

## PROBUS CLUB OF HUNTERS HILL AND DISTRICT

### **Intending Members and Visitors**

#### **PURPOSE:**

*To provide clear guidelines for the Management Committee*

#### **ACTIONS:**

The guidelines are as follows:

- a. Visitors who would like to become members will be referred to the Membership Officer who will ask questions relating to work status and residence to ensure that the person qualifies for any subsequent membership offer.
- b. Intending members will be informed that we are a Club of active retirees and so attendance at monthly meetings and events is important.
- c. Membership application will consist of the completion of the Application Form, attendance at a minimum of one general meeting and the sponsorship of two current members.
- d. On receipt of a membership application to join the club, the application will be discussed at the following Committee meeting and logged into the waiting list.
- e. The Membership Officer will forward a letter of acknowledgement to the applicant outlining the aims, objectives and activities of the Club and the responsibilities of membership.
- f. At the appropriate time, membership will be offered to those applicants showing an active interest in the Club, making every endeavor to retain the 60-40 gender split of the Club.
- g. The joining fee and appropriate annual subscription shall not be received or accepted from a person until the application for membership has been approved by a majority of the Management Committee, and the person has consented to become a member of the Club.
- h. Those persons on the waiting list may attend up to five (5) General meetings, outings or events. If a person on the waiting list attends more than 5 General meetings, outings or events the Membership Officer shall bring this to the attention of the Management Committee with the view to that visitor becoming a member. If, for some reason, the person is unable or unwilling to become a member, and the Club allows the visitor to continue to attend meetings, the Club must then pay a non-member capitation fee to Probus South Pacific Limited.

*Date of General Committee confirmation of policy to take effect:* 1 January 2019

*Who to action:* Membership Officer and Committee