

CONSTITUTION OF ORANGE GROVE HORSE & PONY CLUB Inc

1 Name

The name of the Association is “Orange Grove Horse and Pony Club (Inc)” referred to in this constitution as the club.

2 Objectives of the Club

The objectives of the Club are-

- a) To encourage people, especially the young to ride and enjoy all kinds of equestrian activities.
- b) To provide instructions in riding and horsemanship and to instil the proper care of the animals and their gear.
- c) To promote and conduct Rallies and horse and pony sports for people who are eligible for pony club membership.
- d) To provide and maintain equipment for the use of the members of the club.
- e) To make rules, regulations and by-laws for the management of the club’s affairs.
- f) The property and income of the club shall be applied solely towards the promotion of the objects of the club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.
- g) To promote the highest ideals of sportsmanship and loyalty thereby cultivating strength of character and self discipline.

3 Powers of the Club

The powers conferred on the club are the same as those conferred by section 13 of the Act, so that the club may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may –

- (a) open and operate bank accounts;
- (b) invest its money -
 - (i) in any security in which trust monies may lawfully be invested.

4 Club Membership

- (a) A person who wishes to become a member must apply for membership to the Committee in writing on an application form provided by the club.

- (b) The Committee members must consider each application made at a Committee meeting and must at that Committee meeting or the next Committee meeting accept or reject that application.

An applicant whose application for membership of the club is rejected must, if he or she wishes to appeal against that decision, give notice to the Secretary of his or her intention to do so within a period of 14 days from the date he or she is advised of the rejection. When notice is given, the club in a committee meeting no later than the next committee meeting, must either confirm or set aside the decision of the Committee to reject the application, after having afforded the applicant who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to the committee.

- (c) Membership of the club is subject to satisfactory completion of a minimum of 5 rosters per year and attendance at a minimum 3 rallies per year and is conditional on acceptance of and compliance with this constitution and the rules of the club.
- (d) A member shall not at any time be a member of more than one club affiliated with PCAWA.
- (e) Membership Categories are as follows ;

- (i) Members who are under 17 years of age and who shall be known as;
 - * Ordinary Riding Members
 - * Ordinary Non-Riding Members
- (ii) Members who are 17 years of age and over, up to and including the end of the Calender year in which they attain the age of 25 years, who shall be known as
 - * Associate Riding Members
 - * Associate Non-Riding Members
- (iii) Adult Supporters – Being persons who have attained 25 years of age as at 1 January of any given year
- (iv) Life Members – Life membership shall be conferred by a general meeting of members on such persons who have rendered such service to the Club as to warrant the merit.
- (v) Honorary Members – Honorary membership shall be conferred at the discretion of the Management Committee on such persons who in the opinion of the Committee renders such service to the Club as to warrant the merit and shall be for a period ending the last day of February of the current club year.

5 Register of members of the Club

- (1) The Secretary, on behalf of the club, must comply with the Act by keeping and maintaining-
in an up to date condition a register of the members of the club and their postal or residential addresses, and upon the request of a member of the

club, shall make the register available for the inspection of the member but shall have no right to remove the register for that purpose.

- (2) The register must be so kept and maintained at the Secretary's place of residence.
- (3) The Secretary must cause the name of a person who dies or who ceases to be a member to be deleted from the register of members.
- (4) The Secretary must provide and keep up to date this list with the PCAWA. (Also known as the Strength Return)

6 Subscriptions of members of the Club

- (1) The committee may from time to time at their meetings determine the amount of the subscription to be paid by each member.
- (2) Each member must pay to the Treasurer, annually on or before the 1st March, the amount of the subscription determined under sub-rule (1).
- (3) Subject to sub-rule (4), a member whose subscription is not paid in full by 1st March ceases to be a member, unless the Committee decides otherwise.
- (4) person exercises all the rights and obligations of a member for the purposes of these rules if his or her subscription is paid on or before 1st March under sub-rule (2), or such other time as the Committee allows.

7 Termination of membership from the Club

Membership of the club may be terminated upon-

- (a) receipt by the Secretary or another Committee member of a notice in writing from a member of his or her resignation from the club. Such person remains liable to pay to the club the amount of any subscription due and payable by that person to the club that is unpaid at the date of termination; or
- (b) non-payment by a member of his or her subscription by 1st March, unless the Committee decides otherwise in accordance with rule 7 (3); or
- (c) expulsion of a member in accordance with rule 9.

