

ELECTION OF OFFICER BEARER NOMINATION FORM

ANNUAL GENERAL MEETING – Monday 7 April 2025

I WISH TO NOMINATE: _____

FOR THE POSITION OF: _____

Name of Nominator

Signature of Nominator

Name of Seconder

Signature of Seconder

I, Nominee (Print Name): _____

ACCEPT THE ABOVE NOMINATION

Signature of Nominee: _____

PLEASE NOTE:

The Nominee, Nominator and Seconder must be financial members of the Grafton Jacaranda Festival Inc. as at 28 February 2025. The Nominee for a position on the Committee must consider his or her ability to attend most, if not all, management committee meetings, (usually held on the fourth Monday of each month), and monthly general member meetings when required.

Fully completed Nomination forms are to be delivered to the Grafton Jacaranda Festival Secretary by email to secretary@jacarandafestival.com or posted to PO Box 400, Grafton and are to be received no later than 5.00pm Monday 31 March 2025, 7 days prior to the Annual General Meeting. The Secretary must receive your Nomination Form for you to be eligible to stand for election at the Annual General Meeting on Monday 7 April 2025, as per the Constitution.

(Extract from the Constitution of the Grafton Jacaranda Festival Inc. Pages 9-11).

PART 4 – THE COMMITTEE

14. Powers of the committee

Subject to the Act, the Regulation and this constitution and to any resolution passed by the association in general meeting, the committee:

- a) is to control and manage the affairs of the association, and
- b) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- c) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- d) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- e) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

15. Composition and membership of the committee

- 1) The committee is to consist of:
 - a) the office-bearers of the association, and
 - b) at least 3 ordinary committee members, each of whom is to be elected at the annual general meeting of the association under clause 15.
- 2) The total number of committee members is to be 8.
- 3) The office-bearers of the association are as follows:
 - a) the President,
 - b) the Senior Vice-President
 - c) the Vice-President,
 - d) the Treasurer,
 - e) the Secretary.
- 4) A committee member may hold up to 2 offices (other than both the President and Vice- President offices).
- 5) Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

16. Election of committee members

- 1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members:
 - a) must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - b) must be delivered to the secretary of the association at least 7 days before the election is to take place.
- 2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- 3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- 4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- 5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- 6) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- 7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association.

17. Secretary

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes of:
 - a) all appointments of office-bearers and members of the committee, and
 - b) the names of members of the committee present at a committee meeting or a general meeting, and
 - c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

18. Treasurer

It is the duty of the treasurer of the association to ensure:

- a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.