

This is the Constitution for Coro Innominata Incorporated

Part 1 – Preliminary

1. Definitions

In this Constitution:

1. **Annual General Meeting** means the meeting of the Members of the Association as outlined in Part 4 of this Constitution.
2. **Association** means the incorporated body known as Coro Innominata.
3. **Committee** means the group comprised of Office-bearers and General Committee Members.
4. **General Committee Member** means a member of the Committee who is not an office-bearer of the Association.
5. **General Meeting** means an Annual General Meeting and/or Special General Meeting of the Association as the context implies.
6. **Member** means a person who, following an audition in accordance with this Constitution, is accepted within the Association.
7. **Musical Director** means the person appointed by the Association in accordance with this Constitution.
8. **Office-bearer** means a person who holds the office of either Secretary or Treasurer of the Association.
9. **Public Officer** means the Secretary (or other person appointed by the Association) and as defined under the Associations Incorporation Act 2009.
10. **Secretary** means the person holding office under this Constitution as Secretary of the Association.
11. **Special General Meeting** means a General Meeting of the Association other than an Annual General Meeting.
12. **Sub-Committee** means any group of Members established by the Committee to undertake a particular role or function as prescribed in Clause 21 of this Constitution.
13. **Treasurer** means the person holding office under this Constitution as Treasurer of the Association.
14. the following references apply:
 - a. reference to a function includes a reference to a power, authority and duty, and
 - b. reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

2. Objects of the Association

1. To encourage and promote quality choral music through public performance.
2. To train the Members in beneficial singing techniques.
3. To perform accompanied and unaccompanied choral music to the highest standard through regular rehearsals and the development of the musical skills of its Members.

3. Non-profit clause

1. The assets and income of the Association shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to the Members of the Association except as bone fide remuneration for services rendered or expenses incurred for or on behalf of the Association.

4. Dissolution clause

1. In the event of the Association being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the Association in accordance with its powers to any organisation which has similar objects and which has rules prohibiting the distribution of its assets and income to its Members.

Part 2 – Membership

5. Membership of the Association

1. Membership shall be by application to join the Association.
2. Prospective Members will be required to undertake an audition, which will be supervised by the Musical Director, and attended by at least one member of the Committee.
3. Where the majority of Musical Director and members of the Committee present at the audition support membership of the person being auditioned, that person will be appointed on probation for 3 months after which time, if they are considered suitable by the Musical Director, they will be appointed as a Member of the Association.
4. The Committee, in consultation with the Musical Director, may approve a request from a Member of the Association to suspend membership for a specified period.

6. Termination of membership

1. Termination of a membership can occur in the following ways:
 - a. Submission of resignation by a Member to the Committee or Musical Director
 - b. Failing to satisfy requirements at an audition (see Clause 11.6)
 - c. On instruction from the Committee. Such a termination can only be made if the majority of the Committee agrees that the Member concerned has persistently broken the rules of the Association, has consistently failed to meet the reasonable expectations of the Association, or has taken any action that the Committee feels damages the Association or brings it into disrepute.
 - d. By the Committee following advice from the Musical Director that he/she considers that the Member's performance is unsatisfactory (see Clause 11).
 - e. By failing to attend rehearsals for a period of two weeks, without good excuse or without prior arrangement, his/her membership of the Association will be considered to be terminated.

7. Register of Members

1. The Secretary of the Association must maintain a register of Members of the Association 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.
2. The register of Members must be kept at the Secretary's principal place of residence and must be open for inspection, free of charge, by any Member of the Association at any reasonable hour.
3. A Member of the Association may obtain a copy of any part of the register on payment of \$1 for each page copied.

8. Temporary choristers

1. Where the number of choristers required for a particular concert cannot be reached using existing Members, additional temporary choristers can be co-opted by the Musical Director where the Committee so approves.
2. Temporary choristers are co-opted on a concert-by-concert basis.
3. At the discretion of the Committee, temporary choristers may be exempt from audition and membership fees.
4. For clarity, temporary choristers are not considered to be Members of the Association.

