PROBUS CLUB HANDBOOK

Helpful Guidelines for Club Officers

AUSTRALIA
Probus South Pacific Limited (PSP) is a Company Limited by Guarantee. PSP operates under good governance and follows best business principles and is responsible for accrediting Probus clubs and Probus associations; for the administration and financial management of the Company and for determining Probus policies.

PSP is responsible for protecting the integrity of the Probus organisation and are the owners of the Probus name and Probus emblem Trademarks in Australia, New Zealand and The Philippines.

Under the direction of the PSP Board, The Secretariat’s role is to act as the administration and service centre for Probus in Australia (including Norfolk Island), New Zealand, The Philippines, Papua New Guinea, Fiji, Cook Islands, New Caledonia, Tonga, America Samoa, Western Samoa, Timor Leste, Vanuatu, Kirubati Islands, Nauru Island and the Solomon Islands.

The dedicated Probus Support Team offer a range of administration, insurance and advocacy services to accredited Probus clubs and Probus club members.

PSP promotes the advancement of intellectual and cultural interests among retirees; promotes the formation of Probus clubs by Rotary clubs as a community service to retired persons and encourages existing Probus clubs in the advancement of their objectives.

This Probus Club Handbook is Copyright and has been produced by Probus South Pacific Limited (ACN 152 374 395) solely for the use by PSP’s accredited Probus clubs, accredited Probus Associations and their members.
PROBUS SOUTH PACIFIC LIMITED – The Secretariat

The Secretariat for Probus throughout Australia, New Zealand, the Philippines, Papua New Guinea and the South Pacific region continues to provide all accredited Probus clubs, associations and interest groups with:

- Under guidelines; the right to use the Trademarked Probus name and Probus emblem
- Fully trained staff to assist clubs and promote Probus generally to meet the needs of active retirees in the wider community
- Administration and advocacy services; telephone and/or face to face conferencing
- Direct telephone line (Office hours 9.00am – 5.00pm AEST Monday to Friday)
- Insurance – Public Liability, Personal Accident, Association Liability & Club Money Cover
- Insurance Reserve to cover excess, component of the Public Liability Insurance
- Summaries of Insurance Program & Certificate of Currency
- Availability of General Property Insurance cover on application through Aon Risk Services
- Probus Travel Insurance up to 100 years, up to 120 days cover, with a pre-existing conditions waiver, available for Probus member and with competitive rates, one guest on club or private travel *terms and conditions apply
- Official Probus publication - available through annual subscription – ACTIVE RETIREESTM
  - Chairman’s Message – regular feature
  - Management Matters – regular feature covering administration and management
  - Membership Forum Q & A – regular feature addressing topics of interest
  - National Photographic Competition and Paul Henningham Literary Excellence Award
  - Probus Cruise Club
  - Probus Getaways
  - Probus Rendezvous
- Constitutional documents for accreditation as a Probus club or Probus association
- Constitutional documents for accreditation as an incorporated Probus club or Probus association (Suitable for all states and territories)
- PSP Membership Database, Probus Membership Card and Probus Members Benefit Scheme
- Risk Management guidance, basic policy template including accident report form
- Privacy Act guidance
- Guidance on Membership Development and retention; club health checks
- Guidance for Amalgamation, Re-birthing, Membership decline, Membership Development and winding up
• Probus Jingle for use on free air radio or other media promotion

• Probus merchandise through licensees producing Probus club regalia, Probus emblem gift lines, Probus emblem diaries and name badges

• Guest Speakers Listing (by state/territory)

• President’s Kit and annual documentation

• Probus Club Handbook

• Probus Directory of clubs (annual)

• Passport to Probus booklet Accreditation Certificates and Anniversary Certificates – on request

• Probus Rendezvous annual event – promotion

• Welcome Pack to new clubs

• Website - providing special offers and official documents; club locator and secured administration section

• Microsite hosting

• Email support

• Special offers through corporate sponsors and partners

• Rotary District Probus Chairman Training Program to assist growth, health and sustainability of Probus clubs

• Matching Fund Program to Rotary districts to promote and develop Probus

• Funding for Accredited Probus Information Days to assist running costs (on application)

• Program to host and run an Accredited Probus Information Day

• Promotion; Probus contact details in every capital city white pages and some regional areas and on the internet.

• Resource material – constitutions, promotional flyers, posters, balloons, business cards, stickers and medical cards

• Telescopic Banners (loan)

• Library of Power Point Presentations
CONTACT DETAILS

PSP has a dedicated Probus Support Team; your first point of contact; our staff members are your help line to ensure you enjoy fun, friendship and fellowship in Probus.

The Secretariat operates Monday to Friday each week (9.00am to 5.00pm AEST)

Australia 1300 630 488 OR +61 2 9689 0200 Fax: + 61 2 9633 4779

New Zealand 0800 1477 6287

Postal address: PO Box 1294, Parramatta 2124 NSW Australia

Office address: Perth House, Ground Floor, Suite 1, 85 George Street, Parramatta NSW 2150 Australia

Administration: admin@probussouthpacific.org  Website: www.probussouthpacific.org

Travel Insurance: travelinsurance@probussouthpacific.org
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INTRODUCTION

Probus is recognised as “A Community service Activity of Rotary Clubs’ in the South Pacific region.

Rotary determines the need to establish new Probus clubs in each Rotary/Probus district and calls an interest meeting to form and sponsor the new Probus club. Once the club is formed in accordance with the requirements of accreditation, Probus South Pacific Limited officially accredits the club.

The sponsoring Rotary club presents the Foundation President with the club’s Certificate of Accreditation issued by Probus South Pacific Limited. Within the few limits imposed by The Preamble and the Articles of the Standard Probus Club Constitution, the requirements for continued accreditation and the laws of the land, the Probus club is self-governing in operation. The club conducts its affairs upholding the integrity of the Probus organisation and in accordance with the wishes of its members.

This Probus Club Handbook is intended to be used as a guide to ensure best practice management and good governance. Its contents have been carefully compiled by senior officers of the Probus organisation who have many years’ experience in all aspects of Probus affairs, administration, financial management, strategic planning and membership development.

From time to time PSP as The Secretariat has obtained legal, taxation and/or financial advice on a range of matters that may affect Probus clubs, Probus associations and interest groups. If you have an issue that requires advice or advocacy, we ask that you contact PSP before seeking outside advice as there are occasions where PSP may already have specific professional or legal advice that may assist. Whilst this may save your time and money, this service is provided by PSP as the Administration and Service Centre for the Probus organisation.
A BRIEF HISTORY OF PROBUS

The Probus movement had its genesis in two ancestors - both in the U.K. and both established by Rotary clubs. The first was known as the Campus club. It was formed in 1965 by the Rotary Club of Welwyn Garden City, 20 miles north of London with Fred Carnhill as the driving force. [Its name was derived from the area of the town in which it was conceived - the Campus.] The second, with Harold Blanchard as the catalyst, was formed by the Rotary Club of Caterham in 1966 and was named the Probus Club, for the “PRO” in professional and the “BUS” in business, which also made up the Latin word from which the word “PROBITY” is derived.

Both were formed to meet the need for companionship of their peers and mental stimulation for retired business and professional men. Today there are clubs for male, female and combined gender. Probus has spread around the world; it moved first to other European countries, then to New Zealand and Australia - and then South Africa, and more recently, to North America, Africa, India, Asia, Cyprus, South America and Japan.

The first club in Rotary’s South Pacific area was the Probus Club of Kapiti Coast, New Zealand, sponsored by the Rotary Club of Paraparaumu in 1974. The first club in Australia was the Probus Club of Hunters Hill, N.S.W., sponsored by the Rotary Club of Hunters Hill in 1976 with the help of the Rotary Club of Dumbarton, Scotland.

The first Probus club formed in The Philippines (District 3820) was the Probus Club of Lucena sponsored by the Rotary Club of Lucena in 2007. The program to develop Probus in all ten districts of The Philippines commenced in 2009 under the guidance of PSP and Director PDG Geoff McLennan.

Probus is a world-wide movement in twenty three countries. PSP administers to almost 50% of the world number of Probus clubs. The growth and strength of Probus in our region is a testament to the commitment from Rotary Districts and Rotary clubs and the leadership and management of PSP Board and The Secretariat.

PROBUS is PROUD to be recognised as

‘A Community Service Activity of Rotary Clubs.’
STRUCTURE OF PROBUS SOUTH PACIFIC

Probus Centre - South Pacific Inc. was established in 1981, by authority of the Rotary District Governors of the time.

From its early beginnings as the Probus Information Centre to Probus Centre - South Pacific Inc. (PCSP); PSP has administered the affairs of the Probus organisation under the guidance of Rotary. The strength of the Probus organisation is through its structure and the commitment from Rotary in recognising Probus as a ‘Community Service Activity of Rotary clubs’ in the region.

Since its inception, PCSP had 22 members which included founding members of the Probus Information Centre as well as PCSP Board Members and RDU Board Members. Probus clubs were not members of the Probus organisation, they were accredited to the Probus organisation.

Probus Centre – South Pacific Inc. made an application to become a Company Limited by Guarantee under the Corporations Act and in August 2011 Probus South Pacific Limited registration was accepted by the Australian Securities Investments Commissions (ASIC).

As at May, 2011 the members of Probus South Pacific Limited (PSP); The Company included the nine Probus representative members as the PSP Board of Directors plus the original founding members of Probus Information Centre - totalling 11 members.

In February 2013 Probus South Pacific Limited adopted a new Constitution which was developed in consultation with representatives from the Rotary Council of Governors. This new constitution with the inclusion of the Immediate Past Chairman increased the membership of the PSP Board to 12 members.

Throughout the changes to PSP’s legal structure and constitution, there has been no change to the status of accredited Probus clubs and Probus associations nor financial Probus members; accreditation is retained; however, as before Probus clubs, Probus associations and Probus club members are not members of PSP The Company, they are accredited TO PSP The Company. (See structure chart)

A Company Limited by Guarantee provides a safeguard to the organisation and makes the Directors more accountable in their decision making and responsibilities in governance under best business practice; the Company has no shareholders and there are no dividends paid.

Only the members of PSP are liable to contribute in the event of PSP winding up and the limit of that guarantee is $10.00 per member. Probus clubs and Probus club members have no liability as they are not members of PSP.

All Probus representative Directors are Probus members. All PSP Board members act in a voluntary capacity; implementing strategic and financial planning; adhering to the values, purpose and vision of the Probus organisation.
OUR MISSION

Probus South Pacific Limited is dedicated to promoting the development of friendship, fellowship and the advancement of intellectual interests for active retirees through Probus clubs in the South Pacific area.

OUR VISION

The vision of the Probus South Pacific Limited is to co-ordinate the growth, development and ongoing support for Probus clubs, as the most widely recognised organisation for active retirees, in fostering the true spirit of Probus – friendship, fellowship and fun.

OUR CORE VALUES

• Friendship, fellowship and fun
• Supportive Active Retirees
• Adaptable Growth
• Diversity

OUR MOTTO

PROBUS- Tomorrow’s vision for Active Retirees™.
PROBUS SOUTH PACIFIC LIMITED – THE SECRETARIAT

ROLE

• To ensure the future growth, strength and stability of the Probus organisation.

• Under good governance, ensure administration and financial management of The Company.

• Set and administer policies that govern the Probus organisation within Australia, New Zealand, Philippines, Papua New Guinea, Cook Islands, New Caledonia, Norfolk Island, Fiji, Tonga, American Samoa, Western Samoa, Timor Leste, Vanuatu, The Philippines, Kiribati, Nauru and the Solomon Islands.

• To ensure the partnership between Rotary and Probus is upheld and strengthened.

• To promote the advancement of intellectual and cultural interests among men and women who have retired from their former activities.

• To promote the formation of Probus clubs by Rotary clubs as a community service to retired persons and to seniors in the community.

• To encourage existing Probus clubs in the advancement of their objectives.

RESPONSIBILITIES

• Owners of Probus name and Probus emblem Trademarks as registered under the Trade Mark Acts in Australia, New Zealand and The Philippines.

• To accredit Probus clubs and Probus associations after meeting the correct terms and conditions for formation as determined by PSP.

• To require payment of such fees and charges as deemed appropriate by PSP.

• To ensure that all accredited Probus clubs and Probus associations meet such other requirements for accreditation as may be determined from time to time by PSP.

• To promote the formation of Probus clubs in the South Pacific region as a Community Service Activity of Rotary clubs.

• To assist Rotary clubs in the sponsorship of Probus clubs and provide appropriate guidelines.

• To maintain liaison with Rotary District Probus Chairmen.

• To assist and advise Probus clubs as required.

• To maintain a register of accredited Probus clubs and annually publish a directory.

• To facilitate regular communication between Probus club members through an appropriate medium; the flagship publications for the Probus organisation and the Probus website.

• To maintain a Membership Database of all financial Probus members.

• To take all steps deemed necessary to protect the Probus name and the Probus emblem Trademarks and the integrity of the Probus organisation.

• Management of insurance program covering insurance requirements of Probus clubs and Probus associations within the region.

• Arrange for licensees to supply Probus regalia and Probus merchandise.
Each accredited Probus club is associated to a Rotary District and each Probus club was formed by a Rotary club within that Rotary District.

The growth of Probus throughout the years has been influenced by the enthusiasm and endeavors of the many Rotarians who serve as **Rotary District Probus Chairman (RDPC)**.

Our RDPC play an extremely important liaison role between Rotary and Probus and are recognised by PSP as key partners ensuring the stability and growth of the Probus organisation.

Each year these officers of Rotary are trained on all aspects of the Probus organisation to be able to assist and advise Probus clubs and are provided with important statistical information related to waiting lists, ageing and demographics. Quarterly district reports are provided by your RDPC to PSP Board to address issues and concerns.

The RDPC’s role is to investigate the need for new Probus clubs, to engage Rotary clubs in sponsoring the formation of new Probus clubs and to ensure the health, future and wellbeing of existing Probus clubs.

RDPC’s may circulate a regular Probus Newsletter within the district to keep Probus clubs and Probus members informed on Probus matters and local news.

Club health, membership development and membership retention are key areas of concern; in some cases clubs may need to consider amalgamating with another club, changing from a single gender club to a combined club, re-birthing the existing club or taking steps to wind up.

Clubs are encouraged to call upon their RDPC to assist where needed and extend an invitation to attend club special occasions or activities; continue to build and strengthen the relationship between Probus and Rotary and keep in contact with your sponsoring Rotary club.

RDPC contact details are included in the Probus Annual Directory of Clubs, the Probus website or contact PSP for details.
PROBUS TRADEMARKS: GUIDELINES FOR AUTHORISED USE

The Probus name and Probus emblem trademarks are registered under the Trademark Acts in Australia, New Zealand and The Philippines and are owned by Probus South Pacific Limited.

They may be used only by accredited Probus clubs, accredited Probus associations and other bodies authorised by the Probus South Pacific Limited and they may not be used for any commercial purpose without the written approval of Probus South Pacific Limited.

Guidelines:

• The Probus emblem must stand alone and not be embodied in any other marks or adulterated;
• Official colours for the Probus emblem logo are Blue PMS 286, Gold PMS 871 and Yellow PMS 129.
• The ® symbol where possible should appear when the Probus emblem is used to indicate the registered Trademark;
• Club stationery bearing the Probus name and Probus emblem Trademarks may be reproduced using approved artwork PMS colours or black and white;
• Clubs may use the approved Probus name and Probus emblem Trademark for death notices; black and white reproduction is acceptable;
• Clubs may use the approved Probus emblem flag for funerals;
• Etching is acceptable when using the mark on glassware and mugs;
• Clubs are required to provide PSP with sample artwork for approval prior to commissioning embroidery or screen printing on club garments.

Please note that artwork for the official use of the Probus emblem Trademarks is available from PSP.

Probus clubs and Probus associations:

• Must protect the Probus name and the Probus emblem Trademark.
• May not authorise the use of the Probus name and Probus emblem Trademarks to any third party.
• Must ensure no un-authorised use of the Probus name and Probus emblem Trademark and must report any such breaches.
• Must ensure the integrity of the Probus emblem and not obstruct or interfere with the emblem in any way.
• are not authorised to give permission to use the Probus name and Probus emblem Trademark to any person or body for any purpose whatsoever without written approval of Probus South Pacific Limited.
• May not produce merchandise, posters or banners for commercial sale using the Probus name and Probus emblem Trademarks.

Please note that unauthorised use of the Probus name or Probus emblem trademark for commercial purposes will result in legal action being taken by PSP.
TRADEMARK LICENSING SYSTEM

Part of PSP’s responsibility is to maintain and preserve the Probus name and Probus emblem Trademark by maintaining a licensing system.

Any individual or company wishing to manufacture or sell goods containing the Probus name, the Probus emblem, or any of the other Probus marks must be authorised by Probus South Pacific Limited.

Any unauthorised reproduction or sale of the Probus marks, in any form, infringes the Probus Trademarks. By licensing vendors or manufacturers of Probus-type goods, PSP maintains control over reproduction and/or sale of its intellectual property. This control helps to maintain a consistent quality in the reproduction of the Probus emblem and other Probus marks, ensuring accurate and faithful reproduction of quality goods.

Probus clubs and Probus club members are encouraged to purchase products bearing the Probus marks from authorised licencees. Contact PSP for a list of licensed manufacturers.

PROBUS SOUTH PACIFIC LIMITED ANNUAL REPORT

Each year PSP publishes an Annual Report which includes the audited financial statements for the year. The financial statements are prepared in accordance with the requirements of the Corporations Act 2001 and Australian Accounting Standards.

To view PSP Annual Reports visit www.probussouthpacific.org

DIRECTORY OF PROBUS CLUBS

This Directory is for the EXCLUSIVE USE of accredited Probus Clubs, Probus Associations and their members.

