

THE GERMAN SHEPHERD DOG COUNCIL OF AUSTRALIA INCORPORATED

Reg. No. A100
ABN 25 515 310 063



CONSTITUTION **(as amended February 2007)**

THE GERMAN SHEPHERD DOG COUNCIL OF AUSTRALIA INC

CONSTITUTION

(as amended February 2007)

1 NAME

The name of the Council shall be "The German Shepherd Dog Council of Australia Incorporated".

2 HEADQUARTERS

Until such time as the Council can establish its headquarters in the National Capital of Australia, its headquarters shall be where Council determines.

3 CONSTITUENT BODIES

- 3.1 Subject to the provisions of this Constitution, the Council shall consist of organisations catering primarily for German Shepherd Dogs and which are affiliated with any of the recognised State or Territory Bodies controlling canine affairs, and which may be admitted to membership as a Constituent Body by the Council.
- 3.2 Each such organisation being a member is hereinafter included in the designation "The Constituent Bodies".
- 3.3 Each such organisation shall remain a Constituent Body so long as it is financial and accepts the Constitution as binding.

4 OBJECTS

Objects of the Council shall be:

- 4.1 To promote interest in, and the development and improvement of, the German Shepherd Dog throughout Australia.
- 4.2 To encourage understanding and appreciation among owners and the general public of the outstanding characteristics and usefulness of the breed.
- 4.3 To strive to achieve the removal of and/or resist any move to place additional restrictions and/or controls upon the importation, keeping and breeding of the German Shepherd Dog in Australia, except such restrictions and/or controls as may be voluntarily accepted and/or applied by the Constituent Bodies separately or together in the best interests of the breed.
- 4.4 To promote the formation and development of clubs and similar organisations working for the advancement of the German Shepherd Dog and for the interests of owners, and to encourage such clubs to affiliate with the Council and become constituent bodies.
- 4.5 To provide a National body capable of acting on a National basis in the interests of the breed and for, or on behalf of, the Constituent Bodies individually and/or collectively.

- 4.6 To seek recognition by the Australian National Kennel Council and, if recognised, agree to be bound by the Rules, Regulations and Constitution of the Australian National Kennel Council for the time being in force.

5 POWERS AND FUNCTIONS

Powers and functions of the Council shall be:

- 5.1 To make rules and regulations and do all other lawful acts, matters and things as may be necessary or expedient to promote all or many of the objects of the Council or matters incidental thereto.
- 5.2 To make rules and regulations with respect to qualifications for membership and to the imposition or otherwise of joining and/or membership fees and/or levies, as may be decided by the Council from time to time in accordance with this Constitution.
- 5.3 To make rules and regulations and maintain records designed to promote and improve the breeding of the German Shepherd Dog.
- 5.4 To administer and make rules and regulations for a National German Shepherd Dog Tattoo Scheme.
- 5.5 To administer and make rules and regulations for a National German Shepherd Dog Hip Dysplasia Scheme.
- 5.6 To administer, to make rules, regulations and to appoint or dismiss Breed Surveyors for a National German Shepherd Dog Breed Survey Scheme.
- 5.7 To maintain and publish a list of those ANKC licensed German Shepherd Dog Breed Judges who are approved to award gradings at specialist German Shepherd Dog breed shows within Australia.
- 5.8 To develop, administer and make rules and regulations for any scheme or schemes designed to promote and/or improve the breeding or exhibition of the German Shepherd Dog.
- 5.9 To promote the holding of shows, exhibitions, parades, trials, allocating the title of "National", in accordance with the objectives of the Council and subject to approval of the Kennel Control Council in the State or Territory in which the fixture is to be conducted.
- 5.10 To publish any newspaper, magazine, journal or any other type of publication and/or to arrange radio broadcasting and television sessions to furtherance of the Council's objectives.
- 5.11 To contact and/or affiliate with State, National and/or International bodies controlling canine and/or German Shepherd Dog affairs or having objects altogether or in part similar to those of this Council, and to co-operate with any such body or bodies in any way the Council deems conducive to the attainment of these objects or any of them.
- 5.12 To take steps by personal or written appeals, public meetings, advertisements or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Council by way of donations, annual subscriptions, bequests or otherwise.

