



PROBUS CLUB HANDBOOK

Helpful Guidelines
for Club Officers

AUSTRALIA

2017-2018 Edition

INTRODUCTION

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 Team who have many years' experience in all aspects of Probus affairs, administration, financial management, strategic planning and membership development.

This Probus Club Handbook is Copyright and has been produced by Probus South Pacific Limited (ACN 152 374 395) solely for the use by accredited Probus Clubs, accredited Probus Associations and Probus Club members.

PSPL CONTACT DETAILS

The PSPL Team are your first point of contact, our staff members are your help line to ensure you enjoy friendship, fellowship and fun in Probus.

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PROBUS SOUTH PACIFIC LIMITED

Our History

The first Probus Clubs in the South Pacific region were the Probus Club of Kapiti Coast in New Zealand in 1974 and the Probus Club of Hunters Hill in Australia in 1976. Due to the rapid expansion of Probus in both Australia and New Zealand, it was recognised that a central administration centre was needed to support Probus Clubs in the South Pacific region.

By 1981 there were 44 Clubs in Australia and New Zealand and this saw the formation of the “Probus Information Committee”. This was the foundation that led to the later PROBUS umbrella organisations initially “Probus Centre - South Pacific Inc” and today “Probus South Pacific Limited”.

In 2011, Probus Centre – South Pacific Inc became Probus South Pacific Limited. This was a change in the corporate structure from an incorporated association to a company limited by guarantee. A company limited by guarantee (CLG) is the appropriate structure for “not for profit organisations” which operate beyond political state boundaries.

The change in legal structure from an incorporated association to a CLG neither changed the accreditation of Probus Clubs nor the financial or tax position of PSPL, in fact it imposed stricter obligations upon PSPL in respect of governance and financial reporting.

PSPL is a not for profit organisation that does not allow the distribution of surpluses to its members. Any surplus PSPL makes is put back into providing services to Probus Clubs and Probus Club members.

Who is PSPL?

PSPL is made up of the PSPL Board of Directors and the PSPL Team based in Parramatta NSW.

The PSPL Board act in a voluntary capacity and are dedicated to promoting the development of friendship, fellowship and the advancement of intellectual interests for retirees in the South Pacific region. Detailed information on each of the Directors can be found on the Probus South Pacific website www.probusouthpacific.org.

Like Probus Clubs, PSPL is governed by a constitution which outlines the objectives and role of PSPL as well as its membership and Board structure. A copy of the PSPL Constitution can be found at www.probusouthpacific.org.

PSPL’s role is to serve the members of our Probus community, a community that shares the Probus values that have been developed over more than 40 years. It is these values and our motto of Friendship, Fellowship and Fun that are at the core of Probus.

Under the guidance of the PSPL Board, the PSPL Team is responsible for ensuring the efficient and effective delivery of a wide range of services including administration, insurance, member benefits and support to Probus Clubs and Probus Club members in the South Pacific region.

The PSPL Team includes Silvana as Chief Executive Officer, Monika and Julia in Membership Development, Robert and Stephanie in Business Administration & Finance, and Kaylah, Marceline, Dawn and Joshua in Club administration, support and member benefits.

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 Motto

PROBUS- Tomorrow's vision for Active Retirees.

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
- Supporting Active Retirees
- Adaptable Growth
- Diversity

The Probus Community



Our Community

At the centre of our Probus community are Probus Clubs and Probus Club members - you are Probus and PSPL is one part of the Probus community formed to support Probus Clubs and Probus Club members.

PSPL SERVICES

PSPL's primary objective is to act as a service and support centre for Probus and Probus Clubs in the South Pacific.

PSPL's services and responsibilities include:

- Accreditation of Probus Clubs and Probus Associations;
- Provision of Insurance – Public Liability, Personal Accident, Association Liability & Club Money Cover;
- Provision of Insurance Reserve to cover excess component of the Public Liability Insurance;
- Development of guidelines and policies that assist Probus Club Committee members in Club management;
- Provision of Probus Club Handbook which sets out helpful guidelines for management committees;
- Model Constitutional documentation which incorporates both legislative and accreditation requirements for Probus Clubs and Probus Associations;
- Management of the Probus Member Benefits Scheme;
- Negotiation and provision of exclusive Probus Travel Insurance plans;
- Provision of a range of resource material for Clubs such as membership application forms, risk management templates, induction certificates, etc
- Library of powerpoint presentations to assist with membership development and succession planning
- Complimentary hosting of websites for individual Probus Clubs – options for clubs to either update themselves or with assistance from PSPL
- Programs to host, run and fund annual Probus Information Days;
- Administration of the Register of accredited Clubs and Associations;
- Administration of the Probus Club membership database;
- Administration of the Directory of Probus Clubs and Associations – available online and in print;
- Administration of Guest Speakers Lists;
- Provision of a range of promotional material including flyers, balloons, posters and banners;
- Promotion of the Probus Community through various mediums and materials;
- Formation of Probus Clubs in conjunction with Rotary as sponsors;
- Management of Probus South Pacific website and social media platforms;
- Online shop for ordering of resource and promotional material;
- Club administration section of PSPL website for easy access to policy information, templates, forms and club communications;
- Active Retirees bimonthly National Publication in Australia;
- Active Retirees quarterly National Publication in New Zealand;
- Complimentary Active Retirees monthly E-Newsletter;
- Maintenance of the Probus Name and Probus Emblem Trademarks in Australia and New Zealand;
- Provision of Probus merchandise through authorised licencees
- Financial management of PSPL;
- Email and telephone support to Probus Clubs, Associations and Probus Club Members

PSPL MEMBERSHIP

PSPL adopted changes to the PSPL Constitution on 18 November 2016, part of these changes included an invitation for Probus Clubs to become members of PSPL. An invitation for accredited Probus Clubs to become members of PSPL was issued in March 2017. Membership of PSPL is designed to enhance the relationship with each Probus Club through the service, support and accreditation processes. PSPL membership is completely voluntary and offers the following benefits:

1. Clubs will attract the same responsibilities from PSPL's Directors as do members (shareholders) of other public companies from their Directors;
2. Notice of all PSPL Members' meetings will be made available to Clubs so that Clubs will have the opportunity to contact their Representative Member beforehand and make their views known; and
3. As a PSPL Member, Clubs will secure the legal right to receive PSPL's Annual Reports which include PSPL's Annual Financial Statements.

Please note that:

- Membership of PSPL will not entitle Clubs to attend or vote at Members' meetings other than via their Representative Member; and
- As required by law, membership of PSPL will require Clubs (but not Club members) to contribute a one-off amount of up to \$10.00 to the assets of PSPL but only in the unlikely event that PSPL is wound up without sufficient assets to pay outstanding debts. The obligation to pay a one-off amount of up to \$10.00 will continue for a period of up to one year following the winding up of PSPL.
- Although membership of PSPL will provide member Clubs with the legal right to receive PSPL Annual Reports, PSPL has in fact always made its Annual Reports available to all accredited Probus Clubs and will continue to do so.

Membership and Accreditation

It is important to understand that membership of PSPL has nothing to do with accreditation. Probus Clubs are accredited by PSPL through the adoption of the Standard Probus Club Constitution which occurs when a Probus Club is first formed. Probus Clubs that become incorporated after formation adopt the Incorporated Model Probus Club Constitution.

Both the Standard Probus Club Constitution and the Incorporated Model Constitution contain the accreditation requirements that each Probus Club adheres to, and provided the Club complies with these requirements, accreditation by PSPL is maintained.

Accredited Clubs are free to accept or reject the offer of PSPL membership and can change their decision regarding their PSPL membership at any time. None of these choices will in any way affect a Club's

accreditation by PSPL or the level of service and support provided to Clubs by PSPL.

All accredited Clubs are required to pay capitation fees to PSPL regardless of whether or not they choose to become PSPL Members.

