**To** Club Presidents

**From** Sandra Venn-Brown

District Governor

**Date** 17 August 2018

**Re Zonta International District 22 Ltd Annual General Meeting – 8 September 2018**

The AGM for Zonta International District 22 Ltd will be held on 8 September 2018 at Mt. Ommaney Library, Dandenong Road, Mt. Ommaney. Q.4074, from 10.00am.

Under the Constitution of Zonta International District 22 Ltd and in accordance with Zonta International bylaws, each Zonta club (member of the Company) is entitled to attend and have one (1) vote at meetings if, on the date specified, District dues have been paid. If membership of the club exceeds 30 members the club is entitled to a second vote; and if club membership exceeds 60 members the club is entitled to a third vote. Each elected member of the District Board is also entitled to a vote. District Board members **cannot** act on behalf of their own club unless formally appointed as a proxy.

Any financial member of the Zonta Club can attend and represent the Club at the meeting.

Clubs can either:

1. attend in person at the meeting venue
2. attend via teleconference (via Zoom - separate information will be sent giving specific instructions if you choose this option)
3. allocate a proxy to speak on their behalf (there is no limit to the number of proxies a person can hold and the Chair/District Governor is also permitted to hold proxies). The approved proxy form is attached
4. send an apology

Attached please find:

* Agenda
* Minutes of previous AGM held 8 September 2017
* Financial Report for the year ended 31 May 2018 including Auditor’s Report
* Treasurer’s Report 2017-8

**It is important that you advise Patricia Cussens, District Secretary how your club intends to be represented at the meeting (email:**  **pat.cussens@gmail.com** **) no later than** **MONDAY 3 SEPTEMBER 2018**. **Please also provide the name and contact details of the person who will be representing your club; and proxy form if applicable.**

CLUB/MEMBER PROXY FORM

APPOINTMENT OF PROXY

The Zonta Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

being a member of Zonta International District 22 Limited, appoints

name, address and position (i.e. President Zonta Club of Beaudesert Area; Area 3 Director) of the person appointed

as our proxy to vote at the Annual General Meeting of members to be held on Saturday 8 September 2018, or at any adjournment of that meeting.

Name (and position Club President/Secretary)

Signature dated