

**THE CONSTITUTION AND RULES OF
THE AUSTRALIAN ORTHOPAEDIC NURSES'
ASSOCIATION - NSW INCORPORATED
(AONA - NSW (INC.))**



REVISED APRIL 2007

SECTION ONE

Title

- 1) This organisation shall be known as the "Australian Orthopaedic Nurses' Association – NSW Incorporated" (AONA – NSW (Inc)).
- 2) This document shall be known as "The Constitution and Rules of the AONA - NSW (Inc)".

SECTION TWO

Aims and objectives

The purpose of the AONA – NSW (Inc) shall be the development and advancement of Orthopaedic Nursing by:

- 1) Promoting the recognition of Orthopaedic Nursing as a professional specialty.
- 2) Encouraging the exchange and dissemination of knowledge, skills and issues in the field of Orthopaedic Nursing.
- 3) Providing a forum of continuing education by means of written data, lectures and seminars.
- 4) Encouraging the highest standards of patient care in the realm of Orthopaedic care.
- 5) Encouraging and providing an avenue for personal and professional communication between Orthopaedic nurses throughout Australia.
- 6) Encouraging clinical nursing research in the realm of Orthopaedic care.
- 7) Promoting inter-relationships between other branches of the profession, through professional associations at regional, state, national, and international levels.
- 8) Providing a united and authoritative voice for the nursing profession on all matters pertaining to the clinical specialty of Orthopaedic nursing.
- 9) Working towards collaborative practice with medical paramedical groups of the orthopaedic health care team.
- 10) Maintenance of a high political profile for the specialty of Orthopaedic Nursing.
- 11) The AONA – NSW (Inc.) is a non-business organisation that benefits every member.

SECTION THREE

Membership

1) THERE SHALL BE TWO CATEGORIES OF MEMBERSHIP

(a) Category One: Full Membership.

Restricted to registered and enrolled nurses who have at least two years experience in Orthopaedic Nursing since graduation and/or hold the Orthopaedic Nursing Certificate.

"Experience in Orthopaedic Nursing" shall refer to nurses who are engaged in any of the following fields;

- (i) General Orthopaedic wards/units (adult or paediatric).
- (ii) Operating Suites that specialise in Orthopaedics.
- (iii) Rehabilitation and Community Care Programmes which are primarily concerned with Orthopaedic Nursing.
- (iv) Nurse Education specifically related to Orthopaedic Nursing.
- (v) General Wards with Orthopaedic clients.
- (vi) Orthopaedic Clinical Nurse Specialists or Clinical Nurse Consultants.

(b) Category Two: Associate Membership.

- (i) Shall be open to all persons interested in Orthopaedic Nursing, providing that non-nursing membership does not exceed thirty (30) percent of the total membership.
- (ii) Associate members may not occupy positions on the Committee of the Association.

2) NOMINATION FOR MEMBERSHIP

(a) A nomination of a person for membership of the Association:

- (i) Shall be made by a member of the Association in writing in the form set out in appendix 1 of these rules.

- (ii) Shall be lodged with the secretary of the Association.
- (b) As soon as practicable after receiving a nomination for membership, the secretary shall refer the nomination to the committee which shall determine whether to approve or reject the nomination.

3) CESSATION OF MEMBERSHIP

A person ceases to be a member of the Association if the person:

- (a) Dies
- (b) Resigns the membership
- (c) Has been expelled from the Association
- (d) Has been unfinancial for a period of six (6) months.

4) MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

A right, privilege or obligation which a person has by reason of being a member of the Association is:

- (a) Not capable of being transferred or transmitted to another person.
- (b) Terminated upon cessation of the person's membership.

5) REGISTER OF MEMBERS

An office bearer, selected by the executive shall establish and maintain a register of members, specifying the name and address of each person who is a member of the Association together with the date on which the person became a member.

6) MEMBERSHIP SUBSCRIPTION

- (a) Full membership 100% and
- (b) Association member 75% of a sum decided by the executive and voted upon by membership at a general meeting.
- (c) Membership subscription shall be an annual fee due payable on the 31st March each year.

7) MEMBERS' LIABILITIES

The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the cost, charges and expenses of the winding up of the Association is limited to the amount if any, unpaid by the member in respect of membership of the Association as required by rule 3 (6).