ROTARY AND PROBUS

PROBUS is one of Rotary's greatest success stories, Rotary play a key role in not only the formation of new Probus Clubs, but also in providing assistance to existing Probus Clubs through the Rotary District Probus Chairman (RDPC).

Some 40 years on, Probus Clubs continue to provide many years of social activities and fellowship to those members of our community who are either partly or fully retired.

Some Probus Club members are also Rotarians and there are many synergies common to both Probus and Rotary. Each organisation plays a vital role in the communities they serve and the strength in our success results from the partnership of Rotary and Probus working together.

Rotary and Probus are intrinsically linked, both possessing the ability to contribute to the growth of these two vital community services activities. Many Probus Clubs have maintained great relationships with their sponsoring Rotary Club and we encourage all Clubs to connect with their Rotary club with the following activities:

- Invite the President of your sponsoring Rotary Club as a guest speaker to provide an update on what is happening in your local community;
- Involve Rotary in your Club's milestone events such as presenting life membership certificates, anniversary celebrations and Club functions;
- Share your Club newsletters with Rotary and ask Rotary to do them same with your club, sharing these newsletters with your members can help them keep up to date with what is happening in your community;
- Your Club can hold a Probus open day to drive membership and you can invite your sponsoring Rotary Club to attend so they can see Probus in action.

Probus is Rotary's most successful community service activity, PSPL greatly values both its historical and present day associations with Rotary. Without the ongoing efforts of the volunteer workforce of Rotary District Probus Chairmen, the Probus movement would not be what it is today.

ROLE OF THE ROTARY DISTRICT PROBUS CHAIRMAN



Each accredited Probus Club is associated to a Rotary District and each Probus Club was sponsored 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's play an extremely important liaison role between Rotary and Probus and are recognised by PSPL as key partners ensuring the stability and growth of the Probus organisation.

Working with PSPL, 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.

Club health, membership development and membership retention are key areas of focus; 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.

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 Online Directory of Clubs on the Probus website or by contacting the PSPL Team.

MEMBERSHIP DEVELOPMENT

Probus Clubs, RDPCs and PSPL have a collective responsibility to ensure that many more retirees can enjoy the fellowship that Probus has to offer. Probus Clubs should be proactive in maintaining membership at their maximum level and ensuring that their Club is thriving.

Whilst Probus Club membership can be restricted due to the size of the meeting venue, there are many Probus Clubs that have not reached their maximum membership level.

In 2016, PSPL embarked upon a strategy to work with Probus Clubs at a local level. Every community is different as it will depend upon the size of the community and the number and age of Probus Clubs in it.

This is why local strategies need to be development that will suit each particular community to

ensure that there are sufficient Probus Clubs to meet the demand for current and future retirees.

The membership development strategy is not just about establishing new Probus Clubs, it is also about ensuring that existing Probus Clubs are active and full. This strategy involves PSPL, Rotary District Probus Chairman and Probus Ambassadors from each Club all working together. A Probus Club Ambassador is a Probus Club member who works with the RDPC, local Club representatives including other Ambassadors and PSPL at the local level to identify and develop strategies within their local community to enhance Probus Club membership.

Probus Clubs are allocated into Clusters made up of the local Clubs within a community who meet with PSPL and RDPC's regularly. The objective of cluster meetings is to identify the issues facing Probus Clubs at a local level and to develop membership development strategies to increase Probus Club membership. They are a great networking tool and all Probus Clubs are encouraged to participate.

To date we have established a good methodology and have seen some excellent preliminary results thanks to the many Probus Clubs that have become actively involved in this strategy.

Collaboration with PSPL, the RDPC and Probus Clubs is the key to growing our community.

Promoting your Probus Club

There are a number to promote a Probus Club:

1. Increase the profile of your Club by having a website, having your own website allows prospective members to find your Club. PSPL provide a complimentary website for all Probus Clubs which is hosted within the Probus website. Please refer to the Club Websites section of this handbook for further details;
2. Consider a recruitment drive, ideally located at a local shopping centre or mall. Many shopping centres allow community groups such as Probus to hold a display free of charge. This is an ideal opportunity to display a range of promotional material about Probus. Members of your Club could discuss the benefits of Probus Club fellowship with the public and hand out brochures for further information. You can utilise a prize where prospective members need to leave their name and contact number for follow up;
3. Utilise old/unread copies of Active Retirees and provide them to local doctors, dentists, hairdressers, etc. PSPL provide magazine stickers for you to place on each copy with your Clubs contact details;
4. Place posters, also provided by PSPL, on community noticeboards in shopping centres, libraries and council offices;
5. Local radio stations could be contacted for a regular segment on community activities of Probus, there is a Probus jingle available on the Probus website or by contacting our office;

6. 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. Articles of this nature are usually published free of charge in the community section of your local newspaper. PSPL have a sample media release as a guide for Clubs to use;
7. Conduct a 'bring a friend' or 'Open' day for members of the community to visit to learn more about Probus. These days can work particularly well when a Club has an interesting speaker;
8. Perform a Club Health Check - Clubs are encouraged to undertake an internal Club health check, this health check can identify areas of concern as well as opportunities for new interests or activities. Club health check forms available on the Probus South Pacific website or by contacting the PSPL Team.

Jingle

Clubs are encouraged to contact their local community or commercial radio stations for free air play of the Probus jingle.

Clubs may be able to have a Probus Segment each week/month to spread the news on Probus and advise retirees in the wider community of the many benefits of Probus Club membership and about the activities of the local Probus Clubs. Contact PSPL for a copy of the Probus Jingle and sheet music. You can listen to our jingle on line on the Probus website.

Community Service Television Commercial

PSPL has developed a TV commercial which is available to be played on community TV. Clubs are encouraged to contact their local community or commercial television stations for free air play of the commercial. View on line on the Probus website.

WHAT MAKES A GOOD AND INTERESTING CLUB

How dynamic is your Club?

Is your Probus Club one of those that has interesting Guest Speakers, 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 "Friendship, fellowship and fun"?

Do new members and visitors feel welcome as soon as they walk through the door?

Are your monthly meetings well-attended because they are fun and invigorating?

If you have answered no to any of the above, it may be a good time to start thinking about how you can make your Club more interesting to members and guests.

How can this be achieved?

Some suggestions include:

- By having interesting Guest Speakers and a Committee who focus on Outings and Interest groups.
- Have a ‘buddy’ system for new members to make their assimilation into the club easier.
- Make the “formal” part of the meetings shorter and focus on activities and fellowship.
- Once a month invite one member to spend 5 minutes to talk about their life.
- Have lucky door prizes and instead of giving a ticket, play a game to select the winner; an example would be to play Heads or Tails. All members stand and choose if they would like to place both hands on their head, tail or one hand on each. Then toss two coins and announce what they are, anyone who is not doing the same action as the coins sit down, keep playing until you have one member left who wins the prize.
- 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 the subject and if enough positive feedback is received this could develop into an interest group.

Your Club could also consider having a suggestions box, where members could be encouraged to contribute one activity they would like to do that the Club doesn’t currently offer. If you get multiple suggestions for the one activity, you could consider in your Club.

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 or a public transport day.

Variety is important. Perhaps you can get your members to change seating between courses at a

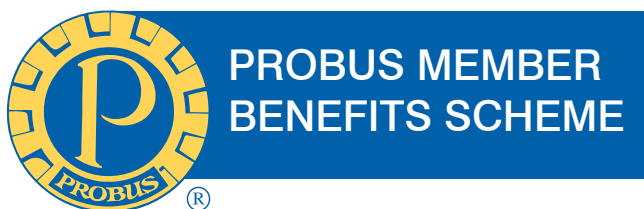
dinner in order to “mix” a bit rather than sit with their close companions. Another idea to encourage ‘mixing’ would be to number each seat at your next Club meeting; on arrival members draw a number from a hat – the number indicates their seat allocation for the day.

Some outings that are popular are:

- Golf Days
- Dinner at the local Restaurant
- BBQ
- Train/Tram/Ferry trip
- 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.

