

TRANSPLANT NURSES' ASSOCIATION (TNA)

Incorporated under the NSW Associations Incorporated Act of 1984.

CONSTITUTION

***AMENDED: ANNUAL GENERAL MEETING
22nd October 2009***

ARTICLE I NAME

The name of this organisation shall be TRANSPLANT NURSES' ASSOCIATION (TNA) Inc.

ARTICLE II MISSION STATEMENT AND OBJECTIVES

To promote and provide current information and education to nurses and allied health professionals interested in the transplant field and associated areas.

To develop a network of members with common interests in transplantation, to discuss and explore professional and ethical issues.

To foster and facilitate a collaborative environment for transplant health professionals to provide the highest attainable level of patient care.

Objectives:

The Transplant Nurses' Association shall:

1. Promote quality holistic care for patients and families involved in the transplantation process.
2. Provide standards of care for nurses and allied health professionals caring for such patients.
3. In conjunction with other multidisciplinary health team members, foster open communication to ensure the maintenance of optimal physical and psychological care for the patient and family.
4. Educate its members in the prevention, detection, diagnosis and treatment of diseases that may result in organ and tissue transplantation.
5. Promote the principle of equitable access for all patients seeking organ and tissue transplantation.
6. Promote education to health care professionals and the public in all areas of transplantation.
7. Promote recognition and acknowledgment of the donor and donor family.
8. Encourage and promote research, continuing education and the dissemination of information.
9. Respond to issues affecting the practice of organ and tissue transplantation.
10. Liaise with other national and international organisations involved in organ and tissue transplantation.
11. Act as a resource group to the community, nursing and allied health professionals.

ARTICLE III MEMBERSHIP

Section 1 Levels of Membership

The Association shall consist of full members, honorary members and corporate members.

A. Full Members

All nurses and health professionals engaged or interested in the care and/or treatment of patients involved in the transplantation process are eligible for full membership.

B. Honorary Members

Honorary membership may be awarded by the TNA in recognition of special service rendered to the TNA, or for outstanding contribution to the field of transplantation and associated areas, or for bearers of office in affiliated transplant related organizations. Temporary Honorary Membership may be awarded at the discretion of the National Executive. Candidates for Lifelong Honorary Membership can be nominated and the award voted upon at the Annual General Meeting. Honorary members do not have the privilege of voting or holding office.

C. Corporate Members:

Any corporation or foundation with a special interest in the aims and objectives of the TNA may apply for corporate membership. Corporate members do not have the privilege of voting or holding office. A Corporation will be deemed a corporate member if they become official sponsors of the Association as agreed by the corporation and the National Executive of the Association

D. Reciprocal Members:

Any group or association with similar interests, goals or objectives will be entitled to conference and meeting discounts offered to members of the Association, provided that reciprocal discounts are offered to members of the Association. One copy of each group's newsletter or Journal shall be exchanged and mailed to each group's President. Reciprocal Members shall not have the privilege of voting or holding office. No fee is incurred.

Section 2 Rights and Privileges of Members

Any rights or privilege of a member is non-transferable and terminates upon cessation of his/her membership. Any member may participate in the business and other sessions of TNA. Full members may vote at General Meetings and shall be eligible for election to the Executive.

Section 3 Admission to Membership

Any application for membership shall be made in writing and signed by the applicant on the appropriate form containing such information, as the TNA desires. Only under exceptional circumstances shall the executive be required to give any reason for the suitability of the applicant for membership. A register of members shall be kept showing name, address and date of commencement and termination of membership.

Section 4 Obligation of Members

- A. Dues: Members shall pay an annual membership fee as decided by the members at AGM. Membership must be current for members to maintain the privileges and rights of TNA. Any member not paying their annual membership fee within one month of receiving a second reminder notice shall be deemed to be un-financial and shall no longer be entitled to membership.
- B. A member desiring to resign from membership shall give notice in writing to the National Secretary of his

or her intention to resign.

Section 5 Liabilities of Members

The liabilities of a member to contribute towards the payment of the debts and liabilities of TNA is limited to the amount, if any, unpaid by the member in respect of membership fee as required by Section 4A.

Section 6 Cessation of Members

A person ceases to be a member if he/she dies, resigns that membership, is expelled from TNA or fails to pay membership fees as required by Section 4A.