6 REPRESENTATION

- 6.1 Each Constituent Body be represented at meetings of the Council by not more than one Councillor in addition to any members of that Body who may be executive officers of the Council. Names of Councillors shall be supplied to the Honorary Secretary in writing by each Constituent Body 10 weeks prior to the Annual General Meeting.
- 6.2 In the event of a duly nominated Councillor not being able to be the representative Councillor to any meeting of Council, then only persons whose names have been supplied in writing to the Honorary Secretary in writing prior to such meeting shall be recognised as Councillors.
- 6.3 No person shall represent a Constituent Body unless he or she is a financial member of the said body and shall be a financial member of the Kennel Control in the State or Territory in which they reside.

7 VOTING

- 7.1 The voting strength of each Constituent Body shall, except as provided for in 7.2 hereunder, be related to its financial membership as to the date of its last financial year. Each Constituent Body shall declare its financial membership to the Council within 14 days of such meeting.
- 7.2 The voting proportion shall be determined by the Council with Constituent Bodies having equal voting rights in such determination and by three-quarters majority of the total voting strength of Council being cast in favour.
- 7.3 The proportion may be varied by Council only at an Annual General Meeting and subject to the notice being given in accordance with clause 9.
- 7.4 The proportion determined by Council shall apply equally to all Constituent Bodies, subject to the conditions provided in clause 7.5.
- 7.5 The maximum number of votes any Constituent Body may be entitled to shall not exceed one-third of the combined voting strength of the other Constituent Bodies.
- 7.6 Votes may be recorded orally at meetings, but otherwise shall be in writing, delivered by hand or sent by post or by telegram.
- 7.7 Resolutions of the Council, except as provided for in clause 7.2 above and clause 32 shall be decided by at least 50% of the total voting strength of the Council being cast in favour.
- 7.8 Voting at all meetings of the Council shall be recorded openly, except in respect to the election of officers, when voting shall be by secret ballot.
- 7.9 Dissident members shall be bound by a majority decision except as provided for in clauses 7.2 and 32.
- 7.10 In the case of an equality of votes, the President or his duly appointed Deputy shall have a casting vote in addition to the votes of the Constituent Body of which he is a member.

8 APPOINTMENT OF PROXIES

- 8.1 Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 8.2 The notice appointing the proxy shall be in the form set out in Appendix 1 to these rules.

9 NOTICE OF BUSINESS

- 9.1 A Constituent Body may move a motion or put forward any proposal or nomination for the consideration and decision of the Council at any time and without the need for a seconder.
- 9.2 At other than constituted meetings of the Council such motions, proposals or nominations shall be submitted in writing or by telegram addressed to the Honorary Secretary. When submitted for the consideration at constituted meetings, they shall be in writing or telegraphic form and shall be in the hands of the Honorary Secretary not less than 10 weeks before the date of such meeting. Motions not so submitted shall not be accepted unless otherwise agreed by the Council.

10 OFFICERS

- 10.1 There may be a Patron who shall be a resident of Australia and who, once elected, shall continue to be Patron during the pleasure of the Council or until he resigns or ceases to be a resident of Australia.
- 10.2 There shall be an Executive of the Council which shall comprise:
- a President,
 - a Chairman of the National Breed Commission,
 - a Secretary,
 - a Chairman of the Judges Committee,
 - a Chairman of the Obedience Sub-Committee,
 - a Treasurer; and
 - an Editor of the Review
- each of whom shall be elected by secret ballot at an Annual General Meeting and each officer so elected shall continue in office until his/her successor is appointed, or becomes ineligible under Clause 10.9. An officer may seek re-election at the end of that period.
- 10.3 The term of office of the Executive of Council shall be as follows:
- The President, Treasurer, Chairman of the Judges Committee, and the Editor of the Review, each for a term of two (2) years commencing at the Annual General Meeting held in February 2008, and every second year thereafter for the same term of office.
- The Chairman of the National Breed Commission, Secretary, and Chairman of the Obedience Sub-Committee being elected for an initial term of one (1) year commencing at the Annual General Meeting held in February 2008, and every second year thereafter for a term of two (2) years.
- During their term of office, any member of the Executive of Council may nominate for other positions at a forthcoming Annual Election, but can only hold one elected position. Such nomination does not require an incumbent to resign from their present position, and, if unsuccessful in the election, the member continues to serve the balance of their term of office.
- If elected to another position, the member shall be deemed to automatically resign

