

THE PROBUS CLUB OF LILYDALE INC.

Registered No. A0001219S

BYLAWS

September 2019 Revision

1. By-Laws

The Club shall be managed by By-Laws adopted in accordance with Clause 15 of the Constitution.

2. Management Committee

2.1 The Club shall be managed by a Management Committee (hereinafter called the "The Committee"), comprising a President, a Vice-President, a Secretary, a Treasurer and four Officers.

2.2 The immediate Past President shall be a member, ex officio, of the Committee with full voting rights.

2.3 Officers and/or other members may be appointed to be responsible for Guest Speakers, Visits and Entertainment, Membership, Club Bulletin & Publicity, Welfare, Tour Leader, Outings Leader and such other activities as may be decided from time to time by the Club. Such appointees other than Committee Members shall not have a vote at committee meetings.

2.4 The Secretary shall act as Probus Liaison Officer.

2.5 The Committee may appoint a Registrar to assist the Secretary with the maintenance of Membership records and liaison with PSPL on membership matters. Such an appointee other than a Committee Members shall not have a vote at Committee meetings

2.6 The Management Committee is authorised to appoint an assistant Secretary and/or assistant Treasurer. Such assistant/s is/are not a sitting member of the committee and is/are not entitled to vote. However, if the assistant is acting for the officer in his or her absence then the assistant/s would have one vote representing the officer.

3. Finance

3.1 The annual subscription payable by members shall be set at the Annual General Meeting on advice from the Committee.

3.2 The joining fee payable by an applicant for membership on admission to the club shall be set at the Annual General Meeting on advice from the Committee.

3.3 The Treasurer and one other delegated officer of the Management Committee, appointed by the management Committee are authorised to use Electronic Funds Transfer (EFT) banking system for club accounts.

4. Membership

4.1 The maximum number of persons who may be members of the Club may be decided by the membership at an Annual General Meeting in accordance with clause 3.d. of the Constitution.

4.2 In the event that the maximum number established from time to time in the preceding clause has been reached the Club shall maintain a waiting list.

4.3 The waiting list will record expressions of interest to join the Club by date and gender.

4.4 The Committee may establish a maximum number of persons who may be on the waiting list from time to time.

4.5 When there is a vacancy for membership a membership application form will be offered to a person on the waiting list.

4.6 Subject to availability of accommodation persons on the waiting list may attend Club general meetings and Club functions upon payment of the PSPL NON-

MEMBER capitation fee plus any participation fees set by the Committee.

- 4.7 The Club will endeavour to maintain a gender balance of 50/50 but will not refuse membership applications on the basis of gender simply to maintain its gender balance.
- 4.8 Honorary Membership may be conferred upon a person in accordance with clause 3.c.i. of the Constitution. The Club shall each year pay a PSPL membership fee to Probus South Pacific on account of each Honorary Member who participates in Club activities. There shall be not more than two (2) Honorary Members at any one time.
- 4.9 Life membership may be conferred upon a member in accordance with clause 3.c.ii. of the Constitution. Life Members shall enjoy all membership privileges and shall not be expected to pay annual fees. The Club shall each year pay a PSPL membership fee to Probus South Pacific on account of each Life Member who participates in Club activities. There shall not be more than four (4) Life Members at any one time
- 4.10 Non-Active Membership may be conferred by the Committee on Members who meet the requirements of clause 3.c.iii. of the Constitution. No fee is payable to PSPL for Non-Active Members.

5. Applications for Membership

- 5.1 This clause is to be read in conjunction with clause 4 above
- 5.2 A visitor who has attended three official activities of the Club including at least two general meetings is required to make written application for membership in the form approved by PSPL from time to time.
- 5.3 At the next General Meeting following receipt of an application for membership the application shall be included in the list of inwards correspondence and the applicant's name announced.
- 5.4 Prior to its next meeting the Committee shall delegate two Club members to meet with the applicant in private surroundings and report back to the Committee.
- 5.5 The Committee may then list the application on the agenda at its next meeting.
- 5.6 An applicant for membership may attend a total of three (3) official activities as a visitor whilst his/her application is being considered.
- 5.7 No Membership and Joining fee shall be requested or accepted from an applicant for membership until the application for membership has been approved by the Committee.

