



WINE GUILD VICTORIA INCORPORATED

FUNCTION NOTICE

62nd ANNUAL GENERAL MEETING

You must be a 2021 – 2022 Financial Member to vote

- Date:** Tuesday 14th September 2021
- Venue:** Home of Wine Guild Victoria Secretary Dianne Lofts and Vice President Graeme Lofts, online via Zoom.
- Time:** From 7.15pm Entry to Zoom meeting.
7.30 pm Annual General Meeting.
Followed by social catch up interaction between Members.
- Details:** **Due to the restrictions and risks associated with COVID-19, it is not possible to hold our AGM in a restaurant or any other physical venue.**
Our constitution allows members “not physically able 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.” Members participating by the use of technology are “taken to be present at the meeting and if the member votes at the meeting, is taken to have voted in person”.
- As a consequence, the meeting will take place at the home of the Secretary and Vice President. They will both be in physical attendance. Other members wishing to participate in the AGM can do one of the following:
1. Participate online in the AGM via Zoom.
 2. Vote by proxy. A Proxy Form is included with this Function Notice.

VOTING BY PROXY

A member may appoint another member as his or her proxy to vote and speak on his or her behalf. A proxy can be appointed by completing the attached form or other document that clearly identifies the person as the member’s proxy and that has been signed by the member.

A form appointing a proxy may be sent by post or electronically and must be received by the Secretary no later than 24 hours before the commencement of the meeting.

- RSVP:** **Monday 13th September 2021, 7.30 pm**
1. **Participation on line via Zoom:** Email: vicepres@wineguildvictoria.com.au
 2. **Vote by Proxy:** Email completed Proxy Form to secretary@wineguildvictoria.com.au or mail to:
The Secretary, Wine Guild Victoria
PO Box 1000
Sunbury VIC 3429



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PROXY FORM

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To: The Secretary
Wine Guild Victoria Incorporated
PO Box 1000
Sunbury VIC 3429
secretary@wineguildvictoria.com.au

Name of member appointing the proxy: _____

I appoint the following member as my proxy to vote on my behalf at the 62nd Annual General Meeting of Wine Guild Victoria Incorporated, to be held on Tuesday 14th September, 2021.

Signature: _____

Name of proxy holder _____

This form must be received by the Secretary no later than 24 hours before the commencement of the meeting.