their previous position. The resultant vacancy will be filled at the same Annual General Meeting as per Clause 10.9.

- 10.4 Each candidate for office shall be a financial member of a Constituent Body and shall be a financial member of the Kennel Control in the State or Territory in which they reside and shall be proposed by an affiliate in the prescribed form which shall be signed by the candidate and delivered to the Honorary Secretary not less than 14 weeks before the date of the Annual General Meeting.
- 10.5 If no written nominations are received as provided in Clause 10.4 oral nominations to be seconded orally by another delegate and consented to by the candidate may be made at the Annual General Meeting. An officer shall be eligible for re-election.
- 10.6 There shall be a Public Officer of the Council appointed in accordance with the Associations Incorporation Act 1991.
- 10.7 No officer of the Council shall receive any remuneration for his services, but nothing herein contained shall be deemed to prohibit the payment by the Council of any sum to any officer or servant of the Council for clerical or other assistance or in return for services or other assistance actually rendered to the Council.
- 10.8 Council may appoint any officers it deems necessary to carry out the business of the Council.
- 10.9 Each officer shall vacate his office:
 - (a) if he ceases to be a financial member of the Constituent Body he represents or ceases to be a financial member of the Kennel Control in the State or Territory in which he resides;
 - (b) if he resigns in writing;
 - (c) if he becomes bankrupt or suspends payment or compounds with his creditors or makes any assignment for the benefit of his creditors;
 - (d) if he shall be absent from more than two consecutive Council meetings without the consent or ratification of the Council;
 - (e) if a resolution is passed by a three-quarters majority vote at a duly convened meeting declaring his office to be vacant;
 - (f) if the Constituent Body he represents becomes unfinancial;
 - (g) if he is disqualified or suspended by the Kennel Control Council in his State or Territory of residence for any period for which he is suspended or disqualified.
- 10.10 Vacancies of office other than President may be filled temporarily until the next Annual General Meeting by the Executive and such temporary officers shall exercise all the rights and privileges of elected officers and carry all the responsibilities. Should the office of President become vacant, the Chairman of the National Breed Commission shall act in his/her stead until the next Annual General Meeting. Constituent Bodies shall be notified of any temporary appointment to office.

In the event that the vacancy occurs in the first year of the term, nominations shall be called for an election at the next Annual General Meeting by a secret ballot to elect that officer for the un-expired term of one (1) year.

11 SUSPENSION OF COUNCIL OFFICER

The Council shall have power to suspend or dismiss any Officer of the Council if, in its opinion, any such suspension or dismissal is in the interest of the Council, provided that such Officer shall be notified immediately of his suspension or dismissal and the reasons therefor, and shall have the right to state a case to Council in connection with the action taken.

12 OFFICER'S FUNCTIONS

- 12.1 The President shall be Chairman of all meetings of the Council and shall when necessary, speak on behalf of the Council and represent its policy to other persons or organisations. He shall present a written report to the Annual General Meeting.
- 12.2 The Chairmen shall assist the President with the general duties associated with the affairs of Council. In the absence of the President the Chairman of the National Breed Commission shall act in his stead.
- 12.3 The Secretary shall keep all records of all proceedings and of the affairs of the Council; conduct the correspondence of the Council; convene meetings of the Council and sub-committees as required by the President and carry out the instructions of the Council subject to the rules.
- 12.4 The Treasurer shall receive and issue receipts for all moneys paid to the Council; pay or cause to be paid into the bank accounts of the Council all moneys of the Council; keep the accounts of the Council and prepare the annual statement of accounts and balance sheet for audit and for submission to the Annual General Meeting.
- 12.5 The Executive body shall manage and direct the affairs of the Council between constituted meetings and in accordance with the provisions of this Constitution.

