

Chinguacousy Curling Club (CCC) Proxy Policy
December 14, 2023

Definitions

1. The following words will have these meanings:
 - a) “*Club*” – The Chinguacousy Curling Club.
 - b) “*By-law*”- The Club’s most current and published By-laws (Constitution).

Purpose

2. The purpose of this Policy is to describe the use of proxy voting at the Club’s Members Meetings including but not limited to the Annual General Meeting.

Scope and Application

3. This Policy applies to all voting Members, as described in the Club’s By-laws, and any individual wishing to hold a proxy or any proxy holder.

Proxy Holder Eligibility

4. A proxy holder must meet the following eligibility criteria:
 - a) Over the age of eighteen (18) years of age;
 - b) Be of sound mind;
 - c) Be a current member of the Club in good standing;

Number of Proxies

5. A proxy holder may hold any number of duly completed and signed proxies..

Proxy Procedure

6. Any Member entitled to vote at a meeting of Members may, by means of proxy, appoint an eligible proxy holder, to attend and vote on behalf of the Member in accordance with this Policy.
7. A proxy must:
 - a) Be assigned to an eligible proxy holder;
 - b) Be signed by the voting Member;
 - c) Comply with the proxy format stipulated by the Club (sample provided as Appendix A),
 - d) Be submitted to a member of the Board of Directors present at the meeting prior to the call to order of the meeting of the Members on the date and time specified on the Club provided proxy form.
8. A listing of proxy holders and voting Members who have granted proxies, will be made available to all voting Members attending the Members Meeting at the start of the Members Meeting.
9. A valid (compliant) proxy vote will be confirmed by the Club’s Chair (or designate), whose determination shall be final. The proxy review will be overseen by all members of the Board of Directors present at the meeting.

Revocation of Proxy

10. A proxy will be deemed revoked without further formality or action, when the voting Member is present in person at the Members meeting.

Policy Approval

11. This policy was approved by majority vote at a meeting of the Board of Directors on December 14, 2023.

APPENDIX A

CCC Proxy Form

Per Section 13 of the Chinguacousy Club By-laws, a voting Member in good standing may appoint an eligible individual to vote for the Member by proxy at a meeting of the Members. The Member must complete this form and the proxy holder must present it to a member of the Board of Directors present at the meeting prior to the Call to Order of said meeting..

Member Information (Member who is appointing the proxy holder)

1. Member Name (print): _____

Choice of Proxy Holder

2. The Member's proxy holder will be:

Proxy Holder Name (print):

Meeting and Location

3. This Proxy is only valid at the following meeting of the Members:

Meeting Date and Location: _____

Compliance with the Club's Proxy Policy

4. By signing the Proxy, the Member acknowledges that the Club's Proxy Policy has been complied with.

Member Signature (Member who is appointing the proxy holder)

5. Signature: _____

Date and time: _____

Additional Instructions

6. All voting Members in good standing are permitted to vote at a meeting of the Members in accordance with the Club's By-laws and the Proxy Policy. If a Member cannot attend but still wishes to vote, the Member may designate a proxy holder to attend and act on the Member's behalf at a meeting of the Members. The proxy holder must be in attendance at the meeting, will be identified, and will indicate the number of proxy votes held and for which Members.

7. If you wish to execute a proxy and appoint a proxy holder, please complete this proxy form and be sure to sign the form. If the form is not signed, not legible or the proxy holder is ineligible to hold a proxy, the proxy will not be counted.