MEMBER BENEFITS SCHEME (MBS)



The Probus Member Benefits Scheme (MBS) provides Probus Club members with a range of discounts. A list of the MBS partners can be obtained from the Probus website or by contacting PSPL.



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 PSPL 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. Visit PSPL website for details of partners and exclusive offers.

Membership database

PSPL has developed a secure membership database listing all accredited Probus Clubs and their financial members within Australia and New Zealand.

Information obtained from Clubs will verify the number of members covered under the Probus National Insurance Program and will provide PSPL with important statistical information for strategic planning and for those members that have “opted in” direct access to members.

All Clubs are asked to provide PSPL with details of all financial members. The minimum information required for each Probus Club member is the first name and last name. Probus Club members have

the option of Opting In or Opting Out of being contacted directly by PSPL. All Probus Club members are encouraged to OPT IN to being contacted by PSPL to participate in surveys and/or focus groups.

Participation in focus groups assist PSPL in assessing the current and future needs of Probus Club members. This voluntary involvement by Probus Club members will assist in developing strategic plans to build and strengthen the Probus organisation.

The information required for a Club membership listing can be provided via the PSPL Club membership list form. Clubs can also send us their membership list in whatever format they have it in, handwritten or computerised – either format is acceptable, however, computerised is preferred as it can be easier to read than handwriting.

PSPL have templates available for providing member information. These are available to download from the PSPL website or by contacting the PSPL Team.

This information will NOT BE GIVEN OR SOLD to any third party as a commercial mail or internet listing. Probus Club member information is collected in accordance with the PSPL Privacy Policy, this policy can be viewed at the Probus South Pacific website.

On request of a Probus Club Committee member, PSPL can provide individual Probus Clubs with a copy of their Clubs' membership listing.

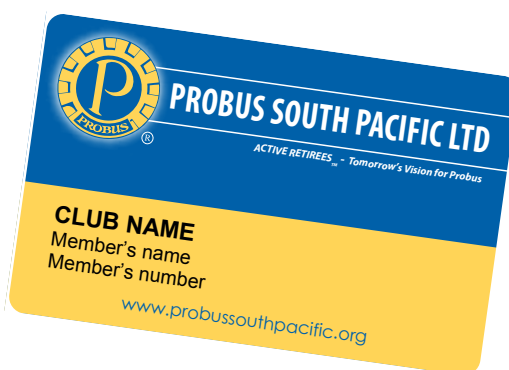
Membership Cards

The Probus Membership Card contains:

- Club name
- Financial members name
- Individual membership number

The Probus Membership Card does 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 Club membership number needs to be quoted for access to Probus Travel Insurance and Probus Member Benefits Scheme point of sale and web based offers.



The Probus Member Card number is also used as the login and password for Probus Club members to access the Club administration section of the Probus website.

Focus groups & surveys

PSPL will from time to time contact those Probus Club Members who OPTED IN 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 Club

members for PSPL internal strategic planning to grow and improve the Probus organisation.

Those members who may have initially OPTED OUT of the program are at liberty at any time to contact PSPL to OPT IN.

CLUB CONSTITUTION

The Constitution

When a Probus Club is formed, it adopts the Preamble and the twelve Articles of the Standard Probus Club Constitution. Probus Clubs that become incorporated after formation adopt the Incorporated Model Probus Club Constitution. Both the Standard Probus Club Constitution and the Incorporated Model Constitution contain the accreditation requirements that each Probus Club adheres to, and provided the Club complies with these requirements, accreditation by PSPL is maintained.

It is important therefore that the management committee be familiar with the provisions of the Constitution along with any By-Laws/Standing Resolutions. It is equally important that the difference between the Constitution and By-Laws/Standing Resolutions that the Club has previously adopted is fully understood.

The Preamble and the twelve articles (the accreditation requirements) may only be amended in accordance with the Probus Club Constitution Review Policy.

The last Standard Probus Club Constitution review was completed in February 2013. For incorporated Clubs, PSPL issued an incorporated model constitution as part of the February 2013 Constitutional Review. These model constitutions include the Probus Club accreditation requirements as well as the legislative requirements relevant to each state. Below is a table on the version date of each incorporated model by state:

NSW, SA, NT & WA - February 2013

VIC - May 2013

ACT - March 2014

TAS - September 2014

QLD - January 2015

All Probus Clubs are required to provide PSPL with a signed copy of their current constitution. If you are unsure about whether or not your Club has adopted the correct constitution or whether or not your Club has provided PSPL with a copy, please contact the PSPL Team.

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 cannot 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.

Incorporation

PSPL recommend that all Probus Clubs become incorporated. Incorporation creates a separate legal entity, separate from its members, which can sue and be sued. In an unincorporated club, the management committee members run the risk of being held personally liable for debts or damages owing by their Club whereas in the incorporated situation, the legal entity i.e. the club, is generally the one held liable.

PSPL have an incorporated model constitution for Probus Clubs, this model contains both the accreditation requirements and relevant state/territory legislative requirements.

There are a number of requirements that Clubs must adhere to if they are incorporated. These requirements vary from state to state and generally include the lodgement of an annual return with annual financial statements as well as the appointment of a public officer.

It is up to each Club to understand their requirements with respect to lodgement of various documents with the relevant state body. The Public Officer is the liaison person between the Club and the state/territory government department and is the official point of contact for an incorporated association.

The relevant departments for each state/territory are:

NSW & ACT - Department of Fair Trading
www.fairtrading.nsw.gov.au

QLD - Department of Fair Trading
www.fairtrading.qld.gov.au

WA - Department of Commerce
www.commerce.wa.gov.au

VIC - Consumer Affairs Victoria
www.consumer.vic.gov.au

TAS - Consumer Affairs & Fair Trading
www.consumer.tas.gov.au

SA – Government of SA
www.sa.gov.au

NT - Consumer Affairs & Fair Trading
www.nt.gov.au

Club Name Change

Clubs and Associations must first seek approval from PSPL to formally change the name of the accredited Club or Association. If considering a name change, there are a number of issues to consider such as:

- names of other local Clubs in the area;
- time and effort involved in changing your Club's constitution
- will the proposed name make your Club's location identifiable;
- The club name must be a suburb with a postcode;
- for incorporated Clubs there may be costs imposed by the state/territory department to change the name; and
- costs to change material provided to Probus Club members.

Please note that a change of name will require PSPL's approval and we ask Clubs to contact the PSPL team prior to making such a change.

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. It is up to the Club to determine whether or not the Honorary Member is required to pay the Clubs annual fee. It is also up to the Club to determine whether or not Honorary members shall be entitled to hold office and/or voting rights. 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 the Clubs annual fee but shall enjoy all other privileges of membership. It is recommended that there shall be not 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 Membership

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 a Clubs protocol for visitor's attendance.

PSPL recommends that a Probus Club allow guests to attend up to 3 activities including meetings. It is expected that if a person attends 3 activities (including meetings), this is sufficient for an individual to determine whether or not they wish to join Probus.

If a person attends a Probus approved activity, which includes a meeting, more than 3 times, then it is expected that the Club pay a non member fee for that person.

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. That is, if the person attending your Club meeting or activity belongs to another Probus Club, then a non member fee is not payable.

It is the Club (not the non-member) who pays the fee annually to PSPL as it is the Club that is allowing this person to attend rather than having them join Probus.

Whilst PSPL does not require a non member listing at this stage, it is expected that in the event of a

claim, a Probus Club will be able to provide supporting documentation with respect to the claimant's attendance at Probus activities and/or meetings, if that person is not a Probus Club member.

Probus Clubs that are unable to provide sufficient documentation to support the number of non members being paid for will run the risk of an insurance claim being denied.

PSPL do not want to have non members, the non member fee was introduced to discourage persons without membership attending Probus meetings, our goal is not to have non members, it is to grow Probus Club membership.