Section 7 Disciplining of Members

Any member guilty of non-observance of the rules or misconduct in a manner prejudicial to the interest of TNA may be expelled or suspended by the National Executive. Any person considered by the National Executive to have given offence to TNA shall be given the right to defend their actions by appearing before the National Executive meeting or by written representation. Notice of at least two weeks must be given prior to such meeting. At the meeting the National Executive shall give due consideration to oral and/or written representation submitted by the member and determine whether to confirm or revoke the charge.

ARTICLE IV THE NATIONAL EXECUTIVE

Section 1 Members of the National Executive

The National Executive shall consist of three elected members, being President, Secretary and Treasurer. Clerical and administrative assistance shall be provided by a secretariat (see Article IV, section 7).

Section 2 Powers and Responsibilities of the National Executive

The National Executive shall be responsible for conducting the affairs and business of TNA and for overseeing the program for meetings of TNA. The National Executive shall have the power to take such action that it considers necessary for the proper management of the affairs of TNA.

Section 3 Duties of National Executive Members

- A. National Executive members shall ensure that the aims of TNA are upheld. They will attend Executive meetings and other meetings of TNA.
- B. National Executive shall meet at least once every two months.
- C. Two members of the National Executive attending a meeting outlined in Part B shall constitute a quorum.

Section 4 Duties of the National President

The National President of the National Executive will be the Chief Executive Officer of the Transplant Nurses' Association.

He/She shall be responsible to the National Executive for the administration of TNA. The National President shall:

- A. Preside at all meetings of the executive and AGM at which they are present.
- B. Have the casting vote in all cases of a vote for or against any question.
- C. See that business to be transferred at any executive meeting shall be conducted in a proper manner and that the minutes of the meeting are correct and shall so confirm by affixing their signature thereto.
- D. Be responsible for the initiation of disciplinary action (Article III section 7) where necessary.
- E. Act as primary spokesperson for the TNA, or delegate an appropriate spokesperson when required either at National or state level.
- F. Be responsible for the organisation of dates and venues for meetings

Section 5 Duties of the National Secretary

The National Secretary shall be elected for a two year term at the Annual General meeting. Duties of the National Secretary are:

- A. Attendance at all National and General Executive meetings
- B. The notification of relevant office holders regarding National and General Executive meeting dates, times and venues
- C. The arrangement of meeting venues and teleconference bookings as required
- D. The notification of all TNA members of the Annual General Meeting date, time and venue
- E. The generation and circulation of all meeting agendas
- F. Ensuring the taking of minutes, including the presence of a quorum and documenting names of those attending, at all Executive and Annual General Meetings
- G. The review and approval of meeting minutes, ensuring their circulation within two weeks of the meeting concerned
- H. To receive and circulate member's financial grant applications for review at Executive meetings
- I. Liaise with executive members regarding actions to be implemented at both national and state branch level.
- J. The coordination of the association's incoming and outgoing correspondence.
- K. The responsibility for all National TNA documentation, including the common seal.
- L. To provide a National Secretary report for the Transplant Nurses Journal.

Section 6 Duties of the National Treasurer

The National Treasurer shall be elected for a two yearly term at the Annual General meeting.

Duties of the National Treasurer are:

- A. To ensure that all moneys due to TNA is received and that all payments authorised by TNA are made.
- B. To attend all National and General Executive meetings.
- C. To maintain a national ledger, which is a record of all transactions and incoming and outgoing funds.
- D. To bank all funds acquired by the TNA, keeping appropriate receipts.
- E. To ensure that state branches are given a quarterly membership rebate as determined by resolution at AGM.
- F. To review state branch treasury records annually.
- G. To prepare a budget for members' financial grant applications, providing information regarding funds available for awards.
- H. To receive all new member's application forms, and to provide them with appropriate receipts and documentation. Records are to be kept of all receipt and membership numbers.
- I. correct books and accounts are kept showing the financial affairs of TNA.
- J. To submit the TNA financial records for auditing at the end of each financial year.
- K. To provide and present an audited financial report of the TNA's treasury status at the Annual General Meeting.
- L. The preparation of a TNA budget for the following year.

Section 7 Appointed Secretariat

- A. The secretariat shall be appointed at the discretion of the National Executive.
- B. The secretariat shall invoice the Association according to hours worked at a fee negotiated between the appointed secretariat and the National Executive.
- C. The secretariat shall assist the National and State Executive with the day-to-day running of the Association, including:
 - 1. Provision of clerical assistance
 - 2. Assist the National Secretary with the running, and maintenance of the list of members
 - 3. Provision of clerical assistance to the Editor of the Journal
- D. The position shall be reviewed and renegotiated every six months or when current service is no longer able to be provided.