8 Transfer of Membership

Transfer of membership can only be done in accordance with PCAWA rules

9 Suspension or expulsion of members of the Club

- (1) If the Committee considers that a member should be suspended or expelled from membership of the club because his or her conduct is detrimental to the

interests of the club, the Committee must communicate, either orally or in writing, to the member-

- (a) notice of the proposed suspension or expulsion and of the time, date and place of the Committee meeting at which the question of that suspension or expulsion will be decided; and
- (b) particulars of that conduct,

not less than 30 days before the date of the Committee meeting referred to in paragraph (a).

- (2) At the Committee meeting referred to in a notice communicated under sub-rule (1), the Committee may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the Committee, suspend or expel or decline to suspend or expel that member from membership of the club and must, forthwith after deciding whether or not to suspend or expel that member, communicate that decision in writing to that member.
- (3) Subject to sub-rule (5), a member has his or her membership suspended or ceases to be a member 14 days after the day on which the decision to suspend or expel a member is communicated to him or her under sub-rule (2).
- (4) A member who is suspended or expelled under sub-rule (2) must, if he or she wishes to appeal against that suspension or expulsion, give notice to the Secretary of his or her intention to do so within the period of 14 days referred to in sub-rule (3).
- (5) When notice is given under sub-rule (4)-
 - (a) the club in a general meeting, must either confirm or set aside the decision of the Committee to suspend or expel the member, after having afforded the member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the club in the general meeting; and
 - (b) the member who gave that notice is not suspended or does not cease to be a member unless and until the decision of the Committee to suspend or expel him or her is confirmed under this sub-rule.

10 Committee of Management

- (1) The club will be managed exclusively by a Committee of Management consisting of-
 - (a) a President;
 - (b) a Senior Vice-President;
 - (c) a Junior Vice President;
 - (d) a Secretary;
 - (e) a Minute Secretary;
 - (f) a Treasurer;

- (g) a Riders Representative;
 - (h) a Club Chief Coach; and
 - (i) not less than 6 and not more than 10 general committee positions.
- (2) Committee members must be elected to membership of the Committee at an annual general meeting or appointed under sub-rule (8) and all must be members of the club and 18 years of age or over.
- (3) Subject to sub-rule (8), a Committee member's term will be from his or her election at an annual general meeting until the election referred to in sub-rule (2) at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Committee.
- (4) Except for nominees under sub-rule (7), a person is not eligible for election to membership of the Committee unless a member has nominated him or her for election by delivering notice in writing of that nomination, signed by-
- (a) the nominator; and
 - (b) the nominee to signify his or her willingness to stand for election, to the Secretary not less than 1 day before the day on which the annual general meeting concerned is to be held.
- (5) A person who is eligible for election or re-election under this rule may -
- (a) propose or second himself or herself for election or re-election; and
 - (b) vote for himself or herself.
- (6) If the number of persons nominated in accordance with sub-rule (4) for election to membership of the Committee does not exceed the number of vacancies in that membership to be filled-
- (a) the Secretary must report accordingly to; and
 - (b) the Chairperson must declare those persons to be duly elected as members of the Committee at,
- the annual general meeting concerned.
- (7) If vacancies remain on the Committee after the declaration under sub-rule (6), additional nominations of Committee members may be accepted from the floor of the annual general meeting. If such nominations from the floor do not exceed the number of vacancies the Chairperson must declare those persons to be duly elected as members of Committee. Where the number of nominations from the floor exceeds the remaining number of vacancies on the Committee, elections for those positions must be conducted.
- (8) If a vacancy remains on the Committee after the application of sub-rule (7), or when a casual vacancy within the meaning of rule 14 occurs in the membership of the Committee-
- (a) the Committee may appoint a member to fill that vacancy; and
 - (b) a member appointed under this sub-rule will -
 - (i) hold office until the election referred to in sub-rule (2); and

- (ii) be eligible for election to membership of the Committee, at the next following annual general meeting.
- (9) The Committee may delegate, in writing, to one to more sub-committees (consisting of such member or members of the association as the Committee thinks fit) the exercise of such functions of the Committee as are specified in the delegation other than-
 - (a) the power of delegation; and
 - (b) a function which is a duty imposed on the Committee by the Act or any other law.
- (10) Any delegation under sub-rule (9) may be subject to such conditions and limitations as to the exercise of that function or as to time and circumstances as are specified in the written delegation and the Committee may continue to exercise any function delegated.
- (11) The Committee may, in writing, revoke wholly or in part any delegation under sub-rule (9).