If your Club has reached its membership ceiling, encourage the person to join a neighbouring Club, they can still remain on your waiting list until a vacancy opens up. In the meantime they can attend both Probus Club's meetings and activities freely without the Club having to pay a non member fee.

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 And Club Officers

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.

If required the Management Committee may seek approval of the membership to appoint (not elect) an assistant Secretary and/or 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 appointing an assistant Treasurer, 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.'

This would only be required if it is not currently in the Club's constitution.

The Club should appoint an Auditor at the Annual General Meeting for the ensuing year provided that the constitution states that the Club is required to conduct an audit.

In some jurisdictions the Incorporation Act requires the 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.

ROLES AND RESPONSIBILITIES OF CLUB OFFICERS

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:

1. Should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
2. Should understand how to chair a meeting and protocol for motions, debate/discussion and voting;
3. Should ensure that an agenda is prepared for the meeting;
4. Should begin and end meetings on time;

5. Should take the opportunity to meet all members, guests and visiting Probus Club members on a fellowship basis;
6. Should ensure that Committee recommendations are brought to the membership for decision/ acceptance and ratification;
7. 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.
8. 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.
9. Encourage members to contribute stories, articles, letters and photographs for publication in the magazines. Raise awareness and promote the magazine as a membership tool.
10. 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:

1. Should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
2. Should understand how to chair a meeting and protocol for motions, debate/discussions and voting;
3. Should work closely with the President to become familiar with the role and responsibilities of the Presidency;
4. Should take the opportunity to meet all members, guests and visiting Probus members on a fellowship basis;
5. Takes over the running of the meetings in the President's absence;
6. Deals with any Presidential issues that may arise in the Presidents absence;
7. Takes over the duties of any Committee member in their absence or arranges an alternative assistant;
8. Assist any Committee member who has a heavy work load;

9. Communicates regularly with the Club Historian and Welfare Officer;
10. 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.

Secretary

The duties of the Secretary are summarised as follows:

1. The Secretary should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
2. 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.
3. 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; or
 - alternatively the Secretary reads the Minutes at the general meeting or reads a précis of the Minutes; or
 - some Clubs have approval of the members to publish a brief report of each meeting in the Club Bulletin or Newsletter.
4. 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'.

The Secretary also:

1. Prepares agendas for each Management Committee meeting, general meeting, special general meeting and the Annual General Meeting and issues formal notices.
2. Records Minutes of the Annual General Meeting and circulates as directed.
3. 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.
4. Issues notice for the election of committee members and officers, nomination and proxy forms in accordance with the requirements of the Constitution.
5. Keeps a register of names, addresses and such other information the Club or PSPL may require, of all members. If the Club is incorporated, the Public Officer may also be required to keep a register of members.

6. Keeps an up-to-date list of office bearers, Committee members and sub- Committee members including addresses, email and telephone numbers.
7. 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.
8. 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 PSPL Annual Returns and payment by due date of 30th April.
9. 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.
10. Provide PSPL with current financial membership list.

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.

Before vacating office brief successor on the Secretary's duties and any committee matters still pending or decisions still to be implemented; and hand over all records.

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.

The Treasurer should:

1. 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.
2. 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.
3. The Treasurer needs to work in conjunction with the Secretary to arrange payment for PSPL Annual Capitation 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. PSPL have issued each Club with PSPL Biller Code and an individual B-Pay Reference number for Club payments.
4. 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.)

5. Ensure the accuracy of the financial report.
6. Move the required motion/s to adopt the the financial report.
7. 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.
8. Collect annual subscriptions and issue receipts (Determine Club Protocol).
9. Collect money from members as they arrive for any fees charged at the door i.e. morning tea.
10. Ensure Club monies received are banked within two working days (to comply with insurance requirements).
11. 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.
12. Reconcile cash book balance with Bank Statement and follow up on any unrepresented cheques.
13. 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.
14. Close books at the end of the Club's financial year, submit accounts for audit and prepare a report for the Annual General Meeting.
15. 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).
16. 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
17. Prepare guidelines detailing what items of expenditure incurred by officers may usually be considered for reimbursement.
18. Be aware of government concessions and taxation requirements for a Probus Club and ensure that these are complied with.

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.

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 By-Law or Standing Resolution.

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:

1. The day's guest speaker and subject
2. Program for the next two or three meetings
3. Future outings and co-ordinators contact numbers for each outing
4. Report of last meeting, often with a précis of the guest speaker's address and Club member's talk
5. News of Club interest groups and co-ordinators contact numbers
6. Extracts from Active Retirees magazine; highlighting feature articles or special offers
7. Include information on the Active Retirees competitions including the Photo Competition and Literary Award;
8. Reminder to visit Probus website and Probus Social Media
9. Special news of members: birthdays, anniversaries, on overseas trips, hospital stays
10. Information from the Management Committee and PSPL. (Option to include news on Rotary projects and opportunities for members to act as volunteers)
11. Include a Privacy Statement in the newsletter
12. Sign up for Active Retirees monthly e-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 PSPL. 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, PSPL 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.

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 PSPL (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:

1. Aim to arrange a varied program six months in advance. Utilise PSPL Sponsors as guest speakers on a regular basis to stay up to date with the latest sponsor offers;
2. Attend Committee meetings and provide a list of future speakers
3. 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
4. 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.
5. Check payment or other expectation from speaker prior to confirming booking.
6. 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)
7. 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.
8. 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.
9. Greet speaker on arrival; offer refreshments, introduce to President, Committee and member who will be introducing the said speaker.
10. 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.
11. Attractive small gifts with the Probus emblem are available from authorised licencees.
12. 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.
13. 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 PSPL 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:

1. Prepare (or purchase) a name badge for each member.
2. 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.
3. 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.)
4. 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.

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 PSPL, 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 wording)

Develop a New Member Induction Kit that contains;

- Induction certificate
- Club Constitutional Documents
- Club Newsletter
- Active Retirees® Magazine
- Probus Travel Insurance information
- 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'.

This position can be split to have one officer responsible for day outings and activities and another officer responsible for overnight trips or extended travel. In both instances it would be advisable to have small committees to assist in the management of the event.

The Officer should:

1. Attend Committee meetings.
2. Investigate and list suitable outings.
3. Maintain liaison with other Clubs with a view to arranging occasional joint outings.
4. Ensure that a risk assessment of each outing is conducted when determining suitability.
5. Ascertain feasibility - costs and booking arrangements
6. Submit list of proposed outings to Management Committee.
7. Ask members at general meetings for interests, suggestions and popularity of proposed outings.
8. 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.)
9. 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.
10. Collect money at a chosen date before each outing and keep complete records; issue receipts
11. Give all money collected to Treasurer for banking and request Club cheque in favour of coach and/or venue management (restaurants, hotels/motels)
12. Carefully record all expenses, such as postage and telephone calls, and submit to Treasurer, with receipts if possible, for reimbursement.
13. 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.
14. Keep a list of outings to avoid repetition and also as a help to other Clubs who may seek your suggestions.
15. Advise members of availability of Probus Travel Insurance - Contact PSPL for Travel Insurance

information 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 PSPL 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.

The Officer should:

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

Hospitality Officer

The Officer should:

1. Report to the Management Committee as required.
2. Recruit volunteers to hospitality Committee and arrange roster and allocate tasks.
3. Ensure availability of equipment as required and that this is stored at venue or brought to each meeting if kept elsewhere.
4. Purchase disposable cups, stirrers, coffee, tea-bags, sugar, milk, biscuits and plastic garbage bags for tea/coffee break if required.
5. 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.
6. 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:

The Officer should:

1. Submit articles to your local newspapers and radio stations.
2. Check deadline dates and always submit your copy well before deadline closure.
3. Photographs should be clear prints accompanied by a caption naming those pictured.
4. 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 when submitting articles or news.

- Regularly submit articles and photographs of interest to PSPL for the bi-monthly Active Retirees publication, Active Retirees[®] E-Newsletter, Facebook or the PSPL Website. 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.

