in any calendar year, subject to any leave of absence being granted by the Committee.	13/07/26
	18(b) Apologies must be received by a member of the Committee prior to the commencement of the General or Annual General Meeting and recorded on the meeting attendance sheet.	08/08/11
	18(c) All members are encouraged to contribute to the running/organisation of the Club at some time during their membership.	08/08/11
	18(d) All members, except for Committee Members and Officers added to the Committee, Elected and Appointed Officers and Activity Leaders, will be rostered for various duties at General Meetings. The roster will be published in the Club newsletter.	
19	19(a) The Committee may grant a member leave of absence for a specified period on such conditions as it considers appropriate.	13/07/26
	19(b) Should a member resign or become deceased within 30 days of receipt by the Club of their membership fees or payment of fees by a new member, a refund of the membership fee paid by the member will be made, provided the payment was made by 30th April in the year of membership being renewed or within 30 days of receipt by the Club of payment for the new member.	14/03/22
	19(c) A person who is offered membership of the Club by the Committee will be given until the end of the month following the month in which the offer is made to decide whether to accept the offer. Until the offer is accepted, rejected or expires, such persons will be known as Prospective Members. Prospective Members will be treated as full members of the Club.	14/03/22
	19(d) 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.	13/07/26



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Item	Standing Resolution	Date of Adoption
20	The Club will maintain a waiting list protocol as follows: (a) the maximum number of persons on the waiting list will be [8] if the membership maximum number has been reached. (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.	13/07/26
21	The primary means of Club communication will be via email. In addition the club's website shall be maintained as an up to date source regarding club activities and information Members' email addresses should only be used for Club business. Where a member does not have access to email, should there be a legal requirement to communicate with members and that requirement will not be fulfilled by the next General Meeting, then the communication will be mailed or delivered to the member.	13/07/26



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Item	Standing Resolution	Date of Adoption
	CLUB ACTIVITIES, FUNCTIONS AND OUTINGS	
22	Outings and Activities will be restricted to members and Prospective Members, with the exception of those mentioned in 22(a), 22(b). and 22(c)	08/08/11
	22(a) Spouses/partners of members may participate if vacancies are still available when the activity coordinator organising bookings for the activity/event requires final numbers;	13/07/26
	22(b) Where an event requires a minimum number of participants to proceed and the minimum number has not been met prior to finalising booking arrangements visitors may be invited in order to reach the minimum number. Visitors can be provisionally included in the attendance list prior to finalising numbers;	13/07/26
	22(c) Other than for the reasons of 22(b). above, other visitors may participate on no more than three occasions if vacancies exist.	13/07/26
23	Non-members of the Club (other than Prospective Members) who participate in activities arranged by the Club will not benefit from insurance cover and may be charged for any excess expenses incurred as a result of their participation.	14/03/22
24	With the exception of Committee meetings, all members participating in any Club meetings or activities are required to sign an attendance register or be signed in by the Activity leader. Each Activity leader is to retain each attendance register for a period of twelve (12) months and thereafter may destroy same.	14/03/22
25	A member's booking for an outing/activity will not be confirmed until the requested deposits and/or other payments are made	14/03/22
26	Refunds of payments for any reason will not be made once the Club has been committed to the payment unless the service provider makes provision to do this. It will be the responsibility of the Club member to find another member to replace them or forfeit the payment.	08/08/11



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27	The Committee may authorise the creation of Interest/Activity groups where there is sufficient interest from members of the Club to form a group and at least one member willing to lead the activity for the group (the 'Activity leader'). An Activities Coordinator will have oversight of the organisation of the activity and ensure that the running of the Activity groups follows within the guidelines given by the Committee.	14/03/22
28	When making a payment for an outing/activity through the Club and not via the Activity leader or directly to the venue / facility, the onus is on the member to provide proof of payment for each separate activity: 28(a) The correct amount, by cash deposit, cheque deposit or electronic funds transfer ('EFT') into the Club's bank account. Such transactions should include the name of the member and the activity being paid for. 28(b) When depositing directly or electronically transferring into the Club's bank account, an email is to be jointly sent to the relevant Activity leader and the Treasurer, to advise the details and purpose of the deposit. 28(c) On receipt of the email from the member, the Treasurer will confirm receipt to the member once the funds appear in the Club's bank account, within 48 hours of receipt of the relevant funds.	14/03/22
29	Only approved Probus tours and activities approved by the Committee are eligible for coverage under Probus insurance.	14/03/22

C. PSPL GUIDANCE ON AMENDING STANDING RESOLUTIONS

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



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- 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. This has been done.
- 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.