The information contained within this Directory may only be used in accordance with the Probus Privacy Policy (a copy of which is available on request). This Directory or any information contained therein is not to be made available to others for any purpose whatsoever without the prior written consent of Probus South Pacific Limited; nor may it be used by Probus members as a commercial mailing list (including an electronic mailing list). Probus South Pacific Limited holds the COPYRIGHT to the Directory and will take whatever steps are necessary to protect its interests in it. The Probus name and Probus emblem are registered Trademarks and owned by Probus South Pacific Limited.

Management Committees are asked to securely destroy out-dated copies.
ACCREDITATION

THE CONSTITUTION
To gain accreditation as a Probus club, your foundation members adopted The Preamble and the twelve Articles of the Standard Probus Club Constitution and agreed to comply with its provisions, as amended from time to time by the accrediting body – PSP.

A Probus club retains its accreditation and the right to use the Probus name and Probus emblem trademark as long as it complies with the Constitution. It is important therefore that the management committee be familiar with the provisions of the Constitution along with the articles of adopted club By-Laws/Standing Resolutions. It is equally important that the difference between the Constitution and By-Laws/Standing Resolutions is fully understood.

The Preamble and the twelve articles of the Standard Probus Club Constitution may ONLY be amended by PSP in accordance with PSP constitution Review Policy.

The current accreditation requirement is that all accredited Probus clubs adopt the Standard Probus Club Constitution dated February 2013.

BY-LAWS
By-Laws are a set of ‘house keeping’ or management rules a club may choose to set in place to regulate their internal affairs in accordance with the wishes of the membership. A By-Law shall not be in conflict with an Article of the Constitution. Voting may be by show of hands or by a ballot as determined by the membership.

To amend a By-Law; 21 days written notice must be given to all members. Once the motion is moved, the motion must be seconded and then following discussion a vote taken. A 75% majority vote of those members present and voting is required to formally adopt the motion by Special Resolution. (Provision for amending By-Laws are usually contained within the By-laws themselves.)

STANDING RESOLUTIONS
Standing Resolutions are similar to By-Laws insofar as they set out ongoing internal rules for the club which may be changed from time to time. Standing Resolutions are however simply resolutions of the club, and all that is required for them to be amended is for the club to pass a different standing resolution in the future. A Standing Resolution shall not be in conflict with an Article of the Constitution.

A Standing Resolution may be moved at a general meeting from the floor with or without due notice depending on the situation. If the matter is contentious or is related to an existing Standing Resolution, 21 days written notice should be given to all members. Once the motion is moved, the motion must be seconded and then following a discussion a vote taken. There needs to be a majority vote or in the case of an amendment to an existing Standing Resolution, the set percentage of those members present and voting would apply to formally adopt the motion.

A Standing Resolution remains on the books, in the Minutes, until such a time as the resolution no longer applies, is amended, rescinded or a new resolution overrides the previous resolution. It would be advisable to keep a record of all Standing Resolutions for future ease of reference.

Example of no longer applying: Motion to change the November meeting time 11:00 am (Normal meeting time being 10:00 am - reverts to 10:00 am after the November meeting). Example of overriding/amending a resolution: Motion to provide savory biscuits for morning tea. (Overridden/amended when a resolution to provide sweet biscuits is adopted).
INCORPORATION

Incorporation is not a requirement of accreditation as a Probus club; however, it is the policy of PSP to recommend clubs consider becoming incorporated. It remains the decision of the membership to become incorporated and it is the club’s responsibility to meet the requirements and responsibilities under incorporation legislation.

Incorporation of a club converts the club into a separate legal entity apart from its members who may cease to have personal liability for debts of the club.

The Standard Probus Club Constitution standing alone does not meet the requirements of incorporation legislation and therefore it is recommended to consider adopting the PSPL MODEL state/territory Incorporated Constitution dated February 2013 to meet the requirements of incorporation legislation. PSP in close liaison with state/territory government departments and our legal counsel have developed a MODEL for clubs consideration.

This MODEL Constitution embodies;
- The Preamble and eleven articles of the Standard Probus Club Constitution dated February 2013 (requirement of continued accreditation as a Probus club)
  – clearly defined in bold and italic typeface.
- The requirements of the Model Rules for incorporation (not the entire Model Rules) and
- Articles to effectively operate the club under sound financial management, good governance and best business practices.

Clubs may adopt By-Laws or Standing Resolutions to manage the affairs and in-house rules of the club; these rules must always be consistent with the Constitution.

Some state/territory Incorporation Acts require mandatory wording; and under these circumstances the law prevails over wording used by Probus clubs. It should be noted that in every such case, the difference in phraseology does not change the purpose or intent of the original Article. Some state/territory Incorporation Acts insist on the inclusion of Rules of what Probus regards as By-Laws (this does not prevent a club from amending such Rules at its discretion). Departments may also require the inclusion of additional rules, while necessary for incorporation; they have no relevance to the accreditation of a Probus club.

Please contact PSP for the MODEL Incorporation Constitution to suit your state/territory along with sample wording for By-Laws, Standing Resolutions and a step by step process for formal adoption.
## INCORPORATED PROBUS CLUBS & ASSOCIATIONS - REQUIREMENTS THROUGHOUT AUSTRALIA

The table below summaries the state requirements for common seal, by laws and public officers.

<table>
<thead>
<tr>
<th>Place of incorporation</th>
<th>Required to have a common seal?</th>
<th>By-laws requirements?</th>
<th>Required to have a public officer?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queensland</td>
<td>Yes.</td>
<td>Optional. May have either by-laws or standing resolutions. Not required to register them with the Queensland Office of Fair Trading.</td>
<td>No.</td>
</tr>
<tr>
<td>NSW</td>
<td>Optional. It is not a requirement of the Act for NSW associations to have a common seal, however if their constitution refers to a common seal, they must have one.</td>
<td>Optional. May have either by-laws or standing resolutions. Not required to register them with NSW Fair Trading.</td>
<td>Yes.</td>
</tr>
<tr>
<td>ACT</td>
<td>Yes.</td>
<td>Optional. May have either by-laws or standing resolutions. Not required to register them with the Office of Regulatory Services.</td>
<td>Yes.</td>
</tr>
<tr>
<td>Victoria</td>
<td>Optional. It is not a requirement of the Act for Victorian associations to have a common seal, however if their constitution refers to a common seal, they must have one.</td>
<td>Optional. May have either by-laws or standing resolutions. Not required to register them with Consumer Affairs Victoria.</td>
<td>No. There is no public officer. The Secretary of the club performs all duties a public officer normally would.</td>
</tr>
</tbody>
</table>
### Place of Incorporation

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<thead>
<tr>
<th>Place of Incorporation</th>
<th>Required to have a common seal?</th>
<th>By-laws requirements?</th>
<th>Required to have a public officer?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasmania</td>
<td>Yes</td>
<td>Optional. May have either by-laws or standing resolutions. Not required to register them with Consumer Affairs and Fair Trading.</td>
<td>Yes.</td>
</tr>
<tr>
<td>Northern Territory</td>
<td>Yes</td>
<td>Optional. May have either by-laws or standing resolutions. Not required to register them.</td>
<td>Yes.</td>
</tr>
<tr>
<td>South Australia</td>
<td>Yes</td>
<td>Optional. May have either by-laws or standing resolutions. Not required to register them with Consumer and Business Services.</td>
<td>Yes.</td>
</tr>
<tr>
<td>Western Australia</td>
<td>Yes</td>
<td>Optional. May have either by-laws or standing resolutions. Not required to register them with the Department of Commerce.</td>
<td>No.</td>
</tr>
</tbody>
</table>

CORRECT AS OF 13 JANUARY 2014

**PUBLIC OFFICER**
The Public Officer is the liaison person between the club and the state/territory government department. The Public Officer is responsible to ensure the incorporated club/association operates within the Constitution and within the requirements of the state/territory Model Rules.

**COMMON SEAL**
A common seal is the official stamp or “signature” of an incorporated club/association.

**NAME CHANGE OF AN ACCREDITED PROBUS CLUB OR PROBUS ASSOCIATION**

Clubs and associations must first seek approval from PSP to formally change the name of the accredited club or association.

NB – Victorian Incorporation Act may have additional requirements in relation to a name change.
PROBUS NATIONAL INSURANCE PROGRAM

Please note that the coverage provided under the Probus National Insurance Program is for Personal Injury, Public Liability and Association Liability. This policy is not a sickness policy. Please refer to the insurance summary for details of the coverage provided.

The insurance program cover includes:

PUBLIC LIABILITY INSURANCE
• Cover $20M
• Personal injury to a third party and property damage
• PSP Insurance Reserve covers the excess component on claims

ASSOCIATION LIABILITY
• Covers Office Bearers Liability, Association Liability, Professional Indemnity and Fidelity Guarantee

PERSONAL INJURY
• Policy 2A Age Limit to 90 years
• Policy 2B Age limit 91-100 years

CLUB MONEY
• Cover maximum $5,000
• 10% Excess

An insurance summary detailing the policy coverage as well as the certificate of currency are provided to clubs each year. These can also be downloaded from the secure section of the Probus website at www.probusouthpacific.org

The Probus Insurance covers members, visitors and guests whilst attending or participating in a 'recognised Probus activity', function or meeting (age restrictions may apply).

For insurance purposes clubs should record annually in the Minutes a list of the 'recognised activities of the club'.

Petty Cash - clubs may resolve to hold limited club monies as Petty Cash. This money shall be covered under the PSP Money Cover as long as the petty cash remains in the secured safe custody of the Treasurer or Secretary.

In the first instance, please report any loss of club money, incidents, accidents, damage to property, and injury to members or guests to PSP via telephone, email or letter. If necessary a claim form will be provided by PSP.

It is recommended that clubs maintain an Incident Register ensuring all details of incidents, accidents, damage, loss or injury are recorded, dated and signed.

OPTIONAL QBE CLUB PROPERTY INSURANCE COVER

• Contact Aon Risk Services - Alex Dimitrijevic 1800 786 682 or Email: alex.dimitrijevic@aon.com.au
• Cover is available for club property - $2,000 and $5,000
Go your own way – we’ll cover you.

Probus South Pacific Limited is the policyholder of the Probus Travel Insurance policy which has been designed exclusively for the Probus Club members and their guests with competitive rates and coverage for pre-existing conditions.

Cover is available for travellers up to 100 years old and up to 120 days of travel.

This policy is underwritten by Ace Insurance Ltd and is only available to Probus Club Members and their accompanying guest, accessing this policy is easy, simply complete the application form and submit it to our office with your fit to travel report from your doctor along with your payment.

The access fee payable for the Probus Travel Insurance will depend on your age, where you are going and how long you are going for.

Obtain a Probus Travel Insurance Pack from PSP which will include the Probus Travel Insurance Access Fees; simply follow the steps below to determine the access fee payable:

1. Look up the Probus Travel Insurance Access Fees.

2. From the access fees select the table that applies to you. There are four tables i.e Domestic travel within Australia or New Zealand, Trans Tasman which is travel between Australia and New Zealand only or Worldwide travel either excluding the Americas and Africa or including the Americas and Africa.

3. Select your current age from the first column titled ‘Age’, note that this is your current age and not the age when you will be travelling.

4. Select the number of days that you will be travelling, please note that your trip starts when you leave your residential address and ends when you return to your residential address.

5. Alternatively, you can obtain a quote by contacting us on 1300 630 488 within Australia or 0800 1477 6287 from New Zealand

Visit Probus website – www.probussouthpacific.org for print version of all documentation for Probus Travel Insurance.

Please note that Probus South Pacific Limited (ACN 152 374 395) does not hold an Australian Financial Services Dealers Licence and cannot provide any recommendation or advice regarding cover.

Terms, conditions, limitations and exclusions apply.
WHAT MAKES A GOOD AND INTERESTING CLUB

HOW DYNAMIC IS YOUR CLUB?

Is your Probus club one of those that has interesting Guest Speakers and reports from Interest Groups and multiple Outings?
Do your members remark that they have so many things to go to their life is one great month of “FUN, FELLOWSHIP and FRIENDSHIP”?
Does your Probus club have a problem with numbers and how to fit any more new members into your venue?
Lots of Probus clubs are like this and yours can be one of those too.

HOW CAN THIS BE ACHIEVED?

By having interesting Guest Speakers and a Committee who focus on Outings and Interest groups.
Interest groups are excellent ways to stimulate activities and increase the membership of your Club.

The easiest way to develop an interest group is to have one of your members give a 5 minute talk on their subject and if enough positive feedback is received this could develop into an interest group.

Interest Groups run by Probus clubs are many and varied; here are some of the more successful groups;
Card Groups                      Walkie Talkie groups                        Restaurant Groups
Computer Groups                  Bike Riding Groups                            Fine dining Groups
Walking Group                     Caravan Group                                Singles Group
Sewing Group                      Woodwork Group                              Garden Club
Mah-jong Group                    Theatre party                                Craft club
Morning Tea Group                 Wine Tasting Group                           Music Group
Lunch & Dinner Groups             Dance Group                                 Tour Groups
Billiards & Snooker Groups        Discussion Group                             Technology Education Groups
Lawn Bowls                        Ten Pin Bowling                             Croquet Group

The Group Leader usually gives a brief report in the Business Section of the General Meeting and this also serves to keep others interested.

Outings are also an integral part of your Probus club. They should ideally be many and varied in both cost and type. Whilst it is often difficult to appeal to everyone at once, outings hopefully have a wide appeal and not just be suited to a select few. To keep costs reasonable, perhaps throw in every now and then a BBQ in the Park with bring your own everything.

Perhaps you can get your members to change seating between courses at a dinner in order to “mix” a bit rather than sit with their close companions. Another idea to encourage ‘mixing’ would be to number each seat at your next club meeting; on arrival members draw a number from a hat – the number indicates their seat allocation for the day.
Some outings that are popular are:
Golf Days
Dinner at the local Chinese Restaurant
Train/Tram/Ferry trip
Visit the TAFE for lunch
Movie & Lunch
BBQ
Progressive Dinner
Bowls Tournament

REMEMBER – for insurance purposes all official club outings and activities approved by the membership must be recorded in the Minutes at least once a year as ‘recognised outings and activities’ of the club.

YOUR PASSPORT TO PROBUS
Each financial Probus club member is eligible to receive their own personal passport through their club secretary.

The passport has been designed to assist and guide Probus club members in enjoying the full benefits of Probus club membership by providing awareness on a wide range of unique products, services and benefits.

The passport is seen as a useful reference tool.

PSP are very grateful for the support of our partners and advertisers in this publication and would encourage all Probus club members to consider making use of their services.

ATTENDANCE AND APOLOGIES

For insurance purposes a register of members and guests names attending club meetings should be maintained. An officer of the club recording a tick beside the name of the member/guest in attendance is sufficient.

Where possible for social events and trips a list should be maintained of those in attendance.

Clubs are encouraged to establish a protocol to record members/guests who leave meetings or club activities early.

Clubs are encouraged to establish a protocol to receive and record genuine apologies. Attendance lists should be retained for a minimum of thirteen months for insurance purposes.

VISITORS

Clubs are encouraged to establish a protocol for the number of times a visitor may attend meetings and club activities. This protocol has been established so as not to over expose our insurance policies and to avoid having visitors enjoy all the benefits of membership without the responsibilities imposed on members.

These responsibilities include; annual fees, attendance and participation in club meetings and activities and at some time during membership to take an active role on the Committee of Management.
WAITING LIST

Clubs are encouraged to establish a protocol to develop and maintain a club waiting list for prospective members.

It is recommended that the list is kept in date of receipt order. Those clubs with a combined gender may consider separate date lists for each gender. A waiting list indicates that a person is waiting to join the club. Alternatively, the club may maintain a register for prospective members.

No monies should be taken or received from persons on the waiting list or register for prospective members before their application for membership is accepted. Incorporated clubs should ensure that all requirements under the Act are observed. Clubs should be mindful not to breach anti-discrimination laws by giving preference to married couples over single persons.

Sample: The Club shall adopt a protocol to manage and maintain a waiting list.
1. An expression of interest to join the club will be recorded by date and gender as the waiting list. The membership shall set a maximum limit for the waiting list.
2. No membership application form will be offered to a person on the waiting list until such time as there is a vacancy for membership.
3. When appropriate, a membership application form will be offered to a person on the waiting list, such application must be sponsored by two current members of the club and approval for membership given by a majority of the Management Committee.
4. No monies shall be received or accepted from a person on the waiting list until such time as the application for membership has been approved by the Management Committee.
5. Those persons included on the waiting list must meet the requirements of attendance under the protocol set for visitors.

OR

6. Those persons included on the waiting list may attend all club meetings and functions and be required to meet associated costs in attending (example; morning tea costs). Please note that if a club chooses to allow people on the waiting list to attend club meetings and functions outside their visitor’s protocol, the club will be required to pay the non-member capitation fee to Probus South Pacific.

FOOTNOTE: Membership officers are encouraged to provide wait listed persons details to PSP for inclusion in the Central Register.

RECORD KEEPING

It is recommended that club records such as Minutes, membership lists and historical information be maintained indefinitely and financial reports and supporting documentation kept for seven years. Clubs are at liberty to dispose of un-necessary items of correspondence once they have been recorded in club Minutes. For insurance purposes, attendance lists for activities should be retained for a period of 13 months.
RISK MANAGEMENT

Clubs are encouraged to develop a Risk Management Policy.

Literature available to assist in Risk Management:
- Risk Management Policy template
- Plan and Worksheet
- Article on Risk Management
- Power Point Presentation on Risk Management

Risk Management is about managing the risk of “anything” undesirable happening at any time—not just bodily injury during an activity; consider loss of deposits from dishonest operators; causing financial burden to some members. Risk Management should be engaged from the time the activity is first discussed and planned until the activity is completed.