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 PSPL.

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 by using magazine stickers provided by PSPL. These can be ordered by contacting the PSPL Team or through the on line shop on the PSPL website.

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. PSPL 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, official information with regular features such as the Chairman's Message, PSPL News and Q & A.

MEMBERSHIP TRANSFERS

PSPL does not recognise individual membership transfers between Probus Clubs, 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 Club 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, PSPL recommends that at some stage combined Probus Clubs should review and consider setting a gender balance within the Club.

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

'The Management Committee shall endeavour to maintain not more than
X% of any one gender'.

X being the percentage agreed to by the Club's membership.

Probus Club membership is by individual application, 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 receipt 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.

Generally Clubs with waiting lists indicate a need for either a new Club or an increase in membership ceiling, contact your Rotary District Probus Chairman or PSPL to discuss membership opportunities

in the local area.

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.

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.

In some cases, the member that has been granted the leave of absence can be transferred to Non Active membership. This would depend on what is detailed in the Club's constitution however 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.

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

A sample Leave of Absence form can be found on the Club administration section of the Probus website or by contacting the PSPL Team.

VISITORS

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

PSPL recommends that visitors attend up to 3 activities including meetings. After that it is expected that the visitor becomes a member of the Probus Club.

If for some reason the person is unable to become a member and the Probus Club allows that person to continue attending meetings including activities beyond the visitors protocol, the Probus Club would be required to pay PSPL a non member fee.

WAITING LIST

Clubs are encouraged to establish a protocol to develop and maintain a waiting list for person/s wanting to join their Club.

It is recommended that the waiting list is kept in date of receipt order. Those Clubs with a combined gender who have set a gender balance should consider separate waiting lists for each gender.

Clubs should be mindful not to breach anti discrimination laws or to give preference to married couples over single persons. No monies should be taken or received from persons on the waiting list before their application for membership is accepted.

If your Club has a waiting list suggest that the persons interested in joining a Probus Club join a neighbouring Club, they can remain on your club's waiting list and still enjoy all the social benefits of Probus.

Sample Protocol for waiting list;

1. An expression of interest to join the club will be recorded by date and gender on the waiting list. The maximum limit for the waiting list should be set.
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 the next person on the waiting list, such application must be sponsored by two current members of the Club. See sample membership application form available from PSPL.
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 Club's protocol set for visitors.

OR

6. Those persons included on the waiting list may attend any or 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 a non – member capitation fee to PSPL.

Remember that we all must work together to grow our community. We ask that all those prospective members on a waiting list be encouraged to join a neighbouring club, they can still stay on your Club's waiting list.

By becoming a member of a neighbouring club, they can begin to join all the benefits of Probus Club membership, this also eliminates the need for a Club to pay a non member fee for the person on the waiting list.

RECORD KEEPING

It is recommended that Club records such as Minutes, membership lists and historical information be maintained indefinitely. 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.

Most state/territory departments require financial reports and supporting documentation to be kept for seven years. Most state/territory departments also allow certain records to be kept in electronic form.

As each state/territory is governed by its own legislation, Probus Clubs should check with the relevant state/territory department to confirm the length of time their records should be kept as well as the method.

TOURS & REFUND POLICY

Clubs are encouraged to establish a Tours & Refund Policy which needs to clearly detail under what circumstances members are entitled to a refund. Sample template available from PSPL on request.

The tours policy should also include how Clubs will receive any 'free of charge (FOC)' or a 'free ticket' which is usually offered to the tour leader.

Whilst it is recognised that organising trips can be demanding, time consuming and requires planning this role is taken on by a Probus Club member acting in a voluntary capacity; there is no expectation of financial benefit or reward. To avoid confusion and animosity amongst members it is recommended that the Club consider establishing clear guidelines or a FOC Policy as to how to manage the offer of a FOC; the Club needs to have protocols in place to manage the situation if it occurs.

The best and fairest way to manage the offer of a FOC is to have the travel agent equally divide the FOC; which is the equivalent of money, across all participants of the tour. This usually occurs when final numbers are processed by the travel agent. This way every person on the tour has a reduction in their cost.

RISK MANAGEMENT

Clubs are encouraged to develop a Risk Management Policy.

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.

Further information including a Risk Management template can be found on the PSPL website or by contacting the PSPL Team.

PRIVACY

The Information Commissioner’s view is that not-for-profit organisations with \$3,000,000 or less in annual turnover are exempt from the Privacy Act.

This includes Probus Clubs. However, as a matter of best practice, PSPL recommends that Probus Clubs follow the Australian Privacy Principles in the Privacy Act when collecting, holding, using or disclosing personal information, including establishing a privacy policy.

If your Probus Club represent that the Privacy Act applies to your Club then you will need to comply with the Act or risk a claim for making false or misleading representation under the Australian Consumer Law.

When communicating with members, it is important that members are advised of the Club policy with respect to the following:

Members Consent

It is a condition of membership of a Club that each member completes a membership application form and 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.

There is a sample membership application form included in this handbook. This form can also be downloaded from the Probus South Pacific website.

Club Internal Directory Of Members

Clubs that publish and distribute a Directory of Members within the Club should ensure prior to publication that all members have given approval for inclusion. Members retain the right to request withdrawal of their personal details from the Club's Internal Directory of Members prior to printing and circulating to members.

Notice should be included in the Directory: 'This Directory of Members is for the exclusive use of members of the Probus Club of and should not be made available to persons who are not members except as required by law.'

Club Bulletin/Newsletter

Clubs are encouraged to publish their own newsletter to keep their members informed about what is happening in their Club. These should be emailed to Probus Club members wherever possible to minimise printing costs.

Clubs should include an endorsement in the Club bulletin/newsletter stating – 'Private and Confidential for Probus use only and is not to be used for any other purpose'.

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.

Probus 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 the Club has not fundraised for this purpose i.e. a Club can, by a majority decision of members, donate monies from the Club's general funds to any worthwhile cause of their choosing.

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 Club members as individuals can choose to assist the local Rotary Club in a fundraising event. The fundraising event would be run by Rotary for a specific purpose and Probus Club members can choose to participate on an individual basis.

DIRECTORY OF PROBUS CLUBS

The Directory of Probus Clubs (available online and in print) is for the EXCLUSIVE USE of accredited Probus Clubs, Probus Associations and Rotary District Probus Chairman.

The information and content may only be used in accordance with the Probus South Pacific Limited Privacy Policy; such information and content may not 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 Club members or others as a commercial mailing list (including electronic mailing list).

Probus South Pacific Limited holds the COPYRIGHT to the Directory and will take whatever steps are necessary to protect its interest 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 any out dated print versions of the Directory of Probus Clubs.

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 PSPL.

NATIONAL INSURANCE PROGRAM

The National Insurance Program provides cover for Public Liability, Personal Injury, Association Liability and Club Money Cover. The National Insurance Program does not provide cover for illness.

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 Clubs administration section of the Probus website at www.probusouthpacific.org.

The National Insurance Program covers Club 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'.

There are terms and conditions that apply to the insurance coverage, Management Committees are responsible for advising all Probus Club members of the insurance coverage applicable for approved and 'recognised' Probus activities.

Petty Cash

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

Accidents or Injuries

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

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

Property Insurance Cover

The Probus National Insurance Program does not provide cover for Club property. Clubs have the option of contacting AON Risk Services who can provide information on Club property insurance available to Probus Clubs. Cover is available for Club property - \$2,000 and \$5,000.

For more information please contact Dominic Cannon on 1800 786 682 or dominic.cannon@aon.com.

MINI BUS HIRE

The Probus National Insurance Program provides cover for 'recognised outings and activities' of the Probus Club; this cover is for Personal Accident and Public Liability. The Probus National Insurance Program does not provide cover for damage to any motor vehicle including hired vehicles, and does not cover the excess payable by the hirer in the event of an accident. In the situation where a Probus Club hires a mini bus, the hire fee may include insurance for any damage to the vehicle. The Probus National Insurance Program 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 bus hire companies may 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 National Insurance Program does not provide cover for the excess whereas the Probus Travel Insurance does. Terms and Conditions apply. Management committees should carefully review all the terms and conditions of hired vehicles.