11 President and Vice Presidents

- (1) Subject to this rule, the President must preside at all Committee meetings.
- (2) In the event of the absence from a meeting of-
 - (a) the President or the Vice-Presidents; or
 - (b) both the President and the Vice-Presidents, a member elected by the other members present at the general meeting, must preside at the meeting.

12 Secretary

The Secretary must-

- (a) co-ordinate the correspondence of the club;
- (b) keep full and correct minutes of the proceedings of the Committee and of the club (except when a Minute Secretary is appointed, then this will be their duty);
- (c) comply on behalf of the club with-
 - (i) section 27 of the Act with respect to the register of members of the Association, as referred to in rule 5;
 - (ii) section 28 of the Act by keeping and maintaining in an up to date condition the rules of the club and, upon the request of a member of the club, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and
 - (iii) section 29 of the Act by maintaining a record of -

- (A) the names and residential or postal addresses of the persons who hold the offices of the club provided for by these rules, including all offices held by the persons who constitute the Committee ; and
- (B) the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the club,

and the Secretary must, upon the request of a member of the club, make available the record for the inspection of the member but will have no right to remove the record for that purpose;

- (d) unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the club, including those referred to in paragraph (c) but other than those required by rule 13 to be kept and maintained by, or in the custody of, the Treasurer; and
- (e) perform such other duties as are imposed by these rules on the Secretary.

13 Treasurer

The Treasurer must –

- (a) be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the club and must issue receipts for those moneys in the name of the club;
- (b) pay all moneys referred to in paragraph (a) into such account or accounts of the club as the Committee may from time to time direct;
- (c) make payments from the funds of the club with the authority of a general meeting or of the Committee and in so doing ensure that all cheques drawn are signed by any two (2) of the President, Secretary and himself or herself;
- (d) comply on behalf of the club with sections 25 and 26 of the Act with respect to the accounting records of the club by -
 - (i) keeping such accounting records that correctly record and explain the financial transactions and financial position of the club;
 - (ii) keeping its accounting records in such manner as will enable true and fair accounts of the club to be prepared from time to time;
 - (iii) keeping its accounting records in such manner as will enable true and fair accounts of the club to be conveniently and properly audited prior to the Annual General Meeting (AGM); and
 - (iv) submitting to members at each annual general meeting of the club accounts of the club showing the financial position of the club at the end of the immediately preceding financial year which shall run from 1st October through to 30th September each year.
- (e) whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
- (f) unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature

- and accounting records of the club, including those referred to in paragraphs (d) and (e); and
- (g) perform such other duties as are imposed by these rules on the Treasurer.

14 Chief Coach

- (a) Any person who has a financial interest in letting out or dealing in horses or who instructs in equitation for payment, shall be eligible to be appointed Chief Coach at the discretion of the Management Committee.
- (b) The term of office for the Chief Coach is one year and the Chief Coach will be eligible for re-election
- (c) The Management Committee shall be the entity responsible for the appointment of the Chief Coach and to the club's member's for the running of the Club Rallies and Activities.

15 Casual vacancies in membership of Committee

A casual vacancy occurs in the office of a Committee member and that office becomes vacant if the Committee member-

- (a) dies;
- (b) resigns by notice in writing delivered to the President or, if the Committee member is the President, to the Vice-President and that resignation is accepted by resolution of the Committee;
- (c) is convicted of an offence under the Act;
- (d) is permanently incapacitated by mental or physical ill-health;
- (e) is absent from more than-
 - (i) 3 consecutive Committee meetings; or
 - (ii) 3 Committee meetings in the same financial year without tendering an apology to the person presiding at each of those Committee meetings;of which meetings the member received notice, and the Committee has resolved to declare the office vacant;
- (f) ceases to be a member of the club; or
- (g) is the subject of a resolution passed by a general meeting of members terminating his or her appointment as a Committee member.

16 Proceedings of Committee

- (1) The Committee must meet together for the dispatch of business not less than 10 times in each year and the President, or at least half the members of the Committee, may at any time convene a meeting of the Committee.
- (2) Each Committee member has a deliberative vote.

- (3) A question arising at a Committee meeting must be decided by a majority of votes, but, if there no majority, the person presiding at the Committee meeting will have a casting vote in addition to his or her deliberative vote.
- (4) At a Committee meeting 6 committee members constitute a quorum.
- (5) Subject to these rules, the procedure and order of business to be followed at a Committee meeting must be determined by the Committee members present at the Committee meeting.
- (6) As required under sections 21 and 22 of the Act, a Committee member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee (except if that pecuniary interest exists only by virtue of the fact that the member of the Committee is a member of a class of persons for whose benefit the Association is established), must-
 - (a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee; and
 - (b) not take part in any deliberations or decision of the Committee with respect to that contract.
- (7) Sub-rule (6) (a) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the Committee is an employee of the Association.
- (8) The Secretary must cause every disclosure made under sub-rule (6) (a) by a member of the Committee to be recorded in the minutes of the meeting of the Committee at which it is made.