One of the ways in which an organisation can reduce the risk of physical harm posed to a member and thus preventing or limiting a claim for negligence, is to implement a risk management plan. This will help ensure the risks of the activities associated with that organisation are more adequately identified as well as to assess the impact of such risks and the controls required to avoid such risks eventuating. It will also help improve safety and quality control to ensure an adequate level of care is received by all members.

PRIVACY

Clubs are subject to the requirements of the Privacy Act 1988 in Australia. Clubs are encouraged to establish a Privacy Policy, within a club there are four areas that should be addressed:

MEMBERS

It is a condition of membership of this club that each member consents to personal information in the form of his/her name, residential address, telephone and mobile number, email address and office held in club (where necessary) being included in a membership list.

Sample wording for Membership Application;

I agree to accept the Concept of Probus and to take an active role in both attendance and participation of this club.

I understand that the information provided in this application will be used to assess my application and maintain my membership. If any information is not provided, I understand that my application may not be processed.

I acknowledge that at some time during my membership, I may be called upon to take an active role on the Committee of Management.

I consent to my name, address, telephone number and email address being included in a 'Directory of Members' to be distributed only to members of the Probus Club of ____________________ and not distributed or sold to outside agencies. I understand that I may access any personal information the Probus Club holds about me except as required by law upon request.

I understand that the Probus Club of ____________________ has Public Liability Cover of $20M through PSP and that the club secretary can provide a copy of the Probus National Insurance Program summary.
I accept that the information provided in this application form will be used by Probus South Pacific Limited (PSP) for inclusion in the PSP Membership Database as a financial member of Probus and in line with the options provided below.

OPT IN [ ] I would be interested in being invited to participate in Probus Surveys and Probus Focus Groups from time to time which I understand may assist in developing strategies to develop and strengthen the Probus organisation.
OPT OUT [ ] I do not wish to be contacted by PSP for any involvement in Probus Surveys and Probus Focus Groups.

The information collected on this form will be used in accordance with Probus South Pacific Limited Privacy Policy and the Privacy Act of Australia.

(See sample Membership Application Form included in this handbook)

Applicant Signature.......................................................... Date..................................
FUNDRAISING

In line with the Constitution, a Probus Club shall not be, or be seen to be, a fundraising body. The club by a majority decision of its members may engage in corporate projects for social benefit provided that any such activity shall not involve the raising of funds and provided that individual participation in any such project shall be entirely voluntary.

Clubs MUST not raise funds for any worthwhile cause or local community charity. Clubs MUST NOT ‘earmark’ monies for a specific charity or cause; this would be seen as fundraising and be in breach of the Constitution.

However, Probus Clubs are able to make donations from club funds or from the unsolicited gifts of members, provided that Article II – Aims and Objectives of the Constitution is not infringed and as long as a majority decision of the members is obtained and recorded.

Club monies may be used to subsidise anniversary or club luncheons by resolution of members. Club monies should not be used to subsidise trips.

With members permission, and on a voluntary basis, the club may organise a ‘lucky door prize’ which would generate extra income for the club, ensuring the clubs financial stability and would assist the club in providing ‘regular meetings and arrange activities to provide for fellowship, the development of acquaintance and social interaction’. (Article II – Aims & Objectives).

Monies realised from such activities do not amount to fundraising because they are being banked into the general funds of the club and have not been ‘earmarked’ for a specific cause.

PROBUS WEBSITE: www.probussouthpacific.org

The Probus website offers the visitor many exciting features. The website is a platform to showcase the Probus organisation and to promote the many benefits of Probus membership.

For the general public - the club locator indicates by suburb or postcode the location of a Probus club, their venue and meeting date – an enquiry generated from this site will be emailed to PSP for follow up. If Probus clubs have their own website a link can be added to redirect the enquiry to the site.

For club officers - the secure section of the Probus website contains vital information, resource material and documents that may assist management committees in effectively running their individual Probus club.

If your club is experiencing difficulties with your access code please have the secretary contact PSP for a new access code for easier access. Contact PSP by telephone or Email: admin@probussouthpacific.org

MICROSITES

Contact PSP for information on hosting and URL address links. Contact PSP by telephone or Email: admin@probussouthpacific.org. If your club accessing the secure section of the Probus website – generic email addresses All Probus club and Probus association secretaries have been provided with their unique generic email address and access code for easy access to the secured administration section of the Probus website.
ACCESSING THE SECURE

This generic email address will be recognized as the club official email address; similar to a club post office box number. Authorised club officers will have access to web based emails by using the generic email address.

ACCESSING THE SECURE SECTION OF THE WEBSITE – GENERIC EMAIL ADDRESSES

All club and association secretaries have been provided with their unique generic email address and access code for easy access to the secured administration section of the Probus website.

This generic email address will be recognized as the club official email address; similar to a club post office box number. Authorised club officers will have access to web based emails by using the generic email address.

The secure section of the Probus website contains vital information for management committees that will assist in running your club effectively.

If your club is experiencing difficulties with your access code please have the secretary contact PSP for a new access code for easier access.
Contact PSP by telephone or Email: admin@probussouthpacific.org

SOCIAL MEDIA

Another way to reach your members is through FACEBOOK and TWITTER. Recent studies have shown that over 55’s are one of the largest users of social media.

Probus South Pacific has its own Facebook page which was launched in conjunction with PSP Website. Visit www.facebook.com/ProbusSouthPacific

We encourage all Probus members to like us on Facebook and to follow us on Twitter.

RESOURCE MATERIAL

Promotional material, templates and resource material can be ordered by club officers on the secure administration section of the Probus website - on line at www.probussouthpacific.org or contact PSP.

Available on request;
- Promotional flyers
- Probus balloons
- 6 Reasons to join Probus flyer
- Probus business cards
- Probus magazines
- Probus stickers for magazine distribution
- A3 and A4 posters for club membership drives (personalized)
- Medical Cards
- Templates and Power Point Presentations
- Probus Club Handbook
- Probus Directory of Clubs
- Travel Insurance Packs
- Probus Rendezvous flyer/brochure
- Probus Jingle CD for use on local community radio or promotional opportunities
- Risk Management Manual
- Privacy Guidelines
- Membership Development
- Succession Planning
- Club Health Checks
- Nomination Form
- Proxy Form
- Membership Application Form

MEDICAL CARDS

The information contained in the medical card is the sole responsibility of the individual whose name appears on the card. It is recommended that the card should be carried by individuals at all times in their purse or wallet.

Medical Cards are provided complimentary by PSP as a service to Probus members.

Club officers may order medical cards for members through the secure administration section of the Probus website - on line at www.probussouthpacific.org or contact PSP

Medical cards must remain the individual members responsibility; for keeping updated and for holding.

LEAVE OF ABSENCE

Leave of absence may be granted in cases of sickness or on any other reasonable grounds. Upon written application to the Management Committee, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending meetings for a specified length of time.

During the period of granted Leave of Absence the member remains a member of the Probus club as long as the member is financial.

CENTRAL REGISTER

A central register is maintained by PSP for persons interested in joining a Probus club.

The register will include the names of members of the general public and those persons listed on club waiting lists. The register information will be provided to clubs seeking names of potential members on request and provided to Rotary District Probus Chairman when forming new Probus clubs.
B-PAY FACILITY

PSP has provided each individual Probus club with the Bpay Biller Code and Bpay Reference Number.

Clubs may utilize this facility when paying accounts to PSP or may choose payment method by cheque or money order.

Clubs must adopt a Standing Resolution to authorise two signatories of the Management Committee to use Electronic Funds Transfer of club funds. Contact your bank to arrange this facility.

PROBUS INFORMATION DAYS

New Club officers and interested members are encouraged to attend their local accredited Probus Information Day each year.

These days provide an opportunity to gain valuable advice on Probus administration that will assist the operation of clubs and an opportunity to share experiences and to network with other local clubs.

If your club would like to host this event (usually held in the months of April/May) or attend please contact PSP or your Rotary District Probus Chairman listed in the Probus Annual Directory for dates and locations.

PSP MEMBERSHIP DATABASE

COLLECTION OF MEMBER INFORMATION

PSP has developed a secure membership Database listing all accredited Probus clubs and their financial members within Australia, New Zealand and The Philippines.

Information obtained from clubs will verify the number of members covered under the Probus National Insurance Program (internal Insurance Audit) and will provide PSP with important statistical information for strategic planning and if required direct access to members.

All clubs are required to provide PSP with details of all financial members;
Option 1 - provide given and surname, address, email, telephone and optional YOB; or
Option 2 - provide given and surname

Contact PSP for model templates;
- For list of all financial members
- For updating members information (add in new members and/or remove members no longer financial)
Members may OPT IN or OPT OUT of being contacted by PSP.

PSP may in the future contact Probus members who have OPTED IN for their individual involvement in district Probus Focus Groups or Probus Surveys; this voluntary involvement by Probus members will assist in developing strategic plans to build and strengthen the Probus organisation to ensure a sustainable future providing services and benefits to Probus members.

This information will NOT be GIVEN OR SOLD to any third party as a commercial mail or internet listing.

On request by Club Secretary or President, PSP can provide individual Probus clubs with a copy of their clubs’ membership listing.
PROBUS MEMBERSHIP CARDS

The Probus Membership Card contains:
• Club name
• Financial members name
• Individual membership number

The Probus Membership Card will not contain any information other than the cardholder’s club, name and individual member number, and will not provide any other information to merchants or third parties.

The individual Probus membership number needs to be quoted for access to Probus Travel Insurance applications and Probus Member Benefits Scheme point of sale and web based offers.

PSP FOCUS GROUP PROGRAM

PSP will from time to time contact those Probus Members who OPTED IN with their full contact details for inclusion in the Probus Membership Database and invite participation in Probus Focus Groups or Probus Surveys.

The aim of the Focus Groups and Surveys is to gain valuable information and ideas from Probus members for PSP internal strategic planning to grow and improve the Probus organisation for today’s and future retirees.

Focus Groups will be organised by Rotary District Probus Chairman. Surveys will be undertaken by The Secretariat; direct or via internet and web based programs; incentives may be offered to Probus members to participate.

NB – For those members who may have initially OPTED OUT of the program you are at liberty at any time to contact PSP to OPT IN to the program.

PROBUS MEMBER BENEFITS SCHEME (MBS)

PSP continues to build partner relationships for the scheme. These partners have a large number of network partners and locations on offer through the MBS. A list of the partners can be obtained from the Probus website or by contacting PSP.

Present your Probus Membership Card when booking with or buying from any of the Probus MBS Partners for access to exclusive discounts and terrific deals.

Please advise PSP of any potential partners to build the offers for Probus club members.

Special offers are available to Probus Membership Cardholders wherever you see The Probus Benefits Scheme Logo.
PROBUS AWARENESS PROGRAM

One of PSP’s strategies to promote Probus awareness is the listing of Probus in the white pages and on the internet in capital cities and some regional areas in Australia and New Zealand. All calls received will be directed to PSP and enquiries will be forwarded to Probus club secretaries. PSP provides promotional flyers and a complimentary copy of Active Retirees magazine to all callers and the option to be listed on the Central Register.

GUEST SPEAKERS

Almost every week in almost every Probus club throughout Australia and New Zealand there is an invited guest speaker. The subjects are varied and interesting. Many of our club members enjoy their membership and retain active interest because of these diverse speakers. By the way, this model is not unique to Probus clubs - in our communities, Schools for Seniors, Rotary, Lions clubs, church groups and many others have regular speakers as we do.

Whilst a Probus club is not a business, it should run its meetings in a friendly and business-like manner.

With guest speakers the following actions are reasonable:

- Prior to coming to the club the guest speaker should be made very aware of the time limits for the presentation and other arrangements;

- Great care and planning should be directed towards the use of audio-visuals. Maybe there is the opportunity here for a specific role for a club member interested and skilled with this equipment;

- Each guest speaker should be met at the venue entry (or similar) - and later introduced in a respectful manner. This might take a little research, however 90 seconds should be sufficient. An ultimate insult would be to introduce someone (maybe a Probian) by saying, “Everyone knows Billy Bloggs, so he doesn’t need any introduction!” Members need to be alerted to just who the person is and why they have been invited to speak;

- During the presentation, members should show further respect by listening attentively. Your club committee members have judged this person to be worthwhile. In turn we must always remember that the guest speaker has given considerable personal time to attend our meeting and present their story;

- At the conclusion of the presentation an appropriate ‘thank you’ should be offered - maybe 60 seconds.

There could be a bonus if a non-Probus speaker is impressed with the way we operate and sometime later is invited to join Probus. It may not be your club -however it could be the overall benefit of Probus if they do join.
GUEST SPEAKERS LIST

PSP maintains an active list of speakers.

Contact PSP for your specific state/territory guest speaker listing.

Clubs are encouraged to invite well received speakers to register with PSP for other clubs to enjoy the speaker. The listing details the speaker, the topic, area of attendance and expectation of fee.

Clubs are asked to notify PSP of any unsatisfactory speakers for removal from the list.

PROBUS MERCHANDISE

RDU Merchandise & Promotions is an authorized licensee to PSP and provides a wide range of Probus merchandise and regalia.

Tel: + 61 2 9674 6855 | Fax: + 61 2 9624 2418
Email: supplies@rotarydownunder.com.au

Order on line at www.probussouthpacific.org and click onto Probus Merchandise

Mailing address: Post Office Box 244,
Toongabbie NSW 2146 Australia
Office & Showroom – Unit 16, 45 Powers Road,
Seven Hills NSW 2147 Australia.

PROBUS CRUISE CLUB

Probus does retirement better

PSP continues to source some wonderful cruise options for you to enjoy, always safe in the knowledge you will be travelling with a group of fellow Probus members.

LOVE TO CRUISE - Travel to numerous destinations without unpacking your suitcase.

For more details on the Probus Cruise Club contact PSP

T: 1300 630 488 (Australia) or +61 2 9689 0200
T: 0800 1477 6287 (New Zealand)

OR Email: probuscruiseclub@probussouthpacific.org
PSP SPONSORS

TRADE TRAVEL are the ‘Group Travel Specialists’ and has had a proud association with Probus for many years. Trade Travel works closely with Probus clubs throughout Australia and New Zealand looking after their touring needs. Whether it be an overnight escape right up to an extended domestic and international touring options. Trade Travel have an extensive list of Domestic and International Product Partners that ensure all Probus clubs have an easy access to great destinations with great content at a great price. Trade Travel's Franchisees throughout Australia and New Zealand are available to come and meet with your club at any time and are also available as Guest Speakers.

Ask us about our ‘Famil Program’ for Tour Leaders when you call.

For more information please call
Trade Travel - Australia 1300 630 488 or +61 7 5574 3733
- New Zealand 0800 443 044
Email: groups@tradetravel.com Website: www.tradetravel.com

GRAND PACIFIC TOURS, specialists in New Zealand luxury coach holidays.

Grand Pacific Tours continues to be a tremendous supporter of the Probus organisation providing an extensive range of tours that cover the traditional touring routes throughout New Zealand and also a range of special interest tours. Grand Pacific Tours offers an “all inclusive” style of touring that represents the best value for money and includes the highest quality standard of product. Grand Pacific Tours now offers a cruise/coach package.

Watch for the locations of Grand Pacific Tours Gold Class Coach Experience - “New Zealand Comes To Town”.
For more information please call
Grand Pacific Tours - Australia 1300 630 488
- New Zealand 0800 444 673
Or contact Catherine Brittenden on +61 3 9377 5012
Or Email: catherine@grandpacifictours.com.au
Website www.grandpacifictours.com.au
Business Development Managers are available as ‘guest speakers’.

PSP Core sponsors attend district conferences, Accredited Probus Information Days and annual Probus Rendezvous by invitation. Loyalty programs are honoured. Contact PSP Core Sponsors for involvement and support for your special events such as bowls days, golf tournaments and district picnics.
OFFICIAL FLAGSHIP PUBLICATION - ACTIVE RETIREES™

Every second month, ACTIVE RETIREES™ magazine keeps members informed about the latest club news, feature articles, special events and expert advice on finance, technology, health and travel.

Keep Probus club members informed by making the magazine a focal point at your Probus club meetings.

The magazine is a vital resource, communicator and development tool. Utilize the magazine for membership development by placing additional copies in waiting rooms within the broader community – attach the Probus sticker with your club contact details - spread the word on PROBUS.

ACTIVE RETIREES™ magazine is a great publication that deserves your full support.

FOUR WAYS OF SUBSCRIBING TO ACTIVE RETIREES™ MAGAZINE
(effective 1 April, 2014)

1. Club subscription – delivered to you via your club secretary $10.00 for six printed issues
2. Personal subscription – delivered to your home address $20.00 for six printed issues
3. COMING SOON - On-line digital format - visit Probus website for pricing
4. Web subscription – I-subscribe or Magshop – buy a gift subscription for family or friends - delivered to your nominated address $36.00 for six printed issues

ACTIVE RETIREES™ MAGAZINE SUBSCRIPTION COMPETITION

PSP are pleased to announce a prize incentive to all Probus clubs to increase their annual ACTIVE RETIREES™ magazine subscription.

Probus clubs that increase their 2014 magazine subscription rate by10% or maintain a 100% subscription rate to membership numbers will automatically go into the draw to win a prize for their club. See full details on Probus website

Throughout the subscription year Probus clubs and individual Probus club members may increase the level of their magazine subscription by contacting PSP.
Tel: +61 2 9689 0200 or 1300 630 488 Fax: +61 2 9633 4779
Email: admin@probussouthpacific.org

Please contact MAHLAB MEDIA for magazine, inserts and website advertising enquiries
Tel: +61 2 9556 9118 Fax: +61 2 9818 6080
Contact: Katie Radcliffe Email: katie@mahlabmedia.com.au
PROBUS RENDEZVOUS - A MAJOR EVENT IN THE PROBUS CALENDAR

In 1988, it was suggested that Probus members from Australia and overseas meet for a casual gathering. A committee was subsequently set up, meeting once or twice a month to organise a low-budget weekend with a variety of activities.