TRAVEL INSURANCE

The Probus Travel Insurance plans are exclusive to Probus South Pacific Limited and can only be accessed by a member of a Probus Club or Rotary Club, or their immediate family member.

What Plans are Available?

1. Single Trip Plan A*

Provides benefits of up to \$100,000 for international medical expenses and up to \$5,000 for cancellation/loss of deposit. Single Trip Plan A provides coverage for most pre-existing medical conditions and requires a fit to travel report from your doctor. Coverage is available to persons up to and including the age of 100 years however, limitations apply to persons 81 years and over. The maximum length of a trip is 120 days.

2. Single Trip Plan B*

Provides varying benefits depending upon your travel destination e.g. unlimited medical expenses and cancellation/loss of deposit coverage for worldwide travel. Single Trip Plan B is available to persons up to and including the age of 90 years. It provides coverage benefits for a specific list of pre-existing medical conditions for people up to and including the age of 75. The maximum length of a trip is 180 days.

3. Annual Multi-Trip Plan B*

For those who travel regularly, Annual Multi-Trip Plan B provides the same benefits as Single Trip Plan B. Coverage is provided under this plan for multiple journeys, with each journey not exceeding 45 consecutive days. Annual Multi-Trip Plan B is available to persons up to and including the age of 80 years.

Remember that many insurers offer travel insurance but not all offer the same level of coverage. It is important to read the terms and conditions when comparing Probus Travel Insurance against other insurance providers.

To obtain a quote or to find out more about Probus Travel Insurance contact our office or visit our website at www.probusouthpacific.org.

**Terms, conditions, limitations (including an overall Master Policy limit) and exclusions apply, Probus South Pacific Limited (ACN 152 374 395) does not hold an Australian Financial Services (AFSL) and cannot provide recommendation on cover. Probus Travel insurance is issued by Chubb Insurance Australia Limited (ABN 23 001 642 020: AFSL 239687). The above information is general information only without taking into account your objectives, financial situation needs. To decide if any of these plans are right for you, please ensure that you consider the Probus Travel Insurance Master Policy.*

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 Club membership.

For the general public - the Club locator indicates by suburb or postcode the location of a Probus Club, their venue and meeting date – If Probus Clubs have their own website a link can be added to redirect the enquiry to the site.

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

Probus Club committees are provided with a username and password to access the Club administration section which includes the Online Directory of Probus Clubs and the Online Shop.

Probus Club members can access the Club administration section of the website with the member card number as the username and the password.

Probus Club members do not have access to the Online Directory of Probus Clubs due to privacy of the contact information however Probus Club members can view the online shop. Orders via the online shop can be placed through Probus Club committee members only.

Please note that Probus Club members can find other Probus Clubs through the 'Find a Club' section of the website.

Any Probus Club member having difficulty accessing the secured section are asked to contact the PSPL Team.

CLUB WEBSITES

Many Probus Clubs have their own websites to showcase a Clubs specific activities that will encourage potential new members. Club websites also facilitate communication amongst existing Probus Club members.

PSPL provide a complimentary website for all Probus Clubs. This complimentary website is hosted within the Probus website. There are a number of options available to Clubs as follows:

LEVEL 1 - This Club website, (also known as a sub website or microsite) can be self-managed by the Club, Association or Interest Group. The microsite is a standard template design and is hosted within the Probus South Pacific website.

The basic template is a 5 page microsite with preformatted pages. Check out the Probus South Pacific website to view other Probus Club websites.

The Level 1 website is provided complimentary to all Probus Clubs.

LEVEL 2 - For those Clubs, Associations or Interest Groups wanting PSPL to manage and maintain the website, an annual cost of AU\$100.00 applies. The annual cost includes one update by PSPL per month with information supplied by your Club via email.

LEVEL 3 – For those Clubs, Associations or Interest Groups who would like to design their own site, you can contact our website designer for assistance on: EmpireOne Group on +61 2 8005 4802, please quote that you are a Probus Club when contacting EmpireOne.

Note that a fee will apply depending on the design of your website.

LEVEL 4 - For those Clubs, Associations or Interest Groups with an independently hosted website please provide PSPL with your URL address to have your site listed in the Club locator on the Probus South Pacific website - there is no cost involved for this service.

For more information about Club websites please contact the PSPL Team.

REMEMBER that having your own website assists the promotion of Probus and specifically your Club.

CLUB EMAIL ADDRESS

PSPL provides each Club with its own unique generic email address. This means that Probus Club officers do not have to use their own private email addresses for Probus Club correspondence. Your Club's generic email address will be recognised as the Club's official email address; similar to a Club post office box number.

Authorised Probus Club officers will have access to emails by using the generic email address. Each Probus Club has been provided with an email address and a password to use as the email address for their Club.

Example:

username:clubnameclubnumber@probusclubs.com.au

Probus Clubs can access their emails by going to the following website:

<http://webmail.probusclubs.com.au>

1. Go on line
2. Insert web address <http://webmail.probusclubs.com.au>
3. Click to go to website (Click on even if it states - not recommended)
4. Enter user name (login) and password to access emails

The same username and password that Committee Clubs use to access the Club administration section of the Probus website is also used to access the generic email address.

If your Probus Club experiences difficulties with your login and password please have the Club Secretary contact the PSPL Team by telephone or Email: admin@probusouthpacific.org for a new password for easier access.

For security reasons, PSPL recommends that the password is changed whenever a person resigns/ ends their term on the Probus Club management committee. Passwords can be changed by contacting the PSPL Team.

CLUB ADMINISTRATION SECTION

The Club administration section of the Probus website has been designed to assist Probus Club committees in the day to day running of a Club. This section contains all the information, forms, templates and policy documentation to help management committees run their Club effectively.

This section also has an online shop for Clubs to order Probus resource and promotional material as

well as the online Directory of Probus Clubs.

Probus Club committees are provided with a username and password to access the Club administration section. Probus Club members can access the Club administration section of the website with the member card number as the username and the password.

Probus Club members do not have access to the Online Directory of Probussouthpacific.org due to privacy of the contact information however Probus Club members can view the online shop. Orders via the online shop can be placed through Probus Club committee members only.

To log in to the Club administration section, visit the website: www.probusouthpacific.org/auth/login



ACTIVE RETIREES® - OFFICIAL PUBLICATION



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.

Support the Probus flagship publication by making the magazine a focal point at your Probus Club meetings.

Throughout the subscription year Probus Clubs and individual Probus Club members may increase the level of their magazine subscription by contacting PSPL.

The magazine is a vital resource, communicator and development tool. Utilise the magazine for membership development by placing additional copies in waiting rooms within the broader community.



PSPL provide magazine stickers for Probus Clubs to use on old or recycled Active Retirees® magazines that Probus Club members have already read. These stickers include a space for your Probus Clubs contact details so anyone reading Active Retirees® magazine whilst in a waiting room has the information to contact you directly about their interest in Probus.

These stickers are provided complimentary from PSPL and can be ordered through the online shop or by contacting PSPL.

Subscribing to Active Retirees® magazine Australia is easy.

There are four ways to do it.

1. Member's Club subscription

To receive your copy at your monthly Club meeting, ask your secretary to increase your Club's subscription. Receive all six issues for the year for only AU\$10.00.

2. Member's home subscription

For just AU\$20.00, subscribe online and have each edition delivered to your home. Just fill out the form on the Probus website or contact PSPL office.

T: 1300 630 488 or E: admin@probussouthpacific.org

3. Online subscription

View the latest digital issue of Active Retirees® in the comfort of your own home or office for only \$8.00 per year.

