

Statement of Purposes and Statutory Rules

AUSTRALIAN INSTITUTE OF POLISH AFFAIRS INC.

STATEMENT OF PURPOSES

Purposes:

- a) To be a source of authoritative information about Poland, Polish Australians and Polish-Australian matters;
- b) To participate in educational activities dealing with the above;
- c) To initiate public lectures and conferences on subjects related to Polish affairs;
- d) to respond to issues concerning Polish affairs in the media, as and when necessary.

These purposes shall be pursued through:

- a) monitoring and collecting information on Polish and Australian-Polish affairs;
- b) drawing on the expertise of academics and other professionals;
- c) liaising with diplomatic and consular authorities accredited in Australia;
- d) co-operating with Polish community organizations in Australia;
- e) co-operating with other relevant organizations

AUSTRALIAN INSTITUTE OF POLISH AFFAIRS INC.

STATUTORY RULES

1 Name

The name of the incorporated association is the Australian Institute of Polish Affairs (henceforth: the Institute).
The Institute is an independent, non-profit and non-political organization.

2 Definitions

In these Rules, unless the contrary intention appears –

Chairperson, of a general or committee meeting, means the person chairing the meeting as required under rule 14 or rule 28, respectively

Committee means the Executive Committee of the Institute;

financial year means the year ending on 30th June;

general meeting means a general meeting of members convened in accordance with rule 12;

member means a member of the Institute, who may be a *bona fide* couple;

ordinary member of the Committee means a **member** of the Committee who is not an officer of the Institute under rule 21;

the Act means the **Associations Incorporation Reform Act 2012**.

3 Alteration of the rules

These Rules and statement of purposes of the Institute can only be altered by special resolution at a general meeting. A special resolution is one which can only be passed if, of the entitled members of the Institute who vote in person or by proxy at the meeting, not less than three quarters vote in favour of the resolution.

4 Membership, entry fees and subscription

- (1) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Institute on payment of the annual subscription payable under these Rules.
- (2) An application of a person for membership of the Institute must—
 - (a) be made in writing containing the information listed in Appendix 1; and
 - (b) be lodged with the Secretary or Treasurer of the Institute.
- (3) As soon as practicable after the receipt of an application, the Secretary or Treasurer must refer the application to the Committee.
- (4) The Committee must determine whether to approve or reject the application.
- (5) If the Committee approves an application for membership, the Secretary must, as soon as practicable—
 - (a) notify the applicant in writing of the approval for membership; and
 - (b) request, if necessary, payment within 28 days after receipt of the notification of the sum payable under these Rules of the first year's annual subscription.
- (6) The Secretary must, within 7 days after receipt of the amounts referred to in sub-rule (5), or within 7 days of the Committee's approval, whichever is later, 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) If the Committee rejects an application, the Committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (9) A right, privilege, or obligation of a person by reason of membership of the Institute—
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (10) There is no joining fee.
- (11) *The annual subscription fee is to be determined by the Committee from time to time. The Committee may reduce the fees of members or prospective members at its discretion. All fees are payable in advance on or before 1 July in each year.*

Article 4 Membership, entry fees and subscription – continued

- (12) Any member whose membership lapses due to non-payment by the 1st July loses his/her membership (except for the provision of clause 16 (4), below), but this will be automatically restored if the arrears are paid within 12 months of the due date.
- (13) In the case of a *bona fide* couple, only the vote of the senior who tenders a vote shall be accepted, seniority being determined by the order in which the names stand in the membership register.
- (14) Honorary membership. Upon the signed recommendation of one member and secondment by another member, honorary membership can be conferred by the Committee. An honorary member shall have none of the obligations of membership but shall be entitled to all the privileges except those of voting and of holding office.
- (15) Honorary life membership. Upon the signed recommendation of one member and seconded by another member, and by Special Resolution at a general meeting, honorary life membership can be conferred upon a person who has rendered notable service to the Institute.

5 Register of members

- (1) The Secretary must keep and maintain a register of members containing—
 - (a) the name and address of each member; and
 - (b) the date on which each member's name was entered in the register; and
 - (c) the register may be electronic.
- (2) The register is available for inspection free of charge by any member upon request.
- (3) A member may make a copy of entries in the register.
- (4) A member may not distribute the register or members' data to third parties.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

6 Ceasing membership

- (1) A member of the Institute who has paid all moneys due and payable by a member to the Institute may resign from the Institute by giving one month's notice in writing to the Secretary of his or her intention to resign.
- (2) After the expiry of the period referred to in subrule (1)—
 - (a) the member ceases to be a member; and
 - (b) the 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) 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 Institute, the Committee may by resolution—
 - (a) suspend that member from membership of the Institute for a specified period; or
 - (b) expel that member from the Institute.
- (2) A resolution of the Committee under subrule (1) does not take effect unless—
 - (a) at a meeting held in accordance with subrule (3), the Committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Institute under this rule, the Institute confirms the resolution in accordance with this rule.
- (3) A meeting of the Committee to confirm or revoke a resolution passed under subrule (1) 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 (4).