13 AUDITOR AND BALANCE SHEET

- 13.1 There shall be an Auditor appointed at the Annual General Meeting who shall hold office until the next succeeding Annual General Meeting. The Auditor shall not be a Councillor or Public Officer of the Council. A person who is interested in any transaction of the Council shall not be eligible for appointment as an Auditor. Where possible, the Auditor shall be a resident of the same State as the Honorary Treasurer. The Auditor shall audit the books of the Council and certify an annual statement of finances of the Council.
- 13.2 The Public Officer of the Council shall within one month after the preparation of the annual statement of account and balance sheet, file with the Registrar a copy of that statement and balance sheet certified to be correct by the Auditor.

14 APPLICATION FOR MEMBERSHIP

- 14.1 Applications for membership of the Council shall be submitted in writing to the Honorary Secretary of the Council and shall be accompanied by the requisite fees.
- 14.2 Details of all such applications shall be advised to all Constituent Bodies within seven days of receipt and such Bodies may, within six weeks of the date of the advice, lodge an objection to the admission of the applicant, stating clearly the reasons for such objection.

- 14.3 If within the defined time no objection has been lodged, the Council Executive may approve the application forthwith. If an objection is lodged by a Constituent Body the Council Executive shall consider such objection and decide whether the application shall be accepted. Any application for membership may be refused without assigning a reason therefore.
- 14.4 Upon approval of an application for membership, notice shall be given to the applicant and upon receipt of such notice and a copy of the Constitution, the applicant shall become a Constituent Body of the Council and be entitled to all the benefits and privileges of membership and be bound by the Constitution.

15 PRIVILEGES OF MEMBERSHIP

Subject to the restrictions and limitations prescribed by or pursuant to the Constitution and regulations, the privileges of a member shall be:

- (a) the right to be represented at meetings of the Council, and to vote on all motions considered by the Council;
- (b) the right to submit candidates for election to any office of the Council;
- (c) the right for Constituent Bodies and financial members of Constituent Bodies to compete for any prize or trophy presented by the Council for competition;
- (d) the right to call upon the Council for assistance, advice or information relative to German Shepherd Dogs;
- (e) the right to participate in all Council activities and functions; and
- (f) the right to permit financial members of Constituent Bodies who are financial members of the Kennel Control in the State or Territory in which they reside to make entries at any show, exhibition, parade and trial at special rates (if any rates apply) which shall be determined from time to time.

16 SUBSCRIPTIONS

- 16.1 Annual subscriptions, charges, entrance and other fees to be paid by affiliated bodies shall be related to the financial membership of those bodies as provided for in clause 7.5.
- 16.2 The rate of such subscription, charge, entrance and other fees shall be fixed by Council.
- 16.3 The same rate shall apply to all Constituent Bodies.
- 16.4 Nothing herein contained shall be deemed to prohibit the right of the Council to waive any subscription, charge or fees if such waiver be considered in the interests of the aims and objects of the Council. Any such waiver shall not affect the rights and privileges of the member to which it applies.

17 FINANCE

- 17.1 The financial year of the Council shall commence on 1 October of each year and conclude on 30 September of each year.

- 17.2 Annual subscriptions shall become due and payable in advance on 1 November each year.
- 17.3 Constituent Bodies which have not paid annual subscriptions within two months from the date due shall be deemed unfinancial and, subject to Council's power under clause 16.4, shall forfeit all rights and privileges as a Constituent Body.
- 17.4 That assets and income of the Council shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Council.
- 17.5 All moneys of the Council shall be banked with a recognised bank in an account in the name of the Council.
- 17.6 All accounts exceeding \$1.00 shall be paid by cheque, and such cheques shall be signed by any two of the following persons, namely President, Honorary Secretary, Honorary Treasurer and any member so authorised in writing by the Executive body.
- 17.7 All expenditure greater than One thousand dollars (\$1,000.00) shall be authorised by member clubs in writing or by a Special General Meeting.