Probus Club members can subscribe to the digital magazine through their Club secretary with the annual return information due on 30 April each year. Alternatively members can subscribe online at the Probus website www.probussouthpacific.org

4. iSubscribe/MagShop

This offer is available to anyone; even as a gift subscription to a friend or family member. Six issues a year for only AU\$33.00.

ACTIVE RETIREES E-NEWSLETTER

Each month the complimentary Active Retirees E-newsletter features articles and stories of interest along with special offers.

The E-newsletter compliments the Active Retirees magazine as it contains different articles to those in the Active Retirees magazine and is published monthly. Probus Club members are encouraged to subscribe to the E-newsletter through the PSPL website.

As part of our ongoing service, Probus Club management committee members are automatically subscribed to our E-newsletter. Members can unsubscribe from the E-newsletter at any time by selecting the unsubscribe option.

NATIONAL PHOTOGRAPHIC COMPETITION

Each year Probus Club members have the opportunity to enter the Probus National Photographic Competition, with a total prize pool of over \$35,000.

One thing consistent amongst the finalists each year is that they never thought their photo was good

enough to enter the competition, let alone become a finalist. We ask all those amateur photographers out there to enter their photos depicting friendship, fellowship and fun.

The National Photographic Competition is another great reason why Probus Club members should subscribe to the Active Retirees® magazine.

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/June) in conjunction with your RDPC and PSPL please contact your local RDPC or PSPL office.

For details of dates and venues for attendance please contact your RDPC or PSPL office.

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 Club membership and retain active interest because of these diverse speakers.

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.

Guest Speakers List

PSPL maintains an active list of speakers. Contact PSPL for your specific state/territory guest speaker listing or view it on the Club administration section of the PSPL website.

Clubs are encouraged to invite well received speakers to register with PSPL 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 PSPL of any unsatisfactory speakers for removal from the list.

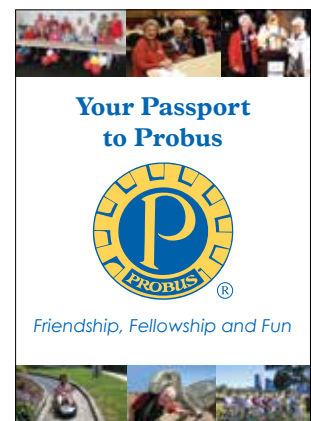
RESOURCE MATERIAL

There is a wide range of promotional material, templates and resource material that can be ordered by Club officers in the Club administration section of the Probus website - please go online at www.probusouthpacific.org or contact PSPL.

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.



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 PSPL as a service to Probus Club members. Club officers may order medical cards for members through the Club administration section of the Probus website - on line at www.probusouthpacific.org or contact PSPL.



MERCHANDISE

Probus Clubs and Probus Club members are encouraged to purchase products bearing the Probus marks from authorised licencees. Our main licencees are:

AFT Merchandise and Promotions (formerly RDU Merchandise & Promotions)

AFT Merchandise & Promotions is an authorised licensee to PSPL and are suppliers of Probus emblem regalia and merchandise.

Tel: +61 2 9674 6855

Fax: +61 2 9624 2148 (no toll line access)

Website: www.aftnetshop.org

Email: supplies@aftnetshop.org

Postal Address: PO Box 775 Woy Woy NSW 2256

Blue Moose Productions



Blue Moose Productions is an authorised licensee to PSPL and specialises in print services including banners.

Tel: +61 2 9854 5513

Website: www.bluemooseproductions.com.au

Email: print@bluemooseproductions.net

CLUB SOFTWARE

Probus Club Software was designed to assist Probus Clubs with managing various aspects of Club processes.

Contact David Harding

M: 0405 124 238

E: probusclubsoftware@gmail.com

or visit the website; www.probusclubsoftware.com.au



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Grand Pacific Tours have a large team of Business Development Managers throughout Australia who would welcome an invitation to come to your Club as a guest speaker.

TRADE TRAVEL

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Trade Travel are the “Group Travel Specialists” and have a passion for creating memorable and quality touring experiences. They have been operating since 1992 and have experienced Franchisees throughout Australia to service your local club.

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RI ADVICE



RI Advice Group Pty Ltd opened for business in 1979 under the name RetireInvest and have since grown to be one of Australia's most well-established financial services advisory groups with a network of over 200 professional financial advisers across Australia who have helped over 80,000 everyday Australians build and protect their wealth.

If you would like to explore how you could benefit from financial advice tailored to your specific needs and circumstances, contact an RI adviser who would welcome the opportunity to meet you. RI Advice offer Probus Club members an exclusive discount on their services. The initial meeting will be at no charge as well as a 10% discount on all of RI Advice Group Pty Ltd fees and charges.

RI Advice Group Pty Ltd holds Australian Financial Services License 238429, licensed by the Australian Securities and Investment Commission to provide you with advice on a range of financial issues and products.

Website: <http://riadvice.com.au/find-an-ri-adviser/>

Probus South Pacific Limited (ACN 152 374 395) does not hold an Australian Financial Services Licence (AFSL) and cannot provide recommendations or advice. The above information is general information only without taking into account your personal objectives, financial situation or needs. It is the responsibility of each Probus Club member to make sufficient enquiries to determine if the services provided by RI Advice Group Pty Ltd meet your financial needs. The information related to this offer is current at the time of production of the 2017-2018 Handbook.

ACCOUNTING AND BEST PRACTICE

Club Financial Year

A Probus Club's financial year is defined in the Club's 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 (if required) prior to the Clubs Annual General Meeting held before 31st March each year.

Setting Your Club's Joining And Annual Membership Fees

Management Committees are reminded to ensure that the joining and/or annual fees that they are charging members are justifiable. It is important that a Club be able to cover all of its expenses and whilst PSPL recommends Clubs maintain one year's operating costs as a surplus, many Clubs can become cashed up quite quickly if the fees being charged to members fees are not being spent for the benefit of the members. Treasurers are required to review joining fees and/or annual fees as part of their budget process each year. PSPL will be happy to assist in determining the appropriate joining fees for your Club.

When calculating your joining or annual fees always include;

- PSPL capitation fee (administration, insurance, member benefits and support)

- Active Retirees, Magazine subscription
- Club operating costs

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 (if required) should be presented for approval of members at the AGM. Where incorporated, reporting may be required to the state or territory regulatory authority. Some lodgments incur a filing fee.

There 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. This sample is available on the PSPL website or by contacting the PSPL Team.

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 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 (if required) 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 for insurance, administration, member benefits and support services and the annual magazine subscription fee payable to PSPL.

As these fees are paid to PSPL, they should be shown separately in the Profit and Loss.

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 AU\$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.

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 is as one year's worth of the Club's running 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. Surplus funds should not be used to subsidise trips.

B-Pay Facility

PSPL has provided each individual Probus Club with the Bpay Biller Code and Bpay Reference Number.

Clubs may utilise this facility when paying accounts to PSPL 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.

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 than 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.

Auditing

To ensure transparency and accountability for the financial records of each Club/Association it is PSPL's recommendation that all accredited Probus Clubs and Probus associations undertake an annual audit for presentation at the Annual General Meeting.

The PSPL Model Incorporated Constitutions have a provision for Clubs to undertake an audit of their financial records prior to the Annual General Meeting each year.

It is PSPL's recommendation to conduct an audit to ensure transparency however, it is up to each Club to determine whether or not they wish to conduct an audit. As the incorporated model constitution includes the requirement of an audit, if a Club chooses NOT to conduct an audit, the Club will have to remove this requirement from their constitution. Note that this would have to be removed by a majority decision of members and a copy of the constitution filed with PSPL and the relevant state/territory body.

Incorporated Clubs should research the audit requirements of their relevant state/territory legislation before deciding to remove the audit requirement from their Constitution.

Unincorporated Clubs include the provision of the audit within the By Laws and this would also need to be changed by a majority decision of members, if the Club does not want to conduct an audit.

Who can audit?