9. Fees and Subscriptions

1. Members are required to pay an annual membership fee determined by the Committee. Members who join the Association part way through a year may be entitled to a reduced membership fee, at the discretion of the Committee.
2. A Member whose request to suspend membership for a specified period has been approved as provided for by sub-Clause 5(4) may be entitled to a reduced membership fee at the discretion of the Committee.
3. No portion of the annual membership fee is refundable if a Member's membership is terminated in accordance with Clause 6 or Clause 11 (except as provided for in Clause 9(4), or where a Member's request to temporarily suspend his/her membership is approved by the Committee except as provided for in sub-Clause 5(4).
4. Where a Member's membership is terminated in accordance with Clause 11, and that Member has been a Member for less than 6 months, the Committee, at its absolute discretion, may elect to refund a portion or all of the membership fee paid in respect of the current year.

10. Members' liabilities

1. 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 required by Clause 9.

11. Auditions

1. Aside from the audition of prospective Members, general auditions of Members will be held at the discretion of the Committee following consultation with the Musical Director.
2. General auditions will be conducted by the Musical Director and administered by the Committee.
3. A minimum two years must elapse between general auditions for existing Members. All Members will be required to participate in a general audition when called unless the Member's initial audition was held less than 6 months before the general audition and the Musical Director agrees that the Member is not required to re-audition.
4. The format of general auditions will be determined by the Committee in consultation with the Musical Director. Notice of general auditions will be given at least one month before the set date for the general audition.

5. The results of the general auditions shall be communicated to individual Members by the Musical Director as soon as practicable after the audition has taken place. If a Member does not meet the required standard in the audition, reasons must be given to any such Member by the Musical Director. Such Members will either be asked to leave the Association or may, at the discretion of the Committee (on advice of the Musical Director), be placed on probation for three months. Following any such probation these Members will be required to undertake another audition. If they are still deemed unsatisfactory their membership of the Choir will be terminated.
6. Notwithstanding the conditions regarding auditions as described above, at any time the Musical Director may request through the Committee that a particular Member undertake an audition if the Musical Director believes that the Member's performance is unsatisfactory.
7. Where a Member is required to undertake an audition pursuant to sub-Clause 11(6), the process to be followed for that audition will be consistent with that described in sub-Clause 11(4) and sub-Clause 11(5).

Part 3 – The Musical Director

12. Musical Director

1. The Musical Director will be appointed by a majority vote by Members. Candidates for the position of Musical Director shall be auditioned by the Members, either by giving the prospective Musical Director a concert programme to conduct as a Guest Conductor, or by the taking of a number of weekly rehearsals. Once the audition period is complete the Committee will call a Special General Meeting of the Members at which the appointment will be determined by a majority vote. Following the Special General Meeting the decision of the Association will be communicated to the candidate(s) by the Secretary as soon as practicable.
2. The extension of the Musical Director's appointment, including the term of any extension will be determined by a majority vote of Members at a General Meeting at least 6 months prior to the completion of his/her term of appointment.
3. The Musical Director's appointment can be terminated by:
 - a. the Musical Director submitting his resignation to the Committee, or
 - b. the passage of a Special Resolution by the Members (see Clause 31).
4. The Musical Director may, from time to time and at the discretion of the Committee, be invited to attend and participate in meetings of the Committee.

Part 4 - The Committee

13. Powers of the Committee

1. The Committee:
 - a. is responsible for the control and management of 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 the Constitution to be exercised by a General Meeting of Members, and
 - c. has the 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.

14. Composition and membership of the Committee

1. The Association shall be administered by a Committee elected by the Members. The Committee shall consist of the following positions:
 - a. Secretary
 - b. Treasurer
 - c. Up to 3 General Committee Members who will be responsible for such other duties as required.
2. Each Member of the Committee is, subject to this Constitution, to hold office until the conclusion of the Annual General Meeting following the date of the Member's election, but is eligible for re-election.
3. 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 is to hold office until the conclusion of the Annual General Meeting next following the date of the appointment.

15. Election of Committee Members

1. Any Member of the Association is entitled to stand for membership of the Committee, provided their membership subscriptions are up to date. Committee Members are elected annually but there is no restriction on how many times a Member may stand for election to the Committee.
2. Nominations of candidates for election to the Committee:
 - a. must be made in writing, signed by 2 Members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination), and
 - b. must be delivered to the Secretary of the Association at least 7 days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
3. If insufficient nominations are received to fill all vacancies on the Committee, further nominations are to be received at the Annual General Meeting.
4. If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be casual vacancies.
5. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
6. If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
7. The ballot for the election of Committee Members is to be conducted at the Annual General Meeting in such usual and proper manner as the out-going Committee may direct.

