

Geelong Patchwork & Quilters' Guild Inc.



CONSTITUTION

Registration No. A6698

Revised August 2009

GEELONG PATCHWORK AND QUILTERS GUILD
INCORPORATED

CONSTITUTION/RULES

ACCORDING TO SCHEDULE: 5, Associated Incorporation Act (1981),

1. NAME

(1) The name of the incorporated association is Geelong Patchwork and Quilters Guild Incorporated (in these rules called "the Guild").

2. DEFINITIONS

(1) In these rules unless the contrary intention appears:

"Act" means the Association Incorporation Act 198 1.

"Committee" means the committee of management of the Guild.

"Financial year" means the year ending on the 30th June.

"General Meeting" means a general meeting of members convened in accordance with Rule 12.

"Member" means a financial member of the Guild.

"Membership Secretary" means a member of the Guild that manages the affairs of the Guild relating to membership as referred to under Rules 4, 5 and 6.

"The Regulations" means regulations under the Act.

"Relevant Documents" has the same meaning as in the Act.

(2) In these Rules, a reference to the Secretary of the Guild is a reference

(a) if a person holds office under these Rules as Secretary of the Guild to that person; and

(b) in any other case, to the Public Officer of the Guild.

3. ALTERATION OF THESE RULES

(1) These Rules and the statement of purpose of the Guild must not be altered except in accordance with the Act.

4. MEMBERSHIP, JOINING FEE, ENTRY FEE AND SUBSCRIPTION

(1) Any person with an interest in patchwork and quilting who is prepared to promote 'growth and knowledge' of common interests among members through education, research, technical assistance, consultation and fellowship, is eligible to be a member of the Guild upon payment of the joining fee and annual subscription payable under these rules.

(2) The Committee may determine whether to approve or reject an application for membership in accordance with Rules 4(2) through 4(9) Model Rules for an incorporated association.

(3) There shall be three classes of members;

(a) ordinary members comprising any member who joins as an individual. Ordinary members have voting rights.

(b) affiliate members comprising school groups, guilds or incorporated organisations, formed for objects which, in the opinion of the Committee, are similar to the objects of the Guild. Affiliate members have no voting rights

(c) Life Member as outlined in Rule 4 (8).

(4) Upon joining the Guild, a joining fee as determined by the Committee and advised at the Annual General Meeting is applicable. Each member shall pay an annual subscription and an entry fee to each monthly meeting attended as determined by the Committee and advised at the Annual General Meeting. Different rates for ordinary and affiliate members may apply. The annual subscription is payable in advance on or before the first day of March in each year.

(5) A member shall be entitled to invite any guest or guests to attend any meeting of the Guild. A member inviting a guest or guests shall enter the name/s of her guest/s in the meeting attendance book and pay to the Treasurer upon arrival a meeting contribution of an amount determined from time to time for each guest.

(6) The Membership Secretary must, within 28 days after the receipt of the amounts referred to in sub rules (1) and (2), enter the applicant's name in the register of members.

(7) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.

(8) Life Membership. From time to time the Committee may award a member Life Membership to the Guild. Nominations are on an ad hoc basis and the award given to members who have contributed significantly to the Guild over a long period of time. Nominations should be in writing and can be from any Guild member. The nomination is to be seconded by a Committee member. The nomination must then be put to a vote at a Committee of Management Meeting. The affirmative vote for the nominated member must be unanimous by the Committee before an award may be given. The Life Membership entitles the holder to free membership of the club for their lifetime. No more than one Life Membership to be awarded per financial year.

5. REGISTER OF MEMBERS

(1) The Membership Secretary must keep and maintain a register of members containing -
(a) the name and address, class of membership; and
(b) the date on which each member's name was entered in the register.

(2) The register is available for inspection free of charge by any member upon request.

(3) In accordance with the State and Federal Laws on the Confidential Privacy Statement, "Disclosure of the Personal Information of Members Details", the register must not be copied in any form whatsoever, except as stated in sub rule (4). The membership list must not be distributed to any third party.

(4) The Membership Secretary shall produce and deliver to the safe custody of appropriate Committee Members according to duties, details from the Register of Members, as reasonably required for those Committee Members to perform their duties.

6. CEASING MEMBERSHIP

(1) A member who has paid all monies due and payable by the Guild may resign from the Guild by first giving one month's notice in writing to the Membership Secretary of his or her intention to resign.

(2) After the expiry of the period referred to in sub rule(1)

- (a) the member ceases to be a member; and
- (b) the Membership Secretary must record in the register of members the date on which the member ceased to be a member.

7. DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS

- (1) A member shall cease to be a member of the Guild if a member does not, unless excused by the Committee pay his or her annual subscription on or before the first day of March in each year.
- (2) Subject to these Rules, if the Committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Guild, the committee may:
 - (a) fine that member an amount not exceeding \$500; or
 - (b) suspend that member from membership of the Guild for a specified period; or
 - (c) expel the member from the Guild.
- (3) A resolution of the committee under sub rule (2) does not take effect unless
 - (a) at a meeting held in accordance with sub rule (4), the committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Guild under this rule, the Guild confirms the resolution in accordance with this rule.
- (4) A meeting of the committee to confirm or revoke a resolution passed under sub rule (2) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub rule (5).
- (5) For the purpose of giving notice in accordance with sub rule (4), the Secretary must, as soon as practicable, cause to be given to the member a written notice
 - (a) setting out the resolution of the committee and the grounds on which it is based; and
 - (b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that he or she may do one or both of the following
 - (i) attend that meeting;
 - (ii) give to the committee before the date of that meeting a written statement seeking a revocation of the resolution;
 - (e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Guild in a special general meeting against the resolution.
- (6) At a meeting of the committee to confirm or revoke a resolution passed under sub rule (2), the committee must
 - (a) give the member, or his or her representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (7) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Guild in a special general meeting against the resolution.

- (8) If the Secretary receives a notice under sub rule (7), he or she must notify the committee and the members that a special general meeting of the Guild is to be held within 21 days after the date on which the Secretary received the notice.
- (9) At a special general meeting of the Guild convened under sub rule (8)
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or his or her representative, must be given the opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (10) A resolution is confirmed if, at the special general meeting, not less than two thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

8. 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 Guild.
- (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 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 Guild; or
 - (ii) in the case of a dispute between a member of the Guild and the Guild, a person who is a mediator employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Guild 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; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded throughout the mediation process.
- (9) The mediator must not determine the dispute.

(10) 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 otherwise at law.

9. ANNUAL GENERAL MEETINGS

(1) The committee may determine the date, time and place of the annual general meeting of the Guild.

(2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.

(3) The ordinary business of the annual general meeting shall be

- (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
- (b) to receive from the committee reports upon the transactions of the Guild during the last preceding financial year;
- (c) to elect officers of the Guild and the ordinary members of the Committee;
- (d) Annual fees and subscription shall be determined by the Committee and advised at the Annual General Meeting – refer Rule 4 clause 4.
- (e) to receive and consider the statement submitted by the Guild in accordance with section 30 (3) of the Act.

(4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

10. SPECIAL GENERAL MEETINGS

(1) In addition to the annual general meeting, any other general meeting may be convened in the same year and will be called a special general meeting.

(2) Monthly Guild gatherings are called general meetings.

(3) The Committee may, whenever it thinks fit, convene a special general meeting of the Guild.

(4) If, but for this sub rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.

(5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Guild.

(6) The Request for a special general meeting must

- (a) state the objects of the meeting; and
- (b) be signed by the members requesting the meeting; and
- (c) be sent to the address of the Secretary or P.O. Box Number of the Guild.

(7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.

(8) If a special general meeting is convened by members in accordance with this rule, it must be convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Guild to the persons incurring the expenses.

11. SPECIAL BUSINESS

(1) All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

12. NOTICE OF ANNUAL & SPECIAL GENERAL MEETINGS

(1) The Secretary of the Guild, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding an annual or special general meeting of the Guild, place a public notice in The Geelong Advertiser newspaper and the Geelong Patchwork and Quilters Guild newsletter, stating the place, date, and time of the meeting and the nature of the business to be conducted at the at the meeting.

(2) No business other than that set out in the notice convening the meeting may be conducted at the meeting.

(3) A member desiring to bring any business before a meeting may notify, in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next annual or special general meeting.

13. QUORUM AT ANNUAL & SPECIAL GENERAL MEETINGS

(1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering the item.

(2) Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of an annual or special general meeting.

(3) If, within half an hour after the appointed time for the commencement of an annual or special general meeting, a quorum is not present

- (a) in the case of a meeting convened upon the request of members the meeting must be dissolved; and
- (b) in any other case the meeting shall stand adjourned to the same day in the next week at the same time (and unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members before the day to which the meeting is adjourned) at the same place.

(4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

14. PRESIDING AT ANNUAL & SPECIAL GENERAL MEETINGS

(1) The President, or in the President's absence, the Vice President, shall preside as Chairperson at each annual or special general meeting of the Guild.

