



STANDING RESOLUTIONS

Preamble: For the purposes of interpretation:

- (a) The 'Association' or abbreviation 'PAQ' means the Probus Association of Queensland Inc.
- (b) 'PAQMC' means the Probus Association of Queensland Management Committee.
- (c) 'PSPL' means Probus South Pacific Ltd.
- (d) 'Member Club' means a Probus Club accredited by Probus South Pacific Ltd (PSPL) and affiliated with the Association.
- (e) 'Club Member' means a financial member of a Probus Club affiliated with the Association.
- (f) 'Delegate' means a Club Member appointed by the Member Club to act on behalf of the Member Club.
- (g) 'RLO' means Regional Liaison Officer.
- (h) 'RLOC' means Regional Liaison Officer Coordinator.

General Meetings:

- 1 General Meetings of the PAQ shall be held normally on the first Friday in the months of March and September, at such place and hour as determined.
- 2 Refreshments at no charge, to encourage fellowship amongst the delegates and visitors, will be provided, usually prior to the commencement of the business session of the general meetings.
- 3 Standing orders for the conduct of General and Annual General meetings shall be in accordance with the procedures set out in Schedule A, Management Committee Procedures.
- 4 Any club member of an affiliated club may attend general meetings of the Association, but only the Delegate of that club shall have voting rights.
- 5 Children shall not be admitted to meetings of the Association.

Membership Fees and Charges:

- 6 The membership fees of the Association shall be an Annual subscription \$2.00 for each financial member of the member club.
- 7 The Annual Subscription shall be due on 1 January and payable by 31 March each year.

Banking of Funds:

- 8 PAQMC will operate a bank account. Authorised signatories for PAQMC's bank account will be any two of three executive members of the PAQMC, chosen at the first Management Committee meeting after the AGM each year.

Management Committee

- 9 The PAQMC shall comprise a maximum of twelve, with the following elected members: President, Vice-president, Secretary, Treasurer and Assistant Treasurer as the PAQMC Executive.
- 10 The term of office of the President, Vice-President, Secretary, Treasurer and Assistant Treasurer shall be up to three years, or as otherwise determined and recommended by the management committee to the voting delegates for decision.
- 11 Up to six additional PAQMC members may be elected at the AGM.
- 12 No member of the management committee may serve for more than six consecutive years, except as voted by the delegates.

- 13 The immediate past president (I.P.P.) shall be a member ex officio of the PAQMC as an adviser without voting rights.
- 14 Elected members of the PAQMC shall take office immediately following the Annual General Meeting each year, but no later than on 1st April each year.
- 15 PAQMC may, from time to time, appoint non-elected regional representatives to the PAQMC or to a subcommittee of PAQMC for a period not exceeding 12 months.
- 16 PAQMC shall determine from time to time and as required the number, purpose and membership of sub-committees. Standing sub-committees may be established to deal with matters of management, administration, and other regular Association services. Ad hoc sub-committees may be established to deal with short duration projects providing a specific service or event. Membership of standing and ad hoc sub-committees may be extended by PAQMC to include members of affiliated clubs.
- 17 A convenor for each sub-committee shall be appointed by members of the PAQMC. The convenor shall oversee the operations of the sub-committee in accordance with guidelines and reporting requirements of the PAQMC.
- 18 Where questions or problems arise in the operation of a sub-committee, the convenor shall refer the matter to the PAQMC for advice and/or determination.
- 19 The PAQMC may adopt specific policies for the purposes of administration and management of PAQ events, activities and meetings of the PAQMC and subcommittees. The Secretary shall maintain a register of PAQMC policy statements and by mutual arrangement make it available for inspection by delegates.
- 20 The PAQMC Treasurer shall prepare an annual budget for PAQ activities and events before the commencement of each financial year, and present it to the PAQMC for approval.
- 21 The PAQMC shall submit for adoption at the September general meeting an Annual Operation Plan comprising objectives, actions and expected outcomes for the following financial year.
- 22 PAQMC is authorised to make payments from the funds of the association for services rendered, administration and management expenses, equipment and other incidental expenses.
- 23 PAQMC is allowed to invest funds by fixed deposit from time to time.

Nomination for Management Committee Positions

- 24 Fourteen days prior to the Annual General Meeting, the Secretary shall advise member clubs the names of candidates to be elected to the Management Committee.
- 25 The number of candidates for election to the Management Committee from any member club shall be limited to a maximum of two.
- 26 PAQMC, Member Clubs and Club Members will adhere to the PAQ Code of Conduct as set out in Schedule B.

Amending the Standing Resolutions

- 27 Provided 14 days' written notice has been given, these Standing Resolutions may be amended at any general meeting of the Association, a quorum being present, by a simple majority vote of those members present who are entitled to vote.
- 28 These Standing Resolutions remain in place until such time as the Resolution no longer applies, is amended or rescinded, or a new Resolution overrides the previous Resolution.

Quorum for a general meeting of the Association

- 29 No business may be conducted at a general meeting of the Association unless there is a quorum of members when the meeting proceeds to business.
- 30 The quorum for a general meeting of the Association is at least the number of members elected or appointed to the Management Committee at the close of the Association's last general meeting plus one (1).