D. SUMMARY

This document has been based upon the model Standing Resolutions provided by PSPL in March 2025 to provide Clubs with assistance on the development of their internal management rules. Westleigh Probus' current Standing Resolutions at the time (March 2025) have been reviewed and incorporated where applicable. Those Westleigh Probus' Standing Resolutions existing in March 2025 that are no longer needed and have been removed are listed below.

A5 All positions on the Committee shall be non-gender specific. (8/8/2011)	Self evident concept now no longer needed
E3 Communications 3b. Hard copies of any relevant communication (usually only the Newsletter) will be available for collection at the following General Meeting. (14/03/2022)	Overly burdensome in light of availability of electronic access to club documents and communications. Email and Probus website are primary routes. Libraries also enable access via public computers.
3c c. Mailing of hard copies of the newsletter prior to the General Meeting will be possible providing the member provides the Newsletter Editor with an appropriate stamped self-addressed envelope. (08/08/2011)	As above
G Changes to standing Resolutions G2 Articles to be amended which relate to the Annual General Meeting must be presented at an Annual General Meeting, a Notice of Motion having been submitted to the Secretary in writing at least twenty eight (28) days prior to the respective Annual General Meeting. (14/03/22)	No strong case to treat AGM articles differently to any meeting other articles/ standing orders which have a 21 day notice period.

E. ADDITIONAL REFERENCES

These standing resolutions refer to the Risk Management Policy guidelines and Refund and Payment Policy guidelines which are available in the Club Administration Section of the PSPL website or by contacting the PSPL Team.



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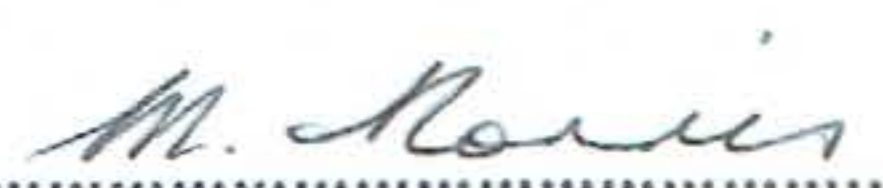
F. AMENDMENT HISTORY

Note section references prior to February 2026 refer to the previous format of these Standing Resolutions. See club historian for archive copies. Members resolved to formally adopt the Standing Resolutions by Special Resolution vote at a general Meeting with the required quorum on the dates in the table below.

Date	Document Section(s)	President	Secretary
8 August 2011	Original version	Rolly Crook	Kay Taylor
11 January 2016	C5 responsibility for membership records etc transferred from Secretary to Membership Officer.	Geoff Lean	Brian Roach
14 March 2022	Substantial amendments across the document. - o A1, A3 and A6 - o B1, B2 and B3 - o C1, C2, C3 and C4 - o D2, D3, D6, D7, D8, D9 and D10 - o E3.a and E3.b - o F1 - o G1 and G2	Tony Rees	Sue Cruickshank
13 July 2026	Complete document Reformatted to align with PSPL model Standing Resolutions. Incorporation of PSPL March 2025 requirements and recommendations	Judy Edwards	Margaret Norris Acting Secretary

G ADOPTION OF LATEST VERSION

Members resolved to adopt the above Standing Resolutions by a Special Resolution vote at a general Meeting on Monday 13th July 2026.

Signed:.....  Judy Edwards President	Signed:.....  Margaret Norris Acting Secretary
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