As stated PSPL's recommendation is that audits be conducted. The person conducting the audit does not have to be a CPA but has to have sufficient accounting knowledge to undertake the audit.

The person conducting the audit can be a member of your Club however should not be a member of the management committee or have been involved in the preparation of the financial statements.

The Probus National Insurance Program provides coverage for the Probus Club provided they have taken all reasonable steps to ensure;

- (1) the accuracy of the accounts and
- (2) that the person undertaking the audit has sufficient knowledge to do so

The Association Liability Insurance does not provide coverage to the auditor conducting the audit.

Should it be found that the person appointed to undertake the audit is unable to do so it is recommended that the Management Committee advise the members of the inability of the appointed auditor and take direction from the membership to appoint a new auditor.

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.

As Clubs do not 'carry on an activity or series of activities done in the form of a business', they are not entitled to an ABN.

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.

This section includes sample agendas and wording for a Club's consideration.

General Meeting Agenda Sample

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

Aims and Objectives

Welcome members and guests, restate Aims and Objectives of Probus which are to;

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 political view.

Closing a 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 and New Zealand, 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.

Friendship, fellowship 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

Planning For Your AGM

The Probus year is from 1st April to 31st March each year.

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.

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.

A portfolio for each office bearer should be developed to enhance the change over of officers and provide continuity of procedures and responsibilities. All members should be encouraged to nominate and if necessary training/guidance should be provided.

When planning for an AGM, the following needs to be considered:

1. Understand the timing for issue of Notices, meeting agendas and whether or not proxies are permitted.
2. Understand the requirement for the Clubs financial statements to be audited by checking the Club constitution.
3. Budget preparation for the ensuing year needs to be undertaken which should include a recommendation for joining and annual fees payable by Club members. Capitation fees and magazine subscriptions payable to PSPL need to be included in the Club's budget. Clubs are advised of PSPL fees following the November PSPL Board meetings each year.
4. The Secretary needs to be aware of timing for meeting agendas and issuing of Notices.

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.

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. 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).
10. 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'
11. Election and induction of committee members and officers
12. Appointment of Auditor, Probus Liaison Officer and assistants (if applicable)

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.

13. Meeting closes.

Returning Officer

A returning officer should be appointed to oversee the election process. 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 Returning Officer appoints scrutineers and circulates ballot papers. The Returning Officer 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.

Election

In accordance with the Club Constitution, By-Laws and/or Standing Resolutions the following 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).

It is possible that a Club may not be able to fill all committee positions. There are a number of options to consider before any discussion is held on winding up. One person can hold more than one position temporarily whilst a suitable member is sourced to fill that position. This person may hold two positions would only have one vote at meetings.

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. PSPL can advise on the protocol to 'appoint', not elect a President for a second term due to special circumstances.

Term of Office - Secretary, Vice President & Treasurer

All committee positions are elected annually at the AGM. It is recommended that the same person should not serve more than three consecutive years in the same position on the committee - this does not apply to the President who should not serve more than two consecutive years.

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.

RULES OF DEBATE FOR FORMAL MEETINGS

Where a meeting needs to determine a matter, a motion or an amendment, it will do so by each of its members casting their vote - usually either in favour of or against the proposal/ matter put forward.

This section provides information on the rules of debate.

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).

TRADEMARKS



The Probud name and the Probud emblem Trademarks are registered under the Trademark Act of Australia and are owned by Probud South Pacific Limited.

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

Guidelines for authorised use

- The Probud emblem must stand alone and not be embodied in any other marks or adulterated;
- Official colours for the Probud emblem logo are Blue PMS 286, Gold PMS 871 and Yellow PMS 129.
- The ® symbol where possible should appear when the Probud emblem is used to indicate the registered Trademark.;
- Club stationery bearing the Probud name and Probud emblem Trademarks may be reproduced using approved artwork PMS colours or black and white;
- Clubs may use the approved Probud name and Probud emblem Trademark for death notices; black and white reproduction is acceptable;
- Clubs may use the approved Probud emblem flag for funerals;
- Etching is acceptable when using the mark on glassware and mugs;
- Clubs are required to provide PSPL 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 Probud emblem Trademarks is available from PSPL.

Probud Clubs and Probud Associations:

- May not authorise the use of the Probud name and Probud emblem Trademarks to any third party.
- May not allow any un-authorised use of the Probud name and Probud emblem Trademarks and must report any such breaches.
- Must ensure the integrity of the Probud emblem and not obstruct or interfere with the emblem in any way.
- Are not authorised to give permission to use the Probud name and Probud emblem Trademark to any person or body for any purpose whatsoever without written approval of Probud South Pacific Limited.
- May not produce merchandise, posters or banners for commercial sale using the Probud name and Probud emblem Trademarks.

Please note that unauthorised use of the Probud name or Probud emblem trademarks for commercial purposes may result in legal action being taken by PSPL.

Trademark Licensing System

Part of PSPL's responsibility is to maintain and preserve the Probus name and Probus emblem Trademarks 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 Trademarks must be authorised by Probus South Pacific Limited.

Any unauthorised reproduction or sale of the Probus Trademarks, in any form, infringes the Probus Trademarks. By licensing vendors or manufacturers of Probus-type goods, PSPL 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 Trademarks, 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 PSPL for a list of licensed manufacturers.

ANNUAL REPORT

Each year PSPL 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 PSPL Annual Reports visit www.probusouthpacific.org

NOMINATION FORM FOR OFFICE BEARERS



PROBUS CLUB OF

Nomination Form for the election of Office Bearers

..... - (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)

PROBUS MEMBERSHIP APPLICATION FORM



Probus Membership Application Form – Australia

Club Name: _____

Club Number: _____

I hereby apply for membership of _____

Title: _____ Surname: _____ Given Names: _____

Preferred Name: _____ Spouse/Partner Name: _____

Address: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email Address: _____

Former Vocation: _____

Hobbies, Sporting & Other Interests: _____

Date of Birth ____ / ____ / ____ (optional)

In case of emergency, please contact: _____

Telephone: _____

- 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 accept that the information provided in this application form will be used by Probus South Pacific Limited (PSPL) for inclusion in the PSPL Membership Database as a financial member of Probus and in line with the options provided below.
- I understand that I may access any personal information the Probus Club holds about me upon request.
- I understand that the Probus Club of _____ has Public Liability Cover of \$20M through PSPL and that the club secretary can provide a copy of the Probus National Insurance Program.
- I understand that the Club publishes photographs of its members on its website and its newsletter to promote the Club and its events.
- I accept that the Club will imply that I have consented to the publication of such photographs unless I personally inform the Secretary in writing that I do not consent to such publication.
- I understand that by completing this declaration that it in no way restricts or limits the insurance cover available to me as a member/visitor through the Probus National Insurance Program whilst participating in a 'recognised activity' of the club.

Applicant Signature _____ **Date:** _____

Proposed By: _____ **Signature:** _____ **Date:** _____

Proposed By: _____ **Signature:** _____ **Date:** _____

PLEASE TICK []

OPT IN [] I agree to provide PSPL with all my personal details in accordance with the Privacy Act of Australia and PSPL Privacy Policy and 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. **OR**

OPT OUT [] I agree to provide PSPL with all my personal details in accordance with the Privacy Act of Australia and PSPL Privacy Policy however, I would not be interested in being invited to participate in Probus Surveys and Probus Focus Groups.

I do not wish PSPL to hold all my contact details and I do not wish to be contacted by PSPL for any involvement in Probus Surveys and Probus Focus Groups.

CLUB USE ONLY Date Received: _____ Monies Received: _____

Considered at Committee Meeting held on: _____ Date of Admission: _____

Signature of Membership Officer: _____ Date: _____

Membership badge ordered: _____ Letter of welcome & copy of Constitution sent: _____

A copy of the completed form to be sent to PSPL - E: admin@probusouthpacific.org

Issued by Probus South Pacific Limited ACN 152 374 395

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