In 1991, the first Rendezvous was held. Named ‘91 Rendezvous Herzlich Willkommen’, meaning hearty welcome, it was held in the Barossa Valley and embraced the Probus spirit. It was declared a resounding success, with more than 1400 participants.

Rendezvous is now an established annual Probus event.

The program involves opening and closing ceremonies, opportunities to make friends and explore the region with fellow Probians, and enjoy local talent and entertainment. At these get togethers, members of Probus and their friends come together in friendship and fellowship to enjoy the true spirit of Probus. Make the trip and register today as you are guaranteed a fantastic time…your first time will not be your last time!!

To find out more about the next location visit the Probus website – www.probussouthpacific.org
CLASSIFICATION OF MEMBERS

ORDINARY
Ordinary members form the core of the club and are included in the member count of the club. Such members may include the original Foundation Members from when the club was first formed. An initial joining fee and annual club fee applies. Attendance requirements apply in accordance with club Policy.

HONORARY MEMBER
Honorary Members may be elected at the discretion of and on such terms as may be decided upon by a majority of members at an ordinary meeting. At the discretion of the membership Honorary Members shall not be required to pay membership subscriptions, shall not be eligible to hold office and shall not be entitled to vote but shall enjoy all other privileges of membership. Clubs may set a Policy as to the number of Honorary Members awarded by the club. Honorary Members are included in member count of the club.

LIFE MEMBER
Life Membership may be conferred upon a member who has rendered outstanding service to the club. Nominations shall be submitted in writing to the Management Committee for consideration, and if approved, referred to the next general meeting of the club for confirmation.

At the discretion of the members - Life Members shall not be required to pay membership subscriptions but shall enjoy all other privileges of membership. It is recommended that there shall not be more than 3 life members at any one time. Life Members are included in the member count of the club.

Each club has its own reasons for awarding Life Membership and this is usually determined by the membership.

‘Outstanding’ – can mean exceptional, excellent or first-rate.
‘Service’ – can mean duty, support or assistance.

This description can be used to describe an individual, who in the eyes of the members, have shown ‘greatness’ – maybe the Foundation President who was instrumental in the early years of the club, maybe the Speaker Co-ordinator that has provided exceptional speakers during his/her term of office, maybe the member that is ever ready to lend a helping hand, maybe someone who has never served on the committee but never misses a meeting or your door greeter that has the ability of making members feel welcome as they enter the room. A member who captures the ‘True Spirit’ of Probus; Friendship, Fellowship and Fun; someone who is happy to provide ‘Service above Self’.

NON ACTIVE MEMBER
Non Active Membership was introduced to assist clubs with long waiting lists. As well as members who are unable to attend meetings due to long term illness. An example would be a member aged in the nineties, frail and ill, unable to attend meetings or other activities of the club, a person who in earlier years had been a loyal and willing participant in Probus, a person who does not want to relinquish membership and a caring club for ethical reasons has no desire to cancel the membership of such a member.

Non Active Membership is not intended for the member afflicted with a short-term illness (less than six to twelve months or more) or a disability such as a broken leg or arm, etc. requiring approximately a similar short absence from club meetings.
A member transferred to Non Active Membership remains a member of the club (it being a club decision whether an annual subscription is paid or waived) and should continue to receive the newsletter and other information normally provided to members.

Non Active Members are not included in club member count which allows those awaiting membership entry to be inducted, provided the maximum membership number permits.

When a Non Active Member recovers from their illness or disability they remain as Non Active until such time as they may resume ordinary membership (being selected for ordinary membership ahead of prospective members on the waiting list) however in the meantime they should not be precluded from participating in relevant club activities. Non Active Membership is NOT included in member count of the club.

NON MEMBERS
NON MEMBERS are individuals who are regularly attending club meetings and/or activities outside your clubs protocol for visitor’s attendance.

PSP have established an annual fee structure for NON MEMBERS attending regularly at Probus meetings, activities, events and trips. These Non Members receive all the benefits of being a member of a Probus club with the expectation that they will be covered for insurance should they themselves be injured or cause injury to another person or damage to a property.

Please note that a NON MEMBER means not a member of any Probus club. An exemption has been applied for carers- no fee payable by club. Everyone who is not a member of the club is classified as a NON MEMBER. Clubs need to be fair in determining - self assessing - how many NON MEMBER fee payments are paid to PSP.

It is the club (not the non-member) who pays the fee annually to PSP.

PSP does not require a Non Member listing; only the numbers to validate our insurance cover.

Clubs should establish a Policy (By-Law or Standing Resolution) for the following;
- Clubs self-definition on Profile of a NON MEMBER
- Club’s self-definition of regular attendance
- Clubs self-definition on Visitor’s attendance
- Annual budget line in club expenses to cover NON MEMBER fees to PSP and annual payment authority.

MEMBERSHIP TRANSFERS

PSP does not recognise transfers, as all clubs are individually accredited entities. Clubs are at liberty to resolve how they accept persons for membership and to determine joining and annual subscriptions payable. Sometimes a letter of introduction is provided to Probus members who move locations and who wish to join another club, however, this should not take precedence over persons on a waiting list.
GENDER BALANCE

To ensure the continued status of a combined membership, PSP recommends that at some stage combined Probus Clubs should review and consider a gender balance within the club.

A recommendation would be to consider adopting a By-Law or Standing Resolution:

‘The Management Committee shall endeavour to maintain not more than 60% of any one gender’.

Clubs should be mindful not to breach anti-discrimination laws by giving preference to married couples over single persons. These guidelines, once formally adopted by the membership, become the rules under which the club operates. Waiting lists should be listed on date of application order and a separate list for men and women. If the club has a problem maintaining a gender balance, it would be recommended that no further names be added to the waiting list until resolved.

Contact your Rotary District Probus Chairman or sponsor Rotary Club to discuss options for a new club in the area. Remember membership to Probus Clubs is by individual application. Incorporated clubs should ensure that all requirements under the Act are observed.

ROLE OF THE MANAGEMENT COMMITTEE

The role of the Management Committee is to administer the club affairs in accordance with the Constitutional documents (i.e. the Constitution, By-Laws/Standing Resolutions) and ensure that all legal and Constitutional requirements are met. Unless the membership has delegated greater authority to the Committee, by resolution or in its By-Laws, the Committee has no authority to make further decisions without the consent of members by resolution.

Committees may recommend, they may not dictate to members. Moreover, few Committee discussions need to be kept secret, unless they are about sensitive matters concerning individuals and are potentially embarrassing, distressing or harmful or might, if made public, involve the club in litigation.

Each committee member and officer should be familiar with the Constitution, By-Laws/Standing Resolutions and ensure there is a copy available for reference at meetings.

Each committee member and officer should be aware of club policies and protocols and have access to Insurance documents. It would be in the interest of each officer to have a portfolio detailing their role and responsibilities.
MANAGEMENT COMMITTEE MEMBERS AND OFFICERS

Planning for the annual election of Committee members and officers should be undertaken several months before the Annual General Meeting. Terms of office should be observed and nominations called for in accordance with the requirements of the Constitution and where applicable Proxy Forms should be issued.

A portfolio for each office bearer should be developed to enhance the change over of officers and provide continuity of procedures and responsibilities.

Examples:
- The Treasurer needs to be aware of the timing for payment of the Annual Fees and return of completed documents to PSP.
- Requirement for the club financial statements to be audited prior to presentation and formal adoption at the Annual General Meeting (Check auditing levels - legislation under Incorporation Act.)
- The Secretary needs to be aware of timing for meeting agendas and issuing of Notices.

Members should be approached and encouraged to nominate for positions.

A succession plan should be considered to ensure the future stability and management of the club. Consideration should be given to adopt a Standing Resolution to enable the Vice President to be President Elect.

All members should be encouraged to nominate and if necessary training/guidance should be provided.

The Constitution requires that the club be managed by a Management Committee comprising a President, one or more Vice Presidents, a Secretary, a Treasurer (Collectively ‘Committee Members’), and such number of other members of the Management Committee (‘Officers’) as provided in the By-Laws or the club’s Standing Resolutions.

It is usual for clubs to elect a Membership Officer, Program (or Guest Speaker) Officer, Newsletter Editor, Outings/ Activities Officer, Hospitality Officer, and a Caring Officer (or Welfare).

Some clubs appoint additional officers such as a Special Interest Groups Convener, Sports Officer, Social Secretary, Music /Choir Convener, Probus Liaison Officer, Historian, Public Relations Officer and Official Photographer.

The club should appoint an Auditor at the Annual General Meeting for the ensuing year.

In some jurisdictions the Incorporation Act requires appointment of a Public Officer, an appointment which does not preclude taking office as President, Vice President, Secretary, Treasurer or other position.

If your club is incorporated and the Act provides for a Public Officer, it is recommended that the club confirm for the name of the Public Officer at the Annual General Meeting.

If required the Management Committee may seek approval of the membership to appoint (not elect) an assistant Secretary and assistant Treasurer at the Annual General Meeting. Such assistant(s) to the elected officer do not have voting rights. However, if the assistant is acting for
the officer in his/her absence then the assistant(s) would have one vote representing the elected officer. Such appointment and guidelines should be formally adopted as a By-Law or Standing Resolution.

If not included in the Constitution and if required, the Management Committee may seek approval of the membership to approve the following By-Law or Standing Resolution;

‘In the absence of the Treasurer a delegated officer, appointed by the Management Committee, shall be authorised to deposit all funds of the Association to the credit of the Association’s account in the bank or other financial institution approved by the Committee.’

Footnote: All February 2013 PSP MODEL incorporated Constitutions will include this provision.
ROLES AND RESPONSIBILITIES OF MANAGEMENT COMMITTEE

All Management Committee positions must be nominated in accordance with the club Constitution and be duly elected at the Annual General Meeting. When a vacancy exists follow the protocol set in the club Constitution.

PRESIDENT
The duties of the President are summarised as follows:

• Should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
• Should understand how to chair a meeting and protocol for motions, debate/discussion and voting;
• Should ensure that an agenda is prepared for the meeting;
• Should begin and end meetings on time;
• Should take the opportunity to meet all members, guests and visiting Probus members on a fellowship basis;
• Should ensure that Committee recommendations are brought to the membership for decision/acceptance and ratification;
• It is the duty of the President to keep in mind and to remind members from time to time of the aims, objects and origins of Probus, emphasising the importance of fellowship, friendship and fun. It is recommended that this be done at the commencement of each meeting.
• To advance Probus fellowship beyond your own club, members should be encouraged to subscribe to the flagship publication of the Probus organisation and to take an interest in the articles and offers from sponsors and advertisers.
• Encourage members to contribute stories, articles, letters and photographs for publication in the magazines. Raise awareness and promote the magazine as a membership tool.
• It is a good idea to invite the President of your sponsoring Rotary club and your RDPC to special occasions (change-over, birthday/anniversary meetings and special functions), it is a gesture that is greatly appreciated.

EX OFFICIO
The Immediate Past President (IPP) is recognised as Ex-Officio on the Management Committee in recognition or virtue of his/her past service as club (or association) President. This is not an elected position, but is an appointment to offer support and advice. By-Laws/ Standing Resolutions may indicate the voting powers of the IPP; the IPP does not have any greater authority within the committee; the IPP is eligible to hold any other position on the Management Committee. If elected to such a position the IPP would only have one vote, as that elected officer.

A resolution by the members may include ‘with voting rights’ or ‘without voting rights’ in a By-Law or Standing Resolution. If the club is incorporated, the Ex-Officio’s voting rights must be in line with the Model Rules.

VICE PRESIDENT
The duties of the Vice President are summarised as follows:
• Should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
• Should understand how to chair a meeting and protocol for motions, debate/discussions and voting;
• Should work closely with the President to become familiar with the role and responsibilities of the Presidency;
• Should take the opportunity to meet all members, guests and visiting Probus members on a fellowship basis;
• Takes over the running of the meetings in the President’s absence;
• Deals with any Presidential issues that may arise in the President’s absence;
• Takes over the duties of any Committee member in their absence or arranges an alternative assistant;
• Assist any Committee member who has a heavy work load;
• Communicates regularly with the club Historian and Welfare Officer;
• Learn and understand the role of the President;

Clubs, by resolution of members, may consider the option to elect a Senior and Junior Vice President as part of the club’s succession plan, in accordance with club Constitution, By-Laws and/or Standing Resolutions.

Clubs, by resolution of members, may further consider the option to create a By-Law or Standing Resolution establishing the protocol for the Vice (or Senior Vice) President to be President Elect for the ensuing year. Refer to established protocols.

SECRETARY
The duties of the Secretary are summarised as follows:

• The Secretary should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
• The Secretary records Minutes of Committee meetings and monthly general meetings and presents these Minutes at the following meeting for formal adoption as a ‘true and correct record’, ensures Minutes are signed by the President or Presiding Officer at the meeting and recorded in the Register of Minutes.
The membership determines how the Minutes are to be presented or circulated.
In some clubs the Secretary;
- circulates copies of the Minutes to the members prior to each monthly general meeting;
- alternatively the Secretary reads the Minutes at the general meeting or reads a précis of the Minutes;
- Some clubs have approval of the members to publish a brief report of each meeting in the club Bulletin or Newsletter.
In each case the accuracy of the Minutes or report is the responsibility of the Secretary, and it is the Secretary that presents the Minutes and moves the motion for formal adoption as a ‘true and correct record’.

Should be consistent with the use of;
• Prepares agendas for each Management Committee meeting, general meeting, special general meeting and the Annual General Meeting and issues formal notices.
• Records Minutes of the Annual General Meeting and circulates as directed.
• Presents the Annual General Minutes at the following Annual General Meeting for formal adoption as a ‘true and correct record’ and must ensure Minutes are signed by the President or Presiding Officer at the meeting.
• Issues notice for the election of committee members and officers, nomination and proxy forms in accordance with the requirements of the Constitution.
• Keeps a register of names, addresses and such other information the club or PSP may require, of all members. If the club is incorporated, the Public Officer may also be required to keep a register of members.
• Keeps an up-to-date list of office bearers, Committee members and sub-Committee members including addresses, email and telephone numbers.
• Presents new applications for membership at the first Committee meeting after receipt. If there is no vacancy, the name should be placed on a waiting list or club protocol followed.
• If required the Management Committee may seek approval of the membership to appoint (not elect) an assistant Secretary at the Annual General Meeting. Such assistant to the elected Secretary does not have voting rights. However, if the assistant is acting for the Secretary in his/her absence then the assistant would have one vote representing the elected Secretary. Such appointment and guidelines should be formally adopted as a By - Law or Standing Resolution.
• Responds to all correspondence in a timely manner. Correspondence should be presented to the Committee and files of all correspondence should be maintained.

ALL Official Probus correspondence will bear the Probus logo; other unidentified correspondence may be discarded as unsolicited mail if found to be inappropriate or returned to sender or sent to PSP to follow up on possible illegal use of club mailing address. Mail suited to activity officers and tour leaders should be passed onto the appropriate officer.
• The Secretary should work in conjunction with the Treasurer to ensure following the Annual General Meeting that the clubs accreditation requirements are met by completing and returning PSP Annual Returns and payment by due date of 30th April.

Payments include;
- PSP Administration and Insurance Capitation Fees for Members (ordinary, life and honorary) (no fees for non active members) and clubs self assessed Non Member Fees. Methods of payment - club cheque or B-Pay.

PSP have issued each club with the PSP Biller Code and a club individual B-Pay Reference Number; this information should be recorded and passed onto the Treasurer.

These forms include;
- Directory Update
- Annual Return, Administration & Insurance Capitation Fee and Active Retirees™ Magazine Subscription Return
- Statistical Information

• The Secretary or the Treasurer may be authorised to be responsible for the secured safe custody of club Petty Cash. The Treasurer or Secretary therefore must be responsible to reconcile the Petty Cash Float. In conjunction with the Treasurer arrange issue of petty cash funds for small outgoings, (such as printing and stationery, postage, telephone calls, morning tea expenses), and record in petty cash book. Members incurring expenditure should submit itemised claims with receipts and should be reimbursed at each meeting.
• In conjunction with the Membership Officer provide PSP with names and contact details of those individuals listed on the club waiting list to be included in the CENTRAL REGISTER FOR PERSONS INTERESTED IN JOINING A PROBUS CLUB.

• Provide PSP with current financial membership list on PSP sample template (refer PSP Membership Database)
• PSP will provide clubs with a copy of their submitted annual list which includes members Option 1 or Option 2 (as detailed in PSP Membership Database section) for updating and returned to PSP.
• Before vacating office at the end of your term, brief your successor on the Secretary’s duties and any committee matters still pending or decisions still to be implemented; and hand over all records.
• The Secretary should work in conjunction with the Membership Officer to update the club listing for the PSP Membership Database which is a requirement of accreditation.
THE TREASURER
The role of Treasurer is important; and while it is not essential to have accountancy qualifications it is desirable that the Treasurer at least be familiar with elementary bookkeeping and banking procedures. The duties are not onerous but they should be discharged conscientiously.