17 General meetings

- (1) The Committee-
 - (a) may at any time convene a special general meeting;
 - (b) must convene annual general meetings prior to 31st December each year and
 - (c) must, within 30 days of-
 - (i) receiving a request in writing to do so from not less than 6 members, convene a special general meeting for the purpose specified in that request; or
 - (ii) the Secretary receiving a notice under rule 9 (4), convene a general meeting to deal with the appeal to which that notice relates.
 - (d) must, after receiving a notice under rule 5 (4), convene a general meeting, no later than the next annual general meeting, at which the appeal referred to in the notice will be dealt with. Failing that, the applicant is entitled to address the club at that next annual general meeting in relation to the Committee's rejection of his or her application and the club at that meeting must confirm or set aside the decision of the Committee.
- (2) The members making a request referred to in sub-rule (1) (c) (i) must-

- (a) state in that request the purpose for which the special general meeting concerned is required; and
 - (b) sign that request.
- (3) If a special general meeting is not convened within the relevant period of 30 days referred to-
- (a) in sub-rule (1) (c) (i), the members who made the request concerned may themselves convene a special general meeting as if they were the Committee; or
 - (b) in sub-rule (1) (c) (ii), the member who gave the notice concerned may him or herself convene a special general meeting as if he or she were the Committee.
- (4) When a special general meeting is convened under sub-rule (3) (a) or (b) the club must pay the reasonable expenses of convening and holding the special general meeting.
- (5) Subject to sub-rule (7), the Secretary must give to all members not less than 14 days notice of a special general meeting and that notice must specify-
- (a) when and where the general meeting concerned is to be held; and
 - (b) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.
- (6) Subject to sub-rule (7), the Secretary must give to all members not less than 21 days notice of an annual general meeting and that notice must specify-
- (a) when and where the annual general meeting is to be held;
 - (b) the particulars and order in which business is to be transacted, as follows-
 - (i) first, the consideration of the accounts and reports of the Committee;
 - (ii) second, the election of Committee members to replace outgoing Committee members; and
 - (iii) third, any other business requiring consideration by the Association at the general meeting.
- (7) A special resolution may be moved either at a special general meeting or at an annual general meeting, however the Secretary must give to all members not less than 21 days notice of the meeting at which a special resolution is to be proposed. In addition to those matters specified in sub-rule (5) or (6), as relevant, the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.
- (8) The Secretary must give a notice under sub-rule (5), (6) or (7) by-
- (a) serving it on a member personally; or

- (b) sending it by post or e-mail to a member at the address of the member appearing in the register of members kept and maintained under rule 6.
- (9) When a notice is sent by post under sub-rule (8) (b), sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by ordinary prepaid mail.

18 Quorum and proceedings at AGM's and general meetings

- (1) At an AGM 10 members present in person constitute a quorum.
- (2) Only members who have attained 18 years of age prior to the AGM and are financial members are eligible to vote.
- (3) If within 30 minutes after the time specified for the holding of an AGM in a notice given under rule 16 (5) or (6)-
 - (a) as a result of a request or notice referred to in rule 16 (1) (c) or as a result of action taken under rule 16 (3) a quorum is not present, the general meeting lapses; or
 - (b) otherwise than as a result of a request, notice or action referred to in paragraph (a), the general meeting stands adjourned to the same time on the same day in the following week and to the same venue.
- (4) If within 30 minutes of the time appointed by sub-rule (2) (b) for the resumption of an adjourned AGM a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.
- (5) The President may, with the consent of an AGM at which a quorum is present, and must, if so directed by such an AGM, adjourn that AGM from time to time and from place to place.
- (6) There must not be transacted at an adjourned AGM any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- (7) When a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice under rule 16 of the adjourned general meeting as if that general meeting were a fresh general meeting.
- (8) At an AGM-
 - (a) all management positions will be declared vacant and in independent person not standing for the position of President will run the meeting until all positions are filled.
 - (b) an ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands, subject to sub-rule (9); and
 - (c) a special resolution put to the vote will be decided in accordance with section 24 of the Act as defined in rule 2, and, if a poll is demanded, in accordance with sub-rules (9) and (11).
- (9) A declaration by the President of a general meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of that

fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with sub-rule (9).