Section 8 Duties of the National President Elect

The President Elect will be elected for a 12 month term, and will assume the office of TNA National President for a two year term, following the vacation of that office by the current National President.

Duties of the President Elect are:

- A. Attendance at National executive meetings and participation in TNA business as specified by the National President.
- B. The President Elect will not hold executive voting rights, but will retain voting rights as a general TNA member.

Section 9 Election of Members of the National Executive

- A. The election of the National Executive members (except the position of President Elect) shall be held on or before the Annual General Meeting in each alternate year commencing in 1992. The position of President Elect shall be held on or before the Annual General Meeting in each alternate year commencing in 2007. A returning officer (elected by the previous year's AGM) shall call for nominations in writing to all full and associate members of TNA by the First of July in the year of the elections.
- B. Nominations must be made in writing; signed by two full or associate members of TNA; and accompanied by the written consent of the candidate.
- C. Nominations shall be delivered to the returning officer at least four weeks before the date fixed for holding the postal ballot.
- D. If the number of nominations exceeds the number of vacancies, a postal ballot shall be held and such vacancies will be filled by candidates with the highest number of votes allocated.
- E. If the number of nominations received for each office is equal to the number of vacancies, the candidates nominated shall be deemed to be elected.
- F. If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting. If these further nominations are insufficient any vacancy shall be deemed to be a casual vacancy.
- G. Each member of the National Executive shall, subject to Article IV section 10, hold office until the conclusion of the Annual General Meeting two years following the date of the member's election.
- H. The National President is not eligible for re-election to the executive until a further two years after the full term of office.

Section 10 Casual Vacancies

- A. A casual vacancy occurs in the National Executive if a member of the National Executive office - dies; ceases to be a member of TNA; resigns office by notice in writing to the National Secretary; is removed from office by notice in writing to the National Secretary; is removed from office under Article IV Section 10; is absent without the consent of the National Executive from all meetings of the Executive held during a period of twelve months; becomes insolvent under the administration within the meaning of the Companies (NSW) Code; becomes of unsound mind or a person whose person or estate is liable to be

- dealt with in any way under the law relating to mental health.
- B. If, a casual vacancy occurs, the National Secretary shall call for nominations within one month of the occurrence of a casual vacancy. An election by postal vote shall be held within a further two month period. The nominations must be as per Section 8B and delivered to the returning officer nominated and elected by the National Executive at least three weeks before date fixed for the holding of the postal ballot.
 - C. Any person elected to fill a casual vacancy must qualify in the usual way under Article.III section 2
 - D. Any casual vacancy shall be filled for the remainder of the term and not for the new term. On cessation of the casual vacancy term the person elected to fill the casual vacancy shall not be precluded from seeking a subsequent full term of office either as National President or National Executive Member.

Section 11 Removal of Executive Members

- A.
 - i) Executive meetings shall comprise National Executive and one member of each State Branch executive.
 - ii) The Association in general meeting may by resolution remove any Executive member from the Executive Office before the expiration of the member's term of office at which time a casual vacancy shall be declared and the position filled in accordance with Article IV section 9.
- B. Where the Executive member of the proposed resolution referred to in clause A makes representations in writing to the National Secretary or National President and requests that TNA members be notified of such representations, the National Secretary or National President may send a copy of the representations to each Association member. If the representations are not sent, the member is entitled to require that they be read out at the meeting at which the resolution is considered.

Section 12 Meetings and Quorum

- A. The Executive shall meet at least once in each period of twelve months at a time and place determined by the Executive. Additional meetings of the Executive may be convened by the National President or by any member of the Executive.
- B. Oral or written notice of a meeting of the Executive shall be given by the National Secretary to each member of the Executive at least 48 hours before the time appointed for the meeting.
- C. Notice of a meeting given under clause B shall specify the general nature of the business to be transacted at the meeting and no other business shall be transacted at the meeting, except that which the executive members present unanimously agree to treat as urgent business.
- D. Any five members of the Executive constitute a quorum for the transaction of the business of a meeting of the Executive. No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and time in the following week. If at the adjourned meeting a quorum is not present within half an hour of the appointed time, the meeting shall be dissolved.
- E. At a meeting of Executive or National Executive the National President or, in the National President's absence the National Secretary or National Treasurer shall preside; or, if both of them are absent or unwilling to act, the members present at the meeting shall choose one member to preside.
- F. Quorum of members at an Annual General Meeting shall be no less than 10% of the total financial membership.