6. Carers

The provisions of Clause 4 and Clause 5 of these By-Laws shall not apply to registered carers. The Management Committee shall annually include a budget allocation for payment of PSPL NON-MEMBER fees on behalf of each registered carer and remit the annual fee payment to Probus South Pacific Ltd. on behalf of the Club.

7. General Meetings

- 7.1 The Club shall meet at 9.30 AM on the second Thursday each month at the Lillydale Lake community hall or such other venue, day, date or place as the members may decide in general meeting from time to time.
- 7.2 Apologies for non-attendance at a general meeting or annual general meeting shall be notified to the Secretary or Registrar before the commencement of the meeting.

8. Miscellaneous

- 8.1 The Club shall operate in accordance with relevant Privacy legislation.
- 8.2 The Club shall operate under a Tours & Refund Policy.
- 8.3 The Club shall operate under a Risk Management Policy.
- 8.4 The Management Committee shall provide Probus South Pacific Ltd. annually with the Club's membership list.

- 8.5 The Club's Constitution, By-Laws and any Standing Resolutions shall be posted on the Club website in the public domain.
- 8.6 Members leaving a club general meeting early must make an entry in a register provided for that purpose.
- 8.7 Members leaving a club activity early, other than a meeting, must advise the activity leader of their leaving.
- 8.8 These By-Laws, excluding those articles related to the Annual General Meeting, may be amended at a general meeting of the Club, a quorum being present, by the affirmative vote of not less than 75% of the members who do vote in person or by proxy. Notice of such proposed amendment(s) are to be published at least twenty one (21) days before such meeting.

Members resolved to formally adopt the above By-laws by Special Resolution at a General Meeting held on Thursday 12th. September 2019.

Signed:-

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Chris. Hoiles
President

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Brenda McMinn
Secretary

Date 12th. September 2019.

Motion re BY-LAWS.

Fellow Probians,

Before I move the motion to amend the By-Laws I need to advise you that the version included in the August Newsletter included a misprint in Clause 4.9. This has been corrected by substituting in the third sentence the words “Life Member” for “Honorary Member”.

Read out Clause 4.9.

Our thanks go to Bill Molyneux who was the only one to point out the error.

On behalf of the Committee I move that the “By-Laws September 2019 Revision”, a copy of which is in the hands of President Chris. be adopted to replace the existing By-Laws as of this date.

Do I have a seconder? Yes!!

Then I shall speak to the motion.

The main reason giving rise to the motion is the Committee’s desire to clarify the procedures governing Applications for Membership and management of a waiting list when such becomes necessary. The opportunity is also taken to rationalise the format of the document.

The greater part of the proposed By-Laws is unchanged from the previous version.

New items are:-

Clause 2.5 clarifies the position of the Registrar in the Club hierarchy;

Clause 4.6 allows a person on the waiting list to attend Club activities if there is space;

Clause 4.7 states that the Club will endeavour to maintain a gender balance of 50/50 but will not refuse an application for membership simply to maintain its gender balance;

Clause 4.8 reduces the maximum number of Honorary Members from 5 to 2 at any one time;

Clause 4.9 reduces the maximum number of Life Members from 10 to 4 at any one time;

Clauses 5.2 to 5.6 outline the protocol for receiving and processing applications for membership. **Read out ?**

Clause 8.5 requires the Club’s Constitution, By-Laws and any standing Resolutions to be posted on our website.

Are there any questions??

Does the seconder want to speak to the motion??

Then I shall close the debate by commending the revised By-Laws to our members and requesting your support for the motion.

President puts the motion following which, if passed, President and Secretary sign the document.