



PROBUS CLUB OF WAHROONGA EAST INC.

Friendship, Fellowship and Fun

NEW MEMBER POLICY

22 November 2021

PROBUS CLUB OF WAHROONGA EAST INC.

NEW MEMBER POLICY

Adopted by the Management Committee on 22 November 2021.

1. PURPOSE

The purpose of this New Member Policy is to document the guidelines to be observed and the procedures to be followed in the nomination and consideration of persons for admission to membership of the Club. It is also intended to avoid potential embarrassment which could result from the rejection of an application for membership of it.

2. DEFINITIONS AND INTERPRETATION

In this Policy, unless the context otherwise requires, the following terms have the following meanings:

Active Member - a Member who is not a Non-Active Member.

Application Form - the form set out in the Annexure to this Policy.

Candidate – a prospective Member.

Club - Probus Club of Wahroonga East Inc.

Constitution - the Constitution of the Club.

Management Committee - the management committee of the Club constituted under clause 4 of the Constitution.

Member - a member of the Club.

Non-Active Member - a Member who on account of their illness or physical disability has been granted that status and leave of absence from the Club by the Management Committee (*Constitution clause 3d*).

President - the President of the Club.

Proposer - the Member who proposes a Candidate for membership of the Club.

Seconder - the Member who seconds the proposal of a Candidate for membership of the Club.

Secretary - the Secretary of the Club.

Vice President - the Vice President of the Club.

In this Policy words importing the singular number include the plural number and vice versa.

3. GUIDELINES FOR ADMISSION TO MEMBERSHIP.

(a) Eligibility

Membership is open to male persons who are retired or semi-retired professional or business people and other male persons from any worthy vocation who appreciate and value opportunities for social contact with others in similar circumstances. (*Constitution clause 3a and Standing Resolution 4*).

(b) Geographical drawing area

Membership is primarily, but not exclusively, for residents of Ku-ring-gai Municipality (*Constitution clause 3b*).

(c) No discrimination

No person is to be denied membership on the basis of race, religion, sexual orientation or political persuasion (*Constitution clause 3g*).

(d) Heterogeneous membership

To maintain a heterogeneous membership, the Club will avoid inducting into membership a preponderance of persons from a particular group, such as a bowling club, a golf club or a church, and the Management Committee will, if necessary, manage the processing of Candidates to that end.

(e) Age range preference

Candidates should preferably be in the age range of 60 to early 70's at the time of their application for membership though Candidates who are outside this age range will be considered.

(f) Number of inductees and maximum membership

The Club will seek to induct into membership in each Club year that number of Members as will enable the Club to achieve its objective of having a membership of approximately, but not more than, 100 Active Members, unless a different maximum number of Active Members is determined by Members at an Annual General Meeting (*Constitution clause 3c*).

(g) Other past and present affiliations

Past or present affiliations of a Candidate with, and active participation in, other clubs or organisations, such as community, sports, business or charitable clubs or organisations, will be favourably considered.

(h) Obligations of Members contemplating proposing a person for membership

Members contemplating proposing a person for membership should know the person well and be satisfied that the person:

- has the qualities expected of a Member and will be compatible with other Members;
- is aware of and will be supportive of the aims of the Club;
- is aware of and has an interest in the types of activities conducted by the Club;
- will become actively involved in the life of the Club;
- is aware that, at some stage, he may be asked to play a suitable role in the Club and that, given reasonable circumstances at that time, will be willing to do so; and

- is aware of the requirements of membership and, in particular, that membership is contingent upon attendance at not less than 50% of the regular meetings of the Club in any Club year, subject to leave of absence in cases of sickness or on any other reasonable grounds (*Constitution clause 3j*).

4. PROCEDURES FOR ADMISSION TO MEMBERSHIP

(a) Management of application and admission procedures

The Vice President has responsibility for the management and proper conduct of the procedures for the admission of new Members and should be the primary point of contact in relation to any application or intended application for membership. In the absence or unavailability of the Vice President, the President may nominate another member of the Management Committee to carry out those functions in relation to a particular application or particular applications in which case references to the Vice President in the following paragraphs of this Policy will be read as references to the person so appointed.