Should be consistent with the use of;
• The Treasurer should be aware of government concessions and taxation requirements for a Probus Club and ensure that these are complied with.
• Ensure that the club has a bank account with cheque facility and keep control of the cheque book. Two signatories should sign all cheques, and there should be at least four signatories available; Example; President, Vice President, Secretary, Treasurer; as detailed in the Constitution, By-Laws or Standing Resolutions.
• A Standing Resolution needs to be formally adopted by members to authorise the Treasurer and one other delegated officer, appointed by the Management Committee, to use Electronic Funds Transfers for payment of club accounts.
• The Treasurer needs to work in conjunction with the Secretary to arrange payment for PSP Annual Administration and Insurance Fees for members (ordinary, life and honorary) and clubs self assessed Non Member Fees – due following the Annual General Meeting; methods of payment include cheque or B-Pay. PSP have issued each club with PSP Biller Code and an individual B-Pay Reference number for club payments.
• If required the Management Committee may seek approval of the membership to appoint (not elect) an assistant Treasurer at the Annual General Meeting. Such assistant to the elected Treasurer does not have voting rights. However, if the assistant is acting for the Treasurer in his/ her absence then the assistant would have one vote representing the elected Treasurer. Such appointment and guidelines should be formally adopted as a ByLaw or Standing Resolution.
• If not included in the Constitution and if required the Management Committee may seek approval of the membership to approve the following By-Law or Standing Resolution; ‘In the absence of the Treasurer a delegated officer, appointed by the Management Committee, shall be authorised to deposit all funds of the Association to the credit of the Association’s account in the bank or other financial institution approved by the Committee’.
• Attend all meetings of the Committee and submit a detailed monthly report; and present a summarised financial statement to the monthly general meeting. (If unavailable, arrange for deputy to present statement.)
• The accuracy of the financial report is the responsibility of the Treasurer and it is the Treasurer that moves the motion to formally adopt the financial report for acceptance.
• Prepare a budget each year, giving consideration to the annual financial commitments and the club’s existing financial position, and recommend the amount of members annual subscription; consider inclusion of magazine subscription as part of the fee and recommend new member joining fee. NB – effective 1st April, 2011 all newly accredited clubs will have an 80% membership mandatory magazine subscription level. This Policy does not apply to clubs formed prior to this date.)
• Collect annual subscriptions and issue receipts (Determine Club Protocol).
• If a charge is made for tea/coffee at monthly meetings, the Treasurer or other delegated officer should collect money from members as they arrive.
• Ensure club monies received are banked within two working days (to comply with insurance requirements).
• Pay all accounts by non-negotiable cheque or if applicable use EFT facility. Small accounts/ purchases can be also be paid using ‘petty cash’ with appropriate supporting documentation.
• Reconcile cash book balance with Bank Statement and follow up on any unpresented cheques.
• Maintain close liaison with club Secretary and Membership Officer (and the Public Officer if the club is incorporated) in keeping register, attendance roll up to date; and also the financial status of members.
• Close books at the end of the club’s financial year, submit accounts for audit and prepare a report for the Annual General Meeting.
• Arrange to update bank signatories after the Annual General Meeting (and at any other time during the year should there be a change of signatories for any reason).
• Prepare a list of the club’s assets including the following information:
  - Purchase or market value (include date of purchase)
  - Depreciated value (for inclusion in Annual Financial Statement)
  - Name of officer responsible for each item
• Prepare guidelines detailing what items of expenditure incurred by officers may usually be considered for reimbursement.
• The Treasurer should work in conjunction with the Secretary to ensure that following the Annual General Meeting that the clubs accreditation requirements are met by completing and returning PSP Annual Returns and payment by due date of 30th April.

**Payments include;**
- PSP Administration and Insurance Capitation Fees for Members (ordinary, life and honorary) (no fees for non active members) and clubs self assessed Non Member Fees. Methods of payment include cheque or B-Pay. PSP have issued each club with the PSP Biller Code and a club individual B-Pay Reference number; this information should be recorded by the Secretary and the Treasurer.

**These forms include;**
- Directory Update
- Annual Return, Administration & Insurance Capitation Fee and Active Retirees,™ Magazine Subscription Return
- Statistical Information.

• The Treasurer or the Secretary may be authorised to be responsible for the secured safe custody of the Petty Cash. The Treasurer or Secretary therefore must be responsible to reconcile the Petty Cash Float. In conjunction with the Secretary arrange issue of petty cash funds for small outgoings, (such as printing and stationery, postage, telephone calls, morning tea expenses), and record in petty cash book.

Members incurring expenditure should submit itemised claims with receipts and should be reimbursed at each meeting.
• Before vacating office at the end of your term, brief your successor on the Treasurer’s duties and any Committee matters still pending or decisions still to be implemented; and hand over all records.

**NEWSLETTER OR BULLETIN OFFICER**
Monthly newsletters vary widely in Probus, some providing concise news and announcements on a single A4 sheet and others assuming the proportions of a community newspaper. Their size, format and choice of material are the responsibility of the Editor (or Management Committee).

Editors should ensure Privacy requirements are met and include the following items in each issue:
• The day’s guest speaker and subject
• Club speaker (if any)
• Program for the next two or three meetings
• Future outings and co-ordinators contact numbers for each outing
• Report of last meeting, often with a précis of the guest speaker’s address and club member’s talk
• News of club interest groups and co-ordinators contact numbers
• Annual Probus Rendezvous and pre and post touring packages
• Probus Travel Insurance
• Extracts from Active Retirees™ magazine; highlighting feature articles or special offers
• Probus National Photographic Competition, Probus Getaway and Probus Cruise Club.
• Reminder to visit Probus website and Probus Social Media
• Annual Literary Excellence Award
• Special news of members: birthdays, anniversaries, on overseas trips, hospital stays
• Information from the Management Committee and PSP. (Option to include news on Rotary projects and opportunities for members to act as volunteers)
• Include a Privacy Statement in the newsletter.

It is important that all members receive a copy of the newsletter to keep them informed on all club activities and matters as well as information from PSP. The members determine the method of circulation; post, email or collection from meeting. Consideration should be given to provide a copy of the newsletter and the method of distribution to those members absent or on leave.

It is recommended that a copy of the club monthly newsletter be sent to your sponsoring Rotary club, your RDPC, PSP and also to adjoining or sister Probus clubs. This will strengthen the relationship between Rotary and Probus, promote club activities. A copy should also be sent to the Editor of the Active Retirees™ Magazine and provide networking opportunities.

Some clubs have a deputy editor and/or a small sub-committee to be responsible for the newsletter.

Clubs may seek sponsorship from local businesses to cover newsletter printing and postage costs. Such sponsors would have recognition in the newsletter in the form of a small advertisement or statement. Example;

‘This newsletter is kindly printed by Joe Blogg Pharmacy – 56 High Street, Somewhere – Tel: 00998989 – prescriptions home delivered.’

Sponsorship of club monthly newsletter does not authorise or entitle the sponsor to use the Probus name or Probus emblem Trademark.

No contracts to be undertaken or signed by clubs (or associations) without the approval of PSP (see guidelines for Trademark usage).  

**PROGRAM OR GUEST SPEAKERS OFFICER**

Arranging interesting programs is one of the most important and challenging assignments in a Probus Club. To hold the interest of members, programs must be well balanced with informative and thought-provoking subjects presented by accomplished speakers. Some highly qualified people are uninteresting speakers; so it is a good idea, if possible, to check on a person’s “track record” before extending an invitation to speak at your club. Club members should be asked regularly to provide the names of potential speakers.

In addition:
• Aim to arrange a varied program six months in advance
• Attend Committee meetings and provide a list of future speakers
• Give Newsletter Editor a list of future speakers each month for the information of members; and also announce names and subjects of next three speakers at each meeting
• Approach the speaker at least three months before the meeting at which the person is invited to speak. If necessary, explain the objectives of Probus.
• Check payment or other expectation from speaker prior to confirming booking.
• Ask speaker for the title of the talk and biographical note (for the information of the newsletter editor and the member chosen to introduce the speaker)
• Follow up with a letter confirming the arrangements, setting out details of location, time (suggest arrival in time to have tea/coffee with members), length of address (up to 45 minutes plus question time), transport arrangements and your contact telephone number.
• Follow up with reminder telephone call about five days before the date of meeting, checking on any special arrangements, equipment required (white board, screen, projector) and confirm any transport arrangements.
• Greet speaker on arrival; offer refreshments, introduce to President, Committee and member who will be introducing the said speaker.
• Arrange for a member, preferably one with some understanding of or interest in the subject, to thank the speaker and present a small gift as a memento of the visit. Attractive small gifts with the Probus emblem are available from RDU Merchandise and Promotions. It is very important that the persons introducing and thanking the guest speakers be reminded that they are not extra guest speakers!
• Try to have a short list of emergency speakers who can fill in with an interesting talk at short notice. It is most probable that there are excellent speakers in your own club who, if asked, will have a program prepared; but make sure you have more than one reserve speaker.
• Many clubs have a Member talk at each meeting; for 10 minutes before the morning tea break about their professional or business career or some special interest. Such talks can be very interesting and help to promote friendship within the club.

Contact PSP for a state/territory speakers listing.

MEMBERSHIP OFFICER
The Membership Officer has two main responsibilities: member services and membership extension.

SERVICES - Within the club, the duties are simple:
• Prepare (or purchase) a name badge for each member.
• Ensure that name badges are available at each meeting, that they are handed to members as they arrive and collected before they leave. Alternatively members may hold their own badges.
• Maintain a record of members and visitors at each meeting and advise the Secretary of those present. (It may be necessary to provide a list to the venue management if it is a licensed club.)
• In co-operation with the Secretary and Treasurer, ensure that a complete list of members’ names and addresses is maintained; and ensure that an updated copy is in the hands of the officer responsible for posting or delivering the club newsletter. (If the club distributes newsletters at meetings and mails copies to absent members, ensure that, after each meeting, a list of absentees is given to the member responsible for mailing.)

EXTENSION - For effective membership extension it is important that the club approved application form be used and that all applications bear the signature of the proposer and seconder as well as that of the applicant. It is suggested that the form should provide for information about the proposed member: date of birth, marital status (and name of spouse), former vocation, position(s) held in firm, department or organisation, titles, honours and awards, academic or professional qualifications.

Applications should not be issued unless the club has a vacancy for membership or has set a protocol for a waiting list. No monies should be accepted prior to acceptance of membership. (see sample Application for Membership Form in this handbook)

The induction of a new member should be carried out with dignity and the modest ceremony befitting the occasion. A common practice is for the President to call upon the proposer to introduce the member. The proposer does so, clearly announcing the new member’s name, former vocation and current interests.
The President then very briefly outlines the purposes of Probus and inducts the new member in the format recommended by the PSP, presents the inductee with a Probus pin or badge and asks the members to extend a welcome, which they do by acclamation. (See sample Induction protocol)

Develop a New Member Induction Kit that contains;
- Induction certificate
- Club Constitutional Documents
- Club Newsletter
- Active Retirees™ Magazine
- Probus Travel Insurance Pack
- Probus Rendezvous flyer or brochure
- Club contact details and time/dates of regular club activities

After induction the Membership Officer should ensure that the proposer and/or seconder takes the new member in hand for the next few meetings to ensure that he/she meets and gets to know other members, is encouraged to join in club activities and becomes fully assimilated (refer to Membership Development segment).

Some clubs have new members wear a coloured ribbon for three months which identifies them to members as being new members of the club.

OUTINGS AND ACTIVITIES OFFICER
The job of the Outings, Activities and Tour Officer is demanding, exciting and rewarding. It requires planning and organisational skills, patience and imagination. It is usual to be organising an event and at the same time collecting monies for club outings and activities in advance. It would be recommended to appoint one or two assistants.

The Management Committee should consider and recommend for approval, every outing and activity once they are satisfied that the event will meet all club management guidelines and is financially viable. For insurance purposes all club activities must be recorded in club Minutes as ‘a recognised activity of the club’.

The Officer should:
- Attend Committee meetings.
- Investigate and list suitable outings. Maintain liaison with other clubs with a view to arranging occasional joint outings.
- Ascertain feasibility - costs and booking arrangements
- Submit list of proposed outings to Management Committee.
- Ask members at general meetings for interests, suggestions and popularity of proposed outings.
- Book well ahead. Notify Publicity Officer, Newsletter Editor of arrangements for publication at least two months in advance of the date of outing. (N.B. check newsletter deadlines.)
- When announcing planned outings, be careful to give date, time and place of departure and return, costs, contact person’s telephone number, clear directions (if members are to travel independently), and contingency plans.
- Collect money at a chosen date before each outing and keep complete records; issue receipts
- Give all money collected to Treasurer for banking and request club cheque in favour of coach and/or venue management (restaurants, hotels/motels)
- Carefully record all expenses, such as postage and telephone calls, and submit to Treasurer, with receipts if possible, for reimbursement.
- In costing each outing, ensure that all expenditure is covered but, as Probus is not a fundraising body, do not seek to make a profit. Surplus monies are banked into the general account of the
club.
• Keep a list of outings to avoid repetition and also as a help to other clubs who may seek your suggestions.
• Advise members of availability of Probus Travel Insurance - Contact PSP for Travel Insurance Pack to distribute to members for their consideration.

From time to time, Tour Officers may be invited to participate in ‘Famil’ programs. This enables the Tour Officer to experience a destination first hand in readiness for a club trip. For further information see contact details for PSP Core Sponsors. Clubs should set a protocol for FOC (free of charge) benefits offered to tour leaders.

WELFARE OR CARING OFFICER
The Welfare or Caring Officer is one who keeps in touch with sick or bereaved members or those members feeling isolated or lonely or who may be in need of moral support or physical help.

• Send cards with appropriate messages to sick or bereaved members.
• Advise Executive Committee if support is needed, either by member visits or transport to meetings.
• Offer suggestions to Committee.
• Report to Management Committee as required, general meeting giving details of your activities. (Ensure Privacy to members)

HOSPITALITY OFFICER
• Report to the Management Committee as required.
• Recruit volunteers to hospitality Committee and arrange roster and allocate tasks.
• Ensure availability of equipment as required and that this is stored at venue or brought to each meeting if kept elsewhere.
• Purchase disposable cups, stirrers, coffee, tea-bags, sugar, milk, biscuits and plastic garbage bags for tea/coffee break if required.
• If china cups are used and tea and coffee is served from pots, it will be necessary to have extra equipment (including dish cloths and tea-towels) available and have a washing-up detail organised.
• After the meeting, tidy up, dispose of garbage and store equipment.

PUBLICITY OFFICER
The role of the Publicity Officer is to report on club activities to the local community media. Not all local news media send reporters and photographers to events organised by community groups.

Therefore, to have your clubs news and events reported, you must be pro-active:
• Submit articles to your local newspapers and radio stations.

Points to be considered:
• Check deadline dates and always submit your copy well before deadline closure.
• Photographs should be clear prints accompanied by a caption naming those pictured.
• Enquire if copy and photographs may be electronically submitted. Don’t be discouraged if your article does not appear in a publication - keep trying.

If your article is used by local media, telephone or drop a note of appreciation. A polite word of thanks will not only make their day but also may encourage consideration and acceptance of future articles. Please be aware of the requirements of the Privacy Act.
Regularly submit articles and photographs of interest to PSP for the bi-monthly Active Retirees™ publication. Encourage members to submit stories to be eligible for the Annual Literary Award and enter the National Photographic Competition.

ASSISTANT ROLES
The Management Committee may seek approval of the membership to appoint an assistant Secretary and 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 committee member in his/her absence then the [assistant/s] would have one vote representing the committee member.

PROBUS MAGAZINE LIAISON OFFICER

The Liaison Officer can work hand-in-hand with the Publicity Officer to encourage members to submit interesting articles for publication and to regularly supply the Editor of the official Probus magazines with club news that may be of interest to members in other clubs. It is important that the Liaison Officer has an email address for contact with PSP.

Presenting a quarterly report or promotional session at your general meetings and your Annual General Meeting, giving an overview of the content and special attractions in the official magazines would encourage readership of the publication and promote an interest and awareness of official matters, club activities, and tour and holiday opportunities.

Encourage members to support the official publication. Consider providing new members with back copies of the magazines with their induction pack.

Set up a static display of magazines at club meetings. Utilise spare copies of the magazine and encourage distribution to prospective members, your neighbours and friends, local hospitals, retirement villages, council or community halls, libraries, dentist, doctor and other professional waiting rooms - tag the magazines with your club contact details.

The Liaison Officer should encourage members to submit:
- Articles and photographs of interest for the bi-monthly publication
- Stories for the Literary Excellence Award
- Photographs for the magazine and National Photographic Competition

The articles may be of interest to others in your community and may encourage or ignite an interest in membership. PSP publishes ACTIVE RETIREES™; the ONLY official Probus magazine in Australia for the Probus organisation. Clubs are encouraged to annually subscribe to a level that provides all members with access to the publication. The flagship publication is a source of income for the Probus organisation which assists in maintaining an appropriate level of annual fees and providing services to clubs. Clubs are encouraged to incorporate magazine subscription fees into member’s club annual fee.

State based association publications are not official publications and do not generate income for the Probus organisation; the publications serve the purpose of communicating social events and activities to association affiliated clubs.
The Active Retirees™ magazine offers a range of products and services, articles of interest, Probus club news, puzzle pages, jokes, prizes, Probus Travel Insurance, Probus Cruise Club, Probus Getaways, Probus annual Rendezvous, official information with regular features such as the Chairman’s Message, Management Matters and Q & A.

The National Photographic Competition is open to all Probus members in Australia with great prizes on offer. The Literary Excellence Award is judged annually from published articles.

ACCOUNTING AND BEST PRACTICE

MONTHLY & ANNUAL REPORTING FOR PROBUS CLUBS

Financial statements should be prepared regularly for the committee. Financial statements include a balance sheet and income and expenditure statement (also known as Profit and Loss Statement) and notes to the accounts. Annually the financial statements and audit report should be presented for approval of members at the AGM. Where incorporated, reporting is required to the state or territory regulatory authority. Most lodgments incur a filing fee.

This handbook contains information on the legislative requirements for incorporated clubs in each state and territory.

Also included in this handbook is a sample Profit & Loss which can be used by Probus Clubs. This profit and loss statement can be used for both monthly and annual financial reporting. It contains examples of both income and expenditure and note that clubs may have all or some of these items. Clubs may also have other items in these categories that are not listed.

There is also a bank reconciliation which should be provided on a monthly and annual basis as part of the financial reporting known as the Annual Financial Report. If the club maintains a separate bank account for outings or activities, then both bank reconciliations should be provided.