Section 13 Delegation by the National Executive to subcommittee

- A. The National Executive may by instrument in writing delegate to one or more subcommittees (which may be constituted of members of the National Executive or other members of TNA) the exercise of its functions as are specified in the instrument.
- B. Notwithstanding any delegation under this section, the National Executive may continue to exercise any function delegated. The National Executive may by instrument in writing revoke wholly or in part any delegation that it has made.
- C. A subcommittee may meet and adjourn as it thinks proper.

Section 14 Transplant Journal of Australia

- A. A Journal shall be published at least three times per year. Transplant Journal of Australia (hereafter known as the TJA)
- B. Expressions of interest in the position of Editor shall be sought by the executive in all state branches when the position becomes vacant. These names shall be forwarded to the National Secretary.
- C. The Editor of the TJA shall be appointed by the National Executive and be answerable to the National Executive.
- D. The Editor shall remain in that position for a period of 2 years from appointment to that position.
- E. The Editor shall be responsible for the publishing, layout, overall standard and distribution of the TJA subject to approval from the National Executive.
- F. A vacancy occurs if the Editor - dies; ceases to be a member of TNA; resigns office by notice in writing to the National Secretary; is removed from office by notice in writing to the National Secretary; becomes insolvent under the administration within the meaning of the Companies (NSW) Code; becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
- G. The National Secretary shall call for expressions of interest via State Executive within one month of the occurrence of a vacancy. A new Editor will then be appointed by the National Executive.

- H. Any vacancy shall be filled for the remainder of the term and not for the new term. On cessation of the vacancy term the person appointed to fill the vacancy shall not be precluded from seeking a subsequent full term of office as Editor.
- I. The National Executive may by resolution remove the Editor before the expiration of the Editor's term.

Section 15 Voting and Decisions

- A. Only a full or associate member may vote, and has one vote only. All votes shall be given personally or by proxy, but no person may hold more than five proxies.
- B. A member or proxy is not entitled to vote unless all money due by the member or proxy to TNA has been paid.
- C. Questions arising at a meeting of the Executive or of any subcommittee appointment by the National Executive shall be determined by a majority of the votes of the Executive or Subcommittee present at the meeting. Each member present is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- D. Subject to Section 11 clause D, the National Executive may act notwithstanding any vacancy on the National Executive.
- E. Proxy Voting: Each member shall be entitled to appoint in writing another member as proxy by notice given to the National Secretary no later than 24 hours before the time of the meeting. The notice shall be in the form set out in Appendix 1 to this constitution.

ARTICLE V STATE BRANCHES

Section 1 Formation of State Branches

- A. Subject to the approval of the National Executive, one branch per state of the TNA may be formed by financial Full members residing in that state or territory.
- B. The role of state branches shall be:
 - i to provide education services to members as deemed necessary by executive.
 - ii to elect a local organising committee for the Association's annual conferences rotated between state branches as decided by the executive.

Section 2 Office of State Branches

- A. Each State Branch shall elect a President, Treasurer and a Secretary or in lieu of a Treasurer and a Secretary, a combined Secretary/Treasurer may be elected.
- B. The State Secretary shall close nominations at least two months prior the State's AGM.
- C. The election of the State Branch Executive members shall be held on or before the State AGM after July 1st each year.
- D. Nominations must be made in writing to the State Secretary; signed by two full or associate members of TNA; and accompanied by the written consent of the candidate, who is a full member of the TNA.
- E. Nominations shall be delivered to the state Secretary at least four weeks before the date fixed for holding the ballot.
- F. If the number of nominations exceeds the number of vacancies, a secret ballot shall be held and such vacancies will be filled by candidates with the highest number of votes allocated.. Proxy voting shall be as per Article IV section 14 subsection E.
- G. If the number of nominations received for each office is equal to the number of vacancies, the candidates nominated shall be deemed to be elected.
- H. If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected and further nominations shall be received at the State AGM. If these further nominations are insufficient any vacancy shall be deemed to be a casual vacancy.
- I. Each member of the state Executive shall, subject to Article IV section 10, hold office until the conclusion of the State Annual General Meeting one year following the date of the member's election.
- J. A casual vacancy occurs in the State Executive if a member of the State Executive office - dies; ceases to be a member of TNA; resigns office by notice in writing to the National Secretary; is removed from office by notice in writing to the National Secretary; is removed from office under removed from office under Article IV Section 10; is absent without the consent of the State Executive from all meetings of the State Executive held during a period of twelve months; becomes insolvent under the administration within the meaning of the Companies (NSW) Code; becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
- K. The State Secretary shall call for nominations within one month of the occurrence of a casual vacancy. An election by secret ballot shall be held within a further two month period. Proxy voting shall be as per Article IV section 14 subsection E.
- L. Any casual vacancy shall be filled for the remainder of the term and not for the new term. On cessation of the casual vacancy term the person elected to fill the casual vacancy shall not be precluded from seeking a subsequent full term of office.
- M. TNA in general meeting may by resolution remove any State Executive member from the Executive Office before the expiration of the member's term of office and may by resolution appoint any person to hold office until the expiration of the term of office of the member so removed.
- N. The secretary shall, within 7 days of the completion of an election in his or her branch, inform the National Secretary in writing of the name and the address of the persons elected.