(2) If the President and the Vice president are absent from an annual or special general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

15. ADJOURNMENT OF MEETINGS

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with Rule 12.
- (4) Except as provided in sub rule (1 3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16. VOTING AT ANNUAL & SPECIAL GENERAL MEETINGS

- (1) Upon any question arising at an annual or special general meeting of the Guild, a member has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Guild have been paid.

17. POLL AT ANNUAL & SPECIAL GENERAL MEETINGS

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such a manner as the Chairperson may direct and that the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such a time before the close of the meeting as the Chairperson may direct.

18. MANNER OF DETERMINING WHETHER RESOLUTION CARRIED

If a question arising at an annual or special general meeting of the Guild is determined on a show of hands

- (a) a declaration by the Chairperson that a resolution has been
 - (i) carried; or
 - (ii) carried unanimously; or
 - (iii) carried by a particular majority; or
 - (iv) lost; and
- (b) an entry to that effect in the minute book of the Guild is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19. PROXIES

- (1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later 24 hours before the time of the meeting in respect of which the proxy is appointed.

- (2) The notice appointing the proxy must be
 - (a) for a meeting of the Guild convened under rule 7(8), in the form set out in Appendix 2, or
 - (b) in any other case, in the form set out in Appendix 3.

20. COMMITTEE OF MANAGEMENT

- (1) The affairs of the Guild shall be managed by the committee of management.
- (2) The committee
 - (a) shall control and manage the business and affairs of the Guild; and
 - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Guild other than those powers and functions that are required by these Rules to be exercised by general meeting of the members of the Guild; and
 - (c) subject to these Rules, the Act and the Regulations, has the power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Guild.
- (3) Subject to section 23 of the Act, the committee shall consist of
 - (a) the officers of the Guild; and
 - (b) five ordinary members.

21. COMMITTEE STRUCTURE

- (1) The officers of the Guild shall be
 - (a) a President;
 - (b) a Vice President;
 - (c) a Treasurer/public officer;
 - (d) a Secretary;
 - (e) an Assistant/Minute Secretary;
 - (f) a Librarian
 - (g) a Newsletter Editor
- (2) The ordinary members of the Committee shall be:
 - (a) an Assistant Treasurer;
 - (b) an Assistant Newsletter Editor;
 - (c) an Assistant Librarian;
 - (d) a Website Manager
- (3) The provisions of Rule 23, so far as they are applicable and with the necessary modification, apply to and in relation to the election of persons to any other offices referred to in sub rule (1).

22. TERMS OF OFFICE

- (1) The Vice President will be elected to a one year term which will be followed in the consecutive year by a term of one year as President. The term of President will be for one year. Thus the Vice President is automatically elected to a two year term on the Committee, one as Vice President and the second as President. Following the term as President the member will stand aside at the annual general meeting for the previously elected Vice president.

- (2) The Treasurer's term of office will be for one year after serving one year on Committee as Assistant Treasurer.
- (3) The Secretary's term of office will be for one year after serving one year on Committee as the Assistant/Minute Secretary.
- (4) The term of office for the Librarians will be for two years.
- (5) The term of office for the Editor of the Guild newsletter will be for two years.
- (6) Each officer of the Guild shall hold office until the annual general meeting denoting the end of the term of office but is eligible for re election.
- (7) In the event of a casual vacancy in any office referred to in Rule 2 1 (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.
- (8) In the event of a casual vacancy of an ordinary member position, the committee may appoint a member of the Guild to fill the vacancy and member shall hold that position, subject to these Rules, until the conclusion of the annual general meeting following the date of the appointment.

23. ELECTION OF OFFICERS AND ORDINARY COMMITTEE MEMBERS

- (1) Nominations of candidates for election of officers of the Guild or as ordinary members of the committee must be
 - (a) made in writing, signed by two members of the Guild and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) delivered to the Secretary of the Guild not less than 7 days before the date fixed for the holding of the annual general meeting.
 - (c) a financial member of the Guild at the time of nomination.
- (2) A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- (4) 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.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such a manner as the committee may direct.

24. VACANCIES

The office of an officer of the Guild, or of an ordinary member of the committee, becomes vacant if the officer or member (a) ceases to be a member of the Guild; or (b) becomes an

insolvent under administration within the meaning of the Corporations Law; or (c) resigns from office by notice in writing given to the Secretary.

25. MEETINGS OF THE COMMITTEE

- (1) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.
- (2) Special meetings of the committee may be convened by the President or by any 5 members of the committee.

26. NOTICE OF COMMITTEE MEETINGS

- (1) Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
- (2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.
- (3) A notice shall appear in the Guild's newsletter advising Guild members and committee members of each committee meeting, stating the place, date and time of the meeting.