- (10) At a general meeting, a poll may be demanded by the President or by three or more members present in person or by proxy and, if so demanded, must be taken in such manner as the President directs.
- (11) If a poll is demanded and taken under sub-rule (9) in respect of an ordinary resolution, a declaration by the President of the result of the poll is evidence of the matter so declared.
- (12) A poll demanded under sub-rule (9) must be taken immediately on that demand being made.

19 Minutes of meetings of the Club

- (1) The Secretary (or Minute Secretary) must cause proper minutes of all proceedings of all general meetings and Committee meetings to be taken and then to be entered within 30 days after the holding of each general meeting or Committee meeting, as the case requires, in a minute book kept for that purpose.
- (2) The President must ensure that the minutes taken of a general meeting or Committee meeting under sub-rule (1) are checked and signed as correct by the Chairperson of the general meeting or Committee meeting to which those minutes relate or by the Chairperson of the next succeeding general meeting or Committee meeting, as the case requires.
- (3) When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that-
 - (a) the general meeting or Committee meeting to which they relate (in this sub-rule called "the meeting") was duly convened and held;
 - (b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
 - (c) all appointments or elections purporting to have been made at the meeting have been validly made.

20 Voting rights of members of the Club

Subject to these rules, each member present in person or by proxy at an Annual General Meeting is entitled to a deliberative vote.

21 Proxies of members of the Club

An eligible member may appoint in writing a natural person, to represent them at an Annual General Meeting on the approved Proxy Form and must have it to the Secretary 24 hours before the AGM. This authority will be revoked at the conclusion of that Annual General Meeting.

22 Rules of the Club

- (1) All other rules governing uniform, trophies and the like are available in the current Orange Grove Horse and Pony Club Handbook.

- (2) These rules bind every member and the Club to the same extent as if every member and the Club had signed and sealed these rules and agreed to be bound by all their provisions.

23 Alterations to Rules

Any alteration, addition or amendment to this constitution shall be made by special resolution and passed by a majority of 75% of members present and entitled to vote at a general meeting of the association. All members shall be notified in writing the precise wording of any alteration, addition or amendment to this constitution at least ten (10) days prior to the meeting at which it is to be considered.

24 Inspection of records, etc. of the Club

A member may at any reasonable time inspect without charge the books, documents and records of the Club.

25 Disputes and mediation

- (1) The grievance procedure set out in this rule applies to disputes under these rules between-
 - (a) a member and another member; or
 - (b) a member and the Club; or
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be-
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement-
 - (i) in the case of a dispute between a member and another member, a person appointed by the Committee of the Club;
 - (ii) in the case of a dispute between a member or relevant non-member (as defined by sub-rule (1) (c)) and the Club, a person who is a mediator appointed to, or employed with, a not for profit organisation.
- (5) A member of the Club can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.

- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must-
 - (a) give the parties to the mediation process every opportunity to be heard;
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) The mediation must be confidential and without prejudice.
- (11) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

26 Distribution of surplus property on winding up of the Club

If upon the winding up or dissolution of the Club there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which the club shall be determined by resolution of the members.

27 Insurance

The club shall maintain a Public Risk Insurance policy to indemnify against legal liability of the club to an amount as determined by PCAWA.

28 Liability

Neither the club nor its members nor any person acting on its behalf shall be held responsible for any accident, damage, injury or loss at gymkhanas, meetings, rallies or other events to spectators, horses, persons or property.

28 Common Seal

The club shall have and use a common seal inscribed with the name of the club which will be held by the president and it shall be affixed to any document after authority has been given by a majority decision of a general meeting or the Committee. The President together with the Secretary or Treasurer or one other executive member shall sign any document to which the seal has been affixed.

APPOINTMENT OF PROXY

I,

.....

(Insert MEMBER'S name)

of.....

(Insert MEMBER'S address)

being a member of Orange Grove Horse and Pony Club

APPOINT

.....

(Insert PROXY'S name)

who also is a member of the Association, as my proxy.

My proxy is authorised to vote on my behalf: (Tick only **ONE** of the following)

at the general meeting/s (and any adjournments of the meeting/s) on

.....
(Insert relevant date/s)

OR

in relation to the following resolutions and/or nominations

In favour:

.....
.....
.....
.....

(Insert resolution Nos, brief description or nominees' name/s)

Against:

.....
.....
.....
.....

(Insert resolution Nos, brief description or nominees' name/s)

Signature:.....
(of Member appointing Proxy)

Date:.....