Section 3 Duties of the Branch President

- A. The duty of Branch President is to preside at all meetings of the State of which they are President.
- B. The Branch President shall have the casting vote in all cases of a vote for or against any question at a branch meeting.
- C. The Branch President shall see that business to be transferred at any branch meeting shall be conducted in a proper manner and that the minutes of the meeting are correct and shall so confirm by affixing their signature thereto.
- D. The Branch President shall preside over Executive meetings on behalf of the state branch, and if unable to attend arrange for another State Executive member to attend.
- E. The Branch President shall provide the Editor with a regular state report for the TNJ.
- F. The Branch President shall provide a yearly report at the TNA AGM or in their absence, arrange for another State Executive member to attend.
- G. The Branch President is answerable to National Executive.
- H. The Branch President shall confirm all state minutes by applying to them their signature.
- I. The Branch President shall liaise with the National President should a spokesperson be required at a state level.

Section 4 Duties of the Branch Secretary/Treasurer

State Branch Secretarial duties include:

- A. Attendance at all meetings of the branch and shall be entitled to speak and vote on all matters.
- B. Attend to the minutes of the meetings and incoming and outgoing correspondence.
- C. Notification of all members of the branch in writing of the time, venue and date of branch meetings. Notification shall be at least 4 weeks prior to the meeting.
- D. To liaise with state branch president regarding all state branch issues
- E. To notify branch members four weeks in advance of date, time and venue of branch meetings
- F. To generate agenda and attend to the minutes of all state meetings
- G. To inform the National Executive via the National Secretary of state branch activities
- H. To keep current branch membership details via the national secretariat
- I. The storage of all state branch documentation
- J. In conjunction with the state executive participate in any state branch projects or planning and development
- K. To respond to enquiries from state branch members or interested parties regarding the TNA

State Branch Treasury duties include:

- A. To maintain a state ledger which is a record of all financial transactions
- B. B. To provide receipts for all payments received from national treasurer, members and non members
- C. The banking of all cheques and payments as necessary
- D. The submission of state branch financial records for auditing at the end of the financial year. A copy of the auditor's report is to be provided to the National treasurer by the 31st of August
- E. To present written financial reports to the state branches quarterly.
- F. To present a written financial report co signed by all members of the state executive to the national treasurer by 31st of August

ARTICLE VI GENERAL MATTERS

Section 1 AGM

The Association shall hold its first General Meeting within the period of twelve months after it is incorporated under the act. After the first General Meeting, TNA shall at least once a year convene an Annual General Meeting of its members.

Section 2 Business of the AGM

The business of an Annual General Meeting shall be:

- A. to confirm the minutes of the last preceding Annual General Meeting
- B. to receive from the National and State Executive reports upon the activities of TNA during the last preceding financial year
- C. to confirm the election of the National Executive members
- D. to receive and consider a statement of the income, expenditure, assets and liabilities, mortgages, charges and other securities of any description affecting any of the property of TNA at the end of the last financial year
- E. by resolution, to ratify any decisions by the National Executive that are deemed to have a major impact on the Association
- F. to discuss and vote upon items of general business as requested by the membership.

Section 3 Fund Source:

- A. The funds shall be derived from membership fees and annual subscriptions of members, donations and such other sources as TNA determines. All money received shall be deposited as soon as practicable to the credit of TNA's bank account and an appropriate receipt shall be issued if requested.
- B. The assets and income of the association shall be applied solely in furtherance of it's above mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bone fide compensation for services rendered or expenses incurred on behalf of the Association.

