

# **PROBUS CLUB OF SURFCOAST ANGLESEA Inc**

**Club Number 57865**

## **BY-LAWS**

### **1. SCOPE**

These by-laws are consistent with the club's constitution (2013) and embody additional provisions for the management of the club.

### **2. MEMBERSHIP**

- (a) The Secretary shall maintain the membership and waiting lists.
- (b) The Secretary will refer the nomination of the person at the top of the waiting list to the Management Committee as soon as possible after a vacancy occurs.
- (c) An applicant whose name is placed on the waiting list may be invited to 3 club meetings and 4 activities as a self-funded guest of the Management Committee.
- (d) A member of the club who fails to attend at least fifty per cent of the club meetings during a club year<sup>1</sup> without reasonable cause, will be temporarily suspended and advised of this action in writing. The member will be invited to provide the Management Committee with the reasons for this non-attendance in writing within one calendar month, after which the Management Committee at its next meeting will determine whether the suspension should be made permanent. Any further action on this matter resulting from the decision of the Management Committee will be handled in accordance with Articles 10e and 10f of the club constitution.
- (e) Members leaving the Anglesea and Airey's Inlet region may retain their membership.
- (f) Members may seek membership of, or retain membership in any other Probus club without relinquishing their membership of the Probus Club of Surfcoast Anglesea Inc.

### **3. MANAGEMENT**

- (a) Officers and Ordinary Members of the Management Committee shall be elected by the club membership
- (b) The Management Committee shall have the power to appoint sub-committees and additional Ordinary Members as deemed necessary.
- (c) Nominations for positions on the Management Committee for the ensuing club year shall be called for at the December club meeting in line with the requirements of the club's constitution, and be duly elected at the next Annual General Meeting.

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<sup>1</sup> Club year is defined as the period from the date of the general club meeting in April to the date of the March club meeting the following year

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(d) The filling of vacant positions on the Management Committee that may occur from time to time, will be undertaken by calling for nominations at a club meeting, and duly electing the successful nominee to the position for the balance of the term at a subsequent club meeting.

#### **4. ROLES AND RESPONSIBILITIES OF OFFICERS ON OR RESPONSIBLE TO THE MANAGEMENT COMMITTEE**

The following list of official roles and responsibilities may be amended at the discretion of the Management Committee.

##### **(a) CLUB AND GUEST SPEAKERS**

- ◆ Arrange for club and guest speakers at club meetings.
- ◆ Host club and guest speakers at club meetings.
- ◆ Arrange for the formal introduction and vote of thanks for club and guest speakers.
- ◆ Audio-Visual requirements

##### **(b) VISITS AND ENTERTAINMENT/CAMPS, TOUR & OUTINGS**

- ◆ Organise visits and other social activities for the benefit of members in line with the requirements of the club's Risk Management Policy.

##### **(c) MEMBERSHIP AND WELFARE**

- ◆ Maintain accurate up-to-date membership records.
- ◆ Maintain attendance records.
- ◆ Maintain the club's membership waiting list .
- ◆ Welcome and introduce visitors.
- ◆ Maintain contact on behalf of the Management Committee, with members who are unable to attend meetings because of ill-health or incapacity.
- ◆ Maintain an overview of the member welfare aspects of the Risk Management Policy.
- ◆ Be responsible for name badges

##### **(d) CLUB BULLETINS AND PUBLICITY**

- ◆ Prepare and have produced the club's monthly bulletin.
- ◆ Arrange for the mailing and/or emailing of club bulletins to members.

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- ◆ Arrange for press releases and press attendance as determined by the Management Committee and authorised by the Club President.

#### **(e) CLUB SERVICE**

- ◆ Be responsible for meeting room arrangements
- ◆ Be responsible for the provision of refreshments in line with the requirements of the Club's Risk Management Policy

#### **(f) INFORMATION OFFICER**

- ◆ Maintain an overview of the club's database files
- ◆ Coordinate the establishment and operation of the club's internet web site

### **5. SPECIAL INTEREST GROUPS**

The Management Committee may authorize the establishment of special interest groups for members who have similar recreational interests. The Management Committee Officer responsible for Visits and Entertainment should coordinate with the conveners of these special interest groups to ensure that they comply with the requirements of the club's Risk Management Policy, and that as far as possible, dates of organised events do not clash.

### **6. MEETINGS**

- (a) Club meetings will be held in accordance with the club's Standing Resolution 4.
- (b) A member wishing to bring any extraordinary item of business before a club meeting shall arrange with the Club Secretary for its inclusion, as notice thereof, in a newsletter distributed to members at least 14 days before that club meeting.
- (c) The Annual General Meeting will be held in March of each year on the normal meeting day for that month.

### **7. AMENDMENTS TO THE BY-LAWS**

These by-laws may be amended at a general meeting of the club, a quorum being present, by the affirmative vote of not less than three-quarters of the members present, notice of such proposed amendment(s) having been given to members at least 21 days prior to such meeting.

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**8. FIRE PLAN**

- (a) On days of Extreme or Code Red Fire Danger in the Central District, no Probus Club of Surfcoast Anglesea Inc activities (club meetings, committee meetings, official gatherings, or organized trips or outings) will take place. Club members and others affected by this decision should be notified as soon as possible.
- (b) No Probus Club of Surfcoast Anglesea Inc activities will take place that require members to travel to or through other fire districts that may be covered by an Extreme or Code Red fire danger rating
- (c) If a district which is being visited as part of an official Probus Club camp, tour, excursion or outing is declared as Extreme or Code Red during the period of the activity, the Activity Organiser will seek appropriate advice from the relevant emergency services information officer. This advice should be conveyed to the Club President and the members of the excursion/tour group as soon as possible thereafter.

A quorum being present, not less than three-quarters of the members present resolved to formally adopt the above By-Laws at a General Meeting held on the 17<sup>th</sup> March 2014.

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President

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Secretary