- (4) For the purposes of giving notice in accordance with sub-rule (3), 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 the revocation of the resolution; and
 - (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 Institute in general meeting against the resolution.
- (5) At a meeting of the Committee to confirm or revoke a resolution passed under sub-rule (1), 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.
- (6) 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 Institute in general meeting against the resolution.
- (7) If the Secretary receives a notice under subrule (6), he or she must notify the Committee and the Committee must convene a general meeting of the Institute to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Institute convened under subrule (7)—
 - (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 an 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.
- (9) A resolution is confirmed if, at the 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 Institute.
- (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 of the 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 Institute; or
 - (ii) in the case of a dispute between a member and the Institute, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Institute 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 to the parties to the dispute 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 or otherwise at law.

9 Annual general meetings

- (1) Provided that it is held within 5 months after the end of every financial year, the Committee may determine the date, time and place of the annual general meeting of the Institute.
- (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 Institute during the last preceding financial year; and
 - (c) to receive a statement containing the particulars of the following—
 - (i) the income and expenditure of the Institute during its last financial year;
 - (ii) the assets and liabilities of the Institute at the end of its last financial year.
 - (d) to receive the report of the Audit Committee (see (5), below)
- (4) At every second annual general meeting, the members shall elect officers of the Institute and the ordinary members of the Committee.
- (5) At every second annual general meeting, the members shall elect an Auditing Committee of three members, which shall audit the Treasurer's accounts. Should one or more vacancy arise the Committee shall appoint a replacement until the next election of the Auditing Committee.
- (6) 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 meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The Committee may, whenever it thinks fit, convene a special general meeting of the Institute.
- (4) 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 Institute.
- (5) 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 Secretary.
- (6) If the Committee does not cause a special general meeting to be held within five weeks 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.
- (7) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the Committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Institute to the persons incurring the expenses.

11 Special business

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 general meetings

- (1) The Secretary of the Institute, before the date fixed for holding a general meeting of the Institute, must cause to be sent to each member of the Institute, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting:
 - (a) at least 21 days before a general meeting where elections are due or if a special resolution has been proposed
 - (b) at least 14 days before a general meeting where no elections are held.
- (2) Notice may be sent—
 - (a) by prepaid post to the address appearing in the register of members; or
 - (b) by electronic transmission.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending 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 general meeting.

13 Quorum at 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 that item.
- (2) Five members present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct 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—
 - (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 given 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 general meetings

- (1) The President, or in the President's absence, a Vice-President, shall preside as Chairperson at each general meeting of the Institute.
- (2) If the President and Vice-Presidents are absent from a 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 subrule (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 general meetings

- (1) Upon any question arising at a general meeting of the Institute, 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 Institute have been paid, other than the amount of the annual subscription payable in respect of the current financial year.
- (5) A member not physically present at a general meeting is permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other, and,
- (6) For the purposes of these subclauses, a member participating in a general meeting as permitted under subrule (5) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.
- (7) The Committee will make arrangements to ensure that suitable technology is made available for the meeting, including a technology to facilitate voting.

17 Poll (where votes are cast in writing) at 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 manner as the Chairperson may direct and 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 time before the close of the meeting as the Chairperson may direct.

18 Manner of determining whether resolution carried

If a question arising at a general meeting of the Institute 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 Institute—

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 than 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 Institute convened under rule 7(7), in the form set out in Appendix 2; or
 - (b) in any other case, in the form set out in Appendix 3.

20 Executive Committee

- (1) The affairs of the Institute shall be managed by the Executive Committee.
- (2) The Committee —
 - (a) shall control and manage the business and affairs of the Institute; and
 - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Institute other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Institute; and
 - (c) subject to these Rules, the Act and the Regulations, has 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 Institute.
- (3) In particular, the Committee has the power to nominate sub-committee(s) as and when it sees fit.
- (4) The Committee shall consist of —
 - (a) the officers of the Institute;
 - (b) three ordinary members;
 - (c) up to two co-opted members selected by majority vote of the Committee for a specified time and purpose. Such time must not exceed the date of the next annual general meeting at which elections are held.

21 Office holders

- (1) The officers of the Institute shall be—
 - (a) a President;
 - (b) two or more Vice-Presidents, provided there is no more than one from any one state or territory;
 - (c) a Treasurer; and
 - (d) a Secretary.
- (2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in subrule (1).
- (3) Each officer of the Institute shall hold office until the annual general meeting two years after the date of his or her election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in subrule (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 next annual general meeting at which elections are held.