- C. In the event of the association being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the Executive in accordance with their powers to any fund, institution or authority which, in itself is exempt from income tax.

ARTICLE VII MISCELLANEOUS

Section 1 Changes to the Objects and Rules

These objects and rules may be altered, repealed or added to by resolution passed by a majority of at least three quarters of those voting in person or by proxy at an Annual General Meeting. Any proposed alteration, repeal or addition to these objects or rules shall be in the form of a motion, signed by at least two members and it shall be in writing and state the purpose of the changes; signed by the members making such requisition; lodged with the National Secretary; and may consist of several documents in a similar form, each signed by both members making the requisition. Notice of any proposed changes must be sent in writing to all members at least sixty days before the Annual General Meeting.

Section 2 Insurance

The Association shall effect and maintain insurance with an approved insurer against the liability of TNA arising out of an occurrence causing death or bodily injury to a person or damage to property; and such other occurrences as may be prescribed by TNA.

Section 3 Common Seal

This shall be kept in the custody of the National Secretary. It shall not affix to any instrument except by the authority of the National Executive and it shall be attested by the signature of two members of the National Executive.

Section 4 Custody of Books, etc

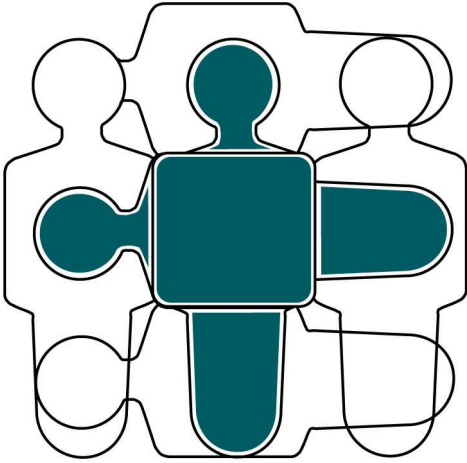
Except as otherwise provided by this constitution, the National Secretary and or the National Treasurer shall keep in his/her custody all records, books and other documents relating to TNA. These records, books and documents of TNA shall be open to inspection, free of charge by a member of TNA at any reasonable hour.

Section 5 Audit

The auditor or auditors shall be appointed each year by the National Executive. They shall examine all accounts, receipts books etc and furnish a report to the members present at the annual general meeting. The current Auditor may apply for re-appointment. Audits shall be conducted at regular intervals of not more than twelve months. an auditor shall not be a member or closely related to a member of the National Executive committee.

Section 6 Interpretations

1. 'The act' means The Association's Incorporated Act, 1984.
2. 'The rules' means the Model Rules of The Association's Incorporated Act, 1984.
3. 'TNA' means the Transplant Nurses' Association (TNA) Incorporated.
4. 'The National Executive' means the National Executive of the Transplant Nurses' Association (TNA) Incorporated.
5. Corporation means a body of persons legally constituted as an artificial person authorized to act as an individual and preserve rights in perpetual succession.
6. The State Executive means President, Secretary and Treasurer of the State Branch.
7. The Executive means the National and the State Executive.
8. The Association means the Transplant Nurses' Association (TNA) incorporated.
9. AGM means the Annual General Meeting of the TNA.



APPENDIX 1

Form of Appointment of Proxy

I, _____ OF _____
(NAME) (ADDRESS)

BEING A MEMBER OF THE TRANSPLANT NURSES' ASSOCIATION HEREBY APPOINT

(FULL NAME OF PROXY)
OF _____ BEING A MEMBER OF THE
(ADDRESS)

ASSOCIATION, AS MY PROXY TO VOTE FOR ME ON MY BEHALF AT THE GENERAL MEETING OF THE ASSOCIATION (ANNUAL GENERAL MEETING OR SPECIAL GENERAL MEETING, AS THE CASE MAY BE) TO BE HELD ON THE

_____ DAY OF _____ 19 ____ AND AT ANY ADJOURNMENT OF THAT MEETING.

- * MY PROXY IS AUTHORISED TO VOTE IN FAVOUR OF/AGAINST (delete as appropriate) THE RESOLUTION (insert details).
- * TO BE INSERTED IF DESIRED

(SIGNATURE OF MEMBER APPOINTING PROXY)

DATE: _____

NOTE: A PROXY VOTE MAY NOT BE GIVEN TO A PERSON WHO IS NOT A MEMBER OF THE TRANSPLANT NURSES' ASSOCIATION.