27. QUORUM FOR COMMITTEE MEETINGS

- (1) Any 5 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present
 - (a) in the case of a special meeting the meeting lapses;
 - (b) in any other case the meeting shall stand adjourned to the same place and the same time and day in the following month.
- (4) The committee may act notwithstanding any vacancy on the committee.

28. PRESIDING AT COMMITTEE MEETINGS

At meetings of the committee

- (a) the President or, in the President's absence, the Vice President preside; or
- (b) if the President and the Vice president are absent, or unable to preside, the members present must choose one of their number to preside.

29. VOTING AT COMMITTEE MEETINGS

- (1) Questions arising at a meeting of the committee, or at a meeting of any sub committee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such a manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee, or at a meeting of any sub committee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

30. REMOVAL OF COMMITTEE MEMBER

(1) The Guild at a special general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first mentioned member.

(2) A member who is the subject of a proposed resolution referred to in sub rule (1) may make representations in writing to the Secretary or President of the Guild (not exceeding a reasonable length) and may request that the representations be provided to the members of the Guild.

(3) The Secretary or the President may give a copy of the representations to each member of the Guild or, if they are not so given, the member may require that they be read out at the meeting.

31. MINUTES OF MEETINGS

The Assistant/Minute Secretary of the Guild must keep minutes of the resolutions and proceedings of each annual and special general meeting, and each committee meeting, together with a record of persons present at committee meetings.

32. FUNDS

(1) The Treasurer of the Guild must

- (a) collect and receive all moneys due to the Guild and make all payments authorised by the Guild; and
- (b) keep correct accounts and books showing the financial affairs of the Guild with full details of all receipts and expenditure connected with the activities of the Guild.

(2) All cheques, draft, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.

(3) The funds of the Guild shall be derived from entrance fees, annual subscriptions, donations, and such other sources as the committee determines.

(4) Prepare the books for Auditing at the end of each financial year. The committee is responsible for the appointment of the Auditor.

33. SEAL

(1) The common seal of the Guild must be kept in the custody of the Secretary.

(2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer (Treasurer) of the Association.

34. NOTICE TO MEMBERS

Except for the requirement in Rule 12, any notice that is required to be given to a member, on behalf of the Guild, under these Rules may be given by

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or

- (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

35. WINDING UP

In the event of the winding up or the cancellation of the incorporation of the Guild, the assets and property after payment of all just debts and liabilities, shall not be distributed to members, but shall be distributed to a fund or funds with similar objects and/or to a fund or funds exclusively for charitable purposes, in accordance with the provisions of the Act.

36. CUSTODY AND INSPECTION OF BOOKS AND RECORDS

(1) Except as otherwise provided for in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Guild.

(2) All accounts, books, securities and any other relevant documents of the Guild must be available for inspection free of charge by any member upon request.

37. INDEMNITY OF THE COMMITTEE

In the absence of fraud or dishonesty no member of the committee shall be responsible for any loss of funds or theft of property of the Guild or of any of its members, nor shall any member of the committee be responsible for any accidental injury to any member or person or property whilst attending any meeting, local area group meeting or other activity of the Guild and whether caused by the negligence of the committee or any member thereof or not. All members upon becoming members of the Guild shall be deemed to have notice of this clause and agree to be bound by its provisions.

August, 1987.

1st revision 1991

2nd revision 1998

3rd revision 2009

Appendix 1

**APPLICATION FOR MEMBERSHIP OF
GEELONG PATCHWORK & QUILTERS GUILD INC.**

I,
(printed name of applicant)

of,.....
.....
(address, postcode, and phone number)

desire to become a member of Geelong Patchwork & Quilters Guild Inc.

I agree to be bound by the rule of the Guild for the time being in force.

.....
(signature of applicant)

.....
(date)

Appendix 2

**FORM OF APPOINTMENT OF PROXY FOR MEETING
OF GUILD CONVENED UNDER RULE 7(7)**

I,
(printed name of applicant)

of

.....
(address, postcode, and phone number)
being a member of Geelong Patchwork and Quilters Guild Inc.

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the
appeal to the general meeting of the Guild convened under rule 7(7), to be held on

.....
(date of meeting) and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution
(insert details of resolution passed under rule 7(1).

.....
(signature of applicant)

.....
(date)

Appendix 3

FORM OF APPOINTMENT OF PROXY

I,
(name)

of
(address)
being a member of Geelong Patchwork and Quilters Guild Inc.

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special general meeting of the Guild to be held on

(dated of meeting) and at any adjournment of that meeting.

My proxy is authorised to vote in **favour of / or against** * the following resolution: (insert details of resolution).

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

.....
(signature of applicant)

.....
(date)

* Delete whichever is applicable or circle voter's choice.