16. Secretary

1. The Secretary of the Association must, as soon as practicable after being appointed as Secretary, notify all Members of his/her address.
2. It is the duty of the Secretary to convene, chair and keep minutes of:
 - a. All appointments of office-bearers and General Committee Members,
 - b. The names of members of the Committee present at a Committee meeting or of Members of the Association at a General Meeting, and
 - c. All proceedings at Committee meetings and General Meetings.
3. The Secretary may delegate minute-taking to any other person present as required.

4. Minutes of proceedings at a Committee meeting or a General Meeting must be signed by the minute-taker and the Secretary, or where the minute-taker was the Secretary, or where the minute-taker is not available, by one other Committee Member who was present at the meeting being minuted.

17. Treasurer

1. It is the duty of the Treasurer of the Association to ensure:
 - a. that all money due to the Association is collected and received and that all payments authorised by the Association are made, and
 - b. that correct books and accounts are kept showing the financial affairs of the Association, including full details of receipts and expenditure connected with the activities of the Association.

18. Casual vacancies on the Committee

1. A casual vacancy of an office of the Committee occurs if the office-holder:
 - a. dies, or
 - b. ceases to be a Member of the Association, or
 - c. resigns office by notice in writing given to the other members of the Committee, or
 - d. is removed from office under Clause 19.

19. Removal of a Committee Member

1. The Members may by resolution at a Special General Meeting remove any Office-bearer or General Committee Member from his/her respective office before the expiration of the Committee Member's term of office and may by resolution appoint another Member to hold office until the expiration of the term of office of the Committee Member so removed.
2. If a Member of the Committee to whom a proposed resolution referred to in sub-Clause 19(1) makes representations in writing to the Secretary or Treasurer and requests that the representations be notified to the Members of the Association, the Secretary or Treasurer may send a copy of the representations to each Member of the Association or, if the representations are not so sent, the Committee Member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

20. Committee meetings and quorum

1. The Committee must meet at least 3 times in each period of 12 months at such place and time as the Committee may determine.
2. Additional meetings of the Committee may be convened by any member of the Committee.
3. Oral or written notice of a meeting of the Committee must be given by the Secretary to each member of the Committee at least 48 hours (or such period as may be unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting.
4. Notice of a Committee meeting given under sub-Clause 20(3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Committee Members present at the meeting unanimously agree to treat as urgent business.

5. Any 3 members of the Committee constitute a quorum for the transaction of the business of the Committee. For clarity, the Musical Director is not considered a member of the Committee.
6. No business is to be transacted by the Committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to be dissolved and re-appointed for another time.
7. At a meeting of the Committee:
 - a. the Secretary is to chair the meeting, or
 - b. if the Secretary is absent or unwilling to chair the meeting, such one of the remaining members of the Committee as may be chosen by the Committee Members present at the meeting is to chair.

21. Delegation by Committee to Sub-Committee

1. The Committee may, by instrument in writing, delegate to one or more Sub-Committees the exercise of such of the functions of the Committee as are specified in the instrument, other than:
 - a. This power of delegation, and
 - b. A function which is a duty imposed on the Committee by any law.
2. A function the exercise of which has been delegated to a Sub-Committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.
3. A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
4. Despite any delegation under this rule, the Committee may continue to exercise any function delegated.
5. Any act or thing done or suffered by a Sub-Committee acting in the 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.
6. The Committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
7. A Sub-Committee may meet and adjourn as it thinks proper.

22. Voting and decisions at Committee meetings

1. Questions arising at a meeting of the Committee or of any Sub-Committee appointed by the Committee are to be determined by a majority of the votes of members of the Committee or Sub-Committee present at the meeting.
2. Each person present at a meeting of the Committee or Sub-Committee appointed by the Committee (including the person chairing the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person chairing may exercise a second or casting vote.
3. Subject to sub-Clause 20(5), the Committee may act despite any vacancy on the Committee.
4. 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 despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or Sub-Committee.

Part 4 - General Meetings

23. Annual General Meetings – holding of

1. The Association must, within 6 months of the end of each financial year of the Association, convene an Annual General Meeting of its Members. The financial year shall be from 1 January to 31 December.