8) DISCIPLINING OF MEMBERS

- (a) Where the committee is of the opinion that a member of the Association:
 - (i) Has persistently refused or neglected to comply with provision or provisions of these rules.
 - (ii) Has persistently and willfully acted in a manner prejudicial to the interests of the Association.
- (b) The committee may, by resolution:
 - (i) Expel the member from the Association
 - (ii) Suspend the member from membership of the Association for a specific period.

9) RIGHT OF APPEAL OF DISCIPLINED MEMBER

- (a) A member may appeal to the Association in general meeting against a resolution of the committee which is confirmed under rule 3 (8), within seven (7) days after notice of the resolution is served on the member by lodging with the secretary a notice to that effect.
- (b) Upon receipt of a notice from a member under clause (a) the secretary shall notify the committee which shall convene a general meeting of the Association to be held within twenty one (21) days after the date on which the secretary received the notice.
- (c) At a general meeting of the Association convened under clause (b):
 - (i) No business other than the question of the appeal shall be transacted.
 - (ii) The committee and the member shall be given the opportunity to state their respective cases orally or in writing or both.
 - (iii) The members present shall vote by secret ballot on the question of whether the resolution should be confirmed or resolved.
- (d) If at the general meeting the Association passes a special resolution in favor of the confirmation or resolution, the resolution is confirmed.

10) LIFE MEMBERSHIP

- (a) The nomination of a life member will be on the recommendation of the committee then presented to an annual or special general meeting, to be notified by seventy five per cent (75%) majority of financial members present at the meeting.
- (b) The nominee must have been an active member for five (5) years or more and be considered to have made an outstanding contribution to the aims and objectives of the Association.

SECTION FOUR

The Committee

1) POWERS, ETC. OF COMMITTEE

The committee shall be called the committee of management of the Association and, subject to the Act, the Regulation and these rules and to any resolution passed by the Association in general meeting:

- (a) Shall control and manage the affairs of the Association.
- (b) May exercise all such functions as may be exercised by the Association other than those functions that are required by these rules to be exercised by a general meeting of members of the Association.
- (c) Has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Association.

2) CONSITUTION AND MEMBERSHIP

- (a) Subject in the case of the first members of the committee to section twenty one (21) of the Act, the committee shall consist of:
 - (i) The office-bearers of the Association.
 - (ii) Three (3) ordinary members.

each of whom shall be elected at the Annual General Meeting of the Association pursuant to rule fourteen (14).

- (b) The office-bearers of the Association shall be:

- (i) The president
 - (ii) The vice-president
 - (iii) The treasurer
 - (iv) The secretary.
- (c) Each member of the committee shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election. Providing that they do not hold the same position for more than three (3) consecutive years.
- (d) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

3) ELECTION OF MEMBERS

- (a) Nominations of candidates for election as office-bearers of the Association or as ordinary members of the committee:
- (i) Shall be made in writing, signed by two (2) members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination).
 - (ii) Shall be delivered to the secretary of the Association not less than seven (7) days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (b) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- (c) If insufficient further nominations are received any vacant positions remaining of the committee shall be deemed to be casual vacancies.
- (d) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (e) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (f) The ballot for the election of office-bearers and ordinary members of the committee shall be conducted at the annual general meeting by secret ballot.

- (g) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for election to another office at the same election or has occupied the position nominated for the previous three (3) years.

4) SECRETARY

- (a) The Secretary of the Association shall, as soon as practicable after being appointed as secretary, lodge notice with the Association of his or her address.
- (b) It is the duty of secretary to keep minutes of:
 - (i) All appointments of office-bearers and members of the committee.
 - (ii) The names of members of the committee present at a committee meeting or a general meeting.
- (c) Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

5) TREASURER

It is the duty of the treasurer of the Association to ensure that:

- (a) All money due to the Association is collected and received and that all payments authorised by the Association are made.
- (b) Correct books and account are kept showing the financial affairs of the association including full details of all receipts and expenditure connected with the activities of the Association.