(b) Proposing of new Members

Applicants for membership must be sponsored by 2 Members and approved for membership by a majority of the Management Committee (*Constitution clause 3f*). Accordingly, before any of the following procedures is initiated in relation to the admission of a person to membership, it should be established that there are both a Proposer and a Seconder of the person for that purpose.

(c) Proposer to contact Vice President.

An intending Proposer should in the first instance contact the Vice President to discuss the Candidate. As a minimum, the Proposer should advise the name of the Candidate and provide brief details of their relationship; e.g. friend or relative, length of friendship, short career history, age and any other relevant material. An Application Form should NOT be submitted at this stage.

(d) President and Vice President to meet Candidate

Assuming that no complications become evident, the Vice President will encourage the Proposer to invite the Candidate to attend a convenient future monthly meeting of the Club. At that monthly meeting, and after the President asks that guests be identified, the Candidate will be introduced to the meeting by the Proposer and identified as a prospective Member. At a convenient time during the meeting, the Proposer will introduce the Candidate to the President, Vice President and, if practicable, to other members of the Management Committee. The occasion will provide an opportunity for both the Club and the Candidate to make preliminary evaluations of each other. The Vice President may use the meeting to promote the Club to the Candidate. A completed Application Form is NOT required at this time.

(e) Intention of Candidate to proceed with application to be confirmed

If, after attending the monthly meeting, the Candidate desires to proceed with an application for membership and is supported by both a Proposer and a Seconder, he should indicate his desire to proceed to his Proposer who will in turn confirm this to the Vice President. The Candidate may attend a second meeting as a guest if more time to decide is needed.

(f) Application Form to be completed and submitted to Vice President.

The Proposer should then have the Candidate complete an Application Form, a copy of which may be either downloaded from the Club's website or obtained from the Secretary. When completed and signed by the Candidate and his Proposer and Seconder, the original (hard copy) of the completed Application Form should be returned to the Vice President together with a one-page (hard copy) curriculum vitae of the Candidate (including details of his family, education, employment history, past and current affiliations and interests). The Vice President will promptly circulate these documents to the members of the Management Committee for comment. If objections are not raised by a majority of the members of the Management Committee within seven days, the Proposer will be contacted by the Vice President and a date for a formal interview of the Candidate will be arranged.

(g) Candidate to be Interviewed.

The Candidate (to be accompanied by his Proposer or Seconder) will be interviewed by a 3-person subcommittee comprising the Vice President as Chair (subject to paragraph 4(a)), the immediate past President and the Secretary at a venue, date and time to be agreed. In circumstances where the process is likely to be significantly delayed by either of the immediate Past President or the Secretary being unavailable, the President or Vice President may nominate another member of the Management Committee to substitute for the absent subcommittee member. After the interview is concluded, the subcommittee will discuss the Candidate's application and the Secretary will produce a minute of the interview for signature by the Chair. Subject to a majority of the members of the subcommittee agreeing to support the Candidate's application, the minute will be circulated by the Secretary to the members of the Management Committee for approval.

(h) Candidate and Proposer to be advised of application outcome.

The members of the Management Committee are to advise in writing or by email their approval or rejection of the application within 7 days of receipt of the subcommittee minute. As soon as the application is approved or rejected by a majority of the members of the Management Committee, the Secretary will formally advise the Candidate of this outcome in writing and within two working days. The Vice President will also advise the Proposer of the outcome of his application as soon as practicable and where approved, seek to confirm a date on which his induction into the Club can take place. The President and the Secretary will be promptly informed of the proposed induction date to ensure that time is available on the agenda of the relevant meeting.

(i) Induction of the Candidate.

On the agreed induction date, the Candidate (accompanied by his wife or partner if possible), will be introduced in a short speech (say, 2 minutes maximum) by his Proposer (or in his absence, his Seconder) following which he will be welcomed into the Club in a brief ceremony conducted by the

President. During the ceremony, the Candidate will be presented with name badges and membership documentation. Under Probud South Pacific guidelines, no payment of joining fees or annual subscriptions should occur until after induction.