Most clubs would not need to prepare a Balance Sheet as part of the Annual Financial Report as the only asset/s that the club would own would be the bank account/s. A Balance Sheet would need to be prepared if the club has purchased assets, note that assets should be depreciated. The audited Annual Financial Report presented at the Annual General Meeting of a club is based on the monthly reports and can be in the same format.

For the Annual General Meeting, a report from the person that conducted the audit should be presented with the Annual Financial Report, this report should provide an opinion as to whether or not the Annual Financial Report is a fair representation of the financial position of the club.

The President and Treasurer should also provide reports at the Annual General Meeting, the President should comment on aspects of the club such as increasing or decreasing membership, increasing or decreasing magazine subscriptions, length and age of waiting lists, activity levels and overall club health. Also included at the end of the Bank Reconciliation is a membership summary which provides information on various aspects of membership which includes the classification of members and gender composition. This information could be presented to members as part of the President's Report.

The Treasurer's report should provide an overview of the financial performance of the club in terms of current surplus levels and should include comparisons to previous years. The Treasurer should also comment on the upcoming budget and would also be seeking approval of joining and annual fees payable by members for the next year.
Each member of the club should be aware of what their joining and annual fees are made up of and these fees should be a true representation of the running costs of the club per member. These would include the annual capitation fees payable to PSP which is currently $10.00 payable per member as well as the $10.00 Active Retirees\textsuperscript{TM} Magazine annual subscription fee. As these fees are paid to PSP, they should be shown separately in the Profit and Loss.

**AUDITING**

PSP requires all Probus Clubs and Probus associations to annually audit their financial records prior to presentation at their Annual General Meeting. This requirement is irrespective of the legislation requirement under the Incorporation Act of your state/territory and applies to incorporated \textbf{AND} unincorporated clubs.

Financial Statements are to be audited by a person appointed at the previous Annual General Meeting.

Recommendation:
1) Management Committee recommends the formal appointment of the Auditor
2) Audited Statement of Accounts are required to be presented at the Annual General Meeting for formal adoption.
3) The accounts of the club should not be audited by a person who:
   a) has helped to prepare the accounts
   b) who is a member of the Management Committee
4) In most cases there is no formal requirement to have the accounts audited by a Chartered Accountant.

NB - Incorporated Probus clubs and Probus associations also must also meet the auditing requirements under their respective state/territory Incorporation Act. A listing of the current requirements of each state / territory is included in this handbook.
## SAMPLE PROFIT AND LOSS

**Probus Club of** Type your Probus Club name here  
**Income & Expenditure for the period** Type the period of your report here  

### INCOME/RECEIPTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership fees - existing members</td>
<td>0.00</td>
</tr>
<tr>
<td>Membership fees - new members</td>
<td>0.00</td>
</tr>
<tr>
<td>Membership fees - for Active Retirees magazine subscription</td>
<td>0.00</td>
</tr>
<tr>
<td>Bank interest</td>
<td>0.00</td>
</tr>
<tr>
<td>Club functions</td>
<td>0.00</td>
</tr>
<tr>
<td>Morning tea</td>
<td>0.00</td>
</tr>
<tr>
<td>Receipts for tours/outings</td>
<td>0.00</td>
</tr>
<tr>
<td>Information Day Sponsorship</td>
<td>0.00</td>
</tr>
<tr>
<td>Grant Income</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total income/receipts</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>

### EXPENDITURE/PAYMENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capitation fees - Probus South Pacific Limited</td>
<td>0.00</td>
</tr>
<tr>
<td>Magazine subscription fees - Probus South Pacific Limited</td>
<td>0.00</td>
</tr>
<tr>
<td>Badges, pins, etc.,</td>
<td>0.00</td>
</tr>
<tr>
<td>Hire of hall &amp; hall equipment</td>
<td>0.00</td>
</tr>
<tr>
<td>Club functions</td>
<td>0.00</td>
</tr>
<tr>
<td>Morning tea</td>
<td>0.00</td>
</tr>
<tr>
<td>Payments for tours/outings</td>
<td>0.00</td>
</tr>
<tr>
<td>Printing and photocopying</td>
<td>0.00</td>
</tr>
<tr>
<td>Postage</td>
<td>0.00</td>
</tr>
<tr>
<td>Bank charges &amp; fees</td>
<td>0.00</td>
</tr>
<tr>
<td>Guest speaker fees</td>
<td>0.00</td>
</tr>
<tr>
<td>Stationery</td>
<td>0.00</td>
</tr>
<tr>
<td>Telephone</td>
<td>0.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total expenditure/payments</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Surplus/(deficit)** 0.00  

**Bank reconciliation for the period** Type the period of your report here  

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening bank balance</td>
<td>0.00</td>
</tr>
<tr>
<td>Income/receipts for the period</td>
<td>0.00</td>
</tr>
<tr>
<td>Expenditure/payments for the period</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Closing bank balance</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Note that soft copies of the notes and P&L are available from the website or by contacting PSP.
**AUSTRALIAN REPORTING REQUIREMENTS BY METHOD OF INCORPORATION**

**Incorporated Associations**
Incorporated Associations are legal entities that protect members from the debts and liabilities of the association, incorporated at the state and territory level. Many states have a number of tiers and the rules for each state and territory vary. This is a snapshot of rules which may apply to your Probus Clubs. You should check to see if the rules change. Most lodgements incur a filing fee.

<table>
<thead>
<tr>
<th>Authority</th>
<th>Tiers</th>
<th>Criteria</th>
<th>Reporting Requirements</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New South Wales</strong></td>
<td>Tier two associations</td>
<td>Gross receipts do not exceed $250,000; or Current Assets (as defined above) do not exceed $500,000.</td>
<td>Financial statements submitted to AGM must include an income and expenditure statement and balance sheet, details of any mortgages/charges on property, and separate income and expenditure statements and balance sheets for any trusts. A summary of financial affairs is to be lodged with the Director-General.</td>
<td>Potential audit requirement under the Charitable Fundraising Act 1991 (s 24) or as a condition of receipt of grants funding for both Tiers. <a href="http://www.fairtrading.nsw.gov.au">www.fairtrading.nsw.gov.au</a></td>
</tr>
<tr>
<td><strong>Victoria</strong></td>
<td>Tier 1 associations</td>
<td>Annual revenue of up to $250,000.</td>
<td>Simplified financial statement, including: - Income and expenditure. - Assets and liabilities. To be lodged annually to the Registrar. Accounts may be reviewed or audited by an independent accountant if a majority of members vote to do so at the AGM, or if directed to do so by the Registrar.</td>
<td><a href="http://www.consumer.vic.gov.au">www.consumer.vic.gov.au</a></td>
</tr>
<tr>
<td><strong>Queensland</strong></td>
<td>Other Level 2 associations</td>
<td>Current assets between $20,000 and $100,000 and/or total revenue between $20,000 and $100,000.</td>
<td>Financial Statement as adopted by the AGM or as presented to the AGM reviewed by auditor, accountant, or approved person, statement signed by the reviewer, a return in the approved form, lodged annually with Office of Fair Trading.</td>
<td><a href="http://www.legislation.qld.gov.au">www.legislation.qld.gov.au</a></td>
</tr>
</tbody>
</table>
| Australian Capital Territory | Associations Incorporation Act 1991 | No Tiers therefore each club is required to comply with the Reporting Requirements | Financial Statements, including an account of:
- income and expenditure;
- assets and liabilities; and
- any mortgages/charges on property. |
| | | | Auditor's Statement
Statement by 2 members of the committee, Lodged annually with Register-General. |
| | | Associations with gross receipts of $150,000 and are not prescribed may be audited by a person who is registered under the Corporations Act. |
| Western Australia | Associations Incorporation Act 1987 | No Tiers therefore each club is required to comply with the Reporting Requirements | AGM
Statement of Financial Position. No requirement to lodge with the Commissioner. |
| | | | WA is currently reviewing their 1987 Association Incorporation legislation through the Associations Incorporation Green Bill 2006. This table does not include an outline of the measures proposed in this bill. |
| | | | www.slp.wa.gov.au |
| South Australia | Associations Incorporation Act 1985 | Prescribed Association* is an incorporated association that has gross receipts in its previous financial year in excess of $200,000 or has gross assets in excess of $500,000. Gross receipts of less than $200,000 are not required to prepare accounts Gross receipts of more than $200,000 or such greater amount as is prescribed by regulation (currently $500,000). | Financial accounts including an account of receipts and payments (cash) and statement of assets and Liabilities; or an account of income and expenditure (accrual) and a balance sheet, Signed statement, Auditor's report, AGM Lodged annually with the Commission. |
| | | | www.legislation.sa.gov.au |
### Northern Territory

**Associations Act 2003**

| Tiers 1, 2 and 3 | If the association has less than $25,000 in revenue and less than $50,000 in assets it can be audited by a non-associates lay person. Associations with up to $250,000 in revenue or $500,000 in assets can be audited by an accountant or a person holding a prescribed class of qualifications and associations over these amounts must be audited by a member of an accounting body holding a public practice certificate or a person approved by the commissioner. | Audited statement of financial accounts including:
- income and expenditure;
- assets and liabilities; and
- Mortgages/charges on property. **Auditor's Report.** Report by 2 committee members listing members, Lodged annually with the Commissioner. |

### Tasmania

**Associations Incorporation Act 1964**

| If exempted:
- less than $40,000 total revenue
- total assets (not including real property) of less than $40,000. If NOT exempt the committee of an incorporated association shall, as soon as practicable after the end of its financial year, and at such other times (if any) as the rules of the association provide, cause the financial affairs of the association to be audited. | **Notice of Special Resolution** Request for Audit, Exemption Form, Income and expenditure statement, Committee member list (name and residential address), Lodged annually with the Commissioner. | [www.consumer.tas.gov.au](http://www.consumer.tas.gov.au) |
TAXATION FOR PROBUS CLUBS

All Probus Clubs are mutual entities and do not carry on business for the purposes of making a profit.

If a mutual entity has annual taxable income over $416.00, it will need to lodge a company income tax return and will have to pay tax at the current tax rate. Note that this applies to both incorporated and non incorporated clubs. Taxable income is the amount of income that tax is payable on and is the difference between assessable income and deductions.

The majority of income received by a club is defined as mutual income. Mutual income is income that is derived where a number of persons contribute to a common fund for a common purpose. Mutual income is not assessable income and is not taxable.

A club’s various sources of income should be treated as follows:

Joining and/or annual membership fees – this is mutual income and not taxable;

Grant Income – clubs may at times secure funding from Government bodies and/or the private sector. Grants that assist Probus Clubs in undertaking its activities for the benefit of its members are not taxable. If the grant generates assessable income such as interest, then it is taxable;

Interest Income – interest income is taxable and if a club earns more than $416, it must lodge a return and pay tax.

Income From Activities – income collected for activities is also defined as mutual income.

As the majority of the income sourced from members is mutual and therefore not taxable, the majority of expenses incurred relating to members are not deductible for tax purposes.

An example of a non deductible expense would be the cost of badges for members; a deductible expense would be bank fees as these are fees related to assessable income.

GOODS & SERVICES TAX (GST)
Goods and services tax is a broad based tax of 10% on the sale of most goods and services. If a Probus club has an annual turnover of $150,000 or more, it must register for GST. Probus clubs that have an annual turnover of less the $150,000 can choose to register for GST.

Turnover is a club’s gross income (not profit), excluding payment for activities paid to third parties. For example, if a club collects payment for an activity or a trip and then forwards this same payment to a third party, this money is not considered to be income and is not included when determining whether or a club meets the GST turnover threshold of $150,000.

Even if the activity or trip money is banked into the club’s bank account and then paid out via a club cheque to a third party, it is not considered to be income as the club is simply acting as a banker.

Note that in order for a club to register for GST, it must have an Australian Business Number.
AUSTRALIAN BUSINESS NUMBER (ABN)
An Australian Business Number is a public number that gives enterprises in Australia a single identification number which is used when dealing with Government bodies.

An entity must have an ABN to register for GST.

To be entitled to an ABN, a Probus club must meet one of the following criteria:

1. The club is a company incorporated under the Commonwealth Corporations Act 2001 in Australia; or
2. The club can answer yes to ALL of the following statements:
   a. The club’s activity is carried out either in the form of a business or an adventure or concern in nature of trade;
   b. The club’s activity is carried out in Australia or it makes supplies that are connected with Australia;
   c. The club’s activity is not a private recreational pursuit or hobby.

SURPLUS LEVEL

It is important that clubs maintain an acceptable surplus to ensure that the club is in a sound financial position.

An acceptable surplus would be one year’s operating costs. Any surplus over this level should be used for the benefit of the membership and not allowed to accumulate.

If a club has accumulated a large surplus, steps should be taken to reduce the surplus. This can be done by subsidising club activities with the approval of the current membership.

SETTING YOUR CLUBS JOINING AND ANNUAL MEMBERSHIP FEES

Management Committees are reminded to ensure that the joining fees that they are charging new members are justifiable. It is important that a club be able to cover all of its expenses and whilst PSP recommends clubs maintain one year’s operating costs as a surplus, many clubs can become cashed up quite quickly if the joining fees are not being spent for the benefit of the members. It would be worthwhile for all Treasurers to review their joining fees as part of their budget process. PSP will be happy to assist in determining the appropriate joining fees for your club.

When calculating your joining or annual membership fees always include;
- PSP capitation fee (administration and insurance)
- Active Retirees™ Magazine subscription
- Club operating costs divided by the number of members
- Induction Kit (Members name badge and Probus badge)

MINI BUS HIRE

The Probus insurance cover is provided for ‘recognised outings and activities’ of the Probus club; this cover is for Personal Accident and Public Liability. In the situation where a Probus club hires a mini bus, the hire fee will include insurance for any damage to the vehicle. The Personal Accident and Public Liability insurance covers Probus club members in the event that they are injured, subject to the terms and conditions of the policy.
Management Committees need to be aware that many bus hire companies require the club to pay the insurance excess in the event of damage to the hired vehicle and this can be up to $3,000 in some cases. The Probus Personal Accident and Public Liability policy does not provide cover for the excess whereas the Probus Travel Insurance does, provided the trip is more than 50kms and is within Australia or within New Zealand. For further information contact PSP.

TOURS & REFUND POLICY

Clubs are encouraged to establish a Tours & Refund Policy. Sample template available from PSP on request.

GENERAL MEETINGS

The agenda for the general meeting varies from club to club depending upon the preference of members.

A possible area of contention is whether the Secretary should read the Minutes of the previous meeting at each general meeting. Some do; some do not; some give a précis and some list the main items in the bulletin; others print and distribute Minutes to members.

Minutes must be recorded and kept for every meeting including: Committee, General, Extraordinary/Special General and Annual General Meeting. Such Minutes must be presented for formal approval at the following relevant meeting and must be signed by the President/Chairman. In accordance with the club constitution members are to be notified of the timing for nominations for the election at the Annual General Meeting. Nomination and proxy form (if applicable) should be provided to members.

SAMPLE AGENDA

A typical agenda-
1. President opens meeting and welcomes members*. Housekeeping / Safety and Evacuation information
2. Apologies
3. Welcome to guests of members and visiting Probus members
4. Confirmation of Minutes of last meeting.
5. Business arising from Minutes
6. Correspondence
7. Treasurer’s report
8. Announcements
9. Reports by Committee members as required
10. Option for Mini Speaker (club member)
11. General Business
12. Fellowship break (tea and coffee)
13. Introduction of guest speaker
14. Guest speaker
15. Question time
16. Vote of thanks to Speaker
17. Confirmation of next meeting date.
18. Meeting closes

*If a new member is to be inducted, standing orders are usually suspended to allow for this ceremony at a time chosen by the President; usually after the welcome to visitors, after confirmation of Minutes, or immediately before the fellowship break.
OPENING A MEETING

AIMS AND OBJECTIVES
To advance intellectual and cultural interests;
To provide opportunities for fellowship, the development of acquaintance and social interaction;
To be seen as a worthwhile organisation within our community;
To be non-political and non-sectarian;
To not be a fund raising body;
To treat all members equally irrespective of their race, religion or politics.

CLOSING A PROBUS CLUB MEETING
‘WE ARE TRAVELLERS’
From birth to death we travel between the eternities,
May these days be pleasant for you, profitable for society
Helpful for those you meet along the way
And a joy to those who know and love you best
And when you leave, may your journey be safe

INDUCTION OF NEW MEMBER

Probus clubs throughout Australia, New Zealand and the Pacific Islands, are providing avenues for active senior members of the community to meet in circumstances which provide companionship, intellectual stimulus, cultural interests and regular opportunities to progress healthy minds and active bodies, through social interaction and activities; the development of acquaintance; expand interests and to enjoy the fellowship of new friends.

Fellowship, Friendship and Fun are the foundation on which Probus is built and therefore, I invite you to participate in the activities of our club, which you will find many and varied.

I now have pleasure in inducting you into the Probus Club of ............ and present you with your Probus badge (together with your name badge and Induction Kit - optional).

Probus has status, dignity and respect within our community and therefore I am sure that you will accept the ideals for Probus membership.

INDUCTION OF LIFE MEMBER

.............................. (NAME)
you have been elected to Life Membership of the Probus Club of ................. because of your loyalty, commitment and excellence in support of Probus ideals of friendship, fellowship and fun.

As a respected member of our Club you have continually displayed those qualities of membership, which encourage the development of Probus principles and standards.

We sincerely thank you and have pleasure in presenting you this prestigious award.
INSTALLATION OF PRESIDENT
(Insert name) .................................................,
you have been elected as President of the
Probus Club of ............................................... and as such it becomes your responsibility
to uphold the Aims and Objectives as set out in the club’s Constitution.

It is also your duty to place particular emphasis on the importance of caring, fellowship
and friendship within this club and with guests and visiting Probians.

It is my honour to invest you with your collar of office as President of the
Probus Club of ............................................... for Term ........../............

ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) must be held on or before the 31st March each year, the
AGM is the last meeting of the Probus year.

THE PROBUS YEAR IS FROM 1ST APRIL TO 31ST MARCH EACH YEAR.
THE CLUB FINANCIAL YEAR CANNOT BE THE SAME AS THE PROBUS YEAR AS
SUFFICIENT TIME MUST BE PROVIDED FOR THE CLUB’S FINANCIAL RECORDS TO BE
AUDITED FOR PRESENTATION AT THE ANNUAL GENERAL MEETING.

SAMPLE ANNUAL GENERAL MEETING AGENDA
1. President opens meeting and welcomes members, guests and introduces special or official
guests. House keeping / Safety and Evacuation information.
2. Apologies
3. Confirmation of Minutes of last years’ AGM
4. Business arising from last years’ AGM Minutes
5. Correspondence (addressed to this years’ AGM)
6. Presentation of the Annual Report (President)
7. Presentation of the Audited Annual Financial Statement (Treasurer)
8. Annual Reports (on other activities if required)
9. Returning Officer appointed and all positions declared vacant. Nominations read for specific
positions. Care should be taken to ensure Constitutional compliance in regards to eligibility to
nominate in accordance with ‘Term of Office’

The Returning Officer may be the Immediate Past President or a delegated person (Past
President, Rotarian or RDPC – a person not nominated for a position) who may preside over
the election of the management committee for the incoming year.

If there is more than one nomination for a specific position the method of election is to be
determined by members – either by show of hands or secret ballot. If secret ballot, the chairman
appoints scrutineers and circulates ballot papers. The chairman in collaboration with scrutineers
determines the successful nominee and announces (no count is announced) and calls for a
motion to destroy ballot papers.

If no nomination for a specific position is received then the position to be declared ‘vacant’.
Check club Constitution for eligibility to call for further nominations from the floor; this may not
necessarily be the case and therefore the position must be declared vacant. The Constitution
will address the method to fill a vacancy.
10. Election and induction of committee members and officers
11. Newly elected President acts as meeting Chairman
12. Appointment of Auditor, Probus Liaison Officer and assistants (if applicable)
13. General AGM Business
   - Setting of Members Annual Fee
   - Setting of Members Joining Fee
   - Setting or reconfirming ceiling of membership (if applicable)
   - Re-confirm Public Officer (if applicable)
   - Presentations for Life or Honourary Membership (in accordance with Constitutional protocols).

The newly elected President may have an opportunity for a ‘victory and appreciation speech’; announcing details of the next general meeting and formally closing the Annual General Meeting.
14. Meeting closes.

MEMBERSHIP DEVELOPMENT

Probus Club membership is often restricted due to the size of the meeting venue or the membership number is capped due to a resolution by the club to limit the number of members to what they regard as a manageable number. Clubs must be proactive in maintaining membership at a maximum level for long-term survival. For your club to survive and grow it is imperative that you build and strengthen your membership.

The method of increasing membership can encompass the following areas: Firstly your club should study your area demographics to be aware of the social changes such as- age, ethnicity residents and early retirement. The recruitment of new members is vital. Active Retirees™ magazines, posters, promotional DVD, Probus jingle, information leaflets and balloons are available though PSP for community awareness projects and membership recruitment drives. (Banners may be available for loan through RDPC or PSP)

Some suggestions for your consideration:
• Introduction of a prospective member by an existing member
• ‘Bring a Friend’ day (especially if you have an interesting speaker).

THE PROBUS CLUB OF WHOEVER INC.

A cordial invitation is extended to attend as a visitor for the following guest speaker presentations:

**Monday January 3 – John Smith – Circus of the Stars**
**Monday February 7 – Cathy Freeman – Olympian**

*Venue – The Whoever Yacht Club, River Street, BOTANY BAY*

**Meeting Order**
9.30am – 10.15am General Meeting
10.15am – 11.00am Fellowship, tea and coffee
11.00am – 12 Noon Guest Speaker

• Contact your sponsoring Rotary club for names of prospective retirees and assistance with effective areas of recruitment, i.e. Rotarians places of business.
• Promotion of Probus through a static display at your local community hall, council, library or any public waiting rooms such as doctors / dentist surgery / hairdressers / barbers where Active Retirees™ can be regularly left with a sticker indicating a name and contact number for any persons that may be interested.
• Probus information leaflets have a provision for you to include your club contact details. (Consideration could be given to use these leaflets in a selected letterbox drop)
• Distribute flyer - 6 reasons to join Probus.
• Contact PSP for potential member details registered in the Central Register.
• Contact adjoining club for potential members listed on waiting lists.

‘Why should people have to want to have fun?’
• A two-day recruitment drive, ideally located at a local shopping centre or mall, would be another opportunity for a Probus display where members of your club could discuss the benefits of Probus fellowship with the public and hand out brochures for further information.
• Seek support from your local shopkeepers to place promotional / advertising material in their shop front.
• Local radio stations could be contacted for a regular segment on community activities of Probus (CD jingle available through PSP).
• Establish and continue regular contact with surrounding Probus clubs. This may encourage joint club activities, membership recruitment opportunities and the sharing of information.
• Publish a ‘Media Release’ or interesting article about the activities of your club. Discreet advertising can take the form of a photograph of one of your clubs outings/ activities giving the public an overview of your clubs programs and inviting them to make enquiries about attending your next meeting to find out more about Probus in your area. Make sure you include a name and contact telephone number in the advertisement. For this type of discreet advertising to be effective it must become a regular media promotion, and if set out correctly your local paper will be only too pleased to publish.

Footnote: It could be a great benefit for adjoining clubs with declining membership to share activities and outings. Another consideration would be to formally amalgamate the two clubs. This has proven successful on many occasions and has guaranteed continued fellowship for all concerned.

If your club is struggling with membership levels or willing members to take on a role with the Management Committee contact PSP or your RDPC for assistance. An option may be to rebirth your club and bring in younger retirees to rejuvenate and extend the life of your club.

CLUB HEALTH

Both membership development and membership retention are areas that are currently included in PSP Internal 5 Year Strategic Plan. Whilst PSP has developed strategies to understand the needs in these areas, we need to remind each club of their own responsibility to ensure a healthy, active and alive club that will excite both potential and existing members.

Membership growth and our flagship publication circulation are key components to ensure the future of our organisation.

PSP will be undertaking surveys and creating focus groups from PSP Membership Database to deliver both statistical and future planning material to take us to the next generation of Probus (only members who have opted in will be contacted).

Clubs are encouraged to undertake an internal club health check, identify any areas of concern and develop a plan to take action. Club health checklists are included at the back of this handbook. Consult your RDPC or PSP for further assistance.
PROBUS ASSOCIATIONS – THE SOCIAL ARM OF PROBUS

The role of an accredited Probus association is to assist clubs within a Rotary District with exchange of ideas and information, assist in social activities and to protect the integrity of Probus against the unauthorised use of the Probus name and Probus emblem Trademarks.

It is not a requirement of accreditation as a Probus club to be affiliated with a Probus association. Clubs independently determine the benefits of being affiliated. Probus associations have no authority over accredited Probus clubs. Probus associations are the social arm of Probus and serve their purpose with commitment and vigor. Probus associations do not determine policies or govern the Probus organisation; this is the role of PSP.

When applying for accreditation an association agrees to the following;

OBJECTIVES
a. To provide a vehicle for the exchange of ideas and information between member clubs;
b. To assist and advise ONLY on social activities;
c. To protect the integrity of Probus and prevent the unauthorised use of the Probus name and Probus emblem;
d. To confine itself to the furthermore of these objectives.
e. The association shall not be or be seen to be a fundraising organisation.

MEMBERSHIP
a. Membership of the association shall be open only to duly accredited Probus clubs;
b. Membership shall be voluntary and no inducements shall be offered or coercion used in the recruitment of member clubs. Member clubs shall be free to resign their membership at anytime.
c. Each member club shall be represented by an equal number of delegates.
d. The autonomy of member clubs within the limits of the Standard Probus Club Constitution is guaranteed and the association shall have no authority over any member club. The association shall neither formulate policy concerning Probus affairs generally nor seek to influence member clubs on matters of policy or management. No resolution of the association shall be binding on any member club.

INTEREST GROUPS
Recognised unaccredited Probus Interest Groups are a collective of accredited Probus clubs within a district who meet together on an informal basis for friendship and fellowship, meetings and picnics and the exchange of ideas and information.
TAKE THE CHAIR - RULES OF DEBATE FOR FORMAL MEETINGS

Motions - All motions, questions, statements and comments must be directed through the Chair.

Motions must be MOVED and SECONDED before being debated. If it is not seconded, the motion lapses.
The MOVER of the motion may (and usually does) speak in support of the motion after it as been formally moved and seconded.

The SECONDER, after formally seconding a motion, may speak immediately after the mover or may reserve the right to speak later in the debate; however, the seconder forfeits this right if a vote is called for before she/he has had a chance to speak.
Each member may speak ONCE ONLY in favour of or against the motion, WITHIN THE TIME allowed.

At the conclusion of the debate and before the motion is put to the vote, the MOVER of the motion has the RIGHT OF REPLY. Neither the seconder of the motion nor the mover of an amendment - even when the amendment has been carried - has the right of reply.

Amendments - An AMENDMENT may be moved by a member who agrees with the motion in principle but wishes to suggest a change in detail. An amendment cannot be accepted if it negates the substance of the motion.

The Chairman shall accept only ONE amendment to a motion for consideration at any one time. The amendment must be disposed of before a further amendment can be considered.

An amendment must be MOVED and SECONDED and each member has the right to speak ONCE for or against the amendment, even if she/he has spoken previously on the motion.

A member who wishes to “amend an amendment” or suggest a more acceptable amendment may FORESHADOW a FURTHER AMENDMENT, to be moved AFTER the vote on the amendment under consideration. This is a useful device for advising members of another option. When an amendment is carried, the AMENDED motion becomes the MOTION, subject to further amendment.
If it is not amended further, the (amended) motion is put to the vote.

A Resolution - When a motion is CARRIED it is recorded as a resolution of the meeting.

Withdrawing a Motion -The mover of a motion, with the consent of his seconder, may seek permission to WITHDRAW THE MOTION. Permission to withdraw is granted by resolution of the meeting; however, a motion may NOT be withdrawn if an amendment has been moved and seconded, until the amendment has been debated and voted upon.

To save the time of the meeting a mover of a motion may, with the consent of the seconder, seek permission to WITHDRAW the motion IN FAVOUR OF THE AMENDMENT under consideration. (In this event, if permission is granted, the original motion is nullified and the mover of the amendment, which has become the motion, is the mover who has the right of reply).

Terminating the Debate - After members have spoken for and against the motion, the Chairman indicates his/her intention to put the motion. At this time, the mover may exercise or waive the right of reply. No further debate is allowed after the mover has replied.
Any member, at any time during the debate, may move THAT THE MOTION BE NOW PUT. This motion is NOT DEBATABLE and must be put immediately. If the motion “that the motion be now put” is carried, then the motion under discussion also must be put without further debate, provided that the mover may still exercise his right of reply.

**Points Of Order** - A POINT OF ORDER should be raised ONLY to direct the attention of the Chairman to a procedural error, a departure from the rules or a motion or an amendment that, if carried, would be unconstitutional or unlawful.

When a member raises a point of order (by standing or raising a hand and saying: “Point of Order, Mr or Madam Chairman!”) the Chairman must halt proceedings and ask the member to state the point of order. After the member has stated the reason or reasons for raising the point of order, the Chairman gives a ruling, either upholding or disallowing the point of order. The debate then continues.

A point of order must NOT be accepted if it is raised to refute a statement made in debate. A point of order MAY be raised, for example, to remind the Chairman that the person who is speaking has spoken earlier in the debate, or that a speaker’s time has expired, or that the material being introduced by the speaker is not relevant to the debate, or that the Chairman has neglected to apply any rule of debate or procedure.

**Motion of Dissent** - If a member disagrees with the ruling on a point of order, a MOTION OF DISSENT may be offered as follows: “With respect, I move dissent from the chairman’s ruling.” If the motion is seconded, the Chairman vacates the Chair, which is then occupied by a deputy or Vice Addressing the deputy, the Chairman states the reasons for the ruling, quoting the relevant rules or Constitutional provisions on which the ruling was based. The following motion is then put, WITHOUT DEBATE: “That the Chairman's ruling be upheld.”

After the vote, the Chairman resumes the Chair and the debate resumes with any variation in procedure dictated by the decision of the meeting in the vote.

**Leave To Make A Statement** - A member who has spoken once in a debate may, under certain circumstances, be granted LEAVE TO MAKE A STATEMENT, to provide an explanation or clarify a misunderstood or misinterpreted point.

Leave to make a statement may be granted ONLY by resolution of the meeting. A motion that leave be granted, if seconded, is put WITHOUT DEBATE.

If leave is granted, the statement must be limited to the provision of factual information only. This device may NOT be used as an opportunity to introduce further argument.

**Rescinding A Resolution** - After the lapse of time specified in the Constitution or rules, a MOTION TO RESCIND a resolution may be offered. If carried, such a motion nullifies the original resolution. In most organisations a rescission motion is not accepted until after a certain time has elapsed or unless a notice of motion has been given in advance of the meeting.
Suspension Of Standing Orders - If it becomes necessary or desirable to depart temporarily from the prepared agenda to deal with an extraneous matter, STANDING ORDERS may be SUSPENDED by resolution.

Usually the Chairman asks for a motion for the suspension of Standing Orders (stating the reason: eg. to welcome a new member; to introduce a distinguished guest; to deal with an emergency), which, if offered and seconded, is put without debate.

After the extraneous matter has been dealt with, the meeting, again by Resolution, resumes Standing Orders.

Casting vote - Depending upon the Constitution or rules of the organisation, the Chairman may have a deliberate as well as a casting vote. When a casting vote is called for the Chairman traditionally casts a vote so as to preserve the status quo IRRESPECTIVE of the nature of his deliberative vote (if any).
Many people entering retirement or their later stage of life struggle with re-evaluating their place in the world.

Finding ways to spend an unfamiliar abundance of time can sometimes be a challenge.

LOOKING TO FILL THIS VOID?
HOW ABOUT JOINING
PROBUS

PROBUS is an association of active members of the community; and for those no longer working full time, to join together in clubs for a new lease on life.

Its basic purpose is to advance intellectual and cultural interests amongst adult persons; to provide regular opportunities to progress healthy minds and active bodies, through social interaction and activities, expand interests and to enjoy the fellowship of new friends.

If you have an abundance of spare time and looking to fill this void in your senior years then Probus may be what you are looking for – a social club to enjoy friendship, fellowship and fun.

PROBUS can offer great avenues of interests and new horizons

Live life to the fullest!

PROBUS - Tomorrow’s vision for Active Retirees™

www.probussouthpacific.org
Australia 1300 630 488 or +61 29689 0200
New Zealand 0800 1477 6287
E: admin@robussouthpacific.org

PROBUS is PROUD to be recognised as “A Community Service Activity of Rotary Clubs”.

Contact PSP for alternate Media Release options.
I hereby apply for membership of ……………………………………………………………………………………………………..

Title ……………………………………… Surname ………………………………………………………………………………………………

Given Name …………………………………… Preferred Name …………………………………………………………………………

Address ………………………………………………………………………………………………………………………………………

Telephone [……….]…………………………… Mobile ……………………………………………………………………………………

Spouse/Partner’s Name …………………………………………………………………………………………………………………

Email Address ……………………………………………………………………………………………………………………………

Former Vocation ………………………………………………………………………………………………………………………

Hobbies, Sporting & Other Interests …………………………………………………………………………………………………

Date of Birth _____ / _____ / _____ (year optional)

In case of emergency, please contact ……………………………………………………………………………………………

Telephone …………………………………………………………………………………………………………………………………

I understand that the Probus Club of ……………………………………………………………………………………………

Date Received ……………………………………………………………………………………………………………………………

OPT IN [ ] I would be interested in being invited to participate in Probus Surveys and Probus Focus Groups from time to time which I understand may assist in developing strategies to develop and strengthen the Probus organisation.

OPT OUT [ ] I do not wish to be contacted by PSP for any involvement in Probus Surveys and Probus Focus Groups.

I hereby ………………………………………………………………………………………………………………………………………

Applicant Signature …………………………………………… Date ……………………………………………………………

Proposed by …………………………………………… Signature …………………………………………………………… Date ………………………

Seconded by …………………………………………… Signature …………………………………………………………… Date ………………………

PLEASE TICK [ ]

Probus Member Card Temporary Card supplied YES/NO Date ……………………… Probus Member Card supplied YES/NO Date ……………

Probus Member Booklet supplied YES/NO Date …………………………… Probus Member Booklet supplied YES/NO Date ……………

Date of Birth ……………………………………………………………………………………………………………………………

Hobbies, Sporting & Other Interests …………………………………………………………………………………………………

Date of Admission …………………………………………………………………………………………………………………

Signature of Membership Officer …………………………………………………………………………………………………

Date …………………………………………… Membership badge ordered ………………………………………………………

Letter of welcome & copy of Constitution sent ………………………………………………………………………………………

Probus Club holds about …………………………………………………………………………………………………………………

PSP – Post Office Box 1294, Parramatta NSW 2124 - E: admin@probussouthpacific.org

PSP USE ONLY

Probus Member Card Temporary Card supplied YES/NO Date ……………………… Probus Member Card supplied YES/NO Date ……………

Probus Member Booklet supplied YES/NO Date …………………………… Probus Member Booklet supplied YES/NO Date ……………

First Copy - original page remains with the club. Second Copy – duplicate page is to be sent, scanned and emailed or posted to PSP

Third Copy – duplicate page to be retained by the applicant

The information collected on this form will be used in accordance with Probus South Pacific Limited Privacy Policy and the Privacy Act of Australia and New Zealand.
PROBUS CLUB OF ..................................................