6) CASUAL VACANCIES

For the purposes of these rules a casual vacancy in the office of a member of the committee occurs if the member:

- (a) Dies.
- (b) Ceases to be a member of the Association.
- (c) Becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code.
- (d) Resigns office by notice in writing given to the secretary.
- (e) Is removed from office under rule 3 (8).
- (f) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
- (g) Is absent without the consent of the committee from all meetings of the committee held during a period of six (6) months.

7) FUNCTIONS AND POWERS OF THE EXECUTIVE COMMITTEE

- (a) To maintain a register of all financial member of the Association.
- (b) To consider and approve or reject applications for membership of the Association.
- (c) To circulate and collect the opinions of members on any matters concerning the Association.
- (d) To organise fund raising activities.
- (e) To plan and organise study days, workshops and seminars to meet the educational needs of the membership.
- (f) To control all monies received and to discharge after proper examination all bills and accounts on behalf of the Association.
- (g) To carry out the directives of the annual general meeting.
- (h) To arrange and notify the membership of future general meetings.
- (i) To transact urgent business that may pertain to the Association.
- (j) To review documents and participate in discussions on issues which may impact up on Orthopaedic Nursing.

8) FINANCE

- (a) All monies received shall be deposited as soon as practicable and without deduction to an account held in the name of the AONA - NSW (Inc). All deductions from this account must be signed by any two of the President, Secretary and Treasurer.
- (b) All accounts held in the name of the Association shall have all correspondence addressed to:
The Treasurer
AONA – NSW (Inc)
PO Box 534
GLEBE NSW 2037
- (c) An auditors report from a certified practicing accountant shall be submitted by the treasurer to the Annual General Meeting for the Calendar Year of January 1st to December 31st inclusive.

- (d) Funds and assets of the Association are to be solely used to further the objects of the Association. No particular member may receive financial gain from membership.

SECTION FIVE

Meetings

1) MEETINGS AND QUORIUM

- (a) The committee shall meet at least three (3) times each twelve (12) month period. At such place and time that the committee may determine.
- (b) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (c) Oral or written notice of a meeting of the committee shall be given by the secretary to each member of the committee at least forty eight (48) hours before the time appointed for the holding of the meeting.
- (d) Notice of the meeting, given under clause (c) shall specify the general nature of the business to be transacted and no business other than that business shall be transacted at the meeting except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (e) Any four (4) members of the committee constitute a quorum for a meeting of the committee.
- (f) No business shall be transacted by the committee unless a quorum is present within thirty (30) minutes of the appointed time for the meeting. If a quorum is not present within thirty (30) minutes of the appointed time for the meeting, the meeting stands adjourned.
- (g) At a meeting of the committee:
 - (i) The president or, in the president's absence the vice-president shall preside.
 - (ii) If the president and the vice-president are absent or unwilling to act such, one of the remaining members of the committee, as may be chose by the members present at the meeting, shall preside.
- (h) The quorum of a general meeting shall be six (6) financial members present within thirty (30) minutes of advertised commencement time of the meeting.

- (i) The quorum of special and annual general meetings shall be ten per cent (10%) of the financial members of the Association present within thirty (30) minutes of the advertised commencement time of the meeting.

2) DELEGATIONS BY COMMITTEE TO SUB-COMMITTEE

- (a) The committee may, by instrument in writing, delegate to one or more sub-committee (consisting of such member of members of the Association as the committee thinks fit). The exercise of such of the functions of the committee as are specified in the instrument, other than:
 - (i) The power of delegation
 - (ii) A function which is a duty imposed on the committee by the act or by any other law.
- (b) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unresolved, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (c) A delegation under this section may be made subject to such conditions or limitation as to the exercise of any function of the subject there of, or as to time or circumstances, as may be specified in the instrument of delegation.
- (d) Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated.
- (e) Any act or thing done or suffered by a sub-committee acting in this exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (f) The committee may, by instrument in writing, resolve wholly or in part, any delegation under this rule.
- (g) A sub-committee may meet and adjourn as it thinks proper.

3) VOTING AND DECISIONS

- (a) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee shall be determined by a majority of votes of members of the committee or sub-committee present at the meeting.
- (b) Each financial member present at the meeting of the committee or of any appointed sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality

of votes on any question, the person presiding may exercise a second or casting vote.