18 REGISTER OF CONSTITUENT BODIES

The Council shall keep a register of Constituent Bodies.

19 COMMON SEAL

- 19.1 The common seal of the association shall be kept in the custody of the secretary.
- 19.2 The common seal shall not be affixed to any instrument except by the authority of the committee, and the affixing of the common seal shall be attested by the signatures either of two members of the committee or of one member and the secretary.

20 CUSTODY OF BOOKS

Subject to the Act, the Regulations and this constitution, the secretary shall keep in his or her custody or under his or her control all records, books, and other documents relating to the association.

21 INSPECTION OF BOOKS

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

22 SUB-COMMITTEES

- 22.1 The Council may adopt from time to time committees to investigate any matter and require them to report back to Council.

- 22.2 The President and Honorary Secretary shall be deemed ex-officio members of all committees.

23 ANNUAL GENERAL MEETING

23.1 An Annual General Meeting of the Council shall be held between 1 January and 31 March in each year at a date, time and place decided by the officers of the Council. The business of such meeting shall be:

- (a) confirm the minutes of the preceding Annual General Meeting;
- (b) consider applications for membership;
- (c) to receive the President's and Secretary's reports of the years activities;
- (d) to receive from the Treasurer a report, balance sheet and statement of account for the preceding financial year and an estimate of the receipts and expenditure for the current financial year;
- (e) to receive the Auditor's report;
- (f) to receive written reports and financial statements from Constituent Bodies;
- (g) to receive and consider reports from any committees appointed by Council;
- (h) to elect the officers of the Council as provided in clauses 10.2 to 10.5 herein, and the Auditor;
- (i) to determine the scale of annual subscriptions, charges, entrance and other fees to be paid by Constituent Bodies in the next succeeding financial year;
- (j) the consideration of any other business of which notice shall have been given by a Constituent Body or by the President not less than 14 weeks before the date of the meeting; and
- (k) to consider any other business which may be submitted to the meeting.

23.2 Items which are not on the agenda for the Annual General Meeting, have not been circulated to member clubs for discussion and on which delegates are not mandated to vote can only be added to the agenda if the delegates so decide.

23.3 A decision taken at the Annual General Meeting on any such additional item shall not be effective unless confirmed by member clubs within 60 days of the AGM (or 30 where deemed appropriate).

24 SPECIAL GENERAL MEETINGS

24.1 There shall be such other Special General Meetings as the Council may determine from time to time.

24.2 The Executive of the Council may summon a Special General Meeting following a request by any Constituent Body, if in the Executive's opinion, such a meeting is in the interests of all Constituent Bodies and is consistent with the aims and objects of the Council.

- 24.3 Notices of all meetings of the Council shall be sent to the Secretary of each Constituent Body, together with three copies of the Agenda at least one month prior to the date fixed for the meeting.
- 24.4 Notices of all Special General Meetings of the Council shall set forth with reasonable particulars the purpose of the meeting.
- 24.5 The President shall have power to fix the place, date and time of any Special General Meeting.
- 24.6 When notice of a Special General Meeting is given by the authority of the Executive under conditions prescribed by clause 24.2, and if the urgency of the business necessitates waiving the one month's notice prescribed by clause 24.3, the best notice which can reasonably be given to the Constituent Bodies shall be sufficient.
- 24.7 If the Executive fails to summon a Special General Meeting under clause 24.2 within two months of receiving a request by a Constituent Body, a majority of the Constituent Bodies may call the meeting themselves.

25 COMMITTEE MEETINGS - PROCEDURE

- 25.1 No item of business shall be transacted at a committee meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 25.2 If within half an hour after the appointed time for the commencement of a committee meeting a quorum is not present, the meeting if convened upon the requisition of the President or an Executive member shall be dissolved and in any other case shall stand adjourned to a time and place specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned.
- 25.3 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (not being less than 3) shall constitute a quorum.

