



AGM Correspondence Sample - 7 days

14th October 2018

Dear members,

This email is a reminder that the club AGM will take place in Irish Sport HQ on Monday 22nd October 2018 at 7.30pm.

All members or parents/ guardians of members are requested to attend. Please arrive at least fifteen minutes prior to the start of the AGM to sign in and receive your ballot card. Voting rights are included in the attached standing orders.

Agenda

1. Apologies
2. Minutes of the previous Club AGM
3. Chairperson's Report
4. Secretary's Report
5. Treasurer's Report
6. Head coach's Report
7. Club Children's Officer Report
8. Motions
9. Election of club committee
10. Any additional presentation (if required)
11. Date for next AGM

Following on from the previous request for motions and nominations the following have been received:

Motions

There are three motions to be presented and voted on at the AGM.

1. To adopt the Swim Ireland constitution template as the club constitution.
It is proposed that the club will adopt the updated Swim Ireland constitution. As many changes have been made it is recommended that the club adopt the constitution in totality. The current and proposed constitution are available to club members.

Proposed by club committee

2. To change to the club AGM from "the month of October" to "the month of May" annually.

The club complete the annual affiliation process to Swim Ireland in October of each year. This is a busy period for the club committee, especially for the club and membership secretaries.

In addition, it is a requirement that any person holding a role in the club complete garda vetting and level 1 safeguarding prior to taking on a role in the club.



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3. Any increase in membership fees must be approved by the membership at the club AGM. Any increases can only take effect from the following season.

Proposed by Adam O’Sullivan

Nominations

We have received two valid nominations for the position of chairperson, so an election will be held on the night of the AGM.

There is currently one vacant position for a general committee member. Nominations may be taken from the floor on the night for this position. It is a Swim Ireland requirement that the club have 8 committee members, so I would encourage more volunteers to step forward.

Committee positions	Name of nominee	Proposer	Second	Valid nomination?
Chairperson	Seán Mc Intyre	Ross Green	Amanda O’Neill	Yes
Chairperson	Christine Regan	Tom Foy	Rachel Geller	Yes
Secretary	Amanda O’Neill	Ross Green	Sean Mc Intyre	Yes
Treasurer	Alex Mitchell	Aine Connolly	John Mc Enroe	Yes
Committee Member 1	John Mc Enroe	Amanda O’Neill	Aine Connolly	Yes
Committee Member 2	Adam Price	Christine Regan	Adam O’Sullivan	Yes
Committee Member 3	Sarah Maher	Amanda O’Neill	Aine Connolly	Yes
Committee Member 4	Vacant	Vacant	Vacant	
Club Children’s Officer	Laura Fitzsimons	2016	Appointed by committee	

Kind Regards,

Amanda O’Neill

Club Secretary