- (c) Any act or thing done or suffered, or purporting to have been done or suffered by the committee or by a sub-committee appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

4) ANNUAL GENERAL MEETING

- (a) The annual general meeting shall be held in the month of March each year in such a place as the committee thinks fit.
- (b) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be:
 - (i) To confirm the minutes of the last preceding annual general meeting and of any special general meeting held since the meeting.
 - (ii) To receive from the committee reports upon the activities of the Association during the last preceding financial year.
 - (iii) To receive and consider the financial statement.
 - (iv) To elect the office-bearers of the Association and ordinary members of the committee.
 - (v) General Business
- (c) The annual general meeting shall be specified as such in the notice convening it.

5) SPECIAL GENERAL MEETING - CALLING OF

- (a) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (b) The committee shall, on the requisition in writing of not less the five per cent (5%) of the total number of members, convene a special meeting of the Association.
- (c) A requisition of members for a special general meeting:
 - (i) Shall state the purpose or purposes of the meeting.

- (ii) Shall be signed by the members making the requisition.
 - (iii) Shall be lodged by the secretary.
 - (iv) May consist of several documents in a familiar form, each signed by one or more of the members making the requisition.
- (d) If the committee fails to convene a special general meeting to be held within one (1) month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held within three (3) months after that date. This meeting shall be convened by the committee. Any member who incurs expense through convening this meeting is entitled to reimbursement by the Association.

6) NOTICE

- (a) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary shall, at least fourteen (14) days before the date fixed for the holding of the general meeting, cause to be sent by pre-paid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (b) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association the secretary shall at least twenty one (21) days before the date fixed for the holding of the general meeting cause notice to be sent to each member in the manner previously outlined, stating the intention to propose the resolution as a special resolution.
- (c) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except in the case of an annual general meeting.
- (d) A member desiring to bring any business before a general meeting may give notice in writing of the business to the secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from a member.

7) ADJOURNMENT

- (a) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be

transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

- (b) Where a general meeting is adjourned for fourteen (14) days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (c) Except as provided in clauses (a) and (b), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

8) MAKING OF DECISIONS

- (a) A question arising at a general meeting of the Association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favor of or against that resolution.
- (b) At a general meeting of the Association, a poll may be demanded by the chairperson or by not less than three (3) members present in person or by proxy at the meeting.
- (c) Where a poll is demanded at a general meeting, the poll shall be taken:
 - (i) Immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment.
 - (ii) In any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

9) SPECIAL RESOLUTION

- (a) A resolution of the Association is a special resolution if:
 - (i) It is passed by a majority which comprises not less than three quarters of such members of the Association as being entitled under these rules so to do, vote in person or by proxy at a general meeting of which not less than twenty one (21) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.

- (ii) Where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) (i) the resolution is passed in a manner specified by the Commission.

10) VOTING

- (a) Upon any question arising at a general meeting of the Association a member has one (1) vote only.
- (b) All votes shall be given personally or by proxy but no member may hold more than five (5) proxies.
- (c) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (d) A member or proxy is not entitled to vote at any general meeting of the Association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

11) APPOINTMENT OF PROXIES

- (a) Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than seven (7) days before the time of the meeting in respect of which the proxy is appointed.
- (b) The notice appointment the proxy shall be in the form set out in Appendix 2 to these rules.

SECTION SIX

Miscellaneous

1) INSURANCE

- (a) The Association shall effect and maintain insurance pursuant to section (44) of the Act. "The Act" refers to the Associations' Incorporation Act 1984.
- (b) In addition to the insurance required under clause (a), the Association may effect and maintain other insurance.

2) FUNDS - SOURCE

- (a) The funds of the Association shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Association in general meeting, such other sources as the committee determines. "The Committee" refers to the Executive Committee.
- (b) All money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- (c) The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.
- (d) Badges will be issued to members as a token given in acknowledgement of contributions made.

3) FUNDS - MANAGEMENT

- (a) Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such manner as the committee determines.
- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) members of the committee being members authorised to do so by the committee.

4) ALTERATIONS OF OBJECTS AND RULES

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Association.

5) CUSTODY OF BOOKS, ETC.