(J) Responsibilities of Proposer and Seconder post-induction

The Proposer and Seconder of a Candidate inducted into membership should act as mentors of the new Member for 12 months after his induction and encourage and assist him to integrate into the Club and become actively involved in its life and activities.



PROBUS CLUB OF WAHROOGA EAST INC. ("Club")

APPLICATION FOR MEMBERSHIP

First Name	Middle Initial	Surname
Street Address		
Suburb		Post Code
Home Phone		Mobile Phone
Email address		
Preferred First Name		Date of Birth
Spouse/Partner's Preferred First Name	Spouse/Partner's Preferred Surname	Spouse/Partner's phone number
Emergency Contact:	Name	Phone number

Please tick the Club Activities in which you are likely to participate.

Bridge	☐	Golf	☐	Outings	☐	Tours-Long	☐
Bushwalking	☐	Investments	☐	Rambling Roads	☐	Tours-Short	☐
Fine Wine and Dine	☐	Lawn Bowls	☐	Theatre	☐		☐

AIMS OF THE CLUB

To advance intellectual and cultural interests among persons who have retired or are semi-retired from their occupations by the holding of regular meetings and the arranging of activities to provide opportunities for fellowship, the development of acquaintance and social interaction.

MEMBERSHIP

Membership is open to men who have retired or are semi-retired from their occupations and is primarily, but not exclusively, for residents of the Municipality of Ku-ring-gai.

MEETINGS AND ACTIVITIES

Members meet monthly (except December and January) on the 4th Monday of those months to address administrative and operational matters, to hear a guest speaker and to enjoy fellowship. In addition to those meetings, the Club organises activities. Spouses/partners and guests are also welcome to attend the meetings and participate in the activities.

SUBSCRIPTIONS AND OTHER COSTS

A joining fee and annual subscriptions are payable by Members. Other costs, such as those of optional refreshments during and after Club meetings and of participation in Club activities are additional costs and are the responsibility of the consumers and participants.

APPLICANT'S APPLICATION

I HEREBY APPLY for membership of the Club.

1. I AGREE that I will:

- (a) be bound by the Constitution of the Club, its Standing Resolutions and its Policies which may be accessed through the Club Secretary;
- (b) promptly pay all fees and charges related to membership of the Club; and
- (c) actively participate in the life of the Club.

2. I UNDERSTAND AND ACKNOWLEDGE that:

- (a) membership of the Club is contingent, among other things, on attendance at not less than 50% of regular Club meetings in each Club year, subject to leave of absence in case of sickness or on any other reasonable grounds;
- (b) at some stage I may be asked to play an officer or convener role in the Club and that, given reasonable circumstances at that time, I will be willing to do so;
- (c) subject to paragraph 2(d), the information in and forming part of this Application will be provided by the Club to its parent body, Probud South Pacific Ltd ("PSPL"), in accordance with the PSPL Privacy Policy which may be accessed on its website;
- (d) the minimum information required by PSPL are my first and last names and that I must advise the Club Secretary in writing if I do not wish PSPL to hold any of the additional information in or forming part of this Application or I do not wish to be contacted by PSPL;
- (e) I may access on request to the Club Secretary in writing any personal information held about me by the Club; and
- (f) the Club has insurance cover under PSPL's Probud National Insurance Program which may be accessed on its website.

3. I CONSENT to:

- (a) my name, street and email addresses and telephone numbers and, if applicable, the name and telephone number of my spouse/partner (whose consent I have obtained) being included in a Directory of Members for distribution only to Members and prospective Members and to that information being otherwise used only for purposes of the Club in accordance with its privacy policy; and
- (b) (i) the publication by the Club of photographs which include my image on its website, in its newsletter and/or on social media to promote the Club and its activities; and
(ii) the provision of such photographs by the Club to PSPL for use on its website, in its publications and/or on social media for Probud-related purposes, unless I advise the Club Secretary in writing that I do not consent to their publication by the Club or their provision to and/or their publication by PSPL.

4. CURRICULUM VITAE

I have attached a brief curriculum vitae.

Applicant's Name	Signature	Date

We sponsor the Applicant for membership of the Club.

Title	Name	Signature	Date
Proposer			
Seconded			

(version 10 Nov 2021)