22 Ordinary members of the Committee

- (1) Subject to these Rules, each ordinary member of the Committee shall hold office until the annual general meeting two years after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the Institute to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the next annual general meeting at which elections are held.

23 Election of officers and ordinary Committee members

- (1) Nominations of candidates for election as officers of the Institute or as ordinary members of the Committee must be—
 - (a) made in writing and dated, signed by two members of the Institute 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 Institute not less than 7 days before the date fixed for the holding of the annual general meeting.
- (2) A candidate may only be nominated for one office, or as an ordinary member of the Committee, prior to the annual general meeting at which elections are held.
- (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 relevant annual general meeting in such manner as the Committee may direct.

24 Vacancies

The office of an officer of the Institute, or of an ordinary member of the Committee, becomes vacant if the officer or member—

- (a) ceases to be a member of the Institute; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Act; or
- (c) resigns from office by notice in writing given to the Secretary; or
- (d) is absent without leave or apology for three or more successive meetings.

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 4 members of the Committee.

26 Notice of Committee meetings

- (1) 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) 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.

27 Quorum for Committee meetings

- (1) Any 4 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 week.
- (4) For purposes of clauses (1) – (3) above, presence of one or more Committee members by tele-conference shall be a valid contribution to a quorum.
- (5) 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, a Vice-President presides; or
- (b) if the President and Vice-Presidents are absent, or are 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 (where votes are cast in writing) taken in such 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 Institute in 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 subrule (1) may make representations in writing to the Secretary or President of the Institute (not exceeding a reasonable length) and may request that the representations be provided to the members of the Institute.
- (3) The Secretary or the President may give a copy of the representations to each member of the Institute or, if they are not so given, the member may require that they be read out at the meeting.

31 Minutes of meetings

The Secretary of the Institute must keep minutes of the resolutions and proceedings of each general meeting, and each Committee meeting, together with a record of the names of persons present at Committee meetings.

32 Funds

- (1) The Treasurer of the Institute must—
 - (a) collect and receive all moneys due to the Institute and make all payments authorised by the Institute; and

- (b) keep correct accounts and books showing the financial affairs of the Institute with full details of all receipts and expenditure connected with the activities of the Institute.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Committee.
- (3) The funds of the Institute shall be derived from event entrance fees, annual subscriptions, donations and such other sources as the Committee determines.
- (4) The Committee is empowered to open a credit card account with a specified limit to facilitate the management of the Institute's funds.

33 Seal

- (1) The common seal of the Institute 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 of the Institute.

34 Notice to members

Except for the requirement in rule 12, any notice that is required to be given to a member, by or on behalf of the Institute, 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) electronic transmission.

35 Winding up

In the event of the winding up or the cancellation of the incorporation of the Institute, the assets of the Institute must be disposed of in accordance with the provisions of the Act.

36 Custody and inspection of books and records

- (1) Except as otherwise provided 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 Institute.
- (2) All accounts, books, securities and any other relevant documents of the Institute must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Institute.

37 Savings clause

- (1) The Statutory Rules adopted at the original incorporation of the Institute are repealed.
- (2) Any appointment made or motion passed under the Statutory Rules hereby repealed, if in force at the commencement of these Statutory Rules, shall continue in force as far as practicable as if made or passed under these Statutory Rules.

APPENDIX 1

APPLICATION FOR MEMBERSHIP OF THE AUSTRALIAN INSTITUTE OF POLISH AFFAIRS	
Applicant	
<i>Name</i>	
<i>Occupation</i>	
<i>Address</i>	
<i>Mobile phone</i>	
<i>E-mail</i>	
<i>In the event of my admission as a member, I agree to be bound by the rules of the Institute.</i>	
<i>signature</i>	
<i>date</i>	
<i>In case of membership application for a couple, specify which individual will hold voting rights</i>	

Nominator no. 1	
<i>Name</i>	
I nominate the applicant, who is personally known to me, for membership of the Institute.	
<i>signature</i>	
<i>date</i>	

Nominator no. 2	
<i>Name</i>	
I nominate the applicant, who is personally known to me, for membership of the Institute.	
<i>signature</i>	
<i>date</i>	

APPENDIX 3

FORM OF APPOINTMENT OF PROXY

I,

(name)

of

(address)

being a member of the Australian Institute of Polish Affairs

appoint

(name of proxy holder)

of

(address of proxy holder)

being a member of the Institute, as my proxy to vote on my behalf at the *annual/*special general meeting of the Institute to be held on—

(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote *in favour of/*against the following resolution: *[insert details of resolution]*

Signed

Date

*Delete if not applicable
