



# AGM Correspondence Sample - 14 days

30th September 2018

Dear members,

Notice is hereby given of the Annual General Meeting. The AGM will take place on Monday 22<sup>nd</sup> October 2018 at 7.30pm.

All members or parents/ guardians of members are requested to attend.

The following documents are attached to this email:

1. Committee nomination form, including terms of office for current committee
2. Motion form
3. Notice of motions
4. Club constitution – current and proposed

Nominations are invited for all roles on the committee. Where more than 1 valid nomination per position is received an election will be held. The committee is required to have a minimum of eight committee members, our club constitution provides for a maximum of eleven committee members.

It is proposed that we will update the club constitution, following an update to the Swim Ireland constitution template in recent months. While it is the intention of the club to adopt the Swim Ireland template, the change of the date of the club AGM has been included as a separate motion.

All nomination and motion forms must be returned to [clubsecretary@aquatics.ie](mailto:clubsecretary@aquatics.ie) by 6pm on Monday 8th October 2018.

Kind Regards,

Amanda O'Neill

Club Secretary