26 GENERAL MEETINGS - PROCEDURE

- 26.1 No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 26.2 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 26.3 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (not being less than 3) shall constitute a quorum.

27 QUORUM

At any meeting of the Council a quorum shall be two-fifths the number of Constituent Bodies, representing at least one-half of the total voting strength of the Council.

28 WITHDRAWAL OF MEMBERSHIP

A Constituent Body may withdraw from the Council by giving not less than six months notice in writing to the Secretary and in so doing shall forfeit all financial claim on the Council.

29 TERMINATION OF MEMBERSHIP

- 29.1 If any Constituent Body shall wilfully refuse or neglect to comply with the provisions of the Constitution, or shall be guilty of improper conduct or conduct likely to be injurious to the Council, or if the Council shall at any time be of the opinion that the interests of the Council so require, as the case may be, such Constituent Body shall be liable to have its affiliation terminated at a meeting of the Council by a resolution of three-quarters majority of votes cast by delegates of Constituent Bodies in States or Territories other than the one in which the said Constituent Body functions, provided that at least six weeks before the meeting at which such resolution is presented the body concerned shall have notice thereof and of the intended resolution for the termination of affiliation, and that the body concerned shall at such meeting and before the passing of such resolution have had an opportunity of giving orally or in writing any explanation or defence as it may think fit.
- 29.2 If the resolution as set out in 29.1 is passed, there shall be no right of appeal.
- 29.3 The Council is under no obligation to refund the whole or any part of any affiliation fee to a Constituent Body so disaffiliated.

30 DISSOLUTION OF COUNCIL

The Council may be dissolved at a General Meeting called for that purpose by a resolution passed by a majority of three-quarters of all Constituent Bodies. In the event of the Council being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the committee in accordance with their powers to any fund, institution or authority, which is a non-profit organisation in Australia and which have or include in their objectives the promotion of similar aims and objects as the Council. Upon the completion of the distribution of the property by this rule, the Council shall be dissolved.

31 MEMBERS' LIABILITIES

The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, 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 provided in clause 16.1.

32 AMENDMENT

This Constitution shall only be amended on a motion passed by a three-quarters majority of the total voting strength of the Council. At least six weeks written notice of any motion for amendment shall be given by the Secretary to each Constituent Body, together with full details of such motion for amendment.

33 DEFINITIONS

In this Constitution, unless inconsistent with the context or subject matter:

"Affiliate" means to join the Council as a Constituent Body.

"Breed" means the German Shepherd breed of dog.

"Committee" means any committee appointed by the Council for the time being.

"Council" means The German Shepherd Dog Council of Australia Incorporated.

"in writing" means written, printed, partly written, duplicated or any other recognised means of written communication.

"Kennel Control" means the member body of the Australian National Kennel Council.

"Member" means Constituent Body or affiliate according to the rules of this Constitution.

"Officers" means officers of the Council and includes the President for the time being of Council, the four chairmen, the Secretary and Treasurer or any other person occupying for the time being any of these offices.

"Register" means the Registrar of Companies in The Australian Capital Territory as defined in the Companies Ordinance, 1962.

"Regulation" means the decision in the form of a resolution agreed to by the Constituent Bodies but which does not conflict with the Council's Constitution.

"Rule" means any portion of this Constitution.

Unless the contrary appears, words importing the singular shall include the plural and vice versa and words importing the masculine gender shall include the feminine. Words implying persons shall include company, association, society, club or other body corporate or incorporate.



APPENDIX 1
FORM OF APPOINTMENT AS PROXY

I, _____
(full name)

as Secretary of _____
(Club)

being a members of The German Shepherd Dog Council of Australia hereby

appoint _____
(full name of proxy)

(address)

being a member of a Member Club of The German Shepherd Dog Council of Australia as my proxy to vote for my Club on our behalf at the General Meeting of the Council (Annual General Meeting as the case may be) to be held on:

the day of 20..... and at any adjournment of that meeting.

* Our proxy is authorised to vote in favour of / against (delete as appropriate) the motions as follows. (insert details)

(* To be inserted if desired)

(Signature of member appointing Proxy)

Dated: _____