



Federation of Wine & Food Societies of Australia Inc.
PO Box 304, Berowra Heights, NSW 2082
www.wineandfood.org.au
fwfsa.inc@gmail.com

Annual General Meeting Federation of Wine and Food Societies of Australia Inc.

Attendance of Councillors, Proxies and Nomination of Executive and Committee

- According to the Rules of the Federation each Member (**Society**) has the right to have **two** to attend the AGM as **Councillors** and cast a total of one **vote**
 - One such Councillor shall be the president of the Member (Society), and in the event of a deadlock between the two Councillors, the president shall determine the vote
 - Each Councillor is entitled to appoint another person as a **proxy** by notice given to the Secretary at any time before the time of the meeting. The notice appointing the proxy must be in writing by the Councillor.
- Each Member (Society) shall be entitled to nominate one observer who shall be entitled to attend and speak at the AGM, but who shall have no entitlement to vote.
- The AGM will include the annual election of the Office Bearers and Committee to manage the business of the Federation:
 - President
 - Vice President (3)
 - Secretary
 - Treasurer
 - Cellar Master
 - Ordinary Committee Members (3).
- All Society members are welcome to attend an AGM.

Appendices:

1. **Form of Nomination of Councillor of the Federation of Wine and Food Societies of Australia Inc.**
*Persons attending the AGM as Councillor should bring this completed form nominating them as Councillor **ONLY** if the detail of the President and/or the Councillor on the current Annual Return Form has changed. To be lodged with the Secretary by the commencement of the Meeting.*
2. **Form of Appointment of Proxy for the Annual General Meeting** *to be lodged with the Secretary by the commencement of the Meeting.*
3. **Nomination Form for the Election of Office Bearers at the Annual General Meeting** *to be lodged with the Secretary at least two days before the date fixed for the meeting. As the AGM is usually held on a Sunday, nomination forms should be lodged with the Secretary by the prior Thursday evening.*

All forms may be emailed to the Secretary, fwfsa.inc@gmail.com and maybe signed and scanned OR the emailed form without signatures should clearly indicate the assent of the nominee.

Secretary
The Federation of Wine and Food Societies of Australia.



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Appendix 1

Form of Nomination of Councillor

*Each Society has named their two Councillors on the Annual Return - persons attending the AGM as Councillor should bring this completed form naming them as a Councillor **ONLY** if the detail of the President and/or the Councillor on the current Annual Return has changed, and lodge it with the Secretary prior to the commencement of the Annual General Meeting.*

This Member
(Full name of Society)

Hereby nominates - Name of Councillor

whose written consent appears below, to act as a duly appointed Councillor at the Annual General Meeting of The Federation of Wine and Food Societies of Australia Inc., and at any adjournment of that meeting.

Signature of Authorised Signatory

Name of Authorised Signatory

Position of Signatory within Society

Consent of Councillor

I, being the person named above as the Councillor of the Member (Society), hereby consent to being nominated as a Councillor of the Member

Signature of Councillor

Date of consent

To be lodged with the Secretary by the commencement of the Meeting.



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Appendix 2

Form of Appointment of Proxy

I
(Name and Position)

being a Member of
(Name of Society)

appoint.....
(Name of proxy holder)

as my proxy to vote for me on my behalf at the Annual General Meeting of the Federation of Wine and Food Societies of Australia Inc., to be held on(date) and at any adjournment of that meeting.

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

**delete if not applicable*

Signed

Date

To be lodged with the Secretary by the commencement of the Meeting.



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Appendix 3

Nomination Form for Officers and Ordinary Committee Members

Please Print/Type

Name of Nominee _____

Society _____

Nominated for position of _____

Proposed by _____

Society _____

I hereby accept this nomination for the above position

Signature _____

Date _____

Rules 38 (1) Nominations of candidates for election of Officers of the Federation or of Ordinary Committee Members may be made by any Councillor and must nominate another Councillor and be:

- (a) made in writing, signed by one (1) Councillor of the Federation and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and*
- (b) delivered to the Secretary not less than one (1) day before the date fixed for the holding of the Annual General Meeting.*

[As the AGM is generally held on a Sunday morning it is very helpful if the nominations can be in the hands of the FWFSA Secretary by the prior Thursday evening.]

If being emailed fwfsa.inc@gmail.com in absence of a scan, the email must contain a clear indication of the assent of the nominee.