24. Annual General Meetings – calling of and business at

1. The Annual General Meeting of the Association is to be convened on such a date and at such place and time as the Committee thinks fit.
2. The business of an Annual General Meeting is to include, but not be limited to:
 - a. confirmation of the minutes of the last Annual General Meeting and of any Special General Meeting held since that meeting.
 - b. receipt of reports from the current Committee and the Musical Director on the activities of the Association during the preceding financial year.
 - c. the resignation of current members of the Committee
 - d. the election of members of the Committee.
3. An Annual General Meeting must be specified as such in the notice convening it.

25. Special General Meetings – calling of

1. The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association.
2. The Committee must, on the requisition in writing of at least 5 Members, convene a Special General Meeting of the Association.
3. A requisition of Members for a Special General Meeting:
 - a. must state the purpose or purposes of the meeting, and
 - b. must be signed by the Members making the requisition, and
 - c. must be lodged with the Secretary, and
 - d. may consist of several documents in a similar form, each signed by one or more Members making the requisition.
4. If the Committee fails to convene a Special General Meeting to be held within 1 month after that 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 not later than 3 months after that date.
5. A Special General Meeting convened by a Member or Members as referred to in sub-Clause 25(4) must be convened as nearly as practicable in the same manner as a General Meeting convened by the Committee.

26. Notice

1. Except if the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution of the Association, the Secretary must, at least 14 days before the date fixed for the holding of the General Meeting, give a notice to each Member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
2. If the nature of the business to be dealt with at a General Meeting requires a Special Resolution of the Association, the Secretary must, at least 21 days before the date fixed for the holding of the General Meeting, cause notice to be given to each Member

specifying, in addition to the matters required under sub-Clause 26(1), the intention to propose the resolution as a Special Resolution.

3. No business other than that specified in the notice convening a General Meeting is to be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted under sub-Clause 24(2).
4. A Member desiring to bring any business before a General Meeting may give notice in writing of that business to the Secretary who must include the business in the next notice calling a General Meeting given after receipt of the notice from the Member.

27. Quorum and Procedure

1. No item of business is to be transacted at a General Meeting unless a quorum of Members entitled to vote is present during the time the meeting is considering that item.
2. Five Members present in person (being Members entitled under these rules to vote at a General Meeting) constitute a quorum for the transaction of the business of a General Meeting.
3. If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting:
 - a. If convened on the requisition of Members, is to be dissolved, and
 - b. In any other case is to be adjourned to a future appointed date within 1 month of the original date of the meeting.
4. 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 (being at least 3) is to constitute a quorum.

28. Presiding Member

1. The Secretary is to chair each General Meeting of the Association. In the absence of the Secretary, or if for any reason he/she has to vacate the chair during the meeting, the Members present at the meeting shall elect another one of their number to act as chairperson during his/her absence.

29. Adjournment

1. 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 is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
2. If a General Meeting is adjourned for 14 days or more, the Secretary must 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.
3. Except as provided in sub-Clauses 29(1) and 29(2), 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.

30. Making of decisions

1. A question arising at a General Meeting of the Association is to 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 favour of or against that resolution.

2. At a General Meeting of the Association, a poll may be demanded by the chairperson or by at least 3 Members present in person or by proxy at the meeting.
3. If a poll is demanded at a General Meeting, the poll must be taken:
 - a. 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, or
 - b. 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 is taken to be the resolution of the meeting on that matter.

31. Special resolution

1. A resolution of the Association is a Special Resolution if it is passed by a majority which comprises at least 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 called in accordance with sub-Clause 26.2.
2. A Special Resolution is required for:
 - a. Changing the name of the Association;
 - b. Changing the objects of the Association;
 - c. Changing the Constitution of the Association;
 - d. Voluntarily winding up the Association;
 - e. Termination of the Musical Director.

32. Voting

1. On any question arising at a General Meeting of the Association a Member has one vote only.
2. All votes must be given personally or by proxy but no Member may hold more than 5 proxies.
3. In the case of an equality of votes on a question at a General Meeting, the chairperson is entitled to exercise a second or casting vote.
4. A Member or proxy is not entitled to vote at any General Meeting of the Association unless all money due and payable by the Member to the Choir has been paid.