Except as otherwise provided by the rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

6) INSPECTION OF BOOKS, ETC.

The records, books and other documents of the Association shall be open to inspection, free of charge, by a member of the Association at any reasonable hour.

7) SERVICE OF NOTICES

- (a) For the purpose of these rules, a notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (b) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

8) SURPLUS PROPERTY

- (a) At the first general meeting of the Association, the Association shall pass a special resolution nominating an incorporated Association as the Association in which is to vest its surplus property pursuant to section 53 (2) of the Act in the event of the winding up or the cancellation of the incorporation of the Association.
- (b) The incorporated Association so nominated shall be one which fulfils the requirements specified in section 53 (2) (a) - (c) of the Act.
- (c) Surplus property shall not be paid or distributed among the members of the AONA – NSW (Inc.) but shall be given or transferred to some other institution or institutions having similar objects to the AONA – NSW (Inc.) and which is a registered or exempted charity which has been rules by the Commissioner of Taxation to be covered by Section 78 (1) (a) (ii) of the Income Tax Assessment Act.

9) GUIDELINES FOR BRANCHES OF THE AONA – NSW (INC.)

- (a) The constitution and rules of the AONA – NSW (Inc) must be adhered to.
- (b) Branches shall remain autonomous within the bounds of the constitution.
- (c) Affiliation fees from branches to be twenty per cent (20%) of that branches membership fees and shall be payable on the 31st March of each year.
- (d) There must be a minimum of twenty (20) financial members supporting the branch. These members must be from the same geographical area as specified by the AONA – NSW (Inc.) executive in consultation with a delegate from those members supporting the branch.

- (e) A representative of that branch must be nominated by that branch and present an annual report of that branch's activities at the annual general meeting of the Association.
- (f) The branch will cease to exist when the supporting financial membership falls below ten (10).
- (g) On dissolution of a branch all funds and assets of the branch become the property of the Association.
- (h) Branches are not included in the incorporation or insurance of the Association.
- (i) The branch will made available within thirty (30) days of the written request of the committee of the Association all books, financial records and the minutes of all meetings for the inspection of the committee.

10) DISSOLUTION

- (a) The Association shall cease to exist in the event of:
 - (i) Financial membership falling below twenty (20) financial members.
 - (ii) Passage of a special resolution of the Association to that effect, at a special general meeting at which no other matter may be discussed.
- (b) All property and moneys which is owned by the Association shall be disposed of in the manner decided by that special general meeting, taking into account section 6 (8).

APPENDIX 1

SECTION THREE - RULE 2 (A) (i)

**AUSTRALIAN ORTHOPAEDIC NURSES' ASSOCIATION – NSW
INCORPORATED APPLICATION OF MEMBERSHIP**

I _____
(FULL NAME OF APPLICANT)

OF _____
(FULL ADDRESS OF APPLICANT)

(OCCUPATION, QUALIFICATIONS, TYPE OF UNIT EMPLOYED IN)

Hereby apply to become a full / associate member of the AONA - NSW (Inc.). In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

Signature of applicant
Date _____

I, _____ a member
of the association (FULL NAME)

nominate the applicant, who is personally known to me, for membership of the Association.

Signature of proposer
Date _____

NOTE: If you don't know any members of the AONA – NSW (Inc) feel free to complete this form and forward it the president for consideration.

* Under Associations' Incorporated Act, 1984.

APPENDIX 2

SECTION FIVE - RULE (B) (ii)

**AUSTRALIAN ORTHOPAEDIC NURSES' ASSOCIATION - NSW
INCORPORATED**

FORM OF APPOINTMENT OF PROXY

I _____
(FULL NAME)

of _____
(ADDRESS)

being of member of _____
(NAME OF INCORPORATED ASSOCIATION)

hereby appoint _____
(FULL NAME OF PROXY)

of _____
(ADDRESS)

being a member of that incorporated Association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be

held on the _____ day of _____ 19_____
and at any adjournment of that meeting.

* My proxy is authorised to vote in favor of / against (delete as appropriate) the resolution (insert details).

* To be inserted if desired.

Signature of member appointing proxy

Date _____

NOTE: A proxy vote may not be given to a person who is not a financial member of the Association.