

**SOUTHBOURNE TENNIS CLUB**

**PROXY FORM**

I \_\_\_\_\_ (name of member)

of \_\_\_\_\_ (address of member)

a member of the above company **HEREBY APPOINT:**

Chairperson (Susanne Grainger) to vote for me

Or

Club Secretary (Daniel Light) to vote for me

Or

<insert other name> \_\_\_\_\_ (name of proxy)

of \_\_\_\_\_ (address of proxy)

to vote for me on my behalf at the Annual General Meeting to be held on the 19<sup>th</sup> October 2020 and at every adjournment thereof.

As witness my hand this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Signed: \_\_\_\_\_ [signature of member or member's duly appointed attorney]

Where the proxy form requires that the proxy should vote for or against a resolution then the form is as follows:

Please return the signed form to a member of the committee or the Club Coaches office by Saturday 17<sup>th</sup> October 2020.

By post: Southbourne Tennis Club, Iford Lane, Southbourne, BH6 5NF

or email: Daniel@Danlight.co.uk (NB if returning the form electronically please scan in your signature or type in your name where asked to sign and make sure you return the form from the same e-mail address that we used to contact you). Scanned Copies are preferred at this time.

## REGULATIONS MADE UNDER THE ARTICLES

### 1 PROXY VOTES

1. In order for a proxy vote to be valid, a member appointing a proxy to vote at general meetings of the Charity must sign the proxy form personally or by a duly authorised attorney and comply with the rules set out below.
2. The content of the proxy forms is set out below.
3. If the proxy form is signed by someone having a power of attorney for the member, then a copy of the power of attorney must be sent to the address of the Charity designated on the proxy form ("the designated address") at the same time as the signed proxy form.
4. The designated address may be a postal or an email address.
5. A signed proxy form for a general meeting must be sent either by post or email to the designated address to arrive at least 48 hours before the time the general meeting is due to start.
6. The proxy form, once signed, shall be deemed to give the proxy power to demand or join in demanding a poll (that is, a counted vote) on any issue.
7. If the proxy form is to be used to vote on a poll, it must be sent to the designated address to arrive at least 24 hours before the time the poll is due to be held.
8. If a poll is not taken immediately after it has been demanded, but is taken within 48 hours after being demanded, then the proxy form may be delivered to the Chair or any trustee at the meeting where the poll was demanded.
9. Where a member revokes the appointment of her/his/its proxy or a Member Body revokes the authority of its representative, the vote of the proxy or the representative will still be valid unless notice of the revocation has been received at the designated address before the start of the meeting where the vote is taken or the time a poll was held (if it is held on a later date).