33. Appointment of proxies

1. Each Member is to 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.
2. The notice appointing the proxy is to be in the form set out in Appendix 1 of these rules.

Part 5 – Miscellaneous

34. Insurance

1. The Association may effect and maintain insurance.

35. Funds – source

1. The funds of the Association are to be derived from annual subscriptions of Members, ticket sales for concerts, payments for performances, donations, fund-raising activities and, subject to any resolution passed by the Association in General Meeting, such other sources as the Committee determines.
2. All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
3. The Association must, as soon as practicable after receiving any money and where necessary, issue an appropriate receipt.

36. Public Fund

1. The Association is to maintain a Public Fund (known as Coro Innominata Donations Fund), listed on the Register of Cultural Organisations, into which gifts of money and/or property for its principal purpose are made. Any money received because of such gifts is to be credited into this fund. These monies will be kept separate from other funds of the Association and will only be used to further the Association's objects. Investment of monies in this fund will be made in accordance with guidelines for Public Funds as specified by the Australian Taxation Office.
2. The Public Fund will be administered by the Association's Committee or an appointed Sub-Committee, a majority of whom, because of their tenure of some public office or their professional standing, have an underlying community responsibility, as distinct from obligations solely in regard to the cultural objectives of the Association.
3. No monies/assets in this Public Fund will be distributed to Members or office bearers of the Association, except as reimbursement of out-of-pocket expenses incurred on behalf of the fund or proper remuneration for administrative services.
4. In the event of the winding up or dissolution of the Public Fund, the amount which remains after dissolution and the satisfaction of all debts and liabilities shall not be paid to or distributed among the Association's Members, but shall be given or transferred to some other fund(s), authority(ies) or institution(s) having objects similar to the objects of the Association, and whose rules shall prohibit the distribution of its or their income among its or their members, such fund, authority or institution to be eligible for tax deductibility of donations under Subdivision 30-B, section 30-100, of the Income Tax Assessment Act 1997 (the Act) and listed on the Register of Cultural Organisations maintained under the Act.
5. Any proposed amendments or alterations to provisions for the Public Fund will be notified to the Department responsible for the administration of the Register of Cultural Organisations to assess the effect of any amendments on the Public Fund's continuing Deductible Gift Recipient status.

37. Funds – management

1. Subject to any resolution passed by the Association in General Meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such a manner as the Committee determines.
2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the Committee or employees of the Association, being Members or employees authorised to do so by the Committee.

38. Alteration of the Constitution

1. This Constitution may be altered, rescinded or added to only by a Special Resolution of the Association.

39. Custody of books

1. Except as otherwise provided by this Constitution, and with the exception of financial records of the Association which are to be kept by the Treasurer, the Secretary must keep in his/her custody or under his/her control all records, books and other documents relating to the Association.
2. All current Committee Members shall be responsible for holding and appropriately maintaining records specific to their own portfolio in each calendar year. Within 2 months of the end of any calendar year, all Committee Members must submit official records of the Association from the previous year to the Secretary.

40. Inspection of books

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

41. Service of notices

1. For the purposes of this Constitution, a notice may be served on or given to a person:
 - a. By delivering it to the person personally, or
 - b. By sending it prepaid post to the address of the person, or
 - c. By sending it by email, facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
2. For the purpose of this Constitution, a notice is taken, unless the contrary is proved, to have been given or served:
 - a. In the case of a notice given or served personally, on the day on which it is received by the addressee, and
 - b. In the case of a notice sent by prepaid post, on the date when it would have been delivered in the ordinary course of post, and
 - c. In the case of a notice sent by email, facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which it was sent produces a report indicating that the notice was sent on a later date, on that date.
3. Notices to the Committee should be submitted to the Secretary or, in his/her absence, the Treasurer.

Appendix 1

FORM OF APPOINTMENT OF PROXY

I,
(full name)

of
(address)

being a Member of
(name of organisation)

hereby appoint
(full name of proxy)

being a Member of that organisation, as my proxy to vote for me on my behalf at the General Meeting of the organisation (annual General Meeting or special General Meeting, as the case may be) to be held on the Day of and at any adjournment
(month and year)
of that Meeting.

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

** to be inserted if desired*

.....
Signature of Member appointing proxy

.....
Date