

**PROBUS CLUB OF OCEAN GROVE SURFSIDE Inc.**

A0041940T ABN: 82 875 651 072

**STANDING ORDERS (2) EFFECTIVE FOR THE PROBUS YEAR 2024/25**

**A. Orders to be dealt with, and, if necessary, amended/confirmed at each A.G.M.**

1. A Management Committee (hereinafter called “the Committee”), comprising of a President, Vice-President, Secretary, Treasurer, plus **four (4)** elected members shall manage the Club. The Committee is to be responsible for Tours and Visits, Entertainment, Programs, Guest Speakers, Fellowship, Club Newsletter, and such other activities as may be decided from time to time by the members. The immediate Past President shall be a member, ex officio, of the Committee with full voting rights.
2. The Annual Subscription payable by members shall be **thirty-five dollars (\$35.00)** per annum.
3. The pre-paid meeting fee of the Club shall be **thirty-five dollars (\$35.00)** per annum, payable with the Annual Subscription.
4. The joining fee payable by a member on admission to the Club shall be **twenty dollars (\$20.00)**.
5. The maximum membership of the Club shall be 110.

**B. Orders to be dealt with by Members at any general meeting**

6. The Club shall meet at 10.30am on the 3<sup>rd</sup> Monday of each month at the **Shell Road Pavilion Ocean Grove**.
7. A monthly Newsletter will be distributed to each member and member couple electronically to those with email access, or by post to any member(s) who chooses to receive it that way. Member(s) shall provide twelve self-addressed stamped envelopes for the latter purpose at the April meeting each year.
8. The Club’s preferred policy is that female and male members hold the offices of President and Vice-President alternately.
9. The incoming Committee shall review the Club’s Risk Management Policy.
10. The incoming Committee shall review Standing Orders. These standing orders may only be amended or added to, in accordance with the following:
  - (a) Orders 1 - 5 at the Club’s Annual General Meeting, 21 days’ notice having been given,
  - (b) Orders 6 – 10, and any new orders, at a General Club Meeting, at which 21 days written notice has been given, a quorum being present, and an affirmative vote of at least 75% of members present and entitled to vote.
  - (c) Orders 11 – 22 at a Committee Meeting, a quorum being present, by an affirmative vote of at least 50% of the Committee present and voting. Any amendments made under this order are to be communicated to members by a notice in the next Newsletter.

**C. Orders to be dealt with by the Committee in office from time to time.**

11. Apologies on behalf of absent members shall be accepted only until the commencement of the meeting. For insurance purposes, members must not apologise for others unless specifically requested by them. Members leaving meetings before the end must sign the early departures book at the front table for insurance purposes. In the event our meeting venue is not available, then our meeting(s) will be held at such other venue, time and/or day as decided by the Committee.
12. Members attending meetings, participating in outings, and other Club activities are expected to wear their name badges with health cards attached.
13. The Club’s policy on bereavement is that a card be sent to the deceased member’s family and a tribute be included in the monthly Newsletter.

14. Outing refund policy: A refund will be made to a member who has paid for but is unable to attend an outing except when the Club would incur a loss in making that refund. Any money left over from an outing will be refunded to those who attended, provided the amount is over \$5.00 per head.
15. Applicants for membership must attend two monthly meetings before admission to the Club.
16. Any non-member, attending any monthly meeting, shall be required to pay a meeting attendance fee at the Club's current rate (**\$5**), as determined by the Committee. In the case of prospective members, the fee for their first attendance will be waived.
17. All interest groups must maintain a register of attendance at meetings and outings.
18. Annual Subscriptions and joining fees may be made by electronic transfer and when doing so care must be taken to clearly indicate name(s) of the member(s) making the payment. Any cash or cheque payments made to the Club for Annual Subscriptions, and any other Club activity must be placed in an envelope clearly marked with event and date thereof, amount enclosed, and name(s) for whom the payment is being made. Electronic transfers to pay for any other Club activity are only permitted where prior arrangements are made with the relevant convener in charge at the time, and again care must be taken to indicate the name(s) of the member(s) making the payment.
19. In co-operation with the Secretary and Treasurer, the Membership Services Officer (MSO), as appointed from time to time, shall maintain a database of members' names, mailing and email addresses, telephone numbers and such personal details as are supplied on members' application forms. From the database the MSO shall prepare contact lists for members & various attendance lists as requested. He/she will prepare name badges and induction kits for new members.
20. The Committee may appoint an Assistant Secretary and Assistant Treasurer. Such Assistant(s) may/or may not be a sitting member of the Committee and is/are not entitled to vote. However, if an Assistant is acting for the officer in his/her absence then the Assistant would have one vote representing the officer in addition to their own Committee vote (if any). The Treasurer and one other Committee member, duly authorised by the Committee, are permitted to use Electronic Transfers, including the Club's debit card for payment of Club accounts. On changeover of roles the Club Debit Cards are to be returned to the then Treasurer.
21. A Club Historian may be appointed by the Committee to ensure the Club's pictorial and other significant records are up to date.
22. A Webmaster will be appointed by the Committee and shall maintain the Club website <http://surfsideprobus.org.au> to act as an information source for Club members and as a point of enquiry for members of the public. In conjunction with the Club Historian (if any) and the Club Secretary the Webmaster shall ensure that all data is current and accurate and that data specific to club members is protected by password.

**Rule A1, A2 and A3, amended 20/03/2024**

Rule A3 amended 15/03/2021

Rule No C18 amended 02/12/2019 and 07/06/2022

Rule C16, C18, C20, C21 and C22 amended 07/06/2022

Rules B6 and C11 amended 18/01/2021