FORM OF APPOINTMENT OF PROXY

I, ...............................................................................................................(Full Name)
of ................................................................................................................................
......................................................................................................................(Address)
Hereby appoint ..........................................................................................................
or the President or Vice President of the Meeting.

(Please insert ‘X’ in box if you wish to appoint the President or Vice President)
being a member of the Probus Club of ....................................................... to act as my proxy to
vote for me on my behalf at the General Meeting to be held on
.......................................(nominate day and date) and at any adjournment of that
meeting, with the following restrictions:

No restrictions

Yes restriction(s) as follows:

My proxy is authorised to vote in favour of/against the following Resolution
......................................................................................................................................
......................................................................................................................................
......................................................................................................................................
......................................................................................................................................
Any other restrictions: ................................................................................................

Signed by the Member appointing the proxy ..................................................
Date ..........................................

Please return your appointment of proxy to:

The Secretary

For receipt no later than
........./........./20........
(nominate date)

Probus Club of .................................................................

Address ..............................................................................................

Suburb ......................................... State .............................. Postcode ................................
Nomination Form for the election of Committee Member and Officers

.............................. - .......................... (year)

Election of Office Bearers

Position

............................................................

Name of Nominee (print name)

............................................................

Signature of Nominee

............................................................

Proposed by (print name)

............................................................

Signature

............................................................

Seconded by (print name)

............................................................

Signature

............................................................

Completed forms to be received by Secretary

by ...................................................... (date)
CLUB HEALTH CHECK

The purpose of this club health check is to obtain views of club members about their club, to assist in reviewing club performance and to guide further development of the club.

When you have completed this form please hand it (or send it) to your club secretary. You need not sign your name. Thank you for your assistance.

How long have you been a member of the club? ....... Years

Which age group do you belong? (Circle one)
under 60   61-65   66-70   71-75   76-80   over 80

How do you rate your attendance at monthly meetings? (Circle)
Very regular   Regular   Irregular

If irregular can you give a reason why?
........................................................................................................................................................................................................................................

MONTHLY MEETING

Guest Speakers - How do you rate them? (Circle)
Excellent   Good   Fair   Poor

Are the club meetings efficiently run, informative, and fun? (Circle)
Yes       No       Sometimes
........................................................................................................................................................................................................................................

Is the Guest Speaker program well organised and varied? (Circle)
Yes       No       Sometimes

Do you have alternate programs and if so, what are they?
........................................................................................................................................................................................................................................

........................................................................................................................................................................................................................................

........................................................................................................................................................................................................................................

........................................................................................................................................................................................................................................

Do you have any suggestions about alternate programs or ways the monthly meeting could be streamlined? (Give examples)
........................................................................................................................................................................................................................................

Do you receive Active Retirees the official Probus magazine? ............................................

How much of the magazine do you read? (Circle)
All   Most   Some    Very little or none
What is your opinion of Active Retirees™ magazine? (Circle)

Excellent   Good   Fair   Poor

In your opinion, how could the magazine be improved?

………………………………………………………………………………………………………………………………………………………………………………

Does your club regularly have cliques in the seating arrangements? (Circle)

Yes   No   Sometimes

**ACTIVITIES**

Do you participate in outings and tours organised by the club? (Circle)

Often   Occasionally     Never

If never, can you give a reason why?

………………………………………………………………………………………………………………………………………………………………………………

Do you prefer short (2-3 days) ........ or longer (up to 10 days) tours? (Circle)

Short   Long

Do you have any suggestions for tour destinations?

………………………………………………………………………………………………………………………………………………………………………………

Do you participate in day trips? Regularly     Occasionally     Never    (circle)

………………………………………………………………………………………………………………………………………………………………………………

Are you involved in any club interest groups e.g. walking, dining, bridge, theatre? (Circle) Yes     No

If yes, please list the groups you participate in:

………………………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………

Are there any groups you would like to see started? (Please list)

………………………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………

Does your club have a Risk Management policy? (Circle)

Yes   No   Don’t know

Is your club successful in attracting and retaining new members? (Circle)

Yes     To some extent     No
COMMITTEE

Does your management committee have a blend of experience and new blood? (Circle)
Yes    To some extent    Not at all

Have you been a member of the Management Committee?
Yes    No

If No, can you tell us why?
..............................................................................................................................................................

Would you accept a position if nominated? (Circle)
Yes    No    Maybe

Have you been involved in any other areas in the club? (e.g., leading an interest group; assisting a committee member); please list
..............................................................................................................................................................

Would you be prepared to take on a task if asked? If Yes, which one(s)?
..............................................................................................................................................................
..............................................................................................................................................................

VENUE

Is your venue easily accessible? Yes    No (circle)

Are you happy with the price and standard of food and drink at the meeting? (Circle)
Yes    No

Comments:
..............................................................................................................................................................

Do you have any other suggestions to make about the club?
..............................................................................................................................................................

Please rate your overall satisfaction with the club, (Circle)
Excellent    Very Good    Good    Fair    Dissatisfied

Thank you for participating.
Club Health Check (for management committee members)

How do you rate your club on a scale of 1 (poor) to 10 (excellent)?

**NAME OF CLUB: PROBUS CLUB OF ------------------------**

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well conducted meetings (efficient but friendly)</td>
<td></td>
</tr>
<tr>
<td>Interesting guest speakers</td>
<td></td>
</tr>
<tr>
<td>Club officer reports to meetings are informative and well presented</td>
<td></td>
</tr>
<tr>
<td>The meetings are enjoyable/fun with humour and/or surprise</td>
<td></td>
</tr>
<tr>
<td>Members (other than officers) actively participating in meetings</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outings and tours</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Picnics and BBQs arranged</td>
<td></td>
</tr>
<tr>
<td>Variety of day or half-day outings arranged, catering for all tastes and varying financial circumstances</td>
<td></td>
</tr>
<tr>
<td>Longer (e.g. 5 day) trips arranged</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interest groups (e.g. movies, walking, photography, theatre, dining, gardening)</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club has some regular and well functioning interest groups</td>
<td></td>
</tr>
<tr>
<td>How many interest groups meet reasonably frequently?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Club organisation</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management committee has blend of experience and &quot;new blood&quot; (at least two new members each year)</td>
<td></td>
</tr>
<tr>
<td>No club officer serves more than 3 consecutive years in a particular position</td>
<td></td>
</tr>
<tr>
<td>No club officer serves more than 5 consecutive years on the committee</td>
<td></td>
</tr>
<tr>
<td>Management committee works as a cohesive team</td>
<td></td>
</tr>
<tr>
<td>Club officers are well aware of their roles (as per Probus Club Handbook)</td>
<td></td>
</tr>
<tr>
<td>Management committee has some succession planning in place</td>
<td></td>
</tr>
<tr>
<td>Club officer workloads are kept as simple and evenly spread as possible</td>
<td></td>
</tr>
<tr>
<td>Risk management policy and safe practices are in place and adhered to</td>
<td></td>
</tr>
<tr>
<td>Constitution and by-laws regularly updated to conform with PCSP documents</td>
<td></td>
</tr>
<tr>
<td>Awareness of insurance issues</td>
<td></td>
</tr>
<tr>
<td>Awareness of privacy requirements</td>
<td></td>
</tr>
<tr>
<td>Awareness of Probus South Pacific resources available to clubs</td>
<td></td>
</tr>
<tr>
<td>Attention to membership development and recruitment of new members</td>
<td></td>
</tr>
<tr>
<td>Occasional contact with sponsoring Rotary club</td>
<td></td>
</tr>
<tr>
<td>Occasional contact with Rotary District Probus Chairman</td>
<td></td>
</tr>
<tr>
<td>Interesting and informative newsletter</td>
<td></td>
</tr>
<tr>
<td>Waiting list (if any) handled well</td>
<td></td>
</tr>
</tbody>
</table>

**Comments about club organisation**
<table>
<thead>
<tr>
<th>Club culture</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friendly club</td>
<td></td>
</tr>
<tr>
<td>Special attention to potential and new members</td>
<td></td>
</tr>
<tr>
<td>Avoidance of cliques</td>
<td></td>
</tr>
<tr>
<td>Caring for those having a difficult time (illness, bereavement, etc.)</td>
<td></td>
</tr>
<tr>
<td>Average percentage meeting attendance reasonable</td>
<td></td>
</tr>
<tr>
<td>Members having fun, friendship and fellowship? Are the meetings fun?</td>
<td></td>
</tr>
<tr>
<td>Some new members starting each year</td>
<td></td>
</tr>
<tr>
<td>Younger retirees (e.g., under 70s) well represented</td>
<td></td>
</tr>
<tr>
<td>Club is member of State or regional Probus association</td>
<td></td>
</tr>
<tr>
<td>Participation in association events (e.g., friendship days, ecumenical service, sports days)</td>
<td></td>
</tr>
<tr>
<td>Subscribe to <em>Active Retirees</em> national magazine (national) for all members or one between couples</td>
<td></td>
</tr>
<tr>
<td>Participation in Probus South Pacific events (information days, annual Rendezvous, retreats)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suitability of venue and facilities</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleanliness</td>
<td></td>
</tr>
<tr>
<td>Sufficient space, room to move around and enjoy fellowship/mix and mingle</td>
<td></td>
</tr>
<tr>
<td>Adequate PA system</td>
<td></td>
</tr>
<tr>
<td>Availability of laptop, data projector and screen</td>
<td></td>
</tr>
<tr>
<td>Food/drink adequate</td>
<td></td>
</tr>
<tr>
<td>Adequacy of parking</td>
<td></td>
</tr>
<tr>
<td>Safe (free of hazards)</td>
<td></td>
</tr>
<tr>
<td>Venue gives value for money</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of the club health check**

- The club health check is designed for use by management committee members in Probus clubs to identify their club strengths and opportunities for improvement.
- This is for internal club use. Forms and summaries are not to be sent to Probus South Pacific or anyone else outside the club. However, your committee may wish to discuss findings and plans for improvements with your Rotary District Probus Chairman.

**How to use the club health check**

- Each committee member completes the form individually. Results are then discussed in a committee meeting which focuses on opportunities for improvement and proposed actions to achieve those improvements.
- Findings from the club health check can be used to develop a plan for improving the functioning of your club.

*PSP trusts your committee finds this process useful.*
QUICK REFERENCE GLOSSARY

PSP - PROBUS SOUTH PACIFIC LIMITED
Accrediting body, authority for determining policy matters related to the Probus organisation and legal owners of the Probus name and Probus emblem Trademarks in Australia, New Zealand and the South Pacific region. Owners of the Probus Rendezvous, Active Retirees™, Probus Travel Insurance and Probus Club Software Trademarks in Australia and New Zealand.

ACCREDITATION - Official recognition as a Probus club or Probus association under terms and conditions set by PSP. Probus clubs and Probus associations whilst retaining their accreditation are authorised to use the Probus name and Probus emblem Trademarks in accordance with the guidelines set by PSP. To maintain accreditation and the right to self govern, clubs and associations are required to adhere to the provisions of their Constitution, as amended, together with the requirements set by PSP. Club By-Laws and/or Standing Resolutions must not be in conflict with the Constitution.

PROBUS YEAR - 1st April to 31st March.

RDPC
Rotary District Probus Chairman (contact details in Probus Annual Directory). The Chairman (and committee) form new clubs where needed and assist established clubs when required and continue to build and strengthen the relationship between Probus and Rotary.

CONSTITUTION
Clubs must abide by the Preamble and the Articles of the Standard Probus Club Constitution to retain their accreditation as a Probus club. (Incorporated clubs must have the Preamble and articles embodied in their Incorporated Constitution and must seek approval from PSP prior to formal adoption.) PSP has MODEL Incorporated Constitutions for each state/territory.

AMENDMENTS TO THE CONSTITUTION
From time to time accredited Probus clubs and Probus associations will be formally advised by PSP of any authorised changes to the Standard Probus Club Constitution or Model Association Constitution and the flow on effect to the Model Incorporated Constitutions approved by PSP.

These amendments are a requirement of continued accreditation and must be formally adopted within a time line determined by PSP.

CLUB FINANCIAL YEAR
As defined in the club Constitution. The club’s financial year cannot be the same as the Probus financial year of 1st April to 31st March. The club financial year must provide sufficient lead time to allow auditing of financial records prior to the clubs Annual General Meeting held before 31st March each year.

PSP MODEL INCORPORATED CONSTITUTION
PSP provides a state/territory/country incorporated Model Constitution for Probus clubs and Probus associations. The document includes:
- Requirements for accreditation as a Probus club/Probus association
- Requirements of the Model Rules under each state/territory/country legislation
- Management articles to administer the affairs of the club/association under best business principles and good governance.
MANAGEMENT COMMITTEE
The Management Committee of a club comprising the President, one or more Vice Presidents, Secretary and Treasurer collectively “Committee members” and such number of other members of the Management committee referred to as officers as provided in the Probus club Constitution, By-Law or Standing Resolution. Contact PSP for guidelines for Probus associations.

OFFICERS
As determined in By-Laws or Standing Resolutions.

ELECTION OF COMMITTEE MEMBERS AND OFFICERS
Shall be elected annually at the Annual General Meeting in accordance with the Articles of the Constitution. (See also By-Laws or Standing Resolutions).

The Annual General Meeting is the ONLY meeting at which election of officers and Committee may occur. Vacancies may be filled in accordance with the Constitution, By-Laws or Standing Resolutions.

VACANCIES
Positions left vacant on the Management Committee at the time of election at the Annual General Meeting may be filled in accordance with the clubs Constitution (BY APPOINTMENT NOT ELECTED).

TERM OF OFFICE - PRESIDENT
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. Special circumstances relate to not having a nomination for the office of President or that the Vice President is not in a position to step up to the President's role. It is not seen as an opportunity for the President to become entrenched in the position. It is seen as an opportunity for other members to serve in this capacity of the executive of the club. PSP can advise on the protocol to ‘appoint’, not elect a President for a second term due to special circumstances.

TERM OF OFFICE – COMMITTEE MEMBERS AND OFFICERS
Recommendation - not more than three successive years in any one office as determined in the Constitution.

AGM – ANNUAL GENERAL MEETING
The AGM is the last meeting of the year chaired by the incumbent President. All reports are presented including the audited financial report. At the close of the AGM business, all positions are declared vacant.

If there is more than one Nomination for a specific position then the method of election is to be determined by members – show of hands or secret ballot. If secret ballot, the chairman appoints scrutineers and circulates ballot papers. The chairman in collaboration with scrutineers determines the successful nominee (no count is announced) and calls for the ballot papers to be destroyed.

The Immediate Past President or delegated person (Past President, Rotarian or RDPC – a person not nominated for a position) may preside over the election of officers for the incoming year. The newly elected President may have an opportunity for a ‘victory and appreciation speech’; announcing details of the next meeting and formally closing the meeting.
RETURNING OFFICER
Requirements; The Returning Officer should be a person who:
- Has the trust and confidence of the membership
- Does not wish to nominate for a Management Committee of Office Bearer position
- May be a club Past President, RDPC or Rotary representative or an ordinary member.

Nominations are accepted in accordance with the requirements of the Constitution; by a set date and using an approved Nomination Form. In some circumstances where there are no nominations received the Constitution may provide for further nominations from the floor. However, should this not be the case the position is declared ‘vacant’. The Constitution will address the method to fill a vacancy.

Duties:
The Returning Officer declares all positions vacant and announces the nominations for each position.
If only one nomination is received the Returning Officer puts the nominees’ name forward and the members vote to elect. (Refer to Constitutional requirements)

Where there is more than one nomination for a position the Returning Officer may seek direction from the membership as to:
(i) whether the vote is to be taken by show of hands or by secret ballot
(ii) provision for each nominee to speak (set time to 5 minutes)

Should members resolve to hold a secret ballot the Returning Officer may appoint sufficient scrutineers to distribute and collect ballot papers. The chairman in collaboration with scrutineers determines the successful nominee and announces (no count is announced) and calls for the ballot papers to be destroyed.

ELECTION
In accordance with the club Constitution, By-Laws and Standing Resolutions the individual positions are elected by the members.
President - Vice President (Option for Senior Vice President and Junior Vice President and President Elect – in accordance with club By-Laws/Standing Resolutions.) -Secretary and Treasurer.

Newsletter or Bulletin Officer -Program or Guest Speaker Officer -Membership Officer -Outings, Tours and Activities Officer - Welfare or Caring Officer - Hospitality Officer - Publicity Officer - Probus Magazine Liaison Officer or such positions as approved by the membership and in accordance with the clubs By-Laws or Standing Resolutions.

If insufficient nominations are received to fill all positions, the positions are declared vacant. The Management Committee may fill the vacant positions by appointment (in accordance with the Constitution).

Should positions not be filled the members may determine to close the club and commence Winding Up process and disposal of club funds in accordance with the Constitution. Failure to fill position will place the club in breach of club accreditation. Alternatively the club may go into recess by appointing an Administrator and Treasurer seeking guidance from your RDPC or PSP.
APPOINTMENTS
In accordance with the club Constitution, By-Laws and Standing Resolutions the members may approve the appointment of the following;
- The Immediate Past President as Ex Officio – with or without full voting rights. Incorporated clubs must ensure the requirements of the Model Rules are applied.
- The Auditor.
- For incorporated clubs if requirement of the Model Rules – the Public Officer.
- Assistant Secretary.
- Assistant Treasurer.

ROTARY ACRONYMS
RI – Rotary International

DG – Rotary District Governors (21 Australia and 6 New Zealand)

DGE – Rotary District Governor Elect (21 Australia and 6 New Zealand)

DGN – Rotary District Governor Nominee (21 Australia and 6 New Zealand)

PDG – Past Rotary District Governor

RDPC – Rotary District Probus Chairman.
    Appointed by DG (